

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, April 7, 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

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

**Meeting Minutes:** Darren moved to accept the March 3 Library Board minutes. Kim seconded the motion, all were in favor and the motion carried.

**Treasurer's Report:** Jane reviewed the revenues and expenditures and reported that the library will end the year under budget. Jane said line item 20-56-9290 Misc. Expense includes the library's portion of the director's email account on the city's new website, carlylelake.com. The amount covers a one-time set up fee and she said the library will now pay \$6.20 per month. Christi said she can still receive email on the free gmail.com address that is listed on the library's website. Frank moved to accept the treasurer's report as presented, Darren seconded, and all were in favor. Motion carried.

**Library and Construction Bills:** Christi reviewed the income and expenditures for March. She noted that it was a good month for income generated from book sales, copies and nonresident fees. Jane moved to approve the bills as presented, Frank seconded the motion. All were in favor and the motion carried.

Christi reviewed the circulation statistics and noted they were similar to last month. She said people are tired of the cramped conditions in the library and expects to see much improved usage with the new building.

Christi said she forgot to make copies of the construction bills so she read the expenses to the board members and promised to send a copy after the meeting. The total amount for March was \$284,906.72.

Breakdown: \$688.08 to come from Maddux Trust for Binsbacher & Griffiths \$50.50 and Heritage Time Capsules \$637.58

Christi hopes the following expenditures will come from the state grant as the 60% check is expected.

City of Carlyle \$373.93; ML Vasquez (mason) \$70,560; Plocher (general contractor) \$95,134; Poettker (construction manager) \$45,216; Rakers (electrician) \$21,321.09; Von Alst (drywall and other) \$52,301.70

Wendy made the motion to pay the construction bills as presented. Darren seconded the motion. All were in favor and the motion carried.

**Director's Report:** Christi reported that the staff will be training when the library is closed for the move. Training will include customer service seminars, windows 8, eBooks, new technology and specialty cleaning for the new library. Training will be conducted on web junction.

Jane said that the high school youth from the Christian Church are looking for a summer project and might be interested in helping to move the library.

Christi said there are 2 people in different subsidized programs who are seeking part time work to gain new skills until they can find full-time employment. They would not be paid by the library. Both have a high school diploma and some college experience according to Christi. Kim advised getting an in-depth background check. The board agreed that if Christi brings them on, to do the secondary check.

Christi said this year's summer reading program will be different than previous years because of how the move from the old to the new library falls. She said the actual reading program won't begin until July and will run into August. The programming will take place in June. She is considering a temporary space in the community where for 2 hours a day, they can do check ins and check outs for holds and mentioned First National Bank or US Bank. She said there would be a book cart there during June. Kim thought St. Mary's Church might be the easiest place. Christi will research more.

**Standing Committee Reports:**

Budget Committee: Nothing to report.

Long Range Planning Committee: Nothing to report.

Personnel Committee: Nothing to report.

Building and Grounds Committee: Kim reported that another meeting is needed to approve the policies for the Maddux Community Room and bring them before the board. She has updated the salvage plans and said she will come in to take pictures of the items. Cory (construction site manager) said they need to be aware of any items on the salvage list that would be in contact with asbestos that is in the building.

Construction Reports: Barb reported that on April 1, Julie Knoepp of Egyptian Furniture met with her and Christi to confirm all of the new shelving. Julie hopes to be able to deliver the shelving by the end of May or early June.

Barb had a long meeting earlier in the week with Ryan Poettker, Cory and Joe Huels (job foreman) about contract allowances and the budget. Most of the allowances that have been used to date have been for weather related issues, but there are 2 change orders. Barb brought the items discussed to the board for review and a vote.

Change Order: Joiner Sheet Metal & Roofing \$2,658. On the exterior of the building under Rev. 3, Arcturis deleted brick and added a metal panel. This brick was then shifted to the monument. Darren made the motion to accept the \$2,658 change order and Wendy seconded. All were in favor, motion carried.

Change Order: Rakers Electric Contracting \$6210.74. Included is the sleeve for external use of a generator if ever needed, installation of 11 floor boxes for power, voice, data; basic security system, 4 corner mount cameras, place conduits for future car charging station, furnish 2 keyed toggle switches for exterior doors, credit for eliminating 5 lights over ceiling cloud. All of these items were reviewed by the architect and construction manager. Jane made the motion to accept the \$6210.74 change order and Frank seconded the motion. All were in favor, motion carried.

Wendy picked up the latest landscape plans from landscape designer Liz Oakly in O'Fallon. Barb met with her to discuss the timing of the plantings, get Liz's thoughts on irrigation, and see what type of rock/edging Liz recommends for the project. Originally irrigation was specified by the architect and there is a separate water meter. Discussion followed.

Cory recommends taking the landscape package out to bid and said whatever is decided, it needs to be sent out soon. Darren agreed to make a few phone calls and discuss timing of the plants and irrigation immediately with some other sources so the plans could go out by the end of next week. He said that would mean a construction committee meeting will need to be called.

Cory said the windows are all in on the new building and the drywall is just about complete so they can begin taping. He said the masons will cut the corner stone in as we want. He said they are being challenged with the heavy cast stone pieces that go on top and with getting their equipment in place with the close proximity of the new building to the existing. But he said they are managing and should be finished soon. He said the building should be clean inside by May 20.

Jane agreed to research prices for a glass top for the library's antique oak table that will be going in the Heritage Room.

The building is certified by the architect as 60 percent complete and Barb suggested that the Building and Trades students might like to tour it again to see the progress. Wendy agreed to contact John Behrens the instructor of the program. Christi said she would again invite members of the city council/administration to tour the building if they wished. Aldermen Judy Smith, Rob Hyten and Brenda Johnson have seen the space.

Barb thanked board members for their work and said we are getting towards the end of the construction.

Technology Committee: Frank made the motion that the library's new computers be purchased directly from Dell Direct with extras as noted, and that Tin Cans provide the installation. Darren seconded the motion, all were in favor and the motion carried. Making sure the new computers will have some sort of bar coding or security devise on them was discussed. Christi said she would check on this and copy the committee.

**City Council Liaison:** Brenda had nothing to report.

**Public Comment:** None

**Old Business:** The calendar shows that with closing out the year, the annual report will be due. It shows that next week is National Library Week.

Friends of Library: Kim said she has letters to go out next week to potential "Friends of the Library" and she hopes they can hold their first meeting the end of April.

**New Business:** The electric and sheet metal change orders were approved when they were presented.

With no further business to discuss, Barb adjourned the meeting at 9:02 p.m. The next regular scheduled board meeting will take place on Monday, May 5 at 7:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

**CITY OF CARLYLE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING MARCH 31, 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	252.55	5,659.06	5,300.00	359.06	106.77
<b>TOTAL TAXES</b>	<b>252.55</b>	<b>33,998.47</b>	<b>33,380.00</b>	<b>618.47</b>	<b>101.85</b>
<u>FINES &amp; FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	687.40	6,830.87	7,000.00	( 169.13 )	97.58
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>687.40</b>	<b>6,830.87</b>	<b>7,000.00</b>	<b>( 169.13 )</b>	<b>97.58</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	30.00	934.54	300.00	634.54	311.51
20-3860 MADDUX TRUST	.00	.00	.00	.00	.00
20-3890 MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>30.00</b>	<b>2,399.07</b>	<b>4,325.00</b>	<b>( 1,925.93 )</b>	<b>55.47</b>
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	15,000.00	100,000.00	131,000.00	( 31,000.00 )	76.34
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>15,000.00</b>	<b>100,000.00</b>	<b>131,000.00</b>	<b>( 31,000.00 )</b>	<b>76.34</b>
<b>TOTAL FUND REVENUE</b>	<b>15,989.95</b>	<b>143,228.41</b>	<b>175,705.00</b>	<b>( 32,476.59 )</b>	<b>81.52</b>

