

SEPTEMBER 2018 AGENDA- Special Meeting

1. Call to Order – **Monday, Sept. 10, 2018**, at 5:00 p.m. at the Library.
2. Roll Call
___ Bates
___ Eisenmayer ___ Painter ___ Roessler
___ Fisher ___ Pullen ___ Russell
3. Review of Budget as proposed. Budget and Appropriations Ordinance 18-3 2018-2019.
4. Vote of Budget. If approved – signatures of the board president and secretary. Signature for the certificate from the board secretary.

SEPTEMBER AGENDA – Regular Meeting

1. Roll Call
___ Bates
___ Eisenmayer ___ Painter ___ Roessler
___ Fisher ___ Pullen ___ Russell
2. Minutes of August 13th meeting.
3. Financial Report for August.
4. Tax Levy - the 1st installment was received on 7-27-18 for \$140,868.87.
5. CD – at Raritan State Bank renewal date is 10-6-19
6. CD – Do you want to open a new CD by moving an amount from the money market to a new CD?
7. Circulation for August.
8. Auditors, Cavanaugh Davies Blackman & Cramblet, Monmouth, IL,-- came to pick up all of the financial on July 5, 2018 and took to their office to audit .The audit report was delivered on 7-16-18 - Review Audit Report.
9. Review of prior year’s secretary minutes by two board members – certificate to sign
10. IPLAR – Director Smith submitted the IPLAR electronically online on 8-8-18. The annual report is due on or before Sept. 1, 2018. The Illinois State Library no longer requires a paper copy of the certification page. All libraries will need to certify by having the library director, board president and board secretary type their name and date as an electronic certification. Beginning with the FY2016 report, the Illinois State Library no longer requires a paper copy of the Public Library District’s Secretary’s Audit page. All public

libraries will need to verify that the audit has been completed by filling out the information requested in the boxes provided electronically.

11. Personnel Policy and Handbook.

12. By-Laws – review vote to approve

13. Staff

- M. Allaman has been moving several of the reports, files and documents to Google Drive. All staff is helping maintain these files and working in the google docs. This has proven to be very helpful.

14. Building Maintenance and Goals

- Flooring behind circulation counter and workroom
- Flooring in entryway and restrooms
- West Window
- Caulk all of the other outside windows

15. East Window – On 8-6-18 Barngrover Glass came to look at the east window and submit a bid.

16. ARSL (The Association for Rural & Small Libraries) – Sept. 13 – 15, 2018 to be held in Springfield, Il. Library Director Smith and Trustee Roessler is registered.

17. ILA (Illinois Library Association) – October 9 - 11, 2018 *Libraries All Inclusive* to be held at the Peoria Civic Center, Peoria, IL. Library Director Smith is registered to attend.

18. 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>.

19. Other-

- 8-6-18; 8-8-18– school registration. Sloan Fisher, Conner Hill and Sarah Cassiday each worked at the library table and registered all 1st graders through 8th graders at West Central Elementary School.
- 8-9-18 – Dan Allaman installed one of the wooden top book shelves over the juvenile paperback section. And on 8-25-18 he installed the second wooden top book shelf over the new adult large print fiction section.
- 8-9-18 – Brockway was called one of the furnaces was making a vibrating noise. The wheel bearings went out of the blower on the furnace and had to replace the motor and wheel bearings.
- 8-11-18 – Hosted the 1000 Books Before Kindergarten Party for the graduates. A total of 13 children reached 1000 books. We had 36 in attendance. The children make their own book titled “ I Wish that I had 1000...”, we had pictures cut out of magazines for them to choose to glue into their book, served cupcakes and ice cream, played a game and took each child’s picture for the *Wall of Champions*.
- 8-16-18 –Locker Night was held at the West Central Middle School from 5-7 and Sarah Cassiday set up a table to register bookmobile cards. Director Smith set up a table at the West Central Elementary School from 5-7 and registered bookmobile cards.
- 8-17-18 – The Henderson County Family & Genealogy Society gave the Henderson County PLD a check for \$500 in appreciation for all of the efforts of the library staff to keep the genealogy society viable.
- 8-21-18 – Two associates with Parents as Teachers have asked the Director to partner with the library for storytime every other week. They want to help the library and get the word out to the parents/grandparents about their services.
- 8-21-18 – Anna Damos sent the library 3 agriculture books donated from Warren-Henderson Ag Education Partnership and a check to cover the June 19th pizza day expenses.

- 8-30-18 – West Central Elementary School principal invited Director Smith to help with the ice cream party for the 107 children that met their first reading goal with the summer reading program.
- Storytime groups – Tristan Johnson has volunteered to lead the 1st – 4th graders and Debbie is leading the 5th-8th graders.
- Book Sale will be Friday, Sept. 21 9am-7pm, Saturday, Sept. 22 9-5; Monday, Sept. 24 9am-7pm; Tuesday, Sept. 25 – Thursday, Sept. 27 9am-5pm.
- Upcoming events the library will be holding book sale tables at: FOCC Christmas Craft and Vendor Fair on Saturday, November 3 8am-2pm – FOCC has asked the library to host a craft and game table for the children so their parents can shop and the Stronghurst Christmas Walk on Friday, November 16 from 5pm-7pm. The Oquawka Lighted Christmas Parade on Saturday, December 1 at 5:30pm.

Next meeting is October 1, 2018 at 5:00 p.m.