

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
January 8, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 8, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Jeff Clodfelter.

Also present was library attorney John Foltz and his associate Amy Rupiper.

President's Report

No report.

Secretary's Report (Approval of Minutes)

Feeney made a motion, seconded by Gortner that the minutes of the December 4, 2013 meeting stand approved as presented. A roll call vote was taken.

6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy. 0 NAYS. 1 ABSENT.

Correspondence, Communications, Public Comment

There was no correspondence, communications or public comment.

Financial Report (Approval of Bills Payable)

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

6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy. 0 NAYS. 1 ABSENT.

Librarian's Report

Circulation for December was 5,332 with an additional 1,003 interlibrary loan items borrowed and 870 interlibrary loan items loaned. The library had 713 reciprocals. 345 new items were added to the collection and 1 discarded from the collection. There were 14 new patrons and an additional 30 patron renewals for the month of December. There were 168 Internet sessions in December. Logins to the library's PAC was 17,460.

Program attendance for December was 398. The large portion of the program attendance was from the library's Holiday Shop which was well attended.

There were a few issues with the building this past month. Following the servicing of building's generator, there were power surges and issues with Internet access. Library

staff spent 30-40 minutes on the phone with Illinois Century Network to diagnose the problem. Internet access was restored later that day.

Just this past Tuesday library staff discovered issues with power in the building. Approximately 9:30-10:00 a loud noise was heard in the main library from beneath us and the floor vibrated. Library staff assumed work was being on the furnace in the building and didn't think much of it until a couple of hours later when a burning smell permeated the library. The Monticello Community Building custodian was contacted and he investigated the issue with an electrician finding that one of the blowers in the Community Building basement was "burning up" but did not trip the circuit. They shut the circuit off and the smell subsided by day's end.

The library will be hosting the AARP free Tax Preparation service this year. This is very similar to the former VITA (Volunteers Interested in Tax Assistance) program the library had several years ago. The AARP group will be taking appointments for every Thursday evening 4-8 and Saturdays 9-1 during tax season beginning in February. More details to follow.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported that there was nothing new to report on the Fiber Optic Project.

A motion was made by Feeney, seconded by Lochbaum to go into closed session to discuss the purchase or lease of real estate. The time was 4:17 p.m. A roll call vote was taken.

6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy. 0 NAYS. 1 ABSENT.

Return from closed session, the time was 4:32.

No action on lease or purchase of real estate.

A motion was made by Richardson, seconded by Manuel that the library proceed forward with the new library building schematic design and cost analysis project. A roll call vote was taken.

6 AYES: Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy. 0 NAYS. 1 ABSENT.

New Business

No further business. Lochbaum made a motion, seconded by Manuel that the meeting be adjourned. The meeting was adjourned at 4:35 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, February 5, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

No February 2014 Board Meeting Minutes available. Meeting was canceled due to inclement weather.

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
March 5, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 5, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

Roll Call

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

Also present was library attorney John Foltz.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the January 2014 meeting stand approved as written. A roll call vote was taken.

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

Correspondence, Communications, Public Comment

There was no correspondence, communications or public comment.

Financial Report (Approval of Bills Payable)

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

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

Librarian's Report

Circulation for February was 5,755. 1,618 interlibrary loan items borrowed and 1,247 interlibrary loan items loaned. The library had 846 reciprocals. 281 new items were added to the collection and 15 discarded from the collection. There were 22 new patrons and an additional 37 patron renewals for the month of February. There were 194 Internet sessions in February. Logins to the library's PAC was 13,179.

Program attendance for February was 307. A couple of the bigger programs held recently was a Valentine's Day Party on Saturday February 8, 2014 with 78 in attendance and the Dr. Seuss Birthday Bash on Saturday March 1, 2014 with 121 in attendance. Upcoming children's events include a Teen Art Show and Open House on Saturday March 15, 2014 (working cooperatively with the Monticello High School Art Department and the Monticello Arts Council), A Fairy Princess Ball on Saturday April 5, 2014, and the Kids Read Book Distribution to be held April 7-11, 2014.

