

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, March 3, 2014

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, Frank Buckingham, Kim Stamps, Ken O'Dell, Brenda Johnson-City Council Liaison
Absent: Sharon Berdeaux (excused)

Also Present: Christi Gerrish-Library Director, Cory Pritchard, Poettker Construction; Alderman Judy Smith

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

Meeting Minutes: Jane moved that the Feb. 3 board minutes be accepted. Darren seconded the motion, all were in favor and the motion carried. Kim moved that the Feb. 6 special board minutes be approved, Jane seconded the motion and all were in favor. Motion carried.

Treasurer's Report: Jane reviewed the revenues and expenditures and said everything was in order. She reported that 76 % of the fiscal year has elapsed and that 68.3% of the library budget has been used. Frank moved to accept the treasurer's report as presented, Kim seconded, and all were in favor. Motion carried.

Library and Construction Bills: Christi reviewed the income and expenditures for Feb. She noted that it was a good month for income with \$322 in nonresident fees due to renewals of library cards. She is researching cash registers so that the recorded income will match the actual income better. (written total equaled \$696.85 but cash total equaled \$704.65) The expenditures showed \$91.89 under line item 6510 Office Supplies for copy paper. Christi said Dept. heads have to start accounting for general administrative costs from City Hall in their budgets and she will be examining how this will work in the library's unique situation. She will discuss this later she said. Frank moved to approve the bills as presented, Darren seconded the motion. All were in favor and the motion carried.

Christi reviewed the Feb. construction bills that will be paid from the Maddux Trust account and from the State Grant account. She said there are not enough state funds to pay all the construction bills, so some have to be paid from the Maddux account. The next state payment will come when the building is 60 percent complete and that should be soon, according to Cory. The total of construction bills for the month was \$78,024.93. Kim noticed the mileage claims from Barb and Wendy for 2 separate trips to the landscape designer and asked if the previously approved construction mileage was ever paid to them. Barb and Wendy said no. Darren made the motion to pay the construction bills as presented. Frank seconded the motion. All were in favor and the motion carried.

Statistics: Christi reported a mixed month, with areas like the adult and children's circulation showing strong numbers, and areas like the computer 3MCloud and Overdrive showing weaker numbers. Darren suggested the bad weather could be a factor and Christi said it did keep many of the regulars away.

Director's Report: Christi reported that the Clinton County Paranormal Society wants to conduct an investigation in the current building for ghosts. She spoke with City Hall who liked the idea and everyone agreed their findings could make for a fun future library program. Christi spoke with IL Municipal League who handles City insurance and they said since the investigation is after hours and the public won't be involved, additional insurance coverage is not required. The group will start the investigation Friday, March 7 at 5 p.m.

Christi said she is seeking quotes for new computers for the new building and sent a request to SafeMode (Serpentine), Tin Cans and Da Com, three companies that have a relationship already with the library. Wendy questioned the number of computers she is requesting a quote for and she said 27, including 10 laptops. Christi said if anyone wants to see the computer request to contact her after the meeting. She hopes to have quotes back in a couple of weeks.

Christi said she spoke with a representative at Kaskaskia College about the idea of computer classes and other opportunities in the new building.

Christi said she received a letter regarding the per capita grant and this year the library will receive \$4,101.25 which is higher than the previous year. She said she applied last year for a Books Grant and it was accepted. The library will receive \$2,000 for STEM related books. (STEM is Science, Technology, Engineering, Math)

Introduction to new Per Capita requirements: Christi said last year we were required to do an environmental survey, this year we need to explore how the community wants the library to grow technology and there is a 19 page application and many surveys to complete. She said this grant is partnered with Bill and Melinda Gates Foundation and Edge Technic. She will get more information and said a small committee may need to be formed for this. It is due Oct. 15, 2014 but we normally submit it in Sept.

Board members were reminded to turn in their Economic Interest Statement to City Hall, County Clerk's Office, or to Christi, who volunteered to accept them. Christi said the city administrator has given all the city department heads a new email address so they are all in the same system. She is now librarian@carlylelake.com and the email on the library website is still casehalstead@gmail.com. She can get emails at either.

Standing Committee Reports:

Budget Committee: The committee met on Feb. 17 and provided minutes that details their discussion. They provided a draft budget, 10 % less than last year's as requested by the City. Christi explained that all departments have been asked to account for general administrative costs. She said a percentage of our budget determines that cost and it is to cover copying and office supplies, insurance, audit, payroll, and reviewing bills. Brenda said we won't see any change in our working budget and that this is how it always used to be done, but was taken away in 2009. She said it is necessary to support corporate office.

Wendy questioned the janitorial expense as one example of an area that seems too low with a much larger space, more restrooms, and different floor types. She said \$400 for the entire year is very unrealistic. Jane said all departments have been asked to conserve on the budget and Darren noted that in this building for this year, we have only used a very small portion of janitorial expense. Christi said the first year will be very telling on what the new building's needs are and we can make adjustments. She said she has been talking to the staff

about additional duties as far as cleaning in the new building. Barb said we must properly maintain the new building or it can start to look dirty really fast.

Frank made a motion to accept the draft library budget, Darren seconded, all were in favor and the motion carried. Christi said she will take it to a Dept. head meeting at City Hall and then it will go to the Finance Committee and from there to City Hall for approval.

Long Range Planning Committee: Nothing to report.

Personnel Committee: Nothing to report.

Construction Committee: Barb asked Cory to provide an update on the construction before the building and grounds committee report as he needed to leave for another meeting. Cory said the weather continues to delay the spray insulation into the exterior walls so the site is shut down. He said they have done all they can do inside at this point. He expects a break in the weather next week to get started again and then they can prep for windows. He expects the spray of insulation to take place the week of March 17 and then the masons can get started. He had a temporary road put in because the ground is too soft. He noted that the north side of the building is always wetter than the other sides. The building is nearing 60 percent completion and Arcturis will be scheduled to come out and inspect the work and progress.

Barb said that council members have asked her if they can see the building and she would like to arrange some times that they can. Christi said the staff wants to come see it also and Barb told her that she can bring the staff through anytime. Christi agreed to arrange to dates for the council members to tour the building. Cory said now is a great time for them to see how it all looks and they will be glad to show them around. He then left at 8 p.m.

Wendy reported that she and Barb met with Liz the landscape designer in O'Fallon and described some of the revisions that she was working on, such as moving the tall grass from the front of the building to the area along the alley by the trash enclosure, and moving the sign a little closer to the new building as suggested by Tom Foppe to keep the new sign cleaner and to open up the line of vision on the street corner. She said that Liz is going to draw the area off the reading garden without the open sidewalk and that can be changed later if we wish. Wendy recalled Frank's concerns with noise in that area and pointed out how during a previous outdoor summer program, a child ran to the street and the closure does help enclose that space more.

Building and Grounds Committee: The committee met on Feb. 11 and minutes were provided to update the board. Kim said the time capsule will be in the community room south closet and Cory has it planned so that it can be taken out and opened anywhere we chose in the future. She provided information on what it will look like. Board members were invited to consider items they may want to include in the time capsule beside all the items that have been planned. Barb mentioned a picture of the Jesse White Grant presentation.

City Council Liaison: Nothing to report.

Public Comment: None

Old Business: The calendar shows that next month the board should review closed minutes.

New Business: Barb said Kelly with the Breese Journal and Phillip with the Sentinel newspapers both contacted her for interviews about the new library. She spent over an hour with each and hopes to see some positive articles about the new library and how important it is to the community.

Salvage Plan: the building and grounds committee will be meeting again soon to review the revised salvage plan. Christi said Jo Hollenkamp recommends having people sign a waiver of liability on items they take.

Friends of the Library: Kim has been working on getting friends together so they can organize their own group. She completed a letter to mail out to everyone and talked about having a different cost to join, such as \$10 with \$5 for students. Barb asked if she considered having charter members and she said she has.

