

Meeting Minutes

Case-Halstead Library Board of Trustees

Monday, April 6, 2015

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

I. Roll Call

- a. **Board Members Present:** Barb Guebert-President, Jane Bullock-Treasurer, Sharon Berdeaux, Brenda Johnson-City Liaison, Michelle Scott, Frank Buckingham
- b. **Absent:** Darren Tracy-Vice President (excused), Ken O'Dell-Secretary (excused), Kim Stamps (excused)
- c. **Also Present:** Christi Gerrish-Library Director

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

III. Meeting Minutes

- a. Motion: A motion was made to accept the minutes from the meeting on March 2, 2015 with the changes that were discussed including:
 - i. Adjust the treasurer's report to indicate that the Fine and Forfeitures increase was due also to an increase in non-resident fees
 - ii. Clarification that two display cases will be purchased, not one.
- b. Second: Sharon seconded the motion
- c. Vote: All were in favor and the motion carried
- d. Motion: Sharon made a motion to accept the special meeting minutes from March 12, 2015
- e. Second: Jane seconded the motion
- f. Vote: All were in favor and the motion carried

IV. Treasurer's Report and FNB Statement

a. Treasurer's Report

- i. Jane said that 83% of the fiscal year has elapsed with 74.4% of the budget used. We are under budget.
- ii. Jane mentioned that line 20-56-9290 – Miscellaneous Expenses was twice the normal cost at \$12.40. This line represents the city e-mail charge of \$6.20 and there should be no reason for two charges. Brenda said that she will check on this for us.
- iii. Sharon asked Christi if we plan on spending the entire library materials budget. Christi indicated, yes, and also that there is still a large order of approximately \$800 that cannot be split and will be on this year's budget.
- iv. Motion: Michelle made a motion to accept the Treasurer's Report
- v. Second: The motion was seconded
- vi. Vote: All were in favor and the motion carried

b. FNB Statement

- i. Barb said that the ending balance as of February 28, 2015 was \$121,534.46
- ii. Expenses included \$152.92 in fees and an interest income of \$14.15 was drawn.

V. Library Bills

- a. The coffee income is increasing (30 cups last month), and meets it's goal of paying for itself.
- b. Non-resident fees are leveling out, but the copy and print income is still high.

- c. Donations primarily come from people paying fines or fees and not wanting their change back
- d. The register is a lot more accurate since the staff has made some changes and Christi is reviewing the balance carefully. Last month there was \$1001.55 accounted for with the register and \$1002.70 was turned into city hall.
- e. Jeff Taylor is going to clean the windows for free after he cleans his own, so there won't be additional window cleaning charges at this time.
- f. Postage charges result from sending certified letters for people who owe the library more than \$50.00
- g. There are no more Amazon charges because the Friends of the Library took that over.
- h. Utilities have been broken down this past month so that we can compare usage from month to month of electricity, water, etc.
- i. Christi indicated that the water bill from the sprinkler is high at \$80.00. This is on a separate meter than the rest of the water and since the system was winterized, there shouldn't be any charge at all. Christi will look into it.
- j. Gas use has doubled. This is likely due to the significant increase in programs, and therefore heat, over the past month. Ameren and Constellation both refer to gas use (Constellation is a 3rd party supplier that the city uses).
- k. The library has had good prices for recent special programs. Babaloo charged \$50 less than quoted and we got banners for a good price.
- l. Total expenditures were \$3328.35, but this may increase with the addition of some late bills.
- m. Motion: Sharon made a motion to accept and to pay the Library bills
- n. Second: Frank seconded the motion
- o. Vote: All were in favor and the motion passed.

Construction Bills

- a. The Roomba that was purchased last month is working well, and a second unit shouldn't be needed since the one we have can be moved around fairly efficiently. That cost is under the Amazon line.
- b. Christi purchased the display cases on her credit card as otherwise it would have been listed under city expenses when it is actually still part of the construction budget
- c. Plocher – this \$44,595.36 is the final bill.
- d. The total of the library project bills is \$48,387.73 This leaves approximately \$73,146.73 in the Maddox trust. Plans for use of the remaining funds include: finishing the closet, adding a second bike rack (for approximately \$700.00), the fence (this is the last major expense), closing costs and taxes
- e. Motion: Jane made a motion to accept and to pay the construction bills
- f. Second – Michelle seconded the motion
- g. Vote: All were in favor and the motion passed.

VI. Statistics

- a. The circulation statistics were up from last month (February 2015) and from last year (March 2014). The 3M Cloud was not as active as last month, but Christi attributes this to the fact that Overdrive is a similar system and more people may be familiar with using that service. 3M only costs \$400 per year and is partially funded by the State, so it is still a good service for the library to offer despite the comparatively lower usage to Overdrive.
- b. Computer use has increased and patronage has greatly increased (500 over last month). Laptops are being used to supplement computer use during busy times. There are plans to start advertising computer use.

VII. Library Director's Report

- a. Summer Programming – there are plans for a story time every week on alternating Wednesdays and Saturdays. There will also be programs at the library almost every day. Anime has been moved to Thursday since Tuesday will be used for larger

programs. On Fridays, there will be music based movies for teenagers and on Saturdays there will be family movies – classic Disney movies.

- a. The library is becoming an entertainment venue for people of all ages. Advertising is in the works, and letters will be sent out to sponsors this week so that colorful posters can be designed for display. Sharon suggested that e-mail blasts be used in addition to the Facebook advertising for library programs, as some of our patrons are not on Facebook.
 - b. WCXO is listing some of the library programs with other local events on the 'community calendar', but we should contact WDLJ as well. The Union Banner community calendar is also a useful place to advertise library programs.
 - c. After July 1st, when attendance to summer programs tends to decrease, the programs will become more craft oriented.
 - d. Story time through the summer will be presented by LuAlice Kampwerth and a friend.
- b. Staff Meeting

The staff has been addressing issues with unattended children in the library who have been standing on the tables in the children's section. One of those tables recently partially collapsed while a staff member was cleaning it, so the staff have been making sure to keep the table leg knobs tightened to hopefully prevent any mishaps.
 - c. Display Cases – the pedestal table is on display, and the other table will be out by the end of April
 - d. National Library Week April is both national Library Week and National Money Smart Week. There are plans to have a public event during which the city councilmen and women will get their library cards.
 - e. Money Smart Week - Potentially there will be some bank/money related programs as well; involving local banks.
 - f. Barb discussed the upcoming program that Rotary will help sponsor, having to do with organ donation.

VIII. Standing Committee Reports

- a. Building and Grounds, Construction – no report
 - i. HVAC – working better with more consistent temperatures. There was discussion about getting an extended warranty.
 - ii. Concrete – will soon be sealed in. We need to protect it as much as possible, and should consider using ice melt instead of salt next Winter. We need to follow up with the installers on adding color and the sealant.
 - iii. History Wall – nothing to report
 - a. We will hopefully have an unveiling after its completion

IX. Other Reports

- i. Note that the long range planning committee should meet to discuss new goals so that the library can continue to develop (more computers, for example)
- ii. The Policies and Procedures committee needs a meeting soon. We may need to compare and adjust so that we can be cohesive with the city wide policy handbook.
- a. City Council Liaison – all board members need to have completed their Statement of Economic Interest and file it at city hall.
- b. Friends of the Library – the next meeting is Saturday, April 11 at 10AM

- a. The book sale went well and the Friends did most of the work. There was \$738 of total income. The indoor space allows the sale to be more organized than in the past.
 - b. The friends will sponsor an upcoming program at the library
- X. **Public Comment** – there was no public comment

- Non-Agenda Items

- a. we need to develop a list of prospective board members. Members should provide any recommendations so that the board can review the list so that we can have a consensus when providing our suggestions to the Mayor
- b. There was an anonymous donation of audio books, which have been relocated to allow for the increased media.
- c. Barb suggested that we add a plate for this anonymous donor on the recognition board.
- d. The library received 400 DVDs from Small Town Rental.
- e. Christi will be purchasing durable, soft furniture (2 pieces) for the kids section. She plans to spend less than \$500.00 on this purchase and this expenditure has been previously approved by the board.
- f. March 15 was the Centralia Library open house. They used a passport system to get patrons familiar with the new library. This might be useful if we choose to have an open house to display the features of our library. Board members Barb and Sharon attended, along with Christi.

XI. Old Business

- a. Review 2015 Library Calendar – the annual report will be started next month
- b. Dale Rogers Program – we are waiting on more information for this program
- c. Lawn Care – there was discussion to keep Diversified as our lawn care company since they also work on our sprinklers and consistency would be wise during the first year or so, at least.
 - a. Motion – Sharon made a motion to hire Diversify for the 2015 season at the price given, \$443.23. This will be on the new budget
 - b. Second – Brenda seconded the motion
 - c. Vote: All were in favor and the motion passed.
- d. Closet System – Roger is coming and the closet will be painted this weekend in a similar color scheme to the conference room
- e. Plocher Contract Closeout the new total is \$1,604,745.36 after a subtraction of \$61,404.64. We were under budget.
 - a. Motion: Frank made a motion to approve the change order
 - b. Second: Jane seconded the motion
 - c. Vote: All were in favor and the motion passed.
- f. General Dean Video – we have right to reproduce and sell the General Dean Video, but for now we will provide several copies (for example to Bill Dean Jr.)
 - a. We plan to have Serpentine or SafeMode design a label or case, and perhaps the Friends can sell copies of the DVD once the 5013c status has been earned.
- g. Stage – There were 2 options that Christi had for a stage. After discussion, it was determined that a hard surface would be preferable to carpet, and that a ramp would be ideal to make the stage ADA compliant.
 - a. Motion: Frank made a motion that Christi should purchase whichever is the best stage available (in her opinion), (6 pieces of 4'x8'x8") and also the associated cart and a ramp if one is available with a budget of approximately \$3400.00.
 - b. Second – Sharon seconded the motion
 - c. Vote: All were in favor and the motion passed.

XII. **New Business**

- a. Snow and Ice removal for 2015-2016
 - a. Christi provided several ideas for snow and ice removal including a snow blower, which the board determined would not be adequate for commercial use, and could cause rock hazards, and also for heat mats.
 - b. Heattrak.com has several types of heat mats including industrial mats which are meant to be left out during cold weather to prevent ice and snow buildup. These mats can melt snow at 2 inches per hour and have non-slip rubber surfaces. The building and grounds committee will meet before the next meeting to determine the number and size of mats that we would need (to cover emergency exits, etc).
- b. Case Mirror – we need to determine whether there is a good place to put the mirror in the library, or whether we should put it in the historical society with the bedroom set.
- c. Copier – our copier may not be able to keep up with our use as we are making 2000 copies per month and 6000 per quarter and that is nearing the maximum of our current machine. We can leave the lease of the old machine early without penalty and get a new machine with a 60 month term. We need a machine that we can grow into as, especially with wireless printing and USB capability, the library's copying ability should continue to attract patrons. The new machine will also make less expensive color copies, increasing revenue. It is anticipated that the new machine will pay for itself, since the old machine brought in \$350 over the past month.
 - a. Motion: Sharon made a motion that we lease a new MPC3003 series copier for \$198.41 per month for 60 months with a maintenance agreement
 - b. Second: Michelle seconded the motion
 - c. Vote: All were in favor and the motion carried.
- d. By-laws (2nd reading) – changes to the by-laws were again reviewed. There is now a good succession plan and new committees
 - a. Motion: Jane made a motion to accept the by-laws as presented with the correction of one typo.
 - b. Second: Brenda seconded the motion
 - c. Vote: All were in favor and the motion carried.

- Frank mentioned that there is a new book about Jack Slade, who has Clinton County connections and may provide community interest. Potentially we should have a Jack Slade Day.

- The Board recognized Brenda on the day before elections for her work as our city liaison.

- XIII. **Adjournment:** The meeting was adjourned at 9:34 PM and the next regular meeting will be on Monday, May 4, 2015 at 7:00 in the same location.

These minutes were respectfully submitted by Michelle Scott, standing in for Kenny O'Dell, Secretary.

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 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	.00	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	.00	34,292.70	33,380.00	(912.70)	102.7
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	.00	2,345.60	.00	(2,345.60)	.0
TOTAL INTERGOVERNMENTAL REVE	.00	2,345.60	.00	(2,345.60)	.0
<u>FINES & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	898.70	9,097.79	7,000.00	(2,097.79)	130.0
TOTAL FINES & FORFEITURES	898.70	9,097.79	7,000.00	(2,097.79)	130.0
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	4.12	21.79	25.00	3.21	87.2
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
TOTAL MISCELLANEOUS REVENUE	4.12	3,437.99	4,325.00	887.01	79.5
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	10,000.00	85,000.00	122,000.00	37,000.00	69.7
TOTAL OTHER FINANCING SOURCES	10,000.00	85,000.00	122,000.00	37,000.00	69.7
TOTAL FUND REVENUE	10,902.82	134,174.08	166,705.00	32,530.92	80.5

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2015

FUND 20 - LIBRARY FUND

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,501.57	74,599.86	84,000.00	9,400.14	88.8
20-56-4510 HEALTH & DENTAL INSURANCE	483.02	5,220.49	5,279.88	59.39	98.9
20-56-5110 MAINTENANCE SERVICES-BUILDING	100.00	2,497.61	5,500.00	3,002.39	45.4
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	188.69	1,314.85	2,075.00	760.15	63.4
20-56-5330 LEGAL SERVICES	.00	256.20	1,000.00	743.80	25.6
20-56-5490 OTHER PROFESSIONAL SERVICES	99.00	6,687.37	7,050.00	362.63	94.9
20-56-5510 POSTAGE	4.70	473.24	400.00	(73.24)	118.3
20-56-5520 TELEPHONE	109.32	1,397.75	1,500.00	102.25	93.2
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	1,619.93	8,310.61	15,000.00	6,689.39	55.4
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	35.98	100.00	64.02	36.0
20-56-6510 OFFICE SUPPLIES	109.09	1,959.37	2,000.00	40.63	98.0
20-56-6540 JANITORIAL SUPPLIES	71.58	391.22	400.00	8.78	97.8
20-56-6580 PERIODICALS	554.62	1,992.42	2,000.00	7.58	99.6
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	94.95	94.95	1,000.00	905.05	9.5
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,510.85	18,900.73	20,000.00	1,099.27	94.5
20-56-9250 SPECIAL PROGRAMS	235.36	2,877.62	3,500.00	622.38	82.2
20-56-9290 MISCELLANEOUS EXPENSE	6.20	68.20	100.00	31.80	68.2
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	7,290.25	7,953.00	662.75	91.7
TOTAL LIBRARY	12,351.63	139,096.65	170,257.88	31,161.23	81.7
TOTAL FUND EXPENDITURES	12,351.63	139,096.65	170,257.88	31,161.23	81.7
NET REVENUE OVER EXPENDITURES	(1,448.81)	(4,922.57)	(3,552.88)	1,369.69	(138.6)

