PHOENIX PUBLIC LIBRARY DISTRICT
MONTHLY MEETING
MINUTES
SEPTEMBER 21, 2026 – 6:00PM

The regular board meeting of the Phoenix Library District was called to order by President, M. Mahaffey at 6:03pm.

MEMBERS PRESENT: M. MAHAFFEY, PROCTOR-HARRIS, WELLS, DUDLEY, D. MAHAFFEY

ABSENT: HARPER

A motion was made by Trustee M. Mahaffey and seconded by Trustee Proctor-Harris to allow Trustee Loggins to participate via phone conference. *The Vote Passed: 5-0-0 (Ayes: M. Mahaffey, Proctor-Harris, Dudley, Wells, D. Mahaffey / Absent: T. Harper).*

Trustee Loggins entered the meeting via phone conference at 6:05pm

Prayer: Trustee Proctor-Harris

Public Comments: NONE

MINUTES: No minutes

CORRESPONDENCE – NONE

LIBRARY DIRECTOR'S REPORT

- **What's New**:
  - Senior Wednesday Activities (September and October)
    - Sip & Paint 9/30
    - Fall Wreath 10/7
    - Caramel Apple Bar & Pokeno 10/14
    - Movie Day 10/21 (Ghostbusters)
    - Senior Halloween Party 10/28
  - Movie in the Park on 8/24 was a success.
  - IPLAR has been completed.
  - Door Counter – 489 (We still need the beginning and ending numbers)
  - Computer Usage - 25
  - Total Patrons for the Month – 34 / New Patrons for the Month – 1
  - Rails Membership Due
  - Copies - $22.50 (AT Business Solution's Profit-$25)
  - Fax Service - $10.00
  - Petty Cash - $32.50

Board comments, suggestions, and directions to the Library Director(s):

- Library Cards – How is the information getting out regarding the new library card. Have the library clerks reached out to the residents about coming to replace their library card. A flyer will be posted on Text-By-Choice regarding Library Cards.

- Still need to order headphones for the Seniors.
- The library directors will be instructed to reach out to
  - Kel's Kinda Care to invite them over to the library.
  - Secretary of State regarding the mobile DMV Service

FRIENDS OF THE LIBRARY REPORT – Trustee G. Dudley, FOTL Liaison
Dr & Mrs. Hamilton sent in their annual donation. Next meeting will be in November.
Trustee Dudley will ask the FOTL if they will participant in Family Reading Night.

FINANCE REPORT – Trustee Proctor-Harris, Treasurer

- Library Account
  - Beginning Balance- $68,161.15 (as of Sept 21, 2026).
  - Total Deposits: $34,725.46
    - Cook County
    - Equity Grant Deposit -
    - Per Capita/Equity Grant -
    - Back-to-School Donation
  - Total Bills: $8,174.41
  - Petty Cash: $32.50

A motion was made by Trustee Proctor-Harris and second by Trustee D. Mahaffey to approve the finance report and pay bills totaling $8,174.41. *The vote passed 6-0-0 (Ayes: M. Mahaffey, Loggins, Proctor-Harris, Dudley, Wells, D. Mahaffey)*

OLD BUSINESS:

- **Senior Day (Wednesday):** This activity is going very well. Thank you to Ms. Stark, library clerk.
  - Technology Assistance
  - Crafts-In-A-Bag: Trustee D. Mahaffey will introduce this activity at Family Reading Night and during District 151 Intersession Break.
- **Community Back to School Event** – A Hugh success! Next year we will push back the time from 2pm-4pm.
- **Movie Day in the Park Aug 28th** – The movie needs to begin later when it is dark. We will plan to have 2-3 Movie in the Park Days in 2027
- **CEDA Services (LIHEAP)**– The clerks will reach out regarding setting a date for them to come to the library.
- **Technology Grant Update** –. Our partner, Ms. Ashley met with the board, via zoom, to discuss the progress update for the Digital Access Initiative funded by the Cook County Equity Impact Horizon Grant
  - Google Business Profile – This has been updated with current hours, services, photos, and website link.
  - Library Website (bolccenter.org) –
  - iPad Kiosk –Three of the four Kiosk have been installed. The fourth kiosk is pending a replacement unit after the incorrect item arrived damaged.
  - Printer Installation is in preparation and will be installed in October.

- Outdoor Wi-Fi infrastructure installation is pending, waiting on the school district tech person (Russ) to come out and review.
- Items Pending:
    - Libby digital lending activation – in progress
    - Community cybersecurity workshop scheduling – dates to be confirmed – Equity Week October 5-9 (Ms. Ashley will put together a flyer). Workshop will be scheduled for 45 mins/sign-up in advance/give gifts to those who attend.
    - Printer and outdoor Wi-Fi installation
    - Library Newsletter
    - Create a magnet about all the updates happening at the library.
    - Calendar for the year – Trustee D. Mahaffey will assist the clerks.
    - On the website – Create a FOIA section and create an email address/need the minutes and agenda added.

- **2026 -2027 Strategic Plan –** We will ask Ms. K. Harris to review.
- **Book Club** – On hold until further notice.

NEW BUSINESS:

- **Halloween Party –** The library will donate food (hotdogs, buns chips, juice)
- **College Fair –** This will be discussed at the October meeting. Paula Broome will be at the meeting to talk with the board. Also, ask Johnthan McKenzie. May be held during the week day.

The meeting adjourned at 7:15pm
Next meeting is scheduled for October 14, 2026