

Board Meeting Agenda

February 13, 2017

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report, gifts
- Book – no report
- House -

Librarian's Report

- Statistics report
- Month's review
- Friends

Old business

- Computer replacement/upgrade

New Business

- Serving as *Looking for Lincoln* "stamp" location
- Staff responsibilities shift with loss of Julie Eveland

Miscellaneous

- Big Read

Next Meeting: March 13

**Paris Public Library
Board of Trustees
January 9, 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 Roxanne Michels, Greg McHenry, Cherie Lehman, Evie Gill, Bruce Young and Librarian Teresa Pennington. Absent were Trustees Susan Punzelt, Ginny English and Karen Earlywine.

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

Committee Reports:

***Finance:** MOTION: Michels, second by McHenry to approve report. Motion carried. The Snap-On Tools dividend was received after the report was printed. Library received several donations in December. All have been acknowledged.

***Book:** No report.

***House:** Smoke detectors have been in place over the recommended 10-year time period. Pennington will purchase new ones and replace.

The bid threshold is currently \$20,000, which is higher than the expected air-conditioners replacement cost. McHenry will seek estimates.

Librarian's Report: Record Systems Cleaned and serviced the microfilm reader/printer. Cost was split with another library. Amnesty was successful. MOTION: McHenry, second Gill to approve December report. Motion carried.

Months review: Authorized Frontier to block 3-way calls from library.

***Friends:** Hosted Christmas At the Library for 61 children and their parents.

Old Business: A new Christmas tree was purchased and the old tree was given away. Walmart Community Grant application was submitted Dec. 20 for \$2,000. Suggestion to apply to the Edgar County Foundation was made. Per capita grant submitted to state library Dec. 8.

New Business: A new story hour for ages 3-5 began on Jan.7

Pennington reported that she and Debbie Sims will be doing the book orders in the future.

Miscellaneous: 1000 Books before Kindergarten has started. Romp and Rhyme had 9 children at the first session. Mother Goose has had 18 attend but attendance lessened during the holidays and extreme cold.

Meeting adjourned at 5:11 p.m. Next meeting is Monday, February 13, 2017.

Respectfully submitted,
Evie Gill, Secy. Pro tem

PARIS PUBLIC LIBRARY FINANCE REPORT

| | Budget | Jan. 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 | - | 7,458.79 |
| 40-01-00-3120 RE Tax-Dtown TIF | 200.00 | - | - |
| 40-01-00-3470 Grants | 7,000.00 | - | 6,812.00 |
| 40-01-00-3811 Interest on Cash | 200.00 | - | 121.23 |
| 40-01-00-3812 Investment Interest | 5,000.00 | - | 2,883.53 |
| 40-01-00-3820 Dividends Snap On | 2,440.00 | - | 1,930.00 |
| 40-01-00-3821 Loss/Restr FFF (IMET charge) | - | - | - |
| 40-01-00-3830 Gifts and Donations | 5,000.00 | 1216.85 | 2,756.85 |
| 40-01-00-3890 Misc Income | <u>15,000.00</u> | <u>738.16</u> | <u>9,198.46</u> |
| | 161,090.00 | 1,955.01 | 138,643.41 |

