

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, August 4, 2014

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

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

Also Present: Christi Gerrish, Library Director; Cory Pritchard, Poettker Construction; Mark Hodapp, Union-Banner reporter

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

City alderwoman Brenda Johnson, who was reappointed by Mayor Burton to the library board for another term, was administered the oath of office by Secretary Wendy Folen.

Meeting Minutes: Darren moved to accept the July 7 minutes. Jane seconded and all were in favor. The motion carried.

Treasurer's Report: Jane reported that 17 % of the year has elapsed and 15.22% of the library budget has been spent. The only unexpected expenditure on the report was line item 20-56-5330 for legal services in the amount of \$61.20. Jane said this is when city administrator Jo Hollenkamp contacted city attorney Joe Heligenstein with questions she had about Library Lane.

Barb said when Ken Mehochko was the city's attorney; the library had requested that the library director be notified in advance when an invoice for legal services will be placed against the library's operating budget. She asked Brenda, who is also the city finance chairman, if this courtesy could continue.

Barb questioned why the addition of a new revenue line item for Maddux Community Room, as discussed in a previous meeting, does not appear on the report. Jane said Rita at City Hall has it on her radar to include next year. The budget committee for the library needs to remind the city about the new line item in Feb. when submitting the library's budget proposal. Jane said revenue generated from the Maddux Room can be placed under the general Maddux Trust revenue line item in the meantime.

Brenda said Jo Hollenkamp is redoing many things right now and perhaps the new line item could still be added this year. She offered to discuss it with her.

Sharon made a motion to approve the treasurer's report which Darren seconded. All were in favor and the motion carried.

Library and Construction Bills: Christi reviewed the income and expenditures for July. She said the fact that the library was closed affected the revenue amount. She said the \$474 amount listed under donations was from some furniture that will not be used in the new library and was sold. The majority of the unused items were given away to other departments within the city. On the expenditures side, there was not an amount

listed under maintenance, services of building. Christi said she had temporarily stopped it and now we need to figure out a schedule to clean the new building. Christi said the Da-Com lease for \$79.83 is in the grand total but she accidentally omitted it from the line item 5120. Sharon moved to pay the bills and Jane seconded. All were in favor and the motion carried.

Christi reviewed the construction bills. She said there remains \$122,000 in the state grant money received to date for the bills. There will still be another payment from the state as the construction concludes. Cory said he has requested that by the next board meeting, contractors submit their invoices in full. He said they will hold their retention payments until Poettker is assured the work is satisfactorily complete and contractors have produced the proper documentation.

In response to a question of what is the proper documentation, Cory said as-built drawings, warranty information, operation and maintenance drawings, etc. Cory asked if Arcturis does the as-built drawings and the board did not know.

Arcturis will need to approve 100 percent completion and brief discussion took place about the remaining items that are still needed in terms of furnishings, and other equipment that is not part of Arcturis's spec sheet but still part of the new construction project.

Frank made a motion to pay the construction bills, Darren seconded. All were in favor and the motion carried.

Statistics: Christi reviewed the circulation statistics very briefly and gave a written report, but with the library closed, they are not really applicable she said. She said the limited hours at St. Mary's have worked out okay.

Sharon commended Christi and the staff for doing all they could to accommodate the patrons while the library was closed.

Director's Report: Christi reported on the past four weeks that saw the demolition of the old Case-Halstead Library building and the moving of books into the new facility. There remains much work to do and the library is still not open for patrons.

Christi said while the old building was being razed, Herman Fauke, who was born in the upstairs of the old house in 1937, came to watch. In addition, board members and several others stopped by throughout the process, including children from a local day-care.

The move into the new building took place on Monday July 28 and Christi said about 20 to 30 people volunteered. She said the 25 shopping carts on loan from IGA, Super Valu and Walmart made the move go smoothly, as did Don Berdeaux's truck.

Christi said the day before the old building was razed; a St. Clair County Emergency Response team with 5 dogs used it for training. Darren, who had been trying to coordinate times with the Carlyle Fire Dept. to use the building as well, said they did not return his calls until too late.

Sharon commended Christi for organizing the move. "You did a great job, a superhuman effort." Sharon said Christi's parents, Norma and Harlan Gerrish, should be thanked as well. They came and volunteered many hours as did Barb and others.

