

Heyworth Public Library District  
119 E. Main Street/PO Box 469 Heyworth, IL 61745/Ph. (309) 473-2313  
**May 9, 2017**

All citizens are invited to the Heyworth Library Board meetings. Regular meetings are held at 7:00 pm on the 2<sup>nd</sup> Tuesday of each month (no Dec. meeting).

- A. Call to order – 7:00 p.m.
- B. Roll Call of Trustees
- C. Correspondence, Communications, and Public Comments
- D. Secretary’s Report, Kathy Moore
  - a. Read and approve minutes of previous month’s board meeting.
- E. Treasurer’s Report, by Michael Lamb
  - a. Status of Funds
  - b. Approval of Payable and Transfers
- F. President’s Report, Dennis Lawyer
- G. Reports from Trustees
  - a. Tami Koch, Vice President
  - b. Kira Stevens
  - c. Kathy Clesson
- H. Committee Reports
  - a. Grounds and Maintenance: See Librarian’s Report
- I. Librarian’s Report of preceding month:
  - a. Circulation and discussion of data and statistics of library usage.
  - b. Gifts/Memorials –
  - c. Other Items of Interest
- J. Old Business (Action Items)
  - a. Budget Discussions
  - b. Review/Update Banking Ord. 14-3, will need to update Trustees who will have signatory responsibility on checking/CDs/Transfers and any other banking institution updates as needed for the upcoming fiscal year.

- c. Review/Update Investment Policy
- K. New Business (Discussion Items)
- a. Review proposed rate for Illinois Non-Resident Card program FY17-18 for HPLD.
  - b. Review Prevailing Wage Act Ordinance 16-9.
  - c. Review FY 2018 Per Capita 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 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.

#### Standards Chapter Review

##### Library staff

Safety in the Library-- Will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the checklist at the end of the chapter, and report on your findings.

##### Trustees

Continuing Education — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

— Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

#### Outreach

— Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program:

<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

#### L. Adjournment

- a. Next Meeting, Tues., June 13, 2017.