

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING AUGUST 12, 2024, 6:15PM AT THE LIBRARY

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

Also Present: Tammy Caputo, Ashley Elson

Notice of Public Hearing - None

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 July 8, 2024

Kristen Streeter moved to approve the minutes for July 8, 2024. Scott Schaumann seconded. The motion passed unanimously. There was no discussion.

Treasurer's Report

A. Preliminary Financial Report

Stevi Stutzman moved to approve the financial report for July 2024. Mike Cunningham seconded. Roll call vote; all trustees voted in favor of the motion.

Carrie Heimann referenced page 2 income statements and asked why the salary for director says \$0. John Howard answered that the first \$10,000 that is paid out comes from special funds so until that's paid, the salary is shown on page 1 under risk management, liability fund. This is a traditional thing that libraries do. He also mentioned that general funds can be spent on anything whereas special funds are specific.

John Howard talked about "Digital M Subscription" which is the wall street journal subscription, and he plans to speak with Kathy Leathers about the amount increase.

B. Check Register

Scott Schaumann moved to approve the check register for July 2024. Mike Cunningham seconded. Roll call vote; all trustees voted in favor of approval.

John Howard talked about Bash and Pepper Roofing. They came out and did repair work on the library's gutters because they were leaking. They may have to visit one more time.

Carrie Heimann had a general comment about the report itself, if the columns could be widened so the payee titles wouldn't be cut off. John Howard said that he would look into it.

Scott Schaumann asked about MicroAge charge. John Howard said the charges were for the new PCs that were purchased back in June. Kristen Streeter said that it was a voided check because the check was written twice.

Director's Report

John Howard commented that the biggest thing that happened was staff day and the completion of gentrification. He informed the board that there is a time-lapse video of the project on the library's Facebook page. He said that he was very, very proud of the staff on how hard they worked. There were 16 people plus a volunteer to move 8,400 items. It was a lot of work and took two and a half hours longer than expected. Susie Baker commented that she loved the project. John Howard invited the board to browse the new arrangement if they have not already and to check out the newly made posters/signage. On behalf of the board, Kevin Kelsey extended their thanks and appreciation because that was a lot of hard work. He suggested to John to give the staff a pizza day or something as a way of saying thank you. John Howard said that he has a little bit of money left over from staff day and was thinking about giving gift cards to the Main Scoop since it is rare that the entire staff can get together to eat at the same time.

Kevin Kelsey commented on Mitchel Meyerhoff leaving the library. John Howard said that there have been only a couple of times being director that he has gone up to a staff member and say, "Look, I don't want to lose you, but this is a perfect job for you." He said that this was Mitchel's first interview and he received the position. John feels this is a perfect fit for Mitchel and Chatham library is one of the best libraries and has one of the best directors in downstate Illinois. John said that working at Mahomet Public Library has been a great start for Mitchel and he will continue to grow and do great things at Chatham. John is happy for him. Kevin Kelsey said that we have been very grateful to have him.

John Howard talked about summer reading. The numbers were phenomenal, 4,570 people attended library programs, participants read 193,000 minutes, 720 kids signed up, and 226 kids made it through to the end. He said to give Becca Strom a pat on the back the next time they see her. He said that it has been wonderful to have Ty Laboray to be Becca's assistant. You can visibly see Becca's stress is reduced.

Carrie Heimann commented on the energy conservation study and that would be a good thing to post on social media if it continues. John Howard said to wait another month or two to see if it is a trend. He said the interesting thing was the average temperature happened to be the same, so it was a good comparison.

Kevin Kelsey asked John Howard to talk about Leah Drester's hours. John Howard said he budgeted 15 hours a week for marketing coordinator. He took her off a four-hour desk shift to give her more onsite time. He commented that Aera Boating and Jennifer Spafford said that they are interested in being involved on the marketing team. Tammy Caputo will also be on the marketing team because she knows how to update the website. There has been a lot of progress made in the last year and a half, but they are still looking to move forward, and John said Leah is the one to do it. Her work outshone all the interviewees and she knows the library.

Kevin Kelsey mentioned that the bank meeting was discussed at the Finance Committee and they thought it was a good idea. He confirmed that the board does not take action and it is just advisory and John Howard said correct.

John Howard then talked about statistics. Total circ got 5% over last year, program attendance was almost over 20%, people count is up 10% over the last year, continue to dip downward in print circ, and a 48% increase in digital materials, which is mostly Hoopla. He said people really like to use Hoopla even though the collection is not as good as the other services. Kevin Kelsey commented on the significant increase in program attendance and share being more than 50%. John Howard said that there is a mix up on the share app catalog where the link takes you to a version of the catalog and not the new Aspen catalog. He is working on seeing if it can be fixed. Kevin Kelsey commented that more than 70 people a day use the share app.

Mike Cunningham wanted to talk about the stats. He feels that it would be beneficial to have five or so things highlighted each month that can tell the board if the library is thriving or healthy. Examples like how many patrons are being added and how many patrons are using the computers. Carrie Heimann and Kevin Kelsey think this is a good question. Mike Cunningham said that he understands the importance of the statistics, especially for staff, but to the advisory board, having something that tells you that the library is good to go or needs improvement. Kevin Kelsey added that seeing how many library card deletions would be helpful to know. John Howard said this is a great conversation for the next strategic plan. A goal could be made to try and come up with statistics that help us to follow track the most important things. Kristen Streeter comments to highlight the key points but keep the other information because it is still important from a staff standpoint. She says to continue making graphics that show numbers to post on social media like the summer reading program graphic.

Scott Schaumann asked why there is a 25% decrease in web site visits. John Howard said that some of it is related to the increase in the use of the share app and this is something that we need to keep our eye on.

Audience Comments – None

Committee Reports

a. Finance Committee

Kristen Streeter talked about the finance committee meeting that happened on August 8, 2024. The main thing that was discussed were the ordinances, John Howard's visit with the bank, and insurance deductible. John Howard said that he was having a conversation about deductibles with his personal insurance agent and told to not submit small claims because too many claims can cause the library to become uninsurable or the premium go up much higher than what you save. He concluded that the library can handle small claims and conducted research to choose a \$5,000 deductible plan.

Mike Cunningham asked how often the plan is reviewed and John Howard responded about every four years. Mike commented that every few years the library should look into insurance to make sure it has the best plan. Kevin Kelsey said that it was a good idea.

New Business

A. Adopt Ordinance 2024-2 Building and Maintenance Ordinance

John Howard reminded the Board that the building and maintenance ordinance is a flat 0.20% of all taxable property and it is the same every year. Carrie Heiman asked if this is the ordinance that needs published and John said yes. Roll call vote; all trustees voted to adopt ordinance 2024-2 Building and Maintenance ordinance.

B. Adopt Ordinance 2024-3 Budget and Appropriation Ordinance

John Howard noted that in order to spend money, it needs to be appropriated which is permission to spend. It is always wise to appropriate more than what is actually spent so funds are covered. This ordinance was reviewed by an attorney and will need to be published. Roll call vote; all trustees voted to adopt ordinance 2024-3 Budget and Appropriation Ordinance.

Strategic Plan Review for 2nd Quarter 2024

John Howard said that the review is usually done in July, but it moved to August. He reminded everyone that things marked in green are new in the most recent quarter and dark bolded things were things done prior to that. He will be presenting on how to use this form at the Illinois library conference coming up in October. John feels that this kind of accountable goal planning and tracking is extremely valuable in keeping the strategic plan front of mind and making sure it does not become a dusty document on the shelf.

Scott Schaumann asked about the new phone systems; any complications. John Howard said that phones were placed in the library that day and the only thing that happened is a few calls dropped but it got resolved. A notice was sent out on social media.

Board Advocacy

a. Review of Ice Cream Social

Stevi Stutzman said that the ice cream social was successful but perhaps next time have more people scooping or better scoopers because the ice cream was too frozen. There were about 308 bowls served and the mini toppings were a hit. She also mentioned that Ty is fantastic and is amazing with residents. Susie Baker said that the ice cream could even be picked up sooner. Mike Cunningham asked how much ice cream was used and Stevi Stutzman said about four, three gallon tubs. John Howard added that there should be a little more shade. Carrie Heimann suggested we look into borrowing the tent from the township next time.

b. Participation in Mahomet Music Festival Booth Aug 23-24, 2024

John Howard said that he did not bring a sign-up sheet for the festival so he will send it via email. Every shift there is one board member and one staff member, Becca Strom handles the first shift, and John Howard handles the last shift. This year at the festival, expansion will be talked about and there will be foam boards presenting the plans and flyers/booklets to hand out.

Trustee Comments

Stevi Stutzman asked if the library could make monetary donations. John Howard responded that the library does not because it is the taxpayers' money.

Kevin Kelsey commented that there was a family that just moved to Mahomet and he invited them to the ice cream social. The family attended and said the library was amazing.

Adjournment

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

Respectfully Submitted by Ashley Elson, Library Clerk.