

Meeting Minutes
Case-Halstead Library Board of Trustees
May 6, 2013

Board Members Present: Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Kim Stamps, Brad Hoffman, Christi Gerrish-Library Director

Absent: Barb Guebert-President, Jeff Taylor-City Council Liaison

Also Present: Rob Hyten, Scott Diekemper, Brenda Johnson

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

Meeting Minutes: The minutes from the April 1, 2013 were approved on a motion by Sharon and a second by Jane, with all in favor. The minutes from the special meeting on April 22 were approved on a motion by Brad and a second by Jane, with all in favor. Motions carried.

Treasurer's Report: Approved on a motion by Wendy, second by Frank, all in favor. Motion carried.

Library and Construction Bills: Brad made a motion to pay the bills as presented, Sharon seconded, all were in favor, motion carried.

Statistics: Christi reviewed but figures are not accurate due to implementing the new automation system.

Director's Report: New Automation System: Christi provided details about the new system, including that it holds over 1 million records and has connected our library with many others. She said it is different than the old system and she and the staff are still learning new shortcuts.

Summer Reading Program: She is beginning to market it, had programs out in the city utility bills, and at the schools for the students to take home. She has put some signs up about it. Mark Goldman of the Baptist Church will allow the library to use the fellowship hall free of charge for programs during construction.

Standing Committee Reports:

Budget Committee: Reported that they need to set a meeting.

Long Range Planning Committee: Nothing to report

Building and Grounds Committee: Nothing to report

Personnel Committee: Reported that they need to set a meeting. Darren made a motion to approve the minutes for Jan. 15, March 1, and April 1, Brad seconded it, all were in favor, motion carried.

Other Reports: Construction Committee: Jane made a motion to approve the minutes for April 9 and 18, Frank seconded, all were in favor, motion carried.

City Council Liaison: Not present.

Old Business: Review of 2013 Library Calendar: Coming up is reappointment of appointed board members. Also, Christi said 2 people need to audit the meeting minutes to make sure they have all been done. Kim and Frank offered to do this and their audit could be turned in at the June meeting.

'Serving Our Public, Chapter 5 ..."Technology", was discussed in length. Christi projected a Technology Checklist and we met all the requirements that were applicable to our library. Ones that we did not meet dealt with self-check-out for patrons and open captioning.

75th Anniversary: This is now tied in with the groundbreaking ceremony and will take place on June 29 in the form of a reception. They invited about 500 people, Sharon said, including the Sec. of State. Sharon and Kim are considering speakers, supplies, etc. Kim talked about getting some t-shirts that we could wear in the parade or at special events. We decided that we would buy our own and furnish one for each of the staff. They would have the option of buying more if wanted. (Price around \$10 each.)

Sharon made a motion to disregard purchasing a float for the Clinton County Fair parade that will take place in July. The motion included the idea of using vehicles instead from 1938 to 2013 and the banner that IGA (Jeff Taylor) donated. Participants can wear costumes or the t-shirts and Sharon said the money saved by going this way would offset the cost of so many invitations to the reception. Brad seconded the motion, all were in favor and the motion carried.

Sharon added that she was working with LuAlice Kampwerth on finalizing the video for the 75th anniversary.

New Business: Solar Power: Frank said he found out that the grant application opens in June and stated that it would be a terrible error if we did not plan for solar. We all agreed that we want to pursue solar power as an option, whether through a grant or lease to make it cost effective.

Building update: Reviewed most recent building plan.

Annual report: Christi reviewed the 5 year history of library use. She will present it to City Council. Figures show that patron usage of the library continues to increase. One statistic showed that in April 2012, 658 library cards were registered. In April 2013, 878 library cards were registered.

Environmental Study Per Capita: Christi reviewed.

Draft Budget 2013-14: It changed to include some training. Sharon made the motion to accept the budget as amended, Brad seconded it. It was noted that the personnel committee still needs to meet with employee concerns committee and the budget may need adjusted again to reflect any changes resulting from that. All were in favor, motion carried.

Public comments: Rob Hyten: Questions regarding solar: Do panels hold up to hail? Any extended repairs? Does it affect insurance costs on new building? Brenda Johnson: Asked Sharon who had brought up the idea of leasing solar panels earlier in the meeting, Is lease to own an option? Sharon did not know.

The meeting adjourned at 8:30 pm. The next regular board meeting is scheduled for June 3, 2013 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Special Meeting
Case-Halstead Library Board of Trustees
May 16, 2013

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231, (children's library)

Present: Barb Guebert- President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Christi Gerrish-Library Director, Jeff Taylor- City Council Liaison

Special Guests: Mayor Mike Burton, Judge Dennis Middendorf, Mark Newkirk, Ed Kleber, Roger Wright

Also Present: Maurice Griffith (Library Board's Attorney) Chrissy Hill Rogers and Mike Ratcliff with Arcturis (architect), Kevin and Keith Poettker of Poettker construction (CM), Ray and Doris Elling, Norman Dieker, Don Berdeaux, Jean and Gene Van Dorn, Reese Rutland with Sentinel, Deb Taylor, Adrian Heuermann, Juanita Evans, Marge Widman, Jeremy Weh, Jim Roeckeman, Marvin Wiegman, Paige Stamps, Brenda Johnson, Deb Keilboch (First National Bank), Kathy Schaeffer, Amanda Freund, Nancy Nave, Mark Hodapp with Union Banner, Kelly Jo Ross with Breese Journal, Patty and Larry Tate, Cynthia O'Neill, Linda McNurlen, Valerie Nolte, Karen Jones, Carol Day, Staci Hilmes, Scott Diekemper, Tom Guebert (a few others arrived late after meeting started and did not sign in)

The meeting was called to order by Barb at 7:00 p.m. and she introduced the library board members, the director, the architects, CMs and Brenda Johnson, whom Barb explained would be taking over for Jeff Taylor as the City Council Liaison after Brenda is given the oath of office. Barb thanked everyone who attended and acknowledged the staff, past and present, who were in attendance. She introduced the special guests and turned the floor over to Mayor Mike Burton, who said to call him Mike.

Mike discussed the concern of building a sustainable building and stated that annually for the past several years, the city has had a \$300,000 deficit. He is concerned about the cost of the new library and said he assembled a team (the special guests) to provide some direction or present some ideas.

Mark Newkirk congratulated the board on their decision to hire Poettker Construction as their Construction Manager. Mark said he would like to see detailed plans and the budget for a review at the request of Mike.

Ed Kleber also congratulated the board on the decision to hire Poettker Construction as their Construction Manager. He said he was asked to research other library projects and prepared some data regarding construction costs per square foot of other projects. He gave that information to the board. He had some questions regarding this library's budget and the boards' thoughts on how much money is anticipated to be leftover, after the construction.

Roger Wright explained that he has more than 30 years of experience in the construction industry and was invited to listen and provide feedback as needed.

Judge Dennis Middendorf presented several questions regarding the relevance of a library and the definition of a library. He asked if the library had to be in a building. He stated that he could get as much information on

his phone that anyone could get in the library. He wondered about the beneficiaries and why can't everyone just work things out? He said it was a shame that newspaper reporters from Breese and Centralia were covering a Carlyle library board meeting because of the tone in the town (referring to the most recent city council meeting that was front page news in all local papers)

The Library Board's attorney, Maurice Griffith explained to the Judge that the Maddux Trust case was still open in the courts. If there are any remaining funds, the court will make a decision at that time regarding them.

Christi and Barb defined what a library is and told of many of the services that patrons use at the library. Christi explained how library use in Carlyle is on the increase and how libraries today are becoming community centers as well. Barb explained how having a nice library facility in a community attracts new residents, to which Ed Kleber nodded.

Chrissy Hill and Keith Poettker presented and explained the building plans projected on a screen for viewing. They answered many questions regarding construction details.

Positive feedback was heard from several people. Deb Keilboch explained the process of going through the court for an interpretation of Flora Maddux's will and how the court had ruled that the money from the Maddux Trust is to be used for construction of a new Carlyle Library with a meeting room on the first floor for the elderly.

Barb stressed the importance of getting the State Contract signed so the community does not miss out on this wonderful opportunity. Keith said delays will push the project further out and could run the budget up by 6 figures if we do not break ground and get the building weather tight over the summer-fall season as now proposed.

The meeting adjourned at 9:30. A taped recording of the meeting was made and is on file.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING APRIL 30, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110	.00	28,292.66	28,430.00	(137.34)	99.52
20-3150	.00	80.72	90.00	(9.28)	89.69
20-3160	.00	5,401.27	5,220.00	181.27	103.47
TOTAL TAXES	.00	33,774.65	33,740.00	34.65	100.10
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440	.00	3,918.19	.00	3,918.19	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	3,918.19	.00	3,918.19	.00
<u>FINES & FORFEITURES</u>					
20-3530	646.79	7,546.35	13,000.00	(5,453.65)	58.05
TOTAL FINES & FORFEITURES	646.79	7,546.35	13,000.00	(5,453.65)	58.05
<u>MISCELLANEOUS REVENUE</u>					
20-3810	.00	25.03	50.00	(24.97)	50.06
20-3831	20.00	3,045.00	2,000.00	1,045.00	152.25
20-3832	.00	1,994.00	1,000.00	994.00	199.40
20-3833	.00	339.50	300.00	39.50	113.17
20-3860	.00	22,985.33	20,500.00	2,485.33	112.12
20-3890	.00	.00	50.00	(50.00)	.00
TOTAL MISCELLANEOUS REVENUE	20.00	28,388.86	23,900.00	4,488.86	118.78
<u>OTHER FINANCING SOURCES</u>					
20-3990	10,000.00	90,000.00	110,000.00	(20,000.00)	81.82
TOTAL OTHER FINANCING SOURCES	10,000.00	90,000.00	110,000.00	(20,000.00)	81.82
TOTAL FUND REVENUE	10,666.79	163,628.05	180,640.00	(17,011.95)	90.58

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING APRIL 30, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	4,999.66	67,639.71	82,350.00	14,710.29	82.14
20-56-4510 HEALTH & DENTAL INSURANCE	616.67	8,390.48	7,500.00	(890.48)	111.87
20-56-5110 MAINTENANCE SERVICES-BUILDING	150.00	5,344.08	5,130.00	(214.08)	104.17
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	92.94	1,865.48	2,025.00	159.52	92.12
20-56-5330 LEGAL SERVICES	.00	28,128.40	20,000.00	(8,128.40)	140.64
20-56-5490 OTHER PROFESSIONAL SERVICES	662.40	6,531.98	6,670.00	38.02	99.42
20-56-5510 POSTAGE	35.03	352.13	450.00	97.87	78.25
20-56-5520 TELEPHONE	100.90	1,028.91	2,700.00	1,671.09	38.11
20-56-5530 PUBLISHING	13.30	821.68	1,350.00	528.32	60.87
20-56-5540 PRINTING	.00	4.75	630.00	625.25	.75
20-56-5620 TRAVEL EXPENSE	.00	156.68	900.00	743.32	17.41
20-56-5630 TRAINING	.00	150.00	720.00	570.00	20.83
20-56-5710 UTILITIES	609.32	7,480.61	6,300.00	(1,180.61)	118.74
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	5,311.60	4,000.00	(1,311.60)	132.79
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	66.69	270.00	203.31	24.70
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	5.18	.00	(5.18)	.00
20-56-6510 OFFICE SUPPLIES	102.07	1,947.58	1,800.00	(147.58)	108.20
20-56-6540 JANITORIAL SUPPLIES	40.20	308.72	360.00	51.28	85.76
20-56-6580 PERIODICALS	.00	1,403.18	2,250.00	846.82	62.36
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	214.78	3,060.00	2,845.24	7.02
20-56-8700 FURNITURE	.00	.00	2,400.00	2,400.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,016.40	27,364.25	28,000.00	635.75	97.73
20-56-9250 SPECIAL PROGRAMS	263.96	2,711.97	3,780.00	1,068.03	71.75
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	90.00	90.00	.00
TOTAL LIBRARY	8,702.85	167,228.82	182,635.00	15,406.18	91.56
TOTAL FUND EXPENDITURES	8,702.85	167,228.82	182,635.00	15,406.18	91.56
NET REVENUES OVER EXPENDITURES	1,963.94	(3,600.77)	(1,995.00)	(1,605.77)	(180.49)

