

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 21, 2021 at 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

President Josh Hileman called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present: Juan Lingow, Helen Gubser, Jerry Schleper, Marcia Adams, Laura Woodring, Steve LaBlanc, Michelle Hopper and Matt Derrick. Staff present: Anita Driver and Chris Maness. Guests: Mayor Bill Russell and Bob Manns, Director of Public Works.

NO PUBLIC COMMENT

On motion by M. Adams, 2nd by J. Schleper, the agenda was approved. Motion carried unanimously.

There was a discussion of partnering with the City for the Rebuild Downtowns & Main Streets Capital Grant. Mayor Russell explained the purpose, benefit and requirements of the Grant. Bob Manns explained further the advantage of applying for the \$3 million Grant as one unit including the City and Library. If the grant is awarded, money would be shared, but not necessarily equally.

On motion by M. Hopper, 2nd by M. Derrick, the consent agenda including the following treasurer's report for November 2021 and check register through November 21, 2021 was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$420,708.80 Reported balance October 31, 2021
 16.02 Interest
 480.00 Non-resident fees
 960.00 Non-resident fees—E-pay
 125.74 Fines
 59.90 Fines—E-pay
 178.90 Copies
 73.52 Copies—E-pay
 15.00 Scans to email
 28.93 Lost items
 33.00 FAX
 804.45 Gifts & Memorials (donations for Halloween)
 14.55 Books/Magazine sales—E-pay
 15.00 Miscellaneous
423,513.81 Total balance and MTD income
46,189.52 Less expenses for November 2021
\$377,324.29 Balance November 30, 2021*

*298,017.55 Royal Bank Checking
 140.00 On hand
 6,663.18 Illinois Funds—E-pay
 72,503.56 Illinois Funds—Working cash fund

GIFTS & MEMORIALS

\$479.40 Jerseyville Banking Center Checking
501.69 Illinois Funds

SPECIAL RESERVE

\$510,045.31 Jersey State Bank checking
507.63 Illinois Funds

Check #	Date	Payee	Cash Account	Amount
12570	12/17/21	Amateur Sports Promotion	1000	129.00
12571	12/17/21	Baker & Taylor	1000	1,457.25
12572	12/17/21	Card Services VISA	1000	1,486.30
12572a	12/17/21	VOID	1000	
12572b	12/17/21	VOID	1000	
12572c	12/17/21	VOID	1000	
12573	12/17/21	Cavendish Square Publishing	1000	177.93
12574	12/17/21	Cengage Learning Inc / Gale	1000	410.54
12575	12/17/21	Chris's Janitor Service	1000	750.00
12576	12/17/21	Church's Lawn Care	1000	291.00
12577	12/17/21	City of Jerseyville	1000	11,851.34
12578	12/17/21	Diamond Lake Book Co.	1000	123.93
12579	12/17/21	Dry Point Township Library	1000	13.95
12580	12/17/21	Gardner Media LLC	1000	205.99
12581	12/17/21	Grafton Technologies, Inc	1000	194.97
12582	12/17/21	GRP Mechanical Contractors	1000	863.00
12583	12/17/21	Illinois Power Marketing dba	1000	898.53
12584	12/17/21	Illinois American Water	1000	134.19
12585	12/17/21	Kanopy, Inc.	1000	38.00
12586	12/17/21	Lazerware Inc.	1000	927.63
12587	12/17/21	Midwest Tape	1000	1,098.18
12588	12/17/21	Nevlin Plumbing & Electric, Inc.	1000	125.00
12589	12/17/21	Pass Security	1000	318.00
12590	12/17/21	Payroll	1000	25,229.83
12591	12/17/21	Pointer Electric	1000	125.00
12592	12/17/21	R.P. Lumber Company, Inc.	1000	7.96
12593	12/17/21	River County News	1000	251.40
12594	12/17/21	Schindler Elevator Corporation	1000	972.60
12595	12/17/21	Elizabeth Smilack	1000	25.00
12596	12/17/21	Smith's Pest Control	1000	45.00
12597	12/17/21	Watts Copy Systems, Inc.	1000	342.54
Total				48,494.06

LIBRARIAN'S REPORT/STAFF HIGHLIGHTS:

ANITA:

Statistics: 3,843 visitors; circulation 4,524; holds placed 1,252; holds satisfied 1,097; 260 items added to the database; Kanopy 30 plays with 33 user accounts logging in; Hoopla 237 downloads.

We now have a morning volunteer for each weekday: Marti Warkins-Monday, Martha Kadell & Marilyn Schroeder rotating Tuesday, Pat Staples-Wednesday, Helen Gubser-Thursday, and Sue Wock-Friday. The morning volunteers process the daily courier (materials coming in and going out to IHLS) and this frees Beth Tittle and Adam Hurley to do other jobs, processing new materials in particular.

If you haven't already done it, you may want to download the new SHARE mobile library app. For \$100 set up and \$250 annually, we are going to do the customized app. In my opinion the best feature of the custom app is the ability to access all of our digital products from one place.

All staff have completed the required sexual harassment training. Their certification certificate has to be on file at City Hall and Anita put a copies in the personnel files.

BETH S:

FACEBOOK (Online Social Network - our biggest Social Media platform)

Report for Last 28 days:

- ❖ 3,222 Followers
- ❖ 19 New Followers
- ❖ 287 Page views
- ❖ 553 Video views
- ❖ 5,339 Post Reach (our posts were seen by this many people)
- ❖ 2,454 people engaged with our posts (liked, commented, shared)
- ❖ Some popular posts were Christmas posts, Friday Night Funnies and StoryWalk

INSTAGRAM (Photo and video sharing social network)

- ❖ 560 followers
- ❖ 220 people were reached
- ❖ 31 people engaged (liked) our posts; I posted 30 times this month
- ❖ Some popular posts were Lego Club pics and Christmas baskets.

TIKTOK (TikTok is a short form mobile video app that is getting a lot of buzz)

- ❖ 88 followers and 403 likes
- ❖ Popular posts were Beginning to Look a Lot Like Christmas.

LIBRARY WEBSITE (From Google Analytics which tracks our website traffic)

- ❖ 2,970 page views
- ❖ 2,915 New Users (92.6% are new visitors, 7.4% are returning visitors)
- ❖ Upcoming events were added to the carousel and calendar pages
- ❖ Most viewed page was the home page followed by upcoming DVDs and Materialsmailchimp
- ❖ .

MONTHLY DIGITAL NEWSLETTER (Sent each month to a list of subscribers)

- ❖ 891 newsletter e-mails were delivered; 496 were opened
- ❖ Newsletter reach through Social Media was 509.

BETH T:

I have been trying to keep up with our interlibrary loan requests -- both borrowing and lending. During the month of November, I filled requests for 32 items that were sent to other libraries in Illinois and out-of-state. I also requested items for our patrons 35 and 32 of them were filled.

Updated our lists of Forthcoming Books and DVDs and added them to our website.

Deleted 634 item records for books, etc. that we had withdrawn due to age, condition, or lack of circulation.

I continue to learn Chris's tasks to be able to take over at the end of December. I learned how to send \$3 bib requests to IHLS. I created a form to use for "bulk" requests. Also, I learned how to do corners and spine laminating.

CHRIS

This has been an extremely busy month. I've been trying to wrap up some of the extra materials that need to be cataloged before I retire- 10 Culinary Corner (cake pans) items and trying to get to the 11 Doll outfits. I have also been training Adam and Beth Tittle to process items that are in Polaris as well as sending items that need to be downloaded (\$3.00 items) and NEW cataloging items that are not either place (\$10 items). They are picking up on this extremely fast. A new person will greatly help give Beth T. the extra time need to do these processes away from the front desk.

I am also trying to document other cataloging processes that I perform –to give them a source to look at – mostly strange items that we do not interlibrary loan. Example: fishing poles, dolls, etc.

I've cleaned out most of my desk drawers, leaving only useful things.

I do plan on being "on-call" anytime for a while till things are smooth again!!!

I feel good about the leaving the processes to Adam and Beth to work out together.

LAURIE (by Anita Driver)

- Chose Storywalk titles for 2022. We start with a suggested title for each month. Then, if the sponsor wants something specific we try to make it work if the requested book fits our parameters.
- Shared game duty at Downtown Country Christmas with Anita.
- December programs: Saturday, December 4—craft day from 10:00 am to noon. Good turnout. Saturday, December 18—movie day.

MATERIALS, BYLAWS AND POLICY COMMITTEE

The next meeting will be Tuesday, January 18, 2022 at 6:00 p.m. preceding the regular meeting.

BUILDING AND GROUNDS

The east side of the building was cleaned up by Church's Lawn Care for \$175.

FINANCE

No report

TECHNOLOGY

No report

FRIENDS OF THE LIBRARY

- The Friends took part in the St. Francis Holy Ghost annual craft bazaar which replaced the Downtown Country Christmas bazaar. It was very successful.
- Again this year the Friends are sponsoring Cards for Caring. The goal is that every nursing home resident in Jerseyville receive a Christmas card.

CORRESPONDENCE

- A thank you from the JCH Foundation was read. We donated a basket for their raffle.
- Anita reported that we received a letter of approval of our application for authority to dispose of local records. Now we will send in our list of things to dispose of, such as old financial paperwork, and the Secretary of State Records Management Division will give us the permission to dispose of specific materials. Anita wishes to accomplish this soon to clean our files prior to her retirement.

OLD BUSINESS

The Board reviewed more Chapters of *Serving Our Public*.

On motion by J. Schleper, 2nd by S. LeBlanc, the Per Capita Grant for 2022 will be applied for. Motion carried unanimously.

NEW BUSINESS

President Hileman discussed the need to appoint a library director search committee.

NO PUBLIC COMMENT

On motion by J. Schleper, the meeting was adjourned at 7:45 p.m.

Helen Gubser, Secretary

Anita Driver, Assistant Secretary