

Board Meeting Agenda

September 12, 2022

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports -

- Finance – Finance Report, Checks Report. Received per capita grant check.
- Book - no report
- House – A.C. /roof issue
- Director Search - update

Librarian's Report

- Statistics report
- Month's review
- Friends

Old business

- Elevator upgrade canceled, grant funds returned

New Business

- Update required to Bereavement leave in personnel policy to conform to changes in state law
- Wording for Mary Ann Tucker plaque
- Surplus computers
- Extend Saturday hours back to 10-4 in October

Miscellaneous/Announcements

- Shakespeare in the Park – Midsummer Night's Dream, Saturday, Sept. 10, 6pm
- An Evening with Agatha Christie – Debra Miller, Thursday, Sept. 29, 6pm
- New season of Illinois Libraries Present begins on Sept. 14 with Marlee Matlin

Adjourn

Next Meeting: 2nd Monday in October is library holiday. Meeting will be October 10.

**Paris Public Library
Board of Trustees
July 11, 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, Punzelt, Pennington – present. Earlywine, Michels & Young– absent.

Minutes of Previous Meeting: MOTION: Gross, second by Punzelt to approve minutes from June 13, 2022 meeting and June 21, 2022 special meeting. Motion carried.

Correspondence, communications, and public comments: A thank you and donation from the new Arby's for use of the meeting room.

Committee Reports:

***Finance:** Pennington reported nothing unusual in finances for June. MOTION: Lehman, second by Gill to accept monthly finance report. Motion carried.

The board reviewed the annual finance report. MOTION: Garver, second by Punzelt to accept annual report. Motion carried.

***Book:** None

***House:** A local contractor will assess work needed to install the new air conditioners. A second roofing company has looked at the roof and found the moisture is condensation from the copper air conditioner pipe. We will have a local HVAC business come and wrap the pipe.

Librarian's Report: Librarian Pennington reported that June was a busy month. Children's programs are in full swing. The library provided 3 Saturday programs, 3 Storytimes, Douglas-Hart Nature Center Camp Read and Survival Sleuths, Sidewalk Chalk art, Grace Lutheran School weekly visits and District 95 tour among others. The adults enjoyed a nutrition program and bingo. The annual report to state library was submitted June 27.

***Friends:** The Friends will host a book sale August 6.

Old Business: Librarian Pennington reported on the elevator update progress.

New Business: A Bereavement leave update in personnel policy is required to conform to changes in IL state law. First draft will be reviewed at September meeting.

Miscellaneous: Upcoming events at the library:

- Illinois Pioneer Cemetery Prairies – Chris Benda, Saturday, July 23, p.m.
- Shakespeare in the Park – Midsummer Night's Dream, Saturday, September 10, 6 p.m.
- An Evening with Agatha Christie – Debra Miller, Thursday, September 29, 6 p.m.
- New season of Illinois Libraries Present begins on September 14, 2022

Meeting adjourned at 5:13 p.m. Next regularly scheduled meeting is Monday, September 12th, 2022.

Respectfully submitted,
Evie Gill, Secy.

**Paris Public Library
Board of Trustees
August 8, 2022**

The special meeting of the Board of Trustees was called to order at 4:35 p.m. by President George Griffin. Earlywine, Gill, Griffin, Gross, Lehman, Michels, & Pennington – present. Garver, Punzelt & Young– absent.

The meeting was called to revisit the Elevator Modernization Project. After consultation with two (2) separate elevator companies, it was determined that the elevator is in very good working condition, currently up to code and only needs a few minor improvements.

New Business: MOTION: Gross, second by Earlywine to halt the elevator renovation project; return the monies from the Construction Grant to the Illinois State Library and to pay in full the architect used to write the bid information.

Motion carried.

Meeting adjourned at 5:00 p.m.