Case Halstead P.L. – Income and Expenditures

May 2013

1. Income

- A. Nonresident Fees- \$224.00
- B. Fines & Fees- \$49.50
- C. Copier & Printer- \$115.63
- D. Fax Machine- \$91.50
- E. Book Sale - \$320.00
- F. Summer Reading Donations - \$1350.00
- G. Amazon Book Sale (not in totals) –\$67.66

Total \$2150.63

Total at CH \$2265.10

2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$79.83</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$24.09</u>
Postage - \$24.09	
5520 Telephone	<u>5520 \$25.00</u>
AT&T - \$	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$78.31</u>
Wendy Folen - \$78.31	
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$</u>
City of Carlyle - \$455.44	
Ameren - \$82.57	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$20.82</u>
Walmart - \$20.82	

6540 Janitorial Supplies		<u>6540 \$6.89</u>
Wal-Mart - \$6.89		
6580 Periodicals & Newspapers		<u>6580 \$719.15</u>
Country Living - \$18.00		
Martha Stewart Living - \$20.00		
Progressive Farmer - \$12.00		
Psychology Today - \$25.97		
Redbook - \$15.00		
Southern Living - \$35.10		
St. Louis Post-Dispatch - \$320.68		
Taste of Home Simple and Delicious - \$15.00		
Wall Street Journal - \$257.40		
8300 Equipment		<u>8300 \$66.78</u>
Wal-Mart (Recorder) – 66.78		
8700 Furniture		<u>8700 \$75.00</u>
Centralia Stationary - \$75.00		
8800 Books & Other Materials		<u>8800 \$1151.01</u>
Amazon - \$183.90		
Baker & Taylor – \$815.52		
Center Point - \$151.59		
Taste of Home - \$30.98		
9250 Special Programs		<u>9250 \$300.00</u>
Juggling Jeff - \$300.00		
9290 Miscellaneous		<u>9290 \$</u>
Total		<u>Total \$2846.88</u>
 <u>Late Bills from March</u>		
5710 Proliance - \$59.75		
6580 Discover - \$29.95		
Better Homes and Gardens - \$15.00		
Ladies Home Journal - \$5.00		
Consumer Reports - \$29.99		
Mother Earth News - \$10.00		
National Geographic - \$15.00		
Parents - \$7.99		
People - \$107.86		
This Old House - \$ 24.00		
Time - \$30.00		
8800 Gale – \$246.31		

