

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES Meeting
Tuesday, October 19, 2021 at 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

A regular meeting of the Jerseyville Public Library Board of Trustees was called to order at 6:30 p.m. President Josh Hileman. Other present included: Marcia Adams, Steve LeBlanc, Laura Woodring, Jerry Schleper and Matt Derrick; staff Anita Driver and Chris Maness. Michelle Hopper and Juan Lingow reported they would not be present.

NO PUBLIC COMMENT

ON MOTION BY J. Schleper, 2nd by S. LeBlanc, the agenda was approved. Motion carried unanimously.

ON MOTION BY M. Adams, 2nd by L. Woodring, the consent agenda including minutes of the September 21, 2021 meeting and the following Treasurer's Report for September 2021 and the check register for October 19, 2021:

BUDGET ACCOUNT

\$ 33,238.17 Reported balance August 31, 2021
534,293.84 Real Estate Taxes
12,485.88 Corporate replacement tax
16.75 Interest
1,115.00 Non-resident fees
640.00 Non-resident fees—E-pay
876.09 Fines
33.49 Fines—E-pay
615.95 Copies
91.85 Copies—E-pay
16.50 Scans to email
79.92 Lost items
108.52 Lost items—E-pay
173.50 Fax
29.00 Fax—E-pay
7.35 Gifts & Memorials
50.00 Storywalk Sponsorship
5.55 Book/Magazine Sales—E-pay
14.00 Miscellaneous
16.20 Miscellaneous—E-pay
583,907.56 Total balance and MTD income
63,849.97 Less expenses for September 2021
72,000.00 Less Transfer to Working Cash
\$448,057.59 Balance September 30, 2021*

*\$442,609.91 Checking Royal Bank
140.00 On hand
4,806.52 Illinois Funds—E-pay
501.16 Illinois Funds—Working Cash

GIFTS & MEMORIALS

\$479.40 Checking Carrollton Bank
501.69 Illinois Funds

SPECIAL RESERVE

\$487,276.20 Checking Jersey State Bank

72,506.79 Illinois Funds

Check Register for October 19, 2021

Check #	Date	Payee	Cash Account	Amount
12508	10/17/21	Baker & Taylor	1000	888.24
12509	10/17/21	Card Services VISA	1000	1,078.52
12509a	10/17/21	VOID	1000	
12509b	10/17/21	VOID	1000	
12510	10/17/21	Cengage Learning Inc / Gale	1000	438.03
12511	10/17/21	Chris's Janitor Service	1000	500.00
12512	10/17/21	Church's Lawn Care	1000	193.50
12513	10/17/21	City of Jerseyville	1000	3,452.34
12514	10/17/21	Demco	1000	119.40
12515	10/17/21	Diamond Lake Book Co.	1000	157.10
12516	10/17/21	Enfold Systems, Inc.	1000	472.00
12517	10/17/21	EnvisionWare, Inc.	1000	430.85
12518	10/17/21	Gardner Media LLC	1000	176.29
12519	10/17/21	Grafton Technologies, Inc	1000	193.86
12520	10/17/21	Illinois Power Marketing dba	1000	768.47
12521	10/17/21	Illinois American Water	1000	123.80
12522	10/17/21	Illinois Heartland Library System	1000	10.00
12523	10/17/21	Illinois Library Association	1000	75.00
12524	10/17/21	Jersey County Business Association	1000	75.00
12525	10/17/21	Jersey State Bank	1000	85,500.00
12526	10/17/21	Kanopy, Inc.	1000	51.00
12527	10/17/21	Lazerware Inc.	1000	927.63
12528	10/17/21	Library Ideas LLC	1000	13.00
12529	10/17/21	Midwest Tape	1000	1,059.11
12530	10/17/21	Payroll	1000	9,604.99
12531	10/17/21	Petty Cash	1000	664.75
12532	10/17/21	Elizabeth Smilack	1000	25.00
12533	10/17/21	Tricounty FS, Inc.	1000	62.64
12534	10/17/21	Robert (Bob) Sanders Waste Systems, Inc	1000	75.13
12535	10/18/21	Jeff Koziatek	1000	150.00
12536	10/18/21	Watts Copy Systems, Inc.	1000	360.79
Total				107,646.44

Special Reserve checking

Check #	Date	Payee	Cash Account	Amount
1014	10/17/21	Farnsworth Group, Inc.	1100	42,323.76
1015	10/18/21	Heneghan and Associates, P.C.	1100	6,513.75
1015V	10/18/21	Heneghan and Associates, P.C.	1100	-6,513.75
1016	10/18/21	Heneghan and Associates, P.C.	1100	6,513.75
Total				48,837.51

LIBRARIAN'S REPORT

Anita emailed staff reports from all full time staff.

