

Board Meeting Agenda
June 8, 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)

Statistical report (Teresa)

Old business

New business

Annual report, including this year's budget

Lucy Bishop investments

Requirements for upcoming per capita grant application, due in October

Librarian's announcements

Book sale – need help on Friday

PARIS CARNEGIE PUBLIC LIBRARY

FINANCE REPORT May 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	7507.72	7507.72	90492.28
Health	6600.00	610.18	610.18	5989.82
Life	174.00	14.40	14.40	159.60
Unemployment	600.00	0.00	0.00	600.00
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
Books and periodicals	6000.00	0.00	0.00	6000.00
Repairs & maintenance	1200.00	0.00	0.00	1200.00
Grounds maintenance	1000.00	0.00	0.00	1000.00
Equipment repair	1000.00	0.00	0.00	1000.00
Computer Automation	6300.00	0.00	0.00	6300.00
Insurance				
Liability & Property	3250.00	0.00	0.00	3250.00
Utilities	7000.00	423.70	423.70	6576.30
Pear & Building Funds	7000.00	0.00	0.00	7000.00
Contingency	<u>700.00</u>			
TOTALS	141814.00	8556.00	8556.00	133258.00

OTHER RECEIPTS

(excludes tax and trust fund income)

	This month	YTD
Gifts	16.00	16.00
Per capita grant	0.00	0.00
Other grants	0.00	0.00
Dividend income	0.00	0.00
Interest income	84.67	84.67
All other income	1001.21	1001.21

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

OTHER EXPENDITURES

	This month	YTD
Building & Grounds	656.89	656.89
Library Services (Programs, Supplies, etc.)	710.73	710.73
Materials (Books, Periodicals, Audio, Video)	432.53	432.53
Personnel: Continuing Education & Mileage	0.00	0.00
Lucy Bishop Fund (nonfiction materials)	0.00	0.00

PARIS CARNEGIE PUBLIC LIBRARY

May 2009

Registration

Cards	Resident	Nonresident	Total
Adult	2060	332	2392
High School	163	54	217
Children	645	118	763
Other	18	0	18
Property Owner	<u>0</u>	<u>59</u>	<u>59</u>
Total	2886	563	3449

Nonresident Household Fees 226.00

Holdings

Books	Adult	Children	Total
Previous total	21790	10456	32246
Volumes Added	77	35	112
Volumes Lost	0	0	0
Volumes Withdrawn	16	0	16
Total	21851	10491	32342
Videos:	769	Audiobook 355	Microfilm 69

Circulation

3899

checkout	3306
phone renewal	58
in-library renewal	59
OPAC renewal	62
offline	414
From other libraries	330
Sent to other libraries	369
Reciprocal borrowing @Paris	129
Requests placed	431
Computer users	999
Program attendance	78
Reference questions	804
Visits to website	1735

Overdue items this month

1st notice	198
2nd notice	56
3rd notice	24

**Paris Public Library
Board of Trustees
May 4, 2009**

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

Nominating Committee:

MOTION: Tucker, second Michels to approve the slate of officers as presented: President Sharon Farris, Vice President Greg McHenry and Secretary Mary Taylor. Motion carried. New president Farris conducted the rest of the meeting.

Minutes of Previous Meeting:

MOTION: McGilvrey, second Tucker to approve minutes from April 13, 2009 with one correction: that Trustee Roxanne Michels was absent. Motion carried.

Finance Report:

Pennington reported that the library has not yet received the Per Capita Grant. MOTION: Michels, second Punzelt to accept report as reviewed. Motion carried.

Book Committee:

MOTION: Michels, second McGilvrey to approve 14 titles of nonfiction for purchase through the Lucy Bishop Fund. Motion carried.

House Committee:

There was no report from committee members, but Pennington reported that McHenry had cut off the damaged downspout close to the door.

Statistical Report:

Pennington reported that the Lincoln Trails Library System upgrade on April 16 went well. MOTION: Punzelt, second McGilvrey to approve report as reviewed. Motion carried.

Old Business:

Digital Grant: Pennington submitted completed grant on April 30. She expects to hear from the state in September whether the library will receive any grant money.

New Business:

*Budget Committee: MOTION: Tucker, second Michels to approve a salary increase of 3% for the fiscal year 2009-2010 for all library employees. Motion carried. The new budget will be discussed in the June board meeting.