The semi-annual Illinois Heartland Library System SHARE members' meeting was held Wednesday February 19, 2014 (re-scheduled from the canceled Wednesday February 12, 2014 meeting date) in Effingham. Discussions included a brief overview of the governing documents for the organization, the possible fee formula proposals for services from the organization, continued negotiations for third party databases, and general comments on how delivery is working and how it could work better.

The library experienced some serious water issues in February. Water was pouring in through the windows on the east side of the building, in particular the windows in the Children's Non-Fiction area and the hallway to the backroom. As if that wasn't bad enough then the water began seeping through the walls in the hallway. The Monticello Community Building custodian was called and a Monticello Community Building board member also came to investigate but not before saturated ceiling tiles began falling. Several pieces of artwork have been removed to prevent further damage. The hallway is still a mess and the ceiling tiles have not been replaced.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported on the Shared Fiber Optic Network project. Most of the fiber is in the ground and near ready to "light up." A detailed update on the project appeared in last week's Piatt County Journal Republican.

Winters has spoken to architect Mark Misselhorn and he hopes to begin working on the library building schematic design this month. He anticipates this process taking approximately 3 months to complete.

New Business

No further business. Feeney made a motion, seconded by Manuel that the meeting be adjourned. The meeting was adjourned at 4:20 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, April 2, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

ALLERTON PUBLIC LIBRARY DISTRICT LIBRARY BOARD OF TRUSTEES

April 2, 2014

The Allerton Public Library District Library Board of Trustees met on Wednesday April 2, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

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

Also present was library attorney John Foltz.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the March 2014 meeting were reviewed. A motion to approve the minutes as printed by Clodfelter, seconded by Feeney. A roll call vote was taken.

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

Correspondence, Communications, Public Comment

A public comment was made on the decision to cancel the February 2014 meeting due to inclement weather.

Financial Report (Approval of Bills Payable)

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

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

Librarian's Report

Circulation for March was 6,418. 1,282 interlibrary loan items borrowed and 2,061 interlibrary loan items loaned. The library had 906 reciprocals. 437 new items were added to the collection and 954 discarded from the collection. There were 21 new patrons and an additional 51 patron renewals for the month of March. There were 214 Internet sessions in March. Logins to the library's PAC was 17,417.

Correspondence has been received from Illinois Heartland Library System that the membership costs for FY2015 will remain approximately the same amount as FY2014 mostly due to new libraries joining (and sharing) in the automation costs. Several libraries recently joined and an additional 31 will join within the next several months.

The Digitization Project is finally moving along. Approximately ¼ of the newspaper books are totally finished and another ½ are scanned and ready to be optimized. We still have another small batch of newspaper books and some microfilm to send.

Program attendance for March was 427. The larger programs were the Dr. Seuss Birthday Bash held on Saturday March 1, 2014 with 121 in attendance and the Teen Art Show displayed the week of March 10, 2014 with a reception held on Saturday March 15, 2014. 44 entries from 32 students were displayed.

Upcoming children's events will be the Fairy Princess Ball on Saturday April 5, 2014, the Kids read Book Distribution April 7-11, 2014, and the Scholastic Book Fair (Saturday May 3, 2014 from 10:00-2:00) sponsored by the Monticello Kiwanis Club to mark the end of their Spring Reading Challenge. The book fair will be open to the public.

Events and programs are being planned for this year's "Paws to Read" Summer Reading Program to be held in June and July.

Winters has asked the Monticello Community Building Board of Managers about replacing the ceiling tiles and light fixture cover that fell in February due to water damage. The request will be considered by the Managers at their April meeting.

There have also been more issues with the heat pump/air conditioner unit in the library basement. A couple of weeks ago the unit froze up and as the ice melted, there was some water damaged in the basement crawlspace. The unit was shut off but a week later a hot smell permeated the basement area. The outside unit apparently was "stuck-on." An electrician was called and the outside unit is also shut off.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported on the Shared Fiber Optic Network project. The Amendment to the Joint Fiber Optic Agreement and the Fiber Optic Maintenance Agreement is not quite ready for action. The Joint Fiber Optic Agreement needs to be amended to cover the costs associated with splicing the fiber which was not included in the agreement.

