

DECEMBER AGENDA

1. Call to Order – **Monday, December 5, 2022**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Day	_____ Gullberg	_____ Pullen
_____ Fisher	_____ Hinshaw	_____ Russell
	_____ Painter	
3. Minutes of November 7 meeting
4. Minutes of the November 11 special meeting
5. Minutes November 23 Director Search Committee meeting
6. Financial Report for November.
7. Property Tax Levy received 4th installment on 11-8-22
 - \$17,902.24
 - Interest Distribution - \$56.58
8. CD – Stronghurst Bank CD#1 maturity date 1-14-2023. Allaman will call for rates from area banks.
9. CD – Raritan State Bank CD #2 maturity date 1-9-2023. Allaman will call for rates from area banks
10. IMRF – Final Notice Contribution Rate for Year 2023 – %11.70
11. Circulation for November.
12. Staff
 - 11-23-22 – The library director search committee met to review finances during the training period of the new library director
 - 11-28-22 – We welcomed Yesenia Lambert as the new Library Director
13. Employees – Minimum wage increase

Employees - \$15 minimum wage from the current \$8.25. The wage will rise for those 18 of age and older on:

 - January 1, 2020 to \$9.25
 - July 1, 2020 to \$10
 - January 1, 2021 to \$11
 - January 1, 2022 to \$12
 - January 1, 2023 to \$13
 - 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:

- \$8 per hour from January 1, 2020 through December 31, 2020
- \$8.50 per hour from January 1, 2021 through December 31, 2021
- \$9.25 per hour from January 1, 2022 through December 31, 2022
- \$10.25 per hour from January 1, 2023 through December 31, 2023
- \$12 per hour from January 1, 2024 through December 31, 2024
- \$13 per hour on and after January 1, 2025

14. ERATE

- 11-1-22 – FCC Form 471 E-Rate Funding Year 2023 (07/01/23 – 06/30/24)
- 11-1-22 – MTC Communications Contract renewal agreement Premium Internet-Business Broadband provides 300 Mbps download and 100 Mbps upload for a 12 month term (07/01/23 – 06/30/24) \$179.94
- 11-1-22 - FCC Form 486 for FY 2022 (7/1/22 – 6/30/23) needs to be filed. Universal Services Administrative Co. sent an email, I forwarded to Steve Futrell and he has take care of this.

15. Gingerbread House Decorating Days December 1, 2 and 3.

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

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

18. Breakfast with Santa will be Saturday, Dec. 10 from 9:30am –11:30am

19. Fancy Nancy Tea Party

- Plans have been made to hold the tea party on Tuesday, March 21, 2023, at the Barn at Fairview Acres at 6:30pm.

20. Building Maintenance and Goals –

- Two dedicated study rooms
- Flooring in the main library in front of the circulation counter
- Flooring in the children’s section
- Additional Parking
- Interior Painting

21. Per Capita Grant Requirements – The Per Capita and Equalization grant application will be available online October 1,2022 and will be due on January 30, 2023.

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.

- December review Chapters 4-9
- January review Chapters 10-13

22. Precision Energy Services

- Not-for-profit organizations are now eligible to receive a 30% Federal Tax Credit beginning January 1, 2023.

23. Other –

- 11-2-22 – Allied Pest Control
- 11-2-22 – Director Smith attended the zoom RSA Users Group
- 11-4-22 – Director Smith and Bruce picked up the children's furniture and toys from ROE. Director Smith signed a contract with the ROE collaborating until 2025.
- 11-14 – 11-18 – RSA Delivery Count
- 11-14-22 – Donna Painter started a 4-week Yoga chair and mat class on Mondays
- 11-15-22 – Baker & Tee attended Escape Room meeting with West Central Middle School teachers
- 11-17-22 – Kendal Hetrick presented a program on Photography using cameras and cell phones with 11 in attendance.
- 11-18-22 – Director Smith showed the West Central High School State Championship football game in the meeting room with 7 in attendance

Next meeting is January 9, 2023 at 5:00 p.m.