

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 18, 2022 at 6:30 p.m.
Meeting room at 105 North Liberty Street**

MINUTES

Vice President Jerry Schleper called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present: Helen Gubser, Marcia Adams, Michelle Hopper, Steve LeBlanc, Laura Woodring, Matt Derrick and library director Anita Driver. Josh Hileman and Juan Lingow reported they would be absent.

NO PUBLIC COMMENT

ON MOTION BY S. LeBlanc, 2nd by L. Woodring, the agenda was approved. Motion carried unanimously.

On motion by M. Hopper, 2nd by M. Derrick, the consent agenda including minutes of the December 2021 meeting, the Treasurer's Report of December 2021 and the check register were approved. Motion carried unanimously.

**TREASURER'S REPORT
BUDGET ACCOUNT**

\$377,324.29 Reported balance November 30, 2021

23,235.46 Real Estate Taxes
1,010.75 Corporate Replacement Tax
17.09 Interest
1,280.00 Non-resident fees
320.00 Non-resident fees—E-pay
446.32 Fines
21.80 Fines—E-pay
682.47 Copies
31.05 Copies—E-pay
18.50 Scans to email
12.00 Lost items
69.03 Lost items—E-pay
210.50 FAX
48.00 FAX—E-pay
56.85 Gifts & Memorials
100.00 StoryWalk sponsorship
10.00 Book/Magazine sales—E-pay
31.50 Miscellaneous

404,925.60 Total balance and MTD income

48,515.61 Less expenses for December 2021
\$356,410.00 Balance December 31, 2021*

*\$276,621.15 Royal Bank Checking
140.00 On hand
7,141.81 Illinois Funds—E-pay
72,507.04 Illinois Funds—Working Cash

GIFTS & MEMORIALS

\$501.69 Illinois Funds
479.40 Carrolton Bank Checking

SPECIAL RESERVE

\$510,088.63 Jersey State Bank Checking
507.63 Illinois Funds

Check #	Date	Payee	Cash Account	Amount
12598	1/13/22	Baker & Taylor	1000	1,075.62
12599	1/13/22	Brockman Co.	1000	25.36
12600	1/13/22	Card Services VISA	1000	1,321.70
12600a	1/13/22	VOID	1000	
12600b	1/13/22	VOID	1000	
12600c	1/13/22	VOID	1000	
12601	1/13/22	Cengage Learning Inc / Gale	1000	107.05
12602	1/13/22	Church's Lawn Care	1000	174.50
12603	1/13/22	City of Jerseyville	1000	23,741.52
12604	1/13/22	Demco	1000	416.12
12605	1/13/22	Grafton Technologies, Inc	1000	194.62
12606	1/13/22	Illinois Power Marketing dba	1000	1,344.12
12607	1/13/22	Illinois American Water	1000	152.16
12608	1/13/22	Illinois Heartland Library System	1000	109.00
12609	1/13/22	Jersey County Business Association	1000	25.00
12610	1/13/22	Kanopy, Inc.	1000	38.00
12611	1/13/22	Lazerware Inc.	1000	927.63
12612	1/13/22	Liberty Office Products	1000	21.00
12613	1/13/22	Library Ideas LLC	1000	21.50
12614	1/13/22	Midwest Tape	1000	811.23
12615	1/13/22	Payroll	1000	20,362.89
12616	1/13/22	Robert (Bob) Sanders Waste Systems, Inc	1000	75.13
12617	1/13/22	Safeguard Business Systems	1000	257.99
12618	1/13/22	Sinclair Foods	1000	45.00
12619	1/13/22	Elizabeth Smilack	1000	25.00
12620	1/13/22	Swank Movie Licensing USA	1000	208.00
12621	1/18/22	Robert (Bob) Sanders Waste Systems, Inc	1000	75.13
12622	1/18/22	Watts Copy Systems, Inc.	1000	276.44
Total				51,831.71

STAFF REPORTS:

ANITA

Statistics: circulation 4,374; holds placed 1,072; holds satisfied 1,069; items added to the database 309; Hoopla 228 downloads; Kanopy 26 plays; ___ visits.

We have been doing our best with staff shortage. We had 3 people out with covid since the last meeting.