Case Halstead P.L. – Income and Expenditures

April 2015

- A. Nonresident Fees- \$252.00
- B. Fines - \$56.60
- C. Copier & Printer- \$188.75
- D. Fax Machine- \$40.30
- E. Book Sale - \$
- F. Donations - \$31.63
- G. Coffee - \$7.60

Total \$577.03

Total at CH \$578.74

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$443.23</u>
Jack's Sales and Repairs (HVAC Maintenance) - \$	
Diversified (Annual Lawn Care) - \$443.23	
5120 Maintenance-Equipment	<u>5120 \$190.24</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance – 110.41	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$97.44</u>
Packages and stamps - \$97.44	
5520 Telephone	<u>5520 \$134.68</u>
AT&T - \$109.68	
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 \$1049.73</u>
City of Carlyle Electric - \$730.61	
City of Carlyle Water & Sewer - \$86.84	
Ameren - \$110.87	
Constellation - \$121.41	
6110 Maintenance Supplies – Building	<u>6110 \$5.19</u>
Aviston Lumber - \$5.19	
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$202.75</u>
Bayscan - \$172.00	

Walmart - \$30.75	
6540 Janitorial Supplies	<u>6540 \$29.73</u>
Wal -Mart - \$29.73	
6580 Periodicals & Newspapers	<u>6580 \$125.99</u>
Library Journal - \$101.99	
Woman's Day (2 years) - \$24.00	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1963.82</u>
Amazon - \$186.19	
Baker & Taylor - \$1129.30	
Center Point - \$152.19	
Gale - \$151.14	
Lebanon Library - \$15.00	
Show Me Books - \$330.00	
9250 Special Programs	<u>9250 \$721.88</u>
Animal Tales - \$350.00	
Mad Science - \$310.00	
Walmart - \$61.88	
9290 Miscellaneous	<u>9290 \$37.20</u>
Serpentine (Semi-Annual) - \$37.20	
Total	<u>Total \$5001.88</u>

Late Bills from April

8800 Baker & Taylor - \$1038.69

Library Project Bills

April 2015

Maddux Trust:

8900 Other Improvements

Archi-cepts (Art Repair) - \$65.00

Complete k-12 (Die Cut Machine) - \$688.45

Upbeat (Bike Rack) - \$674.33

Worthington Direct (Stage) - \$3457.65

Grand Total - \$4885.43

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2015 April

2015 March

2014 April

ADULT---1766

ADULT---1903

ADULT---1876

CHILDREN---543

CHILDREN---643

CHILDREN---357

YOUNG ADULT---66

YOUNG ADULT---65

YOUNG ADULT---101

RENEWALS---531

RENEWALS---559

RENEWALS ---490

MANUAL CHECKOUTS---7

MANUAL CHECKOUTS---19

MANUAL CHECKOUTS---11

3M Cloud---39

3M Cloud---46

3M Cloud---12

Overdrive---179

Overdrive---207

Overdrive---153

TOTAL=3131

TOTAL=3442

TOTAL=2510

ROUTE INS=533

ROUTE INS=529

ROUTE INS=402

ROUTE OUTS=272

ROUTE OUTS=283

ROUTE OUTS=288

COMPUTER USE=679

COMPUTER USE=662

COMPUTER USE=227

PATRON COUNT=3046

PATRON COUNT=3623

Anime Club (3 weeks) -15

Anime Club (42 weeks) - 38

Story Time (2 time) - 10

Story Time (1 times) - 38

Author Program - 26

Storytellers - 72

Lincoln Program - 18

Money Week Programs - 18

Organ Donor Program - 30

PEO Tour - 18

MINUTES
Case-Halstead Public Library
Personnel Committee
April 27, 2015

Chair Kim Stamps called the meeting to order at 6:30 pm in the Conference Room. Attending: Jane Bullock, Sharon Berdeaux, trustees, and Director Christi Gerrish.

The purpose of the meeting was to review the director's evaluation and determine progress in meeting her 2015 goals to date. Sharon asked Christi how she viewed progress so far. Overall, Christi thinks there has been marked improvement in communication with the staff, using the communications notebook and holding monthly staff meetings. Sharon asked if more frequent staff meetings are needed. Christi said monthly meetings are sufficient.

Asked about progress in delegating some tasks, Christi reported that she is going to have Staci and Carolyn trained to keep the library website up to date in another month as she is still dealing with construction issues about 20% of the time right now.

Kim inquired about Christi hiring a cleaning service, as she has had continuing complaints from staff about the amount of cleaning required, taking away from library tasks. Christi said Community Link declined the work. Jane has furnished Christi names of people who clean businesses. Christi will follow up.

Discussion of purchases of equipment still needed. Christi said much of that has been ordered. We discussed purchasing additional doormats for the patio doors as summer may see increased use of the patios and the mats would be used only for those events to keep down the amount of dirt tracked into the building. When there is not an event, the mats can be rolled up and stored.

