

Board Meeting Agenda

February 14, 2022

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports -

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

Librarian's Report

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

Old business

New Business

- G Suite changes will affect our email
- Mask policy (mask mandate expected to end 28th)

Miscellaneous/Announcements

- Library will close Presidents Day
- Looking for substitute for grant item

Adjourn

Next Meeting: March 14, 2022

**Paris Public Library
Board of Trustees
January 10, 2022**

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

Minutes of Previous Meeting: MOTION: Young, second by Michels to approve minutes from December 13, 2021 meeting. Motion carried.

Correspondence, communications, and public comments: None

Committee Reports:

***Finance:** Pennington reported the finances are in order. The library received “On the Road to Recovery” grant. MOTION: Garver, second by Gross to accept finance report. Motion carried.

***Book:** None

***House:** A wired smoke alarm needs to be replaced. All other smoke alarms have been checked and are in good working order.

Librarian’s Report: Librarian Pennington reported that usage is steady. Meeting rooms were used 16 times. The library handed out 100 Santa Sacks and 14 extra books after the sacks were gone. An out-of-town donor purchased Dairy Queen gift cards for the sacks. Librarian Pennington attended 4 webinar sessions on Disaster Planning and as a result, updated the disaster plan. The “On the Road to Recovery” Grant was received, new public computers were ordered and received but are not yet installed. A donation from a local patron purchased Microsoft Office 2021 for the public computers. HeritageQuest Online is now included in the electronic resources. The 2022 per capita grant application was submitted on Dec. 30. Quarterly reports for elevator and “spaces” grant are due Jan. 15. There was an incident in December that resulted in calling the police. MOTION: Young, second by Gill to accept Librarian’s report. Motion carried.

***Friends:** No meeting in January.

Old Business: None

New Business: The board reviewed the Emergency Closing policy and accepted the policy as written. MOTION: Gross, second by Garver to approve meeting and holiday schedule for 2022. Motion carried.

Miscellaneous: Illinois Libraries Present will have 3 1-hr. programs beginning on Jan. 26, Feb. 16, and March 30. The library will have books from the featured authors available. More information is available online.

Meeting adjourned at 4:58 p.m. Next scheduled meeting is Monday, February 14th, 2022.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Jan 2022	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	12997.35	
40-01-00-3120 RE Tax-Dtown TIF	200.00	0.00	0.00	
40-01-00-3470 Grants	62,100.00	0.00	85206.50	
40-01-00-3811 Interest on Cash	100.00	0.00	37.58	
40-01-00-3812 Investment Interest	4,500.00	0.00	1840.57	
40-01-00-3820 Dividends Snap On	5,000.00	0.00	3880.00	
40-01-00-3830 Gifts and Donations	5,000.00	200.00	5550.53	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>599.35</u>	<u>6569.15</u>	
	226,900.00	799.35	242,760.63	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	0.00	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	1722.78	6,280.85	2,719.15
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	300.00	1,500.00	500.00
40-01-00-6540 Janitor Supplies	700.00	203.89	960.52	(260.52)
40-01-00-8350 Special Project (Elevator)	110,000.00	0.00	609.85	109,390.15
Library Services				
40-01-00-5370 Internet	2,664.00	220.00	1,974.00	690.00
40-01-00-5510 Postage	600.00	0.00	266.33	333.67
40-01-00-5520 Telephone	2,300.00	189.96	1,820.50	479.50
40-01-00-6590 Processing & Supplies	1,900.00	0.00	935.46	964.54
40-01-00-6840 Automation & Software	3,700.00	351.00	4,143.41	(443.41)
40-01-00-8300 Office Equipment	1,740.00	59.51	641.94	1,098.06
40-01-00-8330 Computer Equipment	700.00	8.41	5,087.81	(4,387.81)
40-01-00-9110 Programs & Publicity	1,700.00	0.00	1,646.26	53.74
40-01-00-9290 Misc.	1,000.00	183.03	464.31	535.69
Materials				
40-01-00-6710 Books & Periodicals	11,000.00	378.60	6,828.36	4,171.64
40-01-00-6810 Audiobooks	700.00	0.00	236.90	463.10
40-01-00-6820 Video	1,300.00	70.84	587.44	712.56
40-01-00-6830 Electronic Resources	4,200.00	0.00	4,776.74	(576.74)
Personnel				
40-01-00-4210 Salaries	104,000.00	7571.76	74,313.34	29,686.66
40-01-00-4275 Bonuses	600.00	0.00	576.09	23.91
40-01-00-4510 Health Insurance	16,000.00	1349.92	11,612.64	4,387.36
40-01-00-4520 Life Insurance	365.00	31.20	249.60	115.40
40-01-00-4530 Unemployment	550.00	68.06	161.08	388.92
40-01-00-4540 Workers Comp	550.00	70.00	350.00	200.00
40-01-00-5620 Travel & Training	50.00	0.00	104.00	(54.00)
Contingency	<u>1,000.00</u>			<u>1,000.00</u>
TOTALS	286,319.00	12,778.96	132,370.63	153,948.37

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Jan 22					
Deposit	01/03/2022		Income	Gift Fund	100.00
Deposit	01/06/2022		Income	Daily Business	197.63
Check	01/10/2022	1069	Time	Pear / Bishop checking	-25.00
Check	01/11/2022	2881	VOID	Daily Business	
Check	01/11/2022	2882	New Baden Library	Daily Business	-27.74
Check	01/11/2022	2883	Wood River Public Library	Daily Business	-26.99
Check	01/12/2022	1070	Paris High School Arena	Pear / Bishop checking	-47.00
Check	01/12/2022	2884	Ameren Illinois	Daily Business	-12.16
Check	01/12/2022	2885	Unique Management Services	Daily Business	-23.30
Deposit	01/13/2022		Income	Daily Business	149.95
Check	01/19/2022	2886	Illinois Heartland Library System	Daily Business	-39.00
Check	01/19/2022	1071	The News-Gazette	Pear / Bishop checking	-253.01
Check	01/26/2022	2887	Frontier	Daily Business	-189.96
Check	01/26/2022	2888	Watts Copy Systems inc	Daily Business	-59.51
Deposit	01/26/2022		Income	Daily Business	351.77
Check	01/26/2022	2889	D-I Supply	Daily Business	-141.94
Check	01/31/2022	2890	Card Services	Daily Business	-506.79
Check	01/31/2022	2891	Paris Area Chamber Of Commerce	Daily Business	-105.00
Check	01/31/2022	2892	Technology Management Revolvi...	Daily Business	-220.00
Jan 22					

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

February 14, 2022

40-01-00-6710 Books & Periodicals		
Baker & Taylor	2036432853	20.30
PO Box 277930	2036463371	242.25
Atlanta GA 30384-7930	2036449864	30.43
	2036487460	<u>178.85</u>
	TOTAL	471.83
40-01-00-5170 Grounds Maintenance	14790	275.00
Temples Lawn Service		
712 1/2 W. Andrew St		
Paris IL 61944		

Paris Carnegie Public Library

January 2022

New Cards Issued

	Resident	Nonresident	<u>Circulation Breakdown</u>												<u>Holdings</u>				
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Adult	Children	Total	Books	Adult	Children	Total
Adult	10	1	1	1	1	1	1	1	1	1	1	1	20587	9857	30444	Previous total	20587	9857	30444
Young Adult (HS)	0	0	0	0	0	0	0	0	0	0	0	0	53	25	78	Volumes Added	53	25	78
Children	3	0	0	0	0	0	0	0	0	0	0	0	3	76	79	Volumes Withdrawn	3	76	79
Other	0	0	0	0	0	0	0	0	0	0	0	0	20637	9806	30443	Total	20637	9806	30443
Property Owner	0	0	0	0	0	0	0	0	0	0	0	0	1593			DVDs	1593		
Total	13	1	1	1	1	1	1	1	1	1	1	1	579	579	579	Audiobks	579	579	579
													243	243	243	Microfilm	243	243	243
													2377	2377	2377	Total	2377	2377	2377

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	1654	2021	2050	1917	1911	1911	1970	1803	1824	1852			17002
Overdrive	424	382	486	426	389	389	403	400	424	410			3744
Cloud Library	128	142	138	190	105	105	116	101	169	115			1204
*total circ	2206	2545	2674	2533	2405	2405	2489	2304	2417	2377	0	0	21950

ILL & Holds

ILL to other libraries	285	339	318	370	474	474	404	480	383	438			3491
ILL from other libs	757	527	492	597	622	622	627	536	498	604			5260
OCLC ILL loaned	8	19	11	17	9	9	11	11	12	13			111
OCLC ILL borrowed	12	14	10	12	23	23	9	15	13	27			135
reciprocal	52	35	72	28	55	55	54	64	70	45			475
PAC holds	251	185	272	324	374	374	312	289	273	364			2644
staff-initiated holds	484	457	546	580	602	602	664	618	468	653			5072

Library usage stats

Computer	104	139	203	204	138	138	174	214	210	195			1581
Reference	50	116	120	133	131	131	124	234	228	232			1368
attendance	0	72	22	7	71	71	10	23	19	3			227
number of programs	0	10	4	1	2	2	1	1	2	1			22
"passive" attendance	0	8	9	7	2	2	0	1	114	0			141
"passive" programs	0	1	0	2	0	0	0	0	1	0			4
meeting room use	2	10	12	2	2	2	2	14	16	18			78
eResources usage													
website visits	1122	1190	1059	1066	1306	1306	1335	938	710	343			9069
Ancestry image/text	7	3	6	34	3	3	433	59	0	13			558
ABC Mouse	0	0	1	0	0	0	0	0	0	0			1
Driving Tests	2	2	2	2	1	1	2	0	6	17			34
HeritageQuest									0	8			8

January 2022 Review

Submitted our annual ILLINET interlibrary loan survey and Annual Library Certification and quarterly reports for the construction (elevator) grant and RTR (Spaces) grant.

Meeting rooms were used 19 times. Teresa attended the virtual ILA Central Illinois Legislative Meetup on Jan. 28.

Four people signed up for the first Illinois Libraries Present program; 3 attended.

The microfilm reader purchased with RTR grant funds was delivered. The computer, monitor, and table for the reader were ordered. Table is scheduled to be delivered on Feb. 9; finding help to unload it was a bit of a challenge.

The library has had a complimentary cable account since way before it was Newwave. Sparklight contacted us about changes needed as they move to IPTV service. We only used the cable once years ago so told them to cancel the account.

We had to close the library on January 14 due to a staff shortage.

To answer a previous question, there is no way to know how many of our patrons use the SHARE Mobile Library app without paying for a branded account. We do know that in the entire system, 37,250 people used the app since its November launch.

To the right is an interesting view of the times and approximate numbers that people access our website. The top 3 most visited pages (in order) are the homepage, local history, and the booklist.

About 55% access the page on a desktop computer, 38% on a mobile device, and the rest on a tablet. The overall bounce rate is 56% - which I translate to assume that they are headed to the web version of the SHARE catalog or one of our other external links on the homepage.

