



Meeting of the Board of Trustees

Caseyville Public Library District

August 9, 2023

1. Call to Order: The meeting was called to order at 5:58 p.m.
2. Roll Call: Ashley Stewart, Jackie Keck, Chris Bell, Dick Koblitz, Katie Ekstrom, Jen Mauk, Mary Beth Reiniger
3. Approval of Minutes: A motion was made by Dick Koblitz and seconded by Katie Ekstrom to approve the minutes from the June 14th, July 12th, August 2nd, and August 7th meetings.
4. Public Forum:
 - a) Written Correspondence - A representative from the Epilepsy Foundation reached out to the library regarding using library space for training; seizure training and first aid certification. This has been tabled until after the new building has been completed and more space is available.
 - b) Audience Input: none
5. Committee Reports:
 - a) Building Update: The construction is on schedule with the roof and walls next up. The library will host a Construction Appreciation Luncheon on September 14th. More details to follow. The Rotary club asked if the Garden Space was still in the plans for the new library space. The concern is that if the Garden doesn't happen that the Rotary will need to give back the matching funds for this project. They were assured that the plans for the Garden are moving forward.
 - b) Community:
 - 1) Friends of the Library – the next meeting is scheduled for August 10th.
 - 2) Newsletter/Fundraising – The next newsletter is scheduled to be available late fall or before the opening of the new library. It was suggested that the Friends of the Library apply for the non-profit postage rate.

- c) Strategy – nothing to report
- d) Policy – nothing to report
- e) Mary Beth Reiniger made a motion to accept the June Treasurer’s Report, Dick Koblitz seconded this motion. July’s report is not complete at this time and the FY24 Budget is being worked on.

6. Director’s Report:

- a) Operation/Building Maintenance – nothing to report
- b) Human Resources, Meetings, Trainings –Ashley shared that there will be a Bachelor’s level social worker on site for the fall and a Master’s level social worker on site in the spring.
- c) Upcoming Events, Projects, Grants:
 - 1) June Statistics – the June Director’s Report was reviewed.
 - 2) July Statistics – the July Director’s Report was reviewed.
 - 3) August Monthly Newsletter – handed out to all in attendance.

7. Old Business: nothing at this time.

8. New Business:

a) List of Library Trustees filed with the Illinois State Library and St. Clair County Clerk (75ILCS 16/30-40), which reads as follows:

(75 ILCS 16/30-40)

Sec. 30-40. Organization of board; qualification and oath of trustees.

(a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.

(b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the board.

(c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as trustees under this Act. The required oath shall be taken and subscribed before a notary public or the secretary of the board.

(d) Within 60 days after the organization of the board, the secretary shall file, with the county clerk of the county containing all or a larger portion of the district and with the Illinois State Librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary shall

report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

(e) The first officers shall serve until the next regular election of trustees. Thereafter, officers shall serve for terms set by ordinance but not to exceed 2 years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the board. A vacancy in any office shall be filled for the unexpired term under Section 30-25.

(Source: P.A. 102-977, eff. 5-27-22; 102-1107, eff. 12-14-22.)

This has not been filed yet. It was discussed that the new director would take care of this.

b) Tentative Budget & Appropriation Ordinance 50 ILSC 330/3 and 75 ILCS 16/30-85, which read as follows:

(50 ILCS 330/3) (from Ch. 85, par. 803)

Sec. 3. The governing body of each municipality of this State, coming within the provisions of this Act, shall, within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance, by which ordinance the governing body may appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities of such municipality, and in such annual budget and appropriation ordinance shall specify the objects and purposes for which such appropriations are made, and the amount appropriated for each object or purpose. The municipality may pass a continuing annual budget ordinance. The municipality may expend funds during the first quarter of the fiscal year before the municipality has adopted the combined annual budget and appropriation ordinance.

The budget included in such ordinance shall contain a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected to be received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year. The estimate of taxes to be received may be based upon the amount of actual cash receipts that may reasonably be expected by the municipality during such fiscal year, estimated from the experience of the municipality in prior years and with due regard for other circumstances that may substantially affect such receipts. Provided, however, that nothing in this Act shall be construed as requiring any municipality to change or preventing any municipality from changing from a cash basis of financing to a surplus or deficit basis of financing; or as requiring any municipality to change or preventing any municipality from changing its system of accounting.

The governing body of each municipality shall fix a fiscal year therefore. If the beginning of the fiscal year of a municipality is subsequent to the time that the tax levy for such fiscal year shall be made, then such annual budget and appropriation ordinance shall be adopted prior to the time such tax levy shall be made.

