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

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

ROLL CALL
Physically Present: Beth Manuel, Sue Gortner, Sue Lochbaum, Ellie Tracy, Mike Harris, Lynn Richardson
Absent: Jeff Clodfelter
Also physically in attendance: Sherry Waldrep

PRESIDENT'S REPORT
President Gortner commented that the puzzle exchange is very nice. Director Waldrep mentioned that all those puzzles are donated to the library.

SECRETARY'S REPORT
There were no changes or additions to the minutes. Beth Manuel moved to approve the September 9, 2026 minutes. Seconded by Sue Gortner. Motion carried.
AYES: Beth Manuel, Sue Lochbaum, Sue Gortner, Ellie Tracy
NAYS: 0
ABSTAIN: Mike Harris, Lynn Richardson

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS
Lynn Richardson told the Trustees that the Tatman residents loved Megan's technology presentation. Director Waldrep stated that a patron sent an email stating she loves the take and makes and thanks the person who puts them together. She also likes looking out our windows at nature and using our Wi-Fi when needed for work.

FINANCIAL REPORT (approval of Bills Payable)
Beth Manuel provided the financial report. Lynn Richardson moved to approve and pay the bills. Seconded by Mike Harris. Motion carried.
AYES: Sue Gortner, Beth Manuel, Sue Lochbaum, Ellie Tracy, Mike Harris, Lynn Richardson
NAYS: 0
ABSTAIN: 0

DIRECTOR'S REPORT:
PROGRAMS FROM LAST MONTH:
<u>In person programs:</u> 32

Adult Bingo – 9	Crafternoon – 8	Super Saturday: Game Mania - 1
Sit & Stitch – 8	Yoga – 16	Chess Club - 16

Discovery Depot – 9 L. Frank Baum – 4 Gut Health – 13
Non-fiction book group -3 Main Street USA – 7 Back to Basic-Smartphone Skills-6
Storytime – 90 (48 kids, 42 adults) Playtime-32 (19 kids, 13 adults)
Music/Movement – 64 (36 kids, 28 adults)

Virtual events: 0

Passive programs: 9
Adult Activity Packets-75; Adult Take and Make-24; Adult Try Something-24; Kid Take and Make-30; Teen Take and Make-30; 1000 Books Before Kindergarten-1; 925 Dolly Day Scavenger Hunt-8; 925 Dolly Day Take and Make-26; 925 Dolly Day Activity Pack-15.

Offsite: 2 – Tech time at Tatman-40; Farmers Market-102

OTHER ITEMS:
Programming: The IHLS Library Crawl runs from October 1 through 31. If our patrons visit five libraries and return their passport to the library they can be entered into a drawing for a Bookshop on the Square gift card.
Administrative: Completed and submitted the Illinet Interlibrary Loan and Reciprocal Borrowing Statistical Survey. Audit update – The auditors are working on the Annual Fiscal Report that is required by the State of Illinois and they are waiting for the audit to be reviewed. Have had to update a few items on the IPLAR (Illinois Public Library Annual Report) and re-submit. Have weeded adult science fiction, fantasy, and mass market books in addition to adult, juvenile, and young adult audiobooks. Still working on Fiscal Policy. The auditor has reviewed and provided comments. Need the lawyer to also review. Met with 130th Anniversary committee. Decided on the logo to be used for 2027; reviewing display cases to purchase and decided on two of them – one for the history room and one to go in the young adult corner. Price for cases is $2144 and $2151 plus shipping.

Building: HVAC Fall maintenance has been completed. The blower fan on RTU 3 needs to be cleaned-$485. The women's restroom thermostat has failed and has been turned off. New one needs to be installed - 875plusno-tampercover-329.

Technology updates: Scott needed extra assistance to program all the components for the Program Room microphone and it is now working.

Community relations: Attended Farmer's Market with Megan in September. We had over 100 stop by, many of whom spun the prize wheel. Attended the Sangamon Valley CEO first mentor/mentee meeting. Was one of the eight finalists who presented our grant request to the Rooted and Rising Women's Giving Circle. Recently I received notice that we were not selected. Attended Medium Library Pubs meeting at Vespasian Warner Public Library.

Staff: Nothing new to report.

COMMITTEE REPORTS
Financial Committee (Manuel, Richardson, Lochbaum) - none
Personnel Committee (Gortner & Manuel) - Met with Director Waldrep about performance evaluation.
Policy Committee (Lochbaum & Tracy) - none
Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - none

UNFINISHED BUSINESS
The 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.

- Human Resources - with regards to personnel policies are regularly reviewed by the Director and key staff, a Board member wanted to know who the key staff are.
- Building and Grounds - still working on the capital improvement plan. There is a building maintenance checklist now available that can be adapted to our building.
- Information Services – meet all core requirements.

NEW BUSINESS
2026 Levy Draft
The board accepted the numbers as presented which are the requisite 5% above last year. The lawyer will draft formal paperwork which will be voted on at the November board meeting.

Director Performance Evaluation
The board reviewed the evaluation and thanked the director for her work. Trustee Richardson stated she likes the ideas the Director creates.

OTHER
Director Waldrep stated she received the renewal amount for the health insurance premium for the full-time employees. The new cost is a 23% increase over the current year. She has contacted the insurance agent who will be putting together other quotes within the next two weeks. More information will be available at the November board meeting.

ADJOURNMENT
Mike Harris moved to adjourn the meeting at 5:05pm. Seconded by Beth Manuel. The next scheduled Board of Trustees meeting will be held on November 11, 2026 at 4:00pm.

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Susan M. Lochbaum
Secretary

Sherry Waldrep
Acting Secretary