

Henderson County Library Board of Trustees

September 12, 2022

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

Roll Call: Day, Gullberg, Pullen, Hinshaw, Russell, and Painter were present. Fisher was an excused absence.

Tax Levy Ordinance Number 22-4 – increased 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.

PROP A: Painter moved to approve. 2<sup>nd</sup> by Pullen. Roll was called and motion carried.

Day approved minutes from the August 8 meeting. Pullen 2<sup>nd</sup> the motion. Motion carried.

Day motioned to approve the August 8 meeting minutes from the Directors search meeting. Hinshaw seconded the motion. Motion carried.

Financial Report:

Current assets as of August 31<sup>st</sup>, 2022 are \$497,698.10. Expenses for August, 2022, were \$32,627.40. Income for August was 208,572.70. Raritan CD #1 has a balance of \$56,276.80, Raritan CD #2 \$51,752.02, Stronghurst CD#1 53,351.99, and Stronghurst CD#2 is \$53,673.87.

Prop B: Pullen moved to approve the Financial Report with a 2<sup>nd</sup> from Painter. Roll was called and motion carried.

On 8-19-22, the 2<sup>nd</sup> installment of Tax Levy was received for \$23,101.19.

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

CD #1 at Raritan State Bank will renew on October 6, 2022. The current rate is 0.5 with a yield of 0.5. The account does automatically renew.

Prop C: Hinshaw motioned to leave Raritan CD #1 in Raritan accepting the Special Rate offered for a 13 month CD at 1.90%. Russell second the motion. Roll was called and motioned carried.

Circulation for August 2022

|                       |       |                        |     |
|-----------------------|-------|------------------------|-----|
| Library Checkouts     | 2,495 | Bookmobile Checkouts   | 999 |
| Interlibrary Loans in | 263   | Interlibrary loans out | 337 |
| E-books checkouts     | 237   | E-read Illinois        | 47  |
| Library attendance    | 567   | Bookmobile attendance  | 389 |
| Curbside attendance   | 0     | New users              | 94  |

|                    |     |                  |     |
|--------------------|-----|------------------|-----|
| Hoopla checkouts   | 108 | Meeting room use | 6   |
| Library spaces use | 25  | Website visits   | 544 |

Director Smith and Russell discussed the current Director Search. As of September 12, the library has received 12 applicants.

#### Policy – Review Personnel Policies

Director Smith discussed adjusting full time vacation days. She also discussed adding sick leave and vacation days for part time employees.

Prop D: Board approved adjusting vacation days for full time staff. Gullberg motioned, Day seconded, roll called and motion carried.

Prop E: Board approved to add sick leave and vacation days for part time employees. Day motioned, Hinshaw second, roll called and motion carried.

Bookmobile: 8-17-22 the van was taken to Sherwood Company to have the decals put on. On 8/23/22, the van was picked up. The money from Eileen Nolan will pay the Sherwood Company.

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 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.

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 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.

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. Paperwork has been filed for reimbursement. But,

have not received any checks. Director Smith contacted to see the issue, now working on getting the bank info changed in the sam.gov account.

MTC Communications 8/27/22 – Paperwork for phone service was completed. 9/15/22 – new phones will be installed.

Illinois State Library Grant Opportunity – 8/15/22 – Director Smith submitted the grant for backup 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. As of 9/6/22, the pad of concrete for the generator has been poured.

Rural Development Grant – 8/29/22 – Director Smith emailed FY21-22 Audit to complete grant requirement from the furnace unit.

Henderson County Health Department – 5/24/22 – Director Smith and Baker met with Sharon Graham to discuss the COVID-19 Response Grant. 6/22/22 – Baker and Tee met with West Central Middle School principal Sara Ryner, Cory, Miller and Lox to discuss the Escape room. On Thursday, October 27 11:30am-3:00pm and Friday, October 28 8:30am-3:00pm, West Central Middle School students will participate in an Escape Room based on the book *Escape from Mr. Lemoncello's Library* by Chris Grabenstein. Purchases for the Escape Room are being made and we are mailing the invoices to the Henderson County Health Department for reimbursement.

Director Smith and Donna Painter will be meeting to work out the details of holding a 4-week COVID Breathing chair class as part of the COVID-19 Response Grant

#### 1000 Books Before Kindergarten Party

Saturday, August 13, two children were honored, and on August 27, 1 child was honored. 4 children have reached 1,000 books. The children made their own book titles “I Wish that I had 1000....”, The library had pictures cut out of magazines for them to choose to glue into their books. Packaged cookies, crackers, and popcorn were served, games were played, and children’s pictures were taken for the Wall of Champions.

#### Readsquared

9/13/22 – STEM activities will begin for the older homeschool children. Monday, September 4-Saturday, October 22 – Library will be starting an adult reading program along with a take home craft, “Carve Out Time for Reading”.

Outreach – 9/17/22 – Stronghurst Fall Festival at the Park – Director Smith will set up tables from 9-3. Decorate a pole during the Beautifying Biggsville.

Goals – Two local newspapers need to be microfilmed or digitized. All reels of microfilm need to be digitized.

Prop F: Painter made a motion to approve the purchase of a Fire Proof safe from Office Specialist for \$2675 with a second by Gullburg. All approved motion carried.

A Canon Digital Rebel T7 camera was purchased using Memorial money from Larry Foster \$335, Jeanette Lafayette \$10 and donation from Debra Winters \$100.

Other –

8-4-22 – Director Smith attended the RSA Users Group webinar 8-11-22 – Director Smith and Cassidy worked the Eagle View Health Fair at the Stronghurst Park from 11:30-3 handing out bags with flyers and showing the bookmobile van. 8-16-22 – West Central School locker night registered bookmobile cards – Director Smith worked the elementary school and Cassidy worked the middle school. 8-16-22 – Changed the 9-volt battery in the Smoke/Carbon Monoxide Detector in the garage. 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 a 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 minimum (15 books). 8-29-22 – Cassidy took the bookmobile to Oquawka Headstart for Family night from 4-6. 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 will be from 9-5 and Saturday, September 24, 2022 will be from 9-1. The book sale will be held in the meeting room.

Meeting adjourned at 6:37 pm.

Next meeting will be October 10, 2022 at 5:00 pm.