

**Crab Orchard Public Library  
Regular Board Meeting  
December 15, 2015**

**Call to Order:** Russ Stoup called the regular board meeting of the Crab Orchard Library District to order at 10:03 am on December 23, 2015. Russ Stoup, Susan Rolf, Dawn O’Leary and Julie Durr were present. Library Director, Erin Steinsultz was also present. Absent: Evelyn Barber, Scott Barger and Marge Mangan

**Public Comment:** None

**Minutes of Previous Meeting:** Rolf made a motion to accept the November 2015 minutes. O’Leary seconded the motion. All were in favor and the motion passed.

**Communications:** See IRS Communications under New Business

**Report of the Librarian:**

Miscellaneous Business:

- We had a Girl Scout troop from Crab Orchard tour the library on November 30. Two of the girls signed up for cards while they were here. The girls ranged from 2<sup>nd</sup> grade to 7<sup>th</sup> grade.
- 24 Crab Orchard Pre-K students came for a tour on December 21<sup>st</sup>.
- 15 children came to visit with Santa at the library on December 12<sup>th</sup>.
- 2 adults came for the Card Making program on December 21<sup>st</sup>.
- After the New Year, Pre-School Story Time will be changed to Mondays at 10:30 a.m.
- Sue Clark donated a vacuum cleaner to the library.
- Creal Springs Book Drop: Steinsultz is evaluating and working to promote the book drop services in Creal Springs by meeting with the mayor and by posting signs at the convenience store and Dollar General. The mayor offered to let Steinsultz speak at the next town hall meeting.
- Approved Disposal Certificate Received: Professional Records Destruction of Pittsburg is scheduled to come on January 7 to perform shredding.
- Shannon Edwards has been working on repairs to the building. D&C Heating/Air Conditioning also completed some repairs on the A/C unit.
- Steinsultz provided a detailed summary of cash expenditures pending credit card arrival.

Library Statistics for November:

**Circulation:**

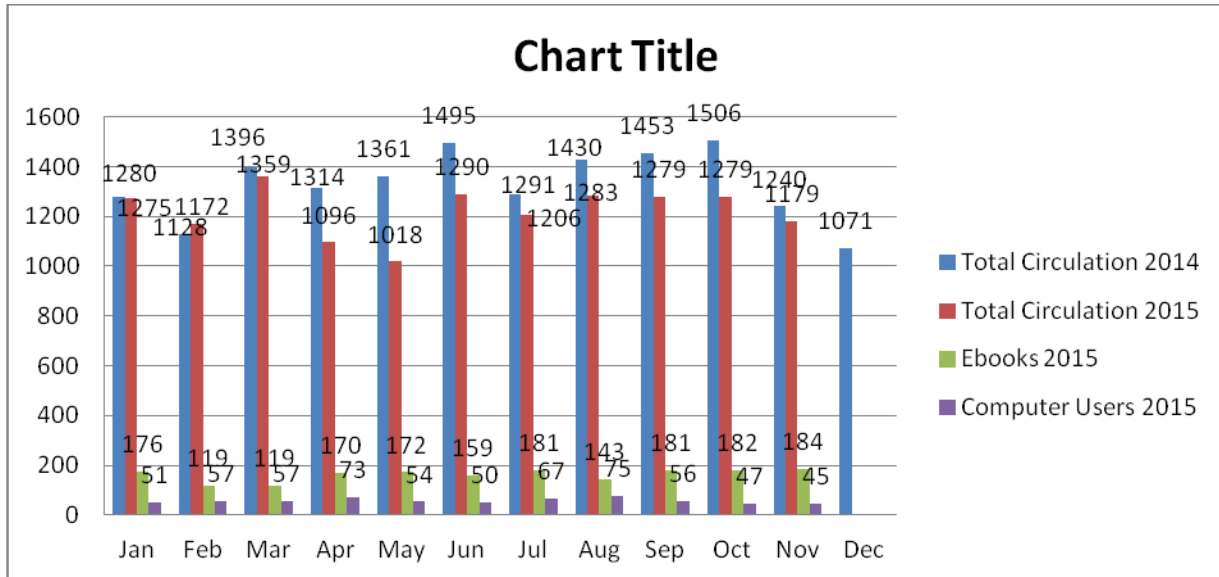
Check-outs: 513  
Renewals: 90  
ILL out: 328  
ILL in: 64  
E-books: 184

Total circulation: 1,179

**People in:**

Adults –297 (52 men)  
Children – 66  
Computer uses – 45

## Library Circulation Previous Year Comparison:



**Financial Report:** Stoup noted that the November 2015 financial report as submitted by Snider McCree CPAs LLC has been submitted to file for audit.

Steinsultz contacted Snider McCree CPAs and we will have access via a backup flash drive to financial reports.

### **Payment of Bills:**

- O’Leary made a motion to pay the bill to Book Farm for \$554.21 (Books). Rolf seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay the bill to D&C Heating and Cooling for \$502.00 (Air Conditioner repair). O’Leary seconded the motion. All were in favor and the motion passed.
- Rolf made a motion to pay the bill to Edward’s Mobile Home Repair for \$2,000 (Repairs and maintenance). O’Leary seconded the motion. All were in favor and the motion passed.

### **Unfinished Business**

- **Credit card:** Application was incomplete and will be resubmitted.
- **Employee handbook:** Pending
- **Policy handbook:** Pending
- **Website:** The website has been updated. The mission statement has been removed from the site until it has been updated and the board has approved the statement.

- **Maintenance:** Using Shannon Edwards of Edward's Mobile Home Repair for general maintenance and repairs.
- **Outdoor lighting (parking lot):** Completed
- **Flag pole lighting:** Completed
- **Comptroller's Report:** The Comptroller's report is due on December 27<sup>th</sup>. This year Snider McCree accountants completed and electronically filed the report and showed Steinsultz how to complete the report.
- **Friends of the Library:** Steinsultz to contact Tammy Samples and/or Theresa Leschmann from the Friends of the Library group concerning the status of the group and about closing out the account in order to allow a fresh start for a new Friends of the Library group.
- **Per Capita Grant Application:** The Per Capita Grant application has been reviewed by the board.
  - Rolf made a motion to approve the Per Capita Grant application. O'Leary seconded the motion. All were in favor. Motion passed.

### New Business

- **IRS communications:** Received letters from Illinois Department of Employment Security on 12/11/15 and from the IRS on 12/14/15 about improperly filed and paid taxes and fees from tax periods ending 3/31/2015. Accountant recommended paying both amounts.
  - O'Leary made a motion to pay IDES \$147.68. Rolf seconded the motion. All were in favor and the motion passed.
  - Rolf made a motion to pay the IRS \$1,125.30. O'Leary seconded the motion. All were in favor and the motion passed.
- **Creal Springs Book Stop Update:** Steinsultz working to advertize and increase interest and use of the service. Additionally, considering the possibility of putting up a Little Library box in Creal Springs and Pittsburg locations.
- **Amended Budget Draft:** Tabled
- **E-Rate Discount Application:** Discussed why we haven't been applying for the E-Rate discount. Steinsultz will work with Lazerware to revisit and learn about the process and possibly apply for the discount. The application process starts in January.
- **Books in storage:** Discussed options for books currently in storage including using an Amazon app to scan books for valuable books and selling them on Better World Books.

**Closed Session:** None

**Adjournment:** O'Leary made a motion to adjourn the regular board meeting of the Crab Orchard Library District at 11:08am on December 23, 2015. Rolf seconded the motion. All were in favor and the meeting adjourned. The next meeting will be held on January 19, 2016.

Minutes submitted by secretary, Julie Durr.