

# **MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**

## **REGULAR MONTHLY MEETING AUGUST 11, 2025, 6:15PM AT THE LIBRARY**

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**Members Present:** Susie Baker, Scott Schaumann, Mike Cunningham, Sarah Miller, Melissa Daley

**Members Not Present:** Kate Smith, Stevi Stutzman **Also present:** John Howard, Tammy Caputo

Susie Baker 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."

### **Review of the Minutes from July 14, 2025**

Mike Cunningham moved to approve the minutes from July 14, 2025. Scott Schaumann seconded. The motion passed unanimously.

### **Treasurer's Report**

#### **A. Financial Report for July 2025**

Scott Schaumann moved to approve the financial report for July 2025. Melissa Daley seconded. The motion passed unanimously.

#### **B. Check Register for July 2025**

Scott Schaumann moved to approve the check register for July 2025. Melissa Daley seconded. The motion passed unanimously.

John Howard said we overpaid Engberg Anderson. They will be returning our check and we will reissue a check for the correct amount.

John Howard said a new vendor, LEID Products, was on the check register. LEID will be repairing our locker system.

### **Director's Report for June 2025**

John Howard reported that monthly circulation statistics have risen again, with a 12% increase in total circulation compared to last year. He noted that it's uncommon for library circulation to consistently grow by 10%-12% each month and credited the increase to the success of the library's programs.

John Howard noted that the annual staff day was a success and expressed how pleasant it was to have staff together in person rather than on Zoom.

John Howard announced that the mobile DMV event appointments are full with 50 participants, and several people have requested another event. Scott Schaumann inquired about the event's organizers, and Tammy Caputo responded that she has been coordinating with the Secretary of State's office.

Scott Schaumann asked if the library card auto-renewal process is up and running. Tammy Caputo said Springshare is performing final testing this week. If all goes well, the auto-renewal process will be implemented August 18<sup>th</sup>.

### **Audience Comments**

There were no audience comments.

### **Committee Reports**

#### **A. Finance Committee**

The finance committee met on August 4, 2025. The committee discussed the three ordinances that have been created by staff and reviewed by attorney. All three ordinances were recommended for approval by the full board. The committee also discussed the draft of the capital needs assessment that we received from Engberg Anderson, and what amount of reserves we may need to keep on hand. John noted that Jamie Rachlin from Meristem Advisors, who we hired last month, will be reviewing all of our finances and making recommendations on reserve levels and the best approach to financing the expansion. We will meet again when we have his feedback to discuss both of these issues.

### **New Business**

#### **A. Adopt Ordinance 2025-2 Building and Maintenance Ordinance**

Mike Cunningham moved to table adoption of Ordinance 2025-2 Building and Maintenance Ordinance until next month's board meeting. Scott Schaumann seconded. The motion passed unanimously.

#### **B. Discussion of September Meeting Date related to B&A Hearing**

John Howard will hold the public hearing on September 15, 2025. A special board of trustees meeting will be held prior to September 22, 2025 to vote on the annual Budget and Appropriation Ordinance. Tammy Caputo will send out a Doodle poll to determine the meeting date.

#### **C. Results of Community Survey**

John Howard said the survey was a success, with almost 500 responses. The purpose of the survey was to assist library leadership in creating the strategic plan for the next five years.

Susie Baker and Melissa Daley suggested several ideas for programs.

Melissa Daley asked if we could genrefy the books in the children's area to help patrons find books more easily.

### **D. Preparation for Strategic Planning Day Saturday, October 4<sup>th</sup>**

John Howard announced he would supply additional statistics and requested that board members review the survey results, highlighting key topics. He plans to develop a questionnaire similar to the one used for staff and will provide a summary of staff comments.

### **Board Advocacy**

#### **A. Participation in Mahomet Music Festival Booth Aug 22-23, 2025**

Melissa Daley requested a summary of key facts about the expansion that everyone should know. John Howard stated that the summary would be ready for Board and staff by the 22<sup>nd</sup>..

### **Trustee Comments**

Mike Cunningham praised the generosity of staff members who donated their PTO to support Leah during her leave of absence.

Sarah Miller asked if a date has been set for the murder mystery dinner. John Howard said it will most likely be February 7, 2026.

Melissa Daley said the summer programming was phenomenal, especially the foam party.

### **Adjournment**

Mike Cunningham moved to adjourn the meeting. Scott Schaumann seconded; the motion passed.

The meeting adjourned at 7:35pm.

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Respectfully Submitted by Tammy Caputo, Assistant Director