



**Agenda for Regular Meeting of November 19, 2025 at 7:00 PM**

1. ROLL CALL
2. AUDIENCE PARTICIPATION
  - Rafal Pacanek, Manager, Sikich
  - Public Comments
3. APPROVAL OF MINUTES \*V
  - Personnel Committee Meeting of October 15, 2025
  - Previous Regular Meeting of October 15, 2025
4. COMMUNICATIONS
5. OFFICERS' REPORTS \*V
6. FINANCIAL REPORTS \*R
  - Treasurer's Report for October 2025
  - Review of Bills, October 2025
  - Approval of Financial Statements, October 2025
7. DIRECTOR'S REPORT \*V
8. COMMITTEE REPORTS \*V
  - Personnel Committee Report for October 15, 2025
9. UNFINISHED BUSINESS
10. NEW BUSINESS
  - Approval of revised Library Technology Access Policy \*V
  - Approval of revised License Plate Sticker Renewal Service Policy \*V
  - Acceptance of Fiscal Year 2024-2025 Audit and Annual Financial Report \*R
  - Approval of Resolution 2026-04: Appropriation determination and determination of amounts to be levied for library purposes for fiscal year 2025-2026 \*R
  - Approval of Resolution 2026-05: A resolution establishing the official holiday/closing dates for the Hillside Public Library for the Calendar Year 2026 \*V
  - Approval of Resolution 2026-06: A resolution establishing the official meeting dates for the Hillside Public Library Board of Trustees for the calendar year 2026 \*V
  - Approve authorization to open and advertise bids for main floor furniture plan \*V
11. EXECUTIVE SESSION (if needed)
12. ANNOUNCEMENTS
  - Next Regular Meeting: January 21, 2026 at 7:00 PM
13. REMINDERS
14. ADJOURNMENT \*V

Posted: Library Lobby and Website

Delivered: Trustees

Potential Board Action on Items Marked with Asterisk\*



**Minutes for Regular Meeting of November 19, 2025**

**CALL TO ORDER**

The meeting was called to order at 7:00 pm by Maureen Sypkens.

**ROLL CALL**

Members Present:

President: Maureen Sypkens

Trustee: Yolanda Bindert

Secretary: Donna Kassar

Trustee: Sandy Barge

Treasurer: Bill Spain

Members Absent:

Vice President: Shirley Wachowski

Trustee: Geneva Allen

Staff Present:

Library Director: Amy Franco

Others Present:

Rafal Pacanek, Sikich LLP

**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.*

Rafal Pacanek, Manager, Sikich, presented the Board with the Annual Financial Report and the Auditor's Communication to the Board of Trustees and Management. Sikich gave the report an unmodified opinion which is the highest rating. He discussed the Management's Discussion and Analysis which is a good reference for the financial position of the library. There were no significant deficiencies, but we still have the issue of segregation of duties which is difficult to address with a small staff. The library will be engaging Jamie Raklin to evaluate our situation and help make improvements.

**APPROVAL OF MINUTES**

Maureen Sypkens made a motion to APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE AND THE MINUTES OF THE REGULAR MEETING ON OCTOBER 15, 2025. Bill Spain seconded the motion. The motion passed by voice vote.

**COMMUNICATIONS**

1. There were several new bills passed that affect the library. We no longer need to keep retain junk mail as it cannot be requested by FOIA. All FOIA requests must prove they are coming from a human.
2. Director Franco had a walk through the library with the representative from LIRA. They were very happy with the improvements we have made.
3. There is currently a bill in the legislature requiring trustee training as part of onboarding.
4. Tax bills have been sent out and taxes are due on December 15, 2025. This should help fund our deficiencies. The next tax bills will be sent in April.

## **FINANCIAL REPORTS**

Bill Spain presented the Treasurer's Report and the Financial Statement for October 2025. Bill Spain made a motion to APPROVE THE TREASURER'S REPORT AND THE FINANCIAL STATEMENT FOR OCTOBER 2025. Yolanda Bindert seconded the motion. The motion carried by roll call vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Sandy Barge - AYE, Yolanda Bindert - AYE, Bill Spain – AYE.

## **DIRECTOR'S REPORT**

### **1. Building and Grounds**

- a. We have been having issues with our pest control company not processing our payments on time. We have cancelled our agreement with them and will search for a new company.
- b. We have had no major issues with turning on the heat this year. We are in communication with the Village about our maintenance issues.
- c. We needed an emergency repair for an overflowing sink. The staff was able to shut off the water to avoid further damage. The repairs have been completed.
- d. There are problems with a circuit breaker and the lighting in one corner of the library is out.
- e. Our issues with building maintenance continue. We may need to make a major decision about continuing to wait for funding from the state for the move or renovate our current building. Director Franco is having lunch with Speaker Welch and hopes to understand the status of our funding.

### **2. Business Office**

- a. The Levy is ready for approval. Budget planning is underway for March.
- b. The staff has overhauled the data gathering process for reporting our user statistics. This will give better access to statistics for planning purposes.
- c. GoFundMe has made donation collecting pages for 501 organizations. They are charging to host the pages. The Friends of the Library have gotten their page taken down.
- d. Marketing – we will be working with a consultant to help revise our branding and create streamlined templates for Library documents. This may include wearables for staff and board.

### **3. 3 Things to Share**

- a. Saturday, December 6, 9am-6pm – Coat Giveaway for Kids. There will be fun activities for families, the high school choir will sing etc.
- b. Hot Spots – we have increased our quantity of Hot Spots. We now have more than any other Proviso library.
- c. License plate stickers – Renew your license plate sticker at the library. It is easy and helps the library.

Maureen made a motion to accept the Director's Report. Bill Spain seconded the motion. The motion passed by voice vote.

## **COMMITTEE REPORTS**

Maureen Sypkens made a motion to ACCEPT THE MINUTES OF THE PERSONNEL COMMITTEE FROM OCTOBER 15, 2025. Donna Kassar seconded the motion. The motion passed by voice vote.

## **NEW BUSINESS**

1. Library Technology Access Policy – Bill Spain made a motion to APPROVE THE REVISED LIBRARY TECHNOLOGY ACCESS POLICY. Yolanda Bindert seconded the motion. The motion passed by voice vote.
2. License Plate Sticker Renewal Service Policy – Donna Kassar made a motion to APPROVE THE REVISED LICENSE PLATE STICKER RENEWAL SERVICE POLICY. Bill Spain seconded the motion. The motion passed by voice vote.

3. Fiscal Year 2024-25 Audit and Annual Financial Report – Bill Spain made a motion to ACCEPT THE FISCAL YEAR 2024-2025 AUDIT AND ANNUAL FINANCIAL REPORT. Maureen Sypkens seconded the motion. The motion carried by roll call vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Sandy Barge - AYE, Yolanda Bindert - AYE, Bill Spain – AYE.
4. Resolution 2026:04: Appropriation and Levy – Bill Spain made a motion to APPROVE RESOLUTION 2026:04: APPROPRIATION DETERMINATION AND DETERMINATION OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES FOR FISCAL YEAR 2025-1016. Donna Kassar seconded the motion. The motion carried by roll call vote: Maureen Sypkens - AYE, Donna Kassar - AYE, Sandy Barge - AYE, Yolanda Bindert - AYE, Bill Spain – AYE.
5. Official Holiday/Closing Dates – Bill Spain made a motion to APPROVE Resolution 2026:05: A RESOLUTION ESTABLISHING THE OFFICIAL HOLIDAY/CLOSING DATES FOR THE HILLSIDE PUBLIC LIBRARY FOR THE CALENDAR YEAR 2026. Yolanda Bindert seconded the motion. The motion carried by voice vote.
6. Board of Trustees Meeting Dates – Donna Kassar made a motion to APPROVE RESOLUTION 2026:06: A RESOLUTION ESTABLISHING THE OFFICIAL MEETING DATES FOR THE HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES FOR THE CALENDAR YEAR 2026. Bill Spain seconded the motion. The motion carried by voice vote.
7. Authorization to Open Bidding For Furniture: Maureen Sypkens made a motion to APPROVE AUTHORIZATION TO OPEN AND ADVERTISE BIDS FOR MAIN FLOOR FURNITURE PLAN. Bill Spain seconded the motion. The motion carried by roll call vote. Maureen Sypkens - AYE, Donna Kassar - AYE, Sandy Barge - AYE, Yolanda Bindert - AYE, Bill Spain – AYE. The bid will close on December 15, 2025, at noon. The Board will hold a meeting to discuss the bid approval on December 17 at 6pm.

#### **ANNOUNCEMENT**

1. The next regular meeting will be on January 21, 2026.
2. The bid approval meeting will be held on December 17, 2026 at 6pm.

#### **ADJOURNMENT**

Maureen Sypkens made a motion to adjourn the meeting at 8:09 pm. Bill Spain seconded the motion. The motion carried by voice vote.

Prepared by Donna Kassar, Secretary

**HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**TREASURER'S REPORT FOR OCTOBER 31, 2025**

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

**EXPENDITURES AS OF OCTOBER 31, 2025**

PERSONNEL	\$85,063.63
OPERATIONS	\$12,835.54
PROFESSIONAL SERVICES	\$18,090.80
MATERIALS	\$18,827.35
PROGRAMS	\$1,836.12
BUILDING	\$8,116.06
CAPITAL	\$1,214.96
<b>TOTAL EXPENDITURES</b>	<b>\$145,984.46</b>

**RECEIPTS AS OF OCTOBER 31, 2025**

FINES, FEES & MISCELLANEOUS INCOME	\$397.89
PER CAPITA GRANT	\$0.00
INTEREST INCOME	\$4,427.79
Illinois Funds Reinvest	\$4,260.34
PFM Reinvest	\$1,096.61
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$0.00
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$1,184.23
<b>TOTAL RECEIPTS</b>	<b>\$11,366.86</b>

**2. Fund Balances as of October 31, 2025**

11-2900	Library Fund (Cash & Investment)	\$1,351,223.51
20-2900	Building Maintenance Fund	-\$115,204.38
30-2900	FICA Fund	-\$3,380.64
40-2900	IMRF Fund	-\$26,441.23
50-2900	Insurance Fund	\$10,243.14
52-2900	Unemployment Fund	\$25,630.39
54-2900	Workers Comp Fund	\$2,916.95
60-2900	Audit Fund	-\$9,282.93
70-2900	Building Reserve Fund	\$2,863,667.93
	<b>TOTAL FUND BALANCES</b>	<b>\$4,099,372.74</b>