QUINCY PUBLIC LIBRARY
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Quincy Public Library
Board of Trustees Meeting
Tuesday, January 21, 2025
Minutes

The meeting of the Quincy Public Library Board of Directors was called to order at 6:00 p.m. on Tuesday, January 21, 2025, by President Jon Hoover. The roll call attendance was as follows:

Jon:	present	Clairice:	present
Lena:	absent	Dean:	present
Megan:	present	Kelly:	absent
Cheryl:	present	Harry:	present
Scott:	present		

Present: 7 Absent: 2
Others present: Kathleen Helsabeck and Jess Givens.

I. CONSENT AGENDA
Dean made a motion to approve the consent agenda. Harry seconded and the motion carried.

II. PRESIDENT'S COMMENTS
Jon asked the board if any of them would be interested in being the MWB/QPL foundation liaison. Clairice volunteered and will be the QPL liaison moving forward.

III. PUBLIC COMMENTS
There were no public comments at this time.

IV. FRIENDS OF THE LIBRARY
Gerri reported to the board that the bookstore brought in $1,876 for the month of December. She also informed them that 15-20 of the Friends volunteered at JWCC for a total of 5,298 hours in the year 2024.
FOL also just approved $11,695 to QPL for tech upgrades to the children's theater and the large meeting room and to sponsor the brick artist program.

V. RECOGNITION OF CORRESPONDENCE

Kathleen received a letter in the mail from one of our young readers offering their apologies after misplacing *Marsupial Sue and the Runaway Pancake*. They went on to say it was a silly book, and wished the library a Merry Christmas.

Children's Librarian, Bill Waters, received a thank you card from a patron for assisting in Family Read Night at QU and for his time and hospitality at the library.

Elivia in the Reference department reported a patron's excitement about the Holocaust Memorial/Auschwitz Liberation Anniversary display before choosing one of the selections from it. This shows that the library's displays work well for passive readers advisory.

Reference Librarian, Lauren Cunningham successfully assisted a patron in his internet search and was thanked by being told that librarians should rule the world.

VI. DIRECTOR'S REPORT

Kathleen informed the board of two previously open positions in the Reference department, but upon word that the city will not be backfilling positions, the library will be following suit at this time.

The Children's department has reorganized the collection to simplify the findings of materials for young readers and caregivers. They also saw a significant turn out for the Rudolph the Red-Nosed Reindeer puppet shows with 208 total patrons in attendance and Cookies & Cocoa with Santa that brought in 118 participating community members.

The Circulation department has been assisting with materials selection for the Outreach department and conducting inventory preparation.

Last month, the IT Coordinator, Jennifer, focused on sound system upgrades, maintaining the operations of the new smart boards, and setting up technology for the mobile library.

The Outreach department conducted a survey of outbound patrons to refine services and improve efficiency. Carrie and David hosted a lobby stop at Harvest Hills Retirement Center where 12 patrons attended the "A Little Light Reading with Quincy Public Library" program.

Kathleen and Gina will be making a trip to Matthews February 12-13, 2025, to inspect the vehicle after painting has completed.

The Reference department has been working together to simplify the usage of the Illinois Room as well as working with Tech Services to finalize selector assignments for next year.

The 2025 Seed Library began January 15, 2025, with early focus on seeds suitable for planting in colder months.

Emily in Tech Services was elected as a selector for the ADML committee and will be purchasing Mystery, Sci-Fi, Fantasy and Horror e-books and e-audio for the OverDrive/Libby consortium starting this month.

After heavy rains, the library endured two leaks in the building. Both leaks have been caulked and contained. Additionally, the library was closed on January 2, 2025, due to some electrical issues. It was suggested we shut off the HVAC, but when it didn't come back on the next day it had to be reset. Since the thermostats have been set to 68 degrees, the HVAC seems to be handling the colder temperatures better.

The Community Foundation Open House was Friday, December 30 where MWB/QPL received its annual disbursement. MWB/QPL also purchased a membership to Tri-State Area Fundraising Professionals Group. Additionally, the foundation's end of year campaign brought in $12,080 in donations to the library.
After meeting with QPL's Edward Jones representative, Scott Ruff, it was determined that the amount MWB could disburse to QPL for 2025, is up to $94,039, when last year's figure was around $86,000.
Kathleen informed the board that the Wheaton Public Library shared an operations manual they are working on that address ranges of practices found within the municipal public libraries in Illinois. Wheaton is funded by a levy and general funds, while Springfield is not funded by a levy, and they prepared all ordinances themselves.
The late Ted Kemner left MWB/QPL $25,000 from his estate. This was shared with QPL Maintenance Supervisor, Will Matlick, who cultivated that relationship over the years. Kathleen attached a funding memo for the board's review to the board packet.
The overview of Fall 2024 for funding FY26 budget is as follows:

