

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
January 4, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 4, 2017 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, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, and Lynn Richardson.

Absent: Ellie Tracy.

**President's Report**

None.

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

The minutes of the December 2016 meeting were reviewed. Manuel would like to add that the monthly automatic transfer from the General Library Fund money market account to the checking account will increase to \$35,000 (as stated in the 2017 Investment Policy). Feeney made a motion, seconded by Manuel that they are approved as corrected. Motion carried.

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

0 NAYS, 1 ABSENT

**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 Clodfelter. Motion carried.

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

0 NAYS, 1 ABSENT

Manuel will be out of town for the next couple of months so Gortner will follow up on the Working Cash certificates of deposit that are coming due in January and February to see if we can get a better interest rate.

A Hency invoice was presented for payment. Manuel made a motion to approve the bill, seconded by Gortner. Motion carried.

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

0 NAYS, 1 ABSENT

**Librarian's Report**

Circulation for December was 5,879. 1,098 interlibrary loan items borrowed and 1,311 interlibrary loan items loaned. The library had 703 reciprocals. 287 new items were added to the collection and 14 discarded from the collection. There were 25 new patrons and an additional 28 patron renewals for the month of December. Logins to the library's PAC was 7,337.

Program attendance this month was 385. Internet usage was 273 (which represents approximately 150 hours) sessions this month and 472 users made use of the free Wi Fi.

There are a few upcoming adult programs that have been scheduled. Due to their popularity (or need) Tech Time Fridays will continue to be offered on the first Friday of each month from 2:00-3:30 and Bingo will continue to be held on the second Monday of each month from 2:00-3:00.

On Friday February 24, 2017 from 2:00-3:00 will be an adult coloring programming. On Tuesday April 4, 2017 from 10:00-11:30 will be "Titanic: Voices from the Past" presented by the Tea Ladies of Bloomington. On Saturday April 8, 2017 from 10:00-11:00 will be "Secrets of Growing Great Tomatoes" presented by Richard Zerfowski. On Monday May 1, 2017 from 10:00-11:00 will be "The Life of Abraham Lincoln" presented by Jim Gibbons.

The library has subscribed to the Zinio Digital Magazines database for a 6-month trial to see if it is something our patrons may like. There are approximately 150 magazine titles to download. Patrons would use their Allerton Public Library District library card to login and set up a user name and password to access the magazines.

The library has also starting subscribing to the monthly *Book Page* which is a book review magazine showcasing upcoming book titles. This is something that we are providing to our patrons in which they may take it home with them to read. We are currently receiving 50 copies.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

**Unfinished Business**

None.

**New Business**

Lochbaum inquired about the plans for the library's back acreage (5-6 acres). This back acreage is not very marketable because of access. We have been rough mowing the back acreage a couple of times a year and letting it go to prairie during the summer and fall.

Manuel asked Winters about updating the library's disaster plan. Winters has already begun but is waiting on final documents on the new building from the contractor and architect.

The next scheduled Board of Trustees meeting will be held next Wednesday, February 1, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
February 1, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday February 1, 2017 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, Luke Feeney, Sue Gortner, Sue Lochbaum, and Ellie Tracy.

Absent: Beth Manuel and Lynn Richardson.

**President's Report**

None.

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

The minutes of the January 4, 2017 meeting were reviewed. Clodfelter made a motion to approve as printed, seconded by Tracy.

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

0 NAYS, 2 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 Feeney. Motion carried.

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

0 NAYS, 2 ABSENT

Gortner informed the board that since Manuel is out of town for the next couple of months we need a second signer to cash in the Working Cash certificates of deposit at First State Bank and purchase new certificates of deposit at Central Illinois Bank as their current rate is 1%. Motion by Clodfelter, seconded by Tracy that Lochbaum be that second signer. Gortner and Lochbaum will take care of this within the next couple of days. Motion carried.

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

0 NAYS, 2 ABSENT

Hency invoices were presented for payment. These should be the last of the invoices for the building project. Tracy made a motion to approve the bills, seconded by Feeney. Motion carried.

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

0 NAYS, 2 ABSENT

### **Librarian's Report**

Circulation for January was 6,641. 1,541 interlibrary loan items borrowed and 1,655 interlibrary loan items loaned. The library had 922 reciprocals. 247 new items were added to the collection and 1,185 discarded from the collection. There were 23 new patrons and an additional 28 patron renewals for the month of January. Logins to the library's PAC was 7,362.

No statistics yet for the Internet Usage and Wi-Fi stats as they are not yet available.

There is also no report on programs held in January at this time.

Illinois Heartland Library System reports that automation costs will increase 5% next fiscal year.

The building contractor has dropped off the operational manuals for the new building. Winters is working on the warranties and setting up some maintenance contracts.

The contractor will be back in March or April to make repairs on the cracks in the drywall. This most likely could have been caused by building shifting – nevertheless it will be repaired as the building is still under warranty.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

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

No report.

#### **Unfinished Business**

We have heard nothing on the Fiber Optic purchase.

#### **New Business**

None

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

The next scheduled Board of Trustees meeting will be held next Wednesday, March 1, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
March 1, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 1, 2017 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, Lynn Richardson, and Ellie Tracy.  
Absent: Luke Feeney and Beth Manuel.

**President's Report**

None.

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

The minutes of the February 2017 meeting were reviewed. Clodfelter made a motion to approve as printed, seconded by Tracy.

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

0 NAYS, 2 ABSENT

**Correspondence, Communications, Public Comment**

None

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

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

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

0 NAYS, 2 ABSENT

**Librarian's Report**

Circulation for February was 6,339. 1,367 interlibrary loan items borrowed and 1,505 interlibrary loan items loaned. The library had 971 reciprocals. 233 new items were added to the collection and 158 discarded from the collection. There were 15 new patrons and an additional 33 patron renewals for the month of February. Logins to the library's PAC was 6,658.

No statistics yet for the Internet Usage and Wi-Fi stats as they are not yet available.

Program attendance for the month of February was 426.

AARP Tax Help began on February 2, 2017 and will run through April 14, 2017. Appointments are available on Thursdays from 5:00-7:00 and Saturdays 9:00-12:00.

A Dr. Seuss Birthday Bash will be held Saturday March 4, 2017 at 10:00 for children of all ages.

Also on Saturday March 4, 2017 at 2:00 will be the presentation by Mike Harris on Early 20<sup>th</sup> Century Patent Medicines which the library is co-hosting with the Piatt County Historical & Genealogical Society.

The annual Teen Art Show will be held March 9-14, 2017 at the library. On Saturday March 11, 2017 there will be live artists displays in cooperation with the Monticello Arts Council.

The spring library used book sale will be held Saturday March 18 – Thursday March 23, 2017 in the program room of the library.

The Disaster Plan has been updated with information pertaining to the new building.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

None

### **New Business**

None

Motion by Clodfelter, seconded by Lochbaum that the meeting be adjourned at 4:15 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, April 5, 2017 at 4:00 p.m.

---

Susan M. Lochbaum

---

Lisa Winters



Secretary

Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
April 5, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 5, 2017 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, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

**President's Report**

None.

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

The minutes of the March 2017 meeting were reviewed. Clodfelter made a motion to approve as printed, seconded by Tracy.

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

0 NAYS, 0 ABSENT, and 1 ABSTAIN: 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 Richardson. Motion carried.

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

0 NAYS, 0 ABSENT

**Librarian's Report**

Circulation for March was 7,368. 1,380 interlibrary loan items borrowed and 1,608 interlibrary loan items loaned. The library had 1,198 reciprocals. 400 new items were added to the collection and 235 discarded from the collection. There were 41 new patrons and an additional 35 patron renewals for the month of March. Logins to the library's PAC was 7,379.

Program attendance for the month of March was 498.

AARP Tax Help will continue to run through April 13, 2017. Appointments are available on Thursdays from 5:00-7:00 and Saturdays 9:00-12:00.

.

The annual Teen Art Show was held March 9-14, 2017 with 44 teen artists.

The library will be having a Bookmark & Poetry Open House on Saturday April 29, 2017 at 2:00 p.m. A middle school poetry contest will be held in the month of April in cooperation with the Monticello Middle School. As the upcoming Summer Reading Program theme will be *Reading by Design*, the library will be having a bookmark contest for ages preschool to adult.

The Summer Reading Program will kick off on Saturday June 3, 2017 with a carnival themed party. More details to follow.

