

Board Meeting Agenda

October 16, 2023

Call to order

Minutes

Correspondence, communications, and public comments

Thank you card from young patron, September correspondence

Committee Reports -

- Finance – Finance Report, Checks Report, July, August, September
- Book - no report
- House – Update on Pennington Room wall, Updated estimate on cameras, Update on windows

Librarian's Report

- Statistics report July, August and September
- Month's review July, August and September
- Friends – Book sale

Old business

- Apology from Juvenile Patron 4

New Business

- Employee Pay
- Changes to collection development and public comment policy

Miscellaneous/Announcements

- Library Crawl in the month of October

Adjourn

Next Meeting: November 13, 2023

**Paris Public Library
Board of Trustees
July 10, 2023**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President Janine Brann. Brann, Gross, Lehman, McGill, Punzelt, Boylan – present. Garver, Gill, Earlywine, Young – absent.

Minutes of Meeting Dated June 12 and 19, 2023: MOTION: Gross, second by McGill to approve minutes from June 12, 2023, meeting. Motion carried. MOTION: Punzelt, second by Gross to approve minutes with date change from June 19, 2023 meeting. Motion carried.

Correspondence, communications, and public comments: None

Committee Reports:

***Finance:** Boylan reported that the cost of repairing the roof was \$1964.00 and was paid from the Gift Fund. Other monthly costs and checks were also reported. An updated list of the various interest-bearing accounts and their restrictions on spending was also presented by Librarian Boylan. MOTION: McGill, second by Gross to accept monthly finance report. Motion carried.

Librarian Boylan presented the Annual Report. Motion: Punzelt, second by McGill to accept the Annual Report. Motion carried.

***Book:** None

***House:** One of the windows in the large print room has a frame with dry rotting wood. Many windows are in need of repair. Librarian Boylan is investigating firms that could repair the windows while preserving its historic landmark style. It was suggested that this might be included in the TIF request. There has been no return call on the wet-rotting wall in the Pennington Room. Motion: McGill, second by Gross to approve the House Report. Motion carried.

Librarian's Report: Five children have completed the 1000 minute challenge and have signed up to do it again. The present children's librarian will be leaving July 29. A search is underway for a replacement.

***Friends:** The Friends are ticking along and have formed an officers nominating committee. Motion: Lehman, second by McGill to accept the Librarian's Report and the Friends Report. Motion carried.

Old Business: The IGA agreement with Crestwood was approved, pending Richard Cash approval. Chris Redmon hasn't called back regarding the drainage tiles. Motion: Punzelt, second by Gross to accept the Old Business Report. Motion carried.

New Business: Each of the juveniles that have been banned from using the library because of rude and inappropriate behavior will not have their privileges reinstated until they have individually submitted in writing and in person an apology to the staff. In addition, a formal request must be presented to the board, in person. The board will make the final determination regarding restoring privileges. Motion: McGill, second by Gross to follow the procedure delineated above. Motion carried.

Policy Updates: The Authority to Spend Policy stating that the Library Director is authorized to spend up to \$500 without prior board approval on any single item or any single materials order. In addition, in an extreme emergency, the Library Director may spend an additional \$1000 with the approval of any three library board members. Motion: Punzelt, second by McGill to accept the Authority to Spend Policy. Motion carried. Motion: Gross, second by Punzelt to accept the Public Comment Policy as written. Motion: McGill, second by Lehman to approve non-resident cards. Motion carried.

Meeting adjourned at 5:40 p.m.

Next regularly scheduled meeting is Monday, September 11, 2023.

Respectfully submitted,
Cherie Lehman, Secretary pro tem

Paris Public Library Board of Trustees September 11, 2023

The regularly scheduled meeting of the Board of Trustees was not called to order at 4:30 p.m due to lack of quorum. Present - Janine Brann, Evie Gill, and Ceili Boylan.

No meeting minutes to record.

Respectfully submitted by Ceili Boylan

Church Insurance Agency

In Business over 100 years

PO Box 607

116 E. Court St.

Paris, IL 61944



Church Insurance Agency

Dear Ceili,

It is with great regret that I must step down from the Paris Public Library Board. I will also be stepping down from the HRC Board and The Horizon Health Board as well. Doug moving away has really changed our operations at the brewery. Our brew schedule, vessel and keg cleaning and general operational activities are all modified now and there are no days that are off limits for any of those items at this point. I must take over trivia at the brewery as well. Shelby, our MC quit in May due to her upcoming wedding so that leaves me by default. That isn't my preference because I love to play! It's an important night for the brewery and we know a lot of people look forward to playing!

