

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
February 5, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday February 5, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Jeff Clodfelter, Sue Gortner, Sue Lochbaum, and Ellie Tracy.

Absent: Mike Harris, Beth Manuel, and Lynn Richardson

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Tracy, seconded by Gortner.

4 AYES: Clodfelter, Gortner, Lochbaum, and Tracy.

0 NAYS, 3 ABSENT

**Correspondence, Communications, Public Comment**

None.

**Financial Report (Approval of Bills Payable)**

Winters gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Clodfelter. Motion carried.

4 AYES: Clodfelter, Gortner, Lochbaum, and Tracy.

0 NAYS, 3 ABSENT

**Librarian's Report**

Winters gave the Librarian's Report. Circulation in December was 5,223 (with an additional 545 in library APPs). 1,191 interlibrary loan items borrowed and 868 interlibrary loan items loaned. The library had 666 reciprocals. 217 new items were added to the collection and 737 discarded from the collection. There were 8 new patrons and an additional 24 patron renewals for the month of December. Logins to the library's PAC was 4,792. Internet usage was 269 sessions and Wi Fi usage was 354 sessions.

Circulation in January was 5,932 (with an additional 668 in library APPs). 1,410 interlibrary loan items borrowed and 1,037 interlibrary loan items loaned. The library had 865 reciprocals. 287 new items were added to the collection and 1,068 discarded from the collection. There were 28 new patrons and an additional 42 patron renewals for the month of January. Logins to the library's PAC was 5,023. Internet usage was 276.

Program attendance for the month of December was 178 (30 attending adult programs and 148 attending children's programs).

Program attendance for the month of January was 63 (18 attending adult programs and 45 attending children's programs).

Upcoming programs include Babysitting Clinic on Monday February 17, 2020 from 9:00-4:00, Adult Birdhouse Craft on Monday March 2, 2020 at 2:00, Orphan Train Historical Presentation on Thursday March 5, 2020 at 2:00, and Heart Healthy Cooking on Monday March 30, 2020 from 2:00-3:30.

The Teen Show with the Monticello High School will be held March 27-April 1, 2020. The following week the library will host The Center Art Show from April 2-April 9, 2020.

AARP Free Tax Preparation began Thursday January 30 and will run through April 11, 2020. Appointments will be scheduled on Thursday evenings and Saturday mornings. In January alone, 64 appointments were made.

Winters has been comparison shopping for insurances. It appears if we change carriers and bundle policies we could save money.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

## **Unfinished Business**

### **New Business**

Halloween Costume Contest. This was an agenda item added by Harris who was not present so this will be left on the agenda for next month.

Motion by Clodfelter, seconded by Gortner that the meeting be adjourned at 4:27 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, March 4, 2020 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
March 4, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 4, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Sue Gortner, Mike Harris, Sue Lochbaum, and Ellie Tracy.

Absent: Jeff Clodfelter, Beth Manuel, and Lynn Richardson

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Tracy, seconded by Harris.

4 AYES: Gortner, Harris, Lochbaum, and Tracy.

0 NAYS, 3 ABSENT

**Correspondence, Communications, Public Comment**

None.

**Financial Report (Approval of Bills Payable)**

Winters gave the Financial Report. Gortner made a motion to approve the bills, seconded by Lochbaum. Motion carried.

4 AYES: Gortner, Harris, Lochbaum, and Tracy.

0 NAYS, 3 ABSENT

**Librarian's Report**

Winters gave the Librarian's Report. Circulation in February was 5,751 (with an additional 633 in library APPs). 1,456 interlibrary loan items borrowed and 922 interlibrary loan items loaned. The library had 820 reciprocals. 199 new items were added to the collection and 247 discarded from the collection. There were 17 new patrons and an additional 40 patron renewals for the month of February. Logins to the library's PAC was 4,807. Internet usage was 242 sessions and Wi Fi usage was 389 sessions.

Program attendance for the month of February was 95 (50 attending adult programs and 45 attending children's programs).

The Teen Show with the Monticello High School will be held March 27-April 1, 2020. The following week the library will host The Center Art Show from April 2-April 9, 2020.

AARP Free Tax Preparation began Thursday January 30 and will run through April 11, 2020. Appointments will be scheduled on Thursday evenings and Saturday mornings. In February 87 appointments were made.

