

Board Meeting Agenda

November 14, 2022

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports -

- Finance – Finance Report, Checks Report
- Book - no report
- House – A.C./roof issue, light fixtures
- Director Search – update, possible recommendation

Librarian's Report

- Statistics report
- Month's review
- Friends

Old business

-

New Business

- Required policy for review and approval: Staff cell phone reimbursement
- Technology support option

Miscellaneous/Announcements

- Thanksgiving holiday hours

Adjourn

Next Meeting: December 12

**Paris Public Library
Board of Trustees
October 17, 2022**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:38 p.m. by President George Griffin. Earlywine, Garver, Gill, Griffin, Gross, Lehman, Michels, Punzelt, Pennington – present. Young– absent.

Minutes of Previous Meeting: MOTION: Lehman, second by Michels to approve minutes from September 12, 2022 meeting. Motion carried.

Correspondence, communications, and public comments: Thank you was read from Dan Laib (Dan Gogh summer program)

Committee Reports:

***Finance:** Pennington reported that a CD, minus the fee for the elevator update architect, was renewed. MOTION: Earlywine, second by Punzelt to accept monthly finance report. Motion carried.

***Book:** None

***House:** The local contractor expected to come and wrap the copper air conditioner pipe, did not appear. We will contact another. The city repaired the water meter by the side door. The locks were replaced on the restrooms. It appears that there may be a water leak in the meeting room and also the storeroom.

***Director Search:** There has been several applicants for the Library Director position. The committee is now conducting interviews.

Librarian's Report: Librarian Pennington reported that since school has started, the library is seeing lower attendance. A Block Party for kids was held on a Saturday morning. The Illinois Libraries Present opened its first full season with actress/author Marlee Matlin. Debra Miller returned to perform as Agatha Christie. She had 28 in attendance with the audience asking for a return in her newest character, Nellie Bly. MOTION: Lehman, second by Gross to accept Librarian's Report. Motion carried.

***Friends:** The Friends are working on Santa Sacks for the holiday season.

Old Business: Librarian Pennington reported the plaque for M.A. Tucker is now in place.

New Business: The Board reviewed and discussed the Standards for Illinois Public Libraries (2020).

Miscellaneous:

Meeting adjourned at 5:10 p.m. Next regularly scheduled meeting is Monday, November 14th, 2022.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Oct 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	1895.00	4335.94	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>676.37</u>	<u>4037.32</u>	
	183,175.00	2,571.37	29,282.15	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	410.90	3,940.97	1,059.03
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	285.50	1,214.50
40-01-00-5170 Grounds Maintenance	1,500.00	0.00	625.00	875.00
40-01-00-5710 Utilities	9,200.00	851.36	5,707.33	3,492.67
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	0.00	-	2,300.00
40-01-00-6540 Janitor Supplies	900.00	11.69	225.93	674.07
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	440.00	1,320.00	1,320.00
40-01-00-5510 Postage	450.00	0.00	186.50	263.50
40-01-00-5520 Telephone	2,300.00	209.89	1,229.90	1,070.10
40-01-00-6590 Processing & Supplies	1,600.00	339.13	1,791.64	(191.64)
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	59.04	374.83	1,225.17
40-01-00-8330 Computer Equipment	700.00	200.00	1,777.26	(1,077.26)
40-01-00-9110 Programs & Publicity	1,800.00	18.29	2,077.86	(277.86)
40-01-00-9290 Misc.	1,700.00	3557.35	53,981.74	(52,281.74)
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	622.86	5,390.74	5,109.26
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00
40-01-00-6820 Video	1,000.00	184.92	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	7939.00	52,205.80	51,794.20
40-01-00-4275 Bonuses	600.00	0.00	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1349.92	8,099.52	8,700.48
40-01-00-4520 Life Insurance	365.00	25.74	128.70	236.30
40-01-00-4530 Unemployment	450.00	79.13	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	16,299.22	145,590.36	142,114.64
<i>think of it as</i>	<i>177,705.00</i>			

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Oct 22					
Check	10/03/2022	3004	Barclay Public Library	Daily Business	-6.00
Deposit	10/06/2022		Income	Daily Business	233.35
Check	10/06/2022	3005	Parkway Computers	Daily Business	-50.00
Deposit	10/07/2022		Income	Gift Fund	200.00
Deposit	10/12/2022		Income	Gift Fund	590.00
Check	10/12/2022	EFT	Demco	Daily Business	-135.56
Check	10/13/2022	3006	Ameren Illinois	Daily Business	-11.26
Check	10/13/2022	3007	Technology Management Revolvi...	Daily Business	-220.00
Check	10/13/2022	3008	Ray's Lock Shop	Daily Business	-360.90
Deposit	10/13/2022		Income	Daily Business	90.30
Check	10/13/2022	3009	Watts Copy Systems inc	Daily Business	-59.04
Deposit	10/17/2022		Income	Gift Fund	55.00
Deposit	10/21/2022		Income	Gift Fund	1,000.00
Deposit	10/21/2022		Income	Daily Business	185.42
Check	10/21/2022	3010	Illinois Heartland Library System	Daily Business	-78.00
Check	10/26/2022	1074	The Prairie Press	Pear / Bishop checking	-49.99
Check	10/26/2022	1397	VOID	Gift Fund	
Check	10/26/2022	1398	Architectural Expressions LLP	Gift Fund	-3,551.35
Check	10/26/2022	3011	Technology Management Revolvi...	Daily Business	-220.00
Check	10/26/2022	3012	Frontier	Daily Business	-209.89
Check	10/26/2022	3013	Card Services	Daily Business	-270.68
Check	10/26/2022	3014	Junior Library Guild	Daily Business	-85.00
Check	10/26/2022	3015	A-Advance Pest Control Company	Daily Business	-50.00
Check	10/26/2022	3016	Parkway Computers	Daily Business	-150.00
Deposit	10/27/2022		Income	Daily Business	217.30
Check	10/27/2022	3017	ID Label Inc	Daily Business	-119.10
Oct 22					

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

November 14, 2022

	invoice	Amount
40-01-00-5170 Temples Lawn Service, LLC 712 1/2 W. Andrew St Paris IL 61944	15144	525.00
40-01-00-5120 Otis Elevator Company PO Box 73579 Chicago IL 60673-3579	F10000040737 100400941580	125.00 1004.28

Paris Carnegie Public Library

October 2022

New Cards Issued

	Resident	Nonresident
Adult	9	4
Young Adult (HS)	0	0
Children	0	3
Other	0	0
Property Owner	0	0
Total	9	7

Circulation Breakdown

	Books
DVDs/VHS/Blu-Ray	1483
Audios (incl music)	181
Periodicals	56
Other physical items	10
ebooks	15
e-audio	325
e-magazines	220
Total	31
	2321

Holdings

Books	Adult	Children	Total
Previous total	20794	9738	30532
Volumes Added	92	30	122
Volumes Withdrawn	7	32	39
Total	20879	9736	30615
DVDs	1630		
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							10945
Overdrive	468	498	545	480	500	449							2940
Cloud Library	76	168	143	86	72	127							672
*total circ	2269	2723	2424	2465	2355	2321	0	0	0	0	0	0	14557
<u>ILL & Holds</u>													
ILL to other libraries	354	374	371	423	478	446							2446
ILL from other libs	454	402	395	490	543	462							2746
OCLC ILL loaned	7	8	12	5	12	15							59
OCLC ILL borrowed	12	27	13	18	17	7							94
reciprocal	16	52	63	33	37	22							223
PAC holds	224	184	158	266	270	268							1370
staff-initiated holds	456	488	404	515	505	490							2858
<u>Library usage stats</u>													
Computer	186	171	213	332	239	249							1390
Reference	156	215	250	273	246	205							1345
attendance	144	246	88	6	79	31							594
number of programs	6	16	6	1	3	1							33
"passive" attendance	0	17	2	2	0	0							21
"passive" programs	0	1			0	0							1
meeting room use	11	12	12	8	17	22							82
<u>eResources usage</u>													
website visits	994	942	1149	1191	1214	1086							6576
Ancestry image/text	4	3	0	34	8	21							70
ABC Mouse	1	0	0	8	1	2							12
Driving Tests	8	2	20	60	36	3							129
HeritageQuest	6	124	48	35	19	1							233
Wifi use/printing	134	122	92	117	118	105							688

October 2022 Review / Status Update

The School's Out/Holiday program from the Rec visited the library on October 7 to make masks.

The Illinois Libraries Present speaker had to cancel her virtual appearance on the 12th due to a family emergency. They hope to reschedule in the spring.

Due to circumstances beyond our control, Senior Bingo with Amy will not be scheduled for the remainder of 2022 or until further notice in 2023.

You may notice 3 of the bushes along the walk to the front entrance look a little smashed. We discovered a couple of teens sitting in them like beanbag chairs. They were told not to do that again.

Light Fixtures

Our light fixtures are in dire need of an upgrade. Many don't have covers, which is considered a safety hazard. Others have covers that are held together with clear tape. We need to start working on fixing this.

Without covers: All the lights in the main floor desk area, computer room, reference room, reading room, and office Two lights at bottom of front stairs, Both restrooms.

:

Paris Carnegie Public Library

Staff Cell Phone Reimbursement Policy

Approved:

Purpose

To establish and maintain a consistent process for payment to employees who are required to use their personal cell phone for work purposes, in compliance with 820 ILCS 115/9.5.

Policy

Personal cell phone usage is rarely required as part of the job.

Calling/texting/messaging in sick or late, to request a change in work schedule, etc. is not eligible for reimbursement.

Staff who are required by the duties of their position to use their personal cell phone for work purposes while at work or working off-site may be reimbursed.

Any exception to this policy must be approved by the Library Director and reported to the Board.

Procedure

Employees who are required to use their personal cell phone for work purposes can be reimbursed up to _____ for the month in which the usage occurred (employees' cell phone number only).

To be eligible for this reimbursement, the staff member must have prior approval before payment.

An employee must submit a copy of their cell phone bill and a written explanation of the work-related usage within 60 days of the charges in order to be reimbursed.

Review

This policy, including the amount of the stipend, will be reviewed each year by the Board.



The Lazerware Library Solution

“We understand the mission of libraries is to provide impeccable service to their patrons”

Founded in 1990, Lazerware’s connection to the Library industry started in 1997. We understand that a Library’s mission of providing impeccable service to their patrons requires a dependable technology infrastructure, a superior support staff, and a dedication to constant improvement. Lazerware also understands the unique technology burdens Libraries face.

Today, Lazerware supports over 85 libraries spanning over 17,000 square miles. That means, on any given day, Lazerware is responsible for over 1,800 devices, of which over 1,200 are computer workstations. You won’t find an **OUT OF ORDER** sign on any of them. Our team of specially trained technicians is dedicated to supporting our library family.



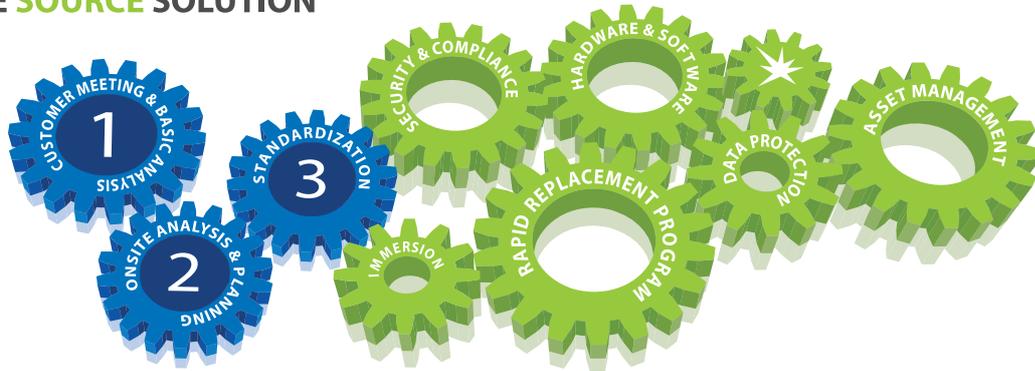
Our Library Solution is backed up by the programs that make Lazerware unique to the technology services industry. At the core is our **Standardization Philosophy** that lowers cost of ownership. In addition to selling and supporting industry leading products, we provide our own **Lazerware Hardware** (workstations & servers) that is custom built with the highest quality components. To round out the entire solution, our **Rapid Replacement Program** minimizes downtime.

You can learn more about what makes Lazerware unique to the Library Technology Services industry either online or in person.



“Let Lazerware remove the overwhelming burden of technology with the area’s most knowledgeable and honest IT professionals”

SINGLE SOURCE SOLUTION



The gears represent how Lazerware and our clients work together utilizing a precise set of integrated processes and programs to identify and deliver the most refined solution in the industry.

- 1** On-Site Consultation - Initial meeting and basic review
- 2** On-Site Detailed Analysis - Your entire technology environment is examined and documented
- 3** Standardization Program: By delivering improved efficiency along with system & user compatibility, it minimizes downtime and lowers the overall cost of ownership

***The end result is a customized solution, plan & budget;
one specifically built to fulfill the unique needs of your Library.***

Your Lazerware Library Partnership includes...

- All travel, remote support, troubleshooting, software installation/updates/changes, preventative maintenance, physical changes to computer locations, user set-up & changes, and printer setup
- Network design and security
- The Rapid Replacement Program; Any covered device not repairable will be immediately replaced
- A dedicated, fully insured technician is available for emergencies 7/24/365
- Advanced ticketing system to submit support requests
- Discounted hardware & WordPress website development and hosting
- Consulting services regarding Internet Service Providers and Telephone systems
- Financial life cycle planning to assist with annual budgets and long term technology plans
- Architectural & Electrical plan review, and Audio-Visual visual design
- Assistance with grants related to technology projects including E-rate



Established in 1990

November 10, 2022

Paris Carnegie Public Library (PARP)
Teresa Pennington, Library Director

Dear Teresa,

Thank you for your interest in our Tier I Partnership Library solutions. I have created this summary page and information packet for your review and consideration.

The Lazerware Difference: 2022 marks our 25th year supporting the Library System. Lazerware supports more than 85 libraries spanning over 17,000 square miles. That means, on any given day, Lazerware is responsible for over 1,800 devices, of which over 1,200 are computer workstations. You will not find an **OUT OF ORDER** sign on any of them. Our team of specially trained technicians is dedicated to supporting our library family.

Project: Tier I Partnership Library Coverage: Standardize assets **\$3,680.00** and 1 year of FULL coverage Tier I support **\$8,064.96 (\$672.08/Month)**, for an estimated 1st year cost of **\$11,744.96**

Project: New Library Network-Fortinet Fortigate Firewall - \$2,907.81 This includes all equipment programming, set-up & installation, New 24Port Managed Switch, New Wi-Fi with dedicated Patron Network, Forced Wi-Fi terms agreement page, battery back-up/lightning protection (No protection Currently), Web filtering-to Meet CIPA/E-Rate, RRP equipment coverage, VPN (remote access if needed). **YOUR CURRENT FIREWALL IS END OF LIFE in 2023 and will no longer be updated.**

Tier I Partnership **FULL** coverage includes:

- All Labor: travel, troubleshooting, Program installations and changes, Preventative maintenance & Software updates Physical changes to computer locations, User changes & email setup, and Printer setup and troubleshooting.
- RRP: Rapid Replacement Program; if we cannot fix a PC or covered peripheral we will replace the device immediately.
- Remote support & control
- Unlike an employee, a tech is always available. 24/7/365 for emergencies & Associates and actions are fully insured
- Advanced Web ticketing system to submit and monitor work requests
- Discounted hardware and WordPress development and Hosting
- Working with or changing Internet Service Providers & assisting you with Telephone system decisions
- Financial life cycle planning to help with annual budgets and long term technology plans
- Architectural and electrical plan review & Audio visual design
- Assistance with grants related to technology projects including E-rate

Standardization project includes:

Perform Home to Pro Windows Upgrades, Reload PAC Workstations, clean up staff computers, install security software and provide training, install and configure Antivirus.

Project DOES NOT include:

Coverage for iPads, and Chromebooks if applicable.
Extensive Library wiring for access points etc.

The Lazerware Standardization Philosophy:

The program delivers improved efficiency along with system & user compatibility. It minimizes downtime and lowers the overall cost of ownership. That all translates into lower maintenance costs.

Phase II project opportunities:

- Investigate alternative data backup solutions for business critical data

Notes:

- No risk contract, 30-days written notice to cancel

Thank you for the opportunity to become your technology service provider.

Sincerely,

Mike Nelms
Director of Sales

mnelms@lazerwareinc.com Toll free: 1-800-235-4448

Saint Louis – Marion – Harrisburg – Litchfield - Effingham