

Board Meeting Agenda

March 11, 2024

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report
- Book –
- House – Cameras nearly finished, Windows temporary repair

Librarian's Report

- Statistics report
- Month's review
- Friends –

Old business

- Strategic Planning Committee
- Possible natives garden on north side of library

New Business

- Paris 95 Possible Intergovernmental Agreement for non-resident students
- Incident at the library on 2/15

Miscellaneous/Announcements

-

Adjourn

Next Meeting: April 8, 2024

**Paris Public Library
Board of Trustees
February 12, 2024**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:40 p.m. by President Janine Brann. Boylan, Brann, Earlywine, Gill, Griffin, Gross, Lehman, M^cGill, present. Garver, Punzelt – absent.

Minutes of Previous Meeting: MOTION: Gross, second by Earlywine to approve minutes from December 11, 2023 meeting. Motion carried. January 8, 2024 meeting did not have a quorum present.

Correspondence, communications, and public comments: None

Committee Reports:

***Finance:** Nothing out of the ordinary for the month. Line-item *supplies* is slightly overbudget due to the spine labeling project. MOTION: Gill, second by Lehman to accept finance report. Motion carried.

***Book:** None

***House:** Director Boylan reported that the television used for the surveillance system is not working. But hopefully the new security system will be installed soon.

Librarian's Report: Director Boylan reported patron traffic has increased. The spine labeling project is making progress. Distributes 118 Santa Sacks. The kids were most excited to receive a candy cane! January saw the launch of Learning Crochet, which brought in 24 participants and Game Night with 7 participants. Director Boylan submitted the annual Certification and Per Capita Grant Application. She also has contacted AARP about providing tax aid next year.

***Friends:** The friends meet February 13, 2024

Old Business: Director Boylan will continue to work on an outline for the creation of a Strategic Planning Committee. It was suggested the board members visit libraries in surrounding communities for new ideas.

New Business: It was noted that the Christmas bonus to staff had not been distributed. MOTION: Lehman, second by Gross to use the budgeted amount of \$600 for staff bonuses. Motion carried. The Park Board is interested in ideas for story walks in the parks. To inform new member, Griffin, a discussion of window replacement or repair followed. More information on grant monies, historical preservation, etc. is needed.

Miscellaneous:

The meeting was adjourned at 5:35p.m. Next regularly scheduled meeting is Monday, March 11th, 2024.

Respectfully submitted,
Evie Gill, Secy.

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

March 8, 2024

40-01-00-8300

CDS Office Technologies
612 S. Dirksen Parkway
Springfield IL 62703

Invoice Number

INV1597864 675.00

TOTAL 675.00

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	February 2024	YTD	
Income				
40-01-00-3110 Real Estate Tax	139,700.00	0.00	134311.49	
40-01-00-3420 Replacemnt Tax	25,300.00	0.00	23413.66	
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	3312.36	
40-01-00-3812 Investment Interest	5,500.00	0.00	12360.23	
40-01-00-3820 Dividends Snap On	5,500.00	0.00	5100.00	
40-01-00-3830 Gifts and Donations	5,000.00	276.77	4139.14	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>1185.67</u>	<u>7429.16</u>	
	192,125.00	1462.44	202,295.27	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	0	3,057.50	1,942.50
40-01-00-5120 Equipment Maintenance	1,500.00	0	1,429.44	70.56
40-01-00-5170 Grounds Maintenance	1,500.00	0	1,675.00	(175.00)
40-01-00-5710 Utilities	9,200.00	1940.3	7,904.87	1,295.13
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	648	1,944.00	356.00
40-01-00-6540 Janitor Supplies	900.00	47.95	804.70	95.30
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	1,980.00	660.00
40-01-00-5510 Postage	450.00	0	445.42	4.58
40-01-00-5520 Telephone	2,300.00	502.92	2,461.46	(161.46)
40-01-00-6590 Processing & Supplies	1,600.00	685.21	2,807.96	(1,207.96)
40-01-00-6840 Automation & Software	3,700.00	0	3,798.54	(98.54)
40-01-00-8300 Office Equipment	1,600.00	62.44	743.58	856.42
40-01-00-8330 Computer Equipment	700.00	0	152.00	548.00
40-01-00-9110 Programs & Publicity	1,800.00	0	2,658.89	(858.89)
40-01-00-9290 Misc.	1,700.00	116.65	547.11	1,152.89
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	1245.53	9,635.16	864.84 *
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00
40-01-00-6820 Video	1,000.00	0.00	943.71	56.29
40-01-00-6830 Electronic Resources	5,000.00	0.00	5,311.65	(311.65)
Personnel				
40-01-00-4210 Salaries	104,000.00	8795.54	90,836.85	13,163.15
40-01-00-4275 Bonuses	600.00	0	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1600.56	14,948.82	1,851.18
40-01-00-4520 Life Insurance	365.00	56.62	283.10	81.90
40-01-00-4530 Unemployment	450.00	0	353.73	96.27
40-01-00-4540 Workers Comp	450.00	72	216.00	234.00
40-01-00-5620 Travel & Training	50.00	0	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	15993.72	155,139.49	132,565.51

* When putting in numbers in we went over budget, investigating I found the error causing that, and that I hadn't removed the check from October from the total. The October check was the one I wrote to cover a check Baker & Taylor didn't get from the previous fiscal year.

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Feb 24					
Check	02/03/2024	3255	Card Services	Daily Business	-36.55
Check	02/03/2024	3256	Frontier	Daily Business	-251.46
Check	02/03/2024	3257	Technology Management Revolvi...	Daily Business	-220.00
Check	02/03/2024	3258	Demco	Daily Business	-136.80
Check	02/03/2024	3259	Baker & Taylor	Daily Business	-325.50
Check	02/03/2024	3260	Cengage Learning - Gale	Daily Business	-151.09
Check	02/07/2024	3261	Paris Area Chamber Of Commerce	Daily Business	-105.00
Deposit	02/07/2024		Income	Daily Business	1,054.35
Check	02/12/2024	3262	Wal-mart	Daily Business	-21.86
Check	02/12/2024	3263	Ameren Illinois	Daily Business	-14.66
Check	02/12/2024	3264	Unique Management Services	Daily Business	-11.65
Check	02/12/2024	3265	Rainbow Printing	Daily Business	-490.00
Check	02/12/2024	3266	Baker & Taylor	Daily Business	-43.29
Check	02/22/2024	3267	Frontier	Daily Business	-251.46
Check	02/22/2024	3268	Watts Copy Systems inc	Daily Business	-62.44
Check	02/22/2024	3269	Baker & Taylor	Daily Business	-383.47
Check	02/22/2024	3270	Cengage Learning - Gale	Daily Business	-220.73
Deposit	02/22/2024		Income	Daily Business	235.09
Check	02/28/2024	3271	Cengage Learning - Gale	Daily Business	-121.45
Check	02/28/2024	3272	D-I Supply	Daily Business	-47.95
Deposit	02/29/2024		Income	Daily Business	173.00
Feb 24					

February 2024 Review/Status Update

February was the shortest month of the year, but there was still plenty to do at the library.

Mary Liz Wright did her nutrition program, which brought in seven people. Sage and Prim had a program on vegan soap making, which brought in 16 people, and we scheduled a second soap-making class in March because the first one was so popular.

Our Fire Safety program with the Paris Fire Department only had one attendee, but the firefighters expressed interest in coming back for a program on spring weather hazards.

Crochet continues to be popular, although we saw a drop in attendance after President's Day. The attendees have expressed interest in a two-week break to learn a paper craft in late March and then starting a knitting class.

We had three groups of kids visit the library with their class. District 95 expressed interest in an Intergovernmental Agreement with the library. A draft of that agreement is attached.



Paris Carnegie Public Library

February 2024

New Cards Issued

	Resident	Nonresident	<u>Circulation Breakdown</u>				<u>Holdings</u>							
			Books	DVDs/VHS/Blu-Ray	Audios (incl music)	Periodicals	Other physical items	ebooks	e-audio/video	e-magazines	Total	Adult	Children	Total
Adult	5	1	1760	276	37	0	15	295	389	87	2859	21200	9796	30996
Young Adult (HS)	1	0	276	37	0	0	15	295	389	87	2859	62	7	69
Children	6	0	0	0	0	0	0	0	0	0	0	54	0	54
Other	1	0	15	0	0	0	0	0	0	0	0	21208	9803	31011
Property Owner	0	0	0	0	0	0	0	0	0	0	0	1978	0	1978
Total	13	1	2859	389	87	2859	1978	581	243	243	2859	21208	9803	31011

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
Checkout	1816	2122	2121	2053	1888	1888	1959	1984	1742	1960	2088	2088	19733
Overdrive	686	622	661	676	595	595	672	651	714	762	746	746	6785
Cloud Library	27	63	53	56	59	59	42	24	35	41	25	25	425
*total circ	2529	2807	2835	2785	2542	2542	2673	2659	2491	2763	2859	0	26943

ILL & Holds

ILL to other libraries	402	465	460	410	410	410	499	429	379	467	422	422	4343
ILL from other libs	351	338	366	492	408	408	446	537	341	510	457	457	4246
OCLC ILL loaned	11	7	9	7	11	11	24	19	11	13	15	15	127
OCLC ILL borrowed	10	7	9	8	11	11	10	5	5	5	18	18	88
reciprocal	43	47	75	34	44	44	80	66	40	54	20	20	503
PAC holds	234	254	248	223	230	230	332	346	195	268	237	237	2567
staff-initiated holds	457	491	455	468	392	392	517	558	328	439	425	425	4530

Library usage stats

Computer	262	267	215	249	226	226	238	229	231	239	250	53	0	2459
Reference	314	297	220	263	260	260	256	234	242	241	274	0	0	2601
attendance	60	85	68	0	49	49	21	24	5	60	110	14	0	496
number of programs	9	8	11	0	4	4	9	11	5	15	17	4	0	93
"passive" attendance	30.00	15	0	0	0	0	26	46	131	9	19	6	0.00	282
"passive" programs	2.00	2	0	0	0	0	1	1	3	1	2	1	0	13
meeting room use	25	35	22	29	36	36	35	33	34	33	19	0	0	301

eResources usage

website visits	448	496	771	492	418	418	537	366	393	428	451	451	4800
Ancestry image/text	2	3	3	68	8	8	0	0	0	0	0	0	84
ABC Mouse	2	2	1	2	12	12	6	4	20	4	3	3	56
Driving Tests	2	21	5	5	2	2	1	2	4	5	17	4	64
HeritageQuest	20	34	52	4	19	19	0	0	34	374	48	48	585
Wifi use	230	154	146	163	191	191	161	230	177	175	210	210	1837

Statistical Summary

2/1/2024 12:00:00 AM - 2/29/2024 11:59:59 PM

Paris Carnegie Public Library (PARP-ZCH)

Record Counts - As of 3/7/2024 3:23 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,620,046	46,967	768,291			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	32,738	33,931	0	3,746	6	7

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
2,113	298	1,662	229	0
Holds Placed	Holds Satisfied	Holds Cancelled		
425	415	42		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	12	0	102	14
Added by Other	5,498	1,902	2	0
Deleted by Branch	0	0	100	0
Deleted by Other	1,345	1,716	6	1

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$162.38	\$50.94	\$0.00	\$50.94	\$310.83	\$0.00
Total Outstanding Fines - As of 3/7/2024 3:23 PM					
\$10,944.62					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
407	0	237	13

PARISPL
Custom Summary Report
February 2024

	Feb 24
Ordinary Income/Expense	
Income	
3830 Donations, Gifts & Bequest	276.77
3890 Misc Income	
Lost/ILL \$ received	18.00
3890 Misc Income - Other	1,167.67
Total 3890 Misc Income	1,185.67
Total Income	1,462.44
Gross Profit	1,462.44
Expense	
Building	
5710 Utilities	14.66
6540 Janitor Supplies	47.95
Total Building	62.61
LibraryServices	
5370 Internet	220.00
5520 Telephone	502.92
6590 Processing & Supplies	685.21
8300 Office Equipment	62.44
9290 Misc expenses	
Collection agency	11.65
9290 Misc expenses - Other	105.00
Total 9290 Misc expenses	116.65
Total LibraryServices	1,587.22
Materials	
6710 Books & periodicals	
6710-1 · Books	752.26
6710-2 · Large print	644.36
Total 6710 Books & periodicals	1,396.62
Total Materials	1,396.62
Total Expense	3,046.45
Net Ordinary Income	-1,584.01
Net Income	-1,584.01

**INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES PARIS
CARNEGIE PUBLIC LIBRARY AND PARIS SCHOOL DISTRICT #95**

THIS AGREEMENT made and entered into this XXth day of Month 2024 between the Paris School District #95 of Edgar County, a body politic, hereinafter referred to as “Paris 95”, and the Paris Carnegie Public Library, a body politic, hereinafter referred to as “Library.”

WITNESSETH:

WHEREAS, the Library is a local library organized and operating pursuant to the Local Library Act, 75 ILCS 5/1-1, et seq., and is hereby contracting with an Illinois public entity or private corporation established pursuant to state statute; and

WHEREAS, Paris 95 is a public school district organized and operating pursuant to the School Code, 105 ILCS 5/1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and pursuant to the Illinois Compiled Statutes pertaining to libraries, specifically, 75 ILCS 5/4-7(8) for public libraries, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services with other entities in order to contract for library services outside the political boundaries of said Library: and

WHEREAS, the Library is willing to cooperate with Paris 95 to furnish economical, efficient, and comprehensive library services for the students of the Paris 95 as described herein.

WHEREAS, the Library as a unit of government of the City of Paris, desires to provide library services to any student of Paris 95 who lives in the city limits of Paris or lives at an address that does not pay library tax, hereinafter referred to as “non-residents”, without payment of any additional fees by the student or his or her family;

WHEREAS, the goal of this agreement is to make sure every student of Paris 95 has the opportunity to possess a library card and take advantage of its benefits. However, to be eligible for a library card without an annual fee, a person must pay property tax to the Library. To address this, the Library, in consultation with the Illinois State Library, will be able to provide cards for students who attend Paris 95 but who live outside the Library taxing area or in areas not served by any other public library at no cost, by receiving some “compensation” from the Paris 95 for doing so. This compensation will be in the form of a value transfer that is agreed upon and is mutually acceptable to both Paris 95 and the Library.

Now, THEREFORE, for and in consideration of the mutual promises and covenants of the parties hereto as herein set forth, and further in consideration of the recitals made hereinabove, and for other goods and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the Paris Carnegie Public Library Board of Trustees, and the Paris School District #95 Board of Education, the entities whose signatures are set forth below hereby enter into this Intergovernmental Agreement, and do agree and covenant as follows:

1. Library Services

The Library agrees to provide library the full measure of its services using its staff, facilities, equipment and materials at the Library to all children enrolled in Paris 95 residing outside of the Library's taxing district pursuant to the Library's usual policies and practices.

2. Title to Property

The Library shall retain title to all the personal property it owned prior to the effective date of this Intergovernmental Agreement, including but not limited to books, periodicals, furnishings, and equipment ("Property"), and to Property it purchases with its own funds after the effective date of this Intergovernmental Agreement.

3. Library Users

The Library reserves the right to remove any group or individuals for whom this Agreement is intended to benefit from the Library's building if that group or individual violates any Library policy, rule, regulation, or practice. Provided, however, that if the individual or group to be removed is under the jurisdiction or custody of Paris 95, the removal decision shall be communicated to any supervisory personnel of Paris 95 then present at the Library.

The Library reserves the right to revoke or suspend any library card issued to a student of Paris 95 as part of this Agreement that is being used by a person other than that student.

4. Insurance

Paris 95 and the Library each insure their own property.

5. Financial Responsibility

The parties agree that in respect to any loss of or damage to any library materials provided under this Agreement, the Library will first pursue the card holder patron under its general circulation policies and practices for recovery. However, as required by state statute for agreements of this type, Paris 95 agrees to assume financial

responsibility for the loss of or damage to any library materials provided to non-residents under this agreement in the event that they have not been recovered from the patron.

6. In Kind Services

In consideration for Library incurring the costs and expenses of making its facilities, services, equipment, materials, and staff available for the benefit of those persons who are intended beneficiaries of this Agreement, and in Recognizing the principle of equity of costs of services to non-residents, Paris 95 shall provide the following to the Library:

- Paris 95 will provide a list of enrolled students to be issued a library card no later than the day after Columbus Day/Indigenous Peoples' Day. Cards issued under this agreement will be good for one calendar year.
- The opportunity for Library staff to access Paris 95's safety training and professional development.
- The opportunity for Library programs and events to be included in any newsletters or announcements that Paris 95 regularly sends out to families and students.

Notwithstanding the immediate forgoing, the Library serves the right to reduce the provisions and availability of and access to its facilities, services, equipment, materials, and/or staff to those persons intended to be benefitted by this Agreement on an as-needed basis.

7. Selection of Materials

The Library district will be responsible for selections and reconsideration of purchases following the policy adopted by its respective governing authority. The Library's policies are posted on its website. The Library has an open shelf policy and does not restrict the selection of or access to any materials. It is up to the parents/legal guardians or Paris 95 acting in loco parentis to determine if the materials selected by a card holder are appropriate.

8. Term and Renewal of Intergovernmental Agreement

This agreement shall be in effect for one year after the start date, XXth day of Month 2024. Either entity may terminate the Agreement prior to the end of term by providing written notice two months prior to termination.

In the event that a party (the "Non-Breaching Party") seeks to terminate this Agreement because of a perceived breach by the other party (the Breaching Party), the Non-Breaching Party shall give the Breaching Party written notice of the former's intent to terminate. The notice shall identify the Paragraph which the Non-Breaching Party believes is being breached and a detailed description of the nature of

the alleged breach. The Breaching Party shall have seven (7) calendar days in which to (i) cure the alleged breach; (ii) respond in writing that no such breach occurred which shall include evidence of such assertion; or (iii) a timetable in to cure the alleged breach if such a cure cannot be accomplished within the aforesaid seven-day period.

9. Amendments to the Intergovernmental Agreement

This agreement may be reviewed at any time and may be altered by mutual consent, providing that the party desiring the amendment shall give the other party at least sixty (60) days in which to consider the proposed amendment and approve or reject any such proposed amendment at a public meeting. This agreement can only be modified in writing.

10. Regulations

The Library will comply with State Library regulations. In the event of conflict between the Library's policies and the Paris 95's policies, the Paris Carnegie Public Library Board of Trustees will have final authority.

11. Communications

Each party may, by mutual agreement, meet in joint session to discuss areas of mutual concern.

Each party may send a delegation or individual to attend regularly scheduled meetings of the other party, where mutual concerns may be addressed free of time limitations or other concerns may be addressed free of time limitations or other concerns may be addressed free of time for public input.

12. Renewal of Agreement

Either party may begin discussions for renewal of the agreement anytime during the term of the agreement which begins XXth day of Month, 2024.

If neither party has given written notice of termination or continuation and no successor agreement has been reached by XXth day of Month, 2025 this agreement will terminate.

13. Saving Clause

It is mutually understood and agreed that all agreements and covenants herein, including all addenda, are severable and that in the event any of them shall be held to be invalid by any court of competent jurisdiction, this agreement shall be interpreted as if such invalid agreement, covenant, or addenda were not contained herein.

Notwithstanding the immediate forgoing, in the event that the determination of such court would otherwise render the underlying purpose of this Agreement impossible to preform, then this Agreement shall automatically terminate.

The agreements, covenants, terms and conditions herein contained may be modified only through the written mutual consent of the parties hereto.

14. Certified Copies

This is declared to be a policy of the Library and a certified copy shall be filed with the Library’s records. Likewise, the Paris Carnegie Public Library Board of Trustees shall direct its Secretary to file a certified copy of this Agreement with the Office of the Superintendent of Paris 95 at 300 S. Eads Ave., Paris, IL 61944.

15. Notice

Any notice required to be given under this Agreement shall be sufficient if it is in writing and sent by First Class United States Postal Service, Return Receipt Requested, to the Library Board of Trustees at 207 S. Main St., Paris, IL 61944 or to Paris 95 at 300 S. Eads Ave., Paris, IL 61944 as the case may be.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their respective Presidents and Secretaries Pursuant to Resolutions duly adopted by the Paris Carnegie Public Library Board of Trustees and the Paris School District 95 Board of Education as of XXth day of Month, 2024.

For the Paris Carnegie Public Library

For Paris School District #95

President, Board of Trustees

President, Board of Education

ATTEST:

Secretary, Board of Trustees

Secretary, Board of Education