

Board Meeting Agenda

December 12, 2022

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports -

- Finance – Finance Report, Checks Report
- Book - no report
- House – graffiti on north walk

Librarian's Report

- Statistics report
- Month's review
- Friends – stuffing Santa Sacks this week

Old business

- Staff training workshop on Jan. 12. Library will close at noon.
- Technology support – continued search

New Business

- Quote to replace lights in children's room
- Purchase new vacuum

Miscellaneous/Announcements

- Christmas & New Year's holiday hours

Adjourn

Next Meeting: January 9

**Paris Public Library
Board of Trustees
November 14, 2022**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:35 p.m. by President George Griffin. Garver, Gill, Griffin, Gross, Lehman, Michels, Punzelt, Pennington, Young – present. Earlywine – absent.

Minutes of Previous Meeting: MOTION: Gross, second by Young to approve minutes from October 17, 2022 meeting. Motion carried.

Correspondence, communications, and public comments: None

Committee Reports:

***Finance:** Pennington reported that a CD, minus the fee for the elevator update architect, was renewed. The library was the recipient of several generous donations. MOTION: Gill, second by Michels to accept monthly finance report. Motion carried.

***Book:** None

***House:** The AC/roof moisture problem has not been solved, waiting on contractors. There may be a water leak in the meeting room and also the storeroom. The lighting in the library needs to be updated. An electrician has been contacted to assess the situation.

***Director Search:** The committee concluded three interviews for the director's position. MOTION: Garver, second by Gill to recommend/offer the position of director to Ceili Boylan with a salary package of \$45,000, health insurance, IMRF, \$2500 bonus to sign on and \$2500 relocation compensation. Motion carried.

Librarian's Report: Librarian Pennington reported the School's Out/Holiday program from the Rec visited the library to make masks. The Illinois Libraries Present canceled its October 12 presentation, with hopes to reschedule in the spring. Senior Bingo with Amy will not be scheduled for the remainder of 2022 or until further notice in 2023. Several teens were using the front bushes as beanbag chairs, causing some damage. They were asked not to do that again. The library now has Narcan and will have training on homelessness. MOTION: Lehman, second by Young to accept Librarian's Report. Motion carried.

***Friends:** The Friends will be making Santa Sacks for the holiday season.

Old Business: None

New Business: The Board reviewed and discussed the required cell phone reimbursement policy. MOTION: Garver, second by Punzelt to limit the reimbursement to \$10 per month. Motion carried. Librarian Pennington will look into a technology firm in the area to maintain computers and firewall.

Miscellaneous: Thanksgiving Hours: Wed. 10-4; Thursday & Friday – closed; Saturday 10-4;

Meeting adjourned at 5:35 p.m. Next regularly scheduled meeting is Monday, December 12th, 2022.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Nov 2022	YTD	
Income				
40-01-00-3110 Real Estate Tax	130,000.00	0.00	74,177.40	
40-01-00-3420 Replacemnt Tax	19,000.00	0.00	21,397.86	
40-01-00-3120 RE Tax-Dtown TIF	175.00	0.00	-	
40-01-00-3470 Grants	10,000.00	0.00	12,229.23	
40-01-00-3811 Interest on Cash	100.00	0.00	241.09	
40-01-00-3812 Investment Interest	3,200.00	0.00	1,958.10	
40-01-00-3820 Dividends Snap On	5,700.00	0.00	2,840.00	
40-01-00-3830 Gifts and Donations	5,000.00	1895.00	17,803.06	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>676.37</u>	<u>4,584.54</u>	
	183,175.00	2,571.37	135,231.28	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	0.00	3,940.97	1,059.03
40-01-00-5120 Equipment Maintenance	1,500.00	1129.28	1,414.78	85.22
40-01-00-5170 Grounds Maintenance	1,500.00	525.00	1,150.00	350.00
40-01-00-5710 Utilities	9,200.00	724.43	6,431.76	2,768.24
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	0.00	-	2,300.00
40-01-00-6540 Janitor Supplies	900.00	120.94	346.87	553.13
40-01-00-8350 Special Project (Elevator)	110,000.00	0.00	-	110,000.00
Library Services				
40-01-00-5370 Internet	2,640.00	220.00	1,540.00	1,100.00
40-01-00-5510 Postage	450.00	0.00	186.50	263.50
40-01-00-5520 Telephone	2,300.00	209.56	1,439.46	860.54
40-01-00-6590 Processing & Supplies	1,600.00	116.69	1,908.33	(308.33)
40-01-00-6840 Automation & Software	3,700.00	0.00	3,390.47	309.53
40-01-00-8300 Office Equipment	1,600.00	0.00	374.83	1,225.17
40-01-00-8330 Computer Equipment	700.00	0.00	1,777.26	(1,077.26)
40-01-00-9110 Programs & Publicity	1,800.00	25.47	2,103.33	(303.33)
40-01-00-9290 Misc.	1,700.00	0.00	53,981.74	(52,281.74)
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	826.97	6,217.71	4,282.29
40-01-00-6810 Audiobooks	600.00	211.73	211.73	388.27
40-01-00-6820 Video	1,000.00	0.00	461.72	538.28
40-01-00-6830 Electronic Resources	5,000.00	0.00	2,309.82	2,690.18
Personnel				
40-01-00-4210 Salaries	104,000.00	8092.00	60,297.80	43,702.20
40-01-00-4275 Bonuses	600.00	0.00	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1349.92	9,449.44	7,350.56
40-01-00-4520 Life Insurance	365.00	20.62	149.32	215.68
40-01-00-4530 Unemployment	450.00	0.00	79.13	370.87
40-01-00-4540 Workers Comp	450.00	0.00	-	450.00
40-01-00-5620 Travel & Training	50.00	0.00	-	50.00
Contingency	<u>1,000.00</u>		<u>0.00</u>	<u>1,000.00</u>
TOTALS	287,705.00	13,572.61	159,162.97	128,542.03
<i>think of it as</i>	<i>177,705.00</i>		<i>109,162.97</i>	

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Nov 22					
Check	11/01/2022	3018	D-I Supply	Daily Business	-180.93
Check	11/02/2022	3019	Cengage Learning - Gale	Daily Business	-333.48
Deposit	11/03/2022		Income	Daily Business	302.05
Deposit	11/10/2022		Income	Daily Business	185.17
Check	11/10/2022	3020	RAILS	Daily Business	-80.00
Check	11/10/2022	3021	Baker & Taylor	Daily Business	-493.49
Check	11/10/2022	3022	Baker & Taylor	Daily Business	-211.73
Deposit	11/14/2022		Income	Gift Fund	13,417.12
Check	11/16/2022	3023	Ameren Illinois	Daily Business	-11.51
Deposit	11/16/2022		Income	Daily Business	317.33
Check	11/18/2022	3024	Rogards	Daily Business	-56.70
Check	11/18/2022	3025	Technology Management Revolvi...	Daily Business	-220.00
Check	11/22/2022	3026	Scholastic	Daily Business	-152.80
Check	11/22/2022	3027	Frontier	Daily Business	-209.56
Nov 22					

Paris Carnegie Public Library

November 2022

New Cards Issued

	Resident	Nonresident
Adult	10	1
Young Adult (HS)	0	0
Children	1	1
Other	0	0
Property Owner	0	0
Total	11	2

Circulation Breakdown

	Books
DVDs/VHS/Blu-Ray	1614
Audios (incl music)	230
Periodicals	52
Other physical items	7
ebooks	10
e-audio	224
e-magazines	275
Total	2426

Holdings

	Books	Adult	Children	Total
Previous total		20879	9736	30615
Volumes Added		40	34	74
Volumes Withdrawn		29	2	31
Total		20890	9768	30658
DVDs				1651
Audiobks				567
Microfilm				243

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	1725	2057	1736	1899	1783	1745	1913						12858
Overdrive	468	498	545	480	500	449	461						3401
Cloud Library	76	168	143	86	72	127	52						724
*total circ	2269	2723	2424	2465	2355	2321	2426	0	0	0	0	0	16983
<u>ILL & Holds</u>													
ILL to other libraries	354	374	371	423	478	446	400						2846
ILL from other libs	454	402	395	490	543	462	431						3177
OCLC ILL loaned	7	8	12	5	12	15	4						63
OCLC ILL borrowed	12	27	13	18	17	7	13						107
reciprocal	16	52	63	33	37	22	17						240
PAC holds	224	184	158	266	270	268	214						1584
staff-initiated holds	456	488	404	515	505	490	403						3261
<u>Library usage stats</u>													
Computer	186	171	213	332	239	249	228						1618
Reference	156	215	250	273	246	205	288						1633
attendance	144	246	88	6	79	31	38						632
number of programs	6	16	6	1	3	1	3						36
"passive" attendance	0	17	2	2	0	0	10						31
"passive" programs	0	1			0	0	1						2
meeting room use	11	12	12	8	17	22	25						107
<u>eResources usage</u>													
website visits	994	942	1149	1191	1214	1086	228						6804
Ancestry image/text	4	3	0	34	8	21	17						87
ABC Mouse	1	0	0	8	1	2	1						13
Driving Tests	8	2	20	60	36	3	1						130
HeritageQuest	6	124	48	35	19	1	24						257
Wifi use/printing	134	122	92	117	118	105	94						782

November 2022 Review / Status Update

The first in a series of monthly Nutrition programs with Mary Liz Wright of UI Extension began on Nov. 3.

The School's Out/Holiday program from the Rec visited the library on November 23. The children made doorknob hangers and checked out books.

Illinois State Library promotes a Family Reading Night on the 3rd Thursday in November. This year we did a Family Fun Time on that day with a craft, games, and a couple of therapy dogs.



"Disguise a Turkey" was a passive program we did from the first week of November until Thanksgiving. The idea was to take a turkey pattern and disguise him in any way so that he could hide from becoming Thanksgiving dinner.

Ten turkeys were turned in. One was a spider. One was the painter Bob Ross. A mummy. Spiderman.

Microsoft is now requiring third-party authentication to sign into its email. IT at IHLS helped me set it up for our 4 email addresses.

CV 30 Upright Vacuum

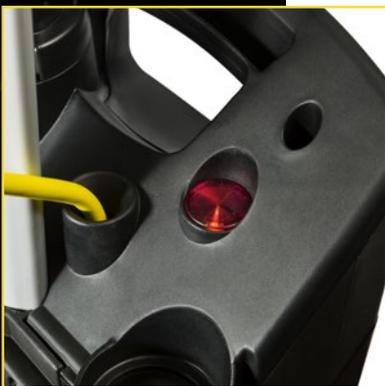
The Tornado CV 30 is a proven commercial grade vacuum, fit for daily cleaning demands. The CV 30 provides effortless operation, versatility, ergonomic design, quiet operation, and HEPA filtration. A lightweight handle, brush-assisted movement and on-board tools make the Tornado CV 30 the choice of cleaning professionals.



EASY TO CLEAN –
Easy access to vacuum hose and throat for clean-out



FILTER INSTALLATION –
Simply slide the bag in, turn a lever, and you're done



FILTER BAG INDICATOR –
Conveniently located light to alert user when the bag is full or if a clog occurs



EASY TO CLEAN –
Easy to remove brush allows hairs, threads, etc. to be removed quickly

Model	CV 30
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Catalog Number	91449
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Machine Dimensions	
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Dimensions (L X W X H)	12.75" X 12" X 45"
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Weight	17.4 Lbs
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Recovery Bag Capacity	5.51 liter/1.72 gal
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Design Characteristics	
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Power Cord Type	40', 18 gauge, 3-wire SJT, safety yellow
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Cord Strain Relief	Yes
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Body Construction	Polypropylene
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Handle Design	Ergonomic
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Housing Bumper	Non-Marking
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Easy Debris Access	Yes
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Belt Type / Design	Non-slip toothed
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Standard Bag Type	CleanBreeze
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Cleaning System	
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CFM	102
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Water Lift	81.5"
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Cleaning Productivity	2,239 ft ² / hr
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Sound Level	66 dBA
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Cleaning Path	12 inches
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Brush Design	Plastic Brush Roll
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Filtration System	3-Stage System
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On Board Tools	Yes
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Standard Accessories	
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Crevice Tool	K69062400
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Upholstery/Utility Tool	K69002330
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CleanBreeze Disposable Collection Bag (10 pack)	K69043050**
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Roller Bar	K69066440
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HEPA Filter Cartridge	K64147600
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Vacuum Motor Intake Filter	K57316110
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Optional Accessories	
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Foam Filter in Lieu of HEPA Filter (3 pack)	K64147610
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Cloth Reusable Filter Bag	K69043010
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Paper Collection Bags (10 pack)	K69042940
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Foam Filter Frame	K57316140
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