

Meeting Minutes  
Case-Halstead Board of Trustees  
Monday, May 5, 2014

Meeting Location: Clinton County Board Room, Carlyle, Illinois

Board Members Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary (arrived 7:50 p.m.), Frank Buckingham, Ken O'Dell, Sharon Berdeaux Absent: Kim Stamps (excused)

Others: Christi Gerrish- Library Director, Cory Pritchard, Poettker Construction

The meeting was called to order by President Guebert at 7:00 p.m. and the Pledge of Allegiance was recited. Barb announced that Secretary Wendy Folen would be late and that Sharon Berdeaux would take minutes until Wendy arrived. In addition Barb announced that the Agenda order would be altered so that Wendy could participate in discussion of the construction project.

The minutes were accepted on a motion by Sharon, with a second by Frank, on the condition that a typographical error in the amount of a change order for Rakers Electric Contracting be corrected when the records can be checked for the exact amount.

Treasurer's Report: Jane reviewed the revenues and expenditures for the period ending March 31, 2014. With 92% of the budget year ended, the Library expenditures remain under budget at 81.22%.

Jane also showed a graphic of the Maddux Trust account at First National Bank, indicating a market value of \$1,468,114.06, as of March 31, 2014. The treasurer's report was approved on a motion by Darren, with 2<sup>nd</sup> by Frank.

Library and Construction Bills: Christi reported receiving the Illinois Per Capita grant and depositing it to the budget year 2013-2014. She stated there would be no more bills from Quill Corporation as paper supplies are now being drawn from the City corporate supplies and we pay for that through our monthly General Administrative fees, a percentage of our total budget. Darren questioned Christi whether Account 8800, Library Books & Materials, will be within budget by fiscal year ending. Christi assured him it would be within budget and adequate for necessary purchases. Frank made the motion to pay the bills, Jane seconded; motion approved.

The Library Project bills were reviewed. Christi reported that all have been paid through the Maddux Trust account. Barb asked if the bills were all in line with the budget. Cory stated they are still under budget. Sharon moved to pay the project bills, Frank seconded and the motion carried.

Christi directed our attention to the reverse side of the project account for April. The bills for March, which had already been discussed at the April meeting, were listed for our records.

Christi reviewed the monthly circulation statistics. Some areas decreased in April, but the Young Adult (YA) category was nearly twice the total of March usage. Route-ins are also up. The YA

increase is attributed to the "Lincoln List" and "Read for a Lifetime" list from the Secretary of State's office.

Christi told the Board she had been working on the Annual Report, which is due to the State Library within sixty days of the end of the fiscal year. She noted that number of E-books available is much higher due to our membership in the system's consortium that provides them. Total items circulated are down due to a change in the method of transferring items between libraries within the system. Now the primary transfers occur within our geographical area. The entire report is 24 pages and is available for review at the library. The report will also be sent to the Secretary of State.

New library hours are popular with the patrons. The library now opens at 9 a.m. each day, expanding the hours open per week by 12. Brenda questioned how Christi is managing that without more staff.

Christi said there is a volunteer who is paid through a non-city program to help cover the morning hours.

Donations for the Summer Reading Program are being solicited again this year. Christi is personally visiting businesses, passing out information, advocating for the library programming. The library has begun to receive donations.

The move to the new library is projected to begin June 13, dependent on the furniture delivery schedule, which should begin June 9<sup>th</sup>. Jane is coordinating with the Christian Church youth minister regarding volunteer help from that group. Other help will be needed.

Christi received the grant check of \$2000.00, for increasing our Jr. High to Adult offerings in STEM: Science, Technology, Electronics, and Math. This was a state library grant.

The library received \$665.00 in honor of Mr. And Mrs. Bert Sinclair. The family would like a lasting memorial. Barb suggested the Long-Range Goals and the Building and Grounds committees start a list of priorities which memorial and other donations might fill.

Standing Committee Reports: The building and grounds committee is working on the Policy and Procedure Manual for the Maddux Room. There will be another meeting soon to finalize that.

Technology: Christi reported that Dell Computers has recommended a different model than that approved by the technology committee at an April meeting. Dell said we need a business grade computer model, not a "consumer level" model. She received a new quotations for purchasing 13 (thirteen) computers. Dell offered a substantial discount, costing just \$8.00 more than the previously approved purchase. There is a 3-year warranty. Frank moved to accept this quote, which will supercede the April vote. Darren seconded. Motion was approved. A question regarding whether our new message board is wireless will have to be referred to Foppe.

City Council Liaison Brenda Johnson had no report, but was asked if other council members have spoken to her about visiting the project site. She said she had heard from no one.

