

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
Monday, December 1, 2014

**Meeting Location:** Library Conference Room, 550 Sixth St. Carlyle, IL 62231

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

**Also present:** Christi Gerrish, Library Director

**Absent:** Wendy Folen-Secretary (excused). In Wendy's absence, Sharon was asked to take minutes.

The meeting was called to order at 7:05 p.m. The pledge was recited.

**Meeting Minutes:** Jane moved, Kim seconded approval of the November 3, 2014, meeting minutes.

**Treasurer's Report:** Jane reported expenditures of 44.92%, to date, with 50% of the fiscal year elapsed. A late bill in November for \$1779.40, for renewal of annual Centurion computer licensing fee was shown in account 5490. The report was approved on a motion by Darren, with a second by Sharon.

**Library and Construction Bills:**

**Library Bills:** Christi reported the income of \$755.39, plus \$202.39 in sales of used books through Amazon. She stated that the Amazon sales could be taken over by the new Friends of the Library as fund-raising activity. Sharon asked if the Friends would receive proceeds from the biannual library book sales as well. Christi stated if the organization actually ran the sales, the Friends would receive the income.

Other detailed expenses included the quarterly extermination services by Terminix for \$100.00, Demco purchases from which the library received a free \$600.00 book cart; a total of apprx. \$400.00 for the General Dean Program. Darren had questioned a higher than usual telephone bill in October. Christi explained that it had included the installation charge for a dedicated line required for the fire alarm system. There was also a Union Banner bill for \$157.70 that was traced to an unpaid advertising invoice from the Veterans' Day program in 2013.

The total expenses for November, 2014 were \$3219.05. Frank made the motion to pay the bills; Jane seconded. The motion passed.

**Construction/Project Bills** included payment of finals bills to Egyptian Stationers and Diversified for furniture and landscaping. The outdoor furniture, lockable filing cabinet for the Trustees, parts for the digital bulletin board outside the Director's office, and Blue Ray players and routers to boost the wifi in the library were also purchased. The state grant monies were completely

spent, including \$94.82 in accrued interest. Christi presented a current accounting of the grant and trust funds which showed that only the Plocher Construction contract of \$106,000 is still outstanding, pending application of unused allowances, credit for landscaping, and completion of the Foppe work. Kim moved to pay the bills; Frank seconded. The motion passed. The question of why there were two bills from Home Fashions was answered. The first was the deposit for ordering blinds for Christi's office. The second is the balance due.

**Statistics:** November 2014 numbers are down from October 2014 due to the October visits by the middle and junior high classes to see the new library. The new patron counter counts only patrons coming into the building.

Upcoming Events were announced: first meeting of the Anime Club --Dec. 2

Play: How the Grinch Stole Christmas, presented by the Carlyle Theatre Arts group,  
Dec 5, 1 pm and 2 pm

Movie and Game night: Polar Express--Dec 13, 6:30 pm

The board may be asked to bake cookies for these events. Frank will inquire whether the high school Band Parents are selling cookies on Dec 5. If so, we will purchase cookies.

**Committee Reports:** Personnel report moved to the end of the meeting for closed session

Construction Committee minutes were presented. Barb explained the need for additional tack panels in the Maddux Room, and possibly the children's area. The bid by G & S Architectural Products was discussed. The alternate bid was based on estimates of size of panel. Darren moved to purchase the panels, but not to exceed \$3000.00. Jane seconded. Sharon suggested that in order to cover any possible *close* overage of the cost and prevent having to call a special meeting the amount be increased to \$3500.00. Darren amended his motion, and Jane seconded. Motion carried.

Discussion of Illinois Closet Concepts proposal to complete interior of Maddux Room closets indicated more information is needed. The proposal was tabled.

A second bike rake needs to be ordered. Wind damage to the new fence was discussed. Barb questioned whether an insurance claim would help pay for re-installing downed fence. There was no definitive answer by Christi regarding this. There were questions about the installation instructions to Simon Kampwerth of Aviston Lumber when the fence was ordered. Jane recalls a phone conversation with Simon, after he had visited the site to measure. She stated that Simon said the fence would NOT be mounted on plates atop the retaining wall. However, that is the method the subcontractor used. When Jane called four fence companies, she was told a long fence with slats would require drilling. Anthony Supply, fence installer, provided a quote for \$2919.70, as cost to reinstall downed fencing. Christi will review the minutes of the October meeting regarding what specifications, if any, were given for the initial installation.

Egyptian will bring the final book case shelving December 10. The Heritage Room shelving has been replaced with shelves of the correct thickness to prevent sagging. More shelving will take about six weeks to receive once the order is placed.

Pieces of the temporary stage/platform for the Maddux Room will be purchased pending solution of the storage situation. Building a loft in the Maddux room storage closet may help organize the surplus building supplies requiring indoor storage. Purchasing display cases was discussed. Barb thanked Brenda Johnson for the loan of her display cases for the Dean exhibit.

**Old Business:** The General Dean exhibit was packed and picked up November 22. It is expected to be delivered to UC California at Berkeley, December 11<sup>th</sup>. Colonel Erts will sign the release of liability as soon as he unpacks and inspects the items from the exhibit. Several patrons are interested in copies of the Dean program video and/or the 1953 video of General Dean's Carlyle visit for the rededication and renaming of the suspension bridge.

Changes to the By-Laws were not available for discussion and vote. The matter was tabled.

**New Business:** Christi announced a Scholastic Book Fair from December 15-20. She requested the library be closed December 26 as the Heartland System is updating their computer system that day. The Board agreed. Barb asked that the closure be posted.

The new Friends of the Library will meet Dec 13 at 10 a.m.

Sharon raised the issue of the white/cork board that the Park Board borrowed, used off library property and returned damaged. In the discussion we learned that item had been borrowed again and was used at Bretz' and left there for yet another meeting or two. The Board's general feeling was the equipment should have been returned to the Library, not left in a commercial establishment. Some questions: who is responsible while the equipment is there? What if the Library needs the equipment and has no access to it? In fact, the Carlyle Theatre group was planning to use the board for their Dec 5, performances. It was felt the Park Board has shown lack of respect for the equipment and it should be returned to the library.

A post-holiday meal for the Board of Trustees was discussed. Kim will make reservations at the Wheelhouse Restaurant for dinner January 11, 2015.

Christi handed out a list of all scheduled meetings and holidays for 2015.

**Closed session:** Darren moved to go into executive session to discuss ongoing litigation and personnel matters. Frank seconded. Motion passed. Closed session was entered at 8:40 pm.

The meeting re-opened at 9:35. Darren moved to authorize Barb to consult with attorney; write a letter to First National Bank Trust Committee; have the attorney review the letter before sending it to the bank. Kenny seconded. Motion approved unanimously.

Barb related an incident that occurred one evening close to 8 PM. Two young men came to check out DVD's, were intoxicated, entered the staff kitchen, startled staff, and then before leaving, one man vomited in the men's restroom, requiring extensive clean-up by staff. Barb expressed her feeling that the library should find or create an Incident Report so that events of this kind would be written up and reported appropriately.

The meeting was adjourned at 9:45 pm.

Respectfully submitted,

Sharon Berdeaux, Acting secretary

**CITY OF CARLYLE**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING NOVEMBER 30, 2014

**FUND 20 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110 PROPERTY TAX	.00	27,154.13	28,000.00	( 845.87 )	96.98
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	27,154.13	33,380.00	( 6,225.87 )	81.35
<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 &amp; FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	1,320.89	4,929.19	7,000.00	( 2,070.81 )	70.42
TOTAL FINES & FORFEITURES	1,320.89	4,929.19	7,000.00	( 2,070.81 )	70.42
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.00	12.87	25.00	( 12.13 )	51.48
20-3831 DONATIONS	.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	962.00	300.00	662.00	320.67
20-3860 MADDUX TRUST	.00	.00	.00	.00	.00
20-3890 MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	.00	3,296.87	4,325.00	( 1,028.13 )	76.23
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	20,000.00	50,000.00	122,000.00	( 72,000.00 )	40.98
TOTAL OTHER FINANCING SOURCES	20,000.00	50,000.00	122,000.00	( 72,000.00 )	40.98
TOTAL FUND REVENUE	21,320.89	87,380.19	166,705.00	( 79,324.81 )	52.42

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING NOVEMBER 30, 2014**

**FUND 20 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,131.55	48,986.92	84,000.00	35,003.08	58.33
20-56-4510 HEALTH & DENTAL INSURANCE	( 124.85 )	3,535.61	5,279.88	1,744.27	66.96
20-56-5110 MAINTENANCE SERVICES-BUILDING	.00	2,233.00	5,500.00	3,267.00	40.60
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	79.83	784.00	2,075.00	1,291.00	37.78
20-56-5330 LEGAL SERVICES	.00	256.20	1,000.00	743.80	25.62
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	3,951.37	7,050.00	3,098.63	56.05
20-56-5510 POSTAGE	51.07	326.37	400.00	73.63	81.59
20-56-5520 TELEPHONE	108.90	943.05	1,500.00	556.95	62.87
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	186.88	3,117.60	15,000.00	11,882.40	20.78
20-56-5940 RISK MANAGEMENT-GEN INS.	4,644.33	4,644.33	10,000.00	5,355.67	46.44
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	100.00	100.00	.00
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	33.18	33.18	100.00	66.82	33.18
20-56-6510 OFFICE SUPPLIES	233.09	1,294.41	2,000.00	705.59	64.72
20-56-6540 JANITORIAL SUPPLIES	45.27	193.08	400.00	206.92	48.27
20-56-6580 PERIODICALS	.00	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	1,767.16	13,134.21	20,000.00	6,865.79	65.67
20-56-9250 SPECIAL PROGRAMS	387.41	1,295.24	3,500.00	2,204.76	37.01
20-56-9290 MISCELLANEOUS EXPENSE	6.20	43.40	100.00	56.60	43.40
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	4,639.25	7,953.00	3,313.75	58.33
<b>TOTAL LIBRARY</b>	<b>14,212.77</b>	<b>90,686.93</b>	<b>170,257.88</b>	<b>79,570.95</b>	<b>53.26</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>14,212.77</b>	<b>90,686.93</b>	<b>170,257.88</b>	<b>79,570.95</b>	<b>53.26</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>7,108.12 ( 3,306.74 ) ( 3,552.88 )</b>			<b>246.14 ( 93.07 )</b>	



First National Bank  
In Carlyle  
Trust Department

For the Account of:

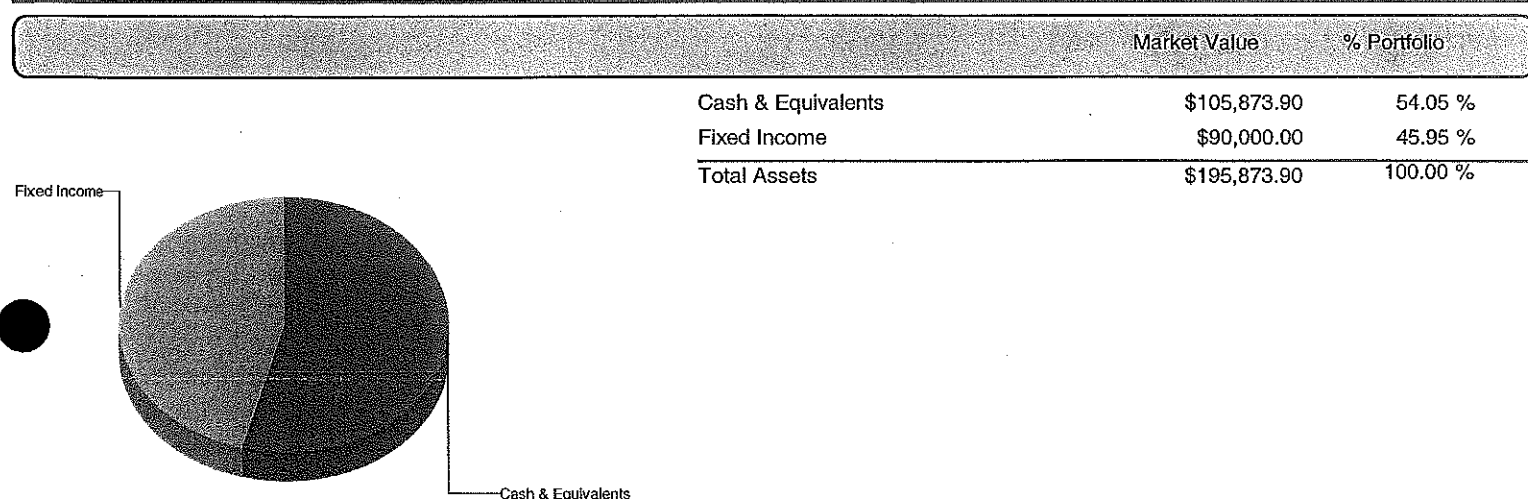
Account Number: 819

FLORA ETHEL MADDUX TRUST

From 11/1/2014 To 11/30/2014

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

## Asset Allocation



## Activity Summary

	Cost Value	Market Value
Previous Statement Balance	\$198,287.06	\$198,294.26
Interest	\$13.18	\$13.18
Realized Gains	\$0.00	
Account Fees	(\$24.03)	(\$24.03)
Expenses	(\$2,403.21)	(\$2,403.21)
Net Portfolio Change		(\$6.30)
Ending Balance	\$195,873.00	\$195,873.90

# Case Halstead P.L. – Income and Expenditures

December 2014

- A. Nonresident Fees- \$574.00
- B. Fines - \$113.80
- C. Copier & Printer- \$249.48
- D. Fax Machine- \$61.95
- E. Book Sale - \$39.00
- F. Donations - \$94.10
- G. Coffee - \$15.50
- H. Maddux Room - \$50.00
- I. Amazon Book Sale (not in totals) - \$154.96

Total \$1052.12

Total at CH \$1052.40

## 1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$</u>
5120 Maintenance-Equipment	<u>5120 \$79.83</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$2147.00</u>
IHLS (Polaris Fee) - \$2,007.00	
Serpentine (Website) – 140.00	
5510 Postage	<u>5510 \$14.10</u>
Packages and stamps - \$14.10	
5520 Telephone	<u>5520 \$117.61</u>
AT&T - \$92.61	
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 \$1156.63</u>
City of Carlyle - \$937.47	
Ameren - \$94.05	
Constellation - \$125.11	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$</u>



Wal-Mart - \$21.41	
6540 Janitorial Supplies	<u>6540 \$86.66</u>
Wal-Mart - \$86.66	
6580 Periodicals & Newspapers	<u>6580 \$166.71</u>
Centralia Sentinel - \$107.75	
Readers Digest - 29.96	
Sports Illustrated - \$29.00	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1609.64</u>
Amazon - \$282.18	
Baker & Taylor - \$367.46	
TEI Landmark (Audiobook Lease) - \$960.00	
9250 Special Programs	<u>9250 \$29.37</u>
Michaels - \$7.99	
Wal-Mart - \$21.38	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$5,435.16</u>

Late Bills from November

5120 Da-Com Maintenance - \$102.67  
8800 Baker & Taylor - \$203.98  
9250 Wal-Mart - \$18.96

# Library Project Bills

December 2014

Maddux Trust:

8900 Other Improvements

Amazon - \$276.45

Aviston Lumber - \$7,393.03

Grand Total - \$7,669.48

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Library Director

Date

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Library Board Treasurer

Date

---

Mayor Mike Burton

Date

# Circulation Statistics---Monthly

2014 December

2014 November

2013 December

ADULT---1710

ADULT---1661

ADULT---2231

CHILDREN---530

CHILDREN---515

CHILDREN---402

YOUNG ADULT---56

YOUNG ADULT---57

YOUNG ADULT---103

RENEWALS---733

RENEWALS---651

RENEWALS ---502

MANUAL CHECKOUTS---23

MANUAL CHECKOUTS---43

MANUAL CHECKOUTS---38

3M Cloud---25

3M Cloud---24

TUMBLEBOOKS---0

Overdrive---147

Overdrive---144

Overdrive---133

TOTAL=3224

TOTAL=3095

3M Cloud---38

TOTAL=2945

ROUTE INS=481

ROUTE INS=389

ROUTE INS=456

ROUTE OUTS=238

ROUTE OUTS=251

ROUTE OUTS=647

COMPUTER USE=655

COMPUTER USE=640

COMPUTER USE=268

PATRON COUNT=3360

PATRON COUNT=2931

Anime Club (5 weeks) - 86

General Dean Program - 168 Dickens Carolers - 93

Grinch (2 shows) - 138

General Dean Display - 241+

Polar Express - 70

Dean Day Parade - 20

Family Read Night - 8

Case-Halstead Library Board of Trustees  
Building and Grounds Committee  
Monday, December 15, 2014 meeting minutes

