Board Meeting Agenda

May 11, 2015

Call to order

Fiscal year organization

Oath of office for reappointments (Farris, Fehrmann, Punzelt)
Committee assignments

Minutes

Committee Reports

Finance

ACTION: Approve Finance Report and Checks (April is end of the fiscal year, but financial information will not be finalized until June meeting)

Book – no Lucy Bishop purchases

House

INFO: possible source of leak in upstairs door between original/addition fixed, plumber called to fix toilet in women's restroom

Friends – supplying boxed meals for Stone Soup Shakespeare actors after performance

Librarian's Report

ACTION: Statistics report
INFO: April review
INFO: Tumblebooks authentication complete

Old business

ACTION: Approve Library Conduct policy
ACTION: scanning fees – slightly reworded (50 cents first page, 10 cents per additional page)

New business

Adjournment

Next Meeting: June 8

Paris Public Library
Board of Trustees
April 13, 2015

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President Greg McHenry. In attendance were Mary Taylor, George Griffin, Roxanne Michels, Ryan Fehrmann, Aaron Rhoads, Sharon Farris and Librarian Teresa Pennington. Absent were Trustees Amy Hannig and Susan Punzelt.

Minutes of Previous Meeting: MOTION: Griffin, second Fehrmann to approve March 9 minutes as read. Motion carried.

Finance Report: MOTION: Michels, second Griffin to approve March report, to recognize March checks and deposits, and to authorize the purchase of 21 adult fiction, eight adult non-fiction, 12 children's fiction and four children's non-fiction titles from Baker & Taylor. Motion carried.

Book Committee: No report.

House Committee: *Doug Johnson installed the Knox Box this past week.
*McHenry talked to Bill Gosnell about sealing the leak in the upstairs door between the original building and the addition from the outside.
*Johnson will look at the downspout on the south side of the addition and recommend a solution to the drainage problem.

Nominating Committee: MOTION: McHenry, second Taylor to accept Griffin as the new President, Fehrmann as Vice President, and Taylor as Secretary. Motion carried.

Friends of the Library: 20 people attended Curtis Johnson's March 17 presentation on Early Gunsmiths of Edgar County.
*Eight people attended Amy Hannig's book discussion of True Grit on March 21.
*Shakespeare in the Park is scheduled for Saturday, May 30 at 6:00 p.m. at Twin Lakes Park.

Librarian's Report (Statistics): MOTION: Fehrmann, second Griffin to approve the March report. Motion carried.
*Board members reviewed March Highlights and Issues. Under Highlights, the library made $200 on the bag sale following the book sale. Under Issues, the library installed a new wireless adapter to the juvenile catalog computer that cannot be pulled out.
*Tumblebook users now must use a library card for access; Pennington will incorporate that feature into our library website as required by vendor.
*MOTION: Fehrmann, second Farris to charge patrons a $.50 base fee plus $.10 per page to scan documents for emails.

Old Business: The library purchased a security camera to be installed downstairs. MOTION: Michels, second Farris to adopt security camera policy. Motion carried.

New Business: MOTION: Griffin, second Michels to approve the update to the Personnel Policy. Motion carried.
*Discussion on Conduct in the Library policy. Pennington will revise the wording.
*MOTION: Rhoads, second Michels to approve the Proposed FY 2015-2016 Budget. It includes a 2% raise in salaries. Motion carried.
*Pennington shared Edge Assessment results (she must complete the Edge Assessment for our library for the next Per Capita grant application). She will share full results at a later meeting.

Meeting adjourned 5:40 p.m. Next meeting is Monday, May 11, 2015.

Respectfully Submitted,
Mary Taylor, Secretary

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Apr. 2015	YTD	
Income				
40-01-00-3110 Real Estate Tax	121,000.00	-	114,721.52	
40-01-00-3420 Replacemnt Tax	11,000.00	-	8,761.59	
40-01-00-3470 Grants	11,046.00	-	22,092.50	
40-01-00-3811 Interest on Cash	200.00	-	220.75	
40-01-00-3812 Investment Interest	3,000.00	-	4,447.48	
40-01-00-3820 Dividends Snap On	1,760.00	-	1,940.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)		-		
40-01-00-3830 Gifts and Donations	2,100.00	655.00	7,219.00	
40-01-00-3890 Misc Income	15,000.00	862.05	14,800.42	
	165,106.00	1,517.05	174,203.26	
Expenditures				**Balance**
Building				
40-01-00-5110 Repair & Maintenance	7,000.00	-	3,329.26	3,670.74
40-01-00-5120 Equipment Maintenance	1,600.00	-	1,330.81	269.19
40-01-00-5170 Grounds Maintenance	1,700.00	-	2,642.00	(942.00)
40-01-00-5710 Utilities	7,000.00	1,401.28	7,985.53	(985.53)
40-01-00-5910 Liab. & Prop. Insurance	3,000.00	-	2,000.00	1,000.00
40-01-00-6540 Janitor Supplies	1,000.00	200.00	765.10	234.90
Library Services				-
40-01-00-5370 Internet	950.00	77.84	937.89	12.11
40-01-00-5510 Postage	625.00	67.23	679.23	(54.23)
40-01-00-5520 Telephone	1,700.00	163.13	1,901.20	(201.20)
40-01-00-6590 Processing & Supplies	3,400.00	159.97	3,071.03	328.97
40-01-00-6840 Automation & Software	6,380.00	-	5,339.66	1,040.34
40-01-00-8300 Office Equipment	750.00	-	571.97	178.03
40-01-00-8330 Computer Equipment	900.00	293.94	2,263.92	(1,363.92)
40-01-00-9110 Programs & Publicity	1,800.00	-	1,598.88	201.12
40-01-00-9290 Misc.	1,000.00	17.90	912.31	87.69
Materials				-
40-01-00-6710 Books & Periodicals	16,000.00	1,680.47	15,715.24	284.76
40-01-00-6810 Audiobooks	1,700.00	-	1,273.94	426.06
40-01-00-6820 Video	2,000.00	14.99	900.87	1,099.13
40-01-00-6830 Electronic Resources	5,200.00	1,134.00	6,744.68	(1,544.68)
Personnel				-
40-01-00-4210 Salaries	97,000.00	8,323.49	88,091.69	8,908.31
40-01-00-4275 Bonuses	800.00	-	693.03	106.97
40-01-00-4510 Health Insurance	18,000.00	1,447.04	17,751.01	248.99
40-01-00-4511 Health Ins Reinsurance	-	-	-	-
40-01-00-4520 Life Insurance	175.00	28.80	316.80	(141.80)
40-01-00-4530 Unemployment	525.00	128.53	423.49	101.51
40-01-00-4540 Workers Comp	500.00	-	443.76	56.24
40-01-00-5620 Travel & Training	200.00	-	36.00	164.00
Contingency	1,000.00			1,000.00
TOTALS	181,905.00	15,138.61	167,719.30	14,185.70

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Apr 15					
Deposit	04/02/2015		Income	Daily Business	294.21
Check	04/03/2015	1604	Jerry's Dry Cleaners	Daily Business	-15.21
Check	04/03/2015	1605	ProQuest	Daily Business	-178.35
Check	04/08/2015	1205	Baker & Taylor	Gift Fund	-6.02
Check	04/08/2015	1606	Frontier	Daily Business	-77.84
Check	04/08/2015	1607	Benjamins Office Connection	Daily Business	-120.98
Check	04/08/2015	1608	Simon & Schuster	Daily Business	-13.40
Check	04/08/2015	1609	Gale/Cengage Learning	Daily Business	-209.86
Check	04/09/2015	1610	Baker & Taylor	Daily Business	-485.44
Deposit	04/09/2015		Income	Daily Business	11,259.50
Check	04/15/2015	1206	Center Point	Gift Fund	-40.14
Check	04/15/2015	1611	Ameren Illinois	Daily Business	-11.02
Check	04/16/2015	1612	Journal Gazette & Times Cou...	Daily Business	-566.37
Deposit	04/16/2015		Income	Daily Business	246.96
Deposit	04/16/2015		Income	Gift Fund	205.00
Deposit	04/23/2015		Income	Gift Fund	450.00
Deposit	04/23/2015		Income	Daily Business	107.63
Check	04/23/2015	1613	Unique Management Services	Daily Business	-17.90
Check	04/23/2015	1614	Parkway Computers	Daily Business	-79.95
Check	04/28/2015	1615	Card Services	Daily Business	-388.94
Check	04/28/2015	1616	Frontier	Daily Business	-163.13
Check	04/28/2015	1617	Money	Daily Business	-10.00
Check	04/28/2015	1618	Time	Daily Business	-29.95
Check	04/28/2015	1619	Do It Yourself	Daily Business	-19.97
Check	04/29/2015	1620	USPS	Daily Business	-52.02
Check	04/29/2015	1621	Gale/Cengage Learning	Daily Business	-1,134.00
Check	04/29/2015	1622	First Christian Church	Daily Business	-200.00
Apr 15					

PARIS CARNEGIE PUBLIC LIBRARY

Apr 2015

Registration

Cards	Resident	Nonresident	Total
Adult	2611	364	2975
Young Adult (HS)	275	73	348
Children	733	115	848
Other	12	1	13
Staff/Board	15	0	15
Property Owner		57	57
Total	**3646**	**610**	**4256**

Nonresident Household Fees 272.00

Holdings

Books	Adult	Children	Total
Previous total	20689	10813	31502
Volumes Added	30	17	47
Volumes Withdrawn	23	14	37
Total	20696	10816	31512

DVDs 1261 Audiobook 454 Microfilm 237

Circulation

3758

checkout	3519
downloads	239

Interlibrary Loan

Sent to IHLS libraries	651	Loaned via OCLC	6
From IHLS libraries	754	Borrowed via OCLC	37
Holds placed	994		

Reciprocal borrowing

@Paris	149
Computer users	804
Program attendance	30
Reference questions	736
Visits to website	1371

Use of online resources this month

Tumblebooks	1271	books
Ancestry	601	searches
EBSCO databases	22	searches
Consumer Reports	0	views
Chilton	2	views

2014-2015

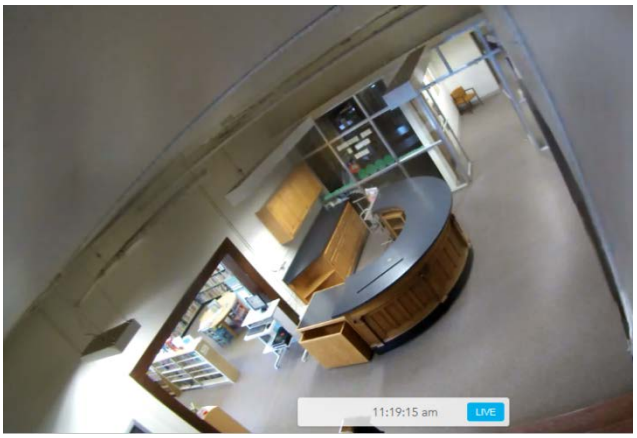
Year-to-Date Circulation Statistics

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL	Last year
checkout	3451	4242	4470	3985	3951	4014	3690	3389	3629	3364	3301	3519	**45005**	45826
MyMediaMall	202	201	266	280	223	219	223	218	249	221	207	185	**2694**	1896
3M ebooks	20	22	24	37	21	55	15	14	25	59	63	54	**409**	126
***total circ**	**3673**	**4465**	**4760**	**4302**	**4195**	**4288**	**3928**	**3621**	**3903**	**3644**	**3571**	**3758**	**48108**	**47848**
ILL & Holds														
ILL to other libraries	311	276	325	338	455	658	595	559	678	649	684	651	**6179**	4692
ILL from other libs	465	521	641	687	692	627	492	568	552	662	750	754	**7411**	6324
recip @ Paris	72	108	114	92	104	108	74	89	143	141	120	149	**1314**	1752
OCLC ILL loaned	5	12	8	14	7	5	2	6	5	7	5	6	**82**	95
OCLC ILL borrowed	19	18	13	16	17	8	30	15	15	17	21	37	**226**	128
PAC holds	244	238	281	356	303	251	143	141	351	294	350	300	**3252**	3339
staff-initiated holds	522	510	660	718	683	622	540	485	656	643	747	694	**7480**	6780
Library usage stats														
Computer	1034	874	962	1057	895	949	833	856	929	798	873	804	**10864**	11389
Reference	999	919	864	916	760	912	778	759	915	704	857	736	**10119**	10498
attendance	124	123	208	20	19	41	72	78	55	15	60	30	**845**	1222
"passive" attendance	0	416	230	75	20	32	15	5	15	10	12	21	**851**	NA
eResources usage														
website visits	1121	721	801	889	959	1154	1093	1242	1529	1327	1487	1371	**13694**	10733
Tumblebooks	713	9	9	23	395	897	866	1071	1729	976	1392	1271	**9351**	6217
Ancestry searches	0	0	95	52	93	945	526	8	76	402	448	601	**3246**	1704
EBSCO searches	0	0	58	54	22	4	15	9	28	16	5	22	**233**	530
Consumer Repts	0	0	30	82	6	1	0	4	2	6	1	0	**132**	
OLD e-resources	14	27	32										**73**	
Chiltons											1	2	**3**	
Gale Pop.mags index											0	0	**0**	

April 2015 Review

Dropcam installed on the wall under the front balcony; operational as of April 28. Camera policy is posted on the website and the hours signs at both entrances mention the presence of a camera.

Camera feed can be viewed from one of the laptops at the main desk. →



A few days later, we moved the juvenile catalog computer to a spot within the view of the camera. Then we moved the maroon chairs and floor lamp from outside the Gibson Room to the front stairs area.

Found a more reasonably priced alternative to ProQuest microfilming the current issues of the Beacon.

Teresa attended the library system's SHARE Local meeting at Charleston Public Library on April 22.

We began withdrawing items lost between 2008 and early 2013. This process removes those items from the online catalog but leaves the lost item/cost on the patron's record.

April had its share of typical spring issues: Kids climbing the building and trying to walk the ledge; bicycles blocking the walks and entrances; plantings suffering from the jumping off the porch, etc.; one incident of skates in the building; and some general misbehavior and rowdiness.

Library Conduct

Paris Carnegie Public Library's goal is to maintain a safe and welcoming environment for use of its materials and services.

Respect the rights and privacy of others.

- Converse in moderate tones, whether with other people in the library or on a cell phone, and use appropriate language.
- Selling products or services, soliciting donations, and circulating literature or petitions are not permitted on library property unless affiliated with or conducted by the library.
- According to Illinois law (410 ILCS 82/15), smoking is prohibited in the library and within 15 feet of any entrance.

Be safe and help others be safe on library property.

- Library property is not a playground. Do not run in the library, climb the building or trees, or fight.
- Do not block entrances, elevator, or stairs by sitting on steps or leaving bicycles or other belongings where they may hinder access by others. Bicycles may not be parked in the library or on the front porch.
- Skates and skateboards may not be used in the building.
- Shoes must be worn in the library building.
- Animals, except for service animals as defined in the Americans with Disabilities Act, are not permitted in the building unless part of a library program.
- Parents are responsible for the behavior and safety of their children while on library property. A parent or other responsible caregiver must supervise children under age 8 not attending a library program. The library assumes no responsibility for children of any age who are unattended or under-attended by the adult(s) responsible for them.

Treat the library in a respectful manner.

- Do not deface, damage, steal, or misuse library materials, furnishings, equipment or property.
- Food and beverages are not allowed in the public areas of the library except as part of a library-sponsored activity or in meeting rooms with permission of library staff.

Be responsible for your belongings.

- Paris Public Library is not responsible for personal items left unattended on library property.

Appropriate library conduct does not disturb others or interfere with using the library and its services. Library staff will speak to those who need a reminder of library policies.

- The individual may be asked to leave the premises when behavior continues after such a warning.
- If a pattern of behavior continues, the individual may be denied the privilege of using the library for a period of time.
- Depending on the offense and circumstances, law enforcement officials may be called when a situation cannot be resolved.

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	978-0-451-47237-3	Compton	NAL	Straight to the nose.	6.99
	978-1-4555-1715-2	Deaver	GC	Solitude Creek.	28.00
	978-0-7387-4473-5	Flower	MidnightINK	THe final ~~revenge~~ Reveille	14.99
	978-1-4767-1777-7	GEnova	Gallery	Inside the O'Briens.	26.00
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	978-1-5583-2845-7	Jamison	HarvardComm.	The BBQ lover's big book of BBq sauces:	16.95
	988-1-8499-4272-0	Ogilvy	Sterling	Making cheeses.	17.95
	978-1-9102-3135-7	Scott-MOncrieff	COllins & Brown	Complete detox workbook:	14.95
	978-1-5925-3918-5	White	Quarry	Apples to cider:	24.95
	978-0-8041-4187-1		Fodors	FOdors Colorado, 2015.	19.95
	978-0-8041-4274-8		Fodors	Fodors Washington, D.C., 2015.	19.95
	978-1-1188-4183-4	Mirado		common core standards for parents for dummies (REPL)	9.99

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	978-1-4197-1464-1	Chapman	Abrams	Vegetables in underwaer.	14.95
	978-0-5455-6564-6	Clarkson	Orchard	Sleeping CInderella & other princess...	17.99
	978-1-4778-2036-0	Fliess	Amazon	Books for me!	14.99
	978-1-4424-7399-7	FLorian	SImon	How to draw a dragon.	17.99
	978-0-385-75473-6	Gavin	KNopf	Room for ~~a brea~~ bear.	16.99
	978-0-06-208680-8	Hapka	Harper	Pony party.	16.99
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	978-0-7636-7281-2	Parr	C'wick	Adventures with waffles.	15.99
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	978-1-6277-9111-3	Atkinson	Holt	D-Day.	19.95
	978-0-531-21070-9	Herrington	Scholastic	I lost a tooth.	5.95
	978-0-4484-8300-9	Labreque	GRosset	Who was Winston Churchill?	5.99
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	YA---				
	978-0-1424-2581-7	Dessen	VIking	THe moon & more.	9.99
	978-0-06-212128-8	Halbrook	Harper	Every last promise.	9.99
	978-0-7636-7669-8	McDonald	C'wick	Jane Austin goes to Hollywood.	8.99
	978-0-06-233638-5	West	Harper	The fill-in boyfirend.	9.99