

# **Board Meeting Agenda**

September 10, 2018

## **Call to order**

## **Minutes**

## **Correspondence, communications, and public comments**

## **Committee Reports**

- Finance – Finance Report, Checks Report
- Book
- House
  - Patron suggestion about parking
  - Carpets cleaned
  - Front step repaired, smaller spot in bottom step still there
  - Need to replace some entrance mats
  - Elevator inspection

## **Librarian's Report**

- Statistics report
- Month's review
- Friends

## **Old business**

- Back to Books grant period ends Sept. 30

## **New Business**

- Policy review – emergency closing

## **Miscellaneous**

- Closed Sept 29 for Honeybee Festival

**Next Meeting:** October 15, 2018 (2<sup>nd</sup> Monday is Columbus Day holiday)

**Paris Public Library  
Board of Trustees  
July 09, 2018**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:31 p.m. by President George Griffin. In attendance were Susan Punzelt, Cherie Lehman, Karen Earlywine, Evie Gill, Janine Brann, Bruce Young, Richard Gross and Librarian Teresa Pennington. Absent was Trustee Roxanne Michels.

**Minutes of Previous Meeting:** MOTION: Brann, second by Punzelt to approve June minutes. Motion carried.

**Correspondence, communications and public comments:** A Thank you from Maggie Garver on behalf of HRC/Highland Court group for the tour, yoga and scavenger hunt. A total of 8 children and 2 adults attended.

**Committee Reports:**

**\*Finance:** MOTION: Michels, second by Punzelt to approve finance report. Motion carried.

**\*Book:** Purchased 8 new books using the Lucy Bishop Fund at a cost of \$110.98 plus shipping.

**\*House:** Librarian Pennington reported that repairs on the damaged front stairs will be made by Midwest Restoration. The ash trees will be removed by the city. The carpet will be cleaned soon.

**Librarian's Report:** Library usage was higher. MOTION: Gill, second by Lehman to approve statistics report. Motion carried.

Librarian Pennington reported that the library provided 12 programs in June. There is a problem with graffiti on the porch at the front entrance.

**\*Friends:** None

**Old Business:** Back to Books grant has purchased the remainder of STEM related books and held the STEM night on June 28 with 6 families in attendance.

**New Business:** Librarian Pennington presented the Annual Report to the board. The library hosted 111 programs ranging from Shakespeare in the Park to Mother Goose on the Loose. Two children read 1000 before kindergarten. Some suggestions for the future were also provided. MOTION: Young, second by Gross to approve the Annual Report. Motion carried.

**Miscellaneous:** Cultivating Creativity Children's Art Exhibit presented by the Tarble Arts is now on display in July.

Meeting adjourned at 5:12p.m. Next meeting is Monday, September 10, 2018.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Jun-Jul 2018	YTD
<b>Income</b>			
40-01-00-3110 Real Estate Tax	121,500.00	-	-
40-01-00-3420 Replacemnt Tax	10,000.00	-	3,640.47
40-01-00-3120 RE Tax-Dtown TIF	200.00	-	-
40-01-00-3470 Grants	8,000.00	11,046.25	12,046.25
40-01-00-3811 Interest on Cash	200.00	-	31.05
40-01-00-3812 Investment Interest	4,500.00	-	458.40
40-01-00-3820 Dividends Snap On	3,280.00	-	820.00
40-01-00-3830 Gifts and Donations	8,000.00	-	6,000.00
40-01-00-3890 Misc Income	<u>14,000.00</u>	<u>2,278.45</u>	<u>5,598.72</u>
	169,680.00	13,324.70	28,594.89

				Balance
<b>Expenditures</b>				
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	5,000.00	1369.45	1,509.45	3,490.55
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	-	1,500.00
40-01-00-5170 Grounds Maintenance	1,300.00	0.00	319.00	981.00
40-01-00-5710 Utilities	8,400.00	1477.18	2,731.12	5,668.88
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	0.00	-	2,000.00
40-01-00-6540 Janitor Supplies	500.00	282.98	434.03	65.97
<b>Library Services</b>				
40-01-00-5370 Internet	2,900.00	310.00	774.00	2,126.00
40-01-00-5510 Postage	600.00	54.00	151.08	448.92
40-01-00-5520 Telephone	2,100.00	337.92	688.44	1,411.56
40-01-00-6590 Processing & Supplies	1,500.00	791.70	1,341.06	158.94
40-01-00-6840 Automation & Software	5,000.00	200.14	458.46	4,541.54
40-01-00-8300 Office Equipment	1,425.00	201.88	272.16	1,152.84
40-01-00-8330 Computer Equipment	700.00	0.00	124.78	575.22
40-01-00-9110 Programs & Publicity	1,600.00	329.28	1,497.48	102.52
40-01-00-9290 Misc.	800.00	167.65	351.49	448.51
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	13,000.00	2462.58	4,599.64	8,400.36
40-01-00-6810 Audiobooks	1,400.00	136.68	136.68	1,263.32
40-01-00-6820 Video	1,400.00	333.62	553.92	846.08
40-01-00-6830 Electronic Resources	3,600.00	1951.79	1,951.79	1,648.21
<b>Personnel</b>				
40-01-00-4210 Salaries	93,000.00	17599.47	32,066.19	60,933.81
40-01-00-4275 Bonuses	628.00	0.00	-	628.00
40-01-00-4510 Health Insurance	15,000.00	2207.04	4,414.08	10,585.92
40-01-00-4520 Life Insurance	365.00	91.20	121.60	243.40
40-01-00-4530 Unemployment	400.00	115.65	115.65	284.35
40-01-00-4540 Workers Comp	600.00	0.00	-	600.00
40-01-00-5620 Travel & Training	100.00	0.00	-	100.00
<b>Contingency</b>	<u>1,000.00</u>			<u>1,000.00</u>
<b>TOTALS</b>	165,818.00	30,420.21	54,612.10	111,205.90

## PARISPL Checks & Deposits

Type	Date	Num	Name	Account	Amount
<b>Jul - Aug 18</b>					
Check	07/02/2018	2265	Country Living	Daily Business	-17.00
Check	07/02/2018	2266	Watts Copy Systems inc	Daily Business	-75.26
Check	07/02/2018	2267	Baker & Taylor	Daily Business	-440.00
Deposit	07/05/2018		Income	Daily Business	225.93
Check	07/05/2018	2268	Benjamins Office Connection	Daily Business	-11.18
Check	07/05/2018	2269	Plasticards, inc.	Daily Business	-400.00
Check	07/11/2018	1297	Paris Area Chamber Of Commerce	Gift Fund	-105.00
Check	07/11/2018	2270	Wal-mart	Daily Business	-17.96
Check	07/11/2018	2271	Baker & Taylor	Daily Business	-52.43
Deposit	07/12/2018		Income	Daily Business	348.50
Check	07/16/2018	1298	Baker & Taylor	Gift Fund	-58.05
Check	07/16/2018	2272	Baker & Taylor	Daily Business	-64.70
Check	07/16/2018	2273	Ameren Illinois	Daily Business	-11.45
Check	07/16/2018	2274	Unique Management Services	Daily Business	-35.80
Check	07/16/2018	2275	Illinois Heartland Library System	Daily Business	-200.14
Check	07/19/2018	2276	Gale/Cengage Learning	Daily Business	-98.76
Check	07/19/2018	1299	Gale/Cengage Learning	Gift Fund	-44.98
Deposit	07/19/2018		Income	Daily Business	214.42
Check	07/23/2018	2277	Gary Hall	Daily Business	-8.57
Check	07/25/2018	2278	Frontier	Daily Business	-245.71
Check	07/25/2018	1300	Baker & Taylor	Gift Fund	-70.08
Deposit	07/26/2018		Income	Daily Business	177.31
Check	07/28/2018	2279	Technology Management Revolvi...	Daily Business	-154.00
Deposit	07/31/2018		Income	Daily Business	11,110.25
Deposit	08/02/2018		Income	Daily Business	210.67
Check	08/02/2018	2280	Watts Copy Systems inc	Daily Business	-61.30
Check	08/02/2018	2281	James C. Bennett	Daily Business	-101.88
Check	08/02/2018	2282	Tee Jay Central, Inc	Daily Business	-509.00
Check	08/02/2018	1301	Gale/Cengage Learning	Gift Fund	-69.72
Check	08/02/2018	1302	Card Services	Gift Fund	-75.93
Check	08/02/2018	2283	Card Services	Daily Business	-362.23
Check	08/02/2018	2284	Vernon Library Supplies	Daily Business	-302.80
Check	08/03/2018	2285	Illinois Heartland Library System	Daily Business	-1,951.79
Check	08/03/2018	2286	TEI Landmark Audio	Daily Business	-84.25
Check	08/03/2018	2287	Junior Library Guild	Daily Business	-556.80
Check	08/07/2018	2288	Benjamins Office Connection	Daily Business	-77.72
Check	08/07/2018	2289	Unique Management Services	Daily Business	-26.85
Check	08/07/2018	2290	Gale/Cengage Learning	Daily Business	-50.68
Check	08/07/2018	2291	Abraham Lincoln Presidential Libr...	Daily Business	-185.00
Deposit	08/09/2018		Income	Daily Business	243.67
Check	08/09/2018	2292	USPS	Daily Business	-54.00
Check	08/09/2018	2293	The Atlantic	Daily Business	-19.95
Check	08/09/2018	2294	Allrecipes	Daily Business	-8.95
Check	08/13/2018	2295	Ameren Illinois	Daily Business	-11.65
Check	08/15/2018	1303	VOID	Gift Fund	
Check	08/15/2018	1304	Baker & Taylor	Gift Fund	-41.35
Check	08/15/2018	2296	Baker & Taylor	Daily Business	-20.18
Deposit	08/16/2018		Income	Daily Business	307.78
Check	08/23/2018	2297	Frontier	Daily Business	-248.21
Deposit	08/23/2018		Income	Daily Business	192.20
Check	08/23/2018	1305	Baker & Taylor	Gift Fund	-205.41
Check	08/27/2018	2298	Card Services	Daily Business	-272.49
Check	08/27/2018	2299	Watts Copy Systems inc	Daily Business	-65.32
Check	08/29/2018	2300	Interactive Sciences	Daily Business	-329.28
Deposit	08/30/2018		Income	Daily Business	293.97
Check	08/30/2018	2301	Dave's Cleaning	Daily Business	-750.00

**Jul - Aug 18**

**PARIS CARNEGIE PUBLIC LIBRARY**

Invoices for payment

September 10, 2018

**40-01-00-6710 Books & Periodicals**

Baker & Taylor	2033904963	351.47
PO Box 277930	2033928778	31.08
Atlanta GA 30384-7930		

**Total books 382.55**

**40-01-00-5110 Repair & Maintenance of Building**

Midwest Restoration, Inc	001-001	1600.00
PO Box 344		
Paris IL 61944		

**40-01-00-5170 Grounds Maintenance**

Temples Lawn Service	12680	325.00
712 1/2 W. Andrew St		
Paris IL 61944		

Payment authorized by:



## July/August 2018 Review

Tarble Arts Center's traveling Cultivating Creativity Children's Art Exhibit was on display in our meeting room July 2-21.

21 children or parents and 2 teachers signed up for library cards during our 13+ hour appearance at District 95 K-8 Registration. As of Sept. 4, twelve have picked up cards.

Our schedule of summer children's activities may have ended in June, but we welcomed Cub Scout Pack 8 for a library history tour on August 3 and the REC's School's Out program for a STEM activity based on *The 3 Little Pigs* on August 15. We also did an HRC Client tour on July 18. When school started, Mrs. Holloway's 5<sup>th</sup> grade class from Carolyn Wenz came for a tour and our version of a scavenger hunt.

Midwest Restoration fixed the chipped front step by cutting out the chipped piece and inserting a new stone on August 6-8. Other repairs included the men's toilet and \$171.88 worth on the vacuum cleaner (not happy about that one!).

Ally's last day was August 14. We are tentatively planning on her working during the ISU semester break – and maybe next summer.

I submitted the required annual ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey for July 1, 2017-June 30, 2018 on August 29. We loaned 6300 items in state and 73 items out of state; we borrowed 9276 items in state and 114 items out of state. 1013 items were checked out at our library by reciprocal borrowers.

I attended an IHLS Members Matter meeting via ZOOM online and completed the required annual FOIA training through the IL Attorney General's website. I also finished a six-week online course from the University of Wisconsin at Madison on Library Security and an online A.L.I.C.E. training session.

The library joined the Illinois Library Association as an institutional member (\$85.00 per year) in August. This opens the door to participate in the Fund for Illinois Libraries should we have a donor that requires 501(c)3 status.

Debbie left on vacation August 28 and will return September 13. In the meantime, I am handling OCLC interlibrary loan and spending more time at the desk, taking as much of my work home as possible and hoping no one gets sick.

# Review of Emergency Closing policy

No changes recommended. However, Debbie's vacation reminded me that a staff shortage could prompt closing or reducing hours. If Dori or I had gotten sick or had an emergency, we wouldn't have been able to maintain our full schedule.

## Emergency Closing Policy

Paris Carnegie Public Library maintains a regular schedule of hours open to the public. It may become necessary to close the library, shorten hours, or cancel programs when emergency conditions pose a safety hazard to the public and staff or prevent basic library functions. The decision to close the library or cancel scheduled programs is based upon one or more of the following:

1. Weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme (subzero) temperatures, or blizzard conditions.
2. Availability of staff to operate the library. Minimal staffing level is two staff members in the building with no scheduled programs.
3. Failure of vital building services, extended power failure (more than 30 minutes in daytime, 15 minutes after sunset), condition of the building or its equipment.
4. General health/safety emergency in the community or area surrounding the library.

The Librarian/Director shall make the decision to close. If the Librarian is not available, the Assistant Librarian will decide.

Emergency closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website, library answering machine, signs on doors, and announcement in local or social media.

Revised 1/13/2014

## FYI: Changes to Non-Resident Library Fees

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On August 14, 2018, the Illinois General Assembly enacted [P.A. 100-0875](#), which amends both the Illinois Local Library Act and the Public Library District Act of 1991.

Under the new law, a nonresident fee will not be applied to a nonresident who owns or leases property that is taxed for library service. Prior to the enactment of this law the nonresident fee was only waived for the actual *owner* of the taxable property instead of those who also lease property. The nonresident owner or leaseholder must present either the most recent tax bill for the property or a copy of the commercial lease.

The law also removes the limit of nonresident library privileges to only one nonresident for each parcel of taxable property. Now, multiple nonresident owners or lessors at a single property are able to use library services.

This Act took effect immediately upon becoming law on August 14, 2018.



**SEPTEMBER 2018****ADULT FICTION**

		<b>Price</b>	<b>Est. Discount</b>
Cervantes	The storm runner	16.99	9.74
Coleman	Robert B. Parker's Colorblind	27.00	15.47
Deveraux	A willing murder	26.99	15.47
Gang	A half-lie of everything	26.00	14.33
Graham	Echoes of evil	8.99	5.39
Gross	Button man	27.99	16.04
Jance	Field of bones	27.99	16.04
Johnson	Depth of winter	28.00	16.04
Jones	The other woman	26.99	15.47
Kelk	One in a million	14.99	8.99
Kellerman	Walking shadows	27.99	15.04
Kramer	Second chance at Two Love Lane	7.99	4.79
Logan	Lies	27.99	16.04
McDaniel	Mr & Mrs American Pie	15.99	9.59
Patterson	Juror #3	28.00	16.04
Robb	Leverage in death	28.99	16.61
Steel	In his father's footsteps	28.99	16.61

**ADULT NONFICTION**

Ellis	A deal with the devil	26.00	14.90
King	The good neighbor	30.00	17.19
King	Eat at home tonight	22.00	13.20
O'Brien	Fly girls	28.00	16.04
O'Reilly	Killing the SS	30.00	17.19

**YA**

Ireland	Scream site	15.95	12.92
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**CHILDREN'S FICTION**

Brown	A home in the barn	17.99	13.49
Higgins	We don't eat our classmates	17.99	13.49
Holm	The fourteenth goldfish	7.99	4.79
Latimer	Am I yours?	16.95	12.71
Martin	Skelly's Halloween	16.99	9.59
Rappaport	Walt's imagination	18.99	10.88
Sutton	Capsized!	17.99	10.31

**CHILDREN'S NONFICTION**

Hirsch	Trees: kings of the forest	12.99	7.79
Manzanero	Where is Area 51?	5.99	3.59
Medina	Who is Aretha Franklin?	5.99	3.59
Pascal	Where is the Tower of London?	5.99	3.59
Smith	Who were the Tuskegee airmen	5.99	3.59
		<b>701.66</b>	<b>416.55</b>