

# **Board Meeting Agenda**

July 10, 2017

## **Call to order**

## **Minutes**

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

## **Committee Reports**

- Finance – Finance Report, Checks Report
- Book – USA Today renewal, 2016 ILCS set
- House – roof leak, broken window on north side, water fountain leaking. Drywall/plaster repair information?

## **Librarian's Report**

- Statistics report
- Month's review
- Friends

## **Old business**

- Procedures manual in progress
- Report on outdoor sign research

## **New Business**

- Requirements for FY2018 per capita grant application due in January

## **Miscellaneous**

**Next Meeting:** No August meeting. Next meeting is September 11, 2017

**Paris Public Library  
Board of Trustees  
June 12, 2017**

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, Roxanne Michels, Ginny English, Evie Gill, Susan Punzelt, and Librarian Teresa Pennington. Absent were Trustees Karen Earlywine and Bruce Young.

**Minutes of Previous Meeting:** MOTION: Lehman, second by Punzelt to approve as written. Motion carried.

**Committee Reports:**

**\*Finance:** Librarian Pennington noted that the budget is for the new fiscal year. MOTION: Michels, second by English to approve finance report. Motion carried.

**\*Book:** No report.

**\*House:** Librarian Pennington stated that the new air conditioners and thermostats have been installed. They are more efficient and have a smaller physical footprint than the old models thus requiring some patching of the plaster walls.

**Librarian's Report:** Pennington exhibited the display that was in First Farmers' Bank during May. A District 95 teacher in-service was led by Teresa. It offered an opportunity to share ideas and concerns with the school librarians. There was good attendance at the exhibit in the Gibson Room for the Tarble Arts Cultivating Creativity Children's Art. Pennington finished the IPLAR and submitted it June 1. The registration report has changed due to state reporting. One of the downstairs chairs has been damaged. Will decide later about replacement. MOTION: English, second Gill to approve statistics report. Motion carried.

**\*Friends:** The Friends did not meet this month.

**Old Business:** Pennington shared that the new printers have no remote reading for ink levels. The color printer prints in B&W when using MS Edge. The cost for a color page is \$.30. Pennington will contact Watts.

**New Business:** The Annual Report 2016-2017 was reviewed by the board. Of the 19 children involved in 1000 Books, 2 have already read 500. The two ash trees in front of the library appear to be dying. If they need to be removed, this would be an opportunity to place a sign for the library. Griffin noted that duties of the staff should be documented for future reference.

**Miscellaneous:** The summer children's reading programs have begun. Ages are K – 6th. Children must sign up for the Children's Museum and Nature Preserve programs.

Meeting adjourned at 5:22 p.m. Next meeting is Monday, July 10, 2017.

Respectfully submitted,  
Evie Gill, Secy.

**Paris Public Library  
Board of Trustees  
June 26, 2017**

The special meeting of the Board of Trustees was called to order at 4:31 p.m. by President George Griffin. In attendance were Cherie Lehman, Roxanne Michels, Karen Earlywine, Evie Gill, and Librarian Teresa Pennington. Absent were Trustees Ginny English, Susan Punzelt and Bruce Young.

**New Business:** MOTION: Lehman, second Michels to approve continued participation in statewide non-resident program and maintain fee of \$32.00. Motion carried.

Meeting adjourned at 4:34 p.m.

Next regularly scheduled meeting is Monday, July 10, 2017.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	June 2017	YTD	
<b>Income</b>				
40-01-00-3110 Real Estate Tax	118,500.00	-	-	
40-01-00-3420 Replacemnt Tax	11,500.00	-	-	
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	-	0.21	
40-01-00-3812 Investment Interest	3,500.00	-	169.04	
40-01-00-3820 Dividends Snap On	2,840.00	-	-	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	-	
40-01-00-3830 Gifts and Donations	4,000.00	1,050.00	1,128.00	
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>1,146.01</u>	<u>2,161.55</u>	
	162,740.00	2,196.01	3,458.80	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	24,000.00	-	631.68	23,368.32
40-01-00-5120 Equipment Maintenance	1,500.00	-	-	1,500.00
40-01-00-5170 Grounds Maintenance	1,800.00	-	185.00	1,615.00
40-01-00-5710 Utilities	8,500.00	528.30	1,330.27	7,169.73
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	-	-	2,000.00
40-01-00-6540 Janitor Supplies	600.00	16.22	16.22	583.78
<b>Library Services</b>				
40-01-00-5370 Internet	2,600.00	232.02	464.04	2,135.96
40-01-00-5510 Postage	600.00	54.78	54.78	545.22
40-01-00-5520 Telephone	1,920.00	163.29	326.58	1,593.42
40-01-00-6590 Processing & Supplies	2,000.00	48.11	470.79	1,529.21
40-01-00-6840 Automation & Software	4,800.00	180.00	180.00	4,620.00
40-01-00-8300 Office Equipment	1,200.00	118.86	170.44	1,029.56
40-01-00-8330 Computer Equipment	500.00	-	40.58	459.42
40-01-00-9110 Programs & Publicity	1,900.00	280.00	1,319.00	581.00
40-01-00-9290 Misc.	950.00	102.63	137.53	812.47
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	12,500.00	1,240.30	2,393.00	10,107.00
40-01-00-6810 Audiobooks	1,500.00	64.98	174.94	1,325.06
40-01-00-6820 Video	1,500.00	239.13	239.13	1,260.87
40-01-00-6830 Electronic Resources	3,800.00	-	-	3,800.00
<b>Personnel</b>				
40-01-00-4210 Salaries	93,000.00	6,892.95	13,683.95	79,316.05
40-01-00-4275 Bonuses	628.00	-	-	628.00
40-01-00-4510 Health Insurance	18,500.00	1,542.72	3,085.44	15,414.56
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	-
40-01-00-4520 Life Insurance	345.00	30.40	60.80	284.20
40-01-00-4530 Unemployment	400.00	-	-	400.00
40-01-00-4540 Workers Comp	600.00	-	-	600.00
40-01-00-5620 Travel & Training	100.00	-	-	100.00
<b>Contingency</b>				
	<u>1,000.00</u>			<u>1,000.00</u>
<b>TOTALS</b>	188,743.00	11,734.69	24,964.17	163,778.83

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

Type	Date	Num	Name	Account	Amount
<b>Jun 17</b>					
Deposit	06/01/2017		Income	Daily Business	212.74
Check	06/01/2017	2062	Midwest Tape	Daily Business	-29.99
Check	06/06/2017	2061	USPS	Daily Business	-38.52
Check	06/06/2017	2063	Card Services	Daily Business	-143.14
Check	06/07/2017	2064	Frontier	Daily Business	-78.02
Deposit	06/08/2017		Income	Daily Business	281.34
Check	06/10/2017	2065	Ameren Illinois	Daily Business	-11.93
Check	06/10/2017	1035	USA Today	Pear / Bishop checking	-279.74
Check	06/10/2017	2066	Wal-mart	Daily Business	-28.18
Check	06/10/2017	2067	Unique Management Services	Daily Business	-44.75
Check	06/10/2017	2068	Benjamins Office Connection	Daily Business	-48.11
Check	06/10/2017	2069	Illiana Design	Daily Business	-180.00
Check	06/13/2017	1036	Thomson Reuters West	Pear / Bishop checking	-235.90
Check	06/14/2017	2070	USPS	Daily Business	-9.38
Check	06/14/2017	2071	Watts Copy Systems inc	Daily Business	-62.68
Check	06/15/2017	1267	Terre Haute Children's Museum	Gift Fund	-170.00
Deposit	06/15/2017		Income	Daily Business	226.83
Deposit	06/17/2017		Income	Gift Fund	50.00
Check	06/19/2017	2072	USPS	Daily Business	-6.88
Check	06/19/2017	2073	Communications Revolving Fund	Daily Business	-154.00
Check	06/19/2017	2074	Westville Public Library	Daily Business	-49.98
Deposit	06/21/2017		Income	Gift Fund	1,000.00
Check	06/21/2017	2075	VOID	Daily Business	
Check	06/21/2017	1268	Douglas-Hart Nature Center	Gift Fund	-110.00
Deposit	06/21/2017		Income	Daily Business	202.00
Check	06/26/2017	2076	Card Services	Daily Business	-156.21
Check	06/27/2017	2077	Midwest Tape	Daily Business	-34.99
Check	06/27/2017	2078	Watts Copy Systems inc	Daily Business	-56.18
Check	06/27/2017	2079	Frontier	Daily Business	-163.29
Check	06/27/2017	2080	Gale/Cengage Learning	Daily Business	-126.05
Deposit	06/29/2017		Income	Daily Business	223.10

**Jun 17**

**PARIS CARNEGIE PUBLIC LIBRARY**

Invoices for payment

July 10, 2017

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

Baker & Taylor	2032950491	394.23
PO Box 277930	2032979707	36.57
Atlanta GA 30384-7930	0002983253	-20.06

**Total** **410.74**

Payment authorized by:



## June 2017 Review

See separate page for report on the **children's summer programs**.

**Computer maintenance** required about 12 hours this month, not counting the time spent on a Facebook issue. I discovered that the Edge browser on the public computers would not recognize the default for printing in color on the color printer! Watts was unable to find a solution so I spent 3 hours on a Sunday hiding Edge from view, downloading Firefox, and generally updating the computers. Later I reset defaults to print one-sided, followed by resetting the default pdf viewer and browser from Edge to Adobe and Chrome (because Edge and the new printers still weren't playing together nicely).

The minutes disappeared from our website and returned on the front page. One of the circ desk laptops stopped working, but thanks to a suggestion from IHLS, that issue was solved. In addition, the library's Facebook page stopped allowing posts except through the Windows 10 app on my personal laptop. Paul and I spent a combined 12 hours working on that one.

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**Building issues:** "Smoke cracker" set off downstairs and one of the maroon chairs damaged (both reported at last meeting).

The roof apparently leaked overnight on June 15. I came in to find a small puddle of water and dried water spots on the west end of the circ desk.

Lower-level window on north side was broken most likely after hours on Friday, June 30. According to one of our frequent teens, "that guy from Casey yesterday was throwing a football at it." Since that particular pane was plexiglass, it more or less just fell out. Gary bought plywood Saturday afternoon and covered the entire window. Went to R&S Glass on Monday July 3 to request repair.

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Ally and I moved several free-standing shelving units around in the children's room to add extra space in the junior high section. We also adjusted the shelves in children's biography to make it easier to keep those books in order.

The microfilm reader was moved nearer to the circ desk. Eventually, when I have time to start sorting out the old Windows 7 computers, we will replace the XP computer that is connected to the reader.

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City health insurance changed. I don't know that it will affect what the library pays or what Debbie and I pay in, but deductibles increased significantly.





**JESSE WHITE • Secretary of State & State Librarian**  
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**Illinois State Library**  
**FY2018 – FY2020 REQUIREMENTS**  
**ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS**

**FY2018 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

**Trustees** — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Continuing Education** — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

**FY2019 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

**Trustees** — Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION":  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Education** — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project: <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.



## Read by Design

2017 Summer Library Program, ages 3 through 6<sup>th</sup> grade

Another variation in format to try to attract more children. Except for Cara's storyhours and the July 6 Family Fun Night, we brought in programs by external organizations. Unfortunately, Douglas-Hart Nature Center and the Children's Museum had upper limits on participation so we had to ask for signups. This created problems with groups wanting to attend.

<u>Program</u>	<u>Attendance</u>	<u>Comments</u>
June 6 preschool storyhour	12	included a daycare not signed up
June 13 preschool storyhour	12	included a daycare not signed up
June 20 preschool storyhour	10	Eli Brinkerhoff shared his pet snake
June 7 Douglas-Hart Nature Center	35	included Grace Lutheran school-agers
June 21 Douglas-Hart Nature Center	16	
June 15 Children's Museum	16	
June 27 U of I Extension (Kim Trine)	20	included Grace Lutheran school-agers
June 28 Wabash Valley Herpetological Society	79 (about 12 were adults)	Grace Lutheran, Summer Meals program kids
July 6 Family Fun Night: Arts & Crafts	23	



**ADULT FICTION**

Abbott	Blame	9781455558452	26.00
Alers	The inheritance (Innkeepers, bk 1)	9781496707307	9.95
Box	Paradise valley	9781250051042	27.99
Henry	The bookshop at water's edge	9780399583117	16.00
Hunter	Sweet briar cottage	9780718090487	15.99
Irvin	Upon a spring breeze	9780310348054	15.99
Johnston	Bad to the bone	9780738746289	14.99
Kauffman	Blue Hollow Falls	9781420142549	7.99
Linden	Acension of larks	9780718095734	15.99
Lundrigan	The substitute	9781487002350	15.95
Macy	Bearly departed	9781496709639	15.00
March	A Stardance summer	9781250131683	7.99
Orr	The good byline	9781938849916	16.00
Putnam	These honored dead	9781629538205	15.99
Young	Flood	9781478970781	26.00

**ADULT NONFICTION**

Barnden	350+ knitting tips, techniques, & . . .	9781250125125	22.99
Chatzky	Age-proof: living longer w/out . . .	9781455567300	28.00
DK	The psychology book	9781465458568	17.95
Hamilton	Wedding jewelry	9781784943301	19.95
O'Reilly	The day the world went nuclear	9781250120335	19.99
Tyson	Astrophysics for people in a hurry	9780393609394	18.95

**YA**

Cast	Redeemed	9781250055439	10.99
Cast	Loved	9781250055439	18.99
Maskame	Did I mention I love you?	9781492632153	9.99

**CHILDREN'S FICTION**

Duffy	Fable comics	9781626721074	19.95
Emerson	Recess warriors: Hero is a four letter word	9781626727083	12.99
Hamburg	Hazy Bloom & the tomorrow power	9781250143556	6.99
Hayes	Benny & Penny in how to say goodbye	9781935179993	12.95
John	Quit calling me a monster!	9780385389907	17.99
Klise	Till death do us bark	9780547850818	16.99
Le	Let me finish!	9781484721735	16.99
Smiley	Twenty yawns	9781477826355	17.99
Teague	Jack & the beanstalk & the french fries	9780545914314	17.99
Webb	The rescued puppy		4.99

**CHILDREN'S NONFICTION**

DK	Sharks and other sea creatures	9781465456588	8.99
Limentani	How much does a ladybug weigh?	9781910716113	14.95
Mercer	Junk drawer engineering	9781613737163	14.99
Sherman	The Vietnam War: 12 things to know	9781632353177	9.95
Socha	Bees: a honeyed history	9781419726156	24.95
Thompson	Guts & glory: the Amer.revolution	9780316312097	17.99
Yacka	Who was Andrew Jackson?	9780399539909	5.99

**JULY 2017 BOOK ORDER**