

Bunker Hill Public Library District Agenda
Wednesday, July 10, 2024
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 6-2024 Report
2. YTD Budget Report

Librarian's Report

1. Director Expense Report – Month of June
2. July Calendar
3. Summer Reading Program
 - a. Attendance
4. Toddler Time
 - a. Attendance
5. Nancy Scroggins Memorial Donation
6. Checking Account Balance

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, August 14 6:00pm

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, August 14, 2024
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 7-2024 Report
2. YTD Budget Report

Librarian's Report

1. Director Expense Report – Month of July
2. August Calendar
3. Back to School Bash – August 16
4. Community Garden Table
5. Received donation in memory of Nancy Scroggins \$1,100.00
6. Booth reserved for Fall Fest 2024
7. Levy Taxes
8. Library Assistant II Requisition Posted – Hired: Diana Chestnut Starting 8/20/2024

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, August 14 6:00pm

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, September 11, 2024
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 8-2024 Report
2. YTD Budget Report

Librarian's Report

1. Director Expense Report – Month of August
2. September Calendar
3. October 18 – Preschool Family Event
4. Banned Patron – Joshua Maloney
5. Board Oaths and Terms
6. Community Grant Completed 8/29/2024
7. Networking Opportunities
8. FMLA - Director

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, October 9 6:00pm

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, October 9, 2024
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 9-2024 Report
2. YTD Budget Report

Librarian's Report

1. Director Expense Report – Month of September
2. October Calendar
 - a. Pumpkin Decorating
 - b. Book Folding
 - c. Halloween Bingo
 - d. Trick or Treating
3. 9/14/2024 Fall Fest Profit
4. 9/17/2024 Diana Chestnut Termed
5. 9/27/2024 2nd Distribution Taxes
6. 10/1/2024 Brittane Hokenson Hired
7. Bunker Hill Beautification Tree Lighting Donation Form

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, November 13 6:00pm

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, November 13, 2024
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 10-2024 Report
2. YTD Budget Report

Librarian's Report

1. Director Expense Report – Month of October
2. November Calendar
 - a. Food Drive 11/12 – 11/23
3. Upcoming Event
 - a. December 1 – The Polar Express Event
4. 10/17/2024 3D Pumpkin Craft
5. 10/31/2024 Halloween Event
6. 10/21/2024 – Foundation For Rural Services (FRS)
7. Chamber Meeting
8. Preschool Day 11/21/2024
9. Volunteer Program Update
10. Snow Bids Update
11. Generator Estimate

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, January 8 6:00pm

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, January 8, 2025
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Motion to approve Special Meeting

Public comments

Treasurer's Report

1. 11-2024 12-2024 Report
2. YTD Budget Report

Librarian's Report

1. Director Expense Report – November and December
2. January Calendar
3. February Calendar
4. Upcoming Event
 - a. February 21 – Stuffie Night
5. Past Events
 - a. December 1 – Polar Express
 - b. 12 Days of Craftmas
6. Library Card Numbers Received 1/8/2025
7. Effective 1/1/2025 – Brittaneé Increased Pay \$15.00
8. Fundraiser – Blind Date with a Book
9. Toby Elliot – Quit
10. Levy Filed by Deb Allen
11. Per Capita Grant – Due 1/30/2025
12. Annual Financial Report – Filed with State Comptroller 12/16/2024
 - a. Macoupin County Treasurer – Annual Treasurer Report
13. Director Leave

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, February 12, 2025

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, February 12, 2025
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 1-2025 Report
2. YTD Budget Report

Librarian's Report

1. March Calendar
2. Upcoming Event
 - a. February 21 – Stuffie Night – 22 Registered via Facebook
3. Per Capita Grant Filed 1/9/2025 – Accepted 1/10/2025
4. 1/20/2025 Interlibrary Loan & Reciprocal Survey Completed
5. 1/20/2025 Annual Library Certification Completed
6. Unique Entity ID Completed 1/20/2025
7. Reaching Forward South Conference – April 4, 2025 Registered

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, March 12, 2025

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, March 12, 2025
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 2-2025 Report
2. YTD Budget Report

Librarian's Report

1. Stuffie Night
2. April's Events
3. Summer Reading Program
4. 3rd Distribution of Taxes
5. Director FMLA

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, April 9, 2025

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, April 9, 2025
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Motion to approve minutes of last month's meeting

Public comments

1. Kayleigh Trimm

Treasurer's Report

1. 3-2025 Report
2. YTD Budget Report

Librarian's Report

1. April Calendar of Events
2. Update on Easter Egg Hunt
3. Summer Reading Program
4. Adult Summer Reading Challenge
5. CEJA Funding Opportunity

Committee Reports

1. Budget/Finance Committee
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee
 - a. Lawn Care Bids

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, May 14, 2025

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, May 21, 2025
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Swear in Members

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 4-2025 Report
2. YTD Budget Report

Librarian's Report

1. May Calendar of Events
2. Summer Reading Program Update
3. 2nd and 5th Grader Field Trips
4. End of July Book Sale
5. Cost to Receive Faxes
6. Statement of Economic Interests
7. Local Government Efficiency Act
8. Illinois State Comptroller Annual Financial Report

Committee Reports

1. Budget/Finance Committee
 - a. CEJA Grant Information
 - b. Establish Meeting Date to Review for 2025/2026 Budget
2. Building/Maintenance Committee
3. Policy/Procedure Committee
 - a. Review and Amend/Approve Board Bylaws
 - b. Establish Meeting Days and Times for 2025-2026
 - c. Non-Resident Fee Due June 30, 2025
4. Community/Public Relations Committee
5. Landscaping Committee
 - a. Vaughn's Lawns Updated Contract

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, June 11, 2025

Adjournment

Bunker Hill Public Library District
Emergency Board Meeting Agenda
Friday, May 30, 2025
5:00 p.m.

Establish Quorum

Call to Order

Declaration of Emergency:

Patron unattended child(ren)

Approval of Agenda

Discussion of Emergency Situation:

Implementing a Child Safe Policy

Adjournment

Bunker Hill Public Library District Agenda
Wednesday, June 25, 2025
6:00 p.m.

Establish Quorum

Call to Order

Motion to approve agenda

Swear in Members

Motion to approve minutes of last month's meeting

Public comments

Treasurer's Report

1. 5-2025 Report
2. YTD Budget Report

Librarian's Report

1. Father's Day Craft
2. Summer Reading Program Update
3. Illinois State Comptroller Annual Financial Report – 3/5 Majority
Vote Form
4. Response to Law Enforcement Presence on Library Grounds – Policy
5. Smuggling of Drugs in Checked-Out Books
6. CEJA Funding Update

Committee Reports

1. Budget/Finance Committee
 - a. 2025/2026 Proposed Budget
2. Building/Maintenance Committee
3. Policy/Procedure Committee
4. Community/Public Relations Committee
5. Landscaping Committee

Old Business

New Business

Executive Session

Next Board Meeting – Wednesday, July 9, 2025 6:00pm

Adjournment