

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Oct. 7, 2013

**Meeting Location:** Clinton County Board Room, Carlyle, IL 62231

**Board Members Present:** Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Ken O'Dell, Kim Stamps (arrived 7:20 pm), Brenda Johnson-City Council Liaison, Christi Gerrish-Library Director

**Also Present:** city administrator Jo Hollenkamp, alderwoman Judy Smith, Franklin Smith, Jean Van Dorn, Mark Hodapp

Barb called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

**Meeting Minutes:** The minutes from the Sept. 3, 2013 board meeting were approved on a motion by Darren and a second by Jane, with all in favor. Motion carried. The minutes from the Sept. 19, 2013 special board meeting were approved on a motion by Frank and a second by Jane, with all in favor. Motion carried. The minutes from the Sept. 30 meeting were approved on a motion by Frank and a second by Darren, with all in favor. Motion carried.

**Treasurer's Report:** Jane reported that as of Aug. 31, 2013, 34% of the year has elapsed and only 31% of the library's budget has been used. Sharon moved to accept the treasurers report as presented, Wendy seconded, all were in favor. Motion carried.

**Library and Construction Bills:** Christi reviewed the bills to be paid. Frank made a motion to pay the bills as presented. Jane seconded the motion. All were in favor and the motion carried.

For the Maddux Trust bills related to the construction of the new library, Frank made the motion to pay the Maddux Trust bills as presented. Sharon seconded the motion. All were in favor and the motion carried.

Frank and Jane met with the Bank Trustee regarding the 6 month securities to ensure that there is enough available assets to cover the bills. Jane said they are purposely staggered. It was noted that the trustee fee has increased significantly and that it is based on a percentage of assets and every time they write a check.

Jane and Frank will go again to stay in the loop regarding investments, follow-ups, etc. How can we anticipate some of the unexpected expenses.

**Statistics:** Christi said the total numbers for the month are up, compared to the same period last year. She said computer use is down however, possibly because of the new construction phase the library has entered. We discussed again the probability of not renewing Tumblebooks for the children's library which continues to see less and less usage. Christi spoke of a 3M Cloud system that would offer more flexibility than Tumblebooks and costs about \$200 to \$300 for the yearly subscriptions.

**Director's Report:** Christi thanked alderwoman Judy Smith for providing contact information for EMS and reported that AED training was conducted for the class. Two board members, Frank and Jane, also attended.

Christi is excited to report that the library will have a booth at the Harvest Thyme Festival on Oct. 12 and that eight authors, many whom she has worked with before, will be in attendance.

Kim arrived at 7:20 p.m.

**Standing Committee Reports:**

Budget Committee: Nothing

Long Range Planning Committee: Nothing to report. Barb asked members to look at meeting in January to update library goals, remove old ones, and look forward to utilizing some of the new services that will be available in the new building

Building and Grounds Committee: Nothing to report. Barb asked members to begin to consider how to use the new building. Frank and Christi agreed to consider how other public buildings implement policies for useage of their meeting space.

It was discussed that in the community room, computer classes, support groups, health care programs can take place. Relationships can be struck with the health department, the college, people involved in literacy GED, etc. Frank said he would start researching some.

Personnel Committee: Met on Aug. 29, mostly closed, Sharon would provide secretary with minutes

Construction Committee: The minutes from the construction committee meeting on Sept. 30 were provided. Wendy reported that Christi and Bar met with lighting representatives. Wendy provided an update on the construction and the decisions and the board saw the paints and floor options. We discussed archive materials and how we need to start gathering items to take to the visual contractor for inclusion on the history wall or in another aspect of the library.

Wendy discussed Foppe Visual Graphics, and how Barb and her have driven to their facility in Highland twice to discuss some possibilities for the Case Halstead Library.

We discussed some public art for the new building, including the portraits of Mary Ellen Halstead and Zophar Case. It was decided to go with the least expensive route for preserving them, which will include the original frame and repair authorization for Hall of Frames. Conservation glass will be used to protect the images from further damage.

