

Board Meeting Agenda
Nov 9, 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)

Have received (and paid for) boiler and elevator certificates

Due to repeated vandalism, restrooms & meeting room are locked
after 3pm weekdays and on Saturdays/school holidays

Statistical report (Teresa)

Friends (Amy)

Old business

Gates grants – Amy and Roxanne attended symposium – report?

New business

Dennis Thiel attending to talk about Lucy Bishop Fund (offer to let him speak first?)

Bylaws revision – if acceptable, must wait to approve at December meeting

Revised Internet policy (will be part of technology plan required by per capita grant)

Revised Interlibrary loan policy

Food for Fines in December?

Librarian's announcements

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 CARNEGIE PUBLIC LIBRARY

FINANCE REPORT

Oct 2009

<u>CITY FUNDS</u>	<u>Budget</u>	<u>Expended this month</u>	<u>Expended to date</u>	<u>Balance</u>
Library staff	98000.00	6604.06	44349.77	53650.23
Health	6600.00	551.62	3368.28	3231.72
Life	174.00	14.40	72.00	102.00
Unemployment	600.00	0.00	241.56	358.44
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	477.29	2030.79	3969.21
Repairs & maintenance	1200.00	215.00	897.12	302.88
Grounds maintenance	1000.00	0.00	0.00	1000.00
Equipment repair	1000.00	1093.00	1473.00	-473.00
Computer Automation	6300.00	175.00	5805.00	495.00
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	693.92	1220.12	5779.88
Contingency	<u>700.00</u>	0.00	0.00	<u>700.00</u>
TOTALS	141814.00	9824.29	60630.59	81183.41

OTHER RECEIPTS

(excludes tax and trust fund income)

	This month	YTD
Gifts	170.00	1261.00
Per capita grant	0.00	10981.35
Other grants	0.00	1500.00
Dividend income	300.00	600.00
Interest income	43.22	268.19
All other income	1175.50	7707.15

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

OTHER EXPENDITURES

	This month	YTD
Building & Grounds	1603.21	2985.93
Library Services (Programs, Supplies, etc.)	912.40	8314.20
Materials (Books, Periodicals, Audio, Video)	2,978.56	6723.37
Personnel: Continuing Education & Mileage	0.00	58.50
Lucy Bishop Fund (nonfiction materials)	0.00	0.00

PARIS CARNEGIE PUBLIC LIBRARY

Oct 2009

Registration

Cards	Resident	Nonresident	Total
Adult	2222	356	2578
High School	182	59	241
Children	719	139	858
Other	17	NA	17
Property Owner	<u>NA</u>	<u>64</u>	<u>64</u>
Total	3140	618	3758

Nonresident Household Fees 285.00

Holdings

Books	Adult	Children	Total
Previous total	21956	10561	32517
Volumes Added	57	21	78
Volumes Lost	0	0	0
Volumes Withdrawn	11	8	19
Total	22002	10574	32576
Videos:	789	Audiobook 379	Microfilm 73

Circulation

4868

checkout	4590	<u>Overdue items this month</u>
phone renewal	124	1st notice 173
in-library renewal	62	2nd notice 69
OPAC renewal	92	3rd notice 38
offline	0	4th notice 29
		5th notice 26

Interlibrary Loan

From LTLS libraries	401	From out-of-system	16
Sent to LTLS libraries	389	Sent out-of-system	7
Requests placed	513		

Reciprocal borrowing

@Paris	247
Paris @ other libraries	159

Computer users	1066
Program attendance	92
Reference questions	857
Visits to website	1644

PARIS CARNEGIE PUBLIC LIBRARY

Nov-09 invoices for payment

Books

40-01-00-6710	invoices		
Baker & Taylor	2023769640	11.30	
PO Box 277930	2023798931	418.48	
Atlanta GA 30384-7930	2023842358	46.53	
acct L020198	2023878191	32.21	
	0001949028	-22.48	
	0001953950	-15.47	
		Total B&T	470.57
HFGroup	10912872	227.60	
PO Box 89			
North Manchester, IN 46962			
acct 52065000			
40-01-00-6840 Computer Software			
Lincoln Trail Libraries System			
1704 West Interstate Drive			
Champaign IL 61822	26396/Par010ws	300.00	

Payment authorized by:

**Paris Public Library
Board of Trustees
October 13, 2009**

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

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

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

Book Committee: No report.

House Committee:

*McHenry has received an estimate of \$2400 from Ron Doris to paint the foyers and stairs in the northwest area of the building.

*The elevator passed inspection from the state inspector.

*McHenry talked with Jim Bennett about new fluorescent lighting in the reading room and eventually throughout the building. McHenry and the board will continue to explore possibilities for new lighting.

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

Friends of the Library: McGilvrey reported that 15 persons attended last month's organizational meeting. Officers were elected and membership categories were set. Next meeting is October 19, 2009.

Old Business:

*Bill & Melinda Gates Foundation grant: Michels and McGilvrey are registered for and will attend the upcoming advocacy symposium sponsored by the Foundation. Raising the local matching funds was discussed.

New Business:

*Per Capita Grant: the Paris Carnegie Public Library Plan for Maintenance, Replacement & Repairs was discussed.

*Pennington submitted "Chapter 8: Public Services: Reference and Reader's Advisory Services" for board review, indicating our library meets those standards for Illinois Public Libraries. A narrative on the subject was part of the Per Capita Grant application.

*Discussion of updated Behavior Policy and Reference and Reader's Advisory Service Policy. MOTION: Tucker, second Punzelt to approve updates. Motion carried. Circulation Policy has already been updated.

Librarian's Announcements:

*The library will begin contracting with Proquest to microfilm The Paris Beacon News. Beginning September 17, the Beacon is supplying the library with one extra copy of each issue for this purpose. The library has already sent 1 ½ years of papers to Proquest to be microfilmed. From now on the library will send three months' of papers at a time for microfilming.

*Storyhour will begin on October 20, run by Debbie Sims. Creative Center/Headstart storytimes are temporarily on hold.

*

Next meeting will be Monday, November 9 at 4:30 p.m.

Meeting adjourned at 5:15 p.m.

Respectfully Submitted,
Mary Taylor, Secretary

Paris Carnegie Public Library Computer & Internet Policy

11/2009

Paris Carnegie Public Library provides public computers and wireless Internet (Wi-Fi) to expand access to information and resources beyond the library's physical collection.

Paris Carnegie Public Library is not responsible for the content, timeliness, accuracy, or quality of information on the Internet. The library is not liable for direct or indirect damages users may incur as a result of using public computers or Internet access.

Wi-Fi is available during library hours; like most public hotspots, it is not secure. The library is not responsible for the ability of personal equipment to connect to the network.

Library staff may provide computer assistance as time and their computer knowledge permit, but cannot provide one-on-one computer instruction or troubleshoot Wi-Fi connection issues on personal laptops.

Parents or guardians, not the library or its staff, are responsible for their minor children's access to the Internet.

By signing in to use the computers, users agree to refrain from inconsiderate, disruptive, or criminal behavior, including but not limited to:

1. tampering with the network, hardware, or software
2. downloading or installing software to a library computer
3. disturbing other library users
4. obstructing others' usage by consuming large amounts of system resources
5. displaying or sending offensive images, video, or text
6. violating local, state, or federal law (including copyright).

The Board authorizes library staff to develop rules and procedures allowing fair use of the library's computers, to observe use of public computers for the purposes of enforcing library policies, and to suspend or terminate computer privileges for violation of library policies and rules.

Rules and Procedures

Computer users sign in at the main desk. Computers are available on a first come, first served basis. Copies of this policy are posted on the library website and are available at the desk.

Each person is limited to one session per day. A session is one hour of usage, which may extend until another person is waiting for a computer or may be limited by library closing. All computers close 15 minutes before the library closes.

A parent or responsible adult must accompany children under age 10 who wish to use the Internet; ages 10-17 must have a parent/guardian in the building or their signed permission on file.