Brenda has written a letter about joining Friends of the Library and will send it to the newspaper. Kim said her hope is the new friends organization can hold their first meeting end of March or first part of April so by the time the new building is open, they can be up and running, with more people joining. She said they will have their own officers, separate by-laws from ours, their own bank account and completely different.

It was noted that the president of Friends of the Library cannot be a library board member. It was also noted that it is good to have Phil Lenzini as our library legal counselor and perhaps he can assist when the time comes in establishing the separate organization that will support the library.

A proposed concealed carry policy was presented, based on the same one that Phil Lenzini did for another library system. The question of making sure we meet all requirements with the regulatory signs was raised and we will discuss with the architect at the 60% walk through. Darren moved that we adopt this concealed carry policy for the new building and Frank seconded it. All were in favor and the motion carried.

Jane wrote a proposed policy on procurements for special events. Darren moved that we adopt the policy and Kim seconded. All were in favor and the motion carried.

Christi said she will be on vacation the end of March from 3/20/14 to 3/29/14. She will have email access she said and will be back in the office on 3/31/14.

With no further business to discuss, Barb adjourned the meeting at 8:55 p.m. The next regular scheduled board meeting will take place on Monday, April 7 at 7:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 28, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>TAXES</u>						
20-3110	PROPERTY TAX	1,444.65	28,258.18	28,000.00	258.18	100.92
20-3150	MOBILE HOME TAX	81.23	81.23	80.00	1.23	101.54
20-3160	PAYMENT IN LIEU OF TAXES	.00	5,406.51	5,300.00	106.51	102.01
	TOTAL TAXES	1,525.88	33,745.92	33,380.00	365.92	101.10
<u>FINES & FORFEITURES</u>						
20-3530	PENALTIES-LIBRARY FEES	704.65	6,143.47	7,000.00	(856.53)	87.76
	TOTAL FINES & FORFEITURES	704.65	6,143.47	7,000.00	(856.53)	87.76
<u>MISCELLANEOUS REVENUE</u>						
20-3810	INTEREST INCOME	.00	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	904.54	300.00	604.54	301.51
20-3860	MADDUX TRUST	.00	.00	.00	.00	.00
20-3890	MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
	TOTAL MISCELLANEOUS REVENUE	40.00	2,369.07	4,325.00	(1,955.93)	54.78
<u>OTHER FINANCING SOURCES</u>						
20-3990	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	2,270.53	127,258.46	175,705.00	(48,446.54)	72.43

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 28, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,157.36	66,645.99	85,600.00	18,954.01	77.86
20-56-4510 HEALTH & DENTAL INSURANCE	649.17	7,137.54	9,500.00	2,362.46	75.13
20-56-5110 MAINTENANCE SERVICES-BUILDING	150.00	2,919.43	5,500.00	2,580.57	53.08
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	79.83	1,268.81	2,075.00	806.19	61.15
20-56-5330 LEGAL SERVICES	17.50	580.50	1,000.00	419.50	58.05
20-56-5490 OTHER PROFESSIONAL SERVICES	805.40	6,915.74	6,600.00	(315.74)	104.78
20-56-5510 POSTAGE	6.62	206.84	450.00	243.16	45.96
20-56-5520 TELEPHONE	96.34	1,002.57	2,700.00	1,697.43	37.13
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	645.40	6,484.37	7,000.00	515.63	92.63
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	391.83	1,315.59	2,000.00	684.41	65.78
20-56-6540 JANITORIAL SUPPLIES	7.74	116.66	400.00	283.34	29.16
20-56-6580 PERIODICALS	307.71	1,920.96	3,000.00	1,079.04	64.03
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	2,069.41	25,691.50	30,000.00	4,308.50	85.64
20-56-9250 SPECIAL PROGRAMS	.00	2,117.73	4,800.00	2,682.27	44.12
20-56-9290 MISCELLANEOUS EXPENSE	43.04	43.04	100.00	56.96	43.04
TOTAL LIBRARY	11,427.35	134,038.93	179,355.00	45,316.07	74.73
TOTAL FUND EXPENDITURES	11,427.35	134,038.93	179,355.00	45,316.07	74.73
NET REVENUES OVER EXPENDITURES	(9,156.82)	(6,780.47)	(3,650.00)	(3,130.47)	(185.77)

