

SEPTEMBER 2023 AGENDA

1. Call to Order – **Monday, Sept. 11, 2023**, at 5:00 p.m. at the Library.

2. Roll Call

_____ Day

_____ Escorcia

_____ Gullberg

_____ Hinshaw

_____ Painter

_____ Russell

_____ Titus

3. Public Comments:

Members of the public are now invited to speak to the Board of Trustees. Remember to sign in on the Public Comment Sheet and identify yourself when called upon. Comments are limited to five minutes or less. Up to 15 minutes of time will be allowed for this agenda item. In compliance with OMA, actions may not be taken on items not already on the agenda, but action may be deferred to a later Board meeting at the discretion of the Board.

4. Preliminary Budget & Appropriations Ordinance FY2023-2024 – Ordinance 23-3

5. Minutes of August 7th Decennial Committee meeting.

6. Minutes of the August 7th meeting

7. Financial Report for August.

8. Tax Levy - received the 2nd installment 8-21-23 for \$30,989.04

9. CD # 1 at Stronghurst Bank renewal date is 9-16-23. The current rate is 0.4 with a yield of 0.4. Allaman has rates from area banks, to vote on.

10. Special Reserve Fund Ordinance 23-5

11. Circulation for August.

12. CCS Computers –

- 8-22-23 – Bob Lionberger came to look at the patrons’ computers and fix technology issues.
- Cost of replacing two computers in the main library area. These computers are from 2011 and Bob Lionberger couldn’t fully update them due to their age.
- He also suggested we replace the Lenovo All-in-One computers that we have, there are four of them. These can be done one at a time or all at once.

13. MTC

- 8-2-23 – Security Cameras were installed outside of the library. Access to the footage can be found on the app or website.

14. Personnel –
 - Kathy Weigand can no longer do cleaning for the library, but she gave us a couple names.
 - 8-25-23 – Director Lambert hired Peggy Shutwell to clean the library. She will start after Labor day.

15. IPLAR – Director Lambert submitted the IPLAR electronically online on 8-14-23. The annual report is due on or before Sept. 1, 2023. Beginning with the FY2016 report, the Illinois State Library no longer requires a paper copy of the Public Library District’s Secretary’s Audit page. All public libraries will need to verify that the audit has been completed by filling out the information requested in the boxes provided electronically.

16. ILLINET Interlibrary Loan Yearly Survey – This survey is to analyze the interlibrary loan and reciprocal borrowing statistical data. Brenda filed the survey on 8-11-23.

17. Policies –
 - Security Cameras Policy
 - Public Comment Policy
 - Updated Board Bylaws
 - Whistleblower Policy
 - Technology Plan 2023-2026

18. Carpet
 - 8-18-23 – John Knapp brought in some carpet samples for the library to look at.
 - He will be getting us a quote for the cost of materials to consider.
 - 8-29-23 – Director Lambert talking to a moving company about moving the library shelves for us.
 - Director Lambert will reach out about the costs of laying the carpet.

19. Hours
 - After filling out the HR Source Survey and talking to other library directors, I found that most libraries and systems are closed on Friday November 24th, the Friday after Thanksgiving. Our library system RAILS is closed and will not be making deliveries, and RSA is closed so there will be no help desk open. Most libraries close on this day and are open that Saturday. I would love to know your thoughts on this and if you all would like to approve closing this day, should it begin next year or this year? Brenda got stats from past years and the average number of patrons we have had on Black Friday is about 13 people.

20. Escape Rooms at WCMS
 - 8-28-23 –We will be doing the Escape room with the entire middle school on Thursday, October 12 and Friday, October 13. Working in the Escape Room will be Director Lambert, Baker, Cassiday and Tee. Allaman will keep the library open and running. Thursday, October 12 I am going to change library hours for this day to 9:00am – 5:00pm.

21. 1000 Books Before Kindergarten Party

- Saturday August 12, 2023 for seven children
- 10 children have reached 1000 books.
- The children made their own book titled “I Wish that I had 1000...”, we had pictures cut out of magazines for them to choose to glue into their book
- Served packaged cookies, cheese balls, and Caprisun.
- Played with chalk and bubbles outside and took each child’s picture for the Wall of Champions.

22. Outreach –

- 9-16-23 – Stronghurst Fall Festival at the Park - Director Lambert and Tee will set up tables from 9-1. Anyone on the board is welcome to help or just stop by and see us, we will have a prize wheel and books for sale for the upcoming book sale.

23. Microfilm –

- 8-10-23 – Director Lambert met with Katie Whalen on Zoom, from Newspapers.com.
- Digitizing the newspapers will take a couple months and we will send a couple of boxes at a time. The only thing the library will need to pay for is the shipping.
- 8-21-23 – Brenda mailed the first two boxes of Microfilm, the cost was \$48.20.
- Once all newspapers are digitized we will have free access to the archive on any computers in the library. If patrons want to access the newspapers from home, they can do a 7-day free trial or pay the \$8/month subscription.

24. Other-

- 8/1-8/3-23 – Director Lambert attended Director’s University in Springfield, IL.
- 8/14-8/19-23 – RAILS -Online Delivery count form each day. All RAILS member libraries are required to count all outgoing items being picked up for delivery. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries.
- 8-16-23 – Allaman changed the 9-volt battery in the Smoke/Carbon Monoxide Detector in the garage.
- 8-22-23 – Richard Johnson came at 8am to review CPR and train staff on how to use the AED.
- 8-24-23 – Director Lambert purchased a device called a LifeVac, it is a device used for when someone is choking.
- 8-28-23 – Director Lambert purchased an audio bible for older patrons that have trouble reading the Bible anymore, this device will read it to them, all it needs is to be charged.
- 8-29-23 – Gina Raymond from the ROE came and did an Art Experience during Storytime, the kids did a sensory activity with sticky paper, and each family left with a copy of “Barnyard Dance” by Sandra Bounton.
- 8-29-23 – Jim’s Lock and Safe came to fix the hinge on the backdoor.

- Mango Languages will be available for patrons to sign up beginning September 1st. Going forward, those stats will be added to monthly circulation.
- Annual Book Sale will be Saturday September 16 – Saturday September 23 open to the public during all library hours and held in the meeting room.
- Will be starting an adult reading program along with a take home craft. “Fall in Love with Reading” to start Monday, Sept. 4 – Saturday, October 21. The take home craft will be a book pumpkin, and we will have a party to close it out on October 21st at 10am with cider and donuts.

Next meeting is October 2, 2023, at 5:00 p.m.