

December 4, 2023

Meeting Minutes

President Russell called the meeting at 5:00 p.m.

Roll Call: Day, Escorcia, Hinshaw, Painter, Russell, and Titus were all present. Lambert, Allaman, and Tee were also present. Gullberg was excused.

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 three minutes or less. Up to 30 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.

The Board reviewed the minutes from the November 6, 2023, Board meeting. Motion to approve the November 2023 Board Minutes was made by Escorcia. Second by: Titus. Motion carried.

Prop A: Financial Report: 1st Painter, 2nd Day. Motion carried.

Financial Report: Current Assets as of November 30, 2023 are \$574,710.17.

Expenses as of November: \$18,759.91

Income: \$24,448.63

Raritan CD #5: \$57,496.90

Raritan CD #4: \$53,361.26

Stronghurst CD #3: \$53,619.73

Stronghurst CD #2: \$55,147.57

On November 25, 2023, the library received \$20,820.62, the 4th installment of the Property Tax Levy; with an interest distribution of \$92.73.

Circulation for November

Library Checkouts: 2,805

Bookmobile Checkouts: 1445

Interlibrary Loans in: 284

Interlibrary Loans out: 346

E-books checkouts: 233

E-read IL: 18

Library Attendance: 537

Bookmobile attendance: 659

Curbside Attendance: 1

New Users: 11

Hoopla Checkouts: 136

Meeting room use: 10

Library Spaces Use: 7

Website Visits: 486

Mango: 5

Director Lambert discussed the 2024 IMRF Contribution Rate of 8.76%. Lambert also discussed Mrs. Baker inquiring about transferring credits from teaching in Ohio to IMRF. The Board motioned to proceed with that inquiry. 1st – Escorcia, 2nd – Titus, Motion Carried.

Prop B: Director Lambert discussed hiring movers during the floor renovation. 2 bids were discussed with the Board. Titus motioned to hire Professional Library Lift Movers, 2nd – Escorcia, All Approved. Motion Carried.

Lambert explained Sarah Cassidy will be out starting December 18th for surgery and will return February 1st. During this time, other staff members will run the Bookmobile routes.

Employee Bigger's payroll expense went from maintenance expense to gross payroll.

Minimum Wage Increase:

18 years of age and older: January 1, 2024 - \$14 per hour. January 1, 2025 - \$15 per hour.

Under 18 years of age who have not worked more than 650 hours during a calendar year will be paid: January 1, 2024 - \$12 per hour. January 1, 2025 - \$13.

Director Lambert had Johnson Controls check the Fire Alarm System on November 17th. She stated the system has malfunctioned twice. Johnson Controls was unable to explain the malfunction; they explained the system is too old. Lambert asked them to quote a new system. She stated she is also contacting other companies for Fire Alarm System quotes.

Director Lambert spoke of the E-Rate funding and the MTC Communication Contract. The 12-month term agreement will provide 300 Mbps download and 100 Mbps upload beginning on July 1, 2024 through June 30, 2025.

November 21, 2023, Director Lambert attended an RSA Independence Meetup at Warren Co. Public Library.

On November 30th and December 1st and 2nd, the library hosted the Gingerbread House Decorating Days. The staff felt there was less decorating done at the library, but still build approximately 600 houses for the community.

December 2, 2023, Oquawka hosted the lighted Christmas Parade. Staff members from the Library drove the Bookmobile along the route.

Director Lambert explained that as the Open Meetings Act designee and FOIA officer she would complete the Open Meetings Act training and FOIA training in January.

On December 9th, the library will host Breakfast with Santa. There will be donuts and beverages in the meeting room from 9:30-11:30 am.

December 14th at 11:00 am, Wendy Allaman from Windblown Beads will do a presentation.

The library plans to host the Fancy Nancy Tea Party on Tuesday, April, 9, 2024. The party will be held at the Barn at Fairview Acres starting at 6:30pm.

Director Lambert spoke of building maintenance and goals for the library. Interior painting was done this year and new flooring/carpet in the main library will be done next month. Other items include: two dedicated study rooms, additional parking, and a larger community room.

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. FY2023 Requirements: Annual Report – The library must have a current 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]. The 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).

Director Lambert will review with the Board the “Serving Our Public 4.0: Standards for Illinois Public Libraries”, Chapters 1-13 in entirety. During the December and January meetings, Director Lambert and the Board will work through the list of items and discuss the checklist at the end of each. December review will be Chapters 1-7. January review will be Chapters 8-13.

10/30-11/3 – RAILS Delivery Count

11/4/23 – Storytime was held with local Galesburg author Janet Pouge Tolle, she read her book, “Silas the House Cat.” There were 4 in attendance.

11/6/23 – Allied Pest Control came at 2:00pm

11/8/23 – Cookies and 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 – The library 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. Popcorn was popped and 4 books were raffled off.

11/20/23 – Director Lambert rode the Bookmobile with Cassiday around the county.

11/21/23 – Anita Smith was a special guest at Storytime.

11/21/23 – Rick Brammer from the Book Farm stopped by.

11/28/23 – Gina Raymond from the ROE was in to do Storytime.

11/28/23 – Director Lambert delivered files to the auditor.

Next meeting is January 8, 2024 at 5:00 pm

The meeting was adjourned at 6:55 pm.