

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, Jan. 4, 2016

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

**Board Members Present:** Barb Guebert-President, Brenda Johnson-City Liaison, Jane Bullock-Treasurer, Ken O'Dell, Darren Tracy, Kim Wilkerson, Frank Buckingham, Kim Stamps

**Absent:** Kim Stamps—Vice President (excused), Michelle Scott—Secretary (excused), Christi Gerrish-Library Director (excused)

The meeting was called to order at 7:02 p.m., and the Pledge of Allegiance was recited.

**Meeting Minutes:**

There was a brief follow-up of last month's minutes.

-Motion: Darren made a motion to accept the Dec. 7 meeting minutes.

-Second: Kim Wilkerson seconded.

-Vote: All were in favor; the motion carried.

**Treasurer's Report:**

The utility figures were lower than expected. \$1081.22 was approved; however, \$858.66 was charged. The city said "not to worry about it" and that the bill has already been paid.

-Motion: Frank made a motion to accept the treasurer's report and closely keep track of the following months' bills in order to look out for discrepancies.

-Second: Darren seconded.

-Vote: All were in favor; the motion carried.

It was suggested that the policy for public usage of the Maddux Room should be reviewed.

**Library and Construction Bills:**

We are getting close to the end of the allowed budget for buying materials.

-Motion: Darren made a motion to pay the library bills and review them with Christi.

-Second: Frank seconded.

-Vote: All were in favor; the motion carried.

The board discussed the faulty electrical outlet on the building exterior, which accounted for the Rakers Electric expense on the project bills.

-Motion: Frank made a motion to pay the library project bills out of the Maddux Trust.

-Second: Jane seconded.

-Vote: All were in favor; the motion carried.

**Director's Report:**

The board reviewed the library director's report, which was included in our handouts in her absence.

Darren talked about the capabilities of the microfilm reader, the demonstration of which was on December 8th. Barb brought up the idea of a touchscreen monitor. Darren said that a touchscreen is one possibility, but it would be unable to be flipped. Barb emphasized that whatever is user friendly should be chosen. The amount of money (\$10,000) has already been approved, so there is plenty of flexibility in choosing the monitor.

The board decided to go along with Christi's recommendations.

Christi mentioned that she had to fill out an incident report on Tuesday, Dec. 29, with three middle-school-aged boys who were playing with the wheeled chairs and, later on, turned on the exterior water faucet. The boys were suspended from the library for a week.

Frank said that he will look into an outside hydrant shut-off control, a way to control the exterior faucet to prevent it from being freely used by anyone on the outside.

The board recommended that the boys' parents should be notified about the faucet incident and the suspension.

Given the extraordinary rain event on Dec. 29th, there was water dripping from the ceiling in the library. Contractors examined the roof and masonry. The problem was traced to some cracks in the stone mortar on the side of the roof joint. Vasquez, the masonry contractor, will fix the mortar when the weather temperature is above 40 degrees Fahrenheit. Frank suggested a water seal that can be applied to masonry to repel water.

At the same time the dripping water was discovered, the main ceiling light fixtures were also affected and were not working. Christi had indicated that the men from the City Electric Department would be looking into the problem.

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

-Motion: Darren made a motion for a recommendation— not to exceed \$1,000—to work on the microfilm desk and chair.

-Second: Jane seconded.

-Vote: All were in favor; the motion carried.

Diversified Landscaping's work is still ongoing; we are waiting until spring to see what they will do about our trees.

Frank will also look into the exterior, faulty outlet after the masonry and light fixtures are fixed. Christi also had mentioned some warped ceiling tiles, which will also be looked into by the Building and Grounds Committee.

**Public Comment:**

No public.

**Old Business:**

Barb said that a Don Murdoch from O'Fallon will be able to help us with the General Dean video.

**New Business:**

-Motion: Jane made a motion to give Christi authority to buy the microfilm monitor.

-Second: Frank seconded.

-Vote: All were in favor; the motion carried.

The Budget Committee Meeting is scheduled for January 14 at 1:30.

-Motion: Kim made a motion to enter closed session for the Personnel Committee recommendations.

-Second: Jane seconded.

-Vote: All were in favor; the motion carried.

The board entered closed session at 8:23 pm.

The board left closed session at 8:40 pm.