Fees (\$0.10 B&W, \$0.20 color per page) are charged for *all* pages printed. Please ask library staff if you need assistance with printing.

No more than 2 people may be at one computer. That number may be further limited if the computer area becomes too noisy or overcrowded.

The **Legal Self-Help Center** computer is intended for legal research; it may be used for 15 minutes or less for other purposes. Legal documents may be printed at no cost from this computer only.

PARENTAL PERMISSION FORM on reverse side.

Paris Carnegie Public Library
Computer and Internet Agreement

Print Child's name _____

Child's birthdate _____

Parental Permission Form

(one child per form)

As parent or legal guardian of _____, who is **aged 10 or older**, I have read and agree to the library's Computer and Internet Policy.

I accept responsibility for any damages and will not hold the library responsible for inappropriate materials viewed or acquired on the Internet by my child.

I give permission for my child to use the Internet and computers at Paris Carnegie Public Library.

Print parent or legal guardian name _____

Parent or Guardian signature _____

Today's date _____

Computer & Internet Policy on reverse side
Parents: please fill in blanks, sign and return to a librarian.

Paris Carnegie Public Library Bylaws

Article I: Name & Purpose

1. The library shall be known as Paris Carnegie Public Library, located at 207 S. Main St., Paris, Illinois.
2. Paris Carnegie Public Library provides library services to residents of Paris, Illinois. To fulfill this purpose, the principal objectives of the Library are to assemble, preserve and administer, in organized collections, both print and nonprint material; to serve the community as a source of reliable information and as a center for cultural activities; to provide opportunity and encouragement for children, young people and adults for continuing education, profitable and pleasurable use of leisure time, and general enrichment of life of the individual, family, and community.

Article II: Trustees

1. The responsibility of management of the Library and its services is vested in the Board of Trustees, which shall be constituted and hold authority as specified in the Illinois Compiled Statutes 75 ILCS 5/4.
2. The board shall be composed of nine members appointed by the Mayor of the City of Paris. All members must be residents of the City of Paris and not more than one may be a member of the Paris City Council.
3. Each member shall be appointed for a term of three years, with three members appointed each year.
4. Trustees shall adhere to the American Library Association's *Ethics Statement for Public Library Trustees*.
5. Trustees who resign their appointments prior to the end of their term or decide not to accept reappointment shall provide a written notice, at least one month in advance, to the Mayor with a copy to the Board President or Librarian.

Article III: Officers

1. The officers of the Board of Trustees shall be a President, a Vice-President, and a Secretary. These officers must be members of the Board. The Treasurer of the City of Paris shall act as Treasurer of the Board.
2. Officers shall be elected at the May meeting and shall serve a term of one year or until a successor has been elected.

3. Duties of the officers:

President	-to open and preside at meetings -state and put to vote all questions moved -appoint committees -serve as ex-officio member of all committees
Vice-President	-above duties in the absence of President

Secretary -record minutes to reflect attendance and actions taken.
-custodian of records

Article IV: Meetings

1. The Board of Trustees will meet regularly on the second Monday of each month except August. When the meeting date falls on a legal holiday, the regular monthly meeting will be held the following Monday or at such time as may be designated by the Board. Each member is expected to attend all meetings. A member who misses three or more meetings during the course of the year is requested to reconsider his commitment and ability to serve.

2. Special meetings of the Board of Trustees may be called by or at the request of the President or upon written request of three members.

3. Five members shall constitute a quorum for the transaction of business at any meeting of the Board. All meetings shall be in compliance with the Illinois Open Meetings Act and shall follow *Robert's Rules of Order* (newly rev.) in all matters not covered by the bylaws.

4. The order of business shall be:

- call to order
- approval of previous meeting minutes
- committee reports
- financial report
- librarian's report
- old (unfinished) business
- new business
- announcements
- adjournment

The order of business may, at any point in the meeting after the call to order, be modified with the approval of a majority of the Trustees present.

Article V: Committees

1. There shall be three (3) standing committees appointed by the President: House Committee, Book Committee, and Finance Committee. Special committees may be appointed as needed by the President. The President and Librarian shall serve as ex-officio members on all committees.

2. The House Committee shall supervise the physical plant; the Book Committee shall recommend materials selected by library staff to be purchased from the Lucy Bishop Memorial Fund; the Finance Committee and librarian shall prepare an annual budget to be presented to the Board for approval preceding the beginning of each fiscal year.

Article VI: Librarian

1. The Librarian shall be employed by the Board of Trustees to serve as administrative officer with the authority and responsibility to implement the policies established by the Board.

2. The Librarian shall submit reports to the Board on a regular basis.
3. The Librarian shall be responsible for the selection, hiring, training, evaluation, promotion and dismissal of personnel, subject to approval of the Board, and shall make salary recommendations to the Board of Trustees for all personnel.
4. The Librarian shall be responsible for the expenditure of library funds as authorized by the Board of Trustees in its annual budget.

Article VII: Fiscal Year

1. The fiscal year shall commence the first day of May and end of the thirtieth day of April.

Article VIII: Amendments

1. These Bylaws will become effective when approved by at least two-thirds majority of the members at a regularly scheduled meeting.
2. Bylaws may be amended at any meeting of the Board of Trustees by a vote of two-thirds majority of members providing notice of the proposed amendment(s) has been given at a preceding meeting or has been sent to all members at least ten days before meeting is called.

Article IX: Review

1. These bylaws shall be effective as of the date of Board approval, superseding all previous Bylaws.
2. Bylaws shall be reviewed every two years.

Appendix E

Ethics Statement for Public Library Trustees

Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July 1985.

Adopted by the Board of Directors of the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

Interlibrary Loan Policy

updated October 29, 2009

Interlibrary loans are transactions in which library materials are loaned from one library to another library.

Paris Carnegie Public Library endorses the ILLINET Interlibrary Loan Code. The library is a member of Lincoln Trail Libraries System, ILLINET, and LVIS (Libraries Very Interested in Sharing).

Lending Policy

Requests within Lincoln Trail Libraries System are usually submitted through the LINC system. The preferred method for libraries submitting requests from outside Lincoln Trail Libraries System is OCLC; requests may also be submitted via mail, email, or fax on an ALA (or equivalent) form.

Paris Carnegie Public Library will respond to all ILL requests within four working days of receipt.

Loans will be sent via LTLS/ILDS delivery in state and by mail out of state. The library does not charge to loan our materials.

Books, periodicals, audiobooks, and videos are loaned in state. All interlibrary loans are subject to our standard circulation and renewal periods. Reference materials, genealogy, newspapers, microfilm, and current periodical issues are not loaned. Audiobooks and DVDs are not loaned *out-of-state*.

Replacement cost plus a \$5.00 processing fee will be charged for lost and damaged items.

Photocopies: The requesting library is responsible for complying with copyright law. Photocopy requests will be filled within 4 working days by fax, ILDS delivery, or mail. There is no charge for interlibrary loan photocopies less than 50 pages.

Borrowing

Requests for materials owned within Lincoln Trail Libraries System are placed through LINC. Paris and other Lincoln Trail Library System cardholders can place their own requests through the online catalog at home or from a library computer. OR Request the item in person at the main desk, by email or by phone.

If materials cannot be located within Lincoln Trail Libraries System, the library may request them from libraries outside the system. Our first choice is to request items within Illinois.

Some libraries do not lend audio or video materials outside their area and some charge a fee for out-of-state interlibrary loan. Paris Carnegie Public Library requests audiobooks or DVDs from in-state libraries only and will not request any items requiring a fee (usually \$10 to \$20) unless the cardholder has agreed to pay it.

When items arrive, we notify by telephone, email, or mail. Most items are held 7 days before they are returned to the owning library.

Fees for overdue, damaged, or lost items from Lincoln Trail Libraries System libraries are determined by the owning library.

Late fees for out-of-system materials are charged at our library's rate; out-of-system fees for damaged or lost materials are determined by the owning library.