

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, Nov. 4, 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, Kim Stamps, Ken O'Dell (arrived at 7:40 p.m.)
Brenda Johnson-City Council Liaison

Also Present: Christi Gerrish-Library Director, Cory Pritchard, Poettker Construction; Judy Smith, Mark Hodapp (Don Berdeaux and Franklin Smith arrived at 7:50 p.m., Dr. Deanna DuComb arrived at 8:05 p.m.)

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

Meeting Minutes: The minutes from the Oct. 7, 2013 board meeting were approved on a motion by Sharon and a second by Kim, with all in favor. Motion carried. The minutes from the Oct. 16, 2013 special board meeting were approved on a motion by Frank and a second by Kim, with all in favor. Motion carried.

Treasurer's Report: Jane reviewed the revenues and expenditures for the month ending Sept. 30, 2013 and said everything was in order. She reported that 42 % of the fiscal year has elapsed and that 37.17% of the library budget has been used. Kim moved to accept the treasurer's report as presented, Sharon seconded, and all were in favor. Motion carried.

Jane responded to a question, raised at the last board meeting, about the availability of money in the bank CDs in relation to payment due-dates for construction bills. Jane and Frank visited the First National Bank again and reviewed the Money Market accounts established for the library. Jane provided a list, Timeline of Available Cash for Construction of Library, with due dates for each CD/ account established by the bank.

Cory was asked if the construction has reached the 30% stage, the amount required by the State before State grant money can be utilized. (Currently all payments are coming from the Maddux Trust account.) Cory said the construction is at 20%, but not across the board. He said once the steel is positioned, things will move faster.

Library and Construction Bills: Christi reviewed the income and expenditures for Sept. She said the utilities were down about \$250 from last month because the furnace broke and was not replaced, in addition to the fact that a large section of the building was removed for new construction. Christi said the book purchases on line 8800 may seem higher than normal because it is the end of year, time to renew many of the major vendors. Frank made a motion to pay the bills as presented. Darren seconded the motion. All were in favor and the motion carried.

Christi reviewed the Sept. construction bills that will be paid from the Maddux Trust account. The first of the construction bills have started to arrive and the total for the month was \$528,020.95. Included is a mileage carry-over for reimbursement already approved by the Board for Wendy and Barb's construction-related travel to the architect, furniture dealer, etc. The mileage, figured at the same rate the City follows, was

submitted for reimbursement. However, the mileage claims were pulled from the stack of approved construction bills and rejected by City administrator, Jo Hollenkamp. Darren made the motion to pay the construction bills as presented. Sharon seconded the motion. All were in favor and the motion carried.

Statistics: Christi said the library's total usage numbers are up, compared to the same period last year. It was noticed that Tumblebooks usage was up for the first time in a while. Barb asked Christi if it is possible to show the increase for the year. Christi said that information will appear on the annual report.

Christi said 51 Trick-or-Treaters came to the library, despite the error of the City in not including Case-Halstead Library for the newspaper advertisement that listed all of the businesses participating in after school Trick or Treat.

Director's Report: Christi reported that the IL Heartland library system is starting another e-book program, thanks to a \$1 million grant. This is a 3M cloud service that will not replace Overdrive. Christi said to join, depends on the size of the city population, so for Case-Halstead it would be \$350 per year. She hopes to have that and Overdrive in the future as e-books are very popular.

Christi said the Harvest Thyme Festival was very disappointing, but that the weather could not be controlled. She said that 6 authors showed up but the event was cancelled. She said they all want to come back next year.

Donation Envelopes for the funeral homes are ready. Christi said she will run an ad for the Civil War Program coming up on Nov. 14. It is being sponsored by the IL Humanities Council and deals with songs of the Civil War. It will be held at the 1st Baptist Church and begins at 7 p.m. Barb asked Christi if the Board could help with refreshments or anything and Christi said she has it taken care of, including putting the event sign out during the day. Christi said if any board members want to help set up, that would be appreciated and to be at the church by 6 p.m. the night of the event.

Early Closings: **Nov. 5**-Library to close at 6 p.m. so the director and staff can attend the City's annual employee appreciation dinner; **Nov. 11**-closed for Veteran's Day; **Nov. 28**-closed for Thanksgiving Day; **Dec. 24, 25**-closed for Christmas; **Dec. 31**-Library to close at 5 p.m. Sharon thought in the past, the library closed early on Wed. before Thanksgiving. Christi could not find that information, so the Board told her to look and if that is the case, to close early that day and make sure to let patrons know with a sign ahead of time.

Christi said the Performers Showcase will take place on Saturday, Jan. 29 in Fairview Heights. Last year Wendy, Frank, Darren and Christi attended. Christi said to contact her if you wish to go. This is where entertainers put on a mini-show and provide information and early booking discounts for the area libraries' summer events.

Barb asked Christi about the \$2,000 donation that was made last year to the library for use in a way that would benefit young adults. Christi believes it has not been separated and is just included in a general fund. She said the City has a fund for the library and she has been adding Amazon book sales to that. Brenda said there should be a fund set aside specifically for donations. Sharon said in the past, Chad Holthaus had asked if they could just put the donations in the general fund and she had said no. Barb said the donations need to be separated so we don't lose track of them and the \$2,000 donation has to be used as designated by the anonymous donor, for young adults.

Standing Committee Reports:

Budget Committee: Nothing

Long Range Planning Committee: Nothing to report.

Building and Grounds Committee: Nothing to report.

Personnel Committee: Nothing to report.

Construction Committee: Wendy presented a detailed account of all the meetings that have taken place since the last meeting. Please see attached detail sheet.

Outstanding items are the corner stone, what should it say, what font, where should it go on the building? Cory said he needs that information by the next board meeting. He said the cornerstone is 2'x1'. Sharon said she did some research and cornerstones are normally on the northeast side of a building, near the entrance. Darren suggested having the cornerstone say, ' established 1938 erected 2014', Wendy suggested, 'est. 1938 built 2014', Brenda wondered if it shouldn't say 2013 instead of 2014 as that is the 75th anniversary of the library and the year construction started? Everyone is to give their ideas to Christi who will present them next meeting so a final decision can be given to Cory.

Ken O'Dell arrived at 7:40 p.m.

Wendy said she is providing Arcturis with the carpet detail in the children's area and researching cheaper light alternatives. The window shade color needs to be selected and Wendy reported that Arcturis just provided samples.

Cory reported that the slab for the new library may be poured tomorrow, but because of the weather, they may have to call it off at 5:30 a.m. and reschedule. He said if that happens, it will be poured on Thurs. Nov. 7, with a completion time around noon. He said steel is due to arrive on the 13th; they will off-load that day and possibly stand the columns. He expects the building to be covered in a month or so, but not weather tight until Feb. or March.

Barb said she spoke with Jon Behrens and the school superintendent about allowing the Building Trades students an opportunity to see a commercial installation and they are planning to visit. Cory said they will need to push the date the students are coming to the following week because he wants them to see the steel being detailed, and because he has to go to Walmart training on Nov.14, 15. The tentative date for the Building Trades classes to visit is Nov. 18.

City Council Liaison: Brenda said at the next council meeting, she will want to address volunteerism again. She said she can make phone calls or write letters if it helps to get some volunteers.

Public Comment: None.

Old Business:

Review of 2013 Library Calendar: Christi said she wanted to have 1 or 2 staff/operation policies for the Board to review, but ran out of time. She said she has nothing planned for family reading night.

The calendar shows that next month the board should discuss the tax levy.

75th Anniversary: Kim shared research she conducted about time capsules. She said storing a time capsule outside is very expensive and recommends having it located inside, in perhaps the Heritage Room. She said it will be open every 25 years at the same time and there will be a descriptive plaque. She said KG Yaunches at the CJHS told her the students' letters are almost done. Sharon and Kim may talk to them prior to Christmas Break. Kim found out the time capsule must be registered with the Div. of Library Info. Services. Sharon made a motion to store the time capsule inside the new building, Jane seconded, and all were in favor. Motion carried.

Sharon reported that the Trustee reunion dinner was very nice; everyone from the current Board was in attendance with the exception of Brenda Johnson and Ken O'Dell. Sharon said there was positive feedback from past Trustees about the new library. The former members were provided with a building update and all the samples were on display. Sharon hopes to have another one around the dedication of the building.

Barb reported that she, Sharon, Kim and Christi attended a Trustee Workshop on Sat. Nov. 2. She said there were many Trustees from throughout the area in attendance. The workshop covered a variety of topics including operations, policy, procedures. Barb said she felt proud when Case-Halstead Library Board was complimented on being one of the few libraries to have an orientation that is used for new library Trustees.

Barb introduced an ethics statement they received at the workshop and asked board members to take a turn reading each line. A second reading will take place at the December Board meeting. Barb asked Christi to add approval of ethic statement on next month's agenda.

New Business: Barb said the Dickens Carolers are performing at the Messiah Lutheran Church on Dec. 1 and in the past; the library board has always sponsored the event and provided refreshments. Frank said Alan Boergen is in charge of it this year. Kim agreed to be in charge of organizing the refreshments and the set-up. Last year some board members bought the ingredients and made, home-made cookies. Barb made mulled-spiced cider. The year before, Frank and his family bought cookies from the band students. Brenda agreed to contact the churches so they are aware of the event, but if someone else will contact their own church, they need to let Brenda know so she can take them off her list.

Dr. DuComb said she is in charge of the Carlyle Theater Arts drama club, comprised of high school students. She said these are the same teenagers that helped earlier with the 75th anniversary float. For Christmas, they want to have their own float, based on the book, "How the Grinch Stole Christmas." Dr. DuComb asked the Board if they would consider sponsoring it. She said in exchange, they would get a large sign on the float that would say Case-Halstead Public Library and show the logo if we wished. (There will be a smaller byline for Aviston Lumber and Breese Publishing) She said they have the truck/trailer and the kids will decorate it. She said all is needed is approximately \$100 for candy, lumber, etc. Sharon made a motion to sponsor the drama

club's float, and to offer monetary assistance not to exceed \$100. Darren seconded, all were in favor and the motion carried.

Barb told Christi she will need to let the City's insurance company know that this is an off-premise event involving children on a float.

Holiday Potluck: Barb asked if anyone would be interested in participating in a holiday potluck, kind of like a Christmas party for the Board. She said in the past, she heard the Board used to go out for dinner and wondered if anyone was interested. Sharon said everyone is so busy, perhaps Jan. would be better to do something like this.

Friends Organization: Brenda said she really wants to pursue this after the first of the year, during Jan. and Feb. She can then consider how to best communicate with organizations about the opportunities available at the library, particularly with the community room. It was acknowledged that we will need to have some meetings to set policy and procedures for reserving or having an event in the community room.

The meeting adjourned at 8:35 p.m. with the invitation by Barb to go to the library to enjoy cake purchased for Christi. A card was also passed and presented to Christi with a wish from the Board for a Happy Birthday.

The next regular scheduled board meeting will take place on Monday, Dec. 2 at 7:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING OCTOBER 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	5,742.15	36,083.42	85,600.00	49,516.58	42.15
20-56-4510 HEALTH & DENTAL INSURANCE	686.03	4,559.73	9,500.00	4,940.27	48.00
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	1,869.43	5,500.00	3,630.57	33.99
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	105.59	864.99	2,075.00	1,210.01	41.69
20-56-5330 LEGAL SERVICES	45.00	45.00	1,000.00	955.00	4.50
20-56-5490 OTHER PROFESSIONAL SERVICES	64.00	3,723.14	6,600.00	2,876.86	56.41
20-56-5510 POSTAGE	29.85	151.34	450.00	298.66	33.63
20-56-5520 TELEPHONE	132.89	596.41	2,700.00	2,103.59	22.09
20-56-5530 PUBLISHING	(168.00)	371.70	1,350.00	978.30	27.53
20-56-5540 PRINTING	.00	.00	630.00	630.00	.00
20-56-5620 TRAVEL EXPENSE	112.00	112.00	900.00	788.00	12.44
20-56-5630 TRAINING	25.00	3,175.00	3,820.00	645.00	83.12
20-56-5710 UTILITIES	781.73	4,093.51	7,000.00	2,906.49	58.48
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	119.97	695.86	2,000.00	1,304.14	34.79
20-56-6540 JANITORIAL SUPPLIES	.00	91.48	400.00	308.52	22.87
20-56-6580 PERIODICALS	139.75	1,539.25	3,000.00	1,460.75	51.31
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	66.78	3,060.00	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	3,519.32	16,819.73	30,000.00	13,180.27	56.07
20-56-9250 SPECIAL PROGRAMS	.00	2,086.00	4,800.00	2,714.00	43.46
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.00
TOTAL LIBRARY	11,635.28	78,297.85	179,355.00	101,057.15	43.66
TOTAL FUND EXPENDITURES	11,635.28	78,297.85	179,355.00	101,057.15	43.66
NET REVENUES OVER EXPENDITURES	(11,306.88)	1,644.47	(3,650.00)	5,294.47	45.05

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING OCTOBER 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>TAXES</u>						
20-3110	PROPERTY TAX	.00	15,952.51	28,000.00 (12,047.49)	56.97
20-3150	MOBILE HOME TAX	.00	.00	80.00 (80.00)	.00
20-3160	PAYMENT IN LIEU OF TAXES	.00	.00	5,300.00 (5,300.00)	.00
	TOTAL TAXES	.00	15,952.51	33,380.00 (17,427.49)	47.79
<u>INTERGOVERNMENTAL REVENUE</u>						
20-3440	GRANTS	.00	3,371.72	.00	3,371.72	.00
	TOTAL INTERGOVERNMENTAL REVENUE	.00	3,371.72	.00	3,371.72	.00
<u>FINES & FORFEITURES</u>						
20-3530	PENALTIES-LIBRARY FEES	328.40	3,353.80	7,000.00 (3,646.20)	47.91
	TOTAL FINES & FORFEITURES	328.40	3,353.80	7,000.00 (3,646.20)	47.91
<u>MISCELLANEOUS REVENUE</u>						
20-3810	INTEREST INCOME	.00	9.75	25.00 (15.25)	39.00
20-3831	DONATIONS	.00	.00	2,000.00 (2,000.00)	.00
20-3832	DONATIONS-SUMMER READING	.00	1,450.00	2,000.00 (550.00)	72.50
20-3833	DONATIONS-BOOK SALES	.00	804.54	300.00	504.54	268.18
20-3860	MADDUX TRUST	.00	.00	.00	.00	.00
20-3890	MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
	TOTAL MISCELLANEOUS REVENUE	.00	2,264.29	4,325.00 (2,060.71)	52.35
<u>OTHER FINANCING SOURCES</u>						
20-3990	TRANSFER FROM OTHER FUNDS	.00	55,000.00	131,000.00 (76,000.00)	41.98
	TOTAL OTHER FINANCING SOURCES	.00	55,000.00	131,000.00 (76,000.00)	41.98
	TOTAL FUND REVENUE	328.40	79,942.32	175,705.00 (95,762.68)	45.50

Case Halstead P.L. – Income and Expenditures

November 2013

1. Income

- A. Nonresident Fees- \$336.00
- B. Fines - \$43.90
- C. Fax Machine- \$21.00
- D. Copier & Printer- \$108.55
- E. Grants (E-Rate) - \$172.80
- F. Amazon Book Sale (not in totals) –\$135.30

Total \$686.25

Total at CH \$701.60

2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$112.81</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$32.98	
5330 Legal Fees	<u>5330 \$518.00</u>
Binsbacher & Griffithe - \$518.00	
5490 Other Professional Services	<u>5490 \$2381.00</u>
IHLS Annual ILS - \$2381.00	
5510 Postage	<u>5510 \$18.39</u>
3 Packages - \$18.39	
5520 Telephone	<u>5520 \$103.88</u>
AT&T - \$78.88	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$63.00</u>
Union Banner (Civil War) - \$63.00	
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$523.70</u>
City of Carlyle - \$447.51	
Ameren - \$76.19	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>

