

Board Meeting Agenda

November 12, 2018

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report
- Book
- House
 - Elevator issue required service call from Otis
 - Roof repair update

Librarian's Report

- Statistics report
- Month's review
- Friends

Old business

- Ameren lighting rebate program update

New Business

- Discuss Chapters 6-10 of Trustee Facts File (per capita grant application requirement)
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Miscellaneous

- Music Sale, Dec. 1, 10-4, in Gibson Room
- Christmas at the Library, Dec. 6, 6-7pm, with Music Sale in Gibson Room
- Library will close at 4pm on the Wednesday before Thanksgiving and will be closed Thanksgiving Day

Next Meeting: December 10

**Paris Public Library
Board of Trustees
October 15, 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, Cherie Lehman, Karen Earlywine, Evie Gill, Janine Brann, Richard Gross and Librarian Teresa Pennington. Absent were Trustees Roxanne Michels, Susan Punzelt and Bruce Young.

Minutes of Previous Meeting: MOTION: Lehman, second by Earlywine to approve July minutes. Motion carried.

Correspondence, communications and public comments: A Thank you was read.

Committee Reports:

***Finance:** MOTION: Gill, second by Lehman to accept finance report. Motion carried.

***Book:** No report.

***House:** Librarian Pennington reported that the roof leaks between original building and the addition. A quote of \$4863 was presented from Honest Abe Roofing. MOTION: Lehman, second by Gross to approve expenditure. Motion carried.

Gross will contact the city about improving our handicapped parking access and also check on city plans to remove the ash trees. The front stairs have been repaired with exception of a small place on the bottom step. The entrance mats need to be replaced. The elevator passed inspection. Security cameras have now been installed and are working well.

Librarian's Report: Library usage was average. MOTION: Earlywine, second by Brann to approve statistics report. Motion carried.

Librarian Pennington reported that she completed the required annual FOIA training, finished a six-week course on Library Security and an online A.L.I.C.E. training session. The library joined the Illinois Library Association as an institutional member thus opening the door to participate in the Fund for Illinois Libraries should a donor require 501(c)3 status.

***Friends:** The Friends of the Library would like to raise funds to purchase an LED sign for the library which could promote the many programs offered by the library. MOTION: Brann, second by Gill to approve the fundraising for a new sign.

Old Business: Back to Books grant purchased 70 STEM related books.

New Business: The board reviewed the Emergency Closing Policy. MOTION: Lehman, second by Brann to approve the Emergency Closing Policy with a slight change in language. Motion carried.

Librarian Pennington presented information on the Ameren Incentive Program. This program replaces fluorescent lamps with energy efficient LED lamps at no cost to the library. MOTION: Gross, second by Earlywine to accept proposal from Ameren. Motion carried.

Miscellaneous: The Board is required to review Chapters 6-10 of Trustee Facts File prior to the November meeting.

Meeting adjourned at 5:17p.m. Next meeting is Monday, November 12, 2018.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Oct 2018	YTD
Income			
40-01-00-3110 Real Estate Tax	121,500.00	-	70,657.46
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	-	66.62
40-01-00-3812 Investment Interest	4,500.00		943.98
40-01-00-3820 Dividends Snap On	3,280.00		1,640.00
40-01-00-3830 Gifts and Donations	8,000.00	50.00	6,050.00
40-01-00-3890 Misc Income	<u>14,000.00</u>	<u>920.00</u>	<u>7,801.38</u>
	169,680.00	970.00	103,031.84

Expenditures	Balance			
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	2500.00	5,609.45	(609.45)
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	290.00	1,210.00
40-01-00-5170 Grounds Maintenance	1,300.00	260.00	904.00	396.00
40-01-00-5710 Utilities	8,400.00	681.02	4,098.55	4,301.45
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	440.00	440.00	1,560.00
40-01-00-6540 Janitor Supplies	500.00	3.85	533.38	(33.38)
Library Services				
40-01-00-5370 Internet	2,900.00	386.00	1,392.00	1,508.00
40-01-00-5510 Postage	600.00	50.00	257.61	342.39
40-01-00-5520 Telephone	2,100.00	173.76	1,032.43	1,067.57
40-01-00-6590 Processing & Supplies	1,500.00	261.10	1,711.59	(211.59)
40-01-00-6840 Automation & Software	5,000.00	500.00	5,186.39	(186.39)
40-01-00-8300 Office Equipment	1,425.00	0.00	356.95	1,068.05
40-01-00-8330 Computer Equipment	700.00	0.00	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	102.28	570.62	229.38
Materials				
40-01-00-6710 Books & Periodicals	13,000.00	585.01	6,754.35	6,245.65
40-01-00-6810 Audiobooks	1,400.00	0.00	136.68	1,263.32
40-01-00-6820 Video	1,400.00	28.38	831.19	568.81
40-01-00-6830 Electronic Resources	3,600.00	0.00	1,951.79	1,648.21
Personnel				
40-01-00-4210 Salaries	93,000.00	6556.04	45,487.19	47,512.81
40-01-00-4275 Bonuses	628.00	0.00	-	628.00
40-01-00-4510 Health Insurance	15,000.00	1103.52	6,621.12	8,378.88
40-01-00-4520 Life Insurance	365.00	30.40	182.40	182.60
40-01-00-4530 Unemployment	400.00	76.64	192.29	207.71
40-01-00-4540 Workers Comp	600.00	150.00	150.00	450.00
40-01-00-5620 Travel & Training	100.00	0.00	-	100.00
Contingency	<u>1,000.00</u>			<u>1,000.00</u>
TOTALS	165,818.00	13,888.00	86,513.51	79,304.49

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Oct 18					
Check	10/04/2018	2321	Teresa Pennington	Daily Business	-24.38
Check	10/04/2018	2322	VOID	Daily Business	0.00
Check	10/04/2018	2323	Vernon Library Supplies	Daily Business	-39.26
Check	10/04/2018	2324	Benjamins Office Connection	Daily Business	-29.99
Deposit	10/04/2018		Income	Daily Business	241.23
Deposit	10/11/2018		Income	Daily Business	356.00
Check	10/12/2018	2325	Unique Management Services	Daily Business	-17.90
Check	10/12/2018	2326	Walmart	Daily Business	-3.85
Check	10/12/2018	2327	Technology Management Revolvi...	Daily Business	-154.00
Check	10/12/2018	2328	Ameren Illinois	Daily Business	-12.01
Check	10/12/2018	1312	Gale/Cengage Learning	Gift Fund	-44.98
Check	10/12/2018	2329	Gale/Cengage Learning	Daily Business	-74.72
Check	10/12/2018	2330	Baker & Taylor	Daily Business	-74.14
Check	10/18/2018	2331	VOID	Daily Business	
Check	10/18/2018	2332	Illiana Design	Daily Business	-500.00
Deposit	10/18/2018		Income	Daily Business	119.80
Check	10/19/2018	EFT	Demco	Daily Business	-191.85
Check	10/23/2018	1313	Honest Abe Roofing	Gift Fund	-2,500.00
Check	10/24/2018	2333	Frontier	Daily Business	-251.76
Deposit	10/25/2018		Income	Daily Business	143.87
Check	10/26/2018	2334	Technology Management Revolvi...	Daily Business	-154.00
Check	10/26/2018	2335	Card Services	Daily Business	-48.38
Check	10/26/2018	2336	Vrzina Enterprises	Daily Business	-260.00
Deposit	10/29/2018		Income	Gift Fund	50.00
Deposit	10/29/2018		Income	Gift Fund	60.00
Check	10/29/2018	Withd...	Cash	Gift Fund	-60.00
Check	10/31/2018	2337	USPS	Daily Business	-50.00

Oct 18

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

November 12, 2018

40-01-00-5120 Equipment Maintenance

Otis	CTH15592001	725.00
One Farm Springs Farmington, CT 06032	CTH67104B18	995.76

Total		1720.76
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Payment authorized by:

Paris Carnegie Public Library

October 2018

New Cards Issued

	Resident	Nonresident	<u>Circulation Breakdown</u>					<u>Holdings</u>					
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
Adult	16	0	0	0	0	0	2506	586	196	8	2	314	30838
Young Adult (HS)	0	0	0	0	0	0	586	196	8	2	314	30838	98
Children	1	2	0	0	0	0	196	8	2	314	314	9701	44
Other	0	0	0	0	0	0	8	2	314	314	9701	44	98
Property Owner	0	0	0	0	0	0	2	314	314	314	9701	44	98
Total	17	2	2	2	2	2	3726	114	0	607	243	9706	30851

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	3083	3238	3343	3372	2995	3298	3298	0	0	0	0	0	19329
MyMediaMail	236	260	292	304	240	261	261	0	0	0	0	0	1593
Cloud Library	135	144	147	158	174	167	167	0	0	0	0	0	925
*total circ	3454	3642	3782	3834	3409	3726	3726	0	0	0	0	0	21847

