

Board Meeting Agenda

February 12, 2024

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

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

Librarian's Report

- Statistics report
- Month's review
- Friends –

Old business

- Strategic Planning Committee

New Business

- Employee Pay – Bonuses
- Park District – Storywalks and Partnerships

Miscellaneous/Announcements

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Adjourn

Next Meeting: March 11, 2024

**Paris Public Library
Board of Trustees
December 11, 2023**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President Janine Brann. Boylan, Brann, Garver, Gill, Gross, Lehman, M^cGill, Punzelt - present. Earlywine – absent.

Minutes of Previous Meeting: MOTION: Lehman, second by Gross to approve minutes from November 13, 2023 meeting. Motion carried.

Correspondence, communications, and public comments: A thank you and two donations were received.

Committee Reports:

***Finance:** Nothing out of the ordinary for the month. Holiday donations have been acknowledged. MOTION: Punzelt, second by M^cGill to accept finance report. Motion carried.

***Book:** None

***House:** Director Boylan reported that some of the outside downspouts have gone missing. The sharps box in the ladies washroom was removed. MOTION: Gill, second by Punzelt to accept house report. Motion carried.

Librarian's Report: Director Boylan reported that the security cameras have been ordered and hopefully will be installed in a couple of months. Preschool Storytime will begin again at the library. Circulation is higher and the library has seen an increase in young patrons. AR stickers have proven to be popular with parents and students.

***Friends:** The Friends will be making Santa Sacks again for distribution during the holidays.

Old Business: MOTION: M^cGill, second by Lehman to immediately increase hourly rate of an experienced employee to reflect current pay scale. Motion passed. Director Boylan will create a outline for the creation of a Strategic Planning Committee. This committee will set up a 5-year plan for the library. Discussion of a garden on the north side of the library was discussed with no decision being made at this time.

New Business: The board reviewed an annual policy pertaining to Staff Cell Phone Reimbursement. MOTION: Punzelt, second by M^cGill to accept policy. Motion carried. A yearlong survey of traffic by the hour will be conducted at the library. Director Boylan presented the 2024 calendar year for meetings and holidays. MOTION: Gill, seconded by Punzelt to approve calendar year. Motion carried. A discussion of window replacement or repair followed with an estimate of replacement windows. More information on grant monies, historical preservation, etc. is needed.

Miscellaneous: Closed Christmas and New Year's Day.

The meeting was adjourned at 5:47p.m. Next regularly scheduled meeting is Monday, January 8th, 2024.

Respectfully submitted,
Evie Gill, Secy.

Paris Public Library Board of Trustees January 8, 2024

The regularly scheduled meeting of the Board of Trustees was not called to order at 4:30 PM due to lack of quorum.

No meeting minutes to record.

Respectfully submitted by Ceili Boylan

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	December 2023	YTD	
Income				
40-01-00-3110 Real Estate Tax	139,700.00	0.00	63138.66	
40-01-00-3420 Replacemnt Tax	25,300.00	0.00	5644.91	
40-01-00-3120 RE Tax-Dtown TIF	175.00	0.00	0.00	
40-01-00-3470 Grants	-	0.00	12229.23	
40-01-00-3811 Interest on Cash	950.00	0.00	1068.08	
40-01-00-3812 Investment Interest	5,500.00	413.68	2917.76	
40-01-00-3820 Dividends Snap On	5,500.00	0.00	0.00	
40-01-00-3830 Gifts and Donations	5,000.00	150.00	3812.37	
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>865.88</u>	<u>5785.05</u>	
	192,125.00	1429.56	94,596.06	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	0.00	3,057.50	1,942.50
40-01-00-5120 Equipment Maintenance	1,500.00	0.00	1,429.44	70.56
40-01-00-5170 Grounds Maintenance	1,500.00	140.00	1,315.00	185.00
40-01-00-5710 Utilities	9,200.00	827.15	5,266.44	3,933.56
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	972.00	972.00	1,328.00
40-01-00-6540 Janitor Supplies	900.00	209.92	756.75	143.25
40-01-00-8350 Special Project (Elevator)	110,000.00	0	-	110,000.00
Library Services				
40-01-00-5370 Internet	2,640.00	220.00	1,540.00	1,100.00
40-01-00-5510 Postage	450.00	38.94	379.42	70.58
40-01-00-5520 Telephone	2,300.00	251.58	1,958.54	341.46
40-01-00-6590 Processing & Supplies	1,600.00	5.99	1,631.83	(31.83)
40-01-00-6840 Automation & Software	3,700.00	0.00	3,785.54	(85.54)
40-01-00-8300 Office Equipment	1,600.00	94.11	613.97	986.03
40-01-00-8330 Computer Equipment	700.00	0.00	152.00	548.00
40-01-00-9110 Programs & Publicity	1,800.00	237.80	2,644.69	(844.69)
40-01-00-9290 Misc.	1,700.00	34.95	407.16	1,292.84
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	2106.38	9,043.04	1,456.96 *
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00
40-01-00-6820 Video	1,000.00	44.92	756.03	243.97
40-01-00-6830 Electronic Resources	5,000.00	2893.52	5,311.65	(311.65)
Personnel				
40-01-00-4210 Salaries	104,000.00	12887.66	73,686.77	30,313.23
40-01-00-4275 Bonuses	600.00	0.00	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1792.82	11,755.70	5,044.30
40-01-00-4520 Life Insurance	365.00	28.31	226.48	138.52
40-01-00-4530 Unemployment	450.00	0.00	289.49	160.51
40-01-00-4540 Workers Comp	450.00	108.00	108.00	342.00
40-01-00-5620 Travel & Training	50.00	0.00	200.00	(150.00)
Contingency	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTALS	287,705.00	22894.05	127,287.44	160,417.56

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	January 2024	YTD
Income			
40-01-00-3110 Real Estate Tax	139,700.00	0.00	134311.49
40-01-00-3420 Replacemnt Tax	25,300.00	3211.00	23413.66
40-01-00-3120 RE Tax-Dtown TIF	175.00	0.00	0.00
40-01-00-3470 Grants	-	0.00	12229.23
40-01-00-3811 Interest on Cash	950.00	0.00	3312.36
40-01-00-3812 Investment Interest	5,500.00	1537.77	12360.23
40-01-00-3820 Dividends Snap On	5,500.00	0.00	5100.00
40-01-00-3830 Gifts and Donations	5,000.00	50.00	3862.37
40-01-00-3890 Misc Income	<u>10,000.00</u>	<u>458.44</u>	<u>6243.49</u>
	192,125.00	5257.21	200,832.83

Expenditures	Balance			
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	0	3,057.50	1,942.50
40-01-00-5120 Equipment Maintenance	1,500.00	0	1,429.44	70.56
40-01-00-5170 Grounds Maintenance	1,500.00	360	1,675.00	(175.00)
40-01-00-5710 Utilities	9,200.00	698.13	5,964.57	3,235.43
40-01-00-5910 Liab. & Prop. Insurance	2,300.00	324	1,296.00	1,004.00
40-01-00-6540 Janitor Supplies	900.00	0	756.75	143.25
40-01-00-8350 Special Project (Elevator)	110,000.00	0.00	-	110,000.00
Library Services				
40-01-00-5370 Internet	2,640.00	220	1,760.00	880.00
40-01-00-5510 Postage	450.00	66	445.42	4.58
40-01-00-5520 Telephone	2,300.00	0	1,958.54	341.46
40-01-00-6590 Processing & Supplies	1,600.00	490.92	2,122.75	(522.75)
40-01-00-6840 Automation & Software	3,700.00	13	3,785.54	(85.54)
40-01-00-8300 Office Equipment	1,600.00	67.17	681.14	918.86
40-01-00-8330 Computer Equipment	700.00	0	152.00	548.00
40-01-00-9110 Programs & Publicity	1,800.00	14.2	2,658.89	(858.89)
40-01-00-9290 Misc.	1,700.00	23.3	430.46	1,269.54
Materials				
40-01-00-6710 Books & Periodicals	10,500.00	223.86	9,266.90	1,233.10
40-01-00-6810 Audiobooks	600.00	0.00	-	600.00
40-01-00-6820 Video	1,000.00	187.68	943.71	56.29
40-01-00-6830 Electronic Resources	5,000.00	0.00	5,311.65	(311.65)
Personnel				
40-01-00-4210 Salaries	104,000.00	8354.54	82,041.31	21,958.69
40-01-00-4275 Bonuses	600.00	0	-	600.00
40-01-00-4510 Health Insurance	16,800.00	1592.56	13,348.26	3,451.74
40-01-00-4520 Life Insurance	365.00	0	226.48	138.52
40-01-00-4530 Unemployment	450.00	64.24	353.73	96.27
40-01-00-4540 Workers Comp	450.00	36	144.00	306.00
40-01-00-5620 Travel & Training	50.00	0	200.00	(150.00)
Contingency	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTALS	287,705.00	12735.60	140,010.04	147,694.96

PARISPL

Checks & Deposits

Type	Date	Num	Name	Account	Amount
Dec 23					
Check	12/05/2023	3222	Card Services	Daily Business	-80.86
Deposit	12/05/2023		Income	Daily Business	321.50
Check	12/05/2023	3221	VOID	Daily Business	
Check	12/06/2023	3223	Unique Management Services	Daily Business	-34.95
Check	12/06/2023	3224	Junior Library Guild	Daily Business	-384.00
Check	12/06/2023	3225	Baker & Taylor	Daily Business	-341.60
Check	12/06/2023	3226	Cengage Learning - Gale	Daily Business	-47.98
Check	12/06/2023	1078	Junior Library Guild	Pear / Bishop checking	-348.00
Deposit	12/11/2023		Income	Daily Business	235.39
Check	12/14/2023	3227	Watts Copy Systems inc	Daily Business	-64.16
Check	12/14/2023	3228	Vrzina Enterprises	Daily Business	-140.00
Check	12/14/2023	3229	Ameren Illinois	Daily Business	-13.43
Check	12/14/2023	3230	Technology Management Revolvi...	Daily Business	-220.00
Check	12/14/2023	3231	Cengage Learning - Gale	Daily Business	-190.34
Check	12/14/2023	3232	Baker & Taylor	Daily Business	-153.65
Check	12/14/2023	3233	Scholastic	Daily Business	-162.57
Deposit	12/21/2023		Income	Daily Business	458.99
Check	12/26/2023	3234	Frontier	Daily Business	-251.58
Check	12/26/2023	1079	The News-Gazette	Pear / Bishop checking	-264.00
Check	12/26/2023	3235	D-I Supply	Daily Business	-209.92
Check	12/26/2023	3236	Cengage Learning - Gale	Daily Business	-120.70
Check	12/26/2023	3237	Modern Marketing	Daily Business	-75.23
Check	12/26/2023	3238	Baker & Taylor	Daily Business	-256.11
Check	12/26/2023	3239	USPS	Daily Business	-38.94
Check	12/27/2023	3240	ProQuest	Daily Business	-2,893.52
Dec 23					

PARISPL

Checks & Deposits

	Type	Date	Num	Name	Account	Amount
Jan 24						
	Deposit	01/03/2024		Income	Daily Business	308.44
	Deposit	01/08/2024		Income	Daily Business	200.00
	Check	01/11/2024	3241	Illinois Heartland Library System	Daily Business	-13.00
	Check	01/11/2024	3242	Ameren Illinois	Daily Business	-15.54
	Check	01/11/2024	3243	Unique Management Services	Daily Business	-23.30
	Check	01/11/2024	3244	Technology Management Revolvi...	Daily Business	-220.00
	Check	01/11/2024	3245	Card Services	Daily Business	-218.50
	Check	01/11/2024	3246	Temples Lawn Service	Daily Business	-360.00
	Check	01/11/2024	3247	Baker & Taylor	Daily Business	-26.74
	Check	01/18/2024	3248	Watts Copy Systems inc	Daily Business	-67.17
	Check	01/18/2024	3249	Demco	Daily Business	-445.60
	Check	01/18/2024	3250	Wal-mart	Daily Business	-28.70
	Check	01/18/2024	3253	Cengage Learning - Gale	Daily Business	-63.18
	Check	01/18/2024	3251	VOID	Daily Business	
	Check	01/18/2024	3252	Baker & Taylor	Daily Business	-133.94
	Check	01/18/2024	3254	USPS	Daily Business	-66.00
Jan 24						

December 2023 Review/Status Update

December was a quiet month for the library. Patron traffic dropped as everyone focused more on the holidays than their holiday reading.

Mary Liz Wright did her nutrition program, which brought in four people. Illinois Libraries Presents held two virtual programs in December, Surviving the Holidays with Lori Gottlieb and the Nutcracker Ballet. Surviving the Holidays had no participants, but The Nutcracker had four people from Paris register. It would have been at least one more, but the event only had limited tickets.

Our spine labeling project is making progress. Dori has finished labeling the large print, mystery, and teen books and is halfway through Westerns. Johnstone has slowed her down with his numerous series. Down in the children's department, we continue to work on spine labels and AR stickers. Board books and picture books are finished.

The Friends prepared Santa Sacks again this year. We distributed 118 Santa Sacks, 100 of which had \$5 DQ gift cards. One might think the gift cards would be what kids were most excited about, but consistently, it was getting a candy cane.

Storytime continues to fail. Salem and I will need to discuss how to promote the program and any potential issues we see preventing parents from bringing their children to storytime. Salem's passive program for children in December was coloring in a paper gingerbread cookie; we had nine cookies.



January 2024 Review/Status Update

It's a new year, and our resolution at the library is to serve the Paris community even better than last year. Patron traffic picked up again after dropping in December. We started to track our traffic by hour, which has been interesting.

Mary Liz Wright did her nutrition program, which brought in five people. Illinois Libraries Presents held a program with science fiction writers speculating about the future of AI that two people from Paris attended.

Our spine labeling project is making progress. Dori is nearly at the end of the Westerns. Spine and AR labeling in the children's room has progressed, with middle school books now completed.

We scheduled to have three preschool visits to the library. All three were rescheduled due to weather. District 95's Beyond the Bell requested that their students have the opportunity to fill out applications for library cards in advance, which we did. One student from Beyond the Bell lives outside the city limits and could not get a card. I have suggested that Beyond the Bell apply for an institutional card to ensure the child doesn't feel excluded from the library.

Salem and I will promote Story Time by showing the craft the children will be making.



January also saw the launch of two new programs, Learning Crochet, which brought in 24 participants in the first session, and Game Night, or Game Afternoon as I jokingly call it, which brought in 7 participants.

I also submitted our annual Certification and Per Capita Application.

Paris Carnegie Public Library

December 2023

New Cards Issued

	Resident		Nonresident		Books				Books			
	Adult	Young Adult (HS)	Children	Other	Property Owner	Total	Books	Adult	Children	Total	Books	
Adult	9	2	2	13	341	1962	1432	21058	9768	30826	Previous total	
Young Adult (HS)	0	0	0	2	339	577	253	70	94	164	Volumes Added	
Children	4	0	0	13	69	243	42	0	99	99	Volumes Withdrawn	
Other	0	0	0	13	341	1962	2	21128	9763	30891	Total	
Property Owner	0	1	1	13	341	1962	13	21128	9763	30891	DVDs	
Total	13	3	3	13	341	1962	2491	21128	9763	30891	Audiobks	
											Microfilm	

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	15685				
Overdrive	686	622	661	676	595	672	651	714	5277				
Cloud Library	27	63	53	56	59	42	24	35	359				
*total circ	2529	2807	2835	2785	2542	2673	2659	2491	0	0	0	0	21321
ILL & Holds													
ILL to other libraries	402	465	460	410	410	499	429	379	3454				
ILL from other libs	351	338	366	492	408	446	537	341	3279				
OCLC ILL loaned	11	7	9	7	11	24	19	11	99				
OCLC ILL borrowed	10	7	9	8	11	10	5	5	65				
reciprocal	43	47	75	34	44	80	66	40	429				
PAC holds	234	254	248	223	230	332	346	195	2062				
staff-initiated holds	457	491	455	468	392	517	558	328	3666				

Library usage stats

Computer	262	267	215	249	226	238	229	231	24	0	0	0	1941
Reference	314	297	220	263	260	256	234	242	0	0	0	0	2086
attendance	60	85	68	0	49	21	24	5	2	0	0	0	314
number of programs	9	8	11	0	4	9	11	5	1	0	0	0	58
"passive" attendance	30.00	15	0	0	0	26	46	122	0	0	0	0.00	239
"passive" programs	2.00	2	0	0	0	1	1	3	0	0	0	0	9
meeting room use	25	35	22	29	36	35	33	34	0	0	0	0	249
eResources usage													
website visits	448	496	771	492	418	537	366	393					3921
Ancestry image/text	2	3	3	68	8	0	0	0					84
ABC Mouse	2	2	1	2	12	6	4	20					49
Driving Tests	2	21	5	5	2	1	2	4					42
HeritageQuest	20	34	52	4	19	0	0	34					163
Wifi use	230	154	146	163	191	161	230	177					1452

Paris Carnegie Public Library

January 2024

New Cards Issued

	Resident		Nonresident		Books		Books		Adult		Children		Total	
Adult	10	2			DVDs/VHS/Blu-Ray	337	Previous total			21128	9763		30891	
Young Adult (HS)	2	0			Audios (incl music)	56	Volumes Added			98	33		131	
Children	10	0			Periodicals	0	Volumes Withdrawn			26	0		26	
Other	1	0			Other physical items	4								
Property Owner	0	1			ebooks	356								
					e-audio/video	343								
					e-magazines	104								
Total	23	3								21200	9796		30996	

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				17645
Overdrive	686	622	661	676	595	672	651	714	762				6039
Cloud Library	27	63	53	56	59	42	24	35	41				400
*total circ	2529	2807	2835	2785	2542	2673	2659	2491	2763	0	0	0	24084
ILL & Holds													
ILL to other libraries	402	465	460	410	410	499	429	379	467				3921
ILL from other libs	351	338	366	492	408	446	537	341	510				3789
OCLC ILL loaned	11	7	9	7	11	24	19	11	13				112
OCLC ILL borrowed	10	7	9	8	11	10	5	5	5				70
reciprocal	43	47	75	34	44	80	66	40	54				483
PAC holds	234	254	248	223	230	332	346	195	268				2330
staff-initiated holds	457	491	455	468	392	517	558	328	439				4105
Library usage stats													
Computer	262	267	215	249	226	238	229	231	239	17	0	0	2173
Reference	314	297	220	263	260	256	234	242	241	0	0	0	2327
attendance	60	85	68	0	49	21	24	5	60	35	0	0	407
number of programs	9	8	11	0	4	9	11	5	15	6	0	0	78
"passive" attendance	30.00	15	0	0	0	26	46	131	9	0	0	0.00	257
"passive" programs	2.00	2	0	0	0	1	1	3	1	0	0	0	10
meeting room use	25	35	22	29	36	35	33	34	33	2	0	0	284
eResources usage													
website visits	448	496	771	492	418	537	366	393	428				4349
Ancestry image/text	2	3	3	68	8	0	0	0	0				84
ABC Mouse	2	2	1	2	12	6	4	20	4				53
Driving Tests	2	21	5	5	2	1	2	4	5				47
HeritageQuest	20	34	52	4	19	0	0	34	374				537
Wifi use	230	154	146	163	191	161	230	177	175				1627

Statistical Summary

12/1/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Paris Carnegie Public Library (PARP-ZCH)

Record Counts - As of 1/4/2024 6:12 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,620,045	39,211	767,661			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	32,529	33,725	0	3,702	6	7

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
1,777	270	1,577	264	0
Holds Placed	Holds Satisfied	Holds Cancelled		
328	312	36		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	5	0	186	16
Added by Other	4,410	1,600	1	0
Deleted by Branch	0	0	176	1
Deleted by Other	1,214	1,419	3	0

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$332.62	\$22.95	\$0.00	\$22.95	\$186.02	\$0.00
Total Outstanding Fines - As of 1/4/2024 6:12 PM					
\$10,919.75					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
365	0	195	9

Statistical Summary

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

Paris Carnegie Public Library (PARP-ZCH)

Record Counts - As of 2/7/2024 4:51 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,622,048	40,740	767,781			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	32,718	33,881	0	3,734	6	7

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
2,001	309	1,767	282	0
Holds Placed	Holds Satisfied	Holds Cancelled		
439	446	64		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	5	0	188	26
Added by Other	5,339	2,586	2	0
Deleted by Branch	0	0	2	0
Deleted by Other	13,336	2,387	1	0

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$386.36	\$45.99	\$0.00	\$45.99	\$245.50	\$5.99
			Total Outstanding Fines - As of 2/7/2024 4:51 PM		
			\$11,161.52		

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
598	0	268	17

PARISPL

Custom Summary Report

December 2023

	Dec 23
Ordinary Income/Expense	
Income	
3830 Donations, Gifts & Bequest	150.00
3890 Misc Income	865.88
Total Income	1,015.88
Gross Profit	1,015.88
Expense	
Building	
5170 Grounds Maintenance	140.00
5710 Utilities	13.43
6540 Janitor Supplies	209.92
Total Building	363.35
LibraryServices	
5370 Internet	220.00
5510 Postage	38.94
5520 Telephone	251.58
6590 Processing & Supplies	5.99
8300 Office Equipment	94.11
9110 Programs & Publicity	237.80
9290 Misc expenses	
Collection agency	34.95
Total 9290 Misc expenses	34.95
Total LibraryServices	883.37
Materials	
6710 Books & periodicals	
6710-1 · Books	1,483.36
6710-2 · Large print	359.02
6710-4 · Newspapers	264.00
Total 6710 Books & periodicals	2,106.38
6820 Video	44.92
6830 Electronic Resources	2,893.52
Total Materials	5,044.82
VOID	0.00
Total Expense	6,291.54
Net Ordinary Income	-5,275.66
Net Income	-5,275.66

PARISPL

Custom Summary Report

January 2024

	Jan 24
Ordinary Income/Expense	
Income	
3830 Donations, Gifts & Bequest	50.00
3890 Misc Income	458.44
Total Income	508.44
Gross Profit	508.44
Expense	
Building	
5170 Grounds Maintenance	360.00
5710 Utilities	15.54
Total Building	375.54
LibraryServices	
5370 Internet	220.00
5510 Postage	66.00
6590 Processing & Supplies	490.92
6840 Automation & Software	13.00
8300 Office Equipment	67.17
9110 Programs & Publicity	14.20
9290 Misc expenses	
Collection agency	23.30
Total 9290 Misc expenses	23.30
Total LibraryServices	894.59
Materials	
6710 Books & periodicals	
6710-1 · Books	160.68
6710-2 · Large print	63.18
Total 6710 Books & periodicals	223.86
6820 Video	187.68
Total Materials	411.54
VOID	0.00
Total Expense	1,681.67
Net Ordinary Income	-1,173.23
Net Income	-1,173.23