

JUNE 2023 AGENDA

1. Call to Order – **Monday, June 5, 2023**, at **5:30 p.m.** at the library.
2. Roll Call
 - _____ Day
 - _____ Escorcia
 - _____ Gullberg
 - _____ Hinshaw
 - _____ Painter
 - _____ Russell
3. Minutes of May 1st meeting.
4. Potential Board of Trustee Observing.
5. Financial Report for May.
6. Personal Property Replacement Tax –
 - Distributions are made in January, March, April, May, July, August, October, and December.
 - For those that don't know, Personal property replacement taxes (PPRT) are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.
 - Only taxing districts that collected and received personal property taxes for the 1976 tax year for Cook County or 1977 tax year for the remainder of the state are eligible to receive PPRT payments. Taxing districts, that were created after 1977 are not eligible to receive PPRT money since they did not experience a loss in revenue.
7. Circulation Report for May
8. Vote and Adopt - Schedule of regular Library Board of Trustees' meeting dates including the time and location for the FY2023– 2024 fiscal year. Ordinance No. 23-1.
9. Non-Resident Card Fee FY2023-2024 – Vote to participate, the formula used and the fee to charge. Ordinance No. 23-2
 - Each year, Illinois public libraries are required to submit a form to RAILS by July 1 stating their participation status. The board's decision to participate in the Illinois Non-Resident Card program must be decided annually by the library's Board of Directors. The minimum fee Henderson County PLD can charge for a non-resident card is: \$100.00. The minimum fee calculator for general mathematical formula is based on library income from local property taxes, service population and average household size (per latest official U.S. census).
10. Two Board members will need to review the Secretary's Minutes for the last Fiscal Year of July 2022-2023.
 - FY22-23 - Russell and Day
 - FY23-24 - Will need two board members

11. Policies

- Donations
- Fine Free
- Personnel Policy (Sick Leave addition)
- Volunteer
- Weeding

12. Landscaping – Kathy Weigand has offered to do Landscaping for the library, she said the cost of some new plants would be about \$600.

13. Office Specialist/Advanced Business System –the contract automatically renews with their software.

- Sharp Copier – Something to keep in mind for next summer, our copier is 8 years old and the manufacturer will stop making the parts for the machine in about 2 years so we will need to think about replacing it.

14. Summer Reading

- READsquared app to logbooks read. Summer reading will begin May 30 – July 21
Paper logbooks will also be available to those to log book titles not using the app.
- 5-10-23 – Summer Reading Flyers were delivered to West Central Elementary and the Middle School.
- Tie-dying t-shirts will be June 29 from 2pm-6pm. Order forms will be due June 9

15. E-Rate – Steve Futrell of E-Rate Funding Solutions, LLC sent an email that the library’s E-Rate FY23 (07/01/23 – 06/30/24) application for Category 1 – Internet Services has been fully funded. The library chose to receive the Service Provider Invoice Discounts on our MTC Communications bill beginning July 1, 2023. The library will receive an 80% discount on the Internet bill with the discount rate of \$1727.42

16. Other –

- 5-03-23 – Raritan State Bank donated raised money to the library totaling \$111.07
- 5-03-23 – Director Lambert and Baker met with Amy Gipe and Gina Raymond from the Regional Office of Education about doing Storytime once a month and providing families with a free book each month.
- 5-03-23 – Director Lambert renewed the software with Intuit Quickbooks Desktop Premier Plus 2023
- 5/08/23-5/12/23 – RSA delivery count
- 5-09-23 – Director Lambert attended “West Central Elementary School Kindergarten Transition Parent Night”. Director Lambert spoke to the teachers and parents about the library and summer reading.
- 5-10-23 – Girl Scout Troop #3522 planted flowers in the library flowerpots working to earn a Give Back Patch

- 5-16-23 – Held the Storytime picnic with 25 in attendance.
- 5-16-23 – Director Lambert went to Sherwood Company to pick up new signs for the library “Local Artist/Art, High School Composite Pictures, and Local Authors” the cost was \$415.00.
- 5-17-23 – West Central Elementary Kindergarten class visited the library. We broke into three groups with Allaman making a bookmark, Baker making a craft and Director Lambert reading stories and songs rotating each group for 20-minute sessions. Mrs. Ackermann, Mrs. Ford, and Mrs. Bailey presented Director Lambert with a check for \$272.48 collected from the Elementary
- 5-17-23 – Director Lambert took Old School Records books from the 30,40, & 50’s to the Archives Department at Western Illinois University.
- 5-18-23 – Brockway came and did their Annual Maintenance on the HVAC system.
- 5-18/19-23 – Director Lambert and Allaman worked on updating board binders.
- 5-19-23 –Director Lambert attended the Rural Directors meeting in person at Monmouth Library.
- 5-23-23 – Gina Raymond from ROE #33 came to the library and did a Storytime on, “The Napping House” and each family received a free copy of the book.
- 5-23-23 – Richard Jacobs has volunteered to be our maintenance man when we need help around the library and came on May 23rd to hang up pictures and signs for our Local Author/Art wall.

Closed Session – Personnel Salaries

17. Proposed Salaries for FY2023-2024 – Vote.

18. The Preliminary working Budget for FY2023-2024 – Vote.

Next meeting is July 10, 2023, at 5:00 p.m.