

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
May 13, 2026**

The Allerton Public Library District Library Board of Trustees met on Wednesday, May 13, 2026. President Sue Gortner called the meeting to order at 4:00pm.

ROLL CALL

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

Absent: none

Also in attendance: Sherry Waldrep, Emily Stone

PRESIDENT’S REPORT - None

SECRETARY’S REPORT (approval of minutes)

Ellie Tracy moved to approve the April 8, 2026 minutes with addition of the following in the Director’s Report - we will decrease the number of Hoopla borrows to five a month in order to save \$2600 a year. Seconded by Lynn Richardson. Motion carried.

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

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Emily Stone, Youth Services Librarian, presented information about the 2026 Summer Reading program. Summer reading is from May 30th to August 8th, 2026. This year, the library will partner with Willow Tree for a one-time \$10 coupon to be given to those who finish the reading portion. There are numerous programs throughout the summer.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. We received the April installment of CPPRT of 21,798.32. Total for the year is \$204,163.52. There is still one more payment coming in May. Sue Lochbaum moved to approve and pay the bills. Seconded by Sue Gortner. Motion carried.

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

NAYS: 0

ABSTAIN: 0

DIRECTOR’S REPORT:

PROGRAMS FROM LAST MONTH:

In person programs: 32

Adult Bingo – 17

Crafternoon – 8

Orphan Train - 23

BYOB Book Group – 12	Nature Detectives - 55	Heider – Buck’s Pond - 45
Yoga – 24	Sit & Stitch - 6	Teen/Tween D&D - 4
Lap time – 91 (47 kids, 44 adults)		AARP Tax Aide – 162
Story time–27 (16 kids, 11 adults)		Non-fiction book group – 3
Super Saturday-Miniature horses – 82		Playtime – 43 (25 kids, 18 adults)

Virtual events: 1

Illinois Libraries Presents: Hernandez - 1

Passive programs: 5

Adult Activity Packets-60; Adult Try Something Kit–32; Take and Makes: Adult-30; Kids-30; Teen-30.

OTHER ITEMS:

Programming:

The Summer Reading Program is all set. Kick off event May 30th, 10-12. Fall/early winter program planning has begun. We will not be doing the virtual Illinois Libraries Present this year. Very low to no participation. For the same reason, also not renewing the SWANK license which allowed us to show movies.

Administrative:

Applied for Marketing Grant from IHLS for a program titled Legacy Project. Grant could be \$600 or \$300 or \$200 depending on number of proposals received. Received notification that we received the IEEE (Institute of Electrical and Electronics Engineers) science kit grant of \$1000. Megan assisted in writing the grant and is the project coordinator. Received Statement of Work from auditor. Cost is \$15,500. The board agrees to go with CLA for the audit. Completed training for Barcoding in LEAP as well as Serials in LEAP. Megan and Jill also attended each session. Led the ILA Small and Rural Libraries (SARL) Forum meeting. Held a Sages Read meeting with Hartfield representatives, Megan, and Charlotte, to go over the transition details. Had Finance Committee meeting to go over the initial budget and salary scale. Completed the Auto-Owners Workers Compensation audit. Compiled preliminary meeting dates for Board meetings and days the Library will be closed. Any changes? No changes. Submitted renewal for SAM.gov – need for state/federal grants which must be renewed each year. Current registration expires June 6, 2026. Attended another IPLAR Updates/Changes webinar. New this year-recording Board professional development hours.

Building:

Staff breakroom refrigerator not working. Have an appliance repair person coming May 8th. HVAC Spring maintenance scheduled for May 21st. Megan will be the point of contact as I will be on vacation. We have new chairs for the computer station. Director Waldrep asked what to do with the chairs. Board suggested donating to Willow Tree.

Technology updates:

The microphone system is in place but has some issues. Scott is working on it. Scott is working on implementing a new fax system due to the upcoming transition to VOIP phone system. New phone system installation will occur in the next month or so.

Community relations:

Attended the April Sangamon Valley CEO Mentor/Mentee meeting. Attended CEO Trade Show on May 4th.

Staff:

During National Library Week, each staff member received a handwritten thank you note from me. Upcoming vacation for Director-May 18-26.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - The finance committee met in April and will meet again at the beginning of June and will have a tentative budget ready for the June board meeting.

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

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

UNFINISHED BUSINESS - none

NEW BUSINESS

Approval of Non-Resident card rate. Sue Gortner moved to accept the .18226 rate from the county clerk for calculating non-resident library cards. Seconded by Beth Manuel. Motion carried.

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

NAYS: 0

ABSTAIN: 0

OTHER - none

ADJOURNMENT

Jeff Clodfelter moved to adjourn the meeting at 5:05pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on June 10, 2026 at 4:00pm.

Respectfully submitted – Sherry Waldrep, Acting Secretary
Board approved – June 10, 2026