

MINUTES OF THE JACKSONVILLE PUBLIC LIBRARY BOARD MEETING

September 13, 2021

The regular meeting of the Jacksonville Public Library Board of Directors was held September 13, 2021 in the conference room of the Jacksonville Public Library. Present were President Mary Ferguson, Forrest Keaton, Kevin Eckhoff, Noel Beard, Elizabeth Kennedy, Ted Roth and library director Chris Ashmore. Craig Albers, Katie Weeks and Lisa Haley were absent.

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

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

It was moved by Roth and seconded by Keaton that all financial reports for September be approved and that all properly approved bills for September in the amount of \$48,753.93 be paid out of general funds as funds are available. Motion carried.

Ashmore reported the Endowment Fund total as of August 31, 2021.

Director's Report

August was another great month at the Jacksonville Public Library. Traditionally, August is a slower month at the library, as the summer reading programs come to an end, and families transition to beginning the new school year. This month followed this same pattern and was likely even slower due to the rise in Covid-19 fears. Regardless, August was still full of plenty of activity.

I interviewed two final candidates for the vacant Youth Services Librarian position, making a total of five candidates interviewed. After evaluating each candidate thoroughly, I offered the position to Courtney Langdon, who I spoke to you about at the July board meeting. Courtney took little time to accept the position and will begin on Monday September 20. I did not put any pressure on Courtney to begin any earlier, as she had to give notice at her current job and find a place to live in Jacksonville.

In my estimation, Courtney will make an excellent children's librarian. She worked as a page at the Jacksonville Public Library on two different occasions, interrupted by her studies at the University of Illinois. She also helped us out for a few weeks in 2020 when Heidi needed to be in California with her ailing parents. Courtney earned a Bachelor's Degree in English from UIUC and has worked the last two years as a cataloger at Perma-Bound here in Jacksonville. She is currently applying to the

Graduate School of Library and Information Science at the University of Illinois and hopes to begin classes online in January.

Our new social work student, Samantha Burton, began her semester-long internship on August 31. She will be available to patrons on Tuesdays, Thursdays and Saturdays from 9-5 PM. Sam is working on her Masters in Social Work through Aurora University's online degree program. I got to know Sam a couple of years ago when I served on an advisory board for Memorial Behavioral Health, and Sam worked there as a counselor, helping clients with finding and keeping employment. She will do terrific work here at the library.

In the area of building and grounds, Doug Megginson visited the library to take a look at our front door. He is absolutely swamped with work now, but will be out soon to fix the problem with the door. When the door is repaired, we will then have it stained and have the glass replaced. As far as the cracking threshold step, Doug suggested that I have Steve Morthole look at it when he is here for the Courtyard Renovation Project, which I am told will begin very soon. When the front steps were repaired a few years ago, the threshold step was coated with a type of sealant that is now rapidly cracking. Doug recommended that the sealant be scraped off, and we perhaps leave it "as is" with no covering.

Johnson Controls visited the library in late August and replaced the leaky pipes in the dry sprinkler system and installed the new compressor. The dry sprinkler system is back up and running and does not seem to have any problems. I had two different companies come out to give me an estimate on cleaning up any standing water or water damage from the sprinkler leaks in our ceiling. Service Master from Mt. Sterling told me they didn't need to crawl up in the ceiling to look, yet managed to give me a \$6,000 estimate to clean up nonexistent water damage. Servepro from Springfield actually crawled around the leaky pipe area in the ceiling and could find no standing water or damage of any kind. The lack of standing water or damage was backed up by the Johnson Controls technicians who worked in the ceiling.

One new building issue arose in August. When it rains, water is coming in on the lower level on the east side of the building. My theory is that it is somehow seeping in through a rut on the east side that was created when the water was drained out of the dry sprinkler system. The water started appearing each time it rained after the draining of the sprinkler system. Doug Megginson is working on this for us. He is somewhat baffled, and we are working on finding the problem through process of elimination. Terry Chumley from the City is going to fill in the rut on the east side of the building to see if that solves the problem. If it does not, then Doug will be looking into other possibilities. It is not a lot of water, but still a problem that needs to be addressed before it becomes worse.

Also in August, I scheduled another Music Under the Dome concert. I would like to schedule one more to fill out the season, running between October and May. I am hoping that Covid-19 does not cause any concert cancellations. At this point, we are prepared to allow the performers to go maskless, and there have been no capacity limits put in place.

The library began to receive donations in memory of Virginia Davidsmeyer, a long-time patron who loved the library. We have received well over \$1,000 in contributions at this time. Other tasks keeping me busy in August included collection development, web site and Facebook maintenance and maintaining the day-to-day operations of the library.

Adult Services

The Adult Services department had a great August. Sarah had fifteen formal technology appointments and helped patrons with other daily technology questions. She continued working with Rebecca who finished digitizing all of the JHS yearbooks. Sarah now just needs to figure out how to create metadata and get them uploaded to the library's catalog 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. She updated the blog, social media and website as time permitted.

The library had four adult programs in the month of August—three in-person events and one Zoom event. The first event was a film screening of an Ida B. Wells documentary that was shown with special permission from PBS—a nice crowd showed up to see the film. Reg Ankrom also visited the library to give a presentation about his new book on Stephen Douglas—many people came out, and he left having sold all of the books that he brought. The library and the state of Illinois partnered to hold a vaccine clinic. While we were hoping for a larger crowd, eight people did receive their first shot. Last but not least, Stephen Quandt presented a program entitled “Decoding the Mysteries of Cats”. There was a huge crowd for this program, including those accessing the Zoom program from home and those watching via Zoom in the library's meeting room.

Sarah also researched items to purchase for the collection and placed book and AV orders as needed. She also put up a new display of materials. Sarah and I met with Susie Drake and Sociology professor Kelly Dagan from Illinois College about the possibility of setting up a standing social work internship. We are hoping for the internship to start in the spring of 2022. Sarah attended a User's Group meeting for the RSA library system and learned a lot about what's going on at the system level. She also attended a round table with a group of mystery writers, both well-known and not so

much. They talked about their upcoming titles and ways to dissect and recommend mysteries, in general, to patrons.

Interlibrary Loan/Holds

In August, there were 747 items borrowed from other libraries; 755 items lent to other libraries; and 323 reciprocal circulations.

Circulation Services

The library provided great service to every patron that walked in the door during the month of August. The Circulation Staff was very busy helping people on the computers, microfilm and finishing up with summer reading. The adult summer reading program went very well this year. We had 102 patrons participate and together they read 1,240 books. 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 could just check out their books and not have to look around during Covid-19.

Bridget kept track of the ISD and ISVI books to see if they had been turned in yet. She contacted ISD and ISVI. We are hoping to check books out to them at school again this year. 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 books to make room for all the new books that were switched over. Bridget also spent time weeding the Young Adult books to create more shelving room. She continued to put "mark the reader" labels in all the books so patrons can initial to keep track of what they have read. Bridget had three tech appointment in August. She also removed and updated patron emails based on reports sent by RSA.

Bridget finished up bookmobile in August. She had 68 kids participate and together they checked out 634 books. The children read for 533 hours and only 34 books were not returned. Bridget had several kids and parents thank her for continuing the bookmobile and tell her they missed us last year. Bridget and Andy also set up a table and tent at the downtown Brewfest. They had a couple patrons renew their cards and talked with many other people.

Extension Services

Outreach Services continued to receive requests from new patrons for delivery services. Heidi met with the individuals to find out their reading preferences and to arrange delivery schedules. Due to concerns about infection rates in Morgan County, Cedarhurst again restricted visitors. Heidi is back to just "delivery and pick-up" of library

materials. The Pointe has a new activities coordinator and Heidi worked on re-establishing Outreach Services for the residents.

In August we continued adding a large number of new Large Print books to the collection, using the generous donation received from the Lion's Club earlier this year.

Youth Services

In the absence of a Youth Services Librarian, the Youth Services department continued to provide excellent service to library patrons throughout the month of August. August is traditionally a slower month in Youth Services, as the summer reading program has just come to an end and families begin to transition toward the school year.

Several staff members filled in admirably to allow the library to continue to provide children's programming. Page Brittany Overby volunteered to do Story Times each Wednesday morning, while clerk Diane Hequet covered Lap Sits and Lego Club. We were also fortunate enough for Cindy to have left us with a month worth of virtual programs to post, including Story Times and STEAM programs. With the great staff we have in place, the transition to a new Youth Services Librarian in September should go very smoothly.

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

An Automation and Technology Committee meeting was scheduled for Wednesday September 22 at 4:15 PM. The purpose of the meeting is to begin discussing a new phone system for the library.

Building and Grounds

Ashmore reported that the work on the Fire Sprinkler System was completed and everything is running normally.

Finance

A Finance Committee meeting was scheduled for Tuesday October 5 at 4:30 PM. The purpose of the meeting is to review and approve a 2022 budget and 2021 (payable in 2022) tax levy.

Personnel

Ashmore reported that he hired Courtney Langdon to fill the Youth Services Librarian position. She will begin her duties on Monday September 20.

Public Relations

None

FRIENDS OF THE LIBRARY

Ashmore reported that a farewell reception is being held at the library for outgoing Youth Services Librarian Cindy Boehlke on the afternoon of Friday September 17.

RAILS/RSA

None

Old Business

None

New Business

None

There being no further business, the meeting was adjourned at 5:26 PM on a motion by Beard, seconded by Eckhoff.

Respectfully submitted by Chris Ashmore