

Board Meeting Agenda

April 10, 2017

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report, gifts
- Book – no report
- House

Librarian's Report

- Statistics report
- Month's review
- Friends – successful book sale, upcoming Jane Austen program

Old business

- Computer replacement/upgrade – update

New Business

- Appoint nominating committee for election of officers for coming year
- Air conditioning replacement estimates
- Proposed budget for fiscal year beginning May 1
- Haul out furnishings/shelving that are no longer used/needed during City-wide Beautification weekend?

Miscellaneous

- Learning to Connect – presented by Greater IL Chapter of Alzheimer's Assoc., April 4, 6pm was cancelled.
- Polaris upgrade scheduled for April 13 after libraries close, should be completed Friday AM before libraries open

Next Meeting: April 10, 2017

**Paris Public Library
Board of Trustees
March 13, 2017**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:37p.m. by President George Griffin. In attendance were Ginny English, Roxanne Michels, Evie Gill, Bruce Young and Librarian Teresa Pennington. Absent were Trustees Susan Punzelt, Cherie Lehman, Greg McHenry and Karen Earlywine.

Minutes of Previous Meeting: MOTION: Young, second by Michels to approve as written. Motion carried.

Committee Reports:

***Finance:** The budget is on track. The Charleston paper has increased in price and the subscription has been extended 6 months. MOTION: Young, second by Michels to approve finance report. Motion carried.

***Book:** No report.

***House:** Pennington is replacing smoke detectors. On February 16, there were sewer problems requiring maintenance.

Librarian's Report: The circulation was down slightly, probably due to the unseasonably warm weather. Meeting rooms were used 6 times in January. A cord was removed on a wireless camera but was quickly repaired. Big Read discussion will be held March 16. On April 4, Greater IL Chapter of Alzheimer's Association will present *Learning to Connect*. An Evening with Jane Austin is scheduled for April 18. Registration required. MOTION: Michels, second by Young to approve. Motion carried.

***Friends:** Upcoming book sale will be held on March 17-18.

Old Business: Pennington shared a new quote for the computer upgrade from Parkway Computers. The quote (6 computers @ 749.95ea; total 4499.70) was tailored for the specific needs of the library. The 6 computers will all be the same and will have memory card readers, Win 10 and 19.5" LED monitors. The keyboards will be replaced from a different source. The remaining Gates fund with additional funds from Mary Ann Tucker and Jeanne Thiel memorials will be used to replace the outdated system. The old computers will be used in other places in the library. MOTION: Young, second English approve purchase. Motion carried.

Librarian Pennington presented a proposal from Watts Copy Systems for the lease of 2 printers at \$50.32 per month, plus print charges as quoted. Lease includes all service, parts, labor, mileage, rollers, drums, toner, developer and maintenance as well as delivery, installation and set-up. MOTION: Gill, second Young to accept proposal. Motion passed. Printer installation will be after the new computer system is installed.

New Business: Librarian Pennington reported that an anonymous donor has offered to pay for painting the north entry hall in the addition. An estimate from Bloodworth Painting, Inc. for \$4650.00 was reviewed. MOTION: English, second Michels to accept estimate. Motion carried.

Miscellaneous: Librarian Pennington reported that the Share Agreement will be same/similar cost as last year and is due by April 1. Nomination for officers will be at the April meeting.

Meeting adjourned at 5:27 p.m. Next meeting is Monday, April 10, 2017.

Respectfully submitted,
Evie Gill, Secy.

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Mar 2017	YTD
Income			
40-01-00-3110 Real Estate Tax	114,750.00	-	107,482.55
40-01-00-3420 Replacemnt Tax	11,500.00	1,060.51	8,519.30
40-01-00-3120 RE Tax-Dtown TIF	200.00	362.49	362.49
40-01-00-3470 Grants	7,000.00	-	6,812.00
40-01-00-3811 Interest on Cash	200.00	-	161.99
40-01-00-3812 Investment Interest	5,000.00	-	3,027.53
40-01-00-3820 Dividends Snap On	2,440.00	-	1930.00
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	0.00
40-01-00-3830 Gifts and Donations	5,000.00	5360.00	8421.85
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>1485.59</u>	<u>11,532.54</u>
	161,090.00	8,268.59	148,250.25

As of 4/4/2017, Harry Parrish, Jr. memorials = 780.00

Expenditures				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	133.54	3,591.80	1,408.20
40-01-00-5120 Equipment Maintenance	1,600.00	61.45	984.13	615.87
40-01-00-5170 Grounds Maintenance	1,700.00	0.00	1,660.00	40.00
40-01-00-5710 Utilities	7,100.00	381.70	7,831.45	(731.45)
40-01-00-5910 Liab. & Prop. Insurance	2,750.00	0.00	2,000.00	750.00
40-01-00-6540 Janitor Supplies	700.00	82.03	528.07	171.93
Library Services				-
40-01-00-5370 Internet	2,785.00	386.02	2,551.57	233.43
40-01-00-5510 Postage	700.00	0.00	488.57	211.43
40-01-00-5520 Telephone	1,900.00	158.52	1,758.21	141.79
40-01-00-6590 Processing & Supplies	3,200.00	229.07	1,963.07	1,236.93
40-01-00-6840 Automation & Software	5,100.00	0.00	4,744.93	355.07
40-01-00-8300 Office Equipment	550.00	0.00	767.35	(217.35)
40-01-00-8330 Computer Equipment	1,000.00	0.00	262.57	737.43
40-01-00-9110 Programs & Publicity	1,400.00	29.94	1,360.74	39.26
40-01-00-9290 Misc.	1,000.00	42.90	773.57	226.43
Materials				-
40-01-00-6710 Books & Periodicals	13,000.00	661.68	10,336.84	2,663.16
40-01-00-6810 Audiobooks	1,200.00	73.98	1,132.61	67.39
40-01-00-6820 Video	1,200.00	99.98	1,067.78	132.22
40-01-00-6830 Electronic Resources	3,100.00	0.00	3,444.35	(344.35)
Personnel				
40-01-00-4210 Salaries	93,500.00	9970.01	82,054.68	11,445.32
40-01-00-4275 Bonuses	700.00	0.00	628.06	71.94
40-01-00-4510 Health Insurance	19,000.00	1508.64	16,504.48	2,495.52
40-01-00-4511 Health Ins Reinsurance	-	0.00	0.00	-
40-01-00-4520 Life Insurance	350.00	28.80	316.80	33.20
40-01-00-4530 Unemployment	450.00	0.00	128.83	321.17
40-01-00-4540 Workers Comp	500.00	0.00	600.00	(100.00)
40-01-00-5620 Travel & Training	100.00	0.00	-	100.00
Contingency	<u>1,000.00</u>			<u>1,000.00</u>
TOTALS	170,585.00	13,848.26	147,480.46	23,104.54

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Mar 17					
Check	03/01/2017	2006	Showcases	Daily Business	-37.06
Check	03/01/2017	2007	Card Services	Daily Business	-169.92
Check	03/01/2017	2008	Communications Revolving Fund	Daily Business	-154.00
Deposit	03/02/2017		Income	Daily Business	252.23
Deposit	03/02/2017		Income	Gift Fund	30.00
Check	03/08/2017	2009	Frontier	Daily Business	-78.02
Check	03/08/2017	2010	Benjamins Office Connection	Daily Business	-45.97
Check	03/08/2017	2011	Midwest Tape	Daily Business	-73.98
Check	03/09/2017	ACH	Demco	Daily Business	-146.04
Deposit	03/09/2017		Income	Daily Business	375.64
Check	03/14/2017	2012	Ameren Illinois	Daily Business	-12.74
Check	03/14/2017	2013	Walmart	Daily Business	-51.88
Check	03/14/2017	2014	Unique Management Services	Daily Business	-17.90
Deposit	03/16/2017		Income	Daily Business	193.30
Check	03/21/2017	2016	Frontier	Daily Business	-158.52
Check	03/21/2017	2017	Fire Extinguisher Service & Sales,...	Daily Business	-61.45
Check	03/21/2017	2018	@ Plumbing	Daily Business	-125.00
Deposit	03/21/2017		Income	Gift Fund	4,750.00
Deposit	03/22/2017		Income	Gift Fund	145.00
Deposit	03/23/2017		Income	Daily Business	300.60
Check	03/23/2017	2019	Lincoln Public Library	Daily Business	-25.00
Check	03/23/2017	2020	Communications Revolving Fund	Daily Business	-154.00
Deposit	03/27/2017		Income	Gift Fund	335.00
Deposit	03/30/2017		Income	Daily Business	363.82
Deposit	03/30/2017		Income	Gift Fund	100.00
Check	03/30/2017	2021	Teresa Pennington	Daily Business	-38.69
Check	03/31/2017	1257	Gale/Cengage Learning	Gift Fund	-115.40
Mar 17					

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

April 10, 2017

40-01-00-6710 Books & Periodicals

Baker & Taylor	2032752837	40.53
PO Box 277930	2032718663	36.51
Atlanta GA 30384-7930	2032722432	325.39

Total **402.43**

Payment authorized by:

Paris Carnegie Public Library

March 2017

Registration	Resident	Nonresident	Total	Holdings		Adult	Children	Total
				Books	Books			
Adult	2535	361	2896	Previous total	20957	10537	31494	
Young Adult (HS)	224	53	277	Volumes Added	42	14	56	
Children	718	130	848	Volumes Withdrawn	48	16	64	
Other	11	1	12	Total	20951	10535	31486	
Staff/Board	13		13	DVDs	1423			
Property Owner		65	65	Audiobks	548			
Total	3501	610	4111	Microfilm	237			

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	3204	3752	3457	3568	3222	3010	3254	3162	3622	3063	3459	36773	
MyMediaMail	225	259	241	219	228	204	197	182	263	211	216	2445	
Cloud Library ebooks	108	93	104	136	161	182	88	141	149	147	105	1414	
*total circ	3537	4104	3802	3923	3611	3396	3539	3485	4034	3421	3780	40632	
<u>ILL & Holds</u>													
ILL to other libraries	513	526	521	463	509	502	509	439	562	524	578	5646	
ILL from other libs	656	668	680	721	668	580	607	671	800	762	871	7684	
OCLC ILL loaned	15	18	9	6	13	12	6	6	12	8	8	113	
OCLC ILL borrowed	39	25	53	43	28	24	30	27	35	33	33	370	
reciprocal	111	80	67	75	64	77	82	87	81	91	121	936	
PAC holds	227	289	264	314	185	151	230	379	324	365	348	3076	
staff-initiated holds	646	700	675	771	629	599	627	692	776	765	752	7632	
<u>Library usage stats</u>													
Computer	792	892	814	874	810	788	908	753	718	738	778	8865	
Reference	736	845	746	866	753	710	822	657	854	754	906	8649	
attendance	93	195	87	53	42	16	69	175	111	107	114	1062	
"passive" attendance	10	43	140	10	10	10	96	0	0	0	0	319	
meeting room use	9	3	5	7	6	6	10	2	9	7	6	70	
<u>eResources usage</u>													
website visits	889	943	1177	1313	1210	885	1020	1012	1355	1286	1319	12409	
Ancestry searches	785	375	662	327	671	111	286	272	338	201	210	4238	
PR: Wowbary views	69	90	82	89	84	88	98	110	126	142	92	1070	
PR: Newsletter opens	94	52	54	54	66	56	49	54	59	57	107	702	
PR: Facebook reach	3503	4428	2934	5345	3071	2075	2825	3177	16233	2845	1493	47929	

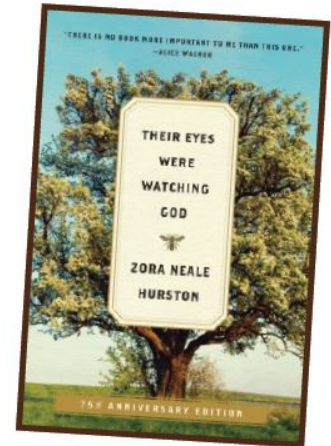
March 2017 Review

Meeting rooms were used 6 times (rooms reserved in advance, not when someone used a room to study, etc. because it was available).

March was the Big Read month in the Wabash Valley. The book, *Their Eyes Were Watching God*, was not as popular as past selections, but the book discussion group was happy with the attendance – nine, almost twice as many as usually show up for their monthly meetings.

In preparation for the Polaris upgrade, libraries were asked to update software that allowed Polaris to work with our printers. Instead, the update caused major printing issues for a lot of libraries. We had problems for at least two weeks and called IHLS tech support 3 times.

As reported at the last meeting, we caught a teenager walking the ledge on the north side of building (he was also smoking). On a positive note, walking the ledge has not been a constant issue this school year.



The annual book sale dominated most of the month, from beginning to set up on March 14 to tearing down on the 29th. We estimate that we began with about 300 boxes of books in storage (12 six-ft.-long tables, plus boxes on the floor, on first day of sale).

The Friends raised \$664.25 during the sale weekend; the week-long bag sale brought in another 279.50. After the sale, 38 books were sent to Library Consignment, 15 were distributed to other libraries via the listserv, and 4 boxes were saved for next year. 25 boxes were hauled to Paris Recycling.

PROPOSED BUDGET

	This Year's Budget	10-Month Actual (Feb)	Proposed Budget
Income			
40-01-00-3110 Real Estate Tax	114750.00	107482.55	118500.00
40-01-00-3420 Replacemnt Tax	11500.00	7458.79	11500.00
40-01-00-3120 R/E Tax-Dtown TIF	200.00	0.00	200.00
40-01-00-3470 Grants	7000.00	6812.00	7000.00
40-01-00-3811 Interest on Cash	200.00	142.02	200.00
40-01-00-3812 Investment Interest	5000.00	2946.34	3500.00
40-01-00-3820 Dividends Snap-On	2440.00	1930.00	2840.00
40-01-00-3821 Loss/Restr FFF	0.00	0.00	0.00
40-01-00-3830 Gifts and Donations	5000.00	3061.85	4000.00
40-01-00-3890 Misc Income	<u>15000.00</u>	<u>10046.95</u>	<u>15000.00</u>
	161090.00	139880.50	162740.00
Expenditures			
Building			
40-01-00-5110 Repair & Maintenance	5000.00	3458.26	24000.00 **
40-01-00-5120 Equipment Maintenance	1600.00	922.68	1500.00
40-01-00-5170 Grounds Maintenance	1700.00	1660.00	1800.00
40-01-00-5710 Utilities	7100.00	7449.75	8500.00
40-01-00-5910 Liab. & Prop. Insurance	2750.00	2000.00	2000.00
40-01-00-6540 Janitor Supplies	700.00	446.04	600.00
Library Services			
40-01-00-5370 Internet	2785.00	2165.55	2600.00
40-01-00-5510 Postage	700.00	488.57	600.00
40-01-00-5520 Telephone	1900.00	1599.69	1920.00
40-01-00-6590 Processing & Supplies	3200.00	1734.00	2000.00
40-01-00-6840 Automation & Software	5100.00	4744.93	4800.00
40-01-00-8300 Office Equipment	550.00	767.35	1200.00
40-01-00-8330 Computer Equipment	1000.00	262.57	500.00
40-01-00-9110 Programs & Publicity	1400.00	1330.80	1900.00
40-01-00-9290 Misc.	1000.00	730.67	950.00
Materials			
40-01-00-6710 Books & Periodicals	13000.00	9675.16	12500.00
40-01-00-6810 Audiobooks	1200.00	1058.63	1500.00
40-01-00-6820 Video	1200.00	967.80	1500.00
40-01-00-6830 Electronic Resources	3100.00	3444.35	3800.00
Personnel			
40-01-00-4210 Salaries	93500.00	72084.67	93000.00
40-01-00-4275 Bonuses	700.00	628.00	628.00
40-01-00-4510 Health Insurance	19000.00	14995.84	18500.00
40-01-00-4511 Health Reinsurance	0.00	0.00	0.00
40-01-00-4520 Life Insurance	350.00	288.00	345.00
40-01-00-4530 Unemployment	450.00	128.83	400.00
40-01-00-4540 Workers Comp	500.00	600.00	600.00
40-01-00-5620 Travel & Training	100.00	0.00	100.00
Contingency	<u>1000.00</u>	<u>0.00</u>	<u>1000.00</u>
	170585.00	133632.14	188743.00

** includes 19,000 for air conditioner replacement



MARTIN'S HEATING AND AIR CONDITIONING
18122 E. 1950th Road
Marshall, IL 62441
217 466-6611



MARTIN'S HEATING AND AIR CONDITIONING
18122 E. 1950th Road
Marshall, IL 62441
217 466-6611

NAME: Paris Public Library
ADDRESS: 207 S. MAIN
CITY: Paris
MAKE: Paris
PHONE: 463-3950
SERIAL NO.: 4271

NATURE OF SERVICE: Installation of 2 Panasonic Mini-Split Single Head A/C Units
PROMISED: 9/20/16

QUAN.	DESCRIPTION	AMOUNT
1	42PET246 Panasonic Ceiling Suspended System	8700 00
2	WENDB-1A Sanyo Wind Baffles	(TAX) 630 75
1	wired Timer Remote Controller	(LABOR) 1400 00
2	160-50 Cerro 3/8x3/8 X 1/2 Mini-Split Line Sets	\$10730 75
	Control Cable 4-All other Mat.	8700 00
		(TAX) 630 75
		(LABOR) 1400 00
		\$10730 75

COMMENTS: ABOVE PRICE FOR 1 UNIT. 2 UNIT = \$21,461.50

TECHNICIAN: *Andy Waters*

DATE COMPLETED: _____

CASH ON COMPLETION OF WORK: _____

TAX: _____

TOTAL: _____

Signature above constitutes acceptance of above service performed as being satisfactory - and that equipment has been left in good condition.

INVOICE

MARTIN

ESTIMATES FOR REPLACING THE MAIN A.C.

NAME: Paris Public Library
ADDRESS: 207 S. MAIN
CITY: Paris
MAKE: Paris
PHONE: 463-3950
SERIAL NO.: 4272

NATURE OF SERVICE: Installation of 2 Fujitsu Mini-Split A/C Heat Pumps
PROMISED: 9/21/16

QUAN.	DESCRIPTION	AMOUNT
1	AQUARIX Fujitsu Heat Pump	7000 00
2	4x3/8x1/2 Linseed Control Cable + Controller	52200
	All Materials necessary	1400 00
	Removal of old eq. a/c.	(TAX)
		(LABOR)
		1400 00
		8700 00

COMMENTS: 2 UNITS = \$17844.00

TECHNICIAN: _____

DATE COMPLETED: _____

CASH ON COMPLETION OF WORK: _____

TAX: _____

TOTAL: _____

Signature above constitutes acceptance of above service performed as being satisfactory - and that equipment has been left in good condition.

INVOICE

WHITE SHEET METAL

303 N. Austin St.

Heating Paris, Il. 61944 Cooling

217-465-3195

March 14, 2017

Paris Public Library
207 S. Main St.
Paris, Il. 61944

Attn: Greg McHenry

Estimated cost to remove Freon, Remove (2) old suspended air handlers (2) old condensing units, old refrigeration lines and dispose. Furnish and install (2) new Panasonic Suspended Ceiling Units, (2) new Panasonic Condensing Units, Refrigerant Lines, Wireless Controller Transmitter/Receiver, Shielded low voltage wiring, condensate drains, and wiring.

Estimated Cost \$ 16,845.00

- (2) - U-42PE1U6 H/P Outdoor Condensing Units
- (2) - S-42PT2U6 Ceiling Suspended H/P Indoor Units
- (2) - C2-RWSU3U Wireless Controller Transmitter/Receiver Kit
- (2) - 610-50 Mini Split Line Sets

White Sheet Metal

John White

If you have any questions, Please give us a call !

Estimate effective for 30 days.

Split System Submittal Data

System: **42PET2U6** Indoor: **S-42PT2U6** Outdoor: **U-42PE1U6**
 Single Zone Heat Pump - Ceiling Mounted

Job Name: _____
 Location: _____
 Engineer: _____
 Submitted to: _____
 Submitted by: _____
 Reference: _____

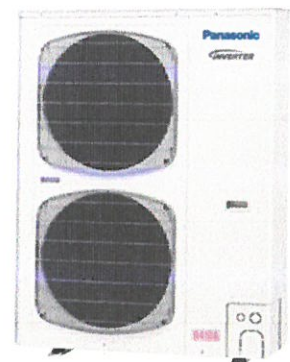
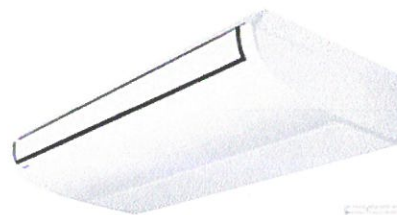
Approval: _____
 Date: _____
 Construction: _____
 Unit#: _____
 Drawing#: _____

Rated Conditions	
Indoor	Outdoor
80°F DB / 67°F WB	95°F DB / 75°F WB
70°F DB / 60°F WB	47°F DB / 43°F WB
70°F DB / 60°F WB	17°F DB / 15°F WB

General Data	
Power (V/P/Hz)	230/208/1/60
Circuit Ampacity (A)	15-40 Indoor-Outdoor
Fuse Size, Max. (A)	15-40 Indoor-Outdoor
Compressor	DC Rotary Inverter
No. Used	1
R.L. Amps - L.R. (A)	18.1 - 31.0

Outdoor Unit	
Fan type	Sirocco Fan
No. used	2
Dia & Length (in.)	18-7/64
Type Drive - No. Speeds	DC Motor-Variable
No. Poles (RPM)	8 - 830
No. Motors (W)	2 - 90
CFM (High)	3,531
F.L. Amps (A)	13.8
Coil Type	Aluminum Fin & Copper Pipe
Fin Type - Pipe Type	Slit Plate - Inner Rifled
Rows - F.P.I.	2 - 0.079
Face Area (sq.ft.)	11.63
Tube Size (in)	3/8"

Indoor Unit	
Fan Type	Turbo
No. used	4
Fan (diameter) in.	5-26/32"
No. Speeds	3 & Auto
No. Poles (RPM, High)	8P - 610
No. Motors (W)	DC 1-90
CFM (Hi/Med/Lo)	1,201/989/848
Indoor Sound Rating (Hi) (dB-A)	46
F.L. Amps (A)	0.86



Coil Type	Aluminum Plate Fin & Copper Tube
Fin Type - Pipe Type	Slit Plate - Inner Rifled
Rows - Fins per inch	2 - 3 / 64"
Face Area (sq. ft.)	5.62
Tube Size (in.)	9/32"
Drain Connection Size (in.)	1-1/4"
Refrigerant	R410A
Lbs. - R410a	7.9
Control	Electric Expansion Valve
Connection	Flare
Line Length, Max (ft.)	165
Line Difference, Max (ft.)	50 (outdoor lower), 100 (outdoor higher)
Line Size (in. O.D. Discharge)	3/8"
Line Size (in. O.D. Suction)	5/8"
Dimensions (HxWxD)	
Indoor Unit (Uncrated) (in.)	9-1/4 x 62-19/32 x 27-11/64
Outdoor Unit (Uncrated) (in.)	48-7/16 x 37 x 13-3/8
Weight (lbs.)	
(Indoor) Net	88
(Outdoor) Net	220

APRIL 2017

ADULT FICTION

Baldacci	The fix	9781455586561	29.00
Donohue	Every wild heart	9780062429834	14.99
Goodman	The widow's house	9780062562623	15.99
Johansen	No easy target	9781250075840	27.99
Johnstone	Frontiersman	9780786039456	7.99
Leeson	Silence of the jams	9781101990803	7.99
LoTempio	Purr M for murder	9781683310921	26.99
Mallery	A million little things	9780778326939	15.99
Moyes	The horse dancer	9780143130628	16.00
Paretsky	Fallout	9780062435842	27.99
Patterson	Never never	9780316433179	28.00
Scottoline	One perfect lie	9781250099563	27.99
White	The night the lights went out	9780451488381	26.00

ADULT NONFICTION

Costello	Navigating life with multiple sclerosis	9780199381739	19.95
Fleisher	Warman's Antiques & Collectibles 2018	9781440247774	29.99
Kaplan	SAT 2017 Strategies, practice, and review	9781506202297	19.99
Pleasant	Homegrown pantry	9781612125787	22.95
Verducci	The Cubs way	9780804190015	28.00
Whipple	The Gatekeepers	9780804138246	28.00

CHILDREN'S FICTION

Andros	Charlotte the scientist is squished	9780544785830	16.99
Coe	Fenway and Hattie	9780147514905	7.99
Haddix	In over their heads	9781481417617	16.99
Higgins	Mother Bruce	9781484730881	17.99
Kirby	Super Turbo saves the day!	9781481488846	5.99
Miles	Bubbles and Boo	9781338069004	4.99
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YA FICTION

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