

**ALLERTON PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
January 14, 2026**

The Allerton Public Library District Board of Trustees met on Wednesday, January 14, 2026. President Sue Gortner called the meeting to order at 4:00pm.

**ROLL CALL**

Present: Jeff Clodfelter, Sue Gortner, Mike Harris, Ellie Tracy, Sue Lochbaum, Beth Manuel

Absent: Lynn Richardson

Also in attendance: Sherry Waldrep

**PRESIDENT'S REPORT**

President Gortner shared information about digital resources that was part of the Library Legislative Meetups brochure from the legislator's breakfast in November. She noted that library costs for digital materials are so much higher than physical books and that we need to be aware of this when budget planning. Sue Lochbaum asked if we could share this information with patrons. Director Waldrep pointed out that a full copy of the article is located at the end of a shelving unit in the adult section of the library.

**SECRETARY'S REPORT** (approval of minutes)

Ellie Tracy moved to approve the December 10, 2025 minutes. Seconded by Sue Gortner. Motion carried.

AYES: Jeff Clodfelter, Sue Gortner, Mike Harris, Ellie Tracy, Sue Lochbaum

NAYS: 0

ABSTAIN: Beth Manuel

**CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS**

President Gortner mentioned that after the book club last week attendees commented positively about having the lights on in the parking lot. Ellie Tracy noticed in the most recent newspaper article about Oberheim Park that Terry Summers thanked the library for the property donation.

**FINANCIAL REPORT** (approval of Bills Payable)

Beth Manuel provided the financial report. The CPPRT check in December was higher than normal. One of the bequest accounts had another deposit/donation. Mike Harris moved to approve and pay the bills. Seconded by Sue Lochbaum. Motion carried.

AYES: Sue Gortner, Jeff Clodfelter, Mike Harris, Ellie Tracy, Sue Lochbaum, Beth Manuel

NAYS: 0

ABSTAIN: 0

**DIRECTOR'S REPORT:**

**PROGRAMS FROM LAST MONTH:**

In person programs: 32

Adult Bingo – 14	Kids Read @Monticello – 159	Yoga – 16
Lego – 33 (26 kids, 7 adults)	Magic of a Christmas Carol – 15	BYOB Book Group - 8
Story time – 12 (7 kids, 5 adults)	Playtime – 28 (15 kids, 13 adults)	
Super Saturday: Ornaments– 24	Lap time – 42 (21 kids, 21 adults)	
Teen & Tween D&D – 3		

Virtual events: 0

Passive programs: 3

Adult Activity Packets – 60	All Ages Take & Make – 70
Kids Winter Break Activity Pack – 26	

**OTHER ITEMS:**

**Programming:** Emily scheduled and completed Kids Read at Washington Elementary. A total of 159 students were read to and each received a free book. Winter Reading Program started on December 19<sup>th</sup> and runs through February 28<sup>th</sup>.

**Administrative:** Working on the Per Capita Grant application which is due January 30<sup>th</sup>. I am planning to request money be used for programming and for expanding the Library of Things. Worked with Megan to submit Science Kits for Kids grant. Asked for \$1000 to purchase kits. Submitted January 8<sup>th</sup>. Will hear end of March or in April. Weeded Non-Fiction Adult books and completed the Adult Fiction weeding. Audit is complete and the Annual Financial Report to the Comptroller was submitted by the auditor. Audit reports delivered to lawyer, county clerk and county treasurer. The Bookkeeper has received adjustments that are needed. Began the process of terminating the 457-retirement plan as there are no current employees enrolled nor any plans to do so as current employees use IMRF. Final termination paperwork to be signed by January 15<sup>th</sup>. There is a \$350 termination fee. Led the Small and Rural Libraries (SARL) forum meeting on December 11. Maintaining communication with insurance agent for health insurance as the library nor staff have received any information of new health plan. She expects information soon.

**Building:** Shaggy installed the parking lot signs – 2 staff signs and 1 no parking (in circle). Among other items, he also installed the Narcan container in the foyer, fixed wooden furniture/desks, straightened the stop sign, re-glued wallpaper, and checked the flagpole cable. Power washing front of building completed by another staff from CORE. Not

building related but the City of Monticello installed the Allerton Public Library signs on the Green Apple Lane street sign at the intersection of Old Rt 47 and Green Apple Lane.

**Technology updates:** With the automatic material handlers at all IHLS hubs, books in transit no longer need transit slips. Scott has turned off the printing of transit slips for all books going to other libraries.

**Community relations:** Attended Sangamon Valley CEO class business event on December 20<sup>th</sup>. Attended Sangamon Valley CEO mentor/mentee meeting January 9<sup>th</sup>.

**Staff:** Holiday gift distributed to staff. Some of my upcoming time off – Feb 27, Mar 2, Apr 10, and May 18-26. All trustee members completed the sexual harassment training by December 31, 2025.

### **COMMITTEE REPORTS**

Financial Committee (Manuel, Richardson, Lochbaum) - none

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

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

**UNFINISHED BUSINESS** - none

### **NEW BUSINESS**

*Draft of New Mission and Value Statements and 26-29 Strategic Plan*

Director Waldrep shared the draft Mission and Values Statement as well as the Goals/Actions of the 26-29 Strategic Plan. The Goals/Actions will be discussed later. Jeff Clodfelter moved to accept the new mission statement, values and values statements. Seconded by Ellie Tracy. Motion carried.

AYES: Sue Gortner, Jeff Clodfelter, Mike Harris, Ellie Tracy, Sue Lochbaum, Beth Manuel

NAYS: 0

ABSTAIN: 0

**OTHER** - none

### **ADJOURNMENT**

Jeff Clodfelter moved to adjourn the meeting at 4:56pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on February 11, 2026 at 4:00pm.

Respectfully submitted by Sherry Waldrep, Acting Secretary