Board Meeting Agenda

November 9, 2015

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report, and Invoices to be paid
- Book – no report
- House – Tee Jay Central estimate to replace hinge on electric door mechanism

Librarian's Report

- Statistics report for October
- October review

Old business

New business

- Review of Collection Development Policy

Miscellaneous

Adjournment

Next Meeting: December 14

Paris Public Library
Board of Trustees
October 19, 2015

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President George Griffin. In attendance were Mary Taylor, Greg McHenry, Karen Earlywine, Sharon Farris, Sue Punzelt and Librarian Teresa Pennington. Absent was Trustee Roxanne Michels.

Secretary Taylor administered the Oath of Office to Trustee Earlywine.

Minutes of Previous Meeting: MOTION: McHenry, second Farris to approve September 14 minutes. Motion carried.

Correspondence, communications and public comments: None.

Finance Report: MOTION: McHenry, second Punzelt to approve September report, to recognize September checks and deposits, and invoices for payment, and to authorize the purchase of 24 adult fiction, five adult non-fiction, 18 children's fiction, and four children's non-fiction titles from Baker & Taylor. Motion carried.

Book Committee: MOTION: McHenry, second Farris to purchase 16 non-fiction titles using Lucy Bishop funds. Motion carried.

House Committee: Bill Gosnell completed the roof inspection. A portion of the north entrance downspout was replaced.

Friends of the Library: no report.

Librarian's Report (Statistics): MOTION: McHenry, second Earlywine to approve the September report. Motion carried. Members read the September Review. Members discussed the E-Rate discount program from Universal Service offered to public and K-12 libraries (see attached).

Old Business: Members decided to have Pennington send the 1930s and 1940s Paris High School yearbooks to OCI (Oklahoma Correctional Industries) for them to put on DVD. This is a trial batch; if we are satisfied with their service, we will send the rest of the library's high school yearbooks.

New Business: Members reviewed Chapter 5 of Review of Serving Our Public 3.0: Standards for Illinois Public Libraries, to meet the requirements for receiving our annual Per Capita grant (see attached).

Meeting adjourned 5:15 p.m. Next meeting is Monday, November 9, 2015.

Respectfully Submitted,
Mary Taylor, Secretary

TEE JAY CENTRAL, INC.

208 E. SECOND STREET
P.O. BOX 130 · GRIDLEY, ILLINOIS 61744 · (309) 747-3247

TRANSMITTAL 10/22/2015

ATTENTION: **TERESA PENNINGTON** 10/22/2015

FROM: **LINDSAY B. MORITZ**

TO: PARIS CARNEGIE PUBLIC LIBRARY

207 SOUTH MAIN STREET
PARIS, IL 61944

PHONE - (217) 463-3950 X -
FAX # - (217) 463-3950

PAGES SENT _____ (INCLUDING THIS PAGE)

PLEASE SEE QUOTE BELOW TO REPLACE WORN HINGES ON NORTH SIDE HANDICAP ENTRANCE. PLEASE CALL WITH AUTHORIZATION FOR REPAIRS.

1 EA TJ060F/D DARK BRONZE FULL SURFACE CONTINUOUS HINGE	$294.00
LABOR/TRAVEL COVERED BY PM IF INSTALLED WHEN IN AREA OR AT NEXT INSPECTION	0.00
TOTAL CHARGES	$294.00

THANK YOU!

