

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, July 7, 2014

Meeting Location: Clinton County Board Room, Carlyle, IL 62231

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

Absent: Barb Guebert-President (excused)

Also Present: Christi Gerrish-Library Director, Cory Pritchard, Poettker Construction, Jane Buchelle

Darren called the meeting to order at 7:03 p.m. and the Pledge of Allegiance was recited.

It was noted that Frank and Darren were reappointed by Mayor Burton to another three year term as library trustee at the last city council meeting. Wendy administered the oath of office to Frank and Darren who accepted the duty. It was also noted that a city council liaison for the library board was not appointed by the mayor so Brenda was not sworn in. She will follow up with the city and said it was probably just an oversight.

Meeting Minutes: Sharon moved that the June 2 board minutes be accepted. Jane seconded the motion, all were in favor and the motion carried.

Treasurer's Report: Jane reviewed the revenues and expenditures for the first month of the new fiscal year. It reflects the \$575 in donations received for the 2014 summer reading program. Christi said \$25 more was received this month. Kim moved to accept the treasurer's report as presented, Sharon seconded, and all were in favor. Motion carried.

Jane reported that Barb received an email from attorney Maurice Griffithe who represents the library in the matter of the Maddux Trust. He shared with Barb a letter that he received from Mayor Burton as part of a city audit. It requests information on any litigation or claims that have been made involving the city. Maurice believes this is simply a standard form and the library does not need to act. This was confirmed by city auditor Fred Becker according to Jane.

Library and Construction Bills: Sharon moved to pay the library bills for the month. Wendy seconded the motion, all were in favor and the motion carried. Christi reported that the book sale was very successful, with \$919 in revenues. She said the donation amount on the income was for furniture sold. She said they received a donation from a patron of 24 volumes of Sigmund Freud papers that are valued at over \$500.

Christi reviewed the construction bills. Frank made a motion to pay them, Jane seconded. All were in favor and the motion carried.

Statistics: Christi said the library statistics are down from this time last year but that is because of how the library is at the moment with the new construction. She is very pleased with the program attendance for the summer and said it is a huge increase over last year's figures.

Director's Report: Christi reported that the telephone and internet are not working. There was a power surge and something was knocked out after the bad storm. She said Chad with Tin Cans lent a switch and they have internet now but not phones. Christi, who is reimbursed \$25 per month for cell phone, gave that number to city hall. She said AT&T has not responded about this yet or about the new line for the new building. Cory asked her to keep him in the loop in regards to a time-frame with AT&T and the new building.

Christi said fewer children signed up this year for the summer reading program. Only 75 signed up, but she said 33 finished, which is a higher percentage than previous years.

Christi said that the temporary location at St. Mary's is working out. She said staff employee Cassie who was obtained through the Kaskaskia College program is working 15 hours a week at St. Mary's. People can email or call their orders for books and pick up and return at St. Mary's. Christi has extended the return of all checked out materials until Aug. 5. She said she has given the other staff members the option of how they want to work now that the library is closed. They may take time off or help out as long as their hours do not exceed the allowed amount. Shelves need cleaned, records need reorganized and books need moved.

Christi said this Friday she and the staff and volunteers intend to start moving books until it's complete on Monday. Frank asked when board members can come and help too. He asked if she could use help Thursday preparing for the move days. Christi said she has worked with Joe Huels to get some ramps in place and intends to see about getting some grocery carts to move books. Kim asked about the volunteer groups and Wendy asked about protecting the floor. Christi said Gil Klein of Klein appliances in Fairview Hts. is donating refrigerator boxes and she has purchased the Masonite from Home Depot because the local stores could not match their lower price. Christi said her parents will pick up the Masonite and deliver them to the job. Cory said the placement of the ramps is a donation from Joe Huels. Sharon reminded Christi to please take many pictures of the moving of books for our history. Cory reminded everyone that humidity is something to always consider in the building and not to leave the doors open throughout the entire move.

