

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

November 8, 2021

The regular meeting of the Jacksonville Public Library Board of Directors was held November 8, 2021 in the conference room of the Jacksonville Public Library. Present were President Mary Ferguson, Forrest Keaton, Noel Beard, Elizabeth Kennedy, Craig Albers, Kevin Eckhoff, Lisa Haley and library director Chris Ashmore. Katie Weeks was absent.

President Ferguson called the meeting to order at 4:30 PM.

It was moved by Beard and seconded by Eckhoff that the minutes of the October Meeting be accepted as submitted. Motion carried.

It was moved by Haley and seconded by Albers that all financial reports for November be approved and that all properly approved bills for November in the amount of \$50,231.83 be paid out of general funds as funds are available. Motion carried.

Keaton reported the Endowment Fund total as of October 31, 2021.

Director's Report

October was another great month at the Jacksonville Public Library. We had lots of activity going on in both the adult and youth services departments. Early in the month, I completed the 2022 budget and 2021 (payable in 2022) tax levy. These were, in turn, approved by the library board's Finance Committee and the full Library Board of Trustees. The budget and levy were then given to the proper City of Jacksonville departments.

The first part of the Courtyard Renovation Project was completed at the end of October. Both landscape retaining walls look very nice. As was discussed at the October Board Meeting, we will be following Neff-Colvin's recommendation and waiting until the spring of 2022 to attend to the brick patio. This is so we do not run into winter weather that would delay the project and possibly keep the library's west entrance closed for much longer than need be. I asked Doug Megginson from Neff-Colvin to cover the grates in the brick patio, so that no one will get hurt tripping over them. I also asked Doug to please give us an estimate for replacing the library's front door and to ask Steve Morthole to scrape the top layer off of the threshold step leading up to the library's front door, as it is chipping away badly.

We held our first Music Under the Dome concert of the season, and first since the winter of 2020, on Sunday October 24. The performer was Mark Dvorak, a folk singer-

songwriter from Chicago. Angela Bauer, of the *Jacksonville Journal-Courier*, wrote a nice piece about the concert series returning. The crowd was smaller than usual – about twenty people – likely due to the Covid-19 pandemic and other activities going on in town that day. This size of crowd was anticipated. Our next Music Under the Dome concert will be Sunday November 14, when we will host Michael Johnathan. Michael is a singer-songwriter from Kentucky and host of the Woodsongs syndicated radio and television program.

Samantha Burton, our social work intern, has done a tremendous job. She has stayed busy with many different patrons and is a real professional. In fact, by mid-December, she will have her Masters in Social Work and begin a job for a hospice organization in Pana, Illinois. She will be greatly missed when she leaves us after Thanksgiving.

Though we hate to see Samantha go, the good news is that we will be hosting interns from the Illinois College Sociology Department beginning in January. Illinois College does not have a social work program, but many of their sociology students plan to go on to pursue a Master's in Social Work. We will likely not advertise the interns as "social work interns", but they will be providing many of the same services.

Other tasks keeping me busy in October included an appearance on WLDS radio with Gary Scott; program planning; working with Courtney Langdon, our new Youth Services Librarian; Facebook and web site maintenance; collection development; and maintaining the day-to-day operations of the library.

Adult Services

The Adult Services Department had a great October. Sarah continued teaching one round of computer classes and immediately started teaching another four-week session because of the built-up demand due to COVID. Sarah had 14 formal technology appointments and helped patrons with other daily technology questions. She continued working with Rebecca, the library's volunteer, on a variety of projects including sorting through donated items in special collections. Sarah and the library's social work intern, Sam, worked together to get her resource videos uploaded onto the library's Facebook page. Sarah spent time researching and promoting events and library services using social media, sending items to local media outlets, and more. She also worked on research projects with patrons relating to local history and genealogy and helped with other daily reference questions.

The library held six events in October for adults. The first event was a hybrid program about Chinese calligraphy. Patrons could either pick up a small bag of calligraphy supplies to participate at home on Zoom or they could come to the library and follow along on the TV in the meeting room with supplies provided. The class was well-attended and everyone really enjoyed it. Lauren Emily Whalen, a local author, also

came to talk about her new book, *Two Winters*. Sarah read the book and wrote questions to interview the author. While the program wasn't as well-attended as others, Lauren talked a lot about the writing process which was inspiring for a few aspiring writers in the audience. Jeannie Hemphill also continued to teach her mindful movement class at the library which has been getting a small group of people together for a relaxing night of light exercise. Sarah held a film screening of *Percy vs. Goliath*; everyone really enjoyed it. The library also held another vaccine clinic; more people came to this clinic due to booster shots being available. The last program was a live author event with Chris Bohjalian on Zoom. Sarah collaborated with over 100 libraries to be able to bring the event to Jacksonville. Patrons were able to submit questions ahead of time that were asked during the event. A large group of patrons who were fans of the author were so excited to be able to see him live.

