

BREESE LIBRARY BOARD MINUTES

Secretary's Report - 11/04/25

The meeting was called to order at 8:06 p.m. by President Angie Becker.

Trustees present: Angie Becker, Jamie Fields, Gwen Fischer, Bonnie Holzinger, Judy Kampwerth, Allison Netemeyer, Cyndi Riley and Brandon Richter.

Trustees absent: Angela Richter

Also attending: Jenna Astroth, Library Director and Gary Usselmann, City Council Liaison. Trevor Schubert, City of Breese Business Administrator, also attended.

Secretary's Report: A quorum was established. Jamie Fields made a motion to accept the Secretary's Report and it was seconded by Bonnie Holzinger. The motion was approved with all ayes.

Treasurer's Report: Gwen Fischer made a motion to accept the Treasurer's Report and Bonnie Holzinger seconded it. The motion was approved on a roll call vote.

There was a brief discussion about the second tax distribution payment deposited to Dieterich Bank. Angie Becker made a motion to move \$150,000.00 from the Dieterich Bank checking account to the Illinois Municipal Funds account. Cyndi Riley seconded the motion. It was approved on a roll call vote.

Librarian's Report:

A. Library Events Updates

- October 18th - Breese Lions Story Time: 50 kids participated
- October 27th - Teen Tober: 5 teens attended
- October 29th - Mollie's War speaking engagement: 24 adults & 2 kids attended
- October 31st - Trick or Treat night: 10 kids came by in costume
- The Library Crawl ended October 31st: 202 visitors from 46 towns. Reagan Lohman and Jackie Spicer won the library crawl drawing.

B. Illinois Bill SR0104 Passed on October 15, 2025

- Jenna said that the Summary of the Bill urges all public library trustees to participate in ongoing training programs provided by the Illinois Secretary of State to strengthen their ability to effectively oversee library operations and services. It encourages the Illinois Secretary of State to expand and enhance library trustee training opportunities, ensuring that all library board members have access to comprehensive education on governance, ethics, and policy matters.

C. 3D Printer - Jenna reported her findings after doing additional research on a 3D printer:

- She spoke with Carlyle Library and they did not see a noticeable increase in their electric bill. She also found out what they charge for printer usage.

- Wi-fi is not needed to operate the printer. It can be used with a memory stick.
- Cost to print is based on weight (in grams) of the object printed plus a service fee per item.
- Print time stipulations will need to be set.
- She found an early Black Friday sale from Bambu Lab for a P1S 3D printer that includes cable, adapter and hub, and filament buffer. The cost is \$599.00 and includes free shipping. Filament will need to be purchased separately.
- Judy Kampwerth would like to donate \$245.00 from her birthday donations toward the 3D printer.

After a brief discussion, Allison Netemeyer made a motion to purchase the 3D printer from Bambu Lab and additional filaments up to a \$500.00 limit. Angie Becker seconded the motion. The motion was approved on a roll call vote. The usage charges will be set at 20 cents per gram plus a \$1.00 service fee per item.

Unfinished Business:

- Library EIN - Trevor Schubert attended the meeting to explain that the library shares the EIN with the City of Breese. He said when the city applies for grants, they can more easily track grant spending and what needs to be included in the city's audited financials. The second reason being for payroll. The city pays the payroll for all library employees and then is reimbursed by the library for the amounts. The EIN number needs to be the same as it will show all employees' W-2's and is used when making payroll tax deposits on behalf of the library employees.
- Quickbooks - Trevor explained that he worked with Jenna to correct Quickbooks so that it correctly reflected the credit card accounts payable information. There was an old credit card number that needed to be removed from Quickbooks because it was cancelled due to fraud in 2022. The new card number that was issued in 2022 was replaced with a new number in June 2025 when the library director name changed to Meagan Holthaus. There was also a credit received for an overpayment back in June 2025 that was not entered in Quickbooks with the correct amount. The Quickbooks report is now accurately reflecting the credit card balance.

New Business: Jenna requested that the library be closed the day after Thanksgiving. She said the employees have plans with their families that day and are unable to work. She also said that the new resinous flooring in the front and back vestibules is scheduled to be installed the week of Thanksgiving and needs 48 hours to cure before it can be walked on. She said the library employees would be willing to work on Presidents Day instead of the day after Thanksgiving. The board asked if she could pull reports to see how many patrons visit the library on the day after Thanksgiving. She will check with the Illinois Heartland Library System to get this data and report back at the next meeting.

After a brief discussion, Cyndi Riley made a motion for the library to close the day after Thanksgiving this year and open on President's Day on February 16, 2026. Jamie Fields seconded the motion and it was approved on all ayes. This issue will be revisited next year after Jenna provides the data showing library patron attendance on the day after Thanksgiving.

Cyndi Riley made a motion to adjourn the meeting at 9:13 p.m. and it was seconded by Judy Kampwerth.

The next meeting is scheduled for Tuesday, December 9, 2025 at 8:00 p.m.

Angie Becker-President

Gwen Fischer, Secretary