I have wrestled with this for a long time! I recognize how important the library is to our community and really looked forward to being a part of shaping its future, but sometimes these things are out of our control and other responsibilities take precedence. I really appreciate the new friendships I've made while serving on the board and hopefully I can continue to be an asset to the organization in some way shape or form.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Bruce A. Young'. The signature is stylized with a large, looped 'B' and a trailing 'D'.

Bruce A. Young

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	July 2023	YTD	
Income				
40-01-00-3110 Real Estate Tax	139,700.00	0.00	0.00	
40-01-00-3420 Replacemnt Tax	25,300.00	5644.91	5644.91	
40-01-00-3120 RE Tax-Dtown TIF	175.00	0.00	0.00	
40-01-00-3470 Grants	-	12229.23	12229.23	
40-01-00-3811 Interest on Cash	950.00	437.98	437.98	
40-01-00-3812 Investment Interest	5,500.00	960.09	960.09	
40-01-00-3820 Dividends Snap On	5,500.00	0.00	0.00	
40-01-00-3830 Gifts and Donations	5,000.00	660.00	1662.37	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>566.27</u>	<u>1859.88</u>	
	192,125.00	20498.48	22,794.46	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	0.00	2,214.00	2,786.00
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	-	1,500.00
40-01-00-5170 Grounds Maintenance	1,500.00	280.00	790.00	710.00
40-01-00-5710 Utilities	9,200.00	11.43	1,274.53	7,925.47
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	0.00	-	2,300.00
40-01-00-6540 Janitor Supplies	900.00	0.00	101.51	798.49
40-01-00-8350 Special Project (Elevator)	110,000.00	0	-	110,000.00
Library Services				
40-01-00-5370 Internet	2,640.00	220.00	660.00	1,980.00
40-01-00-5510 Postage	450.00	68.64	144.24	305.76
40-01-00-5520 Telephone	2,300.00	233.99	711.41	1,588.59
40-01-00-6590 Processing & Supplies	1,600.00	645.15	705.14	894.86
40-01-00-6840 Automation & Software	3,700.00	3467.54	3,927.54	(227.54)
40-01-00-8300 Office Equipment	1,600.00	65.52	189.40	1,410.60
40-01-00-8330 Computer Equipment	700.00	0.00	-	700.00
40-01-00-9110 Programs & Publicity	1,800.00	261.28	1,106.28	693.72
40-01-00-9290 Misc.	1,700.00	56.94	154.83	1,545.17
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	1297.45	2,945.18	7,554.82
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00
40-01-00-6820 Video	1,000.00	405.99	405.99	594.01
40-01-00-6830 Electronic Resources	5,000.00	523.00	2,418.13	2,581.87
Personnel				
40-01-00-4210 Salaries	104,000.00	8374.44	29,330.04	74,669.96
40-01-00-4275 Bonuses	600.00	0.00	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1423.84	4,267.52	12,532.48
40-01-00-4520 Life Insurance	365.00	28.31	84.93	280.07
40-01-00-4530 Unemployment	450.00	201.50	201.50	248.50
40-01-00-4540 Workers Comp	450.00	0.00	-	450.00
40-01-00-5620 Travel & Training	50.00	0.00	200.00	(150.00)
Contingency	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTALS	287,705.00	17565.02	51,832.17	235,872.83

