

Minutes
Case-Halstead Library Board of Trustees
Tuesday, September 8, 2015 – 7:00 p.m.

Meeting Location: Conference Room, Library, 550 Sixth St., Carlyle, IL 62231

Board Members Present: Barb Guebert - President, Kim Stamps - Vice-President, Jane Bullock - Treasurer, Michelle Scott - Secretary, Brenda Johnson - City Council Liaison, Darren Tracy, Frank Buckingham, Kim Wilkerson

Absent: Kenny O'Dell (excused)

Also Present: Christi Gerrish - Library Director

I. The meeting was called to order at 7:00 p.m.

II. The Pledge of Allegiance was recited

III. Installation of Trustee, Kim Wilkerson

- a. Michelle Scott recited the Oath of Office and was installed as Secretary
- b. Kim Wilkerson recited the Oath of Office and will be fulfilling her first term as library trustee

IV. Installation of Officers

- a. The following Trustees recited the Oath of Office and were installed as officers:
 - Barb Guebert - President
 - Kim Stamps - Vice President
 - Jane Bullock - Treasurer

V. Meeting Minutes - Aug 3, 2015

- a. Kim Stamps made a motion to accept the meeting minutes with a correction as follows regarding the Case mirror. "The mirror will be *hung* behind the staff work station..."
- b. Frank seconded the motion
- c. Vote: All were in favor and the motion carried
- d. The minutes from Aug 6, 2015 were not available for review at this meeting.

VI. Treasurer's Report and FNB Statement

- a. Treasurer's report - line 20-3831 (donations) came from a combination of a refund from the old copier lease and a \$10 donation from a patron
- b. Expenditures - Legal fees are \$0 as they are represented under the Maddux Trust bills
- c. Michelle made a motion to accept the Treasurer's report and First National Bank Statement
- d. Darren seconded the motion
- e. Vote: All were in favor and the motion carried

VII. Library and Construction Bills

a. Library Bills

- Copier and Printer income is increasing (and is paying for the fax and telephone line)
- The disc repair service is starting to see some use
- The Maddux room has brought in income through after-hours use and meetings with food availability
- The drawer balance at the circulation desk is very close and much improved
- The \$20 discrepancy from last month was found to be a simple input error.
- The AT&T bill seems unusually low, Brenda will check to see if the city has worked out a new contract to explain this lower fee.
- Line item 9290 charges were construction related bills related to the bike rack installation.
- Darren made a motion to approve the library bills with a correction to move construction related bills (9290) to Maddux trust expenses.
- Frank seconded the motion
- Vote: All were in favor and the motion carried

b. Construction Bills

- Binsbaher and Griffiths fees were due to consultations about closing the Maddux Trust
- Clutter concepts greatly improved the organization of storage spaces within the library
- Napa charges were from the fence reflectors
- Plocher costs were from baseboard replacement (damage from moisture from the now removed vending machine). The building and grounds committee will meet to evaluate this problem and to determine whether further action is necessary
- Jane made a motion to approve the construction bills
- Kim W. seconded the motion
- Vote: All were in favor and the motion carried

VIII. Statistics

- a. patron count and computer use continue to increase

IX. Library Director's Report

a. Upcoming Programming

- A list of new upcoming programs will be available at the next meeting. Programs are reaching a lot of people in the community
- There will be a weekly computer class provided through October at the library through the Kaskaskia College adult education program. The library laptops will be used, and the program is free to registrants over the age of 60.
- Christi plans a few Halloween themed/scary movies for October

- Christmas/Holiday programming is in the works

b. Utility Report

- the water bill was high, but likely was due to increased sprinkler usage in July due to the dry, hot weather
- the air conditioner controls are proving useful at keeping air conditioning costs down, but the staff is still getting used to activating the system prior to and during meeting times to keep the meeting rooms comfortable for all patrons.

c. ILA conference - The Illinois Library Association Conference will take place October 22-24 in Peoria. Christi will be attending, but will not require additional funding for housing as she has a hotel room secured through other means.

d. Staff meeting - the meetings are proving useful for the staff and take place monthly on the 3rd Thursday of the month at 8 p.m.

e. Ask Your Librarian Program - Christi is planning an open house type event to highlight library technology, etc.

f. 3-D printer - other libraries are finding these to be a useful resource for their communities. Christi provided several options for the Board to review. Further thought will be given to this matter by the Technology Committee.

g. Other reports

- there was a FOIA request from a watchdog group who are looking to ensure that libraries are following statutes.
- Barb Thurman broke a bone in her cheek from her fall over the Roomba (she was not working at the time). No work was missed. An incident report was filed. The building and grounds committee is looking into re-locating the Roomba to prevent any further incidents of this type.
- September is 'Get a Library Card' Month
- Marge is due to retire in December. She has been a member of the Staff and/or library board for 10 years. An event to celebrate this occasion will be planned.

h. Contact List - Christi provided an updated contact list. A few corrections need to be made (Kim Stamps, Kim Wilkerson addresses).

X. Standing Committee Reports

a. Building and Grounds/ Construction Committees

- Maddux tribute wall - considering something more dignified than what has already been proposed by Foppe
- Concrete - we will be re-sealing with an additive that will add grit to the concrete and provide more secure footing when wet. This is outside of warranty for the concrete, but should only cost \$45 per bottle to be added to 5 gallons of sealant.
- Wood baseboard replacement - as mentioned previously
- Other - drains - Building and Grounds will be looking into a way to reduce the amount of overflow water that drains from the roof directly onto the

sidewalk. The counter has been fixed to satisfaction, there is a fixture on order for the history wall, the towel holders have arrived for the restrooms, but appropriately sized towels are still on order. Brenda is looking into the fire occupancy signs and whether they are required or needed. The WiFi is good to go and maintenance will be charged on an as-needed basis.

b. Personnel/Policy and Procedures - nothing to report

XI. Other Reports

a. City Council Liaison

- utilities in the new library have been very affordable, which was a concern prior to the construction of the new building
- will share the August event dates with the city council

b. Friends of the Library

- Plans will be made to decorate for Christmas. The library should be a part of "Christmas in Carlyle"

c. Other - Michelle Scott is a new member of the Clinton County Board of Health. Sharon Berdeaux sent a thank you note to express her thanks for the cake and the celebration last month at the library in honor of her retirement from the Board.

XII. Public Comment - none

XIII. Old Business

a. Review 2015 library calendar - Per Capita Grant moved from September to January, so no current action required

b. Serving Our Public - Standards are currently being met

- Brenda will provide a Ward map for the use of our patrons
- the school board meeting minutes are available online

c. General Dean Video - Kaskaskia College is currently working on this.

d. Grand Opening Anniversary Review

- This event went very well. Patrons requested that this event become a yearly or twice yearly occasion. We should consider using the tops of the shelves/ and the tack-board (walls) for further display. A few amendments need to still be made to the brochure.

XIV. New Business

a. Committee Appointments - each committee needs to meet as needed and to appoint a chairman and secretary. Minutes should be filed in a timely manner from each meeting and the meeting must be posted 48 business hours prior to the meeting.

b. Christmas Program - see previous

c. Library Lighting - Illumination Award by the Illuminating Engineering Society

- a. There is an award being presented to recognize the exceptional lighting at our library.

- b. Frank made a motion that the library pay for the library director and one board member to attend (\$45 per person plus mileage).
- c. Jane seconded the motion
- d. Vote: All were in favor and the motion passed
- e. We should consider contacting local news sources to inform the community about this acknowledgement.
- d. Litigation (Closed)
 - a. Frank made a motion to enter into closed session
 - b. Kim S. seconded the motion
 - c. Vote: All were in favor and the meeting went into closed session at 9:20 p.m.
 - d. Open session resumed at 9:40 p.m.

XV. Adjournment

- a. The meeting was adjourned at 9:42 p.m.
- b. The next meeting is on Monday, October 5, 2015, 7:00 p.m.

Respectfully submitted,

Michelle Scott, Secretary

CITY OF CARLYLE
DETAIL REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING AUGUST 31, 2015

FUND 20 - LIBRARY FUND

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>TAXES</u>					
20-3110 PROPERTY TAX	16,433.57	16,433.57	28,430.00	11,996.43	57.8
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	16,433.57	16,433.57	34,010.00	17,576.43	48.3
<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 & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	1,408.90	4,895.43	10,000.00	5,104.57	49.0
TOTAL FINES & FORFEITURES	1,408.90	4,895.43	10,000.00	5,104.57	49.0
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.00	4.66	25.00	20.34	18.6
20-3831 DONATIONS	.00	849.35	2,000.00	1,150.65	42.5
20-3832 DONATIONS-SUMMER READING	.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	.00	2,524.01	7,525.00	5,000.99	33.5
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	.00	35,000.00	122,000.00	87,000.00	28.7
TOTAL OTHER FINANCING SOURCES	.00	35,000.00	122,000.00	87,000.00	28.7
TOTAL FUND REVENUE	17,842.47	62,954.26	181,535.00	118,580.74	34.7

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING AUGUST 31, 2015

FUND 20 - LIBRARY FUND

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,521.01	28,695.28	85,000.00	56,304.72	33.8
20-56-4510 HEALTH & DENTAL INSURANCE	544.27	1,985.90	6,000.00	4,014.10	33.1
20-56-5110 MAINTENANCE SERVICES-BUILDING	1,050.00	4,146.23	7,900.00	3,753.77	52.5
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	294.17	952.29	2,550.00	1,597.71	37.3
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
20-56-5490 OTHER PROFESSIONAL SERVICES	1,844.14	2,439.14	6,600.00	4,160.86	37.0
20-56-5510 POSTAGE	.00	147.86	200.00	52.14	73.9
20-56-5520 TELEPHONE	122.12	471.97	1,500.00	1,028.03	31.5
20-56-5530 PUBLISHING	42.00	42.00	500.00	458.00	8.4
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	1,069.39	3,881.26	16,000.00	12,118.74	24.3
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	7,890.30	7,890.30	.0
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	21.72	55.42	200.00	144.58	27.7
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMEN	.00	.00	100.00	100.00	.0
20-56-6510 OFFICE SUPPLIES	177.81	628.41	2,000.00	1,371.59	31.4
20-56-6540 JANITORIAL SUPPLIES	8.62	104.92	400.00	295.08	26.2
20-56-6580 PERIODICALS	333.59	1,460.44	2,000.00	539.56	73.0
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	111.28	1,000.00	888.72	11.1
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,281.02	8,325.77	20,000.00	11,674.23	41.6
20-56-9250 SPECIAL PROGRAMS	45.23	944.21	4,000.00	3,055.79	23.6
20-56-9290 MISCELLANEOUS EXPENSE	.00	37.20	100.00	62.80	37.2
20-56-9950 GENERAL & ADMINISTRATIVE	598.50	2,394.00	7,182.00	4,788.00	33.3
TOTAL LIBRARY	13,953.59	56,823.58	173,922.30	117,098.72	32.7
TOTAL FUND EXPENDITURES	13,953.59	56,823.58	173,922.30	117,098.72	32.7
NET REVENUE OVER EXPENDITURES	3,888.88	6,130.68	7,612.70	1,482.02	80.5



First National Bank
In Carlyle
Trust Department

For the Account of:

Account Number: 819

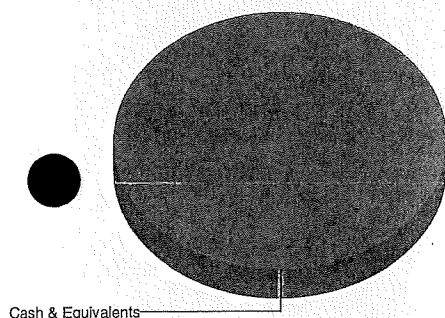
FLORA ETHEL MADDUX TRUST

From 8/1/2015 To 8/31/2015

CASE-HALSTEAD LIBRARY
C/O CHRISTY GERRISH
571 FRANKLIN STREET
CARLYLE, IL 62231

Asset Allocation

	Market Value	% Portfolio
Cash & Equivalents	\$57,727.88	100.00 %
Total Assets	\$57,727.88	100.00 %



Activity Summary

	Cost Value	Market Value
Previous Statement Balance	\$58,448.95	\$58,448.95
Interest	\$7.39	\$7.39
Realized Gains	\$0.00	
Account Fees	(\$7.21)	(\$7.21)
Expenses	(\$721.25)	(\$721.25)
Net Portfolio Change		\$0.00
Ending Balance	\$57,727.88	\$57,727.88

Case Halstead P.L. – Income and Expenditures

September 2015

- A. Nonresident Fees - \$308
- B. Fines - \$219.95
- C. Copier & Printer - \$241.85
- D. Fax Machine - \$93.5
- E. Donations - \$8.05
- F. Disc Repair - \$2.00
- G. Coffee - \$5.00
- H. Maddux Room - \$25.00

Total \$903.35

Total at CH \$905.5

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$450.00</u>
Building Stars - \$450.00	
5120 Maintenance-Equipment	<u>5120 \$241.69</u>
Da-Com Lease - \$155.29	
Da-Com Maintenance - \$86.40	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$</u>
5520 Telephone	<u>5520 \$51.12</u>
AT&T - \$26.12	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$200.00</u>
ILA Conference - \$200	
5710 Utilities	<u>5710 \$1088.26</u>
City of Carlyle Electric - \$776.49	
City of Carlyle Water & Sewer - \$257.23	
Ameren - \$54.54	
Constellation - \$	
6110 Maintenance Supplies – Building	<u>6110 \$</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$30.47</u>
Wal-Mart - \$6.97	
Amazon - \$23.50	
6540 Janitorial Supplies	<u>6540 \$67.83</u>

Wal-Mart - \$67.83	
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300 \$43.98</u>
Amazon - \$43.98	
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$2007.26</u>
Amazon - \$242.80	
Baker & Taylor - \$493.57	
Book Farm - \$817.86	
Center Point - \$170.76	
Gale - \$282.27	
9250 Special Programs	<u>9250 \$194.69</u>
IBC Shadows Music - \$150.00	
Wal-Mart - \$44.69	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$4375.30</u>

Late Bills from August

5490 Techsoup - \$208.00
6540 Wal-Mart - \$16.53
8800 Amazon - \$.03

Subtract

9290 Luebbers Welding - \$12.46
Tucker Electric - \$4.56

Circulation Statistics---Monthly

2015 September

2015 August

2014 September

ADULT---1978

ADULT---2336

ADULT---1843

CHILDREN---545

CHILDREN---678

CHILDREN---569

YOUNG ADULT---89

YOUNG ADULT---86

YOUNG ADULT---146

RENEWALS---452

RENEWALS---552

RENEWALS ---734

MANUAL CHECKOUTS---15

MANUAL CHECKOUTS---16

MANUAL CHECKOUTS---14

3M Cloud---19

3M Cloud---35

3M Cloud---12

Overdrive---155

Overdrive---187

Overdrive---128

TOTAL=3253

TOTAL=3890

TOTAL=3446

ROUTE INS=629

ROUTE INS=699

ROUTE INS=353

ROUTE OUTS=346

ROUTE OUTS=371

ROUTE OUTS=276

COMPUTER USE=476

COMPUTER USE=600

COMPUTER USE=502

PATRON COUNT=2926

PATRON COUNT=3617

Story Time - 8

1st Year Anniversary - 150

Boy Scouts - 16

Movie - 5

Comic Book Artists - 26

Girl Scouts - 18

Story Time - 13

3rd Grade Classes - 61

Bill Nunes - 16

Ghost Hunt - 8

October—November Programs

At the Case-Halstead Public Library

October

Wednesday, October 7th, 10:00

Story Time

Saturday, October 10th, 10:00

Special Story Time with author, Patty Tillman-Wilson

Friday-Saturday, October 16 & 17

Huge Book Sale, thousands of books available

Friday, October 30th, 3:00-10:00

Trick or Treat for children 12 & under

Saturday, October 31, 10:00-6:00

Scary Movie Marathon

November

Tuesdays, November 3 & 10, 5:30-7:30

Knitting Classes through the U of I Extension,
call 526-4551, \$10.00 for materials

Wednesdays, November 4 & 18, 10:00

Story Time

Saturday, November 6th, 7:00

Movie Showing: Max

Tuesday, November 17th, 7:00

Ask Your Librarian

Thursday, November 19th, 6:00-8:00

Family Read Night

MINUTES
Case-Halstead Public Library Board of Trustees
Personnel Committee
January 27, 2015

The meeting was called to order at 6:40 PM in the Conference Room by Chair Kim Stamps. Present: Committee members, Jane Bullock and Sharon Berdeaux; Director Christi Gerrish; board member Brenda Johnson. Barb Guebert arrived at 6:50.

Christi presented the evaluations of the staff. She discussed the goal of improving the staff technical expertise in the coming year. She reported that the Peek-a-Book in the Children's Corner is working, but the wi-fi is still giving problems due to the metal structure of the building. Tin Cans is working to get that solved.

Kim, Jane, and Sharon spoke to tasks that could be delegated to staff to free up Christi's time for director tasks. Brenda asked if the staff were resisting assigned tasks. Christi said no and that the evening and morning shifts have different tasks.

Brenda asked about the use of library laptops. They are for adult use only, but they are unable to be used for work that needs to be printed.

Barb said that Christi needs to analyze the work she does and determine which tasks are clerical and which are administrative. Clerical tasks should be delegated to the staff whenever possible, reserving Christi's time for more important administrative work. Christi needs to work to make her time used more efficiently. Barb also spoke to the importance of communication of goals between the director and the library board, developing and prioritizing goals.

There were questions about the program that brought Cassie to work in the library, whether once Cassie's term was finished, the program might be extended to put another helper in the library. Christi was cautioned to be sure any person placed by the program would be able to do the required work.

Christi's goals for 2015 are as follows:

1. Hire a cleaning crew by the March board meeting.
2. Start a definite career development and training schedule for staff in February, e.g. scanning/printing; ebooks; website.
3. Programming: increasing programming
4. Better communication between Staff and Director—create a binder

with items that staff need to know.

5. Staff trainings

Christi was asked about her goal to restore and catalog the original collection. That will have to wait for now.

She announced that she would have developed a building maintenance schedule by the end of February.

Christi reported that the salary raises for Staff have not been paid. She will check with the city to find out why and get the back pay released.

Kim adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Sharon Berdeaux

MINUTES
Case-Halstead Public Library Board of Trustees
Personnel Committee
June 29, 2015

The meeting was called to order at 6:30 PM in the Conference Room by Chair Kim Stamps. Present: Committee Members, Jane Bullock and Sharon Berdeaux, Director Christi Gerrish, City Council Brenda Johnson. Alderwoman Judy Smith was also present.

Kim announced the purpose of the meeting was to discuss staff issues. At that time Jane moved to go into closed session. Sharon asked whether Judy Smith had any comments before the committee went into closed session. Judy said she had nothing at this time. Christi was asked to leave until the committee asked her to return. Judy left the room. Sharon seconded the motion to enter closed session. Motion passed. Committee went into closed session at 6:40 PM.

Following the closed session, at 9:40 PM, Sharon moved that the policy regarding the "chain of command" and conflict resolution be developed and that a written reprimand go in Christi's personnel file and remain there for one year. Jane seconded the motion, which passed on voice vote.

The meeting was adjourned by Kim at 9:45 PM.

Respectfully submitted,

Sharon Berdeaux

MINUTES
Case-Halstead Public Library
Personnel Committee
June 17, 2015

Chair Kim Stamps called the meeting to order at 7:02 p.m. in the Conference Room. Attending: Kim Stamps, Jane Bullock, Sharon Berdeaux, Trustees, Brenda Johnson, City Council Liaison, and Director Christi Gerrish.

The purpose of the meeting is to approve minutes and set the calendar for the Personnel Committee for the remainder of 2015.

Sharon moved, Jane seconded, to approve the minutes of the Personnel Committee meeting of April 27, 2015. The minutes were approved.

Kim stated that the committee should meet again in the 3rd quarter to discuss progress in meeting Christi's 2015 goals, in preparation for her evaluation this year. The meeting will also meet the committee goal of on-going communication with Christi to provide support. Discussion resulted in setting the following dates for personnel action:

Sept 10, 2015, Third Quarter Progress Meeting, 7 PM

Nov 10, 2015, Committee Evaluation of Director 7 PM

Dec 1-14, 2015, Director Evaluation of Staff--Date to be determined.

Dec Week of 14th, Committee Review of Staff Evaluations

Jan 4, 2016, Committee to make Salary Recommendations to the full Library Board in preparation for the Budget Committee work.

Since this is Sharon Berdeaux's final meeting with the Personnel Committee, she had several questions dealing with unfinished business of the committee.

1. Christi told the committee she is planning a vacation in Sept or Oct following the heavy schedule of summer programming.
She will also take vacation the final week of December.
2. Discussion of whether some of the Friends of the Library should be trained in use of the basic technology, projector, DVD player, etc. Christi said she will be happy to train anyone who wants to learn.
3. Discussion of some outdoor/yard maintenance being done by Friends of the Library or other volunteers. Christi will let the Friends know that their

help weeding/etc. is welcomed and needed.

4. DAILY sweeping of the front door entryway and straightening of the mats is needed and Christi will see that is put on the schedule of daily tasks for staff.
5. Christi is delegating more clerical tasks to staff. The committee emphasized concern that Christi's time be spent in doing the more important work of The Library, delegating what can be delegated
6. Discussion of setup/tear down of the Maddux Room events. The committee Feels that the room should be prepared and cleaned up by whoever is Using the room. The committee would rather Christi and Library Staff spend time on library business than setting up/tearing down for Non-library events.
7. The boxes are now in and available for Christi and Pam Holle to organize the Items in the storage room. This work will be started end of June.
8. The Wi-Fi reception has not been working properly since the new building opened. Brenda reported being embarrassed last week when someone came to put on a program, needed wi-fi, and was unable to access it. Christi reported that she had been trying to reach Chad of TinCans for over two weeks and he doesn't respond to her calls. Sharon stated that this is unacceptable. Brenda concurred. Sharon told Christi that she needs to let Chad know that both the Library Board and the City Council are very concerned with his NON-PERFORMANCE of the job he said he would/could do. Christi is to let Chad know that there is a June 30 deadline to get the wi-fi operating or we will have to seek another service source.
9. Christi said she was planning to revise the staff schedule when "there is a change in staff personnel." The main concern is the fairness of certain staff having to work every Saturday, unless they are able to switch with another person willing to do so. Sharon suggested Christi show the staff a proposed new schedule to gauge their willingness to change now.
10. Discussion of looking at staff raises, comparing percentage of increases seen for clerical staff at City Hall. Sharon feels that library staff have been short changed for years. Brenda agreed that a close look at salaries before next fiscal year is in order. Jane asked whether changes would have to wait until fiscal year 2015. Brenda said that would be the case.

In other discussion, Kim complimented Christi for the time-consuming work put into setting up the maintenance binder that staff and volunteers will follow.

Christi said that Jim Roeckemann had taken over checking donated books for value to sell on

Amazon, and that has relieved her.

Christi discussed the success that other libraries have with puzzles available to do at the library. Sharon suggested Christi look at very inexpensive used puzzles at the Once Upon a Child outlet in Fairview Heights.

Programs and crafts were discussed as ideas for the future.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Sharon Berdeaux, Committee Secretary

PROGRAMMING CHECKLIST

- ☐ Library programs are provided free of charge, or on a cost recovery basis.
- ☐ Library programs are located in a physically accessible location.
- ☐ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ☐ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ☐ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ☐ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ☐ The library provides outreach programs to targeted populations who cannot visit the library.
- ☐ The library has programming that targets children and their caregivers.
- ☐ The library has programming that targets young adults.
- ☐ The library has programming that targets adults and senior citizens.
- ☐ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ☐ The library is encouraged to partner with other organizations to offer programs.

BIBLIOGRAPHY

- Chance, Rosemary and Laura Sheneman. *Crash Course in Family Literacy Programs*. Westport, CT: Libraries Unlimited, 2012.
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- Wichman, Emily T. *Librarian's Guide to Passive Programming: Easy and Affordable Activities for All Ages*. Westport, CT: Libraries Unlimited, 2012.

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 11, 12, and 22 in Chapter 1.

PROGRAMMING STANDARDS

1. Library programs should strive to be free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming targets groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.
9. Libraries are encouraged to partner with other organizations to offer programs.

1. Obtaining a Library Card

- A. The Case-Halstead Public Library is locally funded by property taxes paid by persons who own property within the city limits. If you live within Carlyle city limits or own real estate in the city, your taxes support the library and a card will be issued at no charge.
- B. Non-Residence Fees: Individuals who reside outside the Carlyle city limits are required by Illinois state law to purchase a card by paying a fee equivalent to the locally assessed library tax. Nonresident fees are \$56.00 per year with an option to purchase a 6 month card for \$28.00. This is based on the average tax paid by residents.
- C. How to Get Your Card
 - To obtain a card you will need to show a valid picture ID from a city, state, or government agency such as a driver's license, military ID, or passport.
 - A second piece of identification establishing residency by showing your current address will also be needed. Acceptable documents include a current utility bill, voter's registration card, vehicle insurance card, or even your checks if they include your current address.
 - Non-residents who own property within the city limits need to provide a current tax bill for that property.

Addition

Library cards are issued on an individual basis to members over the age of 18. Only the cardholder may use the card to check out library materials off of the shelf. Provisions may be made with library staff to pick up items held for family members.

I. Gifts and Memorials

The Case-Halstead Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have otherwise been obtained. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

A. Recognition of Gifts

For memorial books to the library, the library may place within the book the name of the donor, if desired. For other donations, a plate may be purchased to name the benefactor at the discretion of the Library Director.

B. Gift Book Program

The library welcomes monetary contributions specifically for book purchases in memorial to or honor of named individuals. In order that the library can properly honor the generosity, a special form to record the information is used and should be completed.

C. Donation of Art Objects and Other Types of Materials

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Library Board of Trustees.

D. Other Donations, e.g. Monetary

The library welcomes cash contributions, gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. All donations are subject to the approval of the Library Director with the backing of the Library Board of Trustees.

E. Use of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

F. Income Tax Statements

The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision to determine the value of the donation or utilize an independent appraiser. While the gifts to the library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of the situation for the specific effect.

G. Restrictions

No donation can be accepted unless it is given to the library without restrictions, unless the library Board of Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Library Board of Trustees, they are in the best interest of the library.

LIBRARY BOARD MEMBERS: YEAR 2015-2016

- | | | |
|----|---|--------------|
| 1. | BARB GUEBERT---- PRESIDENT | 2015 |
| | 2832 Senate Court
(H)594-7455 (C)977-7255 bguebert@yahoo.com | |
| 2. | KIM STAMPS— VICE-PRESIDENT | 2018 |
| | 310 Washington Street
(H)594-6110 (C)960-6859 kstamps88@charter.net | |
| 3. | MICHELLE SCOTT— SECRETARY | 2016 |
| | 1891 Franklin Street
(C)309-369-1670 michellescottsvm@gmail.com | |
| 4. | JANE BULLOCK--- TREASURER | 2016 |
| | 120 Lake Vista Drive
(H)594-2552 janebullock@sbcglobal.net | |
| 5. | FRANK BUCKINGHAM | 2017 |
| | 891 Clinton Street
(C)623-8880 (H)594-7911 (UNLISTED) fxbuck@sbcglobal.net | |
| 2. | BRENDA JOHNSON | City Liaison |
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| 3. | KENNY O'DELL | 2016 |
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| 4. | DARREN TRACY | 2017 |
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(H)594-3088 (C)540-8399 flushstl@yahoo.com | |
| 5. | KIM WILKERSON | 2018 |
| | 810 Deer Circle
(C) 559-8068 kimberly.robort@aol.com | |

COMMITTEES

- A. Budget--- Jane Bullock, Barb Guebert, Brenda Johnson
- B. Building and Grounds---Frank Buckingham, Michelle Scott, Kim Wilkerson
- C. Long Range Planning---Brenda Johnson, Kenny O'Dell, Kim Wilkerson
- D. Personnel--- Jane Bullock, Kim Stamps, Michelle Scott
- E. Policies and Procedures---Barb Guebert, Kim Stamps, Darren Tracy
- F. Technology---Frank Buckingham, Kenny O'Dell, Darren Tracy

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Library's Fax # 594-8415

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Web: www.casehalstead.org, www.casehalstead.com

SOCIAL MEDIA

Facebook – “Case Halstead” & “Case-Halstead Public Library

Instagram – casehalstead

Twitter - @casehalstead

HOURS

Monday – Thursday: 9:00 a.m. - 8:00 p.m.

Friday: 9:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 2:00 p.m.

STAFF:

CHRISTI GERRISH---594-6164 - 630-334-2554 (Cell)

1. CAROLYN BOEKER---594-5889

2. KAREN DALL---594-2052

3. STACY HILMES—594-8014, 363-2708 (Cell)

4. TONA HOLLE ---972-4549

5. BARB THURMAN---594-8347

6. MARGE WIDMAN---594-4589, 541-9941 (Cell)

MINUTES
Case-Halstead Public Library Board of Trustees
Personnel Committee
January 27, 2015

The meeting was called to order at 6:40 PM in the Conference Room by Chair Kim Stamps. Present: Committee members, Jane Bullock and Sharon Berdeaux; Director Christi Gerrish; board member Brenda Johnson. Barb Guebert arrived at 6:50.

Christi presented the evaluations of the staff. She discussed the goal of improving the staff technical expertise in the coming year. She reported that the Peek-a-Book in the Children's Corner is working, but the wi-fi is still giving problems due to the metal structure of the building. Tin Cans is working to get that solved.

Kim, Jane, and Sharon spoke to tasks that could be delegated to staff to free up Christi's time for director tasks. Brenda asked if the staff were resisting assigned tasks. Christi said no and that the evening and morning shifts have different tasks.

Brenda asked about the use of library laptops. They are for adult use only, but they are unable to be used for work that needs to be printed.

Barb said that Christi needs to analyze the work she does and determine which tasks are clerical and which are administrative. Clerical tasks should be delegated to the staff whenever possible, reserving Christi's time for more important administrative work. Christi needs to work to make her time used more efficiently. Barb also spoke to the importance of communication of goals between the director and the library board, developing and prioritizing goals.

There were questions about the program that brought Cassie to work in the library, whether once Cassie's term was finished, the program might be extended to put another helper in the library. Christi was cautioned to be sure any person placed by the program would be able to do the required work.

Christi's goals for 2015 are as follows:

1. Hire a cleaning crew by the March board meeting.
2. Start a definite career development and training schedule for staff in February, e.g. scanning/printing; ebooks; website.
3. Programming: increasing programming
4. Better communication between Staff and Director—create a binder

with items that staff need to know.

5. Staff trainings

Christi was asked about her goal to restore and catalog the original collection. That will have to wait for now.

She announced that she would have developed a building maintenance schedule by the end of February.

Christi reported that the salary raises for Staff have not been paid. She will check with the city to find out why and get the back pay released.

Kim adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Sharon Berdeaux

MINUTES
Case-Halstead Public Library Board of Trustees
Personnel Committee
June 29, 2015

The meeting was called to order at 6:30 PM in the Conference Room by Chair Kim Stamps. Present: Committee Members, Jane Bullock and Sharon Berdeaux, Director Christi Gerrish, City Council Brenda Johnson. Alderwoman Judy Smith was also present.

Kim announced the purpose of the meeting was to discuss staff issues. At that time Jane moved to go into closed session. Sharon asked whether Judy Smith had any comments before the committee went into closed session. Judy said she had nothing at this time. Christi was asked to leave until the committee asked her to return. Judy left the room. Sharon seconded the motion to enter closed session. Motion passed. Committee went into closed session at 6:40 PM.

Following the closed session, at 9:40 PM, Sharon moved that the policy regarding the "chain of command" and conflict resolution be developed and that a written reprimand go in Christi's personnel file and remain there for one year. Jane seconded the motion, which passed on voice vote.

The meeting was adjourned by Kim at 9:45 PM.

Respectfully submitted,

Sharon Berdeaux

MINUTES
Case-Halstead Public Library
Personnel Committee
June 17, 2015

Chair Kim Stamps called the meeting to order at 7:02 p.m. in the Conference Room. Attending: Kim Stamps, Jane Bullock, Sharon Berdeaux, Trustees, Brenda Johnson, City Council Liaison, and Director Christi Gerrish.

The purpose of the meeting is to approve minutes and set the calendar for the Personnel Committee for the remainder of 2015.

Sharon moved, Jane seconded, to approve the minutes of the Personnel Committee meeting of April 27, 2015. The minutes were approved.

Kim stated that the committee should meet again in the 3rd quarter to discuss progress in meeting Christi's 2015 goals, in preparation for her evaluation this year. The meeting will also meet the committee goal of on-going communication with Christi to provide support. Discussion resulted in setting the following dates for personnel action:

Sept 10, 2015, Third Quarter Progress Meeting, 7 PM

Nov 10, 2015, Committee Evaluation of Director 7 PM

Dec 1-14, 2015, Director Evaluation of Staff--Date to be determined.

Dec Week of 14th, Committee Review of Staff Evaluations

Jan 4, 2016, Committee to make Salary Recommendations to the full Library Board in preparation for the Budget Committee work.

Since this is Sharon Berdeaux's final meeting with the Personnel Committee, she had several questions dealing with unfinished business of the committee.

1. Christi told the committee she is planning a vacation in Sept or Oct following the heavy schedule of summer programming.
She will also take vacation the final week of December.
2. Discussion of whether some of the Friends of the Library should be trained in use of the basic technology, projector, DVD player, etc. Christi said she will be happy to train anyone who wants to learn.
3. Discussion of some outdoor/yard maintenance being done by Friends of the Library or other volunteers. Christi will let the Friends know that their

help weeding/etc. is welcomed and needed.

4. DAILY sweeping of the front door entryway and straightening of the mats is needed and Christi will see that is put on the schedule of daily tasks for staff.
5. Christi is delegating more clerical tasks to staff. The committee emphasized concern that Christi's time be spent in doing the more important work of The Library, delegating what can be delegated
6. Discussion of setup/tear down of the Maddux Room events. The committee Feels that the room should be prepared and cleaned up by whoever is Using the room. The committee would rather Christi and Library Staff spend time on library business than setting up/tearing down for Non-library events.
7. The boxes are now in and available for Christi and Pam Holle to organize the Items in the storage room. This work will be started end of June.
8. The Wi-Fi reception has not been working properly since the new building opened. Brenda reported being embarrassed last week when someone came to put on a program, needed wi-fi, and was unable to access it. Christi reported that she had been trying to reach Chad of TinCans for over two weeks and he doesn't respond to her calls. Sharon stated that this is unacceptable. Brenda concurred. Sharon told Christi that she needs to let Chad know that both the Library Board and the City Council are very concerned with his NON-PERFORMANCE of the job he said he would/could do. Christi is to let Chad know that there is a June 30 deadline to get the wi-fi operating or we will have to seek another service source.
9. Christi said she was planning to revise the staff schedule when "there is a change in staff personnel." The main concern is the fairness of certain staff having to work every Saturday, unless they are able to switch with another person willing to do so. Sharon suggested Christi show the staff a proposed new schedule to gauge their willingness to change now.
10. Discussion of looking at staff raises, comparing percentage of increases seen for clerical staff at City Hall. Sharon feels that library staff have been short changed for years. Brenda agreed that a close look at salaries before next fiscal year is in order. Jane asked whether changes would have to wait until fiscal year 2015. Brenda said that would be the case.

In other discussion, Kim complimented Christi for the time-consuming work put into setting up the maintenance binder that staff and volunteers will follow.

Christi said that Jim Roeckemann had taken over checking donated books for value to sell on