-Motion: Brenda moved that we increase Christi's annual salary by \$1,000, as recommended by the Personnel Committee, and increase the staffs' hourly wage by \$0.10, as recommended by Christi.

-Second: Jane seconded.

-Vote: All were in favor; the motion carried.

**Adjournment: The next meeting is Feb. 1, 2016.**

Respectfully Submitted,  
Kenneth O'Dell, standing in for Michelle Scott—Secretary



First National Bank  
In Carlyle  
Trust Department

For the Account of:

Account Number: 819

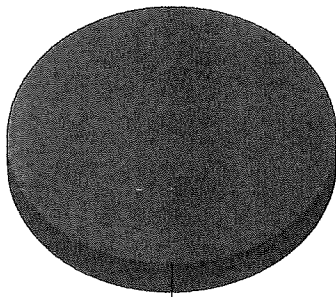
FLORA ETHEL MADDUX TRUST

From 12/1/2015 To 12/31/2015

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

## Asset Allocation

	Market Value	% Portfolio
Cash & Equivalents	\$51,663.15	100.00 %
Total Assets	\$51,663.15	100.00 %



1 & Equivalents

## Activity Summary

	Cost Value	Market Value
Previous Statement Balance	\$54,517.87	\$54,517.87
Interest	\$6.84	\$6.84
Realized Gains	\$0.00	
Account Fees	(\$113.48)	(\$113.48)
Expenses	(\$2,748.08)	(\$2,748.08)
Net Portfolio Change		\$0.00
Ending Balance	\$51,663.15	\$51,663.15

**CITY OF CARLYLE**  
 DETAIL REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING DECEMBER 31, 2015

**FUND 20 - LIBRARY FUND**

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>TAXES</u>					
20-3110 PROPERTY TAX	.00	27,178.38	28,430.00	1,251.62	95.6
20-3150 MOBILE HOME TAX	.00	.00	80.00	80.00	.0
20-3160 PAYMENT IN LIEU OF TAXES	.00	.00	5,500.00	5,500.00	.0
TOTAL TAXES	.00	27,178.38	34,010.00	6,831.62	79.9
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	.00	4,101.25	8,000.00	3,898.75	51.3
TOTAL INTERGOVERNMENTAL REVE	.00	4,101.25	8,000.00	3,898.75	51.3
<u>FINES &amp; FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	951.28	9,244.66	10,000.00	755.34	92.5
TOTAL FINES & FORFEITURES	951.28	9,244.66	10,000.00	755.34	92.5
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	4.13	12.91	25.00	12.09	51.6
20-3831 DONATIONS	.00	849.35	2,000.00	1,150.65	42.5
20-3832 DONATIONS-SUMMER READING	.00	1,670.00	1,000.00	( 670.00)	167.0
20-3870 MADDUX ROOM RENTAL	.00	75.00	500.00	425.00	15.0
20-3890 MISCELLANEOUS - GIFTS	.00	.00	4,000.00	4,000.00	.0
TOTAL MISCELLANEOUS REVENUE	4.13	2,607.26	7,525.00	4,917.74	34.7
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	20,000.00	85,000.00	122,000.00	37,000.00	69.7
TOTAL OTHER FINANCING SOURCES	20,000.00	85,000.00	122,000.00	37,000.00	69.7
TOTAL FUND REVENUE	20,955.41	128,131.55	181,535.00	53,403.45	70.6

