

MONTHLY BOARD MEETING

The monthly meeting of the Warren County Public Library District Board of Trustees will be held on October 9, 2017 at 5:15 P.M. at

KIRKWOOD BRANCH LIBRARY

134 South Kirk – Kirkwood, IL

AGENDA

WARREN COUNTY PUBLIC LIBRARY DISTRICT

OCTOBER 9, 2017

1. Minutes of September Meeting
2. Financial Reports
3. Correspondence
4. President's Report
5. Committee Reports
 - A. Executive
 - B. Building and Grounds
 - C. District Branches
 - D. Finance and Development
 - E. Human Resources
 - F. Library Services
 - G. Long Range Planning
 - H. RAILS Report
6. Unfinished Business
 - A. Cincinnati Insurance (Commercial Package) Audit Review
7. New Business
8. Librarian's Report
 - A. Circulation/Programs/Internet/Door Count Statistics
 - B. Unserved Populations Proposal
 - C. Per Capita Grant Requirements
 - D. Alley – Sidewalk Repairs
 - E. Alley - Cameras
 - F. Upcoming Events/Programs

CARPOOL:

If you would like to carpool to Kirkwood, please meet in front of the library at 4:50 P.M.

WARREN COUNTY PUBLIC LIBRARY DISTRICT
September 11, 2017

The Warren County Public Library District Board Meeting was held September 11, 2017 in the Main Library Board Room. In attendance were Trustees Gossett, Willhardt, Vancil, Heerwagen, Sturgeon, McKenna, Simmons and Director Good and Bookkeeper Loquist.

President Willhardt called the business meeting to order at 5:15 P.M. McKenna (Heerwagen) moved to accept August 14, 2017 Board Meeting minutes as printed. Motion carried. Unrecorded vote. Heerwagen (Vancil) moved to accept August 14, 2017 Public Hearing minutes as printed. Motion carried. Unrecorded vote.

Financial Report: The report was presented by Treasurer Vancil.

Checking Account Balance 07/31/2017	\$461,590.46
Receipts	6,109.37
Disbursements	60,537.28
Balance 08/31/2017	\$407,162.55
Working Cash Fund Balance 07/31/2017	\$26,056.20
Receipts	637.61
Disbursements	.00
Balance 08/31/2017	\$26,693.81
Certificate of Deposits 08/31/2017	\$300,000.00
Building Account Balance 07/31/2017	\$22,400.78
Receipts	2.85
Disbursements	307.20
Balance 08/31/2017	\$22,096.43

McKenna (Simmons) moved to file for audit August 31, 2017 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. Ayes-7, Nays-0. Motion carried. Recorded vote.

President's Report: Willhardt reported October 9 Board Meeting at Kirkwood Branch Library. Willhardt shared history pictures obtained from historian Jeff Rankin of Library Reading Room, circa 1906 and Mark Billings Reading Room.

COMMITTEE REPORTS:

Executive: President Willhardt is reviewing the By-Laws.

Building and Grounds: The Children's Room new carpet is tabled until security in the alley is resolved.

District Branches: Alexis Branch Library Wi-Fi Update: A new filter was purchased for Main Library – Alexis Branch Library will get hardware from Main Library.

Finance and Development: Audit performed by auditing firm of Cavanaugh, Davies, Blackman & Cramblet for year ended June 30, 2017 was reviewed by Willhardt and Trustees. Simmons (McKenna) moved to accept the audit. Ayes-7, Nays-0. Motion carried. Recorded vote.

Human Resources: Good reported winter hours began September 11, M-TH 8 AM – 8 PM and F-Sat 8 AM – 5 PM.

RAILS: Trustee Simmons discussed E-Book curated collections from RAILS through Biblio Board ("Pop Up Picks").

UNFINISHED BUSINESS: Alley unfavorable loitering addressed in Librarian's Report.

LIBRARIAN'S REPORT:

Circulation/Programs/Internet/Door Count Statistics: An update circulation report was handout.

Cincinnati Insurance (Commercial Package) Audit Review: Risk Management to be reviewed at October Board Meeting under Unfinished Business.

Alley Update: 1) Turn off Wi-Fi. 2) Older teens present at 6:30 AM. 3) Improper use of the alley. 4) Camera needed in alley. 5) Brighter lighting. 6) Upcoming colder weather may deter.

Thank You to MC Walk-Out Volunteers: Chad McKenna and Neal Heerwagen.

Upcoming Events/Programs:

September 9, 15, 19, 23	10:00 AM	Drop-in Craft
September 11	10 AM – 5 PM	Drop-in Craft – Patriotic Bracelets
September 21	5:00 PM	Friends of Library Meeting
September 24-30		Banned Book Week
September 28	6:30 PM	Murder of William Martin Presentation by Russ Fry

Heerwagen (McKenna) moved to adjourn at 6:35 PM.

