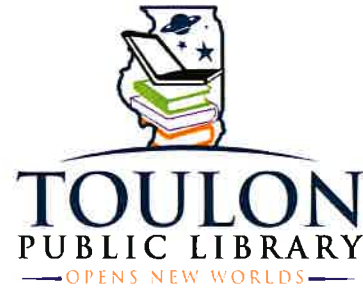


Toulon Public Library District

617 E. Jefferson Street Toulon, IL 61483-
Ph. 309/286-5791 Fax 309/286-4481
www.toulonpld.org



This is to certify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for Fiscal Year 2022-2023.



Trustee



Trustee

DATE July 10, 2023

**Toulon Public Library District Board of Trustees Meeting
August 8, 2022**

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:00 p.m. Roberta Cinnamon, Mary Hawk, Cheryl Hurst, Jennifer Nutzhorn, and Director Michael Baumann were present.

Pat Brown, Jan Curry, and Mark Wilson were absent.

Approval of Agenda: Roberta made a motion to approve the agenda. Cheryl seconded the motion; motion approved unanimously. No public comments.

REPORTS

Secretary: Cheryl made a motion to approve the secretary's report from the June 13, 2022 meeting. Mary seconded the motion; motion approved unanimously.

Correspondence:

Treasurer: Mary made a motion to approve the treasurer's report and pay the bills. Roberta seconded the motion; motion approved unanimously with a roll call vote.

Director: Roberta made a motion accept the Director's Report. Mary seconded the motion; motion approved unanimously.

SPECIAL ORDERS

Budget and Appropriation Hearing: Jennifer made a motion to halt the regular meeting to hear Public comments on Budget and Appropriation Ordinance 22-4. Roberta seconded the motion; motion approved. Chair halted the meeting and opened for public comment. No one was present to be heard. Jennifer motioned to close and resume the regular meeting. Mary seconded the motion; motion approved

UNFINISHED BUSINESS

NEW BUSINESS

Budget and Appropriations Ordinance 22-4: Roberta made a motion to approve the Budget and Appropriation Ordinance 21-4. Cheryl seconded the motion; motion approved unanimously.

Secretary's Audit: Mary and Cheryl reviewed the 2021-2022 Secretary's Minutes. Mary made a motion to certify the 2021-2022 Secretary's Minutes. Cheryl seconded the motion; motion approved unanimously.

Year End Transfer \$2,496.03: Roberta made a motion to approve a year end transfer \$2,496.03 to the Building Savings Fund. Mary seconded the motion; motion approved unanimously with a roll call vote.

**Toulon Public Library District Board of Trustees Meeting
September 12, 2022**

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:02 p.m. Roberta Cinnamon, Jan Curry, Jennifer Nutzhorn, Mark Wilson, and Director Michael Baumann were present. Pat Brown, Cheryl Hurst, and Mary Hawk were absent.

Approval of Agenda: Jan made a motion to approve the agenda. Roberta seconded the motion; motion approved unanimously. No public comments.

REPORTS

Secretary: Jennifer made a motion to approve the secretary's report from the August 8, 2022 meeting. Jan seconded the motion; motion approved unanimously.

Correspondence:

Treasurer: Roberta made a motion to approve the treasurer's report and pay the bills. Jennifer seconded the motion; motion approved unanimously with a roll call vote.

Director: Jennifer made a motion accept the Director's Report. Roberta seconded the motion; motion approved unanimously.

SPECIAL ORDERS

Levy Ordinance 22-5: Jan made a motion to approve Levy Ordinance 22-5. Roberta seconded the motion; motion approved unanimously.

UNFINISHED BUSINESS

NEW BUSINESS

Cancel October meeting: Roberta made a motion to approve canceling the October meeting. Jennifer seconded the motion; motion approved unanimously.

Staff Christmas: Jan made a motion to approve gift cards for employees. Roberta seconded the motion; motion approved unanimously with a roll call vote.

Closed November 24/25; December 23-January 2: Roberta made a motion to approve closing the library on November 24/25 and December 23-January 2. Jan seconded the motion; motion approved unanimously.

ADJOURNMENT: Jennifer made a motion to adjourn the meeting. Jan seconded the motion; motion approved unanimously. The meeting was adjourned at 7:34 p.m.

The date for the next regular meeting is Monday, November 8, 2022 at 7:00 p.m.

Respectfully submitted,
Roberta Cinnamon, Secretary

Roberta Cinnamon

**Toulon Public Library District Board of Trustees Meeting
November 14, 2022**

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:00 p.m. Roberta Cinnamon, Jan Curry, Cheryl Hurst, Jennifer Nutzhorn, Mark Wilson, and Director Michael Baumann were present. Pat Brown and Mary Hawk were absent.

Approval of Agenda: Roberta made a motion to approve the agenda. Jan seconded the motion; motion approved unanimously. No public comments.

REPORTS

Secretary: Cheryl made a motion to approve the secretary's report from the September 12, 2022 meeting with a correction for the wrong (11/8/2022) date of the November 14th meeting. Jennifer seconded the motion; motion approved unanimously.

Correspondence:

Treasurer: Roberta made a motion to approve the treasurer's report and pay the bills. Jennifer seconded the motion; motion approved unanimously with a roll call vote.

Director: Jan made a motion accept the Director's Report. Cheryl seconded the motion; motion approved unanimously.

SPECIAL ORDERS

UNFINISHED BUSINESS

NEW BUSINESS

Discuss Serving Our Public 4.0 Per Capita Requirement: Discussion was held by the board.

Approve Per Capita Grant Submission: Roberta made a motion to approve the Per Capita Grant application. Jennifer seconded the motion; motion approved unanimously with a roll call vote.

Review and Approval of 21-22 Audit and AFR: Cheryl made a motion to approve the 21-22 Audit and AFR. Jan seconded the motion; motion approved unanimously.

CD deposit at State Bank of Toulon: Jennifer made a motion to approve purchasing 2 CD's (\$75,000 and \$10,000) signed by Michael Baumann and Janet Curry when the rates are above 3% at the State Bank of Toulon. Roberta seconded the motion; motion approved unanimously.

ADJOURNMENT: Roberta made a motion to adjourn the meeting. Jennifer seconded the motion; motion approved unanimously. The meeting was adjourned at 7:40 p.m.

The date for the next regular meeting is Monday, December 12, 2022 at 7:00 p.m.

Respectfully submitted,
Roberta Cinnamon, Secretary

Roberta Cinnamon

**Toulon Public Library District Board of Trustees Meeting
December 12, 2022**

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:03 p.m. Roberta Cinnamon, Jan Curry, Cheryl Hurst, Jennifer Nutzhorn, and Director Michael Baumann were present. Pat Brown, Mary Hawk and Mark Wilson were absent.

Approval of Agenda

Jan made a motion to approve the agenda. Cheryl seconded the motion; motion approved unanimously. There were no public comments.

REPORTS

Secretary / Correspondence

Cheryl made a motion to approve the secretary's report from the November 14, 2022 meeting. Jan seconded the motion; motion approved unanimously.

The library donated money to the Senior Nutrition Site and the Stark County Historical Society to help with digitalization of records

Treasurer

Roberta made a motion to approve the treasurer's report and pay the bills. Cheryl seconded the motion; motion approved unanimously with a roll call vote.

Director

There was no Director's report

UNFINISHED BUSINESS

NEW BUSINESS

Amazon credit card: The director informed the board that Amazon credit line has been discontinued and has been transitioned to Amazon Amex.

ADJOURNMENT

Roberta made a motion to adjourn the meeting. Jan seconded the motion; motion approved unanimously. The meeting was adjourned at 7:20 p.m.

The date for the next regular meeting is Monday, February 13, 2023 at 7:00 p.m.

Respectfully submitted,

Roberta Cinnamon

**Toulon Public Library District Board of Trustees Meeting
February 13, 2023**

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:05 p.m. Roberta Cinnamon, Jan Curry, Cheryl Hurst, Jennifer Nutzhorn, and Director Michael Baumann were present. Pat Brown, Mary Hawk and Mark Wilson were absent.

Approval of Agenda

Jan made a motion to approve the agenda. Cheryl seconded the motion; motion approved unanimously. There were no public comments.

REPORTS

Secretary / Correspondence

Cheryl made a motion to approve the secretary's report from the December 12, 2022 meeting. Jan seconded the motion; motion approved unanimously.

Treasurer

Roberta made a motion to approve the treasurer's report and pay the bills. Cheryl seconded the motion; motion approved unanimously with a roll call vote.

Director

Jan made a motion to approve the director's report. Cheryl seconded the motion; motion approved unanimously.

UNFINISHED BUSINESS

NEW BUSINESS

Compton Accounting for payroll to replace E. Endress summer/fall 2023:

Roberta made a motion to approve Compton Accounting for payroll to replace Evelyn Endress upon her retirement Summer/Fall 2023. Cheryl seconded the motion; motion approved unanimously.

Close March 8 for staff to attend RSA day in Washington, IL:

Jan made a motion to close March 8 for the staff to attend RSA day. Roberta seconded the motion; motion approved unanimously.

ADJOURNMENT

Roberta made a motion to adjourn the meeting. Cheryl seconded the motion; motion approved unanimously. The meeting was adjourned at 7:47 p.m.

The date for the next regular meeting is Monday, March 13, 2023 at 7:00 p.m.

Respectfully submitted,

Roberta Cinnamon

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:00 p.m. Roberta Cinnamon, Jan Curry, Cheryl Hurst, Jennifer Nutzhorn, Mark Wilson, and Director Michael Baumann were present. Pat Brown and Mary Hawk were absent.

Approval of Agenda

Roberta made a motion to approve the agenda. Cheryl seconded the motion; motion approved unanimously. There were no public comments.

REPORTS

Secretary / Correspondence

Jan made a motion to approve the secretary's report from the February 13, 2022 meeting. Jennifer seconded the motion; motion approved unanimously. A letter was received from Don Schmidt for the digitalization of Stark County newspapers.

Treasurer

Cheryl made a motion to approve the treasurer's report and pay the bills. Jennifer seconded the motion; motion approved unanimously with a roll call vote.

Director

Jennifer made a motion to approve the director's report. Roberta seconded the motion; motion approved unanimously.

UNFINISHED BUSINESS

Discussion was held on Director's review

NEW BUSINESS

Copier Quotes

Roberta made a motion to approve the purchase of the Canon DXC257IF copier from Advanced Business Systems, Galesburg for \$2516.00. Jan seconded the motion; motion approved unanimously with a roll call vote.

Job Descriptions Review and Vote on New Cleaning Position & Updates

Jan made a motion to approve the job descriptions review and the new cleaning position. Roberta seconded the motion; motion approved unanimously.

Sexual Harassment Training

Board members authorized signatures upon completion of the power point presentation.

Dispose of old content servers and website storage from before 2008

Cheryl made a motion to approve of the disposal of content servers and website storage. Roberta seconded the motion; motion approved unanimously.

ADJOURNMENT

Jan made a motion to adjourn the meeting. Jennifer seconded the motion; motion approved unanimously. The meeting was adjourned at 8:15 p.m.

The date for the next regular meeting is Monday, April 10, 2023 at 7:00 p.m.

Respectfully submitted,



Roberta Cinnamon

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:03 p.m. Roberta Cinnamon, Jan Curry, Jennifer Nutzhorn, Mark Wilson, and Director Michael Baumann were present. Pat Brown, Mary Hawk, and Cheryl Hurst were absent.

Approval of Agenda

Roberta made a motion to approve the agenda. Jan seconded the motion; motion approved unanimously. There were no public comments.

REPORTS

Secretary / Correspondence

Jennifer made a motion to approve the secretary's report from the March 13, 2023 meeting. Jan seconded the motion; motion approved unanimously.

Treasurer

Roberta made a motion to approve the treasurer's report and pay the bills. Jennifer seconded the motion; motion approved unanimously with a roll call vote.

Director

Jennifer made a motion to approve the director's report. Jan seconded the motion; motion approved unanimously.

UNFINISHED BUSINESS

NEW BUSINESS

Transfer \$32,402 from Liability Fund to Corporate Fund for director and staff building liability oversight FY22-23

Roberta made a motion to approve the transfer of \$32,402 from Liability Fund to Corporate Fund for director and staff liability oversight FY22-23. Jan seconded the motion; motion approved unanimously with a roll call vote.

New, updated logo

Michael explained the process of creating a new logo and showed several examples. Jan made a motion to approve the new logo design. Jennifer seconded the motion; motion approved unanimously.

ADJOURNMENT

Jan made a motion to adjourn the meeting. Roberta seconded the motion; motion approved unanimously. The meeting was adjourned at 7:50 p.m.

The date for the next regular meeting is Monday, May 8, 2023 at 7:00 p.m.

Respectfully submitted,
Roberta Cinnamon



**Toulon Public Library District Board of Trustees Meeting
May 8, 2023**

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7: p.m. Jan Curry, Cheryl Hurst Jennifer Nutzhorn, Mark Wilson, and Director Michael Baumann were present. Pat Brown, Roberta Cinnamon, and Mary Hawk were absent.

Approval of Agenda

Janet Curry made a motion to approve the agenda. Cheryl Hurst seconded the motion; motion approved unanimously. There were no public comments.

REPORTS

Secretary / Correspondence

Jennifer Nutzhorn made a motion to approve the secretary's report from the April 10, 2023 meeting with a correction of the year (2022→2023). Janet Curry seconded the motion; motion approved unanimously.

Treasurer

Cheryl Hurst made a motion to approve the treasurer's report and pay the bills. Jennifer Nutzhorn seconded the motion; motion approved unanimously with a roll call vote.

Director

Janet Curry made a motion to approve the director's report. Cheryl Hurst seconded the motion; motion approved unanimously.

UNFINISHED BUSINESS

NEW BUSINESS

First meeting of Decennial Committee: Discussion was held and community members for the committee were identified. Al Curry, Jeff Hurst, and Rebecca Nutzhorn were identified to join the committee. They and the board will be given a survey to complete ahead of the second meeting to be scheduled in the fall.

