MASON CITY PUBLIC LIBRARY DISTRICT

**BOARD OF TRUSTEES MEETING**

**2/3/2025**

Vice-President Smith called the regular meeting to order at 5:00 p.m. Present: Trustees Power, Zimmerman, Smith, B Brooks, R Brooks and Director Yeoman. Absent: Edison and Conover.

**Correspondence & Visitors**:

Letter via email asking for photos of Mason City in the past to help with a book he is writing. He was put in touch with the Historical Society via City Hall. Currently Diane Bergman & Melanie Gordon are the people to contact for Historical Society.

**Minutes:** The minutes from the 12/2/2024 regular meeting were reviewed. B Brooks made a motion to accept the minutes, seconded by Zimmerman, all ayes, motion carried.

**Treasurer's Report:** The treasurer's report for December 2024 and January 2025 were reviewed. R Brooks made a motion to accept the treasurer’s report, seconded by Power, voice vote of all ayes (5) of those present, no nays, two absent, motion carried.

**Library Report:**

December

1,361 patrons were served, 1,605 items were checked out 1,649 items were checked in, 26 magazines were checked out and 30 were checked in, 198 reference questions were resolved, 333 requests were placed, 304 holds were taken care of, 2 patrons were added to the database and 0 were deleted, 68 items were added to the collection and 92 were deleted, 27 PAC logins occurred, and 82 holds were placed in the PAC.

**K-1grades**:

Week 1: Read “Lady Pancake and Sir French Toast” by Josh Funk with the magic speaker. Also talked about other books in this series by this author.

Week 3: Read another from the Lady Pancake and sir French Toast series

**2nd grade**:

Week 1: Watched book trailers about various early reader chapter books and discussed where to find them in the library

Week 3: Christmas story

**3-5 grades**:

Week 1: Performed book “autopsies”. A fun way for students to learn about what can damage a book and how they can avoid doing so. Students will get to use gloves and examine the deceased books and make notes on the damage they find.

Week 3: Continued with book autopsies

January

1,602 patrons were served, 2,446 items were checked out 1,669 items were checked in, 38 magazines were checked out and 34 were checked in, 263 reference questions were resolved, 261 requests were placed, 264 holds were taken care of, 14 patrons were added to the database and 5 were deleted, 110 items were added to the collection and 1,667 were deleted, 40 PAC logins occurred, and 113 holds were placed in the PAC.

**K-1grades:**

Week 1: Story and worked on using browsing boards to make sure books were where they needed to be and why this is important

Week 3: Read “How to catch a groundhog” along with fun facts about groundhogs and Groundhog’s Day

**2nd grade**:

Week 1: Story and talked about shelving and why books should be put back where they belong

Week 3: same as K-1 week 3

**3-5 grades**:

Week 1: Shelving practice by finding the misplaced books on the section each student was assigned

Week 3:

3rd grade-Used Chromebooks to learn about the library’s online reading databases for kids called SORA (kids’ version of the app Libby)

4th grade-Used Chromebooks to learn about the library’s online databases to research. This will be applied to the students’ upcoming research projects in their classroom.

5th grade: Learned how to log into their library accounts on their Chromebooks to search for and borrow books from this and other libraries.

* 1. Turned in the per capita grant
  2. Decorated for Christmas and then snowmen in January
  3. Filed the AFR with the comptroller and the county clerk, and the supplemental report with the county clerk.
  4. Getting ready for “Be a Sweetheart: Pay it Forward, Pay a Fine” program
  5. Need to file Statements of Economic Interest for board members and director.
  6. Purchased new computers to accommodate the upgrades to Polaris (library had Windows 10 that could not be upgraded to Windows 11 due to the age of the computers)
  7. The Secretary of State has purchased databases for all Illinois residents with a $3 million dollar price tag for a year. These databases have been added to the website but cannot be advertised until the Secretary advertises it first. We can tell our patrons about it but not put it on social media or in the newspaper.

**New Business:** None

**Unfinished Business:** None

**Committee Reports:**

**Finance/Personnel** (Edison, B Brooks, Power & Zimmerman)**:** No Report

**Policy** (Edison, Power, Zimmerman & Conover)**:** No Report

**Building & Grounds** (Edison, R Brooks, Smith & Conover)**:** No Report

**Long Range Planning** (Edison, Smith, R Brooks & B Brooks)**:** No Report

**School/Library Committee** (Edison, Smith & Power)**:** No Report

Power made a motion to adjourn, seconded by B Brooks, all ayes, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Gisa Power, Secretary