

Minutes of the Walnut Public Library October 21, 2025

Call to Order

A regular meeting of the Walnut Public Library was held at the library on October 21, 2025. The meeting was convened at 5:31 p.m. by Brenda Helms. Members in attendance were Brenda Helms, Kendra Jensen, Emily Dietz, and Gracelynn Dale. Also present was Jaclyn Trujillo. Absent was Dorian Woodbury, Megan Haley, and Megan Hellrung. Gracelynn Dale was appointed Acting Secretary.

Secretary's Report

Brenda reviewed the September board meeting minutes. Kendra made a motion to approve the minutes as presented. Emily seconded. Motion passed.

Treasurer's Report

Emily gave the Treasurer's Report. Kendra made a motion to approve. Brenda seconded. Motion passed.

Librarian's Report

Jaclyn reviewed the September Librarian's Report. Circulation and UPS dropoffs are down, but Jaclyn reported the September Toddler Times were well attended.

Baker & Taylor has plans to close by the end of the year and Boundless will need to move to a new platform. Yearly dues for Boundless have already been paid to E-Read Illinois. It is expected but unknown if those dues will transfer to the next platform when a decision is made. The Board discussed potential publishers to purchase new materials from, as well as the pros and cons of each. Many libraries are using Amazon. Kendra suggested looking into Anderson's Bookshop for an author release calendar as they stay current with new releases.

All staff, with the exception of Becky, will be attending a Mental Health First Aid Class in Sterling, IL on Monday November 3, 2025. If feasible, Becky will cover the library and remain open.

Bureau Valley Walnut previously requested library programming for all grade levels, to be held at the school. Due to the scheduling and staffing conflicts, library staff will instead be planning a lunchtime book club for 3rd, 4th, and 5th graders to be monitored by school staff. Additionally, Principal Cady applied for a Bureau Valley Foundation grant to purchase Tonies Audiobooks and asked if the Walnut Library could provide Tonies via inter-library loan from other area libraries. Since other libraries do not include the Tonies in their inter-library loans, the Walnut Library will begin pricing Tonies that can be loaned to the school.

Jaclyn relayed that the library credit card was declined at a recent conference. Per the credit card company, the most recent payment has not been received in the mail. Since no further charges could be made, Jaclyn made an ACH payment to bring the account up to date. If the

credit card company receives the initial check, they will credit the account. If the check does not arrive by November 1, 2025, Jaclyn will have the bank put a stop-payment on it. The library will reimburse Jaclyn for the conference expenses.

Jaclyn attended the Illinois Library Conference. The conference was well received but included many sessions not relevant to our library. Jaclyn attended the Small and Rural Libraries forum and shared that they would like to do a specialized track at next year's conference for small libraries. Jaclyn also learned that the Advertising & Marketing budget line item can cover gifts and shirts for library staff for Christmas, birthdays, employment milestones, etc. If this line item has already been removed from the budget, these can be applied to Office Expenses until a new line item can be added next fiscal year.

The Walnut Rotary Club ordered the remaining three outdoor instruments for the Reading Garden. There will be six instruments installed next spring. Jaclyn reached out to Bryson Smith regarding the Reading Garden design and landscaping. As a reminder, the garden and path will need to be handicap accessible.

The Princeton Public Library contacted Jaclyn stating a Walnut Library patron requested access to the Prairie Cat On the Go mobile app. Patrons are only allowed access via their own library district. The Board may want to consider opting in to the app for a fee of \$500, however the app may be included in our dues to Prairie Cat in 2026 or 2027, so the board may decide to wait. Jaclyn will be meeting with Prairie Cat next week and will provide updates.

The Libraries Transforming Communities Round 4 Grant can be written for up to \$20,000 and is due December 11, 2025. If granted, funds will be awarded in May 2026 and must be spent by April 30, 2027. Pending further information from Tria Architecture, the grant may be written to fund replacement of the cast iron pipe in the basement bathroom. Ideally the pipe would be replaced at the same time the bathroom is renovated to become ADA compliant. Currently, we have received a quote of \$14,750 for the pipe replacement. No quote has been received for the full bathroom renovation yet.

Jaclyn reviewed the Structural Assessment, and the proposal for a Space Needs Analysis and Facilities Assessment from Tria Architecture. The Space Needs Analysis (renovation needs) and the Facilities Assessment (a plan and budget for future maintenance) will help redefine and utilize the space.

The Walnut Chamber of Commerce Christmas Walk that typically falls on the Saturday after Thanksgiving will be held Friday December 5, 2025 from 4-7p.m. The library will need to decide if they will hold the open house, character visits, and letters to Santa separate from the Chamber event on November 29, or move it to December 5. The board agreed that the library should only be open and staffed one of these days, pending a conversation with the Chamber Director.

Jaclyn discussed new materials the library can offer to increase circulation. Ideas include video games and board games. The library plans to regularly share "Did You Know" posts to the Facebook page encouraging patrons to utilize the library to loan materials they may not know are currently offered.

Jaclyn distributed the Illinois Public Library Standards. These standards need to be met in order to receive the Per Capita Grant. The board will start reviewing 1-2 standards per meeting.

Action Items

Kendra moved to have the Space Needs Analysis completed at a cost of \$13,250, and to have the Facility Assessment Services completed at a cost of \$9,850 by Tria Architecture. Gracelynn seconded. Motion passed.

Items for Next Month's Agenda

The next regularly scheduled meeting will be held on November 19, 2025 at 5:30 p.m. The board will review any potential updates from Tria Architecture, discuss whether to proceed with applying for the Libraries Transforming Communities Round 4 Grant, and begin reviewing the Illinois Public Library Standards.

Adjournment

Brenda made a motion to adjourn the meeting, seconded by Emily Dietz. The meeting adjourned at 6:55 p.m.

Gracelynn Dale, Acting Secretary
Secretary Signature

11/19/25
Date