

Meeting Minutes
Case-Halstead Library Board of Trustees
Sept.3, 2013

Meeting Location: Clinton County Board Room, Carlyle, IL 62231

Board Members Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Ken O'Dell, Kim Stamps (arrived 7:25 pm), Brenda Johnson-City Council Liaison, Christi Gerrish-Library Director

Also Present: Keith Poettker, Mayor Mike Burton, city administrator Jo Hollenkamp, alderwoman Judy Smith, Franklin Smith, Doris and Ray Elling, Gene Van Dorn, Mark Hodapp, Dennis Rudolphi of Mid Eastern

Barb called the meeting to order at 7:03 p.m. and the Pledge of Allegiance was recited. She introduced Ken O'Dell and said it is wonderful to welcome him and she believes he is the youngest serving library board member and looks forward to his insight. Wendy administered the oath of office to Ken O'Dell for Library Board of Trustee for a term of 3 years that will expire in 2016. Christi provided board members with an updated contact list, including Ken's information. Barb congratulated Ken and reminded him to complete OMA training and a statement of economic interest that is filed with the county clerk.

Barb said she decided to move the public comments to the top of the agenda. She said this was done because she learned after the previous meeting, a member of the public who was seated behind her did not get a chance to speak. She apologized and said she called him on the phone and welcomes his comments first at this meeting. Dennis Rudolphi of Mid Eastern took the floor and told the board of his frustration in the bid awarding processes how he as a local resident and businessman could lose a bid by \$189. Barb said she understood and is irritated herself at times. However with a state grant and a public building, the board is abiding by the state laws that require the lowest bidder. All bids remained sealed and were open in the public eye. Barb said as a business woman she has been on the other side and understands.

Barb then read a letter from Joseph Becker of Breese, dated Aug. 29, 2013 that dealt very much with the same frustration. He lost the brick contract by a small amount to a company that is not based in Clinton County.

Barb read a letter from a private resident, Greg McLane, who helped move books for the library reorganization and said it was his pleasure to help and that the library board is doing a great job in its efforts for a new facility for the community.

Barb expressed condolences on behalf of the library board to Mr. Jack Satterfield on a personal loss. She said he has been a good friend of the library in the past, referring to a lot of maintenance work he has done on the old equipment.

Meeting Minutes: The minutes from the August 5, 2013 board meeting were approved on a motion by Jane and a second by Darren, with all in favor. Motion carried. Wendy tabled the minutes from the Aug. 29 special meeting because they were not complete.

Treasurer's Report: Jane reported that as of July 31, 2013, 25% of the year has elapsed and only 21.25% of the library's budget has been used. Sharon moved to accept the treasurers report as presented, Frank seconded, all were in favor. Motion carried.

Library and Construction Bills: Christi reviewed the bills to be paid. She pointed out a couple of late bills including \$100 on line item 5630 for Reaching Forward South, a seminar two employees will be attending. She explained registration was needed by Aug. 16 to save \$25. Christi said the books and other materials listed under line item 8800 are standard for this time of year. Frank made a motion to pay the bills as presented. Sharon seconded the motion. All were in favor and the motion carried.

For the Maddux Trust bills related to the construction of the new library, Christi reported that she had travel expenses from Wendy and Barb to Arcturis and other places for the project, as well as a legal payment to Binsbacher & Griffith. Darren made the motion to pay the Maddux Trust bills as presented. Jane seconded the motion. All were in favor and the motion carried.

Statistics: Christi said with the start of the construction, the statistics may be off a little and said there was some confusion with the changes. She said everything dropped slightly but is not concerned.

Kim Stamps arrived at 7:25 p.m.

Director's Report: Christi is excited to report that the library will have a booth at the Harvest Thyme Festival on Oct. 12 and that many authors have expressed interest to attend. She requested help setting up early on Oct. 12 at the City Park and hopes to have the author's names printed on the website and Darren offered to help set up interviews on the radio stations.

Standing Committee Reports:

Budget Committee: Nothing

Long Range Planning Committee: Nothing to report

Building and Grounds Committee: Nothing to report

Personnel Committee: Met on Aug. 29, mostly closed, Sharon would provide secretary with minutes

Construction Committee: Accepted minutes from Aug. 7, Aug. 22, also provided a letter from Poettker Construction that shows their recommended low bids for the construction of the new library and demolition of the existing structure. These were already approved by the board of trustees and it is for everyone's reference. Nine bid packages in all.

City Council Liaison: Brenda had nothing to report.

Old Business: Review of 2013 Library Calendar: Nothing is due at this time except review of closed minutes which will take place later in meeting

75th Anniversary: Barb discussed the history wall idea for the new library entry and hopes that everyone will gather information that we can provide to the visual company to be included.

Archive Materials: Kim said she is still soliciting ideas for a time capsule and has not had a chance to sit down with KG Yaunches, the local history teacher at the junior high school about getting the students involved. Barb reminded us all that Case Western University is still waiting for our response on archival material on Eckstein Case.

Mobilization and Shelf Moving: Christi said everything went smoothly last weekend and was finished about 6:30 p.m. She thanked all who helped and Sharon said Christi is to be thanked as well for the plan. (Moving materials around within the library so that the east wing could be removed to make way for new construction.) Barb said she will send out a personal hand-written thank you note to everyone from the community who volunteered.

New Library Address: Christi said the votes were tallied on Aug. 30 and the new street name for the library is Library Lane. She said it was close with 33 voting for that and 32 voting for Ethel Maddux Way.

By-Laws Revision: Sharon made a motion to accept the changes that dealt with the terms of office, office duty and duty of secretary. Jane seconded the motion; Wendy abstained as she was not at the first reading of this. The motion carried with everyone else voting in favor.

Technology: Christi spoke with Marc Smith, IT person for the school district to see if the library could work with them in regards to T-1 lines and other technical issues. That is not a possibility at this point.

Barb provided everyone with a complete copy of Flora Ethel Maddux's will in case they did not have one.

AED: Barb said now that the library has finally received the equipment; Christi needs to make training of the staff on how to use it a priority in case of an emergency. Judy Smith said she would call Christi with a number of someone from Med Star who could help conduct the certified training.

New Business: Barb said she and Christi met with the Masons, who were cleaning out their old building and had some information and documents about Zophar Case. They also had a Bible that Sidney Breese had taken the oath of office on and wondered if the library could keep it for safekeeping. Barb did not agree to that and the discussion evolved a little to the many new possibilities in the new library.

Library Project: Barb proposed that whenever people have questions for the board of the new project that are about the actual construction, we take their information and forward them to either the architect or construction manager. Christi will be the person they can submit their questions to. It was also decided that a FAQ segment will be added to the library website so that the public can receive answers as wanted.

Keith Poettker made the recommendation that the board consider having some people available to answer quick questions that come up in the field to keep the project moving on schedule and in budget. It was decided that Wendy, Barb and Christi, who were selected earlier to make the final design decisions, would be the ones for this due to their familiarity with the project. Frank made the motion to allow Wendy, Christi or Barb to make any necessary changes up to a cost of \$1,000. Anything that would exceed that amount would

need to go before the construction committee and would require a 48 hour advance posting. Christi reminded us all that any change over \$10,000 needs to go to the State level.

Barb said there was a Trustee workshop on Nov. 2 in Glen Carbon, according to Christi. She asked how many board members would attend. About 4 raised their hands, Kim, Jane, Sharon and Barb. The others were not sure.

The floor was open to public comment once again before the board entered a closed session to discuss closed minutes. Jo Hollenkamp, city administrator, said she feels a contentious situation between the city and the board and wants us to know that she agrees that we desperately need a new library.

However, she said from the city's perspective, we are building them a house and they have zero input and then have to pay to keep it up. She said a lot of people are frightened of what that cost will be and she wants to see some hard facts.

What have we done to reduce costs, why is our library more money than other library's she has researched. She then provided unsubstantiated facts that were different than facts provided by her at a previous meeting.

Judy Smith said that what the utilities will cost are a big deal to many people she hears from. She asked what if it is double. Keith Poettekr provided some costs of new construction projects similar in size to the library's from RS Means and said that this facility is within budget and within the average. He also said that the utility projections will be provided soon now that the contractors have been selected and the material selections have been made.

The meeting entered a closed session at 9:00 p.m. to review the closed minutes per the library calendar on a motion by Darren and a second by Sharon. The board members listed above were present, the guests left.

The open meeting re-adjourned at 9:10 pm. Darren made the motion to keep the minutes closed due to their content that was pending legal issues and personnel. Frank seconded the motion, all were in favor and the motion carried.

The meeting adjourned at 9:12 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Meeting Minutes
Case-Halstead Library Board of Trustees
Thursday, Sept. 19, 2013

Meeting Location: Case-Halstead Library (East Wing Main Floor) 571 Franklin, Carlyle, IL 62231

Board Members Present: Darren Tracy-Vice President, Jane Bullock-Treasurer, Frank Buckingham, Kim Stamps, Brenda Johnson-City Council Liaison, Christi Gerrish-Library Director

Absent: Barb Guebert-President, (excused absence) Wendy Folen-Secretary (excused absence), Sharon Berdeaux (excused absence), Kenny O'Dell (excused absence)

Also Present: Keith Poettker, Poettker Construction, Construction Manager

Darren called the meeting to order at 7:03 PM. Roll was called, attendance as noted above.

New Business: A motion was made by Kim that the Board accept the bid for Furniture, Fixtures and Equipment from Egyptian Stationers in the amount of \$248,078.00. It was seconded by Jane. The discussion followed regarding what is covered in this bid. Keith and Christi assured the board that this bid thoroughly covers the furniture, fixtures and equipment, including bookcases, but not the "technology" such as computers. Those must be paid separately. Christi stated that the cost of the computers would not be expected to exceed the separate money allowed for them (\$25,000.) Christi also stated that this furniture bid is about "\$100,000 less" than we anticipated during discussions with Arcturis that we might receive. It comes out to \$22/sq. ft. of building space, which is significantly less than the State's maximum allowed amount of \$35/sq. ft. Keith mentioned that other bidders (such as Staples) inquired but did not complete the process. He stated that this is not surprising as most furniture manufacturers have only one distributor for a given territory. Steelcase is a manufacturer whose furnishings will be included and they are known for very durable commercial-grade furniture. Frank mentioned that this furniture is in heavy use at the community college and it is holding up very well. The motion was passed with all votes in favor, none opposed.

Another motion was made by Kim and seconded by Jane that Darren, as vice-president, be approved to sign the contracts awarded previously and also the contract mentioned above. A brief discussion followed regarding the forms to be signed. The motion was passed unanimously. Darren then signed all of the contracts and returned them to Keith.

Brenda suggested that the Board spend time promoting the unique functions which a public library provides a community. Don't talk about building, talk about what we can do! She mentioned that so much discussion of the building process only diverts people's attention away from what they are actually going to get from the new library building. Most agreed that we

will do well to place that emphasis and that we have done that extensively in the past. Kim mentioned that a few people in town have a negative impression of the building process, but not due to the Board's actions, but because of a few citizens speaking out at public meetings, coverage in the local newspaper, etc. All agreed that a list of great things that only a library can do is in our best interest. The plan is to work together on such a list, post on the Library's website and there also, if possible, solicit additional suggestions from our public. Examples included: civic group meetings, student after-school study groups and activities, tutoring, summer activities for school-age children, large group presentations, community holiday events: trunk-or-treat at Halloween, Christmas town events, etc. Jane mentioned that knitting groups are waiting to use our space. It was suggest that we contact Kaskaskia College regarding courses such as GED.

Christi mentioned that library hours can be extended in our new facility without additional labor expenses. She also confirmed that the Board can set policy for the new community room: for civic group use, whether there will be any fees and the amounts, etc. A Friends Of The Library group was discussed again and Christi talked about the ways that could be used to bring in money. She mentioned the Sparta, IL library friends group which raises donations of about \$5,000 to \$10,000 for the library each year. A number of us on the Board expressed interest in participating in a Friends group in the future, once the new building is complete.

Brenda and Frank asked Keith about the function of the Project Manager and Keith assured us that his firm is working to support and protect the Library and the community and our resources.

Christi stated that the current library utilities budget is \$7,000 per year and that the August utilities were \$950. Keith said that we are hoping from estimates from our HVAC vendor in the next few weeks for our new building. Further discussion involved the budget and all agreed on keeping spending to only what is necessary.

Meeting was adjourned at 8:03 PM.

Special Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, Sept.30, 2013

Meeting Location: Clinton County Board Room, Carlyle, IL 62231

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

Library Board Members Absent: Kim Stamps, Ken O'Dell (both were pre-approved absences)

Others Present: Ryan Poettker and Cory Pritchard of Poettker Construction, Scott Diekemper, Mayor Mike Burton, Mark Hodapp, Judy and Franklin Smith, Gene and Jean Van Dorn, Mary Grubb

Barb called the committee meeting to order at 7:10 p.m. The pledge of allegiance was recited.

Since all board members in attendance, were also in attendance at the preceding construction committee meeting, it was decided that the recommendations made at that meeting would carry. That includes the following:

- *keep the original cork flooring as proposed by the architect

- *agree to the paint colors for the interior as presented by Barb and Wendy

- *keep original frames for portraits of Mary Ellen Halstead and Zophar Case, but have Hall of Frames touch them up and use conservation glass, estimate price is \$160 each and the touch up work on the frames is not guaranteed because of the age and burnishing process, but it is guaranteed that they will look much better than they do now and their images will be protected from now on

- *hold off on General Dean portrait decision of adding a liner to the proposed frame, it was too hard for everyone to visualize this and since time is not the issue, it was tabled

- *the board said they would trust the final decision of Wendy and Barb on the kitchen cabinet laminate and countertops, as well as the final floor choice, this is for the break room and the community room kitchen

- *the board realizes that we are waiting on a custom stone sample for approval, Wendy reported that Chrissy with Arcturis said there was no upcharge for doing a custom color, only a time issue. She provided a color for them to match that would be a lighter contrast on the brick and would go before the construction committee for approval to proceed. We are still awaiting a brick mock-up and Ryan said it would be constructed on site.

Barb turned the floor over to construction management team, Poettker Construction.

Ryan Poettker introduced Cory Pritchard, who is working on the construction phase of the new library project and will be taking over as our contact for a week or so as Ryan takes some time off for the birth of his first child, a daughter.

At the request of Barb, Cory provided an update on the construction schedule.

At the time of this meeting, the east wing of the library had already been razed. The temporary wall is in place to allow the library to operate. Cory said they stripped the top soil today and started to cut and fill dirt as needed.

He is completing shop drawings and concentrating on structural steel details. Wendy asked if these steel drawings would support an option of solar panels to be added later if a grant became available. Ryan said no, that the beam and column sizes would need increased from what they are currently indicating.

Sharon said she is so disappointed that solar energy is not going to be used on this new building and all members agreed, especially Frank Buckingham who provided much research. The problem is that the budget does not allow it. Barb and Ryan reminded the board of the additional expense. Sharon remains optimistic that it can be added in the future and told how solar was used everywhere in San Francisco where she had just visited.

Cory expects to have engineering costs by the end of the week. Ryan said that Gerald Rakers of Rakers Electric, the firm awarded the electrical work, will be in the trailer on site this Wed. Barb and Christi will meet with him at 9am and Wendy will check her schedule to see if she can also attend. The hope is to find less expensive light options for the new library that will meet all of the architect's requirements.

Cory said boring will take place under the road on Oct. 10th and 11th to provide a water tie-in. He doesn't expect this to interrupt traffic flow. Ryan said they have already made the necessary arrangements with the city and road departments. The work is from the library property, under the road and is in the vicinity of a vacant lot next to Body by Boyd that is owned by former Carlyle mayor Don Schmitz. Barb asked Ryan as a courtesy, to contact Don Schmitz and provide a heads up on the boring work. Ryan agreed.

Christi reported that the library now feels hot because with the east wing removed, the one air conditioner is not adequate. She also reported that the unit that cools the upstairs has broken. The board agreed that will not be repaired. Ryan assured us that the heater should be adequate for the library as it currently stands.

Barb said next on the agenda was legal matters and said we should enter a closed session to discuss pending litigation. She then opened the floor to public discussion before this took place.

Mary Grubb said that she came to the meeting to hear of the legal matters as posted on the agenda. She said the city always lists on their agenda when they will enter a closed session. Barb explained that we need to discuss legal matters that remain open. Mark Hodapp questioned if this was probable litigation or pending and Barb assured him our closed session will deal with pending litigation.

Franklin Smith provided some information about General Dean. Judy Smith said Eileen Bone was an artist who painted many historical portraits/scenes in Carlyle. Wendy and Christi both could not remember the name on the General Dean portrait that was found in the attic and has been restored. Wendy said Bone sounded familiar but that she would confirm it.

With no more public comment, all guests left and the board members listed above went into closed session on a motion by Frank and a second by Darren at 7:35. Also present was Maurice Griffithe, the attorney who represented the library in the matter of the Maddux Trust.

The open meeting began again at 8:25. Frank made a motion to forward bills to the Trust as indicated in Judge Becker's order. Darren seconded the motion and then had to leave at 8:29.

Discussion followed and ended with Frank withdrawing his original motion.

Barb said the mayor asked her if the library would ever consider become its own district. She said Phil Lenzini, an attorney from Peoria, who has represented 250 Illinois libraries, could better answer this type of question and provide information on the pros and cons of such a venture, as well as discuss any legal questions anyone may have.

Barb said there is a Trustees workshop in November and asked the board if they would like to invite Phil Lenzini to speak to us. She said he would be available for 2 to 3 hours for a flat fee of \$250. The library's attorney, Maurice Griffithe, agreed to attend as well if we wished for a flat fee of \$200.

The board decided that meeting with Phil Lenzini about the mayor's question of becoming a district would not be a good idea at the present time because this is not something we are currently exploring. The board feels it has a lot on its plate already with the new construction project. Perhaps a future meeting would be warranted.

The meeting adjourned at 8:40 pm.

Respectfully Submitted,

Wendy Folen, Secretary

Construction Committee Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, Sept.30, 2013

Meeting Location: Clinton County Board Room, Carlyle, IL 62231

Committee Members Present: Barb Guebert, Darren Tracy, Jane Bullock, Wendy Folen, Frank Buckingham

Also Present: Sharon Berdeaux, Brenda Johnson-City Council Liaison, Christi Gerrish-Library Director, Keith Poettker and Cory Pritchard of Poettker Construction, and members of the public: Mayor Mike Burton, Mark Hodapp, Judy and Franklin Smith, Gene and Jean Van Dorn, Mary Grubb

Barb called the committee meeting to order at 6:35 p.m. She said we received samples of the alternate cork floor for the reading room of the new library. The architect still recommends their original selection, although this alternate could save \$18,000, a significant sum. They look different than the original.

The samples were passed around and the concerns were the maintenance. The warranty is not the same; they are not a solid-through-cork and could show color differences, are thinner, and have more pitting (called character) for trapping dirt.

Darren made the motion to keep the original choice as specified by Arcturis. He said saving money now is not wise if it costs more money in the future to redo. Frank seconded the motion to keep the original cork selection. All were in favor and the motion carried.

Wendy then showed some of the final details that she and Barb have selected for everyone's approval/comments. The board seemed to like the interior paint colors. They said they would feel comfortable allowing Wendy and Barb to make the final VCT and cabinet/laminate choices for the break room and community kitchen.

We talked about the cast stone on the exterior, and how the sample provided by the architect looks pink next to the brick. Wendy said Chrissy with Arcturis said that a custom cast stone would not cost more money, only more time. We are awaiting a sample.

We also discussed artwork, General Dean and the repair work of the faded and torn Mary Ellen Halstead and Zophar Case. Wendy presented three options for Case and Halstead, provided by Hall of Frames. The committee preferred option 1, which is keeping the original frames and adding conservation glass. We held off on decisions regarding General Dean because it was too hard for members to visualize.

Public Comments: Darren made the suggestion that the public comments be heard in the next special meeting that was scheduled to take place immediately following this construction meeting. He asked those present if that was okay and the audience seemed to agree.

Mayor Burton said he had one quick question for Keith Poettker. He wanted to know who owned the dirt that is being removed from the lot to make way for the foundation of the new building. Keith said it was written in

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the contract that the company doing the work was responsible for hauling away the dirt. He would investigate who actually owns it and get an answer back for the mayor.

The meeting adjourned at 7:10 pm. The special meeting began immediately after in the same room.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING AUGUST 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 | 3,371.72 | .00 3,371.72 | .00 |
| | TOTAL INTERGOVERNMENTAL REVENUE | .00 | 3,371.72 | .00 3,371.72 | .00 |
| <u>FINES & FORFEITURES</u> | | | | | |
| 20-3530 | PENALTIES-LIBRARY FEES | 579.40 | 2,421.10 | 7,000.00 (4,578.90) | 34.59 |
| | TOTAL FINES & FORFEITURES | 579.40 | 2,421.10 | 7,000.00 (4,578.90) | 34.59 |
| <u>MISCELLANEOUS REVENUE</u> | | | | | |
| 20-3810 | INTEREST INCOME | .00 | 5.13 | 25.00 (19.87) | 20.52 |
| 20-3831 | DONATIONS | .00 | .00 | 2,000.00 (2,000.00) | .00 |
| 20-3832 | DONATIONS-SUMMER READING | .00 | 1,450.00 | 2,000.00 (550.00) | 72.50 |
| 20-3833 | DONATIONS-BOOK SALES | 25.00 | 784.54 | 300.00 484.54 | 261.51 |
| 20-3860 | MADDUX TRUST | .00 | .00 | .00 .00 | .00 |
| 20-3890 | MISCELLANEOUS - GIFTS | .00 | .00 | .00 .00 | .00 |
| | TOTAL MISCELLANEOUS REVENUE | 25.00 | 2,239.67 | 4,325.00 (2,085.33) | 51.78 |
| <u>OTHER FINANCING SOURCES</u> | | | | | |
| 20-3990 | TRANSFER FROM OTHER FUNDS | 20,000.00 | 50,000.00 | 131,000.00 (81,000.00) | 38.17 |
| | TOTAL OTHER FINANCING SOURCES | 20,000.00 | 50,000.00 | 131,000.00 (81,000.00) | 38.17 |
| | TOTAL FUND REVENUE | 20,604.40 | 58,032.49 | 175,705.00 (117,672.51) | 33.03 |

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING AUGUST 31, 2013

FUND 20 - LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|---|------------------|------------------|---------------------|-------------------|----------------|
| <u>LIBRARY</u> | | | | | |
| 20-56-4210 SALARIES-REGULAR | 5,715.36 | 24,816.32 | 85,600.00 | 60,783.68 | 28.99 |
| 20-56-4510 HEALTH & DENTAL INSURANCE | 678.57 | 3,243.40 | 9,500.00 | 6,256.60 | 34.14 |
| 20-56-5110 MAINTENANCE SERVICES-BUILDING | 300.00 | 1,269.43 | 5,500.00 | 4,230.57 | 23.08 |
| 20-56-5120 MAINTENANCE SERVICES-EQUIPMENT | 299.83 | 620.83 | 2,075.00 | 1,454.17 | 29.92 |
| 20-56-5330 LEGAL SERVICES | .00 | .00 | 1,000.00 | 1,000.00 | .00 |
| 20-56-5490 OTHER PROFESSIONAL SERVICES | 1,244.40 | 2,614.80 | 6,600.00 | 3,985.20 | 39.62 |
| 20-56-5510 POSTAGE | 39.15 | 121.49 | 450.00 | 328.51 | 27.00 |
| 20-56-5520 TELEPHONE | 105.52 | 377.20 | 2,700.00 | 2,322.80 | 13.97 |
| 20-56-5530 PUBLISHING | 126.00 | 371.70 | 1,350.00 | 978.30 | 27.53 |
| 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 | 3,100.00 | 3,150.00 | 3,820.00 | 670.00 | 82.46 |
| 20-56-5710 UTILITIES | 776.17 | 2,391.67 | 7,000.00 | 4,608.33 | 34.17 |
| 20-56-5940 RISK MANAGEMENT-GEN INS. | 1,278.08 | 1,278.08 | 6,000.00 | 4,721.92 | 21.30 |
| 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 | 178.25 | 454.49 | 2,000.00 | 1,545.51 | 22.72 |
| 20-56-6540 JANITORIAL SUPPLIES | 27.94 | 91.48 | 400.00 | 308.52 | 22.87 |
| 20-56-6580 PERIODICALS | 313.60 | 1,392.51 | 3,000.00 | 1,607.49 | 46.42 |
| 20-56-8300 EQUIPMENT-CAPITAL OUTLAY | .00 | 66.78 | 3,060.00 | 2,993.22 | 2.18 |
| 20-56-8700 FURNITURE | .00 | 75.00 | 2,500.00 | 2,425.00 | 3.00 |
| 20-56-8800 LIBRARY-BOOKS-MATERIALS | 3,682.48 | 11,899.20 | 30,000.00 | 18,100.80 | 39.66 |
| 20-56-9250 SPECIAL PROGRAMS | 256.00 | 1,991.00 | 4,800.00 | 2,809.00 | 41.48 |
| 20-56-9290 MISCELLANEOUS EXPENSE | .00 | .00 | 100.00 | 100.00 | .00 |
| TOTAL LIBRARY | 18,121.35 | 56,225.38 | 179,355.00 | 123,129.62 | 31.35 |
| TOTAL FUND EXPENDITURES | 18,121.35 | 56,225.38 | 179,355.00 | 123,129.62 | 31.35 |
| NET REVENUES OVER EXPENDITURES | 2,483.05 | 1,807.11 | (3,650.00) | 5,457.11 | 49.51 |