Winters spoke with Jim at the City of Monticello Public Works department and he reports that the city hasn't forgotten about the drainage issue with the detention pond. They are waiting for the area to dry up so they can move dirt. They hope to be able to start at the end of April and finish up by the end of May.

This year's audit has been scheduled for the end of August. This year's fee will be \$9,500 (\$1,600 of which will be for the building project and set up of the depreciation schedule).

We have a young man wanting to work on his Eagle Scout project at the library by re-mulching the berm areas and replacing lost shrubs and bushes. Lochbaum and Gortner will look to see what needs to be replaced so we can get the information back to the young man.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

None

### **New Business**

None

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:24 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, May 3, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
May 3, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 3, 2017 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, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

**President's Report**

None.

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

The minutes of the April 2017 meeting were reviewed. Tracy made a motion to approve as printed, seconded by Manuel.

7AYES: 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. Richardson 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

Manuel made note that the library has received a check for \$37,500 for the recently sold fiber line and a check from the Vincent Greene Estate for \$300,000 for establishing a low vision area. Both of the checks have been deposited into the Special Reserve Fund. Manuel will be looking into investing some of the Vincent Greene funds into Certificates of Deposit. It looks like the rates may vary between 0.40% and 0.75% depending on collateralization.

**Librarian's Report**

Circulation for April was 6,274. 1,249 interlibrary loan items borrowed and 1,411 interlibrary loan items loaned. The library had 965 reciprocals. 322 new items were added to the collection and 60 discarded from the collection. There were 12 new patrons and an additional 21 patron renewals for the month of April. Logins to the library's PAC was 6,816.

Program attendance for the month of April was 318 (266 attending children's programs and 52 attending adult programs).

April 1<sup>st</sup> was the Mad Hatter Tea Party with 43 in attendance, April 4, 2017 was the Titanic Presentation by the Tea Ladies with 19 in attendance, and April 8, 2017 was the Secrets of Growing Tomatoes with 14 in attendance.

AARP Tax Help is finished for the year.

The library recently held a Bookmark Design Contest to coincide with this year's Summer Reading Program theme *Reading by Design* with 27 entries. The winners were chosen by 132 voters.

The library also held a Poetry contest for the middle school children with 31 entries.

Programs coming up are *Get in the Garden* in cooperation with the Piatt County Extension Office on Saturday May 20, 2017 and the Carnival Kick-off for the Summer Reading Program on Saturday June 3, 2017.

The Summer Reading Program calendars are getting ready to go out to the public. Cara Stoerger will be making school visits beginning next week.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

Lochbaum and Gortner met at the library to review the current landscaping. The berm areas at the front of the library definitely need weeded and the sumac bushes removed as they are very invasive. Afterwards the 3 berm areas need to be re-mulched. Winters will make contact with the young gentleman wanting to work on an Eagle Scout Project.

At one point in time Carle Clinic had an irrigation system. Not sure if it is operational or even hooked to a water source anymore. Winters will try to see if someone has the drawings for the irrigation system. It will be difficult to replace bushes if we do not have access to water that far away from the building.

Lochbaum and Gortner also suggest Little Hydrangea plants in white at the front of the building and the trustees might be interested in purchasing a flowering tree that will tolerate the sun, heat, and winds.

Winters will investigate prices for the plantings and mulch with a few vendors.

**Unfinished Business**

None

**New Business**

Winters gave a first review of the proposed 2017/18 Temporary Budget.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:56 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, June 7, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
June 7, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 7, 2017 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, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Luke Feeney

**President's Report**

None.

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

The minutes of the May 2017 meeting were reviewed. Tracy made a motion to approve as printed, seconded by Manuel.

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. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

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

0 NAYS, 1 ABSENT

**Librarian's Report**

Circulation for May was 6,492. 1,291 interlibrary loan items borrowed and 1,339 interlibrary loan items loaned. The library had 1,077 reciprocals. 286 new items were added to the collection and 103 discarded from the collection. There were 29 new patrons and an additional 31 patron renewals for the month of May. Logins to the library's PAC was 6,995.

Program attendance for the month of May was 932.

The kickoff carnival for the summer reading program was on Saturday June 3, 2017 with 226 in attendance.

Activities for the summer reading program run in June and July with programs scheduled nearly every day.



## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

There was a brief discussion about the landscaping of the library property. A boy scout is working on his Eagle Scout status and will be meeting with Winters when he returns back home next week. There is quite a bit of weeding and several areas than require mulch.

The tentative budget for 2017-2018 was reviewed and discussed. A motion by Tracy, seconded by Manuel that the tentative budget be approved as presented. Motion carried.

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

0 NAYS, 1 ABSENT

The payroll schedule for 2017-2018 was reviewed and discussed. A motion by Lochbaum, seconded by Clodfelter that the payroll schedule be approved as recommended. Motion carried.

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

0 NAYS, 1 ABSENT

### **New Business**

The 2017-2018 Library Board of Trustees Ordinance was presented. A motion by Manuel, seconded by Richardson that it be approved. Motion carried and the ordinance was adopted.

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

0 NAYS, 1 ABSENT

The 2017-2018 Days the Library Will Be Closed was presented. A motion by Gortner, seconded by Manuel that it be approved. Motion carried.

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

0 NAYS, 1 ABSENT

The Prevailing Wage Ordinance was presented. A motion by Clodfelter, seconded by Lochbaum that it be approved. Motion carried and the ordinance was adopted.

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

0 NAYS, 1 ABSENT

Lochbaum made a motion, 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

The policy manual update was reviewed. The only update was the cost of the non-resident library card fee. The assessed taxable value multiplier is now .001896 (up from last year's .001856). This is the exact rate that residents of Monticello township pay for library service. A motion by Gortner to approve the changes, seconded by Tracy. Motion carried.

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

0 NAYS, 1 ABSENT

No further business.

Motion by Clodfelter, seconded by Richardson that the meeting be adjourned at 4:45 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, July 5, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
July 5, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 5, 2017 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, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Luke Feeney

**President's Report**

None.

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

The minutes of the June 2017 meeting were reviewed. Clodfelter made a motion to approve as printed, seconded by Tracy.

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. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

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

0 NAYS, 1 ABSENT

**Librarian's Report**

Circulation for June was 8,725 (last June was 7,705). 1,437 interlibrary loan items borrowed and 1,439 interlibrary loan items loaned. The library had 1,503 reciprocals. 386 new items were added to the collection and 123 discarded from the collection. There were 45 new patrons and an additional 60 patron renewals for the month of June. Logins to the library's PAC was 7,116.

Program attendance for the month of June was 1,214 (42 of this total being attendance for the adult programs).

Winters has corresponded with Jim at the City of Monticello Public Works about the drainage. The city has constructed a ditch on the potential city recreational site to carry the water from the library's detention pond. They will observe for a couple of significant rain fall events before cleaning out the bottom of our pond and re-establishing grass that we will be able to maintain.

Winters also been talking with Prairieview Landscaping. Eric has been out to the property to look for the pre-existing irrigation system. We know the control panel is no longer in existence as it was attached to the Carle Clinic temporary building. Eric said he will most likely need to temporarily charge the system with water to test the current condition of the system. This would include zone lines, heads, and control systems. By doing this he will be better able to determine what it would take to repair, install, or redesign the system back to being fully operational. Denise was also out one day to take a look at the existing landscaping and see what areas we are potentially interested in landscaping. She will pull some information together and price it out according to areas.

Donations have been received in memory of Logan McKibben. We should be able to purchase a bench just outside the front doors in his memory this fall.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

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

No report.

### **Unfinished Business**

#### **New Business**

No further business.

Motion by Clodfelter, seconded by Richardson that the meeting be adjourned at 4:30 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, August 2, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
August 2, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 2, 2017 at 4:00 p.m. The meeting was called to order by Vice President Jeff Clodfelter at 4:01 p.m.

**Roll Call**

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

Absent: Sue Gortner

**President's Report**

None.

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

The minutes of the July 2017 meeting were reviewed. Richardson made a motion to approve as printed, seconded by Tracy.

6 AYES: Clodfelter, Feeney, 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. Lochbaum made a motion to approve the bills, seconded by Manuel. Motion carried.

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

0 NAYS, 1 ABSENT

**Librarian's Report**

Circulation for July was 7,926. 1,435 interlibrary loan items borrowed and 1,295 interlibrary loan items loaned. The library had 1,075 reciprocals. 327 new items were added to the collection and 1,726 discarded from the collection. There were 48 new patrons and an additional 56 patron renewals for the month of July. Logins to the library's PAC was 7,383.

