

January 13, 2026

The Colona District Library Board met with Clark, Hughes, Koska, Massarolo, Rieger, White, and Director Hoste physically present.

The regular meeting was called to order at 6:30 p.m. at the Colona District Library by Hughes. There were no visitors.

The November 11, 2025 meeting minutes were approved by consensus.

The Treasurer's reports for November and December were reviewed and discussed. It was noted the money added to the memorial fund was for Mary Rizzolo. Her family requested some yellow mums be purchased in memory of her. It was reported money spent from the landscaping services fund was for trimming the back corner. Large print books were purchased from the adult circulating material fund. There was a payment made from the general liability insurance fund for the additional insurance requested by the school for the Trunk or Treat night held at the school. It was recommended to see if this could be added to our insurance policy since we will be doing it annually. In December there was a payback for an overpay from 2024 on the replacement tax. It was noted the library again received money from the Lowell Johnson Foundation grant. An extra payment was made to the IMRF fund. The special program expenditure was for the photographer taking pictures at the Holiday Family Photo Event. It was noted we are 50% of the way through the budget year. The November and December Treasurer's reports were approved by consensus. There was discussion to consider moving money from the regular checking account to a money market account.

Youth Services' Report – Hoste presented the Youth Service's report from November and December. There were 62 participants in the special Santa letters. Hoste explained the Santa letter program. Everyone who participated received a letter from Santa. There were 47 participants in the Santa visit. Storytime attendance was 40 for November and 54 for December.

Director's Report - Hoste presented the Director's report for January. The programs scheduled for January and February were reviewed. It was reported the heat was not working in the meeting room. Bornhoeft Heating and Air Conditioning were called. They had to remove a bird's nest. Hoste reported the Palace Project was replacing the eRead/Boundless platform. PrairieCat On the Go is a mobile app that was launched in October. The number of people using the app has been increasing from 124 to 152 logins.

The Youth Services' report and Director's report were approved by consensus.

Old Business – None.

New Business -Board vacancy – Hoste reported there were four applicants. The completed applications were sent to all Board members. After discussion it was recommended Hoste develop a questionnaire and put together a packet of information to send to the applicants. It was recommended a special meeting be held on February 10th at 6:30 p.m. to meet the applicants. Hoste will send the applicants the meeting calendar, information regarding the next election, and the chapter headings of the Trustee Manual and an invitation to the February 10th meeting. It was also recommended to encourage the applicants to review the Board minutes on the web page.

Materials Selection Policy – Koska reviewed the Materials Selection Policy. She recommended three minor changes. After discussion the Materials Selection Policy was approved with the changes.

Assign Investment Policy – Koska will review the Investment Policy for the March meeting.

Printer Lease – Hoste reported she had been approached by another printing company called Access to replace the current copier. She contacted Office Machine Consultants. A spreadsheet was reviewed which listed the current cost, a cost of a new lease, and the cost of a new purchase. After review and discussion, Koska made a motion to purchase a new copier from Office Machine Consultants. Rieger seconded the motion. A roll call was made and all present were in favor. The motion passed.

Window Treatment Options – Hoste presented two bids to replace the window shades on the windows. She shared the fabric and colors. She reported there was one more bid pending. After discussion it was recommended to wait until the third bid was received and then discuss at the next meeting.

Budget Committee – It had previously been recommended to form a budget committee to review the budget for next fiscal year. It was recommended to look at the tax compilation report, the amount we need and then what needs to be levied for we what need. Koska and Clark volunteered to be on this committee. They will work with Hoste on developing the next fiscal year budget and the amount to be levied.

Further Business – Standards for Illinois Public Library (Chapters 9-12) – Chapters 9 -12 of the Standards for Illinois Public Library were reviewed and discussed. It was felt the library met at least the core standards except for number 9 in Chapter 12 Technology. The library is aware of emerging technology trends such as the maker movement. It was felt more information is needed on the maker movement.

Trustee Self-Evaluation – Hoste prepared a second draft of the Trustee self-evaluation for review. It was noted there were several considerations that were very similar which could be deleted or combined. These were discussed. Hoste is to prepare a third draft with the changes recommended for review at the March meeting.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

A special meeting will be held on February 10, 2026 at 6:30 p.m.

The next regularly scheduled meeting will be held on March 10, 2026 at 6:30 p.m.