Winters reported that Library Architect Mark Misselhorn is working on the Library Building Schematic Design.

New Business

As previously stated in Unfinished Business, there is no action on the Amendment to the Joint Fiber Optic Agreement or on the Approval of the Fiber Optic Maintenance Agreement.

No further business. Feeney made a motion, seconded by Gortner that the meeting be adjourned. The meeting was adjourned at 4:23 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, May 7, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
May 7, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 7, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:03 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Lynn Richardson, and Jeff Clodfelter.

Absent: Ellie Tracy

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the April 2014 meeting were reviewed. Minutes approved as printed. A roll call vote was taken.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson. 0 NAYS.

1 ABSENT: Tracy.

Correspondence, Communications, Public Comment

None

Financial Report (Approval of Bills Payable)

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

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson. 0 NAYS.

1 ABSENT: Tracy.

Librarian's Report

Circulation for April was 5,751. 1,899 interlibrary loan items borrowed and 1,119 interlibrary loan items loaned. The library had 725 reciprocals. 389 new items were added to the collection and 1,223 discarded from the collection. There were 21 new patrons and an additional 35 patron renewals for the month of April. There were 220 Internet sessions in April. Logins to the library's PAC was 16,480.

There is nothing to report from Illinois Heartland Library System.

The Digitization Project is still progressing forward. Approximately half of the newspapers have been scanned and the original newspaper books are due to be returned about May 19, 2014.

Program attendance for April was 602. 313 books were distributed during the Kids Read Program.

The AARP Tax Assistance Program was successful and well received. Volunteers offered tax assistance from the end of January till April 12, 2014 during Thursday afternoons and Saturday mornings. They are interested in returning next year.

The Monticello Middle School students will be performing community service projects at the library on June 2, 2014.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Feeney reported on the Shared Fiber Optic Network project.

The Second Amendment to Intergovernmental Agreement for Shared Fiber Optic Network was reviewed. The second amendment was needed to cover the costs associated with project that was not covered in the first intergovernmental agreement. Our portion of the project will be \$76,518.50. Feeney moved that we adopt, seconded by Richardson. 6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson. 0 NAYS. 1 ABSENT: Tracy.

The Conduit and Fiber Sale Agreement/Data Services System Maintenance Agreement was reviewed. Feeney moved that we adopt, seconded by Clodfelter. 6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson. 0 NAYS. 1 ABSENT: Tracy.

Winters reported that Library Architect Mark Misselhorn is finishing up some other projects before he continues to work on the Library Building Schematic Design.

New Business

The Piatt County Board drafted a resolution for taxing districts to received protested tax monies that have been held in escrow since the 1960s. These were monies representing

property taxes paid under protest and collected from 1964-1995. Lochbaum made a motion to adopt, seconded by Manuel.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson. 0 NAYS.

1 ABSENT: Tracy.

The annual policy manual updates were reviewed. Feeney made a motion to approve the updates as presented, seconded by Gortner.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson. 0 NAYS.

1 ABSENT: Tracy.

No further business. Feeney made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:30 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, June 4, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
June 4, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 4, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter (arrived at 4:03).

Absent: Beth Manuel.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the May 2014 meeting were reviewed. Feeney made a motion, seconded by Tracy that the minutes stand approved as presented.

5 AYES: Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Manuel.

Correspondence, Communications, Public Comment

Monticello School District Superintendent Vic Zimmerman presented a plaque to the Library Board of Trustees for the joint effort in the 2-year fiber optic project to bring broadband to the community of Monticello.

Steve Shreffler again asked the library trustees to reconsider staying in the current building.

