

Jerseyville Public Library
Board of Trustees Meeting
Tuesday, August 20, 2019 @ 6:30 p.m.
Meeting room at 105 North Liberty Street

MINUTES

The monthly meeting of the Jerseyville Public Library Board was called to order by President elect Josh Hileman at 6:30 p.m. on August 20, 2019. Others present were Helen Gubser, Ruth Ficker, Marcia Adams, Juan Lingow, Michelle Lyons, Steve LeBlanc, Laura Woodring, and Anita Driver. Jerry Schleper reported he would be absent.

The oath of office was administered by Marcia Adams by Secretary Helen Gubser.

There was no public comment.

On motion by M. Lyons, 2nd by J. Lingow, the agenda was approved. Motion carried unanimously.

On motion by R. Ficker, 2nd by L. Woodring, the consent agenda including the minutes of the July 24, 2019 meeting and the following treasurer’s report was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$59,651.81	Reported balance June 30, 2019
1,659.58	Corporate replacement tax
19.94	Interest
1,550.00	Non-resident fees
465.00	Non-resident fees—E-pay
1,010.00	Fines
21.60	Fines—E-pay
365.30	Copies
3.00	Copies—E-pay
11.00	Scans to email
20.00	Meeting room
195.37	Lost items
194.30	FAX
3.00	FAX—E-pay
162.00	Program fees
5.00	Coffee house
34.00	Gifts
50.00	Storywalk sponsorship
20.70	Book/magazine sales—E-pay
55.29	Miscellaneous
65,496.89	Total balance and MTD income
45,339.26	Less expenses for July 2019
\$20,157.63	Balance July 31, 2019*
*\$10,279.01	Checking
140.00	On hand
8,465.18	Illinois Funds—E-pay
1,273.44	Illinois Funds—Working cash

GIFTS & MEMORIALS

\$37,523.64	Illinois Funds
7,395.00	Checking

SPECIAL RESERVE

\$356,293.73	Illinois Funds
34,720.74	Checking

The following check register was presented including 3 checks which will be paid from Gifts & Memorials account:

Check #	Date	Payee	Cash Account	Amount
11796	8/20/19	Amateur Sports Promotion	1000	129.00
11797	8/20/19	Baker & Taylor	1000	584.70
11798	8/20/19	Brockman Co.	1000	23.16
11799	8/20/19	Cavendish Square Publishing	1000	177.93
11800	8/20/19	Church's Lawn Care	1000	300.00
11801	8/20/19	City of Jerseyville	1000	3,780.00
11802	8/20/19	Kenneth Conrady	1000	90.00
11803	8/20/19	Diamond Lake Book Co.	1000	443.47
11804	8/20/19	Direct Energy Business	1000	1,430.96
11805	8/20/19	Gale/CENGAGE Learning	1000	231.35
11806	8/20/19	Gardner Media LLC	1000	167.24
11807	8/20/19	Grafton Technologies, Inc	1000	196.04
11808	8/20/19	GRP Mechanical Contractors	1000	829.00
11809	8/20/19	Jerseyville Water Department	1000	100.14
11810	8/20/19	Lazerware Inc.	1000	6,468.17
11811	8/20/19	Liberty Office Products	1000	191.00
11812	8/20/19	Midwest Tape	1000	1,264.08
11813	8/20/19	Payroll	1000	20,356.81
11814	8/20/19	Penguin Random House LLC	1000	26.25
11815	8/20/19	R.P. Lumber Company, Inc.	1000	35.65
11816	8/20/19	Rex Encore Shoppers, LLC	1000	52.26
		Robert (Bob) Sanders Waste Systems, Inc	1000	67.50
11817	8/20/19		1000	625.00
11818	8/20/19	Twin L Clean	1000	242.69
11819	8/20/19	Watts Copy Systems, Inc.	1000	66.00
11820	8/20/19	Tyler Welsh	1000	2,553.93
11821	8/20/19	Card Services VISA	1000	
11821a	8/20/19	VOID	1000	
11821b	8/20/19	VOID	1000	
11821c	8/20/19	VOID	1000	
11821d	8/20/19	VOID	1000	
11821e	8/20/19	VOID	1000	
Total				<u><u>40,432.33</u></u>

Check #	Date	Payee	Cash Account	Amount
1206	8/22/19	Baker & Taylor	1000	120.14
1207	8/22/19	Card Services VISA	1000	68.76
Total				<u><u>188.90</u></u>

On motion by J. Lingow, 2nd by S. LeBlanc, the bills will be paid. Motion carried unanimously.

