

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 – .Had to have the sewer cleaned out; both toilets would not flush.

Librarian's Report

- Statistics report
- Month's review
- Friends

Old business

- Computer replacement/upgrade – updated quote

New Business

- Anonymous donor has offered to pay for painting the north entry hall in the addition

Miscellaneous

- Big Read book discussion – March 16, 5:30pm in Gibson Room
- Book sale – March 17 (5pm-7pm) & 18 (10am-4pm)
- Learning to Connect – presented by Greater IL Chapter of Alzheimer's Assoc., April 4, 6pm
- Just Jane: An Evening with Jane Austen – April 18 at library. Registration required.
- Polaris upgrade scheduled for April 13 after libraries close, should be completed Friday AM before libraries open

Next Meeting: April 10, 2017

**Paris Public Library
Board of Trustees
February 13, 2017**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:34 p.m. by President George Griffin. In attendance were Karen Earlywine, Greg McHenry, Evie Gill, Bruce Young and Librarian Teresa Pennington. Absent were Trustees Susan Punzelt, Cherie Lehman, Ginny English and Roxanne Michels.

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

Committee Reports:

***Finance:** The budget is on target. The 2017 budget committee will consist of George Griffin and Greg McHenry. Library received donations in memory of Julie Eveland. All of them have been acknowledged. MOTION: McHenry, second by Young to approve report. Motion carried.

***Book:** No report.

***House:** Pennington has replaced 4 smoke detectors and will purchase 2 more to complete the necessary replacement.

McHenry will get new estimates from both Martin and White on the air conditioning units.

Librarian's Report: The library had the highest circulation since June. *1000 Books before Kindergarten* is doing well with 15 enrolled. *Romp & Rhyme* and *Mother Goose on the Loose* each average 10 children. Meeting rooms were used 9 times. Tax information is now available at the library. MOTION: McHenry, second Gill to approve January report. Motion carried.

***Friends:** Upcoming book sale will be held on March 17-18.

Old Business: Application for the Walmart grant was denied. Pennington shared information on the current computer inventory and possible cost of replacement/upgrade. There was discussion on the use of the remaining Gates fund with the addition of Mary Ann Tucker and Jeanne Thiel memorials to replace the outdated system. Librarian Pennington will find out total costs and additional information.

New Business: Librarian Pennington is now handling most of the book purchases. Library inventory is upcoming and Pennington is considering the option of an automated system to accelerate the process. The library will be serving as a *Looking for Lincoln* stamping location for our Paris *Looking for Lincoln* Community.

Miscellaneous: The Big Read is in March highlighting "Their Eyes were Watching God". The library will be handing out the book and will hold a discussion.

Meeting adjourned at 5:29 p.m. Next meeting is Monday, March 13, 2017.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Feb. 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	20.79	142.02
40-01-00-3812 Investment Interest	5,000.00	62.81	2,946.34
40-01-00-3820 Dividends Snap On	2,440.00	-	1930.00
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	0.00
40-01-00-3830 Gifts and Donations	5,000.00	305.00	3061.85
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>848.49</u>	<u>10,046.95</u>
	161,090.00	1,237.09	139,880.50

As of 3/7/2017, Julie's memorials = 1426.85

Expenditures				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	0.00	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	1577.72	7,449.75	(349.75)
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	3.93	446.04	253.96
Library Services				-
40-01-00-5370 Internet	2,785.00	78.02	2,165.55	619.45
40-01-00-5510 Postage	700.00	111.04	488.57	211.43
40-01-00-5520 Telephone	1,900.00	158.52	1,599.69	300.31
40-01-00-6590 Processing & Supplies	3,200.00	91.77	1,734.00	1,466.00
40-01-00-6840 Automation & Software	5,100.00	0.00	4,744.93	355.07
40-01-00-8300 Office Equipment	550.00	494.00	767.35	(217.35)
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	51.80	730.67	269.33
Materials				-
40-01-00-6710 Books & Periodicals	13,000.00	857.91	9,675.16	3,324.84
40-01-00-6810 Audiobooks	1,200.00	54.97	1,058.63	141.37
40-01-00-6820 Video	1,200.00	17.96	967.80	232.20
40-01-00-6830 Electronic Resources	3,100.00	0.00	3,444.35	(344.35)
Personnel				
40-01-00-4210 Salaries	93,500.00	6758.25	72,084.67	21,415.33
40-01-00-4275 Bonuses	700.00	0.00	628.00	72.00
40-01-00-4510 Health Insurance	19,000.00	1508.64	14,995.84	4,004.16
40-01-00-4511 Health Ins Reinsurance	-	0.00	0.00	-
40-01-00-4520 Life Insurance	350.00	28.80	288.00	62.00
40-01-00-4530 Unemployment	450.00	0.00	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	11,793.33	133,632.14	36,952.86

