

Board Meeting Agenda

October 17, 2022

Call to order

Minutes

Correspondence, communications, and public comments

Note from Dan Laib (Dan Gogh summer program)

Committee Reports -

- Finance – Finance Report, Checks Report. Invoice from architect
- Book - no report
- House – A.C./roof issue, restroom locks
- Director Search - update

Librarian's Report

- Statistics report
- Month's review
- Friends

Old business

- Project complete: plaque in memory of Mary Ann Tucker now hanging in front entry

New Business

- Review of standards for FY23 per capita grant application

Miscellaneous/Announcements

Adjourn

Next Meeting: November 14

**Paris Public Library
Board of Trustees
September 12, 2022**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:36 p.m. by President George Griffin. Garver, Gill, Griffin, Gross, Lehman, Michels, Punzelt, Pennington – present. Earlywine & Young– absent.

Minutes of Previous Meeting: MOTION: Lehman, second by Gross to approve minutes from July 11, 2022 meeting. Motion carried. MOTION: Michels, second by Garver to approve minutes from August 8, 2022 special meeting. Motion carried.

Correspondence, communications, and public comments: None

Committee Reports:

***Finance:** Pennington reported the library received the Per Capita Grant. The grant monies from the elevator update have been returned to the state library. MOTION: Gill, second by Punzelt to accept monthly finance report. Motion carried.

***Book:** The Library has renewed the subscription to the Terre Haute Tribune Star.

***House:** A local contractor will come and wrap the copper air conditioner pipe. The city is to repair the hazardous heaved water cover by the side door.

***Director Search:** The Library Director position has now been posted. The committee is working on interview questions.

Librarian's Report: Librarian Pennington reported that July and August were busy. Summer reading programs have finished. The new printer was set up, as well as the partitions in the computer room. New air conditioners have been installed. A new light fixture replaced a problematic light in the back hallway. The Sharps disposal containers have been mounted in both restrooms. Shakespeare in the Park was presented September 10 in Twin Lakes Pavilion. It was enjoyed by an appreciative audience.

***Friends:** The Friends hosted a book sale August 6. The sale was very successful with funds to be used to benefit library programs and activities.

Old Business: Librarian Pennington reported the Elevator Update Grant has been returned.

New Business: A draft policy to comply with Family Bereavement Leave Act was reviewed by the board. The Act is required to conform to changes in IL state law. MOTION: Gross, second by Lehman to approve policy as submitted. Motion carried. Wording for Mary Ann Tucker Memorial was finalized. The surplus computers will be recycled. Discussion on extending Saturday hours back to 10-4 beginning in October. MOTION: Michels, second by Lehman to open from 10-4 on Saturdays. Motion carried.

Miscellaneous: Upcoming events at the library:

- An Evening with Agatha Christie – Debra Miller, Thursday, September 29, 6 p.m.
- New season of Illinois Libraries Present begins on September 14, 2022, with Marlee Matlin.

Meeting adjourned at 5:16 p.m. Next regularly scheduled meeting is Monday, October 18th, 2022.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Sept 2022	YTD	
Income				
40-01-00-3110 Real Estate Tax	130,000.00	0.00	0.00	
40-01-00-3420 Replacemnt Tax	19,000.00	0.00	6261.41	
40-01-00-3120 RE Tax-Dtown TIF	175.00	0.00	0.00	
40-01-00-3470 Grants	10,000.00	0.00	12229.23	
40-01-00-3811 Interest on Cash	100.00	0.00	46.12	
40-01-00-3812 Investment Interest	3,200.00	0.00	952.13	
40-01-00-3820 Dividends Snap On	5,700.00	0.00	1420.00	
40-01-00-3830 Gifts and Donations	5,000.00	20.00	2440.94	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>667.77</u>	<u>3360.95</u>	
	183,175.00	687.77	26,710.78	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	50.00	3,530.07	1,469.93
40-01-00-5120 Equipment Maintenance	1,500.00	65.50	285.50	1,214.50
40-01-00-5170 Grounds Maintenance	1,500.00	305.00	625.00	875.00
40-01-00-5710 Utilities	9,200.00	1109.92	4,855.97	4,344.03
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	214.24	685.76
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	880.00	1,760.00
40-01-00-5510 Postage	450.00	100.80	186.50	263.50
40-01-00-5520 Telephone	2,300.00	216.03	1,020.01	1,279.99
40-01-00-6590 Processing & Supplies	1,600.00	95.69	1,452.51	147.49
40-01-00-6840 Automation & Software	3,700.00	2877.34	3,390.47	309.53
40-01-00-8300 Office Equipment	1,600.00	71.82	315.79	1,284.21
40-01-00-8330 Computer Equipment	700.00	26.95	1,577.26	(877.26)
40-01-00-9110 Programs & Publicity	1,800.00	1000.00	2,059.57	(259.57)
40-01-00-9290 Misc.	1,700.00	30.00	50,424.39	(48,724.39)
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	815.01	4,767.88	5,732.12
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00
40-01-00-6820 Video	1,000.00	68.51	276.80	723.20
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	8002.00	44,266.80	59,733.20
40-01-00-4275 Bonuses	600.00	0.00	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1349.92	6,749.60	10,050.40
40-01-00-4520 Life Insurance	365.00	25.74	102.96	262.04
40-01-00-4530 Unemployment	450.00	0.00	-	450.00
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	16,430.23	129,291.14	158,413.86
<i>think of it as</i>	177,705.00		79,291.14	

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Sep 22					
Deposit	09/01/2022		Income	Daily Business	235.70
Check	09/06/2022	2989	VOID	Daily Business	
Check	09/06/2022	2990	Junior Library Guild	Daily Business	-96.00
Deposit	09/08/2022		Income	Daily Business	69.00
Check	09/08/2022	2991	USPS	Daily Business	-100.80
Check	09/08/2022	2992	Teresa L Pennington	Daily Business	-10.00
Check	09/10/2022	1394	Stone Soup Shakespeare	Gift Fund	-1,000.00
Check	09/14/2022	2993	Technology Management Revolvi...	Daily Business	-220.00
Check	09/14/2022	2994	Ameren Illinois	Daily Business	-11.26
Check	09/14/2022	2995	Parkway Computers	Daily Business	-26.95
Check	09/14/2022	2996	Watts Copy Systems inc	Daily Business	-71.82
Check	09/14/2022	2997	Vrzina Enterprises	Daily Business	-305.00
Check	09/14/2022	2999	James C. Bennett	Daily Business	-50.00
Check	09/14/2022	2998	Baker & Taylor	Daily Business	-10.22
Deposit	09/15/2022		Income	Daily Business	95.00
Check	09/20/2022	3000	Illinois Heartland Library System	Daily Business	-68.00
Check	09/20/2022	1395	Illinois Heartland Library System	Gift Fund	-2,877.34
Deposit	09/20/2022		Income	Gift Fund	20.00
Check	09/21/2022	1396	Trophies Etc.	Gift Fund	-30.00
Deposit	09/22/2022		Income	Daily Business	80.00
Check	09/27/2022	3001	Cengage Learning - Gale	Daily Business	-331.93
Check	09/27/2022	3002	Card Services	Daily Business	-96.20
Check	09/27/2022	3003	Frontier	Daily Business	-216.03
Check	09/29/2022	EFT	Fessi	Daily Business	-65.50
Deposit	09/29/2022		Income	Daily Business	188.07
Sep 22					

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

October 17, 2022

40-01-00-6710	invoice	Amount
Baker & Taylaor	2037028617	377.55
PO Box 277930	2037019951	39.32
Atlanta GA 30384-7930	2037054360	21.69
	Total	438.56



Architectural Expressions, LLP
 113 Illini Dr.
 Forsyth, IL 62535
 217-877-4620

Paris Public Library
 207 S Main St
 Paris, IL 61944

Invoice number 00002
 Date 09/26/2022
 Invoice Cutoff Date 08/31/2022

6431 PARIS PUBLIC LIBRARY ELEVATOR REPLACEMENT

PROFESSIONAL SERVICES

PRE-DESIGN SERVICES

PRELIMINARY DESIGN

	Hours	Rate	Billed Amount
Principal (Architect)			
Brian A. Kesler	17.00	170.00	2,890.00
Architectural Designer II			
Michelle N. Lorenz	1.50	80.00	120.00
Architectural Designer I			
Jennifer L. Keigher	3.25	75.00	243.75
Professional Services subtotal	21.75		3,253.75

REIMBURSABLES

REIMBURSABLE EXPENSES

EXPENSES

	Units	Cost Rate	Cost Amount	Multiplier	Billed Amount
Mileage	125.00	0.56	70.00		70.00
Presentation Material	1.00	227.60	227.60		227.60
Reimbursables subtotal			297.60		297.60

Invoice total **3,551.35**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00002	09/26/2022	3,551.35	3,551.35				
	Total	3,551.35	3,551.35	0.00	0.00	0.00	0.00

September 2022 Review / Status Update

September was a busy month!

Stone Soup Shakespeare returned to Paris on September 10. Rain and other community events may have played a part in the attendance, but we heard nothing but praise for the performance under the pavilion.



We held a Block Party for kids on a Saturday morning – not really a party, just an opportunity for children to play together with Legos, Duplos, and wood blocks.



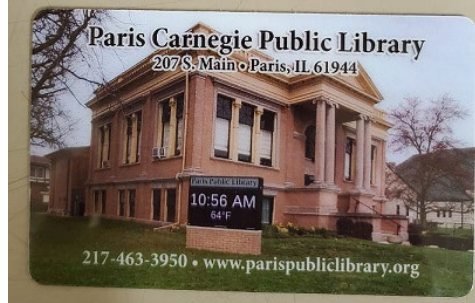
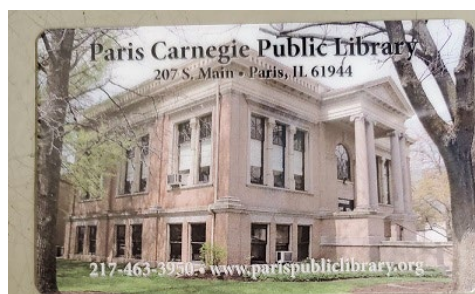
Illinois Libraries Present opened its first full season with a virtual visit with actress/author Marlee Matlin on the 14th.

Debra Miller returned to the library on the 29th as Agatha Christie.

The audience raved about her performance and left asking me when she would be returning as her newest character, Nellie Bly. According to Debra, "Nellie" won't be performance-ready until May 2023.

A Narcotics Anonymous group is meeting weekly in the Gibson Room.

Our supply of library cards was running low so I reordered with a new photo. The sign and no trees are in the new version.



HOUSE MATTERS

Two more syringes disappeared from the Sharps disposal container in one of the restrooms.

The handle/lock on the former women's restroom broke and trapped someone in the restroom on the 13th. I had to call a locksmith to open the door. He installed new handles/locks on both restroom doors two days later. There are signs on both doors and we are trying to remind everyone who asks for a key how to open the doors correctly.

City replaced "manhole" cover at north entrance.

I'm concerned with these "bubbles" in two downstairs rooms:



Serving Our Public 4.0: Standards for Illinois Public Libraries (2020)

The per capita grant application for FY 2023 again asks us to go through the standards and report progress in meeting them. Here are the items on the various checklists for which we aren't entirely compliant.

Chapter 1: Core Standards (23)

All core standards met.

Chapter 2: Governance and Administration (13 standards, 16 items on checklist)

All standards met, except:

- Library has a mission statement and a long-range /strategic plan.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible. *When fiscally possible saves us here.*
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel. That's the checklist; the actual standard says "has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization."

Chapter 3: Personnel (11 standards)

All standards met, according to the checklist.

Chapter 4: Access (11 standards, 16 items on checklist)

All standards met, except:

- The library has the minimum required number of parking spaces.
- The library building supports the implementation of current and future telecommunications and electronic information technologies. As best as a 118-year-old building can.

Chapter 5: Building Infrastructure and Maintenance (13 standards)

Attaching the Facility Management Checklist and Capital Project Checklist.

Chapter 6: Safety (17 standards)

Standards met, except:

- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN kit, and automated external defibrillator.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- The library provides adequate security for staff, users, and collections.
- At least two people shall be on duty during all open hours of operation -- Mostly (lunch hours, not so much)
- Copies of the emergency manual and disaster plan are provided to community safety personnel. No one has asked and would probably shrug if we offered.

Chapter 7: Collection Management (10 standards, 9 items on checklist)

All standards met.

Chapter 8: System Member Responsibilities and Resource Sharing (6 standards)

All standards met, except:

- The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues. *Not much, although ZOOM has helped.*

Chapter 9: Public Services, Reference and Reader's Advisory Services (26 standards)

All standards met.

Chapter 10: Programming (9 standards, 12 items on checklist)

All met, except:

- The library provides outreach programs to specific populations who cannot visit the library.
- The library has programming that seeks to serve young adults.

Chapter 11: Youth/Young Adult Services (29 standards, 33 items on checklist)

All standards met, except:

- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.
- The library provides early literacy programming, including regular story time, for children and families. *Currently, a regular story time is a problem.*

Chapter 12; Technology (17 standards, 19 items on checklist)

All standards met, except:

- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet. *We've tried, but classes have never worked. One on one as needed help is more effective.*
- The library develops and updates, at regular intervals, a long-range /strategic plan for its future technology needs. The plan is based on community needs and priorities.

Chapter 13: Marketing, Promotion, and Collaboration (17 standards, 14 items on checklist)

Standards met, except:

- The library has a communications plan that supports the library's long range/strategic plan.
- The library staff and trustees participate in to or more cooperative activities with other community organizations.
- The library invites local, state, and federal officials to visit the library.
- The board, administration, and staff conduct an annual library walk-through.

- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities. We budget for Wowbrary; anything else falls into Misc. category.
- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations-customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.

- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving