

MINUTES
CASE-HALSTEAD LIBRARY BOARD OF TRUSTEES
FEBRUARY 3, 2014

PRESENT: President Barbara Guebert; Vice-President Darren Tracy; Treasurer Jane Bullock; Sharon Berdeaux, Frank Buckingham; Kenny O'Dell, Kim Stamps; City Council Liaison Brenda Johnson

ABSENT: Wendy Folen, Secretary (Excused absence)

GUESTS: Cory Pritchard, Poettker Const.; Kelly Jo Ross, Breese Journal

The meeting was called to order by President Guebert at 7:00 PM. The Pledge to the Flag was recited. The guests were greeted.

Jane moved to accept the minutes of the January 6, 2014, meeting as presented, with second by Sharon. Minutes were approved.

TREASURER'S REPORT: Jane presented the Treasurer's Report. A copy of the November report was given to each board member as it was not available at the previous meeting. The December report shows 65% of the budget spent, with 67% of the budget year passed. Jane reported small discrepancies in accounts 6510, 6540, and 6250, due to the time payments are made by the city on the city credit card. These discrepancies will be normally cleared up by the next month's billing period. The report was approved on a motion by Darren, with second by Kim.

BILLS: Christi presented the bills for library operating expenses for January, noting annual payments for the 3M Cloud and Serpentine's website hosting fee. The Demco charge was higher, reflecting two years worth of bar code supplies. The TEI Landmark charge of \$960.00 is for the annual rotating collection of 60 audio books. Christi stated that our normal annual Pro Alarm service fee has not been finalized for the new building. The annual charge of \$180.00 is included in the bills. Kim made the motion to approve the January bills. Frank seconded. Motion passed.

Library construction project bills total \$206,015.35. Less than \$500.00 will be charged to the Maddux Trust, with the remaining paid from the state grant fund. Barb reminded us that all construction project bills are audited by Arcturis, then reviewed and approved by Construction Manager Poettker before being presented to the Library Board. Darren moved to pay the bills, with a second by Kim. Motion carried. Barb asked Brenda about City Finance Committee review of bills. Brenda stated that unless there are questions about an item, the City's Finance Committee submits them for payment. The bills are then usually paid within the same week.

STATISTICS: Christi said the statistics were down for January, owing in large part to inclement weather. In addition, the Heartland Library System is changing the method of reporting statistics, so it is hard to compare them year to year. By next January, more accurate comparisons should be possible. The Heartland System has about 500 libraries, so a new policy of routing materials dictates that requests are filled from the libraries closest to us. If no library near Carlyle has the materials, the System will locate them for us from more distant sources. This change has resulted in our request numbers and check out numbers being down. Christi is watching the trends closely.

Christi announced that four summer programs were booked at the Showcase in January.

June 9–bird act

June 16–Juggling Jeff

June 23–Animal Tales

June 30–Christian the Magician

All of these programs are interactive. The total cost for these is no more than \$1200.00. The summer ready theme is “Paws to Read.”

A legislative breakfast is planned in Edwardsville February 21 for library directors and board members to meet with area legislators/executives from the IL Library Assn. regarding library issues. Christi will attend. Barb asked if this would come under trustee training in the budget, and whether the library could pay the \$20.00/per person fee for two board members. Jane checked the account and it could support that expense. Barb felt our board should be represented if at all possible. Kim will try to attend. Sharon moved to use training funds for up to two board members. Darren seconded. Motion passed.

Christi told the board that the Clinton County Ghost Society approached her to request permission to come in and make recordings in the old library (house) before it is demolished. Members of the Ghost Society claim to have seen lights in the building after library hours. Barb suggested Christi notify Rita (for risk management) that this group will hold an event and request that the Society has proof of insurance.

Bunker Hill Library grand opening will be held February 8 from 1 to 4 pm. Bunker Hill also received a state construction grant. Christi will attend. Board members are invited to ride with her. Breese Library just completed a renovation. Congratulations cards were circulated for board signatures and will be sent to Bunker Hill and Breese libraries from Case-Halstead.

STANDING COMMITTEES:

Budget Committee will meet Feb. 17 at 9:30 at the library to draw up a draft proposed 2014-2015 budget.

Long-Range Planning: no report.

Building and Grounds Committee will meet February 4 at 6:30 pm to discuss a time line for opening the new building, fire department training exercise in the old building and salvage plans.

Personnel Committee: November 19, 2013 minutes were approved by the committee (copy in each board member’s packet). Darren moved, Kim seconded, that the Board adopt the new personnel policy recommended by Christi and the committee. Motion carried. The committee will meet with Christi February 13 at 10 am at the library to review the staff evaluations and determine whether staff raises will be recommended.

Construction Committee: Barb read a list of all the meeting dates held with Poettker, Egyptian, electric department, Foppe, etc., highlighting the many hours spent by Wendy, Barb, and Christi reviewing details of the construction project just since the last board meeting. Barb commended Poettker for all the time they have spent working with the construction committee in such a cooperative way.

The public has been asked over many months, in many media, to offer historic photos, artifacts, memorabilia for copying, scanning, etc., for use in creating the history wall in the entrance of the new building. Little has been offered, but the time to finalize the design and components is the end of February, so the committee will proceed with that design.

Cory Pritchard from Poettker spoke of the construction site progress. Due to extreme cold, exterior work has been sporadic, but on-going in the interior: roughing in HVAC, plumbing, electric, framing of soffits, sprinklers. The contractors are now waiting for favorable temperatures to spray the insulation barrier. The temperature needs to be 40 degrees with dry conditions. The workmen will work Saturdays at no extra cost whenever needed to move the project forward.

Christi announced that Liz Oakley of O'Fallon will do a preliminary landscape design to simplify the current plan and reduce cost. The design was not yet ready. Cory wants any new plan ASAP, in the event it would have to be re-bid. Darren asked if the full board needs to decide the plan. Barb feels Board input and approval are needed and will call a special meeting to view Liz's presentation. The use of volunteers to install the landscaping was discussed and rejected. Jane requested that Christi contact Liz and ask for a concept by February 6. Cory asked that Plocher cost out any new design. Barb discussed staying local for landscape installation, but Cory pointed out that most local landscape companies are non-union, precluding their use. Christi wanted to be sure that Plocher's landscaper would still work with us in the event that Liz's design is rejected by the board. The special meeting to review Liz's work is set for Thursday, February 6, 2014. Christi will confer with Cory regarding the scope of work that Liz should be expected to present at the special meeting.

City Council Liaison: Brenda announced that the City Council is mandating that each department budget for the General and Administrative functions. This was budgeted in past years as a percentage of each department's budget, but dropped the last few years. Now it will be reinstated. Brenda stated that she is trying to work on a Friends of the Library organization, but has nothing to report at this time.

PUBLIC COMMENT: None

OLD BUSINESS:

Library Calendar: Board meetings will take place the first Monday of each month. If the first Monday is a holiday, the meetings will take place on the first Tuesday.

Time Capsule: Kim presented her research into various time capsule sizes and recommended that we purchase a 1.79 cu ft (medium sized) unit for \$479.00 (plus shipping), as well as a Heritage Preservation Kit for \$69.00, and a Ceremony Kit for \$49.00. After discussion as to where the time capsule could be located, whether it should be buried in the landscaping, in concrete, the details of depth of burial, concerns about vandalism, etc., Kim moved to make the purchase as delineated above. Sharon seconded the motion. Motion passed. Following the vote, Kim discussed items that will be in the time capsule to be opened in 25 years. Cory will do more research into the installation.

Revision of Board By-Laws: Kim presented the second reading of the by-laws revision regarding the ethics statement. Jane moved to accept the revised by-laws. Darren seconded. Motion passed.

Trustee Annual Accounting: Barb, Jane, and Christi reviewed the disbursements from the Maddux Trust from Sept 1, 2013, to December 31, 2013, finding all in order except the unresolved issues of requests by board members, Barb Guebert and Wendy Folen, for reimbursement of travel expenses

related to the construction project. Darren moved to accept the Trustee's accounting report, but to reserve the right to go back and re-submit any 2013 bills still pending. Kim seconded, and the motion passed. Barb related that the Trustee (First National Bank) had received a late bill for a cake that had been purchased from SuperValu in June for the groundbreaking ceremony, had determined that it was "not construction related," and did not pay the bill out of the trust funds. Instead, as a gesture of "good will," the bank paid for the cake with bank funds.

Petty Cash and Reimbursement Policy: Christi proposed a petty cash and reimbursement policy in January to cover times when board members or others make purchases for library programs or events. The Petty Case fund will have a maximum of \$150.00 per month for reimbursement of receipted purchases. Brenda moved that the Board approve the policy, with the addition of a \$50.00 ceiling per single purchase from petty cash. Darren seconded. Motion passed.

Attorney Phil Lenzini: Barb spoke about the possibility of our board hiring Phil Lenzini, the IL expert in library law. She and Christi have spoken with him regarding questions that have arisen regarding State Statutes. He has given general advice pro bono on those occasions. We may have future legal issues that might be more quickly and economically resolved with Mr. Lenzini, rather than our current attorney or the city attorney, who would have to do more research, thus charging for more time. Christi spoke regarding hiring him at his current rate of \$150.00/hr.

We would sign a client retainer agreement that he is our attorney in library matters. He has a set fee schedule and would only charge if we actually use his services. Frank expressed concerns over who would have access to Mr. Lenzini—the director, the board president, or any board member who might want to contact him. Frank suggested board control over who, when, and to what degree contacts with Mr. Lenzini be made. Christi will email the letter from Mr. Lenzini to each member to read. A decision was deferred and it was decided to include this item of business on the agenda of the special meeting to be held February 6.

Procurement Policy: Barb discussed the need for a procurement policy to avoid such situations as the unpaid cake bill. She asked Jane to develop a policy for the board to consider.
(Darren left the meeting at 9:30 pm)

NEW BUSINESS:

Veteran's Day Program: Barb told the board about her contacts at Scott AFB and UC Berkeley regarding Major Gen. William Dean. We will have a program to unveil the Dean portrait for Veteran's Day. Scott AFB will provide an Honor Guard and a 2-star general as speaker. The public, political representatives and media will be invited. A tentative program date will be the morning of November 8, 2014.

The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Sharon Berdeaux, Substitute secretary

Case-Halstead Public Library
Minutes for Special Meeting of Board of Trustees
February 6, 2014

Meeting Location: Clinton County Board Room located at 810 Franklin St., Carlyle, IL 62231

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

Absent: Frank Buckingham (excused), Ken O'Dell (excused)

Also Present: Christi Gerrish-Library Director, Liz Oakley Landscape Designer

The meeting was called to order by Barb at 7:00 p.m. and the pledge of allegiance was recited. She then welcomed Liz Oakley and turned the floor over to her for a landscape design presentation for the new Case-Halstead Public Library.

Liz provided several copies of a landscape plan that greatly reduced the number of plantings from the previous plan provided by architect, Arcturis. She said her plan contains 133 plants compared to their 2,262 plants.

Liz said she reduced the size of the beds and removed the landscape ground cover and rush. She recommends rock and/or mulch in the beds rather than ground cover because of cost. She kept the same number of trees but changed a few to make sure they are available from local nurseries rather than Missouri nurseries. She said with these changes, the cost will be much less for her plan. She did not have time to figure all of the cost yet.

Liz changed the landscape design on the back of the building (Franklin Street side) to include taller grasses that she believes will accentuate the colonnade design of the building. Liz's plan includes annuals that she believes can be implemented later by volunteers. She inter-mixed the boulders from the Old Fort throughout the plan, different from Arcturis's plan that had them lined up as a focal point.

Liz added a concrete sidewalk off the reading garden that would make it easier to access that side of the building. Sharon raised the concern of not having the reading garden private with the sidewalk.

Sod was discussed and the fact that if it is installed in the summer, that is not an ideal time and it must be watered at least two times per day. This raised the question of what is included in the budget, drip irrigation or a sprinkler system and who is responsible for maintaining the seed and/or sod.

The board members seemed impressed with Liz's plan. She did not have pictures of the recommended plants but seemed knowledgeable of them through her verbal descriptions. Wendy made the motion to hire Liz as the landscape designer and to accept the basic concept of the plan with design revisions. Darren seconded the motion and all were in favor. The motion carried.

