

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
July 18, 2022**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:03 p.m. on July 18, 2022.

**Trustees present:** Deborah Hendrick, Laurie Hofman, Ellen Stringer, Amanda Wright, and David Stejkowski. Trustees Mary Kay Blankestyn and Judith Smead were absent.

**Also present:** Library Director Kelly McCully

**President's Report:** Stejkowski noted there was a quorum present. He expressed appreciation to Board members for attending the Special Board Meeting held July 13, 2022. He also shared that Trustee Blankestyn is feeling better, and she is hoping to be back in attendance soon.

**Secretary's Report:** The Board reviewed the minutes from the Finance Committee Meeting held June 27, 2022, the regular Board Meeting held June 27, 2022, and the Special Board Meeting held July 13, 2022. Stejkowski made a motion to accept all the minutes as presented. Stringer seconded the motion and it passed with a vote of all ayes. Trustees Blankestyn and Smead were absent.

**Correspondence & Communications and Public Comment (action items only):** None.

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Stejkowski seconded the motion. Hendrick, Hofman, Stringer, Wright, and Stejkowski voted yes. Trustees Blankestyn and Smead were absent. The balance sheet is tracking at 100.9% and will be submitted to the auditor. The end of the fiscal year was June 30, and the audit will be done in August.

**Director's Report:** Deadlines: August 15, Public Hearing for the FY2022-23 Budget & Appropriation Ordinance. August 16, Fiscal year 2021-22 audit will be performed by Joe Martin of Zabel & Associates. August 24, Last day to make the tentative Budget and Appropriation Ordinance available for public inspection. September 1, Secretary's Audit due.

**Marketing:** The Library has 2,659 Facebook followers, 989 Instagram followers, and 1,037 followers on TikTok.

With the departure of BPL Marketing and Outreach Coordinator, Katey Moore, McCully will be meeting with the Marketing Assistant, Amanda Belcher, and the members of each programming department in the library's biweekly meetings to ensure continuity of current marketing strategies. The website, social media platforms, and digital campaigns will be managed and updated on an ongoing basis by staff from the Marketing, Youth Services, Adult Services Departments and McCully.

**Adult Services:** Notary services are available for community members. There are no fees for this service, but patrons do need to call in advance to schedule an appointment for notary services.

The *Check Meowt* funny pet photo contest ran in June. The winner, Leo Rainbow Thunder, received a \$50 gift card to PetSmart.

The Adult Fiction circulation statistics were outstanding for June! These statistics reflect the care and consideration that go into everything from materials processing to the development and evaluation of the collection. McCully included a June Circulation Statistics bar graph.

**Children's Services:** The library's Read to a Cat program has been very successful! Kids of all ages have registered to read to a cat to build their literacy and confidence. Eighty-five family members visited and shared stories with Children's Services Supervisor, Rory Parilac's, superstar Siamese cat, Lilac. Two additional Read to a Cat sessions will be held in July.

FurBonnais Summer Storytime programs have attracted large groups, including 409 participants in June! Family Storytime sessions are offered on Mondays and Wednesdays at 10 a.m. and Books with Baby Storytime sessions are offered on Fridays.

**Teen Services:** Teen Services Supervisor, Stacy Van Kley, and Adult Services Supervisor, Becca Maree, worked together to offer an Animal Crossing celebration in June. Forty participants enjoyed a scavenger hunt, treats, and crafts at this fun event.

The Teen Department is putting together plans for the 2022-23 Teen Library Club. They learned a lot from the inaugural year of TLC and look forward to offering the program three days a week by registration during the upcoming school year. Due to the overwhelming success of this program, additional funding will be made available for teen programming to meet the request for additional supplies and refreshments.

**Circulation Services & Technical Services:** Circulation Services made 135 new cards in June. This is up over 30% from June 2021!

309 new items were added to the collection.

76 items were weeded from the collection.

McCully included a Circulation Comparison chart that showed comparison statistics for area libraries. Bourbonnais still leads the area with 10,002 items circulated, up 4% from 2021.

**Summer Reading Challenge:** BPL's Summer Reading Challenge has been a *furnominal* success. So far, 391 children, 172 teens, and 189 adults have enrolled in the program. In June BPL held a wet pet food donation drive for the Kankakee Animal Control. McCully included a photo of Animal Control officers accepting the donation with one of their dogs available for adoption. The Summer Reading Challenge goes through July 31.

**Grant Information:** BPL received their FY2022-23 Per Capita Grant Award Letter from the State of Illinois. The Library District will receive \$39,363.33 in Per Capita funds. This is an increase of over \$3,600 from FY2021-22 due to an increase in the District's population from 24,262 to 26,387. This is great news!

McCully has applied for a FEMA Public Assistance Grant. The purpose of this grant is to reimburse expenses for emergency protective measures in regards to COVID-19. Cleaning services are included in these measures, so McCully applied for reimbursement for the library's cleaning expenses from February 2022-June2022.

### **Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:** None.

**New Business:**

Appoint two board members to audit Secretary's minutes for FY2021-22: Trustees Hofman and Stringer volunteered to do this review.

Adopt Ordinance 22-03- *Tentative Budget & Appropriation Ordinance*: McCully reviewed adjustments that were made in the tentative budget. Hendrick made a motion to adopt Ordinance 22-03- *Tentative Budget & Appropriation Ordinance* as amended. Stringer seconded the motion. Hendrick, Hofman, Stringer, Wright, and Stejkowski voted yes. Trustees Blankestyn and Smead were absent.

Set date for Public Hearing: Stejkowski made a motion to set the date for the public hearing as August 15, 2022, at 7:00 p.m. before the regular scheduled meeting of the Library Board. Wright seconded the motion. Hendrick, Hofman, Stringer, Wright, and Stejkowski voted yes. Trustees Blankestyn and Smead were absent.

**Public Comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 7:25 p.m. Wright seconded the motion and it passed with a vote of all ayes. Trustees Blankestyn and Smead were absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary