

Princeton Public Library
Regular Meeting of the Board of Trustees
January 21, 2026
Matson Meeting Room

1. President Jan English convened the meeting at 7:00 p.m.

Roll Call:

	Present
Tony Bonucci	X
Jan English	X
Ian Legner	X
Drew Russell	
Lauren Smith	X
Lani Swinford	X
Jerry Thompson	X
Eileen Wolfe	
Chris Yepsen	X

Also in attendance: Library Director Julie Wayland and Karen Towns, President, Friends of the Princeton Public Library.

2. Agenda Adoption: The agenda was adopted by consensus.

3. Public Participation:

- Karen Towns, President of the Friends of the Princeton Public Library, reported that approximately 350 books were distributed in December to local elementary schools, prior to the holiday break. The program has been very well received.
- Planning is underway for the 2026 Friends of the Library membership drive. Membership letters are scheduled to be mailed before February 1.
- Announced that the first Friends book sale of the year will be held March 26–28, with a preview sale on March 25 for lifetime members and individuals or families who join prior to March 18.

4. Minutes from November 19, 2025 regular session were reviewed. A correction was noted that Jan, not Drew led the meeting. Motion to approve the minutes as presented carried unanimously.

5. Treasurer’s Report:

- The Treasurer presented financial reports for November and December and reviewed key trends with the Board.
- Income levels for 2025 were reported to be higher than the previous year in most categories, with the exception of donations. It was noted that donation totals fluctuate annually and that the prior year included larger memorial gifts and a virtual fundraiser that did not recur this year.
- Expense levels were discussed, with expenditures trending slightly higher than the prior year; however, net income remains favorable. The Treasurer reviewed the budget versus actual report and stated that expenditures are generally tracking as expected at this point in the fiscal year. Café expenses exceeded budget projections, which was attributed to increased usage and operational activity. The Board acknowledged that higher café expenses are directly tied to increased revenue and community demand.
- It was further noted that a Certificate of Deposit with a principal balance of approximately \$135,756.69 will mature at the end of February. Upon maturity, the funds will be moved to a money market account as an interim measure while the Finance Committee evaluates longer-term allocation options.

6. Bills:

MOTION 26-1 - Tony made a motion to approve payment of bills dated November 30 for \$5,764.44, December 15 for \$6,383.54, December 31 for \$10,806.15, and January 15 for \$13,420.68, totaling \$36,374.81, and was seconded by Chris.

	Yes	No	Abstain
Tony Bonucci	X		
Jan English	X		
Ian Legner	X		
Drew Russell			
Lauren Smith	X		
Lani Swinford	X		
Jerry Thompson	X		
Eileen Wolfe			
Chris Yepsen	X		

7. President's Report:

- The President reported that the easement agreement related to the library property has been completed and officially recorded with the courthouse. In addition, the rear portion of the library building has been sold to the Bureau County government. The President noted that the easement agreement was finalized in a timely manner to clearly define shared access and responsibilities.
- Discussion also included the possibility of reconfiguring the existing ramp located at the rear of the building. The President indicated that conversations will be initiated with county representatives to explore whether modifications can be made to reduce interference with the library's loading dock.
- The President further reported that a Memorandum of Understanding with the City has been fully executed to address discrepancies in personal property replacement tax distributions. Under the agreement, the City will provide a \$1,000 monthly credit on the library's utility bills for a period of 24 months, along with a lump-sum payment of \$10,008.26 to be issued in May. The Board expressed appreciation that this long-standing issue has been resolved.
- Lastly, the President informed the Board that Trustee Eileen Wolf has indicated her intention to resign following her maternity leave. Ms. Wolf communicated her decision via email, citing family commitments. The President explained that while Ms. Wolf's spouse has expressed interest in serving on the Board, the Board will take time to consider potential candidates before submitting a recommendation to the Mayor for appointment. Board members were invited to share suggestions privately with the President.

8. Standing Committee Reports:

No committees met

Building & Grounds:

- The committee reported on issues with aging carpet tiles in high-traffic areas of the library. It was noted that the adhesive securing the tiles is deteriorating, resulting in tiles lifting in certain areas. Wyanet Carpeting has been contacted to assess whether the tiles can be re-adhered or if replacement will be necessary. Routine maintenance updates were also provided, including replacement of fire alarm batteries and monitoring of intermittent restroom leaks.
- Additional discussion included exterior maintenance matters. Replacement banners will be installed in the spring. A new clock has been installed in the meeting room, and the former clock has been relocated and is functioning properly. The committee also reported that a master gardener has offered volunteer services for exterior landscaping, which would reduce labor costs.

Finance:

The Finance Committee reported that preliminary budget preparation will begin in the coming weeks. Upcoming work will include review of health insurance costs, IMRF contribution rates, and overall operating assumptions. Committee members discussed the collaborative process

used in prior years and expressed confidence that the proposed budget will be developed in a timely manner.

Policy: Did not meet.

Personnel: Did not meet.

9. Director's Report: The Director provided a comprehensive report on library operations, services, staffing, and upcoming initiatives.

Operations and Technology:

- The Director reported continued positive feedback regarding the transition from the Boundless platform to the Palace digital platform. Patrons have experienced shorter wait times for digital materials.
- The Director also reported a fully electronic room reservation system by February 1st. Staff training sessions are ongoing to ensure consistency in scheduling practices and clear communication with patrons. The Director noted that while the transition represents a significant workflow change, the system is expected to reduce scheduling conflicts, improve reporting capabilities, and increase overall efficiency.

Staffing and Administration:

The Director reviewed current staffing levels and reported that coverage remains stable across departments. Discussion was held regarding staff apparel. Following review of cost estimates, Jerry made a motion to pay \$10 toward the cost of the cafe staff tee-shirts. Lani seconded and the Board approved.

There was a brief discussion on the lateness of the Newsletter being delivered and staff plans for encouraging local election involvement and awareness within the community.

Finance and Patron Services:

- Grants, Compliance, and Planning:
Per capita grant documentation and public library standards were distributed to Board members for review. The Director noted that compliance requirements are being met.
- The Director further reported that a book repair machine has been ordered through a technology grant. The equipment is expected to extend the lifespan of circulating materials and reduce long-term replacement costs.

Programs and Community Engagement:

Staff continue to evaluate program offerings to ensure alignment with community interests and strategic priorities. The Director also noted ongoing collaboration with regional library partners to expand programming opportunities and resource sharing.

10. Staff and Administration Report:

Staff administration reports were reviewed by the Board. Discussion highlighted strong attendance at recent programming, particularly music-related events, which continue to draw significant community participation.

11. Unfinished Business: None.

12. New Business: None.

Items for Next Agenda: Please let Julie know of any items for the next agenda.

13. Announcements: None.

Tony motioned and Lani seconded motion to adjourn at 7:55 pm.

MOTION 26--2 The meeting was officially adjourned at 7:55 pm.

Respectfully submitted,

Julie Wayland, Director

_____ Minutes approved as read.

_____ Minutes approved as amended.

Jan English, President