

Staff

CHATSWORTH TOWNSHIP LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

6:30 PM SEPTEMBER 14, 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

COOKBOOK PROGRESS REPORT

NEW BUSINESS

FALL PROGRAMMING

PUBLIC COMMENTS

ADJOURN

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 August 10, 2016 at 6:44pm in the library. Trustees Hanshew, Smith, Pasakarnis, Haberkorn and Kurtenbach were present. Mary Fisher-Miller was also in attendance.

Trustee Pasakarnis motioned to accept the consent agenda. Trustee Hanshew seconded. Motion passed.

Trustee Pasakarnis motioned due to physical constraints and health of the library treasurer, we add Mary Fisher-Miller, director, to the list of persons able to obtain and discuss library account balances and concerns with the bank without check signing privileges. Trustee Smith seconded.

Trustee Hanshew motioned to amend April minutes by adding the building and maintenance levy motion. Trustee Haberkorn seconded.

Trustee Pasakarnis motioned to adjourn the meeting. Trustee Smith seconded. Motion passed. Meeting was adjourned at 8:01pm.

Secretary's Report Baltz Library of Chatsworth Township

Regular Meeting April 12, 2016

The regular meeting of the Chatsworth Township Library Board was called to order at 6:45 PM with roll call showing trustee Moore, Haberkorn, Smith Pasakarnes, Hanshew, and Aberle present and trustee Kurtenbach was absent.

A motion was made by Trustee Haberkorn to approve the consent agenda items and this was seconded by Trustee Aberle. Motion passed with voice vote.

A discussion of a policy issue followed resulting in a motion by Trustee Paskarnes to "provide training for staff on ways to respond to inappropriate behaviors occurring on our premises". Trustee Aberle seconded the motion. The motion passed by voice vote.

Mary was asked to develop a contract for use of the community room by local organizations are not charged a rental fee.

A motion was made by Trustee Smith to purchase three additional tables for the community room. Trustee Haberkorn seconded the motion. Motion passed with six ayes and one absent by roll call vote.

The board was sworn in to start the new fiscal year. Officers and committee assignments will remain the same.

Trustee Pasakarnes made a motion to adopt the 2016-2017 budget. Trustee Haberkorn seconded the motion. Six ayes, one absent by roll call vote.

Trustee Pasakarnes made a motion to adjourn at 8:00 and Trustee Aberle seconded the motion. Motion passed by voice vote.

Respectfully submitted

Mary Hanshew, acting secretary

\*\*\*Ammendment

Trustee Haberkorn motioned to adopt building and maintenance 2% levy. Trustee Smith seconded. Motion passed.

2:12 PM  
 09/10/16  
 Accrual Basis

Chatsworth Township Library  
**Balance Sheet**  
 As of September 17, 2016

	<u>Sep 17, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking-CBC	
General Fund	11,777.08
<b>Total Checking-CBC</b>	<u>11,777.08</u>
Checking-VVB	
Bldg Maint & Equip Fund	3,726.61
General Fund	17,520.08
Insurance Fund	3,046.35
Social Security Fund	-75.75
<b>Total Checking-VVB</b>	<u>24,217.29</u>
Petty Cash	20.00
<b>Total Checking/Savings</b>	<u>36,014.37</u>
<b>Total Current Assets</b>	36,014.37
<b>Fixed Assets</b>	
<b>Fixed Assets</b>	
<b>Equipment</b>	
Lawn Mower	4,831.20
Snow Blower	890.34
<b>Total Equipment</b>	<u>5,721.54</u>
<b>Library Building</b>	
Furniture	87,369.41
Interior	26,017.22
Shelving	49,554.40
Library Building - Other	1,132,906.78
<b>Total Library Building</b>	<u>1,295,847.81</u>
Shed	2,174.94
<b>Total Fixed Assets</b>	<u>1,303,744.29</u>
<b>Total Fixed Assets</b>	1,303,744.29
<b>Other Assets</b>	
<b>C D</b>	
#204237 (1 year) 7/24	
VVB CD #204237	
VVB CD #204237	20,353.03
<b>Total VVB CD #204237</b>	<u>20,353.03</u>
#204237 (1 year) 7/24 - Oth...	-20,353.03
<b>Total #204237 (1 year) 7/24</b>	0.00
#204366 (12 month) 3/19	50,251.73
#204367 (26 month) 3/19	50,377.86
<b>Total C D</b>	<u>100,629.59</u>
<b>Designated JA D</b>	<u>-3,751.33</u>

2:12 PM  
09/10/16  
Accrual Basis

Chatsworth Township Library  
**Balance Sheet**  
As of September 17, 2016

	Sep 17, 16
<b>Total Other Assets</b>	96,878.26
<b>TOTAL ASSETS</b>	<b>1,436,636.92</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	393.89
<b>Total Accounts Payable</b>	393.89
<b>Credit Cards</b>	
VVB-master card	17.40
<b>Total Credit Cards</b>	17.40
<b>Other Current Liabilities</b>	
Payroll Liabilities	3,554.15
<b>Total Other Current Liabilities</b>	3,554.15
<b>Total Current Liabilities</b>	3,965.44
<b>Total Liabilities</b>	3,965.44
<b>Equity</b>	
Opening Balance Equity	1,499,867.27
Unrestricted Net Assets	-46,992.25
Net Income	-20,203.54
<b>Total Equity</b>	1,432,671.48
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,436,636.92</b>

## **SEPTEMBER DIRECTOR'S REPORT**

--circulation and door count numbers were up noticeably last month---circulation back to nearly 1100 and door count over 900

--we are still working on a plan for story time---when early dismissals have been complete, we will have a better idea of the times we will have available for our programs

--Steve has moved to Ohio and Larry Boruff is now doing our mowing and will take care of the snow this winter. However, we have the other little things that Terry and/or Steve did that we will have to find someone to do them or board members will have to volunteer. (example---change furnace filters)

--beginning September 1 everyone has had to show a library card to check out materials and/or use a computer.

--there is a safety workshop coming up on October 28 in Joliet with a cost of \$149- I believe we should send someone to this meeting. Cory will go if it is approved because I am not able to commit to anything at this time. It might not hurt to send two people to this. The flyer is in the bill folder (Front Desk Safety & Security).

\_so far I only have one cookbook order.

--the old laptop is mysteriously missing the wifi driver, so is out of commission until I get a chance to either fix it or take it to be fixed.