

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, March 2, 2015

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

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

**Absent:**

**Also Present:** Christi Gerrish-Library Director, Wendy Folen, Mark Hodapp

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

**Meeting Minutes:**

-Motion: Darren made a motion to accept the minutes from February 2, 2015.

-Second: Kim seconded the motion.

-Vote: All were in favor, and the motion seconded.

**Treasurer's Report:**

Jane said 76% of the fiscal year has elapsed with 67% of the budget used. The Fines and Forfeitures line was near \$1,200 as a result of an increase in printing and people paying their library dues. The Health and Dental (line 4510) has been corrected.

-Motion: Sharon made a motion to accept the treasurer's report.

-Second: Kim seconded the motion.

-Vote: All were in favor, and the motion carried.

The agenda was suspended so that the board could present a gift and certificate to Wendy as appreciation for all of the hard work and dedication she demonstrated during the construction of the library.

Wendy left at 7:12 p.m.

Christi said that this will be the last time the library will be seeing the Amazon book sale. Instead, we'll be receiving income and services from the Friends and other miscellaneous. It was noted that the library is nearly out of money in postage line. The utilities bill was split up into gas, water, and electric as requested. This was a big month for the periodicals; some subscriptions are going to ended. The library is going to try some more popularly received magazines, such as *Star*.

Late bills from January were included in this month's income and expenditures.

Motion: Frank motioned to pay the library bills.

Second: Kim seconded the motion.

Vote: All were in favor, and the motion carried.

The bad weather may have negatively affected the library statistics, but, overall, statistics were higher than last year's, especially computer usage and programming. It was pointed out that the library averages about a hundred patrons a day.

Motion: Darren motioned to accept the director's report.

Second: Jane seconded the motion.

Vote: All were in favor, and the motion carried.

Christi presented a list of the upcoming programming, and discussion ensued about various program ideas. Kim mentioned a local author, Amy S., and whether or not there could be a book signing event for her new book. Darren said that he is still waiting to hear back from the comic book artists. Christi mentioned Ken's idea about having McKendree professor Neil Quisenberry present on some sociological subject. Christi mentioned suggesting to all of the city council members to get library cards sometime during National Library Week.

Christi presented two different versions of display cases; discussion about the type and placement of the new display case followed. Only one display case will be purchased.

-Motion: Sharon moved that the library purchase the top (with the lock) and bottom (with the lock) display case as presented by Christi.

-Second: Frank seconded.

Vote: All were in favor, and the motion carried.

Discussion about the front door ice began. The library receives a lot of complaints about the ice at the front door. Kitty litter and sand were the only options available, because chemicals cannot be applied to the concrete during the first year that it is poured. A couple of solutions included caution signs and a carpet strip for the patrons to walk on. Sharon suggested placing cones out around the front door prior to a snow storm so that drivers do not drive over and compact the falling snow into ice. Darren said that the library has done all that it could, given the circumstances. Kim suggested that the board could have been more proactive in preventative solutions for the ice problem or any future problems of similar nature.

Barb said that we need to have an action plan or protocol that is comprehensive in order to cut down on the amount of hesitation that follows these and similar issues, such as ice in front of the library entrance; the board should not have to have a meeting about it—it should be automatic as to what should be done regarding these issues. Frank suggested having something similar to a snow blower. Brenda expressed disapproval to the e-mail that was sent out about the ice, saying that the city did what they could do according to what they were told they were allowed to do. It was suggested that the Building and Grounds should meet in the future to discuss what can be used/done to resolve the ice issue.

The main question about having a protocol was who will direct it. Brenda said that it would not be a problem if we could put together a comprehensive plan to give to the city workers of street and alley.

### **Library and Construction Bills:**

Motion: Frank moved to accept the library construction project bills.

Second: Jane seconded.

Vote: All were in favor, and the motion carried.

### **Director's Report:**

#### **Standing Committee Reports:**

Building and Grounds / Construction Committees (joint meeting):

July 9th was set as the date of substantial completion for the library. There will be a transition between the two committees as the library moves from a construction phase to a maintenance phase.

Barb expressed concerned about who would be responsible about operating the HVAC (in terms of cost) when it is not appropriately functioning. Corey is going to look into extending the warranty on the HVAC.

Christi is working on the spread-list to set up the maintenance checklist; she set up an appointment with Rob Hyten. Discussion about the type of robotic vacuum cleaner to purchase began. Frank talked about some of the perks associated with the type of robotic vacuum cleaner he uses. Michelle asked about the vacuum cleaner setting off the alarm system, and Christi said she would look into it.

Motion: Sharon motioned that we purchase the robotic vacuum with the advisement of the security system experts.

Second: Frank seconded.

Vote: All were in favor, and the motion carried.

Budget Committee:

Department budgets were presented by Christi and she discussed a few items under Maintenance Services Equipment, such as the fire alarm and sprinkler maintenance. \$7,000 is under Other Improvements for a digitization project—converting materials to a digital format e.g. obtaining an electronic file version, which can only be done if the library gets the money from grants and Amazon book sales. Depending on the amount of money received, the digitization project can happen on a rolling basis—digitizing some materials as the money comes in. The changes and additions moved the grand total of the budget from \$174,375 to \$183,075.

Frank asked about how does the digitization work. Christi said that we send out the materials and that we get the digital products back.

Barb said that photos from the General Dean exhibit and event will be on their way—a great addition for the library's archives.

Personnel Committee: Discussion tabled.

**Other Reports:** Nothing to report.

**City Council Liaison:** Nothing to report.

**Friends of the Library:** The Friends book sale and preview will be on March 26-28th; Brenda commented on both helping the Friends distribute flyers and the number of flyers that were handed out at Supervalu as a prompt.

**Public Comment:** Nothing to report.

**Old Business:**

Darren suggested having a list of names—similar to a line of succession—in case someone decides not to continue serving on the library board after their term ends.

Frank started a discussion about the tree galls. Brenda said that the city will be more than happy to clean them out, but they are so near the tree, they may end up harming the tree i.e. would have to be cut pretty close. Frank said that the easiest solution is to get rid of the galls on the ground.

-Motion: Michelle made a motion to wait until something actually happens to the tree that needs to be addressed.

-Second: Brenda seconded.

-Vote: All were in favor, and the motion carried.

No new updates for the Dale Rogers Program.

**New Business:**

The new closet system was discussed.

-Motion: Darren made a motion that we accept Roger Rolves bid for the closet system and its installation by Archi-Cepts.

-Second: Ken seconded

-Vote: All were in favor, and the motion carried.

Barb discussed Plocher's wanting to closeout their contract; she suggested doing what Corey said—to finish the History Wall before the end of March—in order to prevent the headaches involved with another bidding process and having to refer to lawyers.

Lawn care was discussed, including upcoming services/treatments and replacement plants in the spring. The Building and Grounds committee will get quotes from various lawn services.

**Adjournment:**

Motion: Darren motioned to adjourn the meeting.

Second: Ken seconded.

Vote: All were in favor, and the motion carried.

The meeting was adjourned at 9:05 p.m.

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

Respectfully Submitted,  
Kenneth O'Dell Jr.  
Library Board Secretary



Special Meeting Minutes  
Case-Halstead Library Board of Trustees  
Thursday, Mar. 12, 2015

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

**Board Members Present:** Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Ken O'Dell-Secretary, Frank Buckingham, Kim Stamps, Sharon Berdeaux

**Absent:** Michelle Scott (excused), Brenda Johnson-City Liaison (unexcused)

**Also Present:** Christi Gerrish-Library Director

The meeting was called to order at 5:03 p.m.

**New Business**

Review and Approval of History Wall

Barb gave a brief summary of the efforts put into gathering the Library's history and the development of the Library's History Wall (also called Heritage Wall). A presentation of the Heritage Wall was shown along with its layout, content, dimensions,.

Kim arrived at 5:08 p.m.

Frank suggested having a guest book by the History Wall for people to sign. Darren asked if we have permission to use the images from the individuals in the pictures on the History Wall. Discussion began about permissions to use the photo. There was no action with regards to the permissions of the picture. It was suggested that if an issue comes up, the picture will be removed.

The structure of the History Wall was discussed regarding whether or not it would be possible to swap out pictures in the future.

Sharon brought up the idea of having a scrapbook to archive photos related to the library.

Attention was turned back to discussing the layers of the History Wall. It was said that designing the wall could have gone on indefinitely, and a cut-off point has to be reached eventually.

Frank asked about the area the History Wall takes, with concerns of people leaning on the History Wall. The design of the wall and sturdiness of it makes it unlikely that people will lean against the wall.

-Motion: Sharon moved to accept the History Wall proposal and pay the price of \$12,000.

-Second: Frank seconded.

-Vote: All were in favor, and the motion carried.

Frank asked if there needs to be additional lighting for the wall. It was said that Lighting is taken care of.

**Public Comment:** No public was present.

Future possible projects were briefly discussed.

**Adjournment**

- Motion: Frank motioned to adjourn the meeting.
- Second: Ken seconded.
- Vote: All were in favor, and the meeting adjourned at 5:35 p.m.

Respectfully Submitted,  
Kenneth O'Dell Jr.  
Library Board Secretary



**CITY OF CARLYLE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING FEBRUARY 28, 2015**

**FUND 20 - LIBRARY FUND**

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>TAXES</u>					
20-3110 PROPERTY TAX	.00	28,289.12	28,000.00	( 289.12)	101.0
20-3150 MOBILE HOME TAX	.00	84.83	80.00	( 4.83)	106.0
20-3160 PAYMENT IN LIEU OF TAXES	.00	6,918.75	5,300.00	( 618.75)	111.7
<b>TOTAL TAXES</b>	<b>.00</b>	<b>34,292.70</b>	<b>33,380.00</b>	<b>( 912.70)</b>	<b>102.7</b>
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	.00	2,345.60	.00	( 2,345.60)	.0
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>.00</b>	<b>2,345.60</b>	<b>.00</b>	<b>( 2,345.60)</b>	<b>.0</b>
<u>FINES &amp; FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	1,317.00	8,199.09	7,000.00	( 1,199.09)	117.1
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>1,317.00</b>	<b>8,199.09</b>	<b>7,000.00</b>	<b>( 1,199.09)</b>	<b>117.1</b>
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.00	17.67	25.00	7.33	70.7
20-3831 DONATIONS	.00	1,854.20	2,000.00	145.80	92.7
20-3832 DONATIONS-SUMMER READING	.00	600.00	2,000.00	1,400.00	30.0
20-3833 DONATIONS-BOOK SALES	.00	962.00	300.00	( 662.00)	320.7
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>.00</b>	<b>3,433.87</b>	<b>4,325.00</b>	<b>891.13</b>	<b>79.4</b>
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	.00	75,000.00	122,000.00	47,000.00	61.5
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>75,000.00</b>	<b>122,000.00</b>	<b>47,000.00</b>	<b>61.5</b>
<b>TOTAL FUND REVENUE</b>	<b>1,317.00</b>	<b>123,271.26</b>	<b>166,705.00</b>	<b>43,433.74</b>	<b>74.0</b>

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING FEBRUARY 28, 2015**

**FUND 20 - LIBRARY FUND**

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,987.19	68,098.29	84,000.00	15,901.71	81.1
20-56-4510 HEALTH & DENTAL INSURANCE	483.02	4,737.47	5,279.88	542.41	89.7
20-56-5110 MAINTENANCE SERVICES-BUILDING	.00	2,397.61	5,500.00	3,102.39	43.6
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	79.83	1,126.16	2,075.00	948.84	54.3
20-56-5330 LEGAL SERVICES	.00	256.20	1,000.00	743.80	25.6
20-56-5490 OTHER PROFESSIONAL SERVICES	490.00	6,588.37	7,050.00	461.63	93.5
20-56-5510 POSTAGE	80.19	468.54	400.00	( 68.54)	117.1
20-56-5520 TELEPHONE	102.27	1,288.43	1,500.00	211.57	85.9
20-56-5530 PUBLISHING	.00	83.60	500.00	416.40	16.7
20-56-5620 TRAVEL EXPENSE	.00	.00	300.00	300.00	.0
20-56-5630 TRAINING	.00	.00	500.00	500.00	.0
20-56-5710 UTILITIES	1,311.68	6,690.68	15,000.00	8,309.32	44.8
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	4,644.33	10,000.00	5,355.67	46.4
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	100.00	100.00	.0
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMEN	2.80	35.98	100.00	64.02	36.0
20-56-6510 OFFICE SUPPLIES	.00	1,850.28	2,000.00	149.72	92.5
20-56-6540 JANITORIAL SUPPLIES	39.90	319.64	400.00	80.36	79.9
20-56-6580 PERIODICALS	88.98	1,437.80	2,000.00	662.20	71.0
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
20-56-8800 LIBRARY-BOOKS-MATERIALS	841.61	17,389.88	20,000.00	2,610.12	87.0
20-56-9250 SPECIAL PROGRAMS	678.12	2,642.26	3,500.00	857.74	75.5
20-56-9290 MISCELLANEOUS EXPENSE	12.40	62.00	100.00	38.00	62.0
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	6,627.50	7,953.00	1,325.50	83.3
<b>TOTAL LIBRARY</b>	<b>11,960.74</b>	<b>126,745.02</b>	<b>170,257.88</b>	<b>43,512.86</b>	<b>74.4</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>11,960.74</b>	<b>126,745.02</b>	<b>170,257.88</b>	<b>43,512.86</b>	<b>74.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 10,643.74)</b>	<b>( 3,473.76)</b>	<b>( 3,652.88)</b>	<b>( 79.12)</b>	<b>( 97.8)</b>

## Case Halstead P.L. – Income and Expenditures

March 2015

- A. Nonresident Fees- \$336.00
- B. Fines - \$173.65
- C. Copier & Printer- \$356.90
- D. Fax Machine- \$87.25
- E. Book Sale - \$23.50
- F. Donations - \$9.25
- G. Coffee - \$15.00

Total \$1001.55

Total at CH \$1002.70

### 1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$75.00</u>
KB Enterprises - \$75.00	
5120 Maintenance-Equipment	<u>5120 \$79.83</u>
Da-Com Lease - \$79.83	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$7.58</u>
Packages and stamps - \$7.58	
5520 Telephone	<u>5520 \$107.02</u>
AT&T - \$82.02	
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 \$1536.64</u>
City of Carlyle Electric - \$945.00	
City of Carlyle Water & Sewer - \$178.47	
Ameren - \$134.09	
Constellation - \$279.08	
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 \$29.52</u>
Wal –Mart - \$29.52	
6580 Periodicals & Newspapers	<u>6580 \$94.92</u>
Glamour - \$18.00	

Illinois Country Living - \$12.00	
Midwest Living - \$19.97	
Time Magazine - \$44.95	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1036.44</u>
Amazon - \$250.59	
Baker & Taylor - \$258.70	
Center Point - \$281.61	
Gale - \$245.54	
9250 Special Programs	<u>9250 \$355.20</u>
Babaloo - \$300.00	
Staples (Banners) - \$55.20	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$3328.35</u>

Late Bills from February

6580 Taste of Home - \$10.00 (Changed from last month's listing of \$19.98)
Health - \$12.97
Discovery Girls - \$29.95
Country Living - \$21.97
8800 Center Point - \$213.90
Gale - \$164.74
9250 Wal-Mart - \$10.36

# Library Project Bills

March 2015

Maddux Trust:

8900 Other Improvements

Amazon - \$599.99

Displays 2 Go (Christi Gerrish) - \$706.07

G & S Architectural Products - \$2141.00

Gershel Bros. (Christi Gerrish) - \$875.88

Hall of Frames (Wendy Folen) - \$76.00

Plocher - \$44,595.36

Quad County Ready-Mix - \$99.50

Grand Total - \$48,387.73

---

Library Director

Date

---

Library Board Treasurer

Date

---

Mayor Mike Burton

Date

# **AIA** Document G701/CMa™ – 1992

## **Change Order - Construction Manager-Adviser Edition**

<b>PROJECT (Name and address):</b> Case-Halstead Public Library Vacant lot east of existing library 571 Franklin Street Carlyle, IL 62231	<b>CHANGE ORDER NUMBER:</b> 001 <b>INITIATION DATE:</b> 3/13/2015	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Plocher Construction Company, Inc. 2808 Thole Plocher Road Highland, IL 62249	<b>PROJECT NUMBERS:</b> 0913 / 122093.01 <b>CONTRACT DATE:</b> September 11, 2013 <b>CONTRACT FOR:</b> BP #1 Grading, Concrete & General Trades	

### **THE CONTRACT IS CHANGED AS FOLLOWS:**

Reduce contract amount for unused allowances.

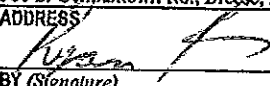
The original Contract Sum was	\$ 1,666,150.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,666,150.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 61,404.64
The new Contract Sum including this Change Order will be	\$ 1,604,745.36

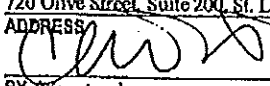
The Contract Time will be increased by Zero (0) days.


The date of Substantial Completion as of the date of this Change Order therefore is 8/1/14.

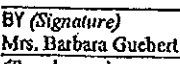
**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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

Poettker Construction Company Inc.  
**CONSTRUCTION MANAGER (Firm name)**  
 380 S. Germantown Rd., Breese, IL 62230  
**ADDRESS**  
  
 BY (Signature)  
 Mr. Ryan S. Poettker 3/16/2015  
 (Typed name) DATE:

Arceturis  
**ARCHITECT (Firm name)**  
 720 Olive Street, Suite 200, St. Louis, MO 63101  
**ADDRESS**  
  
 BY (Signature)  
 Christine Roumy 3.15.2015  
 (Typed name) DATE:

Plocher Construction Company, Inc.  
**CONTRACTOR (Firm name)**  
 2808 Thole Plocher Road, Highland, IL 62249  
**ADDRESS**  
  
 BY (Signature)  
 Mr. Geno Plocher 3/16/15  
 (Typed name) DATE:

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

AIA Document G701/CMa™ – 1992. Copyright © 1992 by The American Institute of Architects. All rights reserved. **WARNING:** This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 14:34:16 on 03/13/2015 under Order No.566968735\_1 which expires on 07/23/2015, and is not for resale.

User Notes:

(1270424072)

# Circulation Statistics---Monthly

2015 March

2015 February

2014 March

ADULT---1903

ADULT---1728

ADULT---2112

CHILDREN---643

CHILDREN---506

CHILDREN---566

YOUNG ADULT---65

YOUNG ADULT---63

YOUNG ADULT---51

RENEWALS---559

RENEWALS---608

RENEWALS ---692

MANUAL CHECKOUTS---19

MANUAL CHECKOUTS---20

MANUAL CHECKOUTS---73

3M Cloud---46

3M Cloud---67

3M Cloud---15

Overdrive---207

Overdrive---168

Overdrive---209

TOTAL=3442

TOTAL=3160

TOTAL=3026

ROUTE INS=529

ROUTE INS=521

ROUTE INS=449

ROUTE OUTS=283

ROUTE OUTS=306

ROUTE OUTS=312

COMPUTER USE=662

COMPUTER USE=549

COMPUTER USE=297

PATRON COUNT=3623

PATRON COUNT=3147

Anime Club (4 weeks) – 38

Anime Club (2 weeks) - 26

Story Time (1 time) - 8

Story Time (2 times) - 28

Storytellers - 72

Knitting Class – 10

Eagle Day - 220





## Summer Reading Line-Up

### May

May 26<sup>th</sup> 2:00 – Mr. Steve – Music, balloons, juggling, clowning, and more

May 27<sup>th</sup> 10:00 – Story Time

May 28<sup>th</sup> 4:00 – Anime Club

May 29<sup>th</sup> 5:00 – Movie with pizza and popcorn – Raise Your Voice

May 30<sup>th</sup> 2:00 – Family Movie with popcorn – Mary Poppins

### June

June 2<sup>nd</sup> 2:00 – Babaloo – Fun Music

June 4<sup>th</sup> 4:00 – Anime Club

June 5<sup>th</sup> 5:00 – Movie with pizza and popcorn - Grease

June 6<sup>th</sup> 10:00 – Story Time

June 6<sup>th</sup> 2:00 – Family Movie with popcorn – Chitty Chitty Bang Bang

June 9<sup>th</sup> 2:00 – Chris Egelston – The Reading Magician

June 10<sup>th</sup> 10:00 – Story Time

June 11<sup>th</sup> 4:00 – Anime Club

June 12<sup>th</sup> 5:00 – Movie with pizza and popcorn - Hairspray

June 13<sup>th</sup> 2:00 – Family Movie with popcorn – Swiss Family Robinson

June 16<sup>th</sup> 2:00 – Animal Tales – Animal Avengers

June 18<sup>th</sup> 4:00 – Anime Club

June 19<sup>th</sup> 5:00 – Movie with pizza and popcorn – Lemonade Mouth

June 20<sup>th</sup> 10:00 – Story Time

June 20<sup>th</sup> 2:00 – Family Movie with popcorn – Bed Knobs and Broomsticks

June 22<sup>nd</sup> 2:00 – Mad Science – The Science of Sound

June 24<sup>th</sup> 10:00 – Story Time

June 25<sup>th</sup> 4:00 – Anime Club

June 26<sup>th</sup> 5:00 – Movie with pizza and popcorn – Fame

June 27<sup>th</sup> 2:00 – Family Movie with popcorn – That Darn Cat

## July

July 1<sup>st</sup> 2:00 – Mike Anderson – Dulcimer, stories, nose harp and more

July 2<sup>nd</sup> 4:00 – Anime Club

July 7<sup>th</sup> 10:00-2:00 – Make and Take Craft

July 8<sup>th</sup> 10:00 – Story Time

July 9<sup>th</sup> 4:00 – Anime Club

July 10<sup>th</sup> 5:00 – Movie with pizza and popcorn – Camp Rock

July 11<sup>th</sup> 10:00 – Story Time

July 11<sup>th</sup> 2:00 - Family Movie with popcorn – The Shaggy Dog

July 21<sup>st</sup> 10:00-2:00 – Make and Take Craft

July 22<sup>nd</sup> 10:00 – Story Time

July 23<sup>rd</sup> 4:00 – Anime Club

July 24<sup>th</sup> 5:00 – Movie with pizza and popcorn – High School Musical

July 25<sup>th</sup> 10:00 – Story Time

July 25<sup>th</sup> 2:00 - Family Movie with popcorn – Davy Crockett

July 28<sup>th</sup> 10:00-2:00 – Make and Take Craft

July 30<sup>th</sup> 4:00 – Anime Club

## April Programs

April 7, 4:00 – Anime Club

### National Library Week, April 13-18

April 13, 7:00 – Ask Aldermen and crowd to sign up for library cards after City Council meeting

April 14, 4:00 – Anime Club

April 14, 7:00 – David Wolfe as Abraham Lincoln. 150<sup>th</sup> anniversary of Ford's Theater

April 15, 10:00 – Story Time – Spring Theme

April 18, 2:00 – Comic book authors Steve Higgins and Greg McCrary talk about writing and publishing comics

### National Money Smart Week, April 20-25

April 21, 4:00 – Anime Club

April 21, 6:30 (Unconfirmed time) – Illinois Treasurer's Office program on ICash

April 22, 1:00 – Melissa Blankenship from US Bank talks about how to spot and avoid online and mail scams

Also this week, unconfirmed program by First National Bank of Carlyle

April 28, 4:00 – Anime Club

April 29, 10:00 – Story Time – Rainbow Theme



Fertil-Lawn, Inc.  
13361 St. Rose Road  
Highland, Illinois 62249  
618-654-5106 or 618-664-4300

February 26, 2015

Case - Halstead Library  
571 Franklin Street  
Carlyle, IL 62231

Dear Kristi ,

Please mark the services you prefer and mail back or call Cathy

Your 2015	Fertil-Lawn Program Includes:	Price	Tax	Total
Early Spring	Crabgrass Preventive with Fertilizer	\$86.40	\$2.96	\$89.36
Late Spring	Spray for Weed Control	\$82.08	\$2.81	\$84.89
Summer	Insecticide for Grub Control	\$103.68	\$3.55	\$107.23
Early Fall	Fertilizer with Spot Spray	\$64.80	\$2.22	\$67.02
Mid Fall	Fertilizer	\$64.80	\$2.22	\$67.02
Late Fall	Fertilizer	\$64.80	\$2.22	\$67.02
	Per Application Total	\$466.56	\$15.98	\$482.54
all 6	Prepaid Fertil-Lawn I (6 applications)	\$443.23	\$15.18	\$458.41

1

excludes grub app.	Prepaid Fertil-Lawn II (5 applications)	\$344.74	\$11.81	\$356.54
first 4	Prepaid Fertil-Lawn III (4 applications)	\$320.11	\$10.96	\$331.08
ES, LS, F	Prepaid Fertil-Lawn IV (3 applications)	\$221.62	\$7.59	\$229.21
ES, LS, 2 Fs	Prepaid Fertil-Lawn V (4 applications)	\$283.18	\$9.70	\$292.87
	10% Discount Aeration			\$116.64
	Fall Aeration Price			\$129.60

Thank You for the opportunity to serve you in the past and we are looking forward to working with you again.



## Commercial Service Agreement

trugreencommercial.com 1-800-368-5504

Account Name: Case-Holstead Library Account Contact: Christi Gerrish

Service Address: 550 6th St. City: Carlyle State: IL County: \_\_\_\_\_ ZIP Code: 62211

Work Phone: 594-5210 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Branch Name: Collinsville Business Development Rep: Scott Thompson Cell Phone: 618-781-5537

Branch Address: 100 Green Park Dr. City: Collinsville State: IL County: \_\_\_\_\_ ZIP Code: 62234

Grass Type Fescue Sprinkler System ☒ In/Fence ☐ Square Footage \_\_\_\_\_ Service Areas Front ☐ Back ☐ Sides ☐ Entire ☒



## TruGreen Commercial Lawn Plan:

<input checked="" type="checkbox"/> E. Spring	Fertilization/Weed Control /Crabgrass Control	\$ <u>55</u>
<input checked="" type="checkbox"/> Spring	Fertilization/Weed Control /Crabgrass Control	\$ <u>55</u>
<input checked="" type="checkbox"/> Early Summer	Fertilization/Weed Control	\$ <u>55</u>
<input checked="" type="checkbox"/> Summer	Fertilization/Weed Control	\$ <u>55</u>
<input checked="" type="checkbox"/> Early Fall	Fertilization/Weed Control	\$ <u>55</u>
<input checked="" type="checkbox"/> Fall	Fertilization/Weed Control	\$ <u>55</u>
<input checked="" type="checkbox"/> Late Fall	Fertilization	\$ <u>55</u>

Your plan starts with a detailed analysis of your lawn. It is used to design a customized year-round schedule of services.

Total Annual Lawn Care \$ 325



## Specialized Services

Services are not offered in all areas.

<input type="checkbox"/> Emerald Ash Borer	\$ _____	<input type="checkbox"/> Tree Drench/Injection	\$ _____
<input type="checkbox"/> Fire Ant	\$ _____	<input type="checkbox"/> Turf Aeration	\$ _____
<input type="checkbox"/> Lawn Repair	\$ _____	<input type="checkbox"/> Apple Scab _____ x _____	\$ _____
<input type="checkbox"/> Lime Application	\$ _____	<input type="checkbox"/> Geese Repellent _____ x _____	\$ _____
<input type="checkbox"/> Natural Lawn Care	\$ _____	<input checked="" type="checkbox"/> Grub Control <u>82<sup>50</sup></u> x <u>1</u>	\$ <u>82<sup>50</sup></u>
<input type="checkbox"/> Scale Insect Control	\$ _____	<input type="checkbox"/> Japanese Beetle Control _____ x _____	\$ _____

<input type="checkbox"/> Vegetation Control _____ x _____	\$ _____
<input type="checkbox"/> Bed Weed Control _____ x _____	\$ _____
<input type="checkbox"/> Nuisance Pest Control _____ x _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____
<input type="checkbox"/> _____	\$ _____

Total Specialized Services \$ 82<sup>50</sup>



## Tree & Shrub Services

<input type="checkbox"/> Early Spring	Superior Hort Oil	\$ _____	<input type="checkbox"/> Early Fall	Insect Control/Disease Control	\$ _____
<input type="checkbox"/> Spring	Root Zone Fertilization	\$ _____	<input type="checkbox"/> Fall	Root Zone Fertilization	\$ _____
<input type="checkbox"/> Early Summer	Insect Control/Disease Control	\$ _____	<input type="checkbox"/> Late Fall	Superior Hort Oil	\$ _____
<input type="checkbox"/> Summer	Insect Control/Disease Control	\$ _____			

Total Annual Tree & Shrub Care \$ \_\_\_\_\_

I have received, read and agree to the terms and conditions on the back of this agreement.

By: [Signature] REPRESENTATIVE/ GENERAL MANAGER

Date: 3/9/15

Print Name: \_\_\_\_\_ AUTHORIZED AGENT/ CUSTOMER

Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ AUTHORIZED AGENT/ CUSTOMER

Date: \_\_\_\_\_

### Total TruGreen Investment

Total Annual Price	\$ <u>467<sup>50</sup></u>
Prepay Discount	\$ <u>140<sup>5</sup></u>
Sales Tax	\$ <u>16</u>
Total Investment	\$ <u>453<sup>42</sup></u>

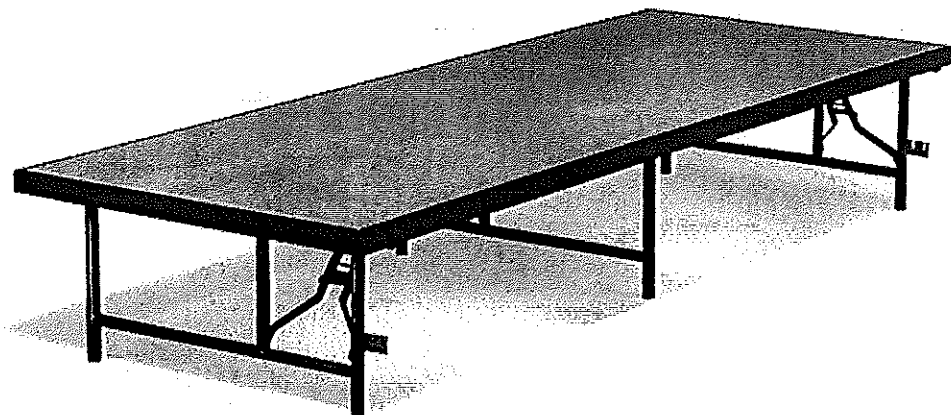
4'x8'x8" to make 12'x16'x8" – 6 pieces of stage \$2399.70 or \$399.95 a piece  
4'x4'x8" to make 12'x16'x8" – 12 pieces of stage \$3779.40 or \$314.95 a piece  
3'x8'x8" to make 12'x16'x8" – 8 pieces of stage \$2239.60 or \$279.95 a piece  
Hardboard

Stage Skirting 11.95 per Foot for 7"

Stage cart - \$784.95 and holds 6 8' pieces

Midwest Transfold from  
Worthington Direct

Total with calculated shipping—\$3398.39



4'x8'x8" to make 12'x16'x8" – 6 pieces of stage \$2477.28 or \$412.88 a piece

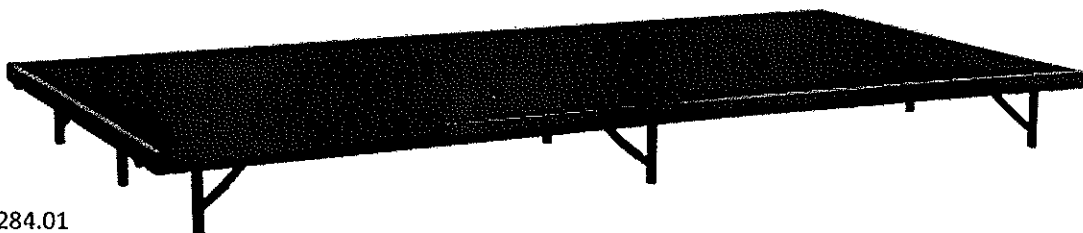
Carpeted

Stage Skirting \$14.88 per Foot for 7"

Stage cart - \$469.88

Norwood from  
School Outfitters

Total with calculated shipping—\$3284.01





\$123.27

HeatTrak HR20-60 Residential Snow-Melting Walkway Mat, 20 Inch by 5 Foot, 120 Volt by HeatTrak

- Free Prime shipping when in stock



HeatTrak HR-P Power Unit, 120V, 6 Foot Cord by HeatTrak

\$38.97

- Usually ships in 1 to 4 months
- Free Prime shipping when in stock



\$187.64

GreenWorks 26032 12 Amp 20" Corded Snow Thrower by Greenworks

- In Stock





Da-com Corp.  
5317 Knights Of Columbus Dr.  
St. Louis, MO 63119  
Phone (866) 489-8303  
www.da-com.com

Case Halstead Public Library  
571 Franklin St  
Carlyle, IL 62231

2/23/2015 11:21:34 AM

Dear Christy,

Please see below the proposed equipment and financials we discussed.

## Equipment Proposed

QTY	MODEL	DESCRIPTION
1	MP C2503	MPC2503 - 25/25 PPM Color Copier
1	MP C2503	Cabinet Type F
1	MP C2503	Camera Direct Print Card Type M3
1	MP C2503	Smart Operation Panel Type M3

PAYMENT	TERM
\$148.73	48

## Maintenance and Supplies

The maintenance agreement for this proposal includes:

\$28.80 Up to 3,000 mono images per month and at a service rate of 0.0096 per image.

- Up to 0 Color copies per month with additional color copies billed monthly at \$.080 per copy
- Current Monthly Maintenance & Lease Payment \$118.48
- New Monthly Maintenance & Lease Payment \$198.41
- Spend \$79.93 Combined Monthly Maintenance & Lease Payment
- Relief of current lease obligations
- 2 Paper Trays x 550 Sheets (up to 11x17)
- Print Anywhere Anytime Wireless Remote

Thank you for this opportunity. If you have any questions, please contact me at (618) 973-1891 or ggustafson@da-com.com.

Sincerely,

Gary Gustafson  
Sales Supervisor

# PROPOSED SOLUTION FOR: Case Halstead Public

## Library

### Equipment Proposed

QTY	MODEL	DESCRIPTION
1	MP C2503	MP C2503 25/25 PPM Color Copier
1	MP C2503	Cabinet Type F
1	MP C2503	Camera Direct Print Card Type M3
1	MP C2503	Smart Operation Panel Type M3

Please see attached brochure or specification sheet for more details.

### Lease Options

PAYMENT	TERM
\$126.82	60

### Maintenance and Supplies

The CPP option also includes:

- All parts, labor, toner and service calls.
- 2 Paper Trays x550 Sheets (up to 11x17)
- Print Anywhere, Anytime, Wireless Remote
- Smart Operation Panel with Web Access
- \$28.80 Up to 3,000 mono copies per month with additional mono copies billed monthly at \$0.0096 per copy.
- Up to 0 color copies per month with additional color copies billed monthly at \$0.080 per copy.
- Current Monthly Maintenance & Lease Payment \$118.48
- New Monthly Maintenance & Lease Payment \$168.34
- Spend \$49.86 Combined Monthly Maintenance & Lease Payment
- Relief of current lease obligations
- 4-hour response time in the metro area and next-day service for out-of-town customers.

# PROPOSED SOLUTION FOR: Case Halstead Public Library

## Equipment Proposed

QTY	MODEL	DESCRIPTION
1	MP C3003	MPC3003 - 30/30 PPM Color Copier
1	MP C3003	Cabinet Type F
1	MP C3003	Camera Direct Print Card Type M3
1	MP C3003	Smart Operation Panel Type M3

Please see attached brochure or specification sheet for more details.

## Lease Options

PAYMENT	TERM
\$186.72	48

## Maintenance and Supplies

The CPP option also includes:

- All parts, labor, toner and service calls.
- 2 Paper Trays x550 Sheets (up to 11x17)
- Print Anywhere, Anytime, Wireless Remote
- Smart Operation Panel with Web Access
- \$28.80 Up to 3,000 mono copies per month with additional mono copies billed monthly at \$0.0096 per copy.
- Up to 0 color copies per month with additional color copies billed monthly at \$0.080 per copy.
- Current Monthly Maintenance & Lease Payment \$118.48
- New Monthly Maintenance & Lease Payment \$229.84
- Spend \$111.36 Combined Monthly Maintenance & Lease Payment
- Relief of current lease obligations
- 4-hour response time in the metro area and next-day service for out-of-town customers.



Da-com Corp.  
5317 Knights Of Columbus Dr.  
St. Louis, MO 63119  
Phone (866) 489-8303  
www.da-com.com

Case Halstead Public Library  
571 Franklin St  
Carlyle, IL 62231

2/23/2015 11:21:34 AM

Dear Christy,

Please see below the proposed equipment and financials we discussed.

## Equipment Proposed

QTY	MODEL	DESCRIPTION
1	MP C3003	MPC3003 - 30/30 PPM Color Copier
1	MP C3003	Cabinet Type F
1	MP C3003	Camera Direct Print Card Type M3
1	MP C3003	Smart Operation Panel Type M3

PAYMENT	TERM
\$155.29	60

## Maintenance and Supplies

The maintenance agreement for this proposal includes:

\$28.80 Up to 3,000 mono Images per month and at a service rate of 0.0096 per image.

- Up to 0 Color copies per month with additional color copies billed monthly at \$.080 per copy
- Current Monthly Maintenance & Lease Payment \$118.48
- New Monthly Maintenance & Lease Payment \$198.41
- Spend \$79.93 Combined Monthly Maintenance & Lease Payment
- Relief of current lease obligations
- 2 Paper Trays x 550 Sheets (up to 11x17)
- Print Anywhere Anytime Wireless Remote

Thank you for this opportunity. If you have any questions, please contact me at (618) 973-1891 or ggustafson@da-com.com.

Sincerely,

Gary Gustafson  
Sales Supervisor

# CASE-HALSTEAD LIBRARY BOARD BY-LAWS

## Mission Statement

The purpose of the Case-Halstead Library is to provide books, materials, programs and services to support the educational enrichment of the community, improve literacy, encourage recreational reading, and to introduce children to the world of books, literature and learning. Case-Halstead serves as an important information center for all the residents of the greater Carlyle community.

## **Article I. Organization**

Section 1-Name. The Case-Halstead Library, established as a free public library and reading room under Carlyle City Ordinance No.495 on June 13, 1938, was named in honor of Mr. Eckstein Case in recognition of his contributions in establishing the library and in memory of his mother, whose maiden name was Halstead.

Section 2- Governing Law. Case-Halstead Library complies with the Illinois State Statutes and City ordinances regarding public libraries. The library ordinance is located on pages 490 to 492 of the City of Carlyle Revised Code, Chapter 20, paragraphs 20-1-1 through 20-1-13.

## **Article II. Board of Trustees**

Section 1-Membership. The Board of Trustees shall consist of nine (9) residents of the City of Carlyle appointed by the Mayor and approved by the City Council. A trustee may be dismissed for cause, subsequent to a hearing before a committee comprised of the Board President and the Mayor.

Section 2-Terms of Office. Each Trustee is appointed for a term of three (3) years on a rotating basis, one-third taking office each year with the term of office beginning on July 1. Before being sworn in a new Trustee shall meet with the Board President and Library Director to review State statute, financial reports and any other pertinent items related to the duties of Trustee. In case a Trustee is unable to fulfill the full term of office, the Trustee shall write a letter of resignation to the Board of Trustees, and the Mayor shall then appoint a Trustee to finish the term. Board members may serve succeeding terms.

Section 3-Meeting Attendance. It is the responsibility of each Trustee to attend all meetings. If unable to attend, the Trustee shall inform the President of the Board of Trustees or the Library Director. If two (2) consecutive meetings are missed without said notification, the President shall communicate with the Trustee to ascertain if the Trustee would like to remain on the Board.

