

CHATSWORTH TOWNSHIP LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

6:30 PM AUGUST 10, 2016

BALTZ LIBRARY

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

SECRETARY'S REPORT

TREASURER'S REPORT

ACTION ON BILLS

COMMITTEE REPORTS

BUDGET & FINANCE

POLICY, BYLAWS, & LEGISLATION

BUILDINGS & EQUIPMENT

MATERIALS & PROGRAMS

DIRECTOR'S REPORT

COMMUNICATIONS

OLD BUSINESS

INSERTS

COOKBOOK PROGRESS REPORT

NEW BUSINESS

COMMUNITY ROOM ISSUES

FALL PROGRAMMING

PUBLIC COMMENTS

ADJOURN

1:20 PM
 08/10/16
 Accrual Basis

Chatsworth Township Library
Balance Sheet
 As of August 10, 2016

Aug 10, 16

ASSETS

Current Assets

Checking/Savings

Checking-CBC

General Fund

11,856.70

Total Checking-CBC

11,856.70

Checking-VVB

Bldg Maint & Equip Fund

4,025.19

General Fund

27,084.32

Insurance Fund

3,046.35

Social Security Fund

-75.75

Total Checking-VVB

34,080.11

Petty Cash

20.00

Total Checking/Savings

45,956.81

Total Current Assets

45,956.81

Fixed Assets

Fixed Assets

Equipment

Lawn Mower

4,831.20

Snow Blower

890.34

Total Equipment

5,721.54

Library Building

Furniture

87,369.41

Interior

26,017.22

Shelving

49,554.40

Library Building - Other

1,132,906.78

Total Library Building

1,295,847.81

Shed

2,174.94

Total Fixed Assets

1,303,744.29

Total Fixed Assets

1,303,744.29

Other Assets

C D

#204237 (1 year) 7/24

VVB CD #204237

VVB CD #204237

20,353.03

Total VVB CD #204237

20,353.03

#204237 (1 year) 7/24 - Oth...

-20,353.03

Total #204237 (1 year) 7/24

0.00

#204366 (12 month) 3/19

50,251.73

#204367 (26 month) 3/19

50,377.86

Total C D

100,629.59

Designated JA D

-3,751.33

AUGUST DIRECTOR'S REPORT

1. Circulation had a big drop (1229 to 924), but there was no summer reading or special needs bus so checkouts were down (848-750). Even with the drop circulation averaged 46 items per day and attendance averaged 37.5 per day. Both of these numbers are more than double the old library's numbers.
2. Staff changes---Brianna Koerner is working with the webpage and facebook as well as at the circulation desk when needed (4 hrs/ week), Sandy Harn and Jeanetta Galloway will be replacing Holly Bell and Kathy Houser. They each will work 1 1/2 day per week (12 hrs.) Norma will only be working from 10 – 2. Cory will continue to cover Tamar's hours.
3. Fall programming is still up in the air.
4. We have had major book donations in the last month so we will be having a book sale in October.

To: Staff

From: Mary

RE: New Schedule

Below please find the new schedule which will begin on Monday, August 15. For the days where you are scheduled to work 10 – 6 you will be paid for 7.5 hours and will be entitled to a 30 minute lunch away from the circulation desk. You will work with the other person on duty to alter your lunches so the desk is always covered. You may opt for two 15 minute breaks if it is your preference.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BRIANNA	4 - 6		4 - 6			ROTATION
BRENDA			10 - 6		10 - 6	"
CORY	10 - 6	10 - 6	2 - 6	10 - 6		"
JEANETTA		10 - 6			2 - 6	"
NORMA	10 - 2		10 - 2		10 - 2	"
SANDY	2 - 6			10 - 6		"
MARY		10 - 6		10 - 6	MEETINGS	

1:20 PM
08/10/16
Accrual Basis

Chatsworth Township Library
Balance Sheet
As of August 10, 2016

	<u>Aug 10, 16</u>
Total Other Assets	96,878.26
TOTAL ASSETS	1,446,579.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,008.40
Accounts Payable	2,008.40
Total Accounts Payable	2,008.40
Credit Cards	
VVB-master card	27.13
Total Credit Cards	27.13
Other Current Liabilities	
Payroll Liabilities	1,910.74
Total Other Current Liabilities	1,910.74
Total Current Liabilities	3,946.27
Total Liabilities	3,946.27
Equity	
Opening Balance Equity	1,500,015.14
Unrestricted Net Assets	-46,992.25
Net Income	-10,389.80
Total Equity	1,442,633.09
TOTAL LIABILITIES & EQUITY	1,446,579.36

Chatsworth Twp. Library
501 E School St. Chatsworth, IL
(815) 635-3004

President: Tammy Moore Secretary: Scotch Kurtenbach

President Moore called the meeting to order on July 13, 2016 at 6:55pm in the library. Trustees Hanshew, Smith, Pasakarnis and Kurtenbach were present. Mary Fisher-Miller was also in attendance.

Mike motioned to accept the consent agenda. Cat seconded. Motion passed.

Mary H. motioned to cash VVB CD#204237 in the amount of \$20,353.03 and deposit it into the general assistance fund. Cat seconded.

Roll Call Vote:

Cat: Yes

Mary: Yes

Mike: Yes

Tammy: Yes

Scotch: Yes

Motion passed.

Cat motioned to adjourn the meeting. Mary H. seconded. Motion passed. Meeting was adjourned at 8:05pm.