- October 2, 2024: For FY26, the library board made a request to the city for $2,352,425. This is a 0% increase from the previous request.
- November 2024: The city requested the library provide a levy amount that doesn't include PPRT revenue. $2,352,425 minus $548,450 in PPRT comes out to $1,803,975. This is equal to a .20 cent levy that was submitted to the city.
- December 17, 2024: The library was made aware that PPRT revenue is expected to decrease. $284,000 was cut from the current library budget in anticipation of the reduced PPRT revenue. This amended budget has been submitted to the city. At the January 6 city council meeting, Alderman Reis asked how the loss in PPRT is affecting the library. This was also discussed at the January 13 city finance committee meetings.
- December 23, 2024: The council approved a .15 cent levy for the library and stated that this is the minimum the city must fund the library.
- December 2024: Alderman Farha suggested the library become its own district. The mayor and attorney stated that would be a referendum on the ballot. It is Kathleen's understanding that the city and the library board can provide a joint resolution. To do this, the library would want the city to raise the levy to .20 cents or greater and then resolve to be a district.

  Kathleen reached out to the mayor, Mike Troup, regarding the budget. He responded with the expectation that the library's request for additional funds will be discussed soon and he will need to review the city's compensation numbers for city employees before he can speak further on allocated money from general funds.
  If the administration and finance committee do not want to include the request in the budget for spring, the question arises whether the city can fund this year and give the library notice if they can't the following year. Kathleen also wonders if the city can compromise to part of the request if not the full request, as not funding at all essentially defunds the library.

VII. UNFINISHED BUSINESS

NONPROFIT EXCELLENCE INITIATIVE - Kathleen presented the NEI increased scores across all applicable categories and 3 separate assessments. Since Kathleen took over as Executive Director, the library's scores have increased by about 20 points for iCAT.
Scott asked about our fundraising processes, and he was informed that the library does put on events to thank and give back to the donors for their participation in library growth. For example, in 2022, an event was held at State Street Theater, and one this past Spring in the lobby at the library. He was also informed that some QPL personnel do grant writing for various programs.

ISSUANCE OF LIBRARY CARDS POLICY - Included in the board packet was the final revised Issuance of Library Cards policy for informational purposes.

VIII. NEW BUSINESS

EXPENDITURE APPROVAL LIST – Megan made a motion to approve the expenditure approval list in the amount of $135,445.68. Clairice seconded and the motion carried. The roll call vote was as follows:

Jon:	yes	Clairice:	yes
Lena:	absent	Dean:	yes
Megan:	yes	Kelly:	absent
Cheryl:	yes	Harry:	yes
Scott:	yes		
Yes: 7	Absent: 2		

FY/26 BUDGET - Included in the board packet was the final FY/26 budget for informational purposes.

APPROVAL OF IGA - Upon review of the Intergovernmental Agreement with the city, the board agreed to form an Ad Hoc committee to meet and discuss amendments. The Ad Hoc committee will consist of Scott, Jon, Clairice and Lena. Dean made a motion to table the discussion. Clairice seconded and the motion carried.

BUILDING ASSESSMENT PROPOSAL - Included in the board packet was the building assessment proposal. Harry made a motion to approve and move forward with it. Megan seconded and the motion carried. The roll call vote was as follows:

Jon:	yes	Clairice:	yes
Lena:	absent	Dean:	yes
Megan:	yes	Kelly:	absent
Cheryl:	yes	Harry:	yes
Scott:	yes		
Yes: 7	Absent: 2		

IX. PUBLIC COMMENT

Gerri informed the board that the programs held at the library for the month of December, and January so far, have been wonderful. The lotus craft that Rachelle put on was very well attended with almost every seat filled.

Additionally, she mentioned to the board that JWCC is putting on a Sourdough class for a small fee per student who wants to attend. Gerri voiced expectations for a highly attended turnout of the library's recently planned Sourdough program, as it is free for all to attend.

She concluded her public comment time by complimenting the library's Community Engagement Librarian/Programmer, Rachelle Gage on her creativity and well-constructed program plans for the community that are always a great turn out.

In regard to the IGA discussion topic that focused on the potential of QPL becoming its own district, Lynn suggested the board consult with someone experienced in the logistics of that exact process. She recommended a community member and former staff of the Quincy Public Library and Great River Library, Mary Downing.

X. EXECUTIVE SESSION

Cheryl made a motion to go into executive session at 7:32 p.m. Harry seconded, and the motion carried. The roll call was as follows:

Jon:	present	Clairice:	present
Lena:	absent	Dean:	present
Megan:	present	Kelly:	absent
Cheryl:	present	Harry:	present
Scott:	present		

Present: 7 Absent: 2

Others present: Kathleen Helsabeck and Jess Givens.

Scott made a motion to come out of executive session at 7:46 p.m. Megan seconded, and the motion carried.

The board approved all closed session meeting minutes to be opened.

XI. ADJOURNMENT

There being no further discussion, Dean made a motion to adjourn the regular meeting. Harry seconded and the motion carried. The meeting was adjourned at 7:47 p.m.