

Board Meeting Agenda
January 11, 2010

Call to order

Minutes of last meeting

Committee and other reports to be approved

- Finance report
- Book committee (Roxanne) – Lucy Bishop (no report)
- House committee (Jerry & Greg)
 - After \$1000 deductible, insurance will cover \$2844 of roof repair; also need permanent repair of last year's patch
- Statistical report (Teresa)
- Friends (Amy)

Old business

Final Food for Fines report – waived \$339 in fines

New business

- Gates Grant matching funds resolution
- Freedom of Information Act policy (new revised law went into effect Jan1; this policy is already posted on our website)
- Overview of finances

Will distribute copies of proposed personnel policy to review for next meeting

Librarian's announcements

- Book club organizational meeting Tues evening
- Mike Lunsford book signing Thurs evening

REMINDER: 2011 Per Capita Grant Requirements to be completed by Oct 2010

1. bylaws DONE
2. review and revise personnel policy
3. review core standards for Illinois public libraries
4. develop environmental plan
5. develop technology plan

PARIS CARNEGIE PUBLIC LIBRARY

FINANCE REPORT Dec 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>
Library staff	98000.00	6792.31	62429.77	35570.23
Health	6600.00	10042.42	4471.52	2128.48
Life	174.00	14.40	115.20	58.80
Unemployment	600.00	0.00	241.56	358.44
Workers Comp	290.00	0.00	0.00	290.00
Temporary	1500.00	382.50	450.50	1049.50
Bonuses	1200.00	1245.27	0.00	1200.00
Books and periodicals	6000.00	582.67	3311.64	2688.36
Repairs & maintenance	1200.00	0.00	897.12	302.88
Grounds maintenance	1000.00	160.00	160.00	840.00
Equipment repair	1000.00	0.00	1473.00	-473.00
Computer/Automation	6300.00	0.00	6105.00	195.00
Insurance				
Liability & Property	3250.00	0.00	0.00	3250.00
Utilities	7000.00	256.68	1429.63	5570.37
Pear & Building Funds	7000.00	0.00	3354.91	3645.09
Contingency	<u>700.00</u>	0.00	0.00	<u>700.00</u>
TOTALS	141814.00	19476.25	84439.85	57374.15

OTHER RECEIPTS

(excludes tax and trust fund income)

	<u>This month</u>	<u>YTD</u>
Gifts	720.00	2436.00
Per capita grant	0.00	10981.35
Other grants	0.00	1500.00
Dividend income	300.00	900.00
Interest income	16.57	324.77
All other income	1451.82	9868.76

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

OTHER EXPENDITURES

	<u>This month</u>	<u>YTD</u>
Building & Grounds	44.95	3114.95
Library Services (Programs, Supplies, etc.)	767.18	9688.35
Materials (Books, Periodicals, Audio, Video)	963.48	8165.64
Personnel: Continuing Education & Mileage	0.00	155.50
Lucy Bishop Fund (nonfiction materials)	0.00	0.00

PARIS CARNEGIE PUBLIC LIBRARY

Dec 2009

Registration

Cards	Resident	Nonresident	Total
Adult	2275	365	2640
High School	180	61	241
Children	732	141	873
Other	17	NA	17
Property Owner	<u>NA</u>	<u>64</u>	<u>64</u>
Total	3204	631	3835

Nonresident Household Fees 225.00

Holdings

Books	Adult	Children	Total	
Previous total	22067	10603	32670	
Volumes Added	49	16	65	
Volumes Lost	0	0	0	
Volumes Withdrawn	34	87	121	
Total	22082	10532	32614	
Videos:	822	Audiobook 381	Microfilm	73

Circulation

4255

checkout	3897	<u>Overdues this month</u>	
phone renewal	171	1st notice	231
in-library renewal	92	2nd notice	101
OPAC renewal	79	3rd notice	60
offline	16	4th notice	43
		5th notice	25

Interlibrary Loan

From LTLS libraries	NA	From out-of-system	11
Sent to LTLS libraries	194	Sent out-of-system	15
Requests placed	503		

Reciprocal borrowing

@Paris	99
Paris @ other libraries	157

Computer users	959
Program attendance	74
Reference questions	791
Visits to website	1235

PARIS CARNEGIE PUBLIC LIBRARY

11-Jan-10

invoices for payment

Books

40-01-00-6710	invoices		
Baker & Taylor	2024111540	79.27	
PO Box 277930	2024054126	11.51	
Atlanta GA 30384-7930	2024062121	335.24	
acct L020198	2023987524	9.62	
acct C047944	5010510073	16.18	
		Total B&T	451.82

Please list accounts and amount paid to each on check.

Payment authorized by:

YOUR ACCOUNT NO

L 02019-8

EXPERIENCE YOU CAN COUNT ON

BAKER & TAYLOR

a GRACE company

YOUR ORDER NO

YOUR ORDER DATE

1/10F

Charge To
AddressShip To
AddressMidwestern Division
501 S. Gladiolus St.
Mornence, IL 60954
(815) 472-2444*INSURE SPEED BY NUMBER*

quant	ISBN	AUTHOR	PUBLISHER	TITLE	PPR
	978-0-8439-6177-5	Bagdon	Leisure	The Busted Thumb Horse Ranch.	6.99
	978-1-5931-5554-4	Balogh	Vanguard	A matter of class.	15.99
	978-0-4465-4738-3	Beaton	GC	Death of a valentine.	23.99
	978-0-7783-2749-3	Carr	Mira	Forbidden Falls.	7.99
	978-0-7582-2253-4	Colley	KEnsington	Dusted to death.	22.00
	978-0-385-52498-8	Delinsky	D'day	Not my darling daughter.	24.95
	978-0-452-29549-0	Erhart	Plume	The butterflies of Grand Canyon.	15.00
	978-0-425-23203-3	Hyzy	Berkley	Eggsecutive orders.	7.99
	978-0-06-182667-2	Kandel	Harper	Dial H for Hitchcock.	13.99
	978-0-7369-2698-0	LOdge	Harvest	Plain Jane.	13.99
	978-0-446-55000-0	Meacham	GC	Roses.	24.99
	978-0-446-53610-3	Patterson	Vision	Dail. (REPL)	9.99
	978-0-8439-6128-7	randisi	LEisure	Bounty on a baron.	5.99
	978-0-451-22859-8	Robbins	Signet	Fatal justice.	5.99
	978-0-345-39152-0	Salvatore	Ballantine	The demon spirit. (REPL)	7.99
	978-0-312-37978-0	Tapply	StMartin	Dark tiger.	24.99
	978-0-7653-2071-1	Taylor	Forge	An Irish country girl.	24.99
	978-0-451-22858-1	West	Signet	The Blackfoot trial.	5.99
	978-0-7783-2753-0	Woods	Mira	Amazing Gracie.	7.99
	978-0-312-60733-3	Chase	StMartin	The \$5 dinner mom cookbook:	14.99
	978-0-06-189456-5	Fieri	Morrow	More diners, dirve-ins & dives:	19.99
	978-1-5833-3368-6	Nelson	Avery	The coupon mom's GT cutting/grocery bills	15.00
	978-0-7432-6996-4	Quinn	Simon	Making the most of your money now.	32.00
	978-1-60529-460-5	Vaccariello	Rodale	Flat belly diet for men.	25.99
	978-1-4391-0111-7	Seidman	Firseide	Somke-free in 30 days:	14.00
	978-1-60529-442-1	Zinczenko	Rodale	Cook this, not that!	10.00
	978-0-7689-2719-1	deAngelis	Mastering	the civil service exams.	17.95
	978-1-56148-676-1		GppdBks	Mayo Clinic diet.	25.99

**Paris Public Library
Board of Trustees
December 14, 2009**

The regularly scheduled meeting of the Board of Trustees was called to order at 5:00 p.m. by Vice President Greg McHenry. In attendance were Trustees Mary Ann Tucker, Amy McGilvrey, Mary Taylor, Roxanne Michels, Susan Punzelt and Librarian Teresa Pennington. Absent was Trustee Jerry Cockcroft. President Sharon Farris arrived at 5:15 to continue leading the meeting.

