



Library Board of Trustees Meeting
119 E Main Street, Heyworth, IL 61745
Tuesday, July 14, 2026, 6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Correspondence, Communications, and Public Comments
4. Secretary's Report
5. Treasurer's Report
 - a. Review Account Balances, Payables, and Transactions
 - b. Review Transfers
 - c. Other Items of Interest
 - d. Move 10% of Director's salary and Janitor's salary from Insurance Fund to General Fund.
 - i. *10% of the Director's Salary and the Janitor's Salary to be moved would be \$6,223.50 and \$408.56, respectively, for a total of \$6,632.06.*
6. President's Report
 - a. Appoint two Trustees to conduct the annual Secretary's Audit before the next Board meeting.
 - b. Designate FOIA (Freedom of Information Act) and OMA (Open Meetings Act) officers.
 - i. FOIA officer – Lisa Shaffer, Secretary, and Lori Urban, Director
 - ii. OMA officer – Lisa Shaffer, Secretary
7. Reports from Trustees
8. Director's Report
 - a. Circulation and Statistics of Library Usage
 - b. Gifts and Memorials
 - c. Other Items of Interest
 - d. Per Capita Review
9. Unfinished Business
 - a. FY 26/27 Budget discussion
 - i. Review Budget and Appropriations Ordinance 26-1
 - b. Review Board of Trustees Bylaws
 - c. Review Special Reserve Ordinance 11-1
 - d. Review Special Reserve Plan Ordinance 13-2
 - e. Approve Outstanding Check Policy
10. New Business
 - a. Review Disaster Plan
 - b. Capital Asset Plan Quarterly Review
11. Adjournment
 - a. Next Meeting, Tuesday, August 11, 2026, at 6:30 p.m.