

AUGUST AGENDA

1. Call to Order – **Monday, August 5, 2019**, at 5:00 p.m. at the Library.

2. Roll Call

\_\_\_\_\_ Bates

\_\_\_\_\_ Eisenmayer

\_\_\_\_\_ Fisher

\_\_\_\_\_ Painter

\_\_\_\_\_ Pullen

\_\_\_\_\_ Roessler

\_\_\_\_\_ Russell

3. Auditors, Cavanaugh Davies Blackman & Cramblet, Monmouth, IL,-- came to pick up all of the financial on July 10, 2019 and took to their office to complete the audit .The audit report was delivered on 7-24-19 - Review Audit Report.

4. Minutes of July 8th meeting.

5. Financial Report for July.

6. Circulation for July.

7. Preliminary Budget & Appropriations Ordinance and Levy for FY2019-2020.

8. Annual Financial Report for July 1, 2018 – June 30, 2019 will need treasurer signature.

9. Tax Levy Money for FY2019-2020 – received the first installment on 7-16-19 in the amount of \$147,047.97.

10. Review of prior year’s secretary minutes by two board members – certificate to sign.

11. Staff–

- Lisa Miller worked part-time in June and July helping with crafts and the summer reading party.
- Cassiday – cell phone use of her personal cell phone. Her cell phone plan is for unlimited texting. Do you want to add to the personnel policy to reimburse employee that drives the bookmobile?
- Loreena Baker has asked to go back to working 3 days a week. Baker would like to have cataloging as her main job responsibility.
- Debbie Gillam has put in the end of August as her last days to work. She want to continue as a volunteer.
- Circulation Clerk/Inter-Library Loan position.

12. Personnel Policy - review

13. Brockway – 7-10-19 installed 1 of the 3 --5 ton air conditioner units. They then installed the 2<sup>nd</sup> 5 ton air conditioner unit on 7-11-19 and the 3<sup>rd</sup> unit on 7-17-19. Tech performed the preventative maintenance on 7-25-19 – changed furnace filters.

14. Rural Development Grant – Director Smith has submitted four of the seven final forms required to complete the grant process. The funds will be deposited into the money market account once final paperwork is received in two business days.
15. Burlington Glass – 7-10-19 set up scaffold. 7-11-19 repaired the upper west windows above the door. Caulking the south windows on 7-18-19.
16. PQL – LED light bulbs were delivered 7-15-19. Bigger Electric will install within the next 2 to 3 weeks.
17. Summer Reading 2019- 242 children were registered; 20 kids on the Bookmobile and 222 kids in the library. 152 of the children met their first reading goal. The party was held Saturday July 20, 2019. The children have read a total of 3,951 books in the library and on the Bookmobile this summer. Absolute Science with Rick Brammer, face painting by Erica Dahlburg, caricature drawing by Bill Douglas, bounce houses by M&K Party, YOGA with Donna Painter before the science show, tie-dye t-shirts, snow cones, popcorn and lunch completed the party.
18. Building Maintenance and Goals
19. Computers – On Tuesday, July 23, 2019 CCS brought the Brother black ink printer and 4 new CPU's to the library and moved information from each computer to an external hard drive and set up the 4 computers.
20. 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.

### **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 (LSTA).

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 3, "Personnel," 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 11-Appendices 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 organizational management. 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 Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

21. Other –

- 7-2-19 – U.S. Census recruiter was at the library from 8:30-11:30am helping fill out job applications.
- 7-2-19 – Donna Painter taught the two storytime groups some of the YOGA exercises.
- 7-3-19 – Took the Bookmobile to Absolute Transportation to have the engine oil and generator oil changed.
- 7-9-19 – Cherry Simmons held an acrylic painting class with 5 children.
- 7-17-19 – A West Central HS student needed to do 10 hours of community service, she worked 7-17 for 6 hours and 7-19 for 4 hours.
- 7-24-19 – Director Smith attended a IMRF Pre-Retirement Workshop in Moline, IL.
- 7-25-19 – No RAILS delivery on this day as they hold staff training for delivery personnel.
- 7-31-19 – Director Smith will attend a webinar on Census 2020.

Next meeting is Sept. 9, 2019 at 5:00 p.m.