Barb discussed the importance of the General Dean charcoal original art that was found damaged in the attic. She tracked down the artist and found out from her daughter, that she died at the age of 86, 4 years ago. Her name was Corinne Loeh. The daughter, Sandra Blaseser, who is 71, said her mother first taught art in Carlyle and painted the picture of General Dean from a photograph. She said her mother moved from Carlyle and travled the world and became quite well known as an abstract artist.

Barb said the charcoal portrait is being repaired and talked about how we need to handle this one with the proper dignity, in other words, add a liner and filet to the already specified frame to make it as prominent as deserved. She is working on a special event with members of the military procurement office at Scott AFB to have a special unveiling ceremony of the General Dean art at the new library. This will be one of the first new events and invitations will be extended to veterans to attend.

The board okayed the additional framing detail and it will raise the price on the General Dean original art from \$490 to \$515.84, utilizing Wendy's designer discount that she authorized Hall of Frames to extend to the library, as with the

other art pieces. This was done by a motion from Sharon with a second by Darren. Wendy recommended to Christi that she purchase the autobiography written by General Dean for the library's collection of materials.

**Cornerstone:** Frank agreed to look into cornerstone protocol. We need to let Poettker construction know our wishes soon. Barb said she and Christi were told by the Masons that they would be willing to hold a dedication ceremony for the cornerstone placement as Eckstein Case was a mason.

**Time capsule:** Kim said KG Yaunches, 7<sup>th</sup> grade history teacher at CJHS, has 200 7<sup>th</sup> and 8<sup>th</sup> graders working on essays that will be placed in business envelopes. The hope is to have time capsules placed that can be opened every 25 years.

Barb said reading through old minutes, she noticed that on Feb. 4, 2013 Christi had reported that the fire dept. wants to conduct fire drills on the old building before it is torn down. Christi agreed to touch base with them so it doesn't fall off the list of items to coordinate.

**City Council Liaison:** Brenda said she would really like to see a Friends of the Library started and heard that the trustees cannot organize this according to their bylaws. Therefore, as city council liaison she would make herself available to answer any questions or take any names of anyone wishing to join or start such a group. It was mentioned at the trustee reunion that perhaps she could speak about it.

**Public Comment:** Judy Smith wanted to know who was getting their cell phone reimbursed for \$25 per month. She was told that it is Christi, the library director. Library board members do not receive this or any benefit.

**Old Business:** Review of 2013 Library Calendar: Per capita grant will need to be worked on soon by the library director. In Nov. Christi needs to review the library policy in relation to the staff. She is working on an operation manual. Barb asked if she needed board help and Christi said no.

**75<sup>th</sup> Anniversary:** Sharon is compiling names of people to invite for the trustee reunion. This will include anyone who ever served as a trustee, or a city council liaison with the library. She said there will be a dinner at Pinball Palace and Jeff Taylor is not charging for use of his facility. The per-head price of dinner is \$8 and Sharon wants to add \$4 for drinks. She said that means \$12 per trustee, past or present, who wishes to attend. The samples and drawings showing the new building will be on display and Sharon is planning a program. She thanked staff members Barb Thurman and Marge Wiedman, as well as former staff and trustee member Juanita Evans, for providing many of the addresses and phone numbers. Sharon made a motion for the board to grant permission to hold this reunion and it was approved, with a second by Wendy and all in favor.

**New Business:** Barb said Tom Frerker and Andy Zieren with the two in town funeral homes, are open to the idea of including the library as a donor recipient. They recommend having envelopes in place to make it easier for those wishing to donate in memory of a loved one. Dan Nordike with Union Banner provided a quote of \$30 for 250 envelopes in black ink, or \$50 if 250 envelopes are done in green ink. Frank made the motion to proceed with black ink on 250 envelopes for \$30, or go ahead and spend up to \$60 for 500. Kim seconded the motion, all were in favor, motion carried.

Barb said there was a Trustee workshop on Nov. 2 in Glen Carbon, according to Christi. She asked how many board members would attend. About 4 raised their hands, Kim, Jane, Sharon and Barb. The others were not sure but would let her know. It is from 9:30 a.m. until 11:30 at a cost of \$5 per person.

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The meeting adjourned at 8:19 p.m. The next regular scheduled board meeting will take place on Nov. 4 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

## MINUTES

Case -Halstead Library Board of Trustees Special Meeting  
Wednesday, October 16, 2013  
Clinton County Board Room

Present: President Barb Guebert, Vice-President Darren Tracy, Treasurer Jane Bullock, Sharon Berdeaux, Frank Buckingham, Kim Stamps, City Council Liaison Brenda Johnson.

Excused Absence: Secretary Wendy Folen; Kenny O'Dell

The meeting was called to order by President Guebert at 7:00 PM. The Pledge was recited.

Darren Tracy moved that the Board enter closed session to discuss personnel matters. The motion was seconded by Sharon and approved.

Following the closed session, the open meeting was called to order at 8:14 PM. Darren Tracy moved that the board accept the Personnel Committee's proposed salary increase for Director Christi Gerrish. Kim Stamps seconded the motion, which passed on a vote of six to one, Brenda Johnson, voting no. Jane Bullock moved to make the salary increase retroactive to May 1, 2013.

The meeting was adjourned at 8:17 PM.

Respectfully submitted,

Sharon Berdeaux  
Substitute Secretary

**CITY OF CARLYLE**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING SEPTEMBER 30, 2013

**FUND 20 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110	15,952.51	15,952.51	28,000.00	( 12,047.49)	56.97
20-3150	.00	.00	80.00	( 80.00)	.00
20-3160	.00	.00	5,300.00	( 5,300.00)	.00
TOTAL TAXES	15,952.51	15,952.51	33,380.00	( 17,427.49)	47.79
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440	.00	3,371.72	.00	3,371.72	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	3,371.72	.00	3,371.72	.00
<u>FINES &amp; FORFEITURES</u>					
20-3530	604.30	3,025.40	7,000.00	( 3,974.60)	43.22
TOTAL FINES & FORFEITURES	604.30	3,025.40	7,000.00	( 3,974.60)	43.22
<u>MISCELLANEOUS REVENUE</u>					
20-3810	4.62	9.75	25.00	( 15.25)	39.00
20-3831	.00	.00	2,000.00	( 2,000.00)	.00
20-3832	.00	1,450.00	2,000.00	( 550.00)	72.50
20-3833	20.00	804.54	300.00	504.54	268.18
20-3860	.00	.00	.00	.00	.00
20-3890	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	24.62	2,264.29	4,325.00	( 2,060.71)	52.35
<u>OTHER FINANCING SOURCES</u>					
20-3990	5,000.00	55,000.00	131,000.00	( 76,000.00)	41.98
TOTAL OTHER FINANCING SOURCES	5,000.00	55,000.00	131,000.00	( 76,000.00)	41.98
TOTAL FUND REVENUE	21,581.43	79,613.92	175,705.00	( 96,091.08)	45.31

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING SEPTEMBER 30, 2013**

**FUND 20 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	5,524.95	30,341.27	85,600.00	55,258.73	35.45
20-56-4510 HEALTH & DENTAL INSURANCE	630.30	3,873.70	9,500.00	5,626.30	40.78
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	1,569.43	5,500.00	3,930.57	28.54
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	138.57	759.40	2,075.00	1,315.60	36.60
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.00
20-56-5490 OTHER PROFESSIONAL SERVICES	1,044.34	3,659.14	6,600.00	2,940.86	55.44
20-56-5510 POSTAGE	.00	121.49	450.00	328.51	27.00
20-56-5520 TELEPHONE	86.32	463.52	2,700.00	2,236.48	17.17
20-56-5530 PUBLISHING	168.00	539.70	1,350.00	810.30	39.98
20-56-5540 PRINTING	.00	.00	630.00	630.00	.00
20-56-5620 TRAVEL EXPENSE	.00	.00	900.00	900.00	.00
20-56-5630 TRAINING	.00	3,150.00	3,820.00	670.00	82.46
20-56-5710 UTILITIES	920.11	3,311.78	7,000.00	3,688.22	47.31
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	1,278.08	6,000.00	4,721.92	21.30
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	270.00	270.00	.00
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	.00	100.00	100.00	.00
20-56-6510 OFFICE SUPPLIES	121.40	575.89	2,000.00	1,424.11	28.79
20-56-6540 JANITORIAL SUPPLIES	.00	91.48	400.00	308.52	22.87
20-56-6580 PERIODICALS	6.99	1,399.50	3,000.00	1,600.50	46.65
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	66.78	3,080.00	2,993.22	2.18
20-56-8700 FURNITURE	.00	75.00	2,500.00	2,425.00	3.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,401.21	13,300.41	30,000.00	16,699.59	44.33
20-56-9250 SPECIAL PROGRAMS	95.00	2,086.00	4,800.00	2,714.00	43.46
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.00
<b>TOTAL LIBRARY</b>	<b>10,437.19</b>	<b>66,662.57</b>	<b>179,355.00</b>	<b>112,692.43</b>	<b>37.17</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>10,437.19</b>	<b>66,662.57</b>	<b>179,355.00</b>	<b>112,692.43</b>	<b>37.17</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>11,144.24</b>	<b>12,951.35</b>	<b>( 3,650.00 )</b>	<b>16,601.35</b>	<b>354.83</b>

# Statement of Assets

Account: 819

LORA ETHEL MADDUX TRUST

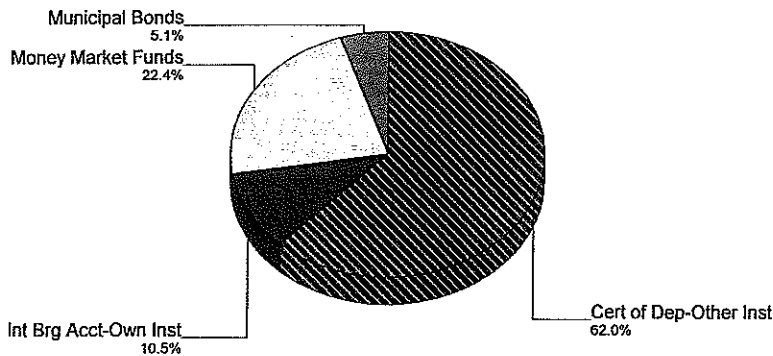
as of 10/23/2013



First National Bank  
in Carlyle  
Trust Department

Symbol	Asset Description	Maturity Date	Units/Shares or Face Value	Total Cost	Market Price	Market Value
<b>20 Municipal Bonds</b>						
43088AK8	CARLYLE IL FIRE PROTN DIST CUSIP #143088AK8; 1.00%; DUE: 12-1-2013	12/1/2013	30,000.0000	\$30,015.90	\$100.03	\$30,009.30
43088AL6	CARLYLE IL FIRE PROTN DIST CUSIP #143088AL6; 1.00%; DUE: 12-1-2014 (FST CPN 12-1-13)	12/1/2014	90,000.0000	\$89,999.10	\$100.14	\$90,124.20
				<b>Total:</b>		<b>\$120,133.50</b>
<b>00 Money Market Funds</b>						
IMI ACCT	BENJAMIN F EDWARDS MMI ACCOUNT FDIC INSURED		530,385.9400	\$530,385.94	\$1.00	\$530,385.94
				<b>Total:</b>		<b>\$530,385.94</b>
<b>40 Certificates of Deposit-Other Inst.</b>						
0451PFA9	COMPASS BK BIRMINGHAM ALA CD 20451PFA9; 6 MOS; .30%; DUE: 4-9-14	4/9/2014	245,000.0000	\$245,000.00	\$1.00	\$245,000.00
16777FW6	FIFTH THIRD BK CINCINNATI OHIO CD #316777FW6; 9 MOS; .35%; DUE: 11/13/2013	11/13/2013	245,000.0000	\$245,000.00	\$1.00	\$245,000.00
3583CDH9	FIRST NIAGARA BANK BUFFALO NY CD #33583CDH9; 6 MOS.; .25%; DUE: 11-4-2013	11/4/2013	245,000.0000	\$245,000.00	\$1.00	\$245,000.00
1267GTJ6	PRIVATEBANK & TC CHICAGO IL CD #74267GTJ6; 6 MOS.; .30%; DUE: 1-16-2014	1/16/2014	245,000.0000	\$245,000.00	\$1.00	\$245,000.00
0135446	BRADFORD NATIONAL BANK OF GREENVILLE CD #135446; 6 MOS; .30%; DUE: 3-13-2014	3/13/2014	245,000.0000	\$245,000.00	\$1.00	\$245,000.00
061843	NATIONAL BANK CD #61843; 6 MOS; .35%; DUE: 02/12/2014	2/12/2014	245,000.0000	\$245,000.00	\$1.00	\$245,000.00
				<b>Total:</b>		<b>\$1,470,000.00</b>
<b>60 Interest Bearing Acct.-Own Inst.</b>						
VI	FIRST NATIONAL BANK IN CARLYLE MONEY MARKET ACCOUNT		250,058.8400	\$250,058.84	\$1.00	\$250,058.84
				<b>Total:</b>		<b>\$250,058.84</b>
<b>and Total:</b>						<b>\$2,370,578.28</b>

Market Value by Asset Type



or part of value is unknown.



# Timeline of Available Cash for Construction of Library

	<u>Maddux Trust</u>	<u>Grant Funds</u>	
FNB Money Market	\$ 374,616.50		
B. F. Edwards Money Market	\$ 530,385.94		\$ 905,002.44
<hr/>			
November 4, 2013	\$ 245,000.00		
November 13, 2013	\$ 245,000.00		
November 23, 2013		\$ 485,400.00	\$ 975,400.00
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December 1, 2013	\$ 30,000.00		
December 23, 2013		\$ 485,400.00	\$ 515,400.00
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January 16, 2014	\$ 245,000.00		\$ 245,000.00
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February 12, 2014	\$ 245,000.00		\$ 245,000.00
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March 13, 2014	\$ 245,000.00		
March 23, 2014		\$ 485,400.00	\$ 730,400.00
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April 9, 2014	\$ 245,000.00		\$ 245,000.00
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June 23, 2014		\$ 161,800.00	\$ 161,800.00
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December 1, 2014	\$ 90,000.00		\$ 90,000.00
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	\$ 2,495,002.44	\$ 1,618,000.00	\$ 4,113,002.44

*Call CD will  
go to money  
market acc  
Maturity*

# Case Halstead P.L. – Income and Expenditures

## September 2013

### 1. Income

- A. Nonresident Fees- \$84.00
- B. Fines - \$38.00
- C. Fax Machine- \$49.50
- D. Copier & Printer- \$91.60
- E. Book Sale - \$
- F. Amazon Book Sale (not in totals) –\$9.04

Total \$263.10

Total at CH \$319.40

### 2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$79.83</u>
Da-Com Lease - \$79.83	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$18.12</u>
4 Packages - \$18.12	
5520 Telephone	<u>5520 \$104.94</u>
AT&T - \$79.94	
Cell Phone Reimbursement (Aug. & Sept.) - \$50.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$20.00</u>
Trustee Workshop - \$20.00	
5710 Utilities	<u>5710 \$655.17</u>
City of Carlyle - \$580.36	
Ameren - \$74.81	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$28.01</u>
Wal-Mart - \$28.01	

