

## NOVEMBER AGENDA

1. Call to Order – **Monday, November 4, 2024**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Day	_____ Gullberg	_____ Russell
_____ Escorcia	_____ Hinshaw	_____ Titus
	_____ Painter	
3. Public Comments
4. Minutes of October 7th meeting.
5. Financial Report for October.
6. Circulation for October.
7. Staff
  - Job evaluations – Director will hold with each staff member in January.
8. IT Management
  - CCS Computers
  - NHSS Technologies
9. Personnel Policy
10. RAILS Yearly Renewals
  - **Both renewals will be valid 01/01/25 – 12/31/2025**
  - SWANK Movie License
    - Annual license group form needs to be submitted to RAILS
    - Movie License paid through RAILS to receive the discount. Libraries will receive their license and invoice from RAILS in January 2025 for \$364.
  - Creative Bug
    - Crafting website with hundreds of how to/diy videos for patrons to access. Libraries will receive their invoice from RAILS in January 2025 for \$375.
11. Library Closed Dates 2025:

• New Year's Day	January 1st
• Memorial Day	May 26th
• Independence Day	July 4th
• Labor Day	September 1st
• Thanksgiving Day	November 27th
• Black Friday	November 28th
• Christmas Eve Day	December 24th
• Christmas Day	December 25th
• New Year's Eve Day	December 31 <sup>st</sup>

12. Grants

- Galesburg Community Foundation Grant
- ALA Libraries Transforming Communities Round 3

13. Display Table

14. Lakeshore Learning

15. 2024 Gingerbread House Decorating Days:

- Thur. December 5th, 1pm-6pm
- Fri. December 6th, 1pm-6pm
- Sat. December 7th, 9am-12pm
- Flyers were delivered to West Central Elementary School and the Middle School on Friday, November 1st.

16. Breakfast with Santa will be Saturday, Dec. 14th from 9:30am – 11:30.

- Flyers will be taken to West Central Elementary School.

17. Outreach

- Stronghurst Christmas Walk – November 22nd. Lambert and Tee will be attending, we will sell T-shirts and give away free popcorn. We will need two board members to help.
- Oquawka Christmas Parade – December 7th. Cassiday and Lambert will ride in the bookmobile and pass out candy.

18. Per Capita Grant Requirements

- The Per Capita and FY2023 Expenditures Report application will be available online October 1, 2024 and will be due on January 30, 2025.
- **FY2024 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 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" all 13 chapters.
  - December review Chapters 1-7
  - January review Chapters 8-13

19. Other –

- 10-03-24 – Director Lambert attended an RSA Board Meeting at Prairie Skies Library.

- 10-03-24 – Baker held a “Recycled Book Wreath” craft with 8 in attendance.
- 10-08/10-24 – Director Lambert attended the Illinois Library Association Conference in Peoria, IL.
- 10-09-24 – Tee took two copies of the Tax Levy Ordinance 24-4 to the courthouse to be filed.
- 10-10-24 – Preventative Maintenance and filters serviced the four furnace units by Brockway.
- 10-14-24 – MTC came to install two security cameras for the Memorial Music Garden.
- 10-15-24 – Gina Raymond and McKayla Eaton from the ROE #33 came to do Storytime and an Art Experience. Gina read “Go Away, Big Green Monster!” by Ed Emberley, and every family left with a copy of the book. For the art experience the kids got to create their very own monster.
- 10-22-24 – We officially open the Memorial Music Garden!
- 10-29-24 – We held the Annual Halloween Storytime Parade, and all the children dressed in their Halloween costumes. We also had hotdogs and snacks, there were --- in attendance.
- 10-30-24 – Director Lambert participated in the WQAD News 8 in Moline – Current Reads segment at 4pm. It’s like a traveling book club. Every other Wednesday they check in on a different library to see what books our readers just can’t put down.

Next meeting is December 2, 2024, at 5:00 p.m.