

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, Sept. 2, 2014

Meeting Location: First meeting in the new library at 550 Sixth St. Carlyle, IL 62231

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

Absent: Darren Tracy-Vice President (excused)

Also Present: Christi Gerrish, Library Director; Cory Pritchard, Poettker Construction; Jeff Taylor, Alderman

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

Meeting Minutes: Sharon moved to accept the Aug. 4 meeting minutes of the Library Board of Trustees, Jane seconded, and all were in favor. Sharon moved to accept the Aug. 11 special meeting minutes of the Library Board of Trustees, Jane seconded, and all were in favor. Both motions carried.

Treasurer's Report: Kim made a motion to accept the treasurer's report as presented by Jane. Frank seconded the motion, all were in favor and the motion carried.

Discussion followed about procedures with the Maddux Trust and any remaining funds. Barb reported that the bank received all the information they had requested by letter, in addition to a copy of the state grant.

Christi spoke withCarolynn Davenport at the First National Bank in person and learned that \$25,000 to \$30,000 needs to be kept in the account to cover additional bank fees.

Library and Construction Bills: Frank made a motion to pay the library bills, Kim seconded, and all were in favor, motion carried.

Discussion followed about the special program cost. It was noted that for the grand opening event, all the printing and invitations were done in-house to save money. The entertainment was also at no cost as board member Ken O'Dell played the keyboard and the musician/song teller for the children's program donated his time. Brenda noted that Sam's Club in Fairview Heights donated two trays of cookies and the VFW never charges for their flag ceremonies. Brenda said she would be sending thank-you notes to Sam's Club and to the Carlyle VFW.

Cory addressed the construction bills. He needs Barb to sign change orders for contractors for unused allowances. The board was reminded that change orders don't always mean more money; they can also mean a credit. Cory suggested the board approve all the remaining bills with the exception of the 10 % retainage.

Sharon moved that the board follow the construction manager's recommendation and pay the construction bills in full, minus the retainage. Jane seconded the motion, all were in favor and the motion carried.

Jane made a motion to clarify the payment of the construction bills with the following, "The understanding is that the retainage will be paid when funds become available from the state grant. A final payment from the

state is due after the 100% completion is signed off on by architect, ARCTURIS." This motion was seconded by Kim, all were in favor and the clarification motion carried.

The order of the meeting agenda was re-arranged so that Cory would not have to remain for the entire meeting. The construction report was placed before the director and standing committee reports with no objections from all present.

Construction Report: Cory presented the change orders and explained them in more detail. Frank moved that we approve all change orders and Kim seconded the motion. All were in favor and it carried.

Barb thanked Cory and the entire Poettker team for all they have done with the project. "We sure have gotten our money's worth," she said of their services and commitment to the new construction of the library.

Discussion followed regarding the need to finalize all that remains on the punch lists, to create an operating manual for the new facility, to make sure all warranties are in place, and to ensure that all remaining items that are still needed are addressed. She said when all that is accomplished, she wishes to dissolve the construction committee.

Cory left at 8 p.m.

Director's Report: Before Christi began her report; Barb said she also wanted to thank Christi for keeping such an accurate account of the dollars spent on the project. She believes that both the bank and city should be satisfied with all that Christi and this board have done to record the figures.

Christi reported that the Scholastic book sale held in the new library the week after it opened was a huge success. She said \$1,500 was sold and the library gets 40%. She translated that to \$650 worth of free books. Christi said she has signed up for another Scholastic book sale in Dec., the week before Christmas.

Christi said the individual, who had been cleaning the previous library and was set to clean the new library, cannot do so. A part-time employee of the library has expressed interest in taking on the task and Christi asked the board for permission to see if she could work out something so that the new library is cleaned and will be maintained. The board agreed and requested a report back.

Acclimation to the new building: Christi said that the HVAC bill was high and that the building has been 69 degrees on 95 degree days outside. There appears to be a problem with the HVAC unit and the regulation and she is working with the company to get a representative out to the library to correct the situation.

It was noted that the entire first year in the new building will be a series of fluctuations within the library budget as utilities and other areas are adjusted.

Christi said over 600 people attended the grand opening of the library and that 30 new families have signed up to use the library.

Standing Committee Reports:

Long Range Planning Committee: Nothing to report.

Budget Committee: Nothing to report.

Personnel Committee: Nothing to report.

Building and Grounds Committee: Kim reported on the building and grounds committee meeting that took place prior to the board meeting. Attorney Phil Lenzini reviewed the Maddux Room meeting policies and made recommendations at Christi's request. Christi said she did not know if a fee was associated with this legal review or not.

Sharon moved that we accept the preliminary guidelines as reviewed and approved by Mr. Lenzini that will apply to the Maddux Community Room. She said changes may need to occur later as situations arise. Wendy seconded the motion, all were in favor and the motion carried.

Other Reports:

Construction Report:

Barb said she spoke with the landscaper and the trees and sod should be coming next week.

Jeff Taylor, who had been waiting to make a comment under public comment, had to leave because he received a phone call that a cooler was down at IGA where he works. He left at 8:30 p.m.

Sharon thanked Barb for her family's generous donation of the large, custom bird sculptures that have been erected outside of the reading garden. Barb and Tom Guebert purchased them at Art on the Square in Belleville for the new library.

City Council Liaison: Brenda said the City appreciates Christi's efforts to raise funds for the library. She said people are talking about the need for more crosswalks on Rt. 50 in front of the new library. Barb said that sounds like a good idea. Wendy asked who would pay for a new crosswalk and Brenda said she would find out and report back.

Barb said she spoke with Larry Peppenhorst of the City Street and Alley Dept. about the alley behind the library property. The library now has its own entrance and exit separate from the alley, but during the construction, the alley did receive usage and she believes as a goodwill gesture to the neighbors on the alley, the library board may want to consider paying to chip and oil the alley next spring when the city does other work. Larry told her that with this year's prices, it would cost \$750 to do that alley, that the City cost is around \$450, but what they would charge would equal the \$750. Barb told the board members to think about it. Frank said in principal, it sounds like a good idea but wants to be sure that the money will be considered a construction-related expense. Wendy wants assurance that after the good-will gesture, the residents and City will know that the library is not responsible for future road repairs on the alley.

The idea of speed bumps in the library parking lot was discussed because some people are using the library over the alley to cut across from 5th to 6th Streets. This idea was discouraged because it makes snow removal harder.

Grand Opening Committee: The grand opening was already briefly discussed under the director's report, but Sharon commented that it was great to work with Kim on the event.

Old Business: Christi said a review of the library calendar shows that we need to prepare for the per capita grant application process that she will discuss later in the meeting.

Friends and volunteers: Carol Day has agreed to act as secretary

Keys to Building: Wendy raised the idea at the last board meeting that as keys were handed out to the new building, perhaps the board president should have a key since it was no longer the library director's residence and there would be after-hour events. Christi said she didn't mind but she attended a library director meeting and asked other directors if their board presidents had a key to their library and was told they do not. She said it is not normal. She said what the board addresses could be discussed during library hours and if anyone needs to access the building after hours, they could check out a key from her.

Per Capita Grant: Christi said a board member needs to take the edge training webinar. She said she will send the web link and it is about 15 minutes. Brenda agreed to do it. Christi said if other board members take it, to let her know.

Chapter 7 of the Public Library Standards was reviewed.

AV Training: Christi said any board member interested in being trained on the library's audio visual components may contact her and she will train them.

Ken O'Dell left at 9:10p.m.

Discussion continued on the countertop reconfiguration by the copier: Barb said it remains on hold until we determine the amount of funds left.

The oak tree saved on the library's lot was discussed. Barb provided a handout from the Univ. of IL Extension Service that shows no real treatment has proven effective. Therefore it needs to be an ongoing maintenance issue to limb it up in the winter when the sap ceases to flow. It should be included on a library maintenance schedule that the Building and Grounds committee needs to present.

Art Restoration: final damaged piece was approved to go to Hall of Frames, it was signed by Eckstein Case, this makes the grand total exceed the \$2,000 amount by a slight amount, but the significance of the piece determined it was worth it

Outdoor furniture: Christi said the trash cans cost more than she expected so the outdoor furniture has not been ordered yet. Wendy said she thought we were waiting on a sample of the colors and more exact pricing. Christi said she will inquire and report back so a final decision can be made and the pieces can be ordered.

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

New Business: Dedication plaque for sculpture and future donations: It was noted that there should be a policy on how to recognize donations and there should be some consistency in the way the donors' contributions are displayed. Sharon said plaques or nameplates should include the date the item was donated and suggested an archival book to record donations. Kim suggested that Barb purchase a plaque for the exterior bird sculpture that her family donated and we use that as a guideline for future ones. The board agreed and felt the cost of this plaque for the bird sculpture should be part of the construction expense due to the value of the donation. We acknowledged the need to establish guidelines related to the value of donations that would receive plaque recognition.

