

DECEMBER AGENDA

1. Call to Order – **Monday, December 6, 2021**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of November 1st meeting
4. Financial Report for November.
5. Property Tax Levy received 4th installment on 11-13-21
 - \$18,302.30
 - \$31.74
6. CD – Stronghurst Bank CD#2 maturity date is 1-14-2022. Hilligoss will call for rates from area banks.
7. Move \$1000 from budget line-item Audit to Insurance. Vote
8. IMRF – Final Notice Contribution Rate for Year 2022 – 13.77%
9. Circulation for November.
10. Staff
 - Hilligoss will retire July 1, 2022
11. Employees – Minimum wage increase

Employees - \$15 minimum wage from the current \$8.25. The wage will rise for those 18 of age and older on:

 - January 1, 2020 to \$9.25
 - July 1, 2020 to \$10
 - January 1, 2021 to \$11
 - January 1, 2022 to \$12
 - January 1, 2023 to \$13
 - January 1, 2024 to \$14
 - January 1, 2025 to \$15

Beginning on January 1, 2020, employees under 18 years of age who have not worked more than 650 hours during a calendar year will be paid:

 - \$8 per hour from January 1, 2020 through December 31, 2020
 - \$8.50 per hour from January 1, 2021 through December 31, 2021
 - \$9.25 per hour from January 1, 2022 through December 31, 2022
 - \$10.25 per hour from January 1, 2023 through December 31, 2023
 - \$12 per hour from January 1, 2024 through December 31, 2024
 - \$13 per hour on and after January 1, 2025.

12. ERATE

- 11-24-21 Received a Funding Commitment Decision Letter for Emergency Connectivity Fund Application #2021089 in the amount of \$2,637.72.
- 11-24-21 – Invoice from E-Rate Funding Solutions, LLC for consulting services ECF for \$131.89.

13. Demco

- 11-24-21 – Delivered one Palette lounge Wedge Chair with legs \$1294.51. Using book sale funds

14. Gingerbread House Decorating Take & Create.

- Built houses – Nov. 10, 11, 12. Anita, Brenda, and volunteers, Debbie G., Peggy W., Eleanor Ann W, Kris P, Becca M., Sharon H., Donna P., Stacy M., built 450 houses. On 11-23-21 Smith, Tee and Merry built 30 more houses. 480 total houses.
- Pick up days – November 24th – 27th
- Submit photos. Library staff will choose 5 houses from each group to be displayed at the library for voting. Houses must be at the library for display/voting by Wednesday, December 9th.
- Houses for in person voting will take place December 13 – 18.
- Winners will be announced Monday, December 20th.
- Prizes awarded: 1st and 2nd place per group

15. Open Meetings Act Designees and the Director needs to complete the training every year – Director Smith will complete in January.

16. FOIA Officer and the Director needs to complete training every year – Director Smith will complete in January.

17. Grab ‘n Go Breakfast with Santa will be Saturday, Dec. 11th from 10am – noon. Santa will be in a 1949 Dodge pickup for families to take pictures.

- Flyers have been taken to West Central Elementary School.

18. ILA (Illinois Library Association) Conference to be held virtually – October 12 - 14, 2021 the theme this year is “Breaking Down Barriers Building Up Communities”. Library Director Smith is registered to attend.

19. ARSL (Association of Rural & Small Libraries) Conference “The Biggest Little Library” – Director Smith is registered to attend virtually October 20 – 23, 2021.

20. Fancy Nancy Tea Party

- Plans have been made to hold the tea party on Tuesday, April 12, 2022, at the Barn at Fairview Acres at 6:30pm.

21. Building Maintenance and Goals –

- Two dedicated study rooms
- Flooring in the main library in front of the circulation counter
- Flooring in the children’s section

- Additional Parking

22. Per Capita Grant Requirements – The Per Capita and Equalization grant application will be available online October 1, 2021 and will be due on January 15, 2022.

FY2021 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 (LSTA).

Standards Chapter Review — Library board and director to review “Serving Our Public 4.0: Standards for Illinois Public Libraries” in its entirety.

Board and Director to Review - Chapters 1-13 in entirety. See list of items to work through.

23. Other –

- 10-28-21 – Tee completed the Illinois Illinet Interlibrary Loan Statistical Survey
- 11-1-21 – 11-5-21 – RAILS held a delivery count for the week.
- 11-2-21 – Hilligoss took both flags down for the winter.
- 11-6-21 – Baker held a party for the Adult Reading Program at 10 am with 8 enjoying a morning of snacks, coffee, games and prize drawings. The Turning pages book club donated \$50 towards the party. Party cost:
- 11-9-21 – Held a paint party with the Burlington Art Center at 6:00 pm. Instructor was Craig Fleece with 21 in attendance. The library paid the \$30 travel fee with each attendee paying the \$20 for the class.
- 11-16-21 – Storytime - Guest readers Dalton and Damen Mason both have published a book and read to both storytime groups.
- 11-19-21 – Stronghurst Christmas Walk – Smith, Tee and Cassidy set up tables in the Senior Citizens Building. Gave away popcorn and a drawing for four books.
- 11-20-21 – Sip n Shop Vendors at the Barn at Fairview Acres. Director Smith set up a table and worked along with Baker, Bates and Russell working a shift.
- 11-26-21 – Director Smith and Tee ordered 100 canvas book bags to sell. Tee designed the bag.
- 11-26-21 - Director Smith ordered a Canon Powershot digital camera as the library digital camera is not working correctly.
- 11-26-21 – Director Smith ordered the 2022 Summer Reading supplies. Tee will design the tshirt. The theme for 2022 is “Read Beyond the Beaten Path”.

Next meeting is January 3, 2022 at 5:00 p.m.