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING DECEMBER 31, 2015**

**FUND 20 - LIBRARY FUND**

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,735.23	57,587.14	85,000.00	27,412.86	67.8
20-56-4510 HEALTH & DENTAL INSURANCE	509.93	4,025.62	6,000.00	1,974.38	67.1
20-56-5110 MAINTENANCE SERVICES-BUILDING	630.00	6,226.23	7,900.00	1,673.77	78.8
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	155.29	2,156.59	2,550.00	393.41	84.6
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	4,510.14	6,600.00	2,089.86	68.3
20-56-5510 POSTAGE	43.34	191.20	200.00	8.80	95.6
20-56-5520 TELEPHONE	120.80	933.95	1,500.00	566.05	62.3
20-56-5530 PUBLISHING	13.75	55.75	500.00	444.25	11.2
20-56-5570 IT SOFTWARE	168.00	168.00	200.00	32.00	84.0
20-56-5580 IT SOFTWARE	.00	.00	800.00	800.00	.0
20-56-5620 TRAVEL EXPENSE	.00	477.12	300.00	( 177.12)	159.0
20-56-5630 TRAINING	.00	230.00	500.00	270.00	46.0
20-56-5710 UTILITIES	1,168.36	8,458.93	16,000.00	7,541.07	52.9
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	7,557.66	7,890.30	332.64	95.8
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	55.42	200.00	144.58	27.7
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMEN	.00	.00	100.00	100.00	.0
20-56-6510 OFFICE SUPPLIES	46.21	1,031.83	2,000.00	968.17	51.6
20-56-6540 JANITORIAL SUPPLIES	25.40	214.68	400.00	185.32	53.7
20-56-6580 PERIODICALS	.00	1,479.44	2,000.00	520.56	74.0
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	225.37	1,000.00	774.63	22.5
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,562.06	16,427.36	20,000.00	3,572.64	82.1
20-56-9250 SPECIAL PROGRAMS	74.78	1,308.03	4,000.00	2,691.97	32.7
20-56-9290 MISCELLANEOUS EXPENSE	.00	74.40	100.00	25.60	74.4
20-56-9950 GENERAL & ADMINISTRATIVE	598.50	4,788.00	7,182.00	2,394.00	66.7
<b>TOTAL LIBRARY</b>	<b>11,851.65</b>	<b>118,182.86</b>	<b>173,922.30</b>	<b>55,739.44</b>	<b>68.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>11,851.65</b>	<b>118,182.86</b>	<b>173,922.30</b>	<b>55,739.44</b>	<b>68.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>9,103.76</b>	<b>9,948.69</b>	<b>7,612.70</b>	<b>( 2,335.99)</b>	<b>130.7</b>

# Case Halstead P.L. – Income and Expenditures

January 2016

- A. Nonresident Fees - \$532
- B. Fines - \$239.05
- C. Copier & Printer - \$273
- D. Fax Machine - \$199
- E. Donations - \$9.98
- F. Disc Repair - \$
- G. Coffee - \$12.00
- H. Maddux Room - \$50.00

Total \$1315.03

Total at CH \$1316.00

## 1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$450.00</u>
Building Stars - \$450.00	
5120 Maintenance-Equipment	<u>5120 \$199.54</u>
Da-Com Lease - \$155.29	
Da-Com Maintenance - \$	
Albers Fire Protection - \$44.25	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$365.00</u>
IHLS (3M) - \$225.00	
Serpentine Web Hosting - \$140.00	
5510 Postage	<u>5510 \$</u>
5520 Telephone	<u>5520 \$104.55</u>
AT&T - \$79.55	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5570 IT Software	<u>5570 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$1176.04</u>
City of Carlyle Electric - \$833.84	
City of Carlyle Water & Sewer - \$116.07	
Ameren - \$81.94	
Constellation - \$144.19	
6110 Maintenance Supplies – Building	<u>6110 \$</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$30.55</u>

Walmart - \$30.55	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$32.02</u>
Illinois Country Living - \$12.00	
Star Magazine - \$20.02	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$699.32</u>
Amazon - \$247.08	
Baker & Taylor - \$143.26	
Center Point - \$21.57	
Gale - \$195.98	
Ingram - \$91.43	
9250 Special Programs	<u>9250 \$550.00</u>
Fred and His Feathered Friends - \$250.00	
Mike Anderson - \$300.00	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$3607.02</u>