Construction Update:

Children's Mural: Darren said we will go a little out of order from the agenda so that our guest Jane Buchelle does not have to stay for the entire meeting. Jane said she has finally been able to see the children's space with the carpet installed and was invited to attend the meeting by Kim. She felt really good in the space she said and showed a revised drawing of her design concept for a hand-painted mural. It included the addition of a stream that the deer are drinking from and Jane said it will be a peaceful and calming scene. The board seemed to approve with Darren commenting that he liked how the stream ties in with Carlyle Lake.

Wendy asked Cory if he had an insurance form for Jane to sign. Cory said he didn't feel that was necessary. Christi said people will be with Jane at all times as she paints. Jane said she and Joe Huels have worked out a step she can use while she paints to work over the platform risers.

Jane said alright then and asked if we were set to go. The indication from Darren was yes. Sharon told Jane to make sure she signs her name really big on the mural.

Before departing, Jane offered her home as an area to bring the dragon, Sir Reads A Lot, until it is determined what will be done with him. She said if the library decides they do not want to use him after all, then perhaps they would consider donating him to the grade school library. If we do want to use him, then she doesn't see it costing more than \$150 for her grandson to refinish him. Jane left the meeting at 7:55 p.m.

Darren then turned the floor over to Cory to continue with the construction update. He said demolition is scheduled for July 21 and there is water in the building now. He said they are working on touching up paint, finishing the floors, and trimming out several areas. He mentioned an issue with Ameren about getting the gas disconnected from the existing building. He said they have to work it out and it is slowing down the demolition process and the completion. Frank questioned if other utilities need to be called besides Ameren. Cory said their only concern is the gas. Cory said abatement will start on Monday and is expected to take a week. He said if the fire department wants to use the building for training then coordination needs to take place. Landscaping should start next week, phase one.

Ken O'Dell left the meeting at 8:04 p.m.

Cory continued that construction cleanup is an on-going process and he said Joe will pull the construction trailer out later this week. He believes the concrete bench that was moved from the side street sidewalk to the Maddux Room patio is not safe at all. He thinks it's a bad idea to be used there because the seat can easily be knocked off by someone and could cause injury. We decided after the landscape is more complete we should address this issue. Brenda suggested it might work in a part of the landscape where it won't be used as much.

Sharon asked if having the grand opening on Aug. 9th was pushing it a little. Cory said it was.

Frank said that he has the Sept. 11th monument from the flag in his garden for safekeeping. He removed it and said it is quite large and has black rocks stuck in it and will need some work to make it look right near the relocated flag pole and new monument. Cory thanked him for telling him, said Joe would have wondered where it went.

Cory left at 8:20 p.m.

Wendy passed around a couple of revisions from Foppe Visual for the dedication plaque and showed images for the vinyl doors. Feedback was provided and Wendy will coordinate with Foppe. Darren offered that Wendy provide Foppe with his email in case something is needed while she is out of town. Sharon will look into the type of vinyl that darkens automobiles as an option for the Maddux Room door.

Kim said she wants to have a sign made for the time capsule and said Barb told her to ask Wendy how much money we have in our budget for the time capsule sign. Wendy said she doesn't know as all areas are not finalized and that we have an overall "not to exceed" allowance. Kim said she will contact Foppe about getting some options for this sign and possibly another company.

Standing Committee Reports:

Long Range Planning Committee: Nothing to report.

Personnel Committee: Nothing to report.

Building and Grounds Committee: Nothing to report.

Other Reports:

City Council Liaison: Nothing to report.

Grand Opening Committee: It was reported that all board members attended last planning meeting except Wendy and Frank. Sharon said they will change the library's grand opening from Aug. 9 to Aug. 16 because of the construction delays. There will be an appreciation night on Aug. 14 for the construction and trades and their families. They hope to use the patio on the Fifth Street side for refreshments and have the main function in the Maddux Room.