Next regularly scheduled meeting is Monday September 12, 2022.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

| | Budget | July/Aug | 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 | 7566.93 | |
| 40-01-00-3120 RE Tax-Dtown TIF | 175.00 | 0.00 | 0.00 | |
| 40-01-00-3470 Grants | 10,000.00 | 12229.23 | 12229.23 | |
| 40-01-00-3811 Interest on Cash | 100.00 | 0.00 | 5.91 | |
| 40-01-00-3812 Investment Interest | 3,200.00 | 0.00 | 559.46 | |
| 40-01-00-3820 Dividends Snap On | 5,700.00 | 0.00 | 1420.00 | |
| 40-01-00-3830 Gifts and Donations | 5,000.00 | 295.94 | 2420.94 | |
| 40-01-00-3890 Misc Income | <u>10,000.00</u> | <u>890.98</u> | <u>2693.18</u> | |
| | 183,175.00 | 13,416.15 | 26,895.65 | |
| Expenditures | | | | |
| | | | | Balance |
| Building | | | | |
| 40-01-00-5110 Repair & Maintenance | 5,000.00 | 1958.52 | 3,480.07 | 1,519.93 |
| 40-01-00-5120 Equipment Maintenance | 1,500.00 | 220.00 | 220.00 | 1,280.00 |
| 40-01-00-5170 Grounds Maintenance | 1,500.00 | 0.00 | 320.00 | 1,180.00 |
| 40-01-00-5710 Utilities | 9,200.00 | 1229.59 | 3,746.05 | 5,453.95 |
| 40-01-00-5910 Liab. & Prop. Insurance | 2,300.00 | 0.00 | - | 2,300.00 |
| 40-01-00-6540 Janitor Supplies | 900.00 | 90.82 | 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 | 660.00 | 1,980.00 |
| 40-01-00-5510 Postage | 450.00 | 8.83 | 85.70 | 364.30 |
| 40-01-00-5520 Telephone | 2,300.00 | 209.98 | 803.98 | 1,496.02 |
| 40-01-00-6590 Processing & Supplies | 1,600.00 | 316.38 | 1,356.82 | 243.18 |
| 40-01-00-6840 Automation & Software | 3,700.00 | 0.00 | 513.13 | 3,186.87 |
| 40-01-00-8300 Office Equipment | 1,600.00 | 53.44 | 243.97 | 1,356.03 |
| 40-01-00-8330 Computer Equipment | 700.00 | 146.71 | 1,550.31 | (850.31) |
| 40-01-00-9110 Programs & Publicity | 1,800.00 | 309.57 | 1,059.57 | 740.43 |
| 40-01-00-9290 Misc. | 1,700.00 | 50000.00 | 50,394.39 | (48,694.39) |
| Materials | | | | |
| 40-01-00-6710 Books & Periodicals | 10,500.00 | 1434.42 | 3,952.87 | 6,547.13 |
| 40-01-00-6810 Audiobooks | 600.00 | 0.00 | - | 600.00 |
| 40-01-00-6820 Video | 1,000.00 | 47.72 | 208.29 | 791.71 |
| 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 | 8125.00 | 36,264.80 | 67,735.20 |
| 40-01-00-4275 Bonuses | 600.00 | 0.00 | - | 600.00 |
| 40-01-00-4510 Health Insurance | 16,800.00 | 1349.92 | 5,399.68 | 11,400.32 |
| 40-01-00-4520 Life Insurance | 365.00 | 25.74 | 77.22 | 287.78 |
| 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 | 65,746.64 | 112,860.91 | 174,844.09 |
| <i>think of it as</i> | <i>177,705.00</i> | <i>15,746.64</i> | <i>62,860.91</i> | |

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

September 12, 2022

| 40-01-00-6710 | invoice | Amount |
|-----------------------|----------------|---------------|
| Baker & Taylaor | 2036975957 | 16.41 |
| PO Box 277930 | 2036940484 | 308.36 |
| Atlanta GA 30384-7930 | 2036930323 | 42.09 |
| | Total | 366.86 |

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PARISPL
Checks & Deposits

| Type | Date | Num | Name | Account | Amount |
|---------------------|------------|------|-----------------------------------|------------------------|------------|
| Jul - Aug 22 | | | | | |
| Deposit | 07/05/2022 | | Income | Gift Fund | 600.00 |
| Check | 07/06/2022 | 1389 | Dan Laib Studios | Gift Fund | -400.00 |
| Deposit | 07/07/2022 | | Income | Daily Business | 90.95 |
| Check | 07/11/2022 | 2966 | Ameren Illinois | Daily Business | -10.78 |
| Check | 07/11/2022 | 2967 | Illinois Library Association | Daily Business | -85.00 |
| Check | 07/11/2022 | 2968 | D-I Supply | Daily Business | -20.97 |
| Deposit | 07/14/2022 | | Income | Daily Business | 190.06 |
| Deposit | 07/14/2022 | | Income | Gift Fund | 1,000.00 |
| Check | 07/14/2022 | 2969 | USPS | Daily Business | -76.87 |
| Check | 07/18/2022 | 2970 | Watts Copy Systems inc | Daily Business | -37.02 |
| Check | 07/18/2022 | EFT | Wal-mart | Daily Business | -18.03 |
| Deposit | 07/21/2022 | | Income | Daily Business | 165.80 |
| Check | 07/25/2022 | 2971 | Card Services | Daily Business | -171.54 |
| Check | 07/25/2022 | 1390 | Chris Benda | Gift Fund | -200.00 |
| Check | 07/25/2022 | 1391 | Card Services | Gift Fund | -1,321.55 |
| Check | 07/25/2022 | 2972 | Frontier | Daily Business | -209.98 |
| Check | 07/26/2022 | 1072 | ALA/Booklist | Pear / Bishop checking | -169.50 |
| Check | 07/27/2022 | 2973 | IHLS-OCLC | Daily Business | -225.27 |
| Check | 07/27/2022 | 2974 | Illinois Heartland Library System | Daily Business | -450.00 |
| Deposit | 07/28/2022 | | Income | Daily Business | 326.50 |
| Check | 07/28/2022 | EFT | Demco | Daily Business | -56.86 |
| Check | 08/01/2022 | 2975 | Cengage Learning - Gale | Daily Business | -304.33 |
| Check | 08/03/2022 | 2976 | Baker & Taylor | Daily Business | -409.24 |
| Check | 08/03/2022 | 2977 | Technology Management Revolvi... | Daily Business | -220.00 |
| Deposit | 08/04/2022 | | Income | Daily Business | 118.29 |
| Check | 08/09/2022 | 2978 | Parkway Computers | Daily Business | -104.95 |
| Check | 08/10/2022 | 2979 | Ameren Illinois | Daily Business | -10.82 |
| Check | 08/10/2022 | 1392 | The Prairie Beacon | Gift Fund | -176.58 |
| Deposit | 08/11/2022 | | Income | Daily Business | 405.54 |
| Check | 08/15/2022 | EFT | Walmart | Daily Business | -41.76 |
| Check | 08/16/2022 | 1393 | Illinois State Library | Gift Fund | -50,000.00 |
| Check | 08/16/2022 | 2980 | USPS | Daily Business | -8.83 |
| Deposit | 08/18/2022 | | Income | Daily Business | 367.15 |
| Check | 08/20/2022 | 2981 | D-I Supply | Daily Business | -59.99 |
| Check | 08/20/2022 | 2982 | Watts Copy Systems inc | Daily Business | -53.44 |
| Check | 08/20/2022 | 2983 | Stuard & Associates | Daily Business | -220.00 |
| Check | 08/20/2022 | 1073 | Tribune Star | Pear / Bishop checking | -350.87 |
| Check | 08/23/2022 | EFT | Illinois State Fire Marshall | Daily Business | -75.75 |
| Check | 08/23/2022 | 2984 | Frontier | Daily Business | -209.98 |
| Check | 08/24/2022 | 2985 | Card Services | Daily Business | -388.67 |
| Check | 08/25/2022 | 2986 | Interactive Sciences | Daily Business | -309.57 |
| Deposit | 08/25/2022 | | Income | Daily Business | 245.94 |
| Check | 08/26/2022 | 2987 | D-I Supply | Daily Business | -73.95 |
| Check | 08/26/2022 | 2988 | Cengage Learning - Gale | Daily Business | -302.29 |
| Deposit | 08/30/2022 | | Income | Daily Business | 12,279.23 |
| Jul - Aug 22 | | | | | |

JOB OPENING

Library Director

Due to retirement, the Paris Carnegie Public Library is seeking a caring, creative, and confident new director. Located in east central Illinois, the library serves a community of 8,300 people. The new director will lead the library into the future by implementing services and programs to meet the needs and interests of the community.

Serving the community in a classic Carnegie building, the library director will manage a staff of 5 and work with the Board of Trustees, the Friends of the Library, and the community at large. The chosen leader will coordinate and cooperate with all patrons, government officials, and civic leaders.

Minimum Requirements

- A Bachelor's Degree in an appropriate discipline area of study, five years of library experience with 2 years of supervisory experience.
- Knowledge of principles and practices of modern library programs, classification and selection techniques, community library needs and resources.
- Ability to plan, organize, and implement a comprehensive library program.
- Ability to communicate effectively, verbally and in writing and to establish and maintain working relationships with employees, board, other agencies, and the public.
- Ability to maintain computers and to troubleshoot computer and network issues.
- Ability to work collaboratively with the board of trustees to support the overall mission of the library.

Salary range of \$42,000 -- \$50,000 with compensation negotiable depending on experience and qualifications. This is a full-time position with a generous benefits package including paid sick leave, competitive health insurance, and participation in IMRF.

Job description at <https://parispubliclibrary.org/library-director-job-description/>

Location

Paris Carnegie Public Library
207 S. Main St
Paris, IL 61944

<https://parispubliclibrary.org/>

How to apply

Please apply by sending a cover letter, a resume, and the contact information for 3 professional references to: board@parispubliclibrary.org

Applications accepted through September 30, 2022.

Paris Carnegie Public Library is committed to providing equal opportunities to all regardless of age, race, disability, ethnicity, family or marital status, gender, gender identity, sexual orientation, language, national origin, religion, and any other characteristics protected by applicable law.

LIBRARY DIRECTOR

Paris Carnegie Public Library

Job Summary: Manage and supervise library operations under the broad policy guidance of the Board of Trustees, performing a variety of administrative and supervisory work and complex clerical work in planning, organizing and implementing the programs and services of the library.

Minimum Education and Experience: Bachelor's degree and five years' library experience, including two years supervisory experience. Master's degree in Library & Information Science preferred. OR any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Essential Duties and Responsibilities:

- Manage and supervise library operations under the broad policy guidance and direction of the Board of Trustees.
- Hire, train, evaluate, and schedule staff.
- Provide leadership and direction in the development of policies and plans.
- Coordinate local library services with Illinois State Library, Illinois Heartland Library System, city government and agencies, schools, and community organizations.
- Compile reports for and attend Board of Trustees meetings.
- Assist board in planning and providing for improvements in facilities and services.
- Promote interest in library programs and services.
- Plan, schedule, and conduct activities, tours, and programs with staff
- Gather data and prepare reports, grant applications, and policy recommendations.
- Administer budget. Maintain financial, statistical, and other operating records; expend funds for the library in accordance with established financial procedures. Work in cooperation with the city financial officer and city treasurer.
- Work with house committee to assure that library facilities are properly maintained; coordinate maintenance and repair functions.
- Oversee selection of library materials, general collection development, and interlibrary loan policies and procedures.
- Participate in ongoing continuing education to stay informed of trends and issues in library management and services.

Knowledge and Skills:

- Knowledge of principles and practices of modern library programs, classification and selection techniques, community library needs and resources.
- Ability to plan, organize, and implement a comprehensive library program.
- Ability to communicate effectively, verbally and in writing and to establish and maintain working relationships with employees, board, other agencies, and the public.
- Ability to maintain computers and to troubleshoot computer and network issues.

Physical Demands:

The physical demands described below are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in an environment subject to continuous interruptions and background noises.
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions.
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time.
- Ability to move and lift materials up to 25 pounds.
- Ability to stand, walk, bend, kneel, crawl, reach, climb, and sit as required.
- Ability to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms as required.

Job descriptions are not meant to be all inclusive and are subject to change. Revised June 2022.

I've been thinking of wording for the plaque for months now. I'm not particularly set on the words "commissioned with gifts," but I want to convey that it was not a gift from Larkfield Glass. So many people have thought that when we say that it's in her memory and created by Larkfield Glass.

"WOODLAND DREAMS"
commissioned with gifts
In Memory of
MARY ANN TUCKER
Created by
LARKFIELD GLASS
2021

An earlier version is below. It still implies that Larkfield Glass donated it. I thought of saying "Family and friends" but that implies that her children and grandchildren donated toward it and they didn't.

In Memory of
MARY ANN TUCKER
from her friends
"WOODLAND DREAMS"
Created by
Larkfield Glass
2021

July & August 2022 Review / Status Update

New Law clarifies filling vacancies for Library Trustees: The Local Library Act and the Public Library District Act have been amended by Public Act 102-0977 to require that all trustee vacancies be filled within 90 days after a vacancy has been declared.

Finally set up the new public computers on July 13, beginning before 9am. Watts installed the new printer in the afternoon. By closing, the security was re-installed. By opening time the following day, partitions were in place.



Since then, two of the old public computers were swapped in for the Windows 7 catalog terminals. The office computer had to be substituted for the new computer purchased to run the microfilm scanner; despite buying according to the scanner's specs, we couldn't change enough BIOS settings for the scanning software to run properly. While it's good to have a newer office computer, transferring all the files over was difficult and time-consuming.

Gary mounted brackets and secured the Sharps disposal containers in both restrooms. He checks them frequently; on September 3, he discovered that syringes were missing from one of them.

Contractor David Johnson installed the new window air conditioners in the computer room and the reading room on July 20.

Summer children's programs and the Grace Lutheran school-ager visits ended in July. Attendance at programs was up over last summer.

Arby's did their interviewing and orientation for the new restaurant in the library meeting room. Training was done at the new facility; library staff got a tray of free food for that Friday's lunch.

The Friends Book Sale on August 6 was the most profitable one-day sale in my memory. It netted 1006.36 for the group, to be used to benefit library programs and activities. The \$2 bag sale that followed made 375.00 for the library. After the sale was cleared away, a dozen boxes of donated books, VHS, and magazines were left at the front doors after hours, over a rainy weekend. Everything ended up in the dumpster.

Jim Bennett replaced a problematic light fixture over the stairs leading to the Gibson Room.

Our bereavement leave policy requires updating to comply with the Family Bereavement Leave Act, which becomes law on January 1, 2023.

Our **Current Policy** - Employees may take up to three leave days with pay in the case of a death in the immediate family. Immediate family includes grandparents, parents, guardians, siblings, spouse, or child. In the case of other family members (aunt, uncle, niece, nephew), one day of paid leave will be allowed to full-time employees. Part-time employees may take the same time periods without pay. At the Librarian's discretion, employees may also attend, without loss of pay, local funerals for current or former employees and board members. Other requests for ~~funeral~~ leave will be considered on an individual basis by the Librarian.

Draft policy to comply with Family Bereavement Leave Act

Bereavement Leave: An absence of up to ten scheduled work days (the first three with pay) will be allowed for death in the immediate family (father, mother, grandfather, grandmother, father-in-law, mother-in-law, brother, sister, husband, wife, domestic partner, children, step-children, step-parents) or another relative or friend living in the household.

At the Director's discretion, employees may also attend, without loss of pay, local visitations or funerals for current or former employees and board members.

Pregnancy Loss: An absence of up to ten scheduled work days (the first three with pay) per calendar year will be allowed for a pregnancy loss; an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; a failed adoption match or an adoption that is not finalized because it is contested by another party; a failed surrogacy arrangement; or a diagnosis or event that impacts pregnancy or fertility; or (ii) an absence to care for a spouse or domestic partner who experiences a circumstance described in this policy.

Bereavement/Pregnancy Loss leave applies to all employees. Staff may make up any unpaid bereavement leave with vacation time. Unused paid leave time granted shall not carry over from one fiscal year to the next. The library may not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under the Family Bereavement Leave Act.

The definitions set forth in the Illinois Family Bereavement Leave Act (820 ILCS 154/1 et seq.), as amended from time to time, shall apply to this policy.