

PARIS CARNEGIE PUBLIC LIBRARY

FINANCE REPORT Feb 2009

<u>CITY FUNDS</u>	<u>Budget</u>	<u>Expended this month</u>	<u>Expended to date</u>	<u>Balance</u>
Library staff	97000.00	6875.17	77918.25	19081.75
Health	6000.00	491.06	5006.89	993.11
Life	180.00	14.40	144.00	36.00
Unemployment	700.00	0.00	396.77	303.23
Workers Comp	350.00	268.00	268.00	82.00
Temporary	2000.00	131.75	1340.77	659.23
Books and periodicals	6000.00	431.02	4427.34	1572.66
Repairs & maintenance	1200.00	0.00	550.00	650.00
Grounds maintenance	100.00	0.00	493.84	-393.84
Equipment repair	1000.00	687.67	1087.67	-87.67
Insurance				
Liability & Property	3200.00	3064.00	3064.00	136.00
Utilities	9500.00	0.00	4368.75	5131.25
Contingency	<u>1000.00</u>			
TOTALS	128230.00	11963.07	99066.28	29163.72

OTHER RECEIPTS

(excludes tax and trust fund income)

	This month	YTD
Gifts	35.79	35235.79
Per capita grant	0.00	0.00
Other grants	0.00	1000.00
Dividend income	0.00	900.00
Interest income	44.23	1174.88
All other income	1323.39	13191.96

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

OTHER EXPENDITURES

	This month	YTD
Building & Grounds	1138.25	11569.96
Library Services (Programs, Supplies, etc.)	1849.60	13254.09
Materials (Books, Periodicals, Audio, Video)	889.52	12339.28
Personnel: Continuing Education & Mileage	0.00	66.50
Lucy Bishop Fund (nonfiction materials)	255.92	3662.69
Pear Fund (nonfiction materials)	157.99	3304.93
Building Fund	0.00	3647.19

PARIS CARNEGIE PUBLIC LIBRARY

Feb 2009

Registration

	Adult	Children	Total
Total Last Month	3215	830	4045
Added	35	7	42
Withdrawn	0	0	0
Total Borrowers	3250	837	4087

Nonresident Cards (households)

Total Last Month	283
Added	9
Withdrawn	0
Renewed	9
Total	292

Holdings

Books	Adult	Children	Total
Previous total	21861	10323	32184
Volumes Added	67	66	133
Volumes Lost	2	0	2
Volumes Withdrawn	12	2	14
Total	21914	10387	32301
Videos: 770	Audiobook	354	Microfilm 69

Circulation

4207

checkout	3501
phone renewal	68
in-library renewal	262
OPAC renewal	66
offline	310
From other libraries	330
reciprocal borrowing	118
Sent to other libraries	333

Overdue items this month

1st notice	162
2nd notice	73
3rd notice	36

Requests placed	448
Computer users	973
Program attendance	117
Reference questions	822
Visits to website	2113

**Paris Public Library
Board of Trustees
February 9, 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 Taylor, Mary Ann Tucker, Greg McHenry, Amy McGilvrey, Roxanne Michels, Sharon Farris, new Trustee Susan Punzelt, and Librarian Teresa Pennington. Absent: Trustee Jerry Cockcroft.

Minutes of previous meeting:

Minutes from January 5, 2009 meeting were reviewed. MOTION: Michels, second Tucker to approve minutes as read. Motion carried.

Finance Report:

Finance report was reviewed. MOTION: Tucker, second McGilvrey to approve as read. Motion carried.

Book Committee:

MOTION: Michels, second McHenry to approve 16 titles of nonfiction for purchase through the Lucy Bishop Fund. Motion carried.

House Committee:

McHenry reported that the elevator phone is installed, and that a representative from Verizon will connect the wire service on February 10. The ceiling in the Children's Reading Room was completed by Hand's Construction at a cost of \$2728.19. Hand's Construction also built two lids to cover two bins in the main checkout desk, at a cost of \$60. The bins previously held borrowers' cards.

Librarian's Report (Statistics):

MOTION: McHenry, second Michels to approve the report as read. Motion carried.

Old Business:

Pennington purchased a 32" flat screen TV and VCR/DVD player using money from the \$1000 WalMart Foundation grant. The grant money will also be used to purchase a cart onto which the TV will be bolted.

Giesler passed out information about library board standing and ad hoc committees. She asked members to indicate which committee(s) they would like to be on, and return to Pennington, who will pass them on to Giesler.

New Business:

Pennington reported that Librarian Julie Eveland will be going from full to part time, and will not be Children's Librarian, as of May 1, 2009. Pennington will advertise for a new employee via an ad in the Paris Beacon News, and ads on Lincoln Trails Library System and Paris Carnegie Library websites. The hourly position will require 25-32 hours per week.

MOTION: Tucker, second McHenry to pay the custodian Ray Korte to mow the library lawn this upcoming mowing season and rake the leaves in fall. Motion carried.

Pennington gave new member information to McGilvrey and Punzelt.

Librarian's Announcements:

The library will be closed February 16, President's Day.

Meeting adjourned at 5:10 p.m. followed by a tour of the library's facilities.