ILL & Holds

ILL to other libraries	411	394	402	497	522	581	581	2807	2807	2807	2807	2807	2807
ILL from other libs	848	760	804	952	806	916	916	5086	5086	5086	5086	5086	5086
OCLC ILL loaned	12	8	13	16	11	8	8	68	68	68	68	68	68
OCLC ILL borrowed	52	34	22	34	20	42	42	204	204	204	204	204	204
reciprocal	108	94	110	101	90	58	58	561	561	561	561	561	561
PAC holds	340	343	374	343	360	424	424	2184	2184	2184	2184	2184	2184
staff-initiated holds	752	766	754	848	759	874	874	4753	4753	4753	4753	4753	4753

Library usage stats

Computer	718	722	664	780	735	839	839	4458	4458	4458	4458	4458	4458
Reference	802	844	720	789	707	820	820	4682	4682	4682	4682	4682	4682
attendance	158	192	14	76	12	47	47	499	499	499	499	499	499
number of programs	8	13	3	5	2	9	9	40	40	40	40	40	40
"passive" attendance	0	7	65	6	1	0	0	79	79	79	79	79	79
"passive" programs	1	1	4	0	0	0	0	6	6	6	6	6	6
meeting room use	15	18	15	12	13	16	16	89	89	89	89	89	89

eResources usage

website visits	1353	1213	1224	1310	1172	1538	1538	7810	7810	7810	7810	7810	7810
Ancestry image/text	242	46	55	3	13	76	76	435	435	435	435	435	435
ABC Mouse	1	8	1	1	4	7	7	22	22	22	22	22	22
Driving Tests	0	1	0	1	0	0	0	2	2	2	2	2	2

October 2018 Review

Redesigned website debuted on October 17. The new look's goal was to eliminate WordPress components that we couldn't update free. Our banner on the monthly newsletter, weekly Wowbrary emails, and SHARE catalog was updated to match the site.

ADULT PROGRAMMING is booming. In October, Alicia Hollis began another series of 6 Learn to Knit classes. Katie Good has been teaching a Papercrafting class once a month since April. The monthly Adult Coloring Night still has a small, but loyal, attendance. Michelle Griffin taught an introductory Tatting class on November 3 and will teach another on the 17th. We are partnering with the Extension office to bring a monthly series of nutrition-related programs on weekday afternoons.

Unfortunately, CHILDREN'S PROGRAMMING is in a slump. People ask for children's programs but attendance is low. We understand the reasons (working, busy with family commitments on weekends, too rushed in evenings, sports, lessons, etc.), but it's hard to schedule "regular" programs and disheartening for a librarian who spends significant time planning/preparing. We have tried weekly Mother Goose storytimes on a weekday morning, preschool groups on monthly weekday evenings, and mixed-age groups (like Yoga) on Saturday mornings. Currently, Paul and I are doing a monthly toddler storytime for District 95's *Brighter Beginnings* playgroup. I have been doing the REC *School's Out* program visits and class tours/visits.

Sheila Smith was hired on Oct. 16 to replace Cara. Sheila is an aide at the high school and has worked in summer and afterschool programs at Grace Lutheran and St. Marys. Although she won't be available during school hours, I think that she will be a great asset for our summer activities. We're also looking at special activities on school holidays – Sheila is working on a "Noon Year's Eve Party" on Dec. 31.

The screenshot shows the Paris Carnegie Public Library website. The header features the library's name in a red serif font, with the address "207 S Main St, Paris, IL 61944 | 217-463-3950" below it. A navigation menu includes links for HOME, ABOUT, BOARD, DONATE, EMPLOYMENT, and CONTACT YOUR LIBRARIAN. Below the header is a red banner with white text for "CALENDAR", "LIBRARY CARDS", "SHARE CATALOG", "MY ACCOUNT", "EBOOKS/AUDIOS", and "PROGRAMS". The main content area has a "Home Page" link. A featured article titled "Papercrafting class to be offered" includes a text block about a class on Thursday, November 15, at 6:00-7:30pm, taught by Katie Good. Below the text is a flyer for the "Papercrafting" class, which includes the date, time, instructor, and a photo of a decorative pine cone. Another article titled "Introduction to Tatting class" includes a text block about a class on Saturday, November 3, at 10:30am to 1:30pm, taught by Michelle Griffin. Below the text is a flyer for the "Introduction to Tatting" class, which includes a photo of a red fabric with white snowflake patterns and the title "Introduction to Tatting". On the right side of the page, there is a "New" section with a "More" button, a "Resources" section with links for "ABC House (in-library only)", "Ancestry (in-library only)", "Self-Directed Learning", and "Legal Self-Help", a "Local" section with links for "Elected Officials", "Job Search", "Local History", and "Genealogy", and a "Reading" section with links for "New Books", "Accelerated Reader", "Fantastic Fiction", and "Talking Books".

For our December meeting:

Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. I will have to list continuing education programs attended and report on the library's commitment to serving patrons with challenges, disabilities or differences. Pick one of these to watch.

Autism Basics: Webinar for Librarians and Literacy Providers

<http://webjunctionillinois.adobeconnect.com/pttd5jp67eva/>

(need to install Adobe Connect to view)

The Community Connector: Referring Social Services at the Library

<https://learn.webjunction.org/course/view.php?id=186>

(need to create WebJunction account to view)

Serving the Underserved: Children with Disabilities at Your Library

<https://www.webjunction.org/events/webjunction/serving-the-underserved-children.html> (need to create WebJunction account to view)

The Inclusive Library – Providing Excellent Customer Service to Library Patrons with Disabilities

<https://onlinetraining.tsl.texas.gov/course/view.php?id=327>

(need to register with GoToWebinar to view)

Sensory-enhanced Storytimes

<https://infopeople.org/civicism/event/info?id=460&reset=1>

(need to complete Infopeople web archive registration form to view)

Inclusive Library Programs for People with Intellectual Disabilities

<https://infopeople.org/civicism/event/info?id=55&reset=1>

(need to complete Infopeople web archive registration form to view)

The Accessible Website: If You Build It, Everyone Can Come

<https://infopeople.org/civicism/event/info?id=44&reset=1>

(need to complete Infopeople web archive registration form to view)

Make Your Library Dementia Friendly

<https://www.demcosoftware.com/make-your-library-dementia-friendly/>

(need to enter name and email to view)

And some on YouTube

Beyond Assistive Technology: Improving Library Services to People with Disabilities

<https://www.youtube.com/watch?v=TTtb78ibIBA>

Services to Children with Special Needs: About Special Kids

https://www.youtube.com/results?search_query=services+to+children+with+special+needs+indiana+state+library

Adult Fiction	NOVEMBER 2018 ORDER	price	disc. Price
Baldacci	Long Road to Mercy	29.00	16.62
Brody	Better You than Me	16.99	9.74
Brooks	The Skaar Invasion	28.00	16.04
Cameron	Tom Clancy's Oath of Office	29.95	17.16
Child	Past Tense	28.99	16.61
Evanovich	Look Alive Twenty Five	28.00	16.04
Evans	The Noel Stranger	19.99	11.45
Francis	Crisis	27.00	15.47
Horowitz	Forever and a Day	26.99	15.47
Johnson	A Sparkle of Silver	14.99	8.99
L'Amour	No Traveller Returns	28.00	16.04
Martin	Fire & Blood	35.00	20.06
Morris	The Tattooist of Auschwitz	16.99	10.19
Penny	Kingdom of the Blind	28.99	16.61
Schafer	Christmas Camp	14.99	8.99
Steel	Beauchamp Hall	28.99	16.61
Trigani	Tony's Wife	28.99	16.61
Adult Nonfiction			
Amos	H.O.P.E. for the Alzheimer's Journey	16.99	10.17
Beschloss	Presidents of War	35.00	20.06
Feinstein	Quarterback	27.95	16.02
McKee	The Bullying Breakthrough	12.99	7.79
McKenzie	Country Living: Tiny Homes	24.95	14.30
Obama	Becoming	32.50	18.62
Weaver	Gathering of Sisters	14.99	14.24
YA			
Clendenan	Offbeat	9.95	9.45
Riggs	A Map of Days	22.99	13.17
Children's Fiction			
Haddix	Children of Exile	7.99	4.79
Haddix	Children of Jubilee	17.99	10.31
Hurwitz	Ethan Marcus Stands Up	16.99	9.74
Hurwitz	The Summer I Saved the World ... in 65 Days	9.99	5.99
Miles	Edward (Puppy Place)	4.99	2.99
Miles	Louie	4.99	2.99
Petty	I Don't Want to Go to Sleep	16.99	9.74
Children's Nonfiction			
Anderson	Who is Judy Blume?	5.99	3.59
Hopkinson	What is the Women's Rights Movement?	5.99	3.59
Pollack	Who is Bono?	<u>5.99</u>	<u>3.59</u>
		728.06	429.84