



IHLS Directors' Chat

December 3, 2014 – 32 participants

Chris Dawdy, SHARE Director: Welcome!

Julie Jarman: Hello Everyone!

Shawn- Elwood Township: Hello

Kim: I am planning on cleaning house here at the library, who do I contact to get permission to destroy library documents? Does anyone know?

Esther Curry--C.E. Brehm Memorial PLD: Kim--We talked with a person from a state office that handled that. Our Office Manager handled that, I will see if I can get the info for you.

Kim: Thank you. That would be great.

Ellen Popit: Kim, I can get you that information as well. Do you already have a records retention document?

Kim: No, I do not.

Jacqueline Allen--Melvin Public: Kim, We had someone from the Local Records Commission, IL Archives, Norton Bld. First Floor East in Springfield come out years ago and he reviewed all our documents and gave us/completed an Application for Authority to Dispose of Local Records which clearly states what you must keep and how long. The number on our document is 217-782-7075.

Ellen Popit: It's Kim Keller, correct? I can dig up some information we received during the transition and get it out to you.

Kim: Kim Heft from Onarga Public Library.

Ellen Popit: Glad that I asked, Kim!

Kim: Jacqueline and Ellen- ThankYou.

Celeste: Question: what type of information do you share with staff to explain re: the Federal Labor Standards Act what being an "exempt or salaried employee" is like versus being non-exempt?

Celeste: Does anyone have a handout or tip sheet they can share? or a section of their staff handbook?

Ellen Popit: I'm looking in our handbook now!

Ellen Popit: We do have that defined in our personnel code.

Celeste: I'm at cchoate@tufl.info if you could email me :-)

Ellen Popit: Sure, no problem.

Britta - Columbia Pub Lib: My library just bought a really nice flat screen smart tv for announcements and programs. We're looking for a mobile cart with a flat screen mount so we can wheel it where we need it, but they seem to be more expensive than the tv was. If anyone has purchased one or has any idea where I might find one at a more reasonable price than displays2go, I'd appreciate the info.

Esther Curry--C.E. Brehm Memorial PLD: Have you checked Demco or The Library Store--they sometimes have things like this.

Jacqueline Allen--Melvin Public: I'm curious how other small public libraries handle payroll--do you do it in house or hire an outside company? Is it completed by a library trustee/treasurer or the director? Who/how many sign the paychecks? Is payroll weekly, monthly, bi-monthly?

Britta - Columbia Pub Lib: Demco does not. I'll have to check TLS.

Lacey - Barclay Public: prices on amazon range from \$150-\$600

Esther Curry--C.E. Brehm Memorial PLD: We use Quickbooks to do our payroll and do it in-house.

Lacey - Barclay Public: @Jacqueline - We used to use an accounting company, but now have a bookkeeper that comes once a week to write checks, do payroll and all that stuff. We use Quickbooks.

Lacey - Barclay Public: payroll is every two weeks and only need one signature.

Maria Dent- Mt. Zion District: Answering the payroll question - we use a local accounting firm which charges us \$600 per month to do bi-weekly payroll which includes making the IMRF payment. They also take care of all of our financial reports each month as well as prepare our checks for paying our bills. Checks require 2 signatures - we have 4 Board members as signers as well as the Director. Our paychecks are all direct deposit.

Julia - Argenta-Oreana PLD: Jacqueline, we have payroll done by an outside accounting firm, and I wouldn't have it any other way. Staff are paid semimonthly (twice a month). All but one use direct deposit. We require two signatures, so I have two Board members who sign checks.

Celeste: speaking of checks, when you pay bills, does anyone have the person cutting the check also signing the check?

Kathy Goleman Divernon Township Library: Our board treasurer does payroll at our library and we get paid monthly

Maria Dent- Mt. Zion District: I prepare all the bills and then send to the accountant who prepares the checks. Even though I am a signer, I have 2 Board members sign unless it is an emergency. Then our Treasurer makes the various transfers online. Accounting firm also prepares our annual Treasurer's Report.

Julia - Argenta-Oreana PLD: Celeste, I submit the bills to an outside accounting firm. Two trustees review the invoices and sign the checks. I think that's getting into some gray areas when the person who cuts the check also signs it. It's a definite red flag for auditors and savvy members of the public.

Kelly-Lebanon Library: Britta- We have purchased unique items from Warehouse of Stuff and off Craigs list and save a ton of money. People who buy out whole schools and businesses often have items like this.

Jacqueline Allen--Melvin Public: Very useful info about payroll everyone, thanks!

Kim: Jacqueline- Go to (820 ILCS 115/3) (from Ch. 48, par. 39m-3) and look under section 3 It states all hourly employees must be paid at least twice a month in Illinois. Salaried employees can get paid only once a month.

Jen- OKWP: Has anyone done inventory through the check in screen? I have tried doing this today but when I pull up the Inventory Exception- Misshelved report, it's listing all items including the ones we just scanned... Am I doing something wrong?

Celeste: Julia - Thanks! It is in the Finance Policy that the office manager controls the signature check for the Treasurer, and we have run it by have new auditors this year. (Haven't heard back from them yet - just curious as to others' practices.

Kelly-Lebanon Library: Our treasurer does it using Quicken -payroll program, bi monthly.

Ellen Popit: What fun things are going on in your libraries during the next three weeks???? SIU's library did a giving tree for children's books that has gotten some nice coverage. Send us your holiday news and we'll share it on Facebook---pictures are especially fun!

Jen- OKWP: Starting next week we are doing our first ever Christmas Tree Walk to benefit the local food pantry. WCIA 3 News just suprised us today and came by to do small segment about it!

Ellen Popit: How does a Christmas Tree Walk work, Jen?

Kim: Yeah Jen!

Celeste: I'll ask another one: Our policy says that the Library does not allow "Being unwashed to the point of having an offensive odor." How does your library handle it when individuals are underneath the offensive odor individually but as a group in a room, there is an offensive odor?

Kelly-Lebanon Library: Congrats, Jen!

Lacey - Barclay Public: Our Friends' annual Cookie Walk is Saturday. We get cookies donated from the community and the Friends set them out on plates in our meeting room. People get a glove and a box to fill with whatever they want. We weight the box and charge \$5/pound. Great fundraiser!

Jacqueline Allen--Melvin Public: Kim, looks like administrative employees, even if wage earners vs salaried can be exempted from twice a month payroll--"Wages of executive, administrative and professional employees, as defined in the Federal Fair Labor Standards Act of 1939, may be paid once a month."

Jen- OKWP: Local businesses and organizations submit either trees or wreaths to display in the library. The public can come in and vote for their favorite using a food item

Kelly-Lebanon Library: What size box do you use? Do you get the boxes from a bakery?

Jen- OKWP: oh! I like the cookie walk idea!

Jill-FVHP: Our library did literature themed Xmas tress this year. For example, 50 grey paints chips = 50 shades of gray. A tree with princess tiaras, tiny diamond rings and white bells = Princess Bride. We have about 15 mini tress in various places around the library. Patrons are enjoying them.

Kelly-Lebanon Library: Celeste - We have Febreeze to freshen up a room/area after such a group, but have neve said anything.

Lacey - Barclay Public: We also built a christmas tree out of books that we are calling our Wishing Tree. We taped paper 'wishing' stars to it that have items we want written on them (tablets, legos, DVD TV sets, etc.) along with the monetary value. In just one week, six of our wishes have been granted!

Ellen Popit: Jill, PLEASE send pictures---what fun!

Ellen Popit: It would be loads of fun to feature library holiday pictures over the next few weeks!

Kelly-Lebanon Library: We are holding a couple raffles for Christmas books and our resident mural painter is wrapping all our art work in gift wrap and adding big ribbons so it looks like we have all these giant presents hanging around.

Kelly-Lebanon Library: It would be fun to post some of our creative idea pictures on IHLS facebook page or your library pinterest page.

Lacey - Barclay Public: They're about the size of a dozen donut box. We used to get them donated from Casey's, but last year purchased a bunch that are plain brown and make our own logo stickers.

Kelly-Lebanon Library: Good idea, Lacey.

Jill-FVHP: Britta: we modified a cart to hold a flat screen TV with some metal braces. There were existing mount points on the TV so we could do this. I will take a photo and send to you.

Betty: Does the Dept of Revenue automatically send a new paper with the tax exempt # or do you have to call Springfield and request they send it. I understand it is good for 5 years

Ellen Popit: I don't believe the number ever changes, does it?

Elaine - MTL: We would get a new letter shortly before the old one expired. I believe Pat Norris at ISL used to send out those letters.

Ellen Popit: She did, Elaine! The old one I had was in memo form form Pat.

Chris Dawdy, SHARE Director: Jen, back to your question about inventory. I'll ask Joe DeVillez to contact you about it. He's one of our Circulation Specialists, and has learned lots about doing an inventory.

Esther Curry--C.E. Brehm Memorial PLD: Chris--any chance of setting up some training session on doing inventory/using inventory tool in Polaris?

Jen- OKWP: thanks chris

Chris Dawdy, SHARE Director: Good idea, Esther. I know from meeting with Sue and Joe this morning about making training videos, Joe is working on one for inventory. But that doesn't mean we can't also have a class.

Britta - Columbia Pub Lib: Thank you Jill!

Esther Curry--C.E. Brehm Memorial PLD: I know a lot of people have expressed interest in learning more on the inventory

Ellen Popit: Before we close, we just want to share (no pun intended) another idea that Chris and I have hatched during our travels together. We'd like to start a brown-bag series of chats on specific topics. Celeste's financial questions were perfect, because that's one of the first areas of need that we've identified. They would be held on a monthly basis and we'd make sure we had a few invited guests who had particular expertise on the topic being discussion. What do you think?

Kelly-Lebanon Library: works for me

Celeste: love it!

Anita@sherman: I am glad someone mentioned inventory. I need to start again and wondered if anyone has words of wisdom about inventory using Polaris inventory manager?

Scott Drone-Silvers: Hey folks - is anyone using a signature pad on their workstations? Like the ones that they have in medical offices...

Scott Drone-Silvers: [crickets] OK. Just curious. Looking at some potential to make our library card application paperless...

Ellen Popit: Anything else for the good of the order?

Ellen Popit: I think that the hour has ended. See you all in 2015!!! Have lovely holidays!

Kathy Goleman Divernon Township Library: Thanks!

Chris Dawdy, SHARE Director: Thanks for joining us! Same time, same place on January 7!

Shawn- Elwood Township: Thank you have a great holiday :D