

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, July 6, 2015

**Meeting Location:** Conference Room, Library, 550 Sixth Street, Carlyle, IL 62231

**Board Members Present:** Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Ken O'Dell-Secretary, Brenda Johnson-City Liaison, Michelle Scott, Frank Buckingham

**Absent:** Kim Stamps (excused)

**Also Present:** Christi Gerrish-Library Director, Sharon Bordeaux, Kim Wilkerson, Gene VanDorn, Frank Smith, Judy Smith, Mark Hodapp

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

**I. Meeting Minutes:**

-Motion: Frank motioned to accept the meeting minutes.

-Vote: Jane seconded.

-Passed: All were in favor; the motion carried.

**II. Treasurer's Report:**

There was no treasurer's report for this month's meeting.

**III. Library and Construction Bills:**

The Building Stars bill was high because it is for the months of June and July. Jack's Sales & Repairs included the semi-annual maintenance and the cost for all of the filters. Da-Com Maintenance was high because it included two bills. Utilities bill was lower for this month. Books & Materials was higher because of \$1000.00 from Overdrive. Late bill from May was from Constellation (\$27.76).

Darren asked about 6540 Janitorial Supplies having Amazon under it. Christi said there was nothing from last month.

-Motion: Frank motioned to accept library bills.

-Vote: Michelle seconded.

-Passed: All were in favor; the motion carried.

-Motion: Michelle motioned library construction bills.

-Vote: Jane seconded.

-Passed: All were in favor; the motion carried.

**IV. Director's Report:**

The library saw over 4000 patrons in one month. This is probably due to the good attendance to the programs. Babel saw about 150+ patrons.

[Library Cards and Nonresidents]

Christi said that there were a lot of questions about library cards, especially with regards to non-residents checking out books using a resident's card. For an out-of-stater to use the resident's card, they must gain permission from the card holder. Barb suggested putting a policy in writing. Christi said that this library has only family cards, and that anyone who holds a library card and is in good standing with their library can use that card at other libraries in Illinois—this is statewide.

Mark Hodapp entered at 7:21

Judy Smith asked what stops people from abusing the system and allowing non-residences to check out materials using a resident's card. Christi said that nothing stops them; it is based on an honor system. Christi said that it has always been the norm to not show a card when checking out a book.

[Summer Programming Wrap-Up]

Christi said that 40 more kids have signed up than ever before. Many prizes will be handed out to eligible kids. Barb said that we received a lot of donations. Christi said that she would acknowledge the donators in her newspaper column.

We have been accepted as a Maker Camp, a part of Maker magazine, one of hundreds all over the world and the only one in Illinois that is south of Peoria. Materials for crafts were purchased. The entire program is six weeks; the library will be doing a 3-week block. Each week is a different theme with different activities. The program starts July 20th and runs to August 7th every weekday. Jane asked what age group is involved. Christi said ages 10-13. The program is a sign-up program with 10 slots per week. If this goes well, the library will be able to do another 3-week block, because we are allowed up to 6 weeks of materials. Brenda asked about school starting. This program will end the week before school starts. Barb asked how we were selected. Christi said she applied to the program and that the library was accepted.

[Utility Report]

The electricity usage has fluctuated throughout the summer on the lower end. The library operations for this year was about \$6,000 less than last years.

[Annual Report]

The library saw 63 programs compared to 18 the year before. The library's attendance for programs went up from 954 to 3,092.

Michelle asked if the library has a goal for physical units. Christi said that the library is almost at its full capacity but that it is more important for the library to maintain a certain number of physical units i.e., it is not at the point where a book must be taken out for a book placed in.

At the first day of the county fair, the library closes at 5:00 p.m.

Christi said that the library is not closed on Friday if the holiday falls on a Saturday and that there is not a policy for it.

## **V. Standing Committee Reports:**

### **[Final Walkthrough and Punch List]**

Barb said that she would like to schedule a meeting with Building and Grounds. There needs to be a quote for repairing a countertop in the staff room. With regards to the car charging stations and heated mats, Barb said that everyone is ready to wrap everything up. If it will be put off in the future, it is a matter of Long Term Planning.

### **Personnel Committee**

The library discussed the complaint procedure, the chain of command, and the roles and responsibilities of the library trustees and the library director.

The rest of the discussion/presentation will be tabled until Kim Stamps is available.

-Motion: Darren made a motion to adopt the complaint procedure, the chain of command, and the roles and responsibilities of the library trustees and the library director as policies to be included in the policy manual.

-Second: Michelle seconded.

-Vote: All were in favor; the motion carried.

Gene VanDorn and Frank Smith entered at 8:05 p.m

**VI. Public Comment:** No public comments.

## **VII. Old Business:**

### **[Review 2015 Library Calendar]**

Review of closed minutes. Personal property replacement tax should be coming in the next couple of months.

### **[Serving Our Public Chapter 7]**

Christi went through and explained the collection management and resource sharing checklist. Barb said that the library will receive its annual Per Capita grant in a different month. Christi explained that the Per Capita grant is based on population, not patron count. Christi clarified for the board that the Serving The Public provides standards for operating a library.

### **[Case Mirror]**

Barb said that someone from the board should first write a letter to the historical society to take the Case mirror on loan.

### **[General Dean Video]**

Barb asked if it is feasible to set a goal date to get this done. Christi said that the goal date of next month would be feasible. If Kaskaskia cannot do it, the library can re-evaluate how they want the product to be and work from there.

### **[Fence and Capstone Recap]**

The fence is completed. The capstone should be ready to be picked up this Friday.

### **[HVAC Maintenance Agreement]**

Jack Saterfield said that there is no official maintenance agreement since they do not keep track of those; they will be called every six month.

[Oak Tree Follow-Up]

The galls are more of a epidemic affecting many of the pin oaks. We may lose the tree within a couple of years but not much else can be done.

**VIII. New Business:**

[Nomination Committee and Election of Officers]

Frank said that this would be the last opportunity for anyone on the board to take a position or to step down from an officer position. The election will take place next meeting.

[Grand Opening Anniversary]

Barb asked if a committee could be formed to put together some plans for celebrating the anniversary of the grand opening and possibly collaborating with the Friends of the Library. She suggested that something could be put together that explains the pieces of art that are in the library. Judy Smith suggested to have children write a birthday card for the library building.

[Vending Machine]

The library is losing the vending machine. The sales are not enough to keep the vending machine with the maintenance package.

Barb presented a certificate to Sharon Bordeaux to acknowledge her dedication and service to the library.

**IX. Adjournment:**

The meeting was adjourned at 8:51 p.m. The next meeting will be on Monday, August 3, 2015, 7:00 p.m.