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING MARCH 31, 2014**

**FUND 20 - LIBRARY FUND.**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<b>LIBRARY</b>					
20-56-4210 SALARIES-REGULAR	6,247.05	72,893.04	85,600.00	12,706.96	85.18
20-56-4510 HEALTH & DENTAL INSURANCE	1,458.12	8,593.66	9,500.00	906.34	90.48
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	3,219.43	5,500.00	2,280.57	58.54
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	144.44	1,413.25	2,075.00	661.75	68.11
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	6,800.00	( 315.74 )	104.78
20-56-5510 POSTAGE	34.00	240.84	450.00	209.16	53.62
20-56-5520 TELEPHONE	105.08	1,107.65	2,700.00	1,592.35	41.02
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	797.50	7,281.87	7,000.00	( 281.87 )	104.03
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	137.09	1,452.68	2,000.00	547.32	72.63
20-56-6540 JANITORIAL SUPPLIES	19.70	136.36	400.00	263.64	34.09
20-56-6580 PERIODICALS	29.86	1,950.92	3,000.00	1,049.08	65.03
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	88.78	3,060.00	2,971.22	2.18
20-56-8700 FURNITURE	.00	75.00	2,500.00	2,425.00	3.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,719.30	27,410.80	30,000.00	2,589.20	91.37
20-56-9250 SPECIAL PROGRAMS	636.49	2,754.22	4,800.00	2,045.78	57.38
20-56-9290 MISCELLANEOUS EXPENSE	8.20	48.24	100.00	50.76	49.24
<b>TOTAL LIBRARY</b>	<b>11,632.93</b>	<b>145,671.86</b>	<b>179,355.00</b>	<b>33,683.14</b>	<b>81.22</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>11,632.93</b>	<b>145,671.86</b>	<b>179,355.00</b>	<b>33,683.14</b>	<b>81.22</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>4,337.02 (</b>	<b>2,443.45 ) (</b>	<b>3,650.00 )</b>	<b>1,206.55 (</b>	<b>66.94 )</b>



First National Bank  
In Carlyle  
Trust Department

For the Account of:

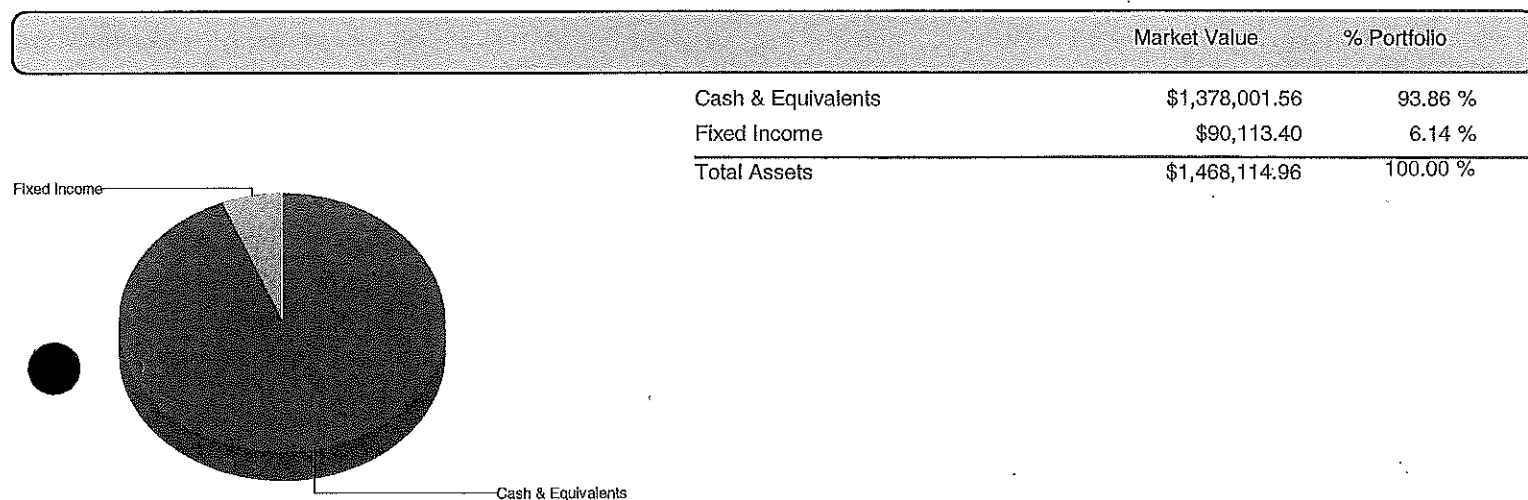
Account Number: 819

FLORA ETHEL MADDUX TRUST

From 3/1/2014 To 3/31/2014

CASE-HALSTEAD LIBRARY  
C/O CHRISTY GERRISH  
571 FRANKLIN STREET  
CARLYLE, IL 62231

## Asset Allocation



## Activity Summary

	Cost Value	Market Value
Previous Statement Balance	\$1,559,246.18	\$1,559,373.98
Interest	\$269.66	\$269.66
Realized Gains	\$0.00	
Account Fees	(\$3,006.00)	(\$3,006.00)
Expenses	(\$88,509.18)	(\$88,509.18)
Net Portfolio Change		(\$13.50)
Ending Balance	\$1,468,000.66	\$1,468,114.96

## Case Halstead P.L. – Income and Expenditures

April 2014

- A. Nonresident Fees- \$182.00
- B. Fines - \$137.20
- C. Fax Machine- \$61.50
- D. Copier & Printer- \$116.00
- E. Book Sale - \$25.00
- F. Per Capita Grant - \$4101.25
- G. Amazon Book Sale (not in totals) –\$17.58

Total \$4,622.95

Total at CH \$4,647.18

### 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 \$76.90</u>
Packages - \$76.90	
5520 Telephone	<u>5520 \$106.23</u>
AT&T - \$81.23	
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 \$566.96</u>
City of Carlyle - \$366.83	
Ameren - \$92.87	
Proliance - \$107.26	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$204.76</u>
Demco - \$194.35	
Wal-Mart - \$10.41	



6540 Janitorial Supplies	<u>6540 \$</u>
Wal-Mart - \$	
6580 Periodicals & Newspapers	<u>6580 \$19.00</u>
National Geographic - \$19.00	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1,776.56</u>
Amazon - \$186.84	
Baker & Taylor - \$680.55	
Center Point - \$424.80	
Gale - \$305.49	
Michael Frederick (Author) - \$20.00	
Penworthy - \$141.88	
Wood River Public Library (Lost Item) - \$17.00	
9250 Special Programs	<u>9250 \$8.84</u>
Wal-Mart - \$8.84	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$3,145.28</u>

Late Bills from February

# Library Project Bills

April 2014

Maddux Trust:

8900 Other Improvements

Arcturis - \$1240.00

Bel-O Cooling and Heating - \$900.00

City of Carlyle (Electric & Transformer) - \$2737.68

ML Vasquez - \$173,070.00

Plocher Construction - \$71,158.00

Poettker Construction - \$39,001.00

Rakers - \$98,121.10

Von Alst - \$60,945.30

Total - \$447,173.08

State Grant:

8900 Other Improvements

Total - \$0

---

Library Director

Date

---

Library Board Treasurer

Date

---

Mayor Mike Burton

Date

# Circulation Statistics---Monthly

2014 April

2014 March

2013 April

ADULT---1876

ADULT---2112

ADULT---1804

CHILDREN---357

CHILDREN---566

CHILDREN---420

YOUNG ADULT---101

YOUNG ADULT---51

YOUNG ADULT---61

RENEWALS---490

RENEWALS---692

RENEWALS---346

MANUAL CHECKOUTS---11

MANUAL CHECKOUTS---73

MANUAL CHECKOUTS---84

3M Cloud---12

3M Cloud---15

TUMBLEBOOKS---23

Overdrive---153

Overdrive---209

Overdrive---190

TOTAL=

TOTAL=3026

TOTAL= 2928

ROUTE INS=402

ROUTE INS=449

ROUTE INS=336

ROUTE OUTS=288

ROUTE OUTS=312

ROUTE OUTS=579

COMPUTER USE=227

COMPUTER USE=297

COMPUTER USE=328

## Annual Report Summary

Library budget spent on operations and staff 2012-2013 - \$161,728

Library budget spent on operations and staff 2013-2014 - \$157,378

### Library Programs

#### Adult programs

Last Year:      # of Programs – 15      # of Participants - 226

This Year      # of Programs – 7      # of Participants – 538

#### Teen Programs

Last Year:      # of Programs – 10      # of Participants - 156

This Year      # of Programs – 4      # of Participants – 48

#### Children's Programs

Last Year:      # of Programs – 22      # of Participants - 507

This Year      # of Programs – 7      # of Participants – 368

#### Totals

Last Year:      # of Programs – 47      # of Participants - 889

This Year      # of Programs – 18      # of Participants – 954

### Library Cards

Residents:      2012-2013 – 878      2013-2014 – 847

Non Residents: 2012-2013 – 172      2013-2014 – 159

Totals      2012-2013 – 1050      2013-2014 – 1006

### Items Held

Physical Units: 2012-2013 – 28,064      2013-2014 – 28463

Ebooks:      2012-2013 – 6978      2013-2014 – 15,330

EAudiobooks: 2012-2013 – 1555      2013-2014 – 832

## **Items Circulated**

Books:            2012-2013 – 30,177      2013-2014 – 28,183

Videos:           2012-2013 – 6,310      2013-2014 – 7,817

Audios:           2012-2013 – 1,108      2013-2014 – 1,014

Others:           2012-2013 – 3,184      2013-2014 – 2,303

Total:            2012-2013 – 40,779      2013-2014 – 39,885

## **Interlibrary Loans – Going Out**

2012-2013 – 8389      2013-2014 – 7909

## **Interlibrary Loans – Coming In**

2012-2013 – 6163      2013-2014 – 6191

Minutes for Construction Committee  
Case-Halstead Library Board of Trustees  
April 24, 2014

