

Carthage Public Library District  
Board of Trustees Meeting  
September 10, 2018

4:00 pm was designated as the public hearing for the Budget and Appropriation Ordinance. No members of the public came.

The regular meeting was called to order at 4:30 pm by President John Dittmer. Also present were Andy Bastert, Angie Perry, Donna Tracy, and director Amy Gee. Michelle Bavery, JR Parn, and David Zanolla were absent.

Andy made a motion to approve the minutes from the Aug. 13 meeting, Angie seconded, approved.

Andy did not bring a treasurer's report. It was noted that the tax bills have now been mailed and payments are due Oct. 20, so we will probably be receiving tax income at the end of October. We have enough reserves in our account to carry us through until we receive it.

Looked over the budget spreadsheet, check lists, and bank balance reports. Noted that we have paid for the Ancestry database. Amy asked which budget line should be used for the background checks – for the one paid in August she used the Contingency line. It was agreed that that was the best category to use.

Circulation stats this month were closer to previous years than they have been lately. Amy reviewed items from the Librarian's report.

#### Unfinished Business

Amy reported that Dr. Schlipf called to see if we were making any progress. The next step would be to select the site, making sure it's available and determining the costs to acquire it. We discussed the site of the former First Community Bank, across from the post office. The location is great. However, we would also need to acquire the empty lot to the east, and it might be difficult to incorporate the existing building into a new library building. Unless all of the property was donated to us, it might not be cost effective.

Andy will talk to Doug Groth from PSM again about the area to the North of Dollar General. We don't think we're ready to reconvene a focus group at this time.

The kickoff for our 125<sup>th</sup> Anniversary celebration is tomorrow night – a Spoon River Anthology performance. We want to use this time to build community awareness and appreciation for the Library. We are encouraging individuals to share stories and memories about the Library as well as any old photos they might have.

John spoke with Lowell Yates from Gray, Hunter Stein in Quincy about doing an audit for the Library. They are declining to bid because the cost would be at least \$5,000, which is not cost effective for an organization with our income.

Amy corresponded with Kathryn Shupe from Arnold, Behrens, Nesbit, Gray, PC in Quincy, and required about a "review" instead of a comprehensive audit. (John confirmed that there are 3 levels: audit, compilation, and review.) Ms. Shupe wanted us to confirm that funds that were levied for an audit

could be used for a review. Amy check with Kerry Asbridge, and he said that would be fine. Ms. Shupe thinks we should consult an attorney. John will call and talk to her.

It was suggested that Amy check with the State Library to see if they can answer the question. Andy suggested that John Dittmer talk to John Faulhaber and ask what they are doing for the Legacy Theatre.

### New Business

Donna made a motion to pass the Budget & Appropriation Ordinance. Andy seconded the motion. Carried.

We received an invoice from Otis for our annual elevator maintenance contract. The annual amount is supposed to cover quarterly basic maintenance visits, but no one from Otis has been to the Library since the inspection in Nov. 2017. If we are having issues and call them, that is billed to us as a service call, even if they complete basic maintenance while they are here. Also, they told us last year that it's very difficult to get parts for this elevator, so Amy questioned the need for a contract at all. The account representative said not to pay the invoice at this time and he will talk with his superiors about options.

Amy had prepared reports showing our actual income and expenses from 2017-18, and the expended and unexpended funds. The unexpended levied funds will be encumbered. Andy keeps track of the balances in each of those funds. Unexpended grant funds have also been encumbered and were included in this year's working budget. We ended the year with \$35,676.93 from the general fund that was unexpended. Andy made a motion to transfer the \$35,676.93 to the building fund. Donna seconded the motion. Carried.

One of this year's Per Capita grant requirements was to familiarize ourselves with services provided by the Illinois Veterans' History Project. Amy had set up the computer and projector so we could view the site together. The Board suggested that the Library help promote this project. Suggestions were to put a link to it on our website and have copies of the forms at the Library. We could also take information to the VFW with a sign offering to help complete the form at the Library. It might bring in a different segment of our community.

Amy distributed copies of Chapters 6-11 of the Trustee Facts File. Board members are asked to read the chapters so we can discuss them at the October and November meetings.

The computer in the director's office has stopped working. Amy had proposals for a new desktop computer from Full Speed LLC/Eagle Technology and also from J&S Electronics. The J&S quote was \$975 for the computer plus and estimated \$390 for transferring data and installing software for a total of \$1365. Eagle Technology's estimate was \$750.00 for the computer which includes 2 years parts & labor warranty. They charge an extra \$75 for transferring data. Andy made a motion to purchase the new computer form Eagle Technology. Donna seconded the motion. Carried.

It was noted that next month's meeting is the third Monday, October 15.

Andy moved to adjourn the meeting at 5:40. Donna seconded. Carried.

Amy Gee, Library Director

## Finance Committee Meeting

Wednesday, September 26, 2018, 4:30 pm

Present: Andy Bastert, John Dittmer, Amy Gee

Andy and John looked over the monthly bills and signed the checks.

Purpose of meeting was to discuss the Levy Ordinance.

We usually prepare the Levy and the Budget and Appropriation Ordinance at the same time, but this year we did not receive the tax computation report in time to do that.

As a result, the estimated levy income we used in the Budget and Appropriation Ordinance was more than a 5% increase from what we received this year. We do not wish to use those figures, but to remain below the 5% increase level.

Kerry Asbridge was on vacation for the last 2 weeks, so Amy was not able to talk to him before the meeting. She will talk to him next week and ask him what, if anything, needs to be changed in the wording of the ordinance, since our figures will be less than what was published in the newspaper as the Budget and Appropriation Ordinance.

This year's levy extension after TIF was \$221,146.02. A 5% increase would bring the total to \$232,203.32, so our total levy request will be \$232,200.

Discussed which fund categories we wished to increase or decrease. The corporate fund and building and maintenance fund have a maximum rate. We have balances in the audit, Social Security, and IMRF funds.

Decided on the following amounts: Corporate \$188,200, IMRF 12,600, Building & Maintenance 16,600, Social Security 7,000, Tort 7,700, and Audit 100 for a total of \$232,200.

After conferring with Kerry Asbridge, Amy will prepare the Levy Ordinance which will be presented to the Board at the October 15<sup>th</sup> meeting.

Amy Gee