Jeff Clodfelter has received correspondence from local artist Kirby Eckerty who has created a sculpture entitled *Homeward Bound* which is an abstracted representation of a horse's head sitting atop a steel platform. The sculpture is approximately eight feet tall and sits on a four foot. Kirby would like the library trustees to consider placing the sculpture on the grounds of the new library as a tribute to the new facility and to pay homage to the horse head statue located just outside the library today. Clodfelter will send an acknowledgement letter to Kirby.

Financial Report (Approval of Bills Payable)

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

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 1 ABSENT: Manuel.

Librarian's Report

Circulation for May was 5,759. 1,122 interlibrary loan items borrowed and 1,728 interlibrary loan items loaned. The library had 672 reciprocals. 367 new items were added to the collection and 408 discarded from the collection. There were 20 new patrons and an additional 47 patron renewals for the month of May. There were 201 Internet sessions in May. Logins to the library's PAC was 15,195.

Illinois Heartland Library System reports there are 43 transitional members joining the system. The system continues to increase in size.

The Digitization Project is still progressing forward. The original newspaper books borrowed from the Piatt County Historical & Genealogical Society have been returned. The library has now sent 170+ reels of microfilm to complete the newspaper portion of the project.

Program attendance for May was 1,055. Attendance for the Kiwanis Club Book Fair was 72. An indoor beach party will be held Saturday June 7, 2014 from 10:00-12:00 to kick off the Summer Reading Program *Paws to Read*.

The Monticello Middle School students were at the library on June 2, 2014 to perform a community service project. 19 teens put in 2 hours of cleaning books and assembling craft projects for the Summer Reading Program.

The Monticello Community Building Board of Managers has replaced the damaged ceiling tiles from the February water issues.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

It has been reported that there has been some wind damage to the light fixtures at the Appletree site. Winters believes that the insurance coverage is for vacant land and the light fixtures may not be covered. She will double check with the insurance company.

Unfinished Business

Feeney reported on the Shared Fiber Optic Network project. Stage 1 is complete and the school is currently online and performing tests.

Winters reported that Library Architect Mark Misselhorn is still trying to finish up some other projects to give full attention to our library building schematic design.

New Business

The Prevailing Wage Ordinance was reviewed. Tracy moved, seconded by Feeney that the ordinance be adopted. A roll call vote was taken.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 1 ABSENT: Manuel.

The Library Board of Trustees Meeting Dates Ordinance was reviewed. Lochbaum moved, seconded by Clodfelter that the ordinance be adopted. A roll call vote was taken.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 1 ABSENT: Manuel.

The 2014/15 Days the Library Will Be Closed was reviewed. Tracy moved that we accept the dates as presented, seconded by Richardson. A roll call vote was taken.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 1 ABSENT: Manuel.

A motion was made by Lochbaum, seconded by Feeney that the Minutes of the Closed Meetings remain closed. A roll call vote was taken.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 1 ABSENT: Manuel.

A draft of the 2014/15 Operating Budget Worksheet was reviewed. No action was taken as this is only a draft. A tentative budget will need to be passed next month.

No further business. Feeney made a motion, seconded by Clodfelter that the meeting be adjourned. The meeting was adjourned at 4:45 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, July 9, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
July 9, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 9, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter.

Absent: Beth Manuel.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the June 2014 meeting were reviewed. Clodfelter made a motion, seconded by Tracy that the minutes stand approved as presented.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 1 ABSENT: Manuel.

Correspondence, Communications, Public Comment

Clodfelter sent a note of acknowledgement to Kirby Eckerty concerning her sculpture *Homeward Bound* which is an abstracted representation of a horse's head. We will be back in touch with her at a later date.

Financial Report (Approval of Bills Payable)

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

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 1 ABSENT: Manuel.

Librarian's Report

Circulation for June was 7,828. 1,214 interlibrary loan items borrowed and 1,716 interlibrary loan items loaned. The library had 822 reciprocals. 500 new items were added to the collection and 151 discarded from the collection. There were 51 new patrons and an additional 81 patron renewals for the month of June. There were 213 Internet sessions in June. Logins to the library's PAC was 15,168.