*Summer Activities at the library: the Summer Reading Program will run for six weeks starting June 9. During that time, new librarian Debbie Sims will do a four-week, once-a-week summer reading program for 3-4-year-olds. There will be a limit of 30 preschoolers in that program. Also, the library will host "Silly Safaris" at the YMCA on July 17, during which time children will have an opportunity to see and learn about exotic animals.

*McGilvrey hopes to start The Big Read in 2010. She also will give an overview of Friends of the Library at the next board meeting, and ask for help to get it started.

*Board members were reminded that author Mike Lunsford will be at the library Tuesday at 6:30 p.m.

Librarian's Announcements:

*The annual book sale will be June 11, 12 and 13, 2009.

*The Annual Report is due at the state library May 31. This board's annual report will be available at the June meeting.

*Summer hours begin June 1.

*Next meeting: June 8 in the Northeast meeting room.

Meeting adjourned at 5:15 p.m.

Respectfully Submitted,
Mary Taylor
Secretary

Lucy Bishop Memorial Fund
June 5, 2009

Katherine Bishop's will states:

ITEM XXVI. I give, devise and bequeath all of the rest, residue and remainder of my property and estate of every kind, nature and description, real, personal and mixed of which I may die seized and possessed, not hereinbefore disposed of by the foregoing items of my said last will, to the Board of Trustees of the Paris Public Library of the City of Paris, State of Illinois, and their successors, as a permanent endowment fund to be known as the "Lucy D. Bishop Memorial Fund" to be invested in interest bearing United States government bonds and obligations, the net income alone to be used by said Board of Trustees of the Paris Public Library and their successors for the acquisition and purchase of non-fiction books and treatises.

At the end of the fiscal year, the fund was allocated as follows:

Dodge & Cox Income Fund (not government securities)	9,118.35
Provident Money Market Fund (paying .5%)	81,459.83

Several issues are at work here

1. Funds are not invested in government or government agency issues
2. Trust department did not notify us that we were spending above income.
3. Trust department did not contact library when they couldn't reach Merle
4. Half the administrative fee is paid from principal, which helps deplete the principal
5. I did not request periodic reports
6. We prefer monthly income

Sabrina Funkhouser left a message on the answering machine June 5 that they had found "a government security" that paid 2.3%. She was leaving Friday afternoon and will be gone all this week.

FY2010 REQUIREMENTS

Annual Report	<p>The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the <i>Illinois Compiled Statutes</i> [hereinafter referred to as ILCS]:</p> <p>For “municipal” (city, town, township, and village) libraries: the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10].</p> <p>For “public library districts”: the deadline is on or before September 1 of each year [75 ILCS 16/30-65].</p> <p>Non-compliance/non-submission of both the web and paper based IPLAR is a violation of Illinois library law and jeopardizes a public library’s receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to: Public Library Per Capita and Equalization Aid, Live and Learn Public Library Construction, and Library Services and Technology Act (LSTA).</p>
Legal Compliance	<p>The library board must review policies identified in <i>Illinois Library Laws & Rules, January 2008, 75 ILCS 5</i>, pertaining to the library type. Provide the date(s) of review and list the policies that were developed or revised as a result of this review. In narrative format, identify areas where the library needs to address compliance, policies or other improvements and the steps the board will take to alleviate any discrepancies.</p>
Standards Chapter Review	<p>Report on progress in meeting Chapter V "Reference, Reader's Advisory, and Bibliographic Instruction" of <i>Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997</i>, or Chapter 8 "Public Services: Reference and Reader's Advisory Services" of <i>Serving Our Public 2.0: Standards for Illinois Public Libraries</i>.</p> <p>Library staff must review the most recently published ILLINET Interlibrary Loan Code and provide the date of review. The ILLINET Interlibrary Loan Code can be found at: http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/ill_loan_code.pdf.</p>
Trustees	<p>The library staff and board must review the most recently published <i>Administrative Ready Reference</i>. Provide the date of review and describe the policies that were developed or revised as a result of this review.</p>
Library's Environmental Profile	<p>Develop and attach a plan for ongoing building maintenance, replacement and repairs.</p>
Technology and Collection Management	<p>Complete a technology inventory, using TechAtlas for Libraries. Information and a link to TechAtlas for Libraries can be found at: http://il.webjunction.org/il-techatlas. Provide the date completed and describe what was learned about the library's technology needs from this inventory.</p> <p>Determine if the library's website is ADA compliant by using the guidelines found at http://www.ada.gov/websites2_prnt.pdf.</p>