Respectfully submitted,
Mary Taylor, Secretary

Board Meeting Agenda

March 9, 2009

WILL MEET IN MEETING ROOM ACROSS FROM CHILDREN'S

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 phone installed; smoke detector next, then another inspection

Lights

Downspout extension by north door damaged again

Statistical report (Teresa)

Old business

Walmart grant spent – TV, DVD player, and cart at meeting

New business

Appoint budget committee

Apply for digital grant?

New employee hired

Per capita grant update & financial concerns

Librarian's announcements

LTLS will upgrade Horizon on April 16 – we will have to rely on backup system for at least half the day – will be unable to check in items, issue or renew library cards, make requests, process interlibrary loan items, accept payment of fines (or even know if there are outstanding fines) during that period. LINC will also be down during the upgrade.

YOUR ACCOUNT NO.

L 02019-8

EXPERIENCE YOU CAN COUNT ON

Sample
BAKER & TAYLOR

a GRACE company

YOUR ORDER NO.

YOUR ORDER DATE

3/09F

Charge To
Address

FICTION

Ship To
AddressMidwestern Division
501 S. Gladiolus Str.
Mokenca, IL 60954
(815) 472-2444*I*NSURE *S*PEED *B*Y *N*UMBER

quant	ISBN	AUTHOR	PUBLISHER	TITLE	PP1
	978-0-312-94671-5	Betts	StMartin	Tangled up in love.	6.99
	978-1-60260-060-7	Brunstetter	Barbour	A cousin's promise.	10.97
	978-0-7783-2657-1	Carr	Mira	Temptation Ridge.	6.99
	978-0-451-22627-3	Cotton	NAL	Showdown at Hole-in-the-wall.	5.99
	978-0-06-059875-4	Evanovich	HArper	The grand finale.	7.99
	978-0-7582-1022-7	FLuke	Kensington	Cream puff murder.	24.00
	978-0-425-22597-4	Fowler	Berkley	Love mercy.	24.95
	978-0-7653-1806-0	Gee	Tor	Futures from "Nature" (magazine).	14.95
	978-0-8217-7992-7	Gentry	Zebra	To seduce a Texan.	6.99
	978-1-4201-0036-5	Jump	Zebra	Simply the best.	6.99
	978-0-345-49514-3	Kellerman	Ballantine	TRue detectives.	27.00
	978-0-446-57900-1	Kelly	GC	Galway Bay.	26.99
	978-0-7783-2636-6	Ledbetter	Mira	Let sleeping dogs lie.	6.99
	978-0-7783-2474-4	Macomber	Mira	Manning brides.	7.99
	978-1-4165-2458-8	Medicott	PB	Promises of change.	15.00
	978-0-345-46933-5	Perry	Ballantine	Execution dock.	26.00
	978-0-7432-9641-0	Picoult	SImon	Handle with care.	27.95
	978-0-7434-1873-7	Picoult	WashSqPR	PERfect match. (REPL)	16.00
	978-1-56947-505-8	Raichev	Soho	Assassins at Ospreys.	24.95
	978-0-385-51791-1	Robotham	D'day	Shatter.	24.95
	978-0-8973-3583-6	Shuman	AcademyChi	The levee.	16.95
	978-0-316-03612-2	Somerville	LittleB	The cradle.	23.99
	978-0-7783-2436-2	Woods	Mira	Feels like family. (REPL)	6.99

Sample

YOUR ACCOUNT NO.
L 50607-1

EXPERIENCE YOU CAN COUNT ON

BAKER & TAYLOR

a GRACE company

YOUR ORDER NO. 3/09NF
YOUR ORDER DATE

Charge To Address
NON-FICTION/L. BISHOP

Ship To Address

Midwestern Division
501 S. Gladiolus Str
Mornence, IL 60951
(815) 472-2444

INSURE SPEED BY NUMBER

quant	ISBN	AUTHOR	PUBLISHER	TITLE	PPR
	978-1-56148-630-4	ADA	GoodBks	What to expect when you have diabetes.	9.95
	978-0-446-50579-6	Blanke	GC	Throw out 50 things:	22.95
	978-1-59869-905-0	Carlson	Adams	Green your work:	14.95
	978-0-7352-0432-4	Claxton	P-H	How to say it: marketing w/new media:	18.95
	978-1-5986-9585-4	Ephron	Adams	1001 books for every mood.	14.95
	978-0-8144-0924-4	James	AMACOM	The Alzheimer's advisor:	19.95
	987-0-312-36293-5	O'Neill	StMartin	Knee surgery: the essential <i>GF</i> ...	14.95
	978-1-59102-671-6	Reed	Prometheus	An insider's GT better nursing home care:	17.99
	978-1-8895-3872-3	Rogers	BrooklynBot	Crazy about cacti & succulents.	9.95
	978-1-60358-028-1	Ruppenthal	CHelsea	FResh food fr. small spaces:	24.95
	978-1-58011-411-0	Sobesky	CreativeH	Natural style:decorating w/earth-friendly.	19.95
	978-0-3074-5057-9	Stewart	Crown	Martha S's encyclopedia of crafts.	35.00
	978-1-58648-607-5	THomas	PublicAffairs	A long time coming:...2008 election...	22.95
	978-0-7679-2695-9	Yeager	Broadway	The ultimate cheapskate's road map...	12.95
	978-1-8972-7841-3		LonePine	Illiniois trivia.	14.95