

**ALLERTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
June 10, 2026**

The Allerton Public Library District Library Board of Trustees met on Wednesday, June 10, 2026. Vice President Jeff Clodfelter called the meeting to order at 4:00pm.

ROLL CALL

Present: Jeff Clodfelter, Mike Harris, Sue Lochbaum, Lynn Richardson, Ellie Tracy, Beth Manuel

Absent: Sue Gortner

Also in attendance: Sherry Waldrep

PRESIDENT'S REPORT - None

SECRETARY'S REPORT (approval of minutes)

Beth Manuel moved to approve the May 13, 2026 minutes. Seconded by Ellie Tracy. Motion carried.

AYES: Jeff Clodfelter, Mike Harris, Sue Lochbaum, Lynn Richardson, Ellie Tracy, Beth Manuel.

NAYS: 0

ABSTAIN: 0

CORRESPONDENCE, COMMUNICATIONS, PUBLIC COMMENTS

Director Waldrep shared positive comments she heard from patrons during the Summer Reading Program kickoff. Comments included 'thank you all for doing this', 'you always put on a great event' and 'very nice kickoff'. Ellie Tracy was at the library during the Scoville Zoo program and commented it was fun to hear the excitement from kids.

FINANCIAL REPORT (approval of Bills Payable)

Beth Manuel provided the financial report. She renewed a couple of CD's - one for the special reserve fund and the other for the working cash fund with a rate of 3.5%. Mike Harris moved to approve and pay the bills. Seconded by Sue Lochbaum. Motion carried.

AYES: Jeff Clodfelter, Mike Harris, Sue Lochbaum, Lynn Richardson, Ellie Tracy, Beth Manuel

NAYS: 0

ABSTAIN: 0

DIRECTOR'S REPORT:

PROGRAMS FROM LAST MONTH:

In person programs: 27

Adult Bingo – 15

Crafternoon – 3

True Crime -11

BYOB Book Group – 7

Craft Closet Clean Out – 21

Sit & Stitch - 4

Yoga – 24

Non-fiction book group – 4

Teen/Tween D&D - 1

Lap time-51 (26 kids, 25 adults) Playtime-32 (18 kids, 14 adults)
Story time-15 (9 kids, 6 adults)
Super Saturday- Mother's Day Card-24 Summer Reading Kickoff-195

Virtual events: 1

Illinois Libraries Presents: Kuang - 0

Passive programs: 5

Adult Activity Packets-60; Adult Try Something Kit-24; Take and Makes: Adult-25; Kids-31; Teen-30.

OTHER ITEMS:

Programming: Great kickoff for Summer Reading – had 195 people who toured the Prairie Institute display vehicle, played games, enjoyed Ice Daddy, picked up reading tracking cards and checked out materials (347 items!).

Administrative: Met again with the Finance Committee meeting to finalize the tentative budget and salary scale. The SAM.gov renewal is complete. New registration expiration date is May 6, 2027. Director is part of a panel program titled There's No Single Path: Real Journeys to Library Leadership that was accepted for the ILA conference in Peoria, October 6-8. Attended virtual session on Library IQ updates. We can see how many checkouts in a day and more! Will be part of the ILA Small and Rural Libraries virtual meeting in July about benefits of Amazon Business.

Building: The staff breakroom refrigerator needs a part. Part has been installed, and it is working again. HVAC Spring maintenance is complete. A few minor repairs needed (new thermostat for program room and condensate trap for RTU #2. Was told that one of the units (RTU #1) that cools part of the main library area works but not as well as it should.

Technology updates: The new phone system has been installed. Megan, Sherry and Emily attended a live orientation/training. The remaining staff will be able to watch a recording of the same training.

Community relations: Attended the quarterly Piatt County Agencies Coalition luncheon.

Staff: Staff meeting scheduled for June 10th. The staff would like to challenge the Board to a game of trivia during the Staff Development Day in August. The Board agreed.

COMMITTEE REPORTS

Financial Committee (Manuel, Richardson, Lochbaum) - The finance committee met on June 3rd to finalize the tentative budget.

Personnel Committee (Gortner & Manuel) - none

Policy Committee (Lochbaum & Tracy) - none

Buildings & Grounds Committee (Clodfelter, Harris, Gortner) - none

UNFINISHED BUSINESS - None

NEW BUSINESS

Meeting Date Ordinance

Beth Manuel moved to approve the monthly meetings as presented in Ordinance #2027-01 2026-2027 Monthly Meetings. Seconded by Ellie Tracy. Motion carried.

AYES: Jeff Clodfelter, Mike Harris, Sue Lochbaum, Lynn Richardson, Ellie Tracy, Beth Manuel

NAYS: 0

ABSTAIN: 0

Days the Library Will Be Closed

Beth Manuel moved to approve the days the library will be closed as presented. Seconded by Lynn Richardson. Motion carried.

AYES: Jeff Clodfelter, Mike Harris, Sue Lochbaum, Lynn Richardson, Ellie Tracy, Beth Manuel

NAYS: 0

ABSTAIN: 0

Review of Closed Meeting Minutes

Ellie Tracy reviewed the closed meeting minutes and moved to keep the closed meeting minutes closed. Seconded by Sue Lochbaum. Motion carried.

AYES: Jeff Clodfelter, Mike Harris, Sue Lochbaum, Lynn Richardson, Ellie Tracy, Beth Manuel

NAYS: 0

ABSTAIN: 0

Tentative 26-27 Budget

The tentative 26-27 budget was presented to the board. Still waiting for the Per Capita Grant income amount. Sue Lochbaum mentioned the library should have salary ranges and that they be approved by the board. Sue Lochbaum moved to approve the tentative budget. Seconded by Mike Harris. Motion carried.

AYES: Jeff Clodfelter, Mike Harris, Sue Lochbaum, Lynn Richardson, Ellie Tracy, Beth Manuel

NAYS: 0

ABSTAIN: 0

OTHER

Director Waldrep recently spoke with Jim Grabarczyk about Oberheim Park updates. The contractors would soon be pouring concrete to the road and sidewalk. He mentioned they would like to grade the soil and seed so it would be a seamless transition with our property. Waldrep said that is acceptable and that the Board will appreciate.

Sue Lochbaum told the board she will complete her term through April 2027 and will not pursue another term.

ADJOURNMENT

Lynn Richardson moved to adjourn the meeting at 5:29pm. Seconded by Mike Harris. The next scheduled Board of Trustees meeting will be held on July 8, 2026 at 4:00pm.

Respectfully submitted – Sherry Waldrep

Approved by the Board at the July 8 2026 meeting