Case Halstead P.L. – Income and Expenditures

September 2013

1. Income

- A. Nonresident Fees- \$280.00
- B. Fines - \$40.80
- C. Fax Machine- \$75.70
- D. Copier & Printer- \$99.60
- E. Book Sale - \$20.00
- F. Amazon Book Sale (not in totals) –\$6.92

Total \$516.10

Total at CH \$714.30

2. Expenditures

| | |
|---|----------------------|
| 5110 Maintenance-Services of Building | <u>5110 \$300.00</u> |
| Cleaning Service - \$300.00 | |
| 5120 Maintenance-Equipment | <u>5120 \$105.59</u> |
| Da-Com Lease - \$79.83 | |
| Da-Com Maintenance - \$25.76 | |
| 5330 Legal Fees | <u>5330 \$</u> |
| 5490 Other Professional Services | <u>5490 \$64.00</u> |
| Centurion - \$64.00 | |
| 5510 Postage | <u>5510 \$29.85</u> |
| 2 Packages - \$4.77 | |
| Donation Reimbursement - \$25.08 | |
| 5520 Telephone | <u>5520 \$132.89</u> |
| AT&T - \$82.89 | |
| Cell Phone Reimbursement (Aug. & Sept.) - \$50.00 | |
| 5530 Publishing | <u>5530 \$</u> |
| 5540 Printing | <u>5540 \$</u> |
| 5620 Travel Expense | <u>5620 \$</u> |
| 5630 Training | <u>5630 \$25.00</u> |
| AED Training - \$25.00 | |
| 5710 Utilities | <u>5710 \$781.11</u> |
| City of Carlyle - \$706.30 | |
| Ameren - \$74.81 | |
| Proliance - \$ | |
| 6110 Maintenance Supplies – Building | <u>6110</u> |

| | |
|---|------------------------|
| 6120 Maintenance Supplies-Equipment | <u>6120 \$</u> |
| 6510 Office Supplies | <u>6510 \$213.25</u> |
| Demco - \$119.97 | |
| Wal-Mart - \$93.28 | |
| 6540 Janitorial Supplies | <u>6540 \$23.94</u> |
| Wal-Mart - \$23.94 | |
| 6580 Periodicals & Newspapers | <u>6580 \$139.75</u> |
| Bon Appetit (3 years) - \$32.00 | |
| Centralia Sentinel - \$107.75 | |
| 8300 Equipment | <u>8300 \$97.00</u> |
| Wal-Mart (Camera Equipment) - \$97.00 | |
| 8700 Furniture | <u>8700 \$</u> |
| 8800 Books & Other Materials | <u>8800 \$3506.04</u> |
| Amazon - \$122.93 | |
| Baker & Taylor - \$1525.79 | |
| Center Point - \$165.36 | |
| Gale - \$219.12 | |
| Great Courses - \$106.88 | |
| Lookout Books - \$242.81 | |
| Mississippi Valley (Lost Book paid by patron) - \$26.00 | |
| West Circle Books - \$823.85 | |
| Windfall - \$287.28 | |
| 9250 Special Programs | <u>9250 \$</u> |
| Wal-Mart (Summer Reading Gift Cards) - \$ | |
| 9290 Miscellaneous | <u>9290 \$</u> |
| Total | <u>Total \$5432.40</u> |

Late Bills from August

6540 Walmart - 36.44

Library Project Bills

September 2013

Maddux Trust:

8900 Other Improvements

Arcturis - \$74,277.36

Barb Guebert (Milage & Shelf Supplies) - \$784.06

Environmental Consultants - \$2,418.40

Poettker Construction - \$46,620.00

Wendy Folen (Milage & Postage) - \$279.50

Total - \$124,379.32

State Grant:

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2013 September

ADULT---2655

CHILDREN---632

YOUNG ADULT---112

RENEWALS--- (already added by age) 592

MANUAL CHECKOUTS---36

TUMBLEBOOKS---4

Overdrive---156

TOTAL=3595

ROUTE INS= 598

ROUTE OUTS= 967

COMPUTER USE= 381

Programs:

2012 September

ADULT---1968

CHILDREN---555

YOUNG ADULT---108

RENEWALS---583

MANUAL CHECKOUTS---156

TUMBLEBOOKS---88

Overdrive---130

TOTAL= 3491