

NOVEMBER AGENDA

1. Call to Order – **Monday, November 7, 2022**, at 5:00 p.m. at the Library.
2. Roll Call
 - _____ Day
 - _____ Fisher
 - _____ Gullberg
 - _____ Hinshaw
 - _____ Painter
 - _____ Pullen
 - _____ Russell
3. Minutes of the November 1 meeting
4. Minutes of October 10 meeting.
5. Correction of the Sept. 12 meeting minutes for the Raritan State Bank CD#1- Prop C. - Roll was called and Day abstained from voting.
6. Financial Report for October.
7. Raritan State Bank
 - Pledge our Securities – the FDIC does insure \$250,000 for an EIN#. Raritan State Bank has pledged \$100,000 to insure the Henderson County Public Library District with a maturity date of 11-15-2027. Joe McCleary said that the bank can pledge more funds if needed.
8. Raritan CD #2 matures 1-9-2023. Allaman will call for rates.
9. Stronghurst Bank CD #1 matures 1-14-2023. Allaman will call for rates.
10. Circulation for October.
11. Library Director Search Committee
 - The committee held interviews held November 1
12. Staff
 - Job evaluations – Director holds with each staff member.
13. Library Closed Dates 2023: Jan. 2, May 29, July 4, Sept. 4, Nov. 23, Dec. 24, Dec. 25, Dec. 26.
14. Solar Panels
 - Lionberger Renewable Energy – Jeff Lionberger has written a proposal for solar panels
15. Illinois State Library
 - 10-8-21 Secretary of State and State Librarian Jesse White awarded the FY2022 grant for \$24,873.00 in support of *Restoring the Librarian*. Director Smith wrote the grant for a whole building generator.

- 9-29-22 – Bigger Electric hooked up the new power meter, ran electricity to the generator
- 10-14-22 – Director Smith submitted the Quarterly Grant Report to the Il State Library
- 10-18-22 – Advanced Plumbing ran the natural gas line to the generator
- 10-20-22 – Director Smith submitted the Encumbrance Report to the Il State Library
- 10-21-22 – Bigger Electric hooked up the generator.

16. Emergency Connectivity Fund Program

17. Aspen Energy

- Electric bill third party rate. Director Smith signed a 48-month contract rate is \$0.11796 April 2023 – April 2027

•

18. Johnson Controls/MTC Communications

- 10-10-22 – MTC Communications installed the phone line to the Fire Alarm System
- 10-18-22 – Johnson Controls hooked up the fire alarm system to the new phone line
- 10-22-22 – 6:35 pm Director Smith received a phone call from Johnson Controls that there was an event with the monitor, did I want them to continue the call chain. I said that I would drive to the library and check. I just had to reset the system.

19. SWANK Movie License –

- Annual license group form needs to be submitted to RAILS between October 1 and November 30, 2022
- Renewal license will be valid 01/01/23 – 12/31/2023. Movie License paid through RAILS to receive the discount. Libraries will receive their license and invoice from RAILS in January 2023 for \$364

20. 2022 Gingerbread House Decorating Days:

To-Go Pick Up

In House

- | | |
|----------------------------|---------------------------|
| • Wed. November 23 9am-5pm | Thur. December 1, 1pm-7pm |
| • Fri. November 25 9am-5pm | Fri. December 2, 1pm-7pm |
| • Sat. November 26 9am-1pm | Sat. December 3, 8am-12pm |
- We will begin to bag candy November 2. If anyone can help that would be great
 - We will begin to build the gingerbread houses Nov. 9, 10, 11, 14. If anyone can help that would be great
 - Ordered cardboard 9x9 pieces from Midwest Fibre, Viola Il
 - Flyers will be delivered to West Central Elementary School and the Middle School on Monday, November 1

21. Breakfast with Santa will be Saturday, Dec. 10 from 10am – noon.

- Flyers will need to be taken to West Central Elementary School.

22. Director Smith did not attend the Illinois Library Association Conference held at Rosemont Oct. 18-20, 2022. 2023 will be at the BOS Center Springfield, IL Oct. 24-26
23. Director Smith did not attend the Association of Small and Rural Libraries Conference held in Chattanooga, TN September 14-17, 2022. 2023 will be in Wichita, KS Sept 20-23
24. Per Capita Grant Requirements – The Per Capita and FY2021 Expenditures Report application will be available online October 1, 2022 and will be due on January 30, 2023.

FY2023 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 board and director to review “Serving Our Public 4.0: Standards for Illinois Public Libraries” all 13 chapters.

- November review Chapters 1-3
- December review Chapters 4-9
- January review Chapters 10-13

25. Henderson County Health Department – Covid-19 Response Grant
Escape Room/Yoga

- Purchases for the Escape Room are being made and we are mailing the invoices to the Henderson County Health Department for reimbursement. Director Smith purchased 218 copies of the book Escape from Mr. Lemoncello's Library by Chris Grabenstein for each middle school student and teachers). The escape room will be based on this book.
- Escape Room Thursday, October 27 and Friday, October 28 at the West Central Middle School
- Donna Painter will hold another 4-week Yoga Covid Breathing Class chair class and mat class on November 14, 21, 28 and December 5.

26. Goals

- Two dedicated study rooms
- Flooring in the main library in front of the circulation counter
- Strategic Plan
- Flooring in the children's section
- Additional Parking

- The interior will need to be painted – possibly do sections

27. Other –

- 10-3-22 – Preventative Maintenance and filters serviced the four furnace units by Brockway
- 10-13-22- Office Specialist delivered the Fireproof file cabinet
- 10-20-22 – Baker held a party for the Fall Adult Reading club “Carve Out Time for Reading with 2 in attendance. They made a craft a fall leaf jar decoupage with tea light candle. Prizes were given to the winner reading the most minutes and _____
- 10-22-22 – Fall for Biggsville event – Director Smith took the Bookmobile, registered library cards, two tables with books for sale, handed out goody bags with event flyers, treat bags to the children. Bruce Smith popped popcorn in the Biggsville Community Building during the movie showings for “Hocus Pocus” at 3:30 and 5:30. Helping Director Smith, Jennifer Painter, Mary Allaman and Brenda Tee.

Next meeting is December 5, 2022, at 5:00 p.m.