

Board Meeting Agenda

May 13, 2024

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report
- Book –
- House – Architects, Windows, Roof, Gutters again, Pennington Room, Entire Library

Librarian's Report

- Statistics report
- Month's review
- Friends –

Old business

- Strategic Planning Committee
- Proposed Garden on the North Side

New Business

- Officer Elections
- Juvenile's request for board to lift ban
- SHARE renewal
- Non-Resident Cards
- Illinois Libraries Presents Renewal

Miscellaneous/Announcements

- Start of Summer Reading
- Closed Memorial Day, May 27

Adjourn

Next Meeting: June 10, 2024

**Paris Public Library
Board of Trustees
April 15, 2024**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:32 p.m. by President Janine Brann. Boylan, Brann, Earlywine, Gill, Lehman, M^cGill, present. Garver, Griffin, Gross, Punzelt– absent.

Minutes of Previous Meeting: MOTION: McGill, second by Lehman to approve minutes from March 11, 2024 meeting. Motion carried.

Correspondence, communications, and public comments: None

Committee Reports:

***Finance:** Budget is on track. Christmas bonus checks were over budget due to taxes. Director Boylan will investigate reducing phone and internet costs. MOTION: Gill, second by M^cGill to approve finance report. Motion passed.

***Book:** None

***House:** Director Boylan suggested hiring an architect or construction firm to research window replacement.

Librarian's Report: Director Boylan reported circulation is up along with children's attendance. They gave away 296 eclipse glasses. The donation piggy bank was stolen in March. Plans are forthcoming for a replacement pig. Crochet class will break for the summer. Director Boylan is seeking donations/coupons from local businesses as prizes for the summer reading program.

***Friends:** The friends meet April 16. They are hoping to bring Leslie Goddard, portraying QE II.

Old Business: Director Boylan will continue to work on an outline for the creation of a Strategic Planning Committee.

New Business: The 2024-2025 proposed budget was reviewed. MOTION: Lehman, second by Gill to accept proposed budget as amended. Motion passed. MOTION: M^cGill, second by Earlywine to approve the budgeted 3% wage increase for Boylan and Sims. Motion passed. The board discussed the upcoming Chamber Dinner and the possibility of making a \$250 donation for the dinner. MOTION: M^cGill, seconded by Earlywine to approve donation. Motion passed.

Miscellaneous: Board officer elections are in May.

The meeting was adjourned at 6:12p.m.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	April 2024	YTD	%	
Income					
40-01-00-3110 Real Estate Tax	139,700.00	0.00	134311.49	96.14%	
40-01-00-3420 Replacemnt Tax	25,300.00	1817.08	27511.67	108.74%	
40-01-00-3120 RE Tax-Dtown TIF	175.00	181.99	181.99	103.99%	
40-01-00-3470 Grants	-	0.00	12229.23		
40-01-00-3811 Interest on Cash	950.00	540.41	5929.51	624.16%	
40-01-00-3812 Investment Interest	5,500.00	1992.09	16767.23	304.86%	
40-01-00-3820 Dividends Snap On	5,500.00	0.00	5100.00	92.73%	
40-01-00-3830 Gifts and Donations	5,000.00	228.82	4922.96	98.46%	
40-01-00-3890 Misc Income	10,000.00	518.49	8392.65	83.93%	
	<u>192,125.00</u>	<u>5278.88</u>	215,346.73	112.09%	
Expenditures					
				Balance	% Used
Building					
40-01-00-5110 Repair & Maintenance	5,000.00	0	3,057.50	1,942.50	61.15%
40-01-00-5120 Equipment Maintenance	1,500.00	0	1,429.44	70.56	95.30%
40-01-00-5170 Grounds Maintenance	1,500.00	0	1,675.00	(175.00)	111.67%
40-01-00-5710 Utilities	9,200.00	815.1	9,338.63	(138.63)	101.51%
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	324	2,592.00	(292.00)	112.70%
40-01-00-6540 Janitor Supplies	900.00	82.92	960.08	(60.08)	106.68%
40-01-00-8350 Special Project (Elevator)	110,000.00	0.00	-	110,000.00	0.00%
Library Services					
40-01-00-5370 Internet	2,640.00	0	2,200.00	440.00	83.33%
40-01-00-5510 Postage	450.00	0	540.62	(90.62)	120.14%
40-01-00-5520 Telephone	2,300.00	0	2,712.92	(412.92)	117.95%
40-01-00-6590 Processing & Supplies	1,600.00	40	3,224.38	(1,624.38)	201.52%
40-01-00-6840 Automation & Software	3,700.00	0	3,798.54	(98.54)	102.66%
40-01-00-8300 Office Equipment	1,600.00	82.63	1,571.84	28.16	98.24%
40-01-00-8330 Computer Equipment	700.00	0	152.00	548.00	21.71%
40-01-00-9110 Programs & Publicity	1,800.00	6.99	2,913.97	(1,113.97)	161.89%
40-01-00-9290 Misc.	1,700.00	5.98	576.39	1,123.61	33.91%
Materials					
40-01-00-6710 Books & Periodicals	10,500.00	453.28	10,812.83	(312.83)	102.98%
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00	0.00%
40-01-00-6820 Video	1,000.00	126.09	1069.80	(69.80)	106.98%
40-01-00-6830 Electronic Resources	5,000.00	0.00	5,311.65	(311.65)	106.23%
Personnel					
40-01-00-4210 Salaries	104,000.00	8823.54	108,326.43	(4,326.43)	104.16%
40-01-00-4275 Bonuses	600.00	0	674.40	(74.40)	112.40%
40-01-00-4510 Health Insurance	16,800.00	1596.56	18,141.94	(1,341.94)	107.99%
40-01-00-4520 Life Insurance	365.00	28.31	339.72	25.28	93.07%
40-01-00-4530 Unemployment	450.00	278.15	631.88	(181.88)	140.42%
40-01-00-4540 Workers Comp	450.00	36	473.50	(23.50)	105.22%
40-01-00-5620 Travel & Training	50.00	0	200.00	(150.00)	400.00%
Contingency					
	<u>1,000.00</u>	<u>0.00</u>		<u>1,000.00</u>	
TOTALS	287,705.00	12699.55	182,725.46	104,979.54	63.51%
A more realistic way to look at it is	177,705.00				102.83%

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Apr 24					
Check	04/05/2024	3289	Baker & Taylor	Daily Business	-165.89
Deposit	04/05/2024		Income	Daily Business	148.60
Check	04/05/2024	3290	Cengage Learning - Gale	Daily Business	-94.37
Check	04/05/2024	3291	Card Services	Daily Business	-149.66
Check	04/09/2024	3292	D-I Supply	Daily Business	-82.92
Check	04/09/2024	3293	Cengage Learning - Gale	Daily Business	-158.35
Deposit	04/10/2024		Income	Daily Business	207.89
Check	04/13/2024	3294	Illinois Heartland Library System	Daily Business	-40.00
Check	04/13/2024	3295	Ameren Illinois	Daily Business	-14.39
Check	04/16/2024	3296	Watts Copy Systems inc	Daily Business	-82.63
Deposit	04/16/2024		Income	Daily Business	390.82
Check	04/16/2024	3297	Wal-mart	Daily Business	-5.98
Check	04/16/2024	3298	Baker & Taylor	Daily Business	-18.09
Deposit	04/25/2024		Income	Daily Business	235.70
Check	04/30/2024	3299	Frontier	Daily Business	-273.47
Check	04/30/2024	3300	Technology Management Revolvi...	Daily Business	-220.00
Apr 24					

When repairs come, they come not single spies, but in battalions

There is good and bad news about the condition of the building. The good news is there are no issues that are emergency repairs at this time. The architects also told me that it is often cheaper to bundle repairs than having them done individually, so the fact that we are discovering a bunch of issues that need to be addressed could mean that the end repairs will be cheaper than if we had found them one by one.

The bad news is there are expensive repairs in our future. We were already estimating about half a million for the windows, the roof, while not actively leaking into the stacks, will likely need money, and that could be another quarter million. We will seek second opinions.

Will no-one rid me of this turbulent roof?

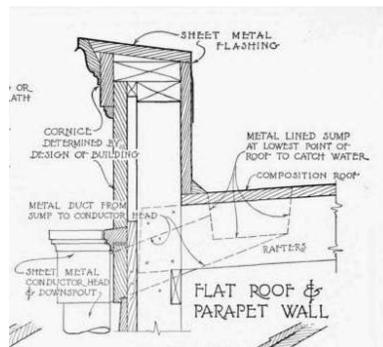
When the architects from Reifsteck Reid came out, they pointed out that we had standing water up there. You could see the light reflected off the water onto the parapet. I mentioned how much trouble we had with Honest Abe, and they recommended Central Roofing.



Zack came to the library on 5/9/24 at 11 AM and inspected the roof with a drone, which took readings and photos of the roof's condition.

Art Reese installed the roof on the original building in 1992, and it has been repaired at various points since. I have attached the repair history of the library Teresa made. At this time, we are unaware of any leaks, and although the moisture content of the roof was a little high, there are no obvious and immediate issues. Zack feels the roof may have five years left before it will need to be replaced. We should get a second opinion, but it may be time if the roof is 32 years old, even with repairs. Zack has also suggested that when we repair the roof, we install an access hatch.

The standing water issue isn't the roof proper but the original gutters. Zack called them "yankee gutters." What does that mean? I'm glad you asked because I looked into it; basically, the roof has a slight grade that moves the water off toward the sides



Cross section of a similar system



What the trough might look like from the roof

of the building. Once at the sides of the building, it flows into a trough at the perimeter of the building. The trough drains into the downspouts. The troughs have no leaf guards and no grade. The holes for the downspouts are clogged with leaves.

But the gutter glums don't end there. We have addition problems too.

I won't talk about the flashing now, though it will likely be in Zack's report. The gutters, particularly on the South side of the addition, are clogged and starting to bend out of shape and come off the building.

"But wait," you may say, "aren't those the very downspouts that Honest Abe finished installing last June?" Yes, they are. Honest Abe did not install leaf guards on the gutters they put in next to all our trees. They said there would be a leaf guard. It would make sense to put leaf guards on the gutters by the trees. By Monday I am hoping to have some answers from Honest Abe.

But it isn't just on Honest Abe. The water has nowhere to go when it drains, which causes the gutters to become full of water and heavy. The drainage tiles are clogged with mud and dead leaves. I have been trying to deal with the issue but didn't realize how bad it was getting. I called Chris Redmon first, and he directed me to Steven Kemper. I first contacted Steven about the drainage tiles on October 10, 2023, at 4 PM, and he told me he would put it on his list and it would be done "by the end of next week." Steven first came to the library to look at the issue at the start of last month (April 2024). I won't even bother telling you when he will get to it; that date has passed. If it still needs to be done by the second City Council meeting in May, I will be addressing the City Council at that meeting. This lack of forward movement is damaging the gutters; they are less than a year old, and we may need to spend more money on them to repair the damage already done.



The clog is more significant than it was in January when I last checked on it

I also tried to get an estimate from @pluming. They weren't able to give me a cost estimate; it would depend on how bad the clog was and what they found in the pipe.

What about the downspouts on the north side? Quality First ordered the wrong gutters for our building, then ran over them before returning them. At this time, they are waiting on the right gutters.

What about the wall repairs from the water seeping that we also hired Quality First for in November? The work on the wall in the Pennington Room began in April. It's unclear whether Quality First plans to complete the wall repair or address the root cause first. However, at this point, I recommend that we not use Quality First again.

What are men to rocks and mortar?

The Reifsteck Reid architects were also kind enough to point out various settling issues in and around the building.

The most dangerous to the public has been with the building for decades. The steps to the basement have settled at an angle, with the top step at a reverse angle from all the rest. The architects noted some evidence that the steps may have been in this condition for the entire 120 years of their service, as some of the work around the steps seems to have been done after they settled. It isn't a pressing issue now, though we should think about our options to level the steps; if they have been this way for over a century, they can probably wait longer.

More interesting to me is the settling around the addition. The sidewalks on the west and south sides of the addition have sunk, resulting in noticeable cracks and angles. The architects felt that in some places the sidewalk may have fallen as much as four inches. I want to be reassured that the settling issues we see outside are not going to cause major issues inside. I lived in a house with a bad foundation and eventually there were major issues. There isn't much evidence of issues inside, though one of the closet doors in the Gibson room may be evidence of some unevenness forming on the floor.

Paris Public Library Building Improvements and Major Repairs History

June-23	Addition roof work. Gutter and downspout replacement on south side, Ridge replaced with single piece. Ridge cut open for attic ventilation. Flashing fixed.	Honest Abe Roofing
January-23	Router/wireless access point	PCNS/Jason
January-23	LED lights installed in children's room & area just outside it	Jim Bennett
August-22	New handles on restroom doors	Thad Cary
July-22	light over north stairs to Gibson Room	Jim Bennett
July-22	Reading rm & Mystery/computer rm window AC units replaced	Home Depot/David Johnson
January-22	Sharps containers installed in restrooms	ECPHD/Gary Hall & Teresa
July-21	replaced wired smoke detector by elevator room	Gary Hall/from Walmart
July-21	Hanging art glass sculpture installed in front entry	Randy Turner & Jim Bennett
July-21	Toilet seat replaced in west restroom	Gary Hall
January-21	LED message sign installed outside	Monitor Sign
Oct/Nov 2020	Repair Gibson Room and exterior west wall after truck accident damage	Midwest Restoration, Cottle Carpet
August-20	Repair leaks on addition roof where it joins original building	Honest Abe Roofing
December-19	Changed restroom signs and keytags to all gender, baby-changing station	Gary Hall
spring 2019	2 ash trees in front removed by city	B&B
Jan/Feb 2019	Flashing between original building & addition repaired/replaced	Honest Abe Roofing
September-18	Phone replaced in elevator	Otis Elevator
August-18	Repair large chip in front step, second from top	Midwest Restoration
December-17	Roof repair - 2016 storm damage and other	John Tingley
October-17	Smoke detector replaced in Gibson storage room	Jim Bennett
September-17	Patched spots in walls/ceilings from old AC	Creasey
June-17	Ceiling A.C. units/outside condensers replaced	White
September-16	south downspouts, north splashguards @ addition, dirt, stump removed	Tom Phillips
July-15	west wall near Gibson Rm painted	Doug Johnson
May-15	new air conditioner in reference room	Horace Link & Co
April-15	Knox Box installed on front porch	Doug Johnson
July-14	Gibson Room painted	Rotary
July-14	repair to childrens room ceiling after office sink leak	Doug Johnson
July-14	new air conditioner in reading room	Horace Link & Co
August-13	exterior: masonry repair, stone cleaned, trim painted	Midwest Restoration

April-13	security mirror installed in north entry	Library Store/Ray
January-13	glass panels added to front interior wood doors	Country Creations
December-12	new locks installed on restroom doors	Ray's Lock Shop
September-12	replaced toilet seats in both restrooms	Home Depot/Ray
August-12	carpet repair in storage room	Rick Cottle
August-12	plaster repair & paint childrens, meeting rm, storage rm (w/sink)	Tri-C Plastering, Tim Saiter
April-12	electric outlets installed ref rm, meeting rm, near balcony	Dale Martin
February-12	upgraded urinal, repaired drywall in mens restroom	Ray Herrington & Jason Gore
November-11	new front doors installed, front & staff door locks rekeyed	Art Reese & Ray's Lock Shop
October-10	storm damage to roof repaired	Art Reese
June-10	new air conditioner in meeting room	Horace Link
December-09	repair roof (west end, original) wind storm damage	Art Reese
August-09	smoke detector installed in elevator room	Otis
July-09	air conditioning condensers recharged & repaired	Martin's Heating & Air Conditioning
February-09	emergency phone installed in elevator	wiring-Dale Martin/phone-Otis
January-09	children's room ceiling replaced, lids for main desk	Keefer Hand
November-08	new downspouts	Art Reese
February-08	wall up hole in elevator room	Midwest Restoration
January-08	louvers in elevator room door	Commercial Interiors
October-07	upgrade water line to building	City of Paris
September-07	electricity to front desk	Dale Martin
September-07	Front water fountain removed & line capped	Jason Gore
August-07	Carpet entire building, except Gibson Room	Horace Link & Rick Cottle
May-07	New air conditioner in office	Art Reese & T. J. Johnson
May-06	new floors in restrooms	Rick Cottle
December-05	Chain link fence	Arrow Fence
September-05	repair roof 2004 storm damage	Art Reese
July-04	upgrade lights with electronic balasts	Mid-America Electric
November-03	furnace upgrade	Art Reese
August-03	Front porch: remove flag pole, repair decking & beam	Art Reese
August-02	Remove nails from gutter flashing to prevent leaking in reading room	Art Reese
October-02	Restretch carpet	Terre Haute Carpet Cleaning & Rug Co.
May-02	masonry restoration to front steps	Midwest Restoration
May-02	masonry restoration and stone repair south & east	Midwest Restoration
June-01	Air conditioner reading room (or mystery / computer room	Horace Link
November-01	Paint office	Ron & Jan Doris
April-00	Upgrade electrical wiring from knob & tube in original building	Connerton Services Co

March-00	Replace ceiling tile in meeting room	Mike Phillippi
Spring 1999	finished Gibson Room	Nester's Home Improvement
September-97	Painting exterior trim	Tom Judy
Fall 1995	Paint children's room	Charles Ketner
Summer 1995	Plaster children's room	Tom Kasemeyer
November-93	replace downspouts & elbows on NE & SE corners, gutter guard on addition	Art Reese
August-93	Chain link fence	Arrow Fence
December-92	new roof on original building	Art Reese
June-92	addition completed; restrooms redone	R. J. King Construction
September-89	plaster & paint downstairs computer room (no longer exists)	Charles Elledge
October-88	Replace downspouts & elbows on SW offset of building	Art Reese
August-88	sewer repairs	Paul Ruff Drainage Service
May-86	Tile both restrooms	Sly's Construction

Building Exterior

Roof on the original building and front porch was replaced by Art Reese Lumber Co. in November 1992. The roof had a limited ten-year warranty (No. 05958); certificate is filed in office with warranties. Repairs completed to northeast corner in Sept. 2005, north side in 2008.

Outdoor **lights** over both public entrances are dusk-to-dawn lights. Replaced in March 2021.

Air conditioner condensers (for upstairs ceiling units) are located in fenced area on the south side of the building. Do NOT cover them in the off-season due to possible damage by condensation. The power boxes for those air conditioners are located on the outside south wall of the addition; these boxes should be locked at all times. Keys to the padlocks are in the key box. Heat pump/air conditioner unit for Gibson room is located on roof of staff entrance.

Drainage

Leaf guard was installed on the addition's gutters by Art Reese Lumber Co. on Dec. 31, 1993. Repaired in 1999. New downspouts on the corners of the building were installed by Art Reese in late 2008. Downspout extensions into south walk and concrete splashguards on north side in 2016.

Window washing – annually, in spring, if within budget; currently using TBM in Terre Haute. Custodian usually does lower level windows annually.

Grounds

1. **Lawn care** contracted to Temples Lawn Service.

2. **Shrubs and trees**

Shrubs along front walk should be trimmed as needed, probably once or twice during the growing season. Hedge trimmers are kept in the storage room, but Teresa Vrzina usually includes that in her landscaping.

Trees were last trimmed by B&B in 2015. Two front trees (mostly dead) were removed by city/B&B in 2019.

Walks

1. The walks should remain free of debris and may require frequent sweeping. Special attention should be paid to the ramp and walk leading to the accessible north entrance.

2. Snow removal: City plows parking lot and usually the walks.

Ramp and walk to the accessible door and the walk/steps to the front entrance should be cleared as completely as possible and to their full width. The walk along the parking lot should also be cleared wider than a shovel-width. The sidewalk along the front of the library does not need to be completely cleared but should have paths to each of the four parking places. A shovel-width path from the staff parking lot to the back staff door is sufficient.

Concrete flower pots planted and maintained by Teresa Vrzina. **Drop box** was purchased in Summer 1994, with a 25-year warranty, from Demco.

Zack Buxton

Central Roofing LLC

5/9/2024 | 21 Photos



Paris Carnegie Public Library

Overview

The Library's Current roofing system is a polymer polyfaced smooth modified bitumen, also referred to as torch down. This is an asphalt and bitumen cap sheet in which is burnt together at all seams creating a fully adhered roofing system. Torch down can last up to thirty years depending on sunlight regulation on a structure. The roof is a structurally sloped roof line, meaning all water tapers to the edges naturally as the buildings design allows.



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Date: 5/9/2024, 11:23am
Creator: Zack Buxton



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Lower Gutter "Yankee Gutter"

Just below the main roof line is a gutter trough comprised of steel. This gutter retains all of the water from the roof above's water drainage. Over time the flashing has corroded under immense ponding and backup due to a level design and clogged downspout protruding underneath. On the front elevation or East side, a leak has formed over a window. This leak is attributed to water backing up in the gutter and flowing underneath the flashing that has become corroded or detached from its original housing. I recommend TPO steel Cladding and a TPO (Thermo Plastic Polyolefin) Membrane that is monolithic to provide a last liner for this gutter trough, as well as, new flashing at all end wall intersections.



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Main Upper Flat Roof

Several Repairs have been made through-out this roof lifespan. Two large repairs at the Northeast and Northwest Corners are more visible. One repair was made using TPO and termination bar with exposed fastener screws through the membrane and caulked. This is very improper as the caulk is holding water back and when fails, water will enter. Termination bar is used as an edge metal for termination and should never be used flat were water flow into or on top of it with out water cut off mastic. Several other areas are visible as being patched or tared at seams and blisters. It is my recommendation that this roof shall be evaluated for replacement by re-cover or full tear off, depending what deck type is existing between concrete, wood, or steel.



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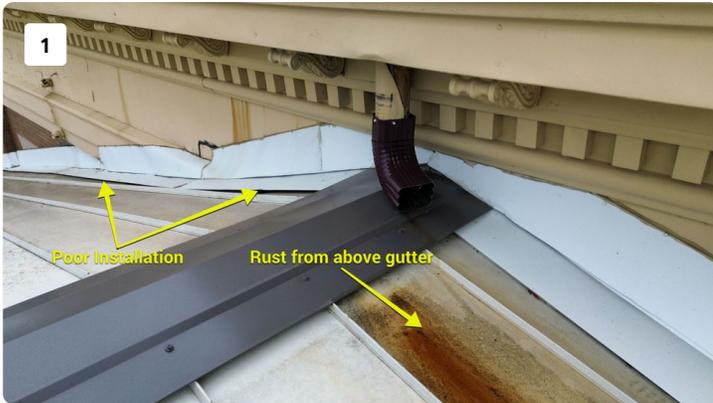


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New Edition Metal Roof

The flashings on the metal portion are poorly and improperly installed. These flashings should be counter flashed by either the existing wall panels or metal flashing. Existing, they are caulked to the wall with no protection other than the sealant on the top of the flashing. When the caulking fails water will flow behind the z bar trim and between the sidewall and metal. At installation, the existing side wall panels should have been removed to create a counter flashing for a water tight seal from wind driven rain

A downspout from the existing upper gutter trough is also allowing rust to accumulate on the metal panels below. At the eave, the gutters do not have protective gutter guards and are clogging at the ground elevation.



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Paris Carnegie Public Library

April 2024

New Cards Issued

	Resident	Nonresident
Adult	12	7
Young Adult (HS)	1	0
Children	1	0
Other	1	8
Property Owner	0	0
Total	15	15

Circulation Breakdown

Books	1742
DVDs/VHS/Blu-Ray	224
Audios (incl music)	33
Periodicals	0
Other physical items	454
ebooks	313
e-audio/video	378
e-magazines	52
Total	3196

Holdings

Books	Adult	Children	Total
Previous total	21220	9823	31043
Volumes Added	74	29	103
Volumes Withdrawn	0	0	0
Total	21294	9852	31146

DVDs	1975
Audiobks	584
Microfilm	243

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
Checkout	1816	2122	2121	2053	1888	1959	1984	1742	1960	2088	2069	2453	24255
Overdrive	686	622	661	676	595	672	651	714	762	746	723	712	8220
Cloud Library	27	63	53	56	59	42	24	35	41	25	28	31	484
*total circ	2529	2807	2835	2785	2542	2673	2659	2491	2763	2859	2820	3196	32959

ILL & Holds

ILL to other libraries	402	465	460	410	410	499	429	379	467	422	491	448	5282
ILL from other libs	351	338	366	492	408	446	537	341	510	457	443	463	5152
OCLC ILL loaned	11	7	9	7	11	24	19	11	13	15	17	17	161
OCLC ILL borrowed	10	7	9	8	11	10	5	5	5	18	8	9	105
reciprocal	43	47	75	34	44	80	66	40	54	20	11	40	554
PAC holds	234	254	248	223	230	332	346	195	268	237	281	311	3159
staff-initiated holds	457	491	455	468	392	517	558	328	439	425	470	511	5511

Library usage stats

Computer	262	267	215	249	226	238	229	231	239	250	231	221	2858
Reference	314	297	220	263	260	256	234	242	241	274	245	220	3066
attendance	60	85	68	0	49	21	24	5	60	110	112	93	687
number of programs	9	8	11	0	4	9	11	5	15	17	22	50	161
"passive" attendance	30.00	15	0	0	0	26	46	131	9	19	296	251.00	823
"passive" programs	2.00	2	0	0	0	1	1	3	1	2	1	2	15
meeting room use	25	35	22	29	36	35	33	34	33	19	26	26	353

eResources usage

website visits	448	496	771	492	418	537	366	393	428	451	459	469	5728
Ancestry image/text	2	3	3	68	8	0	0	0	0	0	0	0	84
ABC Mouse	2	2	1	2	12	6	4	20	4	3	4	0	60
Driving Tests	2	21	5	5	2	1	2	4	5	17	7	2	73
HeritageQuest	20	34	52	4	19	0	0	34	374	48	150	252	987
Wifi use	230	154	146	163	191	161	230	177	175	210	147	165	2149

April 2024 Review/Status Update

There was a total eclipse on April 8. On April 3, I went to Miss Holly's to lead 15 kids through eclipse-related crafts. Miss Holly's promised to bring some of the students' art to display at the library.

Mary Liz Wright did her nutrition program on herbs to 10 people. Crochet continued, as did Game Nigh.

Beyond the Bell visited us for the last time this school year.

The library had two adoption days, one for cats and one for dogs. A disabled cat found his forever family at the library. We do not have any information on dog adoptions.

We set up and sent out information for the Picasso Piggies Coloring Contest. This contest is open to children in and around Paris. Kids are given coloring sheets to suggest what our next donation pig should look like. WTWO posted a story about our burgled piggy bank, and I hope to interest them in a follow-up once we have our new pig.



According to the latest update from the Prairie Press, the alleged pig poacher has entered a not-guilty plea and is exercising his right to a jury trial. He faces additional charges in Edgar County and another county.

I met with the architects from the first architectural firm, Reifsteck Reid, on April 30. The architects' names were Kristen Fanning, and Bridget Wakefield. I enjoyed talking with them, and even if we don't go with their firm, I will ask the firm we use to implement some of their suggestions. We spoke about the library for 2 hours, the windows, and other ongoing and future projects. They were kind enough to recommend some contractors they have had positive relationships with who work in Paris. I will continue to seek more proposals.

Storytime is failing again.

Some cause happiness wherever they go; others, whenever they go: A list of recent incidents at the library.

4/30/24 around 3:40 PM:

We noticed that lately, the juvenile who was assaulted in February started spending time with another older juvenile. The younger juvenile is around 9 or 10. The older juvenile, around 14 or 15, has a history at the library and in the community, as does his family.

On the 30th, I heard the older juvenile tell the younger that he would "meet him in there," and then he asked for the keys to the bathroom. Several minutes later, the younger juvenile asked for the other key. Following them down, the younger juvenile tried to enter the bathroom the older juvenile was in. I told him to move to the other bathroom, and the older juvenile left the bathroom. He saw that I was directing the younger one to the unoccupied bathroom and shut the door to his bathroom. Then, he told me that since he had left the keys in the bathroom, he would need to go with the younger one to use the other bathroom. I told him no, the bathrooms are single occupancy. The younger one went into the bathroom and opened the door after about 10 seconds to let the other in before realizing I was still there.

The juveniles left together. I filed a report with the police because it was weird and inappropriate. The juveniles tried to use the same bathroom again the next day, but Gary stopped them. A review of days when the younger one was at the library showed multiple attempts to enter the bathroom together, most of which were stopped by adults.

I still had the younger juvenile's mom's phone number and informed her of the behavior. The conversation was *interesting*, though the mother eventually promised to deal with it "as she saw fit." After that conversation, it was suggested that I should call DCFS, but since I'm not looking to get stabbed over this, I have decided that we will monitor the situation. The library staff is aware of what is going on. We will watch the cameras if one or both of them ask for the bathroom key again, and I have put up a DCFS flyer in the office.

5/2/24 around 4:40 PM:

A patron came in asking for help getting to Horizon Health. After talking to the patron, he reported that he was suicidal and gave permission to call for emergency services. I did. The police came and found a small knife on his person, though he had told me he was unarmed. The EMTs took him to the hospital.

I have contacted Horizon Health for resources we can share with the community and those in need of assistance.



SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY

ANNUAL AGREEMENT FOR SHARE MEMBERS

April 24, 2024

Paris Carnegie Public Library

SHARE membership includes the Polaris integrated library system software and associated modules, Aspen Catalog, cloudLibrary e-books and audiobooks, and the SHARE Mobile Library base app.

The estimated member fees for FY2025 (July 1, 2024, to June 30, 2025) are:

SHARE Base Fee	\$ 4,104.53
SHARE Branch Fee	\$
SHARE Member Fee	\$ 500
TOTAL SHARE FEES	\$ 4,604.53
RDA Toolkit License	\$ 0
SHARE Mobile Library Custom Template	\$ 0
SHARE Mobile Library Self-Service	\$ 0
SHARE Mobile Library Self-Service with RFID	\$ 0
TOTAL SHARE MOBILE LIBRARY FEES	\$ 0

Your library also has \$ 250 available to purchase titles in the shared cloudLibrary collection. You may also purchase additional titles above that amount, which will be billed to your library monthly.

Would you like to contribute additional funds to purchase titles for the cloudLibrary collection to reduce hold times of high-demand items? Please contact Cassandra Thompson at cthompson@illinoisheartland.org.

This is not an invoice, and we are not requesting payment at this time. Invoices for SHARE membership fees will be sent by the IHLS Finance Department via email in July 2024.

If you have questions about the fees or make any other changes, please contact SHARE Director Cassandra Thompson at cthompson@illinoisheartland.org by May 31, 2024.

Statistical Summary

4/1/2024 12:00:00 AM - 4/30/2024 11:59:59 PM

Paris Carnegie Public Library (PARP-ZCH)

Record Counts - As of 5/9/2024 10:19 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,620,327	45,286	769,315			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	32,879	34,079	0	3,795	6	7

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
2,484	313	1,906	259	0
Holds Placed	Holds Satisfied	Holds Cancelled		
511	449	40		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	12	0	78	29
Added by Other	5,757	3,806	0	1
Deleted by Branch	0	0	2	1
Deleted by Other	10,592	3,043	0	0

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$1,048.94	\$40.69	\$0.00	\$40.69	\$299.04	\$0.00
Total Outstanding Fines - As of 5/9/2024 10:19 PM					
\$11,634.90					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
511	0	311	14

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
Income														
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
	174175.00	1102.42	13937.22	20498.48	3854.53	74039.53	7406.83	67762.16	6994.45	5998.63	4862.33	3631.27	5278.88	
Expenditures														215346.73
Building														Balance
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
Library Services														
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
Materials														
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
Personnel														
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
Contingency	1000.00	0.00	1000.00											
	287705.00	12271.57	21515.58	17565.02	13696.69	12712.59	12713.16	12791.51	22894.05	12735.60	15993.72	14886.42	12699.55	104979.54
														182725.46

PARISPL
Custom Summary Report
 April 2024

	Apr 24
Ordinary Income/Expense	
Income	
3830 Donations, Gifts & Bequest	228.82
3890 Misc Income	
Lost/ILL \$ received	29.00
3890 Misc Income - Other	489.49
Total 3890 Misc Income	518.49
Total Income	747.31
Gross Profit	747.31
Expense	
Building	
5710 Utilities	14.39
6540 Janitor Supplies	82.92
Total Building	97.31
LibraryServices	
6590 Processing & Supplies	40.00
8300 Office Equipment	82.63
9110 Programs & Publicity	6.99
9290 Misc expenses	5.98
Total LibraryServices	135.60
Materials	
6710 Books & periodicals	
6710-1 · Books	200.56
6710-2 · Large print	252.72
Total 6710 Books & periodicals	453.28
6820 Video	126.09
Total Materials	579.37
Total Expense	812.28
Net Ordinary Income	-64.97
Net Income	-64.97

PARISPL
Custom Summary Report
 May 2023 through April 2024

	May '23 - Apr 24
Ordinary Income/Expense	
Income	
3470 Grants	12,229.23
3830 Donations, Gifts & Bequest	4,380.59
3890 Misc Income	
Lost/ILL \$ received	206.44
3890 Misc Income - Other	7,958.47
Total 3890 Misc Income	8,164.91
49900 · Uncategorized Income	222.37
Total Income	24,997.10
Gross Profit	24,997.10
Expense	
Building	
5110 Building Repair & Maintena	2,807.50
5120 Equipment Repair & Mainten	1,429.44
5170 Grounds Maintenance	1,675.00
5710 Utilities	158.28
6540 Janitor Supplies	960.08
Total Building	7,030.30
LibraryServices	
5370 Internet	2,420.00
5510 Postage	540.62
5520 Telephone	2,986.39
6590 Processing & Supplies	3,224.38
6840 Automation & Software	3,798.54
8300 Office Equipment	896.84
8330 Computer Equipment	152.00
9110 Programs & Publicity	2,913.97
9290 Misc expenses	
Collection agency	233.00
Lost, dmg ILL, old fines	147.41
9290 Misc expenses - Other	195.98
Total 9290 Misc expenses	576.39
Total LibraryServices	17,509.13
Materials	
6710 Books & periodicals	
6710-1 · Books	6,431.39
6710-2 · Large print	2,932.11
6710-3 · Magazines	399.90
6710-4 · Newspapers	729.86
6710 Books & periodicals - Other	0.13
Total 6710 Books & periodicals	10,493.39
6820 Video	1,069.80
6830 Electronic Resources	
6830-5 · ebooks	450.00
6830 Electronic Resources - Other	2,966.52
Total 6830 Electronic Resources	3,416.52
Total Materials	14,979.71
Personnel	
5620 Travel & Training	200.00
Total Personnel	200.00

12:11 PM

05/11/24

Accrual Basis

PARISPL
Custom Summary Report
May 2023 through April 2024

	<u>May '23 - Apr 24</u>
VOID	0.00
Total Expense	<u>39,719.14</u>
Net Ordinary Income	<u>-14,722.04</u>
Net Income	<u>-14,722.04</u>