

## **Board Meeting Agenda**

May 9, 2022 First meeting of fiscal year

### **Call to order**

### **Minutes**

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

### **Committee Reports -**

- Finance – Finance Report, Checks Report, raises
- Book - no report
- House – addition roof leak again 5/5/22

### **Librarian's Report**

- Statistics report
- Month's review / status report & updates / summer programs
- Friends

### **Old business**

- Road to Recovery grant progress- changes to original requests

### **New Business**

- Illinois Libraries Present: 6-month pilot ends in June; renewal for next season
- Search committee/plan/resources?

### **Miscellaneous/Announcements**

- Closed Memorial Day

### **Adjourn**

**Next Meeting:** June 6, 2022

**Paris Public Library  
Board of Trustees  
April 11, 2022**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:31 p.m. by President George Griffin. Garver, Gill, Griffin, Gross, Lehman, Michels, Pennington, – present. Earlywine, Punzelt & Young – absent.

**Minutes of Previous Meeting:** MOTION: Gross, second by Lehman to approve minutes from March 14, 2022 meeting. Motion carried.

**Correspondence, communications, and public comments:** A thank you from the Shirley Edwards family was read. Beulah Wonsey brought a card and gift basket to celebrate National Library Week.

**Committee Reports:**

**\*Finance:** Pennington reported nothing unusual this month for finances. MOTION: Michels, second by Gill to accept finance report. Motion carried.

The budget committee met earlier and presented the proposed budget. The board discussed the application and/or elimination of late fees. MOTION: Garver, second by Michels to approve the 2022-2023 budget with the removal of late fees. Motion carried.

**\*Book:** None

**\*House:** Southeast downspout was repaired; no leaks but older stains on children's room ceiling. A general contractor will be contacted.

**Librarian's Report:** Librarian Pennington reported that statistics are up overall. Heritage Quest is very popular. Both Paris Head Start Classes visited the library in March for a tour and stories. Senior Bingo had a full house with 15 in attendance. There was a Facebook post concerning behavior/language from 2 male juveniles visiting the library. The domain email is switching from Google to MS. Meeting rooms were used 17 times. Librarian Pennington completed 2022 FOIA training as designated FOIA officer. According to IL Attorney General, board members are to retake the OMA training at the beginning of each term (3Yr). Librarian Pennington announced February 2, 2023, as her official retirement date. A committee will be formed to search for her replacement. MOTION: Lehman, second by Gross to accept Librarian's report. Motion carried.

**\*Friends:** The Friends are in transition at this time.

**Old Business: None**

**New Business:** The board reviewed an updated FOIA form and policy. MOTION: Michels, second by Gross to approve the FOIA Policy as presented. Motion carried. The current officers agreed to serve the new fiscal year. MOTION: Garver, second by Lehman to retain current slate of officers. Motion carried.

**Miscellaneous:** Upcoming Illinois Libraries Present Programs: April-Nick Offerman (Parks & Recreation)

Meeting adjourned at 5:12 p.m. Next scheduled meeting is Monday, May 9<sup>th</sup>, 2022.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	April 2022	YTD	
<b>Income</b>				
40-01-00-3110 Real Estate Tax	129,000.00		126678.95	
40-01-00-3420 Replacemnt Tax	11,000.00		16647.76	
40-01-00-3120 RE Tax-Dtown TIF	200.00		186.40	
40-01-00-3470 Grants	62,100.00		85206.50	
40-01-00-3811 Interest on Cash	100.00		51.09	
40-01-00-3812 Investment Interest	4,500.00		2899.29	
40-01-00-3820 Dividends Snap On	5,000.00		3880.00	
40-01-00-3830 Gifts and Donations	5,000.00	50.00	6750.53	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>139.43</u>	<u>8112.87</u>	
	226,900.00	189.43	250,413.39	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	5,000.00	140.50	3,866.52	1,133.48
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	1,279.00	221.00
40-01-00-5170 Grounds Maintenance	1,500.00	0.00	1,530.00	(30.00)
40-01-00-5710 Utilities	9,000.00	791.26	9,403.03	(403.03)
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	200.00	2,300.00	(300.00)
40-01-00-6540 Janitor Supplies	700.00	25.43	1,141.53	(441.53)
40-01-00-8350 Special Project (Elevator)	110,000.00	0.00	609.85	109,390.15
<b>Library Services</b>				
40-01-00-5370 Internet	2,664.00	440.00	2,634.00	30.00
40-01-00-5510 Postage	600.00	85.24	424.20	175.80
40-01-00-5520 Telephone	2,300.00	192.01	2,392.43	(92.43)
40-01-00-6590 Processing & Supplies	1,900.00	0.00	1,576.83	323.17
40-01-00-6840 Automation & Software	3,700.00	78.00	4,582.91	(882.91)
40-01-00-8300 Office Equipment	1,740.00	59.34	14,358.85	(12,618.85)
40-01-00-8330 Computer Equipment	700.00	559.95	6,824.25	(6,124.25)
40-01-00-9110 Programs & Publicity	1,700.00	0.00	1,686.26	13.74
40-01-00-9290 Misc.	1,000.00	59.95	564.40	435.60
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	11,000.00	905.65	9,516.19	1,483.81
40-01-00-6810 Audiobooks	700.00	133.95	579.09	120.91
40-01-00-6820 Video	1,300.00	49.50	707.78	592.22
40-01-00-6830 Electronic Resources	4,200.00	0.00	4,925.35	(725.35)
<b>Personnel</b>				
40-01-00-4210 Salaries	104,000.00	7952.60	97,883.14	6,116.86
40-01-00-4275 Bonuses	600.00	0.00	576.09	23.91
40-01-00-4510 Health Insurance	16,000.00	1349.92	15,662.40	337.60
40-01-00-4520 Life Insurance	365.00	30.32	342.32	22.68
40-01-00-4530 Unemployment	550.00	168.12	329.20	220.80
40-01-00-4540 Workers Comp	550.00	-130.00	360.00	190.00
40-01-00-5620 Travel & Training	50.00	0.00	104.00	(54.00)
<b>Contingency</b>	<u>1,000.00</u>			<u>1,000.00</u>
<b>TOTALS</b>	286,319.00	13,091.74	186,159.62	100,159.38

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

Type	Date	Num	Name	Account	Amount
<b>Apr 22</b>					
Check	04/05/2022	2921	Technology Management Revolvi...	Daily Business	-220.00
Check	04/08/2022		Income	Daily Business	-191.49
Check	04/12/2022	2922	USPS	Daily Business	-10.29
Check	04/12/2022	2923	Ameren Illinois	Daily Business	-11.26
Deposit	04/14/2022		Income	Daily Business	107.00
Check	04/14/2022	2924	Illinois Heartland Library System	Daily Business	-78.00
Check	04/14/2022	2925	Unique Management Services	Daily Business	-34.95
Check	04/14/2022	2926	Cengage Learning - Gale	Daily Business	-121.56
Check	04/14/2022	2927	Baker & Taylor	Daily Business	-133.95
Check	04/19/2022	2928	Brimfield Public Library District	Daily Business	-25.00
Check	04/19/2022	1383	Parkway Computers	Gift Fund	-559.95
Deposit	04/21/2022		Income	Daily Business	79.07
Check	04/27/2022	2929	Watts Copy Systems inc	Daily Business	-59.34
Check	04/27/2022	2930	Frontier	Daily Business	-192.01
Check	04/27/2022	2931	USPS	Daily Business	-74.95
Check	04/27/2022	2932	D-I Supply	Daily Business	-19.99
Check	04/27/2022	2933	Card Services	Daily Business	-54.94
Check	04/27/2022	2934	Technology Management Revolvi...	Daily Business	-220.00
Check	04/27/2022	2935	Cengage Learning - Gale	Daily Business	-298.54
Deposit	04/28/2022		Income	Daily Business	194.85
<b>Apr 22</b>					

