

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

June 12, 2017

The regular meeting of the Jacksonville Public Library Board of Directors was held June 12, 2017 in the library's conference room. Present were President Mary Ferguson, Noel Beard, Kevin Eckhoff, Craig Albers, Robert Underbrink and Library Director Chris Ashmore. Absent were Ted Roth, Forrest Keaton, Elizabeth Kennedy and Katie Weeks.

President Ferguson called the meeting to order at 4:32 PM.

It was moved by Eckhoff and seconded by Underbrink that the minutes of the May board meeting be accepted as submitted. Motion carried.

It was moved by Albers and seconded by Beard that all financial reports for June be approved and that all properly approved bills for June in the amount of \$59,923.39 be paid out of general funds as funds are available. Motion carried.

At this point, Ferguson reported on the latest Endowment Fund Report. Ashmore then reported that Kurt Gwillim, from US Bank, would be visiting the August library board meeting to review the library's Endowment Fund and its investment policy and strategies.

Director's Report

May was a very busy and productive month at the Jacksonville Public Library. I missed a week and a half of work to stay home with Amber after her surgery. She is doing well and came back to work after three weeks. We will have another surgery, probably in August, where I will take additional vacation days.

The library made several big changes in May. We completed and went live with our new website, which is completely responsive. If the site is opened on a tablet or phone, the site will adjust to the screen size and rearrange itself without losing any of the content of the full site. It does not go to a mobile version of the website with less information. The full site is available on all devices and simply adapts its arrangement to the screen size. Overall, it is a more aesthetically pleasing and user-friendly web site. Hillary put in a lot of work on the design and content of this new site.

Along with the new web site, the library also started a blog. This blog was created in order to have a platform to share opinion-based content, librarian recommendations, long-form descriptions of upcoming programs, library news and just fun book-ish items. The library's website is a straightforward destination for basic library information, including links to databases and the catalog. The library's Facebook and Twitter are

good places to find out about upcoming library events and tidbits that are shared every now and then. This blog is, you guessed it, just for fun! Right now, Sarah is doing all of the blog entrees and is doing a great job. In the future, other staff members might share in the blogging responsibilities.

Also with the new web site, the library added new language learning and travel databases. Rocket Languages is a fully interactive way to learn a foreign language. It offers 18 different languages with audio/video components and an app for mobile devices. One of the languages is English, which is perfect for ESL learners like many of the local French or Spanish speakers. There is also information on culture and customs. The database is great for people who want to learn a new language, brush up on one they already know, and also helpful for homeschooling. Lingo Lite is also a language database, but its focus is mainly on conversational dialogue. It is perfect for people going on vacation who want to pick up some helpful tips and phrases. A-Z World Travel is also great for travelers or students who are studying foreign countries. It has information on over 200 world cities, including information on travel, culture, food and security.

Early in May, I met with Len Pinney from Morgan County Community Services about placing a volunteer at the library. Sarah and I met with Mr. Pinney and the volunteer candidate and decided to give her the volunteer opportunity. By logging so many volunteer work hours, she would become eligible for assistance with utility bills. It is a type of "welfare to work" program, with the end goal of helping these individuals find paying jobs.

Zumbahlen, Eyth, Surratt, Foote & Flynn completed the library's annual audit on May 2. The audit is performed as part of the City of Jacksonville's audit. Everything went smoothly, as Kim keeps excellent books. I attended several meetings in May, including a phone conference about our Rocket Language database and a Jacksonville Main street board meeting.

Our first regular radio spot happened on May 18. Cindy went on the air with Gary Scott of WLDS to discuss the upcoming Summer Reading Program. We will continue these appearances on a monthly basis.

The first Travelogue Program of the summer was held on May 25. Laura Sibert gave an excellent presentation on Brazil and the nine months she spent there, teaching English on a Fulbright Grant. In June, the library will host a Travelogue on Thailand. The Poetry Group and the Book Club both met, with the Book Club discussing *The Master and his Emissary* by Iain McGilchrist. English Conversation Club continued to meet on a weekly basis.

Neff-Colvin spent a day at the library. They repaired the hole in the guttering where water was getting into the East Reading Room and then used the boom to investigate

the rest of the terra cotta guttering on the north, east and west sides of the library. Although there was no evidence of any water getting in the building elsewhere, two or three other spots looked pretty deteriorated and were also sealed tight. The gutters are now sealed tight against water leaks for the next couple of years, but Neff-Colvin plans on consulting with a mason and seeing what can be done to prevent future deterioration.

Other tasks keeping me busy in May included web site and Facebook maintenance, as well as planning for upcoming programs such as Bookstock. The Bookstock Music Festival will be held on Saturday September 23. All five acts are booked; sound and a stage have been arranged; and a tent and porta-potties have been reserved.

Adult Services

Hillary's main emphasis for May was the preparation and promotion of the children's summer bookmobile, Books on Wheels. Children's librarian Cindy Boehlke, Library Clerk Bridget Dean and Hillary decided to add three additional stops this year. In an effort to promote the program, they placed door hangers in the neighborhoods the bookmobile will visit, in addition to the normal newsletter, radio and newspaper advertising. The *Jacksonville Journal-Courier* ran a nice front-page story on the Books on Wheels program.