The Grand Opening will include a dedication and ribbon cutting from 10:00 to 10:30 a.m. There will be refreshments including lemonade and cookies. Christi said there will be an open house until 2 p.m. and the staff will conduct tours. She hopes to have a family program in the afternoon but doesn't have details yet. Christi said Poettker has a grand opening kit we can use. Sharon said city leaders and the state representatives have been invited to attend but not as guest speakers. The committee will meet again on July 10 at 2 p.m. to discuss more plans.

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

Old Business: Review of the 2014 Calendar by Christi shows we are up to date as the election of the officers will take place later in the meeting and the reappointed trustees were sworn in at the start of the meeting. Brenda will check on the city council liaison. Christi said she is working on the per capita grant.

It was reported that despite all of Kim's hard work on starting a Friends' of the Library organization, only four people attended the first meeting. Kim said they will work with that and she suggested having a sneak peak of the new library and inviting the friends. She also thought there should be a sign up sheet for new friends at the grand opening. Sharon wondered if the friends would like to act as guides.

Sharon said that Gene Huels and Keith Rensing of Country Financial are sponsoring a memento of the grand opening event that can be given to the friends and will be handed out. She said the bookmark is like a clip with a magnetic strip that will include the logo and library name and the 75th anniversary slogan. She said they are having 250 made and to make sure we thank Gene and Keith.

Christi said she has a good amount of volunteers lined up to help with the move and will try to push that they become a friend of the library. Jane said her group of students who had volunteered to help with the move is unfortunately going to be on a mission trip in Nicaragua during the scheduled move.

Christi said Frankie at Walmart has offered to help. Sharon asked Christi to see if Walmart would offer a discount on champagne.

Vending machine: Christi recommends that we use the Coca Cola vending service found by Barb for the first year because we don't need a contract and can reassess the needs within the new library. Then we can do something else or continue. Brenda asked if the company takes care of outdated product and Christi said yes. Frank moved that we accept the Coca Cola vending option with full service for a year and Kim seconded. All were in favor and the motion carried.

Salvage Update/Move: Sharon said she and Don can store some of the extra shelves at the Carlyle Lake Marine warehouse until the move is complete and they can be sold. The problem is they need to be disassembled first and Sharon said Don suggests palette systems, where they get 2 or 3 trucks and load them all at once. Sharon said there remain many questions like how they can be sold. Sharon said if they want to store things at her business it needs to be done this Sunday or Monday so they can be out of the way for the move.

Christi said she is working out details still. She will be contacting more Lions and Ted Rensing has been helping.

Darren will coordinate with the fire department about the potential training opportunity.

New Business: Election of officers cannot be a written vote, has to be vocal. The nominating committee recommends that the same people stay in their same positions. They said if anyone has a suggestion of someone else to nominate they would entertain it. With nothing said, Sharon moved to accept the slate of officers as presented by acclamation. Frank seconded and the motion carried with all in favor. The 2014-15 officers are Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary.

Security System Company for Library Monitoring: Christi said she has researched different options and recommends using a combination of two company's services, Pro-Alarm LLC and Tyco. She said there are no penalties for working with two different companies and it will offer the best value and service. ProAlarm does not do onsite checks but Tyco does she said. Sharon asked if the state cares if we have two different companies as state money is being spent. Christi said no. Sharon moved that we use the companies as recommended by the Library Director for the library security. Frank seconded the motion, all were in favor and the motion carried.

With no further business to discuss, Darren adjourned the meeting at 9:25 p.m. The next regular scheduled board meeting will take place on Monday, August 4 at 7:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING JUNE 30, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110	PROPERTY TAX	.00	.00	28,000.00 (28,000.00)	.00
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	.00	.00	33,380.00 (33,380.00)	.00
<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	863.40	1,224.30	7,000.00 (5,775.70)	17.49
	TOTAL FINES & FORFEITURES	863.40	1,224.30	7,000.00 (5,775.70)	17.49
<u>MISCELLANEOUS REVENUE</u>					
20-3810	INTEREST INCOME	3.98	8.09	25.00 (16.91)	32.36
20-3831	DONATIONS	568.00	1,233.00	2,000.00 (767.00)	61.65
20-3832	DONATIONS-SUMMER READING	25.00	600.00	2,000.00 (1,400.00)	30.00
20-3833	DONATIONS-BOOK SALES	919.00	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	1,515.98	2,785.09	4,325.00 (1,539.91)	64.40
<u>OTHER FINANCING SOURCES</u>					
20-3990	TRANSFER FROM OTHER FUNDS	10,000.00	15,000.00	122,000.00 (107,000.00)	12.30
	TOTAL OTHER FINANCING SOURCES	10,000.00	15,000.00	122,000.00 (107,000.00)	12.30
	TOTAL FUND REVENUE	12,379.38	21,009.39	166,705.00 (145,695.61)	12.60

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING JUNE 30, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,323.65	15,367.28	84,000.00	68,632.72	18.29
20-56-4510 HEALTH & DENTAL INSURANCE	649.17	1,298.34	5,279.88	3,981.54	24.59
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	600.00	5,500.00	4,900.00	10.91
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	79.83	224.27	2,075.00	1,850.73	10.81
20-56-5330 LEGAL SERVICES	61.20	61.20	1,000.00	938.80	6.12
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	.00	7,050.00	7,050.00	.00
20-56-5510 POSTAGE	15.59	92.49	400.00	307.51	23.12
20-56-5520 TELEPHONE	95.84	202.07	1,500.00	1,297.93	13.47
20-56-5530 PUBLISHING	6.25	6.25	500.00	493.75	1.25
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	527.09	1,094.05	15,000.00	13,905.95	7.29
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	6.98	98.48	2,000.00	1,901.52	4.92
20-56-6540 JANITORIAL SUPPLIES	.00	43.58	400.00	356.42	10.89
20-56-6580 PERIODICALS	391.63	391.63	2,000.00	1,608.37	19.58
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	2,520.40	4,491.31	20,000.00	15,508.69	22.46
20-56-9250 SPECIAL PROGRAMS	595.00	603.84	3,500.00	2,896.16	17.25
20-56-9290 MISCELLANEOUS EXPENSE	6.20	12.40	100.00	87.60	12.40
20-56-9950 GENERAL & ADMINISTRATIVE	1,325.50	1,325.50	7,953.00	6,627.50	16.67
TOTAL LIBRARY	12,904.33	25,912.69	170,257.88	144,345.19	15.22
TOTAL FUND EXPENDITURES	12,904.33	25,912.69	170,257.88	144,345.19	15.22
NET REVENUES OVER EXPENDITURES	(524.95)	(4,903.30)	(3,552.88)	(1,350.42)	(138.01)

Case Halstead P.L. – Income and Expenditures

July 2014

- A. Nonresident Fees- \$0
- B. Fines - \$0
- C. Fax Machine- \$0
- D. Copier & Printer- \$0
- E. Book Sale - \$0
- F. Donations - \$474.00
- G. Amazon Book Sale (not in totals) –\$39.63

Total \$474.00

Total at CH \$474.00

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$0</u>
Cleaning Service - \$0	
5120 Maintenance-Equipment	<u>5120 \$</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$571.97</u>
IHLS for OCLC - \$476.97	
ILA Membership - \$95.00	
5510 Postage	<u>5510 \$54.20</u>
1 Package and Stamps - \$54.20	
5520 Telephone	<u>5520 \$102.71</u>
AT&T - \$77.71	
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 \$599.11</u>
City of Carlyle - \$388.55	
Ameren - \$210.56	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$15.90</u>
Personnel Concepts - \$15.90	

6540 Janitorial Supplies	<u>6540 \$8.38</u>
Wal-Mart - \$8.38	
6580 Periodicals & Newspapers	<u>6580 \$349.88</u>
Breese Journal - \$26.00	
Wall Street Journal - \$323.88	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1241.45</u>
Amazon - \$131.36	
Baker & Taylor - \$907.92	
Center Point - \$22.17	
Neal Proud Deer - \$180.00	
9250 Special Programs	<u>9250 \$30.61</u>
Barb Guebert (Gen. Dean Call Charge) – 30.61	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$3,054.04</u>

Late Bills from June

6580 Remove Wall Street Journal - \$323.88 (New invoice did not arrive on time)
5330 Joe Heiligenstein for Street Address - \$61.20
6510 Quill - \$152.99

Library Project Bills

July 2014

Maddux Trust:

8900 Other Improvements

Arcturis - \$1,480.00

Brent's Lock and Key - \$70.00

City of Carlyle - \$1,744.24

Demco - \$321.61

Peek-A-Book - \$6,180.00

Signs & Designs - \$75.00

Tin Cans Wireless - \$678.76

Total - \$10,549.61+

State Grant:

8900 Other Improvements

Environmental Consultants - \$7,120.00

Gerstner Plumbing - \$16,495.20

Plocher Construction - \$70,218

Poettker Construction - \$27,566.84

Total - \$121,400.00

Grand Total - \$131,949.65

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2014 July

2014 June

2013 July

ADULT---660

ADULT---1865

ADULT---2871

CHILDREN---120

CHILDREN---515

CHILDREN---821

YOUNG ADULT---41

YOUNG ADULT---134

YOUNG ADULT---175

RENEWALS---445

RENEWALS---691

RENEWALS---586

MANUAL CHECKOUTS---0

MANUAL CHECKOUTS---34

MANUAL CHECKOUTS---62

3M Cloud---28

3M Cloud---15

TUMBLEBOOKS---3

Overdrive---124

Overdrive---182

Overdrive---237

TOTAL=973

TOTAL=2514

TOTAL= 4169

ROUTE INS=307

ROUTE INS=432

ROUTE INS=574

ROUTE OUTS=314

ROUTE OUTS=284

ROUTE OUTS=929

COMPUTER USE=1

COMPUTER USE=208

COMPUTER USE=426

The First National Bank

in Carlyle
www.mbc Carlyle.com

July 29, 2014

Carlyle Library Board
Barbara Guebert, President
2832 Senate Court
Carlyle, IL 62231

Re: Flora E. Maddux Trust #819

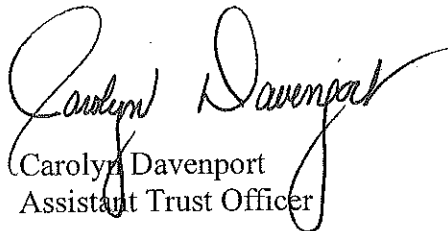
Dear Mrs. Guebert:

Thank you for providing us with a copy of the Illinois State Library Grant Program report for the quarter ending June 30th.

As stated in our previous letter some of the expenses were being taken under consideration before making payment, but the trust committee has agreed to disburse trust funds for payment of these expenses. However, the trust committee requests an itemized accounting of the grant funds showing the vendors who have been paid, the amount, and the balance due on their bid package, amount of grant funds available in the account for payment to vendors, and any remaining grant funds due from the State. In addition to this information, the trust committee would like to see the specifics of the grant as to what the grant funds can be used for. As previously conveyed to the Library Board, as trustee of the Flora E. Maddux Trust, we want to make sure the entire grant funds will be expended when the construction of the library is complete.

We look forward to receiving the information requested and as always, if you should have any questions, please contact us.

