## **Board Meeting Agenda**

November 13, 2017

### Call to order

### **Minutes**

## Correspondence, communications, and public comments

## **Committee Reports**

- Finance Finance Report, Checks Report
- Book
- House

## Librarian's Report

- Statistics report
- Month's review
- Friends Christmas at the Library (Dec. 7)

### **Old business**

- Per capita grant requirement:
  - 1. Review of Chapters 1-5 in Trustee Facts Files
  - 2. Discussion of webinar

### **New Business**

• Public laptop (purchased with a grant in July 2009) no longer working. Too old to repair.

### Miscellaneous

Next Meeting: December 11, 2017

## Paris Public Library Board of Trustees October 16, 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, Bruce Young and Librarian Teresa Pennington. Absent were Trustees Karen Earlywine and Susan Punzelt.

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

## **Committee Reports:**

\*Finance: The internet bills had not been received and Librarian Pennington noted that the upcoming bill will be higher than usual. MOTION: English, second by Young to approve finance report. Motion carried.

\*Book: None

\*House: Librarian Pennington stated that a fire extinguisher was discharged in October by 3 youths. They returned the next day and were caught by a staff member. All but one ran away. Fire services has been called and will recharge the extinguisher. Randy Turner has finished the lighting project and Young will contact Mark Sullivan for installation.

Librarian's Report: Pennington reported that St. Mary's K-5 students displayed their Sunflower Art. Mother Goose Storytime has begun again. A new knitting class was started for those interested. A newly organized Junior High Book Club has been formed to encourage reading for fun during those crucial years. Four students attended and chose books for the following four months' discussions. There is also an adult Book Club that meets monthly. Librarian Pennington stated that there are still some computer/printer problems. MOTION: Michels, second Lehman to approve report. Motion carried.

\*Friends: Christmas at the Library will be December 7th. March will usher in "The Big Read" and also the annual book sale. Debra Miller's portrayal of Louisa May Alcott will be in April

**Old Business:** None

**New Business:** Librarian Pennington reported that member libraries of MyMediaMall determined that an Intergovernmental Agreement (IGA) was needed. This will allow each library a greater say in how MyMediaMall operates. MOTION: Young, second by English to accept the IGA agreement. Motion carried. Agreement was duly signed by President and Secretary.

**Miscellaneous:** A reminder to Trustees to review Chapters 1-5 in Trustee Facts File and view the Safety and Security at the Library webinar for the per capita grant requirements.

Meeting adjourned at 4:56 p.m. Next meeting is Monday, November 6, 2017.

Respectfully submitted, Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

TOTALS

	Budget	Oct 2017	YTD	
Income				
40-01-00-3110 Real Estate Tax	118,500.00	-	69,403.50	
40-01-00-3420 Replacemnt Tax	11,500.00	-	3,599.80	
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	0.14	56.03	
40-01-00-3812 Investment Interest	3,500.00	-	590.52	
40-01-00-3820 Dividends Snap On	2,840.00	-	1,420.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	-	
40-01-00-3830 Gifts and Donations	4,000.00	50.00	1,438.00	
40-01-00-3890 Misc Income	15,000.00	927.96	6,079.93	
	162,740.00	978.10	82,587.78	
Expenditures				Balance
Building				
40-01-00-5110 Repair & Maintenance	24,000.00	410.00	18,159.37	5,840.63
40-01-00-5120 Equipment Maintenance	1,500.00	-	360.00	1,140.00
40-01-00-5170 Grounds Maintenance	1,800.00	-	595.00	1,205.00
40-01-00-5710 Utilities	8,500.00	585.44	3,912.87	4,587.13
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	-	, -	2,000.00
40-01-00-6540 Janitor Supplies	600.00	170.45	287.57	312.43
Library Services				-
40-01-00-5370 Internet	2,600.00	564.50	1,414.79	1,185.21
40-01-00-5510 Postage	600.00	19.50	227.39	372.61
40-01-00-5520 Telephone	1,920.00	165.55	979.06	940.94
40-01-00-6590 Processing & Supplies	2,000.00	44.38	1,034.73	965.27
40-01-00-6840 Automation & Software	4,800.00	25.00	4,734.71	65.29
40-01-00-8300 Office Equipment	1,200.00	81.92	441.89	758.11
40-01-00-8330 Computer Equipment	500.00	-	249.41	250.59
40-01-00-9110 Programs & Publicity	1,900.00	-	1,650.30	249.70
40-01-00-9290 Misc.	950.00	58.66	381.62	568.38
<b>Materials</b>				-
40-01-00-6710 Books & Periodicals	12,500.00	714.50	4,548.31	7,951.69
40-01-00-6810 Audiobooks	1,500.00	169.95	529.84	970.16
40-01-00-6820 Video	1,500.00	162.34	612.44	887.56
40-01-00-6830 Electronic Resources	3,800.00	-	1,951.79	1,848.21
Personnel				
40-01-00-4210 Salaries	93,000.00	7,193.40	44,858.27	48,141.73
40-01-00-4275 Bonuses	628.00	-	-	628.00
40-01-00-4510 Health Insurance	18,500.00	1,406.28	8,720.84	9,779.16
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	
40-01-00-4520 Life Insurance	345.00	30.40	182.40	162.60
40-01-00-4530 Unemployment	400.00	69.39	69.39	330.61
40-01-00-4540 Workers Comp	600.00	-	97.32	502.68
40-01-00-5620 Travel & Training	100.00	-	-	100.00
Contingency	1,000.00			1,000.00

188,743.00

11,871.66

95,999.31

92,743.69

## PARISPL Checks & Deposits

Type Date		Num	Name	Account	Amount
Oct 17					
Check	10/02/2017	2130	Woman's Day	Daily Business	-10.00
Check	10/02/2017	2131	Technology Management Revolvi	Daily Business	-154.00
Deposit	10/05/2017		Income	Daily Business	149.64
Check	10/05/2017	2132	Illiana Design	Daily Business	-25.00
Check	10/05/2017	2133	Frontier	Daily Business	-256.50
Check	10/10/2017	2134	Ameren Illinois	Daily Business	-12.12
Check	10/10/2017	2135	Walmart	Daily Business	-57.72
Deposit	10/12/2017		Income	Daily Business	344.93
Check	10/12/2017	2136	Unique Management Services	Daily Business	-17.90
Check	10/12/2017	2137	Benjamins Office Connection	Daily Business	-38.55
Check	10/13/2017	2138	Effingham Public Library	Daily Business	-20.77
Check	10/17/2017	1274	Gale/Cengage Learning	Gift Fund	-238.10
Check	10/17/2017	2139	D-I Supply	Daily Business	-149.49
Check	10/18/2017	2140	USPS	Daily Business	-11.00
Check	10/18/2017	2141	USPS	Daily Business	-8.50
Deposit	10/19/2017		Income	Daily Business	208.19
Check	10/21/2017	2142	Maroa Public Library	Daily Business	-19.99
Check	10/23/2017	2143	Frontier	Daily Business	-165.55
Check	10/23/2017	2144	D-I Supply	Daily Business	-15.99
Check	10/24/2017	2145	Card Services	Daily Business	-133.41
Deposit	10/25/2017		Income	Gift Fund	50.00
Deposit	10/26/2017		Income	Daily Business	225.20
Check	10/26/2017	1275	Midwest Tape	Gift Fund	-169.95
Check	10/26/2017	2146	Watts Copy Systems inc	Daily Business	-81.92
Check	10/27/2017	2147	Technology Management Revolvi	Daily Business	-154.00
Deposit	10/31/2017		3, 0	Daily Business	0.14
Oat 47					

Oct 17

## **PARIS CARNEGIE PUBLIC LIBRARY**

Invoices for payment

Nov 13, 2017

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

Baker & Taylor	2033255529	63.73
PO Box 277930	2033232574.	176.26
Atlanta GA 30384-7930	2033204125	228.59

Total books 468.58

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<b>Adult</b> 205 <b>206</b>	Feb																							
1433 576 237				C	•																			
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New Cards Issued Adult Young Adult (HS) Children Other Property Owner  Total	Circulation Year-to-Date	checkout	MyMediaMall	Cloud Library *total circ	ILL & Holds	ILL to other libraries	ILL from other libs	OCLC ILL loaned	OCLC ILL borrowed	reciprocal	PAC holds	staff-initiated holds	<u>Library usage stats</u>	Computer	Reference	attendance	number of programs	"passive" attendance	meeting room use	eResources usage	website visits	Ancestry image/text	ABC Mouse	Driving Tests

# October 2017 Review

Update on per capita grant checks: At the October *Members Matter* meeting, the State Library said that it is entirely possible that we may not get the current year's per capita grant funds until after we receive the one we're getting ready to apply for in January. Bottom line, no telling when (or if) we'll get it.

A small group of knitters continued to meet on Tuesday evenings.

Cara and Ally have started a monthly storytime at Creative Center, reaching about 40 preschoolers each visit. An evening preschool storyhour had no attendees

Problems this month:

drinks
bicycles
"service" dog
afterschool behavior

Cart Name: NOV 2017 ORDER

**Customer:** Paris Carnegie Public Library

Book Account/San #: L020198 Paris Carnegie Public Library / 3045285

 Purchase Order:
 116BKS2017

 Date Created:
 11/06/2017

Note:

**Special Instructions:** 

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1)	by	Anderson, Catherine					BTK:	0020207088
	ISBN:	9780399586316	Edition/Vol:		Pub. Date:	09/26/2017	Format:	Hardcover
	ISBN-10:	0399586318	Street Date:		Supplier:	Penguin Group USA	Dewey:	813/.54
	Price:	\$19.00	Est. Discount Price:	\$10.89	Pub. Statu	s:	Ordered:	1

P.O. Per Line:

## The Tiny Hero of Ferny Creek Library

2)	by	Bailey, Linda	_				BTK:	0019630460
	ISBN:	9780062440938	Edition/Vol:		Pub. Date:	06/20/2017	Format:	Hardcover
	ISBN-10:	0062440934	Street Date:		Supplier:	Harpercollins	Dewey:	FIC
	Price:	\$16.99	Est. Discount Price:	\$9.74	саррион	Childrens Books	Ordered:	1

Pub. Status:

P.O. Per Line:

## A Babysitter's Guide to Monster Hunting

)	by	Ballarini, Joe					BTK:	0019630417
	ISBN:	9780062437839	Edition/Vol:		Pub. Date:	06/20/2017	Format:	Hardcover
	ISBN-10:	0062437836	Street Date:		Supplier:	Harpercollins	Dewey:	FIC
	Price:	\$13.99	Est. Discount Price:	\$8.02	опринет.	Childrens Books	Ordered:	1
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## A Whole New Ballgame

4)	by	Bildner, Phil					BTK:	0017312290
	ISBN:	9781250079763	Edition/Vol:	Reprint	Pub. Date:	07/12/2016	Format:	Paperback
	ISBN-10:	1250079764	Street Date:		Supplier:	Feiwel & Friends	Dewey:	FIC
	Price:	\$7.99	Est. Discount Price:	\$4.79	Pub. Status:		Ordered:	1

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## The Midnight Line

5)	by	Child, Lee					BTK:	0020348558
	ISBN:	9780399593482	Edition/Vol:		Pub. Date:	11/07/2017	Format:	Hardcover
	ISBN-10:	0399593489	Street Date:		Supplier:	Random House Inc	Dewey:	813/.54
	Price:	\$28.99	Est. Discount Price:	\$16.61	Pub. Status	:	Ordered:	1

P.O. Per Line:

### Hardcore Twenty-Four

6)	by	Evanovich, Janet					BTK:	0019819406
	ISBN:	9780399179198	Edition/Vol:		Pub. Date:	11/14/2017	Format:	Hardcover
	ISBN-10:	0399179194	Street Date:		Supplier:	Penguin Group USA	Dewey:	813/.54
	Price:	\$28.00	Est. Discount Price:	\$16.04	Pub. Status:	NOT YET PUBLISHED	Ordered:	1

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11   by   Haddix, Margaret Peterson   ISBN: 9781481417617   Edition/Vol:   Pub. Date: 04/11/2017   Format: Hardcove   ISBN-10: 1481417614   Street Date:   Supplier: Simon & Schuster   Dewey:   Fide   Price: \$17.99   Est. Discount Price: \$10.31   Pub. PUBLISHER OUT   Ordered:   Pub. Date: 07/25/2017   Pub. PUBLISHER OUT   Ordered:   Pub. Date: 07/25/2017   Pub. Date: Dewey:   Pub. Date: 07/25/2017   Pub. Date: Dewey:   Pub. Dewey: Dewey:   Pub. Date: Dewey: Dewey:   Pub. Date: Dewey: Dewey:   Pub. Date: Dewey: Dewey: Dewey: Dewey: Dewey: Dewey: Dewey:	P.O. Per Line:						
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12) by	P.O. Per Line:						
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Price: \$9.99 Est. Discount Price: \$5.99 Pub. Status:  P.O. Per Line:  The Complete Sookie Stackhouse Stories  13) by Harris, Charlaine BTK: 0020738357  ISBN: 9780399587597 Edition/Vol: Pub. Date: 11/21/2017 Format: Hardcove ISBN-10: 0399587594 Street Date: Supplier: Penguin Group USA Dewey: 813/.54  Price: \$24.00 Est. Discount Price: \$13.75 Pub. NOT YET Ordered: Status: PUBLISHED	ISBN:	9781681193175	Edition/Vol:	New	<b>Pub. Date:</b> 07/25/2017	Format:	Paperback
Price: \$9.99 Est. Discount Price: \$5.99 Pub. Status:  P.O. Per Line:  The Complete Sookie Stackhouse Stories  13) by Harris, Charlaine BTK: 0020738357  ISBN: 9780399587597 Edition/Vol: Pub. Date: 11/21/2017 Format: Hardcove ISBN-10: 0399587594 Street Date: Supplier: Penguin Group USA Dewey: 813/.54  Price: \$24.00 Est. Discount Price: \$13.75 Pub. NOT YET Ordered: Status: PUBLISHED	ISBN-10:	1681193175	Street Date:		Supplier: Bloomsbury Childrens	Dewey:	FIC
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