Respectfully submitted,  
Kenneth O'Dell Jr., Secretary

# CITY OF CARLYLE

DETAIL REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING MAY 31, 2015

## FUND 20 - LIBRARY FUND

		PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>TAXES</u>						
20-3110	PROPERTY TAX	.00	.00	28,430.00	28,430.00	.0
20-3150	MOBILE HOME TAX	.00	.00	80.00	80.00	.0
20-3160	PAYMENT IN LIEU OF TAXES	.00	.00	5,500.00	5,500.00	.0
	<b>TOTAL TAXES</b>	<b>.00</b>	<b>.00</b>	<b>34,010.00</b>	<b>34,010.00</b>	<b>.0</b>
<u>INTERGOVERNMENTAL REVENUE</u>						
20-3440	GRANTS	4,101.25	4,101.25	8,000.00	3,898.75	51.3
	<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>4,101.25</b>	<b>4,101.25</b>	<b>8,000.00</b>	<b>3,898.75</b>	<b>51.3</b>
<u>FINES &amp; FORFEITURES</u>						
20-3530	PENALTIES-LIBRARY FEES	918.00	918.00	10,000.00	9,082.00	9.2
	<b>TOTAL FINES &amp; FORFEITURES</b>	<b>918.00</b>	<b>918.00</b>	<b>10,000.00</b>	<b>9,082.00</b>	<b>9.2</b>
<u>MISCELLANEOUS REVENUE</u>						
20-3810	INTEREST INCOME	.54	.54	25.00	24.46	2.2
20-3831	DONATIONS	759.45	759.45	2,000.00	1,240.55	38.0
20-3832	DONATIONS-SUMMER READING	1,545.00	1,545.00	1,000.00	( 545.00)	154.5
20-3870	MADDUX ROOM RENTAL	.00	.00	500.00	500.00	.0
20-3890	MISCELLANEOUS - GIFTS	.00	.00	4,000.00	4,000.00	.0
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,304.99</b>	<b>2,304.99</b>	<b>7,525.00</b>	<b>5,220.01</b>	<b>30.6</b>
<u>OTHER FINANCING SOURCES</u>						
20-3990	TRANSFER FROM OTHER FUNDS	10,000.00	10,000.00	122,000.00	112,000.00	8.2
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>122,000.00</b>	<b>112,000.00</b>	<b>8.2</b>
	<b>TOTAL FUND REVENUE</b>	<b>17,324.24</b>	<b>17,324.24</b>	<b>181,535.00</b>	<b>164,210.76</b>	<b>9.5</b>

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING MAY 31, 2015**

**FUND 20 - LIBRARY FUND**

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<b>LIBRARY</b>					
20-56-4210 SALARIES-REGULAR	9,454.43	9,454.43	85,000.00	75,545.57	11.1
20-56-4510 HEALTH & DENTAL INSURANCE	483.02	483.02	6,000.00	5,516.98	8.1
20-56-5110 MAINTENANCE SERVICES-BUILDING	443.23	443.23	7,900.00	7,456.77	5.6
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	190.24	190.24	2,550.00	2,359.76	7.5
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	.00	6,600.00	6,600.00	.0
20-56-5510 POSTAGE	97.44	97.44	200.00	102.56	48.7
20-56-5520 TELEPHONE	134.68	134.68	1,500.00	1,365.32	9.0
20-56-5530 PUBLISHING	.00	.00	500.00	500.00	.0
20-56-5570 IT SOFTWARE	.00	.00	200.00	200.00	.0
20-56-5580 IT SOFTWARE	.00	.00	800.00	800.00	.0
20-56-5620 TRAVEL EXPENSE	.00	.00	300.00	300.00	.0
20-56-5630 TRAINING	.00	.00	500.00	500.00	.0
20-56-5710 UTILITIES	1,049.73	1,049.73	16,000.00	14,950.27	6.6
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	7,890.30	7,890.30	.0
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	5.19	5.19	200.00	194.81	2.6
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMEN	.00	.00	100.00	100.00	.0
20-56-6510 OFFICE SUPPLIES	187.78	187.78	2,000.00	1,812.22	9.4
20-56-6540 JANITORIAL SUPPLIES	55.68	55.68	400.00	344.32	13.9
20-56-6580 PERIODICALS	125.99	125.99	2,000.00	1,874.01	6.3
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,957.88	1,957.88	20,000.00	18,042.12	9.8
20-56-9250 SPECIAL PROGRAMS	671.88	671.88	4,000.00	3,328.12	16.8
20-56-9290 MISCELLANEOUS EXPENSE	37.20	37.20	100.00	62.80	37.2
20-56-9950 GENERAL & ADMINISTRATIVE	.00	.00	7,182.00	7,182.00	.0
<b>TOTAL LIBRARY</b>	<b>14,894.37</b>	<b>14,894.37</b>	<b>173,922.30</b>	<b>159,027.93</b>	<b>8.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>14,894.37</b>	<b>14,894.37</b>	<b>173,922.30</b>	<b>159,027.93</b>	<b>8.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>2,429.87</b>	<b>2,429.87</b>	<b>7,612.70</b>	<b>5,182.83</b>	<b>31.9</b>

# CITY OF CARLYLE

DETAIL REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING JUNE 30, 2015

## FUND 20 - LIBRARY FUND

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>TAXES</u>					
20-3110 PROPERTY TAX	.00	.00	28,430.00	28,430.00	.0
20-3150 MOBILE HOME TAX	.00	.00	80.00	80.00	.0
20-3160 PAYMENT IN LIEU OF TAXES	.00	.00	5,500.00	5,500.00	.0
TOTAL TAXES	.00	.00	34,010.00	34,010.00	.0
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	.00	4,101.25	8,000.00	3,898.75	51.3
TOTAL INTERGOVERNMENTAL REVE	.00	4,101.25	8,000.00	3,898.75	51.3
<u>FINES &amp; FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	1,606.33	2,524.33	10,000.00	7,475.67	25.2
TOTAL FINES & FORFEITURES	1,606.33	2,524.33	10,000.00	7,475.67	25.2
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	3.99	4.53	25.00	20.47	18.1
20-3831 DONATIONS	.00	759.45	2,000.00	1,240.55	38.0
20-3832 DONATIONS-SUMMER READING	125.00	1,670.00	1,000.00	( 670.00)	167.0
20-3870 MADDUX ROOM RENTAL	.00	.00	500.00	500.00	.0
20-3890 MISCELLANEOUS - GIFTS	.00	.00	4,000.00	4,000.00	.0
TOTAL MISCELLANEOUS REVENUE	128.99	2,433.98	7,525.00	5,091.02	32.4
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	5,000.00	15,000.00	122,000.00	107,000.00	12.3
TOTAL OTHER FINANCING SOURCES	5,000.00	15,000.00	122,000.00	107,000.00	12.3
TOTAL FUND REVENUE	6,735.32	24,059.56	181,535.00	157,475.44	13.3

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING JUNE 30, 2015**

**FUND 20 - LIBRARY FUND**

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<b>LIBRARY</b>					
20-56-4210 SALARIES-REGULAR	6,489.32	15,943.75	85,000.00	69,056.25	18.8
20-56-4510 HEALTH & DENTAL INSURANCE	483.02	966.04	6,000.00	5,033.96	16.1
20-56-5110 MAINTENANCE SERVICES-BUILDING	370.00	813.23	7,900.00	7,086.77	10.3
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	155.29	345.53	2,550.00	2,204.47	13.6
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	.00	6,600.00	6,600.00	.0
20-56-5510 POSTAGE	.00	97.44	200.00	102.56	48.7
20-56-5520 TELEPHONE	118.92	253.60	1,500.00	1,246.40	16.9
20-56-5530 PUBLISHING	.00	.00	500.00	500.00	.0
20-56-5570 IT SOFTWARE	.00	.00	200.00	200.00	.0
20-56-5580 IT SOFTWARE	.00	.00	800.00	800.00	.0
20-56-5620 TRAVEL EXPENSE	.00	.00	300.00	300.00	.0
20-56-5630 TRAINING	.00	.00	500.00	500.00	.0
20-56-5710 UTILITIES	813.55	1,863.28	16,000.00	14,136.72	11.7
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	7,890.30	7,890.30	.0
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	11.98	17.17	200.00	182.83	8.6
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMEN	.00	.00	100.00	100.00	.0
20-56-6510 OFFICE SUPPLIES	246.85	434.63	2,000.00	1,565.37	21.7
20-56-6540 JANITORIAL SUPPLIES	40.62	96.30	400.00	303.70	24.1
20-56-6580 PERIODICALS	245.99	371.98	2,000.00	1,628.02	18.6
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	81.40	81.40	1,000.00	918.60	8.1
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,338.34	3,296.22	20,000.00	16,703.78	16.5
20-56-9250 SPECIAL PROGRAMS	30.49	702.37	4,000.00	3,297.63	17.6
20-56-9290 MISCELLANEOUS EXPENSE	.00	37.20	100.00	62.80	37.2
20-56-9950 GENERAL & ADMINISTRATIVE	1,197.00	1,197.00	7,182.00	5,985.00	16.7
<b>TOTAL LIBRARY</b>	<b>11,622.77</b>	<b>26,517.14</b>	<b>173,922.30</b>	<b>147,405.16</b>	<b>15.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>11,622.77</b>	<b>26,517.14</b>	<b>173,922.30</b>	<b>147,405.16</b>	<b>15.3</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 4,887.45)</b>	<b>( 2,457.58)</b>	<b>7,612.70</b>	<b>10,070.28</b>	<b>( 32.3)</b>



# Case Halstead P.L. – Income and Expenditures

July 2015

- A. Nonresident Fees - \$364.00
- B. Fines - \$176.90
- C. Copier & Printer - \$360
- D. Fax Machine - \$63.50
- E. Donations - \$101.95
- F. Coffee - \$3.50
- G. Maddux Room - \$

Total \$1072.15

Total at CH \$1052.10

## 1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$1050.00</u>
Building Stars - \$450.00	
Pro-Alarm - \$600.00	
5120 Maintenance-Equipment	<u>5120 \$449.46</u>
Da-Com Lease - \$310.58 (2 months)	
Da-Com Maintenance - \$138.88	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$1636.14</u>
OCLC - \$499.27	
Gale Databases - \$1136.87	
5510 Postage	<u>5510 \$</u>
5520 Telephone	<u>5520 \$122.12</u>
AT&T - \$97.12	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$42.00</u>
Union Banner - \$42.00	
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$1063.36</u>
City of Carlyle Electric - \$ 820.82	
City of Carlyle Water & Sewer - \$188.75	
Ameren - \$53.79	
Constellation - \$	
6110 Maintenance Supplies – Building	<u>6110 \$21.72</u>
Home Center - \$2.96	
Wal-Mart - \$18.76	
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>

6510 Office Supplies	<u>6510 \$177.81</u>
Demco - \$143.94	
Wal-Mart - \$33.87	
6540 Janitorial Supplies	<u>6540 \$25.15</u>
Wal-Mart - \$25.15	
6580 Periodicals & Newspapers	<u>6580 \$333.59</u>
Belleville News-Democrat - \$301.60	
Breese Journal - \$26.00	
Family Circle - \$5.99	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1227.08</u>
Amazon - \$220.43	
Baker & Taylor - \$620.66	
Center Point - \$85.08	
Gale - \$275.10	
Ingram - \$15.81	
Mississippi Valley Library - \$10.00	
9250 Special Programs	<u>9250 \$45.23</u>
Pizza Hut - \$20.00	
Wal-Mart - \$25.23	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$6193.66</u>

#### Late Bills May-July Meetings

##### April

5710 Constellation - \$27.76  
 6510 Wal-Mart - \$3.97  
 6540 Wal-Mart - \$14.97 (changed from 6510)  
 8800 Amazon - -\$5.94 (refunds, price guarantee)  
 9250 Chris Egelston - \$300.00

##### May

6510 Walmart - \$23.94  
 6540 Walmart - \$16.00  
 6580 Library Journal - \$104.99  
 9250 Michaels - 10.49

##### June

5110 Simplex Grinell - \$1383.00  
 5120 DaCom - \$15.53  
 5490 TechSoup - \$99.00 (Originally approved in February)  
 5710 Constellation - \$9.31  
 6110 Lowes - -1.51 (10% discount refund)  
 8300 Wal-Mart - \$29.88  
 9250 Lowes - -1.51 (10% discount refund)

# Library Project Bills

July 2015

Maddux Trust:

8900 Other Improvements

Bach's Landscaping and Lawn Care Inc. - \$721.25

Grand Total - \$721.25

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Library Director

Date

---

Library Board Treasurer

Date

---

Mayor Mike Burton

Date

# Circulation Statistics---Monthly

2015 July

2015 June

2014 July

ADULT---2306

ADULT---2358

ADULT---660

CHILDREN---895

CHILDREN---1194

CHILDREN---120

YOUNG ADULT---91

YOUNG ADULT---142

YOUNG ADULT---41

RENEWALS---724

RENEWALS---678

RENEWALS ---445

MANUAL CHECKOUTS---25

MANUAL CHECKOUTS---30

MANUAL CHECKOUTS---0

3M Cloud---27

3M Cloud---35

3M Cloud---28

Overdrive---185

Overdrive---185

Overdrive---124

TOTAL=4253

TOTAL=4622

TOTAL=973

ROUTE INS=621

ROUTE INS=642

ROUTE INS=307

ROUTE OUTS=340

ROUTE OUTS=307

ROUTE OUTS=314

COMPUTER USE=588

COMPUTER USE=591

COMPUTER USE=1

PATRON COUNT=3265

PATRON COUNT=4027

Mike Anderson – 86

Babaloo – 150+

Make and Take Craft – 9

Chris Egelston - 123

Story Time – 26

Animal Tales - 125

Family Movie - 14

Mad Science - 77

OK Buckaroos – 34

Teen Movies (4 times) - 27

Family Movies (3 times) - 43

Story Time (4 times) - 41

# Programs for August and September

## August

August 5, 10:00 – Story Time

August 7, 5:00 – Movie Showing: *Insurgent*

August 8, 10:00 – Story Time

August 15, 10:00-2:00 – Open House for the 1<sup>st</sup> year anniversary in the new building. See separate flyer for details.

August 19, 10:00 – Story Time

August 22, 10:00 – Story Time

August 22, 2:00 – Comic book creators will be at the library talking about how to create and publish comic books. See separate flyer for details.

August 29, 1:00 – Bill Nunes, author of over a dozen books on Illinois and St. Louis history, will be here to talk about southern Illinois history. See separate flyer for details.

## September

September 2, 10:00 – Story Time

September 4, 5:00 – Movie Showing: The Shaggy Dog (1959 version)

September 5, 10:00 – Story Time

September 16, 10:00 – Story Time

September 19, 10:00 – Story Time

September 19, 2:00 – Music program with Matt Meyer and the music group Million Hits. See separate flyer for details.

September 26, 1:00 – Author Deb Obermeier discusses the process behind her first published book: *A Simple Stitch, a Common Thread*. See separate flyer for details.

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Case-Halstead Public Library  
550 Sixth Street  
Carlyle, Illinois 62231

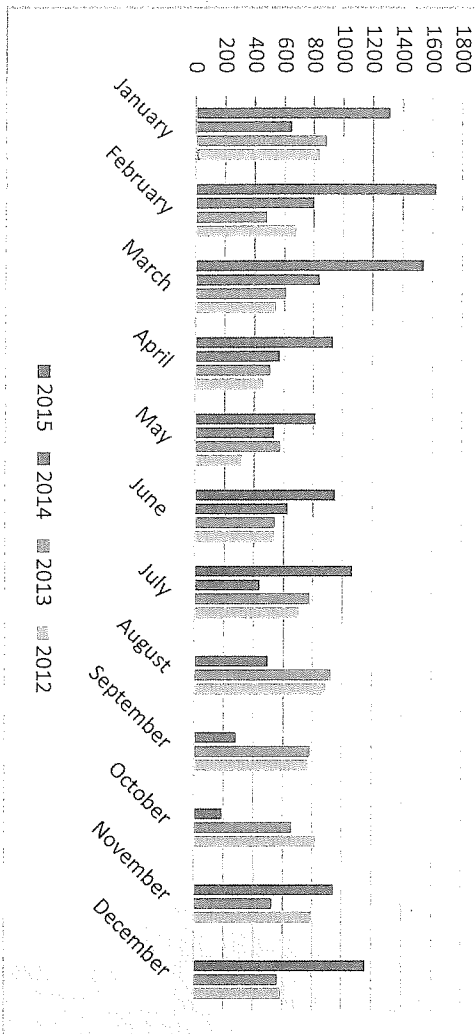


Phone: (618) 594-5210  
Email: casehalstead@gmail.com  
Fax: (618) 594-8415

Like us on Facebook for reminders of upcoming programs

	January	February	March	April	May	June	July	August	September	October	November	December
2015	1311.68	1619.93	1536.64	928.32	813.25	945.58	1063.36	492.62	281.42	186.88	942.94	1156.63
2014	645.4	797.5	838.22	566.96	527.09	625.34	437.29	492.62	281.42	186.88	942.94	1156.63
2013	886.92	478.34	609.32	503.49	573.13	538.88	776.17	920.11	781.73	656.87	523.7	564.86
2012	834.79	675.55	540.51	454.22	315.03	533.17	700.98	883.22	766.1	819.99	794	583.73

Utilities 2012-2015



# CASE-HALSTEAD PUBLIC LIBRARY COMPLAINT REPORT FORM

Name of Employee Making a Complaint: \_\_\_\_\_

Department Name: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Name of Person(s) Against Whom the Complaint is Made:

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Witness(es):

\_\_\_\_\_  
\_\_\_\_\_

Please use this space below to describe the incident(s). You may attach additional pages if needed (make sure pages are numbered, dated, and signed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Filing Report: \_\_\_\_\_

Date Report Filed: \_\_\_\_\_

Complaint Received By: \_\_\_\_\_  
(Title)

Date Report Received: \_\_\_\_\_

Resolution Reached: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## I. Selection Policy

### A. Statement of Purpose

This selection policy defines the standards and outlines the responsibility for materials selection for the Case-Halstead Public Library. Within these guidelines, the librarians use their professional judgment to determine the materials which best meet the objectives of the library and the needs of the patrons.

### B. Criteria for Book Selection

#### 1. General

The general criteria considered in selecting materials include 1)significance and permanent value to the existing collection, 2)qualifications of author or producer, 3)suitability of subject and style for intended audience, 4)quality of format, 5)currency or timeliness, if applicable, 6) demand by patrons, 7)price, 8)attention given to the item by reviewers and general news media, 9)availability of materials in other libraries, and 10) technical quality of non-book materials. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

#### 2. Non-fiction

Non-fiction titles will be selected for the development of an informed citizenry for the working citizen, for the intellectually curious, and for the purposeful reader of all ages. In evaluation of non-fiction, the scope of the work, the existing collection on the subject, the possible users, and the date of publication will be considered, as well as the author's qualifications and reputation, source material, accuracy and point of view, literary style and format. Demonstrated patron demand is an essential consideration.

#### 3. Fiction

Fiction titles will be selected to represent the wide range of interests of the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting the popular demand for recreational reading. Serious works which present an honest picture of some problems or some aspects of life are included in spite of coarse language or frankness of presentation.

#### 4. Historical Collection

Items of interest concerning Carlyle and Clinton County history may be purchased regardless of format or literary merit.

#### 5. Paperback

Fiction paperbacks are selected based upon demand and because some titles are available only in paperback. It may be more economical to purchase some non-fiction materials in paperback, especially if the information contained therein is quickly superseded.

#### 6. Non-book materials

Audio-book selection will be based upon the same criteria as for the print collection. Music CD's, Dvds, and other non-print items will be purchased to satisfy recreational, cultural, and educational needs of the public.

#### 7. Teen and Children's Materials

Teen and children's materials will be selected on the same basis as that of adult materials.

### C. Public Demand



Suggestions for materials to be purchased are always welcome from any library staff member or patron. Patrons are encouraged to make suggestions by completing an online purchase request or contacting circulation staff.

All requests are given serious consideration, and the patron will be informed of the library's decision. An attempt will be made to borrow through interlibrary loan any requested item which is out of print, or that the library determines does not meet the criteria for purchase.

D. Discards and Weeding

Regular weeding of the collection will be carried on by the staff to assure a fresh, lively collection. Date of publication, usefulness, circulation record and physical condition of material will be considered in the weeding process. Weeded items may be placed in the library book sale.

E. Controversial Materials

The library recognizes that many book selections are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the interest of the readers.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered due to the above. Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, this library will not segregate materials on the basis of controversial subject matter.

F. Donation of Books and Audio Visual Materials

In accepting a gift of materials, the library reserves the privilege of deciding if items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot because any library material, though of value in itself, may be:

1. A duplicate of an item already owned;
2. Outdated, interesting, but not of sufficient present reference or circulating value to the library;
3. Poor condition would not justify the expense of processing.

The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Case-Halstead Library accepts gift books with the understanding that books which are useful to the library collection will be retained, and other books disposed of in whatever manner the librarian deems best. The library necessarily reserves the right to interfile gifts with other collections on the same subject so that all collections are organized and classified according to library standards for the best public service.

## 8. Internet Use

Patrons will understand and abide by the Internet Access Policy of the Case-Halstead Public Library. Patrons also agree to abide by future changes in policy passed by the library Board of Trustees.

- A. The computer equipment, purchased and maintained by city taxpayers, is primarily available for Case-Halstead library cardholders in good standing.
- B. Library users under the age of 12 without a note on their record will not be allowed access to the Internet unless accompanied by their parent or guardian.
- C. Library staff does not have expertise in all software programs. The library does own material related to the Internet which the staff can help the user locate.
- D. Computer printed material will be charged at \$.20 per page for black and white copies, \$.75 per page for color copies. Computers may not be used for multiple copying; the photocopier is located near the Reference Desk.
- E. Patrons may not upload, transfer, modify, or manipulate Internet files. Because of the risk of viruses, etc., users saving files must use removable media. Please be aware that the library has no control over the resources on the Internet. The library cannot guarantee the reliability or currency of information found there. Parents or guardians should be aware that some sites can contain objectionable material.
- F. Users should employ common sense in accessing and displaying materials that may be offensive to others in this, a public setting. Parents and/or legal guardians are responsible for restricting a minor's access to Internet materials. Abuses in the accessing of Internet materials that disrupt library functions or fellow patrons' use will result in penalties. Penalties can range from exiting a site, logging off the Internet, restriction or elimination of computer access, and/or restriction or elimination of library access and usage.
- G. Checking e-mail accounts is permitted; however, e-mail accounts will not be available through the library. For their own security, it is highly recommended that patrons not use e-mail shortcuts such as MSN Messenger Service, Yahoo! Messenger or AOL Instant Messenger.
- H. Case-Halstead Public Library patrons may sign up for a one hour session. If there is no one on the waiting list after that hour, the session may continue until another user requests computer time. PCs will be made available on a first-come, first-served basis. PCs may not be reserved.
- I. Patrons will be monetarily responsible for damages resulting from misuse or violation of these policies. Use of library services and materials can be revoked.

### Social Media

1. The Case-Halstead Public Library utilizes various social media applications\* (see bottom of this section) to keep the public informed about library events and topics. This also allows Case-Halstead Public Library patrons to interact with Library staff and other patrons to share information and opinions about library related subjects or issues. The Library's social media sites are maintained and monitored by designated Library staff.
2. Comments and postings from the public are allowed, but will be reviewed by Library staff for content. Appropriate comments and postings must be relevant to the topic posted by Library staff. Library staff reserves the right to review all comments and postings and delete inappropriate content. Inappropriate content includes (but is not limited to):
  - Obscene, sexist, or racist content.
  - Harassing Library staff or other social media users.

- Libelous and slanderous statements.
  - Plagiarizing or posting copy-righted material without permission or authority.
  - Private, personal information of another person without appropriate consent or authority.
  - Comments, postings, and/or hyperlinks not related to the topic of the posting.
  - Commercial promotion, advertisement, or spam.
  - Photos or other images that fall in any of the above categories.
3. Case-Halstead Public Library is not responsible or liable for content posted by any subscriber or user of its social media sites.
- By choosing to comment and/or utilize Case-Halstead Public Library social media sites, users agree to these rules.
- \*Facebook, Twitter, blogs, and all other interactive online applications that facilitate the sharing of opinions and information about the library.