

NOVEMBER AGENDA

1. Call to Order – **Monday, November 5, 2018**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of October 1st meeting.
4. Financial Report for October.
5. Circulation for October.
6. Staff
 - Job evaluations
 - Job Descriptions – review and vote
7. Tax Levy – 3rd installment received 10-1-18 \$61,713.54.
8. E-Rate Funding Year 2019
 - 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.
 - E-rate Category II funds are available to support network infrastructure upgrades. Bob Lionberger, CCS submitted new equipment bid that Director Smith submitted with FCC Form 470.
9. Library Closed Dates 2018: Jan. 1, May 27, July 4, Sept. 2, Nov. 28, Dec. 24, Dec. 25, Dec. 31.
10. Safety Deposit Lock Box – Director Smith opened the box at Casey State Bank last November. Director Smith was added to the registration form and given the 2 lock box keys. Zielke was taken off of the registration form. Russell, Roessler, and Eisenmayer will need to stop in and sign the registration form to be added to approved users for the lock box.
11. Gingerbread House Decorating Days 2018 will be:
 - Thur. Nov. 29th, 1 pm-8 pm
 - Fri. Nov. 30th. 1 pm-8 pm
 - Sat. Dec. 1st, 8 pm -12 pmI will begin to build the gingerbread houses on Monday Nov. 12, 2018. If anyone can help that would be great.

12. Report from Judy Roessler on the Association for Rural & Small Libraries Conference held in Springfield Sept. 13-15, 2018.

13. Report from Director Smith of the Illinois Library Association Conference held in Peoria, IL Oct. 9-11, 2018.

14. Community Outreach Opportunities 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 3, Saturday – FOCC Craft & Vendor Show 8am - 2pm
- November 16, Friday – Stronghurst Christmas Walk 5 - 7pm
- December 1, Saturday – Oquawka Christmas Parade 5pm

15. East Window – Burlington Glass will begin to make the repairs

16. Per Capita Grant Requirements- The Per Capita and Equalization grant application will be available online October 1, 2018, and will be due on January 15, 2019.

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS

FY2019 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.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," 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 6-10 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 meeting the needs the patrons with challenges or disabilities. 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 Illinois Veterans' History Project:
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

17. Goals

- Community Survey
- Strategic Plan
- Other

18. Rural Development Grant

19. Other –

- 10-2-18 – Record Systems Inc. tech was here to do the Preventative Maintenance on the microfilm scanner printer.
- 10-3-18 – Bookmobile added stop every other Wednesday at the West Central High School.
- 10-8-18 – Brockway performed Quarterly Preventive Maintenance on the furnaces.
- 10-11-18 – Generator oil was changed on the Bookmobile at Absolute Transportation.
- 10-15-18 – Back door handle keeps sticking and hard to get the key in. Today it would not unlock with the key nor from the inside. Dixon Lock & Key came and he put a new door handle on 10-16-18.
- 10-24-18 – Director Smith viewed webinar “Conducting a Library Facility Security Assessment Without Needing a Security Consultant”.
- 10-25-18 – Director Smith, Allaman, viewed webinar “Revamping Strategies for Social Success”.
- 10-26-18 – Brockway tech was called one of the furnace units was making a rattle sound. He came and adjusted a piece and found a mounting screw that was loose.

Next meeting is December 3, 2018 at 5:00 p.m.