

**WINNEBAGO PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
Thursday August 21, 2025 6:30 pm**

MISSION STATEMENT

**The Winnebago Public Library provides all patrons access to a variety of
well-organized resources, services, and technologies that enrich and
empower the community and evolve with its cultural needs.**

This time, date and purpose of the meeting are set forth in the following agenda:

The meeting was called to order by Gary Brown at 6:32 p.m., followed by the Pledge of Allegiance.

Roll Call:

Gary Brown - present
Jacquie Olsen - present
Jim Ferrar - present
Wendy Bennett - ABS
Wanda Cwiklo -present
Heather Kaap - present
Rhonda Smallwood - present

Guests: ~~Emily Gundy~~
Emily Gundy - Winnebago Public Library Director

Additions or Corrections:

6.3.7

Auditor Approvals

Public Comment:

No members of the community were in attendance.

Approval of Meeting Minutes:

A motion to approve the July 17, 2025 meeting minutes, with corrections, was made by Rhonda Smallwood and seconded by Jacquie Olsen. The motion carried.

A motion to approve the July 28, 2025 meeting minutes, was made by Jacquie Olsen and seconded by Heather Kaap. The motion carried.

President's Report:

Gary Brown announced that he and Jacquie Olsen would like to hold a Board ~~Woodshop~~ at our September meeting. We're looking forward to seeing what they have planned!

Director's Report:

Emily Gundy has submitted the **Winnebago Public Library Annual Report for FY25** (see attached). The report includes:

- Snapshot Statistics
- Collection Circulation Statistics
- Overview of Circulation & Holds
- FY25 Adult Fiction Book Circulation
- FY25 Adult Nonfiction Book Circulation
- Adult Material Circulation (2008–2025)
- Audiovisual Circulation (2008–2025)
- FY25 Audio/Visual Circulation
- Youth Circulation (2008–2025)
- FY25 Youth Circulation
- Library Subscription Circulation (2008–2025)
- Interlibrary Loan Usage (2008–2025)
- FY25 Subscription & Resource Circulation
- Summer Reading Program Statistics (2011–2021)
- Detailed patron usage by library open hours (September 2024 – June 2025)

Approval of Treasurer's Reports:

A motion to approve the July, 2025 Reconciliation Detail Report, was made by Wanda Cwiklo and seconded by Heather Kaap. The motion carried.

A motion to approve the June 2025 Profit and Loss Budget vs Actual Report, was made by Jacquie Olsen and seconded by Rhonda Smallwood. The motion carried.

A motion to approve the Receipts and Disbursements for FY beginning July 1, 2024, and ending June 30, 2025 was made by Jacquie Olsen and seconded by Wanda Cwiklo. The report will be submitted to Winnebago County for signature. The motion carried.

A motion to approve the Internal Control Review, was made by Jacquie Olsen and seconded by Rhonda Smallwood. The motion carried.

A motion for the End-of-Year Transfer of Funds was made by Wanda Cwiklo and seconded by Jacquie Olsen.

Gary Brown - yes

Jacquie Olsen - yes

Jim Ferrar - yes

Wendy Bennett - ABS

Wanda Cwiklo - yes

Heather Kaap - yes

Rhonda Smallwood - yes

Motion carried.

Grounds Maintenance/Facility:

Jim Ferrar submitted a quote from Sparrow to provide all outside grounds work. The Library is currently working with multiple companies to determine whether it would be more cost-effective to contract with a single provider for all services. At this time, the Board agreed that further review and comparison of the existing quotes is needed before making a decision.

FY26-01 was presented for first reading.

Policy Manual:

The discussion regarding Membership and Trustees will be carried over to the September Board meeting.

Teen Advisory Board (T.A.B.):

Jacquie Olsen reported that no committee meetings have taken place during the summer months. However, the Story Walk boards have been delivered, and she will continue working with the Village on placement locations.

Personnel:

Emily Gundry is scheduled for her annual review in October.

Closed Session:

The Board agreed that no closed session was needed at this time.

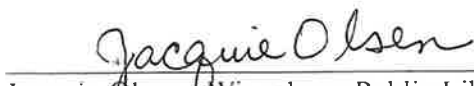
There was no unfinished business discussed at this time.

All Board members received a letter from the City of Rockford, Illinois regarding the Notice of Proposed Annexation of Territory within the Winnebago Public Library District to the County of Winnebago. No action is required by the Board of Trustees at this time.

The next regular Board meeting is scheduled for September 18, 2025, at 5:30 p.m. in the Winnebago Public Library Community Room.

A motion to adjourn the meeting was made by Jacquie Olsen at 8:48 p.m. and seconded by Heather Kaap. Motion carried.



Gary Brown - Winnebago Public Library Board of Trustee - President

Jacquie Olsen - Winnebago Public Library Board of Trustee - Vice-President
Minutes Prepared By: Wanda Cwiklo

