

**COAL CITY PUBLIC LIBRARY DISTRICT
GENERAL POLICY**

**APPROVED BY
THE BOARD OF TRUSTEES**

**REVISED
MAY 9, 2017**

GENERAL POLICY

LIBRARY MISSION STATEMENT:

Residents of all ages in the Coal City Public Library District will have a library that is committed to provide comprehensive informational, educational, recreational, historical and intellectual opportunities through a variety of programs, technology, resources and services in a comfortable, safe environment.

BOARD MISSION STATEMENT:

Coal City Public Library District Board of Trustees' commitment enables the library to fulfill its mission, governs library use and behavior, provides necessary funding while striving to return value for the community's investment, and takes action that sustains an evolving library for future generations

HISTORY

The Coal City Public Library District has a very rich and interesting history. Its early history is recorded in the minutes of the Coal City Village Board as follows: February 2, 1886: A committee of the citizens being in attendance on this board for the purpose of soliciting the Board for donations towards a reading Room and library in this village. After the committee's presentation, the Board unanimously agreed to donate \$30 per month for three months towards defraying the expenses of starting a public reading room and library. Mr. Campbell, on behalf of the Wilmington Star Mining Company of Coal City, stated that "the Company was willing to wait on the Board for 3 months for the refunding of the amount of sidewalks money provided the Board would donate the money towards the starting a public library and reading room." This was also agreed to. The board donated \$200 towards the starting of the public library. The board asked the committee to solicit funding aid from the citizens, since the board knew they could not furnish all the funds to start a library.

Support for the proposed reading room and library grew. At the March 16, 1886 Village Board meeting, "The Clerk read a petition signed by 53 citizens asking the Board to take under its care and management the Public Library and Reading Room started in this village." On

April 8, 1886, the Board adopted the ordinance to do just that. The President then appointed the following persons as Trustees of the Coal City Public Library and Reading Room: Thomas Penn, W.J. Brown, Theo Dudgeon, Thomas Murphy, A.J. Smith and John Herron. While the Village Board members disagreed on many issues of their day, they showed unanimous support and approval on library issues and business. Later minutes verify that funds were repeatedly budgeted for library expenses, book purchases and subscriptions to daily papers for the reading room. Mary Clark, the first librarian, was paid \$17.50 per month. Her duties included the care and cleaning of the library as well as its administration.

The Coal City Public Library and Reading Room occupied various locations. The first Reading Room was located in a building rented by the city from Montgomery Sharp for \$17 a month. In August, 1888, it moved to "Trotter's building." On March 1, 1891 it moved to the newly constructed Village Hall at 545 S. Broadway and remained there for the next 80 years. Originally ceiling high bookcases were stocked with 427 books many of which were gifts from personal libraries in town. Newspapers and periodicals were available at long leather-topped reading tables.

For a long time the library was dormant. It was reorganized and put back in service largely through the efforts of community volunteers. In November 1942, the doors of an enlarged and refurbished library were opened due to the efforts of a library board appointed by Mayor Thomas Jisa and chaired by Village Commissioner James Kriz. Considerable assistance was received from Miss Charlotte Ryan, Head of the Extension Service of the Illinois State Library.

In 1945 a six-member board was appointed by Mayor William Brown.

In 1967, the library became a member of the Burr Oak Library System which served Grundy, Will, Kendall and Kankakee Counties.

Up until 1969, the library was operated with volunteer services, cash donations and books from veteran's organizations, women's groups and individuals. During the administration of Mayor LeRoy Brown, the village decided to provide funds for the operation of the municipal library.

The first salaried librarian, Mrs. Gloria Pierard, was employed in November 1970. It was through her efforts that the Dewey Decimal System of cataloging was installed.

The municipal library began operating in a new structure on May 31, 1972, situated on the main street of town between the post office and the village hall. The one-story brick and glass structure was constructed by Narvick Brothers of Morris. It was funded by appropriations from the City Village Board and cash donations made by various area businesses, veteran's organizations, local men's and women's groups and individuals. It had 2,888 square feet of space filled with 6,500 books as well as periodicals, records and cassettes, art prints and small statues. Approximately 700 card holders were served that first year. The library was open 24 hours a week and was run by the librarian, Mrs. Kathleen Smith and two assistants.

On Mrs. Smith's retirement in December of 1984, Mrs. Sharon Smith became the library director. The Coal City Public Library District was established effective May 1, 1987 by virtue of a successful conversion referendum supported by Mayor Richard Roseland. The new district library operated out of the same building as its predecessor and served approximately 2,833 of the 8,500 people residing in the district which includes Coal City, Diamond, Carbon Hill, Goose Lake and several rural areas. The district leadership now consists of a seven-member board elected by the people.

On March 20, 1990, due to another successful referendum, the library district was provided with funds by the taxpayers to erect a new building on Garfield and First Streets in Coal City. The new facility, which is 15,628 sq. ft., opened to the public on March 30, 1992. The staff consisted of Library Director, Sharon Smith, nine full-time employees and several part-time employees.

On July 1, 1993 the Burr Oak Library System merged with the Starved Rock Library System to become Heritage Trail Library System which served Bureau, Grundy, Kankakee, Kendall, LaSalle, Putnam and Will Counties.

Mrs. Sharon Smith retired on August 30, 1999. Mrs. Jolene Franciskovich is the current Library Director.

The Heritage Trail Library System, Northern Illinois Library System and the River Bend Library System merged on July 1, 2004 to create a new system. All system members were asked to enter a contest to come up with the best name for the new system. The staff of the Coal City Library District won the contest by naming the new system Prairie Area Library System or PALS.

On July 1, 2011 due to the faltering state economy five northern and central Illinois library systems merged. Alliance Library System (ALS), DuPage Library System (DLS), Metropolitan Library System (MLS), North Suburban Library System (NSLS) and Prairie Area Library System (PALS) merged to create the new Reaching Across Illinois Library System (RAILS). RAILS serves more than 1,500 public, private, university and school libraries at more than 3,700 library locations across a 27,000 square mile area. The new system also provides talking book services for persons unable to read or use conventional print material due to a visual or physical disability in all 102 Illinois counties.

Due to increased patron usage the library board decided to turn the library's rental property located at 70 N. Irving into a meeting facility. The former three bedroom home now holds two meeting rooms and provides library storage in the full basement. The Irving Street Annex officially opened during a Grand Opening held on April 16, 2013 during National Library Week.

GOALS

The goals of the Coal City Public Library District are to provide the highest quality of library services and resources for the enrichment of all residents of the district and to increase public awareness of the services offered, so as to assure effective and maximum usage by all citizens.

OBJECTIVES

The primary objective of the Coal City Public Library District is to provide quality service for maximum use of its materials to the widest range of patrons possible.

Additional objectives are to select, organize, and maintain books and a variety of other formats to make them

easily available to the people of the district. These materials shall assist the patrons in the pursuit of education, information, research, recreation and in the creative use of leisure time. The library also provides access to computer and technology resources.

The Coal City Public Library District now serves an area containing 11,257 people. The library strives to build collections which contain books and materials and to provide technology to meet the needs of individuals who have different interests, abilities and educational backgrounds within the limitations of the current budget and the availability of materials.

MEANS OF ATTAINMENT

The following means may be used to accomplish the objectives:

- 1) An annual plan of specific goals and activities shall be developed and evaluated toward implementing new methods and improvements for better service.
- 2) Training sessions, workshops and other aids shall be made available to library staff members to assure courteous, efficient and friendly contact with library patrons and the general public.
- 3) Personal and informational group contacts shall be maintained with governmental officials, community leaders, service clubs, civic associations and other community organizations by library staff and board members.
- 4) Local and social media shall be utilized to keep the public informed and aware of the Coal City Public Library District's resources and services.
- 5) Newsletters, brochures and other promotional materials shall be produced and distributed effectively.
- 6) The Coal City Public Library District may sponsor programs, classes, exhibits and other library-centered activities and shall cooperate with other groups in organizing these to fulfill the

community's needs for education, culture, information and recreation.

FUNCTION

The function of the Coal City Public Library District is to provide the means through which all people may have access to materials which will offer them the opportunity and encouragement to:

- 1) Educate themselves.
- 2) Keep abreast of advances in various fields.
- 3) Be responsible members of their community, state, nation and world.
- 4) Develop greater efficiency in their work performance.
- 5) Discover and develop an appreciation of the arts.
- 6) Develop and increase their enjoyment of leisure time.
- 7) Spend leisure time enjoying library services.
- 8) Understand and learn about local history and culture.