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Feb 17					
Deposit	02/02/2017		Income	Gift Fund	95.00
Deposit	02/02/2017		Income	Daily Business	253.73
Deposit	02/03/2017		Income	Gift Fund	50.00
Check	02/06/2017	1991	Time	Daily Business	-31.45
Check	02/06/2017	1992	Benjamins Office Connection	Daily Business	-20.10
Check	02/06/2017	1033	The News-Gazette	Pear Fund checking	-212.64
Check	02/06/2017	1993	CDS Office Technologies	Daily Business	-494.00
Check	02/07/2017	1994	Showcases	Daily Business	-71.67
Check	02/08/2017	1995	Frontier	Daily Business	-78.02
Check	02/08/2017	1996	Wal-mart	Daily Business	-21.89
Check	02/08/2017	1997	USPS	Daily Business	-100.50
Deposit	02/09/2017		Income	Daily Business	196.64
Check	02/11/2017	1998	Midwest Tape	Daily Business	-54.97
Deposit	02/15/2017		Income	Gift Fund	100.00
Deposit	02/15/2017		Income	Daily Business	155.88
Check	02/16/2017	1034	Journal Gazette & Times Courier	Pear Fund checking	-198.90
Check	02/16/2017	1999	Gale/Cengage Learning	Daily Business	-124.10
Check	02/22/2017	2000	Decatur Public Library	Daily Business	-16.00
Check	02/22/2017	2002	Frontier	Daily Business	-158.52
Check	02/22/2017	2003	Ameren Illinois	Daily Business	-12.98
Check	02/22/2017	2004	Unique Management Services	Daily Business	-35.80
Check	02/22/2017	2001	USPS	Daily Business	-10.54
Check	02/22/2017	2005	Time	Daily Business	-3.50
Deposit	02/23/2017		Income	Gift Fund	60.00
Deposit	02/23/2017		Income	Daily Business	242.24

Feb 17

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

March 13, 2017

40-01-00-6710 Books & Periodicals

Baker & Taylor	2032683832	52.82
PO Box 277930	2032631446	41.25
Atlanta GA 30384-7930	2032656243	412.21

Total **506.28**

Payment authorized by:

February 2017 Review

Google My Business report: 511 people saw the library on Google Search, 355 found us on Google Maps, 29 found our phone number, and 13 asked for directions to the library.

Meeting rooms were used 6 times (rooms reserved in advance, not when someone used a room to study, etc. because it was available).

One complaint that there's no sign identifying the library. "I had to go into Goodwill and ask where it was."

Unseasonably warmer weather brought mischief back into (and outside) the library: noise, "circling", hide & seek. Graffiti popped up in the men's restroom and children's room. Wireless camera was pushed against the wall. Light bulb was stolen from floor lamp. Pencil sharpener in children's room was broken off the wall (will not replace). One Thursday between 5-6pm, a group refused to leave when told to do so by Cara or Dori; they left when Paul unexpectedly came in and told them to leave. The next day after school one of the boys apologized to me.



On Valentine's Day, we were treated to a surprise musical interlude Tinnitus, part of the Coles County Barbershop Chorus.

(Visit arranged by Randy Turner)

Proctored an online college exam.

Front page article in Prairie Press about the Big Read on Feb. 25. Since it did very little to promote the local aspect, I had to follow up by sending in an article about the adult reading program.

Parkway Computers

402 Shaw Ave.
 Paris, IL 61944
 217-465-4733

Estimate

Date	Estimate #
3/9/2017	107

Name / Address
Paris Public Library 207 S Main Paris, IL 61944

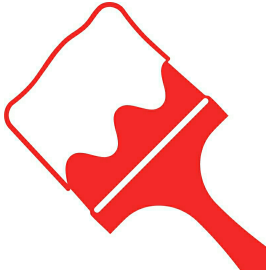
Project

Description	Qty	Rate	Total
Computer System- Intel 7th Generation i3, 7100T 3.4GHz processor, 120GB Solid State hard drive, 8GB DDR4 RAM Memory, DVD-RW, card reader, Windows 10 Home 64 bit; also includes 19.5" LED Screen		749.95	749.95
Thank you for your business.		Subtotal	\$749.95

Sales Tax (6.75%)	\$0.00
Total	\$749.95

INVOICE

Paris Public Library



Payment Terms 15 Days
Invoice # 000005
Date 02/26/2017

Bloodworth Painting, Inc.

PO BOX 307
West Terre Haute, Indiana 47885

Phone: (217) 712-0004
Email: tblood13@lcloud.com

Description	Quantity	Rate	Total
Paris Public Library	1.0	\$4,650.00	\$4,650.00
LABOR & Material:This quote is for the preparation of walls and ceilings, clean walls, patch cracks and surface imperfections, prime patched areas, and paint walls and ceilings with 2 coats of paint. The scope of work is for the entry area to the elevators landing areas on first and second floor and stairwells.			

Subtotal \$4,650.00
Total **\$4,650.00**

Payments Summary

Paid Total **\$0.00**
Amount Due **\$4,650.00**

MARCH 2017

ADULT FICTION

Brierley	A long way home	9780425276178	16.00
Brunstetter	The seekers	9781624167447	15.99
Carr	Any day now	9780778319917	26.99
Disilverio	Close call	9780738749204	15.99
Grey	Her secret	9780062469106	12.99
Hunter	We were the lucky ones	9780399563089	27.00
Jenoff	The orphan's tale	9780778319818	15.99
Johnstone	Twelve dead men	9780786040322	7.99
Johnstone	River of blood	9780786039494	7.99
Kline	A piece of the world	9780062356260	27.99
Perry	Murder on the Serpentine	9780425284988	28.00
Robinson	New York 2140	9780316262347	28.00
Steel	Dangerous games	9781101883884	28.99

ADULT NONFICTION

DK	Eyewitness Canada	9781465440211	25.00
Gaiman	Norse mythology	9780393609097	25.95
O'Reilly	Legends and lies: Civil War	9781250109842	35.00
Schaub	Year of no clutter	9781492633556	15.99
Shetterly	Hidden figures	9780062363602	15.99
Stocker	Wise craft quilts	9781611803488	29.95
Yeoman	Handbook of US coins 2017 (Blue book)	9780794843939	7.96

YA (YOUNG ADULT)

Glaser	The Book jumper	9781250086662	17.99
Mlynowski	Don't even think about it	9780316297875	9.99

CHILDREN'S FICTION

Graff	It's not time for sleeping	9780544319301	16.99
Hobbie	A cat named Swan	9780553537444	17.99
McPhail	Crash! The cat	9780823436491	16.95
McPhail	I promise	9780316297875	16.99
Pilkey	Dog man unleashed	9780545935203	9.99
Robinson	Jake the Fake keeps it real	9780553523515	13.99
Tan	Cilla Lee-jenkins	9781626725515	16.99
Timmers	Gus's garage	9781776570928	16.99

CHILDREN'S NONFICTION

Holland	Otis the Owl	9781628559408	9.95
Levy	Soldier song	9781484725986	18.99
McDonald	Hello world: backyard bugs	9780553521054	7.99
Yolen	Thunder underground	9781590789360	17.95

Estimated net cost = 398.15

625.49