Old Business:

The Library Calendar for May was reviewed, showing Memorial Day, May 26. The library will be closed. In June, a nominating committee will be elected by the board. In June, the board will audit minutes of closed sessions since the previous audit.

"Friends of the Library" was discussed. Kim is planning for articles in the papers, letters sent to prospective "friends."

Brenda asked Barb to furnish information on the plans to date for the General Dean celebration in November. She will arrange to have it placed on the Carlyle website.

Salvage of surplus items in the present building was discussed. Some items have been spoken for by city departments. A few things have gone to other libraries. The board decided on the procedure of advertising items on the website, accepting sealed bids, and requiring purchasers to sign a release form before taking items.

Wendy Folen arrived at 7:50 p.m. and took over recording the minutes at this point. Discussion continued on the release form, as Cory recommended that it include something about the asbestos that is in the building. Wendy made a motion that Barb contact attorney Maurice Griffithe to prepare the release form. Sharon seconded the motion, all were in favor and the motion carried.

Construction Update: Cory said the masons would be finished this week and inside they are starting the cleanup process. Drywall is being hung and some rooms have been painted. The ceiling grid has started in the reading room. Cory mentioned a concern regarding the high amount of moisture in the slab. He said adhesive flooring like the carpet, vct and cork cannot be installed until the moisture content is lowered to a point that is spelled out in each product's warranty. He said a sealant will have to be put on the floor.

Cory said as soon as the brick is complete, the gas meter can be installed. The gas company will not even schedule a meter installation before the wall completion and Cory said from the scheduling point, its 3 weeks out. Once that is in place, they can begin to better monitor the air humidity inside but it is separate from the slab humidity that is delaying the floor installations.

Cory said crews have been working hard to keep things on schedule. He told Christi if she is asked again why some workers were at the job site this past Saturday, it was a make-up day per their contract and the only cost is a premium portion of the labor rate. He attended a meeting and obtained a permit for the monument and for the demolition of the old building.

Barb provided an update on the history wall that is being planned in the library. Requests in the paper for old items related to the library or for more information on Miss Flora Maddux have not resulted in anything. Beryl Durbin and Doris Elling, who had stated earlier, they knew of Miss Maddux, were contacted but they were unable to share any new information.

Barb said former director Jim Roeckemen gave Christi a book by Paul Kleine of Hoffman and highlighted a section about Mrs. Maddux. Paul Kleine, who is now deceased, had her as his

English teacher and remembers her fondly in the book. Christi was going to research the family for permission to use quotes from his book on our history wall.

Barb said she feels it is a good idea to have an informational brochure that summarizes how the money was spent on the library project so that people will know the facts and not just the rumors. She said Arcturis would provide the text at no charge and if we wanted them to design this brochure that could include a floorplan guide, Megan Ridgeway said they could do it in house and their rates for reproducing are generally cheaper than Kinkos. Megan told Barb the design would not exceed \$1,000 and if there were no major revisions to the draft, it would be half that price. She told Barb it would be produced on a high quality gloss paper.

Barb and Wendy were asked by the electrician and Joe Huels about lighting the building after hours. We agreed with their recommendation that the building be lit on the exterior from dusk to dawn on a timer. The lights on Library Lane were specified to match the city's on Fairfax Street and Brenda agreed to talk to John Hodapp and Larry Peppenhorst about the power to these lights as they will be on the city street. Inside, emergency lights will be on in the evening.

The advertisement for landscape bids was placed in the Sentinel, Union Banner and Breese Journals. Further information is on the FTP website until the close of the bid request on Wed. May 21 at 2 p.m. Cory said they will accept bids until 2 p.m. that day at the library and open them at the county board room at 2:15 p.m. Barb asked Christi to post a special board meeting at 2:30 p.m. on the same day to consider the bids.

It was noted that the Carlyle High School Building Trades classes will be visiting the construction site for the second time to see the progress on the building. Three classes are coming at different times. In addition to job foreman, Joe Huels, Poettker Construction will send their safety director to talk to the students. Cory then left the board meeting at 9 p.m.

Jane reported on the glass top we wish to purchase to protect the Heritage Room table. She contacted several glass companies for bids. After sharing all the information, Jane made a motion that we purchase the ¼" tempered glass top with polished edges from the Glass Doctor in Centralia for \$190. They will measure and deliver. Wendy seconded the motion, all were in favor and the motion carried.

Christi will contact Stan Robert about the repair of the crack in the table. She said he is her uncle, but does really good work and is reasonable. The board said okay.

Barb reported that the light for the Heritage Room was ordered and a picture was shown. The reselection found by Barb and Wendy will save over \$1,100 from the one specified by the architect.

Prices were provided by Christi on Peek-a-Book for the children's area and a disc repair machine that will not only keep the library's collection in working order, but can be used as a service to patrons to repair their discs for a minimal fee. Peek-a-Book was tabled until we determine its location in the new library. Sharon made a motion that Christi purchase Echo Pro disc repair machine for \$1,720. Darren seconded this and the motion carried.

More library accessories were discussed, including lockers for the staff, trash receptacle, park benches, a green screen, proper storage for art and seasonal items, a flag for conference and community rooms, and Masonite as recommended by Egyptian (furniture supplier) and Poettker Construction to protect the cork floor as shelving is installed and books are brought in.

Barb called John Shimkus's office and arranged to have a flag flown in honor of the library over the U.S. Capital. She said it would be nice before the grand opening, to have a special reception at the new building for the contractors who worked on the project and to invite the city officials to attend. Kim, Sharon and Darren agreed to be on a committee to plan the dedication of the new building.

Barb said June is when the mayor makes appointments to the library board and we have two members whose terms are up, Frank and Darren. She told them how much their work has been appreciated and asked if they wished to remain on the board. They indicated they would and Barb said traditionally, she and Christi have written letters in support and sent them to the council members and mayor.

We decided that participating in the Clinton County Fair Parade in July would be too much with trying to move into the new building. Barb said the building and grounds committee needs to get the policy procedures finalized. She said it would be nice to recognize the birthday (July 9, 1858) of Eckstein Case, even if just having it mentioned on the website.

Barb wrote a letter to the editor about National Library Week which was April 13 through 19 and she did 2 public service announcements on the radio. She met with the Sentinel reporter Phillip Sledge and Breese Journal reporter Kelly Jo Ross about the library. She spoke with Kerri Garrett, ROE superintendent about doing a program in the new library on the importance of reading aloud to children.

Barb said she has provided so much information to the board because she will be out of town from May 23 to June 10 and then back to help move, and then out of town around July 6 for reasons planned months in advance. She will not be at the June and July board meetings but is available by email and will be checking in regularly.

Due to the late hour, it was decided that the closed minutes will be reviewed at the next board meeting that is June 2 at 7 p.m. With no further business, the meeting adjourned at 9:40 p.m.

Respectfully Submitted,

Sharon Berdeaux and Wendy Folen

Case-Halstead Public Library  
Minutes for Special Meeting of Board of Trustees  
May 14, 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, Frank Buckingham, Brenda Johnson-City Council Liaison

**Absent:** Kim Stamps (excused), Ken O'Dell

**Also Present:** Christi Gerrish-Library Director, Alderwoman Judy Smith

The meeting was called to order by Barb at 5:10 p.m. and the Pledge of Allegiance was recited.

The topics from the construction committee meeting that took place prior to the start of this special meeting were summarized. This included a general update on the construction project and the many details still needing attention as the completion of the new library building draws nearer.

Darren moved that the purchase of Peek-a-Book be tabled until the next meeting to allow for further review of the best option to order for the children's library. Sharon seconded the motion and all were in favor. Motion carried.

Darren moved that the library board accept all of the recommendations of the construction committee that are summarized below. Sharon seconded the motion and all were in favor. Motion carried.

- \*Proceed with refinishing the fireplace covers from the old library to hang in the Reading Room as art
- \*Proceed with refinishing the ironwork from the old library to hang in the Heritage Room as art
- \*Hire Stan Roberts to glue/ repair the crack in the existing library table that will be used in the Heritage Room
- \*Accept the need for the list of miscellaneous accessories/furnishings for the new library. We requested that Christi provide a cost estimate before any purchases are made. She said she could by the next meeting.
- \*Approved the need to purchase a vending machine now, but are still researching options to find the best deal.
- \*Use the \$65,000 visual budget as needed for visual elements that have already been discussed by the board such as the painting of the children's platform area by local artist Jane Buchele and to create a historical wall of Miss Maddux and library and/or Carlyle occurrences, and to purchase extra mirrors or tactical art as needed for the children's area, etc. The need to go before the board for the cost is not needed as long as the total amount is not exceeded. Wendy said the board will be shown the artist's design concept for the children's area for their input as well prior to the start of any work.
- \*Accept release waiver from Maurice Griffithe for the salvageable items to be sold from library

Barb showed her ideas for the dedication plaque that she based off other dedication plaques and asked everyone for their input/ideas and asked how they would like their name to appear. She said this can be discussed more at the next meeting.

A problem with the street address for the new library that was discussed in the construction committee meeting will need to be worked out with the city. More information will follow and this item will be discussed more at next meeting.

Christi provided an update on the salvageable goods from the old library. She, Kim and Sharon have worked on it and the information is on the website and bids can start soon. June 6 is the final day for bidding and June 9 is when they will be open. Christi said for some items, she will set minimum values. She said the moving process will begin on June 13 or June 16.

Discussed was the actual moving process. Christi wishes to purchase Masonite slabs to protect the floors in the new library during the relocation, as researched by Barb. Christi then researched prices and found the best deal at Lowes. Christi said Aviston Lumber's price was higher and the Home Center doesn't stock a thick enough slab. We asked Christi to inquire about a special order from the Home Center and/or to ask Aviston if they would be willing to match Lowes price to keep it local. Jane moved that Christi try to keep this purchase local and if not, to accept Brenda's offer to pick up the materials in her van at Lowes. Wendy seconded the motion, all were in favor and the motion carried.

Kim, Sharon, Darren, and Jane will be on the grand opening committee.

Discussed was the idea of a making a fact sheet of all that has happened in the building process and Barb said Arcturis could assist. Sharon reminded Christi of the importance of archiving all the bids, change orders, architectural drawings, and more related to the project.

The board was reminded of the bid opening of the landscape for the new library on May 21 at 2:15 p.m. at the County Board room. A special board meeting will follow at 2:30 p.m. to consider the bids.

The Special Meeting adjourned at 6 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Public Library  
Minutes for Special Meeting of Board of Trustees  
May 21, 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, Frank Buckingham, Kim Stamps, Brenda Johnson-City Council Liaison

**Absent:** Ken O'Dell(excused)

**Also Present:** Christi Gerrish-Library Director, Cory Pritchard and Joe Huels of Poettker Construction

The meeting was called to order by Barb at 2:30 p.m. and the Pledge of Allegiance was recited. Barb said that Ken has accepted a summer internship in Eureka and will be unavailable through July 25.

Barb turned the floor over to Cory with Poettker to discuss the landscape bids for the new building. Cory said they received two bids for the landscape package and his recommendation is that the library board go with the cheaper of the two bids, which was from Diversified Solutions of Highland for \$39,925. Cory said this is on the assumption that their paperwork is all correct. (The bids were just opened at 2:15 p.m. and Cory's initial review found them to be in compliance but Poettker will conduct a more detailed review.)

Discussion followed and it was noted that Diversified Solutions' bid covers irrigation, sod, and all landscape materials per the plan. This means that the sod will be removed from Ploecher Construction's contract and Cory said he spoke with them already and they have no problems with this.

Jane moved that we accept Diversified Solutions bid for landscaping at the new building per our Construction Manager's recommendation, providing that their paperwork is all in order. Darren seconded the motion, all were in favor and the motion carried.

Christi and Barb reported more on the street address situation that was briefly mentioned at the last meeting. They met with Mayor Mike Burton, city administrator Jo Hollenkamp, Larry Peppenhorst of Street and Alley, and the 911 Coordinator, Corie Gonser, to discuss the city's problem with Library Lane. Barb said the question is if the street would need to meet city or IDOT code and Jo wants it to meet the stricter of the two which is IDOT. She has referred the question to city attorney Joe Heiligenstein. Barb said it was pointed out to them that if the city accepts the street, it must be dedicated, which could take up to a year.

Barb said she and Jane met with Scott Rakers of HMG, the city engineers and also the engineers of the library parking/street, etc. Scott said that there are three types of streets: local for residential, collector as like Fairfax Street in back of the new library, and arterials as used in highways. He said with its 5" base of rock and 7" of concrete, Library Lane would be more than adequate to match the other residential streets within Carlyle. And he said that local roads are required a 32' minimum width setback and Library Lane meets that requirement as well.

Brenda pointed out that in the city ordinance book there is a requirement now that new streets must meet IDOT codes. Barb said Scott told her that the city codes are out of date and that the library could request a variance to make Library Lane a street. Or he said they could simply call Library Lane a driveway and change the address to be on either side street as there are doors on either side.



Sharon moved that we accept Scott Raker's recommendation to make Library Lane a driveway and not a street so that the project is not delayed and that Joe Heliginstein's time (not requested by the library board) is not spent any further on this subject. The new street address will be on Sixth Street. Darren seconded the motion, all were in favor and the motion carried. Barb said she will contact the 911 coordinator again for a new street address. Wendy noted that the signs from Foppe that contain the old Library Lane address are already in.

We discussed the idea of making the new driveway one way, west to east. Barb commented that Scott Rakers was very helpful and she felt much time and effort was saved by going directly to the project engineer.

Christi provided dimensions and pictures on Peek-a-Books. Wendy reported on a conversation with Maggie Henderson, youth director at Glen Carbon Library about how much the children love and still use the Peek-a-Book program after 7 years. Wendy also reported on a conversation with Scott Browning, the Peek-a-Book rep about the possibility of getting a solid laminate side rather than the Jack-n-the Beanstalk and Rapunzel sides which would be too busy with the library's alphabet carpet and mural by Jane. Wendy recommended that due to the narrow size of the kiosk and the fact that it can be customized for no more money, that we purchase the 30" wide unit that Christi had also liked. Kim agreed and said that a kiosk creates its own space. Darren moved that we accept the 5 year plan for \$5895 that includes all hardware, software, 3 year warranty, computer, screen and Kiosk. Frank seconded the motion and all were in favor. Motion carried.

Christi provided an estimate of \$4023 for the list of miscellaneous accessories/furnishings for the library. She said this does not include the vending machine, exterior trash receptacles, benches, patio benches and patio furniture. Wendy asked how much she planned for the table and lamp to go between the 2 existing wing chairs and Christi said \$150. Wendy said that is not enough. Sharon suggested that the Sinclair donation could possibly be used for the table and lamp.

Frank made the motion that Christi purchase various sundry items as needed, not to exceed \$4,000 and Sharon seconded the motion. All were in favor with the exceptions mentioned above. Motion carried. Sharon cautioned Christi to consider spending more at times to get a better grade and to consider that a heavier duty item will not have to be replaced as soon.

Christi said that the salvageable items are on the library website and the facebook page. She said she had a wrong address so there is a problem with getting an ad into the Union Banner, but one would appear the following week. The Breese Journal had the ad for two weeks. She said June 6 is final day for bids and the move date from the library is June 16 or 17.

Frank asked Cory about security. He said that he hears all the time of new homes being burglarized and appliances and other items taken. Cory said the fence should be coming down next week as the doors are installed.

A published fact sheet with Arcturis's assistance was discussed again. Darren said he and Christi could work on that. It was decided this will be a task that the grand opening committee will take care of.

Barb provided information on a vending machine option from Coca Cola. She was at the Maschhoff's building and saw their machine and took down the information and called. So far this seems like the best deal she has found and said they are very flexible. Sharon questioned the policy on drinks and that is something that will need to be worked out when building and grounds meets again to finalize policies.

Barb provided the dedication plaque layout that she revised. A copy will be sent by Wendy to Foppe Visual. Barb has been making preparations for the General Dean program and is working with Ryan Warren the historian at Scott AFB and Will Shannon, the curator of a museum in California that houses items belonging to General Dean. She is looking into getting some of the General's items loaned to the Case-Halstead Library for the special program that is being planned in the new building to unveil his portrait discovered in the attic of the old building. Barb has a conference call scheduled with the key parties when she returns the second week of June for more details.

Barb said Christi informed her that someone has noticed her vehicle parked at the library a lot and wonders if she is having illegal meetings. Barb said this was very troubling to her to think that someone is actually watching her vehicle. She has volunteered so many hours coming out to the trailer to answer questions and to look at things. Cory confirmed that her presence is "absolutely" necessary. It was pointed out that Barb and Wendy are two board members who volunteered to be on a smaller decision committee, along with Christi so that questions can be answered quickly and construction is never delayed.

The meeting adjourned at 4:00 p.m. The next regular board meeting will take place on June 2, 2014 at 7 p.m. in the Clinton County Board Room. Board members were reminded that the closed minutes will be reviewed in closed session at that meeting.

Respectfully Submitted,

Wendy Folen, Secretary

**CITY OF CARLYLE**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING APRIL 30, 2014

**FUND 20 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>TAXES</u>						
20-3110	PROPERTY TAX	.00	28,258.18	28,000.00	258.18	100.92
20-3150	MOBILE HOME TAX	.00	81.23	80.00	1.23	101.54
20-3160	PAYMENT IN LIEU OF TAXES	.00	5,659.06	5,300.00	359.06	106.77
	<b>TOTAL TAXES</b>	<b>.00</b>	<b>33,998.47</b>	<b>33,380.00</b>	<b>618.47</b>	<b>101.85</b>
<u>INTERGOVERNMENTAL REVENUE</u>						
20-3440	GRANTS	4,101.25	7,645.77	.00	7,645.77	.00
	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>4,101.25</b>	<b>7,645.77</b>	<b>.00</b>	<b>7,645.77</b>	<b>.00</b>
<u>FINES &amp; FORFEITURES</u>						
20-3530	PENALTIES-LIBRARY FEES	545.93	7,376.80	7,000.00	376.80	105.38
	<b>TOTAL FINES &amp; FORFEITURES</b>	<b>545.93</b>	<b>7,376.80</b>	<b>7,000.00</b>	<b>376.80</b>	<b>105.38</b>
<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	25.00	959.54	300.00	659.54	319.85
20-3860	MADDUX TRUST	.00	.00	.00	.00	.00
20-3890	MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>* 25.00</b>	<b>2,424.07</b>	<b>4,325.00 (</b>	<b>1,900.93)</b>	<b>56.05</b>
<u>OTHER FINANCING SOURCES</u>						
20-3990	TRANSFER FROM OTHER FUNDS	10,000.00	110,000.00	131,000.00 (	21,000.00)	83.97
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>10,000.00</b>	<b>110,000.00</b>	<b>131,000.00 (</b>	<b>21,000.00)</b>	<b>83.97</b>
	<b>TOTAL FUND REVENUE</b>	<b>14,672.18</b>	<b>161,445.11</b>	<b>175,705.00 (</b>	<b>14,259.89)</b>	<b>91.88</b>

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING APRIL 30, 2014**

**FUND 20 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,288.53	79,181.57	85,600.00	6,418.43	92.50
20-56-4510 HEALTH & DENTAL INSURANCE	727.29	9,320.95	9,500.00	179.05	98.12
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	3,519.43	5,500.00	1,980.57	63.99
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	94.26	1,507.51	2,075.00	567.49	72.65
20-56-5330 LEGAL SERVICES	.00	580.50	1,000.00	419.50	58.05
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	6,915.74	6,600.00	( 315.74 )	104.78
20-56-5510 POSTAGE	5.25	246.09	450.00	203.91	54.69
20-56-5520 TELEPHONE	90.30	1,197.95	2,700.00	1,502.05	44.37
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	838.22	8,120.09	7,000.00	( 1,120.09 )	116.00
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	6.98	1,459.66	2,000.00	540.34	72.98
20-56-6540 JANITORIAL SUPPLIES	.00	136.36	400.00	263.64	34.09
20-56-6580 PERIODICALS	26.99	1,977.91	3,000.00	1,022.09	65.93
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	66.78	3,060.00	2,993.22	2.18
20-56-8700 FURNITURE	.00	75.00	2,500.00	2,425.00	3.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	3,321.80	30,732.60	30,000.00	( 732.60 )	102.44
20-56-9250 SPECIAL PROGRAMS	.00	2,754.22	4,800.00	2,045.78	57.38
20-56-9290 MISCELLANEOUS EXPENSE	6.20	55.44	100.00	44.56	55.44
<b>TOTAL LIBRARY</b>	<b>11,705.82</b>	<b>157,377.68</b>	<b>179,355.00</b>	<b>21,977.32</b>	<b>87.75</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>11,705.82</b>	<b>157,377.68</b>	<b>179,355.00</b>	<b>21,977.32</b>	<b>87.75</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 1,134.89 )</b>	<b>( 3,578.34 )</b>	<b>( 3,650.00 )</b>	<b>71.66</b>	<b>( 98.04 )</b>

# Case Halstead P.L. – Income and Expenditures

May 2014

- A. Nonresident Fees- \$252.00
- B. Fines - \$104.15
- C. Fax Machine- \$33.65
- D. Copier & Printer- \$70.60
- E. Book Sale - \$25.00
- F. Donations - \$665.00
- G. Summer Reading Donations - \$575.00
- H. Library Grants - \$2000.00
- I. Amazon Book Sale (not in totals) –\$87.73

Total \$3725.45

Total at CH \$3760.90

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 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
5510 Postage	<u>5510 \$15.59</u>
Packages (4 Amazon) - \$15.59	
5520 Telephone	<u>5520 \$95.84</u>
AT&T - \$70.84	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$6.25</u>
Union Banner - \$6.25	
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$527.09</u>
City of Carlyle - \$429.49	
Ameren - \$81.91	
Proliance - \$15.69	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>

6510 Office Supplies	<u>6510 \$6.98</u>
Wal-Mart - \$6.98	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$391.63</u>
St. Louis Post Dispatch - \$346.68	
Time Magazine - \$44.95	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$2520.40</u>
Amazon - \$108.90	
Baker & Taylor - \$1158.15	
Center Point - \$	
Gale - \$380.66	
Gumdrop Books - \$523.17	
Taste of Home - \$31.98	
TEI Landmark (Audiobooks) - \$317.64	
9250 Special Programs	<u>9250 \$595.00</u>
Animal Tales - \$295.00	
Christian Misner - 150.00	
Juggling Jeff - 150.00	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$4603.22</u>

Late Bills from April

DaCom Maintenance - \$64.61

# Library Project Bills

May 2014

Maddux Trust:

8900 Other Improvements

Arcturis - \$5,423.57

Bel-O Cooling and Heating - \$16,155.00

City of Carlyle (Electric \$148.96 & Water \$830.84) - \$979.80

Dell - \$9,636.22

Global Industries (lockers) - \$472.30

Liz Oakley - \$1,407.00

ML Vasquez - \$91,353.90

Plocher Construction - \$144,507.00

Poettker Construction - \$43,476.00

Rakers - \$73,852.72

RTI - \$1,720.00

Von Alst - \$61,317.23

Total - \$450,300.74

State Grant:

8900 Other Improvements

Total - \$0

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Library Director

Date

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Library Board Treasurer

Date

---

Mayor Mike Burton

Date

# Circulation Statistics---Monthly

2014 May

2014 April

2013 May

ADULT---1906

ADULT---1876

ADULT---2236

CHILDREN---440

CHILDREN---357

CHILDREN---462

YOUNG ADULT---129

YOUNG ADULT---101

YOUNG ADULT---144

RENEWALS---648

RENEWALS---490

RENEWALS---663

MANUAL CHECKOUTS---36

MANUAL CHECKOUTS---11

MANUAL CHECKOUTS---33

3M Cloud---9

3M Cloud---12

TUMBLEBOOKS---18

Overdrive---154

Overdrive---153

Overdrive---240

TOTAL=2674

TOTAL=2510

TOTAL= 3796

ROUTE INS=439

ROUTE INS=402

ROUTE INS=639

ROUTE OUTS=248

ROUTE OUTS=288

ROUTE OUTS=973

COMPUTER USE=231

COMPUTER USE=227

COMPUTER USE=341



## Library Timeline for June

June 6 – Bids are due for furniture and equipment

June 9 – 2:00 Fred and His Feathered Friends at the church

Building and Grounds committee? Open bids and talk about policies

June 13, 14 – Book sale on lawn during street fair. Set up begins 7:00

June 16 – 2:00 Juggling Jeff at the church

Move out of sold furniture begins

June 20 – Last day open in old building

June 21 – Library closed for move in to new building if permitted. If not, then open as usual

June 22-July ? – Settle in to new building while finishing ground work

June 23 – 2:00 Animal Science at the church

June 30 – 2:00 Christian the Magician at the church. Also have drawings for large prizes that day.

Case-Halstead Public Library  
Minutes for Technology Committee  
April 7, 2014  
Clinton County Board Room

Meeting was called to order at 6 pm. Board members and Technology Subcommittee members present included Wendy, Frank, Kenny  
Library Director Christi also present.

New business was discussed: quotes for computer and related hardware for the new library building. Issues included:  
New computers are definitely required: Only 2 of the current computers have Windows 7.

Security issues and software: Public computers are automatically reset to default settings on shutdown daily (Norton Centurion).

Backup and power line conditioning. Need for one vs. two internal networks: for public and staff. Printer sharing was also discussed.

Internet bandwidth required: we have not yet approached the bandwidth (10 Mps download) we are getting from current vendor (Tincans) and don't anticipate needing more in the near future. We are happy with current vendor, Tincans and don't see a better or less expensive option with Charter or others.

Hardware recommended was for desktop computers with Quad-Core processors and 20" screens, at least 4GB DDR3 RAM and 500GB hard drives.

Quotes were compared from Dell Direct, SafeMode, Tincans and TechKnow.

It was recommended by this subcommittee to the Library Board and to Library Director that she proceed with purchasing computers and accessories as described in the "Request for Quote" document Christi provided: 13 public computers: 8 on the main floor, 2 in the Teen area, 2 in the catalogs area and 1 in the Childrens area. Also 10 Laptops with 15.6" screens. Also 4 desktop computers for staff with hardware and software upgrades for the Library Director's computer. Computers should have DVD/RW drives, memory card readers and Windows 7. Computers should be quoted with Operating System alone. (Software provided by library through libraries purchase system will provide MS Office, Centurion and other software.) Lowest and best quote including warranties from Dell Direct.

Meeting adjourned approximately 7pm.

Case-Halstead Public Library  
Construction Committee Meeting Minutes  
571 Franklin St., Carlyle, IL  
April 3, 2014 – 7:00 p.m.

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

Also present: Board members Sharon Berdeaux and Brenda Johnson and Library Director Christi Gerrish.

The committee reviewed the latest landscape plan and voted to accept it with the following changes: eliminate 1 tree at the trash enclosure, eliminate boulders at the monument, move the flag pole, eliminate the hydrangea in front of the south glass curtain wall, add vinca minor at the parking lot islands, proceed with metal edging material, proceed with landscape rock instead of mulch in planted areas (use mulch for annual and perennial beds). It was noted that eliminated boulders might be offered for sale.

The committee will recommend that the Board proceed with a main landscape bid and bid out drip and/or sprinkler irrigation as an alternate. There was some discussion on the pros and cons about delaying planting until September.

There was also discussion about the size of the detention pond that was determined by the engineers and IDOT. We spoke of adding tall grasses to the detention pond that can withstand both water and drought and realize that an additional phase may need to be added to incorporate more plantings as we see how the "pond" operates.

Arcturis conducted an on-site visit on Wednesday, April 2, and stated they would certify the project at 60% complete. Barb, Wendy, and Christi met with them and Poettker Construction to review the construction timeline. Christi will submit the application for the 2<sup>nd</sup> grant disbursement.

Barb and Christi reported on the April 1 meeting with Julie Knoepp of Egyptian Business Furniture held at the library. All bookcase specifications were reviewed based on the architect's floor plan and material and color selections.

Wendy has reviewed more lighting options available through Light Brite in Trenton for the Heritage Room. She offered to extend her professional courtesy discount to the library and Christi can place the order directly herself using the library's tax exempt number.

The committee reviewed plans to use the cast iron fireplace covers and porch wrought iron railing as wall art in the Heritage Room. It was suggested that the fireplace covers be painted a pewter color.

The library's antique oak table will be placed in the center of the Heritage Room. Wendy suggested that we order a glass top in order to protect the surface. A member of the committee will volunteer to measure the table top and contact some glass companies for quotes.

Wendy reported that she and Barb met with Jane Buchele regarding painting a mural in the new children's area. Wendy proposed some ideas she found on line and Jane expressed interest, but needs time to think about the job in relation to her other commitments. In case Jane cannot commit to the project, Wendy stated that she has other contacts from Beckemeyer, Smithton, and Troy. The committee expressed that they value Jane and her work and hope that it will be possible to work with her on the children's mural. Christi and Frank said they prefer the decorative painting be complete prior to the opening of the library.

Christi reviewed the construction schedule and the anticipated move-in date of late May or early June. It is hoped that volunteers can be recruited to help with the move. Jane offered that the youth from her church are committed to volunteering for community projects, and she will communicate with them about the library's needs for volunteers.

Christi reported on the progress made regarding the library's salvage items. There was discussion about having an attorney draw up a simple release on items that may contain asbestos or disturb the asbestos in the building. We decided that it would be better not to offer those items as salvage in order to avoid contamination.

We discussed some of the rumors that have circulated about the project being over budget and the expense that must have been incurred to pay some of the subcontractors working over weekends. The fact is that the project is currently within budget, and the subs working on weekends were making up for lost snow days. This was part of their normal contract(s), and no overtime was paid.

Respectfully submitted,

Barb Guebert  
Acting Secretary

**PERSONNEL COMMITTEE MEETING**  
**10 AM – 28 June, 2013**  
**Case-Halstead Public Library**  
**571 Franklin Street – Carlyle IL**

**PRESENT:** Jane BULLOCK, Brad HOFFMAN, Darren TRACY

**ALSO PRESENT:** Barb GUEBERT, Christi GERRISH

Darren called meeting to order at 10:00 to discuss the adoption of a harassment policy for library staff and patrons.

Brad introduced a template policy regarding harassment. Christi mentioned that we may not want to get too specific with the wording of the policy, as this is basically a procedure on how to file and handle harassment grievances. The suggestion was made that this new policy should be an addendum to the current library policies book. Barb further suggested that training on how to address these situations should be offered to all library staff. It was also noted that the adoption of a harassment policy would necessitate a change in the by-laws to specify how the Board will proceed with such complaints.

Jane moved to adopt a harassment policy as an addendum to current library policy, as well as by-law changes reflecting the new policy and to further recommend to the full Board to accept. Brad seconded. Motion carried.

Darren adjourned meeting at 11:20.

**PERSONNEL COMMITTEE MEETING**  
**7 PM – 25 September, 2013**  
**Case-Halstead Public Library**  
**571 Franklin Street – Carlyle IL**

**PRESENT:** Jane BULLOCK, Darren TRACY

**ALSO PRESENT:** Christi GERRISH (after executive session)

**ABSENT:** Sharon BERDEAUX, Barb GUEBERT

Darren called meeting to order at 7:00 PM. Jane moved to go into executive session to discuss personnel matters, Darren seconded. Committee entered executive session at 7:04 PM.

Jane moved to come out of executive session and return to open meeting. Darren seconded. Committee returned to open meeting at 7:28.

Christi was brought in to discuss proposed salary increases as follows:

1. Committee suggests raising the wages of employees Marge Widman and Barb Thurman from \$8.25/hour to \$9.25/hour.
2. Committee suggests raising the wages of employees Karen Dall and Stacey Hilmes from \$8.25/hour to \$8.75/hour.
3. Committee suggests adjusting the salary of Library Director Christi Gerrish to \$43,500 to better reflect on her position and tenure and based on an average 45.5 hours per week.

Darren adjourned meeting at 7:50.