

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE  
JACKSONVILLE PUBLIC LIBRARY  
January 8, 2024**

The regular meeting of the Jacksonville Public Library Board of Trustees was held on January 8, 2024, in the conference room of the Jacksonville Public Library. The following Trustees were present: President Mary Ferguson, Kevin Eckhoff, Forrest Keaton, Elizabeth Kennedy, Lisa Haley and Katie Weeks. The following Trustees were absent: Craig Albers, Laura Bandy, and Noel Beard. Library Director Jake Magnuson was also present.

President Ferguson called the meeting to order at 5:00 p.m.

On motion of Keaton, seconded by Eckhoff, and carried, the minutes of the December 11, 2023, meeting of the Board of Trustees were approved as corrected.

The financial reports and bills were reviewed. Magnuson opened another CD at CNB and is in the process of opening a CD at Farmers Bank. On motion of Keaton, seconded by Haley, and carried, the financial reports for January 2024 were approved, and all properly approved bills and payroll for January in the amount of \$161,005.92 are to be paid out of general funds as funds are available.

#### **ENDOWMENT REPORT**

No report.

#### **DIRECTOR'S REPORT**

Magnuson reviewed the Director's Report, December 2023.

Magnuson reported that Jamie Cosgriff from Graham & Hyde Architects walked the interior of the building and said there are a number of items that need to be addressed, but there aren't any serious issues at this time. Cosgriff will attend the Building and Grounds committee meeting to present his report.

Magnuson reported that the library will be upgrading not only its existing e-mail service to Microsoft 365, but that the software program will also be updated from Microsoft Office to Microsoft 365. Magnuson reported that licenses have been purchased and that Matt Martin Consulting will come to the library on January 9th, and that the conversion should be completed by the end of the week.

Magnuson reported that he completed the FY2024 Public Library Per Capita and Equalization Aid Grant application and will be submitting it to the Illinois State Library in early January along with the FY22 expenditures report, as well as the supporting documentation regarding the new anti-book banning legislation.

Magnuson reported that he met with Amy Jackson from Rammelkamp Bradney to discuss the revision of the personnel policy handbook. She provided an estimate for what it will cost for her to assist with the revision, which mostly deals with the Paid Leave for All Workers Act which went into effect on January 1<sup>st</sup> 2024.

Magnuson reported that the annual Friends of the Library Book Sale was very successful, with \$983 earned from it. Magnuson also reported that the Friends of the Library Silent Book Auction earned \$200 for the library.

Magnuson reported there was not a Friends Board meeting in December, but will resume this month.

Magnuson reported that he had his monthly segment on WLDS. There were some articles published in the local news outlets in December. The Journal-Courier featured numerous articles in December about the library, including an article about the Friends of the Jacksonville Public Library book sale, the "Food for Fines" program, the upcoming art installation by MarySusan Farmer, as well as advertising for the Music Under the Dome Series. Other Journal-Courier articles were written about the Christmas Garland in Literature and Song, the Illinois Libraries Present Nutcracker program, and the Philip Bradshaw author event which was also advertised by WLDS.

Magnuson reported that he attended a workshop by Amy Jackson at the Jacksonville Chamber of Commerce on the Paid Leave for All Workers Act.

Magnuson reported that the library has been awarded a \$730.93 grant from the Jacksonville Children's Foundation to purchase a Nintendo Switch gaming system along with games and accessories. The Youth Service department will be using the Nintendo Switch for programming in an effort to attract teen library patrons.

Magnuson reported that the Circulation department continues to be performing well, and that the annual Food for Fines program was a success – collecting more food donations than it had the previous year.

Magnuson reported that Ali Jones held 20 technology appointments and assisted in finding employment for one patron. Magnuson reported that Ali has reserved the computer lab at Lincoln Land for instruction on basic computer skills. There will be 2 separate workshops. The classes will be held at Lincoln Land from 6-8pm every Tuesday evening in February.

Magnuson reported that Adult Programming events have all been well attended, and that Ali has been scheduling additional programs in 2024 beyond the art programs, book clubs and movie nights which are monthly staples.

Magnuson reported that, in Outreach Services, Heidi Estabrook performed her monthly deliveries. Heidi represented the library at the Morgan/Scott/Greene Interagency meeting. The Jacksonville Lions Club presented the library with a \$1,400 donation for the purchase of large print books. Heidi also participated via Zoom a discussion on the

topic “Serving Older Adults in Residential and Care Settings” in an Association of Bookmobile and Outreach Services. Magnuson reported that there were 125 paperback books donated from JPL to the Morgan County Detention Center for their library.

Magnuson reported that Youth Services is still trying to figure out the best way to conduct storytimes because Wednesday morning storytime is well-attended, but the afternoon storytime is usually not. Magnuson reported that Salem was in attendance for half of December’s storytimes, but not the last half due to winter break. Magnuson reported that Courtney intends to contact Salem about setting up a private storytime for them. Magnuson reported that Courtney intends to seek input from the community regarding preferred times and dates for upcoming storytimes. Magnuson reported that Courtney will begin holding Saturday storytimes in February, and intends to provide patrons with a feedback sheet regarding future scheduling. Magnuson reported that the Teen Advisory Board continues to be successful, and that Courtney wishes to connect with the local high schools in an effort to advertise the services that the library can provide. Magnuson reported that Courtney is considering changing the YA Book Club to something like the “Bring Your Own Book” Book Club in an effort to align more with what the club is currently doing. Magnuson reported that Courtney is also considering establishing a book club with JHS in an effort to give 9<sup>th</sup>-12<sup>th</sup> graders their own space apart from middle schoolers. Magnuson reported that Courtney will be attending the JHS National English Honor Society meeting on January 16<sup>th</sup> to give some book talks and discuss the idea of a JHS book club more.

## **COMPARATIVE SERVICE REPORT**

Magnuson reviewed the Comparative Service Report for November 2023 and noted that he is still exploring the possibility that reporting items may have been counted differently in the past. Magnuson reported that circulation numbers continue to be lower than last year, but he feels this is largely due to the fact that RSA has switched over to new reports earlier this year rather than an actual drop in material circulation. Patron count numbers continue to rise, and computer usage has increased considerably. Magnuson reported the audiobook circulation has been down, but due to ever-evolving technologies, this is to be expected.

## **COMMITTEE REPORTS**

### **Automation/Technology**

Matt Martin agreed with switching over to Microsoft 365. All board trustees will receive jaxpl.org email addresses. The official changeover will be underway beginning January 9. Board packets will be sent to the new email addresses along with current email addresses until a future specified time.

## **Building and Grounds**

Jamie Cosgriff has completed both the exterior and interior building inspections and determined that the most immediate items needing updated are the windows. He intends to check into the cost of painting and repairing the windows. Jamie Cosgriff said there are a number of items that need to be addressed, but there aren't any serious issues at this time. Cosgriff will attend the upcoming Building and Grounds committee meeting to present his report.

## **Finance**

No report.

## **Personnel**

No report.

## **Public Relations**

No report.

## **FRIENDS OF THE LIBRARY**

No meeting held in December, will be holding a meeting this January.

## **RAILS/RSA**

No report.

## **OLD BUSINESS**

### FY24 Public Library Per Capita Grant Application

Magnuson reviewed the application with the Jacksonville Public Library Board of Trustees before submitting.

### Personnel Policy Revision Review

Magnuson included the two options given to review the policy manual. Amy Jackson from Rammelkamp Bradney was one option, as well as HR Source. After reviewing the

two options, Magnuson reported that Amy Jackson from Rammelkamp Bradney was the selected option. Magnuson reported that the revision should be completed in a few weeks.

### **NEW BUSINESS**

No new business.

### **ADJOURNMENT**

There being no further business, on motion made by Haley, seconded by Weeks, and carried, the meeting was adjourned at 5:33 p.m.

Respectfully submitted by Ali Jones