



HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

405 N. Hillside Avenue, Hillside, IL 60162

Lower Level Meeting Room

Agenda for Regular Meeting of November 20, 2024 at 7:00 PM

1. ROLL CALL
2. AUDIENCE PARTICIPATION
 - Jim Savio, Partner, Sikich
 - Public Comments
3. APPROVAL OF MINUTES
 - Previous regular meeting of October 16, 2024 ***V**
4. COMMUNICATIONS
5. OFFICERS' REPORTS ***V**
6. FINANCIAL REPORTS
 - Treasurer's Report for October 2024
 - Review of Bills, October 2024
 - Approval of Financial Statements, October 2024 ***R**
7. DIRECTOR'S REPORT ***V**
8. COMMITTEE REPORTS ***V**
 - Finance
 - Facilities
 - Personnel
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - Review of *Serving Our Public: Chapter 8: System Member Responsibilities & Resource Sharing*
 - Approval of Resolution 2025-01: Appropriation determination and determination of amounts to be levied for library purposes for fiscal year 2024-2025 ***R**
 - Approval of Resolution 2025-03: A resolution establishing the official holiday/closing dates for the Hillside Public Library for the calendar year 2025 ***V**
 - Approval of Resolution 2025-04: A resolution establishing the official meeting dates for the Hillside Public Library Board of Trustees for the calendar year 2025 ***V**
 - Acceptance of Fiscal Year 2023-2024 Audit ***R**
 - Approval of a quote from Outsource Solutions Group to purchase new staff workstations in the amount of \$22,845.84 ***R**
11. EXECUTIVE SESSION (if needed)
12. ANNOUNCEMENTS
 - Next regular meeting: January 15, 2024
13. REMINDERS
14. ADJOURNMENT ***V**

Posted: Library Lobby and Website

Delivered: Trustees

Potential Board Action on Items Marked with Asterisk*

Hillside Public Library Board of Trustees

405 N. Hillside Avenue, Hillside, IL 60162

Minutes for Regular Meeting of November 20, 2024

CALL TO ORDER

President Sypkens called the meeting to order at 7:00 P.M.

ROLL CALL

Trustees Present:

President: Maureen Sypkens

Trustee: Geneva Allen

Treasurer: Bill Spain

Trustee: Yolanda Bindert

Trustee: Sandra Barge

Trustees Absent:

Vice President: Shirley Wachowski

Secretary: Donna Kassar

Staff Present:

Amy Franco, Library Director

Robin Fuener, Reference Librarian

Others Present:

Jim Savio, Sikich LLP

Roger Romanelli

ELECTION OF SECRETARY PRO TEMPORE

President Sypkens moved to nominate Yolanda Bindert as Secretary Pro Tempore, seconded by Treasurer Spain. Motion carried; voice vote unanimous.

AUDIENCE PARTICIPATION

Mr. Romanelli gave a public comment to appeal the denial of his meeting room application. He felt it was not in line with the policy and asked for a letter explaining the reason for the denial within five days.

Mr. Savio presented the Annual Financial Report and Auditor's Communication to the Board of Trustees. This year's audit is an unmodified opinion, representing the highest confidence in our financial statements and no material weaknesses.

MINUTES OF PREVIOUS MEETING

President Sypkens moved to accept the minutes of the Regular Meeting of October 16, 2024, seconded by Treasurer Spain. Motion carried; voice vote unanimous.

COMMUNICATIONS

The Board reviewed the monthly communications.

OFFICERS' REPORTS

Treasurer Spain presented the financial reports for the month. Our revenue is strong year-to-date and

many budget lines are under budget at this point in the year. The total revenue inadvertently included last month's \$400,000 interfund transfer and will be corrected in next month's financial reports. Actual total revenue for the month is \$32,556.31 and \$930,752.32 year-to-date. Please expect several expenditures in the 10-4470 Computers budget line in the next few months while we replace equipment ahead of anticipated tariffs. Of note, \$1,700.00 was paid to Sikich for the final installment of the audit, \$4,961.96 was paid to Proquest for a number of online newspaper subscriptions, and \$595.00 was paid to TBS for the wireless printing annual license. There were three payroll draws in October and two months of credit card payments due to the timing of the incoming statements.

FINANCIAL REPORTS

Treasurer Spain moved to authorize expenditures for goods and services totaling \$30,825.21 and payroll expenses totaling \$60,432.84 as listed in the October 2024 Treasurer's Report and Financial Statements, seconded by President Sypkens. Motion carried; roll call vote unanimous.

DIRECTOR'S REPORT

Director Franco reviewed the statistics for the month. Of note, LIRA recommended concrete shaving during their annual risk management walkthrough, which will be scheduled at the same time as the concrete excavation for the time capsule in June 2025. The LIRA renewal has been approved for a 7% increase over last year's premiums. The library is planning for the installation of a new point-of-sale unit, new point-of-sale software, and new coin towers. The business office converted to a new Amazon Prime for Business account through a group purchase with ILA. The library will be replacing technology equipment ahead of anticipated trade tariffs. We had two unsuccessful security breaches in October that compromised our firewall but not our servers and the antivirus software stopped the breaches as expected. SWAN is investigating a new cataloging platform, the winter newsletter is out, and Director Franco will be serving a one-year term on the HR Source Advisory Committee.

Three things to share: the winter newsletter is out and there are tons of great programs for the entire family! Chef Art Smith will be our next Illinois Libraries Present speaker, in conversation with Monica Eng. And on December 5 the library will host a Spanish-only program making holiday ornaments. Don't speak Spanish? Start learning today with the Mango app and your library card!

President Sypkens moved to accept the Director's Report for November 20, 2024, seconded by Treasurer Spain. Motion carried; voice vote unanimous.

COMMITTEE REPORTS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Board reviewed Chapter 8 of *Serving Our Public: Standards for Illinois Public Libraries 4.0*.

Treasurer Spain moved to approve Resolution 2025-01: Appropriation determination and determination of amounts to be levied for library purposes for fiscal year 2024-2025, seconded by President Sypkens. Motion carried; roll call vote unanimous.

President Sypkens moved to approve Resolution 2025-03: A resolution establishing the official holiday/closing dates for the Hillside Public Library for the calendar year 2025, seconded by Treasurer Spain. Motion carried; voice vote unanimous.

President Sypkens moved to approve Resolution 2025-04: A resolution establishing the official meeting dates for the Hillside Public Library Board of Trustees for the calendar year 2025, seconded by Treasurer Spain. Motion carried; voice vote unanimous.

Treasurer Spain moved to accept the Fiscal Year 2023-2024 Audit, seconded by Trustee Allen. Motion carried; roll call vote unanimous.

Treasurer Spain moved to approve a quote from Outsource Solutions Group to purchase new staff workstations in the amount of \$22,845.84, seconded by President Sypkens. Motion carried; roll call vote unanimous.

ADJOURNMENT

Trustee Spain moved to adjourn the Library Board Meeting, seconded by Trustee Bindert. Motion carried; voice vote unanimous. Meeting adjourned at 7:48 P.M.

Prepared by Amy Franco, Library Director

HILLSIDE PUBLIC LIBRARY BOARD OF TRUSTEES

TREASURER'S REPORT FOR OCTOBER 31, 2024

1. Review of Bills and Financial Accounting

EXPENDITURES AS OF OCTOBER 31, 2024

PERSONNEL	\$60,432.84
OPERATIONS	\$3,917.10
PROFESSIONAL SERVICES	\$9,645.69
MATERIALS	\$8,294.72
PROGRAMS	\$2,024.84
BUILDING	\$5,506.57
CAPITAL	\$1,436.29
TOTAL EXPENDITURES	\$91,258.05

RECEIPTS AS OF OCTOBER 31, 2024

FINES, FEES & MISCELLANEOUS INCOME	\$501.96
PER CAPITA GRANT	\$0.00
INTEREST INCOME	
Republic Bank	\$1,205.24
Illinois Funds Reinvest	\$4,938.56
PFM Reinvest	\$6,190.79
TAXES PRIOR YEARS	\$0.00
TAXES CURRENT	\$19,719.76
TAXES ADVANCE	\$0.00
CORPORATE REPLACEMENT TAXES	\$0.00
OTHER	\$0.00
TOTAL RECEIPTS	\$32,556.31

2. Fund Balances as of October 31, 2024

11-2900	Library Fund (Cash & Investment)	\$1,477,933.31
20-2900	Building Maintenance Fund	-\$60,662.85
30-2900	FICA Fund	-\$105.64
40-2900	IMRF Fund	-\$11,369.42
50-2900	Insurance Fund	\$12,329.62
52-2900	Unemployment Fund	\$26,335.52
54-2900	Workers Comp Fund	\$3,143.96
60-2900	Audit Fund	-\$1,551.35
70-2900	Building Reserve Fund	\$2,863,667.93
TOTAL FUND BALANCES		\$4,309,721.08