Program attendance for the month of July was 328 (23 of this total being attendance for the adult programs).

**Committee Reports**

**Financial Committee**

No report.

**Personnel Committee**

No report.

**Policy Committee**

No report.

**Buildings & Grounds Committee**

No report.

**Unfinished Business**

None.

**New Business**

None.

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:15 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, September 6, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
September 6, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 6, 2017 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:03 p.m.

**Roll Call**

Present: Jeff Clodfelter, Sue Gortner, Sue Lochbaum (arrived at 4:20), Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Luke Feeney

**President's Report**

None.

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

The minutes of the August 2017 meeting were reviewed. No corrections, the minutes stand approved as printed.

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

0 NAYS, 2 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 Richardson. Motion carried.

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

0 NAYS, 2 ABSENT

**Librarian's Report**

Circulation August was 7,094. 1,558 interlibrary loan items borrowed and 1,530 interlibrary loan items loaned. The library had 939 reciprocals. 398 new items were added to the collection and 71 discarded from the collection. There were 27 new patrons and an additional 43 patron renewals for the month of August. Logins to the library's PAC was 7,559.

Program attendance for the month of August was 176.

The auditors have been on site working on the previous year's bookkeeping. They should be finishing up within the next few weeks.

The Library Store had a “photo shoot” at the library last month. We purchased shelving from this Tremont, Illinois company and they are going to feature our library on the cover of their 2018 catalog.

The library will begin offering Mobile Printing. Patrons can send print jobs from home computers, tablets, or smartphones to the library. Their print jobs will be held in the queue for 12 hours. The link will be added to our website.

Community Scan Day begins Friday September 15, 2017. The library will be offering this service the third Friday of the month from 2:00-4:30 p.m. by appointment. Patrons will be able to keep their originals and receive a thumb drive of the scans. The library will also keep a copy of the original to build up their digital photo collection.

Winters has been going through boxes that have been in storage for years. So many treasures in these boxes from Jessie Morgan, Irene Tindle, the Lodge family, etc. A variety of photographs, correspondence, and books.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

None.

### **New Business**

The 2017-2018 Budget & Appropriation Ordinance was reviewed. A motion by Manuel that the ordinance be adopted, seconded by Gortner. Ordinance adopted.

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

0 NAYS, 1 ABSENT

No further business.

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

The next scheduled Board of Trustees meeting will be held next Wednesday, October 4, 2017 at 4:00 p.m.



---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
October 4, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 4, 2017 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 (arrived at 4:20), Beth Manuel, Lynn Richardson, and Ellie Tracy.

Absent: Luke Feeney

**President's Report**

None.

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

The minutes of the September 2017 meeting were reviewed. No corrections, the minutes stand approved as printed.

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. Richardson made a motion to approve the bills, seconded by Clodfelter. Motion carried.

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

0 NAYS, 1 ABSENT

**Librarian's Report**

Circulation September was 6,624. 1,562 interlibrary loan items borrowed and 1,559 interlibrary loan items loaned. The library had 1,105 reciprocals. 252 new items were added to the collection and 444 discarded from the collection. There were 23 new patrons and an additional 24 patron renewals for the month of September. Logins to the library's PAC was 6,624. Internet usage was 298 sessions and 485 Wi-Fi sessions.

Program attendance for the month of September was 228.

The auditors are still working on this year's audit. We have had a 4-week delay because of one bank that has not complied with the auditor's request for balances. Three signed letters and one e-mail was not answered. Winters would like to see the Working Cash Fund CDs moved from that bank to another when they mature. Manuel will investigate interest rates close to the maturity dates.

The former irrigation system is being tested to see what can be salvaged from the old system. Thus far 7 control valves have been located as well as the 1.5” mainline. It perhaps is “realistic to conclude that we might have some intact irrigation components that might be usable with some repair or additional installations”. The next step is charging the system with water to check the functionality. They are making contact with the City of Monticello to see how we can do this on a temporary basis as the old connection has been disconnected.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

None.

