

## **MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING**

**August 13, 2018**

The regular meeting of the Jacksonville Public Library Board of Directors was held August 13, 2018 in the library's conference room. Present were President Mary Ferguson, Forrest Keaton, Craig Albers, Noel Beard, Robert Underbrink, Elizabeth Kennedy, Kevin Eckhoff, Katie Weeks, and Library Director Chris Ashmore. Absent was Ted Roth.

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

It was moved by Keaton and seconded by Beard that the minutes of the July board meeting be accepted as submitted. Motion carried.

It was moved by Eckhoff and seconded by Underbrink that all financial reports for August be approved and that all properly approved bills for August in the amount of \$56,847.42 be paid out of general funds as funds are available. Motion carried.

Keaton reported the balance from the latest Endowment Report.

### **Director's Report**

July was another eventful month at the Jacksonville Public Library, with the most exciting thing happening being the completion of the Story Walk project in partnership with the Bob Freesen YMCA. Earlier this summer, Bethany Pohlman, an incoming senior at Jacksonville High School, approached the library and asked if there was a project that she might be able to help with. Bethany was looking for a Girl Scout Gold Award project (similar to an Eagle Scout project for Boy Scouts) and was willing to take on the majority of the work. Cindy had been thinking about setting up a Story Walk somewhere in town, sponsored by the library. Story Walk is a program started in Vermont that allows families to enjoy reading and the outdoors at the same time. Laminated pages from a children's book are installed along an outdoor path. As one walks the path, he or she is directed to the next page of the story. The library had previously partnered with the local YMCA on a Little Free Library and because the Y has a walking trail, they seemed like the perfect place to locate the Story Walk.

The library agreed to pay for the cost of the story walk up front, with part of Bethany's project being to raise as much money as possible to reimburse the library. She has so far raised close to half of the \$6,000 cost already. A YMCA board member donated labor and the local Home Depot store donated rock and concrete to support the posts. Thanks to Bethany, this project came together very quickly and was completed at the

beginning of August. Children, including day campers have been enjoying the Story Walk tremendously. Plans are to change the story every month in warm weather and every other month in colder weather. Any money raised by Bethany beyond the initial cost of the project along with future grant monies will be used to sustain the Story Walk in the future.

The library was once again involved in plenty of outreach during the month of July. The children's department had a car in the Fourth of July parade to showcase the summer reading program; the library had a table in the merchant's building at the Morgan County fair from July 11-15; and I spoke to the Noon Rotary group on July 6. As much as we focus on outreach, we might have to rethink the county fair. The traffic in the merchant's building was way down this year and the temperatures were extremely hot.

Per the board's suggestion, we video-recorded two programs in July – Dr. Alonzo Ward's talk about African-American history up to the Civil War and the home brew workshop by Capitol City Brewing Supply. We set up a You Tube channel, uploaded the videos, and are exploring the best way to post them on our web site and Facebook page. The videos should be up in the very near future.

Larry Kuster and Dave Truesdell approached me about coming up with a program for the local World Affairs Council that we could hold at the library and attract more people. Their organization is dwindling and they have considered ending the group. I am in contact with a possible speaker and hope to be able to help this group with a nice program. Larry told me he thought of seeing if the library could help, after hearing me speak at the Noon Rotary meeting.

In July, we passed our annual Elevator Inspection with no special variances and are awaiting our new certificate. Other tasks keeping me busy in July included planning for fall programs such as Bookstock, the Colson Whitehead visit and the new Music Under the Dome season and providing statistics to library consultant Sarah Keister Armstrong to help in the upcoming long-range planning process.

### **Adult Services**

In July, Hillary oversaw the first of the Colson Whitehead events, a successful presentation on the African American Experience up to the Civil War with Dr. Alonzo Ward from Illinois College. She also worked on preparations for the September 12 reception and promotion of the August community book discussions of *The Underground Railroad*. She worked with me on Bookstock preparations, including print advertising and promotion on social media.

Hillary and library clerk Bridget Dean held another successful Adult Craft Class on July 26 and staffed a tent at the Jacksonville Brew Fest on July 28, where they issued several library cards and promoted the upcoming home brew workshop at the library.

Books on Wheels, the summer children's bookmobile, continued to surpass previous participation. Hillary worked to comply with grant requirements and provide accurate reporting to granting agencies.

Hillary continued to weed the print fiction collection. She maintained the library's website with frequent updates, advised patrons on the library's public computers and answered general reference questions as well as research questions about Jacksonville history and genealogy. Hillary contributed to the weekly Shelf Life newspaper column. She produced the August newsletter and distributed it to several media and social service outlets in the area.

### **Interlibrary Loan/Holds**

In July, there were 923 items borrowed from other libraries; 785 items lent to other libraries; and 393 reciprocal circulations.

### **Circulation Services**

The library continued to provide excellent service to every patron that walked in the door during the month of July. It was an incredibly busy month as the Summer Reading Program ended—for both adults and children.

Sarah went through a large number of DVD, CD and book donations to look for candidates to add to the collection—around 30 items were chosen in total. Sarah created and printed out a formatted list for Diane Hollendonner to choose items to weed from the large print collection. Circulation staff then withdrew over 100 items to create room for new additions. Sarah had four technology appointments in July, as it seems like this service has caught on a bit more within our community.

In Sarah's tenure with the Adult Summer Reading Program, the number of participants has risen steadily from 104 participants in 2015 to 220 participants in 2016 to 393 participants in 2017 to this year's 412 participants. Sarah also spent time writing and sending out thank-you letters to all of the summer reading sponsors and distributing prizes to all of this year's winners.

In July, Sarah analyzed a report that detailed books and other items that had been lost by patrons at other libraries. Going through such reports helps keep the catalog up-to-date and clean for staff and patron perusal. Sarah also created a report of patrons who

added new emails to their accounts so that they could receive the library's monthly email newsletter. She also produced an extensive weed list for the Children's department.

### **Extension Services**

In early July, homebound patrons enjoyed homemade cookies along with their book deliveries as Diane shared the "overflow" from her Morgan County Fair baking entries. The Adult Summer Reading Program ended, with 28 homebound patrons turning in slips representing 385 books read. Winners were Melba Welch and Linda Atterberry. A resident at Heritage Health celebrated her 101st birthday in July and continued to read around six books every two weeks.

Diane attended the Morgan County Professionals for Senior Wellness meeting at Heritage Health on July 5.

"Alaska" was the topic for the July 13 Knollwood Book Club and the July 17 Senior Center Book Club. The Jacksonville Area Senior Center celebrated its 15th anniversary on July 19 (Diane has served on the board of directors for most of those years, acting as publicity chairman and editing the monthly newsletter, as well as providing the monthly book club discussions.).

### **Youth Services**

July brought the end of Summer Reading to the Youth Services Department. Mike Anderson had an astounding 104 kids at his program alone. The kids finished up the 'Giving Crafts' by making 72 bags out of pillowcases for fosters kids and 36 coloring books for kids in the Women's Shelter. Cindy delivered all of the goodies to the respective agencies after summer reading was over and they all offered a hearty "Thank you." The Summer Reading Closing Party did not have Ronald McDonald to do his usual magic show, so Cindy simply gave out the prizes and followed that with an ice cream social.

The big winners for K-6 were: 1st place Lexi Laumakis, 2nd Place Eli Walker and Thea Laumakis and 3rd Place Bram Walker. The Grand Prize winner was Thea Laumakis. The top readers for the Pre-School category were: 1st Place Lily Antemate, 2nd Place Vivian Mack and 3rd Place Louis Dichsen. There were two Pre-K Grand Prizes to give away, which were gift certificates to Miss Polly's Music Class and Miss Mallory's Art and Sensory Class. The group decided to give the prizes to two different kids and the winners were Rachel George and Noah Eyth. The teen Grand Prize winners were Amanda Laumakis and Raine Ross. Cindy let the kids pick the summer reading theme for next year and the winner was 'A Universe of Stories'.

### **Technical Services**

Lauren continued to excel in her role as cataloger. With Linda's cataloging assistance and Heidi's and Kim's efficient processing of materials, things ran very smoothly in Technical Services.

## **COMMITTEE REPORTS**

### **Automation/Technology**

None

### **Building and Grounds**

Ashmore reported that he was having the maple trees on the east side of the building trimmed by T and K Tree Service, as the trees are hanging over and touching the building.

### **Finance**

None

### **Personnel**

Ashmore reported that Circulation Supervisor Sarah Snyder had completed her Master's Degree in Library and Information Science and raised the idea of broadening her job description with more professional duties and compensating her accordingly. Ashmore also mentioned, in the desire to invest more in professional staff and keep a buffer between Sarah's and Hillary's salaries the possibility of also raising Assistant Library Director Hillary Pepper's salary. The ideas were discussed briefly and it was decided to take up this issue at the September board meeting.

### **Public Relations**

None

## **FRIENDS OF THE LIBRARY**

Ashmore reported on the July Friends of the Library board meeting.

## **RAILS/RSA**

None

## **OLD BUSINESS**

Ashmore reminded board members to make an appointment to speak with library consultant Sarah Keister Armstrong if they had not done so already.

## **New Business**

Ashmore reported that the proposal from Graham and Hyde Architects, Inc. to do a facilities assessment of the library was for \$2,450. Keaton made a motion to accept this proposal, seconded by Weeks. Motion carried.

The meeting was adjourned at 5:23 PM. on a motion by Underbrink, seconded by Keaton.

Respectfully submitted by Chris Ashmore