Standing Committee Reports:

Long Range Planning Committee: Nothing to report.

Budget Committee: Nothing to report.

Personnel Committee: Nothing to report.

Building and Grounds Committee: Nothing to report.

Barb brought up the point of who will mow the sod and questioned the status of a policy for the Maddux Community Room. Kim said she met with Christi and they were going to have Phil Lanzini review the last draft that was discussed by the committee.

Frank, who is on the technology committee, said he would like to be involved with policies for the computers.

Other Reports:**Construction Report:**

Barb shared two letters with the board dated July 22 and July 29 from Carolyn Davenport, Assistant Trust Officer of the Maddux Trust held by the First National Bank. The first letter questions some information in the Illinois State Library Grant Program report for the quarter ending June 30 that was provided to them by Barb, Jane and Christi.

In the second letter, Carolyn wrote that the trust committee wants to see the specifics of the State grant and requests an itemized accounting of grant funds received and what remains.

Barb said she contacted Carolyn because the bank has been provided all the information already, just not in this format. She offered to speak to the trust committee to clear up any questions they have.

Carolyn was not agreeable to this idea and preferred a written response. Barb said she is concerned that all of the trust committee's questions may not be answered this way. She said confusion may be because of the late State payment due to a clerical error. Barb thought some direct conversation would have been helpful.

She presented to the board a "Current Accounting of Upcoming Charges to the State Grant and Maddux Trust." The figures on this report were verified with Construction Project Manager Cory Pritchard and sent to the Bank with a cover letter signed by Barb and Jane. The report includes all the requested information in a simple one-page format. The board felt the information as presented should satisfy the bank's latest request.

Frank questioned the bank's keen interest in the state grant funds that are separate from the Maddux Trust.

The construction report continued and Cory said he needs approval for a change order for Joiner regarding keys to the building and explained the reason. Darren moved that the change order be approved, Frank seconded, all were in favor and the motion carried.

Barb reported that more bookcases will be coming for the area in the library where the book sale items will be located. The cost from Egyptian is \$1472.07 and we have the shelves already.

Sharon said her husband Don will make a new lanyard for the flag pole. On a recommendation by Joe Huels with Poettker Construction, it was decided to locate the flagpole closer to the building. Cory said the light will move with it.

Cory reported that the asbestos abatement of the old building took longer than expected. The first section of curbing has been poured but now they are waiting for the retaining wall to be finished.

Wendy questioned keys for the new building. Christi said the staff and police department have a key. Sharon cautioned Christi about having too many keys in circulation. Christi said there is a key code each person must enter in addition to the key. Cory said the system can take up to 60 codes.

Wendy said in the past, the library was the library director's home so the board members did not have keys to the building. But that is different now and feels at the very least, the board president should have a key to the library. Barb said for everyone to consider the keys and we can discuss it next meeting.

City Council Liaison: No report.

Grand Opening Committee: Sharon provided the schedule of events to celebrate the grand opening. On Aug. 13, there will be a sneak peek night for Friends of the Library. On Aug. 14 there will be an appreciation night for the contractors and their families. That event starts at 7 p.m. and Sharon said board members should arrive at 6:30 p.m. She said Walmart has donated 15 bottles of champagne for a toast and Traditions Portrait Design has volunteered to take pictures for free. Sharon wants to get an official board members photo and place a copy in the time capsule and perhaps hang it somewhere such as in the board room. She also would like a staff photo. Sharon said board members can split the nominal cost of the evening and to tell her if they have any objections to that.

The Grand Opening Event is set for Saturday August 16 beginning at 10 a.m. Sharon asked board members to arrive by 9 a.m. Brenda spoke with the VFW Post in Carlyle and they will post the colors.

Sharon said she asked the First National Bank if they would sponsor two ads for the event in the newspapers but they declined. Sharon did not pursue it with them. The Rotary Club of Carlyle agreed to sponsor two ads literacy is one of their areas of interest. Barb said Rotary president Brad Scott worked out the details with members of the Club.

Kim reported the time capsule is ready to go. She has arranged with KG Yaunches to be the master of ceremonies and said there will be a ribbon cutting. Junior high students Andrew Bowman and Cory Kleine have been given the honor of cutting the ribbon. They were selected by KG because of the letters they wrote. There are over 200 letters from 7th and 8th grade students in the time capsule to be opened in 25 years.