Circulation Statistics---Monthly

2013 May

ADULT---2236

CHILDREN---462

YOUNG ADULT---144

RENEWALS---663

MANUAL CHECKOUTS---33

TUMBLEBOOKS---18

Overdrive---240

TOTAL=3796

2012 May

ADULT---2072

CHILDREN---662

YOUNG ADULT---142

RENEWALS---561

MANUAL CHECKOUTS---71

TUMBLEBOOKS---14

Overdrive---89

TOTAL= 3611

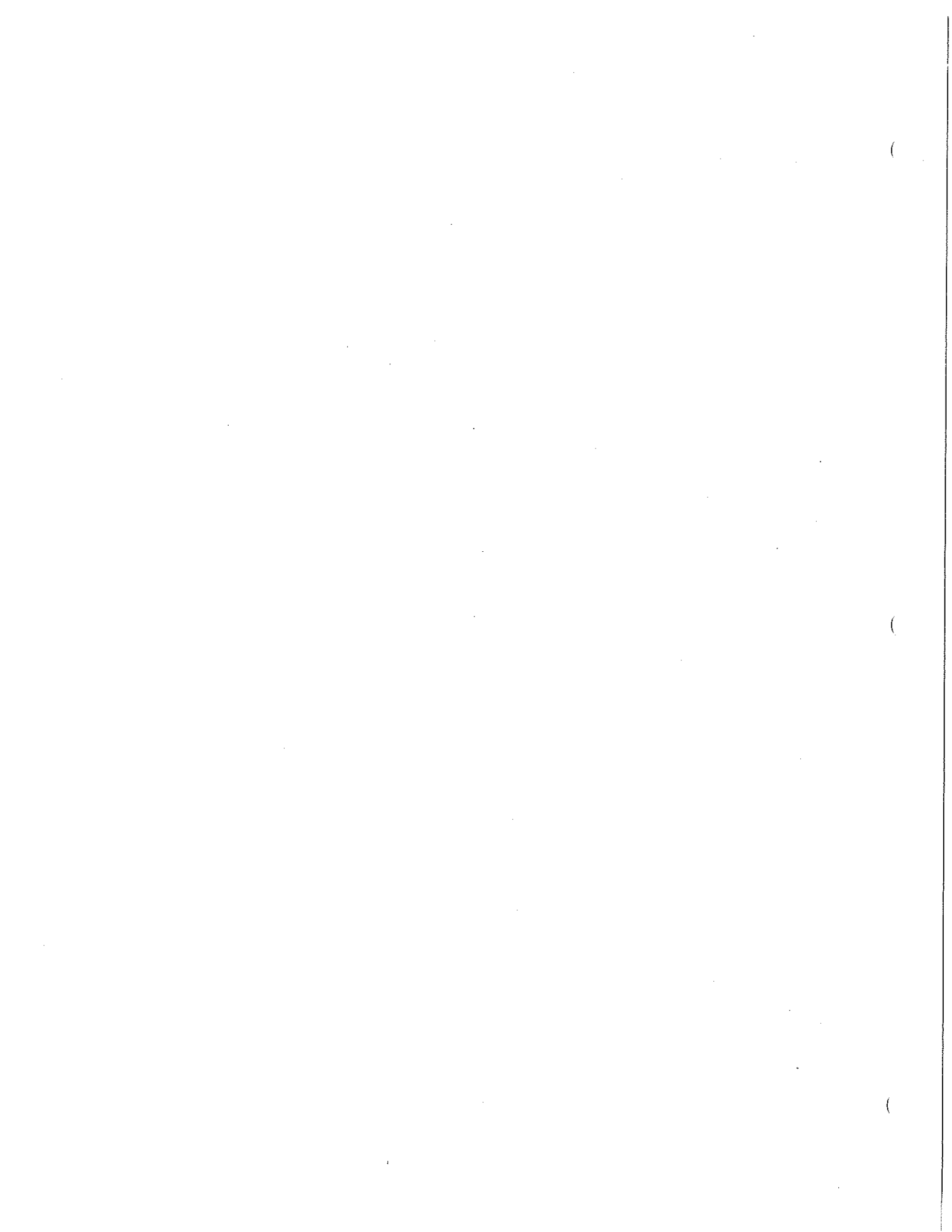
Note: Not all records transferred to polaris correctly. Some Children's items may be in the adult collection.

ROUTE INS= 639

ROUTE OUTS= 973

COMPUTER USE= 341

Adult Programs (Creole Fiddle) – 35



Minutes for Construction Committee
Case-Halstead Library Board of Trustees
Monday, May 7, 2013

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Library Construction Committee Members Present: Darren Tracy, Wendy Folen, Jane Bullock, Frank Buckingham, Christi Gerrish-Library Director **Absent:** Barb Guebert

Carlyle Finance Committee Members Present: none

Also Present: Sharon Berdeaux, Keith Poettker, Brenda Johnson, Eugene and Gene Van Dorn

The meeting was called to order by Darren at 7 p.m. Christi reported that she, Frank and Wendy went to Arcturis earlier that day and brought back the items discussed with the architects.

We reviewed the exterior details added to the brick and windows, the proposed change for the steel beams, the fence and landscape options. Also reviewed were the new interior color palette and the interior gate option for closing off the library. We showed a new view of the ceiling over the circulation desk.

We did not have time to discuss the lighting at Arcturis and therefore could not present that information.

Samples brought back from Arcturis included a Norman and a King size brick, another interior carpet, tile and a stone for the fireplace. Also a couple of warmer paint colors and an idea for a history wall. Arcturis wants to know if we want them to do the signage. Their cost is \$8500 to design plus an hourly rate for additional work such as the history wall. Or we can find our own source.

Arcturis wants us to say if we want to keep the city sign or have it relocated. We discussed this and decided if budget allows, we would prefer to have it relocated. Sharon would like to still see a flag pole.

Concerns were raised about the height and width of the trees on Franklin Street, maintenance involved with so much landscaping, and the appearance and cost of a wrought iron fence along the entire alley length on top of the retaining wall. Removing the fence brought up the concern of meeting code and safety.

Some preferred the newer interior color palette and some preferred the original. Still undecided on cork versus carpet.

Christi requested a way out behind the circulation desk and storage with counter space on the back wall behind the desk that is shared with her office. Wendy said her office window seemed too large for furniture.

Keith presented a 60% budget that was up \$339,000 approx. from the previous. He said that is because of the site, mainly and the need for the retaining wall. His figure included having to build a brick wall around the city sign to protect it during construction. We discussed again the idea of relocating the city marquis and even the guests in attendance did not think that would be a problem if we went through the city administrator.

Keith said this latest estimate does not show a construction design contingency but we still have an owner contingency of \$300,000. Ways to reduce cost mentioned by Keith were to have the reading garden as an alternate bid. Some said we could eliminate the wrought iron fence but we need to know if that is a code issue.

Keith said the building has an R30 exterior and R24 roof as far as efficiency rating so he felt that was fine and shouldn't be increased or reduced. Frank mentioned going with exposed steel structures and conduit in the ceiling which we know makes it more contemporary, but may save cost. Keith said that would only save \$15-\$20K in his opinion.

Wendy mentioned that Arcturis had two landscape architects on their staff who had designed the landscape for the new library. They tried to use native plants and confirmed they were non-invasive. They also worked with an expert at the Botanical Gardens. Gene said that Missouri and Illinois have different regulations.

Keith said we should aim for starting construction the middle of July in order to be far enough along by late fall when the weather changes. He said with all of the rain we've had so far, July has become the ideal time to start.

The meeting adjourned at 8:45 p.m. and Wendy said she would relay questions and comments from our meeting to the architects. There will be a special meeting on May 16.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Public Library Annual Report Summary

Library budget spent on operations and staff - \$167,228.82

Library Programs

Adult programs

This Year: # of Programs – 15 # of Participants - 226

Last Year # of Programs – 5 # of Participants – 92

Teen Programs

This Year: # of Programs – 10 # of Participants - 156

Last Year # of Programs – 4 # of Participants – 120

Children's Programs

This Year: # of Programs – 22 # of Participants - 507

Last Year # of Programs – 15 # of Participants – 195

Totals

This Year: # of Programs – 47 # of Participants - 889

Last Year # of Programs – 24 # of Participants – 407

Library Cards

Residents: 2012-2013 – 878 2011-2012 – 658

Non Residents: 2012-2013 – 172 2011-2012 – 82

Totals 2012-2013 – 1050 2011-2012 – 740

Items Held

Books: 2012-2013 – 26468 2011-2012 – 26137 All physical materials had very similar #s

Ebooks: 2012-2013 – 6978 2011-2012 – 2606

EAudiobooks: 2012-2013 – 1555 2011-2012 – 30

Items Circulated

Books:	2012-2013 – 30177	2011-2012 – 31923
Videos:	2012-2013 – 6310	2011-2012 – 5611
Audios:	2012-2013 – 1108	2011-2012 – 993
Others:	2012-2013 – 3184	2011-2012 – 2264
Total:	2012-2013 – 40779	2011-2012 – 40791