

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, NOVEMBER 18, 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

Board President Josh Hileman called to order a meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present: Marcia Adams, Helen Gubser, Michelle Hopper, Steve LeBlanc, Melissa Poletti, Judy Pruitt, Jerry Schleper, Kevin Weber. Laura Woodring was absent.

NO PUBLIC COMMENT

On motion by M. Adams, 2nd by S. LeBlanc, the agenda was approved. Motion carried unanimously.

On motion by K. Weber, 2nd by S. LeBlanc, the consent agenda, including minutes of the October 21 board meeting and Materials, Bylaws, and Policy Committee meeting and the treasurer's report for October, was approved. Motion carried unanimously.

**TREASURER'S REPORT
FOR OCTOBER 2025**

BUDGET ACCOUNT

\$641,882.57 Balance September 30, 2025

225,769.76 Real Estate Taxes

2,543.90 Corporate Replacement Tax

2,652.50 Interest

295.50 Non-Resident Fees

689.50 Non-Resident Fees-Epay

366.45 Fines

43.85 Fines-Epay

417.67 Copies

396.00 Copies-Epay

96.43 Lost items

98.00 Fax

43.50 Fax-Epay

100.00 Gifts & Memorials

50.00 Storywalk Sponsorship

8.25 Book/Magazine Sales-Epay

10.50 Miscellaneous

875,464.38 Balance + MTD Income

57,505.63 Less Expenses

\$817,958.75 Balance October 31, 2025*

*\$733,163.39 Checking Account
 140.00 Cash on Hand
 8,512.23 Illinois Funds-Epay
 76,143.13 Illinois Funds-Working Cash

GIFTS AND MEMORIALS

\$ 38,201.15 Checking
 586.64 Illinois Funds

SPECIAL RESERVE

\$ 42,976.65 Checking
 568.85 Illinois Funds

Building and Grounds

S. LeBlanc reported that the automatic doors have been repaired to eliminate the noise. Upcoming improvements to the older bathrooms and the kitchen were discussed.

Materials, Bylaws and Policy Committee

Chair Helen Gubser presented a proposal to eliminate from library policy references to specific amounts charged for library services including photocopies, faxing, and copies of microfiche and microfilm.

On motion by J. Schleper, 2nd by M. Hopper, the policy will be updated as proposed. Motion carried unanimously.

Finance Committee

Librarian J. Pruitt presented the November check registers.

Check #	Date	Payee	Cash Account	Amount
1227	11/18/25	Facilitec	1000	2,021.95
Total				2,021.95
Check #	Date	Payee	Cash Account	Amount
13811	11/18/25	Arch City Entrance Systems LLC	1000	935.00
13812	11/18/25	ATIS Elevator Inspections, LLC	1000	329.00
13813	11/18/25	Baker & Taylor	1000	89.02
13814	11/18/25	Eric Bowker	1000	235.00
13815	11/18/25	City of Jerseyville	1000	3,281.04

13816	11/18/25	City of Jerseyville- IMRF/FICA	1000	3,917.17
13817	11/18/25	Demco	1000	416.01
13818	11/18/25	Dutch Hollow Supplies	1000	79.86
13819	11/18/25	Fire Safety Inc.	1000	262.00
13820	11/18/25	Grafton Technologies, Inc	1000	248.25
13821	11/18/25	Illinois Power Marketing dba	1000	1,493.20
13822	11/18/25	Illinois American Water	1000	174.06
13823	11/18/25	Illinois American Water	1000	144.59
13824	11/18/25	Illinois Library Association	1000	80.00
13825	11/18/25	Ingram Library Services	1000	5,840.11
13825a	11/18/25	VOID	1000	
13825b	11/18/25	VOID	1000	
13825c	11/18/25	VOID	1000	
13825d	11/18/25	VOID	1000	
13826	11/18/25	Rusty Ingram	1000	660.00
13827	11/18/25	Jen Mechanical	1000	1,518.50
13828	11/18/25	Jersey County Historical Society	1000	125.00
13829	11/18/25	Kanopy, Inc.	1000	25.00
13830	11/18/25	Kids Reference Company	1000	134.73
13831	11/18/25	Chris Maness	1000	450.00
13832	11/18/25	Midwest Tape LLC	1000	2,136.29
13833	11/18/25	Payroll	1000	25,435.59
13834	11/18/25	Melissa Poletti	1000	224.00
13835	11/18/25	Republic Services	1000	87.92
13836	11/18/25	TecSrv	1000	2,271.40
13837	11/18/25	VISA	1000	2,769.39
13837a	11/18/25	VOID	1000	
13837b	11/18/25	VOID	1000	
13837c	11/18/25	VOID	1000	
13837d	11/18/25	VOID	1000	
13838	11/18/25	Watts Copy Systems, Inc.	1000	279.12
Total				53,641.25

On motion by J. Schleper, 2nd by S. LeBlanc, the check register was approved. Motion carried unanimously.

On motion by J. Schleper, 2nd by S. LeBlanc, a 1% equalization payment will be made to library employees. Motion carried unanimously.

On motion by J. Schleper, 2nd by S. LeBlanc, the usual and customary December bills will be paid. Motion carried unanimously.

Technology Committee

Plans are in place for installing the new catalog kiosks. Windows 11 computers have been purchased and exiting units have been updated.

Librarian Reports

Librarian Pruitt reported on statistics, programming, staff development, and upcoming events. Assistant Director Poletti reported on the library's marketing and public relations efforts.

Friends of the Library

No report.

CORRESPONDENCE

None

OLD BUSINESS

None.

NEW BUSINESS

None.

BUSINESS FOR DISCUSSION ONLY

Possible nominees for board vacancy.

NO PUBLIC COMMENT

Meeting was adjourned at 7:18 p.m.

Helen Gubser, Secretary

Judy Pruitt, Assistant Secretary