Corrections from December

6580 Martha Stewart Living - \$26.00

Correction from November

6540 Wal-Mart - \$25.40



# Circulation Statistics---Monthly

2016 January

2015 December

2015 January

ADULT---2004

ADULT---1436

ADULT---2219

CHILDREN---527

CHILDREN---465

CHILDREN---562

YOUNG ADULT---45

YOUNG ADULT---41

YOUNG ADULT---95

RENEWALS---505

RENEWALS---467

RENEWALS ---550

MANUAL CHECKOUTS---26

MANUAL CHECKOUTS---21

MANUAL CHECKOUTS---20

3M Cloud---13

3M Cloud---21

3M Cloud---60

Overdrive---211

Overdrive---138

Overdrive---168

TOTAL=3331

TOTAL=2589

TOTAL=3674

ROUTE INS=553

ROUTE INS=426

ROUTE INS=759

ROUTE OUTS=639

ROUTE OUTS=396

ROUTE OUTS=347

COMPUTER USE=590

COMPUTER USE=552

COMPUTER USE=617

PATRON COUNT=2946

PATRON COUNT=2580

PATRON COUNT=3337

Movie Night - 18

Story Time - 6

Anime Club (4 weeks) - 65

Christmas Concert - 76

Story Time (2 weeks) - 27

Polar Express - 66

Mary Jansen-Parrent - 3

Jack Frerker - 22

Marge's Retirement - Around 90

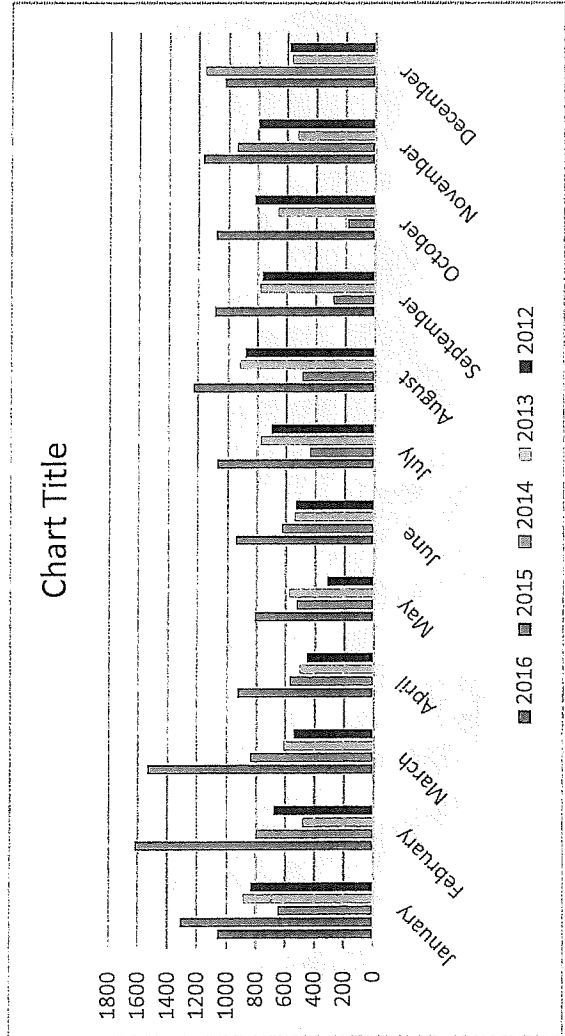
# January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2
	4 7:10 Library Board Meeting	5 7:00 Park Board Meeting	6	7	8	9 7:00 Family Movie Pk
	11	12	13	14	15	16
	18 Closed Martin Luther King, Jr. Day (US)	19 Maddux Room PTD Cheri Mansfield 314-960-1433	20 10:00 Story Time	21	22 Maddux Rm Agriculture Partners LLC Renee Reinecke 317-899-9069	23 9:00 Tutoring Sm. Conf. Rm. 1:00 Steve Upchurch Author Program Carnegie Hall
	25	26 7:00 City Council	27 Head Start Conference Room 10:30-11:30 Stephanie Oberwiesing Start.net	28	29	30 9:00 Tutor Sm. Conf. Rm

# January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 7:00 Library Board	2 7:00 Park Board	3 10:00 Story Time Maddux Rm 6:30-8:00 Girl Scout Renee Reinecke 317-899-9069	4	5	6 Jan Kauling Tutor Sm. Conf. Rm 7:00 Family Movie Gospelbarn.org
	8 7:00 City Council	9 Girl Scouts Lopm Jennifer Alexander 401-5344	10 Ash Wednesday	11	12 Lincoln's Birthday (US)	13 Eagle Day Program 11:00
	15 Closed Presidents' Day (US)	16 6:30-8:00 Conf. Rm Renee Reinecke Book Session w/ Q&A	17 10:00 Story Time Microfilm Setup + Training Day	18 6:30 Alzheimers Group Conf. 8:00 Staff Meeting	19	20 11:00 Steve Upchurch
	22 7:00 City Council Washington's Birthday (US)	23 6:30-8:00 Conf. Rm Renee Reinecke Book Session w/ Q&A	24	25	26	27
	29					

	January	February	March	April	May	June	July	August	September	October	November	December
2016	1059.97											
2015	1311.68	1619.93	1536.64	928.32	813.25	945.58	1069.39	1231.14	1088.26	1081.22	1168.38	1027.98
2014	645.4	797.5	838.22	566.96	527.09	625.34	437.29	492.62	281.42	186.88	942.94	1156.63
2013	886.92	478.34	609.32	503.49	573.13	538.88	776.17	920.11	781.73	656.87	523.7	564.86
2012	834.79	675.55	540.51	454.22	315.03	533.17	700.98	883.22	766.1	819.99	794	583.73



2016 Monthly Average		2016 Cost per Square Foot	\$1.09
2015 Monthly Average	\$984.35	2015 Cost per Square Foot	\$2.27
2014 Monthly Average	\$624.86	2014 Cost per Square Foot	\$2.37
2013 Monthly Average	\$651.13	2013 Cost per Square Foot	\$2.39
2012 Monthly Average	\$658.44	2012 Cost per Square Foot	

## Upcoming Programs

### February

Wednesdays, February 3 & 17, 10:00 – Story Time

Friday, February 5, 7:00 – First Friday Night Movie *Goosebumps*

Saturday, February 13, 11:00 – Eagle Day Program

Tuesdays February 16 & 23 – Author Ben Behrens, The Other Witness

Wednesday, February 17 All Day – Set-Up and Training on the Microfilm Machine

Saturday, February 20, 1:00 – Author Steve Upchurch, The Adventures of Matthew and Andy

### March

Wednesdays, March 2 & 16, 10:00 – Story Time

Friday, March 4, 7:00 – First Friday Night Movie *The Good Dinosaur*

Tuesday, March 15, 7:00 – Author Cari Schaeffer, Faith, Hope, Love & Chocolate and Hello & Goodbye

### April

Wednesdays, April 6 & 20, 10:00 – Story Time

Friday, April 8, 7:00 – First Friday Night Movie *The Peanuts Movie*

Tuesday, April 12, 6:30 – Author Becky Kueker, Hiding in My Pajamas

## Trustee Academy Information

[http://www.ala.org/united/trustees/trustee\\_academy/rails](http://www.ala.org/united/trustees/trustee_academy/rails) or search “trustee academy Illinois rails” and it should be the first link.

Login: heartland

Password: library2876



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

January 18, 2016

Case - Halstead Library  
 571 Franklin Street  
 Carlyle, IL 62231

Dear Kristi Gernish,

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

Your 2016	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



Scott Thompson

100 Green Park Dr.  
Collinsville, IL 62234  
USA

618-781-5537

Customer Information

Bill To:

Case-Halstead Library

550 6th Street  
Carlyle, IL 62231  
USA

(618) 594-5210

Service Location:

550 6th Street  
Carlyle, IL 62231  
USA

Detail of Charges

Service Location	Line Item Description	Round #	Round Description*	Total Price
Case-Halstead Library	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass control	\$55.00
Case-Halstead Library	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass control (As Needed/Weather Dependent)	\$55.00
Case-Halstead Library	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$55.00
Case-Halstead Library	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$55.00
Case-Halstead Library	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$55.00
Case-Halstead Library	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$55.00
Case-Halstead Library	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$55.00
Case-Halstead Library	Grub Control	1		\$82.50

Subtotal \$467.50

Total Sales Tax \$0.00

Amount

Grand Total \$467.50

FUND: 20PREPARED BY: LIBRARY BUDGET COMMITTEEDEPT: LibraryDATE: 2016-2017**4000.00 PERSONNEL**

4210.00 Salaries -- Regular (TOTAL)

\$ 87,800.00

4310.00 Salaries -- Elected (TOTAL)

#REF!

EMPLOYEE NAME	POSITION	SALARY (REGULAR)
Christine Gerrish	Librarian	\$ 44,600.00
Karen Dall	9.05	\$ 7,800.00
Carolyn Boeker	9	\$ 7,800.00
Stacy Hilmes	9.05	\$ 7,800.00
Barb Thurman	9.55	\$ 6,000.00
Tonya Foster	8.25	\$ 6,000.00
Tona Holle	9	\$ 7,800.00

4510.00 Health &amp; Dental Insurance

\$ 10,000.00

Next 3 not in Library Budget

4610.00 Social Securty Contrib. (6.2% of Salaries)

\$ 5,443.60

4620.00 Retirement Contributions (16.29% of Salaries)

\$ 14,302.62

Retirment only for Christi at \$7060.05

4630.00 Medicare Contributions (1.45% of Salaries)

\$ 1,273.10

**TOTAL PERSONNEL (4210.00 THRU 4360.00)**

#REF!

