

**Homer Community Library
Board Meeting
June 11, 2024**

Agenda

Call to Order

Public Comment

Friends of the Library Report

Secretary's Report

Treasurer's Report

 Budget Report

 Income

 Bills

Librarian's Report

Old Business

 50th Anniversary

 IPLAR

 Annual Report to Mayor

 Election of Officers

 Every Door Direct Mailing of Community Survey

New Business

 4th of July holiday

 Treasurer Audit Prep

 Annual Sexual Harassment Training

 Membership/Programming Opportunities

 Marketing/Promotion

 School electronic registration

 Approve renewal of Illinet/OCLC contract

Adjourn

**Homer Community Library
Board Meeting Minutes
June 11, 2024**

Present: Jillian Weathers, Christine Cunningham, Becci Powers, Chantelle Thompson, David Steckel, and Casey Phillips

Absent: Troy Schiff and Joe Rice

Visitors: none

Call To Order: Jillian called the meeting to order at 7:00pm

Public Comment: none

Friends of the Library: Cindy Happ was not present tonight to give a report

Secretary's Report: Casey brought copies of May's minutes for review. Becci moved to accept May's minutes as amended, and David seconded. Motion carried unanimously and report was approved pending edits.

Treasurer's Report: Becci stated that notable income received was a \$1,000 gift from the Friends of the Library, C.D, interest, and membership renewals/new members.

Budget Report: One month into the new fiscal budget year and the account balance is \$108,477.86 with a loss of \$1,060.84.

Bills: Casey moved to approve Visa Debit charges from Amazon and Thrift Books totaling \$589.47. Chantelle seconded and motion carried unanimously. Becci moved to approve \$420.41 for Baker & Taylor and \$168.64 to Demco for book jacket wrapping materials and Casey seconded. Motion carried and approved unanimously. Other bills to note are: IL Dept of Revenue for \$97.96

Librarian's Report: See full report on file for details. Christine advised that there are new rules/regulations that will need to be implemented and she has created accounts for all applicable persons to register for mandated training. Alice Kirby and her husband will be sending a monetary gift to the library from the sale of their farm! Circulation report for 2023-2024 calculated 6,600 visits to the library with 11,733 items checked out. The raptor education program hosted by the Friends had 95 guests and was very well received!

OLD BUSINESS

Library 50th Anniversary: Christine has some print outs of newspaper articles detailing the creation of the library that will be posted and will be creating Facebook posts to

celebrate its history and will ask the public for their submissions

IPLAR: Due by July 1 and Christine is actively working on it

Annual Report to Mayor: Jillian, Christine, and Chantelle are working on this and will be submitted after IPLAR is completed

Election of Officers: positions remain the same

EDDM; Every Door Direct Mail for the Community Survey: There are around 1300 potential households and 29 surveys have come back from the initial flier that was distributed during the Friends flower so a mailing is needed. It should cost no more than \$264 for postage with the printing costs are worked into the budget and Chantelle will be advising on the creation of the mailing.

NEW BUSINESS

4th of July Holiday: The Library will be closed that Thursday (July 4) and paid for employees. We would love to have a float in the community parade that morning and we discussed maybe the Friends could order custom balloons highlighting the 50 year anniversary.

Treasurer Audit Prep: Becci turned everything in the first week of May due to a new company taking over the audit and she is still waiting for last year's audit to come back.

Annual Sexual Harassment Training: Christine has created individual accounts for all applicable persons and we are to call/email her when we're each ready to complete the training so she can send the activation code.

Membership/Programming Opportunities: Discussed a "Library of Things" - what kind of things can we offer and where can we store it? To entice new members to sign up and bring more awareness and public to our location.

School Electronic Registration: Discussed how to send out library info to incoming Heritage students since registration is no longer primarily in-person. We can ask Principal Sanders to send an email out to student families to refer people without regular internet/computer access to register at the library and link the library in the school's app if possible.

Approve Renewal of Illinet/OCLC Contract: This contract is imperative to how we are able to operate our inter-library loan program. Becci moved to renew contract, Chantelle seconded and motion passed unanimously for renewal.

Adjourn: Chantelle moved to adjourn at 8:09pm and Becci seconded. Motion passed.

Minutes submitted by Casey Phillips, Secretary