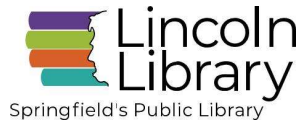


# LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



**August 28, 2024**

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

**Board Absent:** Ann Mares; Mary Mucciante

**Staff Present:** Gwen Harrison, Director; Emily Stone, Assistant Director; Denise Fisher, Operations Coordinator; Matt Johnson, Fiscal Officer; Taylor Davis, Library Assistant IV

President Jordan called the meeting to order at 4:45pm.

Director Harrison reported that Jessica Rubinkowski has resigned from the Board.

The Board approved the minutes for the July 24th, 2024 meeting with the addition of two staff members' last names.

**Financial Report:** July Financial Reports were presented. Fiscal Officer Matt Johnson stated that everything seems to be in line with the budget. He reported that \$18,000 in grant funds for supplies is expected soon. This grant was awarded by the Secretary of State. A question was asked about the increase in sick time reported and it was explained that a library employee had retired after 37 years of service and that was the sick time payout.

## Director's Report:

### **SERVING OUR PUBLIC 4.0 – STANDARDS FOR ILLINOIS LIBRARIES**

- Director Harrison submitted *Chapter 4: Access* and *Chapter 5: Building Infrastructure and Maintenance* for review. Director Harrison stated that she believed that there was much room for improvement in library access and parking. It was stated, however, that building signage has had recent upgrades and that room numbers had been installed.

Director Harrison also informed the Board that staff was currently working with Resource One on upgrading seating and furnishings in public areas, as well as improved furnishing for the Bicentennial Room.

### **LINCOLN LIBRARY CIRCULATION STATISTICS – JULY 2024**

	<b>Jul-23</b>	<b>Jul-24</b>	<b>Percent Change</b>
<b>Physical Item Checkouts</b>	33,006	33,173	0.51%
<b>eBook/Streaming Checkouts</b>	11,348	12,148	7.05%
<b>Lincoln Library App Launches</b>	3,949	3,532	-10.56%
<b>Jobs Printed for Patrons</b>	3,907	4,671	19.55%

### **LINCOLN LIBRARY YOUTH SERVICES RENOVATION GRANT**

- Molly Burns (Youth Services Manager) and Director Harrison met with the Office of Planning & Economic Development to discuss next steps with grant management including a deep dive into the Environmental Review process.

Staff met with architect David Leonatti and walked through the Youth Services area and explained the vision and expectations for this renovation.

### **GENERAL UPDATES**

- Director Harrison stated that positive changes were happening at the library. New security doors have been installed restricting public access to the administrative offices.
- Lincoln Library completed the ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey. The completion of this survey is a requirement for Library System membership and provides information on how all ILLINET member libraries fair in resource sharing. During this fiscal year, Lincoln Library participated in reciprocal borrowing at a rate of 14,281 patron checkouts.
- Lincoln Library is the recipient of the FY 2025 LSTA Grant in the amount of \$18,360 for a teen services program titled *Creative and Important Life Skills for the Next Generation*. This grant was awarded by the Secretary of State and State Librarian Alexi Giannoulis, via the Illinois State Library.
- Staff has been working with Farber to finalize interior finishes and layout of the Bookmobile. The projected delivery date has been moved up to December 6<sup>th</sup>.

- SVC has connected with the Jacksonville Area Genealogical and Historical Society, which is permanently closing its doors. They invited SVC Manager Stephanie Martin to look through their items and take anything she wants for the Lincoln Library collection.
- Lincoln Library has partnered with Hope Autism Center and has acquired Sensory Kits. The kits are designed to aid children who may be overstimulated. There are kits available in Youth Services for in-house use, as well as kits available for check-out with the Library of Things.
- Illinois has been allocated over \$1 billion of federal funding for broadband expansion and digital inclusion programs as part of the Infrastructure Investment and Jobs Act. Director Harrison stated that she would like to see Lincoln Library apply for grants in this area.
- The Lincoln Library Foundation received an anonymous donation of \$11,500 to be used to increase the daily limit for the checkout of Hoopla items.

