

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

## **REGULAR MONTHLY MEETING DECEMBER 8, 2025 5:32PM AT THE LIBRARY**

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**Members Present:** Susie Baker, Scott Schaumann, Mike Cunningham, Kate Smith, Stevi Stutzman, Sarah Miller, Melissa Daley

**Also present:** John Howard, Tammy Caputo

Mike Cunningham 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 November 10, 2025**

Stevi Stutzman moved to approve the minutes from November 10, 2025. Melissa Daley seconded. Kate Smith and Scott Schaumann noted some typos and wording changes. The motion passed, with amendments, unanimously.

### **Treasurer's Report**

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

Kate Smith moved to approve the financial report for November 2025. Stevi Stutzman seconded. The motion passed unanimously.

John Howard referenced page 2 of the General Fund Income Statement Compared with Budget report stating the % of Budget Used for Tech Web Host & Domain Reg looks incorrect. Kate Smith said it is because the amount should have been posted in the software line items instead.

John Howard referenced page 3 of the General Fund Income Statement Compared with Budget report stating the % of Budget Used for L&P Consultant Fees is high due to multiple meetings with Jaime Rachlin.

John Howard referenced page 1 of the Income Statement Building and Maintenance Fund report stating the Difference amount in Bldg & Maint Tech Equip reflects a \$5,000 donation used to purchase equipment for the Mobile Learning Lab.

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

Kate Smith moved to approve the check register for November 2025. Stevi Stutzman seconded. The motion passed unanimously.

John Howard noted that payee Nub Games, Inc. is the company we use for our chat service. We pay a yearly subscription fee.

Melissa Daley asked what SURFACE 51 is. John Howard said they are the company we use for our web site service.

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

John Howard reported monthly circulation statistics are down. He also reported that people counter numbers are down. Melissa Daley suggested numbers could be down because of our backlog of new materials. Stevi Stutzman suggested the weather may have had an impact on circulation. Scott Schaumann wondered if November 2024 circulation numbers were unusually high causing this month's statistics to appear low.

Kate Smith stated you never know what patrons' needs will be at any given time. She referenced the shout outs for the time Alyssa Simpson and Megan Olavarria spent helping patrons with printing, copying, and emailing.

Scott Schaumann asked why patrons are experiencing frustration with our printing service. John Howard said 90-95% of patrons' electronic devices connect to the WiFi printer but for some unknown reason, a small % does not. Alternative methods of printing must be used, thus taking more time and can further complicate the process.

Melissa Daley asked who was honored as 2025 employee of the year. John Howard said Gretchen Olson. He noted seven staff members were nominated for the honor.

Scott Schaumann asked John Howard what a fundraising feasibility study will accomplish. John Howard said the study accomplishes two things:

1. Identifies philanthropic people in community and gauges their level of interest and commitment
2. Increases total pledges by involving important community members in the process early

Melissa Daley asked if there have been studies proving fundraising feasibility studies increase donations. John Howard said he will research the topic. He noted it is common practice in capital expense campaigns to prepare a feasibility study.

Melissa Daley asked when we would receive the results of the fundraising feasibility study. John Howard said he is not sure. The earliest we can start the study is in January.

Kate Smith commended Tammy Caputo on her presentation to the SHARE Cataloging Group. She asked if other libraries are considering genrefying their collections. Tammy Caputo said she wasn't sure however the libraries attending her presentation were interested in the process Mahomet Library went through to genrefy the adult fiction collection.

## **Audience Comments**

There were no audience comments.

## **Committee Reports**

There were no committee reports.

## **Unfinished Business**

### **A. Possible Change to Meeting Time for Remainder of 25-26 Year**

Mike Cunningham moved to change the meeting time from 6:15pm to 5:30pm for the remainder of the 25-26 year. Stevi Stutzman seconded. The motion passed with one member voting nay.

Sarah Miller said since moving the day of the meeting is not feasible, changing the start time to 5:30pm is helpful.

## **New Business**

### **A. Adoption of Ordinance 2025-5**

Mike Cunningham moved to adopt Ordinance 2025-5. Stevi Stutzman seconded. The motion passed unanimously.

Scott Schaumann asked if a Spanish translation of the ordinance must be posted. John Howard said it is not required.

Scott Schaumann referenced section 13 of the ordinance and asked if the 'not less than 68 days prior to the date of the election' is correct. John Howard said it is not a typo; 68 days is the correct number.

### **B. Adoption of Resolution (Library District Law)**

The resolution: Resolution approving a plan and estimate of cost in connection with certain library improvements in and for the Mahomet Public Library District, Champaign County, Illinois, and setting a meeting date at which the financing of said improvements shall be determined.

Mike Cunningham moved to adopt the resolution. Stevi Stutzman seconded. The motion passed unanimously.

Kate Smith asked if a special meeting for public comments on the resolution will be held on February 9, 2026. John Howard said no. The public will have an opportunity to speak at the regularly scheduled Board meeting on February 9, 2026.

### **C. Required Sexual Harassment Prevention Training**

John Howard stated all library staff and Board members, by law, must complete sexual harassment prevention training by December 31, 2025. He will email a link to all Board members containing a link to a training video and a completion certificate in PDF format. Please complete the training, fill out the certificate and give it to John. If any Board member has already completed the training for their workplace, please let John know.

## **Strategic Plan**

There was nothing to report.

## **Board Advocacy**

### **A. Reminder – Murder Mystery Dinner February 14, 2026**

Sarah Miller asked if information about the dinner had been made public. People have asked her when tickets are available for purchase. John Howard said advertising for the dinner has not yet been published. Marketing staff will be posting details about the dinner soon.

John Howard said the dinner will be held at the Farm Credit building. The theme is 'Prom Night'. The food has not been decided yet.

John Howard asked if providing a 30-minute dance after dinner would be a good idea. Board members liked the idea.

## **Trustee Comments**

Mike Cunningham noted a staff member thanked the Board for her year-end bonus. She previously worked a job for over 30 years and never once received a bonus.

Susie Baker acknowledged Stevi Stutzman's time and effort on the staff holiday party. Library staff feel very appreciated and thank the Board for all they do.

Stevi Stutzman had the following comments:

- Stevi asked for a list of the library's vendors. John Howard said he would email it to her.
- Stevi is excited about the fundraising events planned for the youth. This is a great opportunity to get them involved in the project.
- Stevi asked if all the outside lights could be replaced, since they are all eventually going to go on the fritz.
- Stevi asked if the Board could be updated each month on what the expansion executive committee discusses. John Howard

and Mike Cunningham both stated the topics discussed are part of the expansion information presented at the monthly Board meetings.

- Stevi asked, as a patron, why you cannot scan double-sided documents through the document feeder. Tammy Caputo said you can. Stevi said the instructions for scanning do not explain how to do this and staff working did not know you could. She suggested updating the instructions and teaching staff members how to do this.

Melissa Daley asked for a list of the library's vendors. John Howard said he would email it to her.

## **Adjournment**

Mike Cunningham moved to adjourn the meeting. Stevi Stutzman seconded. The motion passed unanimously.

The meeting adjourned at 6:31pm.

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Respectfully Submitted by Tammy Caputo, Assistant Director