

**JERSEYVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, OCTOBER 25, 2022 AT 6:30 p.m.  
Meeting room at 105 North Liberty Street**

**MINUTES**

Vice-President J. Schleper called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present: Marcia Adams, Matt Derrick, Helen Gubser, Michelle Hopper, Steve LeBlanc, Juan Lingow, Judy Pruitt, and Laura Woodring. Josh Hileman was absent.

**NO PUBLIC COMMENT**

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

**On motion by M. Adams, 2<sup>nd</sup> by L. Woodring, the consent agenda, including minutes of the September 27, 2022 meeting and the September 2022 Treasurer’s Report, was approved. Motion carried unanimously.**

The following Treasurer’s Report was presented by J. Pruitt:

**BUDGET ACCOUNT**

\$403,133.24	Reported Balance August 31, 2022
2,513.58	Other Grants
43.74	Interest
534.00	Non-Resident Fees
1,246.00	Non-Resident Fees Epay
257.70	Fines
137.05	Fines-Epay
397.40	Copies
16.15	Copies-Epay
12.50	Scans to Email
81.27	Lost Items
114.00	Fax
5.00	Fax-Epay
29.00	Miscellaneous
408,520.63	Balance + MTD Income
<u>70,250.99</u>	Less Expenses
\$338,269.64	Balance September 30, 2022*

*323,222.79	Checking Account
140.00	Cash on Hand
14,158.53	Illinois Funds-Epay
748.32	Illinois Funds-Working Cash

**GIFTS AND MEMORIALS**

\$ 510.03	Checking
505.47	Illinois Funds

**SPECIAL RESERVE**

\$ 384,801.13	Checking
511.44	Illinois Funds

The following check register was presented by J. Pruitt:

Check #	Date	Payee	Cash Account	Amount
12861	10/18/22	VISA	1000	2,974.06
12862	10/25/22	Baker & Taylor	1000	2,955.64
12863	10/25/22	Brockman Co.	1000	30.93
12864	10/25/22	Cengage Learning Inc / Gale	1000	255.11
12865	10/25/22	City of Jerseyville	1000	12,716.80
12866	10/25/22	Kenneth Conrady	1000	90.00
12867	10/25/22	Demco	1000	149.39
12868	10/25/22	Enfold Systems, Inc.	1000	472.00
12869	10/25/22	Grafton Technologies, Inc	1000	195.39
12870	10/25/22	Illinois Power Marketing dba	1000	724.79
12871	10/25/22	Illinois American Water	1000	156.17
12872	10/25/22	The Illinois Funds	1000	72,000.00
12873	10/25/22	Rusty Ingram	1000	396.00
12874	10/25/22	Kanopy, Inc.	1000	26.00
12875	10/25/22	Kids Reference Company	1000	199.65
12876	10/25/22	Lazerware Inc.	1000	912.37
12877	10/25/22	Liberty Office Products	1000	221.00
12878	10/25/22	Library Ideas LLC	1000	14.50
12879	10/25/22	Chris Maness	1000	625.00
12880	10/25/22	Midwest Tape	1000	1,680.93
12881	10/25/22	Nevlin Plumbing & Electric, Inc.	1000	110.00
12882	10/25/22	Payroll	1000	19,524.75
12883	10/25/22	Elizabeth Smilack	1000	379.06
12884	10/25/22	Smith's Pest Control	1000	45.00
12885	10/25/22	Watts Copy Systems, Inc.	1000	241.61
<b>Total</b>				<b>117,096.15</b>

**On motion by M. Hopper, 2<sup>nd</sup> by S. LeBlanc, the bills will be paid. Motion carried unanimously.**

Librarian Pruitt reported on September statistics, programming, and library operations.

### **Materials, Bylaws and Policy Committee**

H. Gubser, Chairman of the Materials, Bylaws and Policy Committee presented a recommended change to computer policy sections D.8.1.8 and D.8.2.7 from

The first 15 copies for school work or resume' copy is free

To

As an additional service, the first 15 black and white copies of a school assignment for K-12 students and college students, as well as job-search related documents, are free. Color copies will be charged at the regular rate.

This will be voted on in November.

On motion by H. Gubser, 2<sup>nd</sup> by S. LeBlanc, the current procedure is to charge 50 cents per page for scanning. The new procedure will be no charge for scanning. Motion carried unanimously.

### **Building and Grounds/Expansion Project Committee**

S. LeBlanc reported on the expansion plan. He and Director Pruitt will have a conversation with Mark Shaffer at the State Library regarding hiring a construction manager.

### **Finance Committee**

On motion by S. LeBlanc, 2<sup>nd</sup> by J. Lingow, the audit for FY2021-2022 from Scheffel Boyle was accepted as presented. Motion carried unanimously.

Finance Committee meeting November 15 at 6pm.

### **Technology Committee**

A new copier will be installed on Friday, October 28, 2022.

### **Friends of the Library**

The Friends raised \$1500 from their book sale.

The house tour fundraiser scheduled for November 27 has been cancelled due to lack of participation.

### **Correspondence**

A sincere thank-you note was received from Anita Driver.

### **OLD BUSINESS**

Beth Smilack received an unclaimed scholarship in addition to the \$250 stipend previously awarded to attend the ILA Annual Conference in Chicago.

### **NEW BUSINESS**

None.

### **NO PUBLIC COMMENT**

Meeting was adjourned at 7:43 p.m.

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Helen Gubser, Secretary

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Judy Pruitt, Assistant Secretary