

OCTOBER AGENDA

1. Call to Order – **Monday, October 14, 2019**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Tax Levy Ordinance Number 19-5 – increase the proposed corporate and special purpose property taxes to be levied for 2019 are \$280,000.00. This represents a 4.9% increase over the previous year. Vote
4. Minutes of the September 9<sup>th</sup> Special Meeting with Listion.
5. Minutes of September 9<sup>th</sup> Special Meeting for the Budget & Appropriation Ordinance.
6. Minutes of the September 9<sup>th</sup> Regular Meeting.
7. Financial Report for September.
8. Circulation for September.
9. CD – Raritan State Bank CD new maturity date will be 10/06/19. It will automatically renew at the maturity date and we can call after 10-6-19 for the new interest rate and annual percentage yield. Vote to renew.
10. FY2019 Illinet Interlibrary Loan & Reciprocal Borrowing Statistical Survey – All libraries are required by administrative rule to complete the survey as part of the annual certification process. The FY2019 (July 1, 2018 – June 30, 2019) survey must be completed by March 31, 2020. Allaman submitted the survey on 8-28-19.
11. Per Capita Grant – Received the FY2019 Per Capita Grant check on 9-23-19 100% payment \$9,163.75.
12. ERate
13. Staff
  - Director will hold individual meetings with each staff member the months of September/October to go over job duties, job performance and talked about ideas, concerns.
14. ILA (Illinois Library Association) – October 22 - 24, 2019 *Shift Where Will You Grow* to be held at the Tinley Park Convention Center, Tinley Park, IL. Library Director Smith is registered to attend. Director Smith will split the cost of the hotel with Director from Carthage PL.

15. Illinois State Archives, Local Records Retention –

- Received the Application for Authority to Dispose of Local Records on 8-6-19
- Received the Records Disposal Certificate on 9-3-19. The library can then begin to dispose of items listed on the certificate 11-22-19.

16. Pekin Insurance Company – Workers Comp Audit – Director Smith completed and emailed on 9-14-19.

17. Per Capita Grant Requirements – The Per Capita and Equalization grant application will be available online October 1, 2019, and will be due on January 15, 2020.

**FY2020 Requirements**

**Annual Report** - The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].

• Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

**Trustees** — Will review chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION":

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Education** — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

18. Building Maintenance and Goals –

- Burlington Glass still needs to Caulk the North Window and 2 in genealogy room

19. Other –

- Book Sale is being held Sept. 23 – Sept. 28<sup>th</sup>.

- 9-10-19 – Henderson County Genealogy Society purchased a Book Cart to house in the genealogy/family history room. Baker made labels and attached to the cart. Patrons are to put items back on the cart when they are finished and staff will shelve them.
- 9-11-19 and 9-12-19 – Held AARP Smart Driver Course held over two afternoons 12-4 with four in attendance. We set the date for the next course to be held Wednesday, April 15, 2020 and Thursday, April 16, 2020 from 12:30 pm – 4:30 pm.
- 9-17-19 – Director Smith attended webinar “Space Planning”
- 9-18-19 Book Discussion group September speaker was Johanna Defenbaugh, owner of Willow Creek Aquaponics of rural Kirkwood, Il. with 26 in attendance.
- 9-20-19 – Director Smith typed a letter of acceptance and sent to Russell Liston. The board voted to accept his volumes of 70 plus binders of Henderson County History.
- 9-24-19 – Director Smith attended the webinar “Assessment in Technical Services”.

Next meeting is November 4, 2019 at 5:00 p.m.