

Board Meeting Agenda

September 11, 2017

Call to order

Minutes

Correspondence, communications, and public comments

- Thank you notes

Committee Reports

- Finance – Finance Report, Checks Report, Staff schedule
- Book – no report
- House – window repaired & trim painted; passed elevator inspection, smoke detector in storage room, outside A.C. conduit repaired, waiting on plaster repair

Librarian's Report (combined July/August)

- Statistics report
- Month's review
- Friends

Old business

New Business

- Schedule webinar requirement for the FY2018 per capita grant application due in January
- FYI: [House Bill 547](#), Public Act 100-0338. This legislation raises the bid advertisement dollar amount for library construction, remodeling, repairing, or building improvements from \$20,000 to \$25,000

Miscellaneous

- Library closed Saturday of Honeybee Festival, Sept. 23

Next Meeting: October 16 (3rd Monday because 2nd Monday is Columbus Day holiday)

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

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

Committee Reports:

***Finance:** MOTION: Michels, second by Earlywine to approve finance report. Motion carried.

***Book:** Librarian Pennington noted that USA Today has been renewed and the 2016 ILCS was set. MOTION: Michels, second by Young to approve book committee report. Motion carried.

***House:** Librarian Pennington stated that the roof leaked on June 15. A lower level window was broken after hours. Repairs are underway. The water fountain sprung a leak and was repaired by @Plumbing. We are waiting on an estimate for the plaster work needed after the air conditioner installation.

Librarian's Report: Pennington reported that the children's programs were well attended. Unfortunately, the Nature Center and Children's museum had limits on participation which created problems for groups wanting to attend. The Wabash Valley Herpetological Society had 79 in attendance. Librarian Pennington stated that the computer problems have been solved and all are now working. MOTION: Young, second Earlywine to approve statistics report. Motion carried.

***Friends:** No report.

Old Business: Pennington shared a new procedure notebook that lists duties of staff members for future reference. Gill reported that an electronic sign would cost \$15,000 - \$20,000. Discussion followed and has been tabled.

New Business: Librarian Pennington reported that the FY2018 Illinois Public Library Per Capita and Equalization Grants has new requirements for the library and the trustees. The grant application is due in January. It was noted that the library has not yet received the grant for the current year.

Miscellaneous: None.

Meeting adjourned at 5:01 p.m. Next meeting is Monday, September 11, 2017.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Jul/Aug 2017	YTD	
Income				
40-01-00-3110 Real Estate Tax	118,500.00	57,716.47	57,716.47	
40-01-00-3420 Replacemnt Tax	11,500.00	1,796.12	3,516.97	
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	10.25	23.46	
40-01-00-3812 Investment Interest	3,500.00	92.74	344.83	
40-01-00-3820 Dividends Snap On	2,840.00	-	710.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	-	
40-01-00-3830 Gifts and Donations	4,000.00	250.00	1,378.00	
40-01-00-3890 Misc Income	15,000.00	2,271.17	4,440.71	
	162,740.00	62,136.75	68,130.44	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	24,000.00	17,117.69	17,749.37	6,250.63
40-01-00-5120 Equipment Maintenance	1,500.00	360.00	360.00	1,140.00
40-01-00-5170 Grounds Maintenance	1,800.00	410.00	595.00	1,205.00
40-01-00-5710 Utilities	8,500.00	1,377.11	2,707.38	5,792.62
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	-	-	2,000.00
40-01-00-6540 Janitor Supplies	600.00	100.90	117.12	482.88
Library Services				
40-01-00-5370 Internet	2,600.00	232.25	696.29	1,903.71
40-01-00-5510 Postage	600.00	88.30	143.08	456.92
40-01-00-5520 Telephone	1,920.00	323.71	650.29	1,269.71
40-01-00-6590 Processing & Supplies	2,000.00	519.56	990.35	1,009.65
40-01-00-6840 Automation & Software	4,800.00	4,479.31	4,659.31	140.69
40-01-00-8300 Office Equipment	1,200.00	124.73	295.17	904.83
40-01-00-8330 Computer Equipment	500.00	138.88	179.46	320.54
40-01-00-9110 Programs & Publicity	1,900.00	-	1,319.00	581.00
40-01-00-9290 Misc.	950.00	107.08	244.61	705.39
Materials				
40-01-00-6710 Books & Periodicals	12,500.00	1,440.81	3,833.81	8,666.19
40-01-00-6810 Audiobooks	1,500.00	184.95	359.89	1,140.11
40-01-00-6820 Video	1,500.00	121.10	360.23	1,139.77
40-01-00-6830 Electronic Resources	3,800.00	448.66	448.66	3,351.34
Personnel				
40-01-00-4210 Salaries	93,000.00	13,607.99	27,291.94	65,708.06
40-01-00-4275 Bonuses	628.00	-	-	628.00
40-01-00-4510 Health Insurance	18,500.00	2,822.84	5,908.28	12,591.72
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	-
40-01-00-4520 Life Insurance	345.00	60.80	121.60	223.40
40-01-00-4530 Unemployment	400.00	-	-	400.00
40-01-00-4540 Workers Comp	600.00	97.32	97.32	502.68
40-01-00-5620 Travel & Training	100.00	-	-	100.00
Contingency				
	1,000.00			1,000.00
TOTALS	188,743.00	44,163.99	69,128.16	119,614.84

PARISPL Checks & Deposits

Type	Date	Num	Name	Account	Amount
Jul - Aug 17					
Check	07/01/2017	2081	Pool's True Value	Daily Business	-24.38
Check	07/03/2017	2082	Midwest Tape	Daily Business	-154.96
Check	07/06/2017	2083	Bethalto Public Library Distriict	Daily Business	-29.95
Check	07/06/2017	2084	USPS	Daily Business	-33.32
Deposit	07/06/2017		Income	Daily Business	231.40
Check	07/07/2017	2085	Gale/Cengage Learning	Daily Business	-91.46
Check	07/07/2017	2086	Benjamins Office Connection	Daily Business	-64.98
Check	07/07/2017	2087	Hayner Public Library District	Daily Business	-13.00
Check	07/07/2017	2088	House Beautiful	Daily Business	-19.97
Deposit	07/13/2017		Income	Daily Business	313.33
Check	07/13/2017	2089	Frontier	Daily Business	-78.25
Check	07/13/2017	2090	Ameren Illinois	Daily Business	-11.87
Check	07/13/2017	2091	Wal-mart	Daily Business	-42.97
Check	07/13/2017	2092	Unique Management Services	Daily Business	-17.90
Check	07/13/2017	2093	Gale/Cengage Learning	Daily Business	-148.14
Check	07/13/2017	2094	Midwest Tape	Daily Business	-29.99
Check	07/18/2017		White Sheet Metal	Pauline McClain	-16,923.00
Deposit	07/20/2017		Income	Daily Business	260.18
Deposit	07/20/2017		Income	Gift Fund	100.00
Check	07/25/2017	2095	Frontier	Daily Business	-160.49
Check	07/25/2017	2096	@ Plumbing	Daily Business	-80.00
Check	07/25/2017	1269	Illinois Heartland Library System	Gift Fund	-4,285.00
Check	07/25/2017	1270	IHLS-OCLC	Gift Fund	-194.31
Check	07/25/2017	2097	Randall Landsaw	Daily Business	-81.15
Check	07/25/2017	1271	Illinois Heartland Library System	Gift Fund	-448.66
Check	07/25/2017	2098	Mattoon Public Library	Daily Business	-24.99
Check	07/26/2017	ACH	Demco	Daily Business	-410.69
Check	07/26/2017	2099	Watts Copy Systems inc	Daily Business	-62.40
Check	07/26/2017	2100	Communications Revolving Fund	Daily Business	-154.00
Deposit	07/27/2017		Income	Daily Business	295.00
Check	07/27/2017	2101	D-I Supply	Daily Business	-44.64
Check	07/31/2017	2102	Card Services	Daily Business	-112.21
Deposit	07/31/2017			Daily Business	0.21
Deposit	07/31/2017			Gift Fund	3.00
Deposit	08/03/2017		Income	Daily Business	215.30
Check	08/08/2017	2103	Wal-mart	Daily Business	-110.56
Check	08/08/2017	2104	Forsyth Public Library	Daily Business	-12.29
Check	08/09/2017	2105	USPS	Daily Business	-54.98
Check	08/09/2017	2106	Benjamins Office Connection	Daily Business	-40.92
Check	08/09/2017	2107	Ameren Illinois	Daily Business	-11.36
Check	08/09/2017	2108	Unique Management Services	Daily Business	-8.95
Deposit	08/10/2017		Income	Gift Fund	25.00
Deposit	08/10/2017		Income	Daily Business	287.88
Check	08/12/2017	2109	Vrzina Enterprises	Daily Business	-185.00
Check	08/12/2017	2110	Office of the State Fire Marshal	Daily Business	-70.00
Check	08/12/2017	2111	Office of the State Fire Marshal	Daily Business	-75.00
Check	08/14/2017	2112	Gale/Cengage Learning	Daily Business	-98.76
Check	08/14/2017	1037	VOID	Pear / Bishop checking	0.00
Check	08/14/2017	1038	Journal Gazette & Times Courier	Pear / Bishop checking	-226.74
Check	08/15/2017	ACH	Demco	Daily Business	-112.24
Deposit	08/17/2017		Income	Gift Fund	100.00
Deposit	08/17/2017		Income	Daily Business	296.03
Deposit	08/24/2017		Income	Daily Business	200.05
Deposit	08/29/2017		Income	Gift Fund	25.00
Check	08/29/2017	2113	Tee Jay Central, Inc	Daily Business	-9.16
Check	08/29/2017	2114	Frontier	Daily Business	-163.22
Check	08/29/2017	2115	Watts Copy Systems inc	Daily Business	-62.33
Check	08/29/2017	2116	Stuard & Associates	Daily Business	-215.00
Deposit	08/31/2017		Income	Daily Business	172.00

Jul - Aug 17

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

Sept. 11, 2017

40-01-00-6710 Books & Periodicals

Baker & Taylor	2032654486	8.06
PO Box 277930	2033098546	128.45
Atlanta GA 30384-7930	2033072621	344.73
	2033059244	20.99
	Total books	502.23

Payment authorized by:

REQUIREMENT for PER CAPITA GRANT APPLICATION due mid-January

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.

I've previewed several choices. This one seems to be the most useful. I expect that I will have to include a date of viewing and/or discussion in the application. We could schedule a viewing at the end of a future meeting or view separately and discuss at a meeting.

Dealing with Challenging Patrons: Safety and Security at Your Library: <https://www.youtube.com/watch?v=MgulXa652jc> Author of book *Library Security*. About an hour, a little on the boring side, but good information.

Alternate link to the webinar on the Florida Library Webinars site: <https://floridalibrarywebinars.org/dealing-with-challenging-patrons-safety-and-security-at-our-library/>

PDF handout of webinar slides: <https://floridalibrarywebinars.org/wp-content/uploads/2017/02/4.13.17-Dealing-With-Challenging-Patrons-1.pdf>

June 2017 *American Libraries* article referred to in webinar: <https://americanlibrariesmagazine.org/2017/06/01/new-trends-library-security/>

July & August 2017 Review

This was possibly the most stressful July/August that I can remember. A never-ending stream of bills, still no per capita grant check, and a struggle with program scheduling (thanks to 2 mistakes I made in publicity).

Sent White Sheet Metal's invoice for the new air conditioning units to Dennis Thiel for payment on July 18. The total was \$16,923.00, only 78.00 higher than the original estimate. That 78.00 was to replace the old condensate pump that he discovered wasn't working properly.

Another unauthorized charge appeared on our July credit card statement, this time an online purchase from Lowe's. Lowe's Customer Service had no record of such of transaction. I wrote to dispute the charge. The credit card company required that I contact Lowe's and report back to them; once reported, I received a letter that said they would contact Lowe's to see if they would agree to remove the charge. In the meantime, I called and received a new card.

We intended to offer library card signup at District 95 registration in early August, but I couldn't reach my school contact in time to confirm. A week or so later, she returned my call – we may try a parent-teacher conference evening at one of the schools in October.

The Grace Lutheran school-agers ended their weekly summer visits on August 7 with a scavenger hunt. A 5th-grade class visited the library on August 24 for a tour and a scavenger hunt. Also gave an impromptu Saturday tour to 2 visitors interested in Carnegie libraries.

Had to buy more replacement headphones for the public computers.

A week after A-Advance was here to do our annual spraying, a patron returning books also carried in a large number of roaches. We killed several on the upstairs desk and on a downstairs table before I picked up the patron's bag (crawling with bugs) and said that I was taking it outside to the front porch. We sprayed Raid at end of day, and when we were still seeing them the next day, called A-Advance to return.

Eclipse glasses!!! I dropped the ball on preparing for the eclipse craze. Months ago the "free glasses for libraries" Star-Net grant indicated that a library must have an eclipse program planned to request glasses. When we started getting requests, all sources of free glasses were either depleted or reserved for libraries in the direct path. Moyer Library shared about 30 pairs with us on Aug. 16 and Bunker Hill Library followed with 20 on Aug 18. We ran out twice and were still getting requests on the morning of the eclipse.



Book donations *poured* in on nearly a daily basis in August – one day 4 of 5 bags of morning drop were donated paperbacks. Estimating 30 boxes of donations total just in the last 2 weeks of August. Dori and I came in early the day after Labor Day to sort, repack, and move into storage 12 overflowing boxes of donations so that the Gibson Room could be used.

I ended 30+ years of participation in the Baker & Taylor Leasing program to simplify the book ordering process and reduce our reliance on the per capita grant. By canceling 2 months before our year was up, we were allowed to keep our current inventory of approximately 160 books. The annual payment (2134.00) for leasing will shift to purchasing books, etc. when/if (?) the grant check arrives. Simplifying book orders also paves the way for Debbie to become more involved in selection.

Submitted a records disposal request application for October.

Behavior issues began to increase as school approached. Kids trying to walk the ledge. Rap music blaring out of a smartphone (in response to being told to stop whistling). A broken outlet cover outside the Gibson Room. Another bicycle found parked in north hall; as usual, no one in the library claimed it. Things calmed considerably once school was back on full days. Then, on Aug. 30, two young boys squeezed between the south side of the building and the utility “cage.” When I found them, they were behind the heat pump unit on the roof of the staff entrance. I noticed a broken conduit with exposed wiring from a condenser and called White Sheet Metal to check it.

ADULT FICTION**September 2017**

Baxter	The massacre of mankind	9781524760120	27.00
Burns	A new leash on love	9781492650836	7.99
Carr	The summer that made us	9780778330868	15.99
Coben	Don't let go	9780525955115	28.00
Coleman	RB Parker's The hangman's sonnet	9780399171444	27.00
Follett	A column of fire	9780525954972	36.00
Grafton	Y is for yesterday	copy donated - yay!	
Johnson	The western star	9780525426950	28.00
Karon	To be where you are	9780399183737	28.00
Lagercrantz	The girl who takes an eye for an eye	9780451494320	27.95
Miller	Caroline: Little house, revisited	9780062685346	25.99
Patterson	Haunted	9780316273978	28.00
Richards	The O'Malleys of Texas	9780786039234	7.50
Robb	Secrets in death	9781250123152	27.99
Sala	Life of lies	9780778330356	7.99
Swanson	Dead in the water	9781492648321	7.99

ADULT NONFICTION

Banks	Girls auto clinic glove box	9781501144110	25.00
Batchelor	Stan Lee: the man behind Marvel	9781442277816	22.95
Dickenson	Whistlestop: my favorite stories ...	9781455540471	16.99
O'Reilly	Killing England	9781627790642	30.00
Ruhlman	Grocery	9781419723865	28.00

YA

Demetrios	I'll meet you there	9781250080073	10.99
Keen	We are still tornadoes	9781250098405	18.99
McGuire	The teen money manual	9781623701352	9.95
Patterson	Homeroom diaries	9780316207584	9.99
Zappia	Eliza and her monsters	9780062290137	17.99

CHILDREN'S FICTION

Falatko	Snappy the alligator	9780451469458	16.95
Isadora	I hear a pickle	9780399160493	16.99
Jennings	The deadly 7	9781250052759	13.49
Kerr	The most frightening story ever told	9780553522099	16.99
Marcotte	Mom, dad, our books and me	9781771472012	16.95
Miles	Angel (Puppy Place #46)	9781338069198	4.99
Petty	There's nothing to do!	9780399558047	19.99
Stine	Slappy birthday to you	9781338068283	6.99
Webb	Sammy the shy kitten	9781680104011	4.99

CHILDREN'S NONFICTION

Eamer	Inside your insides	9781771383325	17.95
Gross	101 ways to amaze & entertain	9787633220423	12.95
Keller	We are growing!	9781484726358	9.99
Kenah	Flood warning	9781062386625	17.99
Sierra	Imagine that!	9780553510973	<u>17.99</u>

Estimated net cost 430.02

717.44