

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, Jan. 6, 2014

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

Board Members Present: Barb Guebert-President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Kim Stamps, Ken O'Dell, Brenda Johnson-City Council Liaison

Absent: Darren Tracy-Vice President (excused)

Also Present: Christi Gerrish-Library Director, Cory Pritchard of Poettker Construction

Barb called the meeting to order at 7:02 p.m. and the Pledge of Allegiance was recited.

Meeting Minutes: The minutes from the Aug. 29, 2013 special meeting were approved on a motion by Frank and a second by Jane, with all in favor. Motion carried. The minutes from the Dec. 2 regular Board meeting were approved on a motion by Sharon and a second by Kim, with all in favor. Motion carried.

Treasurer's Report: Jane reviewed the revenues and expenditures for the month of Nov. 30, 2013. The transfer of the property tax from the City's general fund into the library fund appears in the amount of \$10,861.02. Jane reports 59% of the fiscal year has passed at this 7 month period, with 56.47% of the budget spent. Christi did not copy the report but will have a printed report for the next Board meeting. Frank made a motion to accept the verbal treasurer's report as presented, Kim seconded, with all in favor and the motion carried.

Library and Construction Bills: Christi reviewed the income and expenditures for Dec. 2013 and said all the line items were in order. Jane made a motion to approve the bills and Sharon seconded. All were in favor and the motion carried.

Christi reported that the first payment check from the Illinois Library Grant has arrived, as the new building is certified at 30% complete. The amount is \$485,627.28 and it has been placed in a special account at City Hall for the library. Christi said this means construction bills will not be going to the First National Bank (Trustee of the Maddux Trust) this month; instead they can be paid from the state grant fund. It was noted that there is a process in place to ensure that invoices to be drawn from the Maddux Trust can be paid immediately. This raised the question of how quickly City Hall will pay invoices. Cory said subcontractors are asked to submit bills by the 20th of each month for audit by Poettker, and then review and approval at the Library Board meeting. He said there may be times when this is not possible. Brenda agreed to see exactly when bills are paid by the City and will inquire about a way to expedite the process, since this is grant money and not City-managed tax payer money.

Christi reviewed the Dec. 2013 construction bill statement that shows a section for State Grant Fund, in addition to Maddux Trust. Christi noticed an error on the statement and will provide a corrected statement at the next Library Board meeting. The Binsbacher & Griffithe line item for \$296 is for conversation between the Trustee's attorney and the Library's attorney related to pending litigation. This item appears under State Grant

Fund but needs to be moved to Maddux Trust. (It was noted that all of the legal expenses, including those of the Trustee, have been paid by the Library.) There appears to be a \$116.97 invoice from Super Valu for cake purchased for the groundbreaking ceremony. There was discussion about the handling and timing of this bill. Christi told the Board the State Grant does not cover food-related items such as a coffee maker for the new kitchen and those items will be paid from the Maddux Trust. Frank made a motion to pay the bills as presented. Sharon seconded the motion. All were in favor and the motion carried.

Statistics: Christi said not to rely too much on the circulation statistics that show Dec. 2013 compared to Dec. 2012. She said the transition from the old library system to the new has affected the accuracy of the results since each system provides different parameters. She said the comparisons will make more sense after April when the transition is complete. Christi said the most important finding is that the computers remain busy, check-outs for adults and young adults continues to increase, and 3M Cloud is beginning to catch on. She said the 93 in attendance for the Dickens Carolers program surpassed the 59 who attended last year's performance.

Director's Report: Christi reported that staff evaluations are complete. She also reported that the Performers Showcase will be on Sat., Jan. 25 and offered to drive interested Board members. Sharon expressed interest and Darren had stated his interest earlier. Christi announced her decision not to have any summer performers in July because last year the July programs were not well attended. Instead she has decided to have a performer every week in June. Wendy questioned how this would work with the timing of the new building, since June is a tentative completion/move month. She wondered if more programs in July would have a better chance of being held in the new library. Cory reminded the Board of the need to be closed for one week to move, and of the need to keep the area outside the library contained to allow safe demolition of the old building. Christi said she has talked to Mark Goldberg with the Baptist Church and we can use their facility and she is confident that she can find other activities to draw people to the new library in July.

Christi said she has considered items that will not be reused at the new library, such as the old shelving, and wondered about placing them as one unit on the library list so other libraries can purchase them at a greatly discounted price. Barb said when it came to the old circulation desk that was replaced a few years ago, they had sealed bids. She said she would like to see the library get as much money as possible and believes that items like the shelving could be available individually as well. She would like local preschools and other organizations to have an opportunity to bid on items. Barb told Christi that an inventory is needed, of items that will not be reused. Christi said that some of the children's shelving is being stored at the City electric department.

Standing Committee Reports:

Budget Committee: Jane said they have a meeting scheduled for the morning of Feb. 17. The time was set for 9:30 a.m.

Long Range Planning Committee: Nothing to report.

Building and Grounds Committee: Plan to meet this month to discuss policy for community room, salvageable materials and plans for the excess furnishings/equipment from the old building, and a maintenance schedule.

Personnel Committee: Christi had hoped to have a library staff evaluation policy but will need to follow up with this at the next meeting.

Construction Committee: An example of the cornerstone as approved last meeting was presented and it was determined that it looked too busy. Two alternate options were shown, and the Board voted the cornerstone will read in a Palentine Font: 2013, and then centered underneath, Est. 1938.

Cory said by all rights, the General Contractor, Plocher Construction, has rights to the windows/doors and other salvageable items from the old building as they own the demolition contract. He said they will probably scrap the materials, but he cannot speak for them and can find out. He asked if there are specific items that are in question. Barb said we have some lead time to research. She offered to contact the president of the Historical Society to see if they are interested in keeping anything for their museum of Clinton County history. Brenda said she knows of an individual who has expressed interest in the old flooring.

Barb updated the Board on numerous meetings and telephone conversations attended by the construction committee's designated decision group (Barb, Wendy, Christi). Minutes were provided to all Board members from the Dec. 10 construction committee meeting where the group updated the committee.

Cory addressed the exterior insulation situation. He said that it must be 40 degrees to install and Arcturis is aware of the issue and has been researching other options. There is also a shelf-life consideration and Cory is making sure that we do not surpass that. The insulation is sitting in storage in Collinsville and until it can go up, the masons are on hold. Cory said he has been keeping the guys busy working on rough-ins for the time being, and hopes this will not cause a delay in the project completion.

Cory said he was questioned by Steve Lappe, Water Dept./Sewer Superintendent if the library wanted a second water meter for the sprinkler system. It was discussed and seems like a good idea if it can save money.

Discussion turned to the transformer. Cory said the price presented by John Hodapp (City Electric) on the pole mount option is no longer valid and has greatly increased. He said now it is no longer more cost effective to go with a pole mount transformer over a pad mount. Wendy asked Christi and Cory if John has indicated to them, what he would prefer for the new library, from a City maintenance standpoint. They both said he did not recommend one over the other. Christi said John told her we just need to make a decision and quickly.

Barb asked Brenda if the City would be more interested in the cleaner look provided with the pad mount transformer that is, underground utility versus overhead poles and wires. She asked Brenda if the City has plans to move in that direction with other construction, as many municipalities are. Brenda said she did not know for sure, but believes that less wires and poles would be more desirable on future projects. Brenda said of course the City cannot afford to make that type of change on existing buildings. Ken said he believes pad mount is what more buildings use today and that is his preference. Frank asked if Poettker Construction or any of the other companies working on this project have a recommendation for the Library Board. Cory said no. He confirmed that the pad mount transformer would be located by the trash enclosure.

Sharon made a motion to proceed with a pad mount transformer for the new library, Ken seconded the motion. All were in favor and the motion carried. According to the proposal from John Hodapp, the library is

responsible for paying \$11,395.16 for the transformer, which is half of the total amount of \$22,790.32. \$5,697.58 will be required to place the order with the other half due after it is installed.

Wendy questioned the need for a back-up transformer. Cory said as far as Poettker is concerned, a back-up transformer is not an item that the library should purchase because a change order sleeve has been implemented into the design of the building to accommodate a back-up generator in the case of an emergency.

Poettker Construction requires Barb's signature on the Bel-O change order for a dehumidifier that was approved at the Aug. 29 special Board meeting. He will provide that for her after the meeting.

Landscaping was discussed and Christi said a landscape architect, Liz from O'Fallon, has agreed to draw up an initial design at no charge. It will include a rough idea of plantings with a price estimate. If the Library Board approves of the initial concept, her hourly charge of \$50 will begin as she details it and makes revisions at the Board's request. Christi said Liz estimated 4 or 5 hours of design time, but it depends on revisions.

