

JUNE 2023 MEETING MINUTES

President Russell called the meeting to order at 5:15 p.m.

Roll Call: Gullberg, Escorcía, Hinshaw, Russell were all present. Director Lambert, Allaman, Tee were also present. Titus was observing the meeting. Day and Painter were both excused from the meeting.

Minutes from the May Board Meeting were approved by Escorcía and second by Gullberg motion was then carried.

Prop A – Financial Report: 1st Gullberg, 2nd Hinshaw. All approved and motion carried.

Financial Report:

Current Assets as of May 31, 2023, are \$ 384,035.48.

Expenses for May 2023: \$21,433.47

Income: \$ 6,181.39

Raritan CD #3: \$ 56,948.84

Raritan CD #4: 52,454.50

Stronghurst CD #1: \$ 53,511.77

Stronghurst CD #2: \$ 54,219.38

Personal Property Replacement Tax – Library was established before 1977, which entitles the library to the personal property replacement tax.

Circulation for May 2023

Library Checkouts: 2,104

Bookmobile Checkouts: 525

Interlibrary Loans in: 165

Interlibrary Loans out: 303

E-books checkouts: 155

E-read Illinois: 40

Library Attendance: 595

Bookmobile attendance: 15

Curbside attendance: 1

New Users: 12

Hoopla Checkouts: 174

Meeting room use: 7

Library spaces use: 19

Website visits: 603

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.

1st - Escorcía, 2nd – Hinshaw, Motion was carried

Non-Resident Card Fee FY2023-2024 – Vote to participate, the formula used and the fee to charge. Ordinance No. 23-2.

1st – Russell, 2nd Escorcía, Motion was carried.

Board members are required to review the Secretary's Minutes for the last Fiscal Year of July 2022-2023.

- FY22-23 - Russell and Day
- FY23-24 – Russell and Escorcía

The following policies were viewed and adopted by the library board.

Donations – 1st – Hinshaw, 2nd Gullberg, Motion was carried.

Fines – 1st – Escorica, 2nd – Hinshaw, Motion was carried.
Personnel Policy(Sick Leave addition) – 1st – Gullberg, 2nd – Escorcia, Motion was carried.
Volunteer – 1st – Hinshaw, 2nd – Russell, Motion was carried.
Weeding- 1st – Gullberg, 2nd – Hinshaw, Motion was carried.

Landscaping – Kathy Weigand has offered to do landscaping for the library, new plants will cost approx. \$600.

Office Specialist/Advanced Business System –the contract automatically renews with their software. The library will also be looking into a new copier within the next couple of years.

Summer reading began May 30th and will run through July 21. There has been approx. 89 readers sign up through the app and another 81 sign up at the library. 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.

E-Rate – Steve Futrell of E-Rate Funding Solutions, LLC emailed 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 with an 80% discount on the bill.

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. This will start in July.
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. The library purchased 15 new Vox books for the library. The Vox books will read books to the children, can be re-charged, and some of the books are bi-lingual.

Closed Session

Proposed Salaries for FY2023-2024. PROP B: 1st - Escorcia, 2nd - Russell, All approved, motion was carried.

The Preliminary working Budget for FY2023-2024. PROP C: 1st – Hinshaw, 2nd - Escorcia, All approved and motion was carried.

Meeting adjourned at 6:30 pm.

Next meeting is July 10, 2023, at approx. 5:00 p.m. or after the Decennial Committee Meeting.