



Charleston Library Board Agenda Monday, December 2, 2024 – 6:30 pm

1. Call to Order

6:30pm

2. Roll call

Burnham__P__ Chiritescu__A__ Cuddy__P__ Curry__P__ Doughty__P__ Ferguson__P__ Looby__P__ Olsen__A__ Viertel__P__

P = Present, A = Absent

3. Public Comment

4. Board President's Comments

5. Omnibus Agenda

- A. Acceptance of the November 4, 2024 Meeting Minutes
- B. Acceptance of Director's Report
- C. Acceptance of Statistics Report
- D. Acceptance of Grant & Donation Report
- E. Acceptance of Financial Reports- provided at the meeting
- F. Approval of the bills payable- provided at the meeting

Motion to approve: __DV__ Seconded: __DC__

Burnham__Y__ Chiritescu__Cuddy__Y__ Curry__Y__ Doughty__Y__ Ferguson__Y__ Looby__Y__ Olsen__Viertel__Y__

The Library held the monthly Read to a Therapy Dog program, a LEGO kids' program, and the Autumn Book Sale on the same Saturday. All three events were well attended. The Department of Labor minimum wage increase for full-time exempt employees was struck down by a federal district judge, so it is no longer an issue that the Library Board needs to vote on. The internet switch is currently waiting on phone lines being transferred to a new SIP. The city and county are being transferred along with the Library. Once that is complete, the Library can switch networks. The Library continues to see a trend in increased building use (visits +14.8%, computer use +59.3%) with a decrease in overall circulation (-9.6%). The Library's electrical supplier has switched from Homefield Energy to direct via Ameren IL, so there will now be two separate invoices and checks for Ameren IL. The Autumn Book Sale raised \$1,457 and the annual fundraiser has currently raised \$2,070. The Library received an installment of property taxes (\$67,381.01).

6. Action Item 2024-20: Approve the 2025 Library Board Meeting Schedule.

Motion to approve: __JL__ Seconded: __LB__

Burnham__Y__ Chiritescu__Cuddy__Y__ Curry__Y__ Doughty__Y__ Ferguson__Y__ Looby__Y__ Olsen__Viertel__Y__

7. Action Item 2024-21: Approve the 2025 Library Closures.

Motion to approve: __DF__ Seconded: __BC__

Burnham__Y__ Chiritescu__Cuddy__Y__ Curry__Y__ Doughty__Y__ Ferguson__Y__ Looby__Y__ Olsen__Viertel__Y__

8. Action Item 2024-22: Approve the expenditure of \$13,124 to upgrade the Library's print management software and equipment with Today's Business Solutions (TBS) PaperCut MF Library Edition, ePrintIt Mobile Printing, TBS staff portal, and two kiosks.

Motion to approve: __LB__ Seconded: __BF__

Burnham__Y__ Chiritescu__Cuddy__Y__ Curry__Y__ Doughty__Y__ Ferguson__Y__ Looby__Y__ Olsen__Viertel__Y__

This purchase would upgrade the Library's print software and coin towers. It will make it easier to use for both staff and patrons alike. With its ease of use, the hope is that there will be an increase in usage.

Full Board Packet available upon request at the service desk.

The initial purchase would also include the need to purchase a server. Chris is working with Aaron to get an accurate quote for one. The morning of the meeting, Chris received a quote from Dell for \$3,000 for the server. Chris will work with Aaron to verify the quality of that quote. After the initial cost, there will be an annual cost, but any new print management solution will also come with a continuous cost. Overall, Chris recommended this system for the Library.

9. Action Item 2024-23: Approve the transfer of \$141,000 from First Mid Bank & Trust account to the Illinois Funds account.

Motion to approve: __DV__ Seconded: __BF__

Burnham__Y__ Chiritescu__ Cuddy_Y__ Curry__Y__ Doughty_Y__ Ferguson_Y__ Looby__Y__ Olsen__ Viertel_Y__

10. Discussion Items

A. Literature & Libations 2025

Literature & Libations is now 5 months away. The event will raise money for the original building's masonry project. Chris has drafted a sponsorship letter for board members to seek financial support for the event. The goal is \$3,000-\$4,000 in sponsorships. Chris has a spreadsheet used to track businesses, so Board Members do not accidentally approach the same business. The deadline for securing sponsorships is January 30, 2025.

B. Next Board Meeting – Monday, January 6, 2025 at 6:30PM.

C. Agenda Building

D. Other?

11. Adjournment

7:29pm

Full Board Packet available upon request at the service desk.