

Meeting Minutes
Case-Halstead Public Library Board of Trustees
Monday, January 5, 2015

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

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

Also Present: Christi Gerrish, Library Director

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

Meeting Minutes: Jane moved to accept the minutes of the Dec. 1, 2014 library board meeting with a typo correction on the second page. Frank seconded the motion, all were in favor and the motion carried. Board members thanked Sharon for taking the Dec. minutes in the absence of Wendy, board secretary.

Treasurer's Report: Jane reported that everything is in order for the 7 month period ending Nov. 30, 2014. She said with 59 % of the year elapsed, the library is still well within budget. She said on the revenue side of the report, line item 20-3530 "Penalties, Library Fees" is higher than ever at \$1,320.89. Christi said this is mainly from new patron library cards. She said more people are visiting the new library and requesting cards, using the printer and even offering to pay fines on late returns. On the expenditure side of the report, Jane alerted the board to a higher than normal amount on line item 20-56-5940 Risk Management. She explained this is insurance through the City and while we cannot control it, we did budget enough to cover it. Barb questioned the lower utility amount than previous months and Jane explained it is what was approved in October. Barb said it would be interesting to use a graph to compare the utility expense over a period of time. The other board members agreed and Christi said she will start doing this and by next Oct. or Nov., we can review an entire year in the new building.

Sharon questioned the amount of money spent to date on library books, line item 20-56-8800. Christi said it's normal to expend more money on books at this point because good deals are early in the year and she spent now to take advantage. She knows this budget item will even out over the next couple of months and is not concerned. Darren moved to accept the treasurer's report and Sharon seconded the motion. All were in favor and the motion carried.

Jane shared information on the First National Bank statement and the balance in the Maddux Trust as of Nov. 30, 2014. Barb provided board members with a copy of the letter that the board authorized her to draft and our attorney to review, which was submitted to the First National Bank for further explanation as requested. She also shared the bank's response that indicates their agreement that the utility bill in question was construction related and they will issue the check for its payment.

Library Bills: Christi reviewed the income and expenditures for Dec. 2014. Once again it was pointed out that the nonresident fee for new library cards has increased from previous years because more new

people are coming to the library. She warned the board to expect a higher than average utility bill next month to compensate for the amount that was denied and delayed by First National Bank but is now approved. All other items on the report appeared in order so Frank made a motion to pay the library's bills in the total amount of \$5,345.16 and Jane seconded the motion. All were in favor and the motion carried.

Construction Bills: The construction bills for the month of Dec. 2014 were presented by Christi and they totaled \$7,669.48. Of this amount, \$7,393.03 was for the materials and labor invoiced by Aviston Lumber for a fence along the back alley that fell over in the first wind storm.

The fence was installed on top of the retaining wall but the library has since been informed that it should be installed in the ground, and 1 foot from the retaining wall. New posts needed to be ordered and more labor added and the board discussed the additional expense. Wendy pointed out that new top stone sections for the retaining wall also need to be ordered because Aviston Lumber's subcontractor drilled several holes that will now be exposed and could eventually deteriorate. Brenda is going to ask the City to pull this particular bill until Barb can discuss the issues with the owner of Aviston Lumber and see if a mutual agreement can be reached to remedy the situation. Christi said since the fence needs to be reinstalled, she would like to see the length along the trash enclosure shortened by a few feet because it's difficult for her and the staff to walk the trash cans around to the alley side for pick up.

Christi said there will be a zoning meeting in the Maddux Community Room regarding the fence on Jan. 22. For the Dec. construction bills, Sharon moved that we pay the \$276.45 Amazon invoice on line item 8900 Other Improvements. Wendy seconded the motion, all were in favor and the motion carried.

Sharon then made a motion to approve payment of Aviston Lumber's \$7,393.03 invoice pending that Barb's conversation with the company's owner results in a satisfactory resolution for both parties. At that point, Barb will contact Brenda (city finance chairman) who will ask the City to release the payment. Darren seconded the motion, all were in favor and the motion carried.

Christi said she received several comments about the lack of Christmas decorations in the new library. She said this caused her to attend several after Christmas sales and purchase a 9' prelit Christmas tree and skirt, 3 arrangements for the fireplace mantle and some ornaments for the tree. She said the total cost was less than \$250 and she wondered if the amount should be applied to our regular bills or treated as a construction expense and applied to the Maddux Trust.

After some discussion, the board decided the amount can be included in our regular bills and placed against special programs as it will be used during the Christmas season.

Statistics: Christi reported that the circulation statistics continue to rise. She said the system reorganized the route of their book deliveries which we cannot control, so the route-outs are lower which brings down the total circulation figure. She said computer use is on the rise and the Anime Club has been a big hit with the young adults. She credited part-time staff member Cassie with connecting so well with the Anime Club members. Barb said she believes it's a benefit that the library staff covers a wide range of ages which helps them connect with all of the library's patrons.

In her director's report, Christi said she keeps getting more requests for story time and beginning on Jan. 15, plans to have one every other Thursday beginning at 10 a.m. She said Kim has agreed to assist with crafts after the story. This will take place in the children's space and the age group is 3 and 4 year

olds. Kim suggested Christi consider alternating the time, maybe 10 a.m. one Thursday and 6:30 p.m. the next to attract more parents and children who may not be able to attend the morning session due to preschool. It was also suggested that the Friends of the Library may be interested in assisting if necessary. Sharon suggested that Christi should promote story time on the website and the library marquis. Brenda told Christi to ask the City to include it on the Carlyle Lake website as well.

Christi said she is hoping to schedule an Abe Lincoln program near the anniversary of his death in April, through the Road Scholar Program. She said the Scholastic Book Fair ended on Saturday and it netted 55 new items for the library. She thanked the Friends of the Library for helping the first week and said Scholastic picked up the unsold materials this morning.

Christi said she held a recent staff meeting and discussed ongoing discipline issues within the library and introduced the concept of filling out incident reports when warranted. She presented a basic incident report that she created to the board and said they will be kept on file at the library. Kim suggested the Policies and Procedures committee may want to review them from time to time, and Christi agreed this should be done, but only on an as needed base. She said there is also an IML form for injuries.

The Performer's Showcase will take place on Jan. 24 at the Fairview Heights Library, beginning at 9:30 a.m. and interested board members who want to see the potential library summer performers should contact Christi. Sharon said she wants to go.

Standing Committee Reports

Building and Grounds: Frank reviewed the minutes of the Dec. 15 Building and Grounds meeting that centered on cleaning and general maintenance of the new building. He brought a robot vacuum cleaner and invited board members to see a demonstration of it in the Maddux Community room after the meeting. He requested assistance from other board members in reviewing the Operations Manuals left by Poetteker Construction to help figure out a maintenance schedule to follow. The manual will be in the staff work room and board members can take any section they want to review, simply mark it on the attached sheet so work is not duplicated.

Sharon said she has started looking into window cleaners for the new library and is having a hard time finding anyone in the immediate area. Barb reported that Pam Holly, who is a professional organizer, came to the library to provide a bid to help Christi organize the staff work room and a few other areas that need a plan.

We discussed cleaning companies and Christi said she heard back from one who was interested before but now they aren't. Frank offered to call Community Link and see if they have some people interested in this type of work.

Budget Committee: They will meet on President's Day as they do every year. This year it is Feb. 16 and they will meet at the library at 10 a.m. Maintenance and cleaning items need to be identified and estimated before this meeting so their expense can be included in next year's budget.

Other reports: Barb reminded the board members that we have always been proactive and we don't want things to slide in the new building. She said each committee knows when they need to meet and please don't put it off until the last minute.

Construction Report: Christi said the library is on the City's schedule for installing the concrete blocks in the parking lot but they need to finish leaves first. Wendy provided an update on the closets

in the Maddux Community Room and the storage closet that the Building and Trades Class has agreed to provide free labor to build a platform. Wendy met with Jon Behrens, class instructor and provided a rough idea. She passed along closet information obtained from Illinois Closet Concepts in Shiloh and said there is a local contractor who might be interested in helping to complete the two smaller closets in the Maddux Room. She said Roger Rolves does woodwork and Brenda said she knew him, that he is her neighbor. Wendy also contacted the company who did the tackable wall in the Maddux Room and gave Christi the information to order another one as approved by the library board in the Nov. board meeting.

Barb reported that she, Wendy, and Christi spent a couple of hours walking the library last week to determine remaining items needed and see how things in each area are working out. Several items were discussed because there is still a list of items needed in the new space.

Barb said she emailed Arcturis about the hand dryers that are too noisy in the restrooms. Chrissy is sending a muffler accessory that should help with this dilemma.

City Council Liaison: Brenda said she hasn't been hearing any negative comments about the library anymore. She said she didn't have anything to report. Barb asked her if she would speak about the last city council meeting when a decision about the library appeared on their agenda. Brenda said the idea of donating used library books to Friends of the Library for fundraising efforts came up in a friends meeting and she and Christi thought they would run it by the council. She said they hadn't expected it would be such a big deal, but one of the council members wanted an opinion from city attorney Joe Heligenstein on whether this is allowed or not. Then the council member wanted a letter from the attorney and not just a verbal opinion. At the council member's request, Heligenstein wrote a letter stating it is okay for the library to use the funds as they wish for sales under \$1,000.

Kim said she was at the Friends meeting and remembers discussing donated books for friends, but doesn't remember discussion that it would go before City Council for approval. She remembers that it would go to library attorney, Phil Lenzini. Christi disagreed and said they discussed that it would go before City Council.

Barb said the library board is responsible for the library and when the friends have a question; it needs to go to the library board first because the friends' organization is an extension of the library.

Kim said the friends will be meeting next on Saturday, Jan. 10 at 10 a.m. She said she doesn't mind being the liaison from the library board since she attends their meetings anyway. It was noted that they requested the president of the library board attend their meetings and be a member of their executive committee. Barb said she attends their meetings anyway as a member. The library board said it doesn't necessarily have to be the board president as long as there is a representative of the board. Kim said she will talk to them about it.

Public Comment: none

Old Business:

Review of 2015 Library Calendar: Christi said it's time for the audit of the minutes and it will take place after next month's board meeting. Sharon and Jane conducted the audit last year and Barb asked them if they would be willing to do it again this year. They agreed.

Christi said the e-rate check is on the way for the 2013-14 year.

By-Laws Changes: Library Board Succession 2nd Reading was not available but will be for next meeting.

By-Laws Changes: Standing Committees 2nd Reading was reviewed and a few minor changes were requested of Kim. Remove library director from the committee and correct a typo. Darren made a motion to accept the By-Laws Change as related to Standing Committees with the corrections and Ken seconded. All were in favor and the motion carried.

By-Laws will need to be revised to include liaison for Friends of the Library and to revise the list of all committees and include the succession of officers as discussed.

New Business:

Christi provided a copy of a form she created that allows items to be loaned out from the library to other City of Carlyle departments. She requested input from the board. Sharon said anyone checking out equipment from the library should have to provide an after hour contact number like a cell phone. Brenda said there should be a small area on the form to note the condition of the return.

Barb said once it is finalized, the lending form should be added to the policy and procedures handbook. Christi said JoAnn Hollenkamp is working on a policy and procedures handbook for city employees and it could be included there as well.

The board discussed lending items to other organizations. Christi wants to create a separate form from the City's.

Christi reported that the many individuals and groups have reserved the Maddux Community Room. She said an individual recently conducted a grant workshop in the space and other scheduled events include a certification class planned by the Carlyle School District, a Head Start conference, an Eagle Program sponsored by the U.S. Army COE that will be open to the public, and a Riverwind Storytellers Guild workshop in March that may include a free public performance. Barb suggested that there should be a calendar of events not only for the library, but also for the Maddux Community Room. Board members encouraged Christi and Brenda to mention the activity at City Council when asked about the library because it shows the Maddux Room is fulfilling a need and also attracting different groups to our community.

The library board will be having a social dinner at Wheelhouse on Sunday, Jan. 11 at 6:30 p.m. and spouses and guests are invited. As in the past, the library director and library board members are responsible for paying their own way and for their guests.

Darren said before we adjourn, Ken had a good idea for a program and asked him to share it. Ken said the library should sponsor a writer's workshop. He said the Writer's Guild has many members in the metro east and the workshop would provide a forum for people interested in literature. He said they would only need to meet once every month or every other month and he believes many would find it useful. Christi liked the idea and said it is something she has considered also.

The library board accepted the resignation of Wendy, whose resignation letter explained the need to leave the board because of an increased workload at her professional job. Her last day will be Jan. 18 and she was thanked for her service by Barb, Christi and the other board members.

Barb said she will have to appoint a secretary at the next meeting to fill the role until the next officer election. She asked any board members who may be interested in being secretary to contact her. She said members should also contact her with any volunteer suggestions for Wendy's vacated seat that doesn't expire until 2016 so she and Christi can contact them and offer a couple of options for Mayor Burton's consideration.

The meeting adjourned at 9:40 p.m. The next regular meeting of the Library Board will take place on Monday, Feb. 2 at 7 p.m. in the library.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110 PROPERTY TAX	1,134.99	28,289.12	28,000.00	289.12	101.03
20-3150 MOBILE HOME TAX	.00	.00	80.00	(80.00)	.00
20-3160 PAYMENT IN LIEU OF TAXES	5,918.75	5,918.75	5,300.00	618.75	111.67
TOTAL TAXES	7,053.74	34,207.87	33,380.00	827.87	102.48
<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	763.90	5,893.09	7,000.00	(1,306.91)	81.33
TOTAL FINES & FORFEITURES	763.90	5,893.09	7,000.00	(1,306.91)	81.33
<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	25,000.00	75,000.00	122,000.00	(47,000.00)	61.48
TOTAL OTHER FINANCING SOURCES	25,000.00	75,000.00	122,000.00	(47,000.00)	61.48
TOTAL FUND REVENUE	32,817.64	120,197.83	166,705.00	(46,507.17)	72.10

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING DECEMBER 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,172.62	55,169.54	84,000.00	28,830.46	65.68
20-56-4510 HEALTH & DENTAL INSURANCE	913.81	4,449.42	5,279.88	830.46	84.27
20-56-4610 SOCIAL SECURITY	.00	.00	.00	.00	.00
20-56-4820 RETIREMENT	.00	.00	.00	.00	.00
20-56-4630 MEDICARE CONTRIBUTION	.00	.00	.00	.00	.00
20-56-5110 MAINTENANCE SERVICES-BUILDING	164.61	2,397.81	5,500.00	3,102.39	43.59
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	182.50	966.50	2,075.00	1,108.50	46.58
20-56-5330 LEGAL SERVICES	.00	256.20	1,000.00	743.80	25.82
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	3,951.37	7,050.00	3,098.63	56.05
20-56-5510 POSTAGE	47.88	374.25	400.00	25.75	93.56
20-56-5520 TELEPHONE	125.50	1,068.55	1,500.00	431.45	71.24
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	(1,780.49)	1,337.11	15,000.00	13,662.89	8.91
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	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	.00	33.18	100.00	66.82	33.18
20-56-6510 OFFICE SUPPLIES	417.23	1,711.64	2,000.00	288.36	85.58
20-56-6540 JANITORIAL SUPPLIES	.00	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
20-56-8700 FURNITURE	.00	.00	.00	.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,598.86	14,733.07	20,000.00	5,266.93	73.67
20-56-8900 OTHER IMPROVEMENTS	2,885.26	2,885.26	.00 (2,885.26)	.00	.00
20-56-9130 COMMUNITY RELATIONS	.00	.00	.00	.00	.00
20-56-9250 SPECIAL PROGRAMS	291.45	1,588.69	3,500.00	1,913.31	45.33
20-56-9290 MISCELLANEOUS EXPENSE	6.20	49.80	100.00	50.40	49.80
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	5,302.00	7,953.00	2,651.00	66.67
TOTAL LIBRARY	11,688.18	102,375.11	170,257.88	67,882.77	60.13
TOTAL FUND EXPENDITURES	11,688.18	102,375.11	170,257.88	67,882.77	60.13
NET REVENUES OVER EXPENDITURES	21,129.46	17,822.72 (3,552.88)	21,375.60	501.84	

Case Halstead P.L. – Income and Expenditures

January 2015

- A. Nonresident Fees- \$534.00
- B. Fines - \$194.05
- C. Copier & Printer- \$208.35
- D. Fax Machine- \$45.15
- E. Book Sale - \$27.00
- F. Donations - \$58.05
- G. Coffee - \$6.50
- H. E-Rate Grant - \$345.60
- I. Amazon Book Sale (not in totals) - \$64.66

Total \$1418.70

Total at CH \$1575.00

1. Expenditures

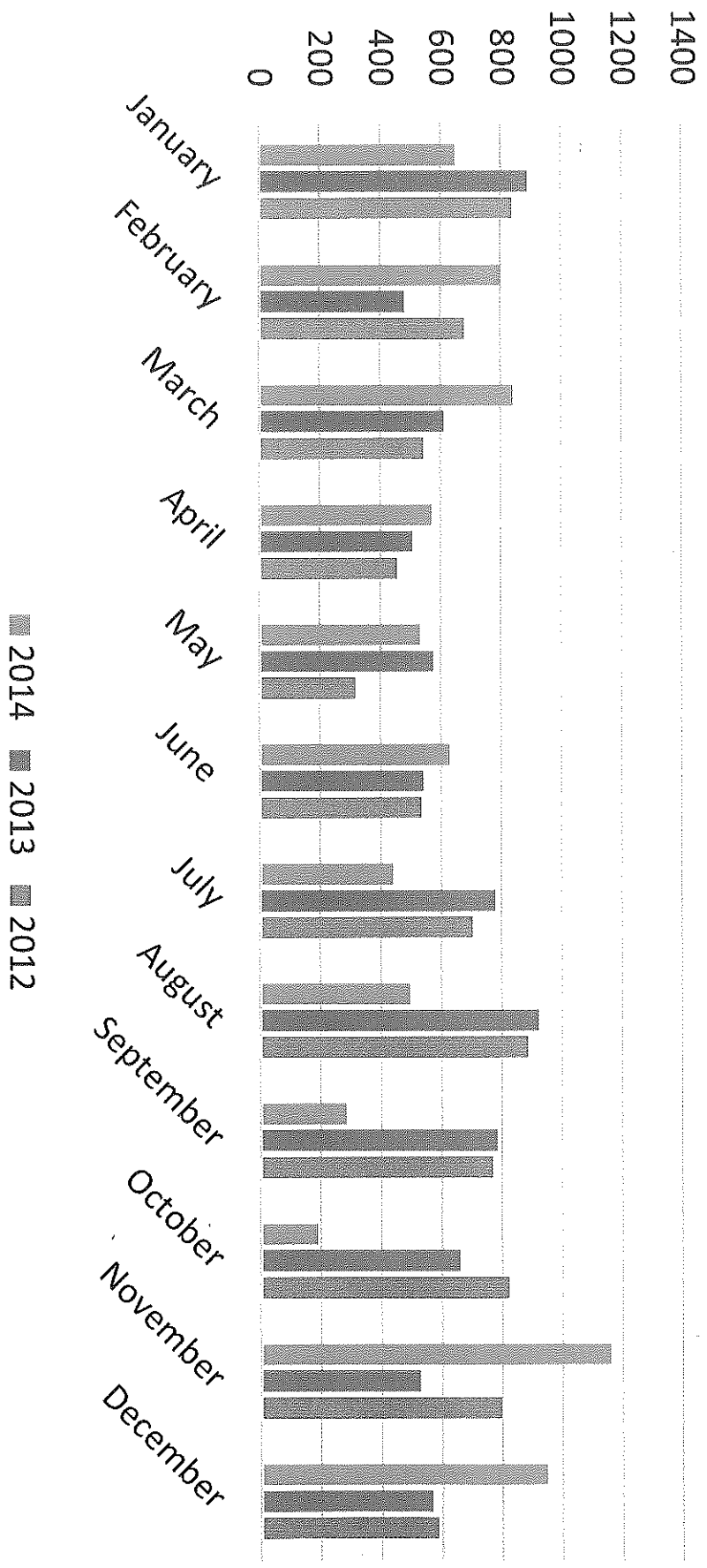
5110 Maintenance-Services of Building	<u>5110 \$</u>
5120 Maintenance-Equipment	<u>5120 \$79.83</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$490.00</u>
IHLS (Polaris Fee) - \$490.00	
5510 Postage ^{3M}	<u>5510 \$77.02</u>
Packages and stamps - \$77.02	
5520 Telephone	<u>5520 \$102.27</u>
AT&T - \$77.27	
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 \$1093.89</u>
City of Carlyle - \$976.23	
Ameren - \$117.66	
Constellation - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$</u>
6540 Janitorial Supplies	<u>6540 \$39.90</u>

Wal-Mart - \$39.90	
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$942.21</u>
Amazon - \$108.93	
Baker & Taylor - \$364.74	
Centerpoint - 171.36	
Gale - \$249.68	
IHLS - \$22.50	
Jack Frerker - \$25.00	
9250 Special Programs	<u>9250 \$880.58</u>
Aviston Lumber - \$2.80	
David Wolfe - \$300.00	
Mike Anderson - \$250.00	
Mr. Steve - \$325.00	
Wal-Mart - \$2.78	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$</u>

Late Bills from December

6510	Demco - \$117.23
9250	Michaels - \$107.56
	Tuesday Morning - \$20.00
	Radio Shack - \$17.98
	At Home - \$17.99
	Dillards - \$99.75
	Breese Journal - \$86.69

Utility Costs



Circulation Statistics---Monthly

2015 January

2014 December

2014 January

ADULT---2219

ADULT---1710

ADULT---2270

CHILDREN---562

CHILDREN---530

CHILDREN---448

YOUNG ADULT---95

YOUNG ADULT---56

YOUNG ADULT---66

RENEWALS---550

RENEWALS---733

RENEWALS ---529

MANUAL CHECKOUTS---20

MANUAL CHECKOUTS---23

MANUAL CHECKOUTS---39

3M Cloud---60

3M Cloud---25

3M Cloud---43

Overdrive---168

Overdrive---147

Overdrive---219

TOTAL=3674

TOTAL=3224

TOTAL=3085

ROUTE INS=759

ROUTE INS=481

ROUTE INS=576

ROUTE OUTS=347

ROUTE OUTS=238

ROUTE OUTS=352

COMPUTER USE=617

COMPUTER USE=655

COMPUTER USE=263

PATRON COUNT=3337

PATRON COUNT=3360

Anime Club (4 weeks) - 65

Anime Club (5 weeks) - 86

Amelia Earhart - 13

Story Time (2 times) - 27

Grinch (2 shows) - 138

Ice Age - 8

Polar Express - 70

1/6/2015

Pamela Holly / Clutter Concepts
(618) 322.1735

Storage and organizational concerns for Case-Halstead Library

After meeting with Christi Gerrish and Barb Guebert on 1/02/2015 about the current storage and organizational needs of the library, I would like to submit the following proposal as a possible solution/guideline.

With your direction I and an assistant will help you determine the following:

- I. Evaluate and create the appropriate organizational strategy by analyzing your current needs for each area of concern
- II. With your direction we will Sort and Purge unnecessary items to maximizing available storage space and determine the most productive storage solutions for each area
- III. Hands-on implementation with or without our clients assistance in the organizational process (Clients assistance encouraged)
- IV. Assist you with designing an efficient work flow area in the staff work room
- V. We will assist you in the new organized area to categorize, containerize, and label all items you've decided to keep.
- VI. Support you in the decision-making process to new storage and organizational systems, using products you already have or recommend products to purchase that will help you achieve and maintain the long-term order that you desire and will enhance the ability to quickly locate daily items and the storage of seasonal and less used items

I will bring an assistant organizer to this job and if clients are to assist or there will be **Volunteers available, please read special information below.

I encourage clients and volunteers to participate in organizational projects to ensure all their concerns and needs are being met and no one becomes overwhelmed.

I have included *Pricing for each area of concern and approximate construction quotes from a contractor for the areas in need of specialized build outs.

Please note the 4 Hour Session Pricing may be increased due to delays or unforeseen additional time required.

If additional session time is needed this is billed in ½ hour increments of \$10.

The noted sessions can be completed on weekends if needed and this proposal does not have to be completed all at one time

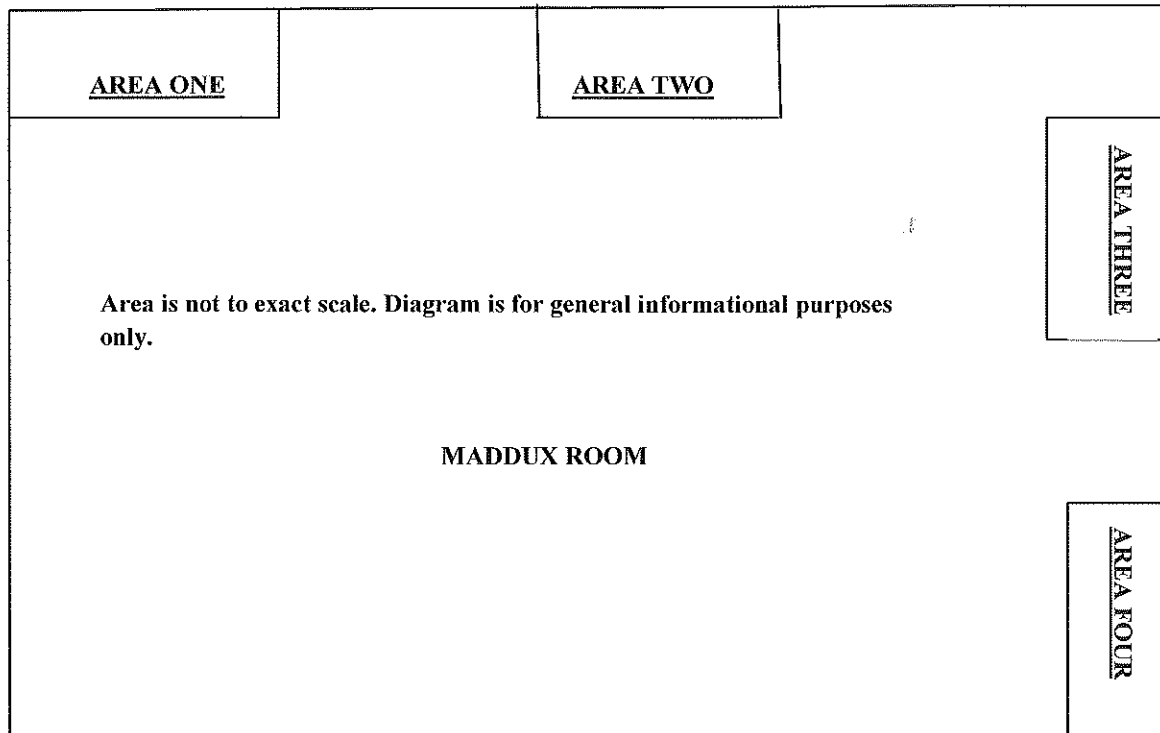
*ALL Pricing includes initial evaluation, hands-on sorting, purging, containerization, labeling, and consultation for product purchases, continued organization processes creation and a follow up visit for 2 hours of touch up if needed

**Volunteers must be able to lift up to 30lbs, be able to take directions easily and have the ability to work in a fast paced environment for 2 to 4 hour increments

(Please be aware that sessions may be extended per quoted area when utilizing volunteers. Additional charges may be incurred due to the extra time involved with workload delegation and instruction)

During initial evaluation it was not determined if the Main Office Area would need to be included in this proposal. As such I have added an approximate quote based only on the visual assessment noted during the tour of the library. This amount will vary depending on the Library Administrators daily work flow needs and desires. Also the purchases of storage systems may be required by client or me.

Main Office Area: 1 x 4 Hour Session \$100



AREA ONE

1 x 4 Hour Session \$100

Area will need extra physical attention due to relocation of items

Contractors Quote: \$300-\$400, custom cut & installed, unfinished wood, Loft

STORAGE ROOM (MADDUX ROOM):

Currently stores overflow construction materials, folding tables, chairs, miscellaneous furniture, and other items

SUGGESTION:

After reorganization of the large storage area, transfer construction materials, misc. furniture and other items to that area due to being items not required for daily operations. Client suggested possible construction of a loft section being utilized for further storage with tables and chairs stored beneath. This would need an outside Contractors Quote if pursued.

RESULT:

Creates a more usable space for storage of folding tables, chair racks and display stands for ease in retrieval for events held in the Maddux Room

AREA TWO Currently not included in Project

PUBLIC ASSESSABLE KITCHEN AREA (MADDUX ROOM):

Currently stores overflow from Scholastic Book Fair (Which is temporary but in turn makes the **Kitchen Area** inaccessible for use). Also client noted the need to equip the **Kitchen Area** for use in events (Possible need for product purchases)

SUGGESTION:

Once **Area One** has been reorganized this will enable temporary overflow storage to be retained in this area leaving the **Kitchen Area** open for use. (Concerns for equipping the Kitchen Area can be discussed further with client if requested)

RESULT: No action needed in this area at this time except for general cleaning

AREA THREE

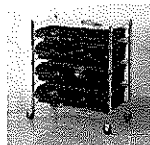
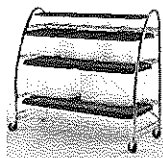
Currently not in use

Contractors Quote: \$150 – \$200, shelving installed, color white, finished wood

CLOSET (MADDUX ROOM) Currently not in use

SUGGESTION:

Installation of shelving on left side where inset located. Purchase of Rolling Storage Racks for use in Crafting and other projects enables ease of transport to any area of the library. See Suggestions below



RESULT:

Creates a more user friendly space for the storage of event materials and items needed for more than 1 area in the library. Use of the rolling carts enables storage of other temporary items if needed, due to the ability to roll them to another area

AREA FOUR

Contractors Quote: \$1,100 – \$1,300, custom cut & installed, color white, finished wood, rod/hanger

OPEN COAT STORAGE (MADDUX ROOM)

Currently has a Single Shelf with Aluminum Pole for Standard Hangers and 1 ADA approved Coat Hook on each side of closet inset.

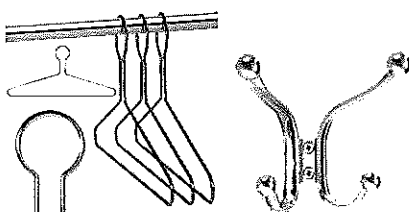
SUGGESTION:

This area will need a specialized system installed to meet the requirements requested by the client. The following design has been recommended. Please see recommendation below.

RESULT:

Enable better utilization of this space to include an area for Children's Coats/Backpacks, longer coats, purses and additional storage or display above unit

NOT TO SCALE

Full length shelf for displays, art, or general decoration			
			Open Shelf
			Choice here either Row of Double Hooks or Single Rod with Loop Hangers (Displayed below) 
# # # # # # # # # # # # # # 12 Double Coat Hooks			
# # # # # # # # # # # # # # 12 Double Book Bag Hooks			
Bench or drawer or cubbies			

Additional ADA hooks need to be added in insets, possible Second ½ row of single hooks could be added under right side of unit for additional purse or bag storage

AREA FIVE

2 x 4 Hour Sessions \$200

Area will need extra physical attention due to relocation of items, detailed sorting, containerization, labeling and staff processes creation & design

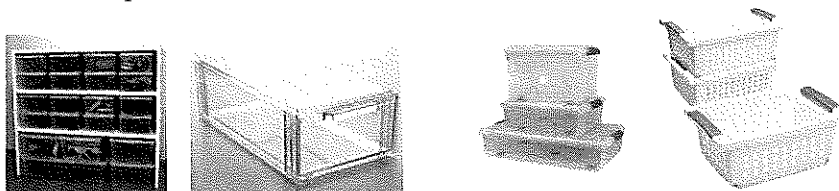
STAFF WORK ROOM

Currently no storage or organizational systems are in place. Items are not available for ease of use; area needs detailed sorting, purging, assignment, containerization and labeling. No systems in place for incoming deliveries, donations. Area has overflow from transfer of items from Old Library to New Library

SUGGESTION:

With client input as to library staff work flow needs, we will develop and implement solutions after making decisions where and how items will be organized, labeled and charted and we will complete the physical aspects of rearranging current setting (Purchase of containers in this area recommended)

See Examples:



Purchases of additional storage solutions can be completed by the Client or by me. It is recommended to keep products purchased standardized in style and type for future use anywhere in the library. As discussed during initial evaluation there are multiple items already located at the library that can be repurposed or relocated to accomplish many of your storage needs

RESULT:

Creates a user friendly space for the storage of items needed for daily operations, book repair, deliveries, book sorting and more. Use of clear stackable containers enables quick identification. Increased productivity and peace of mind by limiting the time used searching for items or deciding where excess items should be stored. *Charting and process creation is available for an additional fee if requested.* This service ensures any staff or volunteer will have a clear understanding on what goes where, how to label the item and make note of items location for future reference.

More detailed discussions are required with the client to ensure this area achieves its most productive potential as it is the hub of the libraries daily operations

AREA SIX

1 x 2 Hour Session \$50

JANITORIAL CLOSET (OFF BREAKROOM)

Currently there is an inept system in place to store items such as brooms, mops so on. No system in place for storage of cleaning products (Except for shelf unit) Outdoor Signage also kept here due to ease of access to outside from break room exit. Landscaping equipment also stored in this small area (Leaf Blower)

SUGGESTION:

Categorize and label shelving for current cleaning products to ensure continued organized product placement. Remove current holder system and replace with stronger more user friendly system (client purchases) with more storage. Install shelf or large J Hooks to hold blower and keep signage in place (client purchase)

RESULT:

Creates ease in storage of cleaning products and items needed for the daily janitorial needs. Utilizes this space more efficiently and helps keep materials off the floor.

Second smaller Janitorial Closet (By Restrooms) should have same broom storage rack installed as well as a shelf for cleaning products often used for that side of the library

AREA SEVEN

4 x 4 Hour Sessions \$400

Contractors Quote: \$300-\$400, custom cut & installed, unfinished wood, Loft

MAIN STORAGE ROOM:

This is an exceptionally large area which includes excess items of all types, shelving, furniture and much more. Excessive physical work will be involved, containerization, labeling and organizational maintenance created. This area will be a **KEY AREA** in this Project; it has the most potential but is in the most unorganized state

SUGGESTION:

This area needs to be fully sorted, purged, rearranged, and items assigned & relocated to other areas as well as transfer into this area limited use items such as construction materials, older fixtures, furniture, seasonal items, archived materials, and so on. Current shelving units can have backstops removed creating more storage. Removal of excess shelving (If needed) will be decided at time of project implementation, possible turning of shelving would be better solution. (Purchase of containers in this area recommended).

LOFT area highly recommended to be constructed in the back right corner to accommodate construction materials and out of use furniture storage

RESULT:

At completion of this area there will be substantial storage space availability. Items will be easily reachable, locatable and new items easily stored. This area once complete enables all others areas of concern to be reorganized to be more productive and appealing.

Case-Halstead Library Board of Trustees
Building and Grounds Committee
Monday, June 13, 2014 meeting minutes

Meeting Location: Case Halstead Public Library

Library Building and Grounds Members Present: Wendy Folen, Kim Stamps, Christi Gerrish, Library Director **Absent:** Frank Buckingham (excused)

Also Present: Barb Guebert, Board President, Sharon Berdaux (arrived 1:30p.m.)

The meeting was called to order at 1:00 p.m. Christi said the deadline for furniture and equipment bids was June 6. Items should be picked up by June 16. There are still items that did not sell.

Barb provided additional information on vending machine options. The purchase will be discussed more by the construction committee, but we talked about whether or not snacks should be included or just drinks. It was decided beverages only, no food in the new library unless part of a special program.

Kim presented some changes she made to the Maddux Community Room policy that included an increase of the refundable fees to offset potential damage or cleaning in the case of food. The policy still needs to go before Phil Lenzini so he can offer input.

There was no public comment.

The meeting adjourned at 1:55 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Library Board of Trustees
Building and Grounds Committee
Tuesday, Sept. 2, 2014 meeting minutes

Meeting Location: Case Halstead Public Library, 550 6th St. Carlyle, IL 62231

Library Building and Grounds Members Present: Kim Stamps, Wendy Folen, Frank Buckingham (arrived 6:25)

Also Present: Barb Guebert, Board President, Sharon Berdeaux, Brenda Johnson, Ken O'Dell (arrived 6:10) Christi Gerrish (arrived 6:40)

The meeting was called to order at 6 p.m. and everyone present was allowed to participate in the discussion on policies for the new library.

Kim said Christi was preparing for the board meeting that would follow this meeting so in her absence, she reported that Christi contacted Phil Lenzini with the draft policy for the Maddux Community Room on Aug. 27 and he already reviewed it and responded. Basically, he was fine with it, and offered a few suggestions.

We then discussed access to different areas as the locks and keys need ordered. Would people who reserve the Maddux Community Room have access to the large storage room if they didn't need to use the AV equipment. We discussed different scenarios to recommend the key locks to best protect the library while accommodating the patrons. We discussed the type of check list to include in the kitchen and if the mechanical closet in the hallway should be available to the Maddux Room users. We talked about items to be stored in the smaller closet in the Maddux Room that holds the time capsule.

We discussed deposits, both refundable and non-refundable. Brenda suggested having a cheat sheet for the AV equipment so that people can have a reference guide. We discussed how people will leave their garbage, trash.

Then we talked about other areas that need policies including the teen mediascape table, computers and the conference room.

There was no public comment.

The meeting adjourned at 7 p.m. so that the regular meeting of the board could begin.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Library Board of Trustees
Building and Grounds Committee
Monday, Sept. 8, 2014 meeting minutes

Meeting Location: Case Halstead Public Library, 550 6th St. Carlyle, IL 62231

Library Building and Grounds Members Present: Sharon Berdeaux, Wendy Folen, Christi Gerrish, Library Director

Also Present: Barb Guebert, Brenda Johnson, City Council Liaison

The meeting was called to order at 1:40 p.m. by Sharon who had attended the library staff meeting conducted by Christi to identify and address issues now that they are operating in the new space. Sharon and Christi both reported it was a positive meeting.

At the building and ground committee's earlier suggestion, Christi posted some basic policies in the young adult area to help limit behavioral issues.

Christi shared a conduct policy that she molded from an example provided by the building committee at a previous meeting. We discussed it in great length and made a few modifications.

Christi has added another trash can in the teen area so they will quit leaving their trash, removed a couple of the chairs from the media scape table to reduce some of the noise, and has posted a sign on the reading garden doors as a reminder to use the main entrance.

We discussed the need for policies to be in place for the meeting room as well and other areas, both inside and outside of the library. Bikes should be kept in the bike rack, not in front of the building. Wendy said a neighbor reported kids skateboarding around the building and doing jumps off the sidewalks on a regular basis. We said all policies should be posted on the website and copies kept at the library so rules are understood and nobody feels like they or their child are being singled out. It was suggested they could be included in the City utility bill.

The need for more regular cleaning in the library was briefly discussed and will be on the agenda for a future meeting.

There was no public comment.

The meeting adjourned at 2:50 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Library Board of Trustees
Construction Committee
May 14, 2014

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

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

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

A problem was reported by Barb and Christi about the new street address. After all of this time, the city is now having concerns with Library Lane as a street. The 911 coordinator is the one that dictated the address of the building be on a street where the entrance is located. The entrance faces the alley so the need for a street was discussed many months ago during the planning phase that involved a variance to push the site back so the parking would be on the rear, near the entrance. There was even a contest to pick the street name. The city now suggests that the library change their entrance to Sixth Street even though the building design is complete with gates to allow after-hour access to the Maddux Room, and a circulation desk, all convenient to Library Lane and not Sixth Street. More information to follow.

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

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

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

We discussed the need for a very basic alarm system besides the panic button that has been planned to go at the circulation desk. Wendy agreed to contact Cory for entry level prices from Com Squad, the company under contract for the camera monitor. Barb asked if the roof hatch

that is in the storage room of the Maddux community room would have a lock. Wendy will ask Cory that question also.

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

Events calendar: Christi said that she would like to have a book fair that would also be a fundraiser. She mentioned a Dr. Seuss Cat-in-the-Hat book promotion that Walmart is having and spoke of the possibility of having the Cat make an appearance at Case-Halstead if they could narrow down a time frame. The craft fair idea that Brenda Johnson had proposed at a board meeting was discussed and the size of the Maddux community room may be a problem. Kim doesn't think that it will hold enough vendors to make it a good fair. The idea of trying to have programs and events that are more educational or relevant to the library was discussed.

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

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

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

Public Comment: none

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Library Board of Trustees
Construction Committee
June 24, 2014

Meeting Location: Case Halstead Public Library

Construction Committee Members Present: Barb Guebert, Wendy Folen, Jane Bullock, Darren Tracy, Christi Gerrish – Library Director

Absent: Frank Buckingham (excused)

Also Present: Brenda Johnson, City council Liaison, Cory Pritchard, Joe Huels

The meeting was called to order at 2 p.m. by Barb and we toured the new building for an onsite update of the construction.

The humidity levels in the floor are still high and have caused delays. Also there appears to be a situation with the air conditioning, Cory said and noted that Don Lueking the owner of Bello has come out three times. The AC needs to be run to help get the humidity down in the floors so cork can be installed. He said there appears to be a malfunction with the humidity regulator and the operation of the AC units. Cory said Bello is waiting on a report from Trane. Barb said this needs to be a priority.

Joe Huels reported that Arcturis (architect) came out last week for a site visit. Barb wasn't pleased that they didn't notify anyone that there were coming ahead of time to answer any questions or concerns. There are major concerns with the trellis and the lights not being installed as presented by Arcturis.

The circulation desk is missing a section of countertop. Another data/communication line is needed. A question was raised on how the auto shades are connected. Cory said they are waiting on Ameren to install a gas meter and line.

After touring the new building, we went back to the library and discussed the vending machine, the need for outdoor furniture and whether or not to include a large ash tray by the doors, a landscape schedule and what will happen to the concrete bench and the outdoor black street lamp on Sixth Street.

We don't have an exact move-in date because of the floor situation. Barb said as soon as the humidity level is under control we need a timeline for occupancy and completion of project. She stressed coordination with the various city departments.

Public Comment: No members of the public were present to comment.

The meeting adjourned at 4 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Library Board of Trustees
Construction Committee
July 16, 2014

Meeting Location: Clinton County Board Room

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

Also present: Brenda Johnson, City Council Liaison, Cory Pritchard, Poetteker Construction

The meeting was called to order by Barb at 2 p.m. to discuss the construction project. In the last several days, many things have happened, including the move into the new building. The library is still closed to the public.

The following items were discussed: the cutouts in the countertop of the work area by the copier are not as anticipated, there is noticeable dirt on the carpet from the move and subcontractors and we need some plastic to protect it, punch out list from Arcturis, location to store all of the samples leftover in the Maddux Community Room, how to repair holes left by tall metal shelves that were anchored to the blue accent wall by the book sale area, cut down microfiche counter in Heritage Room, and shelving is still needed for the unfinished closets in the Maddux community Room.

Wendy presented the latest revisions from Foppe for the dedication plaque. Jane Buchelle won't be doing the mural in the children's area because of a schedule conflict with other commitments. Wendy said she knows another artist, Brent Alexander and he is willing to provide an estimate for the work and try to have it done by the grand opening event. He did the mural in New Baden Library and is completing work at Ball Park Village in St. Louis. He lives in Smithton.

We discussed several of the old artwork pieces from the library's collection that will be refinished and some will receive new frames to work in the new building. We discussed the items from the old building that we wish to reuse, including fireplace covers and the wrought iron rail. We also discussed a list of items still needed for the new building that include accessories, signage, history wall, outdoor furniture and more.

Barb said Joe Huels is working on a drawing that will show the best placement of the bird sculptures her family donated to the library as outdoor public art. He has talked with the electrician Gerald Rakers about the best way to light them and this will all be taken care of before the landscaping.

Demolition of the new building is set for later in the month. Cory said it may be delayed by a week because of Ameren.

Public Comment: No members of the public were present to comment.

The meeting adjourned at 3:00 p.m. and all present were invited to tour the building and see the progress.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Library Board of Trustees
Construction Committee
Nov.19, 2014

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

Construction Committee Members Present: Barb Guebert, Wendy Folen, Jane Bullock, Christi Gerrish – Library Director

Absent: Frank Buckingham (excused), Darren Tracy

Also Present: Cory Pritchard – Poettker Construction

The meeting was called to order at 1:40 p.m. by Barb. She thanked Cory for attending and asked him to provide his report first if he needed to leave for another meeting. He said his report dealt mainly with the items under old business, so he would provide input as the items on the agenda were addressed.

Old Business:

Landscape: Christi said Diversified Solutions was almost complete, that they would return on Nov. 20 to mulch around the final plantings. Cory said he requested the final bill from Ken with Diversified and he hopes to have their final payment and retention bill processed through the next board meeting. Barb said while she was there, Kathy with Diversified noticed there was a couple of dead periwinkles and said they would be back in the spring to replace. Wendy and Christi asked Cory about the warranty from Diversified on the plants. Cory believes it is a year but will reconfirm. **Barb agreed to write a letter to the company documenting the few plants that are dead besides the periwinkle. They include boxwood and one or two hydrangea.** Overall, we all agreed to be very satisfied with their work. Barb questioned Cory again on the final bill and to make sure it takes into account fewer trees. Cory said he has already discussed this with Ken and the library is getting the better end of the deal, because we had another sprinkler head added and an additional delivery of sod and Diversified is calling it a wash.

At this point, Cory said he gave Christi two O & A (Operations and Maintenance) manuals (1 hard copy, 1 CD) and Joe Huel's set of "As Built" drawings. Christi said she will place them in the board's new file cabinet for safe keeping with the exception of the CD in case she needs to reference an equipment manual. Barb asked if the O&A manual is in order and if we will be able to locate all of the information and warranties. Cory said yes.

Foppe Scope of Work: Cory asked for an update on Foppe's work. Room signs were just installed. **He said Barb needs to sign a change order for some additional approved work that includes the exterior letters on the Franklin side of the building, vinyl to be installed on the Maddux door because light was a problem with the movies, and some way finding signs to direct pedestrians.**

Discussion followed on several items that still remain as part of the construction project, including the history wall that was on Foppe's original scope of work, display cabinets, extra shelves, and more.

Wendy showed some rough drawings to finish the closets in the Maddux Room that were left vacant by the architect so we could customize. **She will provide quotes and more information for the next board meeting.**

More shelves are coming in the Heritage Room to replace bowing ones and Plocher Construction hopes to do this next week. Rakers Electric needs to come back to shorten the lengths on a chandelier that is hindering line of sight.

The long list of punch list items from the construction was reviewed. Cory said on several items, we can contact the suppliers directly. (An example of when this was done was for the Home Fashions blind for Christi's office. A window covering was not ordered for that space until she determined if one would be needed or not after moving into the space.)

New Business:

Fence: The new fence that was installed at the library on the alley side fell over in a bad wind storm. It was ordered as an installed product from Aviston Lumber of Carlyle for \$7,393.00. **Jane said she contacted Simon Kampwerth about the situation and he sent someone from Anthony Supply Co. of Greenville out to take it out of the way. They are working up a price quote to reinstall it in the ground this time next to the retaining wall instead of on top of the retaining wall. Jane said they did not install it as correctly as they had discussed with her. Wendy said ultimately, it is Aviston Lumber's responsibility to get this corrected as they sold an installed product and questions why we have to pay additionally for something we were already sold.** She asked Christi if a fence installed beside the retaining wall would require a zoning meeting. Christi said she already talked to city administrator JoAnn Hollenkamp about this and was told that as long as the fence is installed directly beside the retaining wall it will be okay without special permission.

At 2:58 p.m. Wendy said she had to leave for another meeting and Christi was notified that several members of the U.S. Army Corps of Engineers were waiting for her to give them a prearranged tour of the Maddux Community Room and the General Dean Exhibit.

The departures required the meeting to adjourn because there would no longer be a majority of a quorum of board committee members present. The remaining agenda items were tabled until a future meeting can be scheduled and posted.

Public Comment: No members of the public were present to comment.

Closed Session: There was not a closed session.

