

HILLSIDE PUBLIC LIBRARY  
405 N. HILLSIDE AVENUE, HILLSIDE, IL

BOARD OF TRUSTEES MEETING – JANUARY 17, 2024

MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:00 pm by Maureen Sypkens.  
PUBLIC COMMENTS: *The Board President will advise the public they must follow the Hillside Public Library Rules for Public Comment. The Hillside Public Library Rules for Public Comment are available on the Library's website.*
2. ROLL CALL: PRESENT In Person – Maureen Sypkens, Bill Spain, Geneva Allen, Sandy Barge, Donna Kassar, Yolanda Bindert.  
Guests: Director Amy Franco, Veronica Villagómez
3. AUDIENCE PARTICIPATION
  - a. Veronica Villagómez, Electronic Resources Librarian, gave the Board a summary of progress achieved this year. A new computer assistant was hired in August. We have new databases including Morningstar Investment Research Center and Creativebug. We have seen significant increases in database usage, audiobooks and eMagazine access. Our scanner is very popular and we added 5 Spanish language programs.
4. APPROVAL OF MINUTES
  - a. Donna Kassar made a motion to ACCEPT THE MINUTES FROM THE NOVEMBER 15, 2023, MEETING. Yolanda Bindert seconded the motion. The motion carried by voice vote.
  - b. Donna Kassar made a motion to ACCEPT THE MINUTES FROM THE SPECIAL MEETING ON DECEMBER 13, 2023. Bill Spain seconded the motion. The motion carried by voice vote.
5. COMMUNICATIONS – following a patron request, we now have a machine to digitize VHS tapes that is available for checkout. We are also looking into becoming a site to process license plate renewals.
6. FINANCIAL REPORTS – Bill Spain presented the Treasurer's reports and Financial statements for November and December 2023. We have received the current tax installment.
  - a. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENT FOR NOVEMBER 30, 2023. Geneva Allen

seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Geneva Allen – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE.

- b. Bill Spain made a motion to APPROVE THE TREASURER’S REPORT AND FINANCIAL STATEMENT FOR DECEMBER 31, 2023. Geneva Allen seconded the motion. The motion carried by roll call vote: Maureen Sypkens – AYE, Bill Spain – AYE, Geneva Allen – AYE, Sandy Barge – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE.

## 7. DIRECTOR’S REPORT

- a. Building and Grounds – The front door hinges have been replaced. The work on the wet sprinkler system has been completed. The waterproofing has been completed and the new drain is functioning. The flooring installation is being scheduled. The server’s new security gate came loose and has been fixed.
- b. BUSINESS OFFICE – we are officially members of LIRA insurance coverage. The Per Capita Grant has been submitted. The ILLINET survey and annual certification is in progress, as is the budget process.
- c. TECHNOLOGY –
  - i. The fiber cutover was very smooth. We now get fiber from the Village. We will be creating an IGA with the Village and cancelling Comcast service.
  - ii. Bibliotheca is installed and we are encouraging people to learn how to use it.
  - iii. The new website is making great progress. There will be an automated translation service for the website.
- d. SWAN/RAILS UPDATES - Catalog App – SirsiDynix cut off access to the catalog app without warning due to a contract dispute. However, patrons can access the online catalog if they delete the current app and reinstall it. SWAN is investigating new vendors for FY2025.
- e. CIRCULATION STATS – print circulation is falling, but electronic circulation is rising.
- f. BOARD DINNER – Saturday, January 20 at 7pm.
- g. 3 THINGS TO SHARE
  - i. SWAN Libraries+ App for iOS and Android. If you were using the SWAN app before, you will need to delete and re-download the new app. Store your library card, manage your account, and find something to read or watch, all from your phone or tablet.
  - ii. The new self-check machine is up and running. The library is embracing new technology for a better experience.
  - iii. Self-Defense class through Hive on Feb 8 at 5pm.
- h. HVAC - the HVAC technician was able to keep the heating system functioning. But, the HVAC system is on its last legs. We had to close the library on Tuesday, Jan 16 due to cold temperatures in the library. We are a county designated warming center and should not be closing on such days. The roof will also need to

be fixed soon. These projects on this building will be very expensive. If we use all our reserve on fixing this building, we will not have enough funds for a move to the Village Hall. We will try to get an estimate on a date for the grant money to move into the new building and impress upon them how dire our situation is with HVAC.