As of 2/7/2017, Julie's memorials = 1336.85

| Expenditures | | | | Balance |
|---------------------------------------|-----------------|-----------|------------|-----------------|
| Building | | | | |
| 40-01-00-5110 Repair & Maintenance | 5,000.00 | 147.96 | 3,458.26 | 1,541.74 |
| 40-01-00-5120 Equipment Maintenance | 1,600.00 | 0.00 | 922.68 | 677.32 |
| 40-01-00-5170 Grounds Maintenance | 1,700.00 | 0.00 | 1,660.00 | 40.00 |
| 40-01-00-5710 Utilities | 7,100.00 | 336.68 | 5,872.03 | 1,227.97 |
| 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 | 21.26 | 442.11 | 257.89 |
| Library Services | | | | - |
| 40-01-00-5370 Internet | 2,785.00 | 232.02 | 2,087.53 | 697.47 |
| 40-01-00-5510 Postage | 700.00 | 0.00 | 377.53 | 322.47 |
| 40-01-00-5520 Telephone | 1,900.00 | 158.52 | 1,441.17 | 458.83 |
| 40-01-00-6590 Processing & Supplies | 3,200.00 | 29.99 | 1,642.23 | 1,557.77 |
| 40-01-00-6840 Automation & Software | 5,100.00 | 0.00 | 4,744.93 | 355.07 |
| 40-01-00-8300 Office Equipment | 550.00 | 0.00 | 273.35 | 276.65 |
| 40-01-00-8330 Computer Equipment | 1,000.00 | 0.00 | 262.57 | 737.43 |
| 40-01-00-9110 Programs & Publicity | 1,400.00 | 0.00 | 1,330.80 | 69.20 |
| 40-01-00-9290 Misc. | 1,000.00 | 212.90 | 678.87 | 321.13 |
| Materials | | | | - |
| 40-01-00-6710 Books & Periodicals | 13,000.00 | 621.40 | 8,817.25 | 4,182.75 |
| 40-01-00-6810 Audiobooks | 1,200.00 | 119.94 | 1,003.66 | 196.34 |
| 40-01-00-6820 Video | 1,200.00 | 101.19 | 949.84 | 250.16 |
| 40-01-00-6830 Electronic Resources | 3,100.00 | 1350.00 | 3,444.35 | (344.35) |
| Personnel | | | | |
| 40-01-00-4210 Salaries | 93,500.00 | 6504.92 | 65,326.42 | 28,173.58 |
| 40-01-00-4275 Bonuses | 700.00 | 0.00 | 628.00 | 72.00 |
| 40-01-00-4510 Health Insurance | 19,000.00 | 1508.64 | 13,487.20 | 5,512.80 |
| 40-01-00-4511 Health Ins Reinsurance | - | 0.00 | 0.00 | - |
| 40-01-00-4520 Life Insurance | 350.00 | 28.80 | 259.20 | 90.80 |
| 40-01-00-4530 Unemployment | 450.00 | -72.57 | 128.83 | 321.17 |
| 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 | 11,301.65 | 121,838.81 | 48,746.19 |

PARISPL
Checks & Deposits

| Type | Date | Num | Name | Account | Amount |
|---------------|------------|------|--------------------------------|----------------|-----------|
| Jan 17 | | | | | |
| Deposit | 01/05/2017 | | Income | Daily Business | 113.00 |
| Check | 01/11/2017 | 1256 | Baker & Taylor | Gift Fund | -166.16 |
| Check | 01/11/2017 | 1977 | Wal-mart | Daily Business | -130.93 |
| Check | 01/11/2017 | 1978 | Unique Management Services | Daily Business | -17.90 |
| Check | 01/11/2017 | 1979 | Benjamins Office Connection | Daily Business | -29.99 |
| Check | 01/11/2017 | 1980 | ProQuest | Daily Business | -1,350.00 |
| Check | 01/11/2017 | 1981 | Gale/Cengage Learning | Daily Business | -50.03 |
| Check | 01/11/2017 | 1982 | Frontier | Daily Business | -78.02 |
| Deposit | 01/12/2017 | | Income | Gift Fund | 25.00 |
| Deposit | 01/12/2017 | | Income | Daily Business | 226.74 |
| Check | 01/12/2017 | 1983 | Paris Area Chamber Of Commerce | Daily Business | -105.00 |
| Check | 01/16/2017 | 1984 | Ameren Illinois | Daily Business | -13.71 |
| Deposit | 01/17/2017 | | Income | Gift Fund | 275.00 |
| Deposit | 01/19/2017 | | Income | Gift Fund | 305.00 |
| Deposit | 01/19/2017 | | Income | Daily Business | 218.47 |
| Check | 01/19/2017 | 1985 | Midwest Tape | Daily Business | -119.94 |
| Check | 01/19/2017 | 1986 | Good Housekeeping | Daily Business | -10.00 |
| Deposit | 01/20/2017 | | Income | Gift Fund | 240.00 |
| Deposit | 01/24/2017 | | Income | Gift Fund | 255.00 |
| Check | 01/25/2017 | 1987 | Card Services | Daily Business | -142.75 |
| Check | 01/25/2017 | 1988 | Frontier | Daily Business | -158.52 |
| Check | 01/25/2017 | 1989 | Dale Martin Electric | Daily Business | -147.96 |
| Check | 01/26/2017 | 1990 | Communications Revolving Fund | Daily Business | -154.00 |
| Deposit | 01/26/2017 | | Income | Gift Fund | 75.00 |
| Deposit | 01/26/2017 | | Income | Daily Business | 196.80 |
| Deposit | 01/31/2017 | | Income | Gift Fund | 25.00 |

Jan 17

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

February 13, 2017

40-01-00-6710 Books & Periodicals

| | | |
|-----------------------|------------|--------|
| Baker & Taylor | 2032557775 | 7.82 |
| PO Box 277930 | 2032577494 | 224.21 |
| Atlanta GA 30384-7930 | 2032602610 | 55.29 |

Total **287.32**

Payment authorized by:

Paris Carnegie Public Library

January 2017

| Registration | Resident | Nonresident | Total | Holdings | | | Adult | Children | Total |
|------------------|-------------|-------------|-------------|----------|----------------|---------------|-----------|----------|-------|
| | | | | Books | Previous total | Volumes Added | | | |
| Adult | 2521 | 363 | 2884 | | | | 20883 | 10477 | 31360 |
| Young Adult (HS) | 226 | 53 | 279 | | | | 46 | 49 | 95 |
| Children | 713 | 129 | 842 | | | | 13 | 3 | 16 |
| Other | 11 | 2 | 13 | | | | 20916 | 10523 | 31439 |
| Staff/Board | 13 | 0 | 13 | | | | | | |
| Property Owner | | 63 | 63 | | | | 1413 | | |
| | | | | | | | Audiobks | | 540 |
| | | | | | | | Microfilm | | 237 |
| Total | 3484 | 610 | 4094 | | | | | | |

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 | 30251 | | | |
| MyMediaMail | 225 | 259 | 241 | 219 | 228 | 204 | 197 | 182 | 263 | 2018 | | | |
| Cloud Library ebooks | 108 | 93 | 104 | 136 | 161 | 182 | 88 | 141 | 149 | 1162 | | | |
| *total circ | 3537 | 4104 | 3802 | 3923 | 3611 | 3396 | 3539 | 3485 | 4034 | 33431 | | | |
| <u>ILL & Holds</u> | | | | | | | | | | | | | |
| ILL to other libraries | 513 | 526 | 521 | 463 | 509 | 502 | 509 | 439 | 562 | 4544 | | | |
| ILL from other lipbs | 666 | 668 | 680 | 721 | 668 | 580 | 607 | 671 | 800 | 6051 | | | |
| OCLC ILL loaned | 15 | 18 | 9 | 6 | 13 | 12 | 6 | 6 | 12 | 97 | | | |
| OCLC ILL borrowed reciprocal | 39 | 25 | 53 | 43 | 28 | 24 | 30 | 27 | 35 | 304 | | | |
| PAC holds | 111 | 80 | 67 | 75 | 64 | 77 | 82 | 87 | 81 | 724 | | | |
| staff-initiated holds | 227 | 289 | 264 | 314 | 185 | 151 | 230 | 379 | 324 | 2363 | | | |
| | 646 | 700 | 675 | 771 | 629 | 599 | 627 | 692 | 776 | 6115 | | | |
| <u>Library usage stats</u> | | | | | | | | | | | | | |
| Computer | 792 | 892 | 814 | 874 | 810 | 788 | 908 | 753 | 718 | 7349 | | | |
| Reference | 736 | 845 | 746 | 866 | 753 | 710 | 822 | 657 | 854 | 6989 | | | |
| attendance | 93 | 195 | 87 | 53 | 42 | 16 | 69 | 175 | 111 | 841 | | | |
| "passive" attendance | 10 | 43 | 140 | 10 | 10 | 10 | 96 | 0 | 0 | 319 | | | |
| meeting room use | 9 | 3 | 5 | 7 | 6 | 6 | 10 | 2 | 9 | 57 | | | |
| <u>eResources usage</u> | | | | | | | | | | | | | |
| website visits | 889 | 943 | 1177 | 1313 | 1210 | 885 | 1020 | 1012 | 1355 | 9804 | | | |
| Ancestry searches | 785 | 375 | 662 | 327 | 671 | 111 | 286 | 272 | 338 | 3827 | | | |
| PR: Wowbrary views | 69 | 90 | 82 | 89 | 84 | 88 | 98 | 110 | 126 | 836 | | | |
| PR: Newsletter opens | 94 | 52 | 54 | 54 | 66 | 56 | 49 | 54 | 59 | 538 | | | |
| PR: Facebook reach | 3503 | 4428 | 2934 | 5345 | 3071 | 2075 | 2825 | 3177 | 16233 | 43591 | | | |

January 2017 Review

Google Business stats: 456 saw the library on Google, 148 saw the library on Google maps, 29 found our phone number, and 11 found directions to the library.

Meeting rooms were used 9 times (rooms reserved in advance, not when someone used a room to study, etc. because it was available).

Launched *1000 Books before Kindergarten*, promoting it through website, Facebook, newsletter and Wowbrary. Brochures and posters in library. Brochures to Head Start, Grace Lutheran, and to storytime parents. Current enrollment in program: 14.

Cara's *Romp & Rhyme storytime* for ages 3, 4, & 5 began the first Saturday morning in January. Attendance has averaged 10 per week. *Mother Goose on the Loose* also averaged about 10 on Thursday mornings. A Head Start class toured the library with Teresa on January 11.

Tax season began. IRS supplied 1040, 1040A, and 1040EZ forms and instructions. Illinois shipped IL-1040 forms plus a handful of instruction booklets (now gone) and ICR forms (also gone). Staff will print other forms at no charge, but we will charge to print instructions.

Teresa attended 3 IHLS meetings online: Members Matter on Jan.3, monthly Directors' Chat on Jan. 4, and the Semi-Annual Meeting on Jan. 11.

Debbie and Teresa went to visitation for former library staffer Gwen Montgomery's mother (Bev Whitkanack).

And coming in February:

February 14, 1:30-2:30pm. **How to Have Healthy Houseplants.** U of I Extension presents a webinar at the library on how to select and care for houseplants.

February 28, 10:00am – 2:00pm. **I-Cash.** A representative from the Illinois State Treasurer's office will be available to assist you with the simple process of searching for and reclaiming money or assets you may have.

Teresa will attend an online conference, **Big Talk from Small Libraries**, on February 24. *(That's my day off, but since the conference is 8:45am-5:00pm, I wouldn't be able to attend otherwise. I will be taking February 27 off instead.*

I told Chuck Hand that the Library would serve as stamping location.



Passport to Your National Parks Cancellation Stamp Program in the Abraham Lincoln National Heritage Area

Overview

In an effort to increase tourism to Looking for Lincoln Communities, Looking for Lincoln is developing the Passport to Your National Parks cancellation stamp program in the Abraham Lincoln National Heritage Area.

The Passport to Your National Parks program is a voluntary program that nearly all parks within the National Park Service (NPS) participate. Visitors can purchase their official NPS Passport and start recording their visits to NPS sites by stamping their passport with a rubber cancellation stamp. The cancellations, similar to those received in an international passport, record the name of the park and the date it was visited. There are currently over 500 sites with the NPS that participate in the passport program. For more information about this passport program, visit <http://easternnational.org/what-we-do/passport>.

Design

All cancellation stamps will have "Abraham Lincoln Nat'l Heritage Area" on the top of the stamp and the Community Name and State on the bottom of the stamp.

Criteria for Participation

To participate in the Passport to Your National Parks cancellation stamp program your community must be designated as a Looking for Lincoln Community.

Criteria for Placement of ALNHA Cancellation Stamp

Each Looking for Lincoln Community is unique. Therefore, each Looking for Lincoln Community will select the location for their passport stamp in consultation with Looking for Lincoln staff. The placement of the stamp should meet the following criteria.

1. Located in a structure that is open and accessible to the public.
2. Placed in a location that is staffed either by volunteers or staff.
3. Visitors will not be charged for accessing the passport stamp.
4. The stamp must remain in one location and not be moved from location to location.
5. Passport Stamp must be maintained (date updated, ink pad refilled, etc.)
6. Location should have connection to Lincoln's life and times

While most Looking for Lincoln Communities will only have one cancellation stamp location per community, Gateway Communities may have more than one location. Note: If a community fails to meet the criteria above the NPS Passport Stamp may be removed from its location and promotion by LFL Staff.

How to Participate

All Looking for Lincoln Communities are welcome to participate in the Passport to Your National Parks cancellation stamp program in the Abraham Lincoln National Heritage Area. Complete the following application for participation and submit to Looking for Lincoln for approval. The passport cancellation stamps will be mailed to the Looking for Lincoln Community by Looking for Lincoln.

Paris Public Library Staff

Everyone: Check in/check out, answer phone, shelve, empty drop, assist patrons, assist with computers, issue & renew cards, send faxes, supervise computer "traffic", check overdues, pull request lists, sort outgoing deliveries.

Teresa Pennington — Librarian

10/1982 — Librarian since 2/1988

Compiles and writes monthly, annual, and other reports for board, system, state library, grants.

Maintains and updates computers.

Writes articles, designs brochures and flyers, plus most of Friends publicity. Manages website, Facebook page, Pinterest page and writes monthly newsletter.

Pays bills, maintains financial records, bank deposits. Orders supplies. Schedules staff.

Selects and orders books and DVDs. Reads 5 review journals each month.

Coordinates all programming, plans adult programs, plans framework and many activities for children's programming, assists with children's programs as needed.

Assists patrons with ereaders & downloads, CCL applications. Proctors online exams.

Works with Friends group. Sorts & stores book donations.

Handles logistics of moving books from new to recent to collection areas, removing local holds.

Selects materials for withdrawal.

Reads, follows blogs, attends webinars & classes, etc. to keep up-to-date with technology and library best practices/trends.

Dori Entrican-Allen

8/2016 —

Maintains magazine holdings and checks in issues.

Cleans DVDs. Reads shelves.

Helps with moving books to collection areas. Helps with processing new materials.

Works circulation desk.

Debra Sims

Assistant Librarian/Children's services

3/2009 — Asst. Librarian since 5/2014

In charge of library in absence of librarian.

Processes IHLS deliveries and out-of-system interlibrary loan. Handles most overdue notices.

Assists patrons with choosing & locating books, recommends books. Works circulation desk.

Recommends titles for purchase based on patron interaction and reads review journals.

Cara Hall — Technical & Children's Services

9/2013 —

Barcodes and enters items into Polaris. Creates shelf list cards and withdraws materials as necessary.

Processes materials. Works circulation desk.

Plans & directs preschool programming.

Ally Blystone — Student Aide

6/2016 —

Shelves & maintains order in children's room.

Pulls books for teacher collection requests and sets up displays in children's room. Pulls books for teacher collection requests.

Assists with summer children's programs.

Manages newspapers. Decorates children's room.

Paul Lynch — Circulation, etc. (2 hrs per week)

5/2014 —

Selects audiobooks. Reads review journals to assist with selection. Cleans DVDs.

Gary Hall — Custodian

9/2016 —

Cleans and maintains building.

1 Volunteer — repairs books

FEBRUARY 2017

ADULT FICTION

| | | | |
|-------------|-----------------|----------------------------|-------|
| Alexis | 9781552453254 | The hidden keys | 17.95 |
| Belle | 9780778319764 | The marriage lie | 15.99 |
| Bliss | 9781455568024 | Size matters | 5.99 |
| Box | 9780399176616 | Vicious Circle | 27.00 |
| Burrowes | 9781455569960 | The trouble with dukes | 7.99 |
| Cambias | 9780765336286 | A darkling sea | 15.99 |
| Cameron | 9780765330345 | A dog's purpose | 14.99 |
| Crofts | 9781464206719 | Mystery in the Channel | 12.95 |
| Crombie | 9780062271631 | Garden of lamentations | 26.99 |
| Drexler | 9780800726577 | Mattie's pledge | 14.99 |
| Kellerman | 9780062424969 | Bone Box | 27.99 |
| Kellerman | 9780345541437 | Heartbreak Hotel | 28.99 |
| Liggett | 9781496404893 | The sisters of Sugarcreek | 14.99 |
| Macomber | 9780553391961 | If not for you | 27.00 |
| Markert | 9780718090227`` | The angels' share | 15.99 |
| Richards | 9780786039210 | Valley of bones | 7.50 |
| Robb | 9781250123114 | Echoes in death | 27.99 |
| Roth | 9780062348630 | Carve the mark | 22.99 |
| Schroeder | 9781420139518 | In your arms | 4.99 |
| Whittington | 9781944520113 | Trouble rides tall /3 in 1 | 21.95 |

ADULT NONFICTION

| | | | |
|------------|---------------|-------------------------------|-------|
| Lipton | 9781101967201 | The fibromanual | 18.00 |
| Mill | 9781440599224 | Social Security 101 | 15.99 |
| Richardson | 9781607741022 | Vintage cakes | 24.00 |
| Roth | 9780199336920 | Managing prostate cancer | 21.95 |
| Stim | 9781413322217 | Patent, copyright & trademark | 44.99 |

YA

| | | | |
|---------|---------------|--------------------------|-------|
| Dill | 9781944995058 | Bluff | 10.99 |
| Elston | 9781484730898 | This is our story | 17.99 |
| Hopkins | 9781481442909 | The you I've never known | 18.99 |
| Pitt | 9781922182869 | A toaster on Mars | 11.95 |

CHILDRENS FICTION

| | | | |
|----------|---------------|--------------------------------------|-------|
| Anderson | 9780062338174 | Ms. Bixby's last day | 16.99 |
| Baker | 9781681192799 | Princess between worlds | 8.99 |
| Blabey | 978054912402 | The bad guys | 15.99 |
| Coats | 9781481464963 | Many reflections of Miss Jane Deming | 16.99 |
| Haas | 9780763673642 | Snow day | 14.99 |
| Haddix | 9781481417587 | Under their skin | 16.99 |
| Laden | 9781452154732 | Peek-a-choo-choo | 6.99 |
| Pilkey | 9780545581608 | Dog man | 9.99 |

| | | | |
|-----------|---------------|------------------------|-------|
| Silvestro | 9780553537581 | Bunny's book club | 12.99 |
| Yoon | 9781619637238 | Duck, duck, porcupine! | 9.99 |

CHILDREN'S NONFICTION

| | | | |
|-----------|----------------|----------------------------|-------|
| Chin | 9781596439504 | Grand Canyon | 19.99 |
| Davis | 9780547959221 | Mr. Ferris and his wheel | 17.99 |
| Greene | 9780802735065 | Push! Dig! Scoop! | 16.99 |
| Hurley | 9781481432740 | Ribbit | 16.99 |
| Pringle | 9781629792606 | Secret life of the red fox | 16.95 |
| Sneideman | 97816169302730 | Climate Change | 17.95 |
| Thiessen | 9781426325304 | Extreme wildfire | 12.99 |

796.81

Estimated Net after discount = 498.51