6540 Janitorial Supplies	<u>6540 \$17.44</u>
Wal-Mart - \$17.44	
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$3688.41</u>
Amazon - \$203.48	
Audio Editions - \$72.99	
Baker & Taylor - \$1437.23	
Book Farm - \$508.40	
Center Point - \$195.33	
Gale - \$431.04	
Overdrive - \$163.26	
Penworthy - \$676.68	
9250 Special Programs	<u>9250 \$</u>
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$4891.92</u>
 <u>Late Bills from September</u>	
5620 Travel to Reaching Forward South in Springfield	\$112.00

# Circulation Statistics---Monthly

2013 October

ADULT---2673

CHILDREN---640

YOUNG ADULT---113

RENEWALS--- (already added by age) 649

MANUAL CHECKOUTS---85

TUMBLEBOOKS---47

Overdrive---147

TOTAL= 3705

ROUTE INS= 493

ROUTE OUTS= 712

COMPUTER USE= 369

Programs:

Trick or Treating - 51

2012 October

ADULT---1972

CHILDREN---542

YOUNG ADULT---108

RENEWALS---596

MANUAL CHECKOUTS---103

TUMBLEBOOKS---72

Overdrive---131

TOTAL= 3524

# United for Libraries



Association of Library Trustees,  
Advocates, Friends and Foundations  
*A division of the American Library Association*

## PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

### Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved by the United for Libraries Board in January 2012*

## Resources for Trustees

### *Administrative Ready Reference*

<http://www.webjunction.org/partners/illinois/il-topics/readyref.html>

Covers annexations, charitable giving, non-resident fee calculation, ordinances, planning for grants, policy models, the property tax extension limitation law (PTELL), investment vehicles.

### *Trustee Facts File3ed.*

A "broad overview of the duties, responsibilities, and tasks of the public library trustee." It is included in the Administration Ready Reference, Click on Trustee Fact File menu option for access to a downloadable PDF version. A print copy of 4<sup>th</sup> edition is available through Amazon.com.

### *Serving Our Public 2.0: Standards for Illinois Public Libraries. 2009*

Standards for public library service to the residents of Illinois. Available from ILA.

### *Illinois Library Laws & Rules: In Effect October 2012*

Includes laws and regulations that affect library services and programs in Illinois. Available for purchase from ILA.

### *Library Days and Dates to Remember 2013-2014*

Contains a library calendar for important dates related to budgets, elections, and other library ordinances. PDF version can be downloaded from this link.

<http://www.webjunction.org/documents/illinois/public-library-days-and-dates-to-remember-2013-2014.html>

### *Freedom of Information Act (FOIA) 5 ILCS 140*

Can be found online <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=85&ChapterID=2> and in the *Illinois Library Laws & Rules In Effect Oct. 2012* available from ILA.

## *Open Meetings Act (OMA) 5 ILCS 120*

Can be found online <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2> and in the *Illinois Library Laws & Rules In Effect Oct.2012* available from ILA.

## *United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF)*

A division of the American Library Association that provides information, resources, and training for trustees. <http://www.ala.org/united/>

## *Public Library Ethics Statement*

<http://www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/Ethics%20Statement.pdf>

## *Illinois Library Association [www.ila.org](http://www.ila.org)*

*Library Trustee Forum* <http://www.ila.org/forums/library-trustee-forum-ltf>

*ILA Publications* <http://www.ila.org/store/ila-publications-for-librarians>

## *Illinois State Library: Trustee Information*

Information for Library Trustees from the Illinois State Library

<http://www.cyberdriveillinois.com/departments/library/libraries/trustee.html>



## **Roles and Responsibilities of Library Trustees**

1. Employ a competent and qualified librarian, annually evaluate them.
2. Determine the purpose of the library and adopt written policies to govern the operation and program of the library
3. Determine the program and needs of the library in relation to the community and to keep abreast of standards and library trends
4. Secure adequate funds to carry on the library program
5. Establish, support, and participate in a planned public relations program
6. Assist in the preparation of the annual budget and approve the final document
7. Know local and state law and actively support library legislation in the state and nation
8. Establish among the library policies those dealing with book and material selection—review every two years.

