

**JERSEVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TUESDAY, OCTOBER 27, 2020 AT 6:30 PM  
Meeting room at 105 North Liberty Street**

**MINUTES**

President Josh Hileman 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, Laura Woodring, Michelle Lyons, Jerry Schleper, Helen Gubser, Steve LeBlanc and Librarian Anita Driver. Juan Lingow reported he would be absent.

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

**On motion by M. Lyons, 2<sup>nd</sup>** by S. LeBlanc, the consent agenda including the following treasurer's report, was approved. Motion carried unanimously.

**BUDGET ACCOUNT**

\$240,239.70 Reported Balance August 31, 2020  
     8.20 Correcting entry to August E-pay fees  
     10.59 Interest income  
     620.00 Non-resident fees  
     155.00 Non-resident fees—E-pay  
     163.19 Fines  
     13.80 Fines—E-pay  
     228.45 Copies  
     24.65 Copies—E-pay  
     5.65 Scans to email  
     118.74 Lost items  
     51.60 Lost items—E-pay  
     123.00 FAX  
     25.00 FAX—E-pay  
     36.80 Gifts & Memorials  
     100.00 Storywalk sponsorship  
     23.90 Book/Magazine sales—E-pay  
     34.00 Miscellaneous  


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 241,982.27 Total balance plus MTD income  
 32,976.20 Less expenses for September 2020  
 \$209,006.07 Balance September 31, 2020\*

\*192,213.68 Checking  
     140.00 On hand  
     14,629.75 Illinois Funds—E-pay  
     2,022.64 Illinois Funds—Working cash

**GIFTS AND MEMORIALS**

\$ 4,992.44 Checking  
 113,143.24 Illinois Funds

**SPECIAL RESERVE**

\$444,320.42 Illinois Funds  
 12,662.83 Checking

**On motion by M. Adams, 2<sup>nd</sup>** by L. Woodring, approval of minutes of the September 15, 2020 meeting as well as special meetings of the Technology, Policy and Finance Committees was tabled. Motion carried unanimously.

The following check register was presented by A. Driver and amended to include payment of the VISA bill, \$1,182.92 and Direct Energy Business:

Check #	Date	Payee	Cash Account	Amount
12174	10/27/20	Amateur Sports Promotion	1000	129.00
12175	10/27/20	Baker & Taylor	1000	1,844.32
12176	10/27/20	Brockman Co.	1000	23.16
12177	10/27/20	Campbell Publications	1000	83.88
12178	10/27/20	Cengage Learning Inc / Gale	1000	623.33
12179	10/27/20	Church's Lawn Care	1000	305.00
12180	10/27/20	Demco	1000	287.47
12181	10/27/20	Enfold Systems, Inc.	1000	458.00
12182	10/27/20	Gardner Media LLC	1000	47.67
12183	10/27/20	Grafton Technologies, Inc	1000	194.45
12184	10/27/20	Jerseyville Water Department	1000	178.48
12185	10/27/20	Julie's Graphics	1000	45.00
12186	10/27/20	Kelly Grizzle Construction	1000	575.00
12187	10/27/20	Kids Reference Company	1000	442.75
12188	10/27/20	Lazerware Inc.	1000	1,093.45
12189	10/27/20	Library Ideas LLC	1000	12.00
12190	10/27/20	Midwest Tape	1000	2,304.16
12191	10/27/20	Payroll	1000	28,065.26
12192	10/27/20	Petty Cash	1000	223.30
12193	10/27/20	Robert (Bob) Sanders Waste Systems, Inc	1000	67.50
12194	10/27/20	Smith's Pest Control	1000	45.00
12195	10/27/20	Twin L Clean	1000	500.00
12196	10/27/20	Watts Copy Systems, Inc.	1000	198.06

#### LIBRARIAN'S REPORT:

- Statistics: Hoopla use – 233 check outs; 3,124 visits, circulation – 4,637; holds placed – 1,273; hold satisfied – 1,184; 250 items added to the collection/data base

#### SOCIAL MEDIA REPORT from B. Smilack:

##### FACEBOOK

(Facebook is our biggest social media platform - FB is designed to build community, bring the world closer together, help users stay connected and discover what's going on in the world)

##### Report for Last 28 days:

- 2,559 Followers (people who see our "posts" on their page)
- 22 New Followers this month
- 477 Page views
- 1,927 Video views (of videos we posted)
- 10,665 Post Reach (this means our posts were seen by this many people when our Followers have shared our posts with their friends)
- The Halloween Costume Contest post had the most reach of 2.2K
- October Story Walk post had the most "likes" at 214 (with 3.1K reach) ("likes" are when someone clicks on the post that they like it)

##### INSTAGRAM

(Instagram is a photo and video sharing social network)

- We have 501 followers as of 10/22/20
- Among our followers are the Illinois Library Association (ILA) and many libraries in our system and around the country in addition to many patrons

##### TWITTER

(Twitter is a short messaging platform)

- We have 53 followers on Twitter and just use it to put out short messages regarding programming and news items

### TIKTOK

(TikTok is a short form mobile video app that is getting a lot of buzz - especially among teens)

- We are just starting to post to TikTok - we have 11 followers and 85 likes for our 9 videos posted so far

### LIBRARY WEBSITE

(I recently signed up for Google Analytics to track our website traffic)

Report from October 9 - October 21, 2020

- 2,664 page views
- 87.5% of users use desktop
- 11.4% of users use mobile phone
- 1.1% of users use tablet
- See attached report of views by page to see what pages people are viewing

### MATERIALS, BYLAWS AND POLICY COMMITTEE:

**On motion by M. Adams, 2<sup>nd</sup> by S. LeBlanc**, the revised Family and Medical Leave Act policy as presented by Chair Helen Gubser at the September 2020 meeting was approved. Motion carried unanimously.

### FINANCE COMMITTEE

**On motion by J. Schleper, 2<sup>nd</sup> by L. Woodring**, the salary schedule for 2020-2021 as presented by Chair Michelle Lyons was approved retroactive to May 2020. Motion carried unanimously.

**On motion by S. LeBlanc, 2<sup>nd</sup> by L. Woodring**, the tax levy/working budget for 2021/2022 was approved and will be sent to the City. Motion carried unanimously.

	0 LEVY
	0 FY2021/22
Salaries	267750
Payroll Deductions	49534
Health Insurance	75000
Library Materials	55000
Electronic Materials	15000
Interlibrary Loan + Postage	2500
Library Supplies & Postage	11000
Postage	0
Library Furnishings	1500
Bldg. & Grounds-Main. & Supplies	27500
Equipment/Automation & Maintenance	17500
Other Professional Services	15500
Audit	3500
Epay Fees	250
Elevator & Maintenance	2500
Utilities	20000

Insurance: Bldg, Liability & Bonds	12500
Cont. Ed., Dues, Travel, & Mtgs.	2500
Programs: Adult & Juvenile	5500
Promotional Materials & PR	8000
Contingency	5000
CAPITAL IMPROVEMENT	105000
Totals	702534
	0
ESTIMATED INCOME:	0
Per Capita Grant	10000
Corporate Replacement Tax	12000
Estimated Interest	750
Fines & Fees	35000
Totals Estimated Income	57750
	0
Total Expenses	702534
Total Income	-57750
Levy Request from Property Tax	644784
	0
	0.046302637
LEVY DETAIL:	0
Corporate	579250
Social Security & IMRF	49534
Audit	3500
Liability/Insurance	12500
Total Request	644784

#### Technology Committee

Chair Matt Derrick reported on the committees meeting. A laptop computer is on order for B. Smilack and we are holding on the PAC replacments.

#### Friends of the Library

- Ebay sales for August-\$448; September-\$706
- October tent sale-\$358
- Cumulative tent sale total \$2,771
- Elf Shop book sale will be November and December inside

Correspondence was read from:

- Sally Logan PLD in Murphysboro – thank you for Storywalk®
- Sanders Waste Systems – rate increase
- Scheffel Boyle – GASB letter

No old business

**On motion by** M. Adams, 2<sup>nd</sup> by L. Woodring, all bank signature cards will be signed by the four officers. Motion carried unanimously.

No business for discussion only

No public comment

**On motion by** J. Schleper the meeting adjourned at 7:40 p.m.

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Secretary

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Assistant Secretary

