

## JOHNSON COUNTY LIBRARY BOARD MINUTES

Monday ~~December 18, 2017~~ *November 2017*

The Johnson County Library Board of Trustees met at the Johnson County Library on Monday, November 20, 2017 with the following members present: Ron Wagner, Julie Baker, Kim Harvey, Bill McIntyre and Denise Marton. Director Cynthia Twing, Assistant Director Mary Rhoads was present. County Commissioner Linda Greenough was present. Ron called the meeting to order.

**Minutes** from the October 23, 2017 meeting were reviewed. Denise moved to approve the minutes. Julie seconded the motion. The motion carried.

**Correspondence**

- Letter from Comtronix as a reminder to check the panic buttons quarterly.

Approval of checks 16534-16588 and direct deposit checks DD1088-1090 was reviewed. Denise moved to approve them for payment and Julie seconded. The motion carried. Trustee Check 1436-1437 were ratified for payment.

**Director's Report-original in permanent records**

- Library crew work day was held on October 24. Books were moved to adjust some tight spots.
- The 2017 auction total was \$27,000. This includes the ticket sales and the oral and silent auction and the donor money. The library has met the endowment challenge.
- Surgery went well and came back to work on November 13.
- Charlie Ellis Quilt auction will run till mid- December. Julie Baker and Thom Moore helped set up the quilts.
- Another patron was removed from using the public computers for inappropriate use.

**Old Business**

- Cynthia visited with the auditor about the library using a credit card for purchases. She said there wasn't a reason not to. Just to reconcile the statement monthly. Bill McIntyre made a motion for the library to get a credit card for library use with a limit of \$3000.00. Julie Baker seconded the motion. The motion carried.
- The audit is still ongoing. They have a few questions about the expansion expenditures. Cynthia told them they would have to talk to County Clerk, Vicki Edelman. They also had a few questions regarding the Library Foundation. Steve Reimann is the contact person for the Foundation.

**New Business**

- A problem started on October 28, 2017 with a patron returning library material with bugs in them. Cynthia talked to the patron and the patron denied the problem. This has become an ongoing problem. Discussion was held. Linda Greenough thought Cynthia should talk to County Attorney Barry Crago and to Dr. Schuler, Public Health Officer. Cynthia also thought the Library's policy on Code of Conduct could be used.
- Budget report – Year to Date was reviewed. Cynthia will be asking the Foundation to supplement the library book budget.
- The Vintage Strings will perform a Christmas Music program on December 12, 2017.
- The Surrena Foundation gave the library \$5000.

- Ron thanked everyone for the help at the auction carrying items. Everything went well. The sound system turned out very good. He said a few people have talked to him about a drive-up book drop. Discussion was held.

A meeting is usually not held in December unless needed. The next meeting will be Monday, January 22, 2018 at 4 pm at the Johnson County Library.

Respectfully submitted,

12:01 PM  
12/18/17  
Accrual Basis

Johnson County Library  
Balance Sheet  
As of December 18, 2017

|                                 | <u>Dec 18, 17</u>          |
|---------------------------------|----------------------------|
| ASSETS                          |                            |
| Current Assets                  |                            |
| Checking/Savings                |                            |
| cash held-State Library         | 185.39                     |
| First Northern Bank             | 280,991.14                 |
| Petty Cash                      | 400.00                     |
| Reserve account                 | 300,655.63                 |
| Total Checking/Savings          | <u>582,232.16</u>          |
| Total Current Assets            | 582,232.16                 |
| Fixed Assets                    |                            |
| accum. dep.-books               | -752,711.16                |
| accum. dep.-buildings           | -327,543.72                |
| accum. dep. property & equip    | -66,573.58                 |
| book collection                 | 860,000.00                 |
| buildings                       | 4,727,941.00               |
| land                            | 225,113.00                 |
| property and equipment          | 145,868.62                 |
| Total Fixed Assets              | <u>4,812,094.16</u>        |
| Other Assets                    |                            |
| CD trans to depreciation fund   | 12,390.77                  |
| due from treasurer              | 5,335.18                   |
| property tax receivable         | 25,586.12                  |
| tax allowance                   | -1,228.31                  |
| Total Other Assets              | <u>42,083.76</u>           |
| TOTAL ASSETS                    | <u><u>5,436,410.08</u></u> |
| LIABILITIES & EQUITY            |                            |
| Liabilities                     |                            |
| Current Liabilities             |                            |
| Other Current Liabilities       |                            |
| accounts payable-audit          | 12,663.90                  |
| accrued payroll audit           | -4,119.08                  |
| deferred property taxes         | 18,601.48                  |
| Payroll Liabilities             | 57,008.40                  |
| Wyoming Retirement Payable      | 38.41                      |
| Total Other Current Liabilities | <u>84,193.11</u>           |
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| Total Liabilities               | 84,193.11                  |
| Equity                          |                            |
| Contributions from JCLF         | 319,513.00                 |
| investment-general fixed assets | 734,630.69                 |
| Opening Bal Equity              | -6,630.69                  |
| Retained Earnings               | 4,380,658.13               |
| Net Income                      | -75,954.16                 |
| Total Equity                    | <u>5,352,216.97</u>        |
| TOTAL LIABILITIES & EQUITY      | <u><u>5,436,410.08</u></u> |