### **New Business**

The 2017-2018 property tax levy numbers were discussed. The following numbers were proposed:

*General Library Fund - \$197,093, Illinois Municipal Retirement Fund – \$19,000, Audit Fund - \$6,570, Social Security/Medicare Fund - \$19,000, Insurance Fund - \$19,885.*

Winters will see that these numbers get to the attorney’s office to put into a legal ordinance. The levy ordinance will be voted on at next month’s meeting.

No further business.

Motion by Clodfelter, seconded by Gortner that the meeting be adjourned at 4:20 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, November 1, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
November 1, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 1, 2017 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, Luke Feeney, Sue Gortner, Sue Lochbaum, and Beth Manuel.  
Absent: Lynn Richardson and Ellie Tracy.

**President's Report**

None.

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

The minutes of the October 2017 meeting were reviewed. A motion by Clodfelter, seconded by Manuel that they be approved as presented.

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

0 NAYS, 2 ABSENT

**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 Gortner. Motion carried.

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

0 NAYS, 2 ABSENT

**Librarian's Report**

Circulation October was 7,078. 1,543 interlibrary loan items borrowed and 1,735 interlibrary loan items loaned. The library had 1,114 reciprocals. 397 new items were added to the collection and 367 discarded from the collection. There were 29 new patrons and an additional 28 patron renewals for the month of October. Logins to the library's PAC was 6,721.

Program attendance for the month of October was 742.

As it is getting too late to charge the irrigation system with water (because of the freezing temperatures) it is now being scheduled for early spring of 2018. The landscape designer will also be working this winter on a landscaping plan.

Update on the Hency funds. The probate attorney has checked with the attorney that drafted the Hency will and he was unaware of the living trust. Charles Schwab was contacted in April 2017 and again in June 2017 and they stated that this account was an IRA with the Living Trust named as the beneficiary. A new court date has been scheduled for December 28, 2017.

Just a reminder that the library will be closed on November 24, 2017 for carpet cleaning.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

The property tax levy was reviewed.

*General Library Fund - \$197,093*  
*Illinois Municipal Retirement Fund - \$19,000*  
*Audit Fund - \$6,570*  
*Social Security/Medicare Fund - \$19,000*  
*Insurance Fund - \$19,885*  
*Total - \$261,548*

A motion by Manuel to adopt the levy, seconded by Gortner. Levy adopted.

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

0 NAYS, 2 ABSENT

### **New Business**

Chapter 12 (Safety) from Standards for Illinois Public Libraries was reviewed.

No further business.

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

The next scheduled Board of Trustees meeting will be held next Wednesday, December 6, 2017 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
December 6, 2017**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 6, 2017 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, Luke Feeney, Sue Gortner, Sue Lochbaum, Beth Manuel, Lynn Richardson, and Ellie Tracy.

**President's Report**

None.

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

The minutes of the November 2017 meeting were reviewed. A motion by Manuel, seconded by Richardson that they be approved as presented.

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. Lochbaum made a motion to approve the bills, seconded by Tracy. Motion carried.

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

**Librarian's Report**

Circulation November was 6,731. 1,464 interlibrary loan items borrowed and 1,480 interlibrary loan items loaned. The library had 1,099 reciprocals. 386 new items were added to the collection and 459 discarded from the collection. There were 25 new patrons and an additional 42 patron renewals for the month of November. Logins to the library's PAC was 6,548.

Program attendance for the month of November was 373.

The carpet was cleaned the day after Thanksgiving.

There were 124 holiday readers earning *library dollars* to spend at the library's holiday shop on Saturday December 2, 2017.



Mr. Readmore (the snowman) is back. He is located outside of the library to greet visitors.

The library will be having a Countdown to Christmas guessing game from December 11-22, 2017. There will be one question per day with the closest guess winning a prize.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

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

No report.

### **Unfinished Business**

#### **New Business**

The 2018 Investment Policy was reviewed. A motion by Clodfelter, seconded by Feeney that the policy be adopted as presented. Policy was adopted.

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

0 NAYS, 0 ABSENT

Lochbaum made a motion, seconded by Manuel that the minutes of the closed sessions remain closed. Motion carried.

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

0 NAYS, 0 ABSENT

No further business.

Motion by Feeney, seconded by Clodfelter that the meeting be adjourned at 4:20 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, January 3, 2018 at 4:00 p.m.

---

Susan M. Lochbaum  
Secretary

---

Lisa Winters  
Acting Secretary