The property & liability insurance, the directors and officers insurance, and workman compensation insurance policies have been bundled at a savings of over \$4,000 from last year.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

#### **New Business**

Halloween Costume Contest. Harris spoke about a potential partnership with the Rotary's annual Halloween costume contest. It is usually held in the Lincoln School gymnasium. Perhaps the library could work together with the Rotary instead of having a separate Halloween event. Winters will talk with the children's librarian about possibilities for this coming year.

Motion by Harris, seconded by Gortner that the meeting be adjourned at 4:25 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, April 1, 2020 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
May 6, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 6, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m. The meeting was held via zoom.

**Roll Call**

Present: Jeff Clodfelter, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Harris, seconded by Tracy.

5 AYES: Gortner, Harris, Lochbaum, Richardson, and Tracy.

0 NAYS, 2 ABSTAIN: Clodfelter and Manuel.

**Correspondence, Communications, Public Comment**

None.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Harris. Motion carried.

7 AYES: Clodfelter, Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 0 ABSENT

Discussion about the current CD rates as one of our CDs matures. They will be significantly lower than the current rate. Harris and Lochbaum suggested perhaps we should find a CD with a shorter term and hope rates increase.

**Librarian's Report**

With the library being closed the last 6 weeks, no reports. Winters did note that online APP circulation is up.

With the gradual re-opening of libraries, the first step would be limited curbside service. It is noted that this could be a multi-week step. The governor's current plan puts libraries in open mode in the 4<sup>th</sup> phase. Winters is working on trying to have limited curbside service sometime in June. It would be no person to person contact and we would only have pickup for certain times to begin with a few days a week. More information to follow.

One concern about re-opening is the lack of PPE for employees (and patrons when the time arises). We are still on backorder for disposal gloves and still searching for a source for sanitizer.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

## **Unfinished Business**

### **New Business**

The 2020-2021 Budget and Appropriation Worksheet was presented. A short discussion followed. Estimated numbers for this fiscal year will be refined and adjusted for the next board meeting in which we will vote on a tentative budget for 2020-2021.

Motion by Clodfelter, seconded by Manuel that the meeting be adjourned at 4:48 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, June 3, 2020 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
June 3, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 3, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:04 p.m. The meeting was held via zoom.

**Roll Call**

Present: Jeff Clodfelter, Sue Gortner, Mike Harris, Sue Lochbaum, Lynn Richardson, and Ellie Tracy.

Absent: Beth Manuel.

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Tracy, seconded by Clodfelter.

6 AYES: Clodfelter, Gortner, Harris, Lochbaum, Richardson, and Tracy.

0 NAYS, 1 ABSENT

**Correspondence, Communications, Public Comment**

None.

**Financial Report (Approval of Bills Payable)**

Winters gave the Financial Report. Clodfelter made a motion to approve the bills, seconded by Harris. Motion carried.

6 AYES: Clodfelter, Gortner, Harris, Lochbaum, Richardson, and Tracy.

0 NAYS, 1 ABSENT

**Librarian's Report**

Only circulation statistics available for this past month is the online apps which we had a circulation of 897 items.

We are still waiting on our plexi-glass shields for the front circulation desk and hand sanitizer. Both are still backordered.

The library began curbside pickup on Monday June 1<sup>st</sup>. The process went pretty smoothly with patrons requesting materials ahead of time and scheduling a pick-up time. Patrons stayed in the vehicles and materials were deposited in their trunk or back seat without person to person contact. We will probably do curbside pickup only for the month of June.

There is currently no interlibrary loan deliveries available with the earliest possible date being mid-July. Our backlog of new books and DVDs have not yet arrived but the book



and DVD vendors resumed filling orders this past Monday. Hopefully they will start arriving.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

The 2020-2021 Budget and Appropriation Worksheet was presented. A few numbers had been updated from the previous month. The 2020 EAV was received from the County Clerk's Office showing 143,824,132 (up from last year's 139,555,924). The Illinois Municipal League estimates that Corporate Personal Property Replacement Tax will be down 30% from this year's total which would be approximately \$135,000-we had budgeted only receiving \$100,000 so we should be fine. A motion to adopt a tentative budget as presented by Tracy, seconded by Richardson. Tentative budget adopted.