## **The Librarian's Responsibilities**

1. Act as technical advisor to the board and to recommend employment of all personnel and supervise their work
2. Carry out the policies of the library as adopted by the board and to recommend needed policies for board action
3. Suggest and carry out plans for extending services of the library
4. Prepare regular reports detailing current program and future needs of the library
5. Maintain an active program of public relations
6. Prepare an annual budget for the library in consultation with the board and to give a current report of actual expenditures against the budget at each meeting of the board.
7. Know local and state laws and actively support library legislation in the state and nation
8. Select and order all books and other library materials according to board policy
9. Attend all board meetings and see that accurate records are kept on file at the library
10. Affiliate with state and national professional organizations and attend professional meetings and workshops
11. Make use of the services and consultants of the regional library system and the state library
12. Report regularly to the library board, to the officials of local government, and to the general public.

## Hiring and Evaluating Your Library Director.

### Steps to take in hiring a Library Director

1. Develop a job description including ideas from the role and responsibility sheet.
2. Create a job ad outlining level of education, skills and/or experience needed.
3. Advertise for the job and take applications or letters of application and resumes.
4. Review applications-- Match the information in the applications to the specific requirements from the job ad and job description.
5. Select candidates for interview
6. Develop interview questions, making sure to ask the same questions of each candidate.
7. Interview candidates-- The entire board can be present for the interview but only one or two people should ask questions.
8. Discuss the interviews, check references, select a librarian, and offer the job.

### Evaluating the Library Director

#### What do they need to know?

Hold an orientation and training for the new director. This should include the following:

The new librarian needs to--

Become familiar with the bylaws and policies of the library.

Become familiar with the budget and bookkeeping practices of the library.

Become familiar with the services the library offers the public and the library collection.

If automated, become familiar with the system and take any necessary training to efficiently use the system.

Attendance the Small Public Library Management Institute within two years of hire and if possible also attend Institute for School and Public Librarians, especially if they have no background with libraries.

#### How often?

There should be an evaluation done after 3, 6, and 12 months on the job and annually thereafter. One or two trustees should be charged with the duty of doing the review of the librarian. You cannot evaluate if you have not set goals for the librarian. Jointly, the Library Board president or personnel committee chair and the director develop the goals for the year. The Director reports each month on the progress of the goals as part of the librarian's report.

## Terms to Know

Working Budget--The budget that guides the day-to-day operations of the library.

Fund Balance--The amount remaining in a fund at the end of the after all expenses and income have been accounted for.

Assessed Valuation--The value of the property in a city, township, or district upon which tax income is based. (Equalized Assessed Valuation EAV—What taxes are based on.)

Ordinance--A legal document passed by a governmental body that has the force of law.

Budget and Appropriation--An ordinance that sets for the limits of expenditures for a fiscal year.

Budget Hearing--hearing that takes place before the budget and appropriation ordinance is adopted.

Levy Ordinance--An ordinance that sets forth the amount of money the county clerk is to extend for taxes.

Tax Rate--The percent by which EAV is multiplied to result in amount of tax a public body is to receive. Base corporate rate for libraries is .15.

Truth in Taxation--Usually in relationship to the hearing that is held to let the public know that the levy is 5% more than the tax money received the previous year.

Special Reserve Fund--The only fund where a library can legally save money for use in the building and repair of library buildings and equipment. Must be created by resolution and must have a plan developed within 2 years of resolution passage.

Audit--A formal examination of an organization's accounts or financial situation. This can be done by an accounting firm or by a citizen's audit.

### Special or Super Taxes--

- IMRF/Social Security/Medicare
- Liability Insurance
- Audit fund
- Building and Equipment .02
- Working Cash 4 years for districts