



# QUINCY PUBLIC LIBRARY

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## Quincy Public Library Board of Trustees Meeting Tuesday, January 20, 2026 Minutes

The meeting of the Quincy Public Library Board of Trustees was called to order at 6:00pm on Tuesday, January 20, 2026, by President Jon Hoover. The roll call attendance was as follows:

Jon Hoover:	Present	Clairice Hetzler:	Present
Lena Jones:	Present	Dean LaVelle:	Absent
Scott Walden:	Present	Jake Reed:	Present
Tony Crane:	Present	Harry Ruth:	Absent
Megan Duesterhaus:	Present		

Present: 7 | Absent: 2

Other Present: Natascha Will and Jennifer Burkett

### **I. Approval of Consent Agenda**

The Policy Committee Report was removed from the Consent Agenda for discussion under Unfinished Business. A motion to approve the remaining Consent Agenda items was made by Scott Walden and seconded by Megan Duesterhaus. Motion carried.

### **II. President's Comments**

President Hoover commented on anticipated budget challenges and emphasized continued collaboration.

### **III. Public Comments**

There were no public comments.

### **IV. Friends of the Library**

The Friends of the Library reported net sales of \$2,866 and approved a \$323 donation to the library for additional program materials.

### **V. Recognition of Correspondence**

Staff reported positive patron feedback regarding the library's welcoming environment and helpful staff. Additional comments highlighted appreciation for children's programming and assistance provided with an out-of-state inquiry.

**VI. Director’s Report**

- Five new employees completed onboarding, including a revised handbook and policy orientation. All new staff will receive circulation training.
- The bookmobile was transported to Matthew Specialty Vehicles on December 17 for repairs. Lobby stops continue, with seven new patrons added.
- Reference services remain steady, including notary usage. Designated notary hours will be posted online, and additional staff training is planned.
- A deposit error involving MWB funds was identified and will be corrected. Accounting processes are under review for efficiency.
- The Interim Director attended the mayor’s monthly directors meeting on January 8, where city strategic goals were discussed.

**VII. Unfinished Business**

Library District Discussion

The Interim Director provided an update regarding potential district conversion and legal guidance received. The Board discussed next steps and will continue reviewing information. No action was taken.

Executive Director Search Committee

An update was provided regarding revisions to the job description and public communication efforts. No action was taken.

City Council Meetings

The Board discussed trustee participation at upcoming City Council meetings to provide updates on library services and activities.

Policy Committee

The Policy Committee reported that the current Materials Selection Policy sufficiently covers the Mobile Library Collection and no revisions are recommended at this time. The committee also discussed tracking Mobile Library expenses separately for budgeting purposes.

**VIII. New Business**

Approval of Open Payables – December 31, 2025 Report

The Board reviewed the list of open payables. A motion to approve the open payables was made by Scott Walden and seconded by Megan Duesterhaus.

Jon Hoover:	Yes	Clairice Hetzler:	Yes
Lena Jones:	Yes	Dean LaVelle:	Absent
Scott Walden:	Yes	Jake Reed:	Yes
Tony Crane:	Yes	Harry Ruth:	Absent
Megan Duesterhaus:	Yes		

Yes: 7 | Absent: 2 | Motion carried

### Financial Report

The Board reviewed the financial statements for the period ending December 31, 2025. The library maintains approximately \$1 million in the Home Bank account. Petty cash, reserves, and CD investments remain unchanged, and trust accounts show small, unrealized gains.

With 67% of the fiscal year completed the city subsidy has not yet been received. Board members discussed the need for follow-up regarding anticipated disbursement timing. Tax levy and PPRT revenues are tracking slightly above projections. Expenditure remains generally under budget in most major categories, though Marketing and Events is nearing its annual allocation.

### FY 26/27 Budget

The Interim Director presented a preliminary FY26-27 budget based on current revenue projections provided by the city, which do not include a direct city subsidy.

Projected revenues are insufficient to maintain current staffing levels and operating hours. The balanced budget scenario includes eliminating four full-time and seven part-time positions, reducing total staffing to 25 employees, and decreasing operating hours from 60 to 50 hours.

Potential operational impacts include reduced programming capacity, decreased outreach and Mobile Library services, limited meeting room availability, and constraints on collection development.

The Board discussed long-term sustainability, reliance on reserves, and the importance of ongoing communication with the City Council regarding funding levels. The Board will continue reviewing budget scenarios prior to adoption later in the fiscal year.

## **IX. Public Comment**

A representative of the Friends of the Library shared concerns about the potential impact of reduced hours on programming attendance and community access. Jill Arnold-Blickhan emphasized the importance of sharing positive patron experiences with City Council members and offered a contact at the Ottawa District Library as a potential resource regarding district governance.

## **X. Adjourn**

A motion to adjourn was made by Tony Crane and seconded by Scott Walden. Motion carried. The meeting was adjourned at 7:10pm.