

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING June 10, 2024, 6:15PM AT THE LIBRARY

Members Present: Kevin Kelsey, Scott Schaumann, Stevi Stutzman, Mike Cunningham, Susie Baker, Kristen Streeter

Not Present: Carrie Heimann

Also Present: John Howard, Ashley Elson

Kevin Kelsey opened the meeting by reading the library's mission statement: "Together we create a welcoming community that empowers everyone to learn, connect, create, and grow."

Approval of the Regular Meeting Minutes for May 13, 2024

John Howard pointed out two typos in the document that will be fixed.

Mike Cunningham moved to approve the minutes for May 13, 2024. Scott Schaumann seconded. The motion passed unanimously. There was no discussion.

Treasurer's Report

A. Financial Report

Kristen Streeter moved to approve the financial report for May 2024. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion.

John Howard said that this year the library is looking more at the numbers compared to the budget and on the expense side, the library is going to be very close to the budget. He reminded that there is conservatively more income than projections still show a surplus for this year, and a couple of purchases will be made this month from it well within the appropriations.

Kevin Kelsey asked about the Per Capita Grant. John Howard responded that the states are slow about sending out the checks for the grant. He said that with the accrual based accounting, it will still be counted at the end of the year in the report before it is finalized. The library will not get all of the second half of the year property taxes before June 30th but anything in the first half will be counted for this fiscal year.

Kevin Kelsey mentioned the little hiccups in some of the numbers that were discussed in the prior month. John Howard reassured that the hiccups are fixed except for the investment advisors co-mingle funds from a couple of different accounts. He expressed that when investments were purchased, they did not listen carefully to what John had told them to do. Under current liabilities, the due to others working capital and special reserves, the money is currently sitting in a general fund investment right now. Kevin Kelsey asked if this was ok and John said yes but added that he will be working with the investment advisors to have separate accounts for special reserve and working cash.

B. Check Register

Stevi Stutzman moved to approve the financial report for May 2024. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion.

John Howard talked about Jack-A-Slab for \$725. It was concrete repair on the driveway. There were some corners at the front that had cracked off and settled. As opposed to tearing out the whole driveway, they put stuff underneath the areas that had settled to bring it back up and resealed around it, which was the cheapest option.

Kevin Kelsey asked about Mark Pagano for \$675. John Howard said that he is a performer for kids who's stage name is Marco Polo and he is performing at the library for the family fun Friday event at the end of June.

Election of Officers for 2024-2025

John Howard informed that Carrie Heimann, although enjoys being treasurer, would like to step down from the position if possible because it is conflicting with her schedule. Kevin Kelsey added that Carrie's schedule will only get busier and she would not mind giving the position to someone else.

John Howard started the board officer nominations with the president. Mike Cunningham nominated Kevin Kelsey. Stevi Stutzman seconded. There were no other nominations. Kevin Kelsey agreed to serve. All trustees favored to elect Kevin Kelsey for president.

John Howard asked nominations for vice president. Kevin Kelsey nominated Susie Baker. Kristen Streeter seconded. There were no other nominations. Susie Baker agreed to serve. All trustees favored to elect Susie Baker for vice president.

John Howard asked nominations for treasurer. Mike Cunningham nominated Kristen Streeter. Stevi Stutzman seconded. There were no other nominations. Kristen Streeter agreed to serve. All trustees favored to elect Kristen Streeter for treasurer.

Kristen Streeter asked about what the treasurer position entailed. John Howard explained that it is one of the busier positions of the bunch. Checks are reviewed every two weeks, ensuring that the names and invoices are correct, and then reviewing the financial statements more in depth. The position does not require someone to be a financial person but ask that they know money basically. The staff provides a lot of guidance on it and John Howard can clarify any confusions that arise. Kristen Streeter asked if the tasks need to be completed during office hours and John Howard said they do not. Kristen Streeter said that her biggest concern was being able to work on the tasks in the evenings, and sense she can, she was willing to accept the position. Stevi Stutzman added that the treasurer is also involved with the finance committee.

John Howard asked nominations for secretary. Scott Schaumann nominated Stevi Stutzman. Mike Cunningham seconded. There were no other nominations. Stevi Stutzman agreed to serve. All trustees favored to elect Stevi Stutzman for secretary.

John Howard informed that the secretary position is the backup to taking minutes and assigning that you attest things that happened at meetings such as signing ordinances.

Appointment of Committees and Positions

a. Policy Committee

Kevin Kelsey appointed Susie Baker, Carrie Heimann, and Stevi Stutzman for the Policy Committee.

b. Finance Committee

Kevin Kelsey appointed Kristen Streeter, Scott Schaumann, and Stevi Stutzman for the Finance Committee.

c. Personnel Committee

Kevin Kelsey appointed Susie Baker, Mike Cunningham, and Carrie Heimann for the Personnel Committee.

d. Building and Grounds Committee

Kevin Kelsey appointed Mike Cunningham, Scott Schaumann, and Kristen Streeter for the Building and Grounds Committee.

e. Parliamentarian

Kevin Kelsey appointed Scott Schaumann for Parliamentarian.

f. OMA officer

Kevin Kelsey appointed Mike Cunningham for Open Meetings Act Officer.

Kevin Kelsey thanked everyone for their willingness to serve.

Director's Report

John Howard submitted the director's report before the meeting.

John Howard started with the statistics. There was a small increase in total circulation, a little over 10% increase in people count compared to May 2023, a slight decrease in printing materials, an increase in digital materials which was expected, an increase in door count, and more than 10% increase in program attendance. Kevin Kelsey asked about computer use. John Howard explained that there were three young boys that came in every day last year to use the computers therefore last year was spike. John Howard added that he was not sure about what happened to the Wi-Fi sessions this year in terms of count. Last year's number was ridiculously low and when the number comes in, it will be way higher, more than 572 people in a month. John then said that non-print numbers are good, audiobook numbers increased, children wonder books have been so popular (juvenile, non-print, under kits and audiobooks), and 60% to 70% of e-books are from Hoopla. Kevin Kelsey asked if Hoopla is worth paying for. John Howard said yes, about \$1.70 per circulation which is about the same price for print books.

John Howard talked about hiring a program assistant, Tyeler (Ty), for Rebecca Strom and you can see the weight lift off her shoulders. This was a huge improvement to prevent Becca from getting burnt out.

John Howard said that the library will be closed on August 8th for the annual all-staff in-service day. Reorganizing adult fiction will also take place on that day.

John Howard asked if anyone received any feedback from the booklet that was sent out about the expansion. Stevi Stutzman had a lot of positive feedback in her neighborhood stating that the library needs the expansion. Kevin Kelsey said that he received one email with negative feedback and two neighbors inform him that the library is not marketing the expansion hard enough. Mike Cunningham asked what the email entailed. Kevin Kelsey responded that the email stated that libraries are outdated and the money should go to the schools. Mike Cunningham said that some people think that the library is only used for checking out books but it is so much more and he feels the person that sent the email has no clue about the other services the library provides. Stevi Stutzman said that it probably does not follow social media, even though there has been good outbursts about what we offer. Susie Baker added that she was talking

to a colleague at work about books and she talked about the new library in Galesburg. Susie talked about the Mahomet Library's plan of renovating.

John Howard talked about the events that transpired from May 22nd through June 3rd. On the Last Day of School Ice Daddie's event, over 800 people attended, 576 kids received free ices, 320 kids signed up for summer reading, and it was under \$500 through the library share. The I Spy Summer event had the best weather, the lawn was covered with people, a patron came up to the front desk to complement the event and said they were there for four hours, and with the added volunteers this year, the lines were not as long. Mike Cunningham said that the picture that was taken at the Animal Show is very impactful in showing the community why the library needs to be larger. Stevi Stutzman asked if the picture could be posted on social media and John Howard said yes. John Howard said that he counted, at best, 195 people that attended the Animal Show and most of them were in the Edgar room. John commented that the outdoor patio would be perfect for an event like this. About \$450 was spent and there were so many different kinds of animals. Incredible event.

Mike Cunningham asked why the library is writing checks and not ACH. John Howard said that when writing checks, it is a stronger form of internal control than ACH. When using ACH, things go out whenever the bill comes due so the vender chooses when it gets paid and not the library. This will be discussed further in the next financial meeting but John receives and reviews the bills, then they go to the bookkeeper who writes the checks, and then goes to the treasurer who before signing the check, ensures everything is lined up. Susie Baker commented that from her experience, you can process the invoice and then the check issues. No one is allowed to direct debit. Kristen Streeter added that you can pay bills online yourself. It is worth talking to Busey Bank about because you can still have the same reviewing process before paying the bill. Scott Schaumann mentioned that we are possibly switching banks. John Howard agreed, it's a strong consideration. Stevi Stutzman asked what steps are being taken to look into a new bank. John Howard said that he had met with First National Bank of Forrest with Courtney and even though the search for a new bank is on the agenda, it was placed on hold due to all the position changes. Kevin Kelsey wanted to comment that we have nothing against Busey Bank, but feels we would benefit more from a local bank.

John Howard wrapped up the discussion reminding everyone that if they need a nametag to please let him know because he is placing an order.

Audience Comments – No Comments

Committee Reports – No Reports

New Business

A. Meeting Schedule Ordinance for 2024-2025

Mike Cunningham moved to keep the meeting schedule ordinance for 2024-2025. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion. There was no discussion.

Strategic Planning - No Report Scheduled

Board Advocacy

a. Reminder - Ice Cream Social July 21st

John Howard was still working on the music for the event. Kevin Kelsey mentioned the ice cream. John Howard responded that The Main Scoop would like to provide vanilla ice cream again this year and be a name sponsor. Kevin Kelsey asked John if he needed more volunteers to sign up. John said that if you are available, plan to be there.

Trustee Comments

Susie Baker felt that the I Spy Walk was wonderful; however, the table for the I Spy sign up needs two people throughout the whole day.

Kristen Streeter asked if the library had done a booth for the Soda Festival in the past and John Howard said no. Kevin Kelsey asked if it is well attended and Scott Schaumann said it is relatively busy. Mike Cunningham asked why we put up a booth during the Music Festival and not the Soda Festival. John Howard said because the Music Festival is larger, it happens immediately after I Spy event, and it falls on Memorial Day weekend where many people travel.

Stevi Stutzman asked if the library does tours of the building to show the space it is working with, similar to the schools. This would be great for patrons who are not avid library users that can come check out the building and the plans, not necessarily signing up for a card. She asked if the library could do something similar to this to turn the paper vision into something more. Kristen Streeter mentioned that marketing was discussed before and thought it was resolved. John Howard said that there is hope that the state construction grant would come faster than it has but as long as it is by 2028, it still works for the plan. John then asked about doing the tours at the Ice Cream Social event and offered to do guided walkthroughs of the library. Kevin Kelsey said a way to envision what

the new space would look like. Kristen Streeter asked if this is advertised on poster boards and John Howard said no but we can do that. Kristen Streeter pointed out that the library needs to keep the enthusiasm up but it is going to be hard to keep that up for four more years. John Howard agreed. Kevin Kelsey suggested having a way to have patrons donate money. Susie Baker said through the website. John Howard said that information about the expansion is on the website. Stevi Stutzman asked the reason behind the Ice Cream Social event and John Howard said it is for patron appreciation. She then asked if the tours of the library and explaining the vision for the expansion for the next several years is a good idea and would it be stressful. John Howard said it would be a good idea and it would not be stressful if organized. Stevi Stutzman added that the foundation could even reach out and have resources for patrons to get more involved if they want. John Howard mentioned that he is conducting interviews for the marketing position that will have more than five hours a week to offer. Stevi Stutzman said the library really needs that blast of marketing. Susie Baker suggests showing what the entire library can do. Kevin Kelsey said that books are great but the library is more and he uses the term community center a lot. Kevin then says that the friends of the Mahomet Public Library are having their annual board meeting on June 12th, at the library, in the Edgar room, at 6:00pm. He feels that we have a good relationship with the friends group and we should do what we can to support them.

Adjournment

Mike Cunningham moved to adjourn the meeting. Scott Schaumann seconded; the motion passed. The meeting adjourned at 7:14pm.

Respectfully Submitted by Ashley Elson, Library Clerk.