



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING November 20th, 2024 – 6:30 P.M. MEETING AGENDA

1. CALL REGULAR MEETING TO ORDER

2. INTRODUCTION OF GUESTS

3. APPROVAL OF MINUTES

Regular Board Meeting – October 16th, 2024

4. CORRESPONDENCE

5. PRESENTAION OF ANNUAL AUDIT REPORT BY DAVE JELONEK, CPA OF GW & ASSOCIATES

6. FINANCE

- a. Approval of bills for payment (action item)
- b. Approval of Finance Report (action item)

7. BUILDING AND GROUNDS REPORT

8. REPORTS

- a. Staff reports
- b. Community outreach report
- c. Friends of the Crete Public Library report

9. OLD BUSINESS

Approval of Tax Levy Ordinance 23-04 (action item)

10. NEW BUSINESS

- a. Resolution 24-05: Authorizing an IGA for community newsletter (action item)
- b. Community Newsletter Intergovernmental agreement (action item)
- c. Approval of annual holiday bonus in the amount of \$125 per employee, excluding Executive Director (action item)
- d. Approval of FY 2023-2024 audit report (action item)
- e. Planned update of Library's off-site data backup

11. CLOSED SESSION

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1).

12. ADJOURNMENT

To Wednesday, January 15th, 2024 at 6:30pm for regularly scheduled meeting.



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**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF PUBLIC HEARING AND REGULAR MEETING
November 20th, 2024**

I. Call to Order:

Regular meeting called to order by President Van Zyl at 6:30 p.m. Those in attendance: President Van Zyl, Trustees Boehner, Brennan, Monks, Oliver, & Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, & Business Manager VerHaar.

Absent: Trustee McKethen

II. Introduction of Guests:

David Jolenek from CPA of GW & Associates presented the audit report.

III. Approval of Minutes:

Regular Board Meeting – October 16, 2024: Motion to approve minutes of regular meeting – October 16, 2024 by Williams second by Oliver.

Motion passed.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

IV. Correspondence:

Chocolates were sent to the Library Board from Deiters & Todd Consulting.

V. Presentation of annual audit report by Dave Jelonek, CPA of GW & Associates:

Dave Jelonek CPA presented a copy of the Library's annual fiscal audit from 2023-2024. It was presented that the Library had a clean audit opinion and that the Library's books were accurately presented. Mr. Jelonek thanked Director Sieffert and Business Manager VerHaar for their work to present the variety of requested information to GW & Associates. This includes monthly financial

statements, Board meeting minutes, invoices, journal entries, and so forth. Overall, the Library ended the fiscal year under budget and with a positive net position increase of \$122,802. This was in large thanks to the revamped investment strategy implemented by Director Sieffert and the Board of Trustees, which saw the Library's increase interest earnings from \$63,238 in FY 2022-2023 to \$192,919 in FY 2023-2024. The Board instructed Director Sieffert to post the updated annual audit on the Library's website once approved by the Board. The Board also inquired about the location of GW & Associates and it was noted that GW & Associates is based in Hillside, while there is a consulting firm in Chicago Heights. It was also mentioned that GW & Associates works with other local libraries and schools.

VI. Finance:

- A. Approval of Bills for Payment: Director Sieffert passed out a new bills list, which included a bill from Chase, which was received after the bills for payment had been posted. Motion to approve all bills as presented by Boehner, second by Monks.

Motion passed on voice vote.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

- B. Approval of Finance Report: It was noted that the library is pleased with the budget underage at this point in the fiscal year. However, there are issues with using QuickBooks Online, and some financial reports, including the bills for payment list, require manual intervention. Motion to approve finance report by Oliver, second by Monks.

Motion passed on voice vote.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

VII. Building & Grounds Report:

The HVAC system was inspected this month with no issues noted, and the water softener will be installed next week. Executive Director Sieffert met with JTP Landscaping to discuss improving the landscape, which would be especially beneficial for the garden walk. It was also noted that the wreaths outside look great, thanks to Leroy for putting them up. Sieffert suggested the idea of a large light display for the future.

VIII. Reports:

- A. Staff Reports:

Staff reports were great as always. There was a program where the children became doctors. It was a really cool program and learning to do “stitches” was fun!

B. Community Outreach report:

Crete Country Christmas is coming up quickly! Weekly meetings are underway, and the sign at Exchange and Main looks great and lists the event schedule.

C. Friends of the Crete Public Library report:

The Friends are working diligently to prepare the Holiday book bundles that will be available for \$5.

D. Crete Creative report:

Crete Creative Gallery received a \$15,000 grant from Earthrise, an energy company building a local production facility, to fund next year's exhibits and enhance marketing. This week marks the opening of the regional winter-themed showcase, doubling as the end-of-year celebration. The gallery will have a dedicated page in the library newsletter and has selected a studio space in the community center with its own entrance and bathroom.

IX. Old Business:

Approval of Tax Levy Ordinance 24-04: Motion to approve tax levy ordinance 24-04 by Williams, second by Oliver.

Motion passed on voice vote.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

X. New Business:

A. Resolution 24-05: Authorizing an IGA for community newsletter– Motion to approve Resolution 24-05: Authorizing an IGA for community newsletter by Boehner, second by Monks.

Motion passed on voice vote.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

B. Community Newsletter Intergovernmental agreement– Motion to approve community Newsletter Intergovernmental agreement by Oliver, second by Williams.

Motion passed.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen

- C. Approval of annual holiday bonus in the amount of \$125 per employee, excluding the Executive Director– Motion to approve annual holiday bonus by Boehner, second by Oliver.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.
Nays: None.
Absent: McKethen
- D. Approval of FY 2023-2024 audit report– Motion to approve by Monks, second by Williams.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.
Nays: None.
Absent: McKethen
- E. Planned update of Library’s off-site data backup: It was noted that The Library does not have a dedicated technology librarian and had been seeking more collaborative IT support. As a result, the decision was made to transition from Heritage Technology Solutions to Morrelle IT. The switch has been beneficial, as Anthony from Morrelle IT provides timely troubleshooting assistance without trying to sell unnecessary products. Royce, from adult services, has also been very helpful with technology-related matters

XI. Closed Session:

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1)

XII. Adjournment:

To January 15th, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:23 p.m. by Brennan, second by Williams.

Motion passed.

Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: McKethen.

Respectfully Submitted,
Suzanne Oliver, Secretary