

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, July 1, 2013

Meeting Location: Case-Halstead Library (Children's Library on Main Floor) 571 Franklin, Carlyle, IL 62231

Board Members Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Kim Stamps, Brad Hoffman, Brenda Johnson-City Council Liaison, Christi Gerrish-Library Director

Absent: Frank Buckingham (excused absence)

Also Present: Mayor Mike Burton, City Council members Rob Hyten, Judy Smith and Jeff Taylor, Doris Elling, Ray Elling, Bonnie Nehrt, Jean Van Dorn, and Carlyle Union Banner Editor Mark Hodapp

Barb called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited. Barb said that Brad Hoffman, who was not reappointed for another term as Library Trustee, is allowed to remain on the board until a successor has been appointed according to State Statute.

Barb administered the oath of office to reappointed Trustee Wendy Folen. Wendy then administered the oath of office to Jane Bullock. (Background for the record: The city council approved the reappointment of Wendy and Jane as Library Trustees for 2013 through 2016.)

Barb addressed an incident that was brought to her attention. An individual, who Barb did not name, reviewed public library meeting minutes, recorded the number of meetings Brad Hoffman did not attend, and sent that information in the form of a memo to the members of the city council along with a request to appoint someone else to the position of library trustee. (Background for the record: After Brad's reappointment to the position of Library Trustee was denied, a copy of the memo signed by Doris Elling was shared with Barb and a copy is attached to these Minutes.)

In response, Barb read Section 3 of the Library By-Laws regarding meeting attendance. To summarize, it states that a board member must notify the president of his or her absence in advance of a board meeting. If a board member is not excused, or misses 3 meetings in a row, he or she is subject to removal from the board.

In the case of Brad Hoffman, some of the meetings referred to by Mrs. Elling did not involve Brad because he was not a member of those particular committees. Barb said the Board is

aware that Brad travels out of town frequently with his job. She said he has always notified her of absences as required. Barb said Brad Hoffman has been a very active member of the board and that she agreed with the library director's request to reappoint him.

She expressed her disappointment that the question of a board member's attendance was not brought to her attention, but instead sent directly to the city council members. She read a prepared statement that raised the question, who would want to serve as a volunteer on any board under such public scrutiny where their character could be subject to attack without a chance for explanation. A copy of Barb's complete statement is attached to these Minutes.

Barb said anyone with a question about a board member's attendance record should contact her. She instructed the secretary to record in the minutes if any member's absence was excused. She also instructed that the By-Laws be amended to indicate that excused absences be so noted.

Meeting Minutes: The Minutes of the June 3, 2013 board meeting were approved on a motion by Sharon and a second by Darren, with all in favor. The Minutes of the special meeting on June 11, 2013 were approved on a motion by Brad and a second by Jane, with all in favor. The Minutes of the special meeting on May 13, 2013 were approved on a motion by Jane and a second by Sharon, with all in favor. All motions carried.

Treasurer's Report: Jane did not have a report to review and said it will be unavailable until there is a city budget.

Library and Construction Bills: Jane Bullock, board treasurer, who is also on the library's budget committee, reviewed the amount of income the library received from the farm lease held in the Maddux Trust because there have been many questions on this subject. Jane provided a chart from April 30, 2001 to April 30, 2013 (copy attached). Column one listed the Maddux Trust income for each year. Column two listed the library's proposed budget for each year. Column three listed the library's actual budget for each year. The summary shows that from 2001 to 2013, the average income from the Maddux Trust accounted for only 10.85% of the library's actual budget.

Jane explained that the First National Bank, as Trustee of the Maddux Trust, issues monthly statements that show the Maddux Trust property sale income, minus the bank fees, land sale fees, attorney fees, Carlyle reimbursement for previous construction planning, etc. At the bank's recommendation, the money has been invested in different FDIC insured accounts so that it can be readily available to pay approved bills. The Maddux Trust account is separate from the State Grant account. Jane expected to see minor interest amount in the next couple of weeks on the invested accounts. This will be reflected on the statements received.

Jane provided Library construction project bills for June 2013 that would come from the Maddux Trust. Listed under line item 8900 "Other Improvements", they include architect's fees for the plans, attorney fees to review the contracts and for a special meeting, and fees associated with the groundbreaking ceremony. The total amount was \$22,524.66.