The Illinois State Library is asking libraries to review Chapter 7 from Standards for Illinois Public Libraries – Serving Our Public 3.0 edition. Going through the checklist provided, we meet all the standards.

The Digitization Project is still progressing forward. Library employees Cara Stoerger and Kandace Heistand are working on optimizing the images scanned from the Piatt

County Historical & Genealogical Society's original newspaper books. The company 2way will begin their portion of the project by designing a landing page via the cloud sever and document management.

OCLC is moving to a new interface. World Share will become ... World Cat Discovery.

Program attendance for June was 678.

There have been some building maintenance issues this past month with the basement air conditioner and heat pump. The air handler froze, the blower motor burned up, and the connections at the compressor also burned up. The basement unit was put in by the library in the late 1960s or early 1970s. To completely replace this unit would be very, very costly. At this point we do not want to put a great deal of money into this building that we do not own. The air temperature has been in the 80s and with children's story time and lap time programs and the fact that our computer equipment is housed in the basement area, we needed to do something to bring the temperature down. Our electrician found a used condenser and will guarantee it for the library for one season.

In addition, the library's outside book return is on its last leg. A replacement part was ordered and hopefully it will get us through a couple of years.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

Unfinished Business

Winters reported that the library is up and running on the fiber optic line.

Winters reported that Library Architect Mark Misselhorn has not spent a great deal of time on the schematic design but is coming for a site visit this month.

New Business

The 2014/15 Operating Budget was reviewed. The operating budget numbers are nearly the same as the draft numbers from the previous month. A motion was made by Lochbaum, seconded by Tracy that we approve the Operating Budget as presented.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy. 0 NAYS. 1

ABSENT: Manuel.

No further business. Clodfelter made a motion, seconded by Feeney that the meeting be adjourned. The meeting was adjourned at 4:45 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, August 6, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
August 13, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 13, 2014 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, Beth Manuel, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter.
Absent: Sue Lochbaum and Luke Feeney.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the July 2014 meeting were reviewed. No additions or corrections, they stand approved as presented.

5 AYES: Clodfelter, Gortner, Manuel, Richardson, and Tracy. 0 NAYS. 2 ABSENT: Feeney and Lochbaum.

Correspondence, Communications, Public Comment

Winters thanked the library trustees for the cards, notes, and memorials in memory of her dad who recently passed away.

Financial Report (Approval of Bills Payable)

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

5 AYES: Clodfelter, Gortner, Manuel, Richardson, and Tracy. 0 NAYS. 2 ABSENT: Feeney and Lochbaum.

Librarian's Report

Circulation for July was 8,139. 1,452 interlibrary loan items borrowed and 1,834 interlibrary loan items loaned. The library had 942 reciprocals. 399 new items were added to the collection and 8 discarded from the collection. There were 33 new patrons and an additional 60 patron renewals for the month of July. There were 233 Internet sessions in July. Logins to the library's PAC was 16,913.

Program attendance for July was 519. 254 prizes were awarded to Pre-K through 5th Graders and 29 prizes awarded to 6th – 12th Graders.

The Illinois Heartland Library System SHARE membership is over 500. 425 full members, 41 affiliate members, and 43 transitional members.

The Digitization Grant is still progressing. The library owned microfilmed newspapers are nearly finished being scanned. We are about 2/3 of the way through the newspaper portion of the grant.

The Annual Report of Income and Expenses has been completed and printed in the Piatt County Journal Republican newspaper.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

Unfinished Business

Architect Mark Misselhorn spoke for about an hour on the site evaluation and the schematic design. The current building program calls for a 12,350 gross square foot building.

There was a review of the site evaluation. The EPA Phase I Survey and the Soil Borings Report were both performed by Carle Foundation with everything looking good. The site infrastructure already in place is in good shape. There are existing sidewalks, curb, gutter, landscaping, 4" and 6" pipes, gas, sewer, electric, storm water detention, and even a metal sign with lighting that can probably be re-purposed. Mark noted that because of all of the existing infrastructure, the library is probably saving about \$300,000 and 2-3 months in construction.

