

December 5, 2022

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

Roll Call: Day, Gullberg, Pullen, Hinshaw, Russell, Painter, and Fisher were all present. Smith, Lambert, and Allaman were present.

Minutes from November 7th, Board Meeting were motioned to approve by Fisher and second by Pullen, motion was then carried.

Minutes from the November 7th, Directors Search meeting were motioned to approved by Pullen and second from Day, motion to approved was carried.

Minutes from the November 11th Special meeting – motioned to approve by Fisher, 2nd – Painter, Motion Carried.

Minutes from the November 23rd Directors Search Committee Meeting. 1st – Day, 2nd – Fisher. All approved.

Prop A – Financial Report: 1st Fisher, 2nd Jennifer, Motion carried.

Financial Report:

Current Assets as of November 30, 2022 are \$ 503,909.14

Expenses for November 2022: \$24,587.42

Income: \$19,421.12

Raritan CD #2: \$51,823.81

Raritan CD #3: \$56,414.80

Stronghurst CD #1: \$53,405.78

Stronghurst CD #2: \$53,721.22

CD – Stronghurst #1 – Matures 1/14/23 – Board decided to wait till 1/9/23 meeting to discuss.

CD – Raritan #2 – Matures on 1/9/23 – Board approved to cash out CD and keep at Raritan Bank using the 13 Month Special.

Prop B – Raritan CD #2: Fisher motioned, Painter – 2nd. All approved, Day abstained.

Circulation for November 2022

Library Checkouts: 2,820

Bookmobile Checkouts: 1,539

Interlibrary Loans in: 272

Interlibrary Loans out: 329

E-books checkouts: 177

E-read Illinois: 30

Library Attendance: 624

Bookmobile attendance: 603

Curbside attendance: 4

New Users: 13

Hoopla Checkouts: 296

Meeting room use: 9

Library spaces use: 17

Website visits: 443

Per Director Smith's email with Joni, she said the library will need to set up an account with the Iowa for withholding taxes for the new director.

IMRF – Final Notice Contribution Rate for Year 2023 - 11.70%

11/23/22 – The library Director search committee met to review finances during training period of the new library director. 11/28/22 – Yesenia Lambert is hired as the new Library Director. 12/7/22 – Meet & Greet Director Lambert all day at the Library.

Minimum Wage Increase – Employees - \$15 minimum wage from the current \$8.25. The wage will rise for those 18 years of age and older on: January 1, 2020 to \$9.25. July 1, 2020 to \$10, and a dollar increase on the first of January each year through 2025.

Employees under 18 years of age who have not worked more than 650 hours during a calendar year will be paid: \$8 for the year of 2020, \$8.50 for 2021, \$9.25 for 2022, \$10.25 for 2023, \$12 for the calendar year of 2024 and \$13 per hour on and after January 1, 2025.

ERATE: 11/1/22 – FCC Form 471 E-rate Funding Year 2023 (07/01/23 – 06/30/24) was filed. MTC Communications Contract renewal agreement Premium Internet – Business Broadband provides 300 Mbps download and 100 Mbps upload for a 12 month term (07/01/23-06/30/2024) for \$179.94. FCC Form 486 for FY 2022, needs to be filed. Universal Services Administrative Co. sent an email, it was forwarded to Steve Futrell and he has taken care of this.

Gingerbread House Decorating Days: Went very well. Over 550 houses were built and distributed. December 1st, 2nd, and 3rd.

Trainings: Open Meetings Act Designees and Director needs to complete the training every year – Director Lambert will complete in January or prior. FOIA Officer and the Director needs to complete training every year – Director Lambert will complete in January or prior.

Breakfast with Santa – 12/10/22 from 9:30-11:30 am.

Fancy Nancy Tea Party – Tuesday, March 21st, 2023, at the Barn at Fairview Acres at 6:30pm

The library received a letter stating the water bill would be increasing from \$43 to \$45.

The Board approved Ty Bigger to complete snow removal during the winter months. Director Smith has compiled a contract for him to sign. Motioned to approve the hire of Ty Bigger, Painter with a 2nd by Day.

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, and interior painting.

Per Capita Grant Requirements – The Per Capital and FY2021 Expenditures Report 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 the municipal (city, incorporated town, village, or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS5/4-10].

For public library districts, the report shall be submitted on or before 9/1, 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, Pluck 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” all 13 chapters. Board of Directors to Review – Chapters 1-13 in entirety. December – Ch. 4-13.

Precision Energy Services – Not-for-Profit organizations are now eligible to receive a 30% Federal Tax Credit beginning January 1, 2023. The Board has decided not to participate at this time.

Other - 11/2/22 – Allied Pest Control came for annual maintenance, 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 – Donna Painter started a 4-week Yoga chair and mat class on Mondays using the Covid-19 Grant, 11/15 – Baker and Tee attended Escape Room meeting with West Central Middle School teachers, to wrap up and discuss two more books to purchase using the Covid-19 Grant, 11/17 – Kendal Hetrick presented a program on Photography using cameras and cell phones with 11 in attendance, and 11/18 – Director Smith showed the West Central High School State Championship football game in the meeting room with 7 in attendance. Closing at 5:00pm on December 8th for Office Christmas Party.

Meeting was adjourned at 7:10 pm. Next meeting is January 9th at 5:00 pm