

WARREN COUNTY PUBLIC LIBRARY DISTRICT

August 13, 2018

The Warren County Public Library District monthly board meeting was held August 13, 2018, in the Main Library Board Room, immediately following an annual public budget hearing. In attendance were Trustees Heerwagen, Simmons, Sturgeon, Willhardt, Vancil and Zesbaugh. Director Good and Bookkeeper Loquist were also in attendance.

President Willhardt opened the public budget hearing at 5:15. There were no members of the public present, and Vancil closed the hearing.

Willhardt called the board meeting to order at 5:15 p.m. Heerwagen (Sturgeon) moved to accept the July 9, 2018, board meeting minutes as printed. Ayes-4, Nays-0, Abstentions-2. Motion carried. Unrecorded vote.

Revision of July Minutes. On July 10, Bookkeeper Loquist learned that Midwest Bank would offer us a 24 month APY rate of 2.22% to keep a Working Cash Fund CD with them. Simmons (Vancil) moved to approve renewing a CD with Midwest Bank at the 2.22% APY rate. Ayes-6, Nays-0. Motion carried. Recorded vote.

FINANCIAL REPORT

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|----------------------------------|---------------------|
| Checking Account Balance 6/30/18 | \$270,722.02 |
| Receipts | \$334,876.23 |
| Disbursements | \$70,764.75 |
| Balance 7/31/18 | \$534,833.50 |

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|-----------------------------------|--------------------|
| Working Cash Fund Balance 6/30/18 | \$25,734.75 |
| Receipts | \$325.96 |
| Disbursements | \$0 |
| Balance 7/31/18 | \$26,060.71 |

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| Certificate of Deposits 7/31/18 | \$300,000.00 |
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| Building Account Balance 6/30/18 | \$19.04 |
| Receipts | \$24,444.08 |
| Disbursements | \$4,169.60 |
| Balance 7/31/18 | \$20,293.52 |

Another Working Cash Fund CD is up for renewal. Loquist researched several available rates and terms from local banks. Sturgeon (Vancil) moved to renew a CD with Midwest Bank for 36 months at 2.75%. This longer term means our three CDs will each renew in a different year (2019, 2020 and 2021).

Heerwagen (Simmons) moved to file for audit the July 9, 2018, Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. Ayes-6, Nays-0. Motion carried. Recorded vote.

CORRESPONDENCE

We received a thank you letter from Roseville Librarian Ann McIntyre's family. Ann's husband, David McIntyre, passed away, and the Library donated to a memorial fund for scholarships through the American Legion and the Roseville Ambulance.

REPORTS OF COMMITTEES AND BOARD MEMBERS

Adoption of Combined Budget and Appropriation Ordinance #5 – 18-19. Simmons (Vancil) moved to approve this ordinance. Ayes-6, Nays-0. Motion carried. Recorded vote.

Audit Report. The Annual Financial Report from the Cavanaugh, Davies, Blackman and Cramblet accounting firm was distributed to the board. The board will review the report at the September 10, 2018, board meeting.

Simmons attended a RAILS (Reaching Across Illinois Library System) board meeting in Burr Ridge on July 26. She mentioned several promotions, including:

- Patrons who have a library card from a library participating in Explore More Illinois will be able to take advantage of free/discounted admission and other deals from a wide variety of Illinois museums and cultural attractions.
- Find More Illinois is an overlay project to expand resource sharing that has completed a pilot program with 21 libraries. The program will be available later this fall. It allows patrons to search multiple Illinois library catalogs at once, log in to place a request, and pick up items at their local library. The cost for the WCPL to participate is approximately \$600 a year.

Simmons reported that RAILS provides answers to legal questions and said library districts may now serve alcohol at fundraising, cultural or educational events. This change could be helpful if we want to participate in progressive dinners or combined events with the Buchanan Center for the Arts.

Simmons mentioned that the ARSL (Association for Rural and Small Libraries) conference will be held in Springfield from September 13-15. Director Good said she and Adult Services Librarian Rebecca Eaton plan to attend.

UNFINISHED BUSINESS

Audit of Secretary's Minutes. McKenna and Sturgeon have reviewed the minutes for the 2017-2018 fiscal year.

Director Good reported that McKenna attended a joint review board meeting in Alexis on July 16 regarding their TIF district. The Alexis Branch Library may qualify for building improvements because the library is in a TIF district. The library is rented, however, so the landlord would need to apply on our behalf.

NEW BUSINESS

Sign Lease Agreement with Village of Alexis. Heerwagen (Simmons) moved to approve a two-year lease for the Alexis Branch Library. The lease began July 1, 2018. The rent is \$300 a month and includes utilities. (The library pays for phone and internet.)

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: Adult circulation was up at the Main Library and the Roseville Branch Library. The door count is down 1,081 from July 2017, but two days were accidentally not counted.

New Hire. Retired teacher Susan VanArsdale was hired to temporarily work at the Roseville Branch Library while Librarian Ann McIntyre's husband was ill. Director Good will ask VanArsdale if she would be interested in working at the Main Library occasionally.

New Lounge Chairs. The two new chairs have arrived.

Summer Reading Summary. The program was very successful!

Alexis: 274 participants

Kirkwood: 38 participants

Roseville: 251 participants

Main Library: 857 participants (adults: 129 participants)

At 5:55 p.m., Simmons departed.

Upcoming Events/Programs:

August 16 at 10 a.m. Storytime (elephants)

August 20 at 3 p.m. Monmouth College Freshman Walk-Out

Director Good requested help at the Freshman Walk-Out. Heerwagen and Zesbaugh volunteered to assist with distributing treats in front of the library.

August 29 at 10 a.m. Intro to Libby by Overdrive

Heerwagen (Vancil) moved to adjourn at 6:04 p.m.

—Amy Zesbaugh, Secretary