

CISSNA PARK COMMUNITY LIBRARY

BOARD OF TRUSTEES

MEETING

November 17, 2025

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 4:33 p.m. on November 17, 2025, with the following trustees and administrators present: Lynn Hasselbring; Lois Steiner; Ryan Rogers; Larry Hofbauer; Heidi Beymeyer; Elaine Young; Mr. Tim Simpson, ex officio member, and Donna Jean, Librarian.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Lois Steiner made the motion, seconded by Ryan Rogers, to approve the minutes of the September 15, 2025 regular meeting. Vote: ayes, all. Motion carried.

TREASURER'S REPORT – INVESTMENT POLICY REPORT

Mrs. Steiner reported interest income in the Money Market Account of \$63.53, and a balance on hand in the Money Market account as \$59,949.83; interest of \$7.66 in the NOW account and a balance in the NOW account as \$32,629.38; a balance in one CD as \$62,167.33 a balance in the second CD as \$28,154.08 and a balance in the third CD as \$15,385.44 .

In conformance with our Investment Policy, all funds except Petty Cash are invested in insured accounts with The Frederick Community Bank.

READING AND ALLOWANCE OF BILLS

Ryan Rogers, made the motion, seconded by Lynn Hasselbring, to approve payment of the bills as presented. Roll call vote: Mr. Rogers, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes; Mr. Hofbauer, yes; Mrs. Breymeyer, yes; Mrs. Young, yes. Motion carried.

OPPORTUNITY FOR PUBLIC INPUT

None.

COMMUNICATIONS

Mrs. Jean stated in the Librarian's Report that circulation and automation/website are good.

Forty-three people from other libraries participated in the Library Crawl.

NEW BUSINESS

Having approved the annual Budget and Appropriation Ordinance at the September meeting, Lois Steiner made the motion, seconded by Heidi Breymeyer, to approve the Annual Tax Levy Ordinance as presented. Roll call vote: Mrs. Breymeyer, yes; Mr. Hofbauer, yes; Mr. Rogers, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes; Mrs. Young, yes. Motion carried.

We discussed and approved the 4.0 Serving Our Public checklists.

Heidi Breymeyer made the motion, seconded by Ryan Rogers to purchase an ½ page ad in the Cissna Park newspaper congratulating the High School volleyball team. Roll call vote: Mrs. Breymeyer, yes; Mr. Hofbauer, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes; Mr. Rogers, yes; Mrs. Young, yes. Motion carried.

Ryan Rogers made the motion, seconded by Lois Steiner to hire Chelsea Samet as a part-time employee (currently employed as emergency substitute). Roll call vote: Mrs. Breymeyer, yes; Mr. Hofbauer, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes; Mr. Rogers, yes; Mrs. Young, yes. Motion carried.

Ryan Rogers made a motion, seconded by Lois Steiner to give a Christmas bonus to the 2 student employees and 1 adult for \$25.00 and \$50.00 for Donna Jean and Sandy Thomas at local businesses. Roll call vote: Mrs. Breymeyer, yes; Mr. Hofbauer, yes; Mr. Rogers, yes; Mrs. Steiner, yes; Mrs. Hasselbring, yes; Mrs. Young, yes. Motion carried.

ADJOURNMENT

Heidi Breymeyer made the motion, seconded by Ryan Rogers, to adjourn the meeting at 4:56 p.m. Vote: ayes, all. Motion carried.

Board President

Board Secretary