

Board Meeting Agenda

February 12, 2018

Call to order

Minutes

Correspondence, communications, and public comments

Oath of office

Committee Reports

- Finance – Finance Report, Checks Report
- Book
- House – city crews will clear snow on library lots/ walks

Librarian's Report

- Statistics report
- Month's review
- Friends

Old business

New Business

- Approve new signers for (Tarble gift) account

Miscellaneous

- Growing Up Wild in the Library workshop, facilitated by Douglas-Hart Nature Center, at Mattoon Public Library on Feb. 16. Cara will attend.
- Big Talk from Small Libraries, 8-hour online conference, Feb. 23. Teresa will attend.

FYI: A couple of new bills have been introduced in the Illinois General Assembly that would restrict the use of local government funds for expenses related to local officials' attendance at conferences or conventions. At this time, none of these have passed the house or senate. [HB 4246](#) would prohibit the use of any public funds by a unit of local government for expenses connected with attendance by an employee or contractor of a unit of local government at any convention or gathering of personnel. The bill defines "convention or gathering of personnel" to mean any gathering where employees or contractors from 2 or more units of government gather for professional education, training, retraining, or personnel development.

Next Meeting: March 12, 2018

**Paris Public Library
Board of Trustees
January 8, 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 Karen Earlywine, Cherie Lehman, Roxanne Michels, Evie Gill, Janine Brann and Librarian Teresa Pennington. Absent were Trustees, Susan Punzelt, Bruce Young and Ginny English.

Minutes of Previous Meeting: MOTION: Michels, second by Lehman to approve December minutes as written. Motion carried.

Committee Reports:

***Finance:** Health insurance cost was reduced due to a change in providers. Bill for roof repairs was received. The firewall computer antivirus software has been renewed for 1 year at a cost of \$415.00. This protects all library computers. MOTION: Earlywine, second by Lehman to approve finance report. Motion carried.

***Book:** Charleston/Mattoon Newspaper was renewed at a cost of \$518.00 per year. The library will continue to subscribe to the Paris, Champaign and Terre Haute papers but will drop USA Today.

***House:** Librarian Pennington reported that roof repairs have been made at a total cost of \$2,989.00.

Librarian's Report: Statistics are down due to the holidays and weather. MOTION: Gill, second by Lehman to approve statistics report. Motion carried.

Librarian Pennington submitted the 2018 per capita grant application to the state library on Dec. 20. The new laptop is set up and running. Donations were received in memory of Laura S. Dayton.

***Friends:** Christmas at the Library was held on December 7th. There were around 100 in attendance including Santa and Mishka the husky. Children received a small gift bag and chose a Golden Book, all compliments of the Friends of the Library.

Old Business: Librarian Pennington presented the final draft of a Sexual Harassment Policy for the Paris Carnegie Public Library, as required by law. The new policy was reviewed by the board. MOTION: Lehman, second by Earlywine to adopt the Sexual Harassment Policy. President Griffin called for a roll call vote. Motion carried with 6 ayes, 0 nays and 2 absent. The resolution was ratified.

New Business: Librarian Pennington announced the resignation of Ginny English and the need for a new board member.

Miscellaneous: None

Meeting adjourned at 5:08 p.m. Next meeting is Monday, February 12, 2018.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Jan 2018	YTD	
Income				
40-01-00-3110 Real Estate Tax	118,500.00	-	116,056.64	
40-01-00-3420 Replacemnt Tax	11,500.00	-	4,825.95	
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	-	73.25	
40-01-00-3812 Investment Interest	3,500.00	-	771.19	
40-01-00-3820 Dividends Snap On	2,840.00	-	1,420.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	-	
40-01-00-3830 Gifts and Donations	4,000.00	111.00	3,386.50	
40-01-00-3890 Misc Income	15,000.00	1,024.96	8,018.31	
	162,740.00	1,135.96	134,551.84	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	24,000.00	-	18,272.96	5,727.04
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	709.90	4,688.44	3,811.56
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	-	2,000.00	-
40-01-00-6540 Janitor Supplies	600.00	3.76	287.57	312.43
Library Services				
40-01-00-5370 Internet	2,600.00	232.00	1,914.60	685.40
40-01-00-5510 Postage	600.00	-	436.06	163.94
40-01-00-5520 Telephone	1,920.00	169.24	1,314.63	605.37
40-01-00-6590 Processing & Supplies	2,000.00	86.17	1,236.72	763.28
40-01-00-6840 Automation & Software	4,800.00	-	4,763.71	36.29
40-01-00-8300 Office Equipment	1,200.00	-	596.68	603.32
40-01-00-8330 Computer Equipment	500.00	415.00	679.36	(179.36)
40-01-00-9110 Programs & Publicity	1,900.00	-	1,650.30	249.70
40-01-00-9290 Misc.	950.00	71.60	478.30	471.70
Materials				
40-01-00-6710 Books & Periodicals	12,500.00	1,202.03	7,061.16	5,438.84
40-01-00-6810 Audiobooks	1,500.00	-	649.81	850.19
40-01-00-6820 Video	1,500.00	-	684.34	815.66
40-01-00-6830 Electronic Resources	3,800.00	-	1,951.79	1,848.21
Personnel				
40-01-00-4210 Salaries	93,000.00	6,926.27	59,101.26	33,898.74
40-01-00-4275 Bonuses	628.00	-	579.34	48.66
40-01-00-4510 Health Insurance	18,500.00	907.64	11,293.12	7,206.88
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	-
40-01-00-4520 Life Insurance	345.00	30.40	243.20	101.80
40-01-00-4530 Unemployment	400.00	52.84	69.39	330.61
40-01-00-4540 Workers Comp	600.00	-	672.32	(72.32)
40-01-00-5620 Travel & Training	100.00	-	-	100.00
Contingency				
	1,000.00			1,000.00
TOTALS	188,743.00	10,806.85	122,836.57	65,906.43

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Jan 18					
Check	01/03/2018	1041	Journal Gazette & Times Courier	Pear / Bishop checking	-518.31
Deposit	01/04/2018		Income	Gift Fund	100.00
Deposit	01/04/2018		Income	Daily Business	267.47
Check	01/10/2018	2177	Benjamins Office Connection	Daily Business	-86.17
Check	01/10/2018	2178	Wal-mart	Daily Business	-9.74
Check	01/10/2018	2179	Edgar County Genealogy Library	Daily Business	-21.00
Check	01/10/2018	2180	Gale/Cengage Learning	Daily Business	-124.10
Check	01/10/2018	2181	Unique Management Services	Daily Business	-71.60
Deposit	01/11/2018		Income	Daily Business	287.37
Check	01/15/2018	2182	Ameren Illinois	Daily Business	-13.10
Check	01/15/2018	2183	Allrecipes	Daily Business	-6.00
Check	01/15/2018	2184	Good Housekeeping	Daily Business	-11.97
Check	01/15/2018	2185	VOID	Daily Business	0.00
Deposit	01/18/2018		Income	Daily Business	207.92
Check	01/24/2018	2186	Frontier	Daily Business	-247.24
Check	01/24/2018	1279	Gale/Cengage Learning	Gift Fund	-45.73
Deposit	01/24/2018		Income	Gift Fund	11.00
Deposit	01/25/2018		Income	Daily Business	262.20
Check	01/25/2018	2187	Computer Wares	Daily Business	-415.00
Check	01/29/2018	2188	Technology Management Revolvi...	Daily Business	-154.00
Check	01/29/2018	2189	Card Services	Daily Business	-45.00

Jan 18

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

February 12, 2018

40-01-00-6710 Books & Periodicals

Baker & Taylor	2033428233	364.55
PO Box 277930	2033454535	128.20
Atlanta GA 30384-7930		

Total books 492.75

40-01-00-5110 Repairs & Maintenance

White Sheet Metal		128.06
303 N. Austin St. (wiring repairs on condensers, Sept)		
Paris IL 61944		

Payment authorized by:

Paris Carnegie Public Library

January 2018

New Cards Issued

	Resident	Nonresident
Adult	16	1
Young Adult (HS)	1	0
Children	1	2
Other	0	0
Property Owner	0	0
Total	18	3

Circulation Breakdown

	Books	DVDs/VHS/Blu-Ray	Audios (incl music)	Periodicals	Other physical items	ebooks	e-audiobooks	e-video	Total
Books	2660								
DVDs/VHS/Blu-Ray	526								
Audios (incl music)	203								
Periodicals	16								
Other physical items	11								
ebooks	366								
e-audiobooks	111								
e-video	1								
Total	3894								

Holdings

	Books	DVDs	Audiobks	Microfilm
Previous total	20974	1439	576	237
Volumes Added	51			
Volumes Withdrawn	30			
Total	20995	10022	10022	31017

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	3018	3452	3337	3403	3214	3214	3592	3176	2963	3416			29571
MyMediaMall	241	211	220	239	217	217	211	210	187	266			2002
Cloud Library	86	75	148	137	116	116	159	123	139	212			1195
*total circ	3345	3738	3705	3779	3547	3547	3962	3509	3289	3894	0	0	32768

ILL & Holds

ILL to other libraries	444	491	495	515	555	555	535	532	337	639			4543
ILL from other libs	655	696	762	953	677	677	718	788	656	836			6741
OCLC ILL loaned	17	14	6	12	19	19	14	7	9	10			108
OCLC ILL borrowed	24	23	30	32	19	19	43	36	41	26			274
reciprocal	132	127	116	123	95	95	82	110	128	86			999
PAC holds	272	332	330	350	249	249	264	314	233	302			2646
staff-initiated holds	604	732	712	790	653	653	713	726	523	778			6231

Library usage stats

Computer	707	760	803	814	803	803	903	856	687	736			7069
Reference	771	886	936	949	839	839	892	824	733	812			7642
attendance	56	236	71	44	49	49	127	121	143	149			996
number of programs	5	13	6	4	8	8	15	6	5	10			72
"passive" attendance	10	84	12	0	0	0	0	0	0	0			106
meeting room use	9	11	21	24	20	20	13	18	7	15			138

eResources usage

website visits	1170	1194	1207	1232	1139	1139	1155	922	792	1178			9989
Ancestry image/text	668	665	239	188	509	509	358	32	300	98			3057
ABC Mouse	1	0	2	2	0	0	2	3	0	5			15
Driving Tests	*****	*****	14	38	2	2	2	20	1	2			79

January 2018 Review

Submitted the required Annual Library Certification that confirms we are compliant with the System Membership Criteria outlined in Illinois Library Laws & Rules.

A big thank you to Tony Peel, who was plowing the Christian Church lots on Jan. 15. He saw me out shoveling the north walk and did our north sidewalk and public parking lot. I only had to do the front steps/walk. (This snow triggered city's offer to do our snow removal.)

The Chamber of Commerce's Future Leaders class met at City Hall to learn about city government on the 17th. There were 7 class members in attendance, plus a Chamber director (first time anyone from the Chamber has stayed). The library has been included in this presentation since 2008.

In addition to Mother Goose on the Loose every Tuesday morning, Cara began a Music & Movement storytime for ages 2-6 on alternate Saturdays. (This is an experiment, so may not continue past February if attendance isn't good.) She did storytime for each of the two Head Start classes at the library and continued the once-a-month visit at Creative Center.

Canceled our standing order for the Illinois Compiled Statutes set and its supplements, saving about \$350.00 every two years. Illinois statutes are available online.

Extension on the downspout by the north entrance has disappeared.

Tax forms finally started arriving on January 29. IRS is sending just the basic forms this year: 1040, 1040A, 1040EZ, and their instructions. No other forms or schedules. We're still waiting on the 1040A forms & instructions. Oddly, Illinois forms arrived first this year. We still have the IL-1040 forms, but have run out of the limited supply of instructions and Schedules ICR and EIC.

Held our annual Magazine Giveaway during the first two weeks of the month. Although not as anticipated by patrons as it once was, most of our withdrawn 2016 magazines were taken within a few days. Twenty years ago, we had 90+ subscriptions; today we have 29 – and several of those have not been renewed.

Dori completed a final search for items marked "missing" in Polaris. She found 2 of the approximately 200 items. Cara is now withdrawing the items. This will lead to a full-fledged inventory of the entire collection, last done in 2012, beginning in February.

RESOLUTION NO. 2018-2

AUTHORIZING SIGNERS FOR PARIS CARNEGIE PUBLIC LIBRARY ACCOUNT

WHEREAS, the Board of Trustees accepted a gift of Snap-On-Tool stock from Max E. Tarble on June 7, 2004, and agreed that future boards will abide by these considerations:

1. That the Board of Trustees will restrict themselves and future Boards of Paris Carnegie Public Library until June 7, 2024 from any action that would sell, transfer or encumber the gift.
2. That the donor agreed that said restriction shall not apply in the event that the then serving broker at an Edward Jones office in Paris, Illinois, should advise the Board that the stock should be sold, or in the event of a financial emergency at Paris Carnegie Public Library where there is no other reasonable alternative other than the sale of said stock.

LET IT BE RESOLVED that the following trustees of Paris Carnegie Public Library are hereby authorized as signers on the brokerage account established for the Tarble gift:

DULY ADOPTED by the Board of Trustees of Paris Carnegie Public Library at its regular meeting held on the 12th day of February, 2018, with a quorum present.

AYES _____

NAYS _____

ABSENT _____

President, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

FEBRUARY 2018

ADULT FICTION

Acerman	Island of sweet pies and soldiers	15.99
Beaton	Death of an honest man	25.00
Bolton	Survival of the fritters	15.95
Cleveland	Need to know	26.00
Gardner	Look for me	27.00
Goodkind	Shroud of eternity	29.99
Lackey	Nail's Crossing	26.99
Graves	Death by chocolate cherry cheesecake	25.00
Grippando	A death in Live Oak	27.99
Hannah	The great alone	28.99
Hart	The hush	27.99
Hilton	Love by the numbers	13.99
Kellerman	Night moves	28.99
Knott	Robert B. Parker's buckskin	27.00
Kramer	A wedding at Two Love Lane	7.99
Lescroat	Poison	26.99
Macomber	Sweet tomorrows (repl)	7.99
Mallery	Sisters like us	15.99
Mizushima	Hunting hour: a timber creek K-9 mystery	25.99
Pedreira	Gunpowder moon	14.99
Sweterlitsch	The gone world	27.00

YA /maybe JH

Damico	Waste of space	17.99
Gagnon	#Famous	17.99

ADULT NONFICTION (Lucy Bishop Fund)

Ellis	Caring for autism	19.95
Katz	Speaking American	25.00
Misiroglu	Handy American government answer bk	21.95
Sterns	Redefining aging: a caregiver's guide	19.95
Yamashita	Letters to memory	19.95

CHILDREN'S NONFICTION (Lucy Bishop)

Jenkins	Bird builds a nest	16.99
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ADULT & CHILDREN'S NONFICTION (Amazon order)

Scott	Surviving alzheimers	16.84
Sabol	Where is our solar system?	5.99
Stine	Where is Machu Pichu?	5.99

CHILDREN'S FICTION - Judy Stanfield Young gift

Archer	A hippy-hoppy toad	16.99
Barton	Mighty truck	17.99
Burach	I am not a chair!	17.99

Carle	From head to toe	17.99
Carle	The very hungry caterpillar (2nd repl)	21.99
Johnson	Survivors Diaries: Avalanche!	9.99
Johnson	Survivors Diaries: Overboard!	9.99
Kelly	Skunked!	15.99
Sauer	Wordy birdy	16.99
Willems	The good for nothing button	9.99