

# **Board Meeting Agenda**

March 12, 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 Mar 16 & 17 and 23 & 24

## **Old business**

- Tree removal?
- 2017 per capita grant status update

## **New Business**

- Appoint Budget committee
- Updated Internet policy
- Back to Books Grant application due March 30. State Library is accepting applications to support efforts of public and school libraries to develop their collections and engage readers of any age or ability in formal and independent reading or research.

## **Miscellaneous**

- April 10: Debra Miller returns to portray author Louisa May Alcott
- April 26: Cardmaking Class
- May 26: Shakespeare in the Park
- June 7: The Basics: Memory Loss, Dementia and Alzheimer's

**Next Meeting:** April 9, 2018

**Paris Public Library  
Board of Trustees  
February 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 and Librarian Teresa Pennington. Absent were Trustees Susan Punzelt and Karen Earlywine.

**Minutes of Previous Meeting:** MOTION: Young, second by Brann to approve January minutes as written. Motion carried.

Oath of office was administered/signed by new trustee, Janine Brann.

**Committee Reports:**

**\*Finance:** The library has not yet received grant monies from IL. Received a bill from White Sheet Metal (\$128.06) and renewed Ancestry. MOTION: Gill, second by Lehman to approve finance report. Motion carried.

**\*Book:** Discussed a purchase of nonfiction books with the Lucy Bishop Fund. MOTION: Michels, second Lehman to approve purchase. Motion passed.

**\*House:** Librarian Pennington reported that the city will now handle the snow removal for the library. The north entrance downspout extension has disappeared.

**Librarian's Report:** Statistics are up for the new year. MOTION: Brann, second by Young to approve statistics report. Motion carried.

Librarian Pennington submitted the Annual Library Certification that confirms the library is compliant with the System Membership Criteria outlined in Illinois Library law & Rules. Updates to the new computer are complete. The catalog computer downstairs crashed and will be replaced with an existing computer. Tax forms have arrived. Canceled the standing order for Illinois Compiled Statutes since they are now online. The library will do a complete inventory beginning in February.

**\*Friends:** Book sale is planned for March 16-17.

**Old Business:** None

**New Business:** Librarian Pennington presented the final draft of a Resolution No.2018-2 authorizing new signers for Paris Carnegie Public Library Account. The policy was reviewed by the board. MOTION: Gill, second by Lehman to authorize signers for the account pertaining to the Tarble gift. President Griffin called for a roll call vote. Motion carried with 6 ayes, 0 nays and 2 absent. The resolution was ratified. The President, Vice President and Secretary are the new signers for the account.

**Miscellaneous:** Cara will attend Growing up Wild in the Library workshop on February 16. An 8-hour online conference, Big Talk from Small Libraries, will be attended by Teresa. Teresa will give a presentation at the Teacher Workshop on Friday, February 16.

Meeting adjourned at 5:13 p.m. Next meeting is Monday, March 12, 2018.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Feb 2018	YTD	
<b>Income</b>				
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	-	-	
40-01-00-3470 Grants	7,000.00	-	-	
40-01-00-3811 Interest on Cash	200.00	-	141.77	
40-01-00-3812 Investment Interest	3,500.00	-	1,065.65	
40-01-00-3820 Dividends Snap On	2,840.00	-	2,240.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	-	
40-01-00-3830 Gifts and Donations	4,000.00	72.75	3,570.25	
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>872.98</u>	<u>9,916.25</u>	
	162,740.00	945.73	139,806.79	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	24,000.00	128.06	18,401.02	5,598.98
40-01-00-5120 Equipment Maintenance	1,500.00	-	1,291.51	208.49
40-01-00-5170 Grounds Maintenance	1,800.00	-	920.00	880.00
40-01-00-5710 Utilities	8,500.00	1,322.43	6,720.77	1,779.23
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	-	2,000.00	-
40-01-00-6540 Janitor Supplies	600.00	44.96	336.29	263.71
<b>Library Services</b>				
40-01-00-5370 Internet	2,600.00	154.00	2,300.60	299.40
40-01-00-5510 Postage	600.00	-	436.06	163.94
40-01-00-5520 Telephone	1,920.00	-	1,483.87	436.13
40-01-00-6590 Processing & Supplies	2,000.00	5.00	1,327.89	672.11
40-01-00-6840 Automation & Software	4,800.00	-	4,763.71	36.29
40-01-00-8300 Office Equipment	1,200.00	598.51	1,195.19	4.81
40-01-00-8330 Computer Equipment	500.00	-	1,094.36	(594.36)
40-01-00-9110 Programs & Publicity	1,900.00	10.22	1,660.52	239.48
40-01-00-9290 Misc.	950.00	35.80	585.70	364.30
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	12,500.00	1,240.33	9,503.52	2,996.48
40-01-00-6810 Audiobooks	1,500.00	-	649.81	850.19
40-01-00-6820 Video	1,500.00	24.92	709.26	790.74
40-01-00-6830 Electronic Resources	3,800.00	1,400.00	3,351.79	448.21
<b>Personnel</b>				
40-01-00-4210 Salaries	93,000.00	7,082.44	73,109.97	19,890.03
40-01-00-4275 Bonuses	628.00	-	579.34	48.66
40-01-00-4510 Health Insurance	18,500.00	1,166.00	13,366.76	5,133.24
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	-
40-01-00-4520 Life Insurance	345.00	-	273.60	71.40
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	72.50	27.50
<b>Contingency</b>				
	<u>1,000.00</u>			<u>1,000.00</u>
<b>TOTALS</b>	188,743.00	13,285.17	146,928.59	41,814.41

**PARISPL**  
**Checks & Deposits**

Type	Date	Num	Name	Account	Amount
<b>Feb 18</b>					
Deposit	02/01/2018		Income	Daily Business	269.07
Check	02/01/2018	1280	ProQuest	Gift Fund	-1,400.00
Check	02/05/2018	2190	Watts Copy Systems inc	Daily Business	-56.11
Check	02/05/2018	2191	Benjamins Office Connection	Daily Business	-5.00
Check	02/05/2018	2192	D-I Supply	Daily Business	-34.99
Deposit	02/08/2018		Income	Daily Business	239.92
Check	02/08/2018	1042	VOID	Pear / Bishop checking	
Check	02/08/2018	1043	ALA/Booklist	Pear / Bishop checking	-167.50
Check	02/13/2018	2193	Wal-mart	Daily Business	-22.93
Check	02/13/2018	2194	Ameren Illinois	Daily Business	-12.72
Check	02/13/2018	1044	Baker & Taylor	Pear / Bishop checking	-86.59
Deposit	02/14/2018		Income	Gift Fund	45.00
Deposit	02/15/2018		Income	Daily Business	203.26
Check	02/15/2018	2195	Unique Management Services	Daily Business	-35.80
Check	02/15/2018	2196	Douglas-Hart Nature Center	Daily Business	-30.00
Check	02/20/2018	1281	Cara Hall	Gift Fund	-42.50
Check	02/20/2018	1045	The News-Gazette	Pear / Bishop checking	-212.64
Check	02/21/2018	1282	Scholastic Library Publishing	Gift Fund	-261.95
Deposit	02/22/2018		Income	Daily Business	160.73
Check	02/22/2018	2197	CDS Office Technologies	Daily Business	-542.40
Check	02/22/2018	2198	Technology Management Revolvi...	Daily Business	-154.00
Deposit	02/27/2018		Income	Gift Fund	27.75
Check	02/28/2018	2199	Card Services	Daily Business	-41.08

**Feb 18**

**PARIS CARNEGIE PUBLIC LIBRARY**

Invoices for payment

March 12, 2018

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

Baker & Taylor	2033534715	29.93
PO Box 277930	2033502992	18.05
Atlanta GA 30384-7930	2033507924	269.34

**Total books 317.32**

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

Temples Lawn Service		390.00
712 1/2 Andrew St		
Paris IL 61944		

Payment authorized by:

# Paris Carnegie Public Library

February 2018

## New Cards Issued

	Resident	Nonresident
Adult	6	0
Young Adult (HS)	2	0
Children	4	0
Other	0	0
Property Owner	0	0
<b>Total</b>	<b>12</b>	<b>0</b>

## Circulation Breakdown

Books	2279
DVDs/VHS/Blu-Ray	562
Audios (incl music)	163
Periodicals	10
Other physical items	6
ebooks	330
e-audiobooks	34
e-video	0
<b>Total</b>	<b>3384</b>

## Holdings

Books	Adult	Children	Total
Previous total	20995	10022	31017
Volumes Added	43	12	
Volumes Withdrawn	127	104	
<b>Total</b>	<b>20911</b>	<b>9930</b>	<b>31017</b>
<b>DVDs</b>	1439		
<b>Audiobks</b>	586		
<b>Microfilm</b>	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	3020	3416	32591
MyMediaMail	241	211	220	239	217	211	210	187	266	207	207	266	2209
Cloud Library	86	75	148	137	116	159	123	139	212	157	157	212	1352
<b>*total circ</b>	<b>3345</b>	<b>3738</b>	<b>3705</b>	<b>3779</b>	<b>3547</b>	<b>3962</b>	<b>3509</b>	<b>3289</b>	<b>3894</b>	<b>3384</b>	<b>3384</b>	<b>0</b>	<b>36152</b>

## ILL & Holds

ILL to other libraries	444	491	495	515	555	535	532	337	639	600	600	639	5143
ILL from other libs	655	696	762	953	677	718	788	656	836	732	732	836	7473
OCLC ILL loaned	17	14	6	12	19	14	7	9	10	10	10	10	108
OCLC ILL borrowed	24	23	30	32	19	43	36	41	26	26	111	26	274
reciprocal	132	127	116	123	95	82	110	128	86	86	111	86	1110
PAC holds	272	332	330	350	249	264	314	233	302	268	268	302	2914
staff-initiated holds	604	732	712	790	653	713	726	523	778	712	712	778	6943

## Library usage stats

Computer	707	760	803	814	803	903	856	687	736	787	787	736	7856
Reference	771	886	936	949	839	892	824	733	812	881	881	812	8523
attendance	56	236	71	44	49	127	121	143	149	121	121	149	1117
number of programs	5	13	6	4	8	15	6	5	10	14	14	10	86
"passive" attendance	10	84	12	0	0	0	0	0	0	0	0	0	106
meeting room use	9	11	21	24	20	13	18	7	15	20	20	15	158
<u>eResources usage</u>													
website visits	1170	1194	1207	1232	1139	1155	922	792	1178	1136	1136	1178	11125
Ancestry image/text	668	665	239	188	509	358	32	300	98	107	107	98	3164
ABC Mouse	1	0	2	2	0	2	3	0	5	2	2	5	17
Driving Tests	*****	*****	14	38	2	2	20	1	2	0	0	2	79

## February 2018 Review

Finally finished cleaning off the six old Windows 7 public computers. Two went to Parkway for wireless cards, one to replace our oldest (Vista) catalog computer and one to serve as a backup for both catalog computers. Two were in such bad shape that I recycled them. The last two went to the city to replace their older ones, along with two flat screen monitors.

We started inventory on February 1, beginning with the smaller collections. So far, DVDs, auto repair, short stories, and board books are completed.

We discovered a leak in the southeast corner of the children's room, caused by . . . a 20 oz. Pepsi bottle (1/3 full) stuck in the downspout, along with packed wet leaves, above the elbow around the ledge!! No further leaking after Gary cleaned it out.

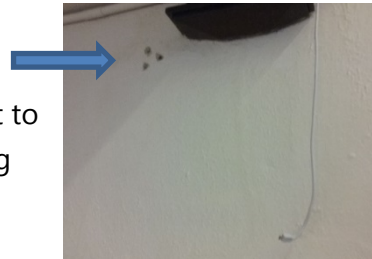
Saturday the 17<sup>th</sup>: The mouse on the public laptop went missing and someone left a pair of gray sweatpants on top of the children's shelving.



Wednesday the 21<sup>st</sup>: Middle school student had a cat in his backpack.

Jed Drake became the second child to complete 1000 Books before Kindergarten on Feb. 21. He chose a bright pink flamingo Beanie Baby as his reading buddy. This Facebook post attracted 1784 hits.

On Feb. 28, we discovered that the security camera was missing. Someone pulled it, screws and all, out of the wall. No sign of it anywhere in or outside the building. I reported it to the police just to have a record that it disappeared. We used it at some point during the previous week.



Cara attended Douglas-Hart Nature Center's workshop on introducing nature themes into library programs at Mattoon Public Library on Feb. 16. I presented one of the District 95 in-service sessions that afternoon. Four teachers attended my presentation "Good Reads at Paris Public Library."

I attended part of *Big Talk from Small Libraries* on Feb. 23, but missed the morning sessions while taking the vacuum cleaner to Sweeper World for warranty repairs.

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On Friday morning, March 2, we were targeted by a DoS (Denial of Service) attack. ICN worked to mitigate it and our computers were back up to speed after 2 *long* hours.

And we have a mouse in the building again. *Maybe we should have let the cat stay!*

## Computer & Internet Policy

Paris Carnegie Public Library provides public computers and wireless Internet (Wi-Fi) to expand access to information and resources beyond the library's physical collection.

The library is not responsible for the content, accuracy, or quality of any materials accessed through the Internet. The library is not liable for direct or indirect damages users may incur as a result of using the public computers or accessing Internet.

Parents or guardians, NOT the library or its staff, are responsible for Internet information or sites selected and/or accessed by their children. Parental supervision of children using the Internet is advised; a parent or responsible adult must supervise children under age 8.

Wi-Fi is available during library hours; like most public Wi-Fi, it should not be considered secure.

Computers are available on a first come, first served basis.

You may use a computer one time per day, which will be limited to one hour if others are waiting. Time limit for the laptop is 15 minutes or less. Staff may extend limits for an online test, application, or other work/school-related need that requires additional time.

No more than 2 people may be at one computer. That may be further limited if the computer area becomes too noisy or overcrowded.

By signing in to use the computers or using the Wi-Fi password, users agree to refrain from inconsiderate, disruptive, or criminal behavior, including but not limited to:

1. tampering with the network, hardware, or software
2. downloading or installing software to a library computer
3. disturbing other library users
4. obstructing others' usage by consuming large amounts of system resources
5. displaying or sending offensive images, video, or text
6. violating local, state, or federal law (including copyright).

The library reserves the right to terminate a computer session or suspend computer privileges as a result of inappropriate behavior or violation of library policies and rules.

Computer users may bring USB storage devices for downloading and saving personal documents. Files may not be saved to library computers.

Library staff may provide assistance as their time and computer knowledge permit but will not operate the computer for you.

Fees (\$0.10 B&W, \$0.30 color per page) are charged for all pages printed. Please ask library staff if printing assistance is needed.

All computers close 15 minutes before the library closes.



**ADULT FICTION****MARCH 2018**

Berry The bishop's pawn  
Childs Plum tea crazy  
Day I'll stay  
Donlay Speed the dawn  
Fisher Phoebe's light  
Fluke Raspberry Danish murder  
George The punishment she deserves  
Hall The purloined puzzle  
Margolin The third victim  
Meltzer The escape artist  
Patterson Red alert  
Patterson Fifty fifty  
Roberts Virtually perfect  
Steel Accidental heroes  
Woodhouse The Mayflower bride

**ADULT NONFICTION**

Chernow Grant  
DK How money works

**CHILDRENS FICTION**

Bender The Book about Nothing  
Bowen Lucky enough  
Burach Truck full of ducks  
Grant Cat knit  
Hale Forest born  
Hautala The ostrich and other lost things  
Kelly Hello, universe  
Landis The not so boring letters of Private Nobody  
Miles Bitsy  
Morris Sheep 101  
Nuhfer My so-called superpowers  
Vail Well, that was awkward

**CHILDRENS NONFICTION**

Wittenstein The boo-boos that changed the world