

Board Meeting Agenda

December 11, 2017

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report
- Book
- House – ballast replaced in men's restroom

Librarian's Report

- Statistics report
- Month's review
- Friends – Christmas at the Library

Old business

- Review library safety checklist for per capita grant application

New Business

- Adopt schedule of meetings for 2018
- Review existing policy for compliance with the new statutory requirements for sexual harassment policies and take formal action to adopt or ratify policy. Must be completed by Jan. 15, 2018.

Miscellaneous

- Holiday closing: Saturday Dec. 23, Monday Dec. 25, Monday Jan. 1

Next Meeting: January 8, 2018

**Paris Public Library
Board of Trustees
November 13, 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, Karen Earlywine, Susan Punzelt, Evie Gill, Bruce Young and Librarian Teresa Pennington. Absent were Trustees Roxanne Michels and Ginny English.

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

Committee Reports:

***Finance:** The IL Public Library Per Capita Grant for 2017 has been delayed by the state causing an extremely tight budget through the end of the fiscal year. The grant is used to purchase books, audio books, DVDs among other items. MOTION: Lehman, second by Punzelt to approve finance report. Motion carried.

***Book:** Eight new titles were purchased with the Lucy Bishop Fund.

***House:** Librarian Pennington reported that they are still waiting for a roof inspection concerning the leak.

Librarian's Report: The new knitting class continues to meet regularly on Tuesday evenings. A monthly story time at Creative Center is reaching around 40 preschoolers. Family Reading Night has only 2 signed up at this time. Patrons have been asked not to bring bicycles into the library or porch. An outdoor rack is available for bicycles.

***Friends:** Christmas at the Library will be December 7th.

Old Business: Chapters 1-5 in Trustee Facts File and the Safety and Security at the Library webinar were discussed. The webinar was especially enlightening for board members.

New Business: Librarian Pennington reported that the Public laptop (2009 grant) has crashed and can no longer be repaired. A replacement laptop will cost \$429.95 from Parkway Computers. MOTION: Young, second by Lehman to replace the laptop using funds remaining in a technology grant. Motion carried.

Miscellaneous: The ash trees east of the library have succumbed to the Emerald Ash Borer and will need to come down for the safety of the library patrons.

Meeting adjourned at 5:10 p.m. Next meeting is Monday, December 11, 2017.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Nov 2017	YTD	
Income				
40-01-00-3110 Real Estate Tax	118,500.00	-	114,316.10	
40-01-00-3420 Replacemnt Tax	11,500.00	-	4,825.97	
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	-	73.17	
40-01-00-3812 Investment Interest	3,500.00	-	681.07	
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	610.10	2,048.10	
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>952.43</u>	<u>7,032.36</u>	
	162,740.00	1,562.53	130,396.77	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	24,000.00	68.05	18,227.42	5,772.58
40-01-00-5120 Equipment Maintenance	1,500.00	931.51	1,291.51	208.49
40-01-00-5170 Grounds Maintenance	1,800.00	75.00	670.00	1,130.00
40-01-00-5710 Utilities	8,500.00	378.38	4,291.25	4,208.75
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	2,000.00	2,000.00	-
40-01-00-6540 Janitor Supplies	600.00	-	287.57	312.43
Library Services				
40-01-00-5370 Internet	2,600.00	267.81	1,682.60	917.40
40-01-00-5510 Postage	600.00	52.04	279.54	320.46
40-01-00-5520 Telephone	1,920.00	169.21	1,148.27	771.73
40-01-00-6590 Processing & Supplies	2,000.00	29.99	1,064.72	935.28
40-01-00-6840 Automation & Software	4,800.00	-	4,734.71	65.29
40-01-00-8300 Office Equipment	1,200.00	76.62	518.51	681.49
40-01-00-8330 Computer Equipment	500.00	429.95	679.36	(179.36)
40-01-00-9110 Programs & Publicity	1,900.00	-	1,650.30	249.70
40-01-00-9290 Misc.	950.00	47.89	439.51	510.49
Materials				
40-01-00-6710 Books & Periodicals	12,500.00	487.48	6,288.06	6,211.94
40-01-00-6810 Audiobooks	1,500.00	119.97	649.81	850.19
40-01-00-6820 Video	1,500.00	71.90	684.34	815.66
40-01-00-6830 Electronic Resources	3,800.00	-	1,951.79	1,848.21
Personnel				
40-01-00-4210 Salaries	93,000.00	7,185.44	52,043.71	40,956.29
40-01-00-4275 Bonuses	628.00	-	-	628.00
40-01-00-4510 Health Insurance	18,500.00	1,406.28	10,127.12	8,372.88
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	-
40-01-00-4520 Life Insurance	345.00	30.40	212.80	132.20
40-01-00-4530 Unemployment	400.00	-	69.39	330.61
40-01-00-4540 Workers Comp	600.00	575.00	672.32	(72.32)
40-01-00-5620 Travel & Training	100.00	-	-	100.00
Contingency				
	<u>1,000.00</u>			<u>1,000.00</u>
TOTALS	188,743.00	14,402.92	111,664.61	77,078.39

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Nov 17					
Check	11/01/2017	2148	USPS	Daily Business	-52.04
Deposit	11/02/2017		Income	Daily Business	297.65
Deposit	11/09/2017		Income	Daily Business	253.16
Check	11/10/2017	2149	Otis Elevator	Daily Business	-876.96
Check	11/10/2017	2150	Frontier	Daily Business	-78.31
Check	11/10/2017	2151	Midwest Tape	Daily Business	-119.97
Check	11/15/2017	2152	Six Mile Regional Library District	Daily Business	-19.99
Check	11/15/2017	2153	Benjamins Office Connection	Daily Business	-29.99
Deposit	11/16/2017		Income	Daily Business	663.12
Check	11/21/2017	2154	Vrzina Enterprises	Daily Business	-75.00
Check	11/21/2017	2155	Ameren Illinois	Daily Business	-12.40
Check	11/21/2017	2156	James C. Bennett	Daily Business	-68.05
Check	11/21/2017	2157	Unique Management Services	Daily Business	-17.90
Deposit	11/21/2017		Income	Daily Business	110.10
Check	11/27/2017	2158	Card Services	Daily Business	-90.80
Check	11/28/2017	2159	Frontier	Daily Business	-204.71
Check	11/28/2017	2160	Technology Management Revolvi...	Daily Business	-154.00
Deposit	11/30/2017		Income	Daily Business	238.50
Check	11/30/2017	2161	Watts Copy Systems inc	Daily Business	-76.62
Check	11/30/2017	2162	Fire Extinguisher Service & Sales,...	Daily Business	-54.55
Check	11/30/2017	2163	Williamsville Public Library	Daily Business	-10.00
Check	11/30/2017	1276	Parkway Computers	Gift Fund	-429.95

Nov 17

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

Dec. 11, 2017

40-01-00-6710 Books & Periodicals

Baker & Taylor	2033305935	280.59
PO Box 277930	2033331814	33.25
Atlanta GA 30384-7930		

Total books 313.84

40-01-00-5170 Grounds Maintenance

Temples Lawn Service	12153	250.00
712 1/2 W. Andrew St		
Paris IL 61944		

Payment authorized by:

Paris Carnegie Public Library

November 2017

New Cards Issued

	Resident	Nonresident
Adult	8	1
Young Adult (HS)	0	0
Children	4	0
Other	1	0
Property Owner	0	0
Total	13	1

Circulation Breakdown

	Books	DVDs/VHS	Audios (incl music)	Periodicals	Other physical items	ebooks	e-audiobooks	Total
	2444	553	137	29	13	259	74	3509
Previous total	31153							
Volumes Added	20932	29	14	43				
Volumes Withdrawn	10221	20	43					
Total	20947	10198	31145					
DVDs	1439							
Audiobks	576							
Microfilm	237							

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	3018	3452	3337	3403	3214	3592	3176						23192
MyMediaMall	241	211	220	239	217	211	210						1549
Cloud Library	86	75	148	137	116	159	123						844
*total circ	3345	3738	3705	3779	3547	3962	3509	0	0	0	0	0	25585

ILL & Holds

ILL to other libraries	444	491	495	515	555	535	532						3567
ILL from other libs	655	696	762	953	677	718	788						5249
OCLC ILL loaned	17	14	6	12	19	14	7						89
OCLC ILL borrowed	24	23	30	32	19	43	36						207
reciprocal	132	127	116	123	95	82	110						785
PAC holds	272	332	330	350	249	264	314						2111
staff-initiated holds	604	732	712	790	653	713	726						4930

Library usage stats

Computer	707	760	803	814	803	903	856						5646
Reference	771	886	936	949	839	892	824						6097
attendance	56	236	71	44	49	127	121						704
number of programs	5	13	6	4	8	15	6						57
"passive" attendance	10	84	12	0	0	0	0						106
meeting room use	9	11	21	24	20	13	18						116

eResources usage

website visits	1170	1194	1207	1232	1139	1155	922						8019
Ancestry image/text	668	665	239	188	509	358	32						2659
ABC Mouse	1	0	2	2	0	2	3						10
Driving Tests	*****	*****	14	38	2	2	20						76

November 2017 Review

FRONTIER: After months of receiving no bills for our Frontier internet to ICN, I finally found someone who not only restarted the paper billing but also combined it with our monthly telephone bill to get just one per month! Soon followed by an email that Frontier was committed to helping their customers quickly and conveniently manage their billing so they are enrolling us in paperless billing next month. I opted out in order to continue paper billing, but there may be a fee charged at some point in the future.

WATTS: We receive one monthly email request to read the meters on both printers, on about the 15th. This month we received our usual email, followed by the bill, and then a second (and third) request for a reading on just one printer at the end of the month. After several pointed emails and voicemail asking for an explanation, a phone conversation may have finally resolved the issue.

STAFF DOOR: The Madison St. staff door would not unlock from the outside several times this month (more than usual). The only solution is to enter the building through another door and turn the knob with some force from the inside. All staff can enter through another door if needed.

NEW PUBLIC LAPTOP: Laptop is here but not ready. I still have to install Microsoft Office, set up the public user, change a number of Windows 10 settings, and install the security. Will probably take 2-3 days, once I actually start.

PUBLICITY: Talked to Gary and Nancy at Prairie Press about how to get our items in the newspaper. End result is that I will email, then call to confirm anything I send. *East Central Illinois Reporter* asked to be placed on our mailing list for newsletters and press releases.

WARMER WEATHER issues. Told 3 boys that the library grounds were not a playground and throwing sticks at others was going to stop immediately. The next day the same 3 boys were told that they were not allowed to play football in the alley, parking lot, or library yard – yes, even if it wasn't tackle football.

SHAKESPEARE IN THE PARK is confirmed with the Park Board and the check is in our account!

CRESTWOOD 6th GRADE RESEARCH VISIT: 42 6th graders came to the library for 2 ½ hours on Nov. 15 to expand upon their study of Andrew Carnegie. Students compared our building to accounts of others; drew floor plans; and learned a bit of Paris library history.

COMMUNITY NURSE BOARD expressed its dismay that the Randy Turner piece in memory of Mary Ann Tucker is not completed. They feel that two years has been long enough. They have requested that I provide them with an update at their January 16 meeting.

CHECKING SERVICE CHARGE: When I saw an early copy of our October statement on Dec. 4, I talked to the bank and learned that we were charged a \$10 service fee for dropping below a \$2500 balance in October and November. Called Dennis Thiel, who did something to resolve the minimum balance issue and refund the 20.00.

FINAL PER CAPITA GRANT APPLICATION REQUIREMENT: Safety Checklist review

Chapter 12 [Safety]

SAFETY CHECKLIST

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed bi-annually.
- Emergency supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.