6 AYES: Clodfelter, Gortner, Harris, Lochbaum, Richardson, and Tracy.

0 NAYS, 1 ABSENT

### **New Business**

Library Board of Trustees Meeting Ordinance was reviewed. Motion to adopt by Harris, seconded by Lochbaum. Ordinance adopted.

6 AYES: Clodfelter, Gortner, Harris, Lochbaum, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Resolution for Days Library Will Be Closed was reviewed. Motion to approve by Lochbaum, seconded by Harris. Motion approved.

6 AYES: Clodfelter, Gortner, Harris, Lochbaum, Richardson, and Tracy.

0 NAYS, 1 ABSENT

### **Closed Session Minutes**

Motion to have closed session minutes remain closed by Lochbaum, seconded by Tracy. Motion carried.

6 AYES: Clodfelter, Gortner, Harris, Lochbaum, Richardson, and Tracy.

0 NAYS, 1 ABSENT

Motion by Harris, seconded by Clodfelter that the meeting be adjourned at 4:37 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, July 8, 2020 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
July 8, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 8, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

**Roll Call**

Present: Sue Gortner, Mike Harris, Beth Manuel, Lynn Richardson.

Absent: Jeff Clodfelter, Sue Lochbaum, and Ellie Tracy.

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Richardson, seconded by Gortner.

4 AYES: Gortner, Harris, Manuel, and Richardson.

0 NAYS, 3 ABSENT

**Correspondence, Communications, Public Comment**

Correspondence received from a couple of patrons. One patron appreciating the curbside service and how smoothly it runs. Another patron recognizing the time and effort it takes to offer virtual programming for the children.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Harris made a motion to approve the bills, seconded by Richardson. Motion carried.

4 AYES: Gortner, Harris, Manuel, and Richardson.

0 NAYS, 3 ABSENT

**Librarian's Report**

Circulation for June was 2,800 (this was for mostly curbside). Additional circulation of 880 from the library APPs. 495 items were added in June and 127 discarded. 8 new patrons in June with an additional 5 in patron card renewals. Internet usage was 1 (we were only open one day in June for computer usage). We had 224 Wi-Fi sessions in June. Logins to the SHARE catalog was 3,806. We borrowed 461 items and loan 136 items in June. We had 354 reciprocals for June.

We had a total of 147 patrons register for the summer reading program's independent reading program. 34 PreK, 47 1<sup>st</sup>-5<sup>th</sup> graders, 24 6<sup>th</sup>-12<sup>th</sup> graders, and 42 adults.

Prizes have been awarded to these independent readers for meeting their goals. 60 have earned Level 1 prizes, 28 have earned Level 2 prizes, and 7 have earned Level 3 prizes as of June 30, 2020.

The library is continuing its virtual programming in July.

It appears that the library will have a \$276,00 balance in the general library fund to start out the July 1, 2020-June 30, 2021 fiscal year. This is slightly higher than we anticipated.

There have been multiple issues at Illinois Heartland Library System with Polaris. Dropped sessions, temporary deletions of some of our patrons, e-mails & texts sent to all library patrons about overdue library material and fines when most libraries were still closed, the PAC portal coming up with another libraries information, and e-mails & texts sent to all library patrons about holds while most libraries were still closed.

There have been several items discussed and some signed into law by the governor.

Local governments should adopt a Pandemic Policy. We are still waiting on guidance from the Illinois State Library.

Regarding "electronic meetings (like Zoom) one person must physically be present in the building, notification sent out to the public so they can request a link to the meeting, and the meeting must now be recorded.

Cards for Kids is a very complicated issue with no guidance from the Governor's Office or the Illinois State Library. This will most likely will require an amendment to the non-resident library card law.

- This is for unincorporated areas ONLY. The question remains who has the information on what addresses are located in these areas? For instance some of Sangamon township residents would be in incorporated areas and some in unincorporated areas.
- What constitutes a student? A school-aged child? An adult returning to school? How can libraries verify this?
- Is this intended for those students attending public schools? Private schools? Home schooled children? How can the libraries verify they are current students?
- This requires the libraries to verify how many dependents are in the household along with the annual wages in the household to see if they meet the USDA criteria. So it appears libraries will be required to ask for copies of the most current tax return along with proof of their address.

A lot of things to be ironed out before libraries can even proceed.

