

Board Meeting Agenda

May 8, 2017

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report, gifts
- Book – no report
- House – Cleanup Weekend, tentative start date for air conditioner replacement

Librarian's Report

- Statistics report
- Month's review
- Friends – Jane Austen program a success, new officers

Old business

- Computer and printer installation update

New Business

Miscellaneous

- Shakespeare in the Park, May 20, 6pm

Next Meeting: June 12, 2017

**Paris Public Library
Board of Trustees
April 10, 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 Ginny English, Roxanne Michels, Evie Gill, Susan Punzelt, Greg McHenry, Karen Earlywine and Librarian Teresa Pennington. Absent were Trustees Bruce Young and Cherie Lehman.

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

Committee Reports:

***Finance:** Librarian Pennington noted that the painting and the computer upgrade will be paid in April. The Parrish Memorials totaled \$880.00 MOTION: McHenry, second by English to approve finance report. Motion carried.

***Book:** No report.

***House:** Painting has been completed with enough spare paint to continue painting the wall to the restrooms. A possible roofing leak was detected during a hard rain, Mr. Tingley is aware of the previous repair done by Reese. Griffin will call Randy Turner at Larkfield Glass to find out when the stained-glass project will be finished.

Librarian's Report: The circulation was up from last month. Meeting rooms were used 6 times in March. Big Read discussion was held March 16 with 9 in attendance. An Evening with Jane Austin is scheduled for April 18 with 20 registered. A teenager was caught walking the ledge and was promptly asked to step down. Librarian Pennington is waiting to hear from the Park Board on *Shakespeare in the Park*. MOTION: Gill, second by Punzelt to approve. Motion carried.

***Friends:** The Friends raised \$664.25 during the sale and another \$279.50 from the bag sale.

Old Business: Pennington shared that the new computers from Parkway Computers will be arriving within a week. Parkway will also provide the mice and keyboards. Printer installation will be after the new computer system is installed.

New Business: Current officers have agreed to remain in their current offices for the upcoming year. Air conditioner bids from Martin's Heating and Air and White's Sheet Metal were reviewed. After discussion, President Griffin called for a vote to accept White's bid for \$16,845. Vote was unanimous. The Pauline McClain Fund will pay for the new units. Librarian Pennington presented the 2017-2018 proposed budget noting that the per capita grant will be \$6861.40 and salaries were increased by 2%. MOTION: Michels, second English to accept proposed budget. Motion carried.

Pennington suggested the library take items no longer needed/used or broken to the City-wide Beautification weekend. The board agreed.

Miscellaneous: Librarian Pennington reported that the Polaris upgrade caused printer issues. The Alzheimer's program was cancelled. The Library is the May display on non-profit entities at First Farmers. The Library received a \$200 donation from Edgar County Bank. The board thanked Greg McHenry for his years of service to the Paris Library at this his final meeting.

Meeting adjourned at 5:15 p.m. Next meeting is Monday, May 8, 2017.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	April 2017	YTD	
Income				
40-01-00-3110 Real Estate Tax	114,750.00	-	107,482.55	
40-01-00-3420 Replacemnt Tax	11,500.00	2,672.13	11,191.43	
40-01-00-3120 RE Tax-Dtown TIF	200.00	-	362.49	
40-01-00-3470 Grants	7,000.00	-	6,812.00	
40-01-00-3811 Interest on Cash	200.00	-	161.99	
40-01-00-3812 Investment Interest	5,000.00	-	3,027.53	
40-01-00-3820 Dividends Snap On	2,440.00	-	1930.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	0.00	
40-01-00-3830 Gifts and Donations	5,000.00	200.00	8621.85	
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>869.02</u>	<u>12,401.56</u>	
	161,090.00	3,741.15	151,991.40	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	4650.00	8,241.80	(3,241.80)
40-01-00-5120 Equipment Maintenance	1,600.00	0.00	984.13	615.87
40-01-00-5170 Grounds Maintenance	1,700.00	0.00	1,660.00	40.00
40-01-00-5710 Utilities	7,100.00	665.18	8,496.63	(1,396.63)
40-01-00-5910 Liab. & Prop. Insurance	2,750.00	0.00	2,000.00	750.00
40-01-00-6540 Janitor Supplies	700.00	637.34	1,165.41	(465.41)
Library Services				
40-01-00-5370 Internet	2,785.00	232.02	2,783.59	1.41
40-01-00-5510 Postage	700.00	58.85	547.42	152.58
40-01-00-5520 Telephone	1,900.00	160.04	1,918.25	(18.25)
40-01-00-6590 Processing & Supplies	3,200.00	294.69	2,257.76	942.24
40-01-00-6840 Automation & Software	5,100.00	174.00	4,918.93	181.07
40-01-00-8300 Office Equipment	550.00	0.00	767.35	(217.35)
40-01-00-8330 Computer Equipment	1,000.00	4670.59	4,933.16	(3,933.16)
40-01-00-9110 Programs & Publicity	1,400.00	39.00	1,399.74	0.26
40-01-00-9290 Misc.	1,000.00	44.75	818.32	181.68
Materials				
40-01-00-6710 Books & Periodicals	13,000.00	825.49	11,162.33	1,837.67
40-01-00-6810 Audiobooks	1,200.00	34.99	1,167.60	32.40
40-01-00-6820 Video	1,200.00	288.77	1,356.55	(156.55)
40-01-00-6830 Electronic Resources	3,100.00	0.00	3,444.35	(344.35)
Personnel				
40-01-00-4210 Salaries	93,500.00	7523.13	89,577.81	3,922.19
40-01-00-4275 Bonuses	700.00	0.00	628.06	71.94
40-01-00-4510 Health Insurance	19,000.00	1545.26	18,049.74	950.26
40-01-00-4511 Health Ins Reinsurance	-	0.00	0.00	-
40-01-00-4520 Life Insurance	350.00	30.40	347.20	2.80
40-01-00-4530 Unemployment	450.00	151.02	279.85	170.15
40-01-00-4540 Workers Comp	500.00	0.00	600.00	(100.00)
40-01-00-5620 Travel & Training	100.00	0.00	-	100.00
Contingency	<u>1,000.00</u>			<u>1,000.00</u>
TOTALS	170,585.00	22,025.52	169,505.98	1,079.02

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Apr 17					
Deposit	04/06/2017		Income	Daily Business	194.09
Check	04/06/2017	2023	Gale/Cengage Learning	Daily Business	-152.03
Check	04/06/2017	2022	VOID	Daily Business	
Check	04/08/2017	2024	Card Services	Daily Business	-154.80
Check	04/10/2017	2025	Wal-mart	Daily Business	-19.08
Check	04/10/2017	2026	Benjamins Office Connection	Daily Business	-294.69
Check	04/10/2017	2027	Frontier	Daily Business	-78.02
Check	04/10/2017	2028	Unique Management Services	Daily Business	-44.75
Check	04/11/2017	2029	Ameren Illinois	Daily Business	-12.31
Deposit	04/11/2017		Income	Gift Fund	200.00
Check	04/12/2017	2030	D-I Supply	Daily Business	-118.35
Deposit	04/13/2017		Income	Daily Business	210.00
Check	04/14/2017	1258	Bloodworth Painting	Gift Fund	-4,650.00
Check	04/17/2017	1259	Sweeper World	Gift Fund	-486.04
Check	04/20/2017	1260	Parkway Computers	Gift Fund	-4,595.64
Deposit	04/20/2017		Income	Daily Business	298.66
Check	04/26/2017	2031	USPS	Daily Business	-58.85
Check	04/26/2017	2032	Frontier	Daily Business	-160.04
Deposit	04/27/2017		Income	Daily Business	166.27
Check	04/27/2017	1261	Parkway Computers	Gift Fund	-74.95
Check	04/27/2017	1262	VOID	Gift Fund	0.00
Check	04/27/2017	1263	Card Services	Gift Fund	-206.95
Check	04/27/2017	2033	Card Services	Daily Business	-354.97
Check	04/27/2017	2034	Communications Revolving Fund	Daily Business	-154.00
Check	04/27/2017	2035	Midwest Tape	Daily Business	-34.99
Check	04/27/2017	2036	The Prairie Press	Daily Business	-39.00
Check	04/28/2017	2037	Family Tree Magazine	Daily Business	-24.96
Check	04/28/2017	2038	Better Homes & Gardens	Daily Business	-5.99

Apr 17

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

May 8, 2017

40-01-00-6710 Books & Periodicals

Baker & Taylor

2032791303

401.79

PO Box 277930

Atlanta GA 30384-7930

Total

401.79

Payment authorized by:

Paris Carnegie Public Library

April 2017

Registration

	Resident	Nonresident	Total	Holdings	Adult	Children	Total
Adult	2470	344	2814	Books	20951	10535	31486
Young Adult (HS)	216	48	264	Previous total	47	28	75
Children	700	120	820	Volumes Added	94	36	130
Other	11	1	12	Volumes Withdrawn	20904	10527	31431
Staff/Board	13		13	Total			
Property Owner		61	61	DVDs	1427		
		574	574	Audiobks	553		
Total	3410	574	3984	Microfilm	237		

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	3204	3752	3457	3568	3222	3010	3254	3162	3622	3063	3459	2969	39742
MyMediaMall	225	259	241	219	228	204	197	182	263	211	216	283	2728
Cloud Library ebooks	108	93	104	136	161	182	88	141	149	147	105	76	1490
*total circ	3537	4104	3802	3923	3611	3396	3539	3485	4034	3421	3780	3328	43960
<u>ILL & Holds</u>													
ILL to other libraries	513	526	521	463	509	502	509	439	562	524	578	496	6142
ILL from other libs	656	668	680	721	668	580	607	671	800	762	871	615	8299
OCLC ILL loaned	15	18	9	6	13	12	6	6	12	8	8		113
OCLC ILL borrowed	39	25	53	43	28	24	30	27	35	33	33		370
reciprocal	111	80	67	75	64	77	82	87	81	91	121	119	1055
PAC holds	227	289	264	314	185	151	230	379	324	365	348	248	3324
staff-initiated holds	646	700	675	771	629	599	627	692	776	765	752	597	8229
<u>Library usage stats</u>													
Computer	792	892	814	874	810	788	908	753	718	738	778	703	9568
Reference	736	845	746	866	753	710	822	657	854	754	906	664	9313
attendance	93	195	87	53	42	16	69	175	111	107	114	114	1176
"passive" attendance	10	43	140	10	10	10	96	0	0	0	0	0	324
meeting room use	9	3	5	7	6	6	10	2	9	7	6	9	79
<u>eResources usage</u>													
website visits	889	943	1177	1313	1210	885	1020	1012	1355	1286	1319	1168	13577
Ancestry searches	785	375	662	327	671	111	286	272	338	201	210	201	4439
PR: Wowbrary views	69	90	82	89	84	88	98	110	126	142	92	156	1226
PR: Newsletter opens	94	52	54	54	66	56	49	54	59	57	107	0	702
PR: Facebook reach	3503	4428	2934	5345	3071	2075	2825	3177	16233	2845	1493	4752	52681

April 2017 Review

It's been a hectic month (mostly behind the scenes), starting with 2 days of painting on April 5 & 6. Meeting rooms were used 9 times. A real estate exam was proctored.

The Friends' adult reading program ended on April 15, with 7 entries turned in. Winners were drawn on April 18. Kelly Nicholson was presented with a \$25 Smoke Trail BBQ gift certificate at the evening program. Marlene Colter (\$20 Kroger card) and Whitney Twigg (\$20 Fun Zone card) picked up their prizes the next day.



Debra Miller portrayed Jane Austen to a full house on April 18. The audience gave her rave reviews. Many asked if we'd bring her back in another role.

Our vacuum cleaner died a horrible death in mid-April. Repairs for the 18-month-old sweeper were quoted at \$141. After several days of research and sweeper-shopping, we determined that buying a commercial vacuum was the most cost effective solution in the long run. Ouch!

Teresa disputed two \$59.99 charges from a video game supplier on the library credit card. The charges have been reversed while under investigation by the credit card company.

Storytimes wrapped up for the school year this month. We were surprised to see a library storytime from last year listed in the Prairie Press Apr. 15 Plan Your Week section.

New computers were delivered on April 12. The original plan of replacing the old ones one at a time changed when Watts called to set delivery of the printers for April 21. The first computer was mostly done on Good Friday; the rest were swapped out, set up, and secured in an all-day marathon on the following Wednesday. Over the next few days, another three hours were required to install Java, change a few settings, print from our standard user profiles, and install DVD player software.



Also started working on the First Farmers display (for May), a presentation for District 95 teachers (May 6), publicity for Shakespeare in the Park (May 20), and preparations for summer children's programs. Moved the adult card catalog out; once the new air conditioner is installed, we will move the microfilm reader to that spot. Catalog, plus other extraneous stuff, hauled to citywide cleanup on the 28th.

May 2017

ADULT FICTION

Atkins	Robert B. Parker's little white lies	9780399177002	27.00
Clare	Lord of Shadows	9781442468405	24.99
Dauids	The Shepherd's bride and Plain danger	9780373839018	6.50
Diamond	Dangerous games	9780062655806	7.99
Flynn	The Jane Austen project	9780062651259	15.99
Frank	Same beach, next year	9780062390783	27.99
Grisham	Camino Island	9780385543026	28.95
Hawkins	Into the water	9780735211209	28.00
Johnstone	Powder burn (Will Tanner series)	9780786040421	7.99
Laditan	Confessions of a domestic failure	9780778330684	15.99
Patterson	16th seduction	9780316274036	29.00
Pope	Hope blooms	9781496708687	7.99
Roberts	Come sundown	9781250123077	27.99
Robertson	Two lost boys	9781785652783	14.95
Thayer	Secrets in summer	9781101967072	27.00

ADULT NONFICTION

Fisher	Bill O'Reilly's legends & lies: Civil War	9781250109842	35.00
Harris	Historic New England	9781493024568	17.95
Jackson	Living with cancer	9781421422336	22.95
Linsley	Country living salvage	9781588169280	24.95
Mace	The 36-hour day (6th ed)	9781421422237	19.95
Nat Geo	Cuba	9781426217692	22.99
Six Sisters	Dinner made easy with 6 sisters' stuff	9781629722283	21.99

YA FICTION

Acton	Backfire	9781512430943	7.99
De La Cruz	Something in between	9780373212453	9.99
Johnson	Deep freeze	9781512430929	7.99
June	It started with goodbye	9780310758662	12.99
McManus	One of us is lying	9781524714680	17.99

CHILDREN'S FICTION

Bertman	Book scavenger #1	9781250079800	7.99
Bond	Pig & Goose and the 1st day of spring	9781580895941	12.99
Garton	Otter: Let's go swimming	9780062366641	16.99
Fleming	Go sleep in your own bed	9780375866487	17.99
Hymas	Under locker & key	9781481463430	7.99
Layton	The tree	9780763689520	16.99
Mclellan	Mrs McBee leaves room 3	9781561459445	16.95
Miles	Lola (Puppy Place #45	9781338069105	4.99
Mull	Dragonwatch	9781629722566	18.99
Peers	William Wenton & the impossible puzzle	9781481478250	16.99
Resau	Star in the forest	9780375854101	6.99
Rue	Rock n roll rebel	9781585369461	9.99

Thomas	There's a pest in the garden	9780544941656	9.99
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CHILDREN'S NONFICTION

Collard	Insects: the most fun bug book ever	9781580896429	17.99
Eamer	What a waste! Where does garbage go?	9781554519194	12.95
Lassieur	Cyber spies and secret agents of . . .	9780756555023	8.95
Leatherdale	Stormy seas	9781554518968	12.95
Rosen	Gone fishing	9781628323801	9.99
Sports Illus	Big book who: baseball	9781683300014	17.95
Storey	How to build cars	9780778733966	8.95

Estimated net cost	487.45	776.61
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