

MINUTES
STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
September 17, 2018

PRESENT: Carolyn Bert, Mary Lynn Gerlach, Neal Heartling, Kim Knop, Shirley Kuhn, and Cheryn Sutton.

ABSENT: Kevin Knop

STAFF PRESENT: Sarah Neal

VISITORS PRESENT: Prior to the actual meeting, Don Badgley was present to offer advice and counsel regarding insurance plans after which he took his leave. Geralyn Minton of Minton Insurance arrived to do likewise and left before the meeting. Both left insurance plans and quotes for the board to digest.

President Cheryn Sutton opened the meeting at 7:47 pm.

CORRESPONDENCE: None

STANDING COMMITTEE REPORTS:

a. Finance:

Budget and Appropriations Ordinance 2018.01:

Motion called for approval by Carolyn Bert: Seconded by Neal Heartling

Motion and seconded by: Carolyn Bert Aye; Neal Heartling, Aye

Roll Call Vote:

Carolyn Bert Aye; Mary Lynn Gerlach, Aye; Neal Heartling, Aye; Kim Knop, Aye; Shirley Kuhn, Aye; Cheryn Sutton, Aye. Motion carried.

b. Library Policy:

A discussion about taking stock of the library's contents for insurance purposes was mentioned. It's decided that taking videos or pictures of the library would be a good idea.

c. Building and grounds:

A fall cleanup of the grounds by the board is scheduled for November 10. It was recommended by Shirley Kuhn that the shrubs on the west side of the library be removed. Carolyn Bert moved the bushes be removed. Cheryn Sutton seconded it. Motion carried.

d. Public Relations:

Oktoberfest is October 13th. The library will have a booth to offer donated and weeded out books to the public for donations.

The BBQ at Dave's grocery is moved to October 20th from 10:00 am to 2:00 pm since it was cancelled because of rain on September 8th. No books will be taken to this site on that day.

e. **Technology:** No

f. **Personnel:** No

FINANCIAL REPORT:

August: Attached. A motion by Neal Heartling was made to accept the Treasurer's report. Cheryn Sutton seconded it. Motion carried.

LIBRARY DIRECTOR'S REPORT:

A. Staff and Staff Development

B. Collection Management

1. Oktoberfest schedule
2. Weeding Easys

C. Organization of the Library

1. Make larger signs for Fiction and Mystery Sections
2. Make Classic section-Brianna in charge?

D. Collaboration with Partners / Outreach

1. Lego Club-25 kids
2. Wizardfest-20 kids
3. Headstart field trip-15 kids
4. Pre-K field trip-3
5. Book club –September 20
6. Class schedules are set
7. Superhero Day-moved to February 16
8. St. Mark's books checked out to school 109
9. BBQ fundraiser-Moved to October 20th?
10. Story Hour- September 20th
11. Lapsit starts October 2nd- every 1st and 3rd Tuesday
12. Adult programming suggestions?

E. Administration

1. Clearwave
2. Back to Books Grant-almost complete

OLD BUSINESS: No

NEW BUSINESS: No

CLOSED SESSION: No

ADJOURNMENT:

Kim Knop made a motion to adjourn, Carolyn Bert seconded it. Motion carried.
Meeting adjourned at 9:10 pm.

**Respectfully submitted,
Shirley Kuhn, Secretary**

September Monthly Report for October 15, 2018 Board meeting

- A. Staff and Staff Development
- B. Collection Management
- C. Organization of the Library
- D. Collaboration with Partners / Outreach
 - 1. Lego Club-36 kids
 - 2. Book club -cancelled
 - 3. BBQ fundraiser-Moved to October 20th
 - 4. Story Hour- October 20th
 - 5. Lapsit starts October 16th
 - 6. Oktoberfest Book sale-\$214.83
 - 7. Trunk or Treat-October 31, 5:30-8 p.m.
 - 8. Adult programming suggestions?
- E. Administration
 - 1. Clearwave

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT

Monthly Report for September (Opotober 15, 2018)

PETTY CASH

Balance on Hand Prior Month	\$25.00
Receipts	180.11
Expenses	(18.89)
Sent to Bookkeeper	(176.42)
Balance on Hand Current Month	\$9.80

CASH TRANSACTIONS

Faxes	\$0.00
Copies	42.50
Fines	34.85
Out of District Card Fees	55.00
Lost/Damaged Book Costs	0.00
Lost Cards Payment	0.00
Book Sales	57.45
Adjustments	(9.69)
Total Cash Transactions	\$180.11

NON-CASH TRANSACTIONS

Fines Waived	\$161.00
Total Non-Cash Transactions	\$161.00

PATRON COUNT

Patrons on File Prior Month	1,632
New Patrons Registered	11
Patrons Deleted	14
Patrons on File Current Month	1,635

<u>PATRONS WITH LOST BOOKS</u>	35
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<u>NUMBER OF LOST BOOKS</u>	55
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Polaris CATALOGING

Total Items In Polaris	21,425
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PATRON VISITS

Adults	501
Students	909
Children	50
Total Patron Visits	1,460

<u>PATRON VISITS 5-7 P.M.</u>	78
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CIRCULATION

Adults - Resident	897
Adults - Non-Resident	12
Students - Public Schools	472
Institution	109
Total Circulation	1,490

<u>TOTAL CHECK-OUTS</u>	1,123
<u>TOTAL CHECK-INS</u>	22
<u>TOTAL BORROWERS</u>	719
<u>OVERDUE ITEMS</u>	0

<u>3M USAGE TOTAL</u>	32,872
<u>ST. MARK'S CHECKOUTS</u>	109

<u>TOTAL INTERNET USAGE</u>	148
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<u>NEW ITEMS PURCHASED</u>	92
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<u>ITEMS DONATED</u>	2
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COPY MACHINE

Reading End of Current Mon	9064
Reading End of Prior Month	8292
Copies Current Month (Usag	772
Original Reading	15
Total Copies Made By Librar	757

Review of Chapters 6-10 of the “TRUSTEE FACTS FILE THIRD EDITION”:

Chapter 6: Intellectual Freedom – The First Amendment & Library Trusteeship and Censorship

Library Trustees are:

- Committed to freedom of information by upholding access to all points of view
- Committed to choosing materials in as open and unbiased manner as indicated in our Library Selection Policy which includes a process for responding to challenges.
- Committed to opposing censorship which limits patron’s access to information. Censors often try to limit the freedom of others to choose what they read, see, or hear. Most censors’ objections concern sex, profanity, and racism, and most involve concerns about children’s exposure to material in these categories.
- Committed to free access to information via the internet.
- Committed to upholding patrons right to privacy.

Chapter 7: Planning

- 3-5 Year Strategic Plan (General, Technology and Disaster)

The planning process can be reduced to five basic questions.

1. What timetable will we set for ourselves?
2. Where are we now?
3. Where do we need to go, based on community needs?
4. How do we get there?
5. How will we measure our progress?

- Mission Statement
- Goals, Objectives and Activities

A goal is a general outcome that a target population (or the entire population served) will receive through library programs and services.

An objective is the way in which the library will measure progress toward a specified goal. An objective consists of a measure, a standard for comparing the measure, and a timeframe.

Activities are groups of related actions that the library will carry out in order to achieve goals and objectives.

Chapter 8: Human Resources

- The single most important decision a library board makes is to hire a library director. The success of the library's mission—its programs and services— depends upon the competence and commitment of that one professional more than any other factor.
- Maintaining open, positive relations with staff also must be a high priority for library boards.
- To attract good people, the board of trustees should offer a competitive salary for the range of duties each position entails. The board sets the compensation structures and the level of each job with a minimum and maximum salary for the position; the director administers the salary and benefit program for the other employees, according to the board's policies.
- The Illinois Library Association advocates fair compensation for library employees within these guidelines:
 - ✓ A qualified, entry-level librarian should be compensated at no less than the same rate as an entry-level public school teacher with degree(s), with adjustment to reflect a librarian's 12-month (rather than teacher's 10-month) work year.
 - ✓ All other library staff should be compensated at levels that are competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

Chapter 9: Facilities

- An important part of the library board's duties is providing and maintaining physical facilities. This responsibility involves monitoring existing facilities and—when necessary and appropriate—planning and budgeting for renovation or construction of facilities.
 - ✓ Shelving Space & Adequacy of display furniture
 - ✓ Staff usage areas – work and break areas
 - ✓ Facilities for technology support – Computers & other technology resources
 - ✓ Lighting
 - ✓ Circulation and Check-out area
 - ✓ Reference Librarian
 - ✓ Children's Services
 - ✓ Meeting Room
 - ✓ Storage, Mechanical Equipment and Maintenance Areas
 - ✓ Special service areas: study room, a business resources room, or a local history room
 - ✓ Amenities - Restrooms and water fountains
 - ✓ Climate control – HVAC
 - ✓ Cleaning service
 - ✓ Building Conditions
 - ✓ Security – safety, fire, disaster
 - ✓ Location
 - ✓ Parking

Chapter 10: Budgeting and Financial Management

Revenue -

- **Revenue from Property Taxes** - The primary source of revenue for most public libraries in Illinois is local property taxes. The Illinois Local Library Act establishes that governmental units such as cities, towns, and villages that maintain public libraries will allocate 0.15 percent of property taxes to funding of those libraries. Communities may choose by referendum to raise the library tax rate to any percentage up to and including 0.60 percent.
- **Grants**
- **Charitable Donations**

Expenditures – Steps = Staff & Patrons Needs – Library Director – Trustees – Governing Body

- **Staff salaries and benefits** - Because libraries are service-driven organizations, expenses associated with obtaining and keeping competent, qualified staff will be the largest entry in the accounts ledger.
- **Materials** - Books, videos, books-on-tape, and periodicals are all examples of library materials.
- **Operations** - This category includes building maintenance, utilities, supplies used by staff and patrons, and many other items.
- **Technology** - All the computers, scanners, printers, photocopiers, Internet connections, regional database connections, local area networks, and telecommunications fall into this category. Of course, technology needs are continually growing and changing and require frequent reinvesting to upgrade and improve services.

Annual Report & Audit: Public libraries in Illinois are required by law to submit an annual report to the principal funding agency (village, township, city, or library district) and to submit a duplicate copy to the Illinois State Library. Public libraries are also advised to contract with a qualified professional to conduct an annual audit.