**Meeting Location:** Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

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

**Also Present:** Sharon Berdeaux, Christi Gerrish, Library Director; Cory Pritchard, Poettker Construction; Liz Oakley, Landscape Designer

The meeting was called to order by Barb at 7 p.m. She said at the April board meeting, Darren had agreed to contact some sources for information on irrigation and the best times to install the different components of the landscape plan. Barb reintroduced Liz and said she had agreed to attend the meeting to offer any additional input, as well as to speed up the process because Cory says the plans need to be finalized to remain on schedule. Barb turned the floor over to Darren for his report.

Darren said he met with an experienced individual from Diversified Solutions and that Christi joined them. Christi said while they had an older landscape plan, they knew of the most recent plantings and relayed that information.

Darren said the landscaper felt that rain should be able to take care of the beds around the building based on the plant types and he questioned the need for drip irrigation. He suggested putting in the sod and the beds without the plants initially, and then come back in late Sept./Oct. to install the plantings in the beds.

Liz said that with sod, irrigation is needed. Darren said the landscaper from Diversified agreed that an irrigation system would be needed as well with the sod and suggested in the main open space that is the detention area, 3 rows of 3 with 1 out in the middle. He then had others planned in various locations.

In response to the cost, Christi said the landscaper from Diversified estimated the irrigation system to run between \$2,000 to \$5,000 and about \$1,500 for the drip irrigation.

Liz said that drip irrigation was part of the initial landscape plan so she included it on hers. She said it will help with the plantings that need water not only initially, but at other times, including periods of drought and winter.

Liz said she used to be a landscape contractor and has seen buildings she designed where the landscaping wasn't properly maintained. She is getting a plan from Kevin with Commercial Lawn & Irrigation of Troy for a drip design with an alternate for rotary heads and pop ups. She said she has worked with him in the past and expects his information soon.

Jane, Wendy and Frank noted that \$1,500 did not seem like a huge amount and if it kept the plantings in the beds better maintained and less likely to have to be replaced, it seemed like money well spent.

More discussion followed and then Barb showed the rock samples that Liz had provided in an earlier meeting. They were mixed and Liz said she likes those because they are more forgiving than a straight color and the larger size is easier to work with.

Darren said large cobblestones were what the landscaper at Diversified Solutions liked. Liz likes them also but said they are more expensive.

Liz had to leave, but more discussion followed regarding mulch, stamp pattern and concrete color for the patios, and trying to get volunteers to help with some of the smaller annual beds or with planters.

Timing of the plantings was discussed and Cory said if everything was installed at one time, it would be cheapest in the long run. Wendy said it would be great to have the landscape complete with the building and Sharon agreed even though summer is not the best time to plant.

Cory brought up some issues that if general contractor Plocher installed the sod and another company installed the irrigation, then much coordination would be needed. He questioned if sod was included in the budget and would double check. He would also talk to Plocher about taking the sod out of their bid package so it could all go to bid together which might mean a better price and an easier end result.

Frank made a motion to put the landscape plans out to bid and include all of the landscaping and the irrigation, including the sprinklers and the drip, pending final review of irrigation plan by Poettker Construction. Wendy seconded the motion, all were in favor. Motion carried.

The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

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

Minutes for Construction Committee  
Case-Halstead Library Board of Trustees  
Monday, May 28, 2013 at 2 p.m.

**Meeting Location:** Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231 (main floor)

**Library Construction Committee Members Present:** Barb Guebert, Darren Tracy, Wendy Folen, Jane Bullock, Frank Buckingham, Christi Gerrish-Library Director

**Also Present:** Ryan Poettker, Poettker Construction, Kim Stamps, Mayor Mike Burton, Scott Diekemper, Kent and Mark Newkirk, Brenda Johnson, Doris and Ray Elling, Gene and Jean Van Dorn, Judy and Franklin Smith, Chuck Simms (several guests left before the end of the meeting, and others came and went as the library was open for business)

The meeting was called to order by Barb at 2:15 p.m. So many guests were in attendance that our normal meeting place on the second floor could not be used and the reference area in the library had to be arranged to accommodate everyone, thus explaining the 15 minute delay for the start of the meeting. Additional chairs and tables were added to the room and a projector screen was set up so all the guests could see what the construction committee would be discussing.

Additional copies of the agenda were passed around. Barb welcomed everyone and explained that this was a working committee meeting and requested that comments be held for later discussion so the long agenda could be followed.

**Minutes:** Darren made a motion that the May 7 construction committee minutes be approved. Jane seconded the motion, all were in favor. Motion carried.

**New Business:**

**Zoning Update:** Christi said that a zoning meeting is scheduled for June 13 with Van Johnson (temporary zoning administrator) regarding the new library building. The question is the proximity of the front of the building to Rt. 50/Franklin Street. Christi said all corner sight lines meet the requirements of the city and state. The plan has already been approved by IDOT, she mentioned.

**Street and Alley Update:** Barb said a meeting needs to be arranged with Carlyle Street and Alley committee to discuss sidewalk, curbs and lighting. Christi said she just learned that Street and Alley were meeting this evening and will get the library on the agenda for their next meeting. Barb asked her to find out from Street and Alley if there is a checklist of items we need to present. (Zoning had a list)

**Project Documents and Contracts:** Our plans are at 90% completion from the Architect. It was reported that the City of Carlyle approved the State Construction Grant Contract for the new Case Halstead Library at the May 24<sup>th</sup> City Council meeting. The contract was mailed back overnight for the signature of Jesse White, Sec. of State, Illinois. When it is returned to the library board, then the state will allow the signature of the already city approved contract with Poettker Construction so they can begin the bidding process.

**City Council Minutes:** Barb had provided a 5 page document, summarizing the history of the project, the schedule update, the construction timeline for FY2012-13, and the City Council meetings that dealt with library matters and dated back to July 25, 2011. She asked if anyone had any questions or comments. There were none.

**Grant Timeline:** It was already mentioned that the board is now awaiting the return of the grant from the office of Jesse White. At that time, the plans can be made final, Arcturis can prepare display boards to be viewed by the public, and Poettker can start the bidding process.

**Reviewing Bidding Timeline:** Ryan Poettker provided a preliminary schedule based on receipt of 100% construction documents on June 5. However, Ryan said this schedule will need to be modified as 100% construction documents have not been provided because details are still being worked out between the library board and Arcturis on the plans in relation to budget and design.

Ryan's preliminary schedule shows that after receiving completed construction documents, 13 days is required for permitting and 15 days is required for bidding. Owner review and Contracts award are allotted 10 days and the ground breaking is scheduled for June 29.

Ryan asked Christi to send him a copy of the rules and regulations of the state construction grant so that Poettker Construction can make certain that all documents they prepare for the bidding process are in compliance with the Grant.

A projected completion date for the library, based on the preliminary schedule is March/April of 2014. The landscaping is the last item on the construction schedule, and the second to last item is the demo of the two remaining sections of the old library building.

Frank mentioned that the owner/furniture move-in as indicated on the preliminary schedule, may line up with spring break. He said we need community volunteers to help move into the new library and that would save money. Also, he said it would be great to have community volunteers to assist with the landscaping.

**Review Bills to Date:** Christi said bills need to be voted on at our upcoming board meeting.

**Construction Budget:** Brenda Johnson asked what the target amount is for the cost of the new building. Christi replied 3.5 million or 3.2 million with a contingency. Barb explained we are still working on the budget, that we received some bad budget news from Arcturis that luckily, turned out to reflect a duplication of numbers. She said that we do not know our exact budget as changes and selections are considered and reiterated the board's commitment to completing the project at or under budget.