Nancy Gossett, Secretary

Statement of Tax Fund
September 30, 2017

Balance of checking account August 31, 2017		\$406,735.56 (\$407,162.55)
RECEIPTS:		
Warren County Treasurer – 2 nd tax distribution		\$250,000.00
Fax, Fines, Fees		1,363.89
Midwest Bank of Western Illinois – September interest		<u>102.24</u>
		\$251,466.13
DISBURSEMENTS:		
Salaries	\$22,818.63	
Social Security/Medicare	1,796.97	
Employer IMRF	<u>3,652.10</u>	
	\$28,267.70	
Transfers		
WCPLD Building Account – 2 nd tax distribution	<u>\$20,821.77</u>	
	\$20,821.77	
Office and Library		
Gatehouse Media – legal ad – Budget/Appropriation Ordinance	\$ 120.00	
Amy deVitalis – board meeting cookies	12.00	
Niemann Foods, Inc. – coffee/program refreshments	53.19	
Office Specialists, Inc. – 3014 copies/384 color copies/office supplies	92.69	
Cardmember Service – children’s room/MC Walkout candy/office supplies	82.54	
US Postmaster – 8 rolls stamps	392.00	
Demco – book jackets/paper hinge tape	118.76	
Pu direct deposit fee	31.00	
Gail Loquist – reimburse mileage – IMRF Workshop	23.01	
Petty Cash	29.78	
Alpha Omega – fax machine toner	62.39	
Kellogg Printing Co. – business cards – Amber	44.50	
Quill – book tape/office supplies	101.94	
Frontier	<u>306.40</u>	
	\$ 1,470.20	
Books/Materials/Periodicals		
Kids Reference Company Inc.	\$ 3,729.81	
Penguin Random House LLC	120.00	
Taunton Direct, Inc. – Fine Gardening – 1 year magazine renewal	20.00	
Midwest Tape LLC	62.97	
Scholastic Library Publishing	152.10	
Cardmember Service (Visa) – books/DVDs	740.26	
Baker & Taylor	2,417.92	
Mother Earth News – 3 year magazine renewal	37.00	
Petty Cash – Pioneer Woman magazine	3.99	
Country Sampler – 2 year magazine renewal	32.98	
The New Yorker – 2 year magazine renewal	179.99	
Center Point Large Print	135.42	
Grit – 2 year magazine renewal	32.00	
Reminisce – 1 year magazine renewal	<u>12.98</u>	
	\$ 7,677.42	

Audit		
Salary	\$ 317.28	
	\$ 317.28	
Health Benefits		
LIMRiCC – September health benefits	\$ 3,450.33	
	\$ 3,450.33	
Utilities		
Ameren – electricity & gas 8/14/17-9/13/17	\$ 1,775.57	
City of Monmouth – water & sewer 8/1/17-8/31/17	92.26	
	\$ 1,867.83	
Branch Expenses		
Derbynet – Alexis quarterly internet usage fee	\$ 120.00	
Derbynet – Roseville quarterly internet usage fee	120.00	
Derbynet – Kirkwood quarterly internet usage fee	225.00	
Debbie Bowling – Alexis August mileage	64.20	
Kelly Hartzell – Kirkwood August mileage	32.10	
Ann McIntyre – Roseville August mileage	55.64	
Ameren – Kirkwood electricity & gas 7/31/17-8/29/17	122.25	
Frontier – Alexis	60.08	
Frontier – Kirkwood	59.70	
Frontier – Roseville	73.87	
	\$ 932.84	
Insurance and Safety		
The Pipco Companies Ltd – annual fire protection inspection	\$ 995.00	
Liberty Mutual Insurance – workers comp insurance	1,410.00	
DustBusters Cleaning Service, Inc. – 8 weeks cleaning	1,350.00	
Salary	354.18	
Niemann Foods, Inc. – tissues	17.90	
Cintas – monthly restroom clean-sanitize	211.29	
Travelers – 2016 workers comp audit	999.00	
	\$ 5,337.37	
Total Disbursements		\$70,142.74
BALANCE OF CHECKING ACCOUNT SEPTEMBER 30, 2017		\$588,058.95

Statement of Working Cash Fund

September 30, 2017

Balance of High Yield Investment Account August 31, 2017		\$26,693.81
RECEIPTS:		
Security Savings Bank – September interest	\$9.87	
	\$9.87	
Total Disbursements	\$.00	
BALANCE OF HIGH YIELD INVESTMENT ACCOUNT SEPTEMBER 30, 2017		\$26,703.68

Working Cash Fund CD (1.26%) – Midwest Bank of Western Illinois – matures 07/10/2018 - \$100,000.00

Working Cash Fund CD (1.26%) – Midwest Bank of Western Illinois – matures 08/18/2018 - \$100,000.00

Working Cash Fund CD (1.24%) – Security Savings Bank – matures 03/25/2019 - \$100,000.00