Such budget and appropriation ordinance shall be prepared in tentative form by some person or persons designated by the governing body, and in such tentative form shall be made conveniently available

to public inspection for at least thirty days prior to final action thereon. Provided, that in townships such tentative ordinance for purposes other than the road and bridge fund shall be prepared by the board of town trustees. At least one public hearing shall be held as to such budget and appropriation ordinance prior to final action thereon, notice of which shall be given by publication in an English language newspaper published in such municipality, at least 30 days prior to the time of such hearing. If there is no newspaper published in such municipality, then notice of such public hearing shall be given by publication in an English language newspaper published in the county in which such municipality is located and having general circulation within such municipality. If there is no such newspaper published in the county, notice of such public hearing shall be given by posting notices thereof in five of the most public places in such municipality. Such notice shall state the time and place where copies of the tentative budget and appropriation ordinance are available for public inspection and the time and place of the hearing. It shall be the duty of the clerk, secretary, or other similar officer, of such municipality to make such tentative budget and appropriation ordinance available to public inspection, and to arrange for such public hearing or hearings. Except as otherwise provided by law, no further appropriations shall be made at any other time within such fiscal year, provided that the governing body of such municipality may from time to time make transfers between the various items in any fund in such appropriation ordinance not exceeding in the aggregate ten per cent of the total amount appropriated in such fund by such ordinance, may transfer funds received by the taxing district as the result of an erroneous distribution of property taxes by a county treasurer back to that county treasurer without amending the budget and appropriation ordinance, and may amend such budget and appropriation ordinance from time to time by the same procedure as is herein provided for the original adoption of a budget and appropriation ordinance; provided that nothing in this section shall be construed to permit transfers between funds required by law to be kept separate.
(Source: P.A. 89-548, eff. 1-1-97; 90-439, eff. 8-16-97.)

(75 ILCS 16/30-85)

Sec. 30-85. Budget and appropriation ordinance; levy ordinance.

(a) The board shall, within the first quarter of each fiscal year and no later than the fourth Tuesday of September, prepare and enact a budget and appropriation ordinance pursuant to the provisions of the Illinois Municipal Budget Law. A certified copy of the ordinance shall be published once, and the board shall then ascertain the total amount of the appropriation made for all purposes permitted by this Act and the total amount of monies necessary to be raised for the appropriation.

(b) By the first Tuesday in December, after publication of the appropriation ordinance, the board shall enact a levy ordinance incorporating the appropriation ordinance by reference and levying not more than the total amount of the appropriation (taking into consideration monies to be raised from other than tax sources) upon all property subject to taxation within the district as that property is

assessed and equalized for State and county purposes for that year.

(c) The secretary shall file, on or before the last Tuesday in December, a certified copy of the levy ordinance with the county clerk of each county affected by the levy. Where more than one county is involved, the secretary shall supply and certify under his or her signature and seal of the district additional information required by each county clerk for the clerk's determination of the portion of the levy required to be levied in his or her county.

(d) The county clerk shall ascertain the rate per cent that, upon the full, fair cash value of all property subject to taxation within the district, as that property is assessed or equalized by the Department of Revenue, will produce a net amount of not less than the total amount so directed to be levied and then add on for collection loss and costs. The county clerk shall extend this tax in a separate column upon the books of the collector of State and county taxes within the district.

(e) The secretary shall also file, on or before the last Tuesday of December, certified copies of the appropriation and levy ordinances with the library or libraries operated by the district and shall make copies available to public inspection at all times.

(Source: P.A. 87-1277.)

It was discussed that the incoming director should be asking clarifying questions of the County Treasurer regarding the library's tax levy.

Katie Ekstrom made a motion to accept the tentative budget and appropriation ordinance for the fiscal year beginning July 1, 2023 and it was seconded by Jen Mauk.

c) Secretary's Audit due 9/1 (75 ILCS 16/30-65) which reads as follows:

75 ILCS 16/30-65)

Sec. 30-65. Reports and audits.

(a) On or before September 1 of each year, the board shall prepare a written report for the past fiscal year. The secretary shall file certified copies of the report on or before the due date with the Illinois State Librarian and in the library or libraries operated by the district, where the report shall be available for public inspection. The report shall include the following:

(1) The audit of the secretary and the secretary's records as provided in subsection (c).

(2) A statement as to any change in the limits and boundaries of the district.

(3) A statement as to property of any type acquired by the district by purchase, legacy, gift, or otherwise.

(4) A statement as to the amount of accumulations and the reasons for the accumulations.

(5) A statement as to any outstanding liabilities, including those for bonds still outstanding.

(6) Any other pertinent information requested by the Illinois State Librarian.

(b) Where dissolution of the district has been approved, the board shall prepare a final report.

(c) The secretary's records shall be audited by 2 other trustees appointed by the president. The audit shall be

conducted each fiscal year and upon the change of secretaries. The audit report shall be filed not later than 90 days following the completion of the fiscal year. The report shall certify the accuracy and completeness of the secretary's records and shall list the discrepancies, if any. The report of the audit of the secretary's records shall be made a part of the secretary's records.

(d) The board shall take whatever action is deemed necessary to cure the discrepancies reported to it by any audit committee.

(Source: P.A. 87-1277; 88-442; 88-670, eff. 12-2-94.)

Ashley shared that the FY23 audit has been completed.

9. Closed Session: Discussion and hiring of Library Director. After some discussion, Katie Ekstrom made a motion to offer the position to Jackie Keck; this motion was seconded by Jen Mauk and all were in agreement. Ms. Keck was contacted and accepted the position at the agreed upon salary with a start date of August 13, 2023.

10. Upcoming Meetings: The next regularly scheduled meeting will be held on Wednesday, September 13th.

11. Adjournment: Jen Mauk made a motion to adjourn the meeting which was seconded by Mary Beth Reiniger. The meeting was adjourned at 7:42 p.m.