Lindsay Moritz

LINDSAY MORITZ

IF ANY PORTION OF THIS FAX IS MISSING OR UNREADABLE
PLEASE CALL (309) 747-3247 AND ASK FOR LINDSAY B. HICKOK

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Oct 2015	YTD	
Income				
40-01-00-3110 Real Estate Tax	114,750.00	-	94,980.58	
40-01-00-3420 Replacemnt Tax	11,400.00	-	4,606.78	
40-01-00-3120 RE Tax-Dtown TIF	-	-	1,496.84	
40-01-00-3470 Grants	11,000.00	-	-	
40-01-00-3811 Interest on Cash	200.00	0.51	63.51	
40-01-00-3812 Investment Interest	4,000.00	-	299.12	
40-01-00-3820 Dividends Snap On	2,100.00	-	1,060.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)		-	-	
40-01-00-3830 Gifts and Donations	2,100.00	50.00	4,972.00	
40-01-00-3890 Misc Income	15,000.00	1,431.42	7,302.98	
	160,550.00	1,481.93	114,781.81	
Expenditures				**Balance**
Building				
40-01-00-5110 Repair & Maintenance	5,000.00	210.00	3,818.36	1,181.64
40-01-00-5120 Equipment Maintenance	1,600.00	-	678.72	921.28
40-01-00-5170 Grounds Maintenance	1,700.00	-	515.00	1,185.00
40-01-00-5710 Utilities	7,100.00	556.31	3,763.78	3,336.22
40-01-00-5910 Liab. & Prop. Insurance	2,500.00	-	-	2,500.00
40-01-00-6540 Janitor Supplies	700.00	201.40	430.52	269.48
Library Services				-
40-01-00-5370 Internet	2,400.00	385.89	929.09	1,470.91
40-01-00-5510 Postage	700.00	-	302.88	397.12
40-01-00-5520 Telephone	1,900.00	160.70	969.03	930.97
40-01-00-6590 Processing & Supplies	3,200.00	549.43	2,062.95	1,137.05
40-01-00-6840 Automation & Software	5,900.00	2,025.00	4,707.79	1,192.21
40-01-00-8300 Office Equipment	750.00	-	620.95	129.05
40-01-00-8330 Computer Equipment	900.00	25.94	358.47	541.53
40-01-00-9110 Programs & Publicity	1,700.00	22.32	1,543.35	156.65
40-01-00-9290 Misc.	1,000.00	80.55	339.13	660.87
Materials				-
40-01-00-6710 Books & Periodicals	15,000.00	1,034.49	4,934.54	10,065.46
40-01-00-6810 Audiobooks	1,300.00	124.97	525.18	774.82
40-01-00-6820 Video	1,200.00	249.83	729.52	470.48
40-01-00-6830 Electronic Resources	3,800.00	335.13	2,294.13	1,505.87
Personnel				-
40-01-00-4210 Salaries	92,500.00	10,030.64	47,398.60	45,101.40
40-01-00-4275 Bonuses	800.00	-	-	800.00
40-01-00-4510 Health Insurance	18,000.00	1,485.56	8,636.42	9,363.58
40-01-00-4511 Health Ins Reinsurance	-	-	-	-
40-01-00-4520 Life Insurance	350.00	28.80	172.80	177.20
40-01-00-4530 Unemployment	500.00	66.61	190.24	309.76
40-01-00-4540 Workers Comp	500.00	-	(57.96)	557.96
40-01-00-5620 Travel & Training	200.00	-	-	200.00
Contingency	1,000.00	-		1,000.00
TOTALS	172,200.00	17,573.57	85,863.49	86,336.51

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Oct 15					
Deposit	10/02/2015		Income	Daily Business	334.73
Check	10/02/2015	1713	Illinois Heartland Library System	Daily Business	-335.13
Check	10/02/2015	1714	Communication Revolving Fund	Daily Business	-154.00
Check	10/05/2015	1715	Benjamins Office Connection	Daily Business	-150.91
Check	10/05/2015	1716	VOID	Daily Business	
Check	10/05/2015	1719	Hearst Magazines	Daily Business	-6.00
Check	10/05/2015	1717	Card Services	Daily Business	-106.75
Check	10/06/2015	1718	Sweeper World	Daily Business	-192.96
Check	10/07/2015	1720	Frontier	Daily Business	-77.89
Deposit	10/07/2015		Income	Daily Business	168.00
Check	10/07/2015	1721	Rainbow Printing	Daily Business	-375.00
Check	10/07/2015	1722	Midwest Tape	Daily Business	-79.98
Check	10/10/2015	1723	State Fire Marshal	Daily Business	-70.00
Check	10/10/2015	1025	Baker & Taylor	Pear Fund checking	-178.42
Check	10/13/2015	1724	Wal-mart	Daily Business	-57.90
Check	10/13/2015	1725	Ameren Illinois	Daily Business	-11.20
Check	10/13/2015	1726	Unique Management Services	Daily Business	-80.55
Check	10/13/2015	1727	Simon & Schuster	Daily Business	-13.40
Check	10/14/2015	1026	Tribune Star	Pear Fund checking	-215.88
Deposit	10/15/2015		Income	Daily Business	338.09
Check	10/20/2015	1729	Art Reese Lumber Co	Daily Business	-140.00
Check	10/20/2015	1728	Gale/Cengage Learning	Daily Business	-196.22
Check	10/20/2015	1730	Baker & Taylor	Daily Business	-424.57
Deposit	10/22/2015		Income	Daily Business	300.85
Deposit	10/22/2015		Income	Gift Fund	50.00
Check	10/26/2015	1218	VOID	Gift Fund	0.00
Check	10/26/2015	1732	Communication Revolving Fund	Daily Business	-154.00
Check	10/26/2015	1731	Frontier	Daily Business	-160.70
Check	10/26/2015	1733	Midwest Tape	Daily Business	-44.99
Check	10/28/2015	1734	Card Services	Daily Business	-264.40
Deposit	10/29/2015		Income	Daily Business	289.75
Deposit	10/31/2015			Daily Business	0.51
Oct 15					