- i. Maureen Sypkens made a motion to APPROVE THE DIRECTOR’S REPORT. Donna Kassar seconded the motion. The motion carried by voice vote.
  
- j. NEW BUSINESS
  - i. Review of *Serving our Public: Chapter 9: Reference and Readers’ Advisory Services*. We are nearly up to date on this chapter. We only need a reference service policy.
  - ii. Approval of Revised Library Mission and Vision Statements  
The new mission statement is: We provide an inclusive space for community growth and connection, accessing resources, and building a strong, diverse community.  
The new vision statement – Explore, Connect, Grow  
Maureen Sypkens made a motion to APPROVE THE MISSION AND VISION STATEMENTS. Bill Spain seconded the motion. The motion carried by voice vote.
  
- k. ANNOUNCEMENT – The next meeting will be on February 21, 2024.
  
- l. ADJOURNMENT – Maureen Sypkens made a motion to adjourn the meeting at 8:21 pm. Bill Spain seconded the motion. The motion carried by voice vote.

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES  
TREASURER'S REPORT FOR NOVEMBER 30, 2023**

**1. Review of Bills and Financial Accounting**

**EXPENDITURES AS OF NOVEMBER 30, 2023**

PERSONNEL	\$50,975.52
OPERATIONS	\$6,820.64
MATERIALS	\$3,391.58
PROGRAMS	\$41.78
BUILDING	\$444.13
CAPITAL	\$257.74
<b>TOTAL EXPENDITURES</b>	<b><u>\$61,931.39</u></b>

**RECEIPTS AS OF NOVEMBER 30, 2023**

FINES, FEES & MISCELLANEOUS INCOME	\$1,746.64
PER CAPITA GRANT	\$0.00
INTEREST INCOME	\$1,161.71
Republic Bank	\$5,066.89
Illinois Funds Reinvest	\$1,506.72
PFM Reinvest	\$0.00
TAXES PRIOR YEARS	\$273,656.46
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
<b>TOTAL RECEIPTS</b>	<b><u>\$283,138.42</u></b>

**2. Fund Balances as of November 30, 2023**

11-2900	Library Fund (Cash & Investment)	\$906,465.37
20-2900	Building Maintenance Fund	-\$51,950.92
30-2900	FICA Fund	-\$22,608.10
40-2900	IMRF Fund	-\$47,848.31
50-2900	Insurance Fund	-\$1,578.30
52-2900	Unemployment Fund	\$26,607.21
54-2900	Workers Comp Fund	-\$668.10
60-2900	Audit Fund	-\$3,173.13
70-2900	Building Reserve Fund	\$2,467,667.93
<b>TOTAL FUND BALANCES</b>		<b><u>\$3,272,913.65</u></b>

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES  
TREASURER'S REPORT FOR DECEMBER 31, 2023**

**1. Review of Bills and Financial Accounting**

**EXPENDITURES AS OF DECEMBER 31, 2023**

PERSONNEL	\$93,804.08
OPERATIONS	\$40,096.94
PROFESSIONAL SERVICES	\$13,320.12
MATERIALS	\$18,160.66
PROGRAMS	\$2,658.31
BUILDING	\$15,955.60
CAPITAL	\$1,270.82
<b>TOTAL EXPENDITURES</b>	<b>\$185,266.53</b>

**RECEIPTS AS OF DECEMBER 31, 2023**

FINES, FEES & MISCELLANEOUS INCOME	\$387.59
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,003.96
Illinois Funds Reinvest	\$5,205.04
PFM Reinvest	\$4,049.22
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$414,221.91
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$424,867.72</b>

**2. Fund Balances as of December 31, 2023**

11-2900	Library Fund (Cash & Investment)	\$1,117,728.96
20-2900	Building Maintenance Fund	-\$41,811.63
30-2900	FICA Fund	-\$6,574.99
40-2900	IMRF Fund	-\$30,558.65
50-2900	Insurance Fund	\$12,155.85
52-2900	Unemployment Fund	\$26,634.68
54-2900	Workers Comp Fund	\$155.95
60-2900	Audit Fund	-\$426.30
70-2900	Building Reserve Fund	\$2,467,667.93
<b>TOTAL FUND BALANCES</b>		<b>\$3,544,971.80</b>