### **STAFF AND HIRING**

- Director Harrison introduced new staff member Taylor Davis. Mr. Davis is a Library Assistant IV in Adult Services.
- Aaron Delay has been promoted to Library Assistant III in Access Services.
- Caroline Kionka has accepted a new position in Technical Services as a Librarian I-Cataloger.
- Lisa Casson retired from her position as a Page in Youth Services effective September 3, 2024.
- Human Resources posted the SVC Librarian I Cataloger and Library Assistant II positions on the city's website.

### **PROGRAMMING AND EVENTS:**

- **JOURNEY TO FREEDOM ILLINOIS' UNDERGROUND RAILROAD EXHIBIT**  
Looking for Lincoln is placing an Underground Railroad exhibit on the 1<sup>st</sup> floor of the library. This exhibit will run from October 26<sup>th</sup> to November 30<sup>th</sup>. The official opening is scheduled for Thursday, September 26, 2024 at 10:30 AM.
- **LINCOLN LIBRARY STAFF INSTITUTE**  
Lincoln Library will be hosting a library Staff Institute on September 12, 2024 from 8 AM to 12 PM. The keynote speaker will be Dr. R. David Lankes, Virginia and Charles Bowden Professor of Librarianship at the University of Texas at Austin. His presentation is titled *From Serving to Saving Our Communities*. Board members are invited to this event.
- **IHLS LIBRARY CRAWL - OCTOBER 1 – OCTOBER 30, 2024**  
Lincoln Library is participating in the 6<sup>th</sup> Annual Library Crawl organized by Illinois Heartland Library System.
- **1908 RACE RIOT ANNIVERSARY COMMEMORATION**

Lincoln Library showed the film *Springfield Had No Shame* and held a discussion on August 14<sup>th</sup> with Kathryn Harris, Dr. Brian Mitchell, and Janay Hammons. 70 people attended.

On August 15<sup>th</sup>, Dr. Brian Mitchell, Director of Research and Interpretation at the Abraham Lincoln Presidential Library and Museum, presented "A closer look at the effected community: An Examination of Businesses and Families impacted by the Springfield Massacre." 25 people attended.

- Youth Services storytimes resume on September 5<sup>th</sup>.
- IHLS Annual Autumn Membership Celebration and Meeting will be held on October 22, 2024 from 2:30m – 4:30pm.
- Director Harrison attended the Director's University training held in Bloomington-Normal.
- Directors and Trustees are invited to attend an iLead Online Workshop.
- Anna Sielaff and Stephanie Martin will be participating in the Conference on Illinois History on October 3<sup>rd</sup> and 4<sup>th</sup>.
- Director Harrison will be honored as an Alumna of Illinois State University
- **ILLINOIS LIBRARY ASSOCIATION**
  - Director Harrison will be attending an ILA Board Meeting in September.
  - The ILA Conference is in October. Lincoln Library employees Amy Salmon and John Wylder will be presenting this year.
  - The Trustee forum will be held on October 10, 2024 from 8 AM – 4PM. Director Harrison asked that Board members who are interested contact her.
- The next Alliance meeting will be held Monday, September 9, 2024 at 4:45 PM.

**President's Report:** President Jordan expressed excitement about the library working with Resource One. President Jordan also thanked Director Harrison for her comprehensive report.

### **Alliance Report:**

- Cristina Cray announced that the Alliance will be starting a "Fly-brary" with the Airport Association. A "Fly-brary" is a version of a Little Free Library.
- She thanked Board Member Cox for the idea.
- The Quilt Guild of Springfield and Sangamon County is gifting a sewing machine to the library's Library of Things.
- Ms. Cray also suggested that the library use a local pizzeria for the Summer Reading Wrap-Up next year.

**Foundation Business:** N/A

**Unfinished Business:** None

**New Business:** The proposed changes to City Code were presented. A motion was made to table any action on the proposed changes until the Consent Decree could be reviewed, and passed unanimously.

**Building Board of Trustees Meeting Agenda for September 2024:** N/A

**Public Forum:** None

**Executive Session:** None

**Adjournment:** Meeting was adjourned at 5:30pm.