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	August 2023	YTD	
Income				
40-01-00-3110 Real Estate Tax	139,700.00	0.00	0.00	
40-01-00-3420 Replacemnt Tax	25,300.00	0.00	5644.91	
40-01-00-3120 RE Tax-Dtown TIF	175.00	0.00	0.00	
40-01-00-3470 Grants	-	0.00	12229.23	
40-01-00-3811 Interest on Cash	950.00	0.00	437.98	
40-01-00-3812 Investment Interest	5,500.00	0.00	960.09	
40-01-00-3820 Dividends Snap On	5,500.00	0.00	0.00	
40-01-00-3830 Gifts and Donations	5,000.00	0.00	1662.37	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>770.81</u>	<u>3401.50</u>	
	192,125.00	770.81	24,336.08	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	332.00	2,546.00	2,454.00
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	-	1,500.00
40-01-00-5170 Grounds Maintenance	1,500.00	0.00	790.00	710.00
40-01-00-5710 Utilities	9,200.00	1343.77	2,618.30	6,581.70
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	0.00	-	2,300.00
40-01-00-6540 Janitor Supplies	900.00	210.38	311.89	588.11
40-01-00-8350 Special Project (Elevator)	110,000.00	0	-	110,000.00
Library Services				
40-01-00-5370 Internet	2,640.00	0.00	660.00	1,980.00
40-01-00-5510 Postage	450.00	79.62	223.86	226.14
40-01-00-5520 Telephone	2,300.00	245.56	956.97	1,343.03
40-01-00-6590 Processing & Supplies	1,600.00	380.94	1,086.08	513.92
40-01-00-6840 Automation & Software	3,700.00	25.00	3,722.54	(22.54)
40-01-00-8300 Office Equipment	1,600.00	65.57	254.97	1,345.03
40-01-00-8330 Computer Equipment	700.00	152.00	152.00	548.00
40-01-00-9110 Programs & Publicity	1,800.00	325.08	1,431.36	368.64
40-01-00-9290 Misc.	1,700.00	22.49	177.32	1,522.68
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	801.12	3,746.30	6,753.70
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00
40-01-00-6820 Video	1,000.00	178.32	584.31	415.69
40-01-00-6830 Electronic Resources	5,000.00	0.00	2,418.13	2,581.87
Personnel				
40-01-00-4210 Salaries	104,000.00	8078.69	37,408.73	66,591.27
40-01-00-4275 Bonuses	600.00	0.00	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1427.84	5,695.36	11,104.64
40-01-00-4520 Life Insurance	365.00	28.31	113.24	251.76
40-01-00-4530 Unemployment	450.00	0.00	201.50	248.50
40-01-00-4540 Workers Comp	450.00	0.00	-	450.00
40-01-00-5620 Travel & Training	50.00	0.00	200.00	(150.00)
Contingency	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTALS	287,705.00	13696.69	65,298.86	222,406.14

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	September 2023	YTD	
Income				
40-01-00-3110 Real Estate Tax	139,700.00	0.00	0.00	
40-01-00-3420 Replacemnt Tax	25,300.00	0.00	5644.91	
40-01-00-3120 RE Tax-Dtown TIF	175.00	0.00	0.00	
40-01-00-3470 Grants	-	0.00	12229.23	
40-01-00-3811 Interest on Cash	950.00	0.00	437.98	
40-01-00-3812 Investment Interest	5,500.00	0.00	960.09	
40-01-00-3820 Dividends Snap On	5,500.00	0.00	0.00	
40-01-00-3830 Gifts and Donations	5,000.00	150.00	1812.37	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>966.46</u>	<u>3597.15</u>	
	192,125.00	1116.46	24,681.73	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	332.00	2,878.00	2,122.00
40-01-00-5120 Equipment Maintenance	1,500.00	100.00	100.00	1,400.00
40-01-00-5170 Grounds Maintenance	1,500.00	0.00	790.00	710.00
40-01-00-5710 Utilities	9,200.00	770.14	3,388.44	5,811.56
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	0.00	-	2,300.00
40-01-00-6540 Janitor Supplies	900.00	6.84	318.73	581.27
40-01-00-8350 Special Project (Elevator)	110,000.00	0	-	110,000.00
Library Services				
40-01-00-5370 Internet	2,640.00	440.00	1,100.00	1,540.00
40-01-00-5510 Postage	450.00	0.00	223.86	226.14
40-01-00-5520 Telephone	2,300.00	243.32	1,200.29	1,099.71
40-01-00-6590 Processing & Supplies	1,600.00	257.19	1,343.27	256.73
40-01-00-6840 Automation & Software	3,700.00	0.00	3,722.54	(22.54)
40-01-00-8300 Office Equipment	1,600.00	128.97	383.94	1,216.06
40-01-00-8330 Computer Equipment	700.00	0.00	152.00	548.00
40-01-00-9110 Programs & Publicity	1,800.00	405.53	1,836.89	(36.89)
40-01-00-9290 Misc.	1,700.00	33.64	210.96	1,489.04
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	809.47	4,555.77	5,944.23
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00
40-01-00-6820 Video	1,000.00	24.96	609.27	390.73
40-01-00-6830 Electronic Resources	5,000.00	0.00	2,418.13	2,581.87
Personnel				
40-01-00-4210 Salaries	104,000.00	7740.69	45,149.42	58,850.58
40-01-00-4275 Bonuses	600.00	0.00	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1419.84	7,115.20	9,684.80
40-01-00-4520 Life Insurance	365.00	0.00	113.24	251.76
40-01-00-4530 Unemployment	450.00	0.00	201.50	248.50
40-01-00-4540 Workers Comp	450.00	0.00	-	450.00
40-01-00-5620 Travel & Training	50.00	0.00	200.00	(150.00)
Contingency				
	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTALS	287,705.00	12712.59	78,011.45	209,693.55

PARISPL

Checks & Deposits

	Type	Date	Num	Name	Account	Amount
Jul 23						
	Check	07/07/2023	3121	Demco	Daily Business	-327.74
	Check	07/07/2023	3122	Unique Management Services	Daily Business	-34.95
	Check	07/07/2023	3123	Card Services	Daily Business	-306.23
	Check	07/07/2023	3124	Baker & Taylor	Daily Business	-373.31
	Check	07/10/2023	3125	Ameren Illinois	Daily Business	-11.43
	Deposit	07/10/2023		Income	Daily Business	12,422.18
	Check	07/12/2023	3126	USPS	Daily Business	-68.64
	Check	07/13/2023	3127	Watts Copy Systems inc	Daily Business	-65.52
	Check	07/13/2023	3128	Westville Public Library	Daily Business	-21.99
	Check	07/14/2023	3129	Wal-mart	Daily Business	-191.27
	Check	07/14/2023	3130	Illinois Heartland Library System	Daily Business	-450.00
	Check	07/18/2023		Income	Daily Business	-387.22
	Check	07/18/2023	1410	Illinois Heartland Library System	Gift Fund	-3,235.50
	Check	07/22/2023	3131	Frontier	Daily Business	-233.99
	Check	07/22/2023	3132	Baker & Taylor	Daily Business	-451.92
	Check	07/25/2023	3133	Demco	Daily Business	-260.56
	Check	07/25/2023	3134	Cengage Learning - Gale	Daily Business	-127.16
	Deposit	07/25/2023		Income	Daily Business	646.10
	Check	07/26/2023	3135	Temples Lawn Service	Daily Business	-280.00
	Check	07/26/2023	3136	IHLS-OCLC	Daily Business	-232.04
	Check	07/28/2023	3137	Coast to Coast Solutions	Daily Business	-199.86
	Check	07/31/2023	3138	Card Services	Daily Business	-99.76
	Check	07/31/2023	3139	Technology Management Revolvi...	Daily Business	-220.00
	Check	07/31/2023	1076	Tribune Star	Pear / Bishop checking	-415.87
Jul 23						

PARISPL

Checks & Deposits

Type	Date	Num	Name	Account	Amount
Aug 23					
Check	08/05/2023	3140	Effingham Public Library	Daily Business	-22.49
Check	08/08/2023	3141	Cengage Learning - Gale	Daily Business	-120.70
Check	08/08/2023	3142	Baker & Taylor	Daily Business	-18.09
Check	08/08/2023	3144	Tee Jay Central, Inc	Daily Business	-332.00
Check	08/08/2023	3143	VOID	Daily Business	0.00
Check	08/09/2023	3145	Ameren Illinois	Daily Business	-11.30
Deposit	08/09/2023		Income	Daily Business	201.61
Check	08/09/2023	3146	D-I Supply	Daily Business	-113.44
Check	08/14/2023	3147	Watts Copy Systems inc	Daily Business	-65.57
Check	08/14/2023	3148	Walmart	Daily Business	-99.96
Check	08/15/2023	3149	Illinois Heartland Library System	Daily Business	-25.00
Check	08/17/2023	3150	Demco	Daily Business	-46.93
Check	08/17/2023	3151	Cengage Learning - Gale	Daily Business	-219.93
Check	08/17/2023	3152	Baker & Taylor	Daily Business	-291.76
Check	08/22/2023	3153	Frontier	Daily Business	-245.56
Check	08/24/2023	3154	D-I Supply	Daily Business	-47.98
Check	08/24/2023	3155	Interactive Sciences	Daily Business	-325.08
Deposit	08/28/2023		Income	Daily Business	569.20
Check	08/29/2023	3156	USPS	Daily Business	-79.62
Check	08/30/2023	3157	D-I Supply	Daily Business	-8.99
Check	08/30/2023	3158	Cengage Learning - Gale	Daily Business	-120.70
Check	08/30/2023	3159	Demco	Daily Business	-98.92
Check	08/31/2023	3160	Card Services	Daily Business	-535.36
Aug 23					

PARISPL

Checks & Deposits

Type	Date	Num	Name	Account	Amount
Sep 23					
Check	09/08/2023	3161	Ameren Illinois	Daily Business	-11.79
Check	09/08/2023	3162	Unique Management Services	Daily Business	-11.65
Check	09/08/2023	3163	Technology Management Revolvi...	Daily Business	-220.00
Check	09/08/2023	3164	Otis Elevator	Daily Business	-100.00
Check	09/08/2023	3165	Baker & Taylor	Daily Business	-11.04
Check	09/20/2023	3166	Watts Copy Systems inc	Daily Business	-68.47
Check	09/20/2023	3167	Tee Jay Central, Inc	Daily Business	-332.00
Check	09/20/2023	3168	Wal-mart	Daily Business	-6.84
Deposit	09/20/2023		Income	Daily Business	871.24
Check	09/20/2023	3169	Cengage Learning - Gale	Daily Business	-221.53
Check	09/20/2023	3170	Adden Truesdale	Daily Business	-40.00
Check	09/22/2023	3171	Creative Product Source inc	Daily Business	-365.53
Check	09/22/2023	3172	Cheryl Funkhouser	Daily Business	-21.99
Check	09/22/2023	3173	Frontier	Daily Business	-243.32
Check	09/22/2023	3174	Paris High School Arena	Daily Business	-56.00
Check	09/22/2023	3175	Paris High School Arena	Daily Business	-45.00
Check	09/22/2023	3176	Demco	Daily Business	-130.65
Check	09/22/2023	3177	Demco	Daily Business	-126.54
Check	09/28/2023	3178	Fessi	Daily Business	-60.50
Check	09/28/2023	3179	Technology Management Revolvi...	Daily Business	-220.00
Check	09/28/2023	3180	Baker & Taylor	Daily Business	-358.09
Deposit	09/28/2023		Income	Daily Business	245.22
Check	09/28/2023	3181	Cengage Learning - Gale	Daily Business	-47.98
Check	09/29/2023	3182	Card Services	Daily Business	-94.79
Sep 23					

Tech Doc's Depot
 209 N. Central Ave
 Paris, IL 61944
 217-921-8308

Estimate

DATE	ESTIMATE #
6/7/2023	1075

BILL TO
Paris Carnegie Public Library 207 S Main St Paris, IL 61944

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
NVR System	32 Channel NVR - Paired with 11 dome (white) and 6 bullet (white)	1		4,287.21
Surge Protector	APC Surge Protector	2	125.54	251.08
Hard Drive	8TB Add-On Hard Drive for Longer Recording Times	2	225.57	451.14
Materials	Materials - Mounts, Cat5e, connections, extensions, HDMI Keystones, Outdoor / Indoor Boxes, Wire Mold, Conduit, etc.	1		1,697.12
Monitor	27" High Resolution Monitor for Surveillance System	1		257.12
Labor	Labor to install 17 cameras in Library	1		1,558.00
AddONS		1		0.00
Cameras	4 Cameras Add on	1		1,260.94
Labor	Labor to install 4 more cameras including elevator	1		1,025.00
Materials	Materials for 4 more camera add on and elevator	1		587.21
Labor	Labor to run all new phone lines	1		1,150.00
Phone Wire	All new phone line runs to conjunction	1		255.54
		Subtotal		12,780.36
		8.75% Tax		
		Total		12,780.36

July 2023 Review/Status Update

July started as a challenging month, some of which was discussed in the previous board meeting. I'm happy to say that we have not had any additional issues to report, and the banned patrons have not attempted to return or vandalize the library.

Our children's programming started strong. We had 28 people come to our cookie and cupcake decorating program. We partnered with IDNR on two programs. The first, Live Aquatic Taxa, was attended by 25 people. The second program, Fishing at Twin Lakes, was attended by 15 and covered in the paper.

Unfortunately, attendance dropped after that, with some programs having zero participants. Amanda Summers also left us at the end of July, and I have been interviewing for the position.



The IGA with Crestwood was completed and signed, and a story should be coming in the Prairie Press.

I spoke before the Paris chapter of the Philanthropic Educational Organization (P.E.O.) on the future of the library.

Following up on the issues with the wall in the Pennington Room, I have called several contractors to come out, but I am still waiting for them to return my call. I also visited Carbondale Public Library to access their grants database to prepare for our window restorations. New Prairie Construction has yet to come out to inspect them, so at the moment, I am only looking at grants that might apply.

August 2023 Review/Status Update

My August started with a trip to Springfield to attend Director's University. It was a hectic three-day crash course. My time there was valuable, and I look forward to applying what I learned.

When I returned, I helped the Friends set up for their book sale. The Friends raised \$1,059.25 this year.

Between the Pennington Room being taken over by the book sale and the lack of a children's librarian, we did not have any children's programs this month. Summer reading ended with eight children completing 1,000 minutes.

The IGA with Crestwood was in the Prairie Press. Crestwood families have already turned in the application. Crestwood is on track to send us the student information by the October deadline.

Without the IGA to work on, I felt a little lost. I have begun taking steps for my next library project. On September 12, I will visit Edgar County Jail to discuss supporting literacy among those being held. I will also discuss programs the library can offer to lower recidivism.

I talked to Brenda Sprague of the First Judicial Circuit, and Marty Irwin of the Edgar County Court about setting up Lawyer in the Library in Paris.

I am also planning "adulting" classes for teens and possibly adults in partnership with the UoI extension, which will start in 2024.

On September 14, Debra Miller returned to the library, this time as Nellie Bly. Shakespeare in the Park will also return to Paris on September 16 at Twin Lakes Park. The Prairie Press wrote a story about Shakespeare in the Park, so I am hopeful we will have many attendees.

I also set up two programs in October for Middle Schoolers. The first is Cooking 101, in partnership with 4H. This four week class will introduce kids to the fundamentals of cooking.

The second is a six week Zombie Apocalypse Survival program in partnership with the UoI Extension and possibly Horizon Health and the Edgar County Public Health Department. The program is open to all ages 8 and up. Participants will learn how to survive without electricity, administer basic first aid, build a disaster survival kit, and other skills needed to survive a zombie apocalypse or other natural disaster.

Mary Liz will run another set of nutrition programs for us starting in October.

I made progress on the Pennington Room wall, Quality First Construction came out and will send an estimate.

Statistical Summary

7/1/2023 12:00:00 AM - 7/31/2023 11:59:59 PM

Paris Carnegie Public Library (PARP-ZCH)

Record Counts - As of 9/5/2023 6:30 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,621,749	55,262	766,832			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	32,318	33,522	0	3,339	7	7

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
2,174	289	1,887	357	0
Holds Placed	Holds Satisfied	Holds Cancelled		
455	417	34		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	8	0	299	16
Added by Other	5,164	2,509	9	0
Deleted by Branch	0	0	99	0
Deleted by Other	21,018	2,382	0	0

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$384.28	\$69.97	\$0.00	\$69.97	\$363.48	\$14.96
Total Outstanding Fines - As of 9/5/2023 6:30 PM					
\$10,097.84					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
448	0	248	13

Statistical Summary

8/1/2023 12:00:00 AM - 8/31/2023 11:59:59 PM

Paris Carnegie Public Library (PARP-ZCH)

Record Counts - As of 9/5/2023 6:10 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,621,748	55,262	766,832			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	32,318	33,522	0	3,339	7	7

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
2,109	301	1,768	280	0
Holds Placed	Holds Satisfied	Holds Cancelled		
468	471	50		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	11	0	228	25
Added by Other	5,863	2,734	0	0
Deleted by Branch	0	0	3	1
Deleted by Other	1,915	2,545	0	1

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$226.89	\$15.00	\$0.00	\$15.00	\$150.20	\$0.00
Total Outstanding Fines - As of 9/5/2023 6:10 PM					
\$10,097.84					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
466	0	223	12

Dear Library Board,

I hope this letter finds you well. I am writing to express my deepest apologies for the unfortunate incident that occurred at your library recently. Although I was not directly involved, I feel compelled to address the issue and extend my sincerest apologies on behalf of my friend.

It has come to my attention that an incident took place in the library restroom, where my friend unfortunately acted inappropriately by causing damage to the bathroom floor. I want to assure you that I am truly sorry for any inconvenience this may have caused to the library staff and patrons.

As a regular visitor to your library, I hold great respect for the facility and the invaluable resources it provides to the community. I understand the importance of maintaining a clean and respectful environment for everyone's benefit. The actions of my friend do not reflect my personal values nor the values I associate with your esteemed institution.

I assure you that I have addressed the issue with my friend, emphasizing the seriousness of their actions and urging them to take responsibility for their behavior. I have also made it clear that such behavior is completely unacceptable and should not be repeated under any circumstances.

Please accept my sincere apologies for the incident. I understand the significance of maintaining a positive relationship between library visitors and staff. I deeply regret any inconvenience caused, and I assure you that I will do my utmost to prevent any such incidents from occurring in the future.

If there is anything I can do to rectify the situation or assist in any way, please do not hesitate to let me know. I am more than willing to contribute my time and efforts to help restore the trust and respect that should exist within the library community.

Once again, I extend my heartfelt apologies to the library staff and patrons affected by this incident. I appreciate your understanding and hope that you can find it in your hearts to forgive my friend's regrettable actions.

Thank you for your attention to this matter.

Sincerely,

Damen Johnson

Ceili,

Thank you for letting me
be a part of your summer
fun! Have a happy fall
season! Well wishes for your
new adventures at the
library.

DAN



Dear paris public library
thank you so much
for giving me a gift
for 25\$ to Walmart.
my favorite thing
that I got was my
Harry potter griffinder
lion squish mello w.
it is so squishy.
Love Ella



PARISPL
Custom Summary Report
July 2023

	Jul 23
Ordinary Income/Expense	
Income	
3470 Grants	12,229.23
3830 Donations, Gifts & Bequest	340.00
3890 Misc Income	
Lost/ILL \$ received	45.01
3890 Misc Income - Other	66.82
Total 3890 Misc Income	111.83
Total Income	12,681.06
Gross Profit	12,681.06
Expense	
Building	
5170 Grounds Maintenance	280.00
5710 Utilities	11.43
Total Building	291.43
LibraryServices	
5370 Internet	220.00
5510 Postage	68.64
5520 Telephone	233.99
6590 Processing & Supplies	645.15
6840 Automation & Software	3,467.54
8300 Office Equipment	65.52
9110 Programs & Publicity	261.28
9290 Misc expenses	
Collection agency	34.95
Lost, dmg ILL, old fines	21.99
Total 9290 Misc expenses	56.94
Total LibraryServices	5,019.06
Materials	
6710 Books & periodicals	
6710-1 · Books	825.23
6710-2 · Large print	127.16
6710-4 · Newspapers	415.87
Total 6710 Books & periodicals	1,368.26
6820 Video	405.99
6830 Electronic Resources	
6830-5 · ebooks	450.00
6830 Electronic Resources - Other	73.00
Total 6830 Electronic Resources	523.00
Total Materials	2,297.25
Total Expense	7,607.74
Net Ordinary Income	5,073.32
Net Income	5,073.32

PARISPL

Custom Summary Report

August 2023

	Aug 23
Ordinary Income/Expense	
Income	
3890 Misc Income	
Lost/ILL \$ received	6.99
3890 Misc Income - Other	763.82
Total 3890 Misc Income	770.81
Total Income	770.81
Gross Profit	770.81
Expense	
Building	
5110 Building Repair & Maintena	332.00
5710 Utilities	11.30
6540 Janitor Supplies	210.38
Total Building	553.68
LibraryServices	
5510 Postage	79.62
5520 Telephone	245.56
6590 Processing & Supplies	380.94
6840 Automation & Software	25.00
8300 Office Equipment	65.57
8330 Computer Equipment	152.00
9110 Programs & Publicity	325.08
9290 Misc expenses	
Lost, dmg ILL, old fines	22.49
Total 9290 Misc expenses	22.49
Total LibraryServices	1,296.26
Materials	
6710 Books & periodicals	
6710-1 · Books	339.79
6710-2 · Large print	461.33
Total 6710 Books & periodicals	801.12
6820 Video	178.32
Total Materials	979.44
VOID	0.00
Total Expense	2,829.38
Net Ordinary Income	-2,058.57
Net Income	-2,058.57

PARISPL

Custom Summary Report

September 2023

	Sep 23
Ordinary Income/Expense	
Income	
3830 Donations, Gifts & Bequest	150.00
3890 Misc Income	
Lost/ILL \$ received	21.99
3890 Misc Income - Other	944.47
Total 3890 Misc Income	966.46
Total Income	1,116.46
Gross Profit	1,116.46
Expense	
Building	
5110 Building Repair & Maintena	332.00
5120 Equipment Repair & Mainten	100.00
5710 Utilities	11.79
6540 Janitor Supplies	6.84
Total Building	450.63
LibraryServices	
5370 Internet	440.00
5520 Telephone	243.32
6590 Processing & Supplies	257.19
8300 Office Equipment	128.97
9110 Programs & Publicity	405.53
9290 Misc expenses	
Collection agency	11.65
Lost, dmg ILL, old fines	21.99
Total 9290 Misc expenses	33.64
Total LibraryServices	1,508.65
Materials	
6710 Books & periodicals	
6710-1 · Books	539.96
6710-2 · Large print	269.51
Total 6710 Books & periodicals	809.47
6820 Video	24.96
Total Materials	834.43
Total Expense	2,793.71
Net Ordinary Income	-1,677.25
Net Income	-1,677.25

Paris Carnegie Public Library

Public Comment Policy

The Paris Carnegie Public Library Board of Trustees welcomes public participation and will hear any interested individual pursuant to the guidelines outlined in this policy. At each regular monthly meeting, a period of time not to exceed 30 minutes will be devoted to Library related concerns presented by the public. An individual may address the Library Board only during this portion of the regular monthly meeting, except when the Board President or designee, in their sole discretion, grant a request to address the Board of Trustees during other portions of the meeting. Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels.

The following rules shall govern speakers who address the Board:

- Members of the public wishing to speak are asked to call the Library Director before 3:30 PM on the day of the meeting and provide their name and the topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
- All public comments must be given in person. Persons wishing to speak must be present at the meeting. Public comment by use of any telecommunications device will not be permitted except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and/or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
- Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to Library policies or operations.
- No public comments shall be heard on behalf of or opposed to a candidate for public office or on any matter that may be subject to discussion by the Board of Library Trustees in closed/executive session in accordance with the Open Meetings Act.
- Speakers must sign in at the beginning of the meeting ~~and identify themselves by full name and are requested to provide their current address, including city.~~
- ~~Paris residents will be given priority to speak.~~
- Speakers must identify themselves and their topic before speaking.

- The Board may deny public comment by speaker(s) who have voiced the same concerns publicly at previous meetings.
- Speakers may provide written copies of their concern to the Board. Written copies may be given directly to the Board at the time of the meeting, or at any time by mail addressed to the Library c/o the Board or email at board@parispubliclibrary.org.
- Groups are asked to designate a single spokesperson.
- The time allowed for each person to speak will be five (5) minutes, unless there are more than 6 speakers. If 7 or more speakers wish to address the Board, the 30 minutes allotted for public comment will be divided equally between **up to 10** speakers. Speakers are asked to strictly adhere to time allocated. Speakers may not assign their time to another.
- If there are more than 10 people who wish to speak the Board may choose to extend the time for public comment. If the Board does not extend the time for public comment, persons unable to speak may attend the next Board meeting, or submit their comments in writing at the time of the meeting, or at any time by mail addressed to the Library c/o the Board or email at board@parispubliclibrary.org.
- Any person may record the proceedings at meetings required to be open by tape, film, or other means, provided, however,
 - (a) taping shall not interfere with the overall decorum and proceedings of the meeting (i.e., the machine and/or operator must be quiet and unobtrusive);
 - (b) the machine and/or operator shall not interfere with the auditory rights of the other citizens;
 - (c) no electricity of the Library shall be used; and
 - (d) no taping or filming will be allowed as set forth under 735 ILCS 5/8-701. That statute provides that “no witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying.” In this regard, Section 2.05 of the Open Meetings Act provides that, “[i]f a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, refuses to testify, the authority holding the meetings shall prohibit such recording during the testimony of the witness. (5 ILCS 120/2.05)
- The Library will make reasonable accommodations for those wishing to record the meeting and request they stay in the area designated for the public.

- Board members may, but will generally not, respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that can be addressed by the administration will be duly noted.
- Abusive, profane, harassing and/or repetitive comments and language and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.
- Individuals addressing the Board must at all times adhere to the Library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
- The thirty-minute time limit and/or five-minute maximum per speaker may be extended upon a majority vote of the Board.

The Board vests in the Board President or presiding officer the authority to terminate the remarks of speakers who fail to adhere to the above rules.

All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.

There shall be no debate on any matters raised during public comment. The Board may, however, refer any matter of public comment to the Library Director, Library staff, or an appropriate agency for review, or may place the matter on a subsequent agenda for discussion.

No final action will be taken on any public comment or concern which requires a resolution, or written contract, or which has the effect of approving any expenditure of funds unless a majority of the Library Trustees in attendance determines the matter requires immediate action. The Board may, however, direct that any matter raised on these subjects be set for a future agenda, including the preparation of resolutions or other documents for consideration at such time.