**Meeting Location:** Case Halstead Public Library at 550 Sixth St. Carlyle, IL 62231

**Library Construction Committee Members Present:** Sharon Berdeaux, Frank Buckingham, Wendy Folen, Christi Gerrish, Library Director

**Also Present:** Barb Guebert, Board President, Brenda Johnson, City Council Liaison

The meeting was called to order at 7:30 p.m. Frank agreed to act as chairman of the Building and Grounds Committee and Wendy agreed to write the minutes for this meeting.

**New Business:** Cleaning of the new library was discussed. Christi provided a schedule that shows part time staff taking on the duties of cleaning the library, including daily bathroom cleans, dusting, etc. This came about because Brenda Pollman who cleaned the old library did not want to continue with the new library. Christi said the staff has not minded the duties and dusting in the teen area after school has actually helped remind young teens to adhere to the library behavior standards.

Wendy said the staff has really stepped forward is doing a great job, but feels that a professional company would be able to do more deep cleaning. She said what the schedule reflects is surface cleaning.

Brenda said at her business, the staff checks and cleans the bathrooms as needed each shift change. She said that way they are being done more than once a day. Frank shared information on a robot style vacuum that would be useful in the evening after the library is closed. It adjusts for the different floor materials. Brenda said she gave Christi a catalog on commercial rugs that they will help protect the floors during bad weather.

Much more discussion followed, and the board members agreed that we need to look into hiring a professional cleaning to accompany the cleaning duties being done by the staff. The amount of times they come depends on the cost. Money is in the budget for cleaning Christi said.

Christi said there are two different companies that need to be followed up with, who earlier expressed interested. She said Jane knows one of them and will need to follow up, and she can with the other company. It was noted that with the city requirement of being bonded and insured, the options are more limited.

**Maintenance:** Sharon reminded the committee that the library was never really cleaned that well by the construction contractor because of how we needed to move in as the construction was being completed to minimize the amount of time the library was closed to the public. She feels to

maintain the new facility, a separate window company needs to be contracted with to clean the library windows twice a year.

Barb said the HVAC company recommended at their Sept. 24 meeting, that filters be changed every 3 months. She said it hasn't been done. Christi said Jack Satterfield is looking into new filters and she needs to follow up with him. She said it is unclear what type of filter is needed, but that Bello should know and she will call them.

Christi said the water department offered to do the yearly maintenance of the coils. Wendy asked if the electric department or another department that maybe does maintenance on city hall would be willing to do other maintenance such as changing the HVAC filters.

Brenda said she didn't see why not and would inquire. She also agreed to see why the library was not included in the city's decorating for Christmas, like with some lit wreaths on the parking lot lamp posts that were ordered to match the city's, etc. In the past, the library was included.

The exterior needs maintenance as well and we discussed the idea of scheduling a couple of work days each year for volunteers. It was noted by Sharon that Tom Guebert provided a lot of volunteer work this fall with mowing the grass and Barb raked several bags worth of leaves. Christi said Rob Hyten mentioned at the friends of the library meeting that he would help with exterior maintenance if others would be willing to chip in. Christi said Rob helped her and her father, Harlan Gerrish, rake leaves prior to the city's final pick up of the season.

**Library Policies as related to cleaning:** Wendy said she included this on the agenda because there are some policies that are affecting the appearance of the library. She said the clutter in the staff workroom is causing the shades to be pulled down all of the time in the front of the library and it doesn't look good from the outside. She believes the windows should be open unless the sun or a privacy concern requires the shades to be drawn. Christi said there is still excess furniture in the delivery room they are working around which has caused a lot of the clutter that is in the staff workroom. She said some furniture items from the old library did not sell. Sharon said she may want to try EBay as Craig's List didn't work or items may have to be given away.

