

SEPTEMBER 2022 AGENDA

1. Call to Order – **Monday, Sept. 12, 2022**, at 5:00 p.m. at the Library.

2. Roll Call

_____ Day
_____ Fisher

_____ Gullberg
_____ Hinshaw
_____ Painter

_____ Pullen
_____ Russell

3. Tax Levy Ordinance Number 22-4 – increase the proposed corporate and special purpose property taxes to be levied for FY2023 are \$318,100.00. This represents a 4.992% increase over the previous year. Vote

4. Minutes of August 8th meeting.

5. Minutes of the August 8th Director Search Committee meeting

6. Financial Report for August.

7. Tax Levy - received the 2nd installment 8-19-22 for \$23,101.19

8. Per Capita Grant FY22 funds received 8-29-22 for \$9,426.73

9. CD # 1 at Raritan State Bank renewal date is 10-6-22. The current rate is 0.5 with a yield of 0.5. The account does automatically renew. Allaman will check rates at area banks.

10. Circulation for August.

11. Employee - Director Search update

12. Policy – Review Personnel Policies

- Full-time Staff
 - 2 to 5 years of service 5 days at their hourly wage
 - 6-9 years of service 10 days at their hourly wage
 - 10-20 years of service 15 days at their hourly wage
 - 21+ years of service 20 days at their hourly wage
- Part-time employee working 21 hours per week working 1092 hours per fiscal year to earn sick leave and vacation time. Add to personal policy if approved

Paid vacation time for part-time employees working 21 hours per week working 1092 hours per fiscal year will be earned at the following rates:

- After one year – 3 days (21 hours) based on their normal work week
- After five years – 6 days (42 hours) based on their normal work week
- After ten years – 9 days (63 hours) based on their normal work week
- After fifteen years – 1 additional day per year up to 4 weeks

Earned vacation must be taken on a fiscal year basis. The fiscal year is July 1 through June 30

- Sick leave for part-time employees working 21 hours per week working 1092 hours per fiscal year will be earned at the following rates: 1 day for every 168 hours worked earning 6 days per year.

13. Bookmobile

- Pay Sherwood Company for the bookmobile decals from the Eileen Nolan restricted money
- 8-17-22 – Took van to Sherwood to have the decals put on
- 8-23-22 – Picked up the van from Sherwood

14. IPLAR – Director Smith submitted the IPLAR electronically online on 8-15-22. The annual report is due on or before Sept. 1, 2022. The Illinois State Library no longer requires a paper copy of the certification page. All libraries will need to certify by having the library director, board president and board secretary type their name and date as an electronic certification. 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.

15. RAILS -Online Delivery count form each day from Monday, August 8 through Friday, August 12. All RAILS member libraries, except for libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), 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.

16. Emergency Connectivity Fund Program administered by Universal Service Administrative Co. The Emergency Connectivity Fund Program will reimburse schools and libraries for the reasonable costs of eligible equipment and broadband connections used to help students, staff, and patrons who otherwise lack access to be able to engage in remote learning. What's Covered: The fund will reimburse reasonable costs of eligible equipment such as Wi-Fi, hotspots, modems, routers, devices that combine a modem and router, connected devices, and eligible broadband connections.

- ECF – connectivity for free hotspots. Steve Futrell, E-Rate Funding Solutions, LLC has completed Form 471 for 3 hotspots on 8-9-21.
- US Cellular gave us a quote for the 3 hotspots to be checked out by our patrons.
- 8-31-22 – Federal Communications Commission representative called to tell me that our ECF disbursements have bounced back, and they were just getting through their list to phone our library. The Henderson County PLD has a registration with the FCC CORES, however, is needs updated as it lists the previous director. He

was to send me the link to watch videos to learn how to update the information. To receive disbursements this registration needs updated. He was going to try and help me with our sam.gov account as I have not been able to delete our old bank from the account. If he can get this straightened out, we will receive our disbursements.

17. MTC

- 8-27-21 -MTC Communications paperwork for phone service was completed

18. Illinois State Library Grant Opportunity. Grants will be awarded using funding from the U.S. Institute of Museum and Library Services, under the provisions of the American Rescue Plan Act of 2021.

