

## DECEMBER AGENDA

1. Call to Order – **Monday, December 4, 2023**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Day	_____ Gullberg	_____ Russell
_____ Escorcia	_____ Hinshaw	_____ Titus
	_____ Painter	
3. Minutes of November 6<sup>th</sup> meeting
4. Financial Report for November.
5. Property Tax Levy received 4th installment on 11-25-23
  - \$20,820.62
  - Interest Distribution - \$92.73
6. Circulation for November.
7. IMRF –
  - Final Notice Contribution Rate for Year 2024 – 8.76%
  - IMRF Transfer Credits – Loreena Baker
8. Carpet Movers – Vote.
9. Staff
  - Sarah Cassiday will be out starting Dec. 18<sup>th</sup> for surgery and will return Feb. 1<sup>st</sup>
10. Employees – Minimum wage increase

Employees – Just a reminder about the minimum wage increase. The wage will rise for those 18 years of age and older on:

  - **January 1, 2024 to \$14**
  - January 1, 2025 to \$15

Beginning on January 1, 2020, employees under 18 years of age who have not worked more than 650 hours during a calendar year will be paid:

  - **\$12 per hour from January 1, 2024 through December 31, 2024**
  - \$13 per hour on and after January 1, 2025
11. Johnson Controls Fire Alarm
  - 11-17-23 – Johnson Controls sent out someone to do a maintenance check on the Fire Alarm system, we have had two instances of it going off randomly and contacting the local Fire Department to come. They were not able to tell us what caused it because our fire alarm system was manufactured in 1999. They are looking into sending us a quote on a new system, so that we can replace it eventually.

12. ERATE

- 11-1-23 – FCC Form 471 E-Rate Funding Year 2024 (07/01/24 – 06/30/25)
- 11-1-23 – MTC Communications Contract renewal agreement Premium Internet-Business Broadband provides 300 Mbps download and 100 Mbps upload for a 12 month term (07/01/24 – 06/30/25)

13. RSA Independence Project

- 11-21-23 – Director Lambert attended an RSA Independence Meetup at Warren County Public Library.

14. Gingerbread House Decorating Days: November 30<sup>th</sup>, December 1 & 2.

15. Oquawka Lighted Christmas Parade will be 12-02-23.

16. Open Meetings Act Designees and the Director needs to complete the training every year – Director Lambert will complete in January.

17. FOIA Officer and the Director needs to complete training every year – Director Lambert will complete in January.

18. Breakfast with Santa will be Saturday, Dec. 9<sup>th</sup> from 9:30am –11:30am

19. Cookies & Conversations –

- Wendy Allaman from Windblown Beads will be coming to the library on December 14<sup>th</sup> at 11:00am to do a presentation.

20. Fancy Nancy Tea Party

- Plans have been made to hold the tea party on Tuesday, April 9, 2024, at the Barn at Fairview Acres at 6:30pm.

21. Building Maintenance and Goals –

- Two dedicated study rooms
- ~~Flooring in the main library in front of the circulation counter~~
- ~~New Carpet~~
- Additional Parking
- ~~Interior Painting~~
- Bigger Community Room

22. Per Capita Grant Requirements – The Per Capita and Equalization grant application will be available online October 1,2023 and will be due on January 30, 2024.

**FY2022 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” in its entirety.

Board and Director to Review - Chapters 1-13 in entirety. See list of items to work through. We will go through the checklist at the end of each chapter together.

- December review Chapters 1-7
- January review Chapters 8-13

### 23. Other –

- 10-30-23 – 11-03-23 – RAILS Delivery Count
- 11-04-23 – We held a Storytime on Saturday with local Galesburg author Janet Pougé Tolle, she read her book, “Silas the House Cat.” We had 4 in attendance.
- 11-06-23 – Allied Pest Control came at 2:00pm
- 11-08-23 – Cookies & Conversations with Ute Chamberlin, Associate History Professor from WIU came and did a presentation on World War II: Resistance & Collaboration. We had 19 in attendance.
- 11-16-23 – We held an evening Storytime at 5:30pm for Family Reading Night, sponsored by the Illinois State Library, Judy Kelly from WCES stopped by, we had snacks, and there were 9 in attendance.
- 11-17-23 – Stronghurst Christmas Walk – Director Lambert, Tee, and Board Members Painter, and Russell set up a table in the Senior Center, we popped popcorn, and raffled 4 books.
- 11-20-23 – Director Lambert rode the Bookmobile with Cassiday around the county.
- 11-21-23 – We had a special guest for Storytime, Anita Smith.
- 11-21-23 – Rick Brammer from the Book Farm stopped by.
- 11-28-23 – Gina Raymond from the ROE will be in to do Storytime.

Next meeting is January 8, 2024 at 5:00 p.m.