

Henderson County Public Library Board of Trustees Meeting

October 1, 2018

President Russell called the meeting to order at 4:56 p.m. Present were Bates, Eisenmayer, Fisher, Painter, Pullen, Russell and Director Smith and Accounting Clerk Hilligoss. Roessler was excused.

Prop A: Pullen moved and a second by Bates to approve Tax Levy Ordinance Number 18-4 for 2019 in the amount of \$266,640.00. Roll was called and motion carried.

Fisher moved and a second by Painter to approve the minutes of the Special Meeting for the Budget and Appropriation Ordinance on September 10, 2018. Motion carried.

Bates moved and a second by Fisher to approve the minutes from the September 10, 2018 regular meeting. Motion carried.

Financial Report: Current assets as of 9/3/2018 are \$307,682.56. Expenses for September \$20,205.78. Income for September \$36,662.64. Raritan State Bank CD \$53,236.66. Casey State Bank CD \$50,883.98. Casey State Bank CD#2 \$50,000.00.

Prop B: Eisenmayer moved and a second by Pullen to approve the financial report. Roll was called and motion carried.

The 2<sup>nd</sup> installment of property tax for FY 18-19 was received on September 7, 2018 in the amount of \$36,131.35.

Circulation: Library checkouts	3279	Bookmobile checkouts	1172
Interlibrary loans in	247	Out	345
Total circulation for September	4442		
E-books checkouts	189	E-read Illinois checkouts	1
Library attendance	811	Bookmobile attendance	474

Prop C: Painter moved and a second by Fisher to renew the Raritan Bank CD at the current rate on the renewal date of 10/6/2018 for 12 month term. Roll was called and motion carried.

Fisher moved and a second by Pullen to approve the by-law changes. Motion carried.

The board heard a report from Director Smith about the Association of Rural and Small Libraries Conference held on September 12-15, 2018 in Springfield, Il.

Director Smith will be attending "Libraries All Inclusive" Conference on October 9-11, 2018 at Peoria, Il. It was reported that there is a one year warranty on the repair work of the east windows by Burlington Glass.

Explanation from Attorney Phil Lenzini concerning section 3 of the special reserve account in the Budget and Appropriations Ordinance:

As for the section 3 questions, I'll try to answer them clearly in this email but if I fail, please give me a phone call and I'll try again (my typing skills are limited). First off, I think they are reading section 3 a bit too strictly from what it really means. I would translate to say that each year IF you have excess tax money left unspent (and which you do not want to carry forward as a general fund balance or cushion, or if that "cushion" is getting too large an amount compared to the average annual expenses) then a transfer of some of that unspent amount (that you intend for more like long term savings for big ticket expenses every decade or so, or capital improvements, etc.) to your special reserve fund is wise and best. Since the special reserve fund is a "safe harbor" against any claims of illegal accumulations or excessive amounts of surplus, it is the best place to put what I call "long term savings" money. If you have some of that each year, then section 3 says you transfer it to special reserve, but if you do not and want to leave some balance in the general fund that is fine too. It doesn't happen automatically, and it takes a board motion to transfer a specific amount of unspent left over into special reserve. Now as for separate bank accounts (as distinct from the separate FUND concepts I was talking about above, the statute really only calls for the working cash funds to be required to be in a separate bank account (or CD or bank money market account, or Illinois Funds, etc.) [to simplify this, I'll leave it there and not get into the explanation of the other types of funds the statute mentions with separate bank accounts, unless you ask me about those]. BUT even though not legally required to have separate bank accounts, most everybody uses multiple bank accounts for each of their different fund types (including special reserve) because in that way they make (or let) the bank, by it's monthly account statements on each account, do all of the harder bookkeeping for them (i.e. the posting of deposits, withdrawals, and interest income posts).

For instance if you mix some special reserve fund money with the general fund money into one account and then this month get \$10 interest on that account, how much of that 10 was income on special reserve? and how much was on general? Answer?: quick books can't tell you and it takes hours to try to run the interest percentages against the part of the account that is special reserve and the part that is general. But if the library used two accounts (one for general and one for special reserve) under my example it would be VERY easy to see how much interest income came on each because the account statement would separate the interest to start with on each account.

And to keep that "interest income" straight is why everybody uses multiple bank accounts (not because it is legally required someplace - in fact most cities and schools that buy the \$50,000 fund accounting software that can do all of that accounting for you, only use a few bank accounts, but no libraries waste that kind of money for Tremont or Locis or such way expensive fund accounting software to do it).

Other –

- 9-26-18 Director Smith submitted the Back to Books quarterly financial report.
- The Turning Pages Book Club donated \$160.00 for more shelving tops.
- The Bookmobile is adding a stop to West Central High School.

- Book Sale is being held Sept. 21 – Sept. 27<sup>th</sup>. Open until 7:00 pm two evenings this year Friday, Sept. 21 and Monday, Sept. 24<sup>th</sup>.
- 9-10-18 and 9-11-18 – Held AARP Smart Driver Course held over two afternoons 12-4 with four in attendance.
- 9-11-18 – Received a letter from Amanda Rousonelos Henderson County Clerk asking to use the meeting room as a polling place for the November 6, 2018 General Election.
- 9-14-18 – Burlington Glass tech fixed the front north door with a part for the closure.
- 9-18-18 – Office Specialist tech here to do routine preventative maintenance on the copy machine. We asked him to help us with issues to the staff computers not receiving scans. He helped with a fax issue also.
- 9-19-18 Book Discussion group September speaker was Jenna Wachtveitl, Education Specialist, Alzheimer's Association Illinois Chapter, Peoria, IL with 15 in attendance. Her program was *"Know the 10 Signs: Early Detection Matters."*

The meeting was adjourned at 6:12 p.m.

Next meeting is November 5, 2018 at 5:00 p.m.

Respectfully submitted,

Sharon Eisenmayer, Secretary