# PARIS CARNEGIE PUBLIC LIBRARY

## Invoices for payment

May 9, 2022

40-01-00-6710 Books & Periodicals

**Baker & Taylor**

2036684345

14.97

PO Box 277930

2036666620

67.77

Atlanta GA 30384-7930

2036675634

286.04

**Total books**

**368.78**

40-01-00-5170 Grounds Maintenance

**Temples Lawn Service**

14919

105.00

712 1/2 W. Andrew

Paris IL 61944

Paris Carnegie Public Library

April 2022

New Cards Issued

	Circulation Breakdown				Holdings			
	Resident	Nonresident	Books	1426	Books	Adult	Children	Total
Adult	7	0	DVDs/VHS/Blu-Ray	210	Previous total	20689	9760	30449
Young Adult (HS)	1	0	Audios (incl music)	56	Volumes Added	83	27	110
Children	3	0	Periodicals	7	Volumes Withdrawn	29	78	107
Other	0	0	Other physical items	3	Total	20743	9709	30452
Property Owner	0	0	ebooks	258	DVDs			1604
Total	11	0	e-audio/video	157	Audiobks			585
			e-magazines	32	Microfilm			243
			Total	2149				

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	1654	2021	2050	1917	1911	1970	1803	1824	1852	1627	2118	1702	22449
Overdrive	424	382	486	426	389	403	400	424	410	395	343	362	4844
Cloud Library	128	142	138	190	105	116	101	169	115	100	71	85	1460
*total circ	2206	2545	2674	2533	2405	2489	2304	2417	2377	2122	2532	2149	28753
ILL & Holds													
ILL to other libraries	285	339	318	370	474	404	480	383	438	392	510	502	4895
ILL from other libs	757	527	492	597	622	627	536	498	604	486	689	469	6904
OCLC ILL loaned	8	19	11	17	9	11	11	12	13	12	10	13	146
OCLC ILL borrowed	12	14	10	12	23	9	15	13	27	13	27	18	193
reciprocal	52	35	72	28	55	54	64	70	45	58	36	28	597
PAC holds	251	185	272	324	374	312	289	273	364	202	302	247	3395
staff-initiated holds	484	457	546	580	602	664	618	468	653	381	619	506	6578

Library usage stats

Computer	104	139	203	204	138	174	214	210	195	170	222	207	2180
Reference	50	116	120	133	131	124	234	228	232	224	232	173	1997
attendance	0	72	22	7	71	10	23	19	3	5	36	26	294
number of programs	0	10	4	1	2	1	1	2	1	1	3	3	29
"passive" attendance	0	8	9	7	2	0	1	114	0	0	0	0	141
"passive" programs	0	1	0	2	0	0	0	1	0	0	0	0	4
meeting room use	2	10	12	2	2	2	14	16	18	11	17	14	120
eResources usage													
website visits	1122	1190	1059	1066	1306	1335	938	710	343	913	NA	1033	11015
Ancestry image/text	7	3	6	34	3	433	59	0	13	4	4	8	574
ABC Mouse	0	0	1	0	0	0	0	0	0	0	0	0	1
Driving Tests	2	2	2	2	1	2	0	6	17	1	2	3	40
HeritageQuest								0	8	0	42	16	66
Wifi use/printing									18	123	151	111	403

## April 2022 Review & Status Update

SHARE celebrated its 10<sup>th</sup> birthday in April.

We held 3 in-person programs this month with a total attendance of 26: Drop-In Block Party for children, the Big Read book discussion, and Senior Bingo. The April Illinois Libraries Present virtual program with Nick Offerman and Jeff Tweedy drew the most local interest of any so far.

The meeting rooms were used 14 times, including an Office Hours with a member of Chapin Rose's staff.

Proctored a test for a Lake Land student. Demonstrated our new microfilm scanner to an area librarian.

1<sup>st</sup> Quarter 2022 reports were submitted on April 13 for the Road to Recovery (Spaces) grant and the Construction (Elevator upgrade) grant. Architect said that the bid documents were almost ready for board review.

Still working on the process of switching our email service from Google to Microsoft.

We replaced the old phone at the main desk with a newer donated one.



Discovered a long vertical crack in one of the meeting room north windows. It's temporarily reinforced with book tape until it can be repaired.

Contacted David Johnson to look at ceiling issues, but called him back to postpone when May 5 rain triggered the leak in the addition roof again.

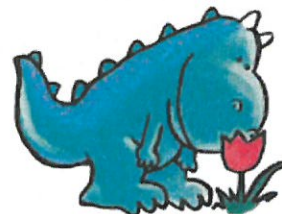
It wasn't actually dripping on the shelves. We covered them just in case.



# Summer at Paris Public Library

**Storytimes 11:00-11:30**  
**ages 2-5**

June 8  
June 22  
June 29  
July 13



## Drop-In Block Party

Saturday, June 4

10:30-11:30 All ages

Stop in to play with our Legos,  
Duplos, and wooden blocks.



## Nature Crafts

Sat. June 18, 10:30—11:30

Ages 6 & up

What can you create with shells,  
twigs, and other objects from  
nature? It's all up to your  
imagination!



Read 10 books to receive a coupon  
for a free 8" Monical's pizza.  
Pick up a page to keep track at the  
library, beginning June 1.  
One coupon per child.

**Camp Read.** June 1 11:00—Noon. All ages.

Presented by Douglas-Hart Nature Center. Includes craft and live  
animal experience. YOU are the main character in an adventure  
story. *May be outside, if weather permits.*

**Survival Sleuths.** June 15, 11:00—Noon. All ages

Presented by Douglas-Hart Nature Center. Includes craft and live  
animal experience. Investigate how animals survive predators,  
weather, & more. *May be outside, if weather permits.*

**Let's Play Bingo!** Thurs., June 9, 11:00—Noon

Our friend Amy will preside over Bingo for ages 8-12. An adult  
family member is welcome to join the fun.

**Meet Denali.** Sat., June 25, 10:30-11:15. All ages.

Meet Denali and learn about huskies with Chris Clawson.

**Sidewalk Art** June 30 11:00-Noon All ages

Create chalk drawings on the library's south sidewalk.  
Will be rescheduled if rain.

**Dan Gogh's Magical Camp Adventure**

July 6, 10:30-11:15 ages 5-12

Artist Dan Gogh will be your guide for engaging camp activities,  
including searching for magical survival equipment, and amazing  
nature discoveries. Wander off the beaten path and join Dan Gogh  
where magic, comedy, and art are all part of the adventure!  
*May be outside if weather permits.*



## **Bills Affecting Libraries Sent to Governor**

Monday, May 02, 2022 [Julie Tappendorf](#), Municipal Minute blog

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Illinois libraries may be interested in two bills that passed both houses in the Illinois General Assembly's Spring Session and have been sent to the Governor.

### [HB 5283](#) - Library Board Vacancies and Treasurer Appointments

If the Governor signs this bill, vacancies in the office of trustee on a library district board or on a municipal library board where the trustees are elected will now be required to be filled within 90 days of the vacancy (currently, the statutes require these vacancies to be filled "forthwith" without specifying a time-frame). For library districts, the legislation also would authorize the State Librarian to appoint someone to fill a board vacancy if the board of trustees of the library district fails to fill it within the 90 day statutory time-frame. The State Librarian will have 60 days after the board's failure to appoint someone to fill the vacancy. The bill also provides that a board of trustees of a library district can choose to appoint a treasurer rather than elect one from among the trustees.

### [SB 3497](#) - Fee Waiver for Nonresident Minors

This legislation amends both the Local Library Act and the Library District Act so would apply to municipal libraries and library districts. If this bill is signed, a library board of trustees may adopt regulations that waive the nonresident fee that is otherwise applicable for persons under the age of 18. It's important to note that this is not an automatic fee waiver, so individual library boards of trustees will have to decide whether they want to affirmatively adopt a regulation establishing the fee waiver.