**Clinton Township Public Library Minutes**

Monday, April 3, 2023 @ 6:30pm

Bob called the meeting to order at 6:31pm. Roll call was taken. Those present were Treasurer Susan Kauffman, Secretary Carol Peterson;Trustees Bob Bend, Ann Arends, Deanne Frieders and Mike Wojcik; and Director Emma Conway. President Betsy Shapiro was absent.

 Susan made a motion to approve the agenda for April 3, 2023 as written. Deanne seconded the motion. The motion passed unanimously.

There is no public wishing to speak.

The minutes from March 6, 2023 were read. The only correction was to add Mike’s first name to the roll call. Ann moved to approve the March 6, 2023 minutes as corrected. Mike seconded the motion. It passed unanimously.

Susan then presented the Treasurer’s Report for the month of March 2023. She did notice that, for some reason, the total receipts number did not match the total expenses. She will print out a corrected form for us. She will recommend that any grants be in their own category, like our memorial money is shown separated. She feels it would be much easier to keep track of.

Bob moved to approve the Treasurer’s Report for the month of March 2023. Mike seconded this motion. A roll call vote was taken and the motion passed 6/0.

We then looked at our expenditures for the month of March 2023. There were no questions. Mike made a motion to accept the expenditures for March 2023. Deanne seconded the motion. A roll call vote was taken. The motion passed 6/0.

**Director’s Report**

Updated numbers for December 2022

Patron visits – 246

New cards issued – 3

 Materials checked out – Books-380, Audios-6, DVDs-78, Magazines-28, CDMs-4, Games-0, and Other-0 for a total of 500

Interlibrary loans – 153 as a lender and 185 as a borrower for a total of 338

Reciprocal borrowing – 143 as a borrower and 36 as a lender for total of 181

OMNI/Overdrive – 109 E-books and 76 eAudios for a total of 185

AXIS 360/eRead Illinois – 2 E-books and 14 eAudios for a total of 16

eResources Combined Totals – (AXIS 360 + Overdrive) – 111 E-books and 90 eAudios for a total of 201

Computer Usage – Computers – 7; Wi-Fi – 82; and Games – 0

Items added – 140

Numbers for March 2023

Patron visits – 324

New cards issued – 5

Materials checked out - Books-559, Audios-12, DVDs-118, Magazines-22, CDMs-5, Games-2, Kits-6 and Other-0 for a total of 724

Interlibrary loans – 211 as a lender and 205 as a borrower for a total of 416

Reciprocal borrowing – 266 as a borrower and 45 as a lender for a total of 311

OMNI/Overdrive – 73 E-books and 72 eAudios for a total of 145

AXIS 360/eRead Illinois – 5 E-books and 8 eAudios for a total of 13

eResources Combined Totals – (AXIS 360 + Overdrive) – 78 E-books and 80 eAudios for a total of 158

Computer Usage – Internet-9; Wi-Fi-107

Items added – 101

Emma gave us a reminder of some important dates coming up in April. April 1 was the beginning of our fiscal year 2023-2024. April 4 is the Consolidated Election. Clinton Chats will be held April 10 at 6:30pm. The annual town meeting will be April 11 if anyone was interested. Bookworms Story Time will take place on April 15 at 10:30am. April 30 is the last day to file the SEI form with the county, and our next meeting falls on May 1, 2023.

Our changing table was installed by Dave Stryker. Sue Farra is continuing to take care of the flower areas. She has been spreading mulch around as well. Our front flower pots will be updated this month.

Emma is still in the process to get set up on Cybergrants FrontDoor. She has completed the ILLINET Survey and Annual Certification. She is in the process of an end of year circulation, programming and usage report.

We have received a $15,000 grant award from Meta. Our request for this amount is to upgrade staff and patron technology. Next month, Emma will present suggested use and breakdown of the grant money. She will have a discussion with CMJ and explore purchasing options.

Two nonresident summer reading program fee waivers were auctioned off at the annual CCC Auction.

There are ongoing questions about population numbers.

Allison has completed the cataloging practicum.

Staff have been processing and cataloging existing items such as STEM items, kits, puzzles, games and objects for a ‘Library of Things’.

There will be a staff meeting this month to review marketing templates and plan, receive updated staff handbooks, and to talk about the summer reading timeline.

Our staff put out the Seed Library for this year.

Clinton Chats saw 5 people in March.

Staff have finalized April and May program ideas. They have had requests to repeat youth scavenger hunts monthly.

**New Business**

FY 2022-2023 – There was a presentation and discussion about the Visitor and Desk Statistics Report.

FY 2022-2023 – There was a usage report and discussion. 59 new cards were issued. It was decided to keep track of computer usage by the hour. A newsletter did not go out.

FY 2023-2024 - We had a discussion about the Non-Resident fee. Emma explained that we have to either use the general formula to come up with a fee amount or use a tax bill method. The amount that Emma came up with, using the general formula, is a $28 increase over last year’s fee. It will be $172 for a new non-resident card.

Sue moved to approve the new non-resident fee for the 2023-2024 fiscal year. Mike seconded the motion. A roll call vote was taken. The motion passed 6/0.

FY 2022-2023 – Susan presented the Annual Report. This report is without the grants money in the budget. We all concurred that this report was good.

**No Pending Business**

**No President’s Report**

**Open Discussion**

Bob told us that we should receive $1500 for each new lot sold in the new subdivision.

Some have noticed the electric cord across the alley again.

Betsy made sure there were treats at the end of our meeting to show our appreciation to the board members who will not be with us in this new fiscal year. Thank you to Bob, Sue and Ann for your service to our library.

Deanne moved to adjourn our meeting. Mike seconded the motion. The April 3, 2023 meeting adjourned at 7:45pm.

Respectfully Submitted,

Secretary Carol Peterson