Kim asked whether Christi thought the staff will be able to handle the volume of school children and teens when school is out for summer. Christi thinks the staff is capable of that.

Technology training is on-going, with staff taking Nooks home to practice.

Kim asked Christi who is setting up the Maddux Room for events, such as city council meeting tonight. Usually Christi or staff does set ups. The committee expressed the opinion that this is not her job, that the people having the event should have that responsibility. If it is a LIBRARY program, Christi should get staff to do the set up. Christi wondered who would set up for tonight's council meeting as she did not have time to do it.

Christi expressed her concern that we are asking her to delegate all her LIBRARY duties. Kim and committee assured her that is not the intent at all, that she needs to prioritize and ask staff to do clerical tasks to free up Christi's time to do the important LIBRARY work. Kim stated that Christi should leave the little tasks to others. Kim reminded her that with the new

Friends of the Library organization, Christi can and should call upon them for help with programs, etc.

Sharon questioned Christi about the city not using the proper legal name of the library in official city agendas. Christi said she has not been able to get with Jo Hollenkamp to let her know it is important to use the correct name for the library. She said this will be done prior to the Park Board meeting in the library next Tuesday.

Sharon asked if Peek-a-Book is working now and being used. It is. Christi announced that she is going to hold story hours on Saturday mornings in summer, while LuAlice Kampwerth and a friend will do them on Wednesdays. Christi will hold a movie night every Saturday during summer. Kim cautioned Christi to implement a flexible schedule so that she doesn't work an inordinate number of hours in a day or week, to take some hours off after a 12-hour day, for example. Christi said she can "bank" comp time.

Christi was asked about the Kaskaskia College program under which Cassie is working and how Cassie is doing since her December evaluation. Christi was complimentary about Cassie's improvement in some areas. Kim asked Christi to contact the person at KC in charge of the program to see when it ends.

Other topics were addressed:

Kim emphasized using the Friends of the Library to help manage the crowds expected at the summer programs, to help with recording for the Summer Reading program, help with story hours, etc.

Christi has developed a Building and Grounds Maintenance schedule to use. Staff and volunteers, FOL, and service technicians will be able to follow it to keep the building and equipment maintained properly. She stated she had been on the roof today and learned how to change HVAC filters. She said it is very important to keep the filter intakes clean.

Asked about her personal goal of tackling the organization of the original book collection, Christi said it might be in the fall before she can get started on that.

Kim adjourned the meeting at 8:03 pm.

Respectfully submitted,
Sharon Berdeaux, Committee Secretary

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


THE FIRST NATIONAL BANK
IN CARLYLE, ILLINOIS
BY: _____
Clerk of the Court

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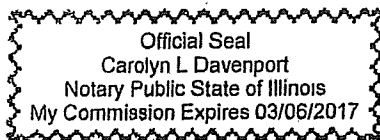
STATE OF ILLINOIS)
COUNTY OF CLINTON)

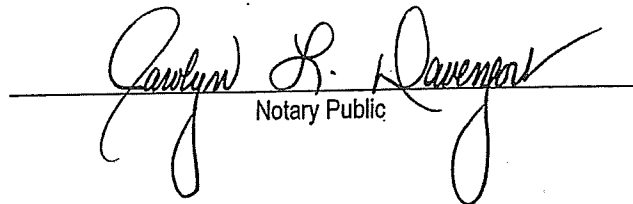
CASE NO. 12-CH-34

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:

4-13-15
Date

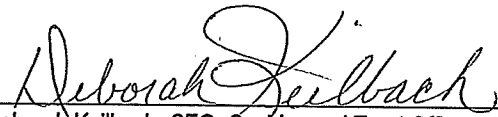
FILED
APR 13 2015
Circuit Clerk
CLINTON COUNTY, ILLINOIS


Circuit Judge

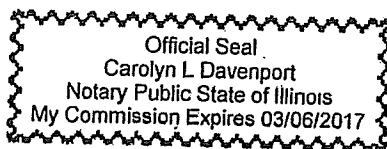
Case No. 12-CH-34
Flora Ethel Maddux Trust U/W Dtd 9/24/1971

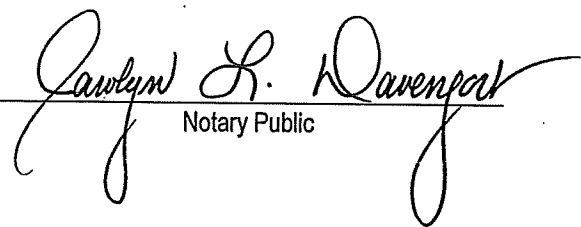
The First National Bank in Carlyle holds assets as listed below on December 31, 2014:

<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
<u>Cash Receipt</u>			
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		.90	
Total Receipts			\$ 2,633.45

Cash Disbursement

Expenses

Business			
Arcturis - architect firm	\$	(9,831.08)	
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)	
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>



First National Bank
In Carlyle
Trust Department

For the Account of:

Account Number: 819

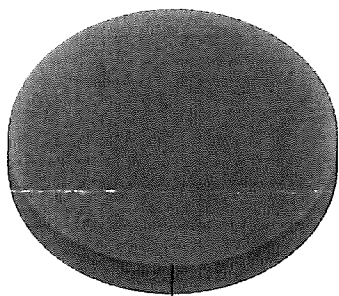
FLORA ETHEL MADDUX TRUST

From 3/1/2015 To 3/31/2015

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

Asset Allocation

	Market Value	% Portfolio
Cash & Equivalents	\$120,734.70	100.00 %
Total Assets	\$120,734.70	100.00 %



& Equivalents

Activity Summary

	Cost Value	Market Value
Previous Statement Balance	\$121,534.46	\$121,534.46
Interest	\$15.43	\$15.43
Realized Gains	\$0.00	
Account Fees	(\$324.11)	(\$324.11)
Expenses	(\$491.08)	(\$491.08)
Net Portfolio Change		\$0.00
Ending Balance	\$120,734.70	\$120,734.70

CLEANING SCHEDULE

for

Case-Halstead Library

SERVICE AREA

FREQUENCY

Entrances, Lobby & Hallways

- | | |
|--|-----------|
| <input type="checkbox"/> Empty trash, spot clean containers and replace liners as needed | Per Visit |
| <input type="checkbox"/> Clean and polish drinking fountains | Per Visit |
| <input type="checkbox"/> Clean receptionist desk | Per Visit |
| <input type="checkbox"/> Straighten magazines | Per Visit |
| <input type="checkbox"/> Dust horizontal surfaces | Per Visit |
| <input type="checkbox"/> Vacuum carpeting | Per Visit |
| <input type="checkbox"/> Sweep and mop hard surface floors | Per Visit |
| <input type="checkbox"/> Clean glass on entry doors | Per Visit |
| <input type="checkbox"/> Vacuum and/or wipe furniture | Weekly |
| <input type="checkbox"/> Empty cigarette urns in outside designated areas | Weekly |

☐ **Library Area, Tutoring Room, Work Stations & Conference Rooms**

- | | |
|--|-----------|
| <input type="checkbox"/> Empty trash, spot clean containers and replace liners as needed | Per Visit |
| <input type="checkbox"/> Spot clean interior glass | Per Visit |
| <input type="checkbox"/> Vacuum high traffic areas of carpeting | Per Visit |
| <input type="checkbox"/> Sweep and mop hard surface floors | Per Visit |
| <input type="checkbox"/> Sweep Cork Floor | Per Visit |
| <input type="checkbox"/> Sweep and Mop Cork Floor | Monthly |
| <input type="checkbox"/> Dust Book Shelves | Weekly |
| <input type="checkbox"/> Vacuum hard to reach areas of carpeting | Weekly |
| <input type="checkbox"/> High dust areas including vents, blinds and door frames | Monthly |
| <input type="checkbox"/> Low dust areas including chair legs and table legs | Monthly |
| <input type="checkbox"/> Wipe and sanitize telephones | Monthly |

SERVICE AREA**FREQUENCY****Break room, Kitchen & Coffee Bar**

- | | |
|--|-----------|
| <input type="checkbox"/> Empty trash, spot clean containers and replace liners as needed | Per Visit |
| <input type="checkbox"/> Sanitize touch points: door, refrigerator and microwave handles | Per Visit |
| <input type="checkbox"/> Clean and straighten coffee areas | Per Visit |
| <input type="checkbox"/> Clean tables, chairs, countertops and sinks | Per Visit |
| <input type="checkbox"/> Spot clean walls | Per Visit |
| <input type="checkbox"/> Clean front of vending machines, water cooler and refrigerator | Per Visit |
| <input type="checkbox"/> Clean microwave(s); inside and out | Per Visit |
| <input type="checkbox"/> Sweep and mop hard surface floors | Per Visit |
| <input type="checkbox"/> Dust top of refrigerator(s) | Weekly |

Restrooms

- | | |
|---|-----------|
| <input type="checkbox"/> Clean and disinfect toilet bowls and urinals | Per Visit |
| <input type="checkbox"/> Scour and disinfect sinks and polish fixtures | Per Visit |
| <input type="checkbox"/> Clean and disinfect countertops | Per Visit |
| <input type="checkbox"/> Clean mirrors | Per Visit |
| <input type="checkbox"/> Empty trash, spot clean container and replace liners | Per Visit |
| <input type="checkbox"/> Dust vents and horizontal surfaces | Per Visit |
| <input type="checkbox"/> Spot clean walls, light switches and cabinets | Per Visit |
| <input type="checkbox"/> Restock restrooms with supplies | Per Visit |
| <input type="checkbox"/> Sweep, mop and disinfect floors | Per Visit |
| <input type="checkbox"/> Clean partitions | Weekly |