Wendy said another policy that is affecting the look of the library is that lights in the Reading Room are not being turned on when the library is open for business. She said about a month and a half ago, she asked a staff member why they hadn't turned on all the lights. The staff member told her they weren't allowed to. Wendy said only turning on every other overhead light in the Reading Room makes the library look too dark and she selected the warmer wall colors based on the available overhead lights. Christi said all the lights are now being turned on and said at one point, it was up to the staff's discretion when the higher than normal utility bill had first come in.

**New O & M Manual:** The committee agreed it will take time to review the two massive maintenance and operations manuals left by Poettker. Frank said he intends to email other board members with a request to assist with the task. The manuals will be in the staff workroom and

willing board members should take a chapter and evaluate any maintenance needs, so a list and eventually a schedule can be made. Chapters being reviewed need to be clearly noted with the book so the process is not duplicated.

**To summarize:** The committee wants to be able to present as much information as possible by the Jan. 5<sup>th</sup> board meeting in regards to what need routine maintenance, what maintenance work needs to be contracted versus what the city would assist with, and the cost of regular professional cleanings that will be in addition to the duties of the staff.

The committee realizes this is an ambitious goal with the holidays and all of that may not be determined by Jan. 5. Barb said the cleaning and maintenance costs must be included in the budget that is worked on in February.

The meeting adjourned at 9:19 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

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:





## Case-Halstead Public Library Incident Report

Name and role of person completing this form:
Signature of person completing this form:
Date:

### Incident

Date and time of incident:
Name/s of person/s involved in the incident including who reported the incident:
Description of incident:

Witnesses (include contact details):
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### Reporting of the incident to club/association

Incident Reported to:	Date:
How (this form, in person, email, phone):	
Follow Up Action	

Description of actions to be taken:
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## LIBRARY BOARD MEMBERS: YEAR 2014-2015

1. **BARB GUEBERT----** PRESIDENT 2015  
2832 Senate Court  
(H)594-7455 (C)977-7255 bguebert@yahoo.com
2. **DARREN TRACY—**VICE-PRESIDENT 2017  
1431 Ridge St.  
(H)594-3088 (C)540-8399 flushstl@yahoo.com
3. **WENDY FOLEN---**SECRETARY 2016  
2823 SENATE COURT  
(H)594-8820 (C)410-3069 wfidesign@sbcglobal.net
4. **JANE BULLOCK---**TREASURER 2016  
120 Lake Vista Drive  
(H)594-2552 (C)322-7826 janebullock@sbcglobal.net
5. **SHARON BERDEAUX** 2015  
890 Franklin Street  
(C)420-5052 Office: 594-3050 sharonbirdo@sbcglobal.net
6. **FRANK BUCKINGHAM** 2017  
891 Clinton Street  
(C)623-8880 (H)594-7911 (UNLISTED) fxbuck@sbcglobal.net
7. **BRENDA JOHNSON** City Liaison  
830 7<sup>th</sup> Street  
(H)594-2258 (C)210-5413 sunkissedtan@live.com
8. **KENNY O'DELL** 2016  
1110 Monroe Street  
(H)564-5624 (C)979-2628 klodell@mckendree.edu
9. **KIM STAMPS** 2015  
1051 Randolph Street  
(H)594-6110 (C)960-6859 kstamps88@charter.net

## COMMITTEES

- A. Budget--- Jane Bullock, Barb Guebert, Brenda Johnson
- B. Building and Grounds--- Wendy Folen, Frank Buckingham, Kim Stamps
- C. Long Range Planning---Darren Tracy, Sharon Berdeaux, Kenny O'Dell
- D. Personnel---Darren Tracy, Jane Bullock, Sharon Berdeaux
- E. Policies and Procedures---Darren Tracy, Jane, Brenda Johnson
- F. Technology---Darren Tracy, Frank Buckingham, Kenny O'Dell

**Case-Halstead Library**  
**571 Franklin Street**  
**Carlyle, IL 62231**

**Library's Phone # 594-5210, 594-5940**

**Library's Fax # 594-8415**

**Email: [casehalstead@gmail.com](mailto:casehalstead@gmail.com)**

**Web: [www.casehalstead.org](http://www.casehalstead.org)**

**STAFF:**

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