

NOVEMBER AGENDA

1. Call to Order – **Monday, November 6, 2023**, at 5:00 p.m. at the Library.

2. Roll Call

_____ Day

_____ Gullberg

_____ Russell

_____ Escorcia

_____ Hinshaw

_____ Titus

_____ Painter

3. 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 five minutes or less. Up to 15 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.

4. Minutes of October 2 meeting.

5. Financial Report for October.

6. Raritan CD #3 matures 11-6-2023. Tee called for rates. Vote.

7. Circulation for October.

8. Staff

- Job evaluations – Director holds with each staff member.
- Possibly pulling the Bookmobile December 30th, not enough staff.

9. New Carpet

- I called and talked to Ron White on 10-30-23 about starting on January 22nd. We talked about being closed for two weeks, with the hopes of opening sooner. Thus will give staff time to reorganize. The plan is to be closed from Jan. 22 – Feb. 3.
- John Knapp ordered the carpet, vinyl, and cove base on November 1st, he will let me know when it will come in.
- Staff plans.

10. Auditor

- The auditor emailed me on Oct. 9th to inform us that he hopes to have our audit report back to us no later than December 31, 2023.

11. CCS Computers

- While Bob Lionberger was here to set up patron computers, we discussed replacing the hard drives in the staff computers because they run slower, due to all the files we store on them. Right now, the 1TB SSD drives are on promo and he can get them for 135.00 for each computer. We would need six.

12. Library Closed Dates 2024: Jan. 1, Jan. 2, May 27, July 4, Sept. 2, Nov. 28, Nov. 29, Dec. 24, Dec. 25, Dec. 31.

13. SWANK Movie License –

- Annual license group form needs to be submitted to RAILS between October 1 and November 30, 2023
- Renewal license will be valid 01/01/24 – 12/31/2024. Movie License paid through RAILS to receive the discount. Libraries will receive their license and invoice from RAILS in January 2024 for \$364.

14. Creative Bug Resource – a crafting website with hundreds of how to and diy videos for our patrons to access.

15. 2023 Gingerbread House Decorating Days:

- Thur. November 30, 1pm-7pm
- Fri. December 1, 1pm-7pm
- Sat. December 2, 8am-12pm
- We began bagging candy in October. If anyone can help anytime that would be great
- We built gingerbread houses Nov. 1, 2, 3.
- Ordered cardboard 9x9 pieces from Midwest Fibre, Viola, IL. Director Lambert picked them up on October 23.
- Flyers were delivered to West Central Elementary School and the Middle School on Wednesday, November 1.

16. Breakfast with Santa will be Saturday, Dec. 9 from 9:30am – 11:30.

- Flyers will be taken to West Central Elementary School.

17. Per Capita Grant Requirements – The Per Capita and FY2022 Expenditures Report 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 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 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].
- For 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).

Standards Chapter Review — Library board and director to review “Serving Our Public 4.0: Standards for Illinois Public Libraries” all 13 chapters.

- December review Chapters 1-7
- January review Chapters 8-13

18. Other –

- 9-28-23/10-9 – Donna Painter started a 4-week Yoga chair and mat class on Mondays.
- 10-13-23 – Cassiday took the Bookmobile for the Trunk-or-Treat Fall Festival at the West Central Elementary School from 5pm-7pm and handed out candy.
- 10-5/6-23 – Escape Rooms held at WCMS, book was “Can You Survive the Titanic?” Baker, Tee, and Lambert ran the escape rooms. Allaman kept the library open.
- 10-18-23 – Bob Lionberger came from CCS Computers to install new patron computers.
- 10-18-23 – Preventative Maintenance and filters serviced the four furnace units by Brockway.
- 10-21-23 – Lambert held a party for the Fall Adult Reading club “Fall in Love with Reading,” with 2 in attendance.
- 10-21-23 – 2nd Annual Fall for Biggsville event – Cassiday took the Bookmobile for the Trunk-or-Treat from 5pm-7pm and handed out candy.
- 10-24-23 – Gina Raymond from the ROE #33 came to do Storytime at HCPL. They read books, and all the families gathered together in the meeting room to do a fall themed craft.
- 10-23/26-23 – Director Lambert attended the Illinois Library Association Conference held in Springfield, IL.
- 10-31-23 – We held the Halloween Storytime Parade and all the children dressed in their Halloween costumes. We had 43 in attendance.

Next meeting is December 4, 2023, at 5:00 p.m.