**5000.00 CONTRACTUAL SERVICES**

TOTAL COST (Contract.)

**5100.00 MAINTENANCE SERVICES**

\$ 11,450.00

**5110.00 Maintenance Services -- Buildings**

Estimated Cost

Janitor

\$7,000

\$7,900

Floor Care

\$500

Termite & Pests

\$400

**5120.00 Maintenance Services Equipment**

ProAlarm

\$400

\$3,550

Fire Extinguisher

\$150

HVAC

500

Office Equipment

\$2,500

**5130.00 Maintenance Services -- Vehicles**

\$ -

**5140.00 Maintenance Services -- Streets**

\$ -

**5150.00 Maintenance Services -- Utility System**

\$ -

**5160.00 Maintenance Services -- Snow Removal**

\$ -

\$ -



**5300.00 PROFESSIONAL SERVICES**

TOTAL COST (Prof. Services)

5310.00 Accounting Service

Estimated Cost

**\$ 7,950.00**

5320.00 Engineering Services

**\$ -**

5330.00 Legal Services

Misc

**\$ 1,000.00****\$ 1,000.00**

5490.00 Other Professional Services

Movie License 300 Centurion 300  
IHLS600  
\$3,600**\$6,950**Website Maintenance ILA  
Antivirus600  
\$100OCLC 600 Overdrive 1000  
3M Cloud1600  
\$450

Estimated Cost

TOTAL COST (Comm.)

**5500.00 COMMUNICATIONS**

5510.00 Postage

\$250

**\$ 2,250.00**

5520.00 Telephone

\$1,500

5530.00 Publishing

\$500

5540.00 Printing

5550.00 Paging

5560.00 Other

**5600.00 PROFESSIONAL DEVELOPMENT**

TOTAL COST (Prof. Dev.)

5610.00 Dues

Estimated Cost

\$ 800.00

\$ -

5620.00 Travel Expenses

milage and meals

\$300

\$ 300.00

5630.00 Training

staff & trustee training

\$500

\$ 500.00

5640.00 Tuition Reimbursement

\$ -

5650.00 Publications

\$ -

5660.00 Mayor's Expenses

\$ -

5670.00 Other Professional Development

\$ -

**5700.00 SERVICES CHARGES**

	Estimated Cost	TOTAL COST (Services Chrg)
5710.00 Utilities	\$16,000	\$ 16,000.00
5720.00 Street Lighting		
5750.00 Water Purchases		
5760.00 Electric Purchases		
5770.00 Disposal Services		
5780.00 Pumping Expense		

**5900.00 OTHER CONTRACTUAL SERVICES**

	Estimated Cost	TOTAL COST (Other Contract)
5930.00 Rentals		\$ 10,000.00
		\$ -
5940.00 Risk Mgmt. -- Gen. Insurance	\$10,000	
5950.00 \Officer Bonds		

**6000.00 COMMODITIES**

	Estimated Cost	TOTAL COST (Commodities) <i>includes figures from next page</i>
6100.00 MAINTENANCE SUPPLIES		\$ 300.00
6110.00 Maintenance Supplies -- Buildings		
Misc	\$200	\$ 200.00

6120.00 Maintenance Supplies -- Equipment

Estimated Cost

Misc

\$100

\$100

6130.00 Maintenance Supplies -- Vehicles

\$ -

6140.00 Maintenance Supplies -- Streets

\$ -

5640.00 Tuition Reimbursement

\$ -

6150.00 Maintenance Supplies -- Utility System

\$ -

**6500.00 GENERAL SUPPLIES**

Estimated Cost

TOTAL COST (General Supplies)

6510.00 Office Supplies

\$2,000

\$ 4,400.00

6520.00 Operating Supplies

\$ -

6530.00 Small Tools

6540.00 Janitorial Supplies / Disinfectants

\$400

6550.00 Automotive Fuel / Oil

6560.00 Chemicals

6570.00 Fuel/Oil Generation

6580.00 Periodicals -- Library

\$2,000

6590.00 Concessions

6610.00 Uniforms

\$ -

6650.00 Other General Supplies

\$ -

**7000.00 DEBT SERVICE**

Estimated Cost

TOTAL COST (Debt Service)

7100.00 Principal Payment

\$ -

7200.00 Interest Expense

7300.00 Fiscal Agent Fees

**8000.00 CAPITAL OUTLAY**

Estimated Cost

TOTAL COST (Capital Outlay)  
*includes figures from next page*

8100.00 Land

\$ 21,000.00

8200.00 Building

\$ -

8300.00 Equipment

Computer and Software

\$1,000

\$ 1,000.00

Bar Code Wand

Monitor

Printer

8400.00 Vehicles

\$ -

8500.00 Utility System

\$ -

8600.00 Streets

Estimated Cost

\$ -

8700.00 Furniture

YA Area

\$ -

Misc. Furniture

8800.00 Library

8800 Books and Materials

\$15,500

\$ 20,000.00

8810 Multi-media

\$ 4,000.00

8820 Miscellaneous

\$ 500.00

8900.00 Other Improvements

\$ -

**9000.00 OTHER EXPENDITURES**

Estimated Cost

TOTAL COST (Debt Service)

9130.00 Community Relations

\$ 4,100.00

\$ -

9150.00 Utility Tax

9250.00 Special Programs

Summer Reading Program

\$1,500

\$4,000

Christmas

\$ 500.00

Adult and Childrens Programs

\$2,000

9280.00 Advertisement

9290.00 Miscellaneous Expenses

Misc

\$100

\$ 100.00

9300.00 Donations

9350.00 Loans

9400.00 Contingency

9450.00 Other

\$ -



**9500.00 OTHER FINANCING USES**

Estimated Cost

TOTAL COST (Other Financing)

9510.00 Depreciation

\$ -

9950.00 Gen. &amp; Administrative

9900.00 Interfund Operating Transfer

**BUDGET SUMMARY**

<u>Description</u>	<u>Code</u>	<u>TOTALS</u>
TOTAL PERSONNEL SERVICES	4000.00	#REF!
TOTAL CONTRACTUAL SERVICES	5000.00	\$ 11,450.00
TOTAL PROFESSIONAL SERVICES	5300.00	\$ 7,950.00
TOTAL COMMUNICATIONS	5500.00	\$ 2,250.00
TOTAL PROFESSIONAL DEVELOPMENT	5600.00	\$ 800.00
TOTAL SERVICES CHARGES	5700.00	\$ 16,000.00
OTHER CONTRACTUAL SERVICES	5900.00	\$ 6,000.00
TOTAL COMMODITIES	6000.00	\$ 300.00
TOTAL GENERAL SUPPLIES	6500.00	\$ 4,400.00
TOTAL DEBT SERVICE	7000.00	\$ -
TOTAL CAPITAL OUTLAY	8000.00	\$ 21,000.00
TOTAL OTHER IMPROVEMENTS	9000.00	\$ 4,100.00
TOTAL OTHER FINANCIAL USES	9500.00	\$ -
TOTAL ALL REVENUES		#REF!

Official budget as it shows up on the expense/revenue report

163025

# *The First National Bank*

*in Carlyle*  
[www.1nbc Carlyle.com](http://www.1nbc Carlyle.com)

January 15, 2016

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

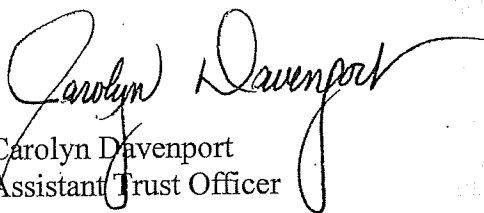
Re: Flora Ethel Maddux #819

Dear Barb:

Enclosed for your review is the annual accounting for the Flora E. Maddux Trust for the period 1/1/2015 through 12/31/2015. Please review the accounting with the library board at your next meeting. Let us know when it has been presented to the library board so we can proceed with filing the accounting with the court.

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

Sincerely,  
FIRST NATIONAL BANK IN CARLYLE

  
Carolyn Davenport  
Assistant Trust Officer

Enclosure

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

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


CASE NO. 12-CH-34

ACCOUNTING FOR THE ANNUAL PERIOD  
ENDING DECEMBER 31, 2015

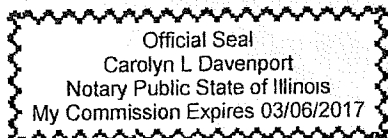
STATE OF ILLINOIS )  
COUNTY OF CLINTON )

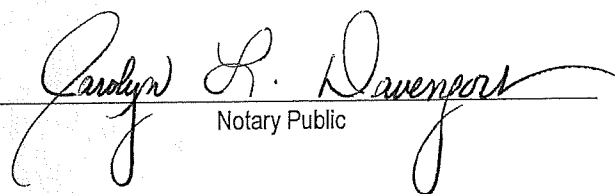
CASE NO. 12-CH-34

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, 2015 through December 31, 2015, 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 15<sup>th</sup> day of January 2016..



  
Notary Public

CURRENT ACCOUNTING APPROVED:


\_\_\_\_\_  
Date

\_\_\_\_\_  
Circuit Judge

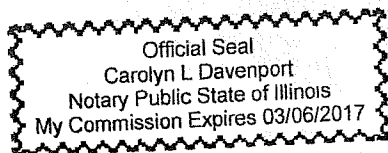
Case No. 12-CH-34  
Flora Ethel Maddux Trust U/W Dtd 9/24/1971

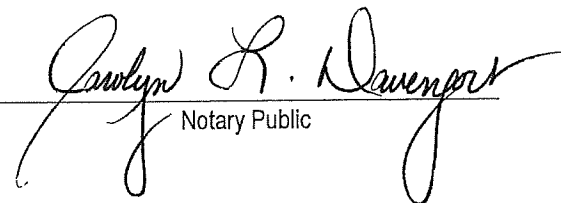
The First National Bank in Carlyle holds assets as listed below on December 31, 2015:

<u>ASSET</u>	<u>COST BASIS</u>	<u>MARKET VALUE</u>
First National Bank in Carlyle Money Market Account	\$ <u>51,663.15</u>	\$ <u>51,663.15</u>
Total Assets	\$ <u>51,663.15</u>	\$ <u>51,663.15</u>

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

Subscribed and sworn to before me this 15<sup>th</sup> day of January 2016.



  
Notary Public

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

## SUMMARY

JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

Balance - 1/1/2015		\$ 131,189.49
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Cash Receipt

## Interest

Money Market	\$	116.66
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Total Receipts		\$ 116.66
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Cash Disbursement

## Expenses

## Construction

Aviston Lumber	\$	(10,487.86)
Bach's Landscaping		(721.25)
Lemay Concrete Block		(134.00)
Luebbers Welding & Manufacturing, Inc.		(12.46)
Rakers Electric Contracting, Inc.		(260.00)
Plocher Construction Co., Inc.		(45,549.21)
Quad-County Ready Mix		(99.50)
Tucker Electrical Supplies, Inc.		(4.56)

## Equipment Expense

Amazon	(2,442.31)
Archicpts	(2,490.80)
Demco	(2,206.75)
Christine Gerrish – reimbursement	(1,623.67)
E-Complete LLC	(927.18)
G&S Architectural Products	(2,141.00)
McKay Napa Auto Parts	(41.72)
Team One Repair, Inc.	(2,250.00)
Woodland Manufacturing (US Bank)	(118.73)
Upbeat, Inc.	(674.33)
Walker Display, Inc.	(498.08)
Worthington Direct	(3,457.65)

## Miscellaneous

Hall of Frames	(130.64)
Archicpts	(65.00)
Pamela Holly	(100.00)
Wendy Folen	(76.00)

## Fees

Trustee Fee – First National Bank in Carlyle	\$	(596.00)
Trust Distribution Fee – First National Bank in Carlyle		(772.49)
Tax Preparation Fee - Krehbiel & Associates		(575.00)
Document Preparation Fee – First National Bank in Carlyle		(50.00)
Publication Fee – Union Banner		(9.00)
Filing & Recording Fee – Illinois Charity Bureau Fund		(15.00)
Attorney Fees		
Lackey & Stevenson, P.C.		(355.81)
Kavanagh, Scully, Sudow, White & Frederick P.C.		(75.00)
Binsbacher & Griffith LLC		(664.00)

## Taxes

Internal Revenue Service	\$	(18.00)
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Total Disbursements \$ (79,642.80)

Balance - 12/31/2015 \$ 51,663.15