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

Finance Report: MOTION: Michels, second Punzelt to approve report as read. Motion carried.

Book Committee: No report.

House Committee:

*On Wednesday December 9 the roof was damaged by high winds. Bill Gosnell from Art Reese inspected it and reported that the west end folded over on itself, and he temporarily repaired it

*The men's bathroom has experienced more vandalism this past month.

Librarian's Report (Statistics): MOTION: Tucker, second Punzelt to approve report as read. Motion carried.

Friends of the Library: McGilvrey reported that the recent "Christmas at the Library" was a success. 27 children, plus parents, attended. \$425 was raised.

Old Business:

*MOTION: McHenry, second Michels to approve the Paris Carnegie Public Library Bylaws revision presented at last month's meeting. Motion carried.

*Gates Grant update: a total of \$1500.00 has been raised.

*Food for Fines: a total of \$217 in fines has been waived.

New Business:

*Pennington has dropped the AskAway virtual reference service for lack of use vs. cost.

*The new Freedom of Information Act goes into effect in January 2010.

*MOTION: McHenry, second McGilvrey to accept the revised Collection (Materials Selection) Policy (see attached policy). Motion carried.

*MOTION: Tucker, second Taylor to approve the library using money from the Christie Spung bequest to pay Ross Carroll of Illiana Technology to update the library's website. Cost will be \$750.

*The library will close early on Saturday, December 26.

Librarian's Announcements:

*Upcoming events include a classical guitar performance by Sam Foster on January 5 at 6 p.m., a book signing by Mike Lunsford of his new book Sidelines on January 14 at 6:30 p.m., and a book discussion of My Antonia for The Big Read in March.

*On January 12 at 5:45 p.m. Lauren Stolz from Friends of the Library will discuss starting a book club.

*The library is on Facebook and was featured as Lincoln Trail's Library of the Week on December 9.

Next meeting will be Monday, January 11 at 4:30 p.m.

Meeting adjourned at 5:50 p.m.

Respectfully Submitted,
Mary Taylor, Secretary

This policy is a legal requirement. It follows the model policy recommended for libraries.

PARIS CARNEGIE PUBLIC LIBRARY: THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows:

- A. Paris Carnegie Public Library's purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is below.
- C. The total amount of our operating budget for the fiscal year ending April 30, 2010 is: \$167,714.00.
Funding sources are property and personal property replacement taxes, state grants, fines, charges, used book sales, and donations. Tax levies are: Corporate purposes (for general operating expenditures)
- D. The office is located at this address: 207 S. Main St., Paris, IL 61944
- E. The library employs approximately the following number of persons: Full-time 2; Part-time 6
- F. Paris Carnegie Public Library Board of Trustees exercises control over our policies and procedures. The board meets monthly on the second Monday of each month, 4:30 p.m., at the library.

Its members are: Sharon Farris, President; Greg McHenry, Vice President; Mary Taylor, Secretary; Mary Ann Tucker, Amy McGilvrey, Jerry Cockcroft, Susan Punzelt, Roxanne Michels, and (currently vacant).

- G. Paris Carnegie Public Library operates as a semi-autonomous department of the City of Paris. The library is a member of Lincoln Trail Libraries System, which acts in an advisory capacity regarding our operation and maintains the cooperative automated circulation/catalog.
- H. The library is required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig; and various other staff.