Highlights:

- The City granted the Library \$740 for the Halloween Festival for costume prize money, a DJ, etc.
- Youth Services Library, Laurie Ingram, planned Talk Like a Pirate Week.
- Response from local business is very good this year for the Halloween Festival. To date there are 8 merchants trick-or-treating. We have received gift certificates for prizes and \$775 in cash.
- Beth Smilack reported that our FaceBook posts reached 7,640 people and 3,672 engaged in our posts with like, comment and/or share. Likewise we had 191 engage on Instagram, and 376 on TikTok. Two ads ran in the Jersey County Journal.
- Beth Tittle assisted Chris by barcoding donated JCHS Yearbooks. She also shifted book in the juvenile room and Adam Hurley shifted in the young adult room.
- Chris Maness added 269 items to the database and has been cleaning her office.

Statistics:

- In SHARE: Circulation 5,286; holds placed 1,397; holds satisfied 1,337; items added 269
- In OPAC 1,208 logins with 737 holds placed
- Digital: (I report Pay-per-view) Hoopla 219 downloads; Kanopy 29 plays; Freading 26 downloads
- 3,673 visits

The Board gave A. Driver and C. Maness permission to expand fundraising for the expansion.

MATERIALS, BYLAWS AND POLICY COMMITTEE

The Committee will meet prior to the November 2021 meeting at 6:00 p.m.

A request to reconsider the placement of a book from the juvenile room was discussed. The book in question will be moved from the juvenile room to the teen room. A. Driver said this would be an acceptable solution for the patron.

ON MOTION BY L. Woodring, 2nd by M. Derrick, the 2022/23 levy request for \$665,203 will be sent to Commissioner of Finance Kevin Stork. Motion carried unanimously. (ATTACHED)

ON MOTION BY S. LeBlanc, 2nd by J. Schleper, the 2021/22 salary schedule was approved. Motion carried unanimously.

The Friends of the Library have their fall book sale next week. They will have a quality sale for 2 weeks beginning November 24. They also have a booth at the SFHG School Bazaar to sell Christmas books.

An intent to retire letter was read from our Library Director, Anita Driver. Her intended date is July 28, 2022.

On motion by M. Derrick, 2nd by L. Woodring, the motion was carried unanimously with great regret.

NO PUBLIC COMMENT

On motion by S. LeBlanc, the meeting was adjourned at 7:58 p.m.

Helen Gubser, Secretary

ATTACHMENTS

JERSEYVILLE PUBLIC LIBRARY LEVY REQUEST

		LEVY FY2022/23	
1	Salaries	275,783	
2	Payroll Deductions	51,020	Off Corporate Levy
3	Health Insurance	75,000	
4	Library Materials	50,000	
5	Electronic Materials	17,000	
6	Interlibrary Loan + Postage	2,500	
7	Library Supplies	10,000	
8	Postage		
9	Library Furnishings	2,000	
10	Bldg. & Grounds-Main. & Supplies	30,000	Includes janitorial
11	Equipment/Automation & Maintenance	15,000	Moved Lazerware to Prof Services
12	Other Professional Services	20,000	Lazerware
16	Audit	3,500	Off Corporate Levy
20	Epay Fees	250	
13	Elevator & Maintenance	2,500	
14	Utilities	27,500	May change in high speed internet change
15	Insurance: Bldg., Liability & Bonds	13,000	Off Corporate Levy
17	Cont. Ed., Dues, Travel, & Mtgs.	2,000	
18	Programs: Adult & Juvenile	5,500	
19	Promotional Materials & PR	8,000	
20	Vehicle Expenses		
21	Contingency	5,000	
22	CAPITAL IMPROVEMENT	105,000	
	Totals	720,553	

ESTIMATED INCOME:

30	Per Capita Grant	10,600
31	Corporate Replacement Tax	9,000
32	Estimated Interest	750
33	Fines & Fees	35,000
	Totals Estimated Income	55,350

Total Expenses	720,553
Total Income	-55,350
Levy Request from Property Tax	665,203

3.2%

LEVY DETAIL:

40	Corporate	597,683
	Social Security & IMRF	51,020
	Audit	3,500
	Liability/Insurance	13,000
	Total Request	665,203
	TOTAL REVENUE	720,553
	INCOME (LOSS)	0