**Review of floor plan, the building size, the brick color and interior color palette, etc.**

We asked Ryan about lowering the ceiling to reduce cost in the reading room and he said he would not recommend this. He said the ceiling height is already tight with duct work and the clerestory windows and the cost of redoing the architect and engineer drawings will not justify the savings.

A question was raised by the public about the size of the community room. The board could not answer it specifically because it has changed several times and the dimensions were not on the projected plan. We said it was approx. 1200 sft and will request plans with dimensions from the architect.

We talked briefly about Egyptian Furniture in Belleville, whom the committee toured, and explained how they are experienced in providing furniture to libraries and can offer a government rate bidding procedure to ensure furniture is obtained at a pre-negotiated rate that guarantees the best price for the product, whether we need just a couple of pieces or a large quantity. Wendy provided information from another company called CI Select who

expressed interest and has another similar bidding package. They are a Knoll Dealer and Egyptian is a teelecase Dealer. Both sources have an extensive resource library. CI Select will charge a fee for furniture layouts and their showroom is further away in Westport, MO.

Egyptian Furniture provided several furniture layouts for the new library at no cost to us. We projected them on the screen and reviewed them. Julie, the designer with Egyptian recommended to Wendy, Barb, and Christi, that we should move the glass wall by the fireplace south 3 more feet so that furniture can fit in the space better.

We decided to help save money and account for this by taking 1 foot off the east side of the building that includes the community room. We will also ask Arcturis to eliminate one side window and one double window. Ryan said eliminating windows will save money even though we replace them with brick. The side window that is eliminated will be used for periodicals.

Christi's recommended furniture plan is the one with the stacks positioned north/south and east/west, not on an angle. The committee will then go with the library director's recommendation because she works in the space and best understands the relationship between the patrons and the materials and sight lines.

A question was raised by a member of the public regarding the need to keep all of the books that we currently have, especially with new e-books technology. Christi said yes, we must keep our books because if our collection is reduced, so will our standing with the State Library. We will not have all the benefits we now enjoy with a reduced state rating.

We discussed re-using as much furniture as we can from our present library, and said it would be nice to set the two leather wing chairs outside the new conference room. We plan on placing the antique table in the genealogy room. We plan on using historical elements of the old building, such as fireplace covers and the wrought iron exterior rail in the new library as art.

We told the public about the post and beam fixture we saw at Egyptian and how it might work in the teen/tutor area. Barb asked Ryan how difficult it is to remove and reuse cabinets. He said not very, so we decided we want to try and reuse the kitchen cabinets and others.

We decided we would like to see more carpet/paint options and Wendy recommended that we visit the sample library at Arcturis. We decided we do not want area rugs because of safety and talked to Ryan about the cost difference of carpet inset instead of carpet over tile. Decided it will be a wash. We will confirm with Arcturis the thought of inset carpet around the fireplace and the addition of carpet in the children and teen areas for comfort and some fun color.

Ceiling plans just arrived from the architect, so while we showed them for the very first time, we tabled major discussion on ceiling and lighting until a meeting or phone conference could be scheduled with the architect for explanation. A member of the public did raise the concern of changing light bulbs in a high space, something the committee said they have already discussed with the architect. All of the lighting options shown include a large portion of LED lighting that guarantees a shelf life of 10,000 hours or 7 to 10 years.

Regarding the brick: Barb showed slides of the different buildings she had visited at the recommendation of the architect. The buildings were all in St. Louis, where the architect is based, and were built of varying colors of brick. Samples of the bricks were on the table for everyone to view. The bricks were light (as was already approved weeks ago by the library board) and it was explained that the architect believes these options best

reflect the modified neoclassic style of the building, reflect the feel of a stone, and feel the most like the white building the community has known. The committee decided to recommend to the board, the Silverstone Brick. Frank commented that this brick reminded him of the old church that sits along Rt. 127 in New Minden.

We discussed the fence that will separate the library parking from the alley and new ideas were raised to try to reduce the cost and provide some privacy for the houses and the library. (We explained to those in attendance that the grade of the lot requires a retaining wall.) Ryan Poettker said they can price an alternative like a decorative sound barrier wall, consisting of varying heights, if Arcturis provides some direction.

Barb asked Ryan if we can save any of the trees on the lot, especially along 6<sup>th</sup> Street. He will take a look at them and their location. We decided to eliminate the proposed curved sidewalk on Franklin Street and use standard sidewalk instead to reduce cost and future maintenance.

Wendy said Arcturis wants to know if we want to use their service for graphic signage or find our own source. She said her understanding is that Arcturis will charge \$8,500 for specifying basic signage and then an hourly rate for additions such as a custom history wall or other specialty work. Ryan Poettker said he knows many local sources including Foppe Displays and others and would provide some names. We acknowledged at this point, we can only gather information and not solicit bids.

**Public Comment:** The public had the opportunity to ask questions and did throughout the meeting, as is reflected above. Good concerns were raised like making sure the doors are really air tight in the vestibule and considering zoned lighting in the community room for a variety of events. A question was asked regarding the warranty and maintenance of the cork floor that is recommended by the architect for the main reading room. Arcturis advised us that there is a 50 year warranty on the cork product and Christi learned from talking to the maintenance person for the St. Louis Public Library it can be damp mopped.

Another question was raised concerning liability. Ryan Poettker stated that their job is to oversee and address any and all issues; however, standard practice is that each subcontractor is responsible for their work. Poettker Construction oversees this and during the bidding process, makes certain that all proper insurances are in place.

Jean Van Dorn said she obtained a copy of the latest architect budget and it shows that we are really over budget, by more than \$250,000. Barb said this was the incorrect information she referenced earlier, that Arcturis had accidentally included a figure twice and this budget cannot be relied upon. Jean wondered if we have considered with our library budget, that there may be an increase in minimum wage and that more landscaping will require more money to maintain.

The meeting adjourned at 5:00 p.m. and several members of the public helped put away chairs. (Thank you!)  
The next regular board meeting is scheduled for June 3, 2013 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

**Minutes for Special Meeting**  
**Case-Halstead Library Board of Trustees**  
**August 22, 2013**

**Meeting Location:** Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231 (children's library)

**Present:** Barb Guebert- President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Brad Hoffman, Kim Stamps, Christi Gerrish-Library Director, Brenda Johnson-City Council Liaison

**Absent:** Frank Buckingham (excused)

**Also Present:** Keith and Ryan Poettker, Jacob Lambert, reporter, Mayor Burton, city administrator Jo Hollenkamp and several members of the construction industry and the general public

The meeting was called to order by Barb at 2:00 p.m. who made general introductions, explained that the reason for the meeting was to open the bids, and then turned the floor over to Keith and Ryan Poettker of Poettker Construction Company who is the library's construction manager for the new building.

Keith explained that once the bids are open, they will schedule a review with the two apparent bidders from each category. He said the low bidders will be contacted by Monday because Poettker must give their recommendation back to the library on Aug. 29.

Keith explained that there was some confusion among two of the bidders regarding qualifications and said they will allow those two contractors and anyone else bidding with the same confusion, 24 hours from 2 p.m. to get together the required information.

Bid sheets were made available to those in attendance to record the results.

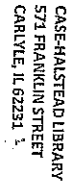
Poettker Construction then proceeded to open all of the bids in order of package. Keith would open each envelope and hand it to board president Barb Guebert who read the contractor's name out loud and their bid.

Summary is attached.

The Special Meeting adjourned at 2:40 p.m. The next special meeting will take place at 7 p.m. on August 29 to hear Poettker Construction's recommendations after the review process. The next regular board meeting will take place on Sept. 6, 2013 at 7 p.m.

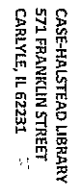
Respectfully Submitted,

Wendy Folen, Secretary



Bid Package No. 9  
ASBESTOS ABATEMENT

[illegible]

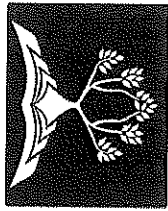


**Bid Package No. 1**

**GRADING, CONCRETE AND GENERAL TRADES**

[illegible]





CASE-HALSTEAD LIBRARY  
571 FRANKLIN STREET  
CARLYLE, IL 62231

## BID TABULATION SHEET

Bid Package No. 2

MASONRY

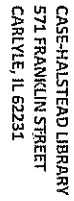
Bids Due August 22, 2013



**Pfeiffer Construction**  
380 South Germantown Road

CASE-HALSTEAD  
LIBRARY

Bidder Name	Becker	Decker Terry	M/L Vasquez	Toenjes				
Bid Submittal Information								
Executed Bid Form	X	X	X	X				
Addenda Noted	X	X	X					
Unit Prices Listed	X	X	X					
Bid Bond	X	X	X	X				
Bidder's Qualifications	X		X					
List of Subcontractors	X	X	X					
List of Alternates	X	X	X	X				
Base Bid	386450	410000	385000	431470				
Alt. #1	0							
Alt. #2	0							
Alt. #3	0							
Alt. #4	0	85500 N/A		-5000				
Alt. #5	0							



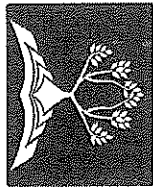
# BID TABULATION SHEET

Bid Package No. 3  
ROOFING AND SHEET METAL

Bids Due August 27, 2013

[illegible]





CASE-HALSTEAD  
LIBRARY  
571 FRANKLIN STREET

# BID TABULATION SHEET

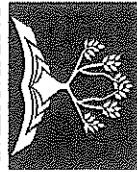
**Bid Package No. 5**  
**FIRE SPRINKLER SYSTEM**  
Bids Due August 22, 2013



**Poelker Construction**  
380 South Germantown Road

[illegible]





# BID TABULATION SHEET

Bid Package No. 7

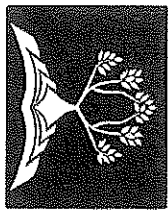
HVAC

Bids Due August 22, 2013

**Poetzer Construction**  
380 South Germantown Road

CASE-HALSTEAD  
LIBRARY

[illegible]



CASE-HALSTEAD  
LIBRARY  
571 FRANKLIN STREET

# BID TABULATION SHEET

Bid Package No. 8  
ELECTRICAL  
Bids Due August 22, 2013



**Poettker Construction**  
380 South Germantown Road

Bidder Name	Kohmann	Guarantee	Pyramid	Collier	Rakers Electric			
Bid Submittal Information								
Executed Bid Form	X	X	X	X	X			
Addenda Noted	X	X	X	X	X			
Unit Prices Listed	X	X	X	X	X			
Bid Bond	Cashiers Check	X	X	X	X			
Bidder's Qualifications	X	X	X	X	X			
List of Subcontractors	X	X	X	X	X			
List of Alternates	X	X	X	X	X			
Base Bid	437900	424600	411460	529879	337780			
Alt. #1								
Alt. #2								
Alt. #3								
Alt. #4								
Alt. #5	-1189	-1200	-1060	-1638	-1171			

MINUTES  
PERSONNEL COMMITTEE  
Case-Halstead Library Board of Trustees  
August 29, 2013

The meeting was called to order by Chairman Darren Tracy at 6:07 pm, at the Carlyle City Hall.

Present: Committee Members: Darren Tracy, Jane Bullock, Sharon Berdeaux, Brad Hoffmann.  
Ex-Officio Member: Library Board President, Barb Guebert

Also present: Brenda Johnson, City Liaison, Jo Hollenkamp, City Administrator, Mark Hodapp, Union Banner, Christi Gerrish, Library Director.

Darren said the committee needs to contact Councilwoman, Judy Smith, Chair of Employee Concerns committee.

Jane moved to go into executive session. Sharon seconded the motion. Only the personnel committee and Board President remained for the executive session.

Executive session closed at 6:38 pm on motion by Sharon with second by Jane.

Jane moved, with Darren seconding, that in view of Christi Gerrish completing her one-year probation period, ending Dec. 5, 2012, without an increase in pay customarily given to other city employees at their one-year anniversary, her salary be raised to the amount voted by the full Library Board in February, 2013. The raise in salary is to be retroactive to her anniversary date. The personnel committee vote was unanimous.

To date, she has not received ANY increase. Much confusion regarding the City's procedure to effect the increase has led to NO increase. Initially the committee was told the Finance Committee would have to review the recommendation for the raise. Several months later, the committee was told that the Employee Concerns Committee was responsible for discussing salaries. That committee put our requests for meeting off until union contracts for city employees were finalized. To date, these have not been completed.

Darren will contact Judy Smith for a meeting as soon as possible.

Darren moved, and Sharon seconded that minutes of previous executive sessions of the personnel committee remain closed. Motion carried.

This was Brad's final meeting. He was thanked for his exemplary work on the personnel committee in laying groundwork, doing the statewide search for a new Director, and for his invaluable input in the interview process which resulted in Christi Gerrish being hired.

Darren adjourned the meeting at 6:52pm.



## MINUTES

Case-Halstead Library Board of Trustees—Personnel Committee  
Tuesday, November 19, 2013  
Case-Halstead Library

Personnel Committee Chairman Darren Tracy called the meeting to order at 1:05 PM.

Present: Jane Bullock , Sharon Berdeaux, committee members, and Library Director, Christi Gerrish.

Darren stated the purpose of the meeting was to review policies pertaining to staff and to establish a policy on staff pay raises.

Christi introduced proposed policies regarding the salary schedules for staff. In addition a policy dealing with clean-up of blood-borne pathogens was reviewed and discussed. The proposed staff evaluation form was discussed. The committee felt it was comprehensive and easy to understand. It will be a valuable tool for the director and board to gauge the effectiveness of staff members. The Personnel Committee recommended the board adopt the evaluation form.

Raises for staff were discussed. The following policy is recommended by the personnel committee:

After a staff member completes one year of service, and is evaluated by the director, a raise of from \$ .25 to .50/hr. will be given, based on the evaluation.

Subsequent raises will be based on merit and budgetary considerations.  
Raises will not be automatic.

On a motion by Jane, with second by Darren, the vote to accept the policy was unanimous.

Darren emphasized that staff training be done for clean-up on bloodborne pathogens to be sure the policy is followed to the letter. The committee suggested that Christi create a specific kit containing all the products that will be needed and the specific procedures to follow in the event of such a spill.

The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Sharon Berdeaux  
Personnel Committee Acting Secretary

MINUTES  
LONG-RANGE PLANNING COMMITTEE  
CASE-HALSTEAD LIBRARY BOARD  
November 23, 2013

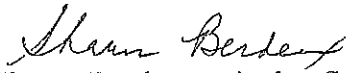
The Long-Range Planning Committee meeting was called to order at 10:00 AM by Chair Darren Tracy. Present were committee members Darren Tracy and Sharon Berdeaux. Member Ken O'Dell was absent. Brenda Johnson and Director Christi Gerrish were also present.

Darren announced the purpose of the meeting was to review and update the Long-Range Goals of the Library Board for 2014. See Attachment: "2014 and Long-Range Goals." The 2013 goals were discussed and changes made are highlighted in yellow. Deletions were made for goals already met, including construction of a new building. Other goals were expanded or modified. A new goal is to expand library hours to include weekday mornings as staff is already working those hours and could accommodate serving the public.

The modifications were approved on a motion by Darren, with second by Sharon. The 2014 Long-Range Goals will be presented to the Library Board with recommendation by the committee for approval.

The meeting was adjourned at 11:55 AM.

Respectfully submitted,

  
Sharon Berdeaux, Acting Secretary

Case-Halstead Library  
Carlyle, Illinois

**2014 AND LONG-RANGE GOALS**

(Rev. January, 2014)

**GOAL 1. COMPLY WITH GOVERNMENTAL CODES AND REGULATIONS.**

Objective 1. Comply with the Freedom of Information Act and the Open Meetings Act.

Task 1. Maintain policies and procedures to ensure proper responses to information requests.

Task 2. Conduct regular review of policies and procedures with Library Staff.

Objective 2. Maintain current copies of National, State, and Carlyle City Codes.

Task 1. Conduct regular review of National, State, and City Codes regarding the operation of public libraries with Board and Library Staff.

Task 2. Establish, adopt and review Bylaws for the governance of the Library, as needed.

**GOAL 2. UPGRADE AND MAINTAIN LIBRARY SERVICES THROUGH TECHNOLOGY.**

Objective 1. Provide access to books and library materials through inter-library loan program and new technology.

Task 1. Continually update website.

Was: Upgrade website

Task 2. Upgrade hardware, software, E-Book access for staff and patron use.

Task 3. Inform patrons and promote the accessibility of the card catalog through in-home internet connection.

Was: Inform patrons that the card catalog is accessible through in-home internet connection.

Objective 2. Provide equipment and resources to assist patrons in retrieving and preserving Library materials.

