

# **Board Meeting Agenda**

June 10, 2024

## **Call to order**

## **Minutes**

## **Correspondence, communications, and public comments**

## **Committee Reports**

- Finance – Finance Report, Checks Report
- Book –
- House – Architects, Trees and Gutters

## **Librarian's Report**

- Statistics report
- Month's review
- Friends –

## **Old business**

- Officer Elections
- 

## **New Business**

- Building Fund
- Technology Grant
- 

## **Miscellaneous/Announcements**

- 

## **Adjourn**

**Next Meeting:** July 8, 2024

**Paris Public Library  
Board of Trustees  
May 13, 2024**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President Janine Brann. Boylan, Brann, Earlywine, Gill, Lehman, Gross, Punzelt - present.  
Garver, Griffin, M<sup>c</sup>Gill- absent.

**Minutes of Previous Meeting:** MOTION: Lehman, second by Punzelt to approve minutes from April 15, 2024 meeting. Motion carried.

**Correspondence, communications, and public comments:** None

**Committee Reports:**

**\*Finance:** Budget is on track. Nothing unusual from last month. MOTION: Gill, second by Lehman to approve finance report. Motion passed.

**\*Book:** None

**\*House:** Director Boylan had an architect visit the library for an assessment. The library has some major issues that will need to be addressed. The most pressing are windows and roof. Honest Abe made the most recent roof repairs and did not put on leaf guards which have caused clogged gutters. Honest Abe will be contacted for leaf guards. MOTION: Gross, Earlywine second to allow director to contact someone to clean out leaves/debris from downspouts and gutters and to find 2 more opinions on roofing. Motion carried.

**Librarian's Report:** Director Boylan reported circulation and patron usage are increasing. Mary Liz Wright presented a nutrition program with 10 in attendance. There were two pet adoption days at the library, one for cats and another for dogs. Beyond the Bell visited for the last time this school year. Director Boylan directed 15 children through eclipse related crafts. They will be displayed at the library later. MOTION: Earlywine, second Punzelt to accept librarians report. Motion carried.

**\*Friends:** The friends are initiating a Picasso Piggie Coloring contest for children to design the library's next donation pig.

**Old Business:** The strategic planning committee and garden are on hold until major repairs are completed.

**New Business:** The 2024-2025 officer elections were tabled until June. MOTION: Gross, second by Punzelt to table elections until next meeting. Motion passed. The board reviewed a juvenile's request to lift his ban on library usage. The board chose to allow him to return on probation, but no bad behavior will be tolerated. SHARE renewal was discussed. The fee increased significantly from previous years. MOTION: Gross, second by Brann to approve pending bill after learning the reason for the increase and if necessary, amend budget. Motion passed. MOTION: Gross, second by Punzelt to approve non-resident card fees with the current formula to be adjusted to the County Tax increase. Motion carried. MOTION: Gill second by Punzelt to renew Illinois Libraries Presents. Motion passed.

**Miscellaneous:** Closed Memorial Day, May 27. Summer reading begins. Next meeting June 10, 2024.

The meeting was adjourned at 5:52 p.m.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	May 2024	YTD	%	
<b>Income</b>					
40-01-00-3110 Real Estate Tax	140,000.00	0.00	0.00	0.00%	
40-01-00-3120 RE Tax-Dtown TIF	175.00	0.00	0.00	0.00%	
40-01-00-3420 Replacemnt Tax	27,500.00	0.00	0.00	0.00%	
40-01-00-3470 Grants	12,229.00	0.00	0.00	-	
40-01-00-3811 Interest on Cash	950.00	0.00	0.00	0.00%	
40-01-00-3812 Investment Interest	5,500.00	413.68	413.68	7.52%	
40-01-00-3820 Dividends Snap On	5,500.00	0.00	0.00	0.00%	
40-01-00-3830 Gifts and Donations	5,000.00	0.00	0.00	0.00%	
40-01-00-3890 Misc Income	10,000.00	335.03	335.03	3.35%	
	<u>206,854.00</u>	<u>748.71</u>	<u>748.71</u>	<u>0.36%</u>	
<b>Expenditures</b>					
				Balance	% Used
<b>Building</b>					
40-01-00-5110 Repair & Maintenance	5,000.00	88.58	88.58	4,911.42	1.77%
40-01-00-5120 Equipment Maintenance	1,500.00	0	-	1,500.00	0.00%
40-01-00-5170 Grounds Maintenance	2,000.00	0	-	2,000.00	0.00%
40-01-00-5710 Utilities	9,300.00	639.61	639.61	8,660.39	6.88%
40-01-00-5910 Liab. & Prop. Insurance	2,750.00	0	-	2,750.00	0.00%
40-01-00-6540 Janitor Supplies	900.00	141.95	141.95	758.05	15.77%
40-01-00-8350 Special Project (Elevator)	-	-	-	-	#DIV/0!
<b>Library Services</b>					
40-01-00-5370 Internet	2,640.00	220	220.00	2,420.00	8.33%
40-01-00-5510 Postage	500.00	92.48	92.48	407.52	18.50%
40-01-00-5520 Telephone	2,700.00	0	-	2,700.00	0.00%
40-01-00-6590 Processing & Supplies	3,000.00	119.99	119.99	2,880.01	4.00%
40-01-00-6840 Automation & Software	3,800.00	0	-	3,800.00	0.00%
40-01-00-8300 Office Equipment	1,600.00	0	-	1,600.00	0.00%
40-01-00-8330 Computer Equipment	700.00	0	-	700.00	0.00%
40-01-00-9110 Programs & Publicity	3,050.00	146.91	146.91	2,903.09	4.82%
40-01-00-9290 Misc.	1,700.00	23.3	23.30	1,676.70	1.37%
<b>Materials</b>					
40-01-00-6710 Books & Periodicals	11,000.00	1264.99	1,264.99	9,735.01	11.50%
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00	0.00%
40-01-00-6820 Video	1,000.00	17.96	17.96	982.04	1.80%
40-01-00-6830 Electronic Resources	5,500.00	0.00	-	5,500.00	0.00%
<b>Personnel</b>					
40-01-00-4210 Salaries	117,998.00	13676.21	13,676.21	104,321.79	11.59%
40-01-00-4275 Bonuses	700.00	0	-	700.00	0.00%
40-01-00-4510 Health Insurance	21,000.00	1596.56	1,596.56	19,403.44	7.60%
40-01-00-4520 Life Insurance	425.00	28.31	28.31	396.69	6.66%
40-01-00-4530 Unemployment	700.00	0	-	700.00	0.00%
40-01-00-4540 Workers Comp	450.00	0	-	450.00	0.00%
40-01-00-5620 Travel & Training	50.00	0	-	50.00	0.00%
<b>Contingency</b>					
	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	
<b>TOTALS</b>	<b>201,563.00</b>	<b>18056.85</b>	<b>18,056.85</b>	<b>183,506.15</b>	<b>8.96%</b>

**PARISPL**  
**Checks & Deposits**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
<b>May 24</b>					
Check	05/01/2024	3301	Ray's Lock Shop	Daily Business	-50.00
Check	05/01/2024	3302	Bayscan Technologies	Daily Business	-60.00
Check	05/01/2024	3303	Card Services	Daily Business	-85.89
Check	05/01/2024	3304	Junior Library Guild	Daily Business	-228.76
Check	05/01/2024	3305	D-I Supply	Daily Business	-59.99
Deposit	05/07/2024		Income	Daily Business	335.03
Check	05/15/2024	3306	Walmart	Daily Business	-17.96
Check	05/15/2024	3307	Unique Management Services	Daily Business	-23.30
Check	05/15/2024	3308	Ameren Illinois	Daily Business	-14.87
Check	05/15/2024	3309	Cengage Learning - Gale	Daily Business	-416.41
Check	05/15/2024	3310	Coast to Coast Solutions	Daily Business	-140.66
Check	05/15/2024	3311	D-I Supply	Daily Business	-141.95
Check	05/17/2024	3312	Baker & Taylor	Daily Business	-237.64
Check	05/17/2024	3313	Baker & Taylor	Daily Business	-153.26
Check	05/31/2024	3314	USPS	Daily Business	-92.48
Check	05/31/2024	1080	Consumer Reports	Pear / Bishop checking	-30.00
Check	05/31/2024	3316	Baker & Taylor	Daily Business	-83.64
Check	05/31/2024	3317	Cengage Learning - Gale	Daily Business	-74.22
Check	05/31/2024	3318	Technology Management Revolvi...	Daily Business	-220.00
<b>May 24</b>					

## Who can impress the forest, bid the tree unfix his earth-bound root?

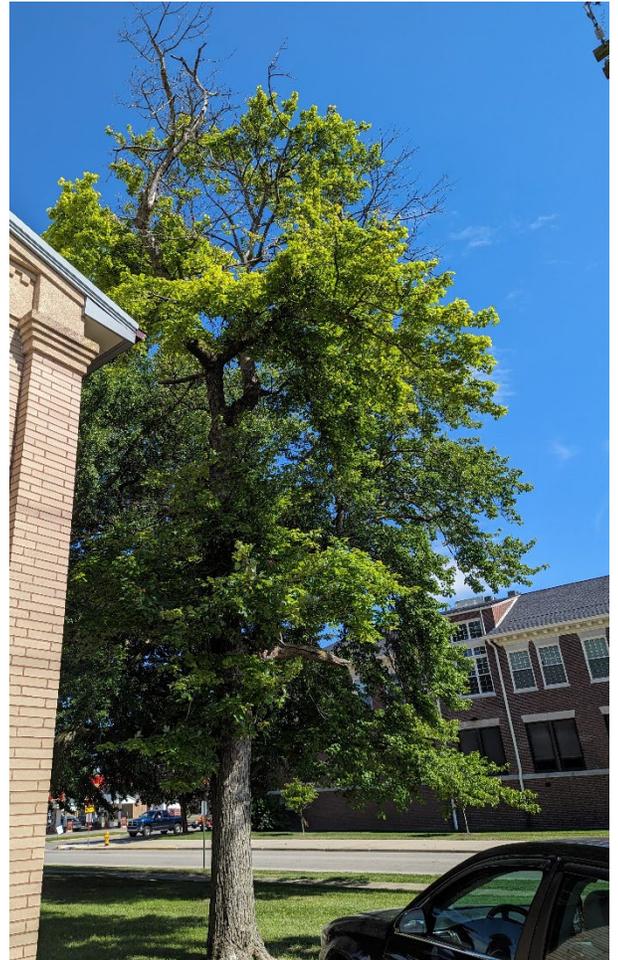
I reached out to Coons Tree Service to clean our gutters. Tim Salsbury will do it, but he recommended we trim the trees back and take one down. The tree in question is dying and may become a liability. I have included a photo; you can see the dead top branches.

The elevator stopped working Friday. No one was trapped, but one patron had to scoot down the steps to leave the library. I was mortified that anyone had to sacrifice their dignity like that at the library.

I called Otis, the company that inspects the elevator yearly. The tech came the same day and was able to diagnose the problem.

The wheels that open the door have suffered significant dry rot. One of the better wheels is pictured here.

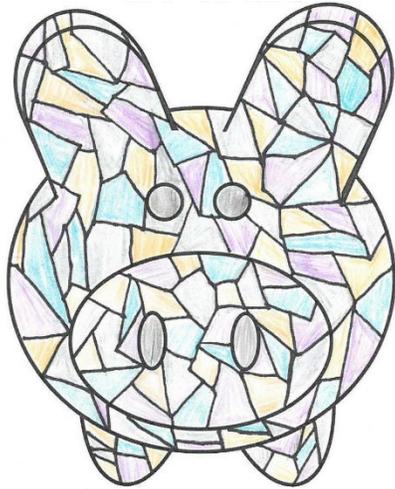
The elevator couldn't securely close the doors, so it was acting up. The tech felt that the replacement parts should be ready on Monday.



## May 2024 Review/Status Update

On May 1, Amy McClain brought her students to visit the library as part of a project to learn about Andrew Carnegie and his library legacy. The kids explored the library and compared our building to other Carnegies.

Mary Liz Wright completed her final nutrition program in the series, and we are discussing the next program cycle.

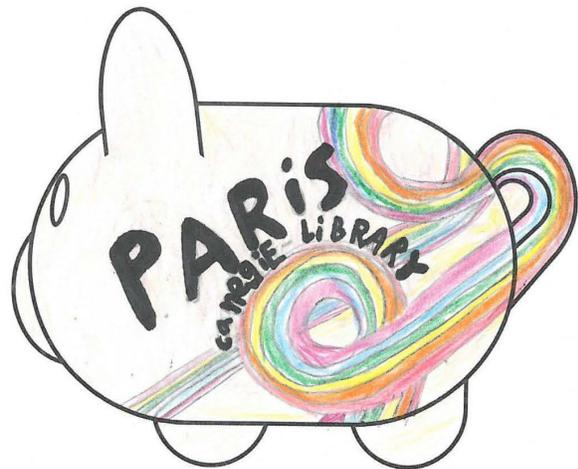
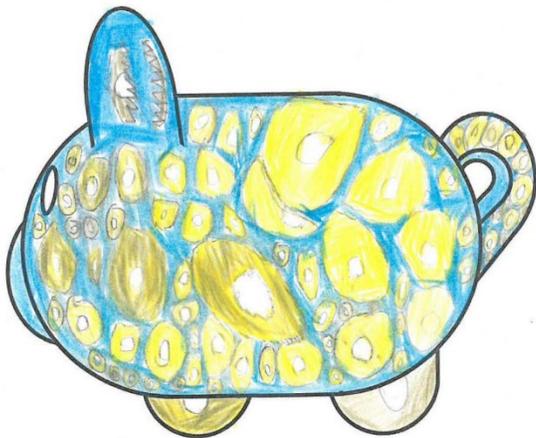


Our crochet group has taken a break, but we've seen interest in our new program. A gentleman approached us with a request to host D&D games at the library on Thursdays. Despite a slow start, the group has steadily grown with more players joining in.

At the time of this writing, the Picasso Piggies Coloring Contest had 34 entries. We are excited to start voting on the winning pig.

Summer reading started in May. We had 52 children sign up for it, and prizes were donated by local companies like Frosted by Maddie and the bowling alley.

This year, we are also trying adult summer reading, and we have 40 adults signed up. Unlike summer reading for kids, adults are being asked to complete reading challenges. The list of challenges is set up like a bingo card for adults to try to get as many bingos as they can.



# Paris Carnegie Public Library

May 2024

## New Cards Issued

	Resident	Nonresident	Children	Adult	Children	Total
Adult	14	1		21220	9823	31043
Young Adult (HS)	1	1		74	29	103
Children	5	0		0	0	0
Other	1	0				
Property Owner	0	0				
<b>Total</b>	<b>21</b>	<b>2</b>		<b>21294</b>	<b>9852</b>	<b>31146</b>

## Circulation Breakdown

Books	1699
DVDs/VHS/Blu-Ray	203
Audios (incl music)	41
Periodicals	0
Other physical items	515
ebooks	323
e-audio/video	389
e-magazines	87
<b>Total</b>	<b>3257</b>

## Holdings

Books	Previous total	31043
	Volumes Added	103
	Volumes Withdrawn	0
<b>DVDs</b>	<b>Total</b>	<b>1975</b>
<b>Audiobks</b>		<b>584</b>
<b>Microfilm</b>		<b>243</b>

## Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
Checkout	2458	0	0	0	0	0	0	0	0	0	0	0	2458
Overdrive	764	0	0	0	0	0	0	0	0	0	0	0	764
Cloud Library	44	0	0	0	0	0	0	0	0	0	0	0	44
<b>*total circ</b>	<b>3266</b>	<b>0</b>	<b>3266</b>										

## ILL & Holds

ILL to other libraries	455
ILL from other libs	338
OCLC ILL loaned	0
OCLC ILL borrowed	0
reciprocal	0
PAC holds	256
staff-initiated holds	420
<b>Total</b>	<b>1469</b>

## Library usage stats

Computer	234
Reference	175
attendance	31
number of programs	14
"passive" attendance	126.00
"passive" programs	3.00
meeting room use	28
<b>eResources usage</b>	<b>478</b>
website visits	478
Ancestry image/text	0
ABC Mouse	4
Driving Tests	0
HeritageQuest	0
Wifi use	182

# Statistical Summary

5/1/2024 12:00:00 AM - 5/31/2024 11:59:59 PM

## Paris Carnegie Public Library (PARP-ZCH)

### Record Counts - As of 6/4/2024 12:38 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,618,684	50,104	769,357			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	33,066	34,282	0	3,811	6	7

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
2,502	315	1,653	217	0
Holds Placed	Holds Satisfied	Holds Cancelled		
420	386	52		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	4	0	229	24
Added by Other	4,908	2,392	0	0
Deleted by Branch	0	0	24	2
Deleted by Other	1,119	2,336	5	0

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$201.95	\$79.22	\$0.00	\$79.22	\$326.37	\$30.00
Total Outstanding Fines - As of 6/4/2024 12:38 PM					
\$11,571.38					

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
445	0	256	17

**PARISPL**  
**Custom Summary Report**  
**May 2024**

	May 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3890 Misc Income	335.03
<b>Total Income</b>	335.03
<b>Gross Profit</b>	335.03
<b>Expense</b>	
<b>Building</b>	
5110 Building Repair & Maintena	88.58
5710 Utilities	14.87
6540 Janitor Supplies	141.95
<b>Total Building</b>	245.40
<b>LibraryServices</b>	
5370 Internet	220.00
5510 Postage	92.48
6590 Processing & Supplies	119.99
9110 Programs & Publicity	146.91
9290 Misc expenses	
Collection agency	23.30
<b>Total 9290 Misc expenses</b>	23.30
<b>Total LibraryServices</b>	602.68
<b>Materials</b>	
6710 Books & periodicals	
6710-1 · Books	744.36
6710-2 · Large print	490.63
6710-3 · Magazines	30.00
<b>Total 6710 Books &amp; periodicals</b>	1,264.99
6820 Video	17.96
<b>Total Materials</b>	1,282.95
<b>Total Expense</b>	2,131.03
<b>Net Ordinary Income</b>	-1,796.00
<b>Net Income</b>	-1,796.00



May 21, 2024

Ceili Boylan, Director  
Paris Carnegie Public Library  
207 S. Main Street  
Paris, IL 61944

RE: Window Feasibility Study

Dear Ceili,

Thank you for the opportunity to provide professional services to Paris Carnegie Public Library. The following is a proposal for our services.

### SCOPE OF WORK

We understand the scope of the work to include a feasibility study for the repair/restoration of the existing windows at 207 S. Main Street, Paris, IL 61944. Reifsteck Wakefield Fanning & Company along with their historic preservation consultant Altusworks will perform a visual assessment from grade and through operable windows of the 37 windows on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the library. We will assess the condition and develop recommendations for restoration and replacement and provide a basis of design to meet energy code compliance.

1. Review existing building documents and previous reports related to window assessment, repairs or replacements.
2. Perform 1 site visit to visually assess existing window assemblies. Review operation, weatherstripping, glazing putty, glass, sashes, and frames. Document number and location of window AC units.
3. Review academic and professional writing papers analyzing performance of restored vs replaced window assemblies.
4. Provide scope matrix for 2 options:
  - a. Option 1: Window restoration
  - b. Option 2: Window replacement, provide 1 basis of design for pricing.
5. Provide an opinion of probable costs.
6. Review pricing and discuss options.

The draft and final report will be provided as an electronic file. All printed copies will be provided as an additional cost (see reimbursables).

### SUPPLEMENTAL SERVICES

Environmental (hazardous materials) testing.

### COMPENSATION:

Based upon the *Project Understanding* and *Professional Services* above and upon the Qualifications section that follows, we propose professional service fees as follows:

#### 1. **BASIC Services FEES**

For the Basic Services defined in the *Scope of Work* above, we propose a **FIXED FEE** of **\$23,340.00** payable according to the following breakdown of total compensation:

#### 2. **Other Supplemental Services FEES**

For the following Supplemental Services defined in the *Professional Services* section above, we propose compensation at a **FIXED FEE** amount with a total not to exceed **\$2,700.00** payable according to the following breakdown of total compensation:

**Environmental Engineering** these services include Asbestos Inspection, Lead-Based Paint Inspection and reports for a fixed fee of **\$2,700.00**

#### 3. **Reimbursable Expenses**

We anticipate some reimbursable expenses for mileage and printing costs. Any required printing will be invoiced at \$0.20/sf. Mileage reimbursement will be \$0.67/per mile.

**QUALIFICATIONS**

It is understood that work in this study is preliminary in nature and is to be used to help define if we can repair/restore the existing windows or do a complete replacement. And that this building is on the National Register of Historic Places and we will abide by all requirements for the repair and or replacement.

This proposal does not include structural engineering. If the project requires these services, we would request an additional fee for that.

**PROJECT DESIGN TEAM**

Reifsteck Wakefield Fanning & Company (Architect)  
AltusWorks (Historic Preservation Consultant)  
Reliable Environmental Solutions Inc. (Hazardous Materials Consultant)

**SCHEDULE**

We will work with the library to establish project milestone dates upon receipt of a signed contract.

Respectfully submitted,



Kristen L. Fanning, Principal  
REIFSTECK WAKEFIELD FANNING & COMPANY



# COONS TREE SERVICE LLC

Tim Salsbury  
303 9th St. Lerna IL 62440  
Cell: (217) 264-3027  
coonstreeservice@yahoo.com  
www.coontreeservice.com



Tim Salsbury  
IL-9436A

DATE: 5-30-24

CUSTOMER: Paris Public Library  
207 S. Main St  
Paris

ALL WORK IS SUBJECT TO WEATHER AND GROUND CONDITIONS.

PHONE #: Cell: = 217 463 3950

WE ARE NOT RESPONSIBLE FOR ANY LAWN DAMAGE OF ANY KIND

PRUNE CANOPY X 2 = \$ 450.00

TREE REMOVAL X 1 = \$400.00

CLIMBER / CRANE REMOVAL

LIMB REMOVAL

STUMP REMOVAL X 1

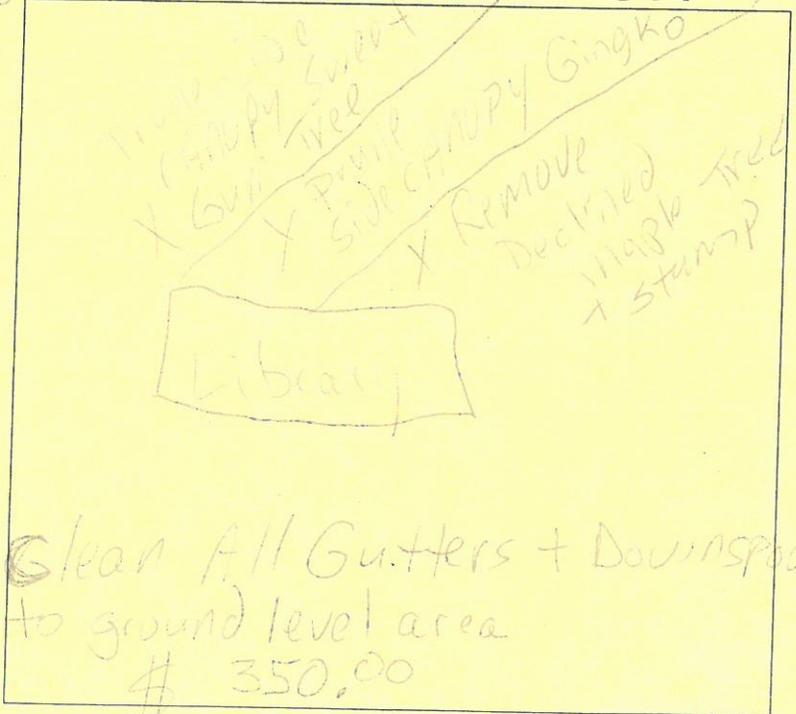
CHIP BRUSH YES / NO

WOOD REMOVAL YES / NO

WIRES CABLE / PHONE / POWER

CLEANUP YES / NO

## JOB DESCRIPTION



ESTIMATED JOB COST

\$ Total cost \$1200.00 - \$200.00 donation to Library  
Total cost \$1000.00

CUSTOMER SIGNATURE \_\_\_\_\_



Invoice to be paid in full upon completion of work or a \$30 fee is charged after every 15 days.