Mark went through a proposed timeline. The schematic design should be done by early October. This will give us both 2-D and 3-D looks at the building, show a detail of interior space, and detail construction costs. Bids could open in February 2015 and ground breaking in April 2015. If everything runs smoothly the building could be ready for occupancy in December 2015 or January 2016.

New Business

No new business.

No further business. Clodfelter made a motion, seconded by Manuel that the meeting be adjourned. The meeting was adjourned at 5:15 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, September 3, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
September 3, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 3, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

Roll Call

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

President's Report

Gortner reported that she and Winters attended a meeting with Monticello School District Superintendent Vic Zimmerman, School Board Member Gary Huisinga, and City of Monticello Superintendent Floyd Allsop. The topic of conversation was the school district's search for a potential new high school site.

Secretary's Report (Approval of Minutes)

The minutes of the August 2014 meeting were reviewed. Manuel found one addition, under the Buildings and Ground Committee is should reflect no report. No further corrections or additions, a motion to approve the minutes as corrected by Feeney, seconded by Tracy. Motion carried.

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

Correspondence, Communications, Public Comment

Financial Report (Approval of Bills Payable)

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

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

Librarian's Report

Circulation for August was 6,887. 1,388 interlibrary loan items borrowed and 1,853 interlibrary loan items loaned. The library had 724 reciprocals. 302 new items were added to the collection and 18 discarded from the collection. There were 36 new patrons and an additional 50 patron renewals for the month of August. There were 218 Internet sessions in August. Logins to the library's PAC was 11,463.

Upcoming programs this month is the Lego Party on Saturday September 6, 2014 and Prairie Crafts on Saturday September 20, 2014.

The Illinois Heartland Library System SHARE membership is 425 full members, 41 affiliate members, and 43 transitional members.

The Digitization Grant is still progressing. The library's microfilmed copies of the local newspapers are back from being digitized. Soon we will be sending off the copies of the high school yearbooks.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Architect Mark Misselhorn is working on the library building schematic design and should have some information to us in October.

New Business

The Budget and Appropriate Ordinance was briefly reviewed. Feeney moved that we adopt the ordinance, seconded by Manuel.

5 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS. 0ABSENT

Feeney moved that we adopt the Budget and Appropriation Ordinance, seconded by Tracy.

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

0 NAYS. 0ABSENT

Ordinance Adopted.

The library has been approached about a community garden site on the library property in Appletree. This would be a project involving the City of Monticello, the County, and the Extension Office. They are looking at approximately ½ acre size-wise, the city would take care of the water line, and the timeline would be spring 2015. The library does have land but with construction due to start in spring 2015, it would be wise to talk about this post library construction.

No further business. Feeney made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:25 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, October 1, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
October 1, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 1, 2014 at 4:00 p.m. The meeting was called to order by Secretary Sue Lochbaum at 4:00 p.m.

Roll Call

Present: Sue Lochbaum, Luke Feeney, Beth Manuel, Lynn Richardson, and Ellie Tracy.
Absent: Sue Gortner and Jeff Clodfelter.

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the September 2014 meeting were reviewed. Lochbaum reported that she was in attendance at the meeting and not absent as reported. No further corrections or additions, a motion to approve the minutes as corrected by Feeney, seconded by Manuel. Motion carried.

5 AYES: Feeney, Lochbaum, Manuel, Richardson, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Gortner.

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

5 AYES: Feeney, Lochbaum, Manuel, Richardson, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Gortner.

Librarian's Report

Circulation for September was 6,507. 1,387 interlibrary loan items borrowed and 1,685 interlibrary loan items loaned. The library had 1,143 reciprocals. 428 new items were added to the collection and 47 discarded from the collection. There were 27 new patrons and an additional 46 patron renewals for the month of September. There were 199 Internet sessions in September. Logins to the library's PAC was 14,034.

Winters recently attended the Medium Public Library Directors group meeting in Lincoln, Illinois (affiliated with members of the Illinois Heartland Library System).

Correspondence has been received from Library Attorney John Foltz that Attorney Jim Ayers contacted him on behalf of the Monticello Community Building Board of Managers wanting the library to sign a lease. The library does not have a lease and in the

past has not been able to get one from the board of managers. They want the lease signed and want the library to “acknowledge receipt of the premises in good and safe condition and repair” and they want to know when the library will be out of the building. It was also noted that the board of managers are reviewing our monthly rental fee. At this time we do not have a specific date to be out. If everything goes well, we could be out by early 2016. As far as the building being in good and safe condition and repair ... the windows still leak and the walls in the hallway and backroom continue to “flake.”

The Digitization Project is nearly ready to launch. Cara Stoerger has been testing uploads as well as working on specifics with 2wav. Hopefully we can begin loading issues of the newspapers this month and will continue to load as they are processed.

The programming attendance this month was 340. A couple of the larger programs were the Lego Building Party with 72 in attendance (some of the projects are currently on display in the showcase) and the Prairie Crafts program during the Monticello Celebration with 63 in attendance.

In addition to our regular weekly lap times and story times, there are a few special programs this month. Kids Cardboard Crafts will be Saturday October 11, 2014 at 10:00 a.m., T-Shirt Re-Fashioning on Sunday October 19, 2014 at 1:30 p.m., FX/Zombie Party on Sunday October 19, 2014 at 3:30 p.m., and a Halloween Party on Wednesday October 29, 2014 at 10:00 a.m.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Architect Mark Misselhorn continues to work on the schematic design. Winters talked to Mark today and he is now working on the floor plans. We should have a report sometime before the end of the month.

New Business

The proposed levy numbers for 2014 (payable in 2015) were reviewed. Feeney made a motion, seconded by Richardson that the proposed levy numbers presented be used (as presented) to prepare the levy ordinance.

5 AYES: Feeney, Lochbaum, Manuel, Richardson, and Tracy. 0 NAYS. 2 ABSENT: Clodfelter and Gortner.

No further business. Feeney made a motion, seconded by Tracy that the meeting be adjourned. The meeting was adjourned at 4:20 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, November 5, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
November 5, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 5, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner.

Roll Call

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

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the October 2014 meeting were reviewed. No corrections or additions, the minutes stand approved as present.

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

0 NAYS. 0 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

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

0 NAYS. 0 ABSENT

Librarian's Report

Circulation for October was 6,343. 1,312 interlibrary loan items borrowed and 1,406 interlibrary loan items loaned. The library had 746 reciprocals. 468 new items were added to the collection and 359 discarded from the collection. There were 24 new patrons and an additional 50 patron renewals for the month of October. There were 203 Internet sessions in October. Logins to the library's PAC was 14,812.

The programming attendance this month was 269. A couple of the larger programs were the FX/Zombie Party for teens & tweens and the Halloween Party for the preschoolers.

The Holiday Reading Program begins on November 1, 2014 running through December 4, 2014. For every 20 minutes read, \$1.00 in library bucks will be earned that may be spent at the Library Holiday Shop on Saturday December 6, 2014 from 9:00-2:00.

The Monticello Community Building Board is working on the control of the heat in the building. Workers have been working on some of the registers. It is still very hot in the back room, office, and archives room.

This year's audit is nearly finished. The final review will likely be at the end of the week.

The Digitization Grant Project is up and available from the library's website. Approximately $\frac{3}{4}$ of the newspapers are loaded with the additional $\frac{1}{4}$ to be loaded as completed. Most likely the digitized yearbooks and the oral histories will be loaded early next year.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

Architect Mark Misselhorn continues to work on the schematic design. Winters talked to Misselhorn today and he hopes to have the floor plan to us by the end of the week, definitely by the end of the month.

There has been no communication from the Monticello Community Building Board of Managers concerning the rental agreement and monthly rent review.

The levy ordinance was reviewed and amounts read aloud by Winters. For the General Library Fund \$176,912, for the employer's contribution to IMRF \$12,000, for the audit \$6,199, for the employer's contribution to Social Security \$12,000, and for insurance \$12,000. The total levy being \$219,111. Feeney moved that we adopt the levy ordinance, seconded by Richardson. A roll call vote was taken.