Some of the design revisions that were discussed include finding an alternate for sweet spirea that Barb said she finds requires a lot of maintenance and looks messy from her own experience. And to change the tall grass along the Franklin Street side of the building to something else. The need for adding something on the end of the alley to screen the houses from the main library entrance and the idea of having more privacy from Jumpin' Jimmy's was mentioned. The concern of the trees in the islands interfering with the lights was raised. (The Black Gum trees were originally specified by Arcturis and Liz kept them on her plan.)

Liz Oakley's initial plan was at no cost to the library. The Board thought this was complimentary but Liz said an anonymous donor paid for her design time. It was noted that the additional revisions and any more site visits will be

billed to the library at \$50 per hour and Liz will charge for mileage. She departed and said she will work on revisions and get information back to Christi, including some prices.

The next item on the agenda was attorney Phil Lenzini, who has been discussed in previous meetings because he helped write many of the state statutes in regard to public libraries. As requested, Mr. Lenzini provided information regarding his fee structure. He would not require a retainer fee to be hired as the library's attorney and will only charge when legal work is performed. Barb believes he can save time and money if questions ever arise.

Sharon made the motion to retain Phil Lenzini as the library's attorney and Kim seconded the motion. The floor was then open for discussion.

Darren said that Frank who is absent told him that he has some reservations about retaining Phil Lenzini as library attorney. Frank believes that it is not necessary and we could just contact him if we ever needed him with a specific item.

A vote was taken and all board members present voted in favor of retaining Phil Lenzini as the Case-Halstead Library's attorney. Motion carried.

The Special Meeting adjourned at 8:25 p.m. The next regular board meeting will take place on March 3, 2014 at 7:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2014

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	.00	5,406.51	5,300.00	106.51	102.01
	TOTAL TAXES	.00	32,220.04	33,380.00 (1,159.96)	96.52
<u>FINES & FORFEITURES</u>						
20-3530	PENALTIES-LIBRARY FEES	642.02	5,298.82	7,000.00 (1,701.18)	75.70
	TOTAL FINES & FORFEITURES	642.02	5,298.82	7,000.00 (1,701.18)	75.70
<u>MISCELLANEOUS REVENUE</u>						
20-3810	INTEREST INCOME	.67	14.53	25.00 (10.47)	58.12
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	40.00	864.54	300.00	564.54	288.18
20-3860	MADDUX TRUST	.00	.00	.00	.00	.00
20-3890	MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
	TOTAL MISCELLANEOUS REVENUE	40.67	2,329.07	4,325.00 (1,995.93)	53.85
<u>OTHER FINANCING SOURCES</u>						
20-3890	TRANSFER FROM OTHER FUNDS	.00	85,000.00	131,000.00 (46,000.00)	64.89
	TOTAL OTHER FINANCING SOURCES	.00	85,000.00	131,000.00 (46,000.00)	64.89
	TOTAL FUND REVENUE	682.69	124,847.93	175,705.00 (50,857.07)	71.06

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	5,600.19	60,488.63	85,600.00	25,111.37	70.66
20-56-4510 HEALTH & DENTAL INSURANCE	668.04	6,488.37	9,500.00	3,011.63	68.30
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	2,769.43	5,500.00	2,730.57	50.35
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	79.83	1,188.98	2,075.00	886.02	57.30
20-56-5330 LEGAL SERVICES	.00	563.00	1,000.00	437.00	56.30
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	6,110.34	6,600.00	489.66	92.56
20-56-5510 POSTAGE	12.37	200.22	450.00	249.78	44.49
20-56-5520 TELEPHONE	101.00	906.23	2,700.00	1,793.77	33.56
20-56-5530 PUBLISHING	.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	564.86	5,838.97	7,000.00	1,161.03	83.41
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	44.28	923.76	2,000.00	1,076.24	46.19
20-56-6540 JANITORIAL SUPPLIES	.00	108.92	400.00	291.08	27.23
20-56-6580 PERIODICALS	29.00	1,613.25	3,000.00	1,386.75	53.78
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	1,603.52	23,622.09	30,000.00	6,377.91	78.74
20-56-9250 SPECIAL PROGRAMS	31.73	2,117.73	4,800.00	2,682.27	44.12
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.00
TOTAL LIBRARY	9,034.82	122,611.58	179,355.00	56,743.42	68.36
TOTAL FUND EXPENDITURES	9,034.82	122,611.58	179,355.00	56,743.42	68.36
NET REVENUES OVER EXPENDITURES	(8,352.13)	2,236.35	(3,650.00)	5,886.35	61.27

