

Board Meeting Agenda

April 9, 2018

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report
- Book
- House

Librarian's Report

- Statistics report
- Month's review
- Friends - book sale results, Louisa May Alcott

Old business

- 2 trees in front – city will remove

New Business

- Appoint nominating committee
- Proposed budget for next fiscal year
- SHARE membership annual agreement (total cost \$4227.93)

Miscellaneous

- April 10: Debra Miller returns to portray author Louisa May Alcott
- April 26: Cardmaking Class (last day to sign up is April 16)
- May 26: Shakespeare in the Park – Taming of the Shrew
- June 7: The Basics: Memory Loss, Dementia and Alzheimer's

Next Meeting: May 14, 2018

**Paris Public Library
Board of Trustees
March 12, 2018**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President George Griffin. In attendance were Bruce Young, Cherie Lehman, Roxanne Michels, Evie Gill, Janine Brann, Karen Earlywine and Librarian Teresa Pennington. Absent was Trustee Susan Punzelt.

Minutes of Previous Meeting: MOTION: Brann, second by Lehman to approve February minutes as written. Motion carried. No public communications or comments.

Ethics statements were reviewed and signed by trustees.

Committee Reports:

***Finance:** Nothing unusual for the month. MOTION: Michels, second by Earlywine to approve finance report. Motion carried.

***Book:** None

***House:** Librarian Pennington reported that a security camera on the lower floor was stolen. A police report was made concerning the theft. A fight in the side yard between some youths also resulted in a police visit. A computer mouse on the public laptop has disappeared.

Librarian's Report: Statistics are comparable to last month. MOTION: Michels, second by Young to approve statistics report. Motion carried.

Librarian Pennington reported a leak in the children's room caused by a Pepsi bottle stuck in the downspout. This has been remedied by removing the bottle. Jed Drake became the second child to complete 1000 Books before Kindergarten. He chose a pink flamingo as his reading buddy. A middle school student had a cat in his backpack and was asked to take the cat home. Cara attended Douglas-Hart Nature Center's workshop and Teresa presented an in-service session for District 95. March 2, the library was targeted by a DoS (Denial of Services) attack. Working with ICN, the computers were back up after 2 hours.

***Friends:** Book sale is planned for March 16-17 and 23-24.

Old Business: Librarian Pennington will contact someone to remove the ash trees in front of the library. Last year's Per Capita Grant will probably not be received this fiscal year.

New Business: Librarian Pennington presented an updated Internet & Computer Policy. MOTION: Young, second by Lehman to adopt the computer policy. Motion carried. A Budget Committee was organized. Librarian Pennington will apply for a new Back to Books Grant to purchase new STEM books.

Miscellaneous: Debra Miller returns April 10 to portray Louisa May Alcott; April 26 – Cardmaking Class; May 26 – Shakespeare in the Park; June 7 – The Basics: Memory Loss, Dementia and Alzheimer's given by the Alzheimer's Association.

Meeting adjourned at 5:11p.m. Next meeting is Monday, April 9, 2018.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Mar 2018	YTD	
Income				
40-01-00-3110 Real Estate Tax	118,500.00	-	116,622.87	
40-01-00-3420 Replacemnt Tax	11,500.00	-	6,250.00	
40-01-00-3120 RE Tax-Dtown TIF	200.00	189.17	189.17	
40-01-00-3470 Grants	7,000.00	-	-	
40-01-00-3811 Interest on Cash	200.00	22.02	163.79	
40-01-00-3812 Investment Interest	3,500.00	45.20	1,110.85	
40-01-00-3820 Dividends Snap On	2,840.00	820.00	3,060.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	-	
40-01-00-3830 Gifts and Donations	4,000.00	25.00	3,595.25	
40-01-00-3890 Misc Income	15,000.00	1,644.65	11,560.90	
	162,740.00	2,746.04	142,552.83	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	24,000.00	-	18,401.02	5,598.98
40-01-00-5120 Equipment Maintenance	1,500.00	92.65	1,384.16	115.84
40-01-00-5170 Grounds Maintenance	1,800.00	390.00	1,310.00	490.00
40-01-00-5710 Utilities	8,500.00	830.60	7,551.37	948.63
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	-	2,000.00	-
40-01-00-6540 Janitor Supplies	600.00	65.97	402.26	197.74
Library Services				
40-01-00-5370 Internet	2,600.00	311.00	2,611.60	(11.60)
40-01-00-5510 Postage	600.00	-	436.06	163.94
40-01-00-5520 Telephone	1,920.00	337.48	1,821.35	98.65
40-01-00-6590 Processing & Supplies	2,000.00	135.62	1,463.51	536.49
40-01-00-6840 Automation & Software	4,800.00	-	4,763.71	36.29
40-01-00-8300 Office Equipment	1,200.00	131.80	1,326.99	(126.99)
40-01-00-8330 Computer Equipment	500.00	-	1,094.36	(594.36)
40-01-00-9110 Programs & Publicity	1,900.00	42.71	1,703.23	196.77
40-01-00-9290 Misc.	950.00	-	585.70	364.30
Materials				
40-01-00-6710 Books & Periodicals	12,500.00	939.30	10,442.82	2,057.18
40-01-00-6810 Audiobooks	1,500.00	236.24	886.05	613.95
40-01-00-6820 Video	1,500.00	28.92	738.18	761.82
40-01-00-6830 Electronic Resources	3,800.00	-	3,351.79	448.21
Personnel				
40-01-00-4210 Salaries	93,000.00	10,747.20	83,857.17	9,142.83
40-01-00-4275 Bonuses	628.00	-	579.34	48.66
40-01-00-4510 Health Insurance	18,500.00	1,128.52	14,495.28	4,004.72
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	-
40-01-00-4520 Life Insurance	345.00	60.80	334.40	10.60
40-01-00-4530 Unemployment	400.00	-	122.23	277.77
40-01-00-4540 Workers Comp	600.00	-	672.32	(72.32)
40-01-00-5620 Travel & Training	100.00	-	72.50	27.50
Contingency				
	1,000.00			1,000.00
TOTALS	188,743.00	15,478.81	162,407.40	26,335.60

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Mar 18					
Deposit	03/01/2018		Income	Daily Business	326.03
Check	03/01/2018	2200	Frontier	Daily Business	-247.24
Check	03/01/2018	2201	D-I Supply	Daily Business	-20.00
Deposit	03/08/2018		Income	Daily Business	264.34
Check	03/08/2018	2202	Watts Copy Systems inc	Daily Business	-69.40
Check	03/08/2018	2203	VOID	Daily Business	0.00
Check	03/08/2018	2204	Benjamins Office Connection	Daily Business	-135.62
Check	03/08/2018	2205	Illinois Library Association	Daily Business	-33.72
Check	03/08/2018	1283	Gale/Cengage Learning	Gift Fund	-50.03
Check	03/13/2018	2206	Baker & Taylor	Daily Business	-236.24
Deposit	03/15/2018		Income	Daily Business	443.04
Deposit	03/15/2018		Income	Gift Fund	25.00
Check	03/15/2018	2207	Ameren Illinois	Daily Business	-12.32
Check	03/15/2018	2208	Fire Equipment Service & Sales, Inc	Daily Business	-92.65
Check	03/15/2018	1284	Gale/Cengage Learning	Gift Fund	-95.01
Deposit	03/22/2018		Income	Daily Business	361.87
Check	03/22/2018	1285	Baker & Taylor	Gift Fund	-100.08
Check	03/24/2018	2210	Frontier	Daily Business	-247.24
Check	03/24/2018	2211	Technology Management Revolvi...	Daily Business	-154.00
Deposit	03/29/2018		Income	Daily Business	249.37
Check	03/29/2018	2212	Card Services	Daily Business	-143.42
Check	03/29/2018	2213	Watts Copy Systems inc	Daily Business	-62.40

Mar 18

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

April 9, 2018

40-01-00-6710 Books & Periodicals

Baker & Taylor	2033577394	384.01
PO Box 277930	2033601986	12.80
Atlanta GA 30384-7930	0003076103	-16.61

Total books 380.20

Payment authorized by:

Paris Carnegie Public Library

March 2018

New Cards Issued

	Resident	Nonresident
Adult	11	2
Young Adult (HS)	1	0
Children	0	3
Other	0	0
Property Owner	0	0
Total	12	5

Circulation Breakdown

Books	2515
DVDs/VHS/Blu-Ray	600
Audios (incl music)	144
Periodicals	14
Other physical items	1
ebooks	278
e-audiobooks	94
e-video	0
Total	3646

Holdings

Books	Adult	Children	Total
Previous total	20911	9930	30841
Volumes Added	42	11	53
Volumes Withdrawn	2	11	13
Total	20951	9930	30881
DVDs	1443		
Audiobks	586		
Microfilm	237		

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	3018	3452	3337	3403	3214	3592	3176	2963	3416	3020	3274	35865	
MyMediaMall	241	211	220	239	217	211	210	187	266	207	226	2435	
Cloud Library	86	75	148	137	116	159	123	139	212	157	146	1498	
*total circ	3345	3738	3705	3779	3547	3962	3509	3289	3894	3384	3646	0	39798
<u>ILL & Holds</u>													
ILL to other libraries	444	491	495	515	555	535	532	337	639	600	592	5735	
ILL from other libs	655	696	762	953	677	718	788	656	836	732	902	8375	
OCLC ILL loaned	17	14	6	12	19	14	7	9	10	10	10	118	
OCLC ILL borrowed	24	23	30	32	19	43	36	41	26	30	30	304	
reciprocal	132	127	116	123	95	82	110	128	86	111	71	1181	
PAC holds	272	332	330	350	249	264	314	233	302	268	307	3221	
staff-initiated holds	604	732	712	790	653	713	726	523	778	712	733	7676	

Library usage stats

Computer	707	760	803	814	803	903	856	687	736	787	770	8626
Reference	771	886	936	949	839	892	824	733	812	881	814	9337
attendance	56	236	71	44	49	127	121	143	149	121	96	1213
number of programs	5	13	6	4	8	15	6	5	10	14	11	97
"passive" attendance	10	84	12	0	0	0	0	0	0	0	0	106
meeting room use	9	11	21	24	20	13	18	7	15	20	8	166
<u>eResources usage</u>												
website visits	1170	1194	1207	1232	1139	1155	922	792	1178	1136	1280	12405
Ancestry image/text	668	665	239	188	509	358	32	300	98	107	53	3217
ABC Mouse	1	0	2	2	0	2	3	0	5	2	1	18
Driving Tests	*****	*****	14	38	2	2	20	1	2	0	0	79

March 2018 Review



FIRST – Happy dance!!! Our FY2017 per capita grant check arrived on April 3!!!

Submitted our Back to Books grant at 5:02pm on March 14. Sixteen days before deadline so that should give us some points.

The Big Read was a success in that we gave away all 70 copies of the book *When the Emperor Was Divine*. Total attendance at related programs was 9. Not so good.



At the start of the second weekend



The day before we cleared the room

The Book Sale raised a total of \$1361.00 during the scheduled two weekends and another \$210.00 during the following week. At a dollar or less per book, that's a lot of books! There are always books left after a sale. We usually sell approximately 60-75%. When you start out with as many books as we did this year, that's still a lot of books left. We did \$5 bag sales, \$2 bag sales, free days, emails to other librarians and local schools, and another round on Library Consignment. As I write this, we will save a few boxes, send many boxes with a volunteer to an out-of-town charity, and recycle the rest.

After school is calmer for the time being. We called the police 3 times in March – twice for outside fights and once on a Saturday for behavior inside the library. Police stopped by unannounced several days during the last two weeks of the month. Thanks to Janine and Cheri and the Friends book sale volunteers, there were extra adults around, too.

PROPOSED BUDGET

	This Year's Budget	10-Month Actual (Feb)	Proposed Budget
Income			
40-01-00-3110 Real Estate Tax	118500.00	116623.00	121500.00
40-01-00-3420 Replacement Tax	11500.00	6250.00	10000.00
40-01-00-3120 R/E Tax-Dtown TIF	200.00	0.00	200.00
40-01-00-3470 Grants	7000.00	0.00	8000.00
40-01-00-3811 Interest on Cash	200.00	142.00	200.00
40-01-00-3812 Investment Interest	3500.00	1066.00	4500.00
40-01-00-3820 Dividends Snap-On	2840.00	2240.00	3280.00
40-01-00-3830 Gifts and Donations	4000.00	3645.00	8000.00
40-01-00-3890 Misc Income	<u>15000.00</u>	<u>11199.00</u>	<u>14000.00</u>
	162740.00	141165.00	169680.00
Expenditures			
Building			
40-01-00-5110 Repair & Maintenance	24000.00	18401.00	5000.00
40-01-00-5120 Equipment Maintenance	1500.00	1384.00	1500.00
40-01-00-5170 Grounds Maintenance	1800.00	1310.00	1300.00
40-01-00-5710 Utilities	8500.00	6733.00	8400.00
40-01-00-5910 Liab. & Prop. Insurance	2000.00	2000.00	2000.00
40-01-00-6540 Janitor Supplies	600.00	356.00	500.00
Library Services			
40-01-00-5370 Internet	2600.00	2846.00	2900.00
40-01-00-5510 Postage	600.00	500.00	600.00
40-01-00-5520 Telephone	1920.00	1992.00	2100.00
40-01-00-6590 Processing & Supplies	2000.00	1464.00	1500.00
40-01-00-6840 Automation & Software	4800.00	4764.00	5000.00
40-01-00-8300 Office Equipment	1200.00	1265.00	1425.00
40-01-00-8330 Computer Equipment	500.00	1094.00	700.00
40-01-00-9110 Programs & Publicity	1900.00	1694.00	1600.00
40-01-00-9290 Misc.	950.00	596.00	800.00
Materials			
40-01-00-6710 Books & Periodicals	12500.00	9966.00	13000.00
40-01-00-6810 Audiobooks	1500.00	886.00	1400.00
40-01-00-6820 Video	1500.00	709.00	1400.00
40-01-00-6830 Electronic Resources	3800.00	3352.00	3600.00
Personnel			
40-01-00-4210 Salaries	93000.00	73110.00	93000.00
40-01-00-4275 Bonuses	628.00	580.00	628.00
40-01-00-4510 Health Insurance	18500.00	11367.00	15000.00
40-01-00-4520 Life Insurance	345.00	273.00	365.00
40-01-00-4530 Unemployment	400.00	122.00	400.00
40-01-00-4540 Workers Comp	600.00	672.00	600.00
40-01-00-5620 Travel & Training	100.00	73.00	100.00
Contingency	<u>1000.00</u>		<u>1000.00</u>
	188,743.00	147509.00	165818.00

ANNUAL AGREEMENT FOR SHARE MEMBERS

March 13, 2018

Teresa Pennington
Paris Carnegie Public Library
207 South Main Street
Paris, IL 61944

According to the SHARE Membership Level definitions, a SHARE Full Member is *an IHLS full member library that pays fees allowing access to at least the basic modules including circulation, cataloging, reports, serials, OPAC, and inventory of the SHARE automation software.*

The proposed Member fees (not including Cataloging or eResource fees) for your library for FY19 (July 1, 2018 to June 30, 2019) are:

Member Fee	\$150
SHARE Basic Fee	\$1981.93
Total SHARE Fees	\$2131.93
Polaris module: Acquisitions —allows the user to automate the acquisitions process of ordering and purchasing items for the library's collection	\$0
Polaris module: Course Reserves —allows the library to place materials on reserve for use in a class	\$0
Polaris module: Outreach/Homebound —automates title selection, and delivery to homebound and other designated patrons	\$0
Polaris module: Debt Collection Integration —automates the process of collecting debts owed your library using a contract with Unique Management Services	\$250
Polaris module: SIP2 for PC Management —communication protocol used between Polaris & PC Management or SAM software	\$0
Polaris module: SIP2 for Self-Check —communication protocol used between Polaris & Self-Check machines	\$0
Polaris module: Telephone Notification	\$0
Polaris module: EDI —electronic data interchange, which allows your library to send electronic purchase orders and receive acknowledgments and invoices electronically with Polaris Acquisitions	\$0

Illinois Heartland Library System

Carbondale Office • 1740 Innovation Drive, Carbondale, IL 62903 • 618/985-3711
Champaign Office • 1704 West Interstate Drive, Champaign, IL 61822 • 217/352-0047
Edwardsville Office • 6725 Goshen Road, Edwardsville, IL 62025 • 618/656-3216

Total Module Fees

\$250

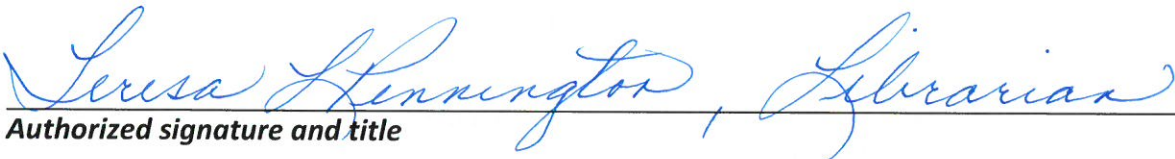
This is NOT an invoice, and we are NOT requesting payment at this time. However, if you have questions or concerns about the fees or wish to add or drop modules, please contact Cassandra Thompson, SHARE Director. Please return a copy of this document to Cassandra Thompson via email at cthompson@illinoisheartland.org, fax at 618-656-9401, or mail at Illinois Heartland Library System, 6725 Goshen Road, Edwardsville, Illinois 62025. Please return your annual MOU by April 30, 2018.

Invoices for SHARE membership fees and modules will be sent by the IHLS Finance Department in July 2018.

This library plans to continue its' membership in SHARE.

This library will pay the annual SHARE membership fees:

- Annually (due upon receipt of July statement)
- Quarterly (due by the end of September, December, March, and June)
- Monthly (due by the end of the month)


Authorized signature and title

Illinois Heartland Library System

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Champaign Office • 1704 West Interstate Drive, Champaign, IL 61822 • 217/352-0047
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ANNUAL AGREEMENT for SHARE Bibliographic Services

Paris Carnegie Public Library

Your library's cataloging status is: **Barcoding A**

Cataloging Libraries: Library completes their own original and copy cataloging, and pays only for MARC Report licenses, if that software is used. Your FY19 Bib Services fees will be \$0.00, at \$85.00 per license.

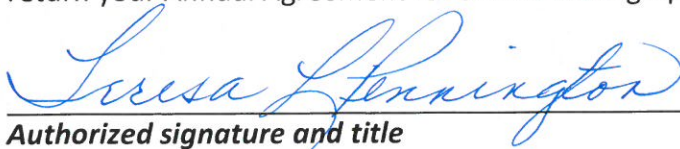
Barcoding A Libraries: All the library's copy cataloging and original cataloging is performed by IHLS Bibliographic Services staff for a fee based on the library's materials budget minus periodicals and other resources that will not be represented in the local bibliographic database. The fee for this service is 14% of the materials budget, minus periodicals and eResources, less \$100.00, and with a \$100.00 minimum fee.

Barcoding B Libraries: Items may be sent to IHLS Bibliographic Services staff for original or copy cataloging for the fee of \$10 per item, with no limit to the number of items. Library will be billed quarterly for this SHARE service. **In addition, a \$3 Bibliographic Record Option is also available.** The library is responsible for identifying a matching bibliographic record in the OCLC WorldCat database and providing the required information to SHARE Bibliographic Services staff to import the record into the SHARE database. With this option, physical materials do not need to be sent to IHLS Bibliographic Services. Libraries will be billed quarterly for this SHARE service.

Please complete the following:

Cataloging Libraries:	Please indicate in the box to the right how many MARC Report licenses you wish to purchase for use by your cataloging staff.	
Barcoding A Libraries:	Please indicate in the box to the right what your FY19 materials budget is (not including periodicals or eResources).	13,900.00
Barcoding B Libraries:	No information needed at this time.	

If you have questions or concerns about the fees or wish change your library's cataloging status, please contact Cassandra Thompson, SHARE Director. Please return a copy of this document to Cassandra Thompson via email at cthompson@illinoisheartland.org, fax at 618-656-9401, or mail at Illinois Heartland Library System, 6725 Goshen Road, Edwardsville, Illinois 62025. Please return your Annual Agreement for SHARE Bibliographic Services by April 30, 2018.


Authorized signature and title

Illinois Heartland Library System

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ADULT FICTION**April 2018**

Albert	Queen Anne's Lace
Baldacci	The Fallen
Carr	The Family Gathering
Clark	I've Got My Eyes on You
Clipston	An Amish Heirloom
Deaver	The Cutting Ede
Denton	Hurricane Season
Frazier	Varina
Gear	This Scorched Earth
Goldberg	True Fiction
Grimes	The Knowledge
Johnson	Shattered Mirror
Patterson	The 17th Suspect
Ricciardi	Warning Light
Ross	Miss Julia Raises the Roof
Sandford	Twisted Prey
Scottoline	After Anna
Thayer	A Nantucket Wedding
Woods	Shoot First (Think Later)

YA

Carter	Not If I Save You First
Simmons	Pacifica

ADULT NONFICTION

ACT	The Official ACT Prep Guide
Balz	Composting for a New Generation
George	The Lambs
Kaufman	Medical Symptoms
Rooney	The Guide to Humane Critter Control

CHILDREN'S FICTION

Doerrfeld	The Rabbit Listened
McMullan	I'm Smart!
O'Connor	JoJo and Daddy Bake a Cake

CHILDREN'S NONFICTION

Casteel	It's a Puppy's Life
Gripp	Somebunny Loves Me
Lendroth	Hey-Ho, to Mars We'll Go!
Skipworth	The Illinois Chronicles

*plus 13 recent children's books from Junior Library Guild @\$7.00 each
(7 fiction and 6 nonfiction)*