Kim said after the ribbon cutting, the ceremony will continue in the Maddux Community Room and then everyone can enter the library. Ken O'Dell has volunteered to play the piano. There will be a children's program at 1 p.m. featuring singer/story-teller Rick Rayburn, who has donated his time. Scott Patric of WCXO FM96.7 Radio will broadcast live at the library from 11 a.m. to 1 p.m. The live broadcast has been sponsored by John Lieber of the Wheelhouse and LuBar restaurants.

Sharon said 45 invitations were sent, including to the State Librarian Jesse White and Ann Craig, as well as to the legislators, council members, mayor, etc.

Board members were asked to come all week and help as they can. We must clean the library and finish setting it up. Cory warned that the second part of the parking lot may not be accessible and it won't be striped yet. Christi said staff will help direct people to park across the street.

Sharon said she plans to go to the cemetery to visit the graves of Flora Ethel Maddux and Eckstein Case and invited the board members to join her. She said it is not a meeting, rather a gesture of respect and gratitude to these two people who have made the wonderful new building and the library in Carlyle possible. Anyone interested should meet at the top of the hill in Carlyle cemetery Sunday around 5 p.m. by the stone wall of the Case family plot.

Public Comment: No members of the public were in attendance.

Old Business: Review of the 2014 Calendar: Christi is finishing the Per Capita Grant. Next month we need to review a chapter from Serving Our Public. A board member needs to do Edge training.

New Business:

Oak Tree: Barb said that the horticulturist with Diversified Solutions who is providing the landscape for the new building commented on the oak tree that has been saved. In her professional opinion, the gall that is on the tree could be greatly improved with injection treatments and recommended a course of action. The first treatment would be \$180. Frank raised a concern if this treatment really works or not. A suggestion was made to get a second opinion from Mary Graperhaus before proceeding.

Counter Top: Barb explained to the board how the countertop and cabinets in the work area were not built as presented by Arcturis during the design/planning stage. They were built as specified however, and the result is the trash receptacles are not located near the coffee service and the work counter has been reduced to only 3 feet next to the copier. The cost to reconfigure the work area so it can function as anticipated is \$6,000 and the money to do this is in the budget. Kim made the point that now is the time to do this and that more space would be wanted for collating copies. Wendy suggested working with the current counter and suggested repositioning the coffee service with an extension power strip that could be hidden by something else like an area to join the "Friends of the Library." After more discussion, Frank made a motion to fix or replace the counter and cabinets in the coffee/copier area and not to exceed \$6,000 in the process. Ken seconded the motion; all were in favor except Wendy who voted against the motion due to the expense. Motion carried. The hope is that the old countertop can be sold to help offset the cost of the new.

Art Restoration: Wendy presented a brief summary of the art pieces that were salvaged from the old building, including the damaged pieces from the attic. The price estimate for restoration by the Hall of Frames is around \$1750. That does not include a badly damaged piece from the 1890's with a signed note from Eckstein Case. Barb has volunteered to take it to Hall of Frames for a quote. Wendy made a motion to proceed with the restoration of the library's art collection up to \$2,000. Frank seconded the motion, all were in favor and the motion carried.

AV Training: Christi said there will be training for the audio visual equipment and will let board members know when that will take place.

Brent Alexander: Wendy presented ideas from artist Brent Alexander, after local artist Jane Buchele stepped away from the project due to schedule conflict. Brent painted the mural at the New Baden Library and is available to complete the children's mural in our library prior to the grand opening event. Several pictures were shown. Darren made the motion to proceed with Brent Alexander as the artist for the children's mural for \$1,500. Kim seconded, all were in favor and the motion carried. Board members wishing to provide input and meet the artist were invited to come to the library on Thursday morning around 10 a.m.

Pest Control: Christi reported a lot of bugs in the building due to the new construction and the doors open, etc. Sharon made a motion to proceed with pest control prior to the grand opening. Brenda seconded, all were in favor and the motion carried.

Outdoor Furniture: Options were presented for outdoor furniture from the same source that provided the benches for the City of Carlyle. Jane made a motion to pursue (2) 6 foot benches, (1) 4 foot bench and (2) trash cans. Savannah was the style of the bench and Charleston round was the style of the trash can. Frank seconded the motion, all were in favor, motion carried. Christi will get more exact price information including freight and request some finish samples. The board was interested in the green.

Historic Marker: Barb asked if the board would be interested in pursuing a historical marker with a narrative for the former site of the Case-Halstead Library if funds are available. The board seemed in favor.

General Dean Program: Barb provided an update on the General Dean Program she has been working on to take place on Nov. 8. The cost to transport the General Dean collection to our library is \$6,000. Barb said she has spoken with our city administrator about the program and believes it will be a great event for the community. She said we need to drum up monetary support to bring the exhibit here.

Committee Appointments and New Standing Committee: Barb said now is the time to consider the committees and who will be on each. She said policy and procedures may be a new committee and noted that any new standing committees require a by-laws change. With the new library now open, the policy and procedures committee is probably more relevant at the moment than the long range planning committee it was noted. Barb asked if any board members wanted to switch committees and nobody indicated they did. Barb said she is considering Darren and Ken on the Policy and Procedure Committee and Jane, Sharon and Frank on Personnel. Building and Grounds Committee currently has Kim, Frank and Wendy, while Budget Committee has Jane, Barb and Brenda. The committee appointments will be on next month's agenda.

With no further business to discuss, the meeting adjourned at 9:55 p.m. The next regular scheduled board meeting will take place on Tuesday, Sept 2 at 7:00 p.m. due to the Labor Day Holiday on Monday.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Public Library
Minutes for Special Meeting of Board of Trustees
Monday, August 11, 2014

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

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

Absent: Darren Tracy-Vice President, Kim Stamps, Ken O'Dell (excused)

Also Present: Christi Gerrish-Library Director

The meeting was called to order by Barb at 5:00 p.m. and the Pledge of Allegiance was recited.

Barb explained that artist, Brent Alexander, completed the children's library mural on Friday and submitted an invoice for \$1500 as proposed. He waived his standard half deposit because of the job's quick turnaround with the grand opening deadline, but requests immediate payment. (The city only writes checks once a month.)

She said the special meeting was called to approve the construction invoice so payment can be expedited this month. Sharon moved to approve the Alexander Artworks invoice for \$1500, Jane seconded the motion and all were in favor. Motion carried.

Barb said the reconfiguration of the copy/coffee area in the library is temporarily on hold at her direction. She said Cory Pritchard with Poettker Construction informed her that an additional 58 feet of retaining wall is required for the alley as the land cannot flatten as quickly as indicated on HMG's site plan. Cory said the additional material and labor is covered in the budget and told her this type of unforeseen situation is why contingencies are included. Barb said she felt it best to hold on the reconfiguration of the interior work space until we are certain there are no more unforeseen issues related to infrastructure which take precedent. She said none are expected.

The Special Meeting adjourned at 5:05 p.m. The next regular board meeting will take place on Tuesday, Sept.2, 2014 at 7:00 p.m. in the new library.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING JULY 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110 PROPERTY TAX	16,389.96	16,389.96	28,000.00	(11,610.04)	58.54
20-3150 MOBILE HOME TAX	.00	.00	80.00	(80.00)	.00
20-3160 PAYMENT IN LIEU OF TAXES	.00	.00	5,300.00	(5,300.00)	.00
TOTAL TAXES	16,389.96	16,389.96	33,380.00	(16,990.04)	49.10
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	.00	2,000.00	.00	2,000.00	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	2,000.00	.00	2,000.00	.00
<u>FINES & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	.00	1,224.30	7,000.00	(5,775.70)	17.49
TOTAL FINES & FORFEITURES	.00	1,224.30	7,000.00	(5,775.70)	17.49
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.67	8.76	25.00	(16.24)	35.04
20-3831 DONATIONS	100.00	1,333.00	2,000.00	(667.00)	66.65
20-3832 DONATIONS-SUMMER READING	.00	600.00	2,000.00	(1,400.00)	30.00
20-3833 DONATIONS-BOOK SALES	.00	944.00	300.00	644.00	314.67
20-3860 MADDUX TRUST	.00	.00	.00	.00	.00
20-3890 MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	100.67	2,885.76	4,325.00	(1,439.24)	66.72
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	15,000.00	30,000.00	122,000.00	(92,000.00)	24.59
TOTAL OTHER FINANCING SOURCES	15,000.00	30,000.00	122,000.00	(92,000.00)	24.59
TOTAL FUND REVENUE	31,490.63	52,500.02	166,705.00	(114,204.98)	31.49

CITY OF CARLYLE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING JULY 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	5,893.23	21,260.51	84,000.00	62,739.49	25.31
20-56-4510 HEALTH & DENTAL INSURANCE	1,309.25	2,607.59	5,279.88	2,672.29	49.39
20-56-5110 MAINTENANCE SERVICES-BUILDING	150.00	750.00	5,500.00	4,750.00	13.64
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	124.09	348.36	2,075.00	1,726.64	16.79
20-56-5330 LEGAL SERVICES	.00	61.20	1,000.00	938.80	6.12
20-56-5490 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	7,050.00	6,050.00	14.18
20-56-5510 POSTAGE	49.52	142.01	400.00	257.99	35.50
20-56-5520 TELEPHONE	105.13	307.20	1,500.00	1,192.80	20.48
20-56-5530 PUBLISHING	77.35	83.60	500.00	416.40	16.72
20-56-5540 PRINTING	.00	.00	.00	.00	.00
20-56-5620 TRAVEL EXPENSE	.00	.00	300.00	300.00	.00
20-56-5630 TRAINING	.00	.00	500.00	500.00	.00
20-56-5710 UTILITIES	625.34	1,719.39	15,000.00	13,280.61	11.46
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	10,000.00	10,000.00	.00
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	100.00	100.00	.00
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	.00	100.00	100.00	.00
20-56-6510 OFFICE SUPPLIES	612.07	710.55	2,000.00	1,289.45	35.53
20-56-6540 JANITORIAL SUPPLIES	.00	43.58	400.00	356.42	10.89
20-56-6580 PERIODICALS	440.60	832.23	2,000.00	1,167.77	41.61
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	2,164.30	6,655.61	20,000.00	13,344.39	33.28
20-56-9250 SPECIAL PROGRAMS	.00	603.84	3,500.00	2,896.16	17.25
20-56-9290 MISCELLANEOUS EXPENSE	6.20	18.60	100.00	81.40	18.60
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	1,988.25	7,953.00	5,964.75	25.00
TOTAL LIBRARY	13,219.83	39,132.52	170,257.88	131,125.36	22.98
TOTAL FUND EXPENDITURES	13,219.83	39,132.52	170,257.88	131,125.36	22.98
NET REVENUES OVER EXPENDITURES	18,270.80	13,367.50	(3,552.88)	16,920.38	376.24

Case Halstead P.L. – Income and Expenditures

August 2014

- A. Nonresident Fees- \$378.00
- B. Fines - \$16.70
- C. Fax Machine- \$13.00
- D. Copier & Printer- \$85.55
- E. Book Sale - \$9.50
- F. Donations - \$53.98
- G. Coffee - \$9.50
- H. Amazon Book Sale (not in totals) -\$53.24

Total \$620.47

Total at CH \$894.00

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$100.00</u>
Terminix - \$100.00	
5120 Maintenance-Equipment	<u>5120 \$144.44</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$64.61	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$600.00</u>
Pro-Alarm (Fire & Security w/ Reporting) - \$600.00	
5510 Postage	<u>5510 \$54.20</u>
4 Packages - \$54.20	
5520 Telephone	<u>5520 \$319.51</u>
AT&T - \$294.51	
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 \$494.36</u>
City of Carlyle - \$318.87	
Ameren - \$175.49	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$296.96</u>
Demco - \$134.78	

Wal-Mart - \$162.18	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1749.40</u>
Amazon - \$152.65	
Baker & Taylor - \$229.75	
Barnes & Noble (Christi for Grant) - \$726.53	
Gale - \$245.51	
Scholastic - \$38.98	
Show-Me Books - \$330.00	
Taste of Home - \$25.98	
9250 Special Programs	<u>9250 \$179.80</u>
Fed-Ex (Sharon for Cardstock) - \$11.99	
Flowers by Tess (2 Flower Arrangements) - \$55.00	
Hobby Lobby (Name Tags) - \$4.99	
Sam's (Brenda for Cookies) - \$83.92	
Supervalu (Sharon for Lemonade) - \$23.90	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$3,944.87</u>

Late Bills from July

Library Project Bills

September 2014

Maddux Trust:

8900 Other Improvements

- Arcturis - \$1,687.24
- Artech - \$85.00
- Automatic Fire Protection - \$5,966.30
- Centurion - \$462.00
- City of Carlyle - \$1966.75
- Demco - \$631.07
- General Waste - \$26797.5
- Hall of Frames - \$2,055.40
- Isaak Auto Body - \$600.00
- Luebbers - \$65.00
- M L Vasquez - \$589.00
- Plocher Construction - \$181,791.00
- Poettker Construction - \$2292.00
- Rakers Electric - \$6940.84
- Stan Robert - \$125.00
- Von Alst Walls - \$9972.50

Total - \$242,026.60

Grand Total - \$242,026.60

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2014 August

2014 July

2013 August

ADULT---1435

ADULT---660

ADULT---2781

CHILDREN---624

CHILDREN---120

CHILDREN---657

YOUNG ADULT---103

YOUNG ADULT---41

YOUNG ADULT---134

RENEWALS---509

RENEWALS---445

RENEWALS---543

MANUAL CHECKOUTS---12

MANUAL CHECKOUTS---0

MANUAL CHECKOUTS---51

3M Cloud---34

3M Cloud---28

TUMBLEBOOKS---7

Overdrive---181

Overdrive---124

Overdrive---174

TOTAL=2898

TOTAL=973

TOTAL=3804

ROUTE INS=325

ROUTE INS=307

ROUTE INS=544

ROUTE OUTS=239

ROUTE OUTS=314

ROUTE OUTS=890

COMPUTER USE=288

COMPUTER USE=1

COMPUTER USE=400

Grand Opening – Approximately 600 people through the day



AIA Document G701/CMa™ - 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address): Case-Halstead Public Library Vacant lot east of existing library 571 Franklin Street Carlyle, IL 62231	CHANGE ORDER NUMBER: 001 INITIATION DATE: 8/13/2013	OWNER: <input checked="" type="checkbox"/> CONSTRUCTION MANAGER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): M.L. Vasquez, Inc. 2430 Beckmann Road Lenzburg, IL 62255	PROJECT NUMBERS: 0913 / 122093.01 CONTRACT DATE: September 11, 2013 CONTRACT FOR: BP #2 - Masonry	

THE CONTRACT IS CHANGED AS FOLLOWS:

Reduction of unused allowances.

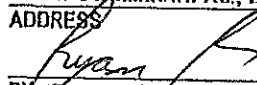
The original Contract Sum was	\$	385,000.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	385,000.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	14,618.00
The new Contract Sum including this Change Order will be	\$	370,382.00

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is 8/13/13.

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

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

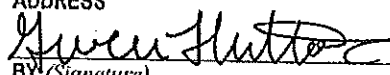
Poettker Construction Company Inc.
CONSTRUCTION MANAGER (Firm name)
380 S. Germantown Rd., Breese, IL 62230
ADDRESS


BY (Signature)
Mr. Ryan S. Poettker
(Typed name) **DATE:**

M.L. Vasquez, Inc.
CONTRACTOR (Firm name)
2430 Beckmann Road, Lenzburg, IL 62255
ADDRESS


BY (Signature)
Mr. Rodney Vasquez
(Typed name) **DATE:**

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


BY (Signature)
GIVEN HUTTON 8/29/14
(Typed name) **DATE:**

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


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

AIA[®] Document G701/CMa[™] - 1992

Change Order - Construction Manager-Adviser Edition

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

CHANGE ORDER NUMBER: 001
INITIATION DATE: 8/26/2014

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

TO CONTRACTOR (Name and address):
Von Alst Operating, LLC
2416 Smelting Work Road
Swansea, IL 62226

PROJECT NUMBERS: 0913 / 122093
CONTRACT DATE: September 11,
2013
CONTRACT FOR: BP # 4 Drywall,
Acoustical & Painting

THE CONTRACT IS CHANGED AS FOLLOWS:

Deduct for unused allowances.

The original Contract Sum was	\$ 378,239.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 378,239.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 18,865.18
The new Contract Sum including this Change Order will be	\$ 359,373.82

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

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

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

Poettker Construction Company Inc.
CONSTRUCTION MANAGER (Firm name)
380 S. Germantown Rd., Breese, IL 62230
ADDRESS
BY (Signature)
Mr. Ryan S. Poettker
(Typed name) DATE:

Arcturis
ARCHITECT (Firm name)
720 Olive Street, Suite 200, St. Louis, MO 63101
ADDRESS
BY (Signature)
Gwen Hutton
Chrissy Hill Rogers
(Typed name) DATE: 8/29/14

Von Alst Operating, LLC
CONTRACTOR (Firm name)
2416 Smelting Work Road, Swansea, IL 62226
ADDRESS
BY (Signature)
Mrs. Pam Burnham
(Typed name) DATE:

Case-Halstead Public Library
OWNER (Firm name)
850 Franklin Street, Carlyle, IL 62231
ADDRESS
BY (Signature)
Mrs. Barbara Guebert
(Typed name) DATE:

Applicable Core Standards—Please see Core Standards 5, 13, 16, 21, 22, and 23 in Chapter 1.

Collection Management and Resource Sharing Standards

1. The library spends a minimum of 12 percent of its operating budget on materials for patrons.
2. The library has a board-approved, written collection management policy based on community needs and interests, the diversity of American society, and on professional standards. The library's collection development policy may address the following issues: materials selection; request for reconsideration of materials; collection specialties and purchase priorities; and evaluation and weeding of the collection. (See Appendix P)
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools.
5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates), weeding (i.e., the CREW method), user surveys, and questionnaires. (See Appendix Q)
6. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for the disabled of all ages. Examples of some of these formats are audiobooks on CD or MP3; books in Braille, information available through the World Wide Web; and closed-captioned, described, or signed videos or DVDs.
8. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
9. Library staff members are trained in the policies and procedures relating to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code.
10. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
11. Library budgets should put priority on purchasing best sellers and buying replacements for lost items with a high checkout rate.
12. Libraries should check statewide resource sharing databases such as OCLC FirstSearch and Statewide Illinois Library Catalog (SILC) before placing any periodical requests and be responsible for copyright compliance.
13. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET Interlibrary Loan Codes.

Collection Management and Resource Management Checklist

- ___ The library board trustees ensure that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 12 percent of the operating budget.
- ___ Library budgets put priority on purchasing best sellers and buying replacements for lost items with high checkout rates.
- ___ The library has a written collection development policy approved by the board.
- ___ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, and Sears/LC subject headings.
- ___ The library provides electronic resources, including Statewide Illinois Library Catalog (SILC), to users in the library and to home users.
- ___ Library collections are periodically evaluated to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ___ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- ___ The library publicizes and promotes interlibrary loan to its patrons.
- ___ Library staff are trained in policies and procedures related to the Illinois Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.

Bibliography

- Alabaster, Carol. *Developing an Outstanding Core Collection: A Guide for Libraries*. Chicago: ALA, 2002.
- Baumbach, Donna J. and Linda L. Miller. *Less Is More: A Practical Guide to Weeding School Library Collections*. Chicago: ALA, 2006.
- Burgett, James, Linda L. Phillips, and John M. Haar. *Collaborative Collection Development: A Practical Guide for Your Library*. Chicago: ALA, 2004.
- Dickinson, Gail. "Crying Over Spilled Milk." *Library Media Connection* 23, no. 7 (2005): 24-26.
- Dilevko, Juris and Lisa Gottlieb. "Weed to Achieve: A Fundamental Part of the Public Library Mission?" *Library Collections, Acquisitions, & Technical Services* 27, no. 1 (2003): 73-96.
- Johnson, Peggy. *Fundamentals of Collection Development & Management*. 2nd ed. Chicago: ALA, 2009.

Web sites

ALA Interlibrary Loan Code

<http://www.ala.org/ala/mgrps/divs/rusa/archive/protocols/referenceguide/interlibrary.cfm>

ILLINET Interlibrary Loan Code and Interlibrary Training

<http://il.webjunction.org/il-ill>

The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries

<http://www.tsl.state.tx.us/ld/pubs/crew/index.html>

SUNLINK Weed of the Month

<http://www.sunlink.ucf.edu/weed>

Weeding in Libraries: A Partial Index to What's Out There.