Christi said Liz believes the cost can be contained if volunteers plant the materials. Cory is hesitant about all volunteers because they need to be able to work in conjunction with Plocher who is responsible for the sod/seeding/irrigation. He noted that Plocher has the entire landscape bid package and if the Board decides to proceed with another company or individual, then he needs to notify Plocher, who told him earlier that it would not be a problem.

Barb wants local companies to have the opportunity to bid on landscaping. She said it makes sense to design the landscape plan in phases, so as more money or volunteers are available, different areas can begin. Frank made a motion to receive a complimentary landscape plan from Liz of O'Fallon, Ken seconded. All were in favor and the motion carried. Christi is hopeful to have it by next meeting and will follow up with her in a week.

Barb reported that she has spoken with Gretchen Jantzen Jones, who has expressed interest in donating some pieces from her mother's art collection. Barb said a reception and a way of acknowledging donors should be planned with the new building. Barb has received instruction from the Protocol Office at Scott AFB about the proper way to recognize General Dean's Medal of Honor designation on his portrait. She will provide that information to Jerry Hall of Hall of Frames to complete the portrait restoration. (General Dean's portrait was discovered in a damaged state in the attic of the old house/library.) Barb reported that she is working on plans for a Veteran's program at the new library to be held in conjunction with the unveiling of General Dean's portrait.

City Council Liaison: Brenda had nothing to report, but repeated that she will inquire about the City's procedure to pay the State Grant library invoices so suppliers and subcontractors can receive payment in a timely manner.

Public Comment: None.

Old Business: Review of 2013 Library Calendar: Christi said this is the second year that libraries must register with the State and she completed the paperwork on Jan. 3. She is preparing for the annual report due in May.

Time capsule: Kim provided a list of items that will be in the time capsule. Wendy shared the idea of having it built in a wall in the community room. Cory said the wall vault that was submitted to him for his opinion is too large and heavy and the steel wall frames are already in place. Other ideas for housing the time capsule will be explored by Kim.

Holiday Potluck: Kim contacted two local restaurants regarding a post-holiday social get together. The Board decided on Covered in Chocolate because they have always supported the Case-Halstead Library. It will be on Thursday, Jan. 16 at 6 p.m. The cost of the social gathering will be personally paid by those who attend. Spouses and friends are invited.

Christmas Parade: Frank said despite the bad weather, the float went as planned. He said the turnout was poor, but the children in attendance loved the Grinch. He thanked the Board for the candy donation.

New Business:

Trustee's Annual Accounting to the Court: Barb reported that a letter arrived in her mailbox on Saturday afternoon from Deborah Keilbach, Trust officer for the Maddux Trust. She provided a copy. The first paragraph explains the Trustee's assumption that the Library Board will review the accounting statement from Sept. 1, 2012 through Dec. 31, 2013 at tonight's meeting. The Board must decide whether to approve the accounting report as presented so that it can be filed with the Court, or whether the Board wants to request a hearing on the report. (Note: Filing an annual accounting report with the Court is not required by the Court Order. This is a policy of the Trustee.)

The other 4 paragraphs of the letter outline Trustee concerns and request a written report from the Library Board detailing comprehensive expense projections. Jane, (Board Treasurer), Barb and Christi were unable to meet and review the statement that was also e-mailed to Christi late Friday afternoon, prior to the Monday evening Board meeting. (It should be noted that the library was closed on Monday due to the winter storm and the posted meeting agenda included discussion on the Trustee's annual accounting statement only through Aug. 31, 2013, not through Dec. 31, 2013.)

Wendy made a motion to table the decisions related to the revised annual accounting statement for the Maddux Trust for the time period of Sept. 1, 2012 through Dec. 31, 2013, until the content can be reviewed by Jane, Barb and Christi and explained to the Board members. Sharon seconded the motion and all were in favor. Motion carried.

Proposed By-Law Changes: Kim provided the first reading of a proposed change to the Library Trustee By-Laws. The change is for a new sentence covering the recent adoption of an ethics statement. There were no questions. The proposed change will be up for a vote next meeting, after the second reading of the proposal.

Proposed Policy on Petty Cash and Reimbursements: Christi introduced the idea of reimbursing purchases of \$50 or less from petty cash and wants to include this in the policy book. She said the City has told her that sales tax on any library purchase will not be reimbursed. Wendy said that is a different practice than before and wishes the City could clarify their policies better upfront, rather than after-the-fact, as has often been the case.

Phil Lenzini: Barb reported that Phil Lenzini, an attorney in Peoria, spoke with her at no cost for over 45 minutes. She was not aware that he had worked for 20 years with the State Library and wrote many of the laws that make up the Illinois State Statute for Libraries. She said he was the recipient of an honor from Governor Edgar for his legal work establishing Illinois library law.

Barb wondered if the Board should consider hiring Mr. Lenzini as legal representation since library law is his area of expertise. To answer the question of cost, Barb reported that Phil Lenzini's hourly rate is \$150 per hour, attorney Maurice Griffith who represents the library in the Maddux Trust is \$135 an hour, and City attorney Joe Heiligenstein is \$180 an hour. Barb said Mr. Lenzini offered his professional services to review and make recommendations on our library policies and procedures for a flat fee as he does for other Illinois public libraries. He also offered to visit Case-Halstead and his travel time will only reflect mileage. Barb said this is information to think about and discuss at our next meeting or in the near future.

The meeting adjourned at 10:00 p.m.

The next regular scheduled Case-Halstead Library Board of Trustees meeting will take place on Monday, Feb. 3 at 7:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING DECEMBER 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110 PROPERTY TAX	.00	26,813.53	28,000.00	(1,186.47)	95.76
20-3150 MOBILE HOME TAX	.00	.00	80.00	(80.00)	.00
20-3160 PAYMENT IN LIEU OF TAXES	5,406.51	5,406.51	5,300.00	106.51	102.01
TOTAL TAXES	5,406.51	32,220.04	33,380.00	(1,159.96)	96.52
<u>FINES & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	699.20	4,656.80	7,000.00	(2,343.20)	66.53
TOTAL FINES & FORFEITURES	699.20	4,656.80	7,000.00	(2,343.20)	66.53
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	4.11	13.86	25.00	(11.14)	55.44
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	20.00	824.54	300.00	524.54	274.85
20-3860 MADDUX TRUST	.00	.00	.00	.00	.00
20-3890 MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	24.11	2,288.40	4,325.00	(2,036.60)	52.91
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	20,000.00	85,000.00	131,000.00	(46,000.00)	64.89
TOTAL OTHER FINANCING SOURCES	20,000.00	85,000.00	131,000.00	(46,000.00)	64.89
TOTAL FUND REVENUE	26,129.82	124,165.24	175,705.00	(51,539.76)	70.67

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	5,837.74	54,888.44	85,600.00	30,711.56	64.12
20-56-4510 HEALTH & DENTAL INSURANCE	630.30	5,820.33	9,500.00	3,679.67	61.27
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	2,469.43	5,500.00	3,030.57	44.90
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	164.33	1,109.15	2,075.00	965.85	53.45
20-56-5330 LEGAL SERVICES	518.00	563.00	1,000.00	437.00	56.30
20-56-5490 OTHER PROFESSIONAL SERVICES	2,387.20	6,110.34	6,600.00	489.66	92.58
20-56-5510 POSTAGE	18.39	187.85	450.00	262.15	41.74
20-56-5520 TELEPHONE	103.88	805.23	2,700.00	1,894.77	29.82
20-56-5530 PUBLISHING	63.00	434.70	1,350.00	915.30	32.20
20-56-5540 PRINTING	.00	.00	630.00	630.00	.00
20-56-5620 TRAVEL EXPENSE	.00	112.00	900.00	788.00	12.44
20-56-5630 TRAINING	.00	3,175.00	3,820.00	645.00	83.12
20-56-5710 UTILITIES	523.73	5,274.11	7,000.00	1,725.89	75.34
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	5,808.18	6,000.00	191.82	96.80
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	183.62	879.48	2,000.00	1,120.52	43.97
20-56-6540 JANITORIAL SUPPLIES	17.44	108.92	400.00	291.08	27.23
20-56-6580 PERIODICALS	45.00	1,584.25	3,000.00	1,415.75	52.81
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	1,508.89	22,018.57	30,000.00	7,981.43	73.40
20-56-9250 SPECIAL PROGRAMS	.00	2,086.00	4,800.00	2,714.00	43.46
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.00
TOTAL LIBRARY	12,301.52	113,576.76	179,355.00	65,778.24	63.33
TOTAL FUND EXPENDITURES	12,301.52	113,576.76	179,355.00	65,778.24	63.33
NET REVENUES OVER EXPENDITURES	13,828.30	10,588.48	(3,650.00)	14,238.48	290.10