Janitorial Closets & Storage Areas

- | | |
|--|-----------|
| <input type="checkbox"/> Clean utility sink | Per Visit |
| <input type="checkbox"/> Maintain equipment and supplies in a neat and orderly fashion | Per Visit |
| <input type="checkbox"/> Remove trash and empty boxes | Per Visit |
| <input type="checkbox"/> Sweep and mop floors | Weekly |

ADDITIONAL SERVICES AVAILABLE FROM BUILDINGSTARS

- ☐ Total restroom management with dispenser automation
- ☐ Carpet cleaning
- ☐ Window cleaning
- ☐ Warehouse scrubbing
- ☐ Stripping and Refinishing (floor waxing)
- ☐ Initial cleans / Impact cleans
- ☐ Construction clean-ups
- ☐ Emergency clean-ups
- ☐ Light bulb changing
- ☐ Dust and debris removal from light fixture covers
- ☐ Inventory, order & source paper supplies

BUILDINGSTARS SERVICE AGREEMENT

THIS SERVICE AGREEMENT ("Agreement") is made this 4th day of May, 2015 by and between Buildingstars Operations, Inc. or its assigns, 33 Worthington Access Drive, St. Louis, MO 63043 ("Buildingstars") and **Case-Halstead Library** at 571 Frankkin Street, Carlyle, IL 62231 ("Customer").

1. PERFORMANCE OF SERVICES

- 1.1 Buildingstars shall perform the Cleaning Services described in Section 1.2 1 time(s) per week beginning the _____ day of _____, 2015 at the following location: 571 Frankkin Street, Carlyle, IL 62231 ("Customer"). The premises at this location making up the working area under this Agreement ("Areas Serviced") are further defined in the cleaning schedule, attached hereto and by this reference made a part of this Agreement ("Cleaning Schedule").
- 1.2 Buildingstars agrees to furnish all equipment, tools, and cleaning supplies necessary for the performance of its duties. The Customer shall provide, at its cost, consumable supplies such as: toilet tissue, hand towels, trashcan liners and soap.

2. PAYMENT OF SERVICES

- 2.1. Customer shall pay to Buildingstars in full the amount set forth on the invoice within 15 days of the invoice date. Invoices over 15 days past due shall accrue interest at the rate of 1.5% per month or the highest rate allowable by law, whichever is higher, until paid.
- 2.2. Customers serviced 5 times per week or more shall pay for the six major Holidays (or days designated as Holidays): New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. There shall be no service rendered on these days nor will there be any credit on Customer's invoice for these Holidays. If Customer requests services to be provided on any of these Holidays, Customer will be charged the regular rate for the Holiday plus an extra fee.
- 2.3. In the event any substantial changes are made in the number, size, character, appearance, or use of the Areas Serviced, the rates for Buildingstars services shall be increased by Buildingstars accordingly, and Customer agrees to pay such increase. In the event it shall become necessary for Buildingstars to clean up after or during construction, remodeling, the work of craftsmen or tradesmen, vandalism, burglary, or after any other activity not normally conducted on the Areas Serviced, Customer shall be charged additional amounts, and agrees to pay, for such service based on Buildingstars' then current pricing policies.
- 2.4. In the event payment of an invoice is not received within 30 days from the date such payment is due, in addition to any other remedies available, Buildingstars may suspend services to Customer until such payment is received.
- 2.5. Applicable sales or service taxes will be added to the invoice, where required by state and/or local jurisdictions.

3. INDEPENDENT BUSINESS RELATIONSHIP

- 3.1. Buildingstars has the right to assign this Agreement, or any or all of its rights or obligations under this Agreement including, but not limited to, it's cleaning obligations, to any of its franchisees.
- 3.2. Customer agrees that during the term of this Agreement, and within 180 days after termination or expiration, Customer will not employ or hire any employees, agents, or representatives of Buildingstars or Buildingstars' franchisees to perform Cleaning Services without the express written consent of Buildingstars, which Buildingstars may withhold for any reason.

4. TERM OF AGREEMENT; TERMINATION

- 4.1. The term of this Agreement shall be for one (1) year from the date services are scheduled to begin, as stated in Section 1.1, and shall be automatically extended and renewed for additional one (1) year periods on each anniversary date on the same terms and conditions, unless either party shall give written notice by overnight or certified mail, as described herein, of termination at least 30 days prior to such anniversary date. If timely notice is given for termination, this Agreement shall expire at midnight on the anniversary date. Notwithstanding the foregoing, Buildingstars shall have the right to immediately terminate this Agreement for Customer's breach of this Agreement, and Customer shall have the right to terminate this Agreement for "Non-Performance" as defined below.
- 4.2. For purposes of this Agreement, "Non-Performance" is defined as Buildingstars' failure, neglect, or refusal to perform any item as outlined in the Cleaning Schedule which is not cured within thirty (30) days after receipt of written notice thereof sent by overnight or certified mail, which notice shall specify, in detail, the nature of the Non-Performance.

- 4.3 In the event Customer terminates this Agreement for any reason other than Non-Performance, Customer agrees to immediately pay an amount equal to 50% of the total minimum sum stated in the Pricing Schedule multiplied by the number of full months remaining under this Agreement. The parties acknowledge and agree that such sum constitutes the parties' good faith estimate of Buildingstars' net damages for Customer's termination.