The November 3 election has been made a state holiday by the governor. This will apply only to this election date. It appears it is mandatory for local governments, schools, and universities to close unless they are a polling place.

Winters is still attending Director's meetings and has contact with many area directors in the Illinois Heartland Library System. It has become clear that small steps are an excellent approach as it is easier to maintain than having to retreat or take back library services.

- Some libraries do not plan to open until August.

- Some libraries who had opened have had to shut back down and go back to curbside. Some due to high case numbers and some due to loss of staff due to illness or quarantine.
- The majority of the libraries have the stack areas closed and are operating at reduced hours.
- Many libraries continue to offer curbside pickup even when they have opened up to the public for reduced hours. Some people are just not ready to come back into the library.
- The majority of the libraries are having no in-person programming through at least the end of the calendar year. Many of us are using the programming room to isolated and sanitizer returned library materials.
- And lastly many directors have concerns that another potential shutdown is very likely while other directors believe we will need to step back to Phase 3.

## Committee Reports

### Financial Committee

No report.

### Personnel Committee

No report.

### Policy Committee

No report.

### Buildings & Grounds Committee

No report.

## Unfinished Business

### New Business

Policy Manual Changes and Additions for 2020/21.

#### Page 28 (Library Closings)

The Library may be closed for any foreseen events. ~~The library may close when weather conditions exist making it improbable and dangerous to travel~~ at the discretion of the Library Director **when conditions make it improbable or dangerous. These included but are not limited to weather conditions, power outages, pandemic, and staffing levels due sickness.** The primary factor of any decision made will be the safety of the staff and library patrons. The closure will be posted on the **library's website (when possible)**, Facebook page and report to WCIA.

#### Page 31 (Unserved Non-Residents)

The cost of your card will be the assessed taxable value multiplied by ~~.0019682~~.**0020048**

Non-resident renters will pay ~~19%~~ **20%** of their monthly rent as the annual non-resident fee.

A motion by Harris, seconded by Manuel that the policy manual changes be approved.  
Motion carried.

4 AYES: Gortner, Harris, Manuel, and Richardson.

0 NAYS, 3 ABSENT

No further business.

Motion by Harris, seconded by Richardson that the meeting be adjourned at 4:34 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, August 5, 2020 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
August 5, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 5, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Jeff Clodfelter, Sue Gortner, Mike Harris, Sue Lochbaum, and Beth Manuel.

Absent: Lynn Richardson and Ellie Tracy.

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Gortner, seconded by Manuel.

5 AYES: Clodfelter, Gortner, Harris, Lochbaum, and Manuel.

0 NAYS, 2 ABSENT

**Correspondence, Communications, Public Comment**

Gortner discussed the pollinator garden at the front of the library property. Plantings were started last year and with additional plantings this year. It looks very nice.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Clodfelter made a motion to approve the bills, seconded by Harris. Motion carried.

5 AYES: Clodfelter, Gortner, Harris, Lochbaum, and Manuel.

0 NAYS, 2 ABSENT

**Librarian's Report**

Circulation for July was 2,527. Additional circulation of 800 from the library APPs. 184 items were added in July and 435 discarded. 5 new patrons in July with an additional 60 in patron card renewals. We had 245 Wi-Fi sessions in July. Logins to the SHARE catalog was 4,156. We borrowed 636 items and loan 312 items in July. We had 283 reciprocals for July.

The Summer Reading Program's Independent Reading Program is finished for the season. We had 150 participants with a total of 210 prizes awarded.

We continued with the virtual programming in July. We offered 13 programs with a total attendance of 176.

The Budget and Appropriation Ordinance has been posted. This will be voted upon at the September meeting.

CORE Construction will be here most likely within the next couple of weeks to fix the flag pole, the book return sign, and the damage to the back door.

It looks like the controller box for the irrigation system was damaged during an electrical storm. We are working with Prairieview to get that repair or replaced.

The stop sign at the intersection of Appletree and Old Route 47 has been fixed. We had received a number of reports that when Ameren put in a light pole that they had placed it directly in front of the stop sign.

The Batelle study by the Institute of Museum and Library Services has now completed their second study of the COVID-19 virus. The first study looked at types of materials laid out flat resulting in a 3-day quarantine recommendation. The second study looked at different types of books and files stacked together resulting in a 4-day quarantine recommendation. They also found that glossy pages (like in a magazine) still showed traces of the virus after 4 days. So, we will cease loaning magazines for now. We still have magazines available on the RB Digital app.

