

AUGUST AGENDA

1. Call to Order – **Monday, August 14, 2017**, at 5:00 p.m. at the Library.
2. Roll Call
_____ Eisenmayer _____ Painter _____ Russell
_____ Fisher _____ Pullen _____ Zielke
 _____ Roessler
3. Auditors, Cavanaugh Davies Blackman & Cramblet, Monmouth, IL, were here on July 27, 2017 - Review Audit Report.
4. Minutes of July 10th meeting.
5. Financial Report for July.
6. Circulation for July.
7. Preliminary Budget & Appropriations Ordinance and Levy for 2017-2018.
8. Annual Financial Report for July 1, 2016 – June 30, 2017 will need treasurer signature.
9. Tax Levy Money for 2017-2018 – received the first installment on 7-3-17 for \$134,596.14
10. Staff –
 - Lisa Miller worked part-time in June and July helping with crafts and the summer reading party.
11. Summer Reading 2017- 220 children were registered; 38kids on the Bookmobile and 182 kids in the library. 147 of the children met their first reading goal. The party was held Saturday July 22, 2017. The children have read a total of 4,830 books in the library and on the Bookmobile this summer. On Tuesday, July 25th as their reward for reaching the goal of almost 5,000 book read the Library Director had to kiss a goat.
12. Building Maintenance and Goals
13. Per Capita Grant Requirements – The Per Capita and Equalization grant application will be available online October 1, 2017, and will be due on January 15, 2018.

FY2018 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 jeopardize 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 12, "Safety," 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 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":

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

Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. 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 State Library Literacy program:

<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>

14. Other –

- 7-7-17 – Kenneth Reynolds donated the machine the VA had given to his father. It is a Clear View + Magnification Machine. It can help read small print and can help take a closer look at photos.
- 7-12-17 – Servicemaster was here to remove and clean the mold along the ceiling on the east side.
- 7-12-17 – The internet was running slow, kept kicking us off of Workflows that morning. Director Smith called Frontier and the Frontier tech in our area. He came and ran a speed test and we should be running at 3 mg and it showed us running at .01 mg. Something is pulling the speed down. So I called Bob Lionberger of CCS and he and the tech talked. Bob came to the library the next morning.
- 7-13-17 – Bob Lionberger of CCS tested our Sonicfirewall and it was working fine. The frontier tech said he would up our speed and with Bob's test we were at 5.97 mg. Bob felt our speed problem is coming from the 5 Windows 10 newer public access computers are trying to run an update, which is a huge update and is causing our internet to slow way down. Bob came back on July 20th to run the updates on each computer using his flash drive and not taking away from our internet usage that day. He said Microsoft came out with this update and it is a big job. Bob then turned on the antivirus protection on the 5 Windows 10 computers, as he has had good results with this antivirus protection so far.
- 7-17-17 – Sherwood Company hung the new Awnings.

- 7-17-17 – Director Smith met with Quentin Peterson and he and his Agnite Youth Group are willing to work on 3 landscape projects. They will try to complete the jobs before school starts in August.
- 7-22-17 – Held the end of summer reading party. Absolute Science with Rick Brammer, face painting by Laura Anderson, caricature drawing by Bill Douglas, bounce houses by M&K Parties, tie-dye t-shirts, snow cones, popcorn and lunch for 150 people.
- 7-25-17 - \$50 Donation from Security Savings Bank for the Summer Reading Program 2017.
- 7-26-17 – Our monthly Book Discussion we showcased our Area Youth with 1 adult and 8 young people telling our group about the organizations they are involved in and how it has helped our community and their selves grow as individuals.
- 7-27-17 – Took Bookmobile to Country Auto for generator oil change and light switch that will not turn off until the generator shuts down. A new light switch was put in.
- 7-27-17 – Brockway tech was here to do routine maintenance and change the filters. I then told him that the first air conditioning unit has been running and making a terrible noise (this is the unit that they told us last year to run until it stops). He then checked the unit and said it has bad valves and is not wanting to run correctly and therefore is not able to do its job. The time to replace this unit is now, they are going to send us a quote.
- Library has been invited to participate in the Health Fair on Wednesday, August 16, 2017 from Noon – 3pm at the Stronghurst Park. Sarah is taking the Bookmobile and will check out items, while Director Smith will set up a table and register new users.

Next meeting is Sept. 11, 2017 at 5:00 p.m.