

October 20, 2022

# EAST ALTON PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## CALL TO ORDER

Loretta Silkwood called the regular meeting of the East Alton Public Library District Board of Trustees to order at 5:45 p.m. Those in attendance were C. Wiegand, S. Hierman, J. Richie, J. Bricker, and A. Harris. Also present was the Director, Jeremy Staicoff. 6 present, 1 absent. Quorum established.

## PUBLIC COMMENTS

None

## APPROVAL OF MINUTES

**Motion: Wiegand Second: Hierman**

Approve the minutes of the September 15, 2022 board meeting. Roll call vote: Wiegand, aye; Hierman, aye, Silkwood, aye; Bricker, aye; Richie, aye. 5 ayes, 0 nays, 2 absent. Motion carried.

## CORRESPONDENCE

IMRF Notice  
Madison County Board of Review Notices (2)

## NOTES

None:

**FINANCE**

**Motion: Hierman Second: Bricker**

Approve wages and expenditures as presented for September 15, 2022.

Roll call vote: Hierman, aye; Bricker, aye; Silkwood, aye; Richie; Wiegand, aye. 5 ayes, 0 nays, 2 absent.

Motion carried.

**DIRECTOR'S REPORT****DIRECTOR'S REPORT  
October 2022**

1. Met Tyler Lafferty, Parks & Recreation Superintendent, to discuss partnership with Library on programs, events, and marketing.
2. Added World Book eBook platform to our library as a service for youth patrons.
3. Submitted Annual Finance Report Certification form that was passed previous board meeting.
4. Drafted Levy Ordinance 2022-03. Copy is included in Board packets.
5. iPads, Chromebooks, and mobile hotspots are processed and ready for checkout.
6. Library is participating in East Alton Halloween parade on October 27.
7. Circulation staff has been assigned designated duties in response to Natalie's departure.
8. All circulation staff has been enrolled and is completing IHLS Barcoding courses to gain certification and permissions to process materials on Polaris.
9. Becky volunteered to become a notary. Paperwork has been filed.
10. Had a Polaris account created for Hannah. One was not created for her when she was hired.
11. Worked extra time with Devin and Lydia to help them integrate into their positions and create roadmaps for upcoming work/projects.

**YOUTH SERVICES REPORT  
September/October 2022**

1. I put out a passive program for children where they make coffee filter ghosts to hang on a paper tree that has gone over better than expected. One was also put out for teens for them to guess which book ends with the line given that hasn't had much action.
2. I have begun rearranging the collection in a more logical layout (easy readers on shorter shelves, etc).
3. Two bi-weekly children's programs (Lego Club and Story time) have been planned and will begin at the end of October with a Halloween theme.
4. A monthly teen crafting program I am calling Maker Monday will begin on 17 October with a Sharpie coffee mug.
5. I have begun to research and design a teen area that is welcoming and invites teens to come in and spend more time at the library.
6. I have attended two SWAYS meetings 14 September and 12 October.
7. I have contacted Got Your Six therapy dogs to discuss bring in a Read to a Dog program for emerging/ reluctant readers.

## **Development & Outreach Librarian Report September 2022**

1. Created new registration forms for adult & youth library card applications.
2. Started work on the East Alton Library Seed Collective. We have begun compiling a master list, creating graphics, and sorting seeds. Our aim is a March/April launch date.
3. The Reading Dragons & Friends Reading Challenge has launched. Children can participate in this program using a paper log or on Beanstack. For every 4 days they read they receive a set of cards they can use to play games with each other.
4. Obtained item cataloging records for the iPads and laptops which will begin circulating.

5. Created the Home Delivery service registration form, website page, and Facebook posts. I made our first Home Delivery visit three days after the Facebook ad was posted.
6. Fixed the 1,000 Books Before Kindergarten reading challenge on Beanstack. Registrants will not have the ability to log books and minutes again.
7. Created the Hallow-Read reading challenge on Beanstack. Also made paper logs.
8. Contacted the SIUE Educational Outreach department. We had a meeting with them on September 22 and are looking forward to working with them on programming in spring. They are looking at having a chair yoga class and two lectures here. They will also provide children's programming opportunities during the summer.
9. Ordered new movies, books, and audiobooks.
10. Promoted and created graphics for the Library Crawl. Participants from our library who return their logs will be entered into a drawing for a prize.
11. We will be participating in the Halloween Parade! Our theme will be based on our new service, the Reading Dragons. I created two special Reading Dragon cards for the parade. We will hand those out as well as giving out candy.
12. Contacted the school district about promoting our events and programs.
13. Our Adult Crafternoon was a hit! Our registration was capped at 10 participants. Two were unable to make it, but we still had 10 attendees. We made ghost wreaths out of felt. We had many attendees comment on our Facebook post regarding how much they enjoyed the program. Moving forward, we will aim for a monthly Crafternoon session.
14. The website has been edited and streamlined. This included customizing the text to fit with our logo, condensing sections, and reorganizing the structural chart of the website itself. Events are also listed in a more visually appealing way. We launched the new site on October 5.
15. We have launched the Coffee & Coloring program as well as restarting the Book Club.

16. Our Facebook statistics have jumped dramatically! Our Facebook page reach has increased by 63.2%, with our content reaching an average of 3,612 people. Our Facebook page visits have increased by 77.6% and our new page likes have increased by 54.2%.
17. I participated in the Reaching Forward South September meeting as a committee member. The next conference will be held on April 14, 2023.
18. I met with Stacey Reiske from World Book regarding a digital eBook database.
19. Also had a meeting with Niche Academy regarding their new widget integration to incorporate their patron learning portal onto our website. Once we finalize the offerings on our Patron Portal, we will update the website to include links to tutorials on a variety of topics.
20. Reached out to the Riverbender to get our new programs and services included in their newsletter. We are going to be featured in an upcoming story!
21. Began creation of our Fall Newsletter. Going forward we will have a quarterly newsletter featuring our events and services.
22. Our Facebook posts for the month include: ILP Presents Marlee Matlin, Adult Crafternoon, Home Delivery, Types of Readers, SHARE's Top Requested, Books Unite Us, Love CoHo? Then Try These Books, Renegade Gardens, Welcome Fall, Reading Dragons & Friends, Hallow-Read, Library Crawl, Book Club, Food for Fines, ILP Presents Jesmyn Ward, Reading Dragons Halloween Cards, Ghost Wreaths – Crafternoon, 1,000 Books Before Kindergarten, Halloween Window Art, Firefighter Story Time, Maker Monday: Teen DIY, Coloring & Coffee, Closed for Columbus Day, Lego Club, Halloween Story Time, and Dinosaur Comedy.

**DISCUSSION**

**None**

**OLD BUSINESS**

**None**

**NEW BUSINESS**

**Motion: Harris Second: Bricker**

Levy Ordinance 2022-23.

Roll call vote: Harris, aye; Bricker, aye; Silkwood, aye; Richie, aye; Hierman, aye; Wiegand, aye. 6 ayes, 0 nays, 1 absent.

Motion carried.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:20 pm.