Case Halstead P.L. – Income and Expenditures

February 2014

1. Income

- A. Nonresident Fees- \$322.00
- B. Fines - \$64.95
- C. Fax Machine- \$69.00
- D. Copier & Printer- \$200.90
- E. Book Sale - \$40.00
- F. Amazon Book Sale (not in totals) –\$0

Total \$696.85

Total at CH \$704.65

2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$144.44</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$64.61	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$34.00</u>
Packages - \$34.00	
5520 Telephone	<u>5520 \$105.08</u>
AT&T - \$80.08	
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 \$797.50</u>
City of Carlyle - \$477.80	
Ameren - \$116.55	
Proliance - \$203.15	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$</u>
Quill - \$91.89	

Wal-Mart - \$34.49	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$29.96</u>
Readers Digest – \$29.96	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1719.30</u>
Amazon - \$204.83	
Baker & Taylor - \$702.56	
Center Point - \$86.28	
Gale - \$25.59	
Show-Me Books - \$407.00	
Windfall - \$293.04	
9250 Special Programs	<u>9250 \$850.00</u>
Christian the Magician – \$300.00	
Fred and His Feathered Friends - \$250.00	
Juggling Jeff - \$300.00	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$3903.51</u>

Late Bills from January

5490 – Pro-Alarm - \$180.00
5710 Proliance - \$130.01
6510 Quill - \$13.56
6580 – USA Today Renewal - \$283.73
8800 – Book Farm - \$16.99

Library Project Bills

February 2014

Maddux Trust:

8900 Other Improvements

Barb Guebert (Milage) - \$37.90

Binsbacher & Griffithe - \$191.00

Rakers Electric - \$29,556.48

Von Alst - \$58,952.70

Wendy Folen (Milage) - \$37.90

Total - \$88,775.98

State Grant:

8900 Other Improvements

Automatic Fire Sprinkler - \$6,156.00

Bel-O Cooling & Heating - \$21,330.00

City of Carlyle - \$102.23

Gerstner Plumbing - \$13,034.70

Plocher Construction - \$7,648.00

Poettker Construction - \$29,754.00

Total - \$78,024.93

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Grant Savings Account History **\$485,627.28**

December Bills	\$188,547.25
January Bills	\$206,015.35
February Bills	\$78,024.93
Left Over	\$13,039.75

Circulation Statistics---Monthly

2014 February

2014 January

2013 February

ADULT---2243

ADULT---2270

ADULT---2081

CHILDREN---503

CHILDREN---448

CHILDREN---575

YOUNG ADULT---68

YOUNG ADULT---66

YOUNG ADULT---105

RENEWALS---544

RENEWALS---529

RENEWALS---718

MANUAL CHECKOUTS---46

MANUAL CHECKOUTS---39

MANUAL CHECKOUTS---134

3M Cloud---24

3M Cloud---43

TUMBLEBOOKS---33

Overdrive---180

Overdrive---219

Overdrive---173

TOTAL=3066

TOTAL=3085

TOTAL= 3819

ROUTE INS=473

ROUTE INS=576

ROUTE INS=658

ROUTE OUTS=267

ROUTE OUTS=352

ROUTE OUTS=866

COMPUTER USE=297

COMPUTER USE=263

COMPUTER USE=369

MEETING MINUTES
Budget Committee
Case-Halstead Public Library
February 17, 2014 – 9:30 AM

Present: Jane Bullock, Treasurer; Barb Guebert, President; Brenda Johnson, City Council Liaison; Christi Gerrish, Library Director.

Guests: Rob Hyten, DDS, City Councilman

The meeting was called to order at 9:30 a.m. Christi distributed a copy of the draft budget for fiscal year 2014-2015 to each member of the committee. Christi also prepared and distributed a spread sheet that included several years' budgets vs. actual expenditures that helped analyze areas that trended up or down.

Brenda explained that the City is trying to reduce each department's budget by 10%; however, the draft budget presented by Christi already reflects a 10% reduction compared to the budget submitted last year. Many areas of the library's budget are for required expenditures, due to fees payable to the Illinois Library Association, the Heartland Library System, and other professional affiliations, as well as other contractual obligations.

