

**JERSEYVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES ANNUAL MEETING  
Tuesday, May 23, 2017 @ 6:30 p.m.  
Meeting Room @ 105 North Liberty Street**

**MINUTES**

President Kent Hake called to order the annual meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present included: Helen Gubser, Jerry Schleper, Beth Smilack, Juan Lingow, Andy Thomas, and Anita Driver. Ruth Ficker reported she would be absent.

The annual oath of office was administered by H. Gubser.

**On motion** by J. Schleper, 2<sup>nd</sup> by J. Lingow, the agenda was approved. Motion carried unanimously.

**On motion** by B. Smilack, 2<sup>nd</sup> by A. Thomas, the April 25, 2017 minutes were approved. Motion carried unanimously.

The following treasurer's report was presented by A. Driver.

**BUDGET ACCOUNT**

\$124,688.05	Balance March 31, 2017
2,716.90	Per Capita Grant
59.39	Interest Income
620.00	Non-resident Fees
620.00	Non-resident Fees—E-pay
860.71	Fines
65.00	Fines—E-pay
348.34	Copies
9.20	Copies—E-pay
97.92	Lost items
9.00	Gifts & Memorials
96.50	FAX Income
22.00	Miscellaneous Income
130,222.01	Total Balance and MTD Income
46,837.60	Less expenses for April 2017
\$ 83,384.41	Balance April 30, 2017*

*\$ 8,718.11
140.00
<b>2,086.35</b>
72,439.95

**GIFTS & MEMORIALS**

\$ 6,216.96	Checking
21,766.87	Illinois Funds

**SPECIAL RESERVE**

**\$300,511.07**

**On motion by J. Schleper, 2<sup>nd</sup>** by J. Lingow, the treasurer's report was accepted. Motion carried unanimously.

**On motion by B. Smilack, 2<sup>nd</sup>** by S. LeBlanc, the usual and customary bills will be paid. Motion carried unanimously.

Librarian's report:

- With the addition of a 10 hour per week page and a new staff schedule, staff will now be able to have a monthly staff meeting with everyone present. The first one was May 10.
- Chloe Parish is our new page. Her first day was May 6. Max Steckel is back from college. He will be assisting Laurie with summer reading club for birth through grade 5. Judy Nurnburger is our Unit 100 liaison for our 3<sup>rd</sup> year for joint summer reading club.
- Christie Meyer is launching our first online reading club program with the teens. They can register, log their reading, submit book reviews and more. The program/company is Beanstack.
- Donations:
  - BJC--\$500
  - Cub Scouts--\$100
  - Mackenzie Flowers donated the American Girl doll, Rebecca
- Statistics for April 2017:
  - Circulation – 7,410 (does not include digital)
  - Holds – 1,922
  - Holds satisfied – 1,722
  - Visits – 6,898

Building and Grounds reported that the first floor remodel is complete.

**On motion by J. Schleper, 2<sup>nd</sup>** by S. LeBlanc, the following 2018/19 budget/Levy request was approved and will be sent to City Hall. Motion carried. Unanimously.

**JPL** **FY18-19 Levy**

Salaries	230,000.00
Payroll Deductions	43,000.00
Health Insurance	64,000.00
Library Materials	50,000.00
Electronic Materials	20,000.00
Interlibrary Loan & Postage	3,000.00
Library Supplies & Postage	10,000.00
Library Furnishings	2,000.00
Building & Grounds - Main & Supplies Equipment/Automation & Maintenance	15,000.00 22,500.00
Other Professional Services	17,000.00
Elevator & Maintenance	2,500.00
Utilities	23,000.00
Insurance: Bldg, Liab & Bonds	12,500.00

Audit	3,000.00
Cont Educ, Dues, Travel & Mtgs	2,500.00
Programs: Adult & Juvenile	5,000.00
Promotional Materials & PR	8,000.00
Contingency	5,000.00
<b>CAPITAL IMPROVEMENTS</b>	<b>105,000.00</b>
<b>Totals</b>	<b>643,000.00</b>
Per Capital Grant	6,000.00
Corporate Replacement Tax	10,000.00
Estimated Interest	300.00
Fines & Fees	<u>37,000.00</u>
<b>Total Estimated INCOME</b>	<b>53,300.00</b>
<b>Total Expenses</b>	<b>643,000.00</b>
<b>Total Income</b>	<b><u>(53,300.00)</u></b>
Levy Request from Property Taxes	589,700.00
<b>CORPORATE</b>	<b>531,200.00</b>
SSN & IMRF	43,000.00
AUDIT	3,000.00
<b>LIAB/INSURANCE</b>	<b><u>12,500.00</u></b>
<b>Total Request</b>	<b>589,700.00</b>

Anita reported for the Technology Committee that JPL is a second test site for Lazerware for wireless printing.

The officers and committees for 2017-18 were re-appointed:

- Officers
- Kent Hake – President
  - Helen Gubser – Secretary
  - Materials, Bylaws, and Policy Committee
  - Helen Gubser, chair
  - Beth Smilack
  - Juan Lingow
  - Building and Grounds
  - Steve LeBlanc, chair
  - Juan Lingow
  - Andy Thomas

- Finance  
Jerry Schleper, chair  
Ruth Ficker  
Michele Lyons
- Technology  
Andy Thomas, chair  
Beth Smilack  
Steve LeBlanc

The only except was the offices of vice president and treasurer. G. Schleper has approached M. Lyons about trading him positions for the new FY. He'll report back next meeting.

A letter will be sent to City Hall requesting the re-appointment of Jerry Schleper, Juan Lingow, and Andy Thomas to the Library Board with their term to expire July 2020.

**On motion by J. Schleper, 2<sup>nd</sup> by J. Lingow, the meeting adjourned at 7:06 p.m.**

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Secretary

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Assistant Secretary