Case Halstead P.L. – Income and Expenditures

March 2014

- A. Nonresident Fees- \$238.00
- B. Fines - \$91.20
- C. Fax Machine- \$69.50
- D. Copier & Printer- \$245.39
- E. Book Sale - \$30.00
- F. Amazon Book Sale (not in totals) -\$10.06

Total \$674.09

Total at CH \$717.40

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$94.26</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$14.43	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
5510 Postage	<u>5510 \$5.25</u>
Packages - \$5.25	
5520 Telephone	<u>5520 \$90.30</u>
AT&T - \$65.30	
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 \$860.43</u>
City of Carlyle - \$512.49	
Ameren - \$107.17	
Proliance - \$240.77	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$81.09</u>
Wal-Mart - \$81.09	
6540 Janitorial Supplies	<u>6540 \$43.58</u>
Wal-Mart - \$43.58	

6580 Periodicals & Newspapers	<u>6580 \$26.99</u>
Good Housekeeping - \$12.00	
Glamour - \$14.99	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$3321.80</u>
Amazon - \$133.77	
Baker & Taylor - \$965.54	
Book Farm - \$640.61	
Book Source - \$490.71	
Center Point - \$315.15	
Gale - \$318.36	
Penworthy - \$457.66	
9250 Special Programs	<u>9250 \$</u>
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$4,829.90</u>

Late Bills from February

Library Project Bills

March 2014

Maddux Trust:

8900 Other Improvements

Binsbacher & Griffithe - \$50.50

Heritage Time Capsules - \$637.58

Total - \$688.08

State Grant:

8900 Other Improvements

City of Carlyle - \$373.93

ML Vasquez - \$70,560.00

Plocher Construction - \$95,134.00

Poettker Construction - \$45,216.00

Rakers - \$21,321.09

Von Alst - \$52,301.70

Total - \$284,906.72

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2014 March

2014 February

2013 March

ADULT---2112

ADULT---2243

ADULT---1630

CHILDREN---566

CHILDREN---503

CHILDREN---498

YOUNG ADULT---51

YOUNG ADULT---68

YOUNG ADULT---84

RENEWALS---692

RENEWALS---544

RENEWALS---626

MANUAL CHECKOUTS---73

MANUAL CHECKOUTS---46

MANUAL CHECKOUTS---120

3M Cloud---15

3M Cloud---24

TUMBLEBOOKS---18

Overdrive---209

Overdrive---180

Overdrive---178

TOTAL=3026

TOTAL=3066

TOTAL= 3154

ROUTE INS=449

ROUTE INS=473

ROUTE INS=283

ROUTE OUTS=312

ROUTE OUTS=267

ROUTE OUTS=376

COMPUTER USE=297

COMPUTER USE=297

COMPUTER USE=285

Building and Grounds Committee Meeting Minutes
Case-Halstead Library Board of Trustees
Tuesday, March 11, 2014

Meeting Location: Upstairs meeting room in Library at 571 Franklin St., Carlyle, IL 62231

Committee Members Present: Kim Stamps, committee chairman, Wendy Folen committee secretary, Frank Buckingham (arrived 6:50 p.m.) and Christi Gerrish-Library Director

Others Present: Brenda Johnson, city council liaison

Kim called the meeting to order at 6:05 p.m. The matter of programs and policies for the Maddux Community Room was discussed.

Christi said that SCIC, a union group, has expressed interest in using the room for training seminars for caregivers. Brenda said that the room would be a good place for the Parks Dept. to offer some adult classes like yoga for seniors.