Sarah also researched items to purchase for the collection and placed book and AV orders as needed. She put up a new display of materials. Last but not least, Sarah attended a training session on how to do a diversity audit of the collection to determine if more diverse materials are needed and in what sections.

Interlibrary Loan/Holds

In October, there were 671 items borrowed from other libraries; 708 items lent to other libraries; and 369 reciprocal circulations.

Circulation Services

The library provided amazing service to every patron that walked in the door during the month of October. The Circulation Staff was very busy with helping people on the computers and microfilm. Diane Hequet was very busy cleaning disks, fixing books, and helping patrons. Andy Mitchell was busy helping patrons and pulling books for patrons with health issues so they can just check out their books and not have to look around during the pandemic.

Bridget mailed out the overdue notices every day, comparing the information with the patron's accounts to make sure the items had not been turned in yet. She continued to work on weeding to make room for all the new items that have been switched over. Bridget also rearranged the CDs so they are easier to look through. Bridget continued to put "mark the reader" labels in all the books so patrons can initial to keep track of what they have read. She had two tech appointments in October. Bridget also removed and updated patron emails based on reports sent by RSA.

Andy and Bridget went to ISD and took several tubs of books to the high school kids. We had 20 check out. Bridget and Heidi had two craft classes that were well attended. Everyone had fun and were very happy we are back to doing craft classes again.

Extension Services

The Prairie Council on Aging held their annual Senior Day Event at Hamilton's on October 4. Heidi participated with a table providing information about the library and its services. The seniors in attendance were happy to be back to an in-person event. It was an excellent opportunity to meet more seniors, and to learn from the other agencies exhibiting at the event.

On October 14, the Morgan/Scott/Green Interagency Meeting was held at Pathway. Heidi shared information about the library and its programs with representatives from 20 social services agencies in the area. General discussions at the meeting covered topics such as vaccine clinics and assistance for job seekers.

Outreach delivery continued as scheduled for Heidi -- at the nursing homes, senior residences, and to our homebound patrons. She ordered more books with the additional funds from the Lions Club to add to the Large Print collection.

Youth Services

Courtney continued to settle into her new position as Youth Services Librarian. She learns quickly and is doing a very good job so far. Courtney held two Story Times each Wednesday, held a Lap Sit session each Friday, and held one Lego Club meeting.

Courtney partnered with the Student Government Organization at Jacksonville High School to hold a Halloween event for children on Saturday October 30. Stories were read, games played and plenty of candy handed out. Courtney also worked with volunteers from Midwest Youth Services, who helped to shelf read the Youth Services collection and assisted with other projects.

Courtney did a great job decorating the Children's Department and planning new activities. November will be an entire month devoted to dinosaurs. She picked up the ordering of new materials and spent a lot of time cleaning out the story time room. Later this year, Courtney and Cindy have plans to get together to go over any questions that Courtney might have and to talk about planning for Summer Reading.

Technical Services

Things continued to operate smoothly in Technical Services. Lauren did a great job with cataloging, and was ably assisted by Linda.

COMMITTEE REPORTS

Automation/Technology

Ashmore reported that he spoke with our account representative from Frontier, and that she explained that our contract for Internet and Phone services runs through January 27, 2022. After that we can switch to i3 Broadband for Internet and a new phone system for four of our seven lines. We will be keeping three phone lines with Frontier – elevator phone, fire alarm phone, and security alarm phone. If the new Internet or Phone services are not ready by January 28, 2022, we will go month-to-month with those services with Frontier so that we may drop them at any time. We will let the three phone lines we are keeping with Frontier auto-renew so that we may keep our discounts on those lines.

Building and Grounds

None

Finance

None

Personnel

None

Public Relations

None

FRIENDS OF THE LIBRARY

None

RAILS/RSA

None

Old Business

Ashmore reported that our new library trustee will be Doris Robinson. She was to be approved by the City Council at that night's meeting.

New Business

None

There being no further business, the meeting was adjourned at 4:58 PM on a motion by Beard, seconded by Eckhoff.

Respectfully submitted by Chris Ashmore