Paris Carnegie Public Library 2018

Board of Trustees

George Griffin, president	Roxanne Michels, vice president
Susan Punzelt	Virginia English
Karen Earlywine	Bruce Young
Evie Gill	vacant seat
Cherie Lehman	

Board Meetings at 4:30pm in the Gibson Room of Paris Public Library on these dates:

January 8, 2018
February 12, 2018
March 12, 2018
April 9, 2018
May 14, 2018
June 11, 2018
July 9, 2018
--- No August meeting ---
September 10, 2018
October 15, 2018
November 12, 2018
December 10, 2018

Board members may be contacted by email at board@parispubliclibrary.org or by mail at Paris Public Library, 207 S. Main, Paris IL 61944

Paris Carnegie Public Library will be closed on these dates:

New Year's Day	January 1, 2018	Honeybee Festival	September 29, 2018
Presidents Day	February 19, 2018	Columbus Day	October 8, 2018
Memorial Day	May 28, 2018	Thanksgiving Day	November 22, 2018
4 th of July	July 4, 2018	Christmas	December 24-25, 2018
Labor Day	September 3, 2018		

Early closing	4pm, November 21, 2018	4pm, December 31, 2018
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[Local Governments Must Formally Adopt Sexual Harassment Policies](#)

Monday, November 20, 2017 [Julie Tappendorf](#)

Last week, the Governor signed into law [P.A. 100-0554](#). The new law requires local governments to take formal action to adopt sexual harassment policies. Within 60 days of the effective date of the new law, each unit of local government must adopt an ordinance or resolution establishing a policy to prohibit sexual harassment.

The policy must include, at a minimum, the following provisions:

1. A prohibition on sexual harassment.
2. The procedure for reporting an allegation of sexual harassment.
3. A prohibition on retaliation for reporting an allegation of sexual harassment.
4. The consequences for violating the sexual harassment policy and for knowingly making a false report.

While most units of local government probably already have a sexual harassment policy in place, it is important that government entities review existing policies for compliance with the new statutory requirements and take formal action to adopt or ratify the sexual harassment policy by resolution or ordinance. According to the General Assembly's website, the law's effective date is November 16, 2017, meaning that local governments have until January 15, 2018 to adopt an ordinance or resolution approving a policy that complies with the new law.

The new law also contains a number of other regulations relating to sexual harassment, including training requirements for state officials and lobbyists, as well as other regulations. The language pertaining to the new policy requirements for local governments language is set out below: No later than 60 days after the effective date of this amendatory Act of the 100th General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

Post Authored by Julie Tappendorf

Sexual Harassment Policy

Paris Carnegie Public Library strongly opposes sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.

A. Work Environment

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Librarian in accordance with the Sexual Harassment Reporting Procedure.

B. Library Employee/Patron Relationship

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and, therefore, such harassment will not be tolerated.

Sexual harassment of a patron by a library employee means: (1) any sexual advance by an employee toward a patron, (2) any request by an employee to a patron for sexual favors, (3) any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or (4) any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the Librarian or, if not immediately available, to her as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a library employee against a patron shall immediately report it to the Librarian or Assistant Librarian.

C. Examples

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

D. Duty to Report

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the head librarian or to their immediate supervisor.

E. Retaliation

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

F. Sexual Harassment Report Procedure

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Step 1: Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the Librarian as soon as possible. A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the Librarian or to the employee's immediate supervisor. If the Librarian is the subject of the complaint, then the complaint should be presented to the President of the Board.

Step 2: If the alleged perpetrator of sexual harassment is a library patron, normal disciplinary procedures should be followed. In all other cases, the Librarian shall meet with the complainant within three days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Librarian may also have a representative; such meeting, however, shall be informal. The Librarian shall issue a written decision within five days of the meeting.

Step 3: If the complainant is not satisfied with the Librarian's decision, within five days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee). The appeal shall be in writing and shall state the reasons for appealing the Librarian's decision. Within five days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the Librarian to resolve the matter. The Board President shall issue a written decision within ten days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

Step 4: If the complainant is not satisfied with the Board President's decision, then within ten (10) days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. Within twenty days of receiving an appeal, the Board or a committee hereof shall meet with the

complainant, the Librarian, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

G. Any library patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

Illinois Department of Human Rights
222 S. College, Rm. 101A
Springfield, IL 62700

(217) 785-5100

Cart Name: December
Customer: Paris Carnegie Public Library
Book Account/San #: L020198 Paris Carnegie Public Library / 3045285
Purchase Order: 12BKS2017
Date Created: 11/28/2017
Note: :
Special Instructions:

Chicken Story Time

1) by Asher, Sandy **BTK:** 0018597504
ISBN: 9780803739444 **Edition/Vol:** **Pub. Date:** 12/13/2016 **Format:** Reinforced
ISBN-10: 0803739443 **Street Date:** **Supplier:** Penguin Group USA **Dewey:** E
Price: \$17.99 **Est. Discount Price:** \$13.49 **Pub. Status:** **Ordered:** 1

P.O. Per Line:

The Chaos of Standing Still

2) by Brody, Jessica **BTK:** 0020340960
ISBN: 9781481499187 **Edition/Vol:** **Pub. Date:** 11/28/2017 **Format:** Hardcover
ISBN-10: 1481499181 **Street Date:** **Supplier:** Simon & Schuster **Dewey:** FIC
Price: \$17.99 **Est. Discount Price:** \$10.31 **Pub. Status:** **Ordered:** 1

P.O. Per Line:

Electric Ben

3) by Byrd, Robert **BTK:** 0010948190
ISBN: 9780803737495 **Edition/Vol:** **Pub. Date:** 09/13/2012 **Format:** Reinforced
ISBN-10: 0803737491 **Street Date:** **Supplier:** Penguin Group USA **Dewey:** 973.3092
Price: \$17.99 **Est. Discount Price:** \$13.49 **Pub. Status:** **Ordered:** 1

P.O. Per Line:

A Place at Our Table

4) by Clipston, Amy **BTK:** 0020454927
ISBN: 9780310349013 **Edition/Vol:** **Pub. Date:** 11/14/2017 **Format:** Paperback
ISBN-10: 031034901X **Street Date:** **Supplier:** Harpercollins Christian Pub **Dewey:** 813/.6
Price: \$15.99 **Est. Discount Price:** \$9.59 **Pub. Status:** **Ordered:** 1

P.O. Per Line:

It's Shoe Time!

5) by Collier, Bryan **BTK:** 0020345571
ISBN: 9781484726471 **Edition/Vol:** **Pub. Date:** 11/07/2017 **Format:** Hardcover
ISBN-10: 1484726472 **Street Date:** **Supplier:** Disney Pr **Dewey:** E
Price: \$9.99 **Est. Discount Price:** \$5.72 **Pub. Status:** **Ordered:** 1

P.O. Per Line:

The Adventures of a Wimpy Superhero

6) by Collins, Tim **BTK:** 0017774979
ISBN: 9781782434382 **Edition/Vol:** **Pub. Date:** 10/01/2016 **Format:** Paperback
ISBN-10: 1782434380 **Street Date:** **Supplier:** Trafalgar Square Books **Dewey:** E
Price: \$9.99 **Est. Discount Price:** \$5.99 **Pub. Status:** **Ordered:** 1

P.O. Per Line:

Pete the Cat Treasury

7) by	Dean, Kimberly				BTK:	0020488757
ISBN:	9780062740366	Edition/Vol:		Pub. Date:	12/05/2017	Format: Hardcover
ISBN-10:	0062740369	Street Date:		Supplier:	Harpercollins Childrens Books	Dewey: E
Price:	\$21.99	Est. Discount Price:	\$16.49	Pub. Status:		Ordered: 1

P.O. Per Line:

The Rooster Who Would Not Be Quiet!

8) by	Deedy, Carmen Agra				BTK:	0019049814
ISBN:	9780545722889	Edition/Vol:		Pub. Date:	01/31/2017	Format: Reinforced
ISBN-10:	0545722888	Street Date:		Supplier:	Scholastic	Dewey: E
Price:	\$17.99	Est. Discount Price:	\$13.49	Pub. Status:		Ordered: 1

P.O. Per Line:

The Noel Diary

9) by	Evans, Richard Paul				BTK:	0020457693
ISBN:	9781501172038	Edition/Vol:		Pub. Date:	11/07/2017	Format: Hardcover
ISBN-10:	1501172034	Street Date:		Supplier:	Simon & Schuster	Dewey: 813/.54
Price:	\$19.99	Est. Discount Price:	\$11.45	Pub. Status:		Ordered: 1

P.O. Per Line:

Who Was Jane Austen?

10) by	Fabiny, Sarah				BTK:	0020510880
ISBN:	9780448488639	Edition/Vol:		Pub. Date:	12/05/2017	Format: Paperback
ISBN-10:	0448488639	Street Date:		Supplier:	Penguin Group USA	Dewey: 823/.7
Price:	\$5.99	Est. Discount Price:	\$3.59	Pub. Status:		Ordered: 1

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11) by	Gigliotti, Jim				BTK:	0020510879
ISBN:	9780448488578	Edition/Vol:		Pub. Date:	12/05/2017	Format: Paperback
ISBN-10:	0448488574	Street Date:		Supplier:	Penguin Group USA	Dewey: 741.5/8092
Price:	\$5.99	Est. Discount Price:	\$3.59	Pub. Status:		Ordered: 1

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ISBN:	9781496710192	Edition/Vol:		Pub. Date:	11/28/2017	Format: Hardcover
ISBN-10:	1496710193	Street Date:		Supplier:	Kensington Pub Corp	Dewey: 813/.6
Price:	\$25.00	Est. Discount Price:	\$14.33	Pub. Status:		Ordered: 1

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Who Was Coretta Scott King?

13) by	Herman, Gail				BTK:	0020510881
ISBN:	9780451532619	Edition/Vol:		Pub. Date:	12/05/2017	Format: Paperback
ISBN-10:	0451532619	Street Date:		Supplier:	Penguin Group USA	Dewey: 323.092
Price:	\$5.99	Est. Discount Price:	\$3.59	Pub. Status:		Ordered: 1

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14) by	Higgins, Kristan				BTK:	0020738525
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ISBN:	9781335903358	Edition/Vol:		Pub. Date:	12/26/2017	Format:	Paperback
ISBN-10:	1335903356	Street Date:		Supplier:	Harlequin Books	Dewey:	813
Price:	\$15.99	Est. Discount Price:	\$9.59	Pub. Status:	NOT YET PUBLISHED	Ordered:	1

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Bruce's Big Move

15) by	Higgins, Ryan T.					BTK:	0020079839
ISBN:	9781368003544	Edition/Vol:		Pub. Date:	09/26/2017	Format:	Reinforced
ISBN-10:	1368003540	Street Date:		Supplier:	Disney Pr	Dewey:	E
Price:	\$17.99	Est. Discount Price:	\$13.49	Pub. Status:		Ordered:	1

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It Was Only Ever You

16) by	Kerrigan, Kate					BTK:	0020602293
ISBN:	9781784082420	Edition/Vol:	Reprint	Pub. Date:	10/06/2017	Format:	Paperback
ISBN-10:	1784082422	Street Date:		Supplier:	Trafalgar Square	Dewey:	813
Price:	\$12.95	Est. Discount Price:	\$7.77	Pub. Status:	PUBLISHER OUT OF STOCK	Ordered:	1

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Andrew Jackson and the Miracle of New Orleans

17) by	Kilmeade, Brian					BTK:	0020390137
ISBN:	9780735213234	Edition/Vol:		Pub. Date:	10/24/2017	Format:	Hardcover
ISBN-10:	0735213232	Street Date:		Supplier:	Penguin Group USA	Dewey:	973.5/239
Price:	\$28.00	Est. Discount Price:	\$16.04	Pub. Status:		Ordered:	1

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18) by	Lee, Fonda					BTK:	0020489296
ISBN:	9780316440868	Edition/Vol:		Pub. Date:	11/07/2017	Format:	Hardcover
ISBN-10:	0316440868	Street Date:		Supplier:	Little Brown & Co	Dewey:	813/.6
Price:	\$26.00	Est. Discount Price:	\$14.90	Pub. Status:		Ordered:	1

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19) by	Leroy, Jean					BTK:	0018589093
ISBN:	9780802854797	Edition/Vol:		Pub. Date:	10/03/2016	Format:	Reinforced
ISBN-10:	0802854796	Street Date:		Supplier:	Eerdmans Pub Co	Dewey:	E
Price:	\$16.00	Est. Discount Price:	\$12.00	Pub. Status:		Ordered:	1

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Hero Dog!

20) by	Lysiak, Hilde					BTK:	0020299376
ISBN:	9781338141559	Edition/Vol:		Pub. Date:	09/12/2017	Format:	Paperback
ISBN-10:	1338141554	Street Date:		Supplier:	Scholastic Paperbacks	Dewey:	E
Price:	\$4.99	Est. Discount Price:	\$2.99	Pub. Status:		Ordered:	1

P.O. Per Line:

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21) by	Lysiak, Hilde					BTK:	0020589584
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ISBN:	9781338141580	Edition/Vol:		Pub. Date:	10/31/2017	Format:	Paperback
ISBN-10:	1338141589	Street Date:		Supplier:	Scholastic Paperbacks	Dewey:	E
Price:	\$4.99	Est. Discount Price:	\$2.99	Pub. Status:		Ordered:	1

P.O. Per Line:

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22) by	Maaren, Kari					BTK:	0019998260
ISBN:	9780765386281	Edition/Vol:		Pub. Date:	11/28/2017	Format:	Paperback
ISBN-10:	0765386283	Street Date:		Supplier:	St Martins Pr	Dewey:	813/.6
Price:	\$15.99	Est. Discount Price:	\$9.59	Pub. Status:		Ordered:	1

P.O. Per Line:

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23) by	Mcalister, Michael					BTK:	0020446186
ISBN:	9781631868382	Edition/Vol:	Edit.3;	Pub. Date:	09/19/2017	Format:	Paperback
ISBN-10:	1631868381	Street Date:		Supplier:	Taunton Pr	Dewey:	621.319/24
Price:	\$24.95	Est. Discount Price:	\$14.97	Pub. Status:		Ordered:	1

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24) by	Mecham, Jesse					BTK:	0020667644
ISBN:	9780062567581	Edition/Vol:		Pub. Date:	12/26/2017	Format:	Hardcover
ISBN-10:	0062567586	Street Date:		Supplier:	HarperCollins	Dewey:	332.024/02
Price:	\$23.99	Est. Discount Price:	\$13.75	Pub. Status:	NOT YET PUBLISHED	Ordered:	1

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ISBN-10:	0399556729	Street Date:		Supplier:	Random House Childrens Books	Dewey:	FIC
Price:	\$18.99	Est. Discount Price:	\$10.88	Pub. Status:		Ordered:	1

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26) by	Page, Katherine Hall					BTK:	0020340619
ISBN:	9780062439567	Edition/Vol:		Pub. Date:	12/05/2017	Format:	Hardcover
ISBN-10:	0062439561	Street Date:		Supplier:	HarperCollins	Dewey:	813/.54
Price:	\$25.99	Est. Discount Price:	\$14.89	Pub. Status:		Ordered:	1

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27) by	Patterson, James					BTK:	0020469221
ISBN:	9780316273909	Edition/Vol:		Pub. Date:	11/20/2017	Format:	Hardcover
ISBN-10:	0316273902	Street Date:		Supplier:	Little Brown & Co	Dewey:	813/.54
Price:	\$29.00	Est. Discount Price:	\$16.62	Pub. Status:		Ordered:	1

P.O. Per Line:

Count to Ten

28) by	Patterson, James					BTK:	0020469492
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ISBN:	9781538759639	Edition/Vol:	Reprint	Pub. Date:	11/14/2017	Format:	Paperback
ISBN-10:	1538759632	Street Date:		Supplier:	Grand Central Pub	Dewey:	813/.54
Price:	\$15.99	Est. Discount Price:	\$9.59	Pub. Status:		Ordered:	1

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The War Bride's Scrapbook

29) by	Preston, Caroline					BTK:	0020340709
ISBN:	9780061966927	Edition/Vol:		Pub. Date:	12/05/2017	Format:	Hardcover
ISBN-10:	0061966924	Street Date:		Supplier:	HarperCollins	Dewey:	813/.54
Price:	\$29.99	Est. Discount Price:	\$17.18	Pub. Status:		Ordered:	1

P.O. Per Line:

Dead Aim

30) by	Richards, Dusty					BTK:	0020735160
ISBN:	9780786039272	Edition/Vol:		Pub. Date:	01/30/2018	Format:	Paperback
ISBN-10:	0786039272	Street Date:		Supplier:	Kensington Pub Corp	Dewey:	813
Price:	\$7.99	Est. Discount Price:	\$4.79	Pub. Status:	NOT YET PUBLISHED	Ordered:	1

P.O. Per Line:

Year One

31) by	Roberts, Nora					BTK:	0020357222
ISBN:	9781250122957	Edition/Vol:		Pub. Date:	12/05/2017	Format:	Hardcover
ISBN-10:	1250122953	Street Date:		Supplier:	St Martins Pr	Dewey:	813/.54
Price:	\$27.99	Est. Discount Price:	\$16.04	Pub. Status:		Ordered:	1

P.O. Per Line:

Glass Town

32) by	Savile, Steven					BTK:	0018127244
ISBN:	9781250077837	Edition/Vol:		Pub. Date:	12/05/2017	Format:	Hardcover
ISBN-10:	1250077834	Street Date:		Supplier:	St Martins Pr	Dewey:	823/.92
Price:	\$25.99	Est. Discount Price:	\$14.89	Pub. Status:		Ordered:	1

P.O. Per Line:

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33) by	Simon, Misty					BTK:	0020331433
ISBN:	9781496712219	Edition/Vol:		Pub. Date:	10/31/2017	Format:	Paperback
ISBN-10:	1496712218	Street Date:		Supplier:	Kensington Pub Corp	Dewey:	813/.6
Price:	\$7.99	Est. Discount Price:	\$4.79	Pub. Status:		Ordered:	1

P.O. Per Line:

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34) by	Snopek, Roxanne					BTK:	0020446358
ISBN:	9781420144222	Edition/Vol:		Pub. Date:	11/28/2017	Format:	Paperback
ISBN-10:	1420144227	Street Date:		Supplier:	Kensington Pub Corp	Dewey:	813
Price:	\$4.99	Est. Discount Price:	\$2.99	Pub. Status:		Ordered:	1

P.O. Per Line:

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35) by	Steer, Dugald					BTK:	0020377658
ISBN:	9780763698485	Edition/Vol:		Pub. Date:	11/14/2017	Format:	Hardcover
ISBN-10:	0763698482	Street Date:		Supplier:	Candlewick Pr	Dewey:	940.1

Price: \$24.99 Est. Discount Price: \$14.32 Pub. Status: Ordered: 1

P.O. Per Line:

Lost Luggage

36) by Thomas, Wendall BTK: 0020344950
 ISBN: 9781464208928 Edition/Vol: Pub. Date: 10/03/2017 Format: Paperback
 ISBN-10: 1464208921 Street Date: Supplier: Ingram Pub Services Dewey: 813
 Price: \$15.95 Est. Discount Price: \$9.57 Pub. Status: Ordered: 1

P.O. Per Line:

Laura Ingalls Is Ruining My Life

37) by Tougas, Shelley BTK: 0019889012
 ISBN: 9781626724181 Edition/Vol: Pub. Date: 10/10/2017 Format: Hardcover
 ISBN-10: 1626724180 Street Date: Supplier: Henry Holt & Co Dewey: FIC
 Price: \$16.99 Est. Discount Price: \$9.74 Pub. Status: Ordered: 1

P.O. Per Line:

The Trials of Morrigan Crow

38) by Townsend, Jessica BTK: 0020345867
 ISBN: 9780316508889 Edition/Vol: Pub. Date: 10/31/2017 Format: Hardcover
 ISBN-10: 0316508888 Street Date: Supplier: Little Brown & Co Dewey: FIC
 Price: \$17.99 Est. Discount Price: \$10.31 Pub. Status: Ordered: 1

P.O. Per Line:

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39) by West, Charles G. BTK: 0020331387
 ISBN: 9780786042005 Edition/Vol: Pub. Date: 10/31/2017 Format: Paperback
 ISBN-10: 0786042001 Street Date: Supplier: Kensington Pub Corp Dewey: 813/.6
 Price: \$6.99 Est. Discount Price: \$4.19 Pub. Status: Ordered: 1

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 ISBN: 9781440343681 Edition/Vol: Pub. Date: 07/12/2017 Format: Paperback
 ISBN-10: 1440343683 Street Date: Supplier: F & W Media Inc Dewey: 742
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