- 8-15-21 Director Smith submitted the grant “On the Road to Recovery: Transforming Library Spaces”. Director Smith wrote the grant asking for a backup generator. Bigger Electric gave a quote for a backup Kohler Generator.
- 8-26-22 – Bigger Electric called and said the generator arrived at Electrical Engineering & Equipment Company, Davenport, Iowa. They are prepping it now and will ship it to Bigger Electric on Tuesday August 30. Bigger Electric will get this ready to install.

19. Rural Development Grant – 8-29-22, emailed the FY21-22 Audit to complete grant requirement from the furnace units

20. Henderson County Health Department

- 5-24-22 Director Smith and Baker met with Sharon Graham to discuss the COVID-19 Response Grant – 2022 that the health department included the library to hold programs for school children. They received \$11,714.06 to be expended by December 20, 2022, for programs and other services from the Henderson County Public Library.
- 6-22-22 – Baker and Tee met with West Central Middle School principal Sara Ryner, Cory, Miller and Lox to discuss plans for an Escape Room to be held at the school. We will be doing the Escape room with the entire middle school on Thursday, October 27 11:30am-3:00pm and Friday, October 28 8:30am-3:00pm. Working the Escape Room will be Director Smith, Baker, Cassiday and Tee. Allaman will keep the library open and running. Thursday, October 27 I am going to change library hours for this day to 9:00am – 5:00pm.
- Purchases for the Escape Room are being made and we are mailing the invoices to the Henderson County Health Department for reimbursement. As of 8-31-22 we have spent \$3782.30. (Director Smith has 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.
- Director Smith and Donna Painter will be meeting to work out the details of holding a 6-week COVID Breathing chair class.

21. 1000 Books Before Kindergarten Party

- Saturday August 13, 2022 for two children
- Saturday, August 27, 2022 with one child
- 4 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, crackers and popcorn
- Played a game and took each child’s picture for the Wall of Champions.

22. Readsquared –

- Fall/winter/spring program for pre-school storytime to begin 9-13-22. STEM activities begin for the older homeschooled children.
- 1000 Books Before Kindergarten
- Will be starting an adult reading program along with a take home craft. “Carve Out Time for Reading” to start Monday, Sept. 4 – Saturday, October 22

23. Outreach –

- 9-17-22 – Stronghurst Fall Festival at the Park - Director Smith will set up tables from 9-3. Sign-up sheet -if any of the board would like to work.

24. Goals –

- Two local newspapers that need to be microfilmed or digitized
- All of the reels of microfilm need to be digitized

25. Other-

- 8-4-22 – Director Smith attended the RSA Users Group webinar.
- 8-16-22 - West Central School locker night registered bookmobile cards – Director Smith worked the elementary school and Cassidy worked the middle school
- 8-11-22 – Director Smith and Cassidy worked the Eagle View Health Fair at Stronghurst Park from 11:30-3 handing out bags with flyers and showing the bookmobile van
- 8-16-22 – Changed the 9-volt battery in the Smoke/Carbon Monoxide Detector in the garage
- 8-29-22 – Cassidy taking the bookmobile to Oquawka Headstart for Family night from 4-6
- 8-21-22 – Received a letter from The Register-Mail that Thursday, September 15, 2022, issue will be the last print edition published. Any remaining balance on your subscription will be refunded via check within 6 weeks.
- 8-22-22 – Ingram Content Group sent an email beginning September 1, 2022 there will be an FSC (fuel surcharge) per shipment to \$3.00 and shipping minimums. On 8-30-22 our senior sales representative sent an email with further explanation on the recent changes in fuel surcharges and shipping minimums.
- Hoopla now has Hallmark Channel original movies that patrons can watch on demand.
- Annual Book Sale will be Thursday September 22 from 9-8, Friday, September 23 from 9-5 and Saturday, September 24, 2022, from 9-1 held in the meeting room
Next meeting is October 10, 2022, at 5:00 p.m.

