



**ROCK RIVER LIBRARY DISTRICT BOARD MEETING
SECRETARY NOTES**

806 1st Avenue, Silvis, IL 61282

September 18TH, 2024, at 6:30 PM

Present: Those in attendance include Pat Held, (President), Joanne Riedl [Vice-President], Stacy Bawden [Treasurer], Julie Black, [Secretary], Pam Bragg [Trustee], Linda Johnson [Trustee]

Library Director: Amy Fry

Absent: Carole Karenke

Public present: None

1. Pat Held, Board Vice President, called the meeting to order at 6:32 p.m.
2. Public Comment: none
3. Approval of Minutes.
A motion was made by Pam and seconded by Stacy to approve the July 17th, 2024; Board Meeting minutes as presented.

After the motion was moved and seconded, Pat opened the floor for discussion.

The motion was approved unanimously, and the *July 17, 2024, Board Meeting minutes* were adopted.

4. Approval of Decennial Committee Meeting Minutes.
A motion was made by Julie and seconded by Joanne to approve the July 17th, 2024; Decennial Committee Meeting minutes as presented.

After the motion was moved and seconded, Pat opened the floor for discussion.

The motion was approved unanimously, and the *July 17, 2024, Decennial Committee Meeting minutes* were adopted.

5. Treasurer's Report:
A motion was made by Stacy and seconded by Pam to approve the July 17th, 2024; Treasurer's Report as presented.

After the motion was moved and seconded, Pat opened the floor for discussion.

The motion was approved unanimously; and the *September 18th, 2024, the Treasurer's Report* was adopted.

6. Director's Report
 - a. Library Happenings
 - i. Building Maintenance/Projects
 1. HVAC Unit: There was a delay in the HVAC unit installation. It is being replaced this week. A crane will be used to lift it into place. This work is done.
 - ii. Programming: Amy discussed Centennial events. She highlighted:

1. “Summer Reading 2024” ran from June 1st through July 31st. A total of 1,315 participants registered (105.8% increase from 2023 - 639). 532 signed up on the Reader Zone App (84.7% increase 2023 - 288). 272 made it to the HALFWAY point (32% increase from 2023 - 206). 227 completed the challenge (32.8% increase from 2023 -171).
2. “Silvis Summer Fest” was held on August 3rd [McClintock Trucking]. A Bounce Zone, Kids Zone, School Supply Giveaway (240 backpacks full of supplies), car show, vendor show, and live music were included. Over 800 residents attended.
 - a. Eagle Ridge Donations - Leftover backpacks and supplies were donated to Eagle Ridge School. Eagle Ridge relies on donations for all school supplies. Due to the income levels of their students, they are not required to provide their own school supplies.
3. “Silvis Hispanic Heritage Festival” was held on September 14th [Hero Street]. A Magician, Face Painters, Balloon Twisters, Toddler Zone, Craft Vendors, Food Trucks, Car Show, Speakers, Ballet Folkloric, and the Dietz Soliz Band were included. 2500 residents participated! This was the largest turnout for a city-event in more than a decade. This was the largest library turnout EVER!
4. “Bingo Night Fundraiser” will be held on September 28th [McGehee Center]. This library fundraiser will help cover the cost of remaining Centennial Events. \$20 entry includes: 3 Bingo cards, 1 dauber, 1 food/beverage ticket (slice of pizza/pop/cookies), and 1 door prize entry. Adults only. Limited to 72. The library could use volunteers for this event!
5. “Trunk or Treat” will be held on October 19th [Silvis Library]: Event will include over 30 trunks, free goody bags, free comics, free hot dogs/bottled water/popcorn, and selfie stations throughout the library. Last year, we had 1500 participants. The library could use volunteers for this event!
6. QC Live Monthly television spot: Beginning in February, the library began appearing on a monthly segment of QC Live. Shaniece, Katelynn, and Minda each discuss upcoming Centennial events. The next segment will air live on October 2nd.

iii. Personnel: The library is fully staffed at this time.

b. Annual Reports

- i. IPLAR Status: For “public library districts,” including the Rock River Library District, the deadline to complete the Illinois Public Library Annual Report (IPLAR) is on or before September 1ST of each year. Amy completed the IPLAR before the deadline.
- ii. Per Capita Grant Requirements 24-25: The requirements have not been updated, but they will likely remain the same as they have in the previous few years.
- iii. Unclaimed Property Report: The Unclaimed Property is due on November 1st. Amy will complete this before the October meeting.
- iv. ILLINET: Completing the ILLINET (Illinois Library and Information Network) ILL (Interlibrary Loan) & RB (Reciprocal Borrower) Statistical Survey is required to receive annual certification. The ILLINET ILL &RB Survey isn’t due until March, but October is

the only time we meet before then, so Amy will have it completed before the October meeting.

- v. Library Certification: The Library Certification Report opens in January 2025, with a due date of March 31st. Since we do not meet between January and March, Amy won't be able to update you again until the April 16th meeting.
- c. Documents Filed
 - i. Ordinance 24-02 (Budget & Appropriations):
 - 1. A scan of the completed document was sent to Rock Island County within 30 days of approval.
 - 2. Ordinance 24-02 was published, without an appropriations column, within 30 days of approval.
 - 3. Proof of Publication was sent to Rock Island County within 30 days of publication.
 - d. FOIA/OMA (DIRECTOR & Trustees):
 - i. FOIA: The library director is required to complete this training annually. Amy has completed her 2024 certification. This is done.
 - ii. Open Meetings Act (OMA) Training – The library director is required to complete this annually. Trustees are required to complete this once every term. All trustees are current. Amy has also completed her 2024 certification.
 - e. Trustee Facts File (Chapter 10: Budgeting and Financial Management): Chapter 10 discusses the types of revenue that public libraries receive, possible library expenditures, and budgeting guidelines. Chapter 11 (Fundraising) will be discussed at the next meeting.

7. Unfinished Business

- a. Discuss Trustee Elections (April 1, 2024): Amy is prepared election packets for the board members that are required to run in the April 1st, 2024 election (Julie Black, Stacy Bawden, and Pam Bragg). Each packet includes example forms. Receipt of "Statement of Economic Interest" must be filed with nominating petitions. Trustees will need to have their papers notarized and brought to the library Director by **October 14th**. Amy must file the returned documents by **November 12-18th**. Using the information in the packets, she will fill out a "Certificate of Ballot," and submit it to the County Clerk's Office (Elections Division). The election will be held on April 1st, 2024.
- b. Discuss Ordinance 24-03 (Tax Levy): The Estimated EAV is not yet available from the County. When it becomes available, Amy will prepare a rough draft of the Tax Levy. It will be determined by the board at the next meeting but cannot be approved for an additional 20 days.
- c. Discuss Truth in Taxation: If a hearing needs to be held, a notice will need to be published in the newspaper.
 - i. This publication must take place no less than 7 days, but no more than 14 days, prior to the hearing.
 - ii. Whether a hearing must be held or not, a Truth in Taxation Compliance Certificate must be sent to the County Clerk. Amy will get that certificate made and filed after the tax levy is approved.
- d. APPROVE – Ordinance 24-04 (Treasurer's Financial Report): A motion was made to approve Ordinance 24-04 as presented.

A motion was made by Pam and seconded by Julie to approve the report.

After the motion was moved and seconded, Pat opened the floor up for discussion. There was no discussion.

Secretary, Julie Black requested a Roll Call Vote, ending with the Board President

Stacy Bawden – Yes
Julie Black – Yes
Pam Bragg – Yes
Carole Karenke –ab

Linda Johnson –Yes
Joanne Riedl – Yes
Pat Held - Yes

There are six votes in the affirmative and zero votes in the negative. There was a two-thirds majority vote in the affirmative and Ordinance 24-04 (Treasurer’s Financial Report) was approved.

8. New Business

- a. Discuss AFR (Annual Financial Report): The Annual Financial Report is due in December, but it must be approved at a board meeting before it can be submitted. Amy will have this completed by the October meeting.
- b. Discuss Director’s Review – Trustees were given a review to complete and return by the October meeting. Amy will be reviewed by each library board at their October board meetings.
- c. Discuss Donations to Schools – Donations to schools were discussed. They will be voted on at the October meeting.
- d. Discuss Treasurer Paying Winter Bills – Permitting the treasurer to pay winter bills was discussed. This will be voted on at the October meeting. Stacy will take care of this.
- e. Discuss Payments to Silvis – Payments to Silvis were discussed. They will be voted on at the October meeting.
- f. Library Wishes – The library does not have any at this time.

9. Items to be placed on next meeting’s agenda:

i. Approve Public Hearing Minutes!!!!

ii. Library Happenings

1. Building Maintenance/Projects
2. Programming
3. Personnel

iii. Annual Reports

1. Unclaimed Property Report Status
2. ILLINET Status

iv. Documents Filed:

v. Trustee Facts File (Chapter 11)

- Complete 2023 Per Capita Requirements
- APPROVE - AFR
- DETERMINE? - 24-03 Tax Levy
- APPROVE - School Donations
- APPROVE - Treasurer to pay winter bills
- APPROVE - Payments to Silvis
- APPROVE - Library Wishes
- Statements of Economic Interest – Reminder to submit by the April due date
- Long Range Plans – Review
- Sexual Harassment Training

A motion was made by Pam and seconded by Linda to adjourn.

The meeting was adjourned at 7:08 p.m.

Respectfully submitted,
Julie Black, Secretary
Rock River Library Board

NEXT Board Meeting: Wednesday, October 16th, 2024, 6:30 PM