Christi reviewed the June library bills which showed summer book sale receipts of \$399.54. The motion to pay the bills was made by Kim, seconded by Sharon with all in favor, motion carried.

Statistics: Christi reviewed the circulation statistics for June 2013 compared to June 2012 which showed an increase in library usage in all categories except Tumblebooks, the children's computer software program. She said that the Tumblebooks subscription was renewed in February or March. She intends to watch the activity this year and promote it more. Whether to renew Tumblebooks or not should be placed on the December agenda. Christi said the summer reading programs have been well attended with more than 214 children. She said 95 have signed up for the summer reading program.

Director's Report: Christi provided a summary of the SPLMI training she attended. It cost only \$50 for food/lodging and classes due to a scholarship grant that she obtained. The training involved the responsibilities of the library director and explored the need for implementing policy, being proactive with library safety, and a wide variety of other topics. Christi said that 60 of the 600 public library directors in the state were in attendance (10%) and it was a great networking experience. She was glad to have participated.

Directors & Officers Liability: Christi spoke with Phil Lenzini, attorney for the State Library, regarding coverage under a city's liability insurance policy. The question has been an open one by the library board to determine whether board members are covered under Carlyle's liability insurance policy. Previous city administrators Bill Gruen and Alissa Boerngen have said we are. Phil Lanzini said if the Library is mentioned in the city's liability policy with Risk Management, then we are. Christi verified that the Library is listed. Barb asked Christi to research the liability limits and Christi agreed that she would report back to the Board with that information.

Summer Reading Update: Christi said in response to the concern that was raised about some prizes being too small for younger participants in the summer reading program, she has implemented a procedure for selecting prizes. Nothing smaller than 2" will be offered from now on and they will be on display.

Training Program: Christi was granted permission earlier to attend a series of marketing and career development training classes with Wendy Symer. Christi reported that her last session with Wendy Symer was Wednesday, June 26, and she believes it was a great program that really opened her eyes to promoting the library more effectively. She said she will definitely use the new ideas she learned.

Standing Committee Reports:

Budget Committee: Earlier in the meeting, Jane presented the Maddux Trust income information. It was noted that the library's proposed budget for the next fiscal year was already submitted to the City finance committee for review and City council approval. July 15 is the date the council is expected to discuss and vote on the budget. The discussion of Christi's raise and its impact on the proposed library's budget was discussed. The library personnel committee needs to address this with the city's employee concerns committee. Judy Smith said there was a process to follow that could take more than 6 weeks. Judy was going to see if the Board's personnel committee would be able to arrange an appointment with the employee concerns committee sooner.

Long Range Planning Committee: No report

Building and Grounds Committee: No report

Personnel Committee: Reported that they met and discussed a Workplace Harassment Policy and how the library director or staff would handle a complaint. Brad, who had helped prepare an addendum to another city's policy, said any complaint needs to be taken very seriously and followed up on. He made a motion that the board accept the Workplace Harassment Policy that the personnel committee presented along with the complaint reporting form. Jane seconded the motion, all were in favor, and the motion carried.

Other Reports:

Construction Committee: Barb thanked everyone who attended the zoning meeting where the site plan for the new library was approved unanimously with no objections from anyone in the full capacity room. The minutes of the June 6 and June 27 construction committee meetings were distributed.

It was decided based upon advice from the architect and the construction manager, that solar power as an alternate source of energy for the new library be tabled until the bids come in. Barb thanked Frank Buckingham for all of the research he had obtained, including a potential grant to help offset the cost. She said she and Frank spoke at length with John Hodapp, electric department head for the city of Carlyle and he admitted to not having a policy in place for Carlyle for businesses who might want to utilize solar power. The construction committee agreed that solar should be tabled until we see where we are at with the budget for the construction of the new library. If there seems to be some money available, the engineers and professionals can determine if this type of energy would make sense to help with the library's future budget. Barb said the future operational budget is one of the biggest concerns of the construction committee.

Mayor Burton said he spoke with the city's electrical company IMEA and they do not believe solar power is a good idea for the library because Southern Illinois does not get enough sunlight. Barb disagreed, said she spoke with an economic development coordinator in

Greenville who said the new solar panels on some of their buildings are performing well. She said once again the idea is tabled until the bids come in for the construction.

Barb reported that the prime contracts were submitted by Poettker Construction for review by the city attorney and the library attorney. At this point, guest Jean Van Dorn asked why the library feels the need to employ its own attorney and not just use the city attorney. Barb replied that the library attorney, Maurice Griffith, is very familiar with the State Statute in regards to the money awarded the Case-Halstead Library, as well as all of the details of the Maddux Trust as he represented the library throughout the litigation. While it does cost a little more, she said the library board believes utilizing the library attorney's expertise in the matter is money well spent. (Background for the record: The city attorney is in the third month of his position.)

The construction committee would like the opinion of the board and guests present on which of the 3 different styles of cast iron fireplace covers to use as art in the new library. Anyone wishing to provide an opinion could remain after the meeting. The committee is getting a damaged oil painting of General Dean restored. Replacing the granite stone at the foot of the flag pole that was added after 9-11 was also discussed. Lager Monument in Breese gave quotes on larger stones that would be more noticeable and the Board will review this again at the next meeting.

City Council Liaison: Brenda commended those involved with the ground breaking ceremony and said she heard positive feedback. She said people would like to be better informed about the new plans. It was noted that while Sharon did a lot of the planning on the 75th anniversary, Kim worked on the groundbreaking ceremony. One of the floral arrangements purchased for the event was given to Kim in appreciation for all of her hard work and planning to make the event such a success.

Old Business:

Review of 2013 Library Calendar: Nominating Committee will be mentioned under new business.

75th Anniversary: Already addressed by Brenda. Everyone agreed the anniversary observance worked out well in conjunction with the ground breaking event. Sharon spoke about the parade and mentioned buying magnets to identify the cars. Wendy made the motion to purchase the magnets at \$36 total, Kim seconded the motion, all were in favor and the motion carried. She said they will hand out bookmarks and fliers and asked for members to participate in the parade.

Environmental Study for Per Capita Grant: Christi said she is working on preparing the grant application. She said that one of this year's requirements is to review the strengths, weaknesses, opportunities and threats to the library. She asked for help to present this at the August meeting. Kim, Sharon, and Brenda agreed to serve on a short-term committee and provide input for this requirement of the Per Capita Grant.

Library Board Appointments: Barb said since Brad's reappointment was denied, she spoke with Carol Day who said she would be willing to serve. Carol, who is known to most on the board, has a good reputation in the community and is a gifted musician who might add to story hours and is a very capable person. Brad made the motion to recommend Carol to the mayor for a possible board trustee, and Jane seconded the motion. All were in favor and the motion carried.

At this point, Barb spoke of the tradition of how in the past, the board and library director would discuss and offer names for consideration for trustee appointments. The names would be submitted to the mayor and then go before the City Council.

Brad Hoffman then spoke and told how he did not misinform anyone at a previous meeting as the mayor alleged. He said when he talks about operational costs of the current library, one needs to account for the age of the building and the constant repairs. Mayor Burton and others in attendance did not let him finish speaking uninterrupted, and he got up and left.

New Business:

Election of officers for 2013-2014 and committee assignments will be on the August meeting agenda.

The discussion moved to the first phase of construction, the demolition of the east addition to the existing library. Christi said that she was working on lining up help and would speak with members of the Rotary Club. She would like to see this done in a couple of weekends. Mayor Burton proposed the idea of having parolees who need service projects help. It was decided that if they were properly supervised, could read and understand how to rearrange the books and were never around children that could be okay. An inventory of items in the present library needs to be taken soon so that we can identify what we will save for the new building and what will be discarded, sold or donated.

The new library address came up. Corie Gonser is the Clinton County Addressing Coordinator and because the new entrance to the library faces the south and not Franklin Street, a new address will be assigned to the library. Ms. Gonser said that a new street name could be assigned to the library because it is a thru-way. However, the name must end with Lane or Way, not Street or Road. We are to consider names to vote on at the next meeting.

The board considered having a time capsule for the new library. It was decided the 75th anniversary committee could explore this and how to involve the children. When would it be opened? Kim agreed to speak with KG Yaunches who emceed the groundbreaking. As history teacher at the Junior High, perhaps he would find this an interesting extra credit challenge for his students.

The question of a commemorative book was raised. Sharon suggested we solicit stories from the public. Perhaps this could be done on ShutterFly. Once again, the need for a friends' organization was stressed and mentioned aloud in case anyone in the room wished to volunteer or participate.

The By-Laws need to be reviewed to include the new policies we discussed including the secretary's new assignment regarding the Minutes and recording a board member's excused absence. Kim updated the By-Laws not too long ago, and she agreed to look at them again and propose the changes.

Barb would like to invite the historical society to look at the items the library does not wish to reuse and to have first dibs on them to keep for the history of Clinton County. The construction manager told the construction committee that the best way to get a competitive demolition bid is to allow the demolition contractor rights to the salvageable material.

The floor was opened for public comment which lasted for almost an hour. City Councilman Rob Hyten suggested that Barb and the mayor sit down to discuss the next appointment to the library board.

Mayor Burton said he was surprised that his decision to not reappoint Brad and to appoint Larry Boyd became such an issue. He said that he knows Larry Boyd from the Lions Club and that he is very organized and believes he would have done a good job.

Judy Smith said that many people she talks to do not feel like they are informed enough about the new library. She wishes the board members would do more to inform the public.

Ray Elling said he wished Barb would spend more time selling the idea of the new library and suggested that members of the Board go door to door with brochures.

The board listened and then several members, including Wendy and Kim said that promoting and informing the public of the plans of the new library is what we have been doing. It was mentioned that we all volunteer many hours and the attendance at the ground breaking was very light, despite the fact that the entire community was invited. Christi is on WCXO every Thursday morning and writes a library column nearly every week, several board members have participated on radio shows at WDLJ, Barb was interviewed on the Greenville radio station, there

have been countless articles and photos in the Carlyle Union Banner, the Breese Journal and the Centralia Sentinel, plans are on public display for the new library, and many public meetings have been posted.

The meeting adjourned at 9:50 pm. Guests were invited to stay and enjoy leftover cake from the groundbreaking ceremony. The next regular board meeting is scheduled for August 5, 2013, at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

**Minutes for Special Meeting
Case-Halstead Library Board of Trustees
Thursday, July 18, 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, Brenda Johnson-City Council Liaison

Also Present: Jacob Lambert, reporter for Carlyle Daily News

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

Brad asked for the opportunity to apologize to the board for his abrupt departure from the regular scheduled board meeting on July 1. He said his patience had run out when he was not given the opportunity to say the few things he wanted in his defense about the allegation made by the mayor that Brad had misinformed the public about the anticipated operational budget of the new library.

Brad said that he believes the library board should adopt a policy like the city council has adopted to limit public comments to 3 minutes per person who is not on the agenda.

Barb thanked Brad for his apology and said the idea of limiting public comment would need to be added to the agenda for discussion at another meeting. Currently the library has no formal limit on the length of public comments at the meetings.

Barb had two letters from two other individuals who had expressed interest in being on the library board. The library board already made the recommendation of Carol Day to the mayor and agreed that either of these two candidates seemed qualified as well. They were Kenny O'Dell, a college student at McKendree who is from Carlyle and has used the Carlyle library extensively. The other was Jamie Wolford, the wife of Pastor Josh Wolford of the Christian Church. Jamie is also a frequent patron of the library and is the mother of two young boys and is very active in the community.

The agenda was turned to and the first order of business was to plan the Secretary of State, Jesse White's visit to the Case Halstead Library on July 26 at 10:30 a.m. for a ceremonial presentation of the state grant award.

The following is a summary:

Jo Hollenkamp, city administrator is invited to attend along with the mayor and the all of the city council members, as well as the general public. Jo would speak with the mayor about making a brief address. The VFW needs to be contacted to see if they would hang flags on the City utility poles. Christi would ask Jo if this event could be published on the City website. Brenda said the marquis was still not working but said that she would mention the event at the City Council meeting on July 22.

Christi said Jesse White's office wants to see a lot of children in attendance because he is such a strong advocate for education and young people.

Christi / staff / members of the Library Board are taking care of the following items:

- invite architect and project manager
- contact Reps. Cavaletto and Meier
- contact area public library directors and school librarians
- contact administrative and library personnel at area colleges
- prepare flyers and put in businesses, churches, day care centers, Sr. Center, VBS programs, City Hall, etc. (members of the Board will help prepare, mail, distribute beginning at +/- noon today)
- contact all children in the summer reading program

- put out an email "blast" to patrons; put on library website
- order a vinyl banner for intersection of Rt. 127 and 50 to welcome the Secy of State
- hang red/white/blue bunting on library building
- arrange for radio station PSA's
- PR on radio stations (Christi's weekly radio program on 96.7 WCXO-FM and Darren will contact/speak on 97.5 WDLJ-FM)
- contact all regular donors
- Wendy Folen will write an article for the Banner
- Breese Journal and Centralia Sentinel journalists have been contacted
- contact local businesses regarding electronic message boards
- light refreshments / room set-up
- speaker rostrum and microphone (requested by the Secretary's office)
- borrow American and Illinois flags in floor stands (from County meeting room)

The next item on the agenda was the project update. The library board was made aware of all conversations between Wendy, Barb, Christi and the architect. It was decided that the landscape plan being presented by Arcturis contained too many plantings and would be difficult to maintain. At the recommendation of the construction manager, the bids will go out with a general budget for landscape design and the actual plan can come later from local companies who wish to bid.

The fireplace mantle was changed from cast stone to wood to tie in with the look of the ceiling. The board members were asked their opinion on hanging the portraits of Mary Ellen Halstead and Zophar Case in the genealogy room with only one fireplace cover between them. Everyone seemed open to this idea.

Poettker Construction was by earlier to measure many of the existing cabinets for re-use in the new library.

Wendy said they have been exploring less expensive light options. The lighting in the library will include several LED fixtures. The children's area will have a wall that separates it from the young adult space as well as a raised carpeted platform for reading or children programs. Sir Reads A Lot may need a make-over, but he is going to be featured in the children's library because he has been so popular with the patrons.

Before adjourning, Sharon said she has been thinking about the naming of the thru-way behind the library. She believes that the name should be Case-Halstead Place because she is concerned if we come up with a completely new name, it may confuse people, especially emergency responders, where the new library is located. Wendy said she liked that name, but also likes Maddux Way because after all of these years, it seems like Mrs. Flora Ethel Maddux finally got her way with the construction just around the corner for a new library.

Barb said everyone should think on the name and it will be on the next meeting agenda.

The Special Meeting adjourned at 8:15 p.m. The next regular board meeting will take place on August 5, 2013 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING JUNE 30, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	5,521.48	13,643.85	85,600.00	71,956.16	15.94
20-56-4510 HEALTH & DENTAL INSURANCE	581.15	1,162.30	9,500.00	8,337.70	12.23
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	669.43	5,500.00	4,830.57	12.17
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	79.83	218.40	2,075.00	1,856.60	10.53
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.00
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	662.40	6,600.00	5,937.60	10.04
20-56-5510 POSTAGE	24.09	73.07	450.00	376.93	16.24
20-56-5520 TELEPHONE	99.20	191.93	2,700.00	2,508.07	7.11
20-56-5530 PUBLISHING	.00	.00	1,350.00	1,350.00	.00
20-56-5540 PRINTING	.00	.00	630.00	630.00	.00
20-56-5620 TRAVEL EXPENSE	.00	.00	900.00	900.00	.00
20-56-5630 TRAINING	.00	50.00	3,820.00	3,770.00	1.31
20-56-5710 UTILITIES	573.13	1,076.62	7,000.00	5,923.38	15.38
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	6,000.00	6,000.00	.00
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	270.00	270.00	.00
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	.00	100.00	100.00	.00
20-56-6510 OFFICE SUPPLIES	20.82	251.51	2,000.00	1,748.49	12.58
20-56-6540 JANITORIAL SUPPLIES	6.89	32.25	400.00	367.75	8.06
20-56-6580 PERIODICALS	951.00	1,038.94	3,000.00	1,961.06	34.63
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	66.78	66.78	3,060.00	2,993.22	2.18
20-56-8700 FURNITURE	75.00	75.00	2,500.00	2,425.00	3.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,181.99	5,043.77	30,000.00	24,956.23	16.81
20-56-9250 SPECIAL PROGRAMS	370.00	1,735.00	4,800.00	3,065.00	36.15
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.00
TOTAL LIBRARY	9,851.36	25,991.25	179,355.00	153,363.75	14.49
TOTAL FUND EXPENDITURES	9,851.36	25,991.25	179,355.00	153,363.75	14.49
NET REVENUES OVER EXPENDITURES	(396.64)	728.57	(3,650.00)	4,378.57	19.96

