

**JERSEYVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
ANNUAL MEETING  
TUESDAY, MAY 24, 2016 @ 6:30 p.m.  
MEETING ROOM @ 105 N. 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: Michele Lyons, Jerry Schleper, Ruth Ficker, Helen Gubser, Beth Smilack, Steve LeBlanc and Anita Driver. Andy Thomas reported he would be absent.

All members took the oath of office and signed said statement to be filed in the policy binder.

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

**On motion** by B. Smilack, 2<sup>nd</sup> by J. Schleper, the consent agenda including minutes of the April 19, 2016 and the Finance Committee of May 17, 2016 as well as the following treasurer's report was approved. Motion carried unanimously.

**BUDGET ACCOUNT**

\$193,337.82 Reported balance March 31, 2016

25.08 Interest income	
620.00 Non-resident fees	
295.00 Non-resident fees—E-pay	
1,170.20 Fines	
38.60 Fines—E-pay	
334.80 Copies	
22.50 Copies—E-pay	
30.00 Scans to email	
233.73 Lost books	
10.85 Lost books—E-pay	
1.00 Magazine and book sales	
3.00 Coffee house income	
228.00 FAX income	
15.00 FAX income—E-pay	
<u>33.00</u> Miscellaneous income	
196,398.58 Total balance plus MTD income	
<u>54,554.12</u> Less expenses for April 2016	
\$141,844.46 Balance April 30, 2016*	

\*\$51,410.30 Checking

140.00 On hand

18,143.19 Illinois Funds—E-pay

72,150.97 Illinois Funds

**GIFTS & MEMORIALS**

\$15,706.64 Checking

21,661.47 Illinois Funds

**SPECIAL RESERVE**

\$281,335.91 Illinois Funds

The following check register was presented by A. Driver:

Check #	Date	Payee	Cash Account	Amount
10337	5/24/16	Amateur Sports Promotion	1000	129.00
10338	5/24/16	Baker & Taylor, Inc.	1000	907.94
10339	5/24/16	Cavendish Square	1000	193.91
10340	5/24/16	Child's Play	1000	121.76
10341	5/24/16	Church's Lawn Care	1000	148.00
10342	5/24/16	City of Jerseyville	1000	3,780.00

10343	5/24/16	Demco	1000	573.69
10344	5/24/16	Direct Energy Business	1000	846.82
10345	5/24/16	Anita Driver	1000	100.00
10346	5/24/16	Farm & Home Publishers, LTD.	1000	45.37
10347	5/24/16	First Bank	1000	35.00
10348	5/24/16	Gale/CENGAGE Learning	1000	98.76
10349	5/24/16	Grafton Technologies, Inc.	1000	169.56
10350	5/24/16	Ingram Library Services	1000	32.33
10351	5/24/16	Jerseyville Water Department	1000	107.25
10352	5/24/16	Lazerware, Inc.	1000	2,922.64
10353	5/24/16	Chris Maness	1000	208.75
10354	5/24/16	Midwest Tape	1000	1,218.41
10355	5/24/16	Newwave Communications	1000	140.00
10356	5/24/16	Payroll	1000	15,731.85
10357	5/24/16	Penguin Random House LLC	1000	85.50
10358	5/24/16	R&B Landscaping	1000	503.51
10359	5/24/16	Rainbow Book Company	1000	734.34
10360	5/24/16	Reader Service	1000	78.76
		Robert (Bob) Sanders Waste Systems	1000	95.00
10361	5/24/16	Systems	1000	200.00
10362	5/24/16	Chelsea Sams	1000	45.00
10363	5/24/16	Smith's Pest Control	1000	325.00
10364	5/24/16	Tumbleweed Press Inc.	1000	525.00
10365	5/24/16	Whitworth-Horn-Goetten	1000	75.62
10366	5/24/16	William F. Brockman Co.	1000	343.96
10367	5/24/16	Williams Office Products, Inc.	1000	250.00
10368	5/24/16	World Trade Press	1000	2,131.79
10369	5/25/16	Card Services	1000	
<b>Total</b>				<b>32,904.52</b>

**On motion by J. Schleper, 2<sup>nd</sup> by J. Lingow, the bills will be paid. Motion carried unanimously.**

#### Librarian's report:

- Anita, with input from A. Thomas and A. Hurley, is working with Kim Hardin on a Rotary grant to purchase a smart TV for the new meeting room.
- Christie designed new name tags for all staff and volunteers.
- Our local OverDrive consortia members voted to drop OverDrive and move the electronic collection to 3M. There are pros and cons to this decision but most are positive. Staff will be sending letters to our OverDrive users to alert them to this situation.
- Christie Meyer and Brandi Pohlman have started blog for the library and Christie continues to run ads on Facebook for our activities.
- We have a new Experience Works employee, Kim Young. She will be working 18 hours per week and paid by the Federal program.
- Max Steckel is back for summer and Judy Nurnberger has moved to Unit 100 payroll as the librarian for our joint Unit 100 summer reading club.
- Children's summer reading club registration starts June 1. Teen and adult registration will start June 27.
- Anita learned from the MetroEast librarian's meeting that Illinois overpaid most municipalities their amount for Corporate Replacement Tax. She hasn't heard anything from City Hall concerning this matter.

S. LeBlanc reported on the status of replacing the second floor HVAC system. There will be a mandatory pre-bid meeting for interested contractors on Thursday, June 9 at 10:00 a.m. Bids must be in by 4:00 p.m. on Monday, June 20.

**On motion by J. Lingow, 2<sup>nd</sup> by R. Ficker, \$1,500.00 will be set aside to provide funds for repairs to the air conditioning system until a new system can be put in place. Motion carried unanimously.**

**On motion by J. Schleper, 2<sup>nd</sup> by S. LeBlanc, the proposed salary schedule was adopted. Motion carried unanimously.**

**On motion by J. Schleper, 2<sup>nd</sup> by J. Lingow, the following proposed budget/levy request for the 2017-18 fiscal year will be sent to the Jerseyville City Council. Motion carried unanimously.**

**JERSEYVILLE PUBLIC LIBRARY EXPENDITURES 2017-2018**

**To be levied Fall 2016**

FY2017/18	
Salaries	225,000
Payroll Deductions	42,000
Health Insurance	64,000
Library Materials	53,000
Electronic Materials	20,000
Interlibrary Loan + Postage	2,500
Library Supplies & Postage	10,000
Library Furnishings	1,000
Bldg. & Grounds-Main. & Supplies	14,000
Equipment/Automation & Maintenance	15,000
Other Professional Services	12,500
Elevator & Maintenance	2,500
Utilities	22,000
Insurance: Bldg., Liability & Bonds	12,500
Audit	2,500
Cont. Ed., Dues, Travel, & Mtgs.	2,500
Programs: Adult & Juvenile	5,000
Promotional Materials & PR	7,500
Contingency	5,000
<b>CAPITAL IMPROVEMENT</b>	105,000
<b>Totals</b>	<b>623,500</b>

Off Corporate Levy

Includes janitorial

Moved Lazerware to Prof Sei  
Lazerware, etc.

Off Corporate Levy

Off Corporate Levy

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**ESTIMATED INCOME:**

Per Capita Grant	7,000
Corporate Replacement Tax	8,000
Estimated Interest	100
Fines & Fees	40,000
<b>Totals Estimated Income</b>	<b>55,100</b>

<b>Total Expenses</b>	<b>623,500</b>
<b>Total Income</b>	<b>-55,100</b>
<b>Levy Request from Property Tax</b>	<b>568,400</b>

**LEVY DETAIL:**

Corporate	511,400
Social Security & IMRF	42,000
Audit	2,500
Liability/Insurance	12,500
<b>Total Request</b>	<b>568,400</b>

Anita reported for the Friends of the Library that they will have an official membership drive after the 501(c)(3) has been established. At this time Scheffel and Boyle have been asked to complete the IRS paperwork for the tax exempt status.

The Friends have a special book sale coming up for children's books.

The following confirmations for 2016-17 officers and committees were made:

- Officers
  - Kent Hake – President
  - Michele Lyons – Vice President
  - Helen Gubser – Secretary
  - Jerry Schleper – Treasurer
- 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

A letter will be sent to the City Council requesting the reappointment of Helen Gubser, Steve LeBlanc and Michelle Lyons for a three year term.

**On motion** by J. Lingow, 2<sup>nd</sup> by M. Lyons, the financial annual report for fiscal year 2015-16 was approved and will be forwarded to City of Jerseyville. Motion carried unanimously.

**On motion** by B. Smilack, 2<sup>nd</sup> by J. Lingow, the meeting adjourned at 8:00 p.m. Motion carried unanimously.



Secretary

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Assistant Secretary