

Henderson County Library Board of Trustees

June 6, 2022

President Russell called the meeting to order at 5:00 p.m. Present were Day, Fisher, Hinshaw, Painter, Pullen, Russell, Director Smith, Accounting Clerk Hilligross, and Tee.

The board met with staff member Sarah Cassidy.

Fisher moved to approve minutes from the May 2, 2022, meeting with correction of the funds collected from the Personal Property Replacement Tax for \$3,543.68, and were not reimbursed from the Emergency Connectivity Funds. Pullen 2nd the motion. Motion Carried.

Financial Report:

Current assets as of May 31st, 2022 are \$359,723.23. Expense for May, 2022 were \$18,395.66. Income for May was \$4,202.51. Raritan CD#1 has a balance of \$56,205.93, Raritan CD #2 \$51,680.32, Stronghurst CD#1 \$53,298.25, Stronghurst CD#2 \$53,627.07.

Prop A: Day moved to approve the Financial Report with a second from Pullen. Roll was called and motion carried.

Prop B: Budgeted Line Items: Moved \$2,000 from Ameren to USCellular in Utilities and \$3,000 from Buildings Repair & Maintenance to Programs. Fisher moved with a second from Painter. Roll was called and motion carried.

Library has received \$1,623.9 on 3-8-22, \$1,919.78 on 4-11-22, and \$2,570.31 on 5-9-22 for Personal Property Replacement Tax.

Prop C: Approval of staff salaries with option B: Pullen moved with a second from Painter. Roll was called and motion carried.

The 2022-2023 Preliminary Working Budget was discussed and approved with exceptions. Bookmobile Internet will change to two separate line items. Fisher moved with a second from Pullen. Motion carried.

Circulation for May 2022

Library Checkouts	2,073	Bookmobile Checkouts	320
Interlibrary Loans in	199	Interlibrary loans out	343
E-Books checkouts	182	E-read Illinois	29
Library attendance	566	Bookmobile attendance	67
Curbside attendance	0	New users	14
Hoopla checkouts	170	Meeting room use	7
Library spaces use	16	Website visits	505

The board discussed and approved to adopt regular schedule meeting dates, times, and locations for FY 2022-2023, Ordinance No. 22-1. Day moved and Painter 2nd, motion carried.

Russell and Painter reviewed the FY21-22 board agenda, secretary's minutes, and financials. Russell and Day volunteered to review the board agenda, secretary's minutes and financials for FY 2022-2023.

Personnel:

The Board discussed the timeline for hiring a Director. A committee of Painter, Pullen, and Russell was formed to help with this process. They will meet prior to the next meeting to discuss the timeline.

Director Smith hired Drake Vancil 5-31-22 as high school shelver. Janitor Toni allen gave her two week's notice.

Bookmobile:

5-26-22 Director Smith announced the winners of the Bookmobile Logo Design contest at the West Central Elementary awards program. Discussed her communication with Stronghurst Collision. As of 6/3/22, most of the framework has been installed in the Van. Upon further conversation, Stronghurst Collision is hoping to have the van completed by 6/10/22. Director Smith, was also in contact with Alan Miller to design and apply the decal to the Van. Mr. Miller declined the job; Director Smith is in contact with other companies.

Pullen made a motion to approve the sealed bid notice with a second by Fisher. Sealed Bid information will be posted for the 2009 Ford E450 Cutaway Truck. Bids need to be submitted by July 8, 2022 by 2:00 p.m.

Mowing & Snow Removal:

Painter motioned to accept the increase in pay to \$70 requested from Bigger mowing and Smith for snow removal work at the Henderson County Public Library due to increase cost in fuel. Day 2nd the motion. Motion carried.

Non Resident Card Fee:

Board voted to participate in the Non-Resident Card Fee for FY 2022-2023. Using the formula required, the fee will be \$95. Fisher motioned, Pullen seconded, motion carried.

Office Specialist:

The Office Specialist/Advanced Business Systems contract has been renewed.

Summer Reading Program will run May 31, 2022-July 22,2022. READsquared app is used to log books for participates. Flyers were delivered to WC Elementary and WC Middle School on May 9, 2022 inviting students to participate and explaining about the programs.

On May 20, 2022 West Central Elementary Kindergarten class collected change and delivered \$345.05 to the library.

E-Rates:

Steve Futrell of E-Rate Funding Solutions, LLC has filed the library's E-Rate application for FY22 (07/01/22 – 06/30/23) for Category 1 – Internet Services. The library will receive an 80% discount on the MTC Communications bill with the discount rate of \$1727.42.

Henderson County Health Department:

Director Smith and Baker met with Sharon Graham from the Henderson County Health Department to discuss the COVID-19 Response Grant – 2022 they have received for the library to hold programs in the amount of \$11,714.06 to be expended by December 20, 2022.

Terri Bowman has welded one of the folding chairs and reupholstered all 13 chairs for the library donating her materials and labor.

Other –

- 5-5-22 – Rhonda Olson from Rhonda's Greenhouse & Gifts presented a program with 12 in attendance
- 5-5-22 – Warren County Probation officer sent a young lady to do community service Director Smith has given her cleaning jobs, help with prep work for summer reading crafts and weeding flower beds
- 5-6-22 – Office Specialist tech did the preventative maintenance on the copy machine
- 5-9-22 – Director Smith renewed the software with Intuit Quickbooks Desktop Premier Plus 2022
- 5-9-22 – 5-13-22 – RSA delivery count
- 5-10-22 – Director Smith attended the zoom RSA User group meeting at 1pm
- 5-10-22 – Director Smith attended "West Central Elementary School Kindergarten Transition Parent Night". Director spoke to the teachers and parents about the library and summer reading
- 5-17-11 – Held the storytime picnic with 23 in attendance

- 5-18-22 – Virginia Ross was wanting the library to donate books for the Stronghurst Senior Citizens to hand out at the Stronghurst Farmers Market

- 5-20-22 -Allaman made a post on Facebook thanking the families for the memorials

- 5-20-22 – West Central Elementary Kindergarten class visited the library. We broke into three groups with Allaman making a bookmark, Baker making a craft and Director Smith reading stories and songs rotating each group for 20-minute sessions.

Mrs. Ackermann, Mrs. Ford and Mrs. Bailey presented Director Smith with a check for \$345.05 collected from the Elementary

5-23-22 – Girl Scout Troop #3522 planted flowers in the library flowerpots working to earn a Give Back Patch

- 5-26-22 – Director Smith was invited to the West Central Elementary School awards program to announce readers in the 1000 Books Before Kindergarten and the award the 4 winners of the Bookmobile Logo contest.

Meeting adjourned at 7:11 p.m.

Next meeting is July 11, 2022, at 5:00 p.m.

Respectfully submitted,

Heather Hinshaw

