Board Meeting Agenda

March 9, 2015

Call to order

Minutes

Committee Reports

Finance

ACTION: Approve Finance Report, Invoices for payment, and Checks

Book – no Lucy Bishop purchases

House

UPDATE: replaced motor for restroom vent fans and lock/handle on men's restroom door

UPDATE: received Knox Box

Friends – Wabash Valley Community Read events

Librarian's Report

ACTION: Statistics report

INFO: February review

Old business

New business

ACTION: Appoint nominating committee, budget committee

ACTION: Need for added security- Install camera(s)?

Adjournment

Next Meeting: Apr. 13

Paris Public Library
Board of Trustees
February 9, 2015

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President Greg McHenry. In attendance were Mary Taylor, George Griffin, Susan Punzelt, Roxanne Michels, Ryan Fehrmann, Sharon Farris and Librarian Teresa Pennington. Absent were Trustees Amy Hannig and Aaron Rhoads.

Minutes of Previous Meeting: MOTION: Michels, second Griffin to approve January 12 minutes as read. Motion carried.

Finance Report: MOTION: Punzelt, second Fehrmann to approve January report, to recognize January checks and deposits and invoices for payment, and to authorize the purchase of 19 adult fiction and seven adult non-fiction titles from Baker & Taylor. Motion carried.

Book Committee: No report.

House Committee: Pennington reported that the emergency light in the Gibson Room was replaced, and the electric receptacle by the public computers repaired. She has not ordered the Knox Box yet.

Librarian's Report (Statistics): MOTION: Fehrmann, second Griffin to approve the January report. Motion carried.
*Pennington shared January highlights and issues of missing magazines and afterschool behavior in the building and on the grounds (see attached). Pennington will gather more information about behavior.
*The number of available tax forms is down from last year. The library is advising patrons to go online or contact the IRS to have the forms sent to them.

Friends of the Library: Pennington reported that the Wabash Valley Community Read coming in March features True Grit.
*Our library's annual book sale is set for Saturday, March 7, 10 a.m. to 4 p.m., with a Friends member preview March 6 from 6 p.m. to 7:30 p.m.

Old Business: No report.

Unfinished Business: No report.

New Business: The board reviewed The Illinois Freedom of Information Act policy (see attached).

Librarian's Announcements: None.

Meeting adjourned 5:00 p.m. Next meeting is Monday, March 9, 2015.

Respectfully Submitted,
Mary Taylor, Secretary

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Feb. 2015	YTD	
Income				
40-01-00-3110 Real Estate Tax	121,000.00	0.00	114721.52	
40-01-00-3420 Replacemnt Tax	11,000.00	0.00	8286.86	
40-01-00-3470 Grants	11,046.00	0.00	11046.25	
40-01-00-3811 Interest on Cash	200.00	0.00	130.29	
40-01-00-3812 Investment Interest	3,000.00	0.00	544.21	
40-01-00-3820 Dividends Snap On	1,760.00	0.00	1410.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)		0.00		
40-01-00-3830 Gifts and Donations	2,100.00	300.00	5564.00	
40-01-00-3890 Misc Income	15,000.00	1067.96	12436.08	
	165,106.00	1,367.96	154139.21	
Expenditures				**Balance**
Building				
40-01-00-5110 Repair & Maintenance	7,000.00	282.00	2279.90	4,720.10
40-01-00-5120 Equipment Maintenance	1,600.00	0.00	1271.81	328.19
40-01-00-5170 Grounds Maintenance	1,700.00	0.00	997.00	703.00
40-01-00-5710 Utilities	7,000.00	429.43	5816.55	1,183.45
40-01-00-5910 Liab. & Prop. Insurance	3,000.00	0.00	2000.00	1,000.00
40-01-00-6540 Janitor Supplies	1,000.00	51.01	448.47	551.53
Library Services				-
40-01-00-5370 Internet	950.00	82.00	782.21	167.79
40-01-00-5510 Postage	625.00	0.00	554.66	70.34
40-01-00-5520 Telephone	1,700.00	162.03	1577.69	122.31
40-01-00-6590 Processing & Supplies	3,400.00	444.83	2856.07	543.93
40-01-00-6840 Automation & Software	6,380.00	0.00	5195.66	1,184.34
40-01-00-8300 Office Equipment	750.00	0.00	571.97	178.03
40-01-00-8330 Computer Equipment	900.00	53.88	674.98	225.02
40-01-00-9110 Programs & Publicity	1,800.00	0.00	1598.88	201.12
40-01-00-9290 Misc.	1,000.00	52.88	837.99	162.01
Materials				-
40-01-00-6710 Books & Periodicals	16,000.00	1023.37	13288.69	2,711.31
40-01-00-6810 Audiobooks	1,700.00	218.04	1184.71	515.29
40-01-00-6820 Video	2,000.00	101.80	849.27	1,150.73
40-01-00-6830 Electronic Resources	5,200.00	0.00	5610.68	(410.68)
Personnel				-
40-01-00-4210 Salaries	97,000.00	6677.17	73117.46	23,882.54
40-01-00-4275 Bonuses	800.00	0.00	693.03	106.97
40-01-00-4510 Health Insurance	18,000.00	1412.50	14891.47	3,108.53
40-01-00-4511 Health Ins Reinsurance	-	0.00	0.00	-
40-01-00-4520 Life Insurance	175.00	28.80	259.20	(84.20)
40-01-00-4530 Unemployment	525.00	0.00	294.96	230.04
40-01-00-4540 Workers Comp	500.00	0.00	443.76	56.24
40-01-00-5620 Travel & Training	200.00	0.00	36.00	164.00
Contingency	1,000.00		0.00	1,000.00
TOTALS	181,905.00	11,019.74	138,133.07	43,771.93

PARISPL
Checks & Deposits

Type	Date	Num	Name	Account	Amount
Feb 15					
Deposit	02/05/2015		Income	Daily Business	605.76
Check	02/06/2015	1571	Simon & Schuster	Daily Business	-13.40
Check	02/06/2015	1572	Benjamins Office Connection	Daily Business	-327.94
Check	02/09/2015	1573	Frontier	Daily Business	-82.00
Check	02/09/2015	1574	Wal-mart	Daily Business	-13.94
Check	02/12/2015	1575	Unique Management Services	Daily Business	-17.90
Deposit	02/13/2015		Income	Daily Business	251.50
Check	02/19/2015	1576	D-I Supply	Daily Business	-51.01
Check	02/19/2015	1577	Gale/Cengage Learning	Daily Business	-71.47
Check	02/19/2015	1578	Midwest Tape	Daily Business	-47.24
Check	02/19/2015	1579	Ameren Illinois	Daily Business	-11.42
Check	02/19/2015	1580	Mississippi Valley Public Library	Daily Business	-34.98
Check	02/19/2015	1202	Center Point	Gift Fund	-40.14
Deposit	02/19/2015		Income	Daily Business	233.92
Check	02/24/2015	1581	Card Services	Daily Business	-473.44
Check	02/24/2015	1023	Wall Street Journal	Pear Fund checking	-448.40
Check	02/25/2015	1582	Demco	Daily Business	-156.83
Deposit	02/26/2015		Income	Daily Business	276.78
Check	02/26/2015	1583	Frontier	Daily Business	-162.03
Check	02/26/2015	1584	TEI Landmark Audio	Daily Business	-170.80
Feb 15					

PARIS CARNEGIE PUBLIC LIBRARY

9-Mar-15 Invoices for payment

40-01-00-6710	**on account**	**L0201982**	
Baker & Taylor			
PO Box 277930	2030350832		72.72
Atlanta GA 30384-7930	2030310051		343.64
	2030290055		27.09
	0002651167		-18.35
		Total books	425.10

Payment authorized by:

PARIS CARNEGIE PUBLIC LIBRARY

Feb 2015

Registration

Cards	Resident	Nonresident	Total
Adult	2588	363	2951
Young Adult (HS)	275	72	347
Children	726	114	840
Other	12	1	13
Staff/Board	15	0	15
Property Owner		57	57
Total	**3616**	**607**	**4223**

Nonresident Household Fees 272.00

Holdings

Books	Adult	Children	Total
Previous total	20628	10773	31401
Volumes Added	50	21	71
Volumes Withdrawn	8	2	10
Total	20670	10792	31462

DVDs 1236 Audiobook 471 Microfilm 103

Circulation

3582

checkout	3305
downloads	277

Interlibrary Loan

Sent to IHLS libraries	649	Loaned via OCLC	7
From IHLS libraries	662	Borrowed via OCLC	17
Holds placed	937		

Reciprocal borrowing

@Paris	141
Computer users	798
Program attendance	15
Reference questions	704
Visits to website	1327

Use of online resources this month

Tumblebooks	976 books
Ancestry	402 searches
EBSCO databases	16 searches
Consumer Reports	6 views

Year-to-Date Circulation Statistics

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	3451	4242	4470	3985	3951	4014	3690	3389	3629	3364			**38185**
MyMediaMall	205	202	267	249	226	221	224	200	251	218			**2263**
3M ebooks	20	22	24	37	21	55	15	14	25	59			**292**
***total circ**	**3676**	**4466**	**4761**	**4271**	**4198**	**4290**	**3929**	**3603**	**3905**	**3641**	**0**	**0**	**40740**
ILL & Holds													
ILL to other libraries	311	276	325	338	455	658	595	559	678	649			**4844**
ILL from other libs	465	521	641	687	692	627	492	568	552	662			**5907**
recip @ Paris	72	108	114	92	104	108	74	89	143	141			**1045**
OCLC ILL loaned	5	12	8	14	7	5	2	6	5	7			**71**
OCLC ILL borrowed	19	18	13	16	17	8	30	15	15	17			**168**
PAC holds	244	238	281	356	303	251	143	141	351	294			**2602**
staff-initiated holds	522	510	660	718	683	622	540	485	656	643			**6039**
Library usage stats													
Computer	1034	874	962	1057	895	949	833	856	929	798			**9187**
Reference	999	919	864	916	760	912	778	759	915	704			**8526**
attendance	124	123	208	20	19	41	72	78	55	15			**755**
"passive" attendance	0	416	230	75	20	32	15	5	15	10			**818**
eResources usage													
website visits	1121	721	801	889	959	1154	1093	1242	1529	1327			**10836**
Tumblebooks	713	9	9	23	395	897	866	1071	1729	976			**6688**
Ancestry searches	0	0	95	52	93	945	526	8	76	402			**2197**
EBSCO searches	0	0	58	54	22	4	15	9	28	16			**206**
Consumer Repts	0	0	30	82	6	1	0	4	2	6			**131**
OLD e-resources	14	27	32										**73**
Chiltons													
Gale Pop.mags index													

February Review

Highlights

- Feb. 2 was Teresa's 27th anniversary as library director
- Feb 9: learned of possible major gift of materials
- IHLS Technology Petting Zoo held on Feb. 11 for library staff plus 2 from Chrisman Library and 2 school librarians
- Distributed free copies of True Grit, leading up to the Wabash Valley Community Read in March
- Roger Stanley's book signing on Feb 21 drew a good crowd despite the heavy snow overnight
- New book club began meeting monthly at library
- Received a reduced amount of federal tax forms (no instructions) and