The meeting adjourned at 3:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Library Board of Trustees
Construction Committee
Thursday Sept. 18, 2014

Meeting Location: Case Halstead Public Library, 550 Sixth Street, Carlyle, IL 62231

Construction Committee Members Present: Barb Guebert, Wendy Folen, Jane Bullock, Frank Buckingham

Absent: Darren Tracy, Christi Gerrish, Library Director

Also present: Brenda Johnson, City Council Liaison, Cory Pritchard, Poettker Construction

The meeting was called to order by Barb at 10 a.m.

The first item discussed on the agenda was the status of the punch out list of details to be done on the new building. Barb said cabinet hardware for the staff workroom was ordered from Aviston Lumber in Carlyle and her husband, Tom has volunteered to install it.

We discussed the ongoing HVAC maintenance issues that are causing a high utility bill and the company's lack of cooperation in finding a solution. Barb said this is going on the schedule as a top priority issue.

We discussed closets; furniture items still needed included display cases. Barb said the shelves in the Heritage Room are bowing under the weight of the books. The chandelier in that room needs raised and the section of floor that ran short is due in any day.

Barb said paint is chipping on the exterior trellis already and the automatic operations of the toilets, faucets, and soap dispensers needed adjustments made.

An update on landscaping was provided and the trees won't be installed until there is a hard freeze.

Change orders and allowances were discussed. Cory said the majority of change orders are refunds on contingencies.

Barb said she saw a nice fence that might work for the alley side at Six Mile Library. She said it was a dark brown chain link style that was vinyl and nice looking. A fence company in Centralia was familiar with the product and gave a rough estimate of \$5,300 for 280 lineal feet.

Street and Alley Dept. with Carlyle has agreed to install concrete parking blocks in our library parking lot. Scott Diekemper, alderman on Street committee recommends no speed bumps in parking lot because they make snow removal difficult. The curb by the entrance is not painted and Brenda talked to Street and Alley about a work order for doing this in conjunction with the striping of the parking lot.

Cory said they are trying to get their contracts complete. He said additional work with Foppe could go on a separate contract. There still remain many accessories to purchase including commercial walk-off mats (Brenda said she can share a catalog), mailbox system, kick plates on doors, flags, display cases, blind for director's office, clocks, etc.

Brenda said she has heard concerns about the open drainage pipe that goes into our retention pond.

Public Comment: No members of the public were present to comment.

The meeting adjourned at noon.

Respectfully Submitted,

Wendy Folen, Secretary

Christi Gerrish

From: john hodapp <powercarlyle@hotmail.com>
Sent: Monday, January 26, 2015 9:45 AM
To: Joann Hollenkamp Joann Hollenkamp
Subject: FW: Library - Light Trespass
Attachments: ATT00001.jpg; B3 Marketing Sheet.pdf; K100 Series LED Globe Replacement.pdf

From: c.j.miller@sbcglobal.net
To: powercarlyle@hotmail.com
Subject: FW: Library - Light Trespass
Date: Sun, 25 Jan 2015 09:05:11 -0600

John,

The factory has advised that the change would require swapping out the tower with a new LED Engine designed with a Type IV projection as shown below. The price for the exchange is \$345.00 plus returning the existing towers. *Shipping costs (100-150)*

The attached replacement instructions describe the general process. The tower will be replaced but the driver (mounted below the globe ring) will be reused. You can probably remove all four units and bring them back to your shop to be swapped. I can help with this if you would like me to.

Let me know if you have questions.

Thanks,

Chris Miller
Power Solutions, LLC

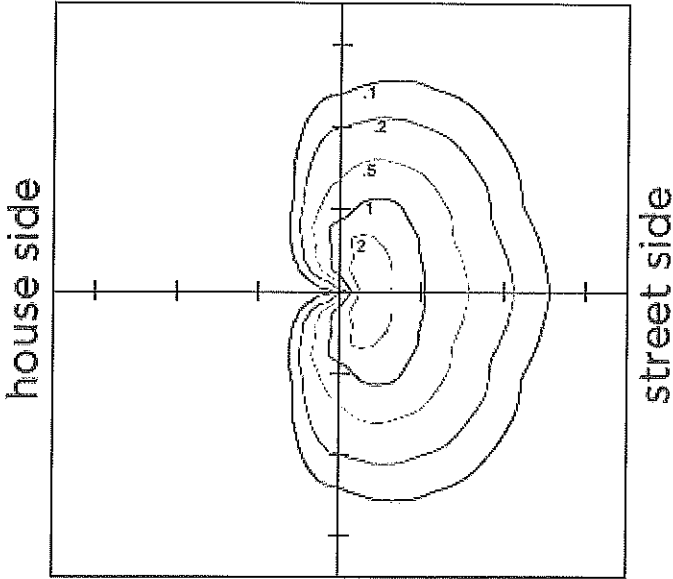
From: Chris Miller [mailto:c.j.miller@sbcglobal.net]
Sent: Friday, January 23, 2015 8:47 AM
To: John Hodapp (powercarlyle@hotmail.com)
Subject: Library - Light Trespass

Hello John,

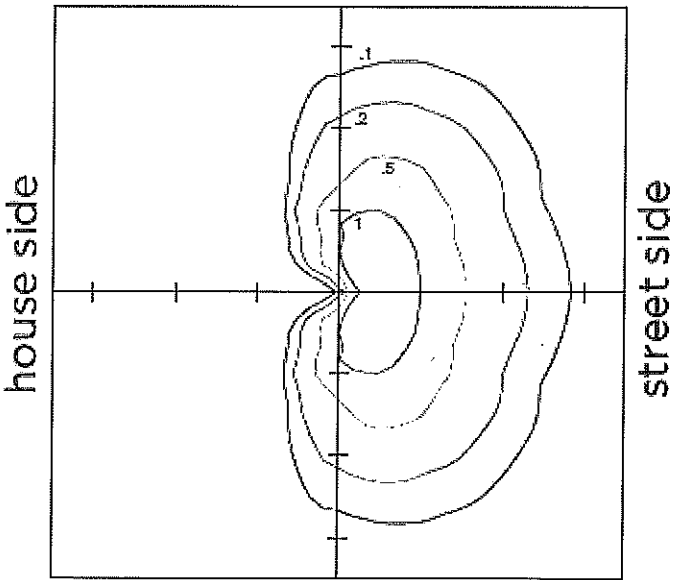
I am working on a solution for the light trespass issue at the library. In reviewing the drawings from the original job, they chose to go with a Type V optic system. This emits the same light pattern in 360 degrees. I am sure this is the reason for the complaints. Rather than do something like blacken the globe, I am trying to come up with a way to change to a Type III or IV optic system. Below is an example of how the light would be dispersed away from the houses. I am still trying to determine if this could be done onsite. I will advise as soon as I get the final details.

ISO Plot**

16' MH 100W



20' MH 100W



25' Scale

The First National Bank

in Carlyle
www.mbc Carlyle.com

January 16, 2015

Mrs. Barbara Guebert
President
Case-Halstead Library
2832 Senate Court
Carlyle, IL 62231

Re: Flora E. Maddux Trust #819

Dear Barb:

It is the Bank's policy to file an annual accounting with the court for trust accounts which the court is involved. Enclosed for your review is the annual accounting for the Flora E. Maddux Trust for the period 1/1/2014 through 12/31/2014. Please review the accounting with the library board at your next meeting. Once the library board has completed their review, please let us know so we can proceed with the filing.

If you should have any questions, feel free to call or stop by.

Sincerely,
FIRST NATIONAL BANK IN CARLYLE



Carolyn Davenport
Assistant Trust Officer

Enclosure

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT
CLINTON COUNTY, ILLINOIS

In the matter of THE FIRST NATIONAL
BANK IN CARLYLE, as trustee of the
Trust created under paragraph fifth of
the last will and testament of FLORA
ETHEL MADDUX, deceased, dated
September 24, 1971

CASE NO. 12-CH-34


ACCOUNTING FOR THE ANNUAL PERIOD
ENDING DECEMBER 31, 2014

UNITS OF THE FIRST NATIONAL BANK
IN CARLYLE, ILLINOIS, TRUSTEES OF THE
TRUST CREATED UNDER PARAGRAPH FIFTH OF
THE LAST WILL AND TESTAMENT OF FLORA
ETHEL MADDUX, DECEASED, DATED
SEPTEMBER 24, 1971

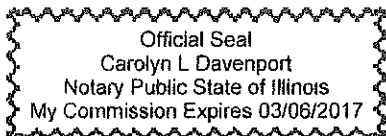
STATE OF ILLINOIS)
COUNTY OF CLINTON)

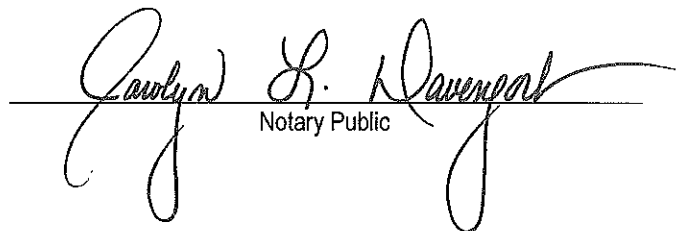
CASE NO. 12-CH-34

Deborah Keilbach, CFO, Cashier and Trust Officer, First National Bank in Carlyle, Illinois, Trustee of the Flora Ethel Maddux Trust U/W Dtd 9/24/1971, being duly sworn upon her oath deposes and says that the foregoing report is a full account of all said Trustee's dealings and transactions of the Trust, and all monies and effects received from January 1, 2014 through December 31, 2014, and that said Deborah Keilbach further states she is authorized to make this report and affidavit for and on behalf of the First National Bank in Carlyle, Illinois, Trustee.


Deborah Keilbach, CFO, Cashier and Trust Officer

Subscribed and sworn to before me this 16th day of January 2015.




Notary Public

CURRENT ACCOUNTING APPROVED:


Date

Circuit Judge

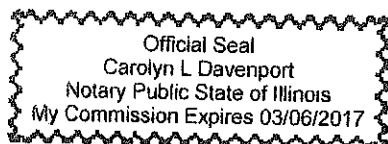
Case No. 12-CH-34
Flora Ethel Maddux Trust U/W Dtd 9/24/1971

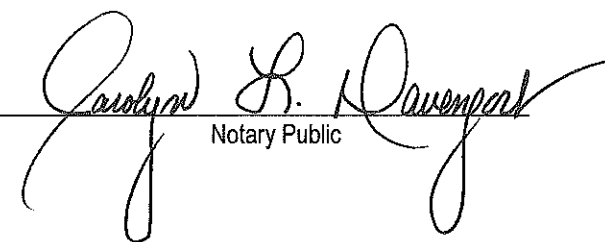
The First National Bank in Carlyle holds assets as listed below on December 31, 2014:

<u>ASSET</u>	<u>COST BASIS</u>	<u>MARKET VALUE</u>
First National Bank in Carlyle Money Market Account	\$ <u>131,189.49</u>	\$ <u>131,189.49</u>
Total Assets	\$ <u>131,189.49</u>	\$ <u>131,189.49</u>


Deborah Keilbach, CFO, Cashier and Trust Officer
First National Bank in Carlyle

Subscribed and sworn to before me this 16th day of January 2015.




Notary Public

FLORA ETHEL MADDUX TRUST U/W DTD 9/24/1971

SUMMARY

JANUARY 1, 2014 THROUGH DECEMBER 31, 2014

Balance - 1/1/2014	\$ 1,559,676.10
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Cash Receipt

Interest

Money Market I	\$ 328.12	
Broker MMI	269.96	
Certificates of Deposit	1,134.47	
Municipal Bond	900.00	
Gain on Sale of Asset	<u>.90</u>	
Total Receipts		\$ 2,633.45

Cash Disbursement

Expenses

Business

Arcturis - architect firm	\$ (9,831.08)
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Construction

Poettker Construction	(84,769.00)
Von Alst Operating, LLC	(191,187.73)
Rakers Electric Contracting, Inc.	(208,471.14)
Plocher Construction Co., Inc.	(397,456.00)
Gerstner Plumbing	(7,331.10)
Bel-O Cooling & Heating, Inc.	(31,410.00)
City of Carlyle	(4,136.29)
Automatic Fire Sprinkler LLC	(5,966.30)
Diversified Services	(39,925.00)
Egyptian Stationers, Inc.	(50,877.07)
General Waste Services	(29,775.00)
Isaak Auto Body	(800.00)
Joiner Sheet Metal & Roofing	(6,924.74)
Kohnen Concrete Products	(632.00)
Landesign	(1,407.00)
Luebbers Welding & Manufacturing, Inc.	(96.00)
M. L. Vasquez, Inc.	(265,012.90)
Stan Robert	(125.00)
Tincans Wireless Internet	(678.56)

Utilities Expense

City of Carlyle	(9,294.38)
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Equipment Expense

Amazon	(1,131.47)
Barbara Guebert - reimbursement	(100.00)
Centralia Stationery	(189.00)
Centurion Holdings	(68.40)
Christine Gerrish - reimbursement	(372.84)
City of Carlyle	(1,004.26)
Comm Squad	(612.60)

Equipment Expense (con't)		
Dell Marketing, LP	\$	(14,526.32)
DEMCO		(1,752.64)
Global Equipment Company		(1,538.98)
Harmon Glass		(185.00)
Home Fashions		(70.03)
Molanda Company		(5,349.00)
Peek-A-Book LLC		(6,180.00)
Research Technology International		(1,720.00)
Smartshield Centurion Technology		(462.00)
Standard Rule Promotions LLC		(176.88)
Wal Mart		(5.10)
Miscellaneous		
Hall of Frames		(2,374.90)
Alexander Artworks		(1,500.00)
Artech		(85.00)
City of Carlyle		(70.00)
Heritage Time Capsules, LLC		(637.58)
Signs & Designs		(75.00)
Fees		
Trustee Fee – First National Bank in Carlyle	\$	(5,307.00)
Trust Distribution Fee – First National Bank in Carlyle		(13,873.42)
Tax Preparation Fee - Krehbiel & Associates		(795.00)
Publication Fee – Union Banner		(7.35)
Filing & Recording Fee – Illinois Charity Bureau Fund		(15.00)
Attorney Fees		
Lackey & Stevenson, P.C.		(360.00)
Binsbacher & Griffith LLC		(1,049.00)
Taxes		
Internal Revenue Service		(23,420.00)
Total Disbursements		\$ (1,431,120.06)
Balance - 12/31/2014		\$ <u>131,189.49</u>

Kim's report for the Case-Halstead February Board Meeting

By-Laws-enclosed in your packet are the changes adopted at the January board meeting. I will have a completed updated version of the By-laws at the March meeting.

Friends- Sandy Cain and I went and opened a bank account for the Friends organization. By-laws for the group were accepted. The Friends will be taking over the book sale. March 26th will be the preview night with the book sale the 27th and 28th. Set up will be the 24th and 25th. The next meeting is February 14th.

Personal Committee-Jane, Sharon, Christy and I met and went over staff evaluations. After reviewing staff evaluations the committee accepted Christy's recommendation of a .10 cent raise per hour for all employees. Christy spoke with Jo Holenkamp, the staff did not receive their pay raises last year, and they will be given back as of May 1, 2014.

Proposed Changes to Case-Halstead Library By-Laws

October 6, 2014

Article IV Committees

Proposed Additions:

Section 3-Standing Committees. The president shall make appointments to the following standing committees: Budget Committee, Building & Grounds Committee, Long-range Planning Committee, Personal Committee, Policies and Procedure Committee and Technology Committee.

Section 4-Standing Committee Duties.

4.5 Policies and Procedure Committee-This committee shall consist of 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, operations of all technology systems and equipment in the library to ensure optimum operations, security systems, all audio visual systems as well as all other technology in the library.

First Reading: October 6, 2014

Changes Adopted: January 05, 2015

Proposed Changes to Case-Halstead Library By-Laws

January 5, 2015

Article II Board of Trustee

Proposed Change:

Section 5-Officer Duties.

5.1 The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint committees (except the nominating committee), execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The President will also serve as an ex-officio voting member of the Case-Halstead Friends of the Library organization.

First Reading: January 05, 2015

Changes Adopted: January 05, 2015