ANNUAL FEE BREAKDOWN

Off Current Amount

1,560,000.00			
	250,000.00	0.6%	1,500
1,310,000.00			
	250,000.00	0.5%	1,250
1,060,000.00			
	500,000.00	0.4%	2,000
560,000.00			
	560,000.00	0.3%	1,680

Off Current Amount

Trust Under Will (See Breakdown Above) 6,430

Off Original Amount

2,770,000.00			
	250,000.00	0.6%	1,500
2,520,000.00			
	250,000.00	0.5%	1,250
2,270,000.00			
	500,000.00	0.4%	2,000
1,770,000.00			
	1,770,000.00	0.3%	5,310

Off Original Amount

Trust Under Will (See Breakdown Above) 10,060.00

FEES PAID SO FAR

Trustee Quarterly Fees so far since 1/1/12

6/30/12	646.00
12/31/12	662.00
5/31/13 (March)	563.00
6/30/13 (June)	2,432.00
9/30/13 (September)	2,380.00
12/31/13	2,318.00
2 YEAR TOTAL	8,355.00

Trustee Distribution Fee

5/31/13	1,070.83
6/30/13	273.01
7/31/13	225.25
8/31/13	290.70
9/30/13	2.12
10/31/13	1,233.24
11/30/13	3,366.94
12/31/13	4,653.71
TOTAL	11,115.80

TOTAL DISTRIBUTION FEES TO BE EXPECTED AT END OF TRUST 27,700(+/-)

Case Halstead P.L. – Income and Expenditures

January 2014

- A. Nonresident Fees- \$490.00
- B. Fines - \$105.49
- C. Fax Machine- \$42.25
- D. Copier & Printer- \$84.70
- E. Book Sale - \$40.00
- F. Amazon Book Sale (not in totals) –\$51.77

Total \$762.44

Total at CH \$822.02

1. 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 \$625.40</u>
IHLS (3M Cloud) - \$485.40	
Serpentine (Web Hosting) - \$140.00	
5510 Postage	<u>5510 \$6.62</u>
Packages - \$6.62	
5520 Telephone	<u>5520 \$96.34</u>
AT&T - \$71.34	
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 \$</u>
5710 Utilities	<u>5710 \$515.39</u>
City of Carlyle - \$414.63	
Ameren - \$100.76	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$373.01</u>
Demco - \$332.38	
Wal-Mart - \$40.63	

6540 Janitorial Supplies	<u>6540 \$27.44</u>
Wal-Mart - \$27.44	
6580 Periodicals & Newspapers	<u>6580 \$11.98</u>
Midwest Living (2 Years) – 11.98	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$2239.93</u>
Amazon - \$175.97	
Baker & Taylor - \$453.78	
Center Point - \$272.61	
Gale - \$340.65	
Oxmoor House - \$36.92	
TEI Landmark Audio (Annual Lease) - \$960.00	
9250 Special Programs	<u>9250 \$</u>
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$4275.94</u>

Late Bills from December

6510 Wal-Mart - \$15.97

Bill Needing Clarification – 5490 Pro-Alarm - \$180.00

Library Project Bills

January 2014

Maddux Trust:

8900 Other Improvements

Binsbacher & Griffithe - \$158.00

Hall of Frames - \$319.50

Total - \$477.50

State Grant:

8900 Other Improvements

Automatic Fire Sprinkler - \$13,340.70

Bel-O Cooling & Heating - \$36,180.00

City of Carlyle - \$5.85

Gerstner Plumbing - \$17,550.00

Joiner Sheet Metal - \$50,581.80

Poettker Construction - \$40,996.00

Plocher Construction - \$12,954.00

Rakers Electric - \$5,220.00

Von Alst - \$29,187.00

Total - \$206,015.35

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2014 January

ADULT---2270

CHILDREN---448

YOUNG ADULT---66

RENEWALS--- (already added by age) 529

MANUAL CHECKOUTS---39

3M Cloud---43

Overdrive---219

TOTAL=3085

ROUTE INS=576

ROUTE OUTS=352

COMPUTER USE=263

Programs:

2013 January

ADULT---2081

CHILDREN---575

YOUNG ADULT---105

RENEWALS---718

MANUAL CHECKOUTS---134

TUMBLEBOOKS---33

Overdrive---173

TOTAL= 3819

ROUTE INS=658

ROUTE OUTS=866

COMPUTER USE=369

Programs:

Amelia Earhart-13

Ice Age-8

Proposed New Personnel Policy

Salaries, Job Classifications, Performance Evaluations, and Salary Adjustments

Pay Periods: The library payroll is the responsibility of the Library Director and is turned into the City every 2 weeks. Library employees receive their paychecks on alternate Fridays. Part-timers record their daily hours on the time sheets in the office; these are tabulated by the Director and turned into the City.

Salary Schedule: The Library's salary schedule is reviewed regularly by the Library Board. Raises are based solely on merit and budgetary consideration, they are not automatic. Raises will become effective at the beginning of the fiscal year and all employees are eligible after completing at least one full year of employment. After a staff member completes one year of service, and is evaluated by the director, a raise of from \$.25 to .50/hr. will be given, based on the evaluation. Please see the section on Performance Evaluations directly below for more information.

Performance Evaluations: The purpose of a performance evaluation is to provide the employee with feedback concerning his/her execution of job-related duties. A performance evaluation may be held any time that an employee's supervisor or the Library Director deems it necessary. However, performance evaluations for all employees will be conducted a minimum of once a year. Annual performance evaluations are normally conducted in December so that merit raises may go into effect on May 1, the beginning of our fiscal year. Performance evaluations are conducted as interviews and are designed to provide ample opportunity for both supervisor and employee to discuss concerns, achievement of goals, and plans for the next year. The current performance evaluation form is attached to this policy. Copies of performance evaluations become part of an employee's personnel file. Should an employee feel his/her evaluation to be unfair, they may follow the grievance procedures outlined in the library's Workplace Harassment Policy.

Case-Halstead Public Library Petty Cash Fund

The Case-Halstead Public Library has a Petty Cash fund for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of such fund will not exceed \$150.00. The Case-Halstead Public Library Director is to be the custodian for the library's petty cash fund as appointed by the Board of Trustees and the City of Carlyle, and the Director shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
2. Payments may be made from petty cash for materials, supplies or services, requiring immediate payment, but it is not to be used for frequently purchased items.
3. Sales tax on purchases will not be paid from petty cash funds.

The Library shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support and as approved by the City of Carlyle's claims auditor.

Landesign

architectural landscape design

931 Jordan Drive
O'Fallon, Illinois 62269
(618) 622-3217
(618) 530-8688

Landscape Design Projects:

Southwestern Illinois College
Red Bud Campus
Sculpture Garden Design

Memorial Healthcare Center
O'Fallon, Illinois
Landscape Design

YMCA
O'Fallon, Illinois
Landscape Design

O'Fallon Garden Club
State Street Garden
Preliminary Landscape Design

St. Nicholas Catholic Church
O'Fallon, Illinois
Community Garden Design

Plants in design



Elizabeth (Liz) Oakley

Liz Oakley is a landscape designer for the St. Louis Metro area. She received her Degree of Landscape Architecture from the University of Illinois. The long career of a variety of design-build has given her much experience in the field. Not only has this included the design aspect of landscaping but also overseeing the installation stage of the project. Recognizing the restrictions that design-build projects have, Liz decided to begin her own landscape design firm. She works with clients one-on-one to provide a fully developed design. Her clients include; residential, commercial and institutional projects. Much of her focus is on wildlife and how to improve it through her designs in any setting. Liz enjoys photography, gardening and camping.

Library Board Meeting Dates for 2014

January 6, 7:00

February 3, 7:00

February 17, 9:00 (Budget Committee)

March 3, 7:00

April 7, 7:00

May 5, 7:00

June 2, 7:00

July 7, 7:00

August 4, 7:00

September 2, 7:00 (Tuesday)

October 6, 7:00

November 3, 7:00

December 1, 7:00

Committee Meetings to be scheduled as needed

Closures

Monday, January 20 – MLK Birthday

Monday, February 17 – Presidents Day

Friday & Saturday, April 18 & 19 – Good Friday and Easter Saturday

Monday, May 26 – Memorial Day

Friday, July 4 – Independence Day

Monday, September 1 – Labor Day

Tuesday, November 11 – Veteran's Day

Thursday, November 27 – Thanksgiving

Wednesday & Thursday, December 24 & 25 – Christmas Eve and Day