CITY OF CARLYLE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING JUNE 30, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110 PROPERTY TAX	.00	.00	28,000.00	(28,000.00)	.00
20-3150 MOBILE HOME TAX	.00	.00	80.00	(80.00)	.00
20-3160 PAYMENT IN LIEU OF TAXES	.00	.00	5,300.00	(5,300.00)	.00
TOTAL TAXES	.00	.00	33,380.00	(33,380.00)	.00
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	3,371.72	3,371.72	.00	3,371.72	.00
TOTAL INTERGOVERNMENTAL REVENUE	3,371.72	3,371.72	.00	3,371.72	.00
<u>FINES & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	659.00	1,254.10	7,000.00	(5,745.90)	17.92
TOTAL FINES & FORFEITURES	659.00	1,254.10	7,000.00	(5,745.90)	17.92
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	4.46	4.46	25.00	(20.54)	17.84
20-3831 DONATIONS	.00	.00	2,000.00	(2,000.00)	.00
20-3832 DONATIONS-SUMMER READING	.00	1,350.00	2,000.00	(650.00)	67.50
20-3833 DONATIONS-BOOK SALES	419.54	739.54	300.00	439.54	246.51
20-3860 MADDUX TRUST	.00	.00	.00	.00	.00
20-3890 MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	424.00	2,094.00	4,325.00	(2,231.00)	48.42
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	5,000.00	20,000.00	131,000.00	(111,000.00)	15.27
TOTAL OTHER FINANCING SOURCES	5,000.00	20,000.00	131,000.00	(111,000.00)	15.27
TOTAL FUND REVENUE	9,454.72	26,719.82	175,705.00	(148,985.18)	15.21

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING MAY 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110 PROPERTY TAX	.00	.00	28,000.00	(28,000.00)	.00
20-3150 MOBILE HOME TAX	.00	.00	80.00	(80.00)	.00
20-3160 PAYMENT IN LIEU OF TAXES	.00	.00	5,300.00	(5,300.00)	.00
TOTAL TAXES	.00	.00	33,380.00	(33,380.00)	.00
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	.00	.00	.00	.00	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.00
<u>FINES & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	595.10	595.10	7,000.00	(6,404.90)	8.50
TOTAL FINES & FORFEITURES	595.10	595.10	7,000.00	(6,404.90)	8.50
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.00	.00	25.00	(25.00)	.00
20-3831 DONATIONS	.00	.00	2,000.00	(2,000.00)	.00
20-3832 DONATIONS-SUMMER READING	1,350.00	1,350.00	2,000.00	(650.00)	67.50
20-3833 DONATIONS-BOOK SALES	320.00	320.00	300.00	20.00	106.67
20-3860 MADDUX TRUST	.00	.00	.00	.00	.00
20-3890 MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	1,670.00	1,670.00	4,325.00	(2,655.00)	38.61
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	15,000.00	15,000.00	131,000.00	(116,000.00)	11.45
TOTAL OTHER FINANCING SOURCES	15,000.00	15,000.00	131,000.00	(116,000.00)	11.45
TOTAL FUND REVENUE	17,265.10	17,265.10	175,705.00	(158,439.90)	9.83

CITY OF CARLYLE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING MAY 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	8,122.37	8,122.37	85,600.00	77,477.63	9.49
20-56-4510 HEALTH & DENTAL INSURANCE	581.15	581.15	9,500.00	8,918.85	6.12
20-56-5110 MAINTENANCE SERVICES-BUILDING	369.43	369.43	5,500.00	5,130.57	6.72
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	138.57	138.57	2,075.00	1,936.43	6.68
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.00
20-56-5490 OTHER PROFESSIONAL SERVICES	662.40	662.40	6,600.00	5,937.60	10.04
20-56-5510 POSTAGE	48.98	48.98	450.00	401.02	10.88
20-56-5520 TELEPHONE	92.73	92.73	2,700.00	2,607.27	3.43
20-56-5530 PUBLISHING	.00	.00	1,350.00	1,350.00	.00
20-56-5540 PRINTING	.00	.00	630.00	630.00	.00
20-56-5620 TRAVEL EXPENSE	.00	.00	900.00	900.00	.00
20-56-5630 TRAINING	50.00	50.00	3,820.00	3,770.00	1.31
20-56-5710 UTILITIES	503.49	503.49	7,000.00	6,496.51	7.19
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	6,000.00	6,000.00	.00
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	270.00	270.00	.00
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	.00	100.00	100.00	.00
20-56-6510 OFFICE SUPPLIES	230.69	230.69	2,000.00	1,769.31	11.53
20-56-6540 JANITORIAL SUPPLIES	25.36	25.36	400.00	374.64	6.34
20-56-6580 PERIODICALS	87.94	87.94	3,000.00	2,912.06	2.93
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	3,060.00	3,060.00	.00
20-56-8700 FURNITURE	.00	.00	2,500.00	2,500.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	3,861.78	3,861.78	30,000.00	26,138.22	12.87
20-56-9250 SPECIAL PROGRAMS	1,365.00	1,365.00	4,800.00	3,435.00	28.44
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.00
TOTAL LIBRARY	16,139.89	16,139.89	179,355.00	163,215.11	9.00
TOTAL FUND EXPENDITURES	16,139.89	16,139.89	179,355.00	163,215.11	9.00
NET REVENUES OVER EXPENDITURES	1,125.21	1,125.21	(3,650.00)	4,775.21	30.83

Case Halstead P.L. – Income and Expenditures

July 2013

1. Income

- A. Nonresident Fees- \$113.00
- B. Fines - \$90.00
- C. Fax Machine- \$64.00
- D. Copier & Printer- \$194.95
- E. Book Sale - \$20.00
- F. Summer Reading Program - \$100.00
- G. Donation - \$25.00
- H. Amazon Book Sale (not in totals) –\$9.34

Total \$606.95

Total at CH \$707.70

2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$299.83</u>
Da-Com Lease - \$79.83	
Kalmer HVAC (Upstairs Furnace) - \$220	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$1244.40</u>
IHLS (OCLC Subscription) - \$487.00	
IHLS (SHARE Final Installment) – 662.40	
ILA Membership - \$95.00	
5510 Postage	<u>5510 \$39.15</u>
Postage - \$39.15	
5520 Telephone	<u>5520 \$105.52</u>
AT&T - \$80.52	
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 \$3000.00</u>
WLS Consulting - \$3,000.00	
5710 Utilities	<u>5710 \$853.41</u>
City of Carlyle - \$701.29	
Ameren - \$152.12	
Proliance - \$	

6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$178.25</u>
Demco - \$143.85	
Walmart - \$34.40	
6540 Janitorial Supplies	<u>6540 \$27.94</u>
Wal-Mart - \$27.94	
6580 Periodicals & Newspapers	<u>6580 \$313.60</u>
Belleville News Democrat - \$288.60	
Breese Journal - \$25.00	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$3658.50</u>
Amazon - \$196.63	
Baker & Taylor - \$1809.92	
Center Point - \$300.78	
Gale - \$357.82	
MidAmerica Books - \$47.85	
Olympia Books - \$745.31	
Oxmoor House - \$36.92	
TEI Landmark Audio - \$163.27	
9250 Special Programs	<u>9250 \$36.00</u>
Kaco (Magnetic Signs) - \$36.00	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$10056.60</u>

Late Bills from June

5710 Proliance - \$43.20

Library Project Bills

July 2013

Maddux Trust:

8900 Other Improvements

Blick Art Materials - \$74.20

Binsbacher & Griffithe - \$1659.00

Kim Stamps (Groundbreaking) – 34.10

Mioux Florist - \$35.00

Poettker - \$26664.00

Sharon Berdeaux (Groundbreaking) - \$374.91

Sign Shop - \$75.00

Union Banner - \$462.00

Total - \$29378.21

State Grant:

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2013 July

ADULT---2871

CHILDREN---821

YOUNG ADULT---175

RENEWALS--- (already added by age) 586

MANUAL CHECKOUTS---62

TUMBLEBOOKS---3

Overdrive---237

TOTAL=4169

ROUTE INS= 574

ROUTE OUTS= 929

COMPUTER USE= 426

Summer Programs:

Juggling Jeff - 65

Jay and Leslie – 38

Groundbreaking – 125

Grant Ceremony – 200

2012 July

ADULT---2148

CHILDREN---677

YOUNG ADULT---133

RENEWALS---607

MANUAL CHECKOUTS---119

TUMBLEBOOKS---7

Overdrive---133

TOTAL= 3824

MEETING MINUTES
Case-Halstead Library – Special Committee
SWOT Analysis Worksheet
July 22, 2013 – 7:45 p.m. (immediately following the City Council Meeting)

Present: Board Members Sharon Berdeaux, Kim Stamps, Brenda Johnson, Barb Guebert, and Library Director Christi Gerrish.

Absent: None

The purpose of the meeting was to review and complete the SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis Worksheet which is required under the 2014 State of Illinois Per Capita Grant.

The worksheet had been distributed at a previous meeting of the Board. It was also posted on the library website and the public was invited to comment and respond. One member of the public, Mrs. Jean VanDorn, submitted comments and the committee expressed their appreciation for Mrs. VanDorn's participation and thoughtful responses.

All four categories of the worksheet were discussed and comments on each are as follows.

Strengths: Dedicated and diversity of staff, Board and patrons; list of loyal donors who support library programs; library director's education and contacts; membership and participation in professional organizations; staff members know the library patrons; diverse collection; collection is kept current; technology is updated and available to patrons; availability of e-books; weekly radio programming; envied by other area libraries.

Weaknesses: Current lack of dedicated space for young adult, tutoring space, gathering space, etc. Limited number of staff to handle additional duties; no assistant librarian to assist library director; library director's inability to do more public relations and advocacy due to limited number of staff to help with in-house duties; more effective use of staff (review staff responsibilities); internal communications and public relations; budget constraints limit programming; limited number of hours open to the public; lack of a "Friends" organization.

Opportunities: All agreed that the new library will open many more opportunities. A delivery room located off the entrance will free up space at the circulation desk and allow staff to begin duties at the circulation desk earlier in the day. With no deliveries clogging the entrance area, the members of the committee thought it might be possible to open the library to the public earlier in the day. The new dedicated children's and teen areas will allow more opportunities for children's story time and young adult study and gathering space; community room will allow for expanded evening programming, attract more citizen participation, educational opportunities and community groups. The goal of the Board and library director is to expand the overall reach of the library as a public meeting and gathering place for leisure as well as providing educational opportunities to a greater number of people, not only for residents of Carlyle, but also for non-residents who live in the surrounding area. The library director's goals include opening the library for study nights, possibly 8:00 p.m. to midnight, opening the

library earlier in the day, possibly 9:00 or 10:00 a.m., hosting computer classes, expand opportunities for small group meetings, and expand the presence of Kaskaskia College in Carlyle through the use of the Maddux Community Room.

Threats: A major threat to any library is lack of funding, budget constraints, the overall national as well as local economy, reduction in grants that would otherwise fund programming, updated technology and educational opportunities. The threat of vandalism and other inappropriate behavior requires more vigilance.

Overall, the committee feels that the new building will remedy many of the issues that have been on the library's list of long-range goals. New goals discussed were conducting a survey of current patrons to elicit ideas for new services and programs, creating a flyer to explain non-resident fees, expand library hours, enhance staff training and internal communication, create a "Friends" organization, and improve community and public relations.

The meeting adjourned at approximately 9:00 p.m.

Respectfully submitted,

Barbara Guebert, Acting Secretary

Proposed Changes to Case-Halstead Library By-Laws

August 5, 2013

Article II. Board of Trustees

Section 5 – Officer Duties

5.3 The Secretary shall keep a true and accurate account of all Board meetings and shall have custody of the Minutes and other records of the Board. The Secretary shall provide each board member a copy of these By-Laws.

Proposed Change:

5.3 The Secretary shall record a true and accurate account of all Board meetings. Meeting minutes and all official records shall be kept at the library. The Secretary shall provide each board member a copy of these By-Laws. The Secretary shall record who is present, who is absent, whether the absence is excused and who is a "guest" or member of the public. Meeting minutes shall reflect board members resignations and the year their term expires as well as new board appointments and whose term they are filling.

Article II. Board of Trustees

Section 2 – Terms of Office. Each Trustee is appointed for a term of three (3) years on a rotating basis, one-third taking office each year with the term beginning on July 1. In case a Trustee is unable to fulfill the full term of office, the Trustee shall write a letter of resignation to the Board of Trustees, and the Mayor shall then appoint a Trustee to finish the term. Board members may serve succeeding terms.

Proposed Change:

Section 2 – Terms of Office Each Trustee is appointed for a term of three (3) years on a rotating basis, one-third taking office each year with the term beginning on July 1. Before being sworn in a new Trustee shall meet with the Board President and Library Director to review State Statute, financial reports and any other pertinent items related to the duties of Trustee. In case a Trustee is unable to fulfill the full term of office, the Trustee shall write a letter of resignation to the Board of Trustees, and the Mayor shall then appoint a Trustee to finish the term. Board members may serve succeeding terms.

Changes Adopted :