BETH TITTLE

- Adam and I have been trying to keep up with our interlibrary loan requests -- both borrowing and lending. During the month of December, we filled requests for 38 items that were sent to other libraries in Illinois and out-of-state. We also requested 16 items for our patrons and 18 of them were filled.
- Updated our lists of Forthcoming Books and DVDs and added them to our website.
- Requested more audiobooks for homebound patrons.
- Organized the bookmarks and placed an order for those we need.
- Created a winter display: Have a Case of the "Winter Blues?" Cure It With One of These Great Books!
- Helped Adam put the Christmas decorations back into the totes and load them into the van.
- Did my second deposit as I have inherited this task from Chris, too.

- All staff have been encouraging patrons to get their pictures taken to add to their profile that displays when they checkout an item. Adam is in charge of uploading them and he said we've been able to do over 100 in our first 2 weeks!
- As Chris is now retired, Adam and I have been processing the new items. We've sent several \$3 bib requests to IHLS. He lets me know when we get the information back from IHLS so that I can then barcode and attach them. Usually, I give them back to him for covering, etc., but as I know how to cover, I've been doing a few myself just to keep in practice. So far, we're keeping up pretty well. I forgot to include statistics for items that I attached since Chris officially retired. I used Dec. 31, 2021-Jan. 14, 2022 for my search criteria and got 85 items. As I attach all of the magazines, I think that sounds reasonable.
- We had a new non-resident patron request for a list of the 500+ IHLS libraries. Anita received an excel spreadsheet from someone at IHLS. I was able to delete several columns and get it for it on 11x17 paper. I then sorted it by county and uploaded it to Google Drive so that all staff have access and can print a copy or email if a patron asks

BETH SMILACK

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

Report for Last 28 days:

- ❖ 3,113 Followers
- ❖ 15 New Followers
- ❖ 447 Page views (up 49%)
- ❖ 3,531 Video views (up 469%) (thanks Chris!)
- ❖ 6,925 Post Reach (our posts were seen by this many people) (up 21%)
- ❖ 5,730 people engaged with our posts (liked, commented, shared) (up 138%) (again, thanks Chris!)
- ❖ Some popular posts were 3D Model of Expansion made by Chris, Christmas Trivia

INSTAGRAM (Photo and video sharing social network)

- ❖ 558 followers
- ❖ 235 people were reached
- ❖ 33 people engaged (liked) our posts; I posted 30 times this month
- ❖ I posted 50 times during this period
- ❖ Some popular posts were 3D Model of Expansion, Christmas Trivia and 9 most popular posts from 2021

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

- ❖ 89 followers and 671 likes
- ❖ Most popular post was Library Christmas Tour with Dewey the Elf

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

- ❖ 4,864 page views
- ❖ 2,891 New Users
- ❖ Upcoming events were added to the carousel and calendar pages
- ❖ Most viewed page was the home page followed by upcoming DVDs.

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

- ❖ 889 newsletter emails were delivered; 471 were opened
- ❖ Newsletter reach through Social Media (Facebook and Instagram) was 530.

NEWSPAPER - JERSEY COUNTY JOURNAL

- ❖ A Press Release/Article describing January activities was published on 1/5/22 and the Advertisement to **Bid was published for two weeks.**

LAURIE INGRAM

No report

MATERIALS, BYLAWS AND POLICY

H. Gubser presented policy updates to be voted on at the February 2022 meeting. See minutes of the January 18, 2022 Committee meeting for the language of the updates.

BUILDING AND GROUNDS

- S. LeBlanc reported on building and grounds and on the progress of the expansion project.
- The Board decided on a date and time, Wednesday, February 2, 2022 at 4:30, to discuss the bids that will be opened on Thursday, January 27, 2022.

FINANCE COMMITTEE—No report

TECHNOLOGY COMMITTEE

B. Smilack has ordered and received the Chromebooks she ordered with a State Grant. She has not received the hot spots.

SEARCH COMMITTEE

The following Search Committee, to replace the director who gave notice of intent to retire July 28, 2022, was announced: J. Hileman, chair; M. Adams; M. Derrick; M. Hopper and Beth Smilack representing the staff.

CORRESPONDENCE

- Thank you from the Ficker family
- Certificate of status of tax exempt property

On motion by M. Adams, 2nd by S. LeBlanc, the Picasso drawing, donated by Mary Helen Fleming, will be sent to Phillips Gallery, an auction in New York City, to be sold. Motion carried unanimously.

NO PUBLIC COMMENT

The meeting was adjourned at 7:32 p.m.

Helen Gubser, Secretary

Anita Driver, Assistant Secretary