

# **Board Meeting Agenda**

June 12, 2017

## **Call to order**

## **Minutes**

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

## **Committee Reports**

- Finance – Finance Report, Checks Report
- Book – no report
- House – A.C. units installed but still waiting on thermostats

## **Librarian's Report**

- Statistics report
- Month's review
- Friends – no meeting this month

## **Old business**

- Public printer issues continue

## **New Business**

- Annual report

## **Miscellaneous**

- Summer children's programming has begun

**Next Meeting:** July 10, 2017

**Paris Public Library  
Board of Trustees  
May 8, 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, Bruce Young, Evie Gill, Susan Punzelt, Karen Earlywine and Librarian Teresa Pennington. Absent were Trustees Roxanne Michels and Ginny English.

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

**Committee Reports:**

**\*Finance:** Librarian Pennington noted that the budget was on track. MOTION: Gill, second by Earlywine to approve finance report. Motion carried.

**\*Book:** No report.

**\*House:** Librarian Pennington stated that a new member was needed to replace Greg McHenry on the house committee. Griffin and Young volunteered to be on the House Committee. White will replace the air conditioners within 4-6 weeks. Recycled old card catalogue (retaining the cards) and several other items at the citywide cleanup. Once the new air conditioner is installed, a microfilm reader will be moved into the old card catalogues spot. The old vacuum cleaner was replaced.

**Librarian's Report:** Pennington reported that the computers were down only one day for replacement. Everything worked out almost as expected. Printers now work and there is a password for the library network. Jim Lewis has not yet sent a bill for his work. The computers were upgraded to Office 2016. Headphones are now available at the desk. Painting is complete. Storytime has finished up for the school year. Meeting rooms were used 9 times.

**\*Friends:** The Friends program featuring Debra Miller as Jane Austen was a huge hit with a large audience. Many requested that she return in another role. The adult reading program ended on April 15. New officers are: Shelley Kelsheimer, President; Nancy Hollis, Vice President; Norma Pruiett, Treasurer; Kristi McGill, Secretary. Shakespeare in the Park will be on May 20th – bring your lawn chair.

**Old Business:** Pennington shared that the new computers and printers are up and running.

**New Business:** None

**Miscellaneous:** The Library is the May community services display at First Farmers.

Meeting adjourned at 5:04 p.m. Next meeting is Monday, June 12, 2017.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	May 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	-	-	
40-01-00-3812 Investment Interest	3,500.00	-	-	
40-01-00-3820 Dividends Snap On	2,840.00	-	0.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	0.00	
40-01-00-3830 Gifts and Donations	4,000.00	78.00	78.00	
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>1015.54</u>	<u>1,015.54</u>	
	162,740.00	1,093.54	1,093.54	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	24,000.00	631.68	631.68	23,368.32
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	-	1,500.00
40-01-00-5170 Grounds Maintenance	1,800.00	185.00	185.00	1,615.00
40-01-00-5710 Utilities	8,500.00	801.97	801.97	7,698.03
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	0.00	-	2,000.00
40-01-00-6540 Janitor Supplies	600.00	0.00	-	600.00
<b>Library Services</b>				
40-01-00-5370 Internet	2,600.00	232.02	232.02	2,367.98
40-01-00-5510 Postage	600.00	0.00	-	600.00
40-01-00-5520 Telephone	1,920.00	163.29	163.29	1,756.71
40-01-00-6590 Processing & Supplies	2,000.00	422.68	422.68	1,577.32
40-01-00-6840 Automation & Software	4,800.00	0.00	-	4,800.00
40-01-00-8300 Office Equipment	1,200.00	51.58	51.58	1,148.42
40-01-00-8330 Computer Equipment	500.00	40.58	40.58	459.42
40-01-00-9110 Programs & Publicity	1,900.00	1039.00	1,039.00	861.00
40-01-00-9290 Misc.	950.00	34.90	34.90	915.10
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	12,500.00	1152.70	1,152.70	11,347.30
40-01-00-6810 Audiobooks	1,500.00	109.96	109.96	1,390.04
40-01-00-6820 Video	1,500.00	0.00	-	1,500.00
40-01-00-6830 Electronic Resources	3,800.00	0.00	-	3,800.00
<b>Personnel</b>				
40-01-00-4210 Salaries	93,000.00	6791.00	6,791.00	86,209.00
40-01-00-4275 Bonuses	628.00	0.00	-	628.00
40-01-00-4510 Health Insurance	18,500.00	1542.72	1,542.72	16,957.28
40-01-00-4511 Health Ins Reinsurance	-	0.00	0.00	-
40-01-00-4520 Life Insurance	345.00	30.40	30.40	314.60
40-01-00-4530 Unemployment	400.00	0.00	-	400.00
40-01-00-4540 Workers Comp	600.00	0.00	-	600.00
40-01-00-5620 Travel & Training	100.00	0.00	-	100.00
<b>Contingency</b>				
	<u>1,000.00</u>			<u>1,000.00</u>
<b>TOTALS</b>	188,743.00	13,229.48	13,229.48	175,513.52

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
<b>May 17</b>					
Check	05/03/2017	2039	Baker & Taylor	Daily Business	-34.71
Deposit	05/04/2017		Income	Daily Business	213.40
Check	05/04/2017	2040	Dale Martin Electric	Daily Business	-87.68
Check	05/04/2017	2041	Vrzina Enterprises	Daily Business	-85.00
Check	05/04/2017	2042	A-Advance Pest Control Company	Daily Business	-50.00
Check	05/04/2017	2043	Midwest Tape	Daily Business	-109.96
Check	05/04/2017	2044	Tee Jay Central, Inc	Daily Business	-494.00
Check	05/04/2017	2045	Benjamins Office Connection	Daily Business	-250.68
Check	05/10/2017	2046	Lincoln Public Library	Daily Business	-17.00
Check	05/10/2017	2047	Wal-mart	Daily Business	-40.58
Check	05/10/2017	2048	Temples Lawn Service	Daily Business	-100.00
Check	05/10/2017	2049	Frontier	Daily Business	-78.02
Check	05/10/2017	2050	Unique Management Services	Daily Business	-17.90
Check	05/10/2017	2051	The Prairie Press	Daily Business	-39.00
Check	05/10/2017	2052	Gale/Cengage Learning	Daily Business	-222.86
Check	05/10/2017	2053	Ameren Illinois	Daily Business	-12.02
Check	05/10/2017	2054	HGTV Magazine	Daily Business	-34.97
Deposit	05/11/2017		Income	Daily Business	269.16
Check	05/16/2017	1264	Junior Library Guild	Gift Fund	-80.40
Deposit	05/18/2017		Income	Daily Business	278.13
Check	05/18/2017	2055	Watts Copy Systems inc	Daily Business	-51.58
Check	05/20/2017	1265	Stone Soup Shakespeare	Gift Fund	-1,000.00
Check	05/22/2017	1266	Junior Library Guild	Gift Fund	-348.00
Check	05/24/2017	2056	Communications Revolving Fund	Daily Business	-154.00
Check	05/24/2017	2057	Money	Daily Business	-15.00
Check	05/24/2017	2058	Frontier	Daily Business	-163.29
Check	05/24/2017	2059	Country Living	Daily Business	-14.97
Deposit	05/25/2017		Income	Daily Business	340.84
Check	05/25/2017	2060	Bayscan Technologies	Daily Business	-172.00
<b>May 17</b>					

**PARIS CARNEGIE PUBLIC LIBRARY**

Invoices for payment

June 12, 2017

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

Baker & Taylor	2032906101	56.90
PO Box 277930	2032878966	141.23
Atlanta GA 30384-7930	2032853942	313.16
	2032851931	23.04

**Total** **534.33**

Payment authorized by:



## May 2017 Review

One of the donated books (*Landing Gear Design for Light Aircraft*) that we sent to Library Consignment sold for \$80; our share was \$33.

Library had a month-long display in First Farmers' lobby.

Teresa led a District 95 teacher in-service about recent children's books on May 5. Although it was a small group, it gave us the opportunity to share ideas and concerns with the district's school librarians

Table Arts Center's Cultivating Creativity Children's Art Exhibit was on display in the Gibson Room from May 15 through June 1.

A Wenz 4<sup>th</sup> grade class toured the library and the art exhibit on May 15.

Teresa finished the IPLAR (Illinois Public Library Annual Report) on May 31 – all 15 pages! – and submitted it on June 1.

We started summer vacation by telling people – again – that bicycles may not be parked in the north entry hall, outside blocking the automatic door, or on the front porch. One shows up in the hall every few weeks when there's no one in the building who claims it. We put up new "No Bicycles" signs at both entrances.



And then in early June:

June 6, 7pm or later: Someone set off a "smoke cracker" in the downstairs hall

June 7: Damage to one of the maroon chairs discovered at 5:30pm. Damage likely occurred after 3pm.



## BOOK ORDER

June 2017

**ADULT FICTION**

Alexander	What Hope remembers	9780800726423	14.99
Brooks	The black elfstone	9780553301480	28.00
Byler	The homestead	9781680992137	14.99
Child	Matchup	9781501141591	27.00
Hanson, Hart	The driver	9781101986363	26.00
Hedlund	With You Always	9780764218040	14.99
Johnstone	The Jensen brand	9780786040636	7.99
King	Lockdown	9780804177931	28.00
Kitses	Small hours	9781455598496	13.99
Koontz	The silent corner	9780345545992	28.00
Lewis	The ebb tide	free copy on listserv	
Monroe	Beach house for rent	9781501125461	26.00
Patterson	Murder games	9780316273961	28.00

**ADULT NONFICTION**

Erickson-Schroth	You're in the wrong bathroom!	9780807033890	16.95
Fastbinder	Filling her shoes	9781631521980	16.95
Flynn	NY Times book of crime	9781402793233	26.95
Gladstar	R.G.'s Herbal healing for men	9781612124773	16.95
Grandin	T.G.'s Guide to working w/ farm animals	9781612127446	19.95
Powers	ASVAB for dummies 2017/2018	9781119365624	18.99
Schwartz	When your child has food allergies	9780814434055	17.95
Wayman	A loving approach to dementia care	9781421422282	18.95

**YA FICTION**

Dessen	Once and for all	9780425290330	19.99
Hartley	Steeplejack	9780765383433	11.99
Klein	Shuffle, repeat	9780553509854	6.99
Yoon	Everything, everything	9781524769604	10.99
Zenter	Goodbye days	9780553524062	17.99

**CHILDREN'S FICTION**

Lang	Families, families, families	9780553499384	16.99
Marshall	Five little ducks	9781338091168	6.99
Meadows	Carmen the cheerleading fairy	9781338054842	6.99
Meyer	Bloody Jack	9780152050856	9.99
Murguia	The too-scary story	9780545732420	16.99
Patterson	Pottymouth and Stoopid	9780316349635	13.99
Riordan	The house of Hades (repl again)	9781423146773	9.99
Tate	Birthdays	9781459812970	24.95
Twohy	Mouse and hippo	9781481451246	17.99
Walsh	Dot & Jabber and the big bug mystery	9780544925489	12.99



**CHILDREN'S NONFICTION**

Anastasio	Where is the Eiffel Tower?	9780451533845	5.99
Bugler	My first book of soccer	9781683300021	8.99
McCarry	Who was Pete Seeger?	9780448484754	5.99
Schwartz	Where in the wild?	9781582463995	8.95
Storey	How to build aircraft	9780778733959	11.99