COVID-19 cases continue to rise. Some libraries have not yet opened and some libraries who had opened have had to close back down due to rising cases or sick (or quarantined) employees. We will continue our current scheduled for now.

We have been experiencing issues with the post office. An invoice sent by IHLS was returned to them marked as “undeliverable-no forwarding address.” They had our current address-it just wasn’t delivered to us. This has happened twice now. Winters has reported this to the local post office.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

## **Unfinished Business**

## **New Business**



Review of Chapters 1-7 of the Serving Our Public 4.0: Standards for Illinois Public Libraries.

No further business.

Motion by Manuel, seconded by Harris that the meeting be adjourned at 4:35 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, September 2, 2020 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
September 2, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 2, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:03 p.m.

**Roll Call**

Present: Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Jeff Clodfelter.

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Manuel, seconded by Harris.

4 AYES: Gortner, Harris, Lochbaum, and Manuel.

0 NAYS, 1 ABSENT, 2 ABSTAIN (Tracy and Richardson)

**Correspondence, Communications, Public Comment**

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Richardson made a motion to approve the bills, seconded by Lochbaum. Motion carried.

6 AYES: Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS, 1 ABSENT

**Librarian's Report**

Circulation for August was 2870. Additional circulation of 745 from the library APPs. 268 items were added in August and 733 discarded. 6 new patrons in August with an additional 42 in patron card renewals. Logins to the SHARE catalog was 4426. We borrowed 944 items and loan 498 items in August. We had 210 reciprocals for August.

The library has been working on "teacher buttons" with the local Monticello schools.

We are beginning to get invoiced from other libraries for their materials not returned prior to the COVID checkouts. Winters is trying to track their items down before tracking our items down from both our patrons and interlibrary loans.

The library will be adding several World Book databases for primary aged children. This will allow Allerton Public Library District library card holders access from home and hopefully provide more resources for at-home learners.

We are now being asked to quarantine returned library materials for 5 days by Illinois Heartland Library System. The other two library systems in the state currently are quarantining for 7 days so that may be heading to a 7-day quarantine soon.

The auditors were here today.

The flag pole has more issues than we thought. We knew the pulley wire had snapped but it appears the other end has fallen down the pole. It looks like the pole may need to be replaced and the pole is currently secured in concrete. We are waiting to hear back from the contractor.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

## **Unfinished Business**

### **New Business**

Review of Chapters 8-13 of the Serving Our Public 4.0: Standards for Illinois Public Libraries.

The Budget & Appropriation Ordinance was presented. A motion to by Manuel, seconded by Tracy that it be adopted as presented. Roll Call vote. Ordinance adopted. 6 AYES: Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.  
0 NAYS, 1 ABSENT

Two library trustee seats will be open for the April 2021 general election. Those interested in running must be a resident of Monticello Township. Petitions will be available at the library after September 22, 2020. Library trustees serve without compensation and serve a term of 6-years.

No further business.

Motion by Lochbaum, seconded by Manuel that the meeting be adjourned at 4:37 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, October 7, 2020  
at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
October 7, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday October, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

**Roll Call**

Present: Jeff Clodfelter, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Tracy, seconded by Manuel.

7 AYES: Clodfelter, Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.  
0 NAYS

**Correspondence, Communications, Public Comment**

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Richardson made a motion to approve the bills, seconded by Lochbaum. Motion carried.

7 AYES: Clodfelter, Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.  
0 NAYS

**Librarian's Report**

Circulation for September was 2658. Additional circulation of 791 from the library APPs. 276 items were added in September and 114 discarded. 7 new patrons in September with an additional 42 in patron card renewals. Logins to the SHARE catalog was 4058. We borrowed 945 items and loan 589 items in September. We had 191 reciprocals for September.

We are now being asked to quarantine returned library materials for 7 days by Illinois Heartland Library System.

The library will continue to offer virtual programs as they appear to be well received. We have added teen programs and will add more adult programs.

We have received notification that RB Digital has been purchased by Overdrive. This will make a significant impact on our RB Digital content. It appears that we will have to load our purchased content to another platform. More information to follow as it is released.

The auditors have finished this past fiscal year's audit.