Kim said she reviewed in greater detail the two meeting room policies that Christi had provided from the Mahomet Public Library and the Charleston Carnegie Public Library but she did not have a combined list yet because there remain many questions.

Discussion followed regarding charges for the room and we reviewed the other libraries' policies. We decided that a nonrefundable deposit of \$25 would be a good idea for after-hours events and if a light meal is planned. The thought is more work will be involved. Brenda pointed out that if someone wants to use the audio/visual equipment and if something were to happen, it could be quite costly to remedy.

The committee thought a refundable \$50 AV deposit would be a smart policy. Christi said that is what Glen Carbon has.

Discussion about what items, if any, the library would include in the kitchen of the Maddux Room. We said garbage bags, and someone suggested a rolling trash can so the garbage could be taken out to the dumpster, paper towels, cleaning supplies. (Cory question: Does the dumpster enclosure lock?)

The question remained if the library would provide coffee and cups in the Maddux Room. In the main library coffee area, Brenda recommended that Christi consider a BUN coffee maker and spoke of a company out of Mt. Vernon that delivers everything very inexpensively. She thought it would easiest and requires the least amount of work on the part of the staff.

Many other points were considered and made and Kim will combine our thoughts into a policy to be presented. She said there may need to be a separate policy for the public use of the room and one for the city's use of the room. We agreed that library programs would be the top priority and a library program could cause the rescheduling of another program and that will be stated in the policies.

Kim had lists of the salvageable items from Sharon and detailed discussions with Christi that were separated into three categories of office furniture, historical artifacts, and building components. The priority, listed in

order is city departments, non-profits like the Historical Society, Bldg. Trades program, Libraries, and the public.

Kim said after city departments get to put in their bids, she will work with Christi to take pictures for items to go online for the other groups.

Christi was going to get a website link and post the items for the Department Heads March 31 to April 7. They will get first opportunity on the items and they must be for their use with the city, not personal use.

Then the items will be available to the public. Christi wants to place the pictures on the website by April 21 and will accept sealed bids until May ? The bids will be announced on May 12, as well as when the items can be picked up.

We talked about requiring people to date their sealed bids so in the case of a tie, the first date wins. Some of the items have been specified to go on the online site for libraries, such as the shelving.

Wendy said she needs to confirm with Adam Cannon of the Historical Society that he does indeed want the banister and what fireplace cover the Construction Committee wants for the Heritage Room.

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Technology Committee Meeting Minutes
Case-Halstead Library Board of Trustees
Wednesday, March 12, 2014

Meeting Location: Upstairs meeting room in Library at 571 Franklin St., Carlyle, IL 62231

Committee Members Present: Frank Buckingham, committee chairman, Wendy Folen committee secretary, Ken O'Dell, Christi Gerrish-Library Director

Others Present: Brenda Johnson, city council liaison, Cheryl and Bill Roberts of Serpentine Web Solutions/SafeMode

Frank agreed to chair the committee and called the meeting to order at 7:10 p.m. Christi provided copies of the quote request that she had referred to in the March regular board meeting. She explained that her original request was to gather more information to be used as a baseline before discussing it in greater detail.

Discussion included the number of computers needed for the new library, the function of the computers and if they should all be the same, the repurposing of existing computers, and the pros and cons of staying with Window 7 or the newer Windows 8.1.

Also discussed was the printer, network and some of the software programs and their compatibility with Windows 8.1. Privacy and security were among the topics. Bill doesn't recommend all-in-one computers.

After Serpentine left, the following points (not in order) were reviewed: Frank and Wendy stated they are leaning towards Windows 8.1 over Windows 7. Frank noted Bill Robert's advice to take into account the bandwidth. Two networks are needed: 1 router public, 1 router staff.

Christi shared ways the new laptops can promote the library. Some examples she provided were to take the laptops to the IHSA Fishing Tournament so the kids check their email or to have set up a laptop station at the Harvest Thyme Festival.

Wendy expressed concern on laptops in storage until needed and would like to see them out for public use in the library. We agreed on two laptops for the Media Scape table in the teen area instead of two desktops.

We discussed the option of a repurposed computer in the children's area and to use as back-ups, as recommended by Chery. Ken spoke from experience of how little details like the keyboard quality could make it more appealing to work at the library and suggested it as an option to consider. Christi said she would revise the quote request and copy the committee members. Her hope is to receive the information back on March 31 for review prior to the next board meeting. Frank told Christi to contact him if she wants to see his technical notes.

The meeting adjourned at 8:15 pm.

Respectfully Submitted,

Wendy Folen, Secretary

Computer Comparisons	Single	Total
Patron Desktops		
Dell Direct (Same specs as Techknow)	\$564.98	\$7,344.74
SafeMode	\$649.00	\$6,490.00
Pentium G3 3.0 GHz Dual Core CPU		
4GB RAM		
500 GB 7200 RPM SATA 6.0 HDD		
CD/DVD Burner		
TechKnow	\$698.98	\$9086.74
Core i3 G4 3.4 GHz		
8 GB RAM		
1 TB HDD		
CD/DVD Burner		
Tincans	\$938.51	\$12,200.63
Core i3 G3 3.4 GHz		
4GB RAM		
1 TB HDD		
CD/DVD Burner		
Main Staff Computers		
SafeMode	\$869.95	\$2,609.85
Intel Core i3 G4 3.5 GHz		
8 GB RAM		
500 GB HDD		
CD/DVD Burner		
Patron Laptops		
Dell Direct (Same specs as TechKnow)	\$412.79 NonTouch	\$4,127.90
	\$479.99 Touch	\$4,799.90
SafeMode- Asus Laptop	\$489.95	\$4,899.50
Baytrail-M N2815 (1.86 GHz) Turbo 2.13 GHz		
4GB RAM		
500GB HDD		
TechKnow- Dell Laptop	\$499.99	\$4,999.90
Core i3 G4 3M Cache 1.7 GHz		
4 GB RAM		
500GB HDD		
Upgraded Staff Computer		
Dell Direct	\$708.98	
Core i5 G4		
12 GB RAM		
1 TB HDD		
NVIDIA GeForce 1GB Video Card		
CD/DVD Burner		
SafeMode	\$1069.95	
Core i3 G4 3.5 GHz		
8 GB RAM		
2x1TB HDD in RAID 1		
AMD FirePro V4900 Workstation Video Adapter		
CD/DVD Burner		
TechKnow	\$829.00	
Core i3 G4 3.4 GHz		

8 GB RAM
1 TB HDD
NVIDIA GeForce 1GB Video Card
CD/DVD Burner

Tincans \$1105.31

Core i3 G3 3.4 GHz
4GB RAM
1 TB HDD
Gigabyte R7 1GB DVI/HDMI Video Card
CD/DVD Burner

Monitor and Keyboard

SafeMode \$161.90 \$2,266.60

Service

SafeMode \$80.00/hr. \$1,920.00

TechKnow \$50.00/machine. \$1,200.00

Tincans \$52.00/machine \$1,248.00

Totals for Computers

Dell Direct \$12,181.62 (NT) \$12,853.62 (T)

SafeMode \$17,335.90

TechKnow \$14,915.64

Tincans \$13,305.31 (No Laptops)

AIA Document G701/CMa™ – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
 Case-Halstead Public Library
 Vacant lot east of existing library
 571 Franklin Street
 Carlyle, IL 62231

CHANGE ORDER NUMBER: 001
INITIATION DATE: 4/2/2014

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
 Joiner Sheet Metal & Roofing, Inc.
 817 East Harris Avenue
 Greenville, IL 62246

PROJECT NUMBERS: 0913 / 122093
CONTRACT DATE: September 11,
 2013
CONTRACT FOR: BP #3 Roofing &
 Sheet Metal

THE CONTRACT IS CHANGED AS FOLLOWS:

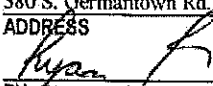
Furnish & install additional exterior metal panel (MP-1) per Arcturis Revision #3.

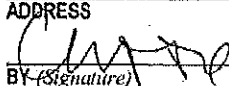
The original Contract Sum was	\$	96,060.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	96,060.00
The Contract Sum will be increased by this Change Order in the amount of	\$	2,658.00
The new Contract Sum including this Change Order will be	\$	98,718.00

The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is 5/9/2014.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Poettker Construction Company Inc.
CONSTRUCTION MANAGER (Firm name)
 380 S. Germantown Rd., Breese, IL 62230
ADDRESS

BY (Signature)
 Mr. Ryan S. Poettker
 (Typed name) DATE: 4/2/2014

Arcturis
ARCHITECT (Firm name)
 720 Olive Street, Suite 200, St. Louis, MO 63101
ADDRESS

BY (Signature)
 Chrissy Hill Rogers
 (Typed name) DATE: 4.2.14

Joiner Sheet Metal & Roofing, Inc.
CONTRACTOR (Firm name)
 817 East Harris Ave., Greenville, IL 62246
ADDRESS

BY (Signature)
 Mr. John Joiner
 (Typed name) DATE:

Case-Halstead Public Library
OWNER (Firm name)
 850 Franklin Street, Carlyle, IL 62231
ADDRESS

BY (Signature)
 Mrs. Barbara Guebert
 (Typed name) DATE:



AIA[®] Document G701/CMa[™] – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
 Case-Halstead Public Library
 Vacant lot east of existing library
 571 Franklin Street
 Carlyle, IL 62231

CHANGE ORDER NUMBER: 001
INITIATION DATE: 4/2/2014

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
 Rakers Electric Contracting, Inc.
 P.O.Box 102
 104 South Clinton Street
 Aviston, IL 62216

PROJECT NUMBERS: 0913 / 122093
CONTRACT DATE: September 11,
 2013
CONTRACT FOR: BP #8 Electrical

THE CONTRACT IS CHANGED AS FOLLOWS:

- 1) Furnish & install (11) floor boxes in various locations for power, voice & data.
 - 2) Furnish & install a sleeve for external use of a generator if ever needed
 - 3) Credit for eliminating (5) "M" light fixtures above the clouds per Arcturis Revision #5.
 - 4) Additional cost to furnish (4) corner mounts for camera system.
 - 5) Place conduits for future car charging station.
 - 6) Furnish & install security system.
 - 7) Furnish (2) keyed toggle switches for the auto-operators at Door 100A & 113.
- *The electrical allowance was used to cover as much of this cost as possible.

The original Contract Sum was	\$	337,780.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	337,780.00
The Contract Sum will be increased by this Change Order in the amount of	\$	6,210.74
The new Contract Sum including this Change Order will be	\$	343,990.74

The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is 6/3/2014.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Poettker Construction Company Inc.
CONSTRUCTION MANAGER (Firm name)
380 S. Germantown Rd., Breese, IL 62230
ADDRESS

Ryan S 4/2/2014
BY (Signature)
Mr. Ryan S. Poettker
(Typed name) DATE:

Rakers Electric Contracting, Inc.
CONTRACTOR (Firm name)
P.O. Box 102, 104 Sout Clinton St., Aviston, IL 62216
ADDRESS

BY (Signature)
Mr. Gerald A. Rakers
(Typed name) DATE:

Arcturis
ARCHITECT (Firm name)
720 Olive Street, Suite 200, St. Louis, MO 63101
ADDRESS

Christy Hill Rogers
BY (Signature)
Christy Hill Rogers 4-2-14
(Typed name) DATE:

Case-Halstead Public Library
OWNER (Firm name)
850 Franklin Street, Carlyle, IL 62231
ADDRESS

BY (Signature)
Mrs. Barbara Guebert
(Typed name) DATE: