

Board Meeting Agenda

January 10, 2022

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports -

- Finance – Finance Report, Checks Report
- Book - no report
- House – replace a wired smoke alarm

Librarian's Report

- Statistics report
- Month's review / status report
- Friends – no January meeting

Old business

New Business

- Approve meeting and holiday schedule for 2022
- Policy review: Emergency Closing

Miscellaneous/Announcements

- Illinois Libraries Present – first 3 programs

Adjourn

Next Meeting: February 14, 2022

**Paris Public Library
Board of Trustees
December 13, 2021**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President George Griffin. Earlywine, Garver, Gill, Griffin, Gross, Michels, Pennington – present. Punzelt & Young – absent.

Minutes of Previous Meeting: MOTION: Gross, second by Earlywine to approve minutes from October 18, 2021 meeting. Motion carried.

Correspondence, communications, and public comments: Thank you notes were received from Chuck Keys, The Hershey Company, and Whitney Haase.

Committee Reports:

***Finance:** Pennington reported the finances are in order. The minimum wage increase will go in effect January 1, 2022. The architects first invoice for the elevator upgrade was received. MOTION: Michels, second by Gill to accept finance report. Motion carried.

***Book:** None

***House:** The drywall in the Gibson Room is still needing repair.

Librarian's Report: Librarian Pennington reported that usage is steady. Website usage is down due to the new SHARE app. Ten attended Senior Bingo in October. The new internet connection is working well and has lowered the monthly bill. New computers have been purchased through the "Spaces" grant. They will be programmed prior to installation. Graffiti was discovered on the north wall of the library. Three boxes of face masks were used in November. MOTION: Garver, second by Earlywine to accept Librarian's report. Motion carried.

***Friends:** Friends are planning to distribute "Santa Sacks" to children aged 5th grade and younger on December 18, 20-23 or until the sacks are gone.

Old Business: The spotlights to illuminate the glass artwork have been installed. Remaining is a plaque for the hallway. In compliance with the state "Cards for Kids", the board discussed policy options. MOTION: Michels, second by Gross to adopt the income-based option for "Cards for Kids" that would also require lowering the age limit for juvenile cards from 5 to 3. Motion carried.

New Business: The board reviewed and discussed Standards Chapters 8-13, including the checklists as required for the per capita grant. Christmas bonuses will be distributed.

Miscellaneous: The library will be closed December 24 & 25; Open 10-4 on December 31 and closed January 1, 2022.

Meeting adjourned at 5:12 p.m. Next scheduled meeting is Monday, January 10th, 2022.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Dec 2021	YTD	
Income				
40-01-00-3110 Real Estate Tax	129,000.00	0.00	126678.95	
40-01-00-3420 Replacemnt Tax	11,000.00	0.00	12002.64	
40-01-00-3120 RE Tax-Dtown TIF	200.00	0.00	0.00	
40-01-00-3470 Grants	62,100.00	21224.00	85206.50	
40-01-00-3811 Interest on Cash	100.00	0.00	23.11	
40-01-00-3812 Investment Interest	4,500.00	0.00	1656.44	
40-01-00-3820 Dividends Snap On	5,000.00	0.00	2460.00	
40-01-00-3830 Gifts and Donations	5,000.00	1277.57	5350.53	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>1069.27</u>	<u>5969.80</u>	
	226,900.00	23,570.84	239,347.97	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	2450.14	3,709.20	1,290.80
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	1,255.00	245.00
40-01-00-5710 Utilities	9,000.00	11.42	4,558.07	4,441.93
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	600.00	1,200.00	800.00
40-01-00-6540 Janitor Supplies	700.00	194.37	756.63	(56.63)
40-01-00-8350 Special Project (Elevator)	110,000.00	609.85	609.85	109,390.15
Library Services				
40-01-00-5370 Internet	2,664.00	220.00	1,754.00	910.00
40-01-00-5510 Postage	600.00	73.83	266.33	333.67
40-01-00-5520 Telephone	2,300.00	391.20	1,630.54	669.46
40-01-00-6590 Processing & Supplies	1,900.00	0.00	935.46	964.54
40-01-00-6840 Automation & Software	3,700.00	0.00	3,792.41	(92.41)
40-01-00-8300 Office Equipment	1,740.00	59.85	582.43	1,157.57
40-01-00-8330 Computer Equipment	700.00	5079.40	5,079.40	(4,379.40)
40-01-00-9110 Programs & Publicity	1,700.00	79.74	1,646.26	53.74
40-01-00-9290 Misc.	1,000.00	48.65	281.28	718.72
Materials				
40-01-00-6710 Books & Periodicals	11,000.00	1091.24	6,449.76	4,550.24
40-01-00-6810 Audiobooks	700.00	0.00	236.90	463.10
40-01-00-6820 Video	1,300.00	172.75	516.60	783.40
40-01-00-6830 Electronic Resources	4,200.00	2759.67	4,776.74	(576.74)
Personnel				
40-01-00-4210 Salaries	104,000.00	11106.59	66,741.58	37,258.42
40-01-00-4275 Bonuses	600.00	576.09	576.09	23.91
40-01-00-4510 Health Insurance	16,000.00	1349.92	10,262.72	5,737.28
40-01-00-4520 Life Insurance	365.00	31.20	218.40	146.60
40-01-00-4530 Unemployment	550.00	0.00	93.02	456.98
40-01-00-4540 Workers Comp	550.00	140.00	280.00	270.00
40-01-00-5620 Travel & Training	50.00	84.00	104.00	(54.00)
Contingency	<u>1,000.00</u>			<u>1,000.00</u>
TOTALS	286,319.00	27,129.91	119,591.67	166,727.33

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Dec 21					
Check	12/01/2021	2863	USPS	Daily Business	-73.83
Deposit	12/02/2021		Income	Daily Business	249.59
Check	12/02/2021	2864	Card Services	Daily Business	-327.94
Check	12/03/2021	1372	James C. Bennett	Gift Fund	-450.14
Deposit	12/09/2021		Income	Daily Business	479.57
Check	12/09/2021	2865	VOID	Daily Business	
Check	12/09/2021	2866	D-I Supply	Daily Business	-94.92
Check	12/09/2021	2867	Unique Management Services	Daily Business	-11.65
Check	12/09/2021	2868	Cengage Learning - Gale	Daily Business	-361.67
Deposit	12/11/2021		Income	Gift Fund	21,224.00
Check	12/11/2021	1373	VOID	Gift Fund	0.00
Check	12/11/2021		Parkway Computers	Gift Fund	-5,079.40
Check	12/11/2021	2869	Ameren Illinois	Daily Business	-11.42
Deposit	12/13/2021		Income	Daily Business	1,000.00
Check	12/14/2021	1374	Larkfield Glass	Gift Fund	-2,000.00
Check	12/14/2021	1375	Architectural Expressions LLP	Gift Fund	-609.85
Check	12/14/2021	2870	ProQuest	Daily Business	-1,200.00
Deposit	12/16/2021		Income	Daily Business	170.76
Check	12/21/2021	2871	Technology Management Revolvi...	Daily Business	-220.00
Check	12/22/2021	2872	Frontier	Daily Business	-195.60
Check	12/23/2021	1377	Baker & Taylor	Gift Fund	-110.53
Check	12/23/2021	2873	Watts Copy Systems inc	Daily Business	-59.85
Check	12/23/2021	2874	Junior Library Guild	Daily Business	-88.00
Check	12/23/2021	2875	Junior Library Guild	Daily Business	-48.00
Deposit	12/23/2021		Income	Daily Business	195.92
Check	12/28/2021	2876	ProQuest	Daily Business	-1,559.67
Check	12/28/2021	2877	Lincoln Public Librry District	Daily Business	-37.00
Check	12/28/2021	2880	Card Services	Daily Business	-424.70
Check	12/28/2021	2878	Baker & Taylor	Daily Business	-221.00
Check	12/28/2021	2879	Cengage Learning - Gale	Daily Business	-140.94
Deposit	12/29/2021		Income	Gift Fund	100.00
Deposit	12/30/2021		Income	Daily Business	151.00
Dec 21					

December 2021 Review

The highlight of the month was handing out Santa Sacks from Dec. 18-23. We distributed 100 sacks and, on the final day, 14 extra books after the sacks were gone.

An out-of-town donor generously offered to purchase Dairy Queen gift cards for the sacks the day before we were to start handing them out. It was an unexpected gift and very much appreciated by all.



Teresa attended 4 ARSL (Association of Rural & Small Libraries) webinar sessions on Disaster Planning and, as a result, updated our disaster plan. The plan is incorporated into the library's Building Book.

Our \$21,224.00 check for the On the Road to Recovery grant arrived on Dec. 11. New public computers were ordered from Parkway and have been received, but are not yet installed.

HeritageQuest Online is now included in our electronic resources. ProQuest ended its remote pandemic access to Ancestry Library Edition so it's again available only in the library. Since we had remaining 2020 per capita funds to spend, we'll see if remote and in-library HeritageQuest is popular.

The 2022 per capita grant application was submitted on Dec. 30. Quarterly reports for the elevator grant and the "Spaces" grant are due Jan. 15.

Meeting rooms were used 16 times. The Rec Holiday program visited the library for a New Year's Eve activity. Senior Bingo met in December but will skip January and February.

There was an incident on Dec. 17 that resulted in calling the police.

Paris Carnegie Public Library

2022

Board of Trustees

George Griffin, president
Susan Punzelt
Karen Earlywine
Evie Gill

Roxanne Michels, vice president
Maggie Garver
Bruce Young
Richard Gross

Board Meetings

The Board meets at 4:30pm on the second Monday of each month, except August. If the second Monday is a library holiday, the meeting will be on the third Monday.

These are our 11 holiday closings.

New Year's Day	January 1, 2022	Honeybee Festival	September 24, 2022
Presidents Day	February 21, 2022	Columbus Day	October 10, 2022
Memorial Day	May 30, 2022	Thanksgiving	November 24 & 25, 2022
4 th of July	July 4, 2022	Christmas	December 24-26, 2022
Labor Day	September 5, 2022		

Early closing 4pm, November 23, 2022

Emergency Closing Policy

Paris Carnegie Public Library maintains a regular schedule of hours open to the public. It may become necessary to close the library, shorten hours, or cancel programs when conditions pose a safety hazard to the public and staff or prevent basic library functions. The decision is based upon one or more of the following:

1. Weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme (subzero) temperatures, or blizzard conditions.
2. Availability of staff to operate the library. Minimal staffing level is two staff members in the building with no scheduled programs.
3. Failure of vital building services, extended power failure (more than 30 minutes in daytime, 15 minutes after sunset), condition of the building or its equipment.
4. General health/safety emergency in the community or area surrounding the library.

The Librarian/Director will make the decision to close. If not available, the Assistant Librarian will decide.

Closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website, outdoor message sign, answering machine, signs on doors, and announcement in local or social media.

Last revision 10/15/2018