

PEORIA HEIGHTS PUBLIC LIBRARY
REGULAR MEETING
December 8, 2020

The regular meeting of the Board of Trustees of the Peoria Heights Public Library was held on December 8, 2020 in the large meeting room. Jeanette Hillyer called the meeting to order at 4:30 p.m.

ROLL CALL: The following members answered the roll call: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz, and Lisa Brown.
Also present: Shawn Edwards, Director
Absent: Becci Bush

MINUTES: The minutes of the regular meeting of November 2020 were approved as printed.

PUBLIC COMMENTS: No one from the public was present to offer comments.

BILLS: After examining the bills, Margy Simmons moved, seconded by Lisa Reinholtz that the bills be approved and paid. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz and Lisa Brown. No Nays, motion carried.

OCTOBER TREASURER'S REPORT
December 8, 2020

HEIGHTS BANK CHECKING

BEGINNING BALANCE September 30, 2020	\$431,293.60
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INCOME

Fines, rent, etc.	\$830.22
Misc. donation	\$50.00
Per Capita Grant	\$7,695.00
Replacement Tax	\$6,524.26
Richwoods Real Estate tax	\$37,940.98

TOTAL INCOME	\$53,040.46
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DISBURSEMENTS

Oct. Salaries and Bills	\$40,114.69
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TOTAL DISBURSEMENTS	\$40,114.69
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ENDING BALANCE October 31, 2020	\$444,219.37
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ILLINOIS FUNDS MONEY MARKET

BEGINNING BALANCE September 30, 2020	\$244,253.14
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INCOME

Interest	\$20.50
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TOTAL INCOME	\$20.50
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DISBURSEMENTS

..... \$0.00

TOTAL DISBURSEMENTS \$0.00 **\$0.00**

Ending Balance October 31, 2020 **\$244,273.64**

E-PAY INVESTMENT

BEGINNING BALANCE September 30, 2020 **\$3,600.03**

INCOME

Interest \$44.02

Deposit \$0.31

Total Income \$44.33 **\$44.33**

Ending Balance October 31, 2020 **\$3,644.36**

E-PAY SETTLEMENT

BEGINNING BALANCE July 31, 2020 **\$995.35**

INCOME

Deposit \$34.68

TOTAL INCOME \$34.68 **\$34.68**

DISBURSEMENTS

Illinois Funds \$19.96

Service Charge \$10.07

TOTAL DISBURSEMENTS \$30.03 **\$30.03**

ENDING BALANCE August 31, 2020 **\$1,000.00**

E-PAY SETTLEMENT

BEGINNING BALANCE August 31, 2020 **\$1,000.00**

INCOME

Deposit \$35.76

TOTAL INCOME \$35.76 **\$35.76**

DISBURSEMENTS

Illinois Funds \$25.39

Service Charge \$10.37

TOTAL DISBURSEMENTS \$35.76 **\$35.76**

ENDING BALANCE September 30, 2020 **\$1,000.00**

E-PAY SETTLEMENT

BEGINNING BALANCE September 30, 2020 **\$1,000.00**

INCOME

Deposit \$54.29

TOTAL INCOME **\$54.29**

DISBURSEMENTS

Illinois Funds \$44.02

Service Charge \$10.27

TOTAL DISBURSEMENTS **\$54.29**

ENDING BALANCE October 31, 2020 **\$1,000.00**

TREASURER'S REPORT: The October Treasurer's Report was submitted and discussed. Lisa Reinholtz moved, seconded by Anne Lockhart that the Treasurer's Report be approved. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz and Lisa Brown. No Nays, motion carried.

