

**JERSEYVILLE PUBIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, May 25, 2021 at 6:30 p.m.  
Meeting room at 105 North Liberty Street**

**MINUTES**

The annual meeting of the Jerseyville Public Library was called to order by President Josh Hileman at 6:30 p.m. Others present: Helen Gubser, Marcia Adams, Laura Woodring, Matt Derrick, Steve LeBlanc, Juan Lingow and Michelle Hopper. Jerry Schleper attended virtually.

**NO PUBLIC COMMENT**

The agenda was approved.

The consent agenda including the minutes of the April 20, 2021 meeting, Materials, Bylaws and Policy minutes of March 16, 2021 and April 20, 2021, and the following treasurer's report for April 2021 were approved.

**BUDGET ACCOUNT**

\$220,742.03 Reported balance March 31, 2021  
3,113.22 Corporate replacement tax  
7.62 Interest  
465.00 Non-resident fees  
155.00 Non-resident fees—E-pay  
611.74 Fines  
19.59 Fines—E-pay  
363.60 Copies  
2.50 Copies—E-pay  
14.25 Scans to email  
50.00 Meeting room fees  
39.88 Lost items  
114.00 FAX  
22.00 FAX—E-pay  
103.00 Program income  
4.60 Gifts  
50.00 Storywalk sponsorship  
9.00 Book/Magazine sales—E-pay  
2.00 Miscellaneous income  

---

225,889.03 Total balance and MTD income  
66,205.32 Less expenses for April 2021  
\$159,683.71 Balance April 30, 2021\*

\*\$66,602.29 Checking  
140.00 On Hand  
18,896.53 Illinois Funds—E-pay  
74,044.89 Illinois Funds—Working Cash

**GIFTS & MEMORIALS**

\$113,194.72 Illinois Funds  
12,539.37 Checking

**SPECIAL RESERVE**

\$444,522.75 Illinois Funds  
9,666.37 Checking

The following check register was approved:

Check #	Date	Payee	Cash Account	Amount
12363	5/25/21	Amateur Sports Promotion	1000	129.00
12364	5/25/21	Baker & Taylor	1000	1,548.27
12365	5/25/21	Sara Brown	1000	375.00
12366	5/25/21	Card Services VISA	1000	1,050.98
12366a	5/25/21	VOID	1000	
12366b	5/25/21	VOID	1000	
12367	5/25/21	Cavendish Square Publishing	1000	177.93
12368	5/25/21	Cengage Learning Inc / Gale	1000	371.54
12369	5/25/21	Central Technology, Inc	1000	251.64
12370	5/25/21	Chris's Janitor Service	1000	250.00
12371	5/25/21	Church's Lawn Care	1000	244.00
12372	5/25/21	City of Jerseyville	1000	3,721.56
12373	5/25/21	Demco	1000	176.23
12374	5/25/21	Diamond Lake Book Co.	1000	97.02
12375	5/25/21	Fairview Heights Public Library	1000	7.99
12376	5/25/21	Grafton Technologies, Inc	1000	199.24
12377	5/25/21	Illinois Power Marketing dba	1000	512.47
12378	5/25/21	Illinois American Water	1000	203.20
12379	5/25/21	Julie's Graphics	1000	506.00
12380	5/25/21	Lazerware Inc.	1000	1,128.20
12381	5/25/21	Library Ideas LLC	1000	8.50
12382	5/25/21	Midwest Tape	1000	931.42
12383	5/25/21	Payroll	1000	19,449.13
12384	5/25/21	Robert (Bob) Sanders Waste Systems, Inc	1000	70.88
12385	5/25/21	Royal Banks of Missouri	1000	35.00
12386	5/25/21	Elizabeth Smilack	1000	25.00
12387	5/25/21	Tonsor Custom Awards & Decals	1000	6.00
12388	5/25/21	Tumbleweed Press Inc.	1000	375.00
12389	5/25/21	Watts Copy Systems, Inc.	1000	291.05
<b>Total</b>				<b>32,142.25</b>

### LIBRARIAN'S REPORT:

Sara Brown resigned. Staff interviewed and tested eight applicants while Anita Driver was off for knee replacement surgery. They chose Terrienne McCoy as our new 18 hour per week staff person and Hannah Rose moved to 28 hours per week.

#### Statistics:

- Circulation – 4,509
- Holds placed – 1,382
- Holds satisfied – 1,255
- Items added – 218
- Hoopla use – 250 check outs
- Visits – 3,662

Youth Services Librarian Laurie Ingram planned take & make crafts, contests, juvenile and teen summer reading club.

Chris added 85 new items to the database. She helped with JCA Open Late, presented Crafts with Chris and trained Adam to replace the materials processor.

Beth Tittle continues to work on an updated staff manual. She and Hannah Rose shifted the juvenile non-fiction collection, worked on several displays and much more.

Beth Smilack reported on all social media activity. The monthly newsletter reach was 420 through social media.

## **MATERIALS, BYLAWS AND POLICY**

Helen Gubser reported that policy for charge card use and the new van was being written.

Steve LeBlanc, for the **BUILDING AND GROUNDS COMMITTEE**, gave an update on the expansion project.

The 2020-2021 financial annual report was approved.

The 2020-2021 appropriations request, working budget for 2021-2022 plus 5%, was sent to the City of Jerseyville Commissioner of Finance.

Anita reported for the **TECHNOLOGY COMMITTEE** that we are finally going to get a true mobile app for the circulation software. It is called SOLUS.

The Friends participated in the JCBA Makers' Fair and Grafton Music in the park. They hope to attend more this summer.

## **NO CORRESPONDENCE**

## **NO OLD BUSINESS**

## **NEW BUSINESS**

- The reappointment/election of officers was tabled.
- Salary schedule for 2020-2021 was tabled
- The meeting dates for 2021-2022 were approved and will be posted on the website and on the 1<sup>st</sup> floor bulletin board.

## **NO PUBLIC COMMENT**

The meeting was adjourned.

---

Helen Gubser, Secretary

---

Anita Driver, Assistant Secretary