

# PARIS CARNEGIE PUBLIC LIBRARY

## FINANCE REPORT

July/August 2009

<u>CITY FUNDS</u>	<u>Budget</u>	<u>Expended</u> <u>this month</u>	<u>Expended</u> <u>to date</u>	<u>Balance</u>
<b>Library staff</b>	98000.00	17419.69	31378.45	66621.55
Health	6600.00	1103.24	2265.04	4334.96
Life	174.00	28.80	57.60	116.40
Unemployment	600.00	136.34	136.34	463.66
Workers Comp	290.00	0.00	0.00	290.00
Temporary	1500.00	0.00	0.00	1500.00
Bonuses	1200.00	0.00	0.00	1200.00
<b>Books and periodicals</b>	6000.00	796.75	1210.68	4789.32
<b>Repairs &amp; maintenance</b>	1200.00	0.00	0.00	1200.00
Grounds maintenance	1000.00	0.00	0.00	1000.00
Equipment repair	1000.00	380.00	380.00	620.00
<b>Computer Automation</b>	6300.00	180.00	180.00	6120.00
<b>Insurance</b>				
Liability & Property	3250.00	749.25	0.00	3250.00
<b>Utilities</b>	7000.00	0.00	1172.95	5827.05
<b>Pear &amp; Building Funds</b>	7000.00	93.65	526.20	6473.80
<b>Contingency</b>	<u>700.00</u>	0.00	0.00	<u>700.00</u>
<b>TOTALS</b>	<b>141814.00</b>	<b>20887.72</b>	<b>37307.26</b>	<b>104506.74</b>

### OTHER RECEIPTS

(excludes tax and trust fund income)

	<b>This month</b>	<b>YTD</b>
Gifts	155.00	1041.00
Per capita grant	0.00	10981.35
Other grants	1500.00	1500.00
Dividend income	0.00	300.00
Interest income	51.09	180.97
All other income	1946.87	5211.65

(nonresident cards, fines, copies, fax, etc.)

### OTHER EXPENDITURES

	<b>This month</b>	<b>YTD</b>
Building & Grounds	110.59	1308.22
Library Services (Programs, Supplies, etc.)	4285.43	5884.86
Materials (Books, Periodicals, Audio, Video)	2,682.28	3299.07
Personnel: Continuing Education & Mileage	0.00	0.00
Lucy Bishop Fund (nonfiction materials)	0.00	0.00

**PARIS CARNEGIE PUBLIC LIBRARY**  
Jul/Aug 2009

**Registration**

<b>Cards</b>	<b>Resident</b>	<b>Nonresident</b>	<b>Total</b>
Adult	2159	353	2512
High School	173	56	229
Children	704	136	840
Other	17	0	17
Property Owner	0	61	61
<b>Total</b>	<b>3053</b>	<b>606</b>	<b>3659</b>

Nonresident Household Fees                      420.00

**Holdings**

<b>Books</b>	<b>Adult</b>	<b>Children</b>	<b>Total</b>
Previous total	21901	10508	32409
Volumes Added	90	30	120
Volumes Lost	0	2	2
Volumes Withdrawn	84	14	98
<b>Total</b>	<b>21907</b>	<b>10522</b>	<b>32429</b>
Videos:	772	Audiobook      366	Microfilm              73

**Circulation**

**9969**

checkout	9231		
phone renewal	139		
in-library renewal	122		
OPAC renewal	294		
offline	183		
		<b><u>Overdue items this month</u></b>	
		1st notice	366
		2nd notice	116
		3rd notice	67

**Interlibrary Loan**

From other libraries	810
Sent to other libraries	899
Requests placed	1082

**Reciprocal borrowing**

@Paris	465
Paris @ other libraries	250

Computer users	2206
Program attendance	328
Reference questions	1858
Visits to website	4000

Board Meeting Agenda  
Sept. 14, 2009

Call to order

Minutes of last meeting

Committee and other reports to be approved

Finance report

Book committee (Roxanne) – Lucy Bishop

House committee (Jerry & Greg) elevator upgrades finished (we think), waiting on inspection; air conditioner repaired

Statistical report (Teresa)

Old business

Lucy Bishop Fund – motion to set principal amount (per Dennis Thiel's request)

Friends of the Library (Amy)

Gates grant program – if we are moving forward with this, contract to be signed, conference (online or site) attendance to be decided

New business

Per capita grant requirements

Effects of state budget issues – cuts to system and per capita grant funding

Changes in our circulation policies (based in part on LTLS recommended changes)

Librarian's announcements

Legal Self Help Center (will necessitate update to internet policy)

Bookletters features added to website

Carolyn Wenz (grades 3-5) textbooks now available here

Staff changes

NEXT MEETING? 2<sup>nd</sup> Monday in October is Columbus Day, library will be closed. Meet 1<sup>st</sup> Monday?

**PARIS CARNEGIE PUBLIC LIBRARY**

July and Aug 2009 invoices

**Books**

<b>40-01-00-6710</b>	invoices		
Baker & Taylor	2023472413	50.42	} July
PO Box 277930	2023434770	312.90	
Atlanta GA 30384-7930	2023509634	45.10	
acct L020198			
	2023551698	9.05	} August
	2023614502	50.08	
	2023574404	283.69	
	<b>Total B&amp;T</b>	<b>751.24</b>	

**40-01-00-6840 Computer Software**

Lincoln Trail Libraries System		180.00	- July
1704 West Interstate Drive		5450.00	- August
Champaign IL 61822			

**40-01-00-5110 Building**

Otis Elevator Company	CTH28969001	682.12	August
PO Box 73579			
Chicago IL 60673-7579			

**40-01-00-5120 Repair of Equipment**

Martin's Heating and Air Conditioning	1544	133.00	August
18122 E. 1950th Road	1545	960.00	
Marshall IL 62441			

July invoices have been turned in to the city for payment; August invoices will be delivered to city after board meeting

**Paris Public Library  
Board of Trustees  
July 13, 2009**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President Sharon Farris. In attendance were Trustees Mary Taylor, Amy McGilvrey, Roxanne Michels, Greg McHenry, Jerry Cockcroft, Susan Punzelt, and Librarian Teresa Pennington. Absent was Trustee Mary Ann Tucker.

**Minutes of Previous Meeting:** Motion: McHenry, second McGilvrey to approve minutes as read. Motion carried.

**Finance Report:** Gifts were in memory of Leslie Speicher. Motion: McHenry, second Punzelt to approve report as read. Motion carried.

**Book Committee:** No report.

**House Committee:** McHenry reported that the air conditioner ceiling unit has developed a freon leak. Martin's Air Conditioning will repair and recharge it at an estimated cost of \$1000. If not repaired, it will cost \$3,500 to replace. All our air conditioners use R22 coolant that is being phased out because of environmental concerns. It will cost about \$8000 to replace the ceiling units when necessary.

Approximately \$1,800 remains in the Riedell fund, but we do not have a quote for updating the lighting fixtures in the Reading Room.

**Statistical Report:** Report was approved as read.

**Old Business:**

The library overspent about \$2000 this past fiscal year purchasing nonfiction titles through the Lucy Bishop Memorial Fund. MOTION: Michels, second McHenry to approve a change in the administration of funds in the Lucy Bishop Memorial Fund from Citizens National Bank to the Treasurer of the City of Paris (see attached statement). Motion carried.

Friends of the Library: Amy McGilvrey reported that the next FOTL meeting will be August 10 from 4:30—5:30 p.m. at the library. She distributed and explained previous FOTL materials from our library. Discussion. She also shared how the FOTL of Marshall Public Library operates.

**New Business:**

The library's emergency closing policy included in its disaster plan has been clarified.

MOTION: McGilvrey, second McHenry to accept revised Emergency Closing Policy. Motion carried.

Per Capita Grant Requirement: Policies identified in Illinois Library Laws & Rules from January 2008 were reviewed.

**Librarian's Announcements:**

The Legal Self Help Center will open August 11, 2009 with an open house involving the courthouse staff, Illinois Coalition for Equal Justice, and Illinois Legal Aid Online. The library will purchase a computer and printer with funds from Land of Lincoln Legal Assistance Foundation. Patrons can also use this site from home computers.

Shelby Norman is the library's new summer employee. As a summer youth work program participant, her wages are paid by CEFS.

The Summer Reading Program will conclude tomorrow, July 14. Although registration was consistent with previous years, average weekly attendance was lower this summer. The final children's event of the summer will be Silly Safari, held July 17 at The Hangar.

Pennington has learned that our LINC automation cost for the 2009-2010 year will be \$5,450, down from \$6,203 for the 2008-2009 year.

Meeting adjourned at 5:40 p.m. MOTION: McHenry, second Cockcroft. Approved.

No meeting in August.

Respectfully Submitted,  
Mary Taylor, Secretary.

## Updated Circulation Policy

### Loan Periods

Bestsellers, new fiction, high demand . . . 1 week  
All other books and audio books . . . . . 3 weeks  
Magazines . . . . . 3 weeks  
Videos . . . . . 1 week

### Renewals

All books, audio books, videos may be renewed once if there are no holds on the item

### Late fees / Lost fees

Books, audio books, and magazines. . . . 0.10 per item per day

I recommend that we lower the video late fee from 1.00 per day to 50 cents per day.

Lost processing fee increases from 3.00 to 5.00

1-Day grace period is eliminated

1.00 fee charged if audios or videos are returned in drop is eliminated.

### Overdue notices

For videos: Notices printed when videos are 1 day overdue, successive notices every 3 days, including a billing notice and lost notice. (7 notices over 21 days). As often as possible, we will attempt to call the patron on the first notice.

For all other items: First notice when item is one week overdue, notices each successive week, followed by a billing and a lost notice. (7 notices over 7 weeks)

Maximum unpaid fine: if 5.00 or more is owed, patron may not check out. We will attempt to prevent them from checking out items for themselves on another family member's card.