Sincerely,
FIRST NATIONAL BANK IN CARYLE



Carolyn Davenport
Assistant Trust Officer

cc: Christy Gerrish

Current Accounting of Upcoming Charges to the State Grant and Maddux Trust

Contractor	Original Contracted Amount	Remaining as of July 28
Arcturis	\$202,600.00	\$1,620.80
Automatic Fire Sprinkler	\$25,463.00	\$59,66.30
Bel-O Cooling & Heating Inc.	\$136,800.00	\$13,905.00
Diversified Services	\$39,925.00	\$39,925.00
Egyptian Stationers	\$248,078.00	\$21,582.79
General Waste	\$29,775.00	\$29,775.00
Gerstner Plumbing	\$73,311.00	\$23,826.30
Joiner Sheet Metal & Roofing	\$98,718.00	\$9,871.80
ML Vasquez	\$385,000.00	\$33,726.10
Plocher Construction	\$1,666,150.00	\$431,162.00
Poettker Construction	\$483,265.18	\$36,978.84
Rakers Electric Contracting	\$343,990.74	\$47,550.66
Von Alst Operating	\$378,239.00	\$64,775.06
Total - \$754,454.91		

Remaining funds from grant - \$284,599.94 (Currently holding \$122,724.18 in the account)

Remaining funds from trust- \$527,312.60

Total - \$811,912.54

Estimated total in trust after completion - \$51,246.89

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: 002
INITIATION DATE: 7/29/2014

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

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

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

THE CONTRACT IS CHANGED AS FOLLOWS:

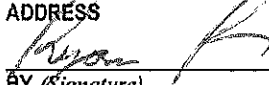
Credit for unused allowances in Bid Package #3.

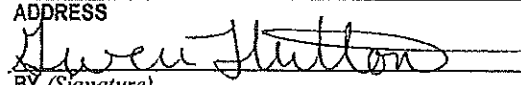
The original Contract Sum was	\$	96,060.00
Net change by previously authorized Change Orders	\$	2,658.00
The Contract Sum prior to this Change Order was	\$	98,718.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	2,947.06
The new Contract Sum including this Change Order will be	\$	95,770.94

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

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

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

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

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

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

BY (Signature)
~~Chrissy Hill Rogers~~ GWEN HUTTON
 (Typed name) **DATE:**

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

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

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

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

Date July 2014



Diversified Services
Turf Care, Landscaping & Irrigation

13361 St. Rose Road • Highland, IL 62249 • 654-5106

QUOTATION SHEET

For Bob Guebert
Address Case Halstead Ribary
571 Franklin
Carlyle, Il 62231

Home Phone _____
Cell Phone 618-977-7255
Work Phone _____
Fax Number _____
Email _____

Description

Pin Oak Injections

Can be done as a preventative or
a curative. Done once a year.

Total estimate:

\$170.⁰⁰ - \$180.⁰⁰ + tax

file

CASE-HALSTEAD LIBRARY

571 FRANKLIN STREET • CARLYLE, IL, 62231 • 618-594-5210

July 22, 2014

Mrs. Jane Buchele
18841 Water Tower Road
Carlyle, IL 62231

Dear Jane,

I am very sorry that delays in the construction schedule for the new library building caused you to have to cancel your previous commitment to paint a mural for the children's area.

It was my idea to ask you to paint our mural after seeing your work in the elementary school library. I really admired your art, and could tell that you had an exceptionally close and caring relationship with children.

We will reluctantly pursue other options for the children's space in the new library, and wish you the very best in the coming school year as you continue to enrich the learning experiences and lives of Carlyle's children.

Very sincerely yours,



Barbara Guebert
President – Board of Trustees

cc: Christi Gerrish

June 22, 2014

Dear Jane,

I just want to let you know again how delighted we all are that you have agreed to create the mural for the new children's area in the new library.

I met with Joe Shuels today and we're hoping to complete most of the flooring this week.

Mendy will be out of town for her parents' 50th wedding anniversary party and I will be out of town for our daughter's wedding.

Kim Stamps will be in touch with you and help you with anything you need. Joe Shuels is also willing to help you and can provide any structural support for you.

We are looking forward to seeing your vision for the children come to life. With sincere appreciation,

Barbara Guebert

Eckstein Case, the youngest son of Zophar and Mary Ellen (Halstead) Case, donated their former residence, built around 1860, to the City of Carlyle along with their private library of 1,413 books. The Case-Halstead Library was dedicated in 1938.

571 Franklin Street • Carlyle, Illinois • www.casehalstead.lib.il.us