

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
ANNUAL MEETING
TUESDAY, MAY 29, 2018 @ 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 were Michele Lyons, Beth Smilack, Jerry Schleper, Ruth Ficker, Andy Thomas, Juan Lingow and Anita Driver. Absent: Steve LeBlanc.

There was no public comment.

All members of the board were administered the oath of office for 2018-2019 by Secretary Helen Gubser. Juan Lingow administered the oath of office to Helen Gubser.

On motion by B. Smilack, 2nd by J. Schleper, the agenda was accepted. Motion carried unanimously.

On motion by R. Ficker, 2nd by **A. Thomas**, the consent agenda including the minutes of the April 17, 2018 meeting and the following treasurer's report as of April 30, 2018 was accepted. Motion carried unanimously.

BUDGET ACCOUNT

\$197,388.17 Corrected balance, omitted \$6.08 interest on April report

1,999.56 Corporate replacement tax

6,572.56 Per Capital Grant

113.74 Interest income

1,085.00 Non-resident fees

310.00 Non-resident fees—E-pay

1,038.24 Fines

37.40 Fines—E-pay

384.55 Copies

12.00 Copies—E-pay

21.00 Scans to email

10.00 Scans to email—E-pay

140.00 Meeting room fees

169.92 Lost books

5.90 Gifts & memorials

1.00 Coffee house

213.75 FAX income

11.00 FAX income—E-pay

28.40 Miscellaneous income

209,542.19 Total balance and MTD income

91,693.09 Less expenses for April 2018

\$117,849.10 Balance April 30, 2018*

*\$36,593.29 Checking

140.00 Cash on Hand

8,031.14 Illinois Funds—E-pay

73,084.67 Illinois Funds—Working Cash

Unspent for fiscal year 2017-18: \$36,593.29

8,031.14 E-pay account

1,084.67 Accumulated interest in the IL Funds working cash

\$45,709.10

Following the audit and using this for working cash till new \$ received in fall 2018, this is available to transfer to Special Reserve. \$50,000 was transferred earlier in the fiscal year.

GIFTS & MEMORIALS

\$ 7,933.52 Checking
22,018.76 Illinois Funds

SPECIAL RESERVE

\$306,935.88 Illinois Funds
1,917.91 Checking

On motion by M. Lyons, 2nd by J. Scheleper, the ordinary and usual bills will be paid. Motion carried unanimously.

Librarian's report:

- Anita presented a shadow box constructed by Chris Maness which she made for displaying a viola donated to the library by Marguerite Davis's family. It will be hung in the dome room which was designated the Marguerite Davis Reading Room.
- All staff except Laurie Ingram and Anita Driver attended the Reaching Forward South Conference for library support staff held this year at SIU-E. Helen Gubser and Mardi Warkins volunteered and Chloe Parrish was paid so we could keep the Library open. Anita was absent for part of the day as she was on a panel at the conference discussing the unusual items we check out to our patrons.
- Statistics: circulation-5,876; 6,801 visits; 1,914 holds placed; 1,628 hold filled; and 252 items added to the database.
- Anita thanked board members Andy (and Shannon) Thomas and Beth Smilack for helping with the Storywalk® blast off which we had instead of a ribbon cutting. There were approximately 400 children, teachers and parents in attendance at the 9:00 – 11:00 a.m. party and another 50 at the evening party. We had activity stations and refreshments in addition to the Storywalk®.

M. Lyons presented for vote the proposed budget/levy request for fiscal year 2019-2020 which was viewed at the April meeting.

On motion by J. Scheleper, 2nd by J. Lingow, the budget request will be sent to the City. Motion carried unanimously.

	LEVY
	FY2019/20
Salaries	243,000
Payroll Deductions	43,000
Health Insurance	65,000
Library Materials	55,000
Electronic Materials	15,000
Interlibrary Loan + Postage	3,000
Library Supplies & Postage	13,000
Postage	
Library Furnishings	2,000
Bldg. & Grounds-Main. & Supplies	20,000
Equipment/Automation & Maintenance	20,000

Other Professional Services	17,000
Audit	3,000
Epay Fees	
Elevator & Maintenance	2,500
Utilities	23,000
Insurance: Bldg., Liability & Bonds	12,500
Cont. Ed., Dues, Travel, & Mtgs.	2,500
Programs: Adult & Juvenile	5,000
Promotional Materials & PR	8,000
Contingency	5,000
CAPITAL IMPROVEMENT	105,000
Totals	662,500

ESTIMATED INCOME:

Per Capita Grant	6,000
Corporate Replacement Tax	7,000
Estimated Interest	500
Fines & Fees	40,000
Totals Estimated Income	53,500

Total Expenses	662,500
Total Income	-53,500
Levy Request from Property Tax	609,000

LEVY DETAIL:

Corporate	550,500
Social Security & IMRF	43,000
Audit	3,000
Liability/Insurance	12,500
Total Request	609,000

Anita reported for The Friends of the Library that they will have a youth book sale June 1 – 16. Laurie is including a coupon for a free book in each child’s summer reading club packet.

No correspondence.

The officers and committees for 2018-19 were re-appointed:

- Officers
- Kent Hake – President
 - Jerry Schleper – Vice President
 - Helen Gubser – Secretary
 - Michelle Lyons – 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 City hall requesting the reappointments of R. Ficker, K. Hake and B. Smilack with their term to expire July 2021.

On motion by M. Lyons, 2nd by R. Ficker, the JPL financial annual report for the budget account to the City of Jerseyville for 2017-2018 was approved as corrected. Motion carried unanimously.

On motion by B. Smilack, 2nd by J. Lingow, the Gifts & Memorials annual report was approved. Motion carried unanimously.

On motion by J. Schleper, 2nd by A. Thomas, the Special Reserve annual report was approved. Motion carried unanimously.

On motion by J. Schleper, the meeting was adjourned at 7:15 p.m.


Secretary

Assistant Secretary