Committee Appointments: Barb said she has considered the committees and recommends the following:

Long Range Planning: Kim, Wendy, Ken

Building and Grounds: Frank, Wendy, Sharon

Budget: Jane, Barb, Brenda

Personnel: Kim, Sharon, Jane

New Standing Committees:

Policies and Procedures: Darren, Jane, Brenda

Technology: Darren, Frank, Ken

Barb said the new Policies and Procedures Committee would meet maybe only once or twice a year as needed to review the policies and procedures. She said they would review the board operations as related to state statutes, health and safety, city relations and personnel policies.

Barb said new standing committee requires a by-laws change. Kim said she could have the by-laws change ready by the next board meeting so the first reading could take place.

Barb said the By-Laws should also clarify that committees should select their own chairmen.

The Board agreed to add language in the by-laws regarding succession -- If the Vice President is not able to succeed the President, then a new election will be held.

More New Business:

Barb said the cost to ship the General Dean exhibit from California for an upcoming library program is over \$7,000. She said Chuck Poettker of Poettker Construction has offered to take care of that expense. She said Chuck is a Bronze Star recipient of Vietnam and believes in the cause.

The program will be on Sat. Nov. 8 and Barb has been doing all of the planning herself and requests some assistance from others on the library board. She provided dates of all the VFW meetings she has arranged to speak to inform the Veterans all over Clinton County of the library event.

Barb said her contact at Scott AFB, Sara Garner, has General Davidson lined up to speak, and she told Barb with the August death of U.S. Army Maj. General Harold Greene in Afghanistan, this event to recognize U.S. Army Maj. General William Dean is a really important one:

The meeting adjourned at 10 p.m. The next regular meeting of the Library Board will be on Monday, Oct. 6 at 7 p.m. in the conference room of the new library.

Respectfully Submitted,

Wendy Folen

Library Board Secretary

CITY OF CARLYLE
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING AUGUST 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,211.92	27,472.43	84,000.00	56,527.57	32.71
20-56-4510 HEALTH & DENTAL INSURANCE	(334.76)	2,272.83	5,279.88	3,007.05	43.05
20-56-5110 MAINTENANCE SERVICES-BUILDING	.00	750.00	5,500.00	4,750.00	13.64
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	79.83	428.19	2,075.00	1,646.81	20.84
20-56-5330 LEGAL SERVICES	.00	61.20	1,000.00	938.80	6.12
20-56-5490 OTHER PROFESSIONAL SERVICES	571.97	1,571.97	7,050.00	5,478.03	22.30
20-56-5510 POSTAGE	54.20	196.21	400.00	203.79	49.05
20-56-5520 TELEPHONE	102.71	409.91	1,500.00	1,090.09	27.33
20-56-5530 PUBLISHING	.00	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	437.29	2,156.68	15,000.00	12,843.32	14.38
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	22.56	733.11	2,000.00	1,266.89	36.66
20-56-6540 JANITORIAL SUPPLIES	8.38	51.96	400.00	348.04	12.99
20-56-6580 PERIODICALS	349.88	1,182.11	2,000.00	817.89	59.11
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,241.45	7,897.06	20,000.00	12,102.94	39.49
20-56-9250 SPECIAL PROGRAMS	30.61	634.45	3,500.00	2,865.55	18.13
20-56-9290 MISCELLANEOUS EXPENSE	6.20	24.80	100.00	75.20	24.80
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	2,651.00	7,953.00	5,302.00	33.33
TOTAL LIBRARY	9,444.99	48,577.51	170,257.88	121,680.37	28.53
TOTAL FUND EXPENDITURES	9,444.99	48,577.51	170,257.88	121,680.37	28.53
NET REVENUES OVER EXPENDITURES	(8,405.88)	4,961.62 (3,552.88)	8,514.50	139.65

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING AUGUST 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110	PROPERTY TAX	.00	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	.00	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	646.00	1,870.30	7,000.00 (5,129.70)	26.72
	TOTAL FINES & FORFEITURES	646.00	1,870.30	7,000.00 (5,129.70)	26.72
<u>MISCELLANEOUS REVENUE</u>					
20-3810	INTEREST INCOME	4.11	12.87	25.00 (12.13)	51.48
20-3831	DONATIONS	389.00	1,722.00	2,000.00 (278.00)	86.10
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	393.11	3,278.87	4,325.00 (1,046.13)	75.81
<u>OTHER FINANCING SOURCES</u>					
20-3990	TRANSFER FROM OTHER FUNDS	.00	30,000.00	122,000.00 (92,000.00)	24.59
	TOTAL OTHER FINANCING SOURCES	.00	30,000.00	122,000.00 (92,000.00)	24.59
	TOTAL FUND REVENUE	1,039.11	53,539.13	166,705.00 (113,165.87)	32.12

Case Halstead P.L. – Income and Expenditures

September 2014

- A. Nonresident Fees- \$560.16
- B. Fines - \$37.60
- C. Fax Machine- \$63.00
- D. Copier & Printer- \$233.35
- E. Book Sale - \$18.00
- F. Donations - \$7.30
- G. Coffee - \$10.60
- H. Amazon Book Sale (not in totals) - \$9.94

Total \$930.01

Total at CH \$954.00

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$1383.00</u>
Simplex Grinnell (Alarm Inspections) - \$1383.00	
5120 Maintenance-Equipment	<u>5120 \$131.54</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$51.73	
5330 Legal Fees	<u>5330 \$195.00</u>
Phil Lenzini (Meeting Room Policy) - \$195.00	
5490 Other Professional Services	<u>5490 \$1680.73</u>
IHLS (Gale Databases) - \$1122.73	
Movie Licensing USA (2 Years) – 558.00	
5510 Postage	<u>5510 \$55.91</u>
2 Packages and stamps - \$55.91	
5520 Telephone	<u>5520 \$104.73</u>
AT&T - \$79.73	
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 \$281.42</u>
City of Carlyle - \$157.55	
Ameren - \$123.87	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>

6510 Office Supplies	<u>6510 \$41.19</u>
Amazon - \$31.98	
Wal-Mart - \$9.21	
6540 Janitorial Supplies	<u>6540 \$95.85</u>
Wal-Mart - \$35.85	
Capri Cork Cleaner - \$60.00	
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1662.17</u>
Amazon - \$103.39	
Baker & Taylor - \$759.71	
Bill Nunes - \$25.00	
Center Point - \$430.20	
Gale - \$343.87	
9250 Special Programs	<u>9250 \$93.58</u>
Amazon - \$93.58	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$5823.79</u>

Late Bills from August

Library Project Bills

September 2014

Maddux Trust:

8900 Other Improvements

- Amazon - \$641.70
- Barb Guebert (Table) - \$100.00
- Bel-O - \$13905.00
- Centurion - \$68.40
- Christi Gerrish (Table) - \$202.96
- City of Carlyle - \$2202.02
- Demco - \$223.20
- Diversified - \$35932.50
- General Waste - \$2977.50
- Gerstner - \$7331.10
- Joiner - \$6924.74
- Luebbers (Welding for Birds) - \$31.00

Total - \$70543.12

State Grant:

8900 Other Improvements

- Aviston Lumber - \$1024.32
- Christi Gerrish (Table) - \$17.03
- Jared Kampwerth - \$150.00
- M L Vasquez - \$18519.10
- Plocher Construction - \$73153.00
- Rakers Electric - \$34399.07
- Von Alst Walls - \$35937.38

Total - \$163199.90

Grand Total - \$233743.64

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2014 September

2014 August

2013 September

ADULT---1843

ADULT---1435

ADULT---2655

CHILDREN---569

CHILDREN---624

CHILDREN---632

YOUNG ADULT---146

YOUNG ADULT---103

YOUNG ADULT---112

RENEWALS---734

RENEWALS---509

RENEWALS ---592

MANUAL CHECKOUTS---14

MANUAL CHECKOUTS---12

MANUAL CHECKOUTS---36

3M Cloud---12

3M Cloud---34

TUMBLEBOOKS---4

Overdrive---128

Overdrive---181

Overdrive---156

TOTAL=3446

TOTAL=2898

TOTAL=3595

ROUTE INS=353

ROUTE INS=325

ROUTE INS=598

ROUTE OUTS=276

ROUTE OUTS=239

ROUTE OUTS=967

COMPUTER USE=502

COMPUTER USE=288

COMPUTER USE=381

Boy Scouts - 16

Grand Opening – Approximately 600 people through the day

Girl Scouts – 18

Weller 3rd Grade – 20

Sinclair 3rd Grade – 20

Winkler 3rd Grade – 21

Ghost Hunt – 8

Total - 103

Molanda Company

QUOTE

Our Quote No.	1150
Date	9/10/2014
Terms	Valid for 30 days

Quote To: _____

Carlyle Library

Description	Qty	Each	Total
Savannah Bow bench 4'	1	1,194.00	1,194.00
Savannah Bow bench 6'	1	1,346.00	1,346.00
36 gallon Lexington receptacle w/rain bonnet lid & plastic liner	1	966.00	966.00
powder coated colors such as Green & Matte Black are standard pricing, Premium colors which include the Metallics, Speckleds, and Vains would cost an additional 10% on each items' price. (the Savannah Bow 4' bench would add \$119 to the cost)	1	0.00	0.00

Customer Message

Thank you for your business. Get out and go PLAY!

Total: \$3,506.00

Molanda Company

2276 E. 1800 North Rd.
Moweaqua, IL 62550

Tel: 217-855-5477
Email: molandacompany@gmail.com
Website: www.molandacompany.com

Case-Halstead Public Library Presents
A TRIBUTE TO GENERAL DEAN

Saturday, November 8, 2014, 10:00 AM
Harris Gymnasium – Carlyle High School

The Case-Halstead Public Library is proud to present a tribute to Carlyle native, Korean War Veteran, POW and Medal of Honor recipient Major General William F. Dean.

General David Clarkson, Chief of Staff, USTRANSCOM, will be the keynote speaker. West Point graduate and U.S. Congressman John Shimkus will also take part in the program. Mr. Dick Boyd, who performs with the St. Louis Symphony Chorus and is himself a Vietnam Veteran, will be the guest soloist.

Bring the whole family to remember all of our Veterans, Prisoners of War, and all those Missing in Action, and celebrate Veterans Day with our Men and Women in the Military.

GENERAL DEAN EXHIBIT

Courtesy of The University of California Department of Military Science

Case-Halstead Public Library will host the *first-ever* exhibit of General Dean's entire personal military collection in Carlyle. The transportation cost for bringing the exhibit to Carlyle has been generously donated by Vietnam Veteran Charles V. Poettker.

EXHIBIT HOURS: October 30 through November 19

Tuesdays & Thursdays 4:00 – 7:30 pm

Wednesdays 10:00 am – Noon

Saturdays 10:00 am – 1:30 pm

For Group Reservations, contact Library Director Christi Gerrish.

More programming announcements will follow.

Make plans NOW to attend the Tribute with your family on November 8 and see the General Dean Exhibit at the Library!

Case-Halstead Public Library • 550 Sixth Street • (618) 594-5210 • casehalstead@gmail.com

CASE-HALSTEAD PUBLIC LIBRARY

INCOMING LOAN CONTRACT AGREEMENT

The undersigned ("Lender") hereby places the object(s) described herein in custody of the Case-Halstead Public Library ("the Library") for the purposes, and subject to the terms and conditions, set forth.

LENDER INFORMATION:

Name: Stephen Suhr, Department of Military Science, University of California **Telephone:** 510-642-2132
Address: 156 Hearst Gymnasium, Berkeley, CA 94588 **Email:** sshur@military.berkeley.edu

OBJECT(S) DESCRIPTION(S): See Annex A – MG William F. Dean Exhibit Items

PURPOSES/PERMISSIONS (check all that apply):

The Library has the Lender's permission to use the object(s) for:

- Exhibition Copying/Reproduction (non-commercial)
 Research Copying/Reproduction (commercial)
 Other (please describe) _____

DESCRIPTION OF LOAN:

Dates: _____ to _____

Responsible for transportation: Lender Library

CREDIT LINE:

Unless otherwise noted, the object(s) listed above will be credited in exhibition and publication with the statement "Courtesy of The University of California, Department of Military Science"

Sign and date for return receipt:

LENDER DATE

LIBRARY REPRESENTATIVE DATE

SIGNATURE:

The Lender acknowledges that he/she has full authority and power to enter into this agreement, that he/she has read the conditions above and on the back of this form and that he/she agrees to be bound by them.

