

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, Feb. 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

Absent: Kim Stamps (excused)

Also Present: Christi Gerrish-Library Director

Barb called the meeting to order at 7 p.m. and the Pledge of Allegiance was recited. The board then went around and introduced themselves to Michelle Scott.

Appointment of Secretary: Barb informed the board that Ken O'Dell will be appointed as the new secretary.

Swearing in of New Member: Michelle Scott was sworn into the board by Ken.

Meeting Minutes:

-Motion: Sharon made a motion to accept the minutes from January 5.

-Second: Jane seconded the motion.

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

Treasurer's Report:

Jane said that 67% of the fiscal year has elapsed with 60% of the budget used. Line 8900 (Furniture) appeared for the first time on the library budget. She said the line comes from the city forwarding the funds to pay a utility bill as a credit back to our budget.

Frank asked about the higher numbers on the utilities bill. Jane said that it was a part of one big utility bill that included previous utilities, which only made it seem bigger.

Christi mentioned that the health and dental insurance price was from Jim's Cobra. It only showed up during this month's budget. She also said that it will be included in the next budget and that it has always been done, but has never been shown on the budget itself. Barb asked Brenda and Jane to make sure that we are in sync for next month's report with regards to the budget line items so that everything is up to date and organized properly.

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

-Second: Frank seconded the motion.

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

Library and Construction Bills:

Starting off, Christi said that it was a very good month for printing. She also said that we received our E-Rate grant for the library's phones.

Christi also stated that donations are high due to excess change that the patrons ask the library to keep after paying for printing. Discussion followed about the large nonresident fees. Frank asked if the nonresident fee money goes into our budget or general funds. Christi responded, saying that they go into the fines and fees line.

Continuing with the expenditures, Christi said that the IHLS is not the Polaris fee; rather, it is the fee for 3M. Also, the large postage amount comes from a large donation of books that the library has received; the library reimburses postage from an out-of-state-donor who sends many many like-new books.

Discussion followed about large library fees, and penalties for unpaid fees were also discussed. Barb said that this can be produce a lot of problems for Christi and the amount of time she has available to address these issues. When asked about repeat offenders for overdue fees, Christi said that there are not a lot of repeat offenders.

Frank expressed concern about the electric bill pricing being too high. He said that the electric bills cannot be right and that something has to be wrong. The board asked if he would be willing to look into the issue, and he said that he would be able to do that. Furthermore, he said that the issue may be due to an adjustment/correction problem with regards to the heating and cooling of the building. Sharon asked if the utilities could possibly be separated into gas, water, and electric so that exact usages of each can be determined; she asked the board members to think over the issues concerning the utilities costs for next month's meeting.

-Motion: Ken made a motion to pay the library bills.

-Second: Sharon seconded and asked for the total amount of the bill for the next meeting

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

-Motion: Sharon made a motion to pay the library construction project bills.

-Second: Jane seconded.

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

Director's Report:

Christi said that the statistics were considerably higher than last year's month. Darren mentioned that the Anime Club seemed to be going very well. She then went on to discuss the upcoming programs for the library, pointing out that we have a good variety and number of programs coming up.

Because of the large list of programs and dates, Sharon suggested having all of the programs listed on a sheet so that it would be easier to follow.

With regards to the programs, Barb asked about sending out letters to businesses to solicit donations for the summer programs. She said that she believed that the letters that were used last time were very effective and that they should be sent out earlier. Darren said that he can put together some ads, perhaps in the form of flyers or posters. He continued, saying that he contacted the comic book artists from St. Louis. He said that the artists will be able to do a seminar on comics.

A quick discussion followed regarding the staff meeting. Christi said that the main thing they covered during the staff meeting was customer service and that they are working on making sure that every patron that comes through the door is at least greeted with a hello.

In discussing the next set of library grants, Christi said that most of the state funds (such as the Per Capita grant) have not been touched in terms of amount. Barb explained to Michelle that the application for the Per Capita grant has to be filed every year. Also, Christi said that the due dates for the grants were pushed back by a month, which may result in some libraries missing a year if they do not keep track of the due dates.

Barb asked Christi about the incident reports and their current status. Christi replied that they are mainly filed and kept as a record. Barb asked Christi if there were any recent incidents, to which Christi replied that there has only been one.

Christi said that the library has received copies of the *ILA Reporter* reprints. She received a total of twelve. Barb asked if we could get more, possibly a hundred copies to use for public relations. Barb said that the reprints are a historic document and can be used for advertisement and other promotional events. She also said that we should contact Poettker and Arcturis about whether or not they received their copy of the reprints. Christi said that should would follow-up with them to make sure.

Standing Committee Reports:

Long Range Planning Committee: Nothing to report.

Budget Committee: Meeting was scheduled for Feb. 16th.

Personnel Committee: See New Business.

Committee Reassignments:

Barb assigned Michelle to the Building and Grounds committee. Barb also said that she updated the Board of Trustees' classes, making sure to put the proper appointments of trustee members in the appropriate years.

Building and Grounds:

-Motion: Sharon made a motion that the library hires K B Enterprises to clean our windows twice a year for \$300

-Second: Darren seconded.

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

Barb then asked Frank about the stage platforms. He said that the hard surface stage platforms are cheaper than the carpeted ones, which are just over \$400. Darren suggested getting carpet for cases such as a band performance that may feature a drummer. Either option was left open for flexibility.

Other Reports:

Barb said that she was impressed with Pam Holly's willingness to put more work than necessary into the closet organization and that Pam submitted a proposal to organize the storage areas. She invited Roger Rolves to come tomorrow (Feb. 3).

Christi was asked about problematic issues regarding the Peek-A-Book, and Christi said that Peek-A-Book is now working.

Discussion on the fence began. A quote for the fence was received. Credit will not be received for the fence posts. Barb said that she would look into whether the city could take it so that they would not go to waste.

Discussion about the employees lifting the trash can over the fence began. Barb said that the problem of getting the trash from the enclosure was the uneven surface and that if we could pave the area, the problem would be resolved; she suggested to simply putting down a weed barrier and gravel. She supported this by saying that constant lifting of the trash enclosure could trigger a work comp issue in the future.

Christi said that display cases were mostly decided on; however, there is room for flexibility in small details so that they do not all look the same.

The library has been responding to public feedback recently. The hand dryer noise-reduction was a good improvement. Also, a neighbor of the library had thanked the library for lowering the brightness of the outdoor message sign.

Barb gave a quick update for the Friends of the Library: Jim Roeckeman is taking care of the Amazon book sales for the Friends. Friends meeting on Feb. 14 at 10:00 am.

City Council Liaison: Brenda had nothing to report.

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

Old Business:

Oak Tree Galls:

Christi reviewed the choices for the oak tree galls, which were to treat it with chemicals, cut off and burn the infected branches, or to let the tree die. Brenda said that the city workers could possibly prune the oak tree because they have experience with this issue. The board then discussed the matter further, considering the actual procedure of each of the choices and what would be within reason with consideration of the neighborhood. Frank agreed that the board should wait to see what the city workers are able to do and the board agreed to wait for an update from the city workers until a decision is made. Brenda will contact Roger Hayes for advice.

New Business:

Street Lamps and Sign:

Discussion about the brightness of the sign and street lamps began. John Hodapp suggested that the two choices were to blacken the street light or to replace the light tower with a new LED engine that would project the light away from the alley houses. Christi said that it would cost

\$2000 to replace the lights. The cost of the replacement option concerned the board members. There was no action following the discussion on the lighting issues and complaints.

Maddux Trust Audit Review:

-Motion: Sharon made a motion to approve the audit, which was sent by letter from the bank, for the court.

-Second: Darren seconded.

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

The board reviewed the Maddux Trust audit as requested from the First National Bank.

-Motion: Barb made a motion to enter closed session to discuss personnel.

-Second: Darren seconded.

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

[The Library Board entered closed session at 8:55 p.m.]

[The Library Board returned from closed session at 9:18]

-Motion: Darren made a motion to offer raises of 15 cents an hour each, dependent on this year's budget.

-Second: Frank seconded

-Vote: 1 for, 7 opposed; the motion did not carry.

-Motion: Frank moved to offer raises with a minimum of 10 cents and a maximum of 15 cents, dependent on this year's budget.

-Second: Darren seconded.

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

Adjournment:

-Motion: Frank motioned to adjourn the meeting.

-Second: Brenda seconded.

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

Meeting adjourned at 9:30 pm.

The next regular meeting of the Library Board will be on Monday, March 2 at 7 p.m. in the conference room of the new library.

Respectfully Submitted,

Kenneth O'Dell Jr.

Library Board Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 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	84.83	84.83	80.00	(4.83)	106.0
20-3160 PAYMENT IN LIEU OF TAXES	.00	5,918.75	5,300.00	(618.75)	111.7
TOTAL TAXES	84.83	34,292.70	33,380.00	(912.70)	102.7
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	345.60	2,345.60	.00	(2,345.60)	.0
TOTAL INTERGOVERNMENTAL REVE	345.60	2,345.60	.00	(2,345.60)	.0
<u>FINES & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	1,189.00	6,882.09	7,000.00	117.91	98.3
TOTAL FINES & FORFEITURES	1,189.00	6,882.09	7,000.00	117.91	98.3
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	4.80	17.67	25.00	7.33	70.7
20-3831 DONATIONS	132.20	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
TOTAL MISCELLANEOUS REVENUE	137.00	3,433.87	4,325.00	891.13	79.4
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	.00	75,000.00	122,000.00	47,000.00	61.5
TOTAL OTHER FINANCING SOURCES	.00	75,000.00	122,000.00	47,000.00	61.5
TOTAL FUND REVENUE	1,756.43	121,954.26	166,705.00	44,750.74	73.2

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING JANUARY 31, 2015

FUND 20 - LIBRARY FUND

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
LIBRARY					
20-56-4210 SALARIES-REGULAR	5,941.56	61,111.10	84,000.00	22,888.90	72.8
20-56-4510 HEALTH & DENTAL INSURANCE (194.97)	4,254.45	5,279.88	1,025.43	80.6
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	1,046.33	2,075.00	1,028.67	50.4
20-56-5330 LEGAL SERVICES	.00	258.20	1,000.00	743.80	25.6
20-56-5490 OTHER PROFESSIONAL SERVICES	2,147.00	6,098.37	7,050.00	951.63	86.5
20-56-5510 POSTAGE	14.10	388.35	400.00	11.65	97.1
20-56-5520 TELEPHONE	117.61	1,186.16	1,500.00	313.84	79.1
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	4,041.89	5,379.00	15,000.00	9,621.00	35.9
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	.00	33.18	100.00	66.82	33.2
20-56-6510 OFFICE SUPPLIES	138.64	1,850.28	2,000.00	149.72	92.5
20-56-6540 JANITORIAL SUPPLIES	86.66	279.74	400.00	120.26	69.9
20-56-6580 PERIODICALS	166.71	1,348.82	2,000.00	651.18	67.4
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,715.20	16,448.27	20,000.00	3,551.73	82.2
20-56-8900 OTHER IMPROVEMENTS (2,885.26)	.00	.00	.00	.0
20-56-9250 SPECIAL PROGRAMS	377.45	1,984.14	3,500.00	1,535.86	58.1
20-56-9290 MISCELLANEOUS EXPENSE	.00	49.60	100.00	50.40	49.6
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	5,964.75	7,953.00	1,988.25	75.0
TOTAL LIBRARY	12,409.17	114,784.28	170,257.88	55,473.60	67.4
TOTAL FUND EXPENDITURES	12,409.17	114,784.28	170,257.88	55,473.60	67.4
NET REVENUE OVER EXPENDITURES (10,652.74)	7,169.98	(3,552.88)	(10,722.86)	201.8

Case Halstead P.L. – Income and Expenditures

January 2015

- A. Nonresident Fees- \$504.00
- B. Fines - \$86.48
- C. Copier & Printer- \$338.90
- D. Fax Machine- \$57.25
- E. Book Sale - \$18
- F. Donations - \$4.70
- G. Coffee - \$6.00
- H. Amazon Book Sale (not in totals) - \$56.43

Total \$1015.33

Total at CH \$1038.00

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$100.00</u>
Terminix - \$100.00	
5120 Maintenance-Equipment	<u>5120 \$188.69</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$	
Albers Fire Protection - \$	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$99.00</u>
Grantstation - \$99.00	
5510 Postage	<u>5510 \$4.70</u>
Packages and stamps - \$4.70	
5520 Telephone	<u>5520 \$109.32</u>
AT&T - \$84.32	
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 \$1619.93</u>
City of Carlyle Electric - \$1212.35	
City of Carlyle Water & Sewer - \$116.07	
Ameren - \$119.99	
Constellation - \$171.52	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$109.09</u>

Demco - \$109.09	
6540 Janitorial Supplies	<u>6540 \$71.58</u>
Wal-Mart - \$71.58	
6580 Periodicals & Newspapers	<u>6580 \$608.49</u>
Better Homes and Gardens Magazine - \$11.98	
Cosmopolitan Magazine - \$13.00	
Country Magazine - \$15.00	
Discover Magazine (2 years) - \$39.95	
Food Network Magazine - \$12.00	
Game Informer - \$24.98	
Mother Earth Magazine - \$12.00	
Mens Health Magazine - \$19.80	
Martha Stewart Living Magazine - \$24.00	
National Geographic Magazine - \$15.00	
OK Magazine - \$1.00	
Star Magazine - \$34.84	
Taste of Home Magazine - \$19.98	
Us Weekly - \$69.95	
USA Today - \$295.01	
8300 Equipment	<u>8300 \$94.95</u>
Amazon (Phone) - \$94.95	
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1129.02</u>
Amazon - \$216.87	
Baker & Taylor - \$377.99	
Carlyle Union Banner - \$79.90	
Golden Horse - \$14.12	
Gale - \$25.59	
Star Clipper - \$107.34	
Windfall - \$307.21	
9250 Special Programs	<u>9250 \$225.00</u>
Mr. Steve - \$225.00	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$4365.97</u>

Late Bills from January

6510 Demco - \$117.23	
9250 Mr. Steve - \$100.00 (Change from \$325.00 because bill must be split up)	

Total for January - \$3604.13 (Summary showed \$3711.90)

Library Project Bills

February 2015

Maddux Trust:

8900 Other Improvements

Amazon - \$39.50

Aviston Lumber - \$169.94

Demco - \$283.64

Grand Total - \$493.08

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2015 February

2015 January

2014 February

ADULT---1728

ADULT---2219

ADULT---2243

CHILDREN---506

CHILDREN---562

CHILDREN---503

YOUNG ADULT---63

YOUNG ADULT---95

YOUNG ADULT---68

RENEWALS---608

RENEWALS---550

RENEWALS ---544

MANUAL CHECKOUTS---20

MANUAL CHECKOUTS---20

MANUAL CHECKOUTS---46

3M Cloud---67

3M Cloud---60

3M Cloud---24

Overdrive---168

Overdrive---168

Overdrive---180

TOTAL=3160

TOTAL=3674

TOTAL=3066

ROUTE INS=521

ROUTE INS=759

ROUTE INS=473

ROUTE OUTS=306

ROUTE OUTS=347

ROUTE OUTS=267

COMPUTER USE=549

COMPUTER USE=617

COMPUTER USE=297

PATRON COUNT=3147

PATRON COUNT=3337

Anime Club (2 weeks) - 26

Anime Club (4 weeks) - 65

Story Time (2 times) - 28

Story Time (2 times) - 27

Knitting Class – 10

Eagle Day - 220

2015 Upcoming Uses of Maddux Room

***March 4-5, 9:30-4:30**

Head Start Program through Community Link Conference

March 6, 7:00

Riverwind Storytellers Program for the Community

***March 7, 9:00-4:00**

Riverwind Storytellers – Telling Stories from the Bible Workshop

March 12, 3:00-5:00

Blood Drive sponsored by the Girl Scouts

March 24-28

Book Sale – Set-up 17-19, preview 4:00 on the 26th

April 1, 7:00

Self Publishing on Amazon with Allison Toth

April 14, 7:00

Abraham Lincoln Program

April 28, 7:00 (Tentative)

Organ Transplant Program

May 26, 2:00

Mr. Steve - Music, Magic, Ballooning and More

June 2, 2:00

Babaloo - Wacky Music Comedy Show

June 9, 2:00

Chris Egelston - The Reading Magician

June 16, 2:00

Animal Tales - Animal Avengers, Heroes of the Wild

June 22, 2:00

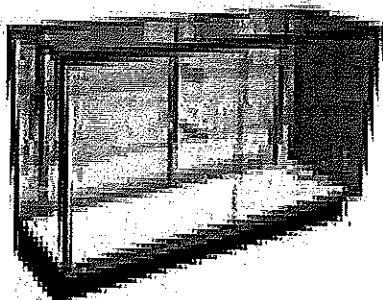
Mad Science - Sounds like Science

July 1, 2:00

Mike Anderson - Magical Music and Storytelling

*** Events not open to general public**

Future program ideas – Sociology lecture, comic book artists

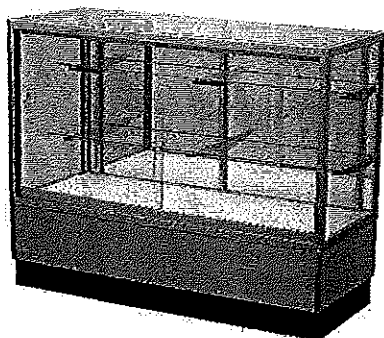


(FOEV1206) Front Opening Extra Vision Display Case - 70" ~~XXXX~~ **\$645.00 Each + \$36.00 for lock**
 70" Long, Height 38", depth 20", glass display area 32". One 8" and one 10" split glass shelf. Frames are anodized aluminum in clear satin finish (brass frames available at additional cost). 1/4" float glass modular display tops. Shelving utilizes adjustable brackets and standards finished to match case frame. All cases have black vinyl kickplates.
[Larger Image & More Info](#)

Shipping Notes: This item ships by common carrier truck only! We will contact you with shipping information.
 Available in both Philadelphia & Phoenix.

<http://www.gershelbros.com/product1206.html>

Front opening display case – 70" \$595.00 + \$26.00 for lock – Colors in walnut, black, or white

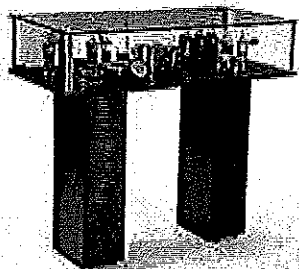


Displaycasecorp.com - FO1206

46" Display Case with Pedestal Design, Rear Hinged Doors, Frameless

Color: Wenge or black – On Sale for \$549.65

Overall Width x Height x Depth 46.0" x 40.0" x 20.1"



- This product is on overstock sale. Enjoy limited time savings!
- Ships knocked down to save on shipping costs. See [instructional video](#) below for step by step instructions!
- Anodized aluminum frame for sleek lines.
- Wenge colored veneer finish on the MDF base looks just as good as natural dark wood finishes but a fraction of the cost!
- Tempered glass table top cabinet for a safer alternative to traditional glass.
- Locking glass doors to keep items secure and accessible to store owners and employees only.
- (2) Full width hinged swinging doors provide easy access to entire display surface.

Displays2go.com

MEETING MINUTES
Budget Committee
Case-Halstead Public Library
February 17, 2015 – 10:00 AM

Present: Jane Bullock, Treasurer; Barb Guebert, President; Brenda Johnson, City Council Liaison; Christi Gerrish, Library Director.

The meeting was called to order at 10:00 AM. Christi distributed a copy of the draft budget for fiscal year 2015-2016 to each member of the committee.

Many areas of the library's budget are for required expenditures, due to fees payable to the Illinois Library Association, the Heartland Library System, and other professional affiliations, as well as other contractual obligations. New in this year's budget are expenses relating to manufacturers' recommended cleaning products and maintenance of the new building in order to protect warranties on specific equipment and building components, some which require authorized or certified technicians. Christi will group several maintenance procedures so that they can be accomplished on a regularly scheduled basis.

Christi indicated that the draft budget reflects some savings, for example, the way magazine periodicals are ordered, and increasing donations to support programming. Some donations are already figured into the new budget. The budget committee examined expenditures as to percent of budget spent every month.

Last year it was thought that we might add a line item for rental income derived from the Maddux Room, but Christi said those amounts could be included in the line item for donations.

The committee examined the impact of a 10 cent per hour raise for the permanent part-time employees. The proposed hourly raise would increase the budget by \$1,000.

Christi indicated that the error which allocated Jim's Cobra insurance payments to our budget has been corrected at City Hall.

Attention was given to several line items which changed significantly. For example, under Item 5120, the payment for Pro-Alarm is up by \$200 because it now covers both fire and security alarms. Also, the gates required to close off the library for after-hours events require an annual safety inspection at a cost of \$300. Item 5490-Other Professional Services is down \$350 overall; even though some items listed here were up, others were down. 5510 Postage is lower because the new Friends organization will absorb this cost in the sale of books on Amazon. Items formerly listed as 8300 are now listed under 5570-80 IT Software and Hardware, but there is no change in the amount. Christi added \$1,000 to the utilities budget, since we don't have actual annual figures yet. 5940 Risk Management was reduced from \$10,000 last year to \$7,500. Special Programs 9250 was increased by \$500.

The proposed budget for 2015-16 totals \$173,675.00. Brenda reiterated her position that City funding amount to no more than \$130,000.00 towards the operation of the new library.

On motion made by Jane, seconded by Barb, the committee voted to present the draft budget to the Board of Trustees at its March 2nd meeting. The meeting adjourned at 11:00 a.m.

Respectfully submitted,
Barbara Guebert

DEPARTMENT BUDGETS

Proposed FY15 Budget

FUND: 20PREPARED BY: JoAnn HollenkampDEPT: LIBRARYDATE: February 2, 2015

EMPLOYEE NAME	POSITION	SALARY (REGULAR)
Christine Gerrish		\$ 43,600.00
Karen Dall	8.95	\$ 7,400.00
Carolynn Boeker	8.90	\$ 7,400.00
Stacy Hilmes	8.95	\$ 7,400.00
Barb Thurman	9.45	\$ 5,900.00
Marge Widman	9.45	\$ 5,900.00
Tona Holle	8.90	\$ 7,400.00

4210.00 Salaries - Regular (TOTAL)	\$ 85,000.00
4510.00 Health & Dental Insurance	\$ 6,072.00
4610.00 Social Security Contrib. (6.2% of Salaries)	In General Fund
4620.00 Retirement Contributions (15.20% of Salaries)	In General Fund
4630.00 Medicare Contributions (1.45% of Salaries)	In General Fund
4650.00 Cafeteria Plan	

DEPARTMENT BUDGETS

Proposed FY15 Budget

5110:00 Maintenance Services - Buildings		Total	\$	7,900.00
Janitor	\$	7,000.00		
Floor Care	\$	500.00		
Termite & Pests	\$	400.00		

5120:00 Maintenance Services - Equipment		Total	\$	2,550.00
ProAlarm	\$	400.00		4250.00
Fire Extinguisher	\$	150.00		
Office Equipment	\$	1,500.00		
HVAC	\$	500.00		
Fire Alarm + Sprinkler Maintenance \$1400 - Gates \$300				

