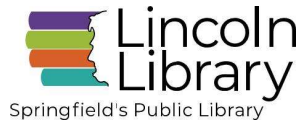


LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



October 23, 2024

Board Present: Andre Jordan, President; Helen Cox, Vice-President; Cristina Cray, Secretary; Robert Banks; Kathryn Harris; Ann Mares; Mary Mucciante; Marty Ryan

Board Absent: N/A

Staff Present: Gwen Harrison, Director; Emily Stone, Assistant Director; Denise Fisher, Operations Coordinator; Naomi Brookens, Library Assistant II; Eva Mitchell, Library Assistant II

President Jordan called the meeting to order at 4:47pm.

The Board approved the minutes for the September 2024 meeting.

Financial Report: Director Harrison presented the September financial reports. She noted that there was a mistake in the report that stated that money could be transferred from the Foundation into the library budget which is incorrect. Director Harrison stated that she had a preliminary meeting to discuss the FY26 budget. She explained that it will be a tight year due to the loss of the grocery tax which typically brings in \$3 million annually. It was clarified by Director Harrison that the negative amount listed in line 003 object 40 was due to waiting for the funds awarded to the library from the Project Next Generation grant.

Director's Report:

GENERAL UPDATES

- It was noted that October 23rd was Director Harrison's 1-year anniversary.
- Director Harrison had Assistant Director Stone present information regarding Serving Our Public 4.0 – Standards for Illinois Libraries

Chapter 7 (Collection Maintenance) for review. Director Stone stated that we meet all of the necessary requirements.

- Lincoln Library September 2024 Statistics were reviewed.

Lincoln Library Statistics – September 2024

	Sept 23	Sept 24	Percent Change
Physical Item Checkouts	29,611	28,014	-5.39%
eBook/Streaming checkouts	11,364	13,156	15.77%
Lincoln Library app launches	3,670	2,945	-19.75%
Jobs printed for patrons	3,519	4,637	31.77%

Concerns were voiced about the number of free print jobs that the library is providing. Director Harrison assured that printing costs would be increased soon when the new copy/print payment system is installed.

- **ILA Conference (October 8 – 10, 2024) – Synopsis**

The IL Library Association Conference was highly informative and engaging. A shout-out to the following team members that presented at the conference: Amy Salmon, John Wylder, Megan Freeman and Karli Pettifer. Also, another “celebrity” in attendance was Lincoln Library Board member Kathryn Harris. She generously shared “flat Lincoln” with vendors and conference attendees alike. This was certainly appreciated by all that received this gift.

Personal highlights of the conference included a conversation and photo opportunity with Mychal Threets (the PBS resident librarian) and Oge Mora (the author/illustrator of children’s picture books). Mychal is hailed as the new Mr. Rogers of PBS. Mychal is all about spreading library joy. Oge shared her story and signed a copy of her book on my behalf.

- **Chief Deputy Security – Nick Clatfelter**

New state of the art cameras have been installed inside the library plaza. Documented incidents in PITS have decreased by 44.5652% from this time last year. Every four months Mr. Clatfelter checks these numbers and is glad to report we are still seeing positive results.

An All-Team meeting has been scheduled Thursday, October 24, 2024 at 9:00 AM for a Run, Hide, Fight training.

- **SVC Manager – Stephanie Martin**
Recent acquisitions include the Construction contract and specifications for the Sears Apartment building 425 S 7th, Paris Cleaners hazard report 1920s, Birchall and Owens receipts, 1908 Springfield Race Riot article with photos from the book *Around the World with a Camera 1910*, and Abstract of Title for Lot 7 in Block 3 of Alta Sita Gardens Addition.
- **SVC Current Display**
October is Family History month! Librarian I Anna Sielaff encouraged library staff and volunteers to submit a photo of their ancestor and a paragraph about them and made the Family History display outside of SVC.
- **Assistant Director and Technical Services Manager – Emily Stone**
The 2.0 version of the library app from SirsiDynix is slowly being rolled out to libraries, and we should get it soon. Working on final steps to be able to upgrade to the new app.
- **Co-Lab Manager – Patrick Howk**
The Co-Lab continues to have good attendance numbers.
- **Outreach Services Manager– Deanna Jones**
Many events have been scheduled for this month including the Indian Hills Sub-division Pop-Up Library and the Fall Festival at Brandon Drive.
- **Access Services Manager – Greg Riegel**
Circulation is fully staffed.
They will be receiving new shelving for periodicals.
- **Adult Services Manager – Ryan Kulp**
This department will be staffing more Co-Lab hours.

NEW STAFF AND HIRING

- Director Harrison introduced new library staff members Eva Mitchell and Naomi Brookens. Both are Library Assistant II's in the Access Services Department.
- Recently interviewed for the Library I SVC Cataloger position.
- Interviews have been scheduled Thursday, October 25, 2024 for Outreach Services, Library Assistant IV.
- The Library Page position has been reclassified as Civil Service.
- Youth Services Librarian I David Sye's last day is today. He will be sorely missed.

PROGRAMMING AND EVENTS

- Monday, October 21, 2024, "Jameson Jenkins and the Underground Railroad" by Tim Townsend was presented at 6:00 PM in Carnegie Room North.

- Monday, October 28 “The Presumption of Freedom: The Illinois Supreme Court and the Fate of Slavery in the Prairie State”, presented by the Illinois Supreme Court Historic Preservation Commission, 6pm Carnegie North.
- Monday, November 18 “Documenting the Edwards Trace.” Luke Moore will present his research on an ancient Illinois trail called the Edwards Trace. 6pm, Carnegie North.
- Molly Burns, Youth Services Manager shared the following:
Lots of programming in September and October.
 - Storytime continues to draw big crowds.
 - Karli Pettifer (Young Adult librarian) participated in an ILA panel discussion about the importance of teens having affirming adult role models.
 - Molly Burns presented at ROE 51’s Fall Forum about how new teachers can utilize their local libraries.
 - Molly Burns will present at the Downstate Literacy Conference on October 25th to speak about the 2024 Summer Reading Program.
- Lincoln Library Team members visited the SIU School of Medicine as a field trip, Thursday, October 17, 2024.
- Board of Trustees member Kathryn reported that she had a wonderful and informative time at ILA’s Trustee Day. She reported that the I-Lead virtual program was incredibly helpful and informative on how to be a knowledgeable and responsible board member.

President’s Report: President Jordan thanked Director Harrison for how well she did filling in for Fiscal Officer Matt Johnson in his absence. He also requested that the board get a sneak peek at the bookmobile.

Alliance Report: Cris Cray reported that the Lincoln Library Alliance hosted a Trivia Night Fundraiser that was quite well attended and the top 2 teams donated their prize money back to the Alliance.

Foundation Business: N/A

Unfinished Business: N/A

New Business: N/A

Building Board of Trustees Meeting Agenda for December 2024: It was requested that Fiscal Officer Johnson find out how much of the grocery tax revenue is received by the library.

Public Forum: N/A

Executive Session: None

Adjournment: Meeting was adjourned at 5:37pm.