

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
January 7, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday January 7, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m.

**Roll Call**

Present: Sue Lochbaum, Sue Gortner, Beth Manuel, Ellie Tracy, and Jeff Clodfelter.

Absent: Luke Feeney and Lynn Richardson

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the December 2014 meeting were reviewed. Manuel noted a correction to the minutes – The Digital Archives site has been up ~~for up~~ and running for about a month. Tracy made a motion, seconded by Clodfelter that the minutes be approved as correction.

5 AYES: Clodfelter, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS. 2 ABSENT

**Correspondence, Communications, Public Comment**

None.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Tracy. Motion carried.

5 AYES: Clodfelter, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS. 2 ABSENT

**Librarian's Report**

Circulation for December was 5,840. 1,401 interlibrary loan items borrowed and 1,053 interlibrary loan items loaned. The library had 663 reciprocals. 295 new items were added to the collection and 403 discarded from the collection. There were 17 new patrons and an additional 30 patron renewals for the month of December. There were 215 Internet sessions in December. Logins to the library's PAC was 10,273.

The programming attendance for December was 382. The library holiday shop was held last month with 236 in attendance spending approximately \$2,682 in *Library Bucks*. 260 Take 'n Make packets were picked from the children's section. The next upcoming family program will be the Winter Carnival to be held on Saturday January 31, 2014.

There has been no communication from the Monticello Community Building Board of Managers on neither the rental agreement nor the continued issues with excessive heat in the library.

Illinois Heartland Library System's 5.0 Polaris upgrade went fairly smooth. The upgrade was started about 1:00 a.m. on December 26, 2014 and was finished about 10:30 a.m.

Files continue to be loaded to the library's digital archives page. In December there were 162 users with a total of 444 sessions.

A.A.R.P. will again be offering free tax assistance at the library. Appointments will begin February 7 and run until April 11 on Thursdays from 5-7 and Saturday 9-12. More information will follow as it becomes available.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

No report.

#### **Unfinished Business**

Architect Mark Misselhorn is working on expanding on the floor plan and working on building elevations. He hopes to have something yet this month.

There again has been no correspondence from the Monticello Community Building Board concerning the lease and rent review.

#### **New Business**

The 2015 Investment Policy was presented by Manuel and reviewed by the trustees. A motion to adopt was made by Manuel, seconded by Gortner.

5 AYES: Clodfelter, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS. 2 ABSENT

No further business. Clodfelter made a motion, seconded by Tracy that the meeting be adjourned. The meeting was adjourned at 4:20 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, February 4, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
February 4, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday February 4, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:05 p.m.

**Roll Call**

Present: Sue Lochbaum, Sue Gortner, Ellie Tracy, and Jeff Clodfelter.

Note – Luke Feeney arrived at 4:11 p.m.

Absent: Beth Manuel and Lynn Richardson.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the January 2015 meeting were reviewed. Clodfelter made a motion, seconded by Lochbaum that the minutes be approved as printed.

4 AYES: Clodfelter, Gortner, Lochbaum, and Tracy.

0 NAYS. 3 ABSENT

**Correspondence, Communications, Public Comment**

None.

**Financial Report (Approval of Bills Payable)**

Winters gave the Financial Report. Tracy made a motion to approve the bills, seconded by Gortner. Motion carried.

4 AYES: Clodfelter, Gortner, Lochbaum, Manuel, and Tracy.

0 NAYS. 3 ABSENT

**Librarian's Report**

Circulation for January was 6,334. 1,587 interlibrary loan items borrowed and 1,412 interlibrary loan items loaned. The library had 860 reciprocals. 283 new items were added to the collection and 1,188 discarded from the collection. There were 21 new patrons and an additional 38 patron renewals for the month of January. There were 166 Internet sessions in January. Logins to the library's PAC was 6,992.

There have been some maintenance issues with the boiler system in the Monticello Community Building this past month. The boiler pump broke and had to be rebuilt which resulted in a couple of very cold days in the library. There was also a register leak in the Children's Section which resulted in hot water soaking the carpet. We have also asked for the exit lights to be either replaced or fixed. And there was discussion about the possibility of having smoke detectors installed in the building.

The programming attendance for January was 310. The library assembled *Boredom Buster Packets* during the holiday season. 42 children's packets and 24 teen packets were picked up. The library held a Winter Carnival on Saturday January 31, 2015 with 198 in attendance. Clothespin Puppets performed a puppet show and there was face painting, balloon animal making, carnival games (ring toss, bean bag throw, book-walk), and popcorn. We had volunteers from the boy scouts, high school art students, and some St. Philomena's teens. The next family program will be Dr. Seuss' Birthday Party on Saturday February 28, 2015 at 10:00.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

There has been a delay in the architect's library building schematic design due to staffing. Hopefully we will have something to look at in March 2015.

There again has been no correspondence from the Monticello Community Building Board concerning the lease and rent review. This has been on the agenda for about 6 months with no correspondence from them. It was the consensus of the group that we remove it from the agenda at this time.

### **New Business**

No further business. Lochbaum made a motion, seconded by Feeney that the meeting be adjourned. The meeting was adjourned at 4:24 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, March 4, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
March 4, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday March 4, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter.

Absent: Beth Manuel.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the February 2015 meeting were reviewed. Feeney made a motion, seconded by Clodfelter that the minutes be approved as printed.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Richardson, and Tracy.

0 NAYS. 1 ABSENT

**Correspondence, Communications, Public Comment**

Gortner reported that she would be meeting with Daniel Lattz at First Mid Illinois Bank at his request.

**Financial Report (Approval of Bills Payable)**

Winters gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Tracy. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS. 1 ABSENT

**Librarian's Report**

Circulation for February was 5,654. 1,149 interlibrary loan items borrowed and 1,166 interlibrary loan items loaned. The library had 852 reciprocals. 208 new items were added to the collection and 150 discarded from the collection. There were 10 new patrons and an additional 35 patron renewals for the month of February. There were 200 Internet sessions in February. Logins to the library's PAC was 6,139.

Program attendance for February was 262. A birthday celebration was held for Dr. Seuss on Saturday February 28, 2015 with 113 in attendance.

The 4<sup>th</sup> and 5<sup>th</sup> Grade Book Club has been meeting on Thursdays after school at the school because of transportation issues. They will be finished with their current book title in a couple of weeks. Another book title will be selected after spring break. Cara has

spoken to Piatt Tran about transportation issues and they would be glad to work with us on transportation to the library if needed.

The 2<sup>nd</sup> annual Teen Art Show will be held next week with a reception to be held on Saturday March 14, 2015 from 2:00-4:00 p.m.

The digitization grant continues to move forward. At this point we have 94% of the scanned newspaper images loaded.

The AARP tax assistance program began in February at the library. This is a free program run by trained volunteers from February-April by appointment. They noted that they have been much busier this year than the previous year.

There continues to be maintenance issues at the Monticello Community Building. February 5, 2015 the east wall and windows began leaking again especially in the children's section. Buckets and plastic were laid down to try to protect the books and the bookshelves. This leaking tends to happen when snow or ice melts. There was another breakdown of the boiler system. A part burned out on February 12, 2015 and the library was able to remain open through February 13, 2015 without heat. Due to the frigid temperatures the library did have to close from February 13-16, 2015. The outside book return was monitored and library materials due during the closure were extended. On March 1, 2015 the east wall and windows began leaking again. To date the exit lights have not been repaired and no word on whether they intend to install smoke detectors in the building.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

## **Unfinished Business**

There was discussed on the library building schematic design. Winters met with architect Mark Misselhorn on Friday February 27, 2015. The preliminary floor plans were updated to address a couple of issues - rotating the storage closet in the local history room to the east wall making the room less long and narrow, removing the small storage closet in the employee break area to shift the staff restroom south so a double door could be

installed to the storage room, and carving out a dedicated space in the storage room for a secure server closet.

Two options of building elevations were reviewed. One option (A) was a hipped roof and the other option (B) was a gabled roof. It was the general consensus that Option A was generally preferred but with more of a pitch on the lower sections, an open pavilion entryway, and the library name over the door. Feeney commented that the low pitch roof on the lower section was very low and he was concerned about the internal drains on the roof as they could potentially become plugged. Lochbaum commented that with the metal roof she would suggest looking into some sort of ice breaker so sheets of ice would not fall down on people as ice melted.

Preferences and comments will be relayed to Misselhorn. It is hoped that he will be able to make a presentation to the board very soon – hopefully sometime in April.

### **New Business**

No further business. Feeney made a motion, seconded by Richardson that the meeting be adjourned. The meeting was adjourned at 4:53 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, April 1, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary



# **ALLERTON PUBLIC LIBRARY DISTRICT LIBRARY BOARD OF TRUSTEES**

**April 1, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 1, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

## **Roll Call**

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Lynn Richardson, and Jeff Clodfelter.

Note – Ellie Tracy arrived at 4:04 p.m.

## **President's Report**

No report.

## **Secretary's Report (Approval of Minutes)**

The minutes of the March 2015 meeting were reviewed. Feeney made a motion, seconded by Clodfelter that the minutes be approved as printed.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson.

1 ABSENT

## **Correspondence, Communications, Public Comment**

## **Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

## **Librarian's Report**

Circulation for March was 6,322. 1,336 interlibrary loan items borrowed and 1,330 interlibrary loan items loaned. The library had 751 reciprocals. 340 new items were added to the collection and 164 discarded from the collection. There were 30 new patrons and an additional 51 patron renewals for the month of March. There were 195 Internet sessions in March. Logins to the library's PAC was 7,426.

Program attendance for March was 300. A Teen Art Show was held mid-month with 26 artists showcasing their talents. An artist reception was held on Saturday April 14, 2015 in cooperation with the Monticello Arts Council. The next Saturday event will be the Fancy Nancy Tea Party to be held on Saturday April 11, 2015 at 10:00 a.m.

There is nothing new to report on the Illinois Heartland Library System. Winters has been attending the local director's group meetings and will be attending the local SHARE meeting next week.

The digitization grant continues to move forward. We are nearly finished loading the newspapers.

The AARP free tax assistance program will continue to run until Saturday April 11, 2015.

There has been no communication from the Monticello Community Building Board of Managers and none of the current maintenance issues have been addressed.

Children's services librarian Cara Stoerger has been very busy working on the Summer Reading Program which begins with a kickoff on Saturday June 6, 2015 and continues through July 31, 2015. In addition to the independent reading program, the preliminary calendar was presented with weekly lap times, story times, craft times, and 4<sup>th</sup> & 5<sup>th</sup> grade book club. Large programs will be held on Tuesdays and the teens will meet a couple of Fridays a month.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

## **Unfinished Business**

Architect Mark Misselhorn is still working on the schematic design phase of the building project. He should have something for the board mid-April so a special meeting could be called later this month. General consensus of the group was that Wednesdays work well for meetings. Following the schematic design phase will be the design development phase which usually takes a couple of months followed by the construction documents phase which again takes a couple of months.

## **New Business**

No further business. Tracy made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:23 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, May 6, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
April 22, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday April 22, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Sue Lochbaum, Sue Gortner, Beth Manuel, Lynn Richardson, and Jeff Clodfelter.

Absent: Luke Feeney

Also present was architect Mark Misselhorn

**Correspondence, Communications, Public Comment**

None

**Unfinished Business**

Architect Mark Misselhorn gave a presentation on the current building schematic design and a preliminary opinion of project budget. Some points discussed were:

- More money will be put into the building (building and contents) and not so much for site work.
- The orientation of the building is good for the main entrance and it will align with the current sidewalk.
- 6 windows along the north side of the building will be approximately 6 feet wide and 8 feet tall.
- 13 foot ceilings in the main library wing.
- LED lighting if the budget allows. LED uses less energy and has long life.
- Window blinds for sure on the south side of the building.
- Aluminum windows with tint.
- The HVAC system will have a fresh air intake which will bring in fresh air from outside and condition the air before using it in the building.
- The roof on the main library wing will be a 3 foot to 12 foot pitch, most likely a metal roof which would include a 20 year warranty.
- Steel trusses with fire retardant plywood for a non-combustible building.
- 4 ½ inches of insulation.
- Ice and water shields.
- FM 90 rated roof (90 mph winds).
- Icebreakers installed around the building to prevent snow or ice shifting as well as to prevent damage to the guttering.
- The south wing will have a 3 foot 4 inch overhang.
- There will most likely be a canvas type covering over the drive-up book return and delivery/staff entrance – similar to a *sunbrella*.

- There will be a cantilever roof with good external drainage.
- Delivery and staff entrance may be keyed with a proximity reader or key fob.
- The exterior of the building will be a mix of a cast stone product that looks similar to limestone in a rectangular shape, standard face brick, and metal wall panel in between the layers of cast stone and brick.
- 10 foot ceilings in the staff areas, archives, storage, and program room.
- Areas with doors will have factory wood doors, most likely pre-stained.
- The book return enclosure (directly into the building) will have a 2-hour fire rating.
- Sprinkler system with a wet pipe system as it is simple and most reliable.

Discussion followed about more specifics on categorical costs based on a 12,350 square foot single story building.

- Building Costs – structural/architectural/interior finishes approximately \$119.00 per square foot, plumbing approximately \$4.50 per square foot, fire protection sprinkler system \$2.00 per square foot, HVAC approximately \$15.00 per square foot, and electrical approximately \$24.00 per square foot. This comes in at approximately \$164.50 per square foot for building costs. Most likely there would be 3-4 HVAC units that will allow for zoned heating and cooling with programmable thermostats. Carbon dioxide sensors to meet codes. Approximate building costs \$2,032,000.00.
- Site Development Costs – removals, earthwork, erosion control, paving, utilities, seeding, temporary construction entrance, site electrical, site amenities. This would be adding new lighting in the parking lot, signage, and a construction entrance to preserve the existing pavement. The landscaping is still in fairly good shape, the utilities are mostly run to the site, and existing parking lot is in good shape. Approximate site development costs \$173,500.00.
- Total construction is the building costs (\$2,032,000) plus the site development costs (\$173,500) plus an approximate 10% general contractor overhead, profit, and general conditions. (\$2,427,000)
- Shelving and Furniture – this includes all moveable equipment, shelving, tables, chairs, etc. Many current pieces of furniture will be moving to the new location. Approximate allowance for shelving and furniture \$175,000.00.
- Professional Fees – basic architectural and engineering services from the schematic design through the construction administration. Next steps are design development, documents, bidding, awarding contract, review, and observation through the end. Approximate professional fees cost is \$211,000.00.
- Contingencies – a percentage of the total construction cost to serve as a contingency for possible work scope changes or discovered conditions. Approximate contingencies cost is \$200,000.00.
- Misc. Administrative Costs – includes library building consultant fees, moving costs, legal fees, insurance costs, telephone wiring, building security, window blinds, bidding document reproduction, utility company fees, travel mileage. Approximate misc. administrative costs are \$70,000.00.

The preliminary building project budget is approximately \$3,083,000.00. The library current has \$2.7 million remaining in the Hency Fund and likely about \$200,000 in the Special Reserve Fund by the end of this fiscal year.

To reduce the costs we can look into alternate bids. We could start with a base bid (what we want) and ask for an alternate bid (what we could settle for). We may also wish to consider selling the back 6 acres of our property which we never intended on using but was part of the original parcel we purchased from Carle Foundation.

Mark will get the estimate for the balance of services back to us by the May 6, 2015 regularly scheduled meeting. The 3-D drawings will likely overlap with the design development process. Hopefully the bidding documents will be ready in September, a 3-week bidding period, and construction can begin in October. If the building is enclosed by winter it is possible for a late spring or early summer opening.

Richardson made a motion to adjourn the meeting, seconded by Tracy.  
The meeting was adjourned at 6:35 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, May 6, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
May 6, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday May 6, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Jeff Clodfelter, Ellie Tracy, Lynn Richardson, Beth Manuel, Sue Gortner, Luke Feeney, and Sue Lochbaum.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the April 1, 2015 meeting were reviewed. Tracy made a motion, seconded by Manuel that the minutes be approved as printed.

6 AYES: Clodfelter, Gortner, Lochbaum, Manuel, Richardson, and Tracy

1 ABSENT 1 ABSTENTION: Feeney

**Correspondence, Communications, Public Comment**

Clodfelter reported that he had contact with a member of the public following the article on the preliminary cost estimate of the new building in the newspaper last week. Could a project manager be a cost savings to the library or just another layer of cost?

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Manuel. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

**Librarian's Report**

Circulation for April was 6,310. 1,387 interlibrary loan items borrowed and 1,243 interlibrary loan items loaned. The library had 787 reciprocals. 332 new items were added to the collection and 111 discarded from the collection. There were 17 new patrons and an additional 34 patron renewals for the month of April. There were 180 Internet sessions in April. Logins to the library's PAC was 6,861. Our technology consultant reported that in April the library had 1,343 Wi-Fi users.

There was some damage to items in the book return. It appears that someone dumped ice tea in the book return causing damage to several books in the approximate amount of \$150.00.

Program attendance for April was 387. The Fancy Tea Party was held on Saturdeay April 11, 2015 with 59 in attendance. There will be no family program in May due to the

unavailability of rooms to rent in the Monticello Community Building. The spring Kids Read Distribution was held April 27-May 1, 2015 with 286 books distributed.

Libraries are having some major issues with the Illinois Heartland Library System Polaris automation system. Connections continue to be lost with Polaris which causes interruption in the circulation process (and takes the printers offline too). It has been very frustrating for library staff to continuously shut the system down and re-boot. Illinois Heartland Library System continues to work with the vendor to find a solution.

There has been no communication from the Monticello Community Building Board of Managers and none of the current maintenance issues have been addressed.

Due to state budget cuts for bandwidth to schools, libraries, and museums, the library has switched the bandwidth provider from Illinois Central Network (managed by the Central Management System) to Metro Communications. Monticello Community Unit School District #25 will be the purchaser of the bandwidth with the library reimbursing the school district on a monthly basis.

The Digitization Grant is nearly finished! All the newspapers have been compressed and the last batch is being uploaded to the database. The yearbooks are also starting to be uploaded.

The Summer Reading Program kick off will be Saturday June 6, 2015. This year's theme is *Read to the Rhythm*. The showcase displays the special programs and the crafts to be held in June and July.

## **Committee Reports**

### **Financial Committee**

Manuel reported that the Finance Committee met last week to begin working on the upcoming year's budget.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

Trustees have taken time to read through the *Agreement Between Owner and Architect*. The library attorney is reviewing the contract and she will report back hopefully by the end of the week. Winters has made contact with Scott Harding with Carle Foundation about getting all site plans they have on the Apple Tree property. Harding sent several



site plats including site grading, erosion control, existing conditions, and landscaping plans with details.

Manuel would like to further investigate selling the back acreage of the Apple Tree property. Winters was asked to contact the attorney about the steps needed to take to sell the back acreage. We would be talking about public sale, subdividing the parcel, providing easement, etc.

There was also a brief discussion about a Library Foundation. This would be an independent group, not the library board. The library does belong to the Illinois Library Association's Fund for Illinois Libraries which is an agreement for libraries to accept donations requiring IRS 501 c 3 exemption statuses. This is what we used to accept the Milligan Digitization Grant.

### **New Business**

The 2015/16 Board of Trustees Meeting Dates and Days Closed were reviewed. A motion by Feeney, seconded by Clodfelter that the dates presented is approved as presented. Winters will prepare the dates of the board meeting ordinance for next month. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

Discussion followed about the slate of officers. Tracy made a motion, seconded by Manuel that the officers continue in their positions to provide continuity: President Gortner, Vice President Clodfelter, Secretary Lochbaum, and Treasurer Manuel. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

No further business. Feeney made a motion, seconded by Gortner that the meeting be adjourned. The meeting was adjourned at 4:50 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, June 3, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
June 3, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday June 3, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Jeff Clodfelter, Ellie Tracy, Lynn Richardson, Beth Manuel, Sue Gortner, Luke Feeney, and Sue Lochbaum.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the April 22, 2015 and May 6, 2015 meetings were reviewed. Tracy made a motion, seconded by Clodfelter that the minutes be approved as printed. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy

**Correspondence, Communications, Public Comment**

A letter was received from Monticello resident Judy Greene about the possibility of the library taking over the old bank building when the bank relocates from the downtown area.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Richardson made a motion to approve the bills, seconded by Lochbaum. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

**Librarian's Report**

Circulation for May was 6,052. 1,354 interlibrary loan items borrowed and 1,189 interlibrary loan items loaned. The library had 785 reciprocals. 389 new items were added to the collection and 570 discarded from the collection. There were 9 new patrons and an additional 34 patron renewals for the month of May. There were 176 Internet sessions in May. Logins to the library's PAC was 6,632.

Program attendance for May was 1,064 many of which were school visits to promote the Summer Reading Program. There was no family program in May due to the unavailability of rooms to rent in the Monticello Community Building. The Summer Reading Program kick off will be Saturday June 6, 2015. Programs will be held on Tuesdays, Wednesdays, Thursdays, and every other Friday.

3 of the 5 non operational exit lights have been replaced. There is still no word from the Monticello Community Building Board of Managers on the installation of smoke detectors.

We are waiting on the last batch of yearbooks from the digitization processing plant. When the Mansfield yearbooks are returned they will be uploaded and the digitization grant will be completed.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

Architect Mark Misselhorn is still waiting to hear from the City of Monticello as to what the timing may be for looping to the new water tower as the water pressure is not sufficient for the sprinkler system.

The *Agreement Between Owner and Architect* was reviewed by the library trustees as well as the library attorney. Tracy made a motion to enter into the contract, seconded by Lochbaum. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

The Shelving and Furniture Service Contract was briefly discussed. The advantage to entering into this contract is that they would take care of all the specifications, bidding documents, ordering, and installation of the shelving and furniture. Most likely they would be able to get more competitive bids. It seems a bit early to be discussing furniture and shelving until bids go out and are within the budget. No action taken.

Winters contacted the attorney about procedures for subdividing property. It was generally agreed that to have the property surveyed prior to construction would be premature. No action taken.

### **New Business**

The 2015/16 Tentative Budget worksheet was reviewed in detail. A temporary budget will need to be passed at the July meeting.

The Prevailing Wage Ordinance was reviewed. Motion by Feeney to adopt, seconded by Manuel. Ordinance adopted.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

The Library Board Meeting Dates Ordinance was reviewed. Manuel noted that the September date should be September 2, 2015. Motion by Clodfelter to adopt as corrected, seconded by Tracy. Ordinance adopted.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

Motion made by Lochbaum that the minutes of the closed meetings remain closed, seconded by Manuel. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

No further business. Feeney made a motion, seconded by Richardson that the meeting be adjourned. The meeting was adjourned at 4:56 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, July 8, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
July 8, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday July 8, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Jeff Clodfelter, Lynn Richardson, Beth Manuel, Sue Gortner, Luke Feeney, and Sue Lochbaum.

Absent: Ellie Tracy.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the June 3, 2015 meeting was reviewed. Feeney made a motion, seconded by Manuel that the minutes be approved as printed. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson.

0 NAYS and 1 ABSENT: Tracy.

**Correspondence, Communications, Public Comment**

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson.

0 NAYS and 1 ABSENT: Tracy.

**Librarian's Report**

Circulation for June was 7,625. 1,317 interlibrary loan items borrowed and 1,231 interlibrary loan items loaned. The library had 944 reciprocals. 349 new items were added to the collection and 398 discarded from the collection. There were 39 new patrons and an additional 82 patron renewals for the month of June. There were 213 Internet sessions and 1,490 WiFi users in. Logins to the library's PAC was 6,789.

Program attendance for June was 915. The library has 280 independent readers registered for the summer reading program.

There was an incident in the Monticello Community Building a week or so ago. A small child was locked in the men's restroom. He had dead bolted the door from the inside. A building manager was contacted – he did not have a key but fortunately the child was talked through turning the dead bolt back in the unlocked position. Since the incident the dead bolt has been removed from the restroom door.

We are still waiting on the last batch of yearbooks from the digitization processing plant. The next digitization project will be the historical photographs. Several libraries and historical societies are using History Pin which is a user generated archive of photos, videos, and audio recordings.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

## **Unfinished Business**

Architect Mark Misselhorn is still waiting to hear from the City of Monticello as to what the timing may be for looping to the new water tower as the water pressure is not sufficient for the sprinkler system. We have been patiently waiting since the end of April for a response. The last communication from Abe Jones was that he was still waiting for the engineer to do the math and try to give us a good answer. Mr. Jones has also been reviewing the preliminary drawings and didn't see any big red flags in the review so far.

Winters will check with Mark Misselhorn on the 3-D drawing to see where we stand with that.

## **New Business**

The 2015/16 Policy Manual changes were reviewed. A motion by Clodfelter, seconded by Feeney that we approved the changes. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson.

0 NAYS and 1 ABSENT: Tracy.

Chapter 5 review of Serving Our Public: Standards for Illinois Public Libraries was reviewed as required by the State Library.

The 2015/16 Temporary Budget worksheet was reviewed. There was a motion to pass the temporary budget by Manuel, seconded by Richardson. We will begin working on the Budget & Appropriation Ordinance once we get the remainder of the income from 2014/15. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson.

0 NAYS and 1 ABSENT: Tracy.

The 2015/16 Payroll Schedule was reviewed. It is an approximate 3% increase. Lochbaum made a motion to approve as presented, seconded by Clodfelter. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson.  
0 NAYS and 1 ABSENT: Tracy.

With the past two years of PPRT payments being more than anticipated, we have approximately \$100,000 that can be transferred to the Special Reserve Fund. A motion by Feeney, seconded by Manuel that we transfer \$100,000 from the General Library Fund into the Special Reserve Fund. Motion carried.

6 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, and Richardson.  
0 NAYS and 1 ABSENT: Tracy.

No further business. Feeney made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:50 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, August 5, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

# ALLERTON PUBLIC LIBRARY DISTRICT LIBRARY BOARD OF TRUSTEES

**August 5, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday August 5, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

## **Roll Call**

Present: Jeff Clodfelter, Ellie Tracy, Lynn Richardson, Beth Manuel, Sue Gortner, Luke Feeney, and Sue Lochbaum.

## **President's Report**

No report.

## **Secretary's Report (Approval of Minutes)**

The minutes of the July 2015 meeting was reviewed. Clodfelter made a motion, seconded by Tracy that the minutes be approved as printed. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS

## **Correspondence, Communications, Public Comment**

Clodfelter has received correspondence from local artist Kirbi Eckerty. While working on her Bachelor's Degree she had the opportunity to build a sculpture entitled *Homeward Bound*. It is an abstract representation of a horse's head approximately 8 feet tall which sits on a 4 foot by 4 foot base. The base of 10 gauge welded steel and the head is 14 gauge welded steel. Would the library be interested in adding the sculpture out at the new library site? Costs for transportation to the new site and installation will be provided but would the library consider reimbursement for supplies purchased when creating the sculpture? Jeff will contact Kirbi to see what kind of a dollar amount would be involved.

## **Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS

## **Librarian's Report**

Circulation for July was 7,397. 1,374 interlibrary loan items borrowed and 1,286 interlibrary loan items loaned. The library had 933 reciprocals. 261 new items were added to the collection and 165 discarded from the collection. There were 36 new patrons and an additional 50 patron renewals for the month of July. There were 216 Internet sessions. Logins to the library's PAC was 7,246.



Program attendance for July was 717. The library had a total of 295 registered for the Independent Reading Program – 87 preschoolers, 134 1<sup>st</sup>-5<sup>th</sup> graders, and 74 6<sup>th</sup>-12<sup>th</sup> graders.

There is nothing to report from the Monticello Community Building Board. We are still waiting for the last 2 exit light fixtures to be replaced or repaired and still no word on smoke detectors being installed.

The Digitization Grant is nearly complete. The last batch of yearbooks is finished and on their way back from the plant. They should be uploaded later this month on the library's website.

A letter was received from an attorney that the library has been named in the Vincent Greene will – specifically for low vision reading in memory of Mary Heath Hayes. The probate process could take 12-24 months. Low vision areas in other libraries include audio books, large print materials, and low vision magnifiers.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

Feeney reported that there will be a Fiber Optic meeting on August 17<sup>th</sup> which he will plan to attend.

#### **Unfinished Business**

Feeney spoke of communication from the public about the recently announced potential availability of the First Mid-Illinois bank building. Manuel stated that she felt that the location is good but it is another aging 2-story building that will continue to need maintenance. Clodfelter said that if that building had come up earlier in the site selection, he would have been agreeable to investigating the bank building but at this point the library is too far along in the building process. Lochbaum agreed as we are already talking about bid packages. The library will proceed forward.

Winters reported that we are still on track for the completion of the bidding documents by mid September. Also working on getting information together for the moving documents that will go out for bid later on which involves updated the inventory.

**New Business**

The 2015/2016 Tentative Budget & Appropriation Ordinance is posted at the library.

No further business. Feeney made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:52 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, September 2, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
September 2, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday September 2, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:02 p.m.

**Roll Call**

Present: Jeff Clodfelter, Ellie Tracy, Lynn Richardson, Sue Gortner, and Sue Lochbaum.  
Absent: Luke Feeney and Beth Manuel.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the August 2015 meeting was reviewed. Manuel had sent a correction – under new business the date should say 2015/2016. Clodfelter made a motion, seconded by Tracy that the minutes be approved as corrected. Motion carried.

5 AYES: Clodfelter, Gortner, Lochbaum, Richardson, and Tracy.

0 NAYS and 2 ABSENT.

**Correspondence, Communications, Public Comment**

Clodfelter has spoken to artist Kirby Eckerty about the supplies used in creating the abstract art piece "Homeward Bound." She spent approximately \$1465 in supplies. Clodfelter also spoke with Rusty Freeman from Cedarhurst and he estimated that a concrete base for the artwork would be about \$250. Jeff plans to go out and take a look at the sculpture.

Tracy reported that she attend the Joint Fiber Optic Committee meeting that was held on August 31, 2015. A presentation was given by Pavlov Media. The committee hopes to find a business to maintain and expand the fiber system – potentially to businesses and then perhaps residential.

**Financial Report (Approval of Bills Payable)**

Winters gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

5 AYES: Clodfelter, Gortner, Lochbaum, Richardson, and Tracy.

0 NAYS and 2 ABSENT.

**Librarian's Report**

Circulation for August was 6,644. 1,430 interlibrary loan items borrowed and 1,192 interlibrary loan items loaned. The library had 822 reciprocals. 281 new items were added to the collection and 12 discarded from the collection. There were 27 new patrons

and an additional 53 patron renewals for the month of August. There were 231 Internet sessions. Logins to the library's PAC was 7,170.

Program attendance for August was 155.

There has been no word from the Monticello Community Building board about repair or replacement of the non-functioning exit lights and no word on having smoke detectors installed. There was also an issue with masonry falling just above the doorway of the building – this issue was reported immediately to the custodian.

The handicapped parking spot in the municipal parking lot which had “removed” during work on the parking lot and street this summer has now been marked once again as a handicapped parking space. It isn't as well marked as it was before and the sign has not been put back into place but it is once again available for patrons.

The auditor is here this week working on the annual audit.

The original digitization grant scope is complete. We are now enhancing the *digital archives* by adding items that we currently own. We are adding historical photographs now and will soon add the local oral histories and old Monticello city directories.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

## **Unfinished Business**

Winters reported that this last month the architect has been working on the bid documents for the new library building and hopes to finish these documents on Tuesday September 8<sup>th</sup>. There will be a pre-bid meeting in September for contractors to ask questions, ask for clarification, and visit the site. There will be a meeting scheduled to open the bids as well as the need for a meeting to formally accept a bid (most likely in October).

The 2015/16 Budget & Appropriation Ordinance resolution was read aloud. Lochbaum moved that the ordinance be adopted, seconded by Tracy.

5 AYES: Clodfelter, Gortner, Lochbaum, Richardson, and Tracy.

0 NAYS and 2 ABSENT.

## **New Business**

Capitalization Policy was briefly discussed. This is something that the auditor has mentioned that needs to be in place, especially as we moved to our own building. This will ensure that acquisitions and dispositions are consistently treated and recorded from year to year.

*The Allerton Public Library District's capitalization policy is to capitalize all purchases of \$1,000 or more with a useful life in excess of 2 years. Items excluded from capitalization include routine repairs and maintenance that do not increase the value of the asset or materially extend the assets life.*

*Property and equipment are depreciated using the straight-line method over the following useful lives:*

*Building = 27-50 years  
Building Improvements = 15-27 years  
Furniture and Equipment = 5 years  
Books = 5 years*

A motion to adopt the policy was made by Tracy, seconded by Lochbaum.  
5 AYES: Clodfelter, Gortner, Lochbaum, Richardson, and Tracy.  
0 NAYS and 2 ABSENT.

A question arose about donations for the new library. How can people wanting to donate to the new building make that donation? The library belongs to Fund for Illinois Libraries which enables libraries to receive gifts from those who can only make donations to 501 c 3 organizations. Those interested can contact Winters for more information.

No further business. Clodfelter made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:45 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, October 7, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
October 7, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 7, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Luke Feeney, Sue Gortner, Beth Manuel, Lynn Richardson, and Jeff Clodfelter.  
Absent: Sue Lochbaum and Ellie Tracy.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the September 2015 meeting was reviewed. Clodfelter made a motion, seconded by Richardson that the minutes be approved as printed. Motion carried.  
5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson.  
0 NAYS and 2 ABSENT.

**Correspondence, Communications, Public Comment**

Clodfelter has viewed the Kirby Eckert sculpture and presented photographs he had taken of the sculpture. No action taken.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Clodfelter made a motion to approve the bills, seconded by Manuel. Motion carried.  
5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson.  
0 NAYS and 2 ABSENT.

Manuel made a motion to increase the automatic transfer from the money market account to the general library fund for the month of October (from \$30,000-\$50,000) to cover some additional fees that will need to be paid as we move forward with the building project, seconded by Gortner. Motion carried.

5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson.  
0 NAYS and 2 ABSENT.

**Librarian's Report**

Circulation for September was 5,892. 1,225 interlibrary loan items borrowed and 1,297 interlibrary loan items loaned. The library had 965 reciprocals. 382 new items were added to the collection and 78 discarded from the collection. There were 14 new patrons and an additional 29 patron renewals for the month of September. There were 204 Internet sessions. Logins to the library's PAC was 6,922.

Program attendance for September was 310.

The Kids Read programs will be this week and early next week. The children's librarian will be traveling to the public and private schools for programs and book distribution.

A new after school program will begin next week. The Explorers Science Club is a 6 week program for 3<sup>rd</sup> to 5<sup>th</sup> graders.

Another after school program will begin this winter. The Crazy 8s Club is an 8 week program for 3<sup>rd</sup> to 5<sup>th</sup> graders.

The 3<sup>rd</sup> graders from Monticello Community School Unit #25 will be coming to the library for a field trip on Friday October 23, 2015.

There has been no word from the Monticello Community Building board about repair or replacement of the non-functioning exit lights and no word on having smoke detectors installed.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

Gortner reported that the pre-bid meeting for contractors was held on Tuesday September 8, 2015 at 10:00 a.m. Several contractors were in attendance and following the brief meeting led by architect Mark Misselhorn, a few visited the building site.

The bid opening is Thursday October 8, 2015 at 2:00 p.m.

Gortner called a special meeting for Monday October 12, 2015 at 4:00 p.m. to award a bid.

Winters has been working with the Illinois EPA and Ameren IP to get the site ready for the contractors.

**New Business**

No new business.

No further business. Feeney made a motion, seconded by Manuel that the meeting be adjourned. The meeting was adjourned at 4:33 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, November 4, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary



**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
October 14, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday October 14, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter.

**Correspondence, Communications, Public Comment**

None

**New Business**

6 general contractors bid on the new library project. The bids were very competitive. The low bid came in at \$2,504,800 (accepting deducts of fluorescent lighting, bollard lighting, and refuse/recycle enclosure).

Feeney expressed concern over the tight budget and questioned if an 8.7% contingency was enough for the project. Lochbaum stated that building costs will only continue to rise (as it has the past few years). Manuel stated that the architect was basing the 8.7% contingency on standards in the industry. The budget will be tight and if we must use the contingency fund, we will have to scale back on new furnishings until money becomes available. Clodfelter made a motion to accept the low bid from Otto Baum accepting all three deducts, seconded by Lochbaum. The contract was awarded to Otto Baum.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS and 0 ABSENT.

No further business. Feeney made a motion, seconded by Lochbaum that the meeting be adjourned. The meeting was adjourned at 4:40 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, November 4, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
November 4, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday November 4, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:00 p.m.

**Roll Call**

Present: Sue Lochbaum, Luke Feeney, Sue Gortner, Beth Manuel, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter.

The Truth in Taxation hearing began at 4:01 p.m. The proposed corporate and special purpose property taxes extended for tax year 2014 were \$222,004.73. The proposed corporate and special purposes property taxes to be levied for tax year 2015 are \$238,001.00. This represents an 8.2% increase over the previous year. The reason for raising the levy is in anticipation of a potential property tax freeze which remains a possibility to all taxing districts. The hearing ended at 4:03 p.m.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the October 7, 2015 and October 14, 2015 were reviewed. Feeney made a motion, seconded by Tracy that the minutes be approved as printed. Motion carried.  
7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.  
0 NAYS and 0 ABSENT.

**Correspondence, Communications, Public Comment**

None.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Richardson made a motion to approve the bills, seconded by Clodfelter. Motion carried.  
7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.  
0 NAYS and 0 ABSENT.

Manuel made a motion to increase the automatic transfer from the money market account to the general library fund for the month of October (from \$30,000-\$50,000) to cover some additional fees that will need to be paid as we move forward with the building project, seconded by Gortner. Motion carried.  
5 AYES: Clodfelter, Feeney, Gortner, Manuel, and Richardson.  
0 NAYS and 2 ABSENT.

**Librarian's Report**

Circulation for October was 5,840. 1,176 interlibrary loan items borrowed and 1,484 interlibrary loan items loaned. The library had 886 reciprocals. 387 new items were added to the collection and 195 discarded from the collection. There were 18 new patrons and an additional 23 patron renewals for the month of October. There were 210 Internet sessions. Logins to the library's PAC was 6,347.

Program attendance for October was 640. 281 books were distributed to preschoolers during the Kids Read (RIF) book distribution, the Monticello School 3<sup>rd</sup> Graders visited the library on their field trip, and the after school Explorer's Science Club continues to meet for another couple of weeks with approximately 20-25 children attending.

Kandace Heistand has resigned her position and former employee Laura Gillespie will be returning to the library to fill her position at the end of November.

### **Committee Reports**

#### **Financial Committee**

No report.

#### **Personnel Committee**

No report.

#### **Policy Committee**

No report.

#### **Buildings & Grounds Committee**

No report.

#### **Unfinished Business**

Architect Mark Misselhorn has begun working on the exterior of the new library building. What is the consensus of group – do you prefer the light brick or the dark brick? Dark brick seems to be the consensus.

An informal ground breaking will be held on November 12, 2015 at 4:00 p.m. Trustees should plan to meet at the new library site and bring their own shovels.

#### **New Business**

The tax levy ordinance was reviewed. Feeney moved that the ordinance be adopted, seconded by Manuel. Ordinance was adopted.

7 AYES: Clodfelter, Feeney, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS and 0 ABSENT.

No further business. Feeney made a motion, seconded by Tracy that the meeting be adjourned. The meeting was adjourned at 4:21 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, December 2, 2015 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary

**ALLERTON PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
December 2, 2015**

The Allerton Public Library District Library Board of Trustees met on Wednesday December 2, 2015 at 4:00 p.m. The meeting was called to order by President Sue Gortner at 4:01 p.m.

**Roll Call**

Present: Sue Lochbaum, Sue Gortner, Beth Manuel, Lynn Richardson, Ellie Tracy, and Jeff Clodfelter.

Absent: Luke Feeney.

**President's Report**

No report.

**Secretary's Report (Approval of Minutes)**

The minutes of the November meeting were reviewed. Clodfelter made a motion, seconded by Tracy that the minutes be approved as printed. Motion carried.

6 AYES: Clodfelter, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS and 1 ABSENT.

**Correspondence, Communications, Public Comment**

None.

**Financial Report (Approval of Bills Payable)**

Manuel gave the Financial Report. Lochbaum made a motion to approve the bills, seconded by Richardson. Motion carried.

6 AYES: Clodfelter, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS and 1 ABSENT.

**Librarian's Report**

Circulation for November was 5,567. 1,239 interlibrary loan items borrowed and 1,268 interlibrary loan items loaned. The library had 711 reciprocals. 308 new items were added to the collection and 19 discarded from the collection. There were 11 new patrons and an additional 37 patron renewals for the month of November. There were 182 Internet sessions. Logins to the library's PAC was 6,177.

Program attendance for November was 340. 149 children registered for the holiday reading program to earn *Library Bucks* to be spent during the library's Holiday Shop on Saturday December 5, 2015 from 9:00-2:00. The Science Explorer's Club that was held after school for 6 weeks averaged about 25 children per week. The Crazy 8 Math Club will begin at the end of January 2016 and run after school for 8 weeks. There will be some activities over the Christmas break – drop in crafts, make & take crafts, and boredom busters.

## **Committee Reports**

### **Financial Committee**

No report.

### **Personnel Committee**

No report.

### **Policy Committee**

No report.

### **Buildings & Grounds Committee**

No report.

### **Unfinished Business**

The new building project is moving along. Erosion control measures are finished, the piers from the Carle temporary building have been demolished and hauled, and a temporary stabilized entrance has been finished. The building pad is done and has been tested by a soil proctor. The civil engineer was on site in mid November and has established the column center lines which are needed to start the footings and foundation. Then the rains began. The invoice for construction services in November was \$26,010.00 which represents approximately 1% of the total contract amount.

### **New Business**

The 2016 Investment Policy was reviewed. Manuel moved to adopt the policy, seconded by Tracy. Motion carried and policy adopted.

6 AYES: Clodfelter, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS and 1 ABSENT.

Clodfelter moved that the minutes of the closed sessions remain closed, seconded by Manuel. Motion carried.

6 AYES: Clodfelter, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS and 1 ABSENT.

The shelving services (\$15,000) and furniture (\$19,000) services contracts were reviewed. We need to sign contracts at least for at the shelving as this affects the floor plan layout as well as the construction schedule (exact floor box outlet locations in the slab on grade). Both proposals are hourly based so we could abbreviate services if needed.

For furniture this would include coordinating any under floor power outlet locations with the electrical plan, research furniture that will become part of the bidding documents, budget cost estimates for the furniture, distribute the bidding documents, attend the bid opening, and prepare the *Owner-Contractor Agreement*.

For shelving this would include coordinating any under floor power outlet locations with the electrical plan, research cantilever metal shelving to provide specification information for the bidding documents, select the exact components and finishes, provide detail for all pieces and parts, budget cost estimates for the shelving, distribute the bidding documents, attend the bid opening, and prepare the *Owner-Contractor Agreement*.

Tracy moved that we sign the contract for the shelving services for \$15,000, seconded by Gortner. Motion carried.

6 AYES: Clodfelter, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS and 1 ABSENT.

Lochbaum moved that we sign the contract for the furniture services for \$19,000, seconded by Manuel. Motion carried.

6 AYES: Clodfelter, Gortner, Lochbaum, Manuel, Richardson, and Tracy.

0 NAYS and 1 ABSENT.

Discussion followed about the need to set up a fundraising committee. A couple of patrons have expressed interest in donating to the new library. This will be added to the agenda for the January meeting.

No further business. Tracy made a motion, seconded by Manuel that the meeting be adjourned. The meeting was adjourned at 4:43 p.m.

The next scheduled Board of Trustees meeting will be held next Wednesday, January 6 at 4:00 p.m.

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Susan M. Lochbaum  
Secretary

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Lisa Winters  
Acting Secretary