

# **Board Meeting Agenda**

January 11, 2016

**Call to order**

**Oath of Office - 2 new members**

**Minutes**

**Correspondence, communications, and public comments**

**Committee Reports**

- Finance – Finance Report, Checks Report, and Invoices to be paid
- Book – no report
- House

**Librarian's Report**

- Statistics report for December
- December review

**Old business**

**New Business**

- For your information – to be thinking about:
  1. Copier is on the “end of life” list (we bought it used in 2007)
  2. IHLS is trying to facilitate a voluntary move to common loan periods
- Provide location for ticket sales for PCFA (Paris Center for the Fine Arts) events

**Miscellaneous**

**Adjournment**

**Next Meeting:** February 8

**Paris Public Library  
Board of Trustees  
December 14, 2015**

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 Mary Taylor, Greg McHenry, Roxanne Michels, Karen Earlywine, Jenny English (considering office of Trustee) and Librarian Teresa Pennington. Absent were Trustees Sharon Farris and Sue Punzelt.

**Minutes of Previous Meeting:** MOTION: Michels, second Earlywine to approve November 9 minutes. Motion carried.

**Correspondence, communications and public comments:** Pennington shared a handwritten note from Caryn Etherington that included \$500 in memory of Mary Ann Tucker.

**Finance Report:** MOTION: McHenry, second Michels to approve November report, to recognize November checks and deposits, and to authorize the purchase of 19 adult fiction, 10 adult non-fiction, 14 children's fiction, and nine children's non-fiction titles from Baker & Taylor. Motion carried.

**Book Committee:** No report.

**House Committee:** Discussion of hydraulic pipe stand and bracket offered by Otis Elevator. Pennington will contact Otis for further information and recommendation.

**Friends of the Library:** No report.

**Librarian's Report (Statistics):** MOTION: McHenry, second Earlywine to approve the November report. Motion carried. Members read the November Review.

**Old Business:** None.

**New Business:** MOTION: Michels, second McHenry to discontinue participating in the Illinois Funds/e-Pay program. Motion carried.

\*MOTION: McHenry, second Michels to approve board meeting schedule and closing dates for 2016. Motion carried.

\*Pennington submitted the Per Capita grant application to the state library.

Meeting adjourned 5:10 p.m. Next meeting is Monday, January 11, 2016.

Respectfully Submitted,  
Mary Taylor, Secretary

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Dec 2015	YTD	
<b>Income</b>				
40-01-00-3110 Real Estate Tax	114,750.00		111,557.60	
40-01-00-3420 Replacemnt Tax	11,400.00		6,444.28	
40-01-00-3120 RE Tax-Dtown TIF	-		1,496.84	
40-01-00-3470 Grants	11,000.00		-	
40-01-00-3811 Interest on Cash	200.00		109.48	
40-01-00-3812 Investment Interest	4,000.00		417.66	
40-01-00-3820 Dividends Snap On	2,100.00		1,060.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)			-	
40-01-00-3830 Gifts and Donations	2,100.00	800.00	5,772.00	
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>1,246.97</u>	<u>9,407.22</u>	
	160,550.00	2,046.97	136,265.08	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	5,000.00	-	3,818.36	1,181.64
40-01-00-5120 Equipment Maintenance	1,600.00	-	1,498.08	101.92
40-01-00-5170 Grounds Maintenance	1,700.00	520.00	1,035.00	665.00
40-01-00-5710 Utilities	7,100.00	305.26	4,443.47	2,656.53
40-01-00-5910 Liab. & Prop. Insurance	2,500.00	-	2,000.00	500.00
40-01-00-6540 Janitor Supplies	700.00	-	501.18	198.82
<b>Library Services</b>				
40-01-00-5370 Internet	2,400.00	231.89	1,392.87	1,007.13
40-01-00-5510 Postage	700.00	-	411.90	288.10
40-01-00-5520 Telephone	1,900.00	160.70	1,293.18	606.82
40-01-00-6590 Processing & Supplies	3,200.00	63.28	2,673.93	526.07
40-01-00-6840 Automation & Software	5,900.00	-	4,707.79	1,192.21
40-01-00-8300 Office Equipment	750.00	-	620.95	129.05
40-01-00-8330 Computer Equipment	900.00	-	358.47	541.53
40-01-00-9110 Programs & Publicity	1,700.00	15.00	1,558.35	141.65
40-01-00-9290 Misc.	1,000.00	131.85	488.88	511.12
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	15,000.00	1,204.87	9,113.28	5,886.72
40-01-00-6810 Audiobooks	1,300.00	39.99	565.17	734.83
40-01-00-6820 Video	1,200.00	69.50	861.25	338.75
40-01-00-6830 Electronic Resources	3,800.00	-	2,294.13	1,505.87
<b>Personnel</b>				
40-01-00-4210 Salaries	92,500.00	6,571.06	60,850.38	31,649.62
40-01-00-4275 Bonuses	800.00	676.79	676.79	123.21
40-01-00-4510 Health Insurance	18,000.00	1,485.56	11,607.54	6,392.46
40-01-00-4511 Health Ins Reinsurance	-	-	-	-
40-01-00-4520 Life Insurance	350.00	28.80	230.40	119.60
40-01-00-4530 Unemployment	500.00	-	190.24	309.76
40-01-00-4540 Workers Comp	500.00	-	442.04	57.96
40-01-00-5620 Travel & Training	200.00	-	-	200.00
<b>Contingency</b>	<u>1,000.00</u>	<u>-</u>	<u>-</u>	<u>1,000.00</u>
<b>TOTALS</b>	172,200.00	11,504.55	113,633.63	58,566.37

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
<b>Dec 15</b>					
Deposit	12/01/2015		Income	Gift Fund	500.00
Deposit	12/03/2015		Income	Daily Business	107.49
Deposit	12/04/2015		Income	Daily Business	265.33
Check	12/08/2015	1749	Baker & Taylor	Daily Business	-533.91
Check	12/09/2015	1751	Frontier	Daily Business	-77.89
Check	12/09/2015	1221	Gale/Cengage Learning	Gift Fund	-234.34
Check	12/09/2015	1752	Unique Management Services	Daily Business	-26.85
Check	12/09/2015	1753	Simon & Schuster	Daily Business	-13.40
Check	12/09/2015	1754	Benjamins Office Connection	Daily Business	-63.28
Check	12/09/2015	1755	Paris Beacon News	Daily Business	-15.00
Check	12/09/2015	1756	Wal-mart	Daily Business	-69.50
Deposit	12/10/2015		Income	Gift Fund	300.00
Deposit	12/10/2015		Income	Daily Business	426.01
Check	12/14/2015	1757	Ameren Illinois	Daily Business	-11.79
Check	12/17/2015	1222	ALA/Booklist	Gift Fund	-147.50
Check	12/17/2015	1223	School Library Journal	Gift Fund	-136.99
Check	12/22/2015	1224	Gale/Cengage Learning	Gift Fund	-36.98
Check	12/23/2015	1758	Communication Revolving Fund	Daily Business	-154.00
Deposit	12/23/2015		Income	Daily Business	186.64
Check	12/23/2015	1759	VOID	Daily Business	
Check	12/23/2015	1760	Midwest Tape	Daily Business	-39.99
Check	12/23/2015	1761	Paris Area Chamber Of Commerce	Daily Business	-105.00
Check	12/23/2015	1225	VOID	Gift Fund	
Check	12/23/2015	1226	Baker & Taylor	Gift Fund	-101.75
Check	12/30/2015	1762	Frontier	Daily Business	-160.70
Deposit	12/31/2015		Income	Daily Business	261.50

**Dec 15**

**PARIS CARNEGIE PUBLIC LIBRARY**

Invoices for payment

January 11, 2016

**40-01-00-6710**

Baker & Taylor  
PO Box 277930  
Atlanta GA 30384-7930

2031489337  
2031546520

477.63  
20.98

TOTAL

498.61

**40-01-00-5110**

Tee Jay Central, Inc.  
PO Box 130  
Gridley IL 61744

294.00

Payment authorized by:



## December Review

Submitted per capita grant application on Dec. 5

Meeting rooms used 7 times

Christmas at the Library Dec. 3 – 56 children + adults = estimated total 112

Local author (Bethanny Lawson) book signing on Dec. 5

Holiday Sale Table brought in \$363.25

Meeting room clock disappeared and plastic downspout extender near north door damaged (as reported last board meeting).

After-school issues (outside) week of Dec. 7. Discussed possible solutions with police chief.

*For Your Information, from State Library newsletter:*

Changes to the administrative rules are pending approval by the Joint Commission on Administrative Rules. Proposed changes would allow public libraries the opportunity to use Public Library Per Capita and Equalization Aid Grant awards for capital improvements. As soon as more information on these proposed rules changes becomes available, we will inform you through E-News.

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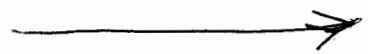
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	978-0-373-78911-5	RIdgway	Mira	Keep on loving you.	7.99
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