6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$197.92</u>
Wal-Mart - \$44.28	
Demco - \$122.15	
Quill - \$31.49	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$25.00</u>
Journal of Illinois History - \$25.00	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1288.97</u>
Amazon - \$137.39	
Audio Editions - \$57.19	
Baker & Taylor - \$853.70	
Bill Nunes - \$24.45	
Center Point - \$20.97	
Michael Frederick - \$24.00	
Taste of Home - \$10.00	
TEI Landmark Audio - \$161.27	
9250 Special Programs	<u>9250 \$19.80</u>
Wal-Mart - \$19.80	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$5552.47</u>

Late Bills from October

5710 Proliance \$1.70

Late Bills from September

5330 Joe Heiligenstein - \$64.00

5710 Proliance \$0.62

Library Project Bills

September 2013

Maddux Trust:

8900 Other Improvements

Bel-O Cooling & Heating - \$4,680.00

Binsbacher & Griffithe - \$203.50

City of Carlyle - \$6.19

Poettker Construction - \$51,095.00

Plocher Construction - \$404,426.00

Rakers Electric - \$4,959.45

Total - \$465,317.14

State Grant:

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2013 November

ADULT---2289

CHILDREN---544

YOUNG ADULT---83

RENEWALS--- (already added by age) 485

MANUAL CHECKOUTS---74

TUMBLEBOOKS---3

Overdrive---159

3M Cloud---13

TOTAL=3165

ROUTE INS= 450

ROUTE OUTS= 768

COMPUTER USE= 298

Programs:

Songs of the Civil War - 12

2012 November

ADULT---1642

CHILDREN---419

YOUNG ADULT---72

RENEWALS---651

MANUAL CHECKOUTS---82

TUMBLEBOOKS---19

Overdrive---140

TOTAL= 3025

MINUTES

Case-Halstead Library Board of Trustees–Personnel Committee
Tuesday, November 19, 2013
Case-Halstead Library

Personnel Committee Chairman Darren Tracy called the meeting to order at 1:05 PM.

Present: Jane Bullock , Sharon Berdeaux, committee members, and Library Director, Christi Gerrish.

Darren stated the purpose of the meeting was to review policies pertaining to staff and to establish a policy on staff pay raises.

Christi introduced proposed policies regarding the salary schedules for staff. In addition a policy dealing with clean-up of blood-borne pathogens was reviewed and discussed. The proposed staff evaluation form was discussed. The committee felt it was comprehensive and easy to understand. It will be a valuable tool for the director and board to gauge the effectiveness of staff members. The Personnel Committee recommended the board adopt the evaluation form.

Raises for staff were discussed. The following policy is recommended by the personnel committee:

After a staff member completes one year of service, and is evaluated by the director, a raise of from \$.25 to .50/hr. will be given, based on the evaluation.
Subsequent raises will be based on merit and budgetary considerations.
Raises will not be automatic.

On a motion by Jane, with second by Darren, the vote to accept the policy was unanimous.

Darren emphasized that staff training be done for clean-up on bloodborne pathogens to be sure the policy is followed to the letter. The committee suggested that Christi create a specific kit containing all the products that will be needed and the specific procedures to follow in the event of such a spill.

The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Sharon Berdeaux
Personnel Committee Acting Secretary

Case-Halstead Library
Carlyle, Illinois

2014 AND LONG-RANGE GOALS

(Rev. January, 2014)

GOAL 1. COMPLY WITH GOVERNMENTAL CODES AND REGULATIONS.

Objective 1. Comply with the Freedom of Information Act and the Open Meetings Act.

Task 1. Maintain policies and procedures to ensure proper responses to information requests.

Task 2. Conduct regular review of policies and procedures with Library Staff.

Objective 2. Maintain current copies of National, State, and Carlyle City Codes.

Task 1. Conduct regular review of National, State, and City Codes regarding the operation of public libraries with Board and Library Staff.

Task 2. Establish, adopt and review Bylaws for the governance of the Library, as needed.

GOAL 2. UPGRADE AND MAINTAIN LIBRARY SERVICES THROUGH TECHNOLOGY.

Objective 1. Provide access to books and library materials through inter-library loan program and new technology.

