

SEPTEMBER 2019 AGENDA- Special Meeting at 4:00 pm

1. Call to Order – Monday, Sept. 9, 2019, at 4:00 p.m. at the Library.
2. Roll Call
 ___ Bates
 ___ Eisenmayer ___ Painter ___ Roessler
 ___ Fisher ___ Pullen ___ Russell
3. Review R. Liston donation items for special collection.

Adjourn the meeting by 4:45pm

SEPTEMBER 2019 AGENDA- Special Meeting at 5:00pm

1. Call to Order – **Monday, Sept. 9, 2019**, 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 19-3 2019-2020.
4. Lawyer – Explanation of Special Reserve account
5. 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 5th meeting.
3. Financial Report for August.
4. Tax Levy - the 2nd installment received \$20,448.28
5. CD No. 000920325271 at Casey State Bank renewal date is 9-12-19. The balance of the certificate will be \$51,261.77. – Hilligoss checked rates at area banks.
6. CD – at Raritan State Bank renewal date is 10-6-19

7. CD – Do you want to open a new CD by moving an amount from the money market to a new CD?
8. Circulation for August.
9. IPLAR – Director Smith submitted the IPLAR electronically online on 8-12-19. The annual report is due on or before Sept. 1, 2019. 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.

10. Staff
 - Hired Brenda Tee for the Circulation Clerk for the full time position. She started 8-21-19.

11. Building Maintenance and Goals
12. Burlington Glass – finish the caulking
13. Bigger Electric – LED lights installation
14. Bookmobile –
 - Director Smith has spoken with the West Central Middle School principal and we have decided to add them to the stops once again. The bookmobile will be at the Middle School every other Tuesday from 11-1:30.
 - Director Smith has spoken with the Director of Headstart. She has asked if the need arises could they park their small bus in the library parking lot over night. I told her that I didn’t think it would be a problem. I asked if the Bookmobile could begin stopping at the Oquawka Pre-school, she agreed and will work it into the Oquawka stop.

15. 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.

16. 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.

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS
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.

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. Other-

- 8-1-19 – Director Smith and Allaman attended the RSA Users Group and Strategic Planning Member Summit held at Peoria PL. RSA hired a consultant to help with the strategic planning process. Members were divided into groups to discuss the topics learned from the three previous meetings and to have a conversation on those topics and rate the importance to our library.
- 8-5-19; 8-7-19– school registration. Director Smith set up, Conner Hill and Sarah Cassidy each worked at the library table and registered all 1st graders through 8th graders at West Central Elementary School.
- 8-8-19 – Bob Lionberger, CCS cleaned off 3 of the staff computers and placed them for the public computers. He then will dispose of the 3 older public access computers.
- 8-10-19 – Hosted the 1000 Books Before Kindergarten Party for the graduates. A total of 9 children reached 1000 books. We had 14 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 cookies and mini cupcakes, played a game and took each child's picture for the *Wall of Champions*.

- 8-15-19 –Locker Night was held at the West Central Middle School from 5-7 and Sarah Cassidy took the list of names of students and reached out to a few to register bookmobile cards. Director Smith set up a table at the West Central Elementary School from 5-7 and registered bookmobile cards.
- 8-15-19 – The Henderson County Family & Genealogy Society held their meeting and Director Smith then came back and helped start the projector and laptop for the program. Their speakers were: Cristy Potts from the Barn at Fairview Acres, Marci Meyer from the Belted Cow Orchard and Merdith Alexander and Lorraine Foelske from Buzzard Glory Farm.
- 8-16-19 – Director Smith took the Bookmobile to the Back to School Event at Fairview Acres Barn and held storytime. I held storytime for 25 children and had 14 adults and several checkouts.
- Storytime groups – Tristan Johnson has volunteered to lead the 1st – 4th graders and Loreena will be leading the 5th-8th graders.
- Book Sale will be Monday, Sept. 23 to Saturday, September 29th from 9am-5pm.
- AARP Drivers Safety Course – Wednesday, Sept. 11 noon – 4 and Thursday, Sept 12.
- Sept. 18 at 10:00am Johanna Defenbaugh will be speaking about her greenhouse and growing lettuce that she sells and the tilapia.
- Sept. 18 a U.S. Census recruiter will be here from 9:30am – 11:30am helping fill out census job applications online.

Next meeting is October 14, 2019 at 5:00 p.m.