

Board Meeting Agenda
Dec 14, 2009

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)

Statistical report (Teresa)

Friends (Amy)

Christmas at the Library: Success, thanks to Shelley Kelsheimer, Nancy Simmons and son Jacob, Debbie Dougherty, Barbara Dick, Linda Schneider, Lisa Doughan, Nancy Hollis, Connie McNary, Lauren Stolz, Melissa Roush, Mark Pennington, John Sanchez (Santa), Crestwood Art Club, and Edgar County Bank. Also thanks to Barbara Morgan, who sent publicity out through her email list. Raised \$425.00.

Old business

Bylaws revision – Final approval

Gates grant update – total raised as of Dec 7 = \$ 1150.00

Food for Fines report

New business

Drop AskAway virtual reference service

New Freedom of Information Act goes into effect in January

Collection (Materials Selection) Policy for approval

Update website? Quote from Ross Carroll

Close early on Saturday after Christmas?

Librarian's announcements

Upcoming events

Sam Foster – classical guitar performance Jan 5, 6pm

Mike Lunsford, book signing, Jan 14, 6:30pm

The Big Read – My Antonia – book discussion, March (exact date TBA)

Library is on Facebook and was featured as Lincoln Trail's Library of the Week on Dec 9 (see link on our website)

Not necessarily part of agenda but a priority: Need 9th board member - think of names to give to mayor

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

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

**Paris Public Library Board of Trustees
November 9, 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 Ann Tucker, Amy McGilvrey, Mary Taylor, Greg McHenry, Roxanne Michels and Librarian Teresa Pennington. Absent were Trustees Jerry Cockcroft and Susan Punzelt.

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

Finance Report: MOTION: McHenry, second Tucker to approve report as read. Motion carried.

Book Committee: No report.

House Committee:

*The library has paid for and received boiler and elevator certificates.

*Due to repeated vandalism, the restrooms and meeting room are locked after 3:00 p.m. weekdays and on Saturdays and school holidays.

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

Friends of the Library: McGilvrey reported that first project of the FOTL will be a Christmas event the first week of December. Santa will be at the library, and children will be treated to a story and craft. Date and details will be announced in the Beacon News and on the library's website. The next meeting will be Monday, November 16, at 6:00 p.m.

Old Business:

*Michels and McGilvrey reported that the advocacy symposium they attended sponsored by the Bill & Melinda Gates Foundation was worthwhile and would enable them to help the library raise the needed matching funds for the Gates grant.

New Business:

*Dennis Thiel informed the board of an investment pool called Illinois Metropolitan Investment Fund (IMET). He recommended the library invest the \$90,000 principal from the Lucy Bishop Fund in a bond fund within IMET. MOTION: Michels, second Tucker to place the \$90,000 Lucy Bishop money in IMET. Motion carried.

*The board discussed the revised Paris Carnegie Public Library Bylaws, and added one additional revision.

Article IV: Meetings 4. shall read:

The order of business shall be:

- call to order
- approval of previous meeting minutes
- financial report
- committee reports
- Friends update and other reports, when applicable
- librarian's report
- old (unfinished) business
- new business
- announcements
- adjournment

The revised bylaws will be voted on at the December meeting.

*MOTION: McGilvrey, second McHenry to accept the revised Computer and Internet Policy and Interlibrary Loan Policy. Motion carried.

*The library will collect "Food For Fines" the first two weeks in December, and Taylor will take the nonperishable food items to the Compassionate Food Pantry.

Librarian's Announcements: No announcements. Next meeting will be Monday, December 14 at 4:30 p.m. Meeting adjourned at 5:40 p.m.

Respectfully Submitted, Mary Taylor, Secretary

PARIS CARNEGIE PUBLIC LIBRARY

FINANCE REPORT Nov 2009

<u>CITY FUNDS</u>	<u>Budget</u>	<u>Expended</u>	<u>Expended</u>	<u>Balance</u>
		<u>this month</u>	<u>to date</u>	
Library staff	98000.00	6792.31	51142.08	46857.92
Health	6600.00	551.62	3919.90	2680.10
Life	174.00	14.40	100.80	73.20
Unemployment	600.00	0.00	241.56	358.44
Workers Comp	290.00	0.00	0.00	290.00
Temporary	1500.00	0.00	68.00	1432.00
Bonuses	1200.00	0.00	0.00	1200.00
Books and periodicals	6000.00	698.12	2728.97	3271.03
Repairs & maintenance	1200.00	0.00	897.12	302.88
Grounds maintenance	1000.00	0.00	0.00	1000.00
Equipment repair	1000.00	0.00	1473.00	-473.00
Computer/Automation	6300.00	300.00	6105.00	195.00
Insurance				
Liability & Property	3250.00	0.00	0.00	3250.00
Utilities	7000.00	0.00	1172.95	5827.05
Pear & Building Funds	7000.00	0.00	1220.12	5779.88
Contingency	<u>700.00</u>	0.00	0.00	<u>700.00</u>
TOTALS	141814.00	8356.45	69069.50	72744.50

OTHER RECEIPTS

(excludes tax and trust fund income)

	This month	YTD
Gifts	455.00	1716.00
Per capita grant	0.00	10981.35
Other grants	0.00	1500.00
Dividend income	0.00	600.00
Interest income	40.01	308.20
All other income	934.79	8641.94

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

OTHER EXPENDITURES

	This month	YTD
Building & Grounds	84.07	3070.00
Library Services (Programs, Supplies, etc.)	606.97	8921.17
Materials (Books, Periodicals, Audio, Video)	478.79	7202.16
Personnel: Continuing Education & Mileage	97.00	155.50
Lucy Bishop Fund (nonfiction materials)	0.00	0.00

PARIS CARNEGIE PUBLIC LIBRARY

Nov 2009

Registration

Cards	Resident	Nonresident	Total
Adult	2254	359	2613
High School	181	60	241
Children	730	141	871
Other	17	NA	17
Property Owner	<u>NA</u>	<u>64</u>	<u>64</u>
Total	3182	624	3806

Nonresident Household Fees 330.00

Holdings

Books	Adult	Children	Total
Previous total	22002	10574	32576
Volumes Added	68	30	98
Volumes Lost	0	0	0
Volumes Withdrawn	3	1	4
Total	22067	10603	32670

Videos: 808 Audiobook 382 Microfilm 73

Circulation

4325

checkout	4017	<u>Overdues this month</u>
phone renewal	90	1st notice 224
in-library renewal	76	2nd notice 86
OPAC renewal	142	3rd notice 57
offline	0	4th notice 34
		5th notice 24

Interlibrary Loan

From LTLS libraries	365	From out-of-system	10
Sent to LTLS libraries	407	Sent out-of-system	1
Requests placed	508		

Reciprocal borrowing

@Paris	365
Paris @ other libraries	157

Computer users	1038
Program attendance	181
Reference questions	906
Visits to website	1532

Paris Carnegie Public Library
Collection (Materials Selection) Policy
2009

Objectives

Paris Carnegie Public Library's principal objectives in collection development and management are:

- To maintain a collection responsive to the informational and reading needs of the community
- To select materials designed for children, young people, and adults chosen according to the criteria stated in this policy.

Responsibility for Selection

The Librarian and designated staff are responsible for the selection and acquisition of materials based on the framework of policies established by the Board of Trustees.

Selection Criteria

Library staff use their professional judgment and experience to make collection development decisions, including choosing titles, identifying quantities for purchase, and selecting formats. Anticipated demand, community interests, strengths and weaknesses of existing collections, availability within Lincoln Trail Libraries System, physical space limitations, acquisitions procedures, and budget are all factors taken into consideration.

The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Content, including accuracy, comprehensiveness, timeliness and/or enduring significance, purpose, quality, point of view, accessibility through an index.
- Cost in relation to potential use and/or enhancement to the collection
- Favorable reviews
- Current and anticipated appeal
- Format
- Local interest
- Relation to the existing collection
- Significance of the author/creator or publisher
- Suitability of subject and style for intended audience

Sources aiding selection decisions include, but are not limited to, published reviews in standard library review sources, publisher/vendor catalogs, professional and trade bibliographies, and patron requests or recommendations.

Considerations and Priorities

The library considers the curriculum of local elementary, middle, and high schools when selecting materials. However, the library does not provide copies of current school textbooks unless the school has placed copies at the library.

The library's goal is to maintain a broad general collection. As a result, the library tends to favor a variety of titles within a specific subject or format, nontechnical materials intended for a popular audience, and individual circulating titles over costly reference volumes. Space and usage considerations limit the number of items that may be acquired on any one subject.

The genealogy and local history collection focuses on Edgar County and, to a lesser extent, the counties that border Edgar County. It includes such items as census records, indexes to county & cemetery records, newspaper microfilm, and county histories. Genealogy and local history materials, including family histories, are accepted as gifts if they fall within the scope of the collection.

With the advent of online resources, the primary usage of periodicals has shifted from research to recreational reading. Subscriptions are chosen to supplement the book collection as additional sources of current information and to satisfy recreational reading interests.

Online resources expand access to information beyond the library's physical collection. The library subscribes to online resources when they meet general selection criteria and special criteria for digital content such as accessibility and ease of use, technology requirements, license agreement requirements, cost, and vendor support.

Audio and video formats may change over time. In general, the library purchases new formats only after they are in wide public use and withdraws formats when use substantially declines. Formats that are appropriate and cost effective are considered if funds and space are available to sustain a collection.

As a member of Lincoln Trail Libraries System and other library networks, the library participates in interlibrary loan to attempt to make available materials it does not own or which fall outside the scope of this collection policy.

The library maintains a selection of links on its website. Local links provide access to community information and services directed to Paris and Edgar County citizens. In general, the library does not link to individual businesses (except if appropriate as visitor information). The library may provide links to issues or subjects that may be of informational or entertainment value to its patrons. Links do not imply endorsement of the views expressed at those sites.

Gifts and Donated Materials

Books and other materials are accepted for the collection using the same selection criteria used to purchase materials. Decisions regarding the final disposition of gifts / donated items are the responsibility of the Library staff. Items not added to the collection are usually placed in the library's book sales.

Once accepted, the library retains unconditional ownership of the item and reserves the right to decide the conditions of display, location, and access to the materials.

The Library is pleased to accept monetary gifts for the purchase of library materials. Prospective donors are encouraged to discuss potential gifts and possible subjects or titles with the Librarian, Assistant Librarian, or Acquisitions Librarian.

Collection Evaluation and Maintenance

The collection is managed through ongoing evaluation to ensure that collection priorities are met; that the collection remains up to date, balanced, and attractive; and that space limitations are minimized.

Library staff use professional judgment and experience in deciding which materials to retain, replace, repair, or weed.

Weeding (removal from the collection) is an integral part of collection development. Criteria for weeding are continuing accuracy, physical condition, frequency of use, relevance, and space considerations. Replacements and updated editions are purchased when needed. Weeded materials are placed in library book sales, recycled, or disposed of through other means. The library retains materials that continue to have enduring or permanent significance to its mission and overall collection goals.

An inventory of holdings is conducted periodically to aid collection management.

Intellectual Freedom

The library strives to offer a collection that represents the needs of our community. Inclusion of an item in the collection does not mean that the library endorses any theory or statement contained in those materials and resources.

While everyone may not agree with the viewpoints offered in some materials, the library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Library users are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose. Decisions about what materials are suitable for children rest with their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

Reconsideration of Library Materials

A Paris Carnegie Public Library cardholder or Paris resident who questions the placement of an item in the collection should first discuss the concern with the Librarian or Acquisitions Librarian. He/she may submit a Request for Reconsideration form when wishing to continue the reconsideration of library material.

After receiving the completed form, the library board president will appoint an ad hoc committee consisting of a staff member and two board members. The committee will evaluate the request for reconsideration within the context of this policy and, within 30 days, will prepare a recommendation and place the matter on the agenda for the next board meeting. During this process, the material in question will remain accessible to library users. The board's decision will be final and will be conveyed in writing to the person requesting reconsideration.

Policy Approval and Review

This policy is subject to review every two years.

Appendix: (links when posted on website)
Library Bill of Rights
Request for reconsideration form

Received at library (date & time) _____ by _____

Request for Reconsideration

Paris Carnegie Public Library Board of Trustees has authorized the use of this form for the reconsideration and review of library resources. Please fill in the requested information as completely as possible and return it to *Paris Carnegie Public Library Board, 207 S. Main, Paris, IL 61944.*

Your name _____ Date _____

Address _____ City, State, Zip _____

Phone _____

Do you represent yourself? _____ or an organization? _____

Name of Organization _____

Resource on which you are commenting:

- Book
- Periodical
- Video
- Audio book
- Other: please be specific _____

Title _____

Author _____

What brought this to your attention?

Have you read/viewed/listened to this material?

Please comment on the resource as a whole as well as being specific on those matters that concern you. Use the other side if needed.

What resource(s) do you suggest to provide additional information on this topic?

PARIS CARNEGIE PUBLIC LIBRARY

Dec-09 invoices for payment

Books

40-01-00-6710	invoices		
Baker & Taylor	2023912347	500.35	
PO Box 277930	2023952700	69.89	
Atlanta GA 30384-7930			
acct L020198			
acct C047944	5010456408	12.43	
		Total B&T	582.67

Please list accounts and amount paid to each on check.

Payment authorized by:

YOUR ACCOUNT NO.

EXPERIENCE YOU CAN COUNT ON

BAKER & TAYLOR

a GRACE company

L 02019-8

YOUR ORDER NO.

YOUR ORDER DATE

12/09F

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

quant	ISBN	AUTHOR	PUBLISHER	TITLE	PP
	978-0-425-22978-1	Ball	Berkley	At home on Ladybug Farm.	14.00
	978-0-7432-4722-1	Bradbury	Simon	Fahrenheit 451. (REPL)	23.00
	978-0-312-36940-8	Chan	StMartin	A spider on the stairs.	25.99
	978-0-451-22839-0	Cotton	NAL	Escape from Fire River.	5.99
	978-0-5055-2798-1	Craig	Leisure	Divorced, desparate & deceived.	6.99
	978-0-7582-2194-0	Crawford	Kensington	Catered brithday party.	22.00
	978-0-307-47389-9	Dorois	Vintage	The vampire archives:	25.00
	978-0-8439-6231-4	Gorman	Leisure	Death ground.	5.99
	978-0-399-15597-0	Grafton	Putnam	U is for undertowm.	27.95
	978-0-441-01715-7	Harris	Ace	Dead and gone.	25.00
	978-0-451-22966-3	Holt	Signet	Mrs. Malory & any man's death.	6.99
	978-1-4022-2990-9	Kennedy	SourceBks	My unfair lady.	6.99
	978-1-5910-2781-2	McAuley	Pyr	The quiet war.	16.00
	978-0-312-37703-8	Penny	StMartin	A brutal telling.	24.00
	978-0-373-77432-6	Phillips	Mira	Hot stuff.	7.99
	978-0-8439-6220-8	Roderus	Leisure	Harlan.	6.99
	978-0-7860-2195-6	Ross	Pinnacle	Wagons West: Independence. (#1) (REPL)	6.99
	978-0-7860-2196-3	Ross	Pinnacle	Wagons West: Nebraska. (#2) (REPL)	6.99
	975-0-7653-2128-2	Scholes	Tor	Canticle: Psalms of Isaak (#2)	25.99
	978-0-06-147901-4	Solzhenitsyn	Harp	The first circle. (REPL)	18.00
	978-0-399-15534-5	Stockett	Putnam	The help.	24.95
	978-0-7653-1717-9	Thurlo	Forge	Earthway.	24.99
	978-0-7582-2567-2	Washburn	Kensington	Frankly my dear, I'm dead.	6.99
	978-0-399-15611-3	Woods	Putnam	Kisser.	25.95
	978-1-4000-7396-2	Woodsmal	Waterbrook	The hope of refuge.	13.99
	978-1-595-55078-1	Ramsey	TNelson	Total money makeover, 3d ed.	24.99
	978-0-470-54028-2	BH&G	Wiley	BH&G budget-friendly meals.	12.95
	978-1-8833-9296-3		Kelley	Kelley Blue Book, Oct-Dec, 2009.	9.95