CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

PUBLIC HEARING ON THE ANNUAL

BUDGET AND APPROPRIATIONS ORDINANCE

September 19, 2022

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 4:22 p.m. with the following trustees and administrators present:  Matt Osborne, Lynn Hasselbring; Larry Hofbauer; Lois Steiner; Emily Tuttle and Donna Jean, Librarian.

NEW BUSINESS

Presentation and discussion of the annual Budget and Appropriation Ordinance.

PUBLIC INPUT

None.

ADJOURNMENT

Lois Steiner made the motion, seconded by Jeannie Seggebruch, to adjourn the meeting at 4:24 p.m.  Vote: ayes, all.  Motion carried.

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

MEETING

                                                              September 19, 2022

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 4:25 p.m. on September 19, 2022, with the following trustees and administrators present:  Matt Osborne, Lynn Hasselbring; Emily Tuttle; Larry Hofbauer; Lois Steiner; and Donna Jean, Librarian.

APPROVAL OF AGENDA

Lois Steiner made the motion, seconded by Lynn Hasselbring, to approve the Agenda as presented.  Vote: ayes, all.  Motion carried.

APPROVAL OF MINUTES

Matt Osborne made the motion, seconded by Emily Tuttle, to approve the minutes of the July 18, 2022 regular meeting as presented. Vote: ayes, all. Motion carried.

TREASURER’S REPORT – INVESTMENT POLICY REPORT

Mrs. Steiner reported an interest income of $14.32 in the Money Market account, a balance on hand in the Money Market account as $86,582.97, and interest income in the NOW account as $1.86, a balance in the NOW account as $18,092.46, a balance in one CD as $58,408.66, and a balance in the second CD as $26,245.11.

Mrs. Steiner reported that, 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

Emily Tuttle made the motion, seconded by Lois Steiner, to approve payment of the bills as presented.  Roll call vote: Mrs. Young, absent; Mrs. Seggebruch, absent; Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mrs. Hasselbring, yes; Mrs. Steiner, yes; Mr. Osborne, yes. Motion carried.

OPPORTUNITY FOR PUBLIC INPUT

None.

COMMUNICATION

In her librarian’s report, Mrs. Jean said circulation is about average and automation system is working. The FY2021 per capita check for $2488.33 was received this month. The trustees will be required to review Serving Our Public 4.0 as part of the per capita grant requirement. This will be discussed at the November meeting. The 4th Annual Library Crawl has been set for the month of October this year. We will give a prize to the Cissna Park patron who visits the most libraries. A letter concerning the replacement of the original air conditioning unit was read and will be presented at the next board meeting.

In Mrs. Thomas’ absence, Mrs. Jean reported that Story Hour has 24 children signed up. Halloween Fun Night is scheduled for Saturday, October 29 from 4:30 – 6:00 p.m. on the front lawn of the library, weather permitting.

UNFINISHED BUSINESS

None

NEW BUSINESS

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

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

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

Lois Steiner made the motion, seconded by Emily Tuttle, to approve Donna Jean’s attendance at the AISLE conference in Tinley Park in November at a cost of $380. Roll call vote: Mrs. Young, absent; Mrs. Seggebruch, absent; Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mr. Osborne, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes. Motion carried.

After discussion, Lynn Hasselbring made the motion, seconded by Matt Osborne, to approve the purchase of 2 patron computers from QNS at a cost of $1510 if needed. Roll call vote: Mrs. Young, absent; Mrs. Seggebruch, absent; Mrs. Tuttle, yes; Mr. Hofbauer, yes; Mr. Osborne, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes. Motion carried.

ADJOURNMENT

Emily Tuttle made the motion, seconded Lois Steiner, to adjourn the meeting at 5:00 p.m.  Vote: ayes, all.  Motion carried.

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Board President

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Board Secretary