

NOVEMBER AGENDA

1. Call to Order – **Monday, November 3, 2025**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Day	_____ Gullberg	_____ Russell
_____ Escorcica	_____ Hinshaw	_____ Titus
	_____ Painter	
3. Public Comments
4. Warren County Public Transportation – Morgan Lewis
5. Minutes of October 6th meeting.
6. Financial Report for October.
7. Circulation for October.
8. Board Positions
9. Library Policy – Homebound Delivery Policy
10. Library Projects Update
11. Director Job Posting
12. RAILS Yearly Renewals
 - **Both renewals will be valid 01/01/26 – 12/31/2026**
 - SWANK Movie License
 - Annual license group form needs to be submitted to RAILS (submitted 10/02/25)
 - Movie License paid through RAILS to receive the discount. Libraries will receive their license and invoice from RAILS in January 2026 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 2026 for \$375. (Director already reached out to cancel)
13. Library Closed Dates 2026:

• New Year's Day	January 1st
• Memorial Day	May 25th
• Independence Day	July 3th & July 4th (July 4 th on a Sat. observing Fri.)
• Labor Day	September 7th
• Thanksgiving Day	November 26th
• Black Friday	November 27th
• Christmas Eve Day	December 24th
• Christmas Day	December 25th
• New Year's Eve Day	December 31 st

14. 2025 Gingerbread House Decorating Days:

- Thur. December 4th, 1pm-6pm
- Fri. December 5th, 1pm-6pm
- Sat. December 6th, 9am-12pm
- Flyers were delivered to West Central Elementary School and Middle School.

15. Breakfast with Santa will be Saturday, Dec. 13th from 9:30am – 11:30.

- Flyers will be taken to West Central Elementary School.

16. Outreach

- Stronghurst Christmas Walk – November 21st. Lambert, Cassiday, and Tee will be attending, we will sell T-shirts and give away free popcorn.
- Oquawka Christmas Parade – December 7th. Cassiday and Tee will ride in the bookmobile and pass out candy.

17. Per Capita Grant Requirements

- The Per Capita and FY2023 Expenditures Report application will be available online October 2025 and will be due on January 30, 2026.
- **FY2025 Requirements**
 - Annual Report - The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library.
- **Standards Chapter Review** — Library board and director to review “Illinois Public Library Standards” all 12 topics.
 - November review Topics 1-6
 - December review Topics 7-12

18. Other –

- 10-08-25 – The Health Department held a Flu Clinic from 10:00am-11:00am.
- 10-09-25 – Mary Ann Stimpson did an Adult Craft with 4 in attendance.
- 10-09-25 – We have decided to start taking storytime on the road with “Storytime Outreach” and Baker visited Debbie’s Daycare to kick it off.
- 10-13-25 – Cassiday took the BM for an oil change.
- 10-14-25 – Storytime Around the World: Mexico. The kids read books and learned about Mexico and everyone got to make a Day of the Dead craft.
- 10-13-25 – Brockway Company came to do maintenance and check the four furnace units. He also checked the ducts and did not think they needed cleaning.
- 10-16-25 – Baker took “Storytime Outreach” to Kathy’s Daycare.
- 10-21-25 – Gina Raymond and McKayla Eaton from the ROE #33 came to do Storytime and an Art Experience. Gina read “Five Little Pumpkins” by Marybeth Butler and every family left with a copy of the book. For the art experience the kids got to paint a pumpkin.
- 10-28-25 – We held the Annual Halloween Storytime Parade, and all the children dressed in their Halloween costumes.

Next meeting is December 1, 2025, at 5:00 p.m.