5. GENERAL PROVISIONS

- 5.1. Buildingstars shall not incur any liability for failure to provide services hereunder or prevented by Act of God, fire, strike, riot, war, or any other cause beyond Buildingstars' control. Buildingstars shall not be responsible for loss of Customer's property if placed in or on top of waste containers.
- 5.2 Customer hereby agrees to hold Buildingstars and its assigns harmless from any and all liability resulting from any Buildingstars personnel's, or its assigns personnel's, exposure to hazardous or harmful materials.
- 5.3 All notices under this Agreement will be considered as duly given if in writing and either hand delivered, sent by courier, or sent by certified mail, return receipt requested, to the other party at its address set forth herein or to such other address as may be designated by notice given as herein required. All notices shall be effective when placed in the United States Mail or courier, or upon receipt or refusal of delivery (if personally delivered).
- 5.4. This Agreement and attachments constitutes the sole and entire agreement between the parties, and supersedes all other bids or agreements between the parties, whether written or oral, relating to the subject matter hereof. There are no covenants, assurances or representations, either express or implied, other than those expressly stated herein. Except as otherwise expressly provided in this Agreement, no modification, rescission or waiver of this Agreement, or any provision thereof, shall be binding on either party unless evidenced by an instrument in writing duly signed by an authorized officer or employee of such party.
- 5.5. The failure of either party to insist in any one or more instances upon performance of any of the provisions of this Agreement or to take advantage of any of its rights hereunder, will not be construed as a waiver of any such provisions or the relinquishment of any such rights and the same will continue and remain in full force and effect. No single or partial exercise by either party of any right or remedy will preclude other or further exercise thereof or the exercise of any other right or remedy.
- 5.6. This Agreement shall be construed, governed, and enforced in accordance with the laws of the State of . Any legal action with respect to this Agreement shall be brought in the State courts of .
- 5.7. If Buildingstars incurs any attorneys' fees or other expenses in collecting the payment of fees or seeking enforcement of this Agreement, Customer shall be responsible for paying Buildingstars its reasonable costs and expenses (including, but not limited to attorneys' fees) thereby incurred. No right or remedy conferred upon Buildingstars is intended to be exclusive, and every such right or remedy shall be cumulative and in addition to any other rights or remedies available under this Agreement, or otherwise.
- 5.8 This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective legal and personal representatives, estates, heirs and voluntary and involuntary successors and permitted assigns. Each provision of this Agreement that would, by its nature or terms, survive any termination of this Agreement shall survive the expiration or termination of this Agreement for any reason.

6. PRICING SCHEDULE

10476 sq. ft. serviced 1 time(s) per week for a charge of: \$450.00 monthly.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

Case-Halstead Library

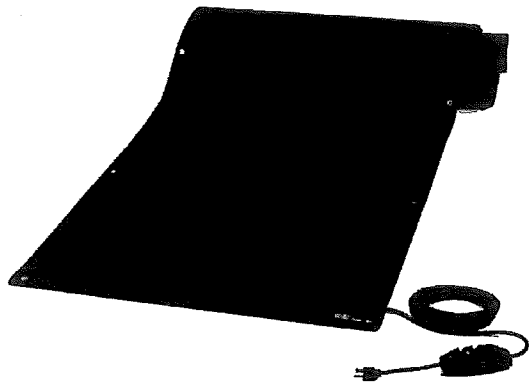
Buildingstars Operations, Inc.

By: _____
Signature

By: _____
Signature
Tim Butler/Account Manager

Print Name and Title

Print Name and Title



Industrial Snow-Melting Walkway Mats ("HTM" Series)

\$ 595.00 each

Width (inches)

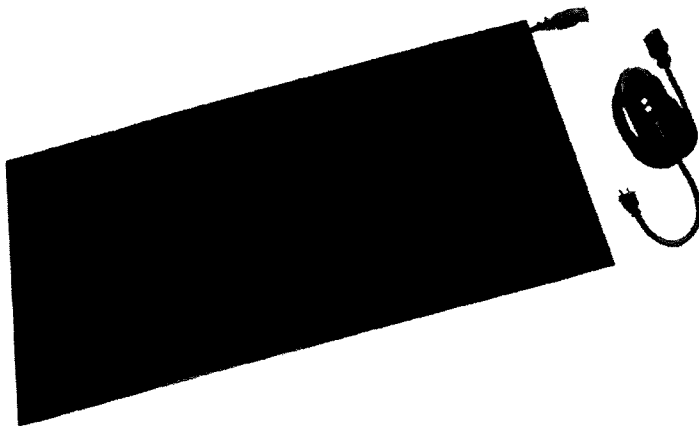
36

Length (feet)

5

Volts - 120V

Quantity - 4



Heated Carpet Entrance Mat

\$ 299.95 each

40" x 60" (5.5 Amps)

\$ 199.95 each

30" x 48" (3.2 amps)

Quantity - 3