LENDER DATE

LIBRARY REPRESENTATIVE DATE

Sign and date for return receipt:

LENDER DATE

LIBRARY REPRESENTATIVE DATE

Case-Halstead Public Library
550 Sixth Street – Carlyle, IL 62231
618/594-5210 www.case-halstead.org

INCOMING LOAN CONDITIONS

Extension, Return, Cancellation, Abandoned Property

1. The object(s) in custody may remain in the possession of the Library for the time specified in the contract, but may be returned to the Lender at any time earlier by the Library. If an extension is requested for long-term research, examination, or exhibition, the Library will make a formal, written request to the Lender.
2. Unless otherwise noted in writing, the Library will return the items only to the Lender and only at the address specified in this agreement. The Lender shall promptly notify the Library in writing of any change of address. The Library assumes no responsibility to search for a Lender who cannot be reached at the address specified in this agreement. The Lender will/may be required to pay additional costs, if any, if the Lender requests the return of the work to another address.
3. The loan is made with the understanding that the object(s) will be in the Library's possession during the entire period requested. Any intention by the Lender to recall or cancel the loan must be for good cause, communicated to the Library with at least two (2) weeks' notice, and will result in the Lender's responsibility to transport the object. The Library will obtain written approval from the Lender if it desires an extension for the loan period.
4. If, after 90 days beyond termination of the loan date noted on the contract, pursuing all possible means of contact, and in accordance with any legal requirements, the Lender cannot be found or the Lender refuses to accept the return of the items on loan, it shall be deemed abandoned property, and become the property of the Library. The Library may accession the object(s) or dispose of it in an appropriate manner, which may include sale; donation to another library, historical society, or archive for educational purposes; exchange with another library or non-profit institution; use in educational and research programs at the library; or physical destruction.

Ownership and Change in Ownership

The Lender agrees that he/she has full legal title and copyrights to objects loaned to the Library or that he/she is an authorized agent of the Owner or Owners of them. The Lender will notify the Library promptly of any change of ownership of the items in custody for whatever reason. If the ownership changes during the period of custody, the Library reserves the right to require the new owner, prior to the return of the object, to establish his or her right of possession by proof to the Library. The new owner shall succeed to the Lender's rights and obligations under this agreement, including, but not limited to, the custody period and any insurance obligations.

Interpretation

Any object(s) to be placed on exhibit is open to interpretation by the Library. The Lender loans the object(s) with the understanding that he/she cannot restrict, command, or otherwise determine the manner in which the Library will interpret the object, its use, and its placement in the exhibit.

Reproduction and Credit

Photographs or copies may be made of the objects for the purposes of cataloging, non-commercial educational uses, publicity, and registration. Any further use of such photographs or copies will be made only with written permission from the Lender as noted on this contract. Each object will be labeled and credited to the Lender as provided on this contract for display labels and publication credits.

Care and Preservation

The Library will exercise the same care with respect to the object(s) on deposit as it does with comparable property of its own. The Library will not alter, clean or repair objects on deposit. The Lender certifies that the objects loaned are in condition to withstand ordinary strains of packing, transportation and handling. The Library will notify the Lender immediately, followed by a full written and photographic report, if damage or loss is discovered. It is the Library's responsibility to transport all objects to from the Lender to the exhibit location and back to the Lender utilizing the pre-arranged art shipping company (ARTEX Fine Art Shippers).

Insurance

The Library will provide a minimum of \$250,000 worth of insurance to cover the loaned objects from the time they are picked up from the Lender's location until they are returned to the same location. While the objects are in transit the Library will utilize insurance provided through the shipping company (ARTEX Fine Art Shippers). Prior to the objects leaving the Lender's location, the Library will provide the Lender a copy of the certificate showing the objects are insured from the time they are dropped off at the exhibit location to the time they are picked up by the shipper.

Proposed Changes/Additions to Case-Halstead Library By-Laws

October 6, 2014

Proposed Additions: Section 4 – Standing Committee Duties

4.5- Policies and Procedure Committee- This committee shall consist of the Library Director and three (3) Trustees. Responsibilities will include, but not be limited to, review Board and Library operating policies and procedures at least annually or as needed to ensure compliance with state statute, City ordinances, Employee practices, public access and conduct.

4.6- Technology Committee- This committee shall consist of three (3) Trustees. Responsibilities will include, but not be limited to, the operation of all technology systems and equipment in the library to ensure optimum library operations, security systems, all audio visual systems as well as all other technology in the library.

First Reading: October 6, 2014

Changes Adopted: