

# **Board Meeting Agenda**

September 10, 2018

## **Call to order**

## **Minutes**

- July/August, no Sept. meeting

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

## **Committee Reports**

- Finance – Finance Report, Checks Report for July/August, September
- Book
- House
  - Leaks between original building & addition
  - Handicapped parking suggestion
  - Carpets cleaned
  - Front step repaired, smaller spot in bottom step still there
  - Need to replace some entrance mats
  - Passed elevator inspection
  - Security camera installation

## **Librarian's Report**

- Statistics report - July/August, September
- Month's review - July/August, September
- Friends - sign

## **Old business**

- Back to Books grant completed; final report submitted Sept. 26

## **New Business**

- Policy review – emergency closing
- Ameren lighting rebate program

## **Miscellaneous**

- For next month's meeting, review Chapters 6-10 of Trustee Facts File (per capita grant application requirement)

**Next Meeting:** November 12, 2018 ? (Veterans' Day legal holiday but library is open)

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Sept 2018	YTD	
<b>Income</b>				
40-01-00-3110 Real Estate Tax	121,500.00	-	35,894.76	
40-01-00-3420 Replacemnt Tax	10,000.00	-	3,826.15	
40-01-00-3120 RE Tax-Dtown TIF	200.00	-	-	
40-01-00-3470 Grants	8,000.00	-	12,046.25	
40-01-00-3811 Interest on Cash	200.00	-	46.14	
40-01-00-3812 Investment Interest	4,500.00	42.95	839.25	
40-01-00-3820 Dividends Snap On	3,280.00	820.00	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>1,281.76</u>	<u>6,880.48</u>	
	169,680.00	2,144.71	66,353.03	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	5,000.00	1600.00	3,109.45	1,890.55
40-01-00-5120 Equipment Maintenance	1,500.00	290.00	290.00	1,210.00
40-01-00-5170 Grounds Maintenance	1,300.00	325.00	644.00	656.00
40-01-00-5710 Utilities	8,400.00	686.41	3,417.53	4,982.47
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	0.00	-	2,000.00
40-01-00-6540 Janitor Supplies	500.00	95.50	529.53	(29.53)
<b>Library Services</b>				
40-01-00-5370 Internet	2,900.00	232.00	1,006.00	1,894.00
40-01-00-5510 Postage	600.00	56.53	207.61	392.39
40-01-00-5520 Telephone	2,100.00	170.23	858.67	1,241.33
40-01-00-6590 Processing & Supplies	1,500.00	109.43	1,450.49	49.51
40-01-00-6840 Automation & Software	5,000.00	4227.93	4,686.39	313.61
40-01-00-8300 Office Equipment	1,425.00	84.79	356.95	1,068.05
40-01-00-8330 Computer Equipment	700.00	201.27	326.05	373.95
40-01-00-9110 Programs & Publicity	1,600.00	0.00	1,497.48	102.52
40-01-00-9290 Misc.	800.00	116.85	468.34	331.66
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	13,000.00	1569.70	6,169.34	6,830.66
40-01-00-6810 Audiobooks	1,400.00	0.00	136.68	1,263.32
40-01-00-6820 Video	1,400.00	248.89	802.81	597.19
40-01-00-6830 Electronic Resources	3,600.00	0.00	1,951.79	1,648.21
<b>Personnel</b>				
40-01-00-4210 Salaries	93,000.00	6864.96	38,931.15	54,068.85
40-01-00-4275 Bonuses	628.00	0.00	-	628.00
40-01-00-4510 Health Insurance	15,000.00	1103.52	5,517.60	9,482.40
40-01-00-4520 Life Insurance	365.00	30.40	152.00	213.00
40-01-00-4530 Unemployment	400.00	0.00	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	18,013.41	72,625.51	93,192.49

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

Type	Date	Num	Name	Account	Amount
<b>Sep 18</b>					
Check	09/05/2018	2302	Vernon Library Supplies	Daily Business	-79.44
Check	09/05/2018	1306	Gale/Cengage Learning	Gift Fund	-45.73
Check	09/05/2018	1307	Illinois Heartland Library System	Gift Fund	-4,227.93
Deposit	09/06/2018		Income	Daily Business	371.53
Check	09/06/2018	1048	Baker & Taylor	Pear / Bishop checking	-15.06
Check	09/06/2018	1308	Scholastic Library Publishing	Gift Fund	-523.90
Check	09/08/2018	2303	Computer Wares	Daily Business	-18.27
Check	09/08/2018	2304	Benjamins Office Connection	Daily Business	-29.99
Check	09/11/2018	2305	Ameren Illinois	Daily Business	-11.80
Check	09/11/2018	2306	Wal-mart	Daily Business	-16.96
Check	09/11/2018	1309	Baker & Taylor	Gift Fund	-10.36
Check	09/11/2018	2307	Gale/Cengage Learning	Daily Business	-124.75
Deposit	09/13/2018		Income	Daily Business	311.27
Check	09/13/2018	2308	Office of the State Fire Marshal	Daily Business	-75.00
Check	09/13/2018	2309	Unique Management Services	Daily Business	-8.95
Check	09/13/2018	2310	Good Housekeeping	Daily Business	-15.00
Deposit	09/13/2018		Interest Earned	Pear / Bishop checking	42.95
Check	09/14/2018	2311	Technology Management Revolvi...	Daily Business	-154.00
Check	09/18/2018	2312	Stuard & Associates	Daily Business	-215.00
Check	09/18/2018	1310	Baker & Taylor	Gift Fund	-42.73
Check	09/19/2018	2313	Wired	Daily Business	-10.00
Check	09/19/2018	2314	USPS	Daily Business	-56.53
Deposit	09/20/2018		Income	Daily Business	249.25
Check	09/20/2018	2315	Parkway Computers	Daily Business	-50.00
Check	09/25/2018	2316	D-I Supply	Daily Business	-95.50
Check	09/25/2018	2317	Frontier	Daily Business	-248.23
Check	09/25/2018	2318	Watts Copy Systems inc	Daily Business	-84.79
Check	09/25/2018	1311	Baker & Taylor	Gift Fund	-36.56
Check	09/25/2018	2319	Card Services	Daily Business	-555.11
Deposit	09/27/2018		Income	Daily Business	349.71
Check	09/27/2018	2320	Marshall Public Library	Daily Business	-22.90
Check	09/28/2018	1049	Tribune Star	Pear / Bishop checking	-257.88

**Sep 18**

**PARIS CARNEGIE PUBLIC LIBRARY**

Invoices for payment

September 10, 2018

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

Baker & Taylor	2033980125	336.85
PO Box 277930	2034043434	9.03
Atlanta GA 30384-7930	2033958485	25.29

**Total books 371.17**

Payment authorized by:



# September 2018 Review

**DAMAGE:** We had major leaks along where the addition joins the original building during rains on Sept. 7, 19, 25, and Oct 10. By October we could see a wet spot in the drywall.

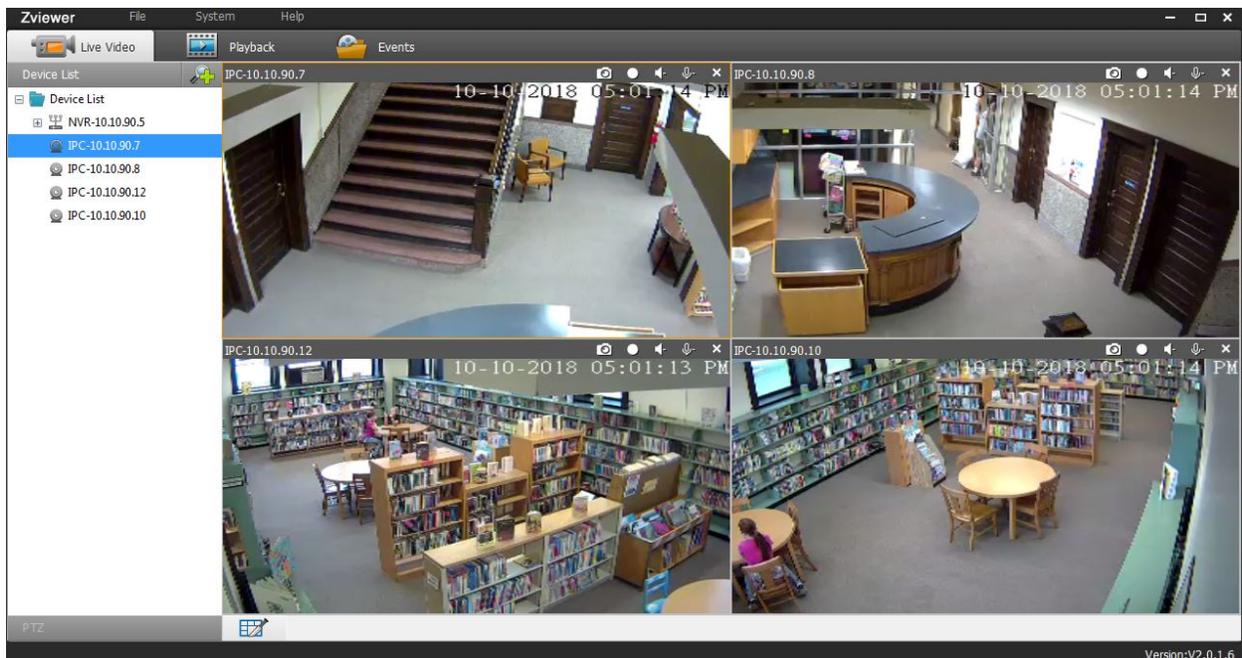
We discovered the cloth underside of one of our orange chairs torn off in pieces. The same thing happened to another chair a few weeks prior but not as badly so could be restapled.

**STRANGE:** On Sept. 10, the phone rang constantly for the first 10 minutes. When we answered, it disconnected. It would immediately ring again. Toward the end it started disconnecting as soon as we picked it. The constant calls stopped after we left the phone off the hook for a few minutes.

With 1<sup>st</sup> Farmers' Shred Day as a goal, I finished sorting out old records already cleared for disposal by the state Local Records Unit.

It looks as if Library Consignment is out of business. We have been selling some of our donated items there for a nice profit. I've been waiting 7 weeks for a requested shipping label; no one has responded to emails or voicemails.

The view from our newly installed cameras:





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THE RELIABLE ROOFER

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## IT'S YOUR CHOICE!

CUSTOMER NAME: Paris Carnegie Public Library DATE: 10-11-18  
 HOME PH: 2174633950 WORK PH: \_\_\_\_\_ CELL: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

### OPTION 1

Reflash Metal Roof where  
 the old Building and New Building  
 Meet. 50' of metal wall flashing  
 High Eve

PROCEED WITH WORK?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

\$ 4,863

### OPTION 2

PROCEED WITH WORK?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

\$

### OPTION 3

PROCEED WITH WORK?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

\$

HOMEOWNER SIGNATURE \_\_\_\_\_

DATE 11

ROOFING ADVISOR SIGNATURE [Signature]

PHONE: 812 244 3074



## **URGENT: AMEREN TIME SENSITIVE INCENTIVE PROGRAM**

There is still time to take advantage of the Ameren Illinois Incentives Program current offering that allows you to replace all of your 4' fluorescent lamps with 4' Energy Efficient LED lamps at **ZERO** cost.

Many IHLS libraries have already signed up for this savings. A few have received installation and are experiencing electric bill savings as well as improved quality of lighting.

We will be making our last trip through Illinois over the next couple of weeks to conduct lighting audits, collect paperwork, and schedule upgrades. We encourage you to contact us today so that you too can begin saving and provide library users with superior quality lighting.

### **PROGRAM DESCRIPTION**

The energy efficiency programs from Ameren Illinois offer incentives that encourage your facility to invest in smart energy solutions. As a Registered Program Ally with Ameren Illinois, Enersol Company helps you cut project costs, increase the efficiency of your facility, and lower your energy bills while contributing to the conservation of our natural resources through reduced energy consumption.

### **COMPARISON**

#### **EXISTING 4' T8 FLUORESCENT LAMPS:**

32 WATTS PER LAMP

COST: \$2-\$4 Each

20,000 HOUR LIFE

NO WARRANTY

ENVIROMENTALLY HAZARDOUS MERCURY LAMP

#### **PROPOSED 4' T8 LED LAMPS: NEW LAMP**

15 WATTS PER LAMP

COST: **ZERO**

50,000 HOUR LIFE

5-YEAR WARRANTY

NO MERCURY OR HAZARDOUS COMPONENTS

### **PROGRAM BENEFITS**

- **ZERO net cost** per 4' LED lamp after incentive.
- There is no paperwork or time spent on your part. Enersol Company submits all paperwork to Ameren and provides everything for you including a free lighting audit savings report.
- Saves \$.40-\$.50 per month/per lamp or \$4-\$6 per year/per lamp on your electric bill.
- Promotes your facility as energy efficient.
- Sets a good example for the community and inspires sustainable lifestyles.

Enersol Company is a registered Ally of the Ameren Energy Efficiency Programs in Illinois. We work with your utility to help secure incentive funding for energy saving LED lighting upgrades. We also offer incentives for upgrading all of your indoor and outdoor lighting fixtures with quality, energy efficient, eco-friendly lighting solutions.

**This incentive program expires November 30<sup>th</sup>, 2018.**

I look forward to assisting you,

Brett Small

***Enersol Company***

618-781-9699

**[Brett@enersolco.com](mailto:Brett@enersolco.com)**

<b>ADULT FICTION</b>	<b>OCTOBER 2018</b>	941.37/573.09	<b>Price</b>	<b>Est. Discount</b>
Albom	The Next Person You Meet in Heaven		23.99	13.75
Andrews	Lark! The Herald Angels Sing		24.99	14.32
Beaton	The Dead Ringer		26.99	15.47
Berney	November Road		26.99	15.47
Blackstock	Catching Christmas		17.99	10.31
Bonhoff	The Antiquities Hunter		25.95	14.87
Chamberlain	The Dream Daughter		27.95	16.04
Colgan	Christmas on the Island		14.99	8.99
Connelly	Dark Sacred Night		29.00	16.62
Fluke	Christmas Cake Murder		20.00	11.46
Flynn	Red War		28.99	16.61
Gray	His Promise		7.99	4.79
Grisham	The Reckoning		29.95	17.16
Harris	An Easy Death		26.99	15.47
Hilderbrand	Winter in Paradise		28.00	16.04
Kilpatrick	Oh My Stars		15.95	9.57
Lewis	When the Men Were Gone		15.99	9.59
McCoy	Marilla of Green Gables		26.99	15.47
Macomber	Debbie Macomber		20.00	11.46
Maher	The Kennedy Debutante		26.00	14.90
Mallery	Not Quite over You		8.99	5.39
Mizushima	Burning Ridge		26.99	15.47
Patterson	Ambush		28.00	16.04
Rosenfelt	Deck the Hounds		24.99	14.32
Sparks	Every Breath		28.00	16.04
<b>ADULT NONFICTION</b>				
Logsdon	The Penguin Book of Outer Space Exploration		18.00	10.80
Power	If Your Adolescent Has ADHD		12.95	11.66
Ramos	Complete Ketogenic Diet for Beginners		11.99	11.39
Sagal	The Incomplete Book of Running		27.00	15.47
Six Sisters	Six Sisters' Stuff Copycat Cooking		21.99	20.89
Smith	Cozy Minimalist Home		24.99	14.32
<b>YA</b>				
Thomas	The Cheerleaders		17.99	10.31
Thomas	The Hate U Give		18.99	10.88
<b>CHILDREN'S</b>				
Groban	Totally Middle School		16.99	9.74
Hahn	Girl in the Locked Room		16.99	9.74
Hiaasen	Squirm		18.99	10.88
Higgins	1 Grumpy Bruce (board book)		7.99	5.99
Higgins	Santa Bruce		17.99	13.49
Kinney	Wimpy Kid: the Meltdown		17.95	13.46
Miles	Spirit		4.99	2.99
Pilkey	Dog Man: Lord of the Fleas		9.99	5.72
Pilkey	Dog Man 3, 4, 6 (3 books)	each	9.99	5.72
Riordan	9 from Nine Worlds		12.99	7.44
Roberts	On the News (nonfiction)		19.95	14.96
Stein	Interrupting Chicken and the Elephant of Surprise		16.99	12.74
Willems	I Lost My Tooth!		12.99	7.44

# Review of Chapters 6-10 of the *TRUSTEE FACTS FILE* 3rd edition:

Requirement for 2019 Per Capita Grant application. This is the “Cliff Notes” version. To read the full chapters, go to the Trustee Facts File at

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Chapter 6 begins on page 123.

## **Chapter 6: Intellectual Freedom – The First Amendment & Library Trusteeship and Censorship**

### **Library Trustees are:**

- Committed to freedom of information by upholding access to all points of view
- Committed to choosing materials in as open and unbiased manner as indicated in our Library Selection Policy which includes a process for responding to challenges.
- Committed to opposing censorship which limits patron’s access to information. Censors often try to limit the freedom of others to choose what they read, see, or hear. Most censors’ objections concern sex, profanity, and racism, and most involve concerns about children’s exposure to material in these categories.
- Committed to free access to information via the internet.
- Committed to upholding patrons right to privacy.

## **Chapter 7: Planning**

- 3-5 Year Strategic Plan (General, Technology and Disaster)

The planning process can be reduced to five basic questions.

1. What timetable will we set for ourselves?
2. Where are we now?
3. Where do we need to go, based on community needs?
4. How do we get there?
5. How will we measure our progress?

- Mission Statement
- Goals, Objectives and Activities

A goal is a general outcome that a target population (or the entire population served) will receive through library programs and services.

An objective is the way in which the library will measure progress toward a specified goal. An objective consists of a measure, a standard for comparing the measure, and a timeframe.

Activities are groups of related actions that the library will carry out in order to achieve goals and objectives.

## **Chapter 8: Human Resources**

- The single most important decision a library board makes is to hire a library director. The success of the library's mission—its programs and services— depends upon the competence and commitment of that one professional more than any other factor.
- Maintaining open, positive relations with staff also must be a high priority for library boards.
- To attract good people, the board of trustees should offer a competitive salary for the range of duties each position entails. The board sets the compensation structures and the level of each job with a minimum and maximum salary for the position; the director administers the salary and benefit program for the other employees, according to the board's policies.
- The Illinois Library Association advocates fair compensation for library employees within these guidelines:
  - ✓ A qualified, entry-level librarian should be compensated at no less than the same rate as an entry-level public school teacher with degree(s), with adjustment to reflect a librarian's 12-month (rather than teacher's 10-month) work year.
  - ✓ All other library staff should be compensated at levels that are competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

## **Chapter 9: Facilities**

- An important part of the library board's duties is providing and maintaining physical facilities. This responsibility involves monitoring existing facilities and—when necessary and appropriate—planning and budgeting for renovation or construction of facilities.
  - ✓ Shelving Space & Adequacy of display furniture
  - ✓ Staff usage areas – work and break areas
  - ✓ Facilities for technology support – Computers & other technology resources
  - ✓ Lighting
  - ✓ Circulation and Check-out area
  - ✓ Reference Librarian
  - ✓ Children's Services
  - ✓ Meeting Room
  - ✓ Storage, Mechanical Equipment and Maintenance Areas
  - ✓ Special service areas: study room, a business resources room, or a local history room
  - ✓ Amenities - Restrooms and water fountains
  - ✓ Climate control – HVAC
  - ✓ Cleaning service
  - ✓ Building Conditions

- ✓ Security – safety, fire, disaster
- ✓ Location
- ✓ Parking

## Chapter 10: Budgeting and Financial Management

### Revenue -

- **Revenue from Property Taxes** - The primary source of revenue for most public libraries in Illinois is local property taxes. The Illinois Local Library Act establishes that governmental units such as cities, towns, and villages that maintain public libraries will allocate 0.15 percent of property taxes to funding of those libraries. Communities may choose by referendum to raise the library tax rate to any percentage up to and including 0.60 percent.
- **Grants**
- **Charitable Donations**
- **Fees**

### Expenditures – Steps = Staff & Patrons Needs – Library Director – Trustees – Governing Body

- **Staff salaries and benefits** - Because libraries are service-driven organizations, expenses associated with obtaining and keeping competent, qualified staff will be the largest entry in the accounts ledger.
- **Materials** - Books, videos, audio books, and periodicals are all examples of library materials.
- **Operations** - This category includes building maintenance, utilities, supplies used by staff and patrons, and many other items.
- **Technology** - All computers, scanners, printers, photocopiers, Internet connections, regional database connections, local area networks, and telecommunications fall into this category. Of course, technology needs are continually growing and changing and require frequent reinvesting to upgrade and improve services.

**Annual Report & Audit:** Public libraries in Illinois are required by law to submit an annual report to the principal funding agency (village, township, city, or library district) and to submit a duplicate copy to the Illinois State Library. Public libraries are also advised to contract with a qualified professional to conduct an annual audit.