

NOVEMBER AGENDA

1. Call to Order – **Monday, November 4, 2019**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of October 14th meeting.
4. Financial Report for October.
5. Circulation for October.
6. Raritan CD rate is 1.85% and will now renew 10-6-20.
7. Staff -- Job evaluations – Director holds with each staff member.
8. Tax Levy – 3rd installment
9. E-Rate Funding Year 2020
 - July 1, 2019 – June 30, 2020. The FCC Form 470 Data Questionnaire deadline to be completed was 9-28-18. Director Smith submitted the form on 9-27-18. Director contacted Steve Futrell and we do not have to file FCC Form 470 this year as we have a contract with Frontier until 6-30-21. Steve Futrell will file our FCC Form 471 and then email me a copy.
10. Library Closed Dates 2020: Jan. 1, May 25, July 4, Sept. 7, Nov. 26, Dec. 24, Dec. 25, Dec. 31.
11. Gingerbread House Decorating Days 2019 will be:
 - Thur. Dec. 5th, 1 pm-8 pm
 - Fri. Dec. 6th. 1 pm-8 pm
 - Sat. Dec. 7th, 8 pm -12 pmI will begin to build the gingerbread houses on Monday Nov. 18, 2019. If anyone can help that would be great.
12. Report from Director Smith of the Illinois Library Association Conference held in Tinley Park, IL Oct. 22-24, 2019.
13. Community Outreach Opportunities 2019 Sign Up Sheet.

We have an opportunity to get out into our community and share with the public what services the Library has to offer and register new users. Would you be willing to help promote the Library and work an hour or two:

 - November 22 Friday – Stronghurst Christmas Walk 5 - 7pm

- December 7 Saturday – Oquawka Christmas Parade 5pm

14. Burlington Glass – final caulking of the North window and the 2 in the genealogy room.

15. 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 11-14 & 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/>.

16. Goals

- Community Survey
- Strategic Plan
- Other

17. Other –

- 8-30-19 – Record Systems Inc. tech was here to do the Preventative Maintenance on the microfilm scanner printer.
- 10-1-19 – Brockway performed Quarterly Preventive Maintenance on the furnaces.
- 10-1-19 – Regional Office of Education hosted “Dot Kane the Storyteller” for our children’s storytime group. The ROE had paid for DOT to come to a teacher in service and brought her to our library while she was here. Allaman served snacks and a drink.

Next meeting is December 2, 2019 at 5:00 p.m.