

# **Board Meeting Agenda**

July 8, 2024

## **Call to order**

## **Minutes**

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

## **Committee Reports**

- Finance – Finance Report, Checks Report, Annual Report
- Book –
- House – Architects

## **Librarian's Report**

- Statistics report
- Month's review
- Friends –

## **Old business**

- Tech Grant
- 

## **New Business**

- Employee Hours
- 
- 

## **Miscellaneous/Announcements**

- 

## **Adjourn**

**Next Meeting:** September 9, 2024

**Paris Public Library  
Board of Trustees  
June 10, 2024**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:31 p.m. by President Janine Brann. Boylan, Brann, Earlywine, Garver, Gill, Gross, Lehman, M<sup>c</sup>Gill, Punzelt - present. Griffin– absent.

**Minutes of Previous Meeting:** MOTION: Gross, second by Earlywine to approve minutes from May 13, 2024 meeting. Motion carried.

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

**Committee Reports:**

**\*Finance:** Budget is on track. Spent more on books than usual. Received the Per Capita Grant.

MOTION: Gill, second by Punzelt to approve finance report. Motion passed.

**\*Book:** None

**\*House:** Director Boylan reached out to Coons Tree Service to clean the gutters. They will do the work but also recommended that we trim several trees back and remove one. The tree in question is dying and will become a liability. MOTION: M<sup>c</sup>Gill, second by Gross to accept Coon’s estimate of \$1000 with an additional \$300 if needed for tree trimming and gutter cleaning. Motion passed.

The elevator stopped working Friday. There was no one inside at the time, however a patron had difficulty using the stairs. The Otis tech came the same day and discovered that the wheels that open the door had significant dry rot. Replacement parts have been ordered and will be installed. MOTION: Lehman, second by Garver to make any necessary elevator repairs. Motion carried.

**Librarian’s Report:** Director Boylan reported summer reading has begun with 52 children signing up. Amy M<sup>c</sup>Clain brought her students to visit the library as part of a project to learn about Andrew Carnegie. The board enjoyed seeing the 34 “Picasso Piggies Contest” entries. Voting to ensue. There is a Dungeons & Dragons group meeting on Thursday. 40 adults have signed up for the adult summer reading program.

**\*Friends:** The friends raised \$600 on the book sale.

**Old Business:** Officer election results:

President: Kristi M<sup>c</sup>Gill

Vice President: Cherie Lehman

Secretary: Evie Gill

**New Business:** Director Boylan announced that the library was a recipient of a Technology Grant from the State of Illinois for \$12,500 to improve library technology. There is a dedicated list of uses and timeline for the grant. A donation for the window renovations was received. This prompted discussion concerning the need for an ordinance for window/building funds. The ordinance will be reviewed by the city attorney prior to adoption by the board.

**Miscellaneous:** None

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	June 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	4392.99	2510.28%	
40-01-00-3470 Grants	12,229.00	0.00	0.00	-	
40-01-00-3811 Interest on Cash	950.00	0.00	4.34	0.46%	
40-01-00-3812 Investment Interest	5,500.00	413.68	2002.30	36.41%	
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	1250.00	25.00%	
40-01-00-3890 Misc Income	10,000.00	335.03	1143.73	11.44%	
	<u>206,854.00</u>	<u>748.71</u>	<u>8,793.36</u>	<u>4.25%</u>	
<b>Expenditures</b>					
				Balance	% Used
<b>Building</b>					
40-01-00-5110 Repair & Maintenance	5,000.00	0	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	693.49	1,333.10	7,966.90	14.33%
40-01-00-5910 Liab. & Prop. Insurance	2,750.00	0	-	2,750.00	0.00%
40-01-00-6540 Janitor Supplies	900.00	55.95	197.90	702.10	21.99%
40-01-00-8350 Special Project (Elevator)	-	0.00	-	-	#DIV/0!
<b>Library Services</b>					
40-01-00-5370 Internet	2,640.00	220	440.00	2,200.00	16.67%
40-01-00-5510 Postage	500.00	0	92.48	407.52	18.50%
40-01-00-5520 Telephone	2,700.00	279.28	279.28	2,420.72	10.34%
40-01-00-6590 Processing & Supplies	3,000.00	10.97	130.96	2,869.04	4.37%
40-01-00-6840 Automation & Software	3,800.00	250	250.00	3,550.00	6.58%
40-01-00-8300 Office Equipment	1,600.00	139.34	139.34	1,460.66	8.71%
40-01-00-8330 Computer Equipment	700.00	0	-	700.00	0.00%
40-01-00-9110 Programs & Publicity	3,050.00	1366.25	1,513.16	1,536.84	49.61%
40-01-00-9290 Misc.	1,700.00	0	23.30	1,676.70	1.37%
<b>Materials</b>					
40-01-00-6710 Books & Periodicals	11,000.00	937.83	2,202.82	8,797.18	20.03%
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00	0.00%
40-01-00-6820 Video	1,000.00	0.00	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	8819.94	22,496.15	95,501.85	19.06%
40-01-00-4275 Bonuses	700.00	0	-	700.00	0.00%
40-01-00-4510 Health Insurance	21,000.00	1596.56	3,193.12	17,806.88	15.21%
40-01-00-4520 Life Insurance	425.00	28.31	56.62	368.38	13.32%
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>1,000.00</u>	
<b>TOTALS</b>	<b>201,563.00</b>	<b>14397.92</b>	<b>32,454.77</b>	<b>169,108.23</b>	<b>16.10%</b>

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
<b>Jun 24</b>					
Deposit	06/05/2024		Income	Daily Business	686.71
Deposit	06/11/2024		Income	Daily Business	1,048.00
Check	06/11/2024	3319	Technology Management Revolvi...	Daily Business	-220.00
Check	06/11/2024	3320	Illinois Library Association	Daily Business	-32.80
Check	06/11/2024	3321	Baker & Taylor	Daily Business	-481.05
Check	06/11/2024	3322	Cengage Learning - Gale	Daily Business	-196.74
Check	06/11/2024	3323	Ameren Illinois	Daily Business	-14.41
Check	06/14/2024	3324	Card Services	Daily Business	-101.19
Check	06/14/2024	1412	Illinois Heartland Library System	Gift Fund	-250.00
Check	06/14/2024	3325	Frontier	Daily Business	-279.28
Check	06/14/2024	3326	VOID	Daily Business	
Deposit	06/17/2024		Income	Daily Business	323.99
Check	06/18/2024	3327	D-I Supply	Daily Business	-55.95
Check	06/18/2024	3328	Watts Copy Systems inc	Daily Business	-79.21
Check	06/18/2024	3329	Coast to Coast Solutions	Daily Business	-494.33
Check	06/18/2024	3330	Watts Copy Systems inc	Daily Business	-60.13
Check	06/18/2024	3331	Baker & Taylor	Daily Business	-9.79
Check	06/18/2024	3332	Cengage Learning - Gale	Daily Business	-49.48
Check	06/18/2024	3333	Wal-mart	Daily Business	-10.97
Check	06/19/2024	3334	Douglas-Hart Nature Center	Daily Business	-315.00
Check	06/21/2024	3335	Spoon Man Inc	Daily Business	-500.00
Check	06/24/2024	3336	Cengage Learning - Gale	Daily Business	-123.70
<b>Jun 24</b>					

# Paris Public Library Accounts

as of April 30, 2024

## Lucy Bishop Memorial Fund

\$ 102,553.16 at IMET This year's income: \$4,858.57 Expenditures:\$0  
1966 bequest from Katherine Bishop, former board member, as a "permanent endowment fund named Lucy D. Bishop Memorial Fund to be invested in interest bearing U.S. government bonds and obligations, the net income to be used for the acquisition and purchase of nonfiction books and treatises.

## Pear Fund

Checking at First Farmers; CDs may be elsewhere.  
\$ 121,457.65 This years income:\$5137.18 Expenditures:\$1212.82  
1977 bequest from Florence Pear as a permanent endowment fund named Joseph F. Pear Sr. Heirs Memorial Fund. Net income alone to be used for the acquisition of nonfiction books and treatises. We use income for reference materials, newspaper subscriptions, and a few magazine subscriptions.

## Schwartz Fund

\$ 242,732.21 This Years income:\$7516.33 Expenditures: \$0  
Bequest in 1999 from Maude A. Schwartz; no restrictions as to use of interest or principal.

## Thelma Andrews (Automation) Fund

\$ 23,307.76 in CDs This year's income:\$1061.19 Expenditures: \$0  
Bequest in 2003 from Thelma Andrews, originally \$50,000.00. Not restricted as to purpose, except no fiction purchases. Used for ongoing automation costs.

## Snap-On-Tool stock

as of April 30, 2024  
2004 gift from Max Tarble. May not sell until 2024 unless on broker advice or our financial emergency. Income may be spent at our discretion, but he preferred at least part to go to large print purchases. Quarterly dividends are deposited in the First Farmers checking and used for large print bestseller standing orders.

## Building Fund/General Fund

\$ 150,698.83 For library building. Needs some clarification. Teresa believed that the building fund portion was around \$2,000.

## Anderson Fund (Daily Business)

\$ 13,188.47 Used for most daily library expenditures and small gift purchases. The per capita grant is deposited here, as are nonresident fees, fines, small gifts, and other incidental income.

## Gift Fund

\$ 22,975.88 This years income:\$2,410.23 Expenditures:\$8309.50

\$ 676,913.96 **TOTAL ALL FUNDS**

# Paris Carnegie Public Library Annual Report

May 1,2023-Apr 30, 2024

<b>Income</b>	<b>Budget</b>	<b>Actual</b>
40-01-00-3110 Real Estate Tax	130,000.00	134,311.49
40-01-00-3420 Replacemnt Tax	19,000.00	27,511.67
40-01-00-3120 RE Tax-Dtown TIF	175.00	181.99
40-01-00-3470 Grants	10,000.00	12,229.23
40-01-00-3811 Interest on Cash	100.00	5929.51
40-01-00-3812 Investment Interest	3,200.00	16,767.23
40-01-00-3820 Dividends Snap On	5,700.00	5100
40-01-00-3830 Gifts and Donations	5,000.00	4,922.96
40-01-00-3890 Misc Income	10,000.00	8,392.65
	<u>183,175.00</u>	<u>215346.73</u>

## Expenditures

### Building

40-01-00-5110 Repair & Maintenance	5,000.00	3,057.50
40-01-00-5120 Equipment Maintenance	1,500.00	1,429.44
40-01-00-5170 Grounds Maintenance	1,500.00	1,675.00
40-01-00-5710 Utilities	9,200.00	9,338.63
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	<b>2,592.00</b>
40-01-00-6540 Janitor Supplies	900.00	960.08
40-01-00-8350 Special Project	110,000.00	0.00

### Library Services

40-01-00-5370 Internet	2,640.00	2,200.00
40-01-00-5510 Postage	450.00	540.62
40-01-00-5520 Telephone	2,300.00	2,712.92
40-01-00-6590 Processing & Supplies	1,600.00	3224.38
40-01-00-6840 Automation & Software	3,700.00	3,798.54
40-01-00-8300 Office Equipment	1,600.00	1,571.84
40-01-00-8330 Computer Equipment	700.00	152.00
40-01-00-9110 Programs & Publicity	1,800.00	2,913.97
40-01-00-9290 Misc.	1,700.00	576.39

### Materials

40-01-00-6710 Books & Periodicals	10,500.00	10,812.83
40-01-00-6810 Audiobooks	600.00	0.00
40-01-00-6820 Video	1,000.00	1069.8
40-01-00-6830 Electronic Resources	5,000.00	5,311.65

### Personnel

40-01-00-4210 Salaries	104,000.00	108,326.43
40-01-00-4275 Bonuses	600.00	674.4
40-01-00-4510 Health Insurance	16,800.00	18,141.94
40-01-00-4520 Life Insurance	365.00	339.72
40-01-00-4530 Unemployment	450.00	631.88
40-01-00-4540 Workers Comp	450.00	473.5
40-01-00-5620 Travel & Training	50.00	200

### Contingency

1,000.00

## TOTALS

287,705.00

182,725.46

# PARIS CARNEGIE PUBLIC LIBRARY

## Invoices for payment

July 8 2024

	Invoice Number	
<b>40-01-00-5110</b> OTIS PO Box 73579 Chicago, IL 60673-3579	CTH15883001	2425.00
<b>40-01-00-6710</b> Baker & Taylor PO Box 277930 Atlanta, GA 30384-7930	2038382116	449.85
	<b>TOTAL</b>	<b>2874.85</b>



## June 2024 Review/Status Update

Storytime is finally up and running with 9 participants a week. A daycare brings a rotation of different children to the library each week.

The Douglas-Hart Nature Center hosted three programs at the library in June, with Garbage to Garden bringing in 24 people to learn about composting. The kids even made little compost receptacles out of used plastic bottles.

We also brought the famous Spoon Man to do a musical comedy show, which 25 people enjoyed.

Our crochet group is still on a break. D&D is holding steady at about 2-4 participants a week.

The Picasso Piggies Coloring Contest began the first round of voting to narrow it down to the top five most popular porcine. People can vote in person downstairs or online.

Summer reading continues, though the number of new signups dropped off significantly.



# Budget Analysis: Where does the money go?

Line Items	types of expenditures
<b>Building</b>	
40-01-00-5110 Repair & Maintenance	repairs, carpet cleaning, pest control, locksmith, window washing
40-01-00-5120 Equipment Maintenance	elevator quarterly maintenance, inspection, service calls
40-01-00-5170 Grounds Maintenance	mowing, landscaping
40-01-00-5710 Utilities	includes pole light at corner of alleys, LED sign
40-01-00-5910 Liab. & Prop. Insurance	includes LED sign
40-01-00-6540 Janitor Supplies	cleaning supplies, restroom supplies, kleenex, vacuum, batteries
<b>Library Services</b>	
40-01-00-5370 Internet	erate pricing for 100MB through ICN, last mile from Metro Communications
40-01-00-5510 Postage	stamps, mailing out-of-state ILL
40-01-00-5520 Telephone	3 lines: phone, fax, elevator
40-01-00-6590 Processing & Supplies	book covers, date due slips, library cards, barcodes, paper, receipt printer rolls, AV cases
40-01-00-6840 Automation & Software	web hosting, OCLC fees, Polaris/cataloging fees, software upgrades/website upgrade as needed
40-01-00-8300 Office Equipment	copier maintenance agreement, public printers
40-01-00-8330 Computer Equipment	Deep Freeze, repairs, Fortinet, repl. mouse, new computers when needed
40-01-00-9110 Programs & Publicity	Shakespeare, children's programs incl. supplies, Wowbrary,
40-01-00-9290 Misc.	Chamber & ILA membership, UMS fees, payments to libraries for their lost items, new checks
<b>Materials</b>	
40-01-00-6710 Books & Periodicals	books, large print, 3 newspapers, magazines, 1 review journal for staff
40-01-00-6810 Audiobooks	cutting back due to less circ
40-01-00-6820 Video	DVDs, some Blu-Ray
40-01-00-6830 Electronic Resources	Ancestry, HeritageQuest, Cloud Library, Digital Library of IL (Overdrive)
<b>Personnel</b>	
40-01-00-4210 Salaries	2 FT, 3 PT, 1 PT custodian
40-01-00-4275 Bonuses	Christmas
40-01-00-4510 Health Insurance	2 full time
40-01-00-4520 Life Insurance	2 full time
40-01-00-4530 Unemployment	
40-01-00-4540 Workers Comp	
40-01-00-5620 Travel & Training	for continuing education, mileage --rarely used

Paris Public Library Income and Expenses by Month May 1, 2023 - April 30, 2024

	Budget	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD
<b>Income</b>														
40-01-00-3110 Real Estate Tax	13000.00	0.00	1303.44	0.00	0.00	0.00	69869.39	0.00	63138.66	0.00	0.00	0.00	0.00	134311.49
40-01-00-3420 Replacement Tax	19000.00	0.00	6982.34	5644.91	0.00	0.00	0.00	5033.94	0.00	1562.29	3211.00	243.69	2037.24	1817.08
40-01-00-3120 R/E Tax-Down TIF	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.99
40-01-00-3470 Grants	1000.00	0.00	0.00	12229.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12229.23
40-01-00-3811 Interest on Cash	100.00	0.00	433.22	437.98	414.78	308.26	477.63	630.10	610.39	741.42	741.29	594.03	540.41	5929.51
40-01-00-3812 Interest on Investments	3200.00	0.00	2404.66	960.09	1689.76	1125.42	1162.65	1543.99	1935.89	1537.77	2414.91	0.00	1992.09	16767.23
40-01-00-3820 Dividends Snap-On	5700.00	0.00	1620.00	0.00	0.00	1620.00	0.00	0.00	1860.00	0.00	0.00	0.00	0.00	5100.00
40-01-00-3830 Gifts and Donations	5000.00	780.00	222.37	660.00	0.00	0.00	150.00	1750.00	150.00	50.00	276.77	555.00	228.82	4922.96
40-01-00-3890 Misc Income	10000.00	322.42	971.19	566.27	770.81	966.46	632.61	689.41	865.88	458.44	1185.67	445.00	518.49	8392.65
	<b>174175.00</b>	<b>1102.42</b>	<b>13937.22</b>	<b>20498.48</b>	<b>3854.53</b>	<b>74039.53</b>	<b>7406.83</b>	<b>67762.16</b>	<b>6994.45</b>	<b>5998.63</b>	<b>4862.33</b>	<b>3631.27</b>	<b>5278.88</b>	
<b>Expenditures</b>														<b>215346.73</b>
<b>Building</b>														<b>Balance</b>
40-01-00-5110 Repair & Maintenance	5000.00	250.00	1964.00	0.00	332.00	0.00	332.00	179.50	0.00	0.00	0.00	0.00	0.00	3057.50
40-01-00-5120 Equipment Maintenance	1500.00	0.00	0.00	0.00	0.00	0.00	100.00	1329.44	0.00	0.00	0.00	0.00	0.00	1429.44
40-01-00-5170 Grounds Maintenance	1500.00	0.00	510.00	280.00	0.00	0.00	0.00	0.00	385.00	140.00	0.00	0.00	0.00	1675.00
40-01-00-5710 Utilities	9200.00	689.98	573.12	11.43	1343.77	770.14	428.81	624.04	827.15	698.13	1940.30	618.66	815.10	9338.63
40-01-00-5910 Lib. & Prop. Insurance	2300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	972.00	324.00	648.00	324.00	324.00	2592.00
40-01-00-6540 Janitor Supplies	900.00	33.57	67.94	0.00	210.38	0.00	6.84	197.70	30.40	209.92	0.00	47.95	72.46	960.08
40-01-00-8350 Special Project	110000.00	0.00	-	0.00	-	-	-	0.00	0.00	0	0	0	0	110000.00
<b>Library Services</b>														
40-01-00-5370 Internet	2640.00	220.00	220.00	220.00	0.00	440.00	0.00	0.00	220.00	220.00	220.00	220.00	0.00	2200.00
40-01-00-5510 Postage	450.00	75.60	0.00	68.64	79.62	0.00	0.00	116.62	0.00	38.94	66.00	0.00	95.20	540.62
40-01-00-5520 Telephone	2300.00	233.99	243.43	233.99	243.56	0.00	243.32	254.80	251.87	251.58	0.00	502.92	251.46	2712.92
40-01-00-6590 Processing & Supplies	1600.00	0.00	59.99	645.15	380.94	257.19	272.84	9.73	5.99	490.92	685.21	376.42	40.00	3224.38
40-01-00-6840 Automation & Software	3700.00	0.00	230.00	3467.54	25.00	0.00	63.00	0.00	0.00	13.00	0.00	0.00	0.00	3798.54
40-01-00-8300 Office Equipment	1600.00	65.45	58.43	65.52	65.57	128.97	62.57	73.35	94.11	67.17	62.44	745.63	82.63	1571.84
40-01-00-8330 Computer Equipment	700.00	0.00	0.00	0.00	152.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	548.00
40-01-00-9110 Programs & Publicity	1800.00	0.00	845.00	261.28	325.08	405.53	70.00	500.00	237.80	14.20	0.00	248.09	6.99	2913.97
40-01-00-9290 Misc.	1700.00	58.25	39.64	56.94	22.49	33.64	137.95	23.30	34.95	23.30	116.65	23.30	5.98	576.39
<b>Materials</b>														
40-01-00-6710 Books & Periodicals	10500.00	766.64	881.09	1297.45	801.12	809.47	555.10	948.52	2106.38	223.86	1245.53	724.39	453.28	10812.83
40-01-00-6810 Audiobooks	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
40-01-00-6820 Video	1000.00	0.00	0.00	405.99	178.32	24.96	0.00	101.84	44.92	187.68	0.00	0.00	126.09	1069.80
40-01-00-6830 Electronic Resources	5000.00	0.00	1895.13	523.00	0.00	0.00	0.00	0.00	2893.52	0.00	0.00	0.00	0.00	5311.65
<b>Personnel</b>														
40-01-00-4210 Salaries	104000.00	8679.94	12275.66	8374.44	8078.69	7740.69	7506.69	8143.00	12887.66	8354.54	8795.54	8666.04	8823.54	108326.43
40-01-00-4275 Bonuses	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	674.40	0.00	-74.40
40-01-00-4510 Health Insurance	16800.00	1419.84	1423.84	1423.84	1427.84	1419.84	1423.84	1423.84	1792.82	1592.56	1600.56	1596.56	1596.56	18141.94
40-01-00-4520 Life Insurance	365.00	28.31	28.31	28.31	28.31	0.00	28.31	56.62	28.31	0.00	56.62	28.31	28.31	339.72
40-01-00-4530 Unemployment	450.00	0.00	0.00	201.50	0.00	0.00	0.00	87.99	0.00	64.24	0.00	0.00	278.15	631.88
40-01-00-4540 Workers Comp	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.00	36.00	72.00	221.50	36.00	473.50
40-01-00-5620 Travel & Training	50.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
<b>Contingency</b>	<b>1000.00</b>	<b>0.00</b>	<b>1000.00</b>											
	<b>287705.00</b>	<b>12271.57</b>	<b>21515.58</b>	<b>17565.02</b>	<b>13696.69</b>	<b>12712.59</b>	<b>12713.16</b>	<b>12791.51</b>	<b>22894.05</b>	<b>12735.60</b>	<b>15993.72</b>	<b>14886.42</b>	<b>12699.55</b>	<b>104979.54</b>
														<b>182725.46</b>

# Statistical Summary

6/1/2024 12:00:00 AM - 6/30/2024 11:59:59 PM

## Paris Carnegie Public Library (PARP-ZCH)

### Record Counts - As of 7/5/2024 1:29 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,616,693	44,686	769,398			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	33,176	34,376	0	3,825	6	7

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
2,153	321	1,776	215	0
Holds Placed	Holds Satisfied	Holds Cancelled		
374	367	30		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	8	0	218	16
Added by Other	4,700	2,849	0	0
Deleted by Branch	1	0	61	0
Deleted by Other	402	2,806	0	0

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$225.82	\$17.20	\$0.00	\$17.20	\$142.58	\$0.00
Total Outstanding Fines - As of 7/5/2024 1:29 PM					
\$11,691.32					

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
449	0	164	7

**PARISPL**  
**Custom Summary Report**  
 June 2024

	Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3830 Donations, Gifts & Bequest	1,250.00
3890 Misc Income	808.70
<b>Total Income</b>	2,058.70
<b>Gross Profit</b>	2,058.70
<b>Expense</b>	
<b>Building</b>	
5710 Utilities	14.41
6540 Janitor Supplies	55.95
<b>Total Building</b>	70.36
<b>LibraryServices</b>	
5370 Internet	220.00
5520 Telephone	279.28
6590 Processing & Supplies	10.97
6840 Automation & Software	250.00
8300 Office Equipment	139.34
9110 Programs & Publicity	1,366.25
<b>Total LibraryServices</b>	2,265.84
<b>Materials</b>	
6710 Books & periodicals	
6710-1 · Books	567.91
6710-2 · Large print	369.92
<b>Total 6710 Books &amp; periodicals</b>	937.83
<b>Total Materials</b>	937.83
<b>VOID</b>	0.00
<b>Total Expense</b>	3,274.03
<b>Net Ordinary Income</b>	-1,215.33
<b>Net Income</b>	-1,215.33

**A G R E E M E N T**

This Agreement made this 7<sup>th</sup> day of June, 2004, by and between MAX TARBLE, of Paris, Illinois, and the Board Of Trustees of the PARIS CARNEGIE PUBLIC LIBRARY.

WHEREAS, MAX TARBLE has used the PARIS CARNEGIE PUBLIC LIBRARY and desires to make a gift to them that would generate revenue of \$1,000.00 per year, and

WHEREAS, MAX TARBLE desires to donate to the PARIS CARNEGIE PUBLIC LIBRARY, 1,000 shares of Snap-On Tool Company common stock, and

WHEREAS, to generate the gift of \$1,000.00 per year to the PARIS CARNEGIE PUBLIC LIBRARY said stock will produce a dividend equal to that amount.

NOW THEREFORE, in consideration of MAX TARBLE transferring to the PARIS CARNEGIE PUBLIC LIBRARY 1,000 shares of Snap-On Tool Company stock, the Board Of Trustees of the PARIS CARNEGIE LIBRARY does agree as follows

1. That the Board of Trustees will restrict themselves and future Boards of the PARIS CARNEGIE PUBLIC LIBRARY for a term of twenty (20) years from any action that would sell, transfer or encumber the gift from MAX TARBLE of 1,000 shares of Snap-On Tool Company stock.

2. That MAX TARBLE agrees that said restriction shall not apply in the event that the then serving broker at an Edward Jones office in Paris, Illinois, should advise the Board of Trustees of the PARIS CARNEGIE PUBLIC LIBRARY that the stock should be sold, or in the event of a financial emergency at the PARIS CARNEGIE PUBLIC LIBRARY where there is no other reasonable alternative for the Board of Trustees other than the sale of said stock.

THIS AGREEMENT executed in duplicate the day and date first above written.

Max E. Tarble  
MAX TARBLE Donor

Board of Trustees of the Paris  
Carnegie Public Library,

By: Peg Giesler  
PEG GIESLER Donee  
Board President

**ATTEST:**

Michelle B. Vaughn  
Board Secretary



ARCHITECTURE & DESIGN GROUP, LTD

June 18, 2024

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

Re: Proposal for Professional Architectural and Engineering Services

Dear Ms. Boylan:

Thank you for your inquiry for professional architectural and engineering services from ADG/Architecture and Design Group, LTD. We propose to provide you with the following:

- Measure/photograph and draw existing conditions
- Preliminary design/development drawings for scope of work definition
- Presentation material for Library board's approval/Historical Society
- Building project estimate for construction

We propose to provide this service for a fee not to exceed **\$5,750.00**.

If this project progresses to the contract document/bidding phase we will provide:

- Sealed final plans to receive bids from contractors
- Plans will meet local building codes/permits
- Assistance with bid award/limited construction observation
- Pay progress meetings and project closeout if necessary

This fee would include all required stamped architectural, mechanical, electrical, and plumbing plans and specifications provided by ADG and our consulting engineers. This work and time are estimated at **10% of the construction cost**, which would include the design development phase fee. If more services are required, an hourly rate of \$150.00 will be in addition to this.

ADG looks forward to working with you and the Paris Carnegie Public Library regarding this exciting historical building and project. It is a pleasure and privilege to offer professional architectural services.

Respectfully,

A handwritten signature in black ink that reads 'Jason M. Wright'.

Jason M. Wright, AIA  
President



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