Prepared by the staff of the Havana Public Library District, Havana, Ill.

<http://www.havana.lib.il.us/library/weeding.html>

September 2, 2014

How to Get Rid of Oak Galls

by Cat Carson, Demand Media

Oak trees host various gall-producing wasps.

If you have an oak tree in your home landscape, you might have spotted small, unsightly brown balls hanging like fruit or growing into a branch. These little balls, called oak galls, are a common occurrence caused when the tree reacts to non-stinging wasps laying their eggs on its leaves, branches, twigs or flowers. These insects inject a hormone into the plant tissue, causing it to grow abnormally and enclose the developing wasp larvae. Galls usually don't cause lasting harm, but heavy infestations can be fatal. Fortunately, you can get rid of oak galls in a few simple steps.

- 1** Identify oak galls on your trees. These growths typically emerge at bud break in the early spring. A developing gall typically looks like either a big seedpod or a small, tumor-like growth on the leaves, branches or stems.
- 2** Look for symptoms of gall. Affected oak tree leaves often appear scorched, blackened or curled and fall prematurely. Horned and gouty oak galls sometimes create solid masses that might girdle entire branches.
- 3** Prune out gall-infected branches and twigs with a small saw or pruning shears. Burn or step on the galls promptly to kill the developing larvae. Place gall remains in a tightly sealed baggie or trash bag and discard immediately.
- 4** Prevent the spread of this oak tree disease by promptly raking up fallen leaves and twigs. Gall-producing insects often overwinter in the debris.
- 5** Reduce the gall-producing insect population by hanging bird feeders from your oak trees. Your feathered friends are natural predators of the various gall wasps.
- 6** Spray an application of carbaryl when the buds break in the spring. This stops the adult females from laying eggs and helps reduce leaf gall formation. Follow the instructions on the product's label.

HORNED OAK GALL



UNIVERSITY OF ILLINOIS
EXTENSION

There are many gall-forming insects which attack trees. Most shade trees can tolerate galls with no apparent injury except esthetics. However, the wasp which causes the horned oak gall weakens and disfigures pin oak trees in Illinois. Over time, some trees have even been killed from heavy infestation.

The woody stem galls are called *horned oak galls* because of the external projections of the larval chambers. These push out of the gall tissue after about 22 months where a single wasp develops in each horn. These irregular woody masses can reach 2 inches or more in diameter. It should be noted that this wasp does not sting humans.

LIFE CYCLE

The life cycle of the tiny wasp, *Callirhytis cornigera*, on oak causes the unsightly galls. The wasps emerge from the twig galls in early May. These adults appear to be all female. The female wasp rarely flies but walks along branches and twigs. Each female carries an average of more than 200 eggs. The females deposit their eggs into new oak buds. These eggs develop into tiny leaf galls along the leaf veins. The insects emerge as wasps in mid-July. This group has both male and female wasps. They mate, and the female lays her eggs into the oak's twigs. Here it is thought that the gall develops the following year. Larvae are found in



twig galls, but do not complete their development nor emerge until two years after the egg is laid.

CULTURAL CONTROL

At this time, it is considered impossible to stop or reverse twig gall development once the gall begins to develop. Therefore, it is suggested that developing twig galls be pruned out and destroyed when the galls are small and few in number.

It should be noted that parasitic insects on the horned oak gall wasp have been detected in galls. One might hope a natural control would contribute to the wasp decline.

CHEMICAL CONTROL

Some suggest that a canopy spray at bud burst coinciding with the emergence of the wasp from the twigs could control the wasp. However, studies have shown that this approach is not an effective control for reducing galls.

At this time there is no effective chemical control for the homeowner.

Some have asked why one tree has horned oak gall and another doesn't. Natural resistance may exist, or there may be other reasons why some trees are not infected even when growing next to an infected one. This may in future studies offer an opportunity to breed resistance.

CONCLUSION

The pin oak is a primary host for the horned oak gall. If left unchecked, this gall can cause death of seriously infected trees. When found, galls should be removed by pruning, and the debris should be destroyed.

Prepared by

Ed Billingsley, Jackson County Extension Director

June 2006 Fact Sheet: 6-06-2

<http://www.extension.uiuc.edu/jackson>