Christi explained that she prepared the draft budget to reflect a "worst case scenario" regarding several line items that are unknowns due to the fact that we will be relocating to the new building. However, she indicated that the draft budget also reflects some major savings, for example, the way magazine periodicals are ordered, and income realized from the sale of used books on Amazon. Christi also reported that we will receive a \$2,000 grant for purchases in the areas of science and technology. It was also noted that the budget committee examines its expenditures carefully and watches the percent of budget spent every month.

(Brenda left the meeting at 10:25.)

Barb suggested a new line item be created for rental income, since we will develop a policy and procedure for use of the new Maddux Community Room.

The committee also expressed the importance of funding staff training and continuing education opportunities.

Rob questioned the difference between office supplies and janitor supplies. In addition to items that would typically be called "office supplies," our office supply category also includes supplies required to back all of our paperback books. Janitor supplies relates only to cleaning products and paper products for the restrooms, etc.

On motion made by Jane, seconded by Barb, the committee voted to present the draft budget to the Board of Trustees at its March 3rd meeting. The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Barbara Guebert

Landesign

architectural landscape design

931 Jordan
drive
o'fallon, illinois 62269

March 3, 2014

Revisions: 2-21-2014

Additional Grasses placed on the North Property Line between the alley and the Library parking area.

Blackgum trees on parking islands to be replaced with 3 'Tina' Crabapple

4 Goldenrain trees to be replaced with 4 'Sunburst' Honeylocust.

6 boulders to be located under new Honeylocust.

Library sign to be located 24 feet from inside corner of sidewalk east towards building.

Revised planting of Viburnum, Boxwood and Coneflower to provide reduce noise pollution on south side of the outdoor reading room. Sidewalk removed.

Sweetspire to be replaced with *Fothergilla gardenii*

Dwarf Maiden Grass to be replaced with 'Green Mountain' pyramidal Boxwood.

Blackgum on east side of property to be replaced with 'Sunburst' Honeylocust.

3 Boxwood to be replaced with 2 'Dragon Lady' Holly between White Fringe Tree on east side of library.



Plants in design

Budget 2014-2015 Compared to 2013-2014

	2014-2015	2013-2014
4210 Salaries	\$84,000	\$85,600
4510 Health Insurance	\$10,000	\$9,500
5110 Maintenance Building	\$5,500	\$5,500
5120 Maintenance Equipment	\$2,075	\$2,075
5330 Legal	\$1,000	\$1,000
5490 Other Professional Services	\$7,050	\$6,600
5510 Postage	\$400	\$450
5520 Telephone	\$1,500	\$2,700
5530 Publishing	\$500	\$1,350
5540 Printing	\$0	\$630
5620 Travel	\$300	\$900
5630 Training	\$500	\$3,820
5710 Utilities	\$15,000	\$7,000
5940 Risk Management	\$10,000	\$6,000
6110 Maintenance Supplies Building	\$100	\$270
6120 Maintenance Supplies Equipment	\$100	\$100
6510 Office Supplies	\$2,000	\$2,000
6540 Janitor Supplies	\$400	\$400
6580 Periodicals	\$3,000	\$3,000
8300 Equipment	\$1,000	\$3,060
8700 Furniture	\$0	\$2,500
8800 Materials	\$20,000	\$30,000
9250 Programming	\$3,500	\$4,800
9290 Other	\$100	\$100
 Total	 \$168,025	 \$179,355

POLICY ON CARRYING GUNS ON LIBRARY PROPERTY

The Case-Halstead Public Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library will post at all entrances to the building, driveways, and parking areas of the Library the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

Adopted by the Board – March 3, 2014

PURCHASING PROCESS

1. If staff or board members purchase incidental items for the library, get a Purchase Order Form from the library director.
2. List all items to be purchased, sign the form and have the director approve the purchases.
3. After purchasing the items, staple the sales receipt to the Purchase Order form and give them to the director.
4. If the purchased item is ordered to be picked-up or delivered at a later time, ask the vendor to attach the purchase order to their ticket and have the bill sent to the library.
5. The bill will be paid out of petty cash or turned in with monthly bills to be paid out of appropriate account.