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

0 NAYS. 0 ABSENT

New Business

No further business. Feeney made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:20 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, December 3, 2014 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
December 3, 2014**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 3, 2014 at 4:00 p.m. The meeting was called to order by President Sue Gortner.

Roll Call

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

Absent: Luke Feeney

President's Report

No report.

Secretary's Report (Approval of Minutes)

The minutes of the November 2014 meeting were reviewed. No corrections or additions, the minutes stand approved as present.

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

0 NAYS. 1 ABSENT

Correspondence, Communications, Public Comment

None.

Financial Report (Approval of Bills Payable)

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

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

0 NAYS. 1 ABSENT

Lochbaum made a motion to lower the automatic transfer from the money market account to the checking account from \$30,000 to \$5,000 for the month of December only to lower the checking account balance, seconded by Richardson. Motion carried.

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

0 NAYS. 1 ABSENT

Librarian's Report

Circulation for November was 5,703. 1,161 interlibrary loan items borrowed and 1,143 interlibrary loan items loaned. The library had 594 reciprocals. 290 new items were added to the collection and 153 discarded from the collection. There were 29 new patrons and an additional 25 patron renewals for the month of November. There were 174 Internet sessions in November (it was noted that one of the Internet stations was out of order for approximately 10 days). Logins to the library's PAC was 14,471.

The programming attendance for November was 426. The majority of the attendance was for the Kids Read Program where new books were distributed to children. This coming Saturday from 9:00-2:00 is the Library Holiday Shop. The children have been reading this past month earning *library bucks* to spend at the Library Holiday Shop.

There has been no communication from the Monticello Community Building Board of Managers on neither the rental agreement nor the continued issues with excessive heat in the library.

Illinois Heartland Library System announced that the 5.0 upgrade to Polaris (the library automation system) is scheduled for Friday December 26, 2014. The date was chosen as many of the libraries are closed that day. We will be open that day and will circulate offline with limited services. Patrons may not be able to place holds or download materials until the upgrade (and the offline uploads) are completed.

The Digital Archives site has been up and running for about a month. There have been 615 sessions, 260 users, and 685 pages viewed.

The library has set up a text reminder for the children's programs. Text messages from Miss Cara will be sent to remind parents about story times, lap times, teen events, and family programs.

The library has been experiencing some issues related the closure of the Champaign Department of Motor Vehicles and the subsequent overload of visitors to the Monticello Department of Motor Vehicles. Many Champaign and Urbana patrons are coming to Monticello and often come without the documents they need so they are coming to the library to use the computer and print out their documents. As Champaign and Urbana libraries are no longer part of the Illinois Heartland Library System Polaris system, we have no patron cards to scan to count Internet usage. Winters suggested that until Champaign can open a new Department of Motor Vehicles facility, the library can allow the Champaign and Urbana patrons to use a PAC (patron access catalog) station to print out their documents to alleviate some of the patron's frustrations.

The carpet cleaners were at the library on the Friday following Thanksgiving.

Committee Reports

Financial Committee

No report.

Personnel Committee

No report.

Policy Committee

No report.

Buildings & Grounds Committee

No report.

Unfinished Business

The preliminary floor plan for the new library building was reviewed. As a first draft it looks fairly good. Architect Mark Misselhorn will continue to add more detail to the floor plan and work on the elevations.

As stated previously in the librarian's report, there has been no communication from the Monticello Community Building Board of Managers concerning the rental agreement and monthly rent review.

New Business

A motion was made by Lochbaum, seconded by Manuel that the minutes of the closed meetings remain closed. Motion carried.

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

0 NAYS. 1 ABSENT

No further business. Tracy made a motion, seconded by Richardson that the meeting be adjourned. The meeting was adjourned at 4:33 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, January 7, 2015 at 4:00 p.m.

Susan M. Lochbaum
Secretary

Lisa Winters
Acting Secretary