

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
September 9, 2026**

The Allerton Public Library District Library Board of Trustees met at the library on Wednesday, September 9, 2026. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

Physically Present: Jeff Clodfelter, Beth Manuel, Sue Gortner, Sue Lochbaum

Absent: Ellie Tracy, Mike Harris, Lynn Richardson

Also physically in attendance: Sherry Waldrep

PRESIDENT'S REPORT - nothing to report

SECRETARY'S REPORT

There were no changes or additions to the minutes. Beth Manuel moved to approve the August 12, 2026 minutes. Seconded by Jeff Clodfelter. Motion carried.

AYES: Jeff Clodfelter, Beth Manuel, Sue Lochbaum, Sue Gortner

NAYS: 0

ABSTAIN:0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Director Waldrep stated she received an email from former director Barbara Lintner applauding the library on the excellent work in presenting programs for the public.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. Another CD to renew in September. Will take care of renewing. CPPRT is expected to increase by about 22% this next year. Sue Gortner moved to approve and pay the bills. Seconded by Sue Lochbaum. Motion carried.

AYES: Jeff Clodfelter, Sue Gortner, Beth Manuel, Sue Lochbaum

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT:

PROGRAMS FROM LAST MONTH:

In person programs: 16

Adult Bingo – 20 Crafternoon - 10

Sit & Stitch – 15 Yoga – 14

Storytime – 26 (14 kids, 12 adults)

Music/Movement – 39 (22 kids, 17 adults)

Little House on the Prairie Episode 1 - 5

Maureen Holtz author - 2

Playtime- 19(11 kids, 8 adults)

Virtual events: 1

Watch Party – What's in My Food – 4

Passive programs: 3

Adult Activity Packets-60; Summer Reading Program 271; 1000 Books Before Kindergarten-3.

OTHER ITEMS:

Programming:

- Summer reading program completed. Statistics – 271 readers. 70 (0-5), 111 (6-12), 14 (13-18), 67 (Adult). Fall programming beginning.

Administrative:

- Completed and submitted the IPLAR. Thanks to Sue G. and Beth for completing the Secretary's Audit. Collected and compiled the results of 64 Programming Questionnaires. Still creating the summary report. Notary commission is renewed. Met with members of the 130th anniversary committee to review and plan next steps and to review photos. The committee would like to purchase display cases. Submitted grant to Rooted and Rising for over 3K to fund *Kids Read* for White Heath. Grants are awarded in October. Completed another Workman's Comp audit call as our insurance effective date was changed. Auditor was onsite on 8/31, still providing them with documentation. Read that the overall estimate for FY 2027 CPPRT will increase approximately 21.9% over FY 2026 (according to the State's Revenue Dept)

Building:

- A few more windows are beginning to show signs of broken seals.

Technology updates:

- Still awaiting credits on phone bill. Scott will be working on camera system and backup system.

Community relations:

- Met with Kirby Medical Center reps recapping the Pool Pass Program. They were pleased to hear how well it went. Rescheduled Farmer's Market booth until later in September. Attended the Sangamon Valley CEO mentor luncheon.

Staff:

- Will be working on performance evaluations later this month and into the fall. I will be out of office for a few vacation days September 11-15th. I will be attending the ILA conference October 6-8th. Megan will attend one day of the conference as well.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - Met about performance evaluation for Director Waldrep but haven't met with her yet to review.

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - none

UNFINISHED BUSINESS

Adopt Budget and Appropriation Ordinance 2026-2027

Beth Manuel read the Resolution for the Ordinance. Seconded by Sue Lochbaum. Roll call vote. Motion carried. Beth Manuel also read the Certification of Budget and Appropriation Ordinance.

AYES: Jeff Clodfelter, Sue Gortner, Beth Manuel, Sue Lochbaum

NAYS: 0

ABSTAIN: 0

Sue Gortner moved to approve the 2026-2027 Budget & Appropriation Ordinance.

Seconded by Beth Manuel. Motion carried

AYES: Jeff Clodfelter, Sue Gortner, Beth Manuel, Sue Lochbaum

NAYS: 0

ABSTAIN: 0

Board review of the Illinois Public Library Standards:

The Board reviewed the standards and noted the areas we have made progress in over the past year.

- Marketing and Promotion
 - We meet all core standards. We now have a Social Media Policy which meets a core requirement. We also have a dedicated employee for marketing and graphic design which meets an advanced requirement.
- Programming
 - We meet all core standards. We have an accessibility statement on the website and in the display case. The Board recently approved a protocol for responding to programming challenges.

NEW BUSINESS

APLD Fiscal Policy - just received suggested revisions from the auditor. Sue Lochbaum moved to table the discussion in order to review the suggested revisions from the auditor and submit to legal counsel for review. Sue Gortner seconded. Motion carried.

AYES: Jeff Clodfelter, Sue Gortner, Beth Manuel, Sue Lochbaum

NAYS: 0

ABSTAIN: 0

OTHER - none

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 4:57pm. Seconded by Beth Manuel. The next scheduled Board of Trustees meeting will be held on October 14, 2026 at 4:00pm.

Respectfully submitted by Sherry Waldrep, Acting Secretary

Board approved October 14, 2026