Task 1. Staff will maintain and update computer and library skills.

Task 2. Determine customer service priorities.

Task 3. Review current space allocated for patron research and resources.

Task 4. Preserve Library historical records, documents, photos, etc., using updated archival materials and processes.

### **GOAL 3. PROVIDE EDUCATIONAL OPPORTUNITIES AND SERVICES**

#### **Objective 1. Provide an independent learning center.**

Task 1. Provide a comfortable location for independent study.

Task 2. Provide self-study information and materials in the independent study location.

Task 3. Work with local educators including, but not limited to, reading specialists, curriculum directors and Kaskaskia College personnel, to advise and coordinate relevant curriculum materials.

Was: Contact

#### **Objective 2. Promote literacy program.**

Task 1. Publicize resources for assistance.

Task 2. Recruit volunteer tutors.

Task 3. Solicit "interns" from CHS and KC as tutors.

### **GOAL 4. PROVIDE COMMUNITY PROGRAMMING**

#### **Objective 1. Provide Story Hours and Special Programs.**

Task 1. Contact performers and/or groups to conduct programs throughout the year.

Task 2. Provide summer reading programs.

Task 3. Form book clubs for young readers and adults.

Task 4. Provide exhibit space for individuals and groups.

Task 5. Develop a regular speakers series.

Task 6. Develop a list of annual observances to highlight with book displays, showcase materials, website information, and special programs.

Task 7. Locate grant monies for additional programming.

Task 8. Maintain a list of donors to sponsor programs.

New: Objective 2. Expand library hours of operation to include mornings.

Task 1. Promote change to gauge community feedback

Task 2. Ensure staffing is adequate on days that mornings are an option.

Removed Prepare for 75<sup>th</sup> Anniversary Observance

## **GOAL 5. IMPROVE PUBLIC RELATIONS**

Objective 1. Publicize library news, events and services.

Task 1. Keep Staff well informed regarding current news, events and services so that they can courteously address patron questions and offer relevant information.

Task 2. Advertise and communicate programs and services through signage, press releases, weekly newspaper columns, radio Public Service Announcements, City and Library websites, and social media.

Task 3. Maintain contacts and communication with school personnel, community groups and organizations, volunteers, and especially "Friends of the Library."

Task 4. Develop a level of giving policy so that the "appreciation" plaque may be continuously updated to honor major donors and supporters of the Library.

Was: Task 4. Update "appreciation" plaque continuously to honor major donors and supporters of the Library.

Task 5. Publicize the Library in conjunction with community events, i.e., "Christmas Town" activities.

Task 6. Conduct a survey concerning community and library patron attitudes.

## **GOAL 6. MAINTAIN BUILDING AND GROUNDS.**

Objective 1. Provide an esthetically pleasing, comfortable, and safe library building for the enjoyment and use of patrons and staff.

Task 1. The building committee will inspect the interior and exterior of the library building at least annually, and recommend efficiencies, improvements, repairs, organization, layout, and decorating.

Task 2. Improve and update layout of Children's and Young Readers areas

Task 3. Improve and update layout of rooms reserved for tutoring sessions.

Task 4. Investigate funding sources, grants, etc., to help finance improvements.

New: Task 5. Build volunteer base to assist with building upkeep (e.g. light cleaning).

Objective 2. Provide for esthetically pleasing lawn and grounds to enhance the image of the Library.

Task 1. Build volunteer base to assist with landscaping needs.

Was: Task 1. Complete design and contract erection of an attractive lighted sign on Library lawn.

Removed Task 2

Was: Task 2. Improve parking situation on the North parking area and along Sixth Street.

## **Removed Goal 7**

**Was: Goal 7. Actively Pursue Plans for Construction of a New Library was removed**

Objective 1. Resolve legal issues regarding Maddux Trust.

Task 1. Engage an attorney with expertise in bequests, trusts, etc., with no perceived conflict of interest in local business, social, or political contacts.

Task 2. Cultivate public awareness and support regarding Library needs.

Task 3. Use every public relations initiative (See GOAL 2. Public Relations) to convey Library goals.

Task 4. Investigate the creation of a public fundraising drive to receive donations, bequests, etc., in a dedicated building fund.

Objective 2. Consider building alternatives.

Task 1. Tour other library buildings in the area to compare services, floor plans, etc.

Task 2. Stay current on design trends and the future of library services.

**GOAL 7. ENHANCE REVENUE SOURCES**

Objective 1. Create an income stream to supplement and enhance Library programs and services.

Task 1. Conduct public book sales and review sales techniques and policies.

Task 2. Develop a volunteer base for fundraising.

Was: Develop policies and procedures for implementing a fundraising campaign.

Task 3. Develop fundraising materials to assist volunteers.

Was: Develop campaign materials for print and web-based media.

Task 4. Contact individuals, organizations, businesses, etc., regarding monetary and in-kind gifts, memorials, honorariums, and other donations.

Task 5. Keep current with opportunities for grants and endowment funds.

Was: Create other funding mechanisms for grants and endowment funds.

Removed Task 6

Was: Develop a policy to collect fines or donations in lieu of fines.

Removed Objective 2

Was: Objective 2. Maximize farm income.

Task 1. Review current cash rent contract between First National Bank, as Trustee, and farm tenant(s).

Task 2. Research cash rents in Clinton and Bond Counties to substantiate Board recommendations / requests to revise Trustee / Tenant contract(s).



Removed Goal 8

Was: **GOAL 8. CREATE A PERSONNEL COMMITTEE**

Objective 1. Develop Staffing Criteria

Task 1. Review City employee policies, salary and benefits schedules.

Task 2. Review position descriptions; improve efficiencies; cross-train.

Task 3. Develop staff evaluation procedure.

Task 4. Complete a policy and procedures operating handbook.

Objective 2. Prepare a succession plan for Library Director position.

Task 1. Identify proposed retirement date.

Task 2. Create position description/responsibilities for Library Director position.

Task 3. Coordinate search for new Library Director.

Task 4. Coordinate candidate interviews and selection process.

---

2013 Long Range Planning Committee: Sharon Berdeaux, Darren Tracy, Ken O'Dell

Case-Halstead Library Board of Trustees  
Building and Grounds Committee  
Tuesday, February 11, 2014 meeting minutes

**Meeting Location:** Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

**Library Construction Committee Members Present:** Wendy Folen, Kim Stamps, Frank Buckingham

**Also Present:** Barb Guebert, Board President, Sharon Berdeaux, Christi Gerrish, Library Director

The meeting was called to order by Kim at 6:30 p.m. Kim has agreed to act as chairman of the Building and Grounds Committee and Wendy has agreed to write the minutes.

**New Business:** Temperature Control: Christi said the temperature in the current building is controlled manually. In the winter, heat goes down to 60 degrees at night and in the summer; air conditioning is turned up to 83 degrees. In the new building there is zoned temperature control and programmable thermostats. We discussed making certain that everything will be programmed to conserve energy in the off hours, including the Maddux community room. We will have to establish a policy that tells Christi or staff to adjust the temperature in the community room prior to an event so it is comfortable. We said the fireplace control will have to part of the procedure list to ensure that it is always turned off each evening.

Maintenance: Christi said there is no scheduled maintenance on the existing building that needs to be cancelled. On the new building as it is complete, we need to make certain there is a schedule for routine maintenance. Short list includes regular furnace and equipment checks, floor, windows, landscape, gutters, etc. We talked about how the city of Breese shares subcontractors among their various properties; example is the lady who cleans the Breese Library does it daily in addition to other city buildings.

We discussed the need for a very basic alarm system besides the panic button that has been planned to go at the circulation desk. Wendy agreed to contact Cory for entry level prices from Com Squad, the company under contract for the camera monitor. Barb asked if the roof hatch that is in the storage room of the Maddux community room would have a lock. Wendy will ask Cory that question also.

Develop policy for community room: Christi provided policies that are used at two other public libraries and we compared them and discussed what might work best in Carlyle. Kim agreed to combine some of the ideas on paper for a future review.

Events calendar: Christi said that she would like to have a book fair that would also be a fundraiser. She mentioned a Dr. Seuss Cat-in-the-Hat book promotion that Walmart is having and spoke of the possibility of having the Cat make an appearance at Case-Halstead if they could

narrow down a time frame. The craft fair idea that Brenda Johnson had proposed at a board meeting was discussed and the size of the Maddux community room may be a problem. Kim doesn't think that it will hold enough vendors to make it a good fair. The idea of trying to have programs and events that are more educational or relevant to the library was discussed.

We agreed that participating in the Clinton County Fair Parade as a library float would be tough to do this year with the move of the library collection into the new building. We said it would be easier to participate in the Christmas Parade again and Frank said he is confident the theater kids would be interested and perhaps the Grinch could make another appearance.

Christi said the Clinton County Paranormal Society has expressed interest in exploring the old library building before it is demolished. They came in one day and their equipment picked up on some unusual voices. The fire department also wants to put smoke in the building before it is torn down. These items need to be planned so the move is not delayed. Also, they must work with anyone wanting to salvage materials from the existing building.

Salvage from old building: Sharon was at the meeting because Barb had asked her to take an inventory of everything in the library that might be salvageable. Sharon spent several hours and produced a long list that included items from the attic and parts of the building. It included furniture and items such as doors, antique light switches, lights, etc. Christi will review the list to make sure she doesn't want to reuse anything and Wendy agreed to ask Cory if he had spoken with Plocher Construction about this subject. Plocher has the demolition contract. Earlier, Cory said he did not think they would object to us allowing Habitat for Humanity or Carlyle departments to take items, or for us to sell items to the highest bidder with money to go towards the new building. Sharon spoke of letting the city come in, then later, opening it up to the general public.

Public Comment: none

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

MINUTES  
PERSONNEL COMMITTEE  
CASE-HALSTEAD LIBRARY BOARD  
FEBRUARY 13, 2014

The meeting was called to order by Chair Darren Tracy at 10:00 AM. Present: Darren Tracy, Jane Bullock, Sharon Berdeaux, and Director Christi Gerrish.

The purpose of the meeting was to review staff evaluations conducted by Christi Gerrish and discuss salary recommendations for staff.

Jane moved that the committee go into closed session to discuss specific personnel and the recommendations made by the director. Sharon seconded the motion. The vote was unanimous. We entered Closed Session at 10:12 AM.

Following the closed session, Jane moved to accept the following recommendations for salaries:

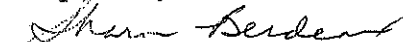
Holle and Boecker will receive raises of \$.50 (fifty cents) per hour.

The remaining staff, including Christi Gerrish, will receive raises of \$.05 (five cents) per hour. The total annual increase for staff, excluding Holle, Boecker, and Gerrish, will amount to approximately \$20.00. Gerrish's increase will be about \$100.00 per year.

Sharon seconded the motion, which passed unanimously.

The meeting adjourned at 10:50 AM.

Respectfully submitted,

  
Sharon Berdeaux  
Acting committee secretary

**QUOTATION**

Quote #: 680146233  
 Customer #: 44643159  
 Contract #: 45ABZ  
 Customer Agreement #: 090701.02 MHEC  
 Quote Date: 04/11/2014  
 Customer Name: CITY OF CARLYLE

Date: 4/11/2014

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

**Sales Professional Information**

SALES REP: BROOKS P NISBETT      PHONE: 1800 - 4563355  
 Email Address: [Brooks\\_Nisbett@DELLTEAM.com](mailto:Brooks_Nisbett@DELLTEAM.com)      Phone Ext: 4167648

**GROUP: 1    QUANTITY: 13    SYSTEM PRICE: \$678.69    GROUP TOTAL: \$8,822.97**

Description	Quantity
OptiPlex 3020 Small Form Factor CTO (210-ABIX)	13
4GB 1DIMM NON-ECC,1600MHz,OptiPlex (370-AAJE)	13
US English (QWERTY) Dell KB212-B QuietKey USB Keyboard Black (580-AAQX)	13
Display Not Included (480-ABFW)	13
Intel Integrated Graphics, Dell OptiPlex (490-BBFG)	13
No Wireless LAN Card (555-BBNI)	13
500GB 3.5inch Serial ATA (7,200 Rpm) Hard Drive (400-AANO)	13
Windows 7 Professional English 64bit (Includes Windows 8 Pro license and media) (619-ADLS)	13
Non-Canada Orders only (332-1286)	13
OptiPlex 3020 Small Form Factor Chassis with Standard Power Supply (321-BBEP)	13
Dell Logitech USB Optical Mouse (570-AADU)	13
No ESTAR (387-BBCG)	13
8X Slimline DVD+-RW drive (429-AAJU)	13
No Speaker, OptiPlex (520-AAAL)	13
Thank You for Choosing Dell (555-BBNG)	13
System Power Cord (Philipine/TH/US) (450-AAOJ)	13
MS Media : Windows 8 (64Bit) Resource DVD (620-AABF)	13
No Dell Backup and Recovery software (637-AAAM)	13
Desktop BTO Standard shipment (800-BBIO)	13
Not Selected in this Configuration (817-BBBC)	13
Safety/Environment and Regulatory Guide (English/French/Dutch) (340-AGIK)	13
Dell Limited Hardware Warranty Plus Service Initial Year (936-2417)	13
Dell Limited Hardware Warranty Plus Service Extended Year(s) (939-6538)	13
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year (939-6748)	13

Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 2 Year Extended (939-7288)	13
Management Engine (340-AGMO)	13
Dell 20 Monitor - E2014H (480-ABHM)	13
No Diagnostic/Recovery CD media (340-ABJI)	13
No Quick Reference Guide (340-ABKW)	13
Intel Core i3-4130 Processor (Dual Core, 3MB Cache, 3.40 GHz, w/HD 4400 Graphics) (338-BCIF)	13
No DDPE Encryption Software (954-3465)	13
Chassis Intrusion Switch (461-AAAX)	13
Small Form Factor Chassis Mainstream Heatsink (65watts) (412-AABL)	13
SHIP MTL,SYSM,OptiPlex SFF (340-ACGR)	13
No Accessories (461-AABV)	13
PowerDVD Software not included (632-BBBJ)	13
Regulatory Label OptiPlex 3020 Small Form Factor (389-BDSE)	13
Intel Core I3 Label (389-BCCY)	13
Microsoft Office Trial, Single Language, Tablet (630-AABO)	13
Dell Digital Delivery Cirrus Client (340-AAUC)	13
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex (421-5334)	13
Thank you for buying Dell (421-9982)	13
Dell Data Protection System Tools Digital Delivery/DT (422-0008)	13
SW,MY-DELL,CRRS (422-0052)	13
Visit <a href="http://www.dell.com/encryption">www.dell.com/encryption</a> (632-BBBZ)	13
Thank you for buying Dell (632-BBCB)	13
Adobe Reader 11 (640-BBDF)	13
Dell Data Protection   Protected Workspace (640-BBEV)	13
Enable Low Power Mode (658-BBMQ)	13
Waves Maxx Audio (658-BBNH)	13
No Anti-Virus Software (650-AAAJ)	13

<b>*Total Purchase Price:</b>	<b>\$8,822.97</b>
<b>Product Subtotal:</b>	<b>\$8,822.97</b>
<b>Tax:</b>	<b>\$0.00</b>
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>
<b>State Environmental Fee:</b>	<b>\$0.00</b>
<b>Shipping Method:</b>	<b>LTL 5 DAY OR LESS</b>

(\* Amount denoted in \$)

**Statement of Conditions**

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors. Dell may make changes to this proposal including changes or updates to the products and services described, including pricing, without

**QUOTATION**

Quote #: 680146237  
 Customer #: 44643159  
 Contract #: 45ABZ  
 Customer Agreement #: 090701.02 MHEC  
 Quote Date: 04/11/2014  
 Customer Name: CITY OF CARLYLE

Date: 4/11/2014

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

**Sales Professional Information**

SALES REP: BROOKS P NISBETT      PHONE: 1800 - 4563355  
 Email Address: [Brooks\\_Nisbett@DELLTEAM.com](mailto:Brooks_Nisbett@DELLTEAM.com)      Phone Ext: 4167648

**GROUP: 1    QUANTITY: 1    SYSTEM PRICE: \$813.25    GROUP TOTAL: \$813.25**

Description	Quantity
OptiPlex 3020 Small Form Factor CTO (210-ABIX)	1
8GB, NON-ECC, 1600MHZ DDR3,2DIMM,OptiPle (370-AADC)	1
US English (QWERTY) Dell KB212-B QuietKey USB Keyboard Black (580-AAQX)	1
Display Not Included (480-ABFW)	1
AMD RadeonHD 8490, 1GB DDR3, LP, 1 DP 1 DVI, Dell OptiPlex (490-BBFH)	1
No Wireless LAN Card (555-BBNI)	1
1TB 3.5inch Serial ATA (7.200 Rpm) Hard Drive (400-AAMQ)	1
Windows 7 Professional English/French 64bit (Includes Windows 8 Pro license and media) (619-ADLR)	1
Non-Canada Orders only (332-1286)	1
OptiPlex 3020 Small Form Factor Chassis with Standard Power Supply (321-BBEP)	1
Dell Logitech USB Optical Mouse (570-AADU)	1
No ESTAR (387-BBCG)	1
8X Slimline DVD+/-RW drive (429-AAJU)	1
No Speaker, OptiPlex (520-AAAL)	1
Thank You for Choosing Dell (555-BBNG)	1
System Power Cord (Philippine/TH/US) (450-AAOJ)	1
MS Media : Windows 8 (64Bit) Resource DVD (620-AABF)	1
No Dell Backup and Recovery software (637-AAAM)	1
Desktop BTO Standard shipment (800-BBIO)	1
Not Selected in this Configuration (817-BBBC)	1
Safety/Environment and Regulatory Guide (English/French/Dutch) (340-AGIK)	1
Dell Limited Hardware Warranty Plus Service Initial Year (936-2417)	1
Dell Limited Hardware Warranty Plus Service Extended Year(s) (939-6538)	1

Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis Initial Year (939-6748)	1
Basic Hardware Service: Next Business Day Onsite Service After Remote Diagnosis 2 Year Extended (939-7288)	1
Management Engine (340-AGMO)	1
Dell 20 Monitor - E2014H (480-ABHM)	1
No Diagnostic/Recovery CD media (340-ABJI)	1
No Quick Reference Guide (340-ABKW)	1
Intel Core i3-4130 Processor (Dual Core, 3MB Cache, 3.40 GHz, w/HD 4400 Graphics) (338-BCIF)	1
No DDPE Encryption Software (954-3465)	1
Chassis Intrusion Switch (461-AAAX)	1
Small Form Factor Chassis Mainstream Heatsink (65watts) (412-AABL)	1
SHIP MTL,SYSM,OptiPlex SFF (340-ACGR)	1
No Accessories (461-AABV)	1
PowerDVD Software not included (632-BBBJ)	1
Regulatory Label OptiPlex 3020 Small Form Factor (389-BDSE)	1
Intel Core I3 Label (389-BCCY)	1
Microsoft Office Trial, Single Language, Tablet (630-AABO)	1
Dell Digital Delivery Cirrus Client (340-AAUC)	1
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex (421-5334)	1
Thank you for buying Dell (421-9982)	1
Dell Data Protection System Tools Digital Delivery/DT (422-0008)	1
SW,MY-DELL,CRRS (422-0052)	1
Visit <a href="http://www.dell.com/encryption">www.dell.com/encryption</a> (632-BBBZ)	1
Thank you for buying Dell (632-BBCB)	1
Adobe Reader 11 (640-BBDF)	1
Dell Data Protection   Protected Workspace (640-BBEV)	1
Enable Low Power Mode (658-BBMQ)	1
Waves Maxx Audio (658-BBNH)	1
No Anti-Virus Software (650-AAAJ)	1

<b>*Total Purchase Price:</b>	<b>\$813.25</b>
<b>Product Subtotal:</b>	<b>\$813.25</b>
<b>Tax:</b>	<b>\$0.00</b>
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>
<b>State Environmental Fee:</b>	<b>\$0.00</b>
<b>Shipping Method:</b>	<b>LTL 5 DAY OR LESS</b>

(\* Amount denoted in \$)

Statement of Conditions



**QUOTATION**

Quote #: 680146239  
 Customer #: 44643159  
 Contract #: 45ABZ  
 Customer Agreement #: 090701.02 MHEC  
 Quote Date: 04/11/2014  
 Customer Name: CITY OF CARLYLE

Date: 4/11/2014

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

**Sales Professional Information**

SALES REP: BROOKS P NISBETT      PHONE: 1800 - 4563355  
 Email Address: [Brooks\\_Nisbett@DELLTEAM.com](mailto:Brooks_Nisbett@DELLTEAM.com)      Phone Ext: 4167648

**GROUP: 1    QUANTITY: 10    SYSTEM PRICE: \$747.51    GROUP TOTAL: \$7,475.10**

Description	Quantity
Dell Latitude 3540, CTO (210-ABBU)	10
4GB (1x4GB) 1600MHz DDR3L Memory (370-AAQI)	10
Internal English Spill Resistant Keyboard (583-BBMW)	10
Intel HD Graphics 4400 (490-BBMU)	10
Latitude 3540 DW1705 Driver (555-BBNY)	10
320GB 5400rpm Hard Drive (400-AASR)	10
Windows 7 Professional, English, 64bit (includes Windows 8.1 Pro 64bit License and Media) (536-BBBD)	10
Non-Canada Orders only (332-1286)	10
4-Cell Battery (40 WHr) (451-BBDQ)	10
No Carrying Case (460-BBEX)	10
Internal / Non-Swappable Tray Load 8X DVD+/-RW (429-AAIF)	10
Dell Wireless-N 1705 @ 2.4GHz + Bluetooth 4.0 (555-BBCB)	10
US Power Cord (537-BBBD)	10
Windows 8.1 USB OS Recovery(English) (620-AASO)	10
Dell Backup and Recovery Basic 1.6 (637-AAAS)	10
BTO Standard shipment (800-BBEX)	10
System Documentation, English (340-ACOS)	10
ProSupport: Next Business Day Limited Onsite Service After Remote Diagnosis Initial Year (940-0017)	10
ProSupport: Next Business Day Limited Onsite Service After Remote Diagnosis 2 Year Extended (940-0148)	10
Dell Limited Hardware Warranty Plus Service Initial Year (940-0309)	10
Dell Limited Hardware Warranty Plus Service Extended Year(s) (940-0348)	10
ProSupport: 7x24 Technical Support, Initial (940-0387)	10
ProSupport: 7x24 Technical Support, 2 Year Extended (940-0389)	10

Thank you choosing Dell ProSupport. For tech support, visit <a href="http://support.dell.com/ProSupport">http://support.dell.com/ProSupport</a> or call 1-866-5 (989-3449)	10
No UPC Label (389-BDCE)	10
Standard On-Site Installation Declined (900-9987)	10
No Resource DVD (430-XXYG)	10
No Quick-Reference Guideline (340-AASE)	10
EPEAT Bronze Registered / Energy Star 5.2 Qualified (387-BBDU)	10
Intel Core i3-4010U (Dual Core, 1.70GHz, 3M cache, 15W) (338-BCUM)	10
No DDPE Encryption Software (954-3465)	10
Camera Included (319-BBBY)	10
Packaging : Brown Box (328-BBDZ)	10
Latitude 3540 Ship Material (340-AFDF)	10
No Power DVD (430-XXYY)	10
Latitude 3540 Regulatory Label (389-BCVQ)	10
Intel Core i3 Processor Label (389-BCCH)	10
15.6" HD (1366x768) Anti-Glare WLED-backlit (391-BBHH)	10
Microsoft Office Trial, MUI, OptiPlex, Precision, Latitude (630-AABP)	10
Software for Integrated Camera (319-BBBH)	10
Dell Digital Delivery Cirrus Client (340-AAUC)	10
Royalty for Waves MaxxAudio(R) 4 (340-ACYL)	10
Dell Power Manager (340-ADFZ)	10
Latitude 3540 Software Drivers (340-AEWD)	10
Thank you for buying Dell (421-9982)	10
Dell Data Protection Security Tools Digital Delivery/NB (422-0007)	10
Adobe Reader 11 (640-BBDI)	10
Dell Data Protection   Protected Workspace (640-BBEU)	10
Not Selected in this Configuration (640-BBHQ)	10
Visit <a href="http://www.dell.com/encryption">www.dell.com/encryption</a> (640-BBHR)	10
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps), OptiPlex (658-BBMR)	10
No Anti-Virus Software (650-AAAM)	10
65W AC Adapter, 3-pin (492-BBEM)	10

<b>*Total Purchase Price:</b>	<b>\$7,475.10</b>
<b>Product Subtotal:</b>	<b>\$7,475.10</b>
<b>Tax:</b>	<b>\$0.00</b>
<b>Shipping &amp; Handling:</b>	<b>\$0.00</b>
<b>State Environmental Fee:</b>	<b>\$0.00</b>
<b>Shipping Method:</b>	<b>LTL 5 DAY OR LESS</b>

(\* Amount denoted in \$)