

AUGUST AGENDA

1. Call to Order – **Monday, August 9, 2021**, at 5:00 p.m. at the Library.
2. Roll Call
 - _____ Bates
 - _____ Eisenmayer
 - _____ Fisher
 - _____ Painter
 - _____ Pullen
 - _____ Roessler
 - _____ Russell
3. Preliminary Budget & Appropriations Ordinance FY2021-2022 – Ordinance 21-3
4. Auditors, Cavanaugh Davies Blackman & Cramblet, Monmouth, IL,-- came to pick up all of the financial on August 3, 2021 and took to their office to complete the audit.
5. Minutes of July 12th meeting.
6. Financial Report for July.
7. 7-26-21 – received first installment of the FY21-22 property tax levy.
8. Circulation for July.
9. Annual Financial Report for July 1, 2020 – June 30, 2021 will need treasurer signature.
10. Personnel –
11. Library Hours
 - Open an evening during the fall/winter?
 - Reduce Saturday hours?
12. Rural Development Grant – final forms submitted
13. RAILS – online interlibrary loan resource for Illinois libraries and their patrons.
 - SHARE IL(a free service) – RAILS will be discontinuing support for this service. This website will be going offline October 30, 2021.
 - Find More Illinois – There is a one time implementation fee, and annual membership fee to join.
14. J & S Electronics – Director Smith took the two IBM typewriters to be repaired.
15. West Central CUSD #235
 - Intergovernmental Agreement between the Henderson County PLD and the school.
 - 7-10-21 – Director Smith emailed a copy of the Intergovernmental agreement to our attorney Philip Lenzini. Phil called Director Smith to discuss the changes.

Director Smith then typed up the three year agreement and delivered to West Central.

- 7-21-21 - West Central CUSD #235 Board to signed the agreement and returned to Director Smith. The Henderson County PLD President of the Board and Board Secretary will need to sign the agreement.
- School Registration and Bookmobile cards

16. MTC

- 7-1-21 – Bob Lionberger, CCS Computer Services came to change IP address on computers and printers with the new internet service.
- WiFi outside of the building to reach entire parking lot.

17. Vervocity

- 7-7-21 – Director Smith and Allaman viewed the new website design. All staff have viewed the new website homepage and Director Smith has given the list of ideas/changes to the Vervocity team.

18. Summer Reading 2021-

- 149 children were registered
- 105 of the children met their first reading goal.
- Lunch Outside Saturday July 17, 2021, 10:00 am – 12:00 pm – 154 to attend
- The children have read a total of 170,457 Pages
- Three age groups: 0-8; 9-11; 12-15.
- Entertainment - 10 Bubble Stations with Rick Brammer
- Fields of Fun – slide, obstacle course, trackless train
- Caricature drawing by Bill Douglas

19. Building Maintenance and Goals

- Two study rooms that have plexiglass enclosure
- Flooring in the children's area
- Flooring in front of the circulation counter
- Additional Parking Lot
- Generator

20. HR Source (formerly Management Association) 2021 Library Survey Report -

The survey contains data from 147 participating Illinois libraries. The 2021 edition reports base pay compensation for 6,204 employee's specific positions, which is broken out by budget, population served, and employment size. Additionally, several benefit questions were added and/or written to provide more meaningful data to survey participants and users. It is their hope that we will use this data to benchmark your current practices, make sound business decisions and stay competitive with the market. RAILS provide this service to libraries with HR Source.

21. IPLAR – Director Smith submitted the IPLAR electronically online on 7-14-21. The annual report is due on or before Sept. 1, 2020. 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.
22. RAILS -Online Delivery count form each day from Monday, August 9 through Friday, August 13. All RAILS member libraries, except for libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), are required to count all outgoing items being picked up for delivery. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries.
23. Other –
- 7-14-21 – Allied Termite & Pest Control performed the semi- annually pest control.
 - 7-17-21 – Took the Bookmobile to Absolute Transportation to have the engine oil and generator oil changed. Rotate the tires.
 - 7-20-21 – Brockway Inc. Co. service tech changed the filters and preventative maintenance.
 - 7-30-21 – Jim’s Lock & Safe tech was called to work on the front southwest door as staff kept having trouble getting the door to lock and then the key would not come out. Director Smith had him also look at the workroom door handle and it will need to be replaced.

Next meeting is Sept. 13, 2021 at 5:00 p.m.