

October 2, 2023

Meeting Minutes

Russell opened the meeting at 5:00 p.m.

Roll Call: Day, Escorcia, Gullberg, Hinshaw, Russell, and Titus were all present. Lambert and Allaman were also present. Painter was excused.

Public Comments: Members of the public are now invited to speak to the Board of Trustees. Remember to sign in on the Public Comment Sheet and identify yourself when called upon. Comments are limited to three minutes or less. Up to 30 minutes of time will be allowed for this agenda item. In compliance with OMA, actions may not be taken on items not already on the agenda, but action may be deferred to a later Board meeting at the discretion of the Board.

PROP A: Board approved the Tax Levy Ordinance Number 23-4 to 4.974%. The proposed corporate and special purpose property taxes to be levied for FY2024 are \$334,000.00. Escorcia motioned to approve Prop A with Titus making the next motion. All approved and motion carried.

Day motioned to approve the minutes from the September 11<sup>th</sup> meeting with corrections. Shipping costs will be moved from supplies to digital media. Escorcia second the motion. Motion was carried.

PROP B: Financial Report for September. 1st – Titus and 2<sup>nd</sup> by Day. Motion carried.

Current Assets as of September 30, 2023 are \$592,522.65

Expenses for July:	\$ 21,564.44	Income:	\$ 84,866.13
Raritan CD #3:	\$ 57,314.62	Raritan CD #4:	\$ 53,058.93
Stronghurst CD #3:	\$ 53,619.73	Stronghurst CD #2:	\$ 54,678.98

Circulation for September

Library Checkouts:	2,861	Bookmobile Checkouts:	1,511
Interlibrary Loans in:	231	Interlibrary Loans out:	350
E-books checkouts:	204	E-read IL:	35
Library Attendance:	618	Bookmobile attendance:	793
Curbside Attendance:	2	New Users:	18
Hoopla Checkouts:	113	Meeting room use:	12
Library Spaces Use:	17	Website Visits:	665
Mango:	21		

9-18-23 - Stronghurst CD #1 was cashed in by Mrs. Russell for \$53,619.73 and moved into a 9-month CD with a rate of 5.0% and APY of 5.09%.

9/25/23 - The library received \$83,538.08, the 3<sup>rd</sup> installment of property taxes.

August 12<sup>th</sup>, Bob Lionberger emailed Director Lambert a quote for computers with better hard drives. Board approved the quote for purchasing 5 computers.

Prop C: Motion was made by Escorcia, second by Titus, all approved and motion was carried.

September 19<sup>th</sup>, E-Rate Funding FCC form 470 for Internet Access Services funding for July 1, 2024 – June 30, 2025 was filed.

On September 29<sup>th</sup>, Tee and Director Lambert completed and emailed the Workers Compensation Audit. Director Lambert emailed Mr. Lutz about the installation of security cameras and adding them to insurance policy. Mr. Lutz stated, they are considered part of the building coverage and do not need added since they are permanently mounted to the building.

Building Maintenance: The board approved the quotes from both Ron White and Floor Coverings Direct. Prop D: Floor Coverings – 1<sup>st</sup> – Titus, 2<sup>nd</sup> – Day, Board Approved, motion carried. Prop E: Ron White – 1<sup>st</sup> – Escorcia, 2<sup>nd</sup> – Gullberg, Board Approved, Motion carried. Board discussed the best way to move the shelves and books during the flooring replacement.

Director Lambert discussed the Henderson County Library Audit. This audit is not required, but has been done in prior years. Auditor plans to have the audit done within the next few months.

September 17<sup>th</sup>, Cassidy decorated two polls in Oquawka for fall. October 21<sup>st</sup> is the 2<sup>nd</sup> Annual “Fall For Biggsville” festival on Main Street from 5-7pm. Sarah will take the Bookmobile and pass out candy for the Trunk-or-Treat.

9/6/23 - Director Lambert attended the West Central Elementary School Ice Cream Party for 67 students that met the first reading goal in the summer reading program hosted by Principal Mrs. Lafary. 9/12/23 - Director Lambert attended a webinar about RAILS Boundless APP. Also, on the 12<sup>th</sup>, staff members from the Burlington Library came to tour our Bookmobile, they are looking into getting a bookmobile. 9/15/23 - Director Lambert attended Rural Directors meeting at Lillie M Evans Library in Princeville, IL where Phil Lenzini spoke on different topics. 9/15/23 - Director Lambert took two copies of the Budget & Appropriations Ordinance, the Decennial Committee Report and the Annual Financial Report to the Henderson County Clerk to be stamped and filed. 9/16/23 – Director Lambert and Tee set up tables at the Stronghurst Fall Festival. They sold sale books, handed out flyers, and did a spin the wheel for give aways. Thanks to Brenda Tee for helping run it and Mary Allaman for being here to keep the library open. 9/16-23/23 – Book Sale was held during library hours in the meeting room. 9/20/23 – Bob Lionberger came in to set up the high school staff computer. 9/21/23 – Baker spoke to the West Central Pre-K parents about 1000 Books Before Kindergarten, and Dolly Parton Imagination program. 9/19-23/23 – Director Lambert attended the ARSL (Association of Rural and Small Libraries) Conference in Wichita, Kansas. 9/23/23 – The library lost power and the generator did not start. Ross Bigger checked on the issue and decided it needed coolant. Library staff will monitor the generator for its Monday maintenance run. 9/26/23 – Gina Raymond from the ROE #33 came to do Storytime and read “If You give a Pig a Pancake.” Every family left with a copy of the book. Baker and Lambert also served pancakes and apple juice for “National Pancake Day.”

Next meeting is November 6 at 5:00 pm

Meeting was adjourned at 5:56 pm