

SEPTEMBER 2017 AGENDA- Special Meeting

1. Call to Order – **Monday, Sept. 11, 2017**, at 5:00 p.m. at the Library.
2. Roll Call
 ___Eisenmayer
 ___Fisher ___Painter ___Russell
 ___Roessler ___Pullen ___Zielke
3. Review of Budget as proposed. Budget and Appropriations Ordinance 17-3 2017-2018.
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
 ___Eisenmayer
 ___Fisher ___Painter ___Russell
 ___Roessler ___Pullen ___Zielke
2. Minutes of August 14th meeting.
3. Financial Report for August.
4. Tax Levy - the 2nd installment was received on 8-1-17 for \$15,245.46
5. CD – at Raritan State Bank renewal date is 10-6-18.
6. Circulation for August.
7. IPLAR – Director Smith submitted the IPLAR electronically online on 7-31-17. The annual report is due on or before Sept. 1, 2017. 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.
8. Personnel Policy and Handbook.
9. Staff
10. Building Maintenance and Goals

11. East Window – On 8-17-17 the library yard was mowed and then when weed eating a rock was thrown at the East window and shattered one pane. Director Smith called Bi-County Insurance and they contacted the adjuster. The Director then called Burlington Glass and they came over and taped the window. He took the measurements and type of glass and quoted her to replace the one window pane to be \$300-\$350. The library deductible is \$250, so we dropped the claim.
12. ILA – October 10, 2017 – October 12, 2017 *Discover Advocacy Leadership* to be held at Tinley Park Convention Center, Tinley, IL. Library Director is registered to attend.
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.

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS 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 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 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-

- 8-8-17; 8-10-17– school registration. Conner Hill and Sarah Cassiday each worked at the library table and registered all 1st graders through 8th graders at West Central Elementary School.
- 8-15-17 – Travis Pence delivered the Southern HS and Union HS signs to hang on each picture rack. He will come back and hang the signs on the racks.
- 8-16-17 –Miriam Rutzen spoke to the Book Discussion group of 22 in attendance about her travels around the world with pictures and handouts.
- 8-16-17 – The library participated in the Health Fair held at the Stronghurst Park. Sarah Cassiday took the Bookmobile and Director Smith set up a table to register new users.
- 8-16-17 –Locker Night was held at the West Central Middle School from 5-7 and Director Smith set up a table to register bookmobile cards. Sarah Cassiday set up a table at the West Central Elementary School from 5-7 and registered bookmobile cards.
- 8-17-17 – Genealogy society group met in the main library with Sammie Blender and Paula Bigger as their speakers telling about the Santa Fe Railroad Trestle Bridge.
- 8-17-17 – While running the weed eater, a rock hit the east window and busted one pane. Director Smith called Bi-County Ins. To report the claim and then called Burlington Glass to come and give an estimate to give to the Insurance adjustor.
- 8-21-17 – Reed Electric came and hung the new rope for the flag pole. He then came in to talk to the Director and will submit a bid for the 3 ceiling fans.
- 8-22-17 – Director Smith and Accounting Clerk Hilligoss went to the Gladstone Health Dept. to assist with their new Quickbooks software.

Next meeting is October 2, 2017 at 5:00 p.m.