Task 1. Continually update website.

Task 2. Upgrade hardware, software, E-Book access for staff and patron use.

Task 3. Inform patrons and promote the accessibility of the card catalog through in-home internet connection.

Objective 2. Provide equipment and resources to assist patrons in retrieving and preserving Library materials.

Task 1. Staff will maintain and update computer and library skills.

Task 2. Determine customer service priorities.

Task 3. Review current space allocated for patron research and resources.

Task 4. Preserve Library historical records, documents, photos, etc., using updated archival materials and processes.

GOAL 3. PROVIDE EDUCATIONAL OPPORTUNITIES AND SERVICES

Objective 1. Provide an independent learning center.

Task 1. Provide a comfortable location for independent study.

Task 2. Provide self-study information and materials in the independent study location.

Task 3. Work with local educators including, but not limited to, reading specialists, curriculum directors and Kaskaskia College personnel, to advise and coordinate relevant curriculum materials.

Objective 2. Promote literacy program.

Task 1. Publicize resources for assistance.

Task 2. Recruit volunteer tutors.

Task 3. Solicit "interns" from CHS and KC as tutors.

GOAL 4. PROVIDE COMMUNITY PROGRAMMING

Objective 1. Provide Story Hours and Special Programs.

Task 1. Contact performers and/or groups to conduct programs throughout the year.

Task 2. Provide summer reading programs.

Task 3. Form book clubs for young readers and adults.

Task 4. Provide exhibit space for individuals and groups.

Task 5. Develop a regular speakers series.

Task 6. Develop a list of annual observances to highlight with book displays, showcase materials, website information, and special programs.

Task 7. Locate grant monies for additional programming.

Task 8. Maintain a list of donors to sponsor programs.

Objective 2. Expand library hours of operation to include mornings.

Task 1. Promote change to gauge community feedback

Task 2. Ensure staffing is adequate on days that mornings are an option.

GOAL 5. IMPROVE PUBLIC RELATIONS

Objective 1. Publicize library news, events and services.

Task 1. Keep Staff well informed regarding current news, events and services so that they can courteously address patron questions and offer relevant information.

Task 2. Advertise and communicate programs and services through signage, press releases, weekly newspaper columns, radio Public Service Announcements, City and Library websites, and social media.

Task 3. Maintain contacts and communication with school personnel, community groups and organizations, volunteers, and especially "Friends of the Library."

Task 4. Develop a level of giving policy so that the "appreciation" plaque may be continuously updated to honor major donors and supporters of the Library.

Task 5. Publicize the Library in conjunction with community events, i.e., "Christmas Town" activities.

Task 6. Conduct a survey concerning community and library patron attitudes.

GOAL 6. MAINTAIN BUILDING AND GROUNDS.

Objective 1. Provide an esthetically pleasing, comfortable, and safe library building for the enjoyment and use of patrons and staff.

Task 1. The building committee will inspect the interior and exterior of the library building at least annually, and recommend efficiencies, improvements, repairs, organization, layout, and decorating.

Task 2. Improve and update layout of Children's and Young Readers areas

Task 3. Improve and update layout of rooms reserved for tutoring sessions.

Task 4. Investigate funding sources, grants, etc., to help finance improvements.

Task 5. Build volunteer base to assist with building upkeep (e.g. light cleaning).

Objective 2. Provide for esthetically pleasing lawn and grounds to enhance the image of the Library.

Task 1. Build volunteer base to assist with landscaping needs.

GOAL 7. ENHANCE REVENUE SOURCES

Objective 1. Create an income stream to supplement and enhance Library programs and services.

Task 1. Conduct public book sales and review sales techniques and policies.

Task 2. Develop a volunteer base for fundraising.

Task 3. Develop fundraising materials to assist volunteers.

Task 4. Contact individuals, organizations, businesses, etc., regarding monetary and in-kind gifts, memorials, honorariums, and other donations.

Task 5. Keep current with opportunities for grants and endowment funds.

Was: Create other funding mechanisms for grants and endowment funds.

2013 Long Range Planning Committee: Sharon Berdeaux, Darren Tracy, Ken O'Dell