Statement of Building Account
September 30, 2017

Balance of checking account August 31, 2017		\$22,096.43
RECEIPTS:		
WCPLD transfer – 2 nd tax distribution		\$20,821.77
Midwest Bank of Western Illinois – September interest		<u>3.88</u>
		\$20,825.65
DISBURSEMENTS:		
DustBusters Cleaning Service, Inc. – 8 weeks cleaning	\$1,350.00	
Office Specialists, Inc. – clip frame/A-frame	394.42	
ProSolutions Landscaping LLC – clean out gutters	240.00	
Cardmember Service – faucet Children’s restroom	58.00	
Cintas – monthly mat fee	20.73	
Tinkham’s Electric – install LED lighting in entry-alley	662.94	
Petty Cash – Ostrander Window Cleaning	<u>15.00</u>	
		\$ 2,741.09
BALANCE OF CHECKING ACCOUNT SEPTEMBER 30, 2017		<u>\$40,180.99</u>

**TAX FUND
CUMULATIVE REPORT
SEPTEMBER 30, 2017**

TAX FUND			25.0%
\$325,000.00	SALARIES	\$79,455.43	24.4%
25,000.00	FICA/MEDICARE	6,258.14	25.0%
1,000.00	UNEMPLOYMENT	221.28	22.1%
32,000.00	IMRF PAYMENT	8,315.36	26.0%
123,075.00	MATERIALS/BOOKS/PERIODICALS	16,985.40	13.8%
72,848.00	OFFICE AND LIBRARY	11,816.45	16.2%
8,200.00	AUDIT	5,060.48	61.7%
8,800.00	BRANCHES	2,063.12	23.4%
9,485.00	ALEXIS MEMORIAL	.00	-----
23,000.00	UTILITIES	6,101.14	26.5%
45,000.00	HEALTH BENEFITS	9,704.43	21.6%
<u>35,000.00</u>	INSURANCE/WORKERS COMP/SAFETY	<u>10,649.80</u>	<u>30.4%</u>
\$708,408.00		\$156,631.03	22.1%
<u>166,132.00</u>	SPECIAL LEVIES ACCUMULATION		
\$874,540.00	IMRF Carryover	\$53,774.00	
	Social Security Carryover	\$24,245.00	
	Audit Carryover	\$14,294.00	
	Unemployment Carryover	\$ 8,321.00	
	Insurance/Safety Carryover	\$65,498.00	

**BUILDING ACCOUNT
CUMULATIVE REPORT
SEPTEMBER 30, 2017**

\$51,262.00	BUILDING/CONSTRUCTION	\$6,432.05	12.5%
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CIRCULATION REPORT

	<u>September 2016</u>	<u>September 2017</u>	<u>Month</u>	<u>Cumulative Comparison</u>	<u>Year to Date</u>
<u>Main Library</u>					
Adult	6,194	5,400	-794	-2,718	16,758
Juvenile	<u>3,586</u>	<u>3,908</u>	<u>+322</u>	<u>+ 380</u>	<u>12,960</u>
	9,780	9,308	-472	-2,338	29,718
<u>Alexis</u>					
Adult	96	80	- 16	- 81	295
Juvenile	<u>26</u>	<u>34</u>	<u>+ 08</u>	<u>+ 60</u>	<u>298</u>
	122	114	- 08	- 21	593
<u>Kirkwood</u>					
Adult	64	52	- 12	- 30	184
Juvenile	<u>28</u>	<u>46</u>	<u>+ 18</u>	<u>+ 27</u>	<u>129</u>
	92	98	+ 06	- 03	313
<u>Roseville</u>					
Adult	286	258	- 28	- 159	716
Juvenile	<u>67</u>	<u>27</u>	<u>- 40</u>	<u>- 69</u>	<u>113</u>
	353	285	- 68	- 228	829
<u>E-Books</u>					
TumbleBooks	209	641	+432	+ 393	659
ADML	212	209	- 03	- 61	695
eReadIllinois	<u>66</u>	<u>43</u>	<u>- 23</u>	<u>+ 04</u>	<u>119</u>
	<u>487</u>	<u>893</u>	<u>+406</u>	<u>+ 336</u>	<u>1,473</u>
TOTALS	10,834	10,698	-136	-2,254	32,926

INTERNET USAGE

<u>September 2016</u>	<u>September 2017</u>	<u>Month</u>	<u>Year to Date</u>
1,526	1,167	-359	3,559

PROGRAMS

	<u>September 2016</u>	<u>September 2017</u>	<u>Year to Date</u>
Adult Programs	04	13	26
Teen Programs	01	05	13
Children Programs	23	20	49
Total Programs	28	38	88
Total Attendance	236	262	1,026

DOOR COUNT

<u>September 2016</u>	<u>September 2017</u>	<u>Month</u>	<u>Year to Date</u>
8,196	7,405	-791	23,568