

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

PUBLIC HEARING AGENDA

BUDGET AND APPROPRIATIONS ORDINANCE

September 16, 2024

CALL TO ORDER AND ROLL CALL

President Larry Hofbauer called the Public Hearing on the Annual Budget and Appropriations Ordinance of the Cissna Park Community Library District Board of Trustees to order at 4:36 p.m. with the following trustees and administrators present:; Lynn Hasselbring; Ryan Rogers; Larry Hofbauer; Emily Tuttle; Elaine Young; and Donna Jean, Librarian.

NEW BUSINESS

Presentation and discussion of the annual Budget and Appropriation Ordinance.

PUBLIC INPUT

None.

ADJOURNMENT

Lynn Hasselbring made the motion, seconded by Ryan Rogers to adjourn the meeting at 4:39 p.m. Vote: ayes, all. Motion carried.

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

MEETING

September 16, 2024

CALL TO ORDER AND ROLL CALL

President Larry Hofbauer called the regular meeting of the Cissna Park Community Library District Board of Trustees to order at 4:40 p.m. on September 16, 2024, with the following trustees and administrators present: Lynn Hasselbring; Larry Hofbauer; Ryan Rogers; Emily Tuttle; Elaine Young and Donna Jean, Librarian.

APPROVAL OF AGENDA

Ryan Rogers made the motion, seconded by Emily Tuttle, to approve the Agenda as presented. Vote: ayes, all. Motion carried.

APPROVAL OF MINUTES

Ryan Rogers made the motion, seconded by Emily Tuttle, to approve the minutes of the July 15, 2024 meeting as presented or as per amendments. Vote: ayes, all. Motion carried.

TREASURER'S REPORT – INVESTMENT POLICY REPORT

No treasurer's report because of the treasurer's absence.

In conformance with our Investment Policy, all funds except Petty Cash are invested in insured accounts with The Frederick Community Bank in Cissna Park.

READING AND ALLOWANCE OF BILLS

Lynn Hasselbring made the motion, seconded by Ryan Rogers, to approve payment of the bills as presented. Roll call vote: Mr. Roger, yes; Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mrs. Hasselbring, yes; Mrs Young, yes. Motion carried.

## OPPORTUNITY FOR PUBLIC INPUT

None.

## COMMUNICATION

Mrs. Jean reported little differences in circulation: No large print books and a colored Library app added.

Mrs. Jean reported automation system is working fine.

The Lavina Young grant was for \$2,000.00 for a Smart Board.

Trustee's per capita grant requirement: Serving our Public 4.0.

A Library crawl will begin in October with 170 libraries participating.

A donation from Kristy Dokey of \$100.00 was given in memory of Maggie Egolf.

Sexual harassment training and open meetings act training for trustees and employees are required to be completed by December 31.

Mrs. Jean reported for Mrs. Thomas that Story Hour is with 17 children in 1 day.

Halloween Fun Night will be Saturday, October 26, 2024 from 4:30-6:00pm.

## UNFINISHED BUSINESS

Ryan Rogers made the motion, seconded by Emily Tuttle, to approve the purchase of website services from Streamline at an initial cost of \$1500.00 and a monthly fee of \$70.00 (discounted rate through IHLS). Roll call vote: Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mr. Rogers, yes; Mrs. Hasselbring, yes; Mrs. Young, yes. Motion carried.

## NEW BUSINESS

The annual Budget and Appropriation Ordinance, having been prepared by Mrs. Jean, and a public hearing held as required, Lynn Hasselbring, made the motion, seconded by Ryan Rogers, to approve the Budget and Appropriation Ordinance as presented. Roll Call Vote: Mr. Rogers, yes; Mrs. Hasselbring, yes; Mr. Hofbauer, yes; Mrs. Tuttle, yes; Mrs. Young, yes. Motion carried.

After review Emily Tuttle made the motion, seconded by Ryan Rogers, to certify the Illinois Public Library Annual Report as presented. Vote: ayes, all. Motion carried.

After review, Lynn Hasselbring made the motion, seconded by Emily Tuttle, to accept the Annual Audit Report from Russell Leigh and Associates as presented. Vote: ayes, all. Motion carried.

Ryan Rogers made the motion, seconded by Emily Tuttle to employ Sophie Kaeb as a circulation clerk at \$15.00 per hour for up to 599 hours per year. Roll Call vote: Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mr. Rogers, yes; Mrs. Hasselbring, yes; Mrs. Young, yes. Motion carried.

Emily Tuttle made the motion, seconded by Ryan Rogers to send Donna Jean to the AISLE conference November 7=9 in Tinley Park at \$410.00 for conference registration. Roll Call vote: Mrs. Hasselbring, yes; Mrs. Tuttle, yes; Mr. Rogers, yes; Mr. Hofbauer, yes; Mrs. Young, yes. Motion carried.

Ryan Rogers made the motion, seconded by Emily Tuttle to amend the following Closing Dates for the FY '25 calendar: Spring Break is March 24-Mach 29. Vote: ayes, all. Motion carried.

Lynn Hasselbring made the motion, seconded by Ryan Rogers to extend and adjust library hours of operation as follows: Monday—Thursday 8 am-6 pm, Friday 8 am-3 pm, Saturday 8am-12pm. Closed for lunch 12:00 – 12:30. Vote: ayes, all. Motion carried.

## ADJOURNMENT

Emily Tuttle made the motion, seconded by Ryan Rogers, to adjourn the meeting at 5:07 p.m. Vote: ayes, all. Motion carried.