Non-Resident Fee Card: 2023 Fee Minimum \$275.00

Cheryl Hurst made a motion to approve the 2023 non-resident fee card minimum \$275.00. Janet Curry seconded the motion; motion approved unanimously with a roll call vote.

New Library Logo and Sign Proposal

Jennifer Nutzhorn made a motion to approve the new logo design and sign proposal from Joupperi Design pending TIF funds approval. Cheryl Hurst seconded the motion; motion approved unanimously with a roll call vote.

23-24 Working Budget/Wages

Janet Curry made a motion to approve the 23-24 Working Budget/Wages. Cheryl Hurst seconded the motion; motion approved unanimously with a roll call vote.

FY2023 Auditor Contract Irwin Co. Kewanee

Jennifer Nutzhorn made a motion to approve the FY2023 Auditor Contract with Irwin Co. Kewanee. Janet Curry seconded the motion; motion approved unanimously with a roll call vote.

Close Memorial Checking #488437 merge \$500.91 into Memorial Savings

Cheryl Hurst made a motion to approve closing Memorial Checking #488437 and merge \$500.91 into Memorial Savings. Jennifer Nutzhorn seconded the motion; motion approved unanimously with a roll call vote.

Close Regular Savings #78490 Merge \$121.84 into Building Savings

Janet Curry made a motion to approve closing Regular Savings#78490 and merge \$121.84 into Building Savings. Cheryl Hurst seconded the motion; motion approved unanimously with a roll call vote.

ADJOURNMENT

Jennifer Nutzhorn made a motion to adjourn the meeting. Janet Curry seconded the motion; motion approved unanimously. The meeting was adjourned at 7:45 p.m.

The date for the next regular meeting is Monday, June 12, 2023 at 7:00 p.m.

Respectfully submitted,



Michael Baumann, Secretary Pro Tem.

**Toulon Public Library District Board of Trustees Meeting
June 12, 2023**

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:10 p.m. Roberta Cinnamon, Jan Curry, Cheryl Hurst, Jennifer Nutzhorn, Wendy Wagner, Mark Wilson, Mary Zehr, and Director Michael Baumann were present. Rob Finney and Mary Hawk were absent.

Approval of Agenda

Jan made a motion to approve the agenda. Cheryl seconded the motion; motion approved unanimously.

REPORTS

Secretary / Correspondence

Jennifer made a motion to approve the secretary's report from the May 8, 2023 meeting. Jan seconded the motion; motion approved unanimously.

Treasurer

Roberta made a motion to approve the treasurer's report and pay the bills. Cheryl seconded the motion; motion approved unanimously with a roll call vote.

Director

Cheryl made a motion to accept Director's Report. Roberta seconded the motion; motion approved unanimously.

SPECIAL ORDERS

Meeting Date Ordinance 23-1

Mary made a motion to approve Meeting Date Ordinance 23-1. Wendy seconded the motion; motion approved unanimously.

Building Maintenance Ordinance 23-3

Roberta made a motion to approve Building Maintenance Ordinance 23-3. Jan seconded the motion; motion approved unanimously with a roll call vote.

UNFINISHED BUSINESS

Decennial Committee

NEW BUSINESS

Appointment to 2 year term for unfilled board seat

Roberta made a motion to appoint Rob Finney to the unfilled board seat. Jan seconded the motion; motion approved unanimously.

Seating of Newly Elected Trustees from April Election

Oath of Office Mark administered the Oath of Office for Wendy Wagner and Mary Zehr.

Election of Officers

Cheryl made a motion to retain the current secretary, Roberta Cinnamon and treasurer, Jan Curry. Jennifer seconded the motion; motion approved unanimously.

Jan made a motion to nominate Jennifer Nutzhorn for the position of president. Cheryl closed the nomination; Wendy seconded the motion; motion approved unanimously.

Jan made a motion to nominate Cheryl Hurst for the position of vice-president. Wendy closed the nomination; Roberta seconded the motion; motion approved unanimously.

Membership in ILA

Cheryl made a motion to retain membership in ILA. Roberta seconded the motion; motion approved unanimously.

Membership in ILA IPLAR (Illinois Public Library Annual Report)

Jan made a motion to approve the Illinois Public Library Annual Report (IPLAR). Cheryl seconded the motion; motion approved unanimously.

Closed Dates July 3 & 4

Roberta made a motion to approve closing the Library July 3rd and 4th. Mary seconded the motion; motion approved unanimously.

ADJOURNMENT

Cheryl made a motion to adjourn the meeting. Roberta seconded the motion; motion approved unanimously. The meeting was adjourned at 7:45 p.m.

The date for the next regular meeting is Monday, July 10, 2023 at 7:00 p.m.

Respectfully submitted,
Roberta Cinnamon, Secretary

Roberta Cinnamon