

Meeting Minutes
Case-Halstead Library Board of Trustees
December 07, 2015

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

Board Members Present: Kim Stamps – Vice President, Jane Bullock, Treasurer, Michelle Scott – Secretary, Brenda Johnson – City Liaison, Darren Tracy, Frank Buckingham, Kenny O'Dell, Kim Wilkerson, Kenny O'Dell

Absent: Barb Guebert (excused)

Also Present: Christi Gerrish, Library Director

- I. Call to Order, Roll Call and Introduction of Guests
 - a. The meeting was called to order at 7:02pm
 - b. No guests were present
- II. Pledge
- III. Meeting Minutes
 - a. November 2
 - i. Darren made a motion to accept the November 2 Meeting minutes with changes as specified
 - ii. Jane seconded the motion
 - iii. All were in favor and the motion passed
- IV. Treasurer's Report and FNB Statement
 - a. Treasurer's Report
 - i. Frank made a motion to accept the Treasurer's Report
 - ii. Darren seconded the motion
 - iii. All were in favor and the motion passed
 - b. FNB Statement
- V. Library and Construction Bills
 - a. Library Bills
 - i. The register is much more accurate due to staff training.
 - ii. Expenditures
 1. Diversified charged \$80.00 to winterize the sprinkler system. Brenda will check with the city to see if the water department can take care of that next year.
 2. Terminex fee – sprays and traps as usual
 3. Maintenance fees not in yet, just the lease on the copier

4. SmartShield – fee for the software on the computers to prevent inadvertent installation of programs, etc.
 5. Postage – patrons requiring certified letters will be paying for the postage.
 6. Walmart – Television show DVD purchases during the Black Friday deals. Added Hannibal, Black Sales and Game of Thrones and The Flash, all very popular and much requested shows.
 7. Special programs – puzzles, hooks and decorations
 8. Late Bills – as previously approved.
- iii. Jane made a motion to accept the library bills
 - iv. Kim W. seconded the motion
 - v. All were in favor and the motion passed
- b. Construction Bills
 1. 3D printer should have arrived and is waiting on an important part (spool adapter) which should arrive Friday.
 - ii. Michelle made a motion to accept the construction bills
 - iii. Darren seconded the motion
 - iv. All were in favor and the motion passed
- VI. Statistics
- a. The number of children visiting the library increased, but the use of overdrive was slightly below previous months.
 - b. The Ask Your Librarian program was very informative.
- VII. Library Director's Report
- a. Upcoming programming
 - i. Dec 8 – 7pm – local author discussing book related to veterans
 - ii. Saturday Dec 12– showing of the Polar Express
 - iii. Monday Dec 14 – starts Scholastic Book Fair, which will extend through either late December or into the second week of January
 - iv. Tuesday – Father Jack Frerker coming to discuss a new book
 - v. Saturday Dec 19 – 10-12 – Marge's farewell open house.
 - vi. Story times and movie nights will be the main program for January.
 - vii. Dec 30 – Jan 6 – Christy taking vacation
 - b. Utility Report
 - i. Utilities are running well and numbers are as expected.
 - c. Staff Meeting
 - i. This month's staff meeting went well
 1. Staff emails: firstname.casehalstead@gmail.com
 2. Barb Thurman will likely be retiring in May

d. 3-D Printer Policy

- i. Christi slightly adapted and revised a commonly used policy to prevent the printer from being used to print a weapon or part of a weapon.
- ii. Cost - \$1.00 minimum and \$0.20 per gram or \$0.20 per gram, but with a minimum charge of \$1.00
- iii. Kim W. made a motion to accept the 3-D Printer Policy as written
- iv. Frank seconded the motion
- v. All were in favor and the motion passed.

e. Microfilm Reader

- i. This has not yet been purchased because Christi wanted to discuss the different options of lenses, an optional rotating monitor and the available software which would cost an additional \$1000.00 above the Board's previous approval of up to \$8000.00
- ii. The optional software would be able to convert much of the material to a searchable format.
- iii. Michelle made a motion to authorize the purchase of the Viewscan III Digital Reader/Printer and associated accessories, software, laser printer and if needed, computer, up to the cost of \$10,000.00 using the funds available in the Maddux Trust as an equipment purchase, contingent upon available board member approval at a demonstration to be given on Wednesday at 1:30pm at the library. This motion replaces the previous amount approved at the November meeting.
- iv. Frank seconded the motion
- v. All were in favor and the motion passed

f. Tack Wall

- i. Everything has been ordered. Christi still needs to find self-tapping screws, but the wall will hopefully be complete by the end of the year.

g. Banking

- i. The library has 3 accounts, 2 of which are outside of the budget and not included in the budget
- ii. The first account is called Case Halstead Donations (First National Bank) and has about \$8831 in it. This account has \$4000 from original donations which were raised previously to build a new library. The additional funds are from more recent Amazon sales.
 - 1. We could pay for the Maddux wall out of this fund, thus using the donations for their original intentions, library construction
- iii. The second account is a savings account earning 0.05% interest and containing \$9414.64.

- iv. Christi plans to discuss these accounts and their uses with city hall and to develop a plan for the money in the future (perhaps move it to an account which could earn more interest).

- h. Other Reports

- i. The Maddux Trust currently contains approximately \$54,000, less the cost of the tack wall, 3-D printer and Microphiche scanner.
- ii. The per Capita grant money might be unexpectedly available this year, after all.

- VIII. Standing Committee Reports

- a. Building and Grounds/Construction Committees

- 1. The drains seem to be functioning well
- 2. The city electrical department will be able to provide us with electricity if it is needed for future events
- 3. One of the receptacles out front was not working and has been replaced
- 4. Christmas lights are up

- ii. Maddux Tribute Wall

- 1. Foppe sent the final proof and it is waiting on Barb's approval, and then should be able to be started very soon.

- iii. Concrete

- 1. The new finish on the concrete seems to be much less slippery and there have been no recent complaints about slippery concrete

- iv. Diversified

- 1. Barb has contacted Cathy at Diversified about the dead Red Bud tree and is waiting on a response.
- 2. TruGreen would be a lower cost than Diversified and is another alternative to lawn care. However, we still have a few items under warranty from Diversified which need replaced, so we need to decide whether to stay with Diversified next year or switch to TruGreen.

- b. Personnel Committee

- i. Met prior to Thanksgiving and will meet this week as well to go over Christi's review with her and also staff goals. A report will be available at the January meeting.

- c. Other Reports

- i. Policies and Procedures will meet in January

- d. City Council Liason

- i. Nothing to report
 - e. Friends of the Library
 - i. New officers will be approved next Saturday.
 - ii. Approved money for last Saturday's choral program (cookies, cider, chorus, etc.)
 - iii. Dues are due in January
 - 1. \$8-10
 - 2. Board members are encouraged to become Friends.
- IX. Public Comment
 - a. none
- X. Old Business
 - a. General Dean Video Status
 - i. This project is currently delayed due to Joe Kurwicki no longer working at Kaskaskia College.
 - b. Christmas Program
 - i. This program went well and was well attended.
 - c. Jantzen Sculpture
 - i. If the Historical Society declines to take this piece, we need to determine whether to display it or return it to it's owners.
- XI. New Business
 - a. Review 2015 Library Calendar
 - i. Nothing new
 - b. Serving Our Public – Marketing, Promotion and Collaboration
 - i. Christi feels that we are doing well with these standards.
 - c. Board Potluck date
 - i. Planned for Wed, Jan 13 at 6:30pm at Bretz's Winery. Board members pay for their own meals. Text Kim S. to let her know whether you are coming and whether or not you have a guests.
- XII. Adjournment at 8:35. Next meeting Monday, January 4, 2015 7:00pm

Respectfully submitted,

Michelle Scott, Secretary

CITY OF CARLYLE
 DETAIL REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING NOVEMBER 30, 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 & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	960.85	8,293.38	10,000.00	1,706.62	82.9
TOTAL FINES & FORFEITURES	960.85	8,293.38	10,000.00	1,706.62	82.9
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.00	8.78	25.00	16.22	35.1
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	50.00	75.00	500.00	425.00	15.0
20-3890 MISCELLANEOUS - GIFTS	.00	.00	4,000.00	4,000.00	.0
TOTAL MISCELLANEOUS REVENUE	50.00	2,603.13	7,525.00	4,921.87	34.6
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	20,000.00	65,000.00	122,000.00	57,000.00	53.3
TOTAL OTHER FINANCING SOURCES	20,000.00	65,000.00	122,000.00	57,000.00	53.3
TOTAL FUND REVENUE	21,010.85	107,176.14	181,535.00	74,358.86	59.0

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING NOVEMBER 30, 2015

FUND 20 - LIBRARY FUND

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
LIBRARY					
20-56-4210 SALARIES-REGULAR	6,142.21	50,851.91	85,000.00	34,148.09	59.8
20-56-4510 HEALTH & DENTAL INSURANCE	509.93	3,515.69	6,000.00	2,484.31	58.6
20-56-5110 MAINTENANCE SERVICES-BUILDING	450.00	5,596.23	7,900.00	2,303.77	70.8
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	496.74	2,001.30	2,550.00	548.70	78.5
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	4,510.14	6,800.00	2,089.86	68.3
20-56-5510 POSTAGE	.00	147.86	200.00	52.14	73.9
20-56-5520 TELEPHONE	224.55	813.15	1,500.00	686.85	54.2
20-56-5530 PUBLISHING	.00	42.00	500.00	458.00	8.4
20-56-5570 IT SOFTWARE	.00	.00	200.00	200.00	.0
20-56-5580 IT SOFTWARE	.00	.00	800.00	800.00	.0
20-56-5620 TRAVEL EXPENSE	477.12	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	1,081.22	7,290.57	16,000.00	8,709.43	45.6
20-56-5940 RISK MANAGEMENT-GEN INS.	7,557.66	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	146.41	985.62	2,000.00	1,014.38	49.3
20-56-6540 JANITORIAL SUPPLIES	.00	189.28	400.00	210.72	47.3
20-56-6580 PERIODICALS	19.00	1,479.44	2,000.00	520.56	74.0
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	70.11	225.37	1,000.00	774.63	22.5
20-56-8800 LIBRARY-BOOKS-MATERIALS	2,981.15	14,865.30	20,000.00	5,134.70	74.3
20-56-9250 SPECIAL PROGRAMS	93.00	1,233.25	4,000.00	2,766.75	30.8
20-56-9290 MISCELLANEOUS EXPENSE	.00	74.40	100.00	25.60	74.4
20-56-9950 GENERAL & ADMINISTRATIVE	598.50	4,189.50	7,182.00	2,992.50	58.3
TOTAL LIBRARY	20,847.60	106,331.21	173,922.30	67,591.09	61.1
TOTAL FUND EXPENDITURES	20,847.60	106,331.21	173,922.30	67,591.09	61.1
NET REVENUE OVER EXPENDITURES	163.25	844.93	7,612.70	6,767.77	11.1

Case Halstead P.L. – Income and Expenditures

December 2015

- A. Nonresident Fees - \$294.00
- B. Fines - \$350.50
- C. Copier & Printer - \$183.11
- D. Fax Machine - \$111.25
- E. Donations - \$2.30
- F. Disc Repair - \$
- G. Coffee - \$9.00
- H. Maddux Room - \$

Total \$950.16

Total at CH \$951.28

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$450.00</u>
Building Stars - \$450.00	
5120 Maintenance-Equipment	<u>5120 \$241.69</u>
Da-Com Lease - \$155.29	
Da-Com Maintenance - \$86.40	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$</u>
5520 Telephone	<u>5520 \$100.12</u>
AT&T - \$75.12	
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 \$1027.98</u>
City of Carlyle Electric - \$627.38	
City of Carlyle Water & Sewer - \$249.09	
Ameren - \$68.66	
Constellation - \$82.85	
6110 Maintenance Supplies – Building	<u>6110 \$</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$43.32</u>
Amazon - \$23.38	
Walmart - \$19.94	
6540 Janitorial Supplies	<u>6540 \$</u>

6580 Periodicals & Newspapers	<u>6580 \$159.75</u>
Sports Illustrated - \$39.00	
Centralia Sentinel - \$120.75	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1539.96</u>
Amazon - \$203.85	
Baker & Taylor - \$107.92	
Center Point - \$172.56	
Gale - \$171.19	
Ingram - \$60.88	
Jack Frerker - \$20.00	
Olympia Books - 467.17	
Rainbow Books - \$336.39	
9250 Special Programs	<u>9250 \$9.00</u>
Wal-Mart - \$9.00	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$3601.82</u>

Corrections from November

\$168.00 for Centurion moved from 5490 to 5570

8800 Subtract \$10.00 from total at Wal-Mart, add \$0.02 to Amazon, add \$0.03 to Gale

8800 Mary Jansen-Parrent Book - \$40.00

Circulation Statistics---Monthly

2015 December

ADULT---1436

CHILDREN---465

YOUNG ADULT---41

RENEWALS---467

MANUAL CHECKOUTS---21

3M Cloud---21

Overdrive---138

TOTAL=2589

ROUTE INS=426

ROUTE OUTS=396

COMPUTER USE=552

PATRON COUNT=2580

Story Time - 6

Christmas Concert - 76

Polar Express - 66

Mary Jansen-Parrent - 3

Jack Frerker - 22

Marge's Retirement - Around 90

2015 November

ADULT---1846

CHILDREN---603

YOUNG ADULT---42

RENEWALS---446

MANUAL CHECKOUTS---21

3M Cloud---29

Overdrive---124

TOTAL=3111

ROUTE INS=524

ROUTE OUTS=585

COMPUTER USE=523

PATRON COUNT=2828

Friday Movie - 8

Story Time - 4

Family Read Night - 12

Ask Your Librarian - 4

2014 December

ADULT---1710

CHILDREN---530

YOUNG ADULT---56

RENEWALS ---733

MANUAL CHECKOUTS---23

3M Cloud---25

Overdrive---147

TOTAL=3224

ROUTE INS=481

ROUTE OUTS=238

COMPUTER USE=655

PATRON COUNT=3360

Anime Club - 86

Grinch (2 shows) - 138

Polar Express - 70

Christi's Recommendations for Microfilm Monitor

I've been looking at different monitors since the microfilm demonstration. In the end, I think that my first choice would be the monitor that comes with the system. Here are my top 3 for options that we've talked about.

- 27 Inch Monitor from Microfilm Company – This costs \$285.00 through STImaging and is provided by the same company that makes the device so it's been tested at many locations. The large screen lets people easily see the entire newspaper page and get a good feeling on how their document will look when printed.
- Touch Screen – They do not make touchscreens in very large sizes and the ones that they do make don't naturally display in portrait view. One of the advantages of the portrait view is that people can get a look at the entire page of the newspaper on one screen where they can read the headlines. If we think that seeing the entire page isn't a priority then this may work well.

Dell 2314T 23-Inch Touchscreen LED-lit Monitor

From Amazon this monitor costs \$323.00. One thing about touchscreens is that you can get up to this size for around this price but you don't save much by going smaller. I was able to find different directions to make this display in portrait view but nothing said how you would display it since the stand does not rotate.

- Smaller Monitor – It actually costs almost the same as the 27 inch. The main thing is that you want the stand to work in portrait mode. Most monitors can be programmed to display in portrait but very few come with a rotating base and the ones that come with a rotating base generally have drivers included that make switching from landscape to portrait very simple.

Dell P2314H 23-Inch Screen LED-Lit Monitor

From Amazon this monitor costs \$215.79. The one reason that this isn't my first choice is mainly about my concern with it working with the software. I think the size, in general, may be more comfortable but is that a big enough reason for choosing something that we aren't sure how the image will display with the microfilm reader?

Library Board Meeting Dates and Closures for 2016

January 4, 7:00

February 1, 7:00

March 7, 7:00

April 4, 7:00

May 2, 7:00

June 6, 7:00

July 5, 7:00 (Tuesday)

August 1, 7:00

September 6, 7:00 (Tuesday)

October 3, 7:00

November 7, 7:00

December 5, 7:00

Committee Meetings to be scheduled as needed

Closures

Friday, January 1 – New Year's Day

Monday, January 18 – MLK Birthday

Monday, February 15 – Presidents Day

Friday & Saturday, March 25 & 26 – Good Friday and Easter Saturday

Monday, May 30 – Memorial Day

Monday, July 4 – Independence Day

Parade Day at 5:00 – Clinton County Fair Parade

Monday, September 5 – Labor Day

Friday, November 11 – Veteran's Day

Wednesday, November 23 at 5:00 – Day Before Thanksgiving

Thursday, November 24 – Thanksgiving

December 24 & 25 – Christmas Eve and Day – Follow City Hall since it falls on a weekend

In 2016 the New Year will fall on Saturday and Sunday so the library schedule will not be effected