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

November 9, 2015

40-01-00-6710

Baker & Taylor	2031242701	432.08
PO Box 277930	2031211580	31.76
Atlanta GA 30384-7930		
		463.84

Payment authorized by:

Paris Carnegie Public Library October 2015

Registration

	Resident	Nonresident	Total
Adult	2539	369	2908
Young Adult (HS)	259	67	326
Children	743	124	867
Other	11	2	13
Staff/Board	13	0	13
Property Owner		59	59
Total	**3565**	**621**	**4186**

Holdings

Books	**Adult**	**Children**	**Total**
Previous total	20649	10842	31491
Volumes Added	82	22	104
Volumes Withdrawn	8	101	109
Total	20723	10763	31486

DVDs	1328
Audiobks	482
Microfilm	237

Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	2945	4069	3502	3314	3316	3505							**20651**
MyMediaMall	215	213	241	234	247	179							**1329**
3M ebooks	43	80	80	75	86	74							**438**
***total circ**	**3203**	**4362**	**3823**	**3623**	**3649**	**3758**	**0**	**0**	**0**	**0**	**0**	**0**	**22418**
ILL & Holds													
ILL to other libraries	524	576	566	589	628	619							**3502**
ILL from other libs	679	790	622	624	668	643							**4026**
OCLC ILL loaned	7	8	9	6	6	15							**51**
OCLC ILL borrowed	28	25	23	14	13	11							**114**
reciprocal	98	100	111	121	116	180							**726**
PAC holds	257	243	206	256	285	200							**1447**
staff-initiated holds	630	689	602	687	647	561							**3816**
Library usage stats													
Computer	872	963	915	907	811	996							**5464**
Reference	758	995	904	883	815	964							**5319**
attendance	175	166	119	122	23	22							**627**
"passive" attendance	24	130	105	0	25	25							**309**
eResources usage													
website visits	1315	1788	1437	1090	805	766							**7201**
Tumblebooks	21	12	0	0	20	7	0	0	0	0	0	0	**60**
Ancestry searches	802	557	318	313	204	354							**2548**
World Book	0	52	5	2	25	0							**84**
Chiltons	1	1	1	3	0	5							**11**
Gale magazine index	0	15	3	3	0	0							**21**
Ebsco &ConsReports	1	18	0	0	0	0	0	0	0	0	0	0	**19**

October Review

Meeting rooms were used 14 times.

On October 8, Teresa spoke to the Shakespeare Club about the Elizabethan theater model and recent library books about Shakespeare.

Teresa attended two webinars, on beginning a 1000 Books before Kindergarten program and another on E-rate.

PCI Certification and Capital Needs Assessment were submitted. The library's scheduled closing dates for 2016 were also submitted.

Friends of the Paris Library continued planning Christmas at the Library (Dec.3).

"Hanging out" on the library steps returned the last week of October.

Paris Carnegie Public Library

Collection (Materials Selection) Policy

2009; updated Sept. 2012

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 uses 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 Illinois Heartland Library 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'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 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 genealogy and local history collection focuses on Edgar County ~~and, to a *much* 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 digital resources, the primary~~ usage of periodicals *continues to decrease and* 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~~.

Digital resources expand access to information beyond the library's physical collection. The library subscribes to or purchases such 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 Illinois Heartland Library System and other library networks, the library participates in interlibrary loan ~~to attempt~~ to make available materials it does not own or that 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.~~

The library website links to Illinois Heartland Library System's SHARE catalog and subscription e-resources. Additionally, library staff selects links to community information/services, government services, and other informational or educational sites that may be of interest to local residents.

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 uses 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?

Sample

YOUR ACCOUNT NO.	EXPERIENCE YOU CAN COUNT ON
L02019-8	

BAKER & TAYLOR

a GRACE company

YOUR ORDER NO.	YOUR ORDER DATE
11/2015	

Charge To
Address FICTION

Ship To
Address

Midwestern Division
501 S. Gladiolus St.
Momence, IL 60954
(815) 472-2444

INSURE SPEED BY NUMBER

quant	ISBN	AUTHOR	PUBLISHER	TITLE	PPI
	978-1-4926-1797-6	Austin	SOurcebooks	The best laid wedding plans.	7.99
	978-1-4555-8642-4	Baldacci	GC	The guilty.	28.00
	978-1-5011-0855-6	Clark	Simon	All dressed in white.	26.99
	978-0-451-47320-2	Compton	NAL	Texas hills.	6.99
	978-0-361-22588-5	Connelly	LittleB	The crossing.	28.00
	978-0-6981-9284-3	Dulany	Berkley	Rest you murdered gentlemen.	7.99
	978-0-345-54296-0	Evanovich	Bantam	Tricky twenty-two.	28.00
	978-0-425-27550-4	Force	Berkley	It's only love.	7.99
	978-1-2500-7296-2	March	StMartin	Heartsong cottage.	7.99
	978-0-1431-2110-7	Moyes	Penguin	Last letter from your lover.	16.00
	978-0-1431-2647-8	Moyes	Penguin	Ship of brides.	16.00
	978-0-316-40704-5	Patterson	LittleB	Cross justice.	29.00
	978-1-5947-4758-8	RIggs	Quirk	Library of souls.	18.99
	978-0-425-28010-2	Roberts	BErkley	Stars of fortune.	17.00
	978-1-2500-5879-9	Sanders	StMartin	American blood.	24.99
	978-1-6177-5406-7	Saville	Akashic	Sunfail.	15.95
	978-0-425-27996-0	Sutton	Berkley	COming apart at the seams.	7.99
	978-0-373-78859-0	Thayne	Mira	Evergreen springs.	7.99
	NF---				
	978-1-4236-0590-4	Anderson	GIbbsSmith	NO bake gingerbread houses for kids.	14.99
	978-1-1018-8197-2	Chany	Princeton	Paying for college w/o going broke,2016 ed (REPL)	21.99
	978-0-2530-1793-2	Elves	Ind. Univ.	Letters fo Santa Claus.	20.00
	978-0-7382-1825-0	Fielding	DaCapo	The COPD solution:	16.99
	978-1-4767-7229-5	Kotlikoff	SImon	Get what's yours: social security.	19.95
	978-0-8129-8757-7	Laskas	RH	COncussion.	16.00
	978-1-5796-5622-5	Petersik	Artisan	Lovable livable home:	27.50
	978-1-5771-5112-8	Rodino	Wellfleet	Household hints:	14.99
	978-1-4547-0891-9	Samuel	Lark	A year of gingerbread houses:	19.99
	978-1-4521-0701-1	Sauvage	Chronicle	Gluten-free baking for the holidays:	24.95

Sample

YOUR ACCOUNT NO.
L 02019-8

EXPERIENCE YOU CAN COUNT ON

BAKER & TAYLOR

a GRACE company

YOUR ORDER NO.	YOUR ORDER DATE
11/2015jF	

Charge To
Address
jFICTION

Ship To
Address

Midwestern Division
501 S. Gladiolus St.
Momence, IL 60954
(815) 472-2444

INSURE SPEED BY NUMBER

quant	ISBN	AUTHOR	PUBLISHER	TITLE	PPI
	978-1-7704-9556-2	Bailey	TUndra	When Santa was a baby.	16.95
	9780-060229974-4	Blecha	Harper	Goodnight, grizzle, grump!	
	978-0-4514-7501-5	Chaconas	Viking	Cork & FUzz:merry, merry, holly,holly.	16.99
	978-1-6277-9009-3	Dotlich	Holt	Race car count.	14.99
	978-0-385-37548-1	Funke	RH	Ruffleclaw.	9.99
	978-0-545-68791-1	Gray	Scholastic	Frog on a log?	16.99
(2)	978-1-4197-1701-7	Kinney	Abrams	Diary of a wimpy kid: old school.	13.95
	978-0-399-16866-6	Murray	Putnam	The gingerbreadman loose at Christmas.	16.99
	978-1-5853-6913-3	Riehle	SleepBear	The little kids table.	16.99
	978-0-316-30257-9	Rose	LittleB	Merry Christmas, squirrels!	17.00
	978-1-6237-0171-0	Soo	Capstone	March Grand Prix: the fast & the furriest.	14.95
	978-1-6053-7220-4	WIelock	CLavis	I won.	16.95
	NF---				
	978-1-4263-2206-8	Aldrin	NGS	Welcome to Mars:	18.99
	978-1-4263-2078-1	Boyer	NGS	That's deadly:	12.99
	978-0-7636-7750-3	Butterworth	C'wick	Where did my clothes come from?	12.99