The contractor is scheduled to be on site tomorrow to repair the broken flag pole.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

#### **New Business**

Numbers for the 2020 Tax Levy were reviewed. These numbers will be put into legal form and the 2020 Tax Levy Ordinance will be presented at the November meeting.

No further business.

Motion by Manuel, seconded by Tracy that the meeting be adjourned at 4:23 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, November 4, 2020 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES**

**November 4, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 4, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m.

**Roll Call**

Present: Jeff Clodfelter, Sue Gortner, Mike Harris, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Sue Lochbaum

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Manuel, seconded by Tracy.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS 1 ABSENT

**Correspondence, Communications, Public Comment**

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Richardson made a motion to approve the bills, seconded by Harris. Motion carried.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS 1 ABSENT

**Librarian's Report**

Circulation for October was 3128. Additional circulation of 809 from the library APPs. 273 items were added in October and 42 discarded. 4 new patrons in October with an additional 24 in patron card renewals. Logins to the SHARE catalog was 4007. We borrowed 1141 items and loan 594 items in October. We had 219 reciprocals for October.

The library presented virtual craft programs (in addition to the weekly story times). Teen Goth Jar Light, the Goon Hunt Story Time, and Make-It-Take-It Haunted Birdhouses.

The library co-hosted a safe trick or treat event with the Monticello Chamber – The Goon Hunt – with 81 treat bags distributed here at the library.

The recently added World Book database is seeing a substantial usage. September's usage was 13 sessions/3340 hits/154 viewed pages. October's usage was 31 sessions/15,400 hits/726 viewed pages.

There is an open letter to the Illinois State Librarian Greg McCormick from many library directors (160 as of today) in the state asking for assistance as we enter the eighth month of the pandemic with little to no guidance from the Illinois Department of Public Health, the Department of Commerce and Economic Opportunities, and the Illinois State Library. The letter further states that the libraries are asking the Illinois State Library to work with the IDPH and DCEO to provide COVID safety best practices for libraries like they have done for every other industry or business.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

#### **New Business**

The 2020 Tax Levy was reviewed. A motion by Gortner, seconded by Manuel that the levy be adopted. Levy adopted.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS 1 ABSENT

No further business.

Motion by Manuel, seconded by Gortner that the meeting be adjourned at 4:21 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, December 2, 2020 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary



**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
December 02, 2020**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 2, 2020 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

**Roll Call**

Present: Jeff Clodfelter, Sue Gortner, Mike Harris, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

**President's Report**

No Report.

**Secretary's Report (Approval of Minutes)**

The Secretary's Report was reviewed. Motion to approved the minutes as present by Manuel, seconded by Tracy.

6 AYES: Clodfelter, Gortner, Harris, Manuel, Richardson, and Tracy.

0 NAYS 0 ABSENT 1 ABSTAIN: Lochbaum.

**Correspondence, Communications, Public Comment**

Lochbaum has received comments from the public about wanting to come in to the library while shut down and questioning why trustees are meeting for monthly in-person trustee meetings when patrons can't come into the building to browse.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

67AYES: Clodfelter, Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS 0 ABSENT

**Librarian's Report**

Circulation for November was 2985. Additional circulation of 678 from the library APPs. 198 items were added in November and 12 discarded. 4 new patrons in November with an additional 18 in patron card renewals. Logins to the SHARE catalog was 3242. We borrowed 1242 items and loaned 569 items in November. We had 216 reciprocals for November.

The library offered a few take 'n make crafts this past month. Teen Kawaii Sun Catchers (5 picking up a kit), Kid's Mini Canvas Paintings (32 picking up a kit), and Adult Give Thanks Canvas (23 picking up a kit).

Upcoming take 'n makes will be Teen Let It Snow Apron Craft, Adult Angel Craft, and Someone Who Needs a Smile Project holiday card project.

An online tutorial for searching for “my library only” in the online catalog has been added to our virtual offerings to help our patrons find materials located in our library only.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

#### **New Business**

Review of the closed meeting minutes. A motion to leave them closed by Lochbaum, seconded by Manuel.

7 AYES: Clodfelter, Gortner, Harris, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS 0 ABSENT

No further business.

Motion by Clodfelter, seconded by Harris that the meeting be adjourned at 4:19 p.m.

The next scheduled Board of Trustees meeting will be held Wednesday, January 6, 2021 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary