

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, October 05, 2015

- I. Call to Order, Roll Call, and Introduction of Guests
 - A. Call to Order at 7:03
 - B. Roll Call
 - **Members Present:** Barb Guebert – President, Jane Bullock – Treasurer, Michelle Scott – Secretary, Brenda Johnson – City Council Liason, Darren Tracy, Frank Buckingham, Kenny O'Dell, Kim Wilkerson
 - **Members Absent:** Kim Stamps (excused)
 - **Also Present:** Christi Gerrish – Library Director
- II. Pledge
- III. Meeting Minutes - August 6, August 18, September 14 - not reviewed
 - A. Jane make motion to approve Sept 8 minutes as written
 1. Darren seconded the motion
 2. All in favor and the motion carried
- IV. Treasurer's Report and FNB Statement
 - A. Treasurer's Report
 1. page 1 - not much went on this period - property tax was distributed; penalties and fees were high
 2. page 3 - 4 items needed clarified - 2 with credit card, 2 with late bills
 3. we are slightly under and still within budget
 4. Frank made a motion to approve the minutes
 - a) Kenny seconded the motion
 - b) All were in favor and the motion carried
 - B. FNB Statement
 1. The statement review at the Board meeting is always 2 months behind because the library won't receive the September statement until later this week.
 2. Last month we asked to pay \$1990 worth of bills plus the bank's 1% fee.
 3. There is only a small amount of outstanding work waiting: a light fixture, concrete work and Foppe's work. (Pam's bill is paid).
- V. Library and Construction Bills
 - A. Library Bills
 1. The income this month was lower due to decreased attendance due to the fact that school is back in session.
 2. The cash register balance was very close this month at only \$2.15 off.
 3. ILA conference - \$200 (Oct 21-25)
 4. Utilities
 - a) Water use was high because the weather was hot and the sprinklers were in use more frequently, but the bill was still under average, which leaves a buffer for heating this winter.
 5. Equipment - Amazon - for 2 more (then 3 more) DVD shelves - often used/rapidly growing collection

6. switched antivirus to Techsoup (50 computer plan - next stage above 20 - we have 25 computers) (Norton restricted number of licenses)
 - a) A question was raised - can we go in with the city to get any cost savings in these types of purchases
7. Frank made a motion to approve the Library Bills
 - a) Seconded by Darren
 - b) All were in favor and the motion carried
- B. Construction Bills
 1. Christi has Maddox bills but did not provide a sheet today - will be emailed later
 - a) Woodland Manufacturing - lettering for Peek-a-book \$118.73
 - (1) should match other lettering
 - b) Napa - fence reflectors - \$41.72
 - c) Amazon - \$555.98
 - d) Phil Lenzini - phone consultation \$75.00
 2. Jane made a motion to approve the Maddux Trust bills
 - a) Kim W. seconded the motion
 - b) All were in favor and the motion carried

VI. Statistics

- A. Attendance is down, Christi believes because of back-to-school
- B. This month there were two story times and a movie night enjoyed by our patrons

VII. Library Director's Report

- A. Upcoming Programming
 1. Christi will be trying different types of social media to educate the public on events happening at the library, etc. Add the library's social media accounts!
 2. Oct 7 Story Time - Halloween Themed
 3. Oct 10 - special story time with Patty Tillman-Wilson - from Decatur - wrote several children's books 'The Socks that Wished they Were Shoes'
 4. Oct 16, 17 - Book Sale
 5. Oct 30 - Trick or Treat for Children 12 and Under
 6. Oct 31 - Scary Movie Marathon (daytime) - 'The Haunting' and 'Poltergeist'
 7. Nov 3, 10 (Tuesdays) 5:30 - 7:30 - Knitting classes through U of I Extension (526-4551), \$10.00 (2 class series)
 8. Nov 4, 18 - Story Time
 9. Nov 6 - Movie Showing: Max
 10. Nov 17 - Ask Your Librarian
 11. Nov 19 - Family Read Night - puzzle theme (related to different books)
 12. Christmas Program - Dec 5 OR 17 - Christmas Chorus program
- B. Utility Report - Already reported
- C. ILA Conference - Christi is to attend this conference in October. She has housing already provided.
- D. Staff Meeting
 1. Staff meeting was this past week. The meeting went well.

2. Marge will be retiring on December 18, 2015
 3. Some training was done with the laptops (getting them into safemode to allow them to get their updates on time)
 - E. Staff Training Day (Library System Training Day for staff)
 1. Effingham - Friday October 9, 2015
 - a) \$10 per person
 - b) will likely take 2 cars
 - c) staff will be paid hourly
 2. Christi is requesting permission from the Board to allow the library to close that day
 - a) Michelle made a motion that the Library close for that day for staff training and that the staff be paid hourly.
 - (1) Jane seconded the motion
 - (2) All were in favor and the motion carried
 - F. Ask Your Librarian Program - Nov 17, 7:00
 - G. 3-D Printer
 1. Darren made a motion to purchase the 3-D printer that Christi deems most appropriate with funds from the Maddux Trust (Ultimaker 2 3D Printer - \$2499 + \$65 shipping)
 - a) Frank seconded the motion
 - b) All were in favor and the motion carried
 2. This computer and printer will be kept in the staff workroom
 3. Libraries tend to charge by ounce of material used
 - H. Other Reports
- VIII. Standing Committee Reports
- A. Building and Grounds/ Construction Committies
 1. Maddux Tribute Wall – We are still working on a design for this wall
 2. Concrete – a sealant with grit is being used to provide more traction
 3. Diversified – Waiting for replacement tree
 4. Tack Wall – The tack wall is not meant to hold more than small nails or tacks. Larger anchoring devices will tear the fabric and leave holes. We discussed adding components to the wall that would allow for the hanging or display of heftier items.
 - B. Personnel Committee/Policy and Procedures Committee
 1. No report
- IX. Other Reports
- A. City Council Liaison – Brenda was going to check with the City about Errors and Omission Insurance.
 - B. Friends of the Library – book sale coming up. Volunteers are needed beginning Tues Oct 13 to help set up tables.
- X. Public Comment - none
- XI. Old Business
- A. Review 2015 Library Calendar
 - B. Serving Our Public – We discussed Chapter 9 - Programming
 - C. General Dean Video Status – Joe Kuricki is still working on this at Kaskaskia College

- D. Library Lighting - Illumination Award by the Illuminating Engineering Society
 - 1. Barb and Christi attended the awards banquet on September 24 and it was a very nice evening

- E. Review Christmas Program

- 1. Christi is looking into having a men's choral group come to the library during Christmas in Carlyle

- XII. New Business

- A. Personal Library Cards – Christi presented a new policy that will be enacted to require individual cards to be held by each adult patron. This will be effective January 1, 2016.

- B. Jantzen Sculpture and Policy

- 1. Our donation policy was reviewed regarding this sculpture. It indicates that any artwork donated to the library will be used or handled at the library's discretion. The Jantzen family requested that their sculpture be held by the library on loan, however this is in conflict with our policy. It was decided to contact the Historical Society to see if they would have a place for this monument.

- XIII. Adjournment: 8:30 pm

- XIV. Next meeting Monday, November 2, 2015, 7:00 p.m.

Respectfully submitted,

Michelle Scott

Meeting Minutes
Case-Halstead Library Board of Trustees
Special Meeting
Monday September 14, 2015

Meeting Location: Conference Room, Library, 550 Sixth St., Carlyle, IL 62231, 6 p.m.

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

Absent: Kim Stamps (excused), Kim Wilkerson (excused), Kenny O'Dell

Also Present: Christi Gerrish - Library Director

A proposed tribute 'wall' to Ms. Maddux was discussed. The board was presented with 2 options, one with a plain appearance and one that was more cohesive with the tribute wall displayed near the front desk. Location of the proposed tribute was also discussed, with arguments against placing the painting on the North wall because of possible fading due to exposure to sunlight. Tack board mounted throughout the Maddux Room limited the remaining placement to the wall between the storage area and kitchen in the Maddux room. Darren suggested that the proposed tribute wall have a recessed area, if possible, for the painting, to limit possible damage during activities that occur during events in the room.

Foppe's estimate is near \$4600 for the tribute display, the remaining door vinyl (for the East side) and for occupancy signs if those are deemed necessary.

1. Jane made a motion to approve the second option including the vinyls for the East doors and the Maddux tribute display, and to ask for and use Foppe's recommendation on the design possibilities of the recessed portion as well as a method to cover/protect the painting as needed, and also slightly alter the sentence structure.

2. Michelle seconded the motion.

Frank and Darren were opposed due to cost (also, Frank preferred a different location), but the motion passed by majority vote.

The special meeting was adjourned at 9:50pm.

Respectfully submitted,

Michelle Scott, secretary

Case Halstead P.L. – Income and Expenditures

October 2015

- A. Nonresident Fees - \$596.00
- B. Fines - \$169.75
- C. Copier & Printer - \$864.65
- D. Fax Machine - \$122.25
- E. Donations - \$46.80
- F. Disc Repair - \$3.00
- G. Coffee - \$8.00
- H. Maddux Room - \$0

Total \$1,552.45

Total at CH \$1556.60

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$450.00</u>
Building Stars - \$450.00	
5120 Maintenance-Equipment	<u>5120 \$496.74</u>
Da-Com Lease - \$155.29	
Da-Com Maintenance - \$341.45	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$</u>
5520 Telephone	<u>5520 \$224.55</u>
AT&T - \$199.55	
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 \$</u>
5710 Utilities	<u>5710 \$920.77</u>
City of Carlyle Electric - \$787.96	
City of Carlyle Water & Sewer - \$249.85	
Ameren - \$54.53	
Constellation - \$7.58	
6110 Maintenance Supplies – Building	<u>6110 \$</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$146.41</u>
Demco - \$128.76	
Walmart - \$17.65	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$</u>

8300 Equipment	<u>8300 \$70.11</u>
Amazon - \$70.11	
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$2937.96</u>
Amazon - \$519.98	
Baker & Taylor - \$1243.17	
Book Farm - \$490.38	
Center Point - \$193.53	
Gale - \$295.90	
Michael Frederick - \$70.00	
Sentimental Productions - \$125.00	
9250 Special Programs	<u>9250 \$76.19</u>
Subway - \$15.75	
Wal-Mart - \$60.44	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$5322.73</u>

Late Bills from September

5710	Constellation - \$9.39
5630	IHLS Conference - \$30.00
9250	Wal-Mart - \$12.02

Library Project Bills

October 2015

Maddux Trust:

8900 Other Improvements

Rakers Electric - \$240.00

Grand Total - \$240.00

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2015 October

2015 September

2014 October

ADULT---1853

ADULT---1978

ADULT---1857

CHILDREN---530

CHILDREN---545

CHILDREN---621

YOUNG ADULT---38

YOUNG ADULT---89

YOUNG ADULT---111

RENEWALS---464

RENEWALS---452

RENEWALS ---610

MANUAL CHECKOUTS---33

MANUAL CHECKOUTS---15

MANUAL CHECKOUTS---42

3M Cloud---28

3M Cloud---19

3M Cloud---21

Overdrive---151

Overdrive---155

Overdrive---154

TOTAL=3097

TOTAL=3253

TOTAL=3416

ROUTE INS=624

ROUTE INS=629

ROUTE INS=458

ROUTE OUTS=631

ROUTE OUTS=346

ROUTE OUTS=288

COMPUTER USE=632

COMPUTER USE=476

COMPUTER USE=759

PATRON COUNT=3043

PATRON COUNT=2926

PATRON COUNT=4251

Author Story Time - 10

Story Time - 8

5th Grade - 98

Trick or Treating - 71

Movie - 5

6th Grade - 102

Scary Movies - 14

7th Grade - 100

8th Grade - 100

Haunted Library - 48

Chosin - 12

Finnigan's War - 16

Korean War Talk - 20

Trick or Treating - 53

November—December Programs

At the Case-Halstead Public Library

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

Friday, November 6th, 7:00
Movie Showing: Max

Monday-Friday, November 16-20
Puzzling Week at the Library

Tuesday, November 17th, 7:00
Ask Your Librarian

Thursday, November 19th, 6:00-8:00
Family Read Night

December

Tuesday, December 1st, 7:00
Author shares stories of veterans

Wednesdays, December 2 & 16, 10:00
Story Time

Saturday, December 5th, 6:30
Christmas Choral Music

Saturday, December 12th, 6:30
Polar Express

Tuesday, December 15th, 7:00
Fr. Jack Frerker will talk about his new children's book *Hi, God*

December 16-29
Scholastic Book Fair

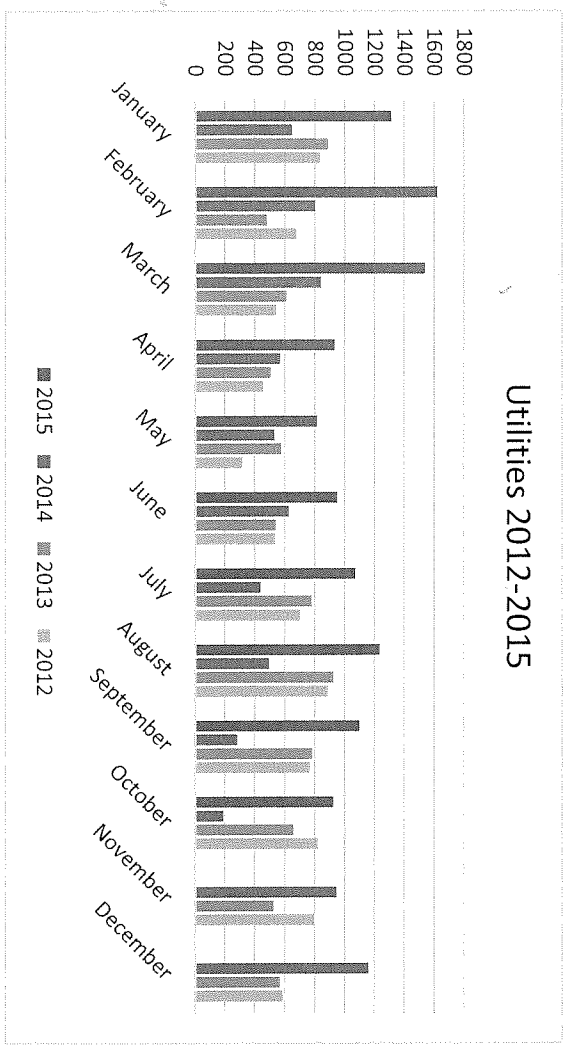
Case-Halstead Public Library
550 Sixth Street
Carlyle, Illinois 62231



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



	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	1069.39	1231.14	1097.65	920.77		
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



CASE-HALSTEAD LIBRARY EXHIBIT DISPLAY CASE

The Board of Trustees and Staff of the Case-Halstead Library, Carlyle, Illinois, gratefully acknowledge the gift of a display case donated by Mrs. Bea Frank in loving memory of her husband, Ed Frank, and in honor of the 70th anniversary of the establishment of the CaseHalstead Library in the year 1938. The display case is intended for use by civic organizations, community groups, or individual members of the public. While the Library makes every effort to honor scheduling commitments, the Library reserves the right to postpone, reschedule or curtail any exhibit. Furthermore, any exhibit may be cancelled at any stage if the Guest Exhibitor has not met the agreed upon terms and conditions stated below. Guest exhibits may be rescheduled if any proposed exhibit conflicts with the Library's need for the exhibit space. The Library retains the right of refusal and is not obligated to accept any exhibit offered for display.

Guest Exhibitors agree to the following terms and conditions regarding use of the Library Display Case:

1. Exhibits may not commercialize or editorialize personal or partisan opinions or viewpoints, but should inform and educate the public. Library Director retains the final acceptance or refusal to display the exhibit.
2. The Library Director will schedule and coordinate all exhibits on a first-come, first-served basis. Reservations for the display case may be made up to three (3) months in advance. However, display case reservations should be made at least two (2) weeks prior to display installation. If the guest exhibitor does not have its display in place by the third day of the reservation, the display case will become available for other groups. The display case may not be reserved on a repeated or on-going basis. Display maximum is one month.
3. Guest Exhibitors will pay any special costs incurred in mounting their exhibit, including the repair of any damage to the building or Library property caused during installation or removal of their exhibit. No tape, glue, screws, staples, or nails are permitted in or on the display case, or on the Library walls. The Guest Exhibitor is expected to leave the display case in the same condition in which it was found.
4. All items are to be removed from the Library on the last day of an exhibit at a mutually agreed upon time between the Guest Exhibitor and the Library Director. Failure to do so may result in denial of future privileges. Removal of all articles from exhibit must be within two weeks after the end of the exhibit and it will result in forfeiture of the items from the exhibit to be disposed of at the discretion of the Library Board.
5. The Library is not responsible for items damaged, lost, or stolen from Guest Exhibitor's Display.

The display case will be locked immediately after the display has been installed and will remain locked unless and until the contents are removed by the Guest Exhibitor or appropriate library personnel. The key for the display case will remain in the possession of the Library Director.



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Picture Hanging System in 4 Easy Steps!

STEP 1:

Choose your Molding Type.

STEP 2:

Choose your Rod Sleeve.

STEP 3:

Choose your Rod or Cable.

STEP 4:

Choose your Hooks/Holders.

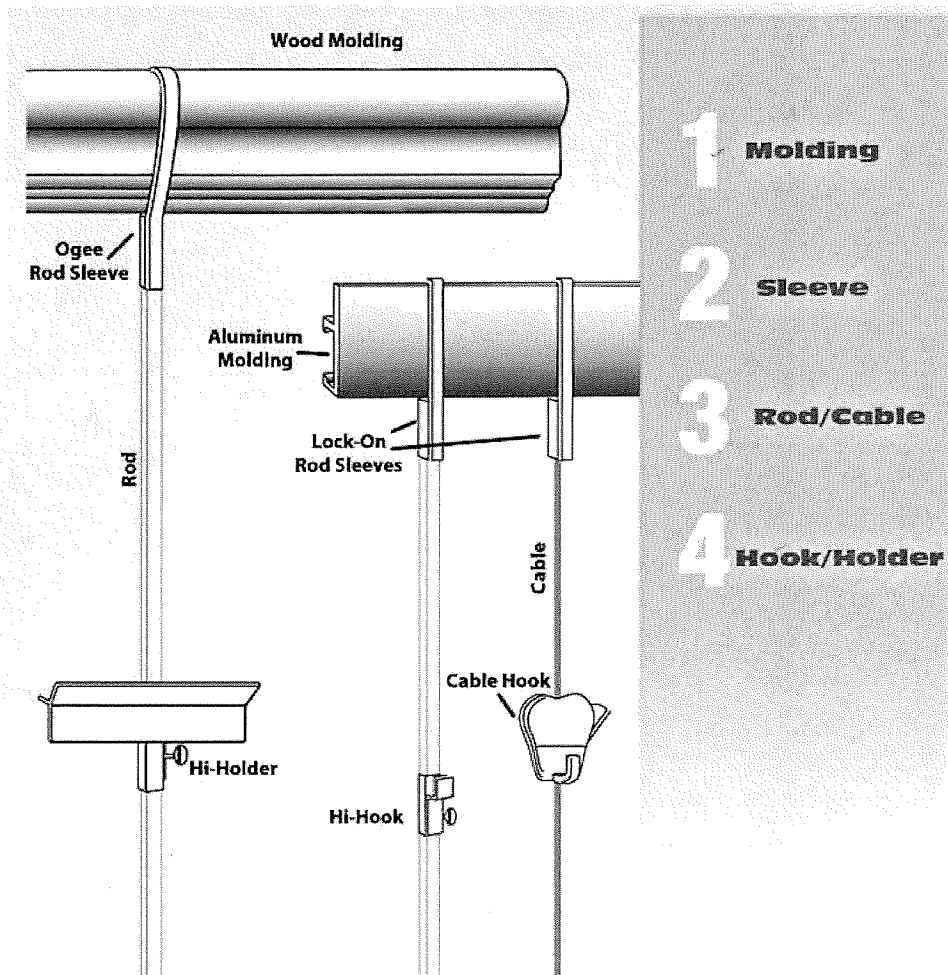
These steps above are the FOUR types of parts used in a typical art hanging system.

If you know the lengths of walls that will be in your art display area, we can quickly provide you with an itemized quotation.

Please feel free to email or call (800.234.7614) with any questions and we will be more than happy to step you through the process.



Download our Catalog Here!



Display Area - 36.25 linear feet

Aluminum Molding - $4 \times 8 = 32$ linear feet = \$87.80

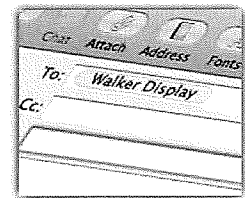
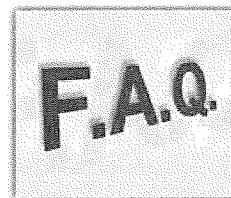
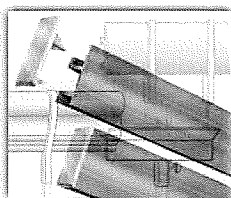
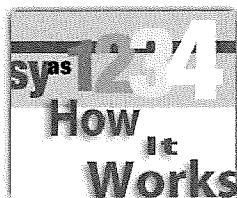
Rod Sleeve - \$5.50 each or 10 for \$50.00 = \$50.00

Cables - 4' @ \$6.50 each - $10 \times 6.5 = \$65.00$

Misc. hooks - around \$150.00

Total - \$300 - 400

Print



Chapter 9 [Programming]

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.

Chapter 9 [Programming]

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.

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