NOVEMBER TREASURER'S REPORT
December 8, 2020

HEIGHTS BANK CHECKING

BEGINNING BALANCE October 31, 2020 **\$444,219.37**

INCOME

BookPage Subscription \$1,516.68

Raffle Receipts..... \$956.00

TOTAL INCOME **\$2,472.68**

DISBURSEMENTS

Nov. Salaries and Bills \$39,443.97

TOTAL DISBURSEMENTS **\$39,443.97**

ENDING BALANCE November 30, 2020 **\$407,248.08**

ILLINOIS FUNDS MONEY MARKET

BEGINNING BALANCE October 31, 2020 **\$244,273.64**

INCOME

Interest \$18.76

TOTAL INCOME **\$18.76**

DISBURSEMENTS

..... \$0.00

TOTAL DISBURSEMENTS \$0.00 **\$0.00**

Ending Balance November 30, 2020 **\$244,292.40**

E-PAY INVESTMENT

BEGINNING BALANCE October 31, 2020 **\$3,644.36**

INCOME

Interest \$0.30

Deposit \$41.08

Total Income \$41.38 **\$41.38**

Ending Balance November 30, 2020 **\$3,685.74**

E-PAY SETTLEMENT

BEGINNING BALANCE October 31, 2020 **\$1,000.00**

INCOME

Deposit \$51.65

TOTAL INCOME \$51.65 **\$51.65**

DISBURSEMENTS

Illinois Funds \$41.08

Service Charge \$10.57

TOTAL DISBURSEMENTS \$51.65 **\$51.65**

ENDING BALANCE November 30, 2020 **\$1,000.00**

TREASURER’S REPORT: The November Treasurer’s Report was submitted and discussed. Tom Horstmann moved, seconded by Anne Lockhart that the Treasurer’s Report be approved. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz and Lisa Brown. No Nays, motion carried.

DIRECTOR’S REPORT

Director Edwards gave the following reports:

Trustees reviewed budget items ahead of the village levy approval on December 15. Director Edwards presented a Salaries line reduction of about \$8500; a budgeted staff position remained unfilled during the pandemic and is unlikely to be filled during the upcoming fiscal year. Associated reductions in FICA

and Medicare levies were also made. Since IMRF rates will be higher next year, a slight increase in the IMRF levy was added. Also, interest rates have dropped steeply, so expected interest income was reduced. With all changes accounted for, the total levy request drops \$5,130 from the original budget approved in March 2020. After discussion, Margy Simmons moved, seconded by Anne Lockhart to approve the revised FY2020-2021 budget. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz and Lisa Brown. No Nays, motion carried.

The IMRF employer contribution rate notice for 2021 was received from the village. Rates have gone up from 6.6% and will be at 9.0% for the upcoming year.

Director Edwards discussed lowering printing, copying and fax fees. He believes the current fees could be reduced without affecting the library's ability to recover costs for the services. Copier/printer fees could be reduced from fifteen cents per page (8 ½ by 11, B&W) to ten cents. Color could be lowered from 50 cents per page (8 ½ by 11) to 25 cents per page. The fax structure could be cut significantly, too. Current rates are \$1.50 for the first page and \$1.00 for each additional page. The new structure proposed by Director Edwards would be \$1.00 for the first page and 50 cents for each additional page. After discussion, Tom Horstmann moved, seconded by Margy Simmons to adopt the new copier, printer and fax fees. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz and Lisa Brown. No Nays, motion carried.

Since the library will soon be circulating board and card games, youth services staff have developed a new circulation policy for the items. Games would need to be both checked out and returned directly to our library. Games would be inventoried upon return to account for missing pieces and patrons charged for losses. After discussion, Tom Horstmann moved, seconded by Lisa Reinholtz to approve the new Board Game Circulation Policy. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz and Lisa Brown. No Nays, motion carried.

Director Edwards presented chapters from Serving Our Public 4.0 for discussion at the January 2021 board meeting. The chapter reviews are a required part of the FY2021 Per Capita Grant application.

Staffing changes related to Covid-19 isolations and childcare needs continue to affect staff schedules. All staff, whether isolating or working partial days in-office, is working from home as much as possible.

The village levy approval meeting is scheduled for Tuesday, December 15 at 6:00 p.m. Library trustees are invited to attend in-person or via Zoom.

The library's gingerbread house event is being adjusted to account for physical distancing requirements. Patrons will be able to take gingerbread house kits home and decorate them. Krissy is requesting pictures of the completed houses. Three winners will be selected for gingerbread "stomp" events held at the library in January.

PRESIDENT'S REPORT

There was no president's report for December.

NEW BUSINESS

The next meeting will be held Tuesday, January 12, 2021 in the large meeting room.

PUBLIC COMMENTS

No one from the public was present to offer comments.

ADJOURNMENT

With no further business to discuss, Jeanette Hillyer adjourned the meeting at 5:36 p.m.