



HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

405 N. Hillside Avenue, Hillside, IL 60162

Lower Level Meeting Room

Agenda for Regular Meeting of April 16, 2025 at 7:00 PM

1. ROLL CALL
2. AUDIENCE PARTICIPATION
 - Public Comments
3. APPROVAL OF MINUTES ***V**
 - Previous regular meeting of March 19, 2025
4. COMMUNICATIONS
5. OFFICERS' REPORTS ***V**
6. FINANCIAL REPORTS
 - Treasurer's Report for March 2025
 - Review of Bills, March 2025
 - Approval of Financial Statements, March 2025 ***R**
7. DIRECTOR'S REPORT
8. COMMITTEE REPORTS ***V**
 - Finance
 - Facilities
 - Personnel
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - Review of *Serving Our Public: Chapter 13: Marketing, Promotion, and Collaboration*
 - Approval of letter to the Village of Hillside Board regarding the .02% Building & Maintenance Levy ***R**
 - Semi-annual review of executive session minutes and recordings in compliance with 5 ILCS 120 2.06 ***V**
 - Approval of Resolution 2025-05 Establishing revenues budget for the fiscal year 2025-2026 ***R**
 - Approval of Resolution 2025-06 Establishing expenditures budget for the fiscal year 2025-2026 ***R**
 - Approval of Resolution 2025-07 Determining operating appropriation for the fiscal year 2025-2026 ***R**
 - Approval of Resolution 2025-09 A resolution for transfer of surplus interest accrued in the nonmajor governmental funds to the general operating fund ***R**
11. EXECUTIVE SESSION
 - 5 ILCS 120/2 (c) (21) Discussion of meetings of minutes lawfully closed under the Act
12. ANNOUNCEMENTS
 - Next regular meeting: May 21, 2025
 - Statements of Economic Interest due to Cook County by May 1
13. REMINDERS
14. ADJOURNMENT ***V**

Posted: Library Lobby and Website

Delivered: Trustees

Potential Board Action on Items Marked with Asterisk*

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

BOARD OF TRUSTEES MEETING –April 16, 2025
MINUTES

1. CALL TO ORDER: The meeting was called to order at 7:02 pm by Shirley Wachowski.
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 - Bill Spain, Shirley Wachowski, Geneva Allen, Donna Kassar, Yolanda Bindert. Absent: Maureen Sypkens, Sandy Barge
Guest: Director Amy Franco
3. APPROVAL OF MINUTES
Shirley Wachowski made a motion to APPROVE THE MINUTES FROM THE MARCH 2025 MEETING. Bill Spain seconded the motion. The motion carried by voice vote.
4. COMMUNICATIONS - IMLS Funding – due to the cuts by the Federal government, we will not receive \$13,000 in Per Capita Grant funds. RAILS will be significantly affected with \$2 million (about 10%) cut from their budget. RAILS subsidizes our contract with SWAN which provides access to the collections from other libraries. The cuts will cancel resource sharing and delivery of items across RAILS. We will also lose the subsidies for group purchase of databases which will cost us \$6000. Our digital collection will decrease, and interlibrary loans will decrease. Everyone should contact their representatives to lobby for support of the funds.
5. FINANCIAL REPORTS - Bill Spain presented the Treasurer's Report and Financial Statement for March 31, 2025. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND FINANCIAL STATEMENT FOR MARCH 31, 2025. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE
6. DIRECTOR'S REPORT
 - a. BUILDING AND GROUNDS – There was an overflowing toilet which was repaired, cleaned and sanitized. The problem was the age of the fixtures.
 - b. STAFF EVALUATIONS – The staff is frazzled working on the floor. They do not have a private space where they can work without being disturbed. We will be turning the small meeting room into a staff room and creating a point of service desk on the floor for Reference librarians to help patrons.
 - c. BANKING – The agreements with Wintrust Bank have all been signed. Training is scheduled for the new system. Wintrust is completing the move on their end.

Republic Bank was not very professional when they learned we were changing banks.

- d. License plate sticker renewal processing is now available at the library.
- e. By-Laws Revision Committee – Valerie Marshall will lead the revision.
- f. LIBRARY COMMUNITY NEWS
- g. PERSONNEL - Paid Parental Leave law just revised. We will review our policies to ensure compliance.
- h. 3 THINGS TO SHARE
 - i. IMLS Funding is being cut. Please contact your legislators to let them know how important it is.
 - ii. Summer Reading Kickoff is June 2 from 5-7pm
 - iii. Please apply for the Hillside Library Scholarship. The scholarship will be awarded at the Time Capsule Opening on June 21.
- i. Shirley Wachowski made a motion to accept the Director's Report. Bill Spain seconded the motion. The motion carried by voice vote.

7. NEW BUSINESS

- a. Approval of Building Levy – Shirley Wachowski made a motion to approve the 0.02% Building and Maintenance Levy. Bill Spain seconded the motion. Motion carried by roll call vote: Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – ABSTAIN
- b. Approval of Resolution 2025-05: Bill Spain made a motion to APPROVAL RESOLUTIUN 2025-05 ESTABLISHING REVENUES BUDGET FOR THE FISCAL YEAR 2025-2026. Shirley Wachowski seconded the motion. Motion carried by roll call vote: Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE
- c. Approval of Resolution 2025-06: Bill Spain made a motion to APPROVAL RESOLUTIUN 2025-06 ESTABLISHING EXPENDITURES BUDGET FOR THE FISCAL YEAR 2025-2026. Donna Kassar seconded the motion. Motion carried by roll call vote: Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE
- d. Approval of Resolution 2025-07: Bill Spain made a motion to APPROVAL RESOLUTIUN 2025-07 ESTABLISHING OPERATIONS BUDGET FOR THE FISCAL YEAR 2025-2026. Yolanda Bindert seconded the motion. Motion carried by roll call vote: Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE
- e. Approval of Resolution 2025-09: Bill Spain made a motion to APPROVE RESOLUTION 2025-09 A RESOLUTION FOR TRANSFER OF SURPLUS INTEREST ACCRUED IN THE NONMAJOR GOVERNMENTAL FUNDS TO THE GENERAL OPERATING FUND. Donna Kassar seconded the motion. Motion carried by roll call vote: Shirley Wachowski – AYE, Bill Spain – AYE, Donna Kassar – AYE, Yolanda Bindert – AYE, Geneva Allen – AYE

8. ANNOUNCEMENT

- a. The next meeting will be on April 16, 2025.

- b. Statements of Economic Interest due to Cook County by May 1
- 9. ADJOURNMENT – Shirley Wachowski made a motion to adjourn the meeting at 7:53 pm. Donna Kassar seconded the motion. The motion carried by voice vote.

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

TREASURER'S REPORT FOR MARCH 31, 2025

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF MARCH 31, 2025

PERSONNEL	\$63,206.26
OPERATIONS	\$6,928.81
PROFESSIONAL SERVICES	\$8,578.79
MATERIALS	\$20,472.37
PROGRAMS	\$4,680.13
BUILDING	\$9,362.71
CAPITAL	\$4,900.73
TOTAL EXPENDITURES	\$118,129.80

RECEIPTS AS OF MARCH 31, 2025

FINES, FEES & MISCELLANEOUS INCOME	\$746.77
PER CAPITA GRANT	\$0.00
INTEREST INCOME	\$837.78
Republic Bank	\$4,506.20
Illinois Funds Reinvest	\$6,431.28
PFM Reinvest	\$0.00
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$528,174.20
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$329.19
OTHER	\$0.00
TOTAL RECEIPTS	\$541,025.42

2. Fund Balances as of March 31, 2025

11-2900	Library Fund (Cash & Investment)	\$1,730,415.97
20-2900	Building Maintenance Fund	-\$49,386.26
30-2900	FICA Fund	\$1,650.83
40-2900	IMRF Fund	-\$3,912.40
50-2900	Insurance Fund	\$9,177.55
52-2900	Unemployment Fund	\$26,086.35
54-2900	Workers Comp Fund	\$2,802.16
60-2900	Audit Fund	\$4,089.42
70-2900	Building Reserve Fund	\$2,863,667.93
TOTAL FUND BALANCES		\$4,584,591.55