5130:00 Maintenance Services - Vehicles		Total	\$	

5140:00 Maintenance Services - Streets		Total	\$	

5150:00 Maintenance Services - Utility System		Total	\$	

5310:00 Accounting Service		Total	\$	

DEPARTMENT BUDGETS

Proposed FY15 Budget

5320.00 Engineering		Total	\$

5330.00 Legal Services		Total	\$	1,000.00
Misc.	\$	1,000.00		

5490.00 Other Professional Services		Total	\$	6,600.00
Movie License	\$	300.00		
Centurion	\$	300.00		
IHLS	\$	3,600.00		
Website Maintenance	\$	150.00		
ILA	\$	100.00		
Antivirus	\$	100.00		
OCLC	\$	600.00		
Overdrive	\$	1,000.00		
3M Cloud	\$	450.00		

5510.00 Postage		Total	\$	200.00
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5520.00 Telephone		Total	\$	1,500.00
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5530.00 Publishing		Total	\$	500.00
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5540.00 Printing		Total		
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5550.00 Paging		Total		
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5560.00 Other Internet		Total		
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5570.00 IT Software		Total	\$	200.00
Software	\$	200.00		

5580.00 IT Hardware		Total	\$	800.00
Bar Code Wand	\$	250.00		
Monitor	\$	150.00		

DEPARTMENT BUDGETS

Proposed FY15 Budget

Printer	\$ 400.00

5590.00 IT Consulting	Total	\$

5610.00 Dues	Total	\$

5620.00 Travel Expenses	Total	\$ 300.00
Travel to training/Meals	\$ 300.00	

5630.00 Training	Total	\$ 500.00
Staff and Trustee Training	\$ 500.00	

5650.00 Publications	Total	\$

DEPARTMENT BUDGETS

Proposed FY15 Budget

5710.00 Utilities		Total	\$ 16,000.00
Utilities	\$ 16,000.00		

5940.00 Risk Management Insurance		Total	\$ 7,500.00
Insurance	\$ 7,500.00		

6110.00 Maintenance Supplies - Buildings		Total	\$ 200.00
Misc.	\$ 200.00		

6120.00 Maintenance Supplies - Equipment		Total	\$ 100.00
Misc.	\$ 100.00		

DEPARTMENT BUDGETS

Proposed FY15 Budget

6130.00 Maintenance Supplies - Vehicles	Total	\$
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6140.00 Maintenance Supplies - grounds	Total	\$
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6510.00 Office Supplies	Total	\$	2,000.00
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6520.00 Operating Supplies	Total	\$
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6530.00 Small Tools	Total	
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6540.00 Janitorial Supplies/Disinfectants	Total	\$	400.00
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6580.00 Periodicals	Total	\$	2,000.00
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6650.00 Other General Supplies	Total	\$
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8200.00 Building	Total	\$
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DEPARTMENT BUDGETS

Proposed FY15 Budget

	8300.00 Equipment	Total	\$	1,000.00
Computer Software (next year move this to IT software)	\$ 1,000.00			
Bar Code Wand				
Monitor				
Printer				
	8700.00 Furniture	Total	\$	-
	8800.00 Library - Books-Materials	Total	\$	20,000.00
Books and Materials	\$ 20,000.00			
	8900.00 Other Improvements	Total	\$	7,000.00 -
Digitization Project (to be done w/ Amazon m/ y and grants)	7,000.00			
	9130.00 Community Relations	Total	\$	-
	9250.00 Special Programs	Total	\$	4,000.00
Summer Reading Program	\$ 1,500.00			
Christmas	\$ 500.00			
Adult and Childrens Programs	\$ 2,000.00			
	9290.00 Miscellaneous	Total	\$	100.00
Msic.	\$ 100.00			
	9950.00 General & Administrative	Total	\$	7,953.00
	Grand Total		\$	174,375.00

Archi-cepts

1630 Franklin St.
Carlyle, IL 62231
Phone: (618)594-8810
Cell: (618)322-1228

Estimate

Date: 27 Feb 15

Name: Case Halstead Library
Address: C/O Christi 550 6th St. Carlyle, Il

Description	Amount
2 – 34" x 8" satin nickel kick plates Aviston lumber @ \$35.00 ea.	\$70.00
1 – 40" x 8" satin nickel kick plate Amazon.com @ \$127.00	\$127.00
Labor to install	\$60.00

If you have any questions regarding this **Estimate**, please call our office @

1-618-594-8810

Thank you for your business!

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Archi-cepts

1630 Franklin St.
Carlyle, IL 62231
Phone: (618)594-8810
Cell: (618)322-1228

Estimate

Date: 11 Feb 15

Name: Case Halstead Library
Address: C/O Barb (977-7255) or Christi (594-5210)

Description	Amount
Coat Racks	
Total material	\$1,196.50
Labor and material to finish	\$125.00
Install	\$381.50
Total	\$1,703.00

If you have any questions regarding this **Estimate**, please call our office @

1-618-594-8810

Thank you for your business!

ARCHI-CEPTS

Phone: 618.594.8810

Cell: 618.322.1228

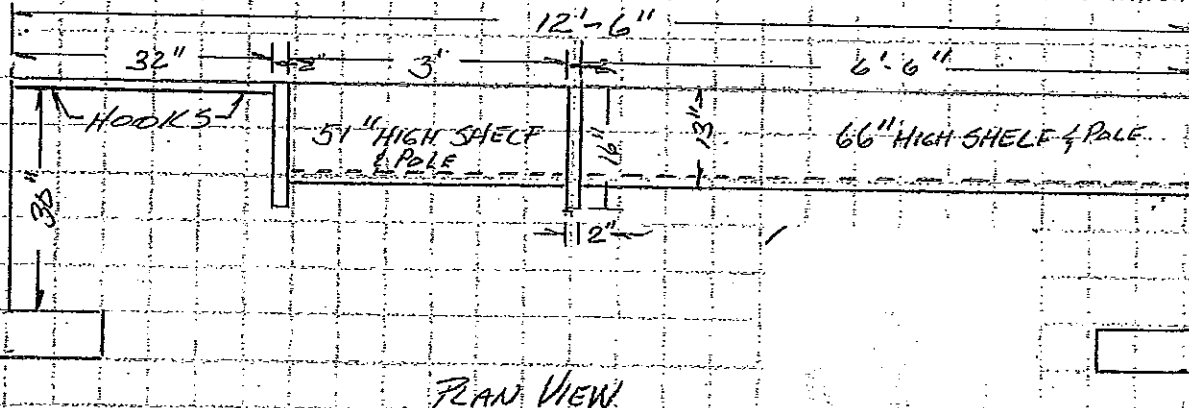
1630 Franklin St. Carlyle, IL 62231

Name CASE HALSTEAD LIBRARY

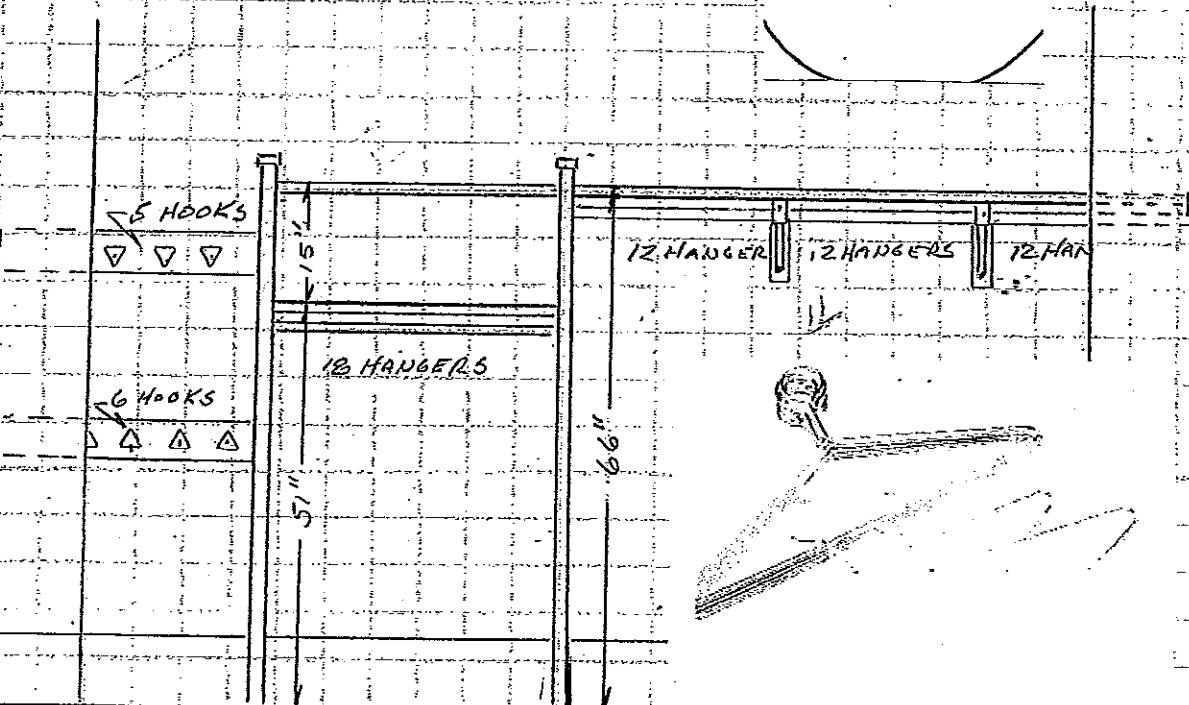
Date 2/6/15

Project COAT RACKS C/O BARB @ 977 7255 CHRISTI @ 594-5210

Scale 1/2" = 1'-0" Drawn By R. ROLVES



PLAN VIEW



ELEVATION

Christi Gerrish

From: Tammy Keltner <dsfl2005@gmail.com>
Sent: Thursday, February 26, 2015 12:58 PM
To: casehalstead@gmail.com
Subject: 2015 Fertil-Lawn Program



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

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.

Sincerely,

Cathy Hallemann
Horticulturalist

MINUTES
NOMINATING COMMITTEE
CASE-HALSTEAD LIBRARY BOARD OF TRUSTEES
June 11, 2014

Present: Sharon Berdeaux, Darren Tracy, Frank Buckingham

The meeting was called to order by Sharon Berdeaux at 7:00 P.M.
Each current officer had been asked if he were interested in continuing
to serve in the same office. Each officer is interested in retaining the position.

The committee agreed to present the following at the July, 2014,
Board of Trustees meeting: President, Barbara Guebert; Vice-President, Darren Tracy;
Secretary, Wendy Folen; Treasurer, Jane Bullock.

The names of other Board members may be nominated from the floor at that time.

Darren moved to close the meeting. Frank seconded. The motion passed.

The meeting was closed at 7:15 PM.

Respectfully submitted,

Sharon Berdeaux, Acting Secretary

MINUTES
Personnel Committee
Case-Halstead Public Library
February 3, 2014

Present: Kim Stamps, Jane Bullock, Sharon Berdeaux

The meeting was called to order by Chairperson Kim Stamps at 6:45 in the Clinton County Board Room. Jane moved to accept the minutes of the November 19, 2013, Personnel Committee meeting. Kim seconded. Motion carried.

The meeting was adjourned at 6:50.

Respectfully submitted,

Sharon Berdeaux, Personnel Committee Secretary

MEETING MINUTES
Case-Halstead Public Library Personnel Committee
Thursday, September 18, 2014

Meeting Location: Conference Room, Library
Present: Jane Bullock, Kim Stamps, Sharon Berdeaux

The meeting began at 6:30. Kim Stamps agreed to chair the committee. Sharon Berdeaux is secretary. The purpose of the meeting was to establish the format for annual evaluation of the Library Director and to determine a calendar for completing the evaluation process.

The committee examined the form used in the 2013 evaluation and sample forms from the Dawsonville, GA, library. Kim expressed her opinion that the sample forms provided a more complete evaluation than the 2013 form. We discussed the overlap in areas evaluated in Forms 1 and 2 and decided to combine them to fit our needs. Kim volunteered to prepare the Director Evaluation Form for presentation to the full Library Board at the October 6, 2014, regular monthly meeting.

The committee discussed having the staff evaluations of the director completed by October 3, 2014. The forms will be selected by the director, approved by the committee chairperson. Each staff member will complete the evaluation of the director, send it in an envelop addressed to Kim, to be mailed by October 3, 2014. The evaluations will be anonymous. They will be reviewed by the personnel committee as part of the final evaluation process.

The Director will evaluate each staff member separately and make any recommendations for raises, based on the evaluation, and current budget. The Personnel Committee will review the evaluations and any recommendations before presenting them to the Board for approval.

The committee reviewed the Director goals for 2014 that were part of the 2013 evaluation. These goals were largely met, in the opinion of the Committee. The 2014 evaluation will include a new set of goals established by the Director. These goals may be modified by suggestions from the Personnel Committee and agreed upon by the Director.

Jane made the motion to recommend adopting the Dawsonville, GA, Appendix M, Forms 1

and 2, to be modified by Kim and presented to the full board for approval prior to use as the evaluation tool. Motion seconded by Sharon and passed.

The Personnel Committee takes the view that the Director has been working in an extraordinary atmosphere, i.e. construction of a new library, for over a year. The coming year the Director will be settling into a more normal working environment, with new goals and expectations to meet. Meeting adjourned at 8:37 pm.

Respectfully submitted, Sharon Berdeaux, Secretary/Personnel Committee

Sharon Berdeaux

Meeting Minutes
Case-Halstead Public Library
Personnel Committee
October 8, 2014

The meeting was called to order by Chair Kim Stamps at 6:40 pm in the Conference Room of the Case-Halstead Public Library. Also present: Jane Bullock and Sharon Berdeaux, committee members.

Jane moved that the meeting go into closed session to discuss Director evaluations. Sharon seconded. Motion carried.

After the closed session, the minutes of the September 18, 2014 meeting were approved on a motion by Jane, 2nd by Sharon.

Kim will type the evaluation so it is ready for review at the next meeting, which will be October 21, 2014, at 7 pm. The Director will attend the meeting at 7:30 to hear and discuss the 2014 evaluation.

The meeting was adjourned at 8:40 pm.

Respectfully submitted,

Sharon Berdeaux, Committee Secretary