Librarian’s report:

- Statistics: circulation-7,604, holds placed-1,840, holds satisfied-1,690; items added to the database-259; visits-8,038
- Kiwanis donated \$300 for youth programming. Since summer reading club entertainment had already been paid for, Laurie Ingram is looking at something special to do this fall.
- Anita asked Superintendent Brad Tuttle if we could do “books on buses”, an idea she heard about from Granite City Library. He approved the project and the Friends will begin putting a tub of books on each bus after the October book sale.
- Mr. Tuttle also approved posting the August Storywalk book *The Colors of Jersey County* by Beth & Rachel McGlasson in the hallway at West, East and Grafton Schools.

Social Media Report from Beth Smilack:

We have 2,200 followers on Facebook

We have 390 followers on Instagram

Twitter is not as popular with our patrons as we have only 50 followers currently.

Our Facebook posts reached over 1,700 people last week (reach means the number of people that saw our posts from people who engaged with our post – they clicked like, shared, commented, etc. this in turn shows up on their newsfeed which their friends see, etc., etc. So reach is the total number of people who saw our posts.)

Interestingly, most people view our posts at 6:00 pm during the week.

There have been 36 posts since August 1st – my goal is to post *at least* once per day to keep patrons engaged.

Last week the Friday Night Funnies post was the most popular with over 1,100 people reached through likes and comments and shares.

The Elvis display was the next most popular with a reach of 942 people.

In the last 90 days over 25 Library “Events” were posted to Facebook and over 10,200 people were reached. We also had over 500 Event responses (that is people who said they were “interested” or “going” to our Event).

Our digital Newsletter has 902 recipients who receive the monthly Newsletter in their e-mail accounts.

We have had a lot of positive feedback on Facebook about the Library (events, staff, materials, displays, programming, etc.) and people seem to be really enjoying being informed, entertained and educated through our Social Media pages.

Anita updated the Board on several building projects.

On motion by M. Lyons, 2nd b R. Ficker, the following working budget/levy request for fiscal year 2020/21 was approved and will be forwarded to the City of Jerseyville. Motion carried unanimously.

JERSEYVILLE PUBLIC LIBRARY EXPENDITURES													
	FY 2015/16	LEVY	FY 2016/17	LEVY	FINAL	LEVY	ACTUAL	FY 2017/18	FY 2018/19	Year End	Valence	FY 2019/20	LEVY
1 Salaries	230,000	232,310	232,000	233,724	230,000	237,562	237,562	237,562	237,562	237,562	(7,962)	243,000	232,000
2 Payroll Deductions	41,000	42,000	37,258	42,000	37,258	43,000	39,007	39,007	39,007	39,007	3,943	43,000	46,250
3 Health Insurance	41,000	41,000	46,870	64,000	64,000	64,000	64,000	64,000	64,000	64,000	2,000	65,000	65,000
4 Library Materials	31,000	32,000	46,031	31,000	46,044	50,000	46,111	3,885	3,885	3,885	50,000	50,000	50,000
5 Electronic Materials	16,500	20,000	14,506	20,000	10,376	20,000	13,076	6,911	13,000	13,000	6,911	13,000	13,000
6 Interlibrary Loan + Postage	3,000	2,500	2,539	2,500	2,341	3,000	2,454	3,000	3,000	3,000	3,000	3,000	3,000
7 Library Supplies & Postage	11,500	10,000	9,314	10,000	10,786	10,000	8,623	2,362	2,362	2,362	13,000	11,500	11,500
8 Postage		1,660		1,737		1,737					(1,216)	2,000	2,000
9 Library Fundraising	3,000	2,000	2,436	1,000	1,171	2,000	1,362	638	638	638	2,000	2,000	2,000
10 Bldg. & Grounds-Main. & Supplies	16,000	14,000	18,272	16,000	19,313	15,000	19,365	(4,365)	20,000	20,000	20,000	20,000	20,000
11 Equipment/Maintenance & Maintenance	27,000	15,000	20,620	15,000	13,280	22,000	14,668	7,892	20,000	20,000	20,000	20,000	20,000
12 Other Professional Services	500	12,500	16,661	13,500	17,017	17,017	17,017	17,017	17,017	17,017	(4,513)	17,000	15,000
13 Audit	2,500	2,500		2,500		3,000		3,000	3,000	3,000	3,000	3,000	3,000
14 EPW Fees			300		300		322	(322)					
15 Senior & Maintenance	2,500	2,500	2,168	2,500	4,916	2,500	2,723	777	2,500	2,500		2,500	2,500
16 Utilities	21,000	22,000	18,441	22,000	17,381	23,000	16,310	6,490	23,000	23,000	6,490	23,000	23,000
17 Insurance: Bldg., Liability & Bonds	13,000	12,000	10,472	12,000	12,008	12,500	12,071	3,25	12,500	12,500	12,500	12,500	12,500
18 Cont. Ed., Devel. Travel & Mktg.	4,000	2,500	2,493	2,500	1,500	2,500	1,500	(2,600)	2,500	2,500		2,500	2,500
19 Program: Adult & Juvenile	7,000	5,000	4,077	5,000	6,947	5,000	4,621	375	5,000	5,000		5,000	5,000
20 International Materials & Pk	7,000	7,500	7,828	7,500	7,561	8,000	3,312	2,788	8,000	8,000		8,000	8,000
21 Contingency	13,000	13,000	701	5,000	1,696	5,000	3,451	1,806	5,000	5,000		5,000	5,000
22 CAPITAL IMPROVEMENT	100,000	105,000	145,373	100,000	23,542	100,000	90,000	10,000	10,000	10,000	10,000	10,000	10,000
Totals	616,000	616,200	661,462	623,500	659,658	643,000	596,662	46,338	662,500	662,500		676,750	676,750
ESTIMATED INCOME:													
30 Per Capita Grant	8,600	8,600	6,925	7,000	6,973	6,000	10,911	4,381	6,000	6,000		10,000	10,000
31 Corporate Replacement Tax	8,000	8,000	13,960	8,000	9,234	20,000	5,533	(470)	7,000	7,000		5,000	5,000
32 Estimated Interest	250	75	405	100	764	300	1,213	915	300	300		1,500	1,500
33 Fine & Fee	36,000	36,000	37,594	40,000	40,926	37,000	38,289	1,285	40,000	40,000		40,000	40,000
Totals Estimated Income	52,850	54,675	58,194	55,100	57,496	53,300	59,619	6,315	53,500	53,500		60,500	60,500
Total Expenses	616,000	616,200	661,462	623,500	659,658	643,000	596,662					662,500	676,750
Total Income	(52,850)	(54,675)	(58,194)	(55,100)	(57,496)	(53,300)	(59,619)					(53,500)	(60,500)
Levy Request from Property Tax	563,150	561,525	603,268	568,400	606,637	589,700	536,997					609,000	616,250
LEVY DETAIL:													
40 Corporate	507,650	506,035	544,628	511,400	536,637	531,200	534,567					530,500	
Social Security & IMRF	41,000	42,000		42,000		43,000						43,000	
Audit	2,500	2,500		2,500		3,000						3,000	
Liability/Insurance	12,000	12,000		12,000		13,000						13,000	
Total Request	563,150	561,525	544,628	568,400	536,637	589,700	534,567	54,713				605,000	
TOTAL REVENUE	616,200	603,022	623,500	594,133	643,000	594,602	61,028	662,500					
INCOME (LOSS)	0	(58,460)	0	34,465	0	(2,002)	14,623	0					

For the Technology Committee, A. Driver reported that the Illinois Heartland Library System is looking at an app for our online catalog, SHARE as well as an online calendar app that is free. It is the same app used by Unit 100.

An email was read from Robert Manns, Director of Public Works for City of Jerseyville which was summarized by Librarian Driver. He recommended we update our insurance coverage.

J. Hileman read President Schleper’s committee appointments:

- Materials, Bylaws and Policy
- Helen Gubser, chair

- Juan Lingow
- Laura Woodring

Building and Grounds

- Steve LeBlanc, chair
- Juan Lingow
- Josh Hileman

Finance

- Michelle Lyons, Chair
- Ruth Ficker
- Marcia Adams

Technology

- Josh Hileman, Chair
- Laura Woodring
- Steve LeBlanc

On motion by S. LeBlanc, 2nd by R. Ficker, the meeting adjourned at 7:30 p.m.

Secretary

Assistant Secretary