

PEORIA HEIGHTS PUBLIC LIBRARY  
REGULAR MEETING  
December 12, 2023

The regular meeting of the Board of Trustees of the Peoria Heights Public Library was held on December 12, 2023 in the Local History Room. Tom Horstmann called the meeting to order at 4:35 p.m.

ROLL CALL: The following members answered the roll call: Tom Horstmann, Becci Bush, Lisa Reinholtz, Lisa Brown, Amy Peck and Patty Johnson. Absent: Stefanie Crawford. Also present: Shawn Edwards, Director.

MINUTES: The minutes of the regular meeting of November 2023 were approved as printed.

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

BILLS: After examining the bills, Patty Johnson moved, seconded by Becci Bush that the bills be approved and paid. ROLL CALL VOTE: Ayes: Tom Horstmann, Becci Bush, Lisa Reinholtz, Lisa Brown, Amy Peck and Patty Johnson. No Nays, motion carried.

NOVEMBER TREASURER'S REPORT  
December 12, 2023

**HEIGHTS BANK CHECKING**

BEGINNING BALANCE November 1, 2023 .....	\$25,876.83
--	-------------

INCOME

Transfer from Heights Savings .....	\$30,000.00
-------------------------------------	-------------

TOTAL INCOME .....	<b>\$30,000.00</b>
--------------------	--------------------

EXPENSES

TOTAL EXPENSES .....	\$43,427.88
----------------------	-------------

<b>ENDING BALANCE November 30, 2023</b>	<b>\$12,448.95</b>
---	--------------------

**HEIGHTS BANK SAVINGS**

BEGINNING BALANCE November 1, 2023 .....	<b>\$254,369.35</b>
--	---------------------

INCOME

TOTAL INCOME .....	<b>\$0.00</b>
--------------------	---------------

EXPENSES

Transfer to Checking 11/17 ..... \$30,000.00

TOTAL EXPENSES ..... \$30,000.00 **\$30,000.00**

**ENDING BALANCE November 30, 2023** **\$224,369.35**

**ILLINOIS FUNDS MONEY MARKET**

BEGINNING BALANCE November 1, 2023 **\$847,081.66**

INCOME

Interest..... \$3,842.75

TOTAL INCOME ..... \$3,842.75 **\$3,842.75**

EXPENSES

..... \$0.00

TOTAL EXPENSES ..... \$0.00 **\$0.00**

**Ending Balance November 30, 2023** **\$850,924.41**

**E-PAY INVESTMENT**

BEGINNING BALANCE November 1, 2023 **\$6,530.01**

INCOME

Deposit 11/13 ..... \$60.97

Deposit 11/17 ..... \$39.32

Deposit 11/30 ..... \$29.89

Total Income ..... \$130.18 **\$130.18**

**Ending Balance November 30, 2023** **\$6,660.19**

**E-PAY SETTLEMENT**

BEGINNING BALANCE November 1, 2023 **\$1,000.00**

INCOME

Deposit ..... \$117.84

TOTAL INCOME ..... \$117.84 **\$117.84**

EXPENSES

Illinois Funds .....\$100.29
Service Charge .....\$10.55
Withdrawal .....\$14.31

TOTAL EXPENSES .....\$125.15 \$125.15

ENDING BALANCE November 30, 2023 \$992.69

HICKORY POINT BANK MONEY MARKET

BEGINNING BALANCE November 1, 2023 \$5,457.13

INCOME

Interest (11/10) .....\$13.46

TOTAL INCOME .....\$13.46 \$13.46

ENDING BALANCE November 30, 2023 \$5,470.59

HICKORY POINT BANK CD

BEGINNING BALANCE November 1, 2023 \$317,750.98

INCOME

Interest .....\$0.00

TOTAL INCOME .....\$0.00 \$0.00

ENDING BALANCE November 30, 2023 \$317,750.98

TREASURER’S REPORT: The November Treasurer’s Report was submitted and discussed. Becci Bush moved, seconded by Lisa Reinholtz that the Treasurer’s Reports be approved. ROLL CALL VOTE: Ayes: Tom Horstmann, Becci Bush, Lisa Reinholtz, Lisa Brown, Amy Peck, and Patty Johnson. No Nays, motion carried.

DIRECTOR’S REPORT

Director Edwards gave the following reports:

The public copier/printer has serious issues with its imaging system. Due to a lack of available replacement parts from the manufacturer, Kyocera, the unit must be replaced. Since the public copier/printer is also heavily used by library staff, Director Edwards requested a quote from Watts to lease or purchase two units; one for the public and a second, nearly identical unit for the exclusive use of staff. The staff copier/printer would also have fax capability and replace the older fax machine that is currently used. Lease or purchase would also include consumables, parts and service. After discussion, Amy Peck moved, seconded by Lisa Brown to accept the Watts proposal to lease two Kyocera

copier/printer units for a term of sixty months. ROLL CALL VOTE: Ayes: Tom Horstmann, Becci Bush, Lisa Reinholtz, Lisa Brown, Amy Peck, and Patty Johnson. No Nays, motion carried.

The village trustees approved the library levy at their December 5<sup>th</sup> meeting. After receiving some confusing requests for levy information from the Peoria County Treasurer, Director Edwards contacted the library's attorney, Phil Lenzini, for clarification. The county treasurer was requesting information that is normally provided to them by district libraries. After Director Edwards spoke with the treasurer's office, they appeared to understand that municipal libraries like Peoria Heights are not able to directly submit their levy to the county and must submit it through the village. Director Edwards also clarified with the village that the library's levy was being submitted to the county properly, and that the library's financial statements are transmitted to the state comptroller along with the village's audit.

The library's auditor, Phillips, Salmi & Associates previously submitted a draft of the library's financial statements for review. After review, Lisa Brown moved, seconded by Amy Peck to accept the financial statements as submitted. ROLL CALL VOTE: Ayes: Tom Horstmann, Becci Bush, Lisa Reinholtz, Lisa Brown, Amy Peck, and Patty Johnson. No Nays, motion carried.

Director Edwards provided a revision of the Personnel Policy with changes to the section on tuition reimbursement. After discussion, Becci Bush, seconded by Lisa Reinholtz to approve the Personnel Policy revision as written. ROLL CALL VOTE: Ayes: Tom Horstmann, Becci Bush, Lisa Reinholtz, Lisa Brown, Amy Peck, and Patty Johnson. No Nays, motion carried.

The FY2024 Per Capita Grant application is due to the state library on January 30.

The NewsBank database providing digital access to the Peoria Journal Star is active and accessible remotely by library patrons with a Peoria Heights Library card. The paper may also be accessed on the library's public computers. BookBrowse, a reader's advisory website, will be available to patrons at the start of the new year.

The library will be closed for a staff holiday party on Monday, December 18 from 12-2 p.m.

### PRESIDENT'S REPORT

There was no President's Report for December.

### NEW BUSINESS

The next meeting will be held Tuesday, January 9, 2024 in the Local History Room.

### PUBLIC COMMENTS

No one from the public was present to offer comments.

### ADJOURNMENT

With no further business to discuss, Tom Horstmann adjourned the meeting at 5:24 p.m.