In addition to the bookmobile, Hillary arranged for author C. Ed Traylor to give a program on his book *The Crossing* and discuss his 29 years in Illinois law enforcement. This program was held on May 18 and had a good-sized audience. She also held a program on Saturday May 6 on Women's Self-Defense. About a dozen women registered for this workshop taught by trained self-defense experts and learned a lot in the two-hour session.

Another project Hillary spent time on was the final work and proofing of the library's new responsive web site, which debuted in mid-May. The new responsive site design arranges itself to work well on PCs, laptops, tablets, or phones.

Hillary produced the May newsletter and distributed it to several different media and social service outlets in the area. She helped maintain the library's website, advised dozens of patrons on specific Internet tasks on the library's public computers and fielded requests from patrons regarding genealogy and local history.

Interlibrary Loan/Holds

In May, there were 919 items borrowed from other libraries; 729 items lent to other libraries; and 589 reciprocal circulations.

Circulation Services

The Circulation department continued to provide great customer service to all Jacksonville Public Library patrons. The circulation staff sent letters to businesses that sponsored the Summer Reading Program for adults last year, as well as a few other businesses. So far, the library has received donations from 11 different businesses. Sarah spent some time communicating with the spokesperson from each business, as well as filling out donation requests when needed. Sarah bought prizes for the adult Summer Reading Program so that the library would be ready for June.

Sarah put the finishing touches on her computer classes and taught four intermediate classes in the month of May. The classes went very well and requests were made for future topics to be covered. The new website was launched in May and with it, the library's blog. Sarah wrote a number of blog posts and cross-posted them to Facebook to get a better response. So far, the blog is going very well with 139 visits/reads in May.

Sarah trained and supervised a new volunteer in May, who assisted with shelving and straightening—she did a great job, but will unfortunately be moving to Springfield. Sarah created a report of books that were cataloged as 'New' items in order to find filing mistakes. Circulation staff changed the 'location' of the items in the catalog to reflect where they actually are. Sarah had four one-on-one technology sessions with patrons who needed help navigating their new laptops and other devices. She also attended a circulation committee meeting that covered the Quincy Public Library migration into the RSA and the technology needed to make that work. Finally, the library said goodbye to one of its beloved pages, Laura Westbrook. She is going away to college in Missouri this fall.

Extension Services

There was lots of juggling of homebound deliveries in May as Diane took a couple of trips out west, but all the readers managed to stay stocked up with books. She even found time to visit the Morgan County Jail on May 18 to replenish the supply of donated paperback books furnished for the inmates. Jail staffers were glad to see the new reading material, as it is helpful in keeping the prisoners occupied.

Diane attended the Morgan County Professionals for Senior Wellness meeting on May 4 at Heritage Health. The Knollwood Book Club met on May 19 to discuss "The Language of Flowers" while the Jacksonville Senior Center Book Club took the month off.

Aaron Singleton, president of the Jacksonville Lions Club, arrived on May 17 to present a \$1200 check to the Jacksonville Public Library for the purchase of large print books.

Since 1976, the Lions Club has donated over \$30,000 to keep our large print collection up to date. In 2016, Diane purchased 51 books that were labeled as "Donated by Jacksonville Lions Club" -- so remember to buy lots of oranges and grapefruit at the annual fruit sale in December!

Youth Services

What a busy month May was for Youth Services. Cindy had lots of school visits, several of them scheduled last minute, along with all of her regular programs like story time, lap sit, garden club and Lego club. In mid-May, the crew from Early Years, who had been taking care of Lap Sit, finished up for the year. Cindy has taken over Lap Sit for the summer and hopes that Early Years will be able to make it back in the fall. They have a new principal, so nothing is set until that person is in place.

In addition to all of these things and preparing for summer reading, Cindy also decided to hold a Bicycle Safety Program. Cindy thought that some safety tips would be good, as more kids will be hitting the roads on their bikes over the summer. The Bike Safety Program had an inspection station; a place for stories; people from Project Melon to talk about the importance of wearing a helmet; a skills course; and a road course where Officer Poore from the Jacksonville Police Department talked to the kids about being safe. Now it is off to the races with summer reading as we Read S'more Books!

Technical Services

Lauren continued to do well in her new role as cataloger. Helping Lauren with any questions and some of the tougher cataloging was volunteer Linda Little. Linda was a huge help in May as she also pitched in and did a lot of work with interlibrary loans while Amber was out for three weeks. Heidi and Kim continued to assist with processing materials.

COMMITTEE REPORTS

Automation/Technology

None

Building and Grounds

None

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported that the Friends would be holding a book sale at the library on Saturday July 8 from 10 AM until 4 PM.

RAILS/RSA

None

OLD BUSINESS

None

NEW BUSINESS

Ashmore handed out a progress review on the library's Strategic Plan Goals for 2017. He then reviewed this with the board. Near the halfway point in the year, things are moving along nicely.

Eckhoff made a motion to adjourn the meeting at 5:30 PM, seconded by Underbrink. Motion carried.

Respectfully submitted by Chris Ashmore