II. You may request the information and records available to the public in the following manner:

- A. Please use our request form (see attached).
- B. Your request should be directed to the following individual: Teresa Pennington, Librarian (FOIA officer).
- C. You must indicate whether you have a "commercial purpose" in your request.
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
No charge for the first fifty (50) pages of black and white text either letter or legal size; \$0.15 per page charge for copied records in excess of 50 pages. The actual copying cost of color copies and other sized copies will be charged. There is a \$1.00 charge for each certification of records.
- F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

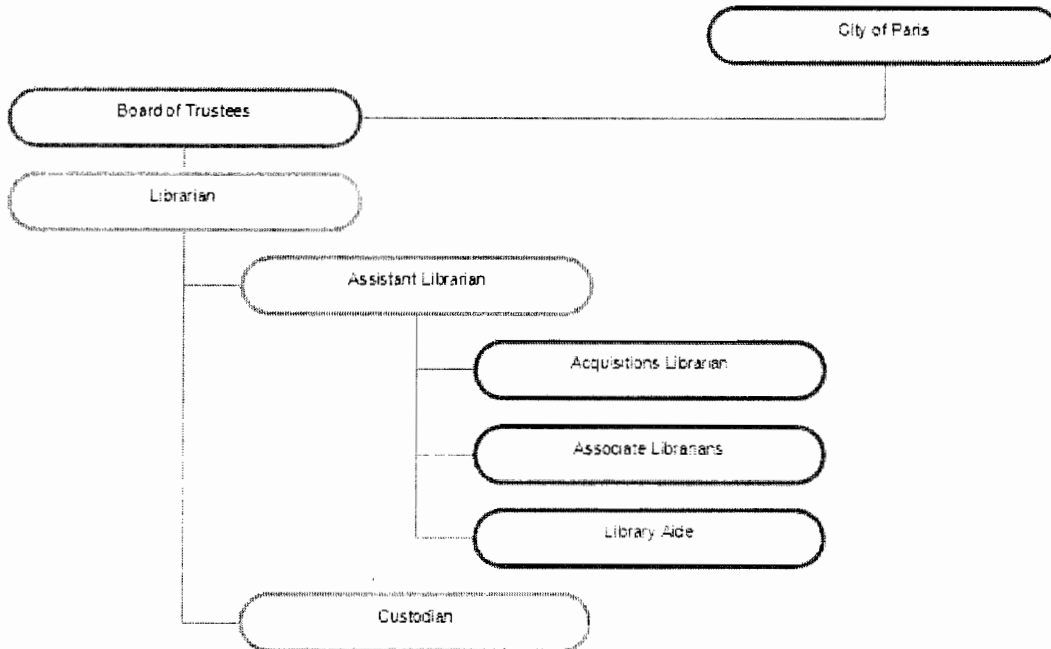
H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. The place and times where the records will be available are:

10 a.m. to 6 p.m., Monday through Friday
Paris Carnegie Public Library, Administrative Office

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

Monthly Financial Statements
Annual Receipts and Disbursements Reports
Operating Budgets
Minutes of the Board of Library Trustees (on website)
Library Policies, including Materials Selection (on website)
Annual Reports to the Illinois State Library

Paris Carnegie Public Library Organization Chart



PARIS CARNEGIE PUBLIC LIBRARY FREEDOM OF INFORMATION REQUEST

DATE/TIME RECEIVED:

RESPONSE DEADLINE:

EXTENSION:

Requestor's Name (or business name, if applicable) number	Date of Request	Phone
Street Address	Certification requested: _____ Yes _____ No	

City State Zip

Description of Records Requested:

Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No

Library Response (Requestor does not fill in below this line)

A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
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D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.
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NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply
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Explanation of Paris Public Library Accounts

January 2010

Lucy Bishop Memorial Fund

1966 bequest from Katherine Bishop, former library board member, as a permanent endowment fund named the Lucy D. Bishop Memorial Fund to be invested in interest-bearing United States government bonds and obligations, the net income to be used for the acquisition and purchase of nonfiction books and treatises. Principal is not to be spent. We buy most of our adult and children's nonfiction with this fund.

Dennis Thiel, city treasurer, is investing this in the IMET Fund, which meets the standards and requirements of the Illinois Public Funds Investment Act. We are currently not spending from it, but likely will be within a month or two.

Pear Fund

1977 bequest from Florence Pear as a permanent endowment fund named the Joseph F. Pear Sr. Heirs Memorial Fund, the net income alone to be used for the acquisition and purchase of nonfiction books and treatises. Principal is not to be spent. Administered by the City of Paris (city treasurer). Income is used to purchase reference materials and most of our magazine and newspaper subscriptions.

Earl Anderson Fund checking account at Citizens National Bank

Originally an account for gift funds, this has become the checking account used for many daily library operations in addition to gift purchases. The state per capita grant and other grants are deposited here, along with gifts and memorials, nonresident card fees, fines, book sales, and other incidental income.

Each year we are increasingly dependent on this account to pay the ongoing bills. "Petty cash" (fines, fees and book sales) must cover: telephone, internet, trash pickup, processing supplies, photocopy paper, stamps, programming expenses, computer repair, publicity and advertising, outdoor security light, minor repairs, carpet cleaning, janitor supplies, copier service contract, etc.

Paris Carnegie Library Agency Account (Schwartz Fund)

Bequest from Maude A. Schwartz in 1999. Citizens National Bank managed this until they turned their trust dept assets over to Edgar County Bank. Approximately 30% of the income goes to pay the bank's administrative fees each year.

The board decided that the income from this fund would be applied toward

salaries. However, minutes from the time period do not reflect this decision.

Thelma Andrews Fund CDs and MMDA checking at Paris First

Bequest from Thelma Andrews, received in 2003. Not specified in her will as to purpose, except no fiction purchases. Used for ongoing automation costs.

Building Fund

For improvements & repairs to building, managed by city treasurer Dennis Thiel.

Snap-on Tool Stock

Gift from Max Tarble in 2004. May not sell until 2024 unless on broker (Edward Jones) advice or our financial emergency. Income may be spent at our discretion, but he would prefer at least part to be used to purchase large print. Quarterly dividends are deposited into the Anderson Fund and are used to purchase large print books.

Christie Spung bequest in the MMDA checking at Paris First

Initial bequest: \$10,000; about half remaining

Using as her annual gifts were used, mostly for purchases that directly enhance library services and materials, including to date, window shades other than those paid with Riedell gift, entrance mats, audio books, BookLetters setup and 1st year costs, website upgrade.

Pauline McClain bequest in CD at Paris First

Initial bequest: \$25,000; now plus interest

Nothing spent to date; intended use *must* be decided so that it may be placed in appropriate fund.

Gates Matching Funds in MMDA checking at Paris First

Required by Gates Foundation to secure grant; to be used solely for computers and their support, within defined guidelines. First phase goal of \$1950 reached; \$395 toward second phase.

Riedell gift \$1836.77 in Anderson Fund to be used for Reading Room

John & Felicia Belgarde Family Trust disbursement

\$10,553.90 received on Dec. 31, 2009, placed temporarily in MMDA at Paris First. Use not specified.

This is a model policy from WebJunction's Administrative Ready Reference. Such a policy is a requirement of the Illinois Public Funds Investment Act.

INVESTMENT OF PUBLIC FUNDS

PURPOSE. The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of funds by Paris Carnegie Public Library.

RESPONSIBILITIES. All investment policies and procedures of Paris Carnegie Public Library will be in accordance with Illinois law. The authority of the Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Librarian acting under the authority of the Board of Trustees. Investments, fund balances, and the status of accounts will be reported at regularly scheduled meetings of the Library Board.

OBJECTIVES. In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

- Safety
- Maintenance of sufficient liquidity to meet current obligations
- Return on investment
- Simplicity of management

GUIDELINES. The following guidelines should be used to meet the general investment objectives:

A) Safety

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC or FSLIC coverage.
2. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library.

B) Maintenance of sufficient liquidity to meet current obligations

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).

C) Return on investment

Within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

D) Simplicity of management

The time required by library administrative staff to manage investments shall be kept to a minimum.

Although we may never meet these standards, we should see them as a goal.

Recommendations from Illinois public library standards

"A library compensates qualified *entry-level* librarians with a salary at the same rate received by an *entry-level* public school teacher with a master's degree, adjusted to reflect a twelve-month work year."

Salary Comparisons for Librarian, last year

Crestwood Librarian has master's degree and 18 years experience . . . \$43,805 (9 mo. contract)
Paris High School librarian has master's and 9 years experience . . \$44,982 (9 mo. contract)

District 95: The base salary for a first year, no experience, bachelor's degree is: \$27,446.00 (with tax sheltered full board paid retirement it is actually \$30,293). First year with a master's degree: \$33,445 (with tax sheltered full board paid retirement \$36,915).

Paris Public Library: Librarian has 2 masters and 27 years experience \$29,316.00
(12 mo., with tax-sheltered retirement).

"A library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area."

Hourly Rates Comparisons this fiscal year

Full-time City employees work 40 hours per week, 5 days per week (no weekends if at city hall).
Full-time Library staff work 35 hours per week, 5 days per week (alternate Saturdays).

City (base salary, without longevity considerations)

Senior Utility Clerk 13.17
Utility Clerk 12.25
Desk Clerk (dispatcher). 10.81
Part-time Laborer 11.91

Library (almost entirely based on longevity)

Acquisitions Librarian 13.25
Assistant Librarian (full-time) 9.70
Associate Librarians/Library Clerks. . . 8.00 – 9.10
Student Aide 8.00
Custodian 9.75

Minimum wage will increase from 8.00 to 8.25 on July 1, 2010.

Librarian's Recommendations

January 2010

I am not an attorney or an accountant, but from the perspective of my position as librarian, I believe that the board should consider the following:

1. Demonstrate more transparent fiscal responsibility as a public body. The library needs a written financial policy in keeping with the Illinois Public Funds Investment Act. All our funds should be subject to an annual audit.
2. Although the bylaws name the city treasurer as the library's treasurer, the librarian currently acts as treasurer for most funds. One person making decisions about investments and keeping records without a safety net is ill-advised. Although transferring funds to be overseen by the city treasurer will not eliminate any of my recordkeeping, it makes our funds safer and our operations more transparent.
3. Invest and use our funds as efficiently as possible. We can't afford to "lose" income on bank administration fees in today's economy. (Last year's administrative fee for Schwartz Fund was \$2,000, which was 30% of the annual income.)
4. Transfer the Schwartz Fund from Edgar County Bank to IMET (like Lucy Bishop) or similar, administered by city treasurer. The income could be direct-deposited in library's general fund to support salaries or other expenditures. Pass a board resolution that states for the record what the income is for and under what circumstances the principal can be invaded.
5. Transfer the Pauline McClain bequest to the Building Fund, with part to be considered in reserve for eventual air conditioner replacement. I would like to see part used to replace the front doors with more energy efficient ones (and perhaps replace the inner front doors with glass doors for security reasons). The heat - and cooling - loss through the current doors is tremendous. Stand in the downstairs hall on a frigid day for an effective demonstration!
6. Invest in our staff. Staff is almost always what people remember about a library. It is difficult to hire and **keep** good, qualified staff when places like Dairy Queen and Krogers pay better.
7. Keep in mind that the Thelma Andrews Fund will support only another 5 to 7 years of automation costs. We have time, but we can't wait until the last minute to find continued funding.
8. Retain librarian control of the Anderson Fund (petty cash, etc) with the city treasurer possibly getting copies of the bank statements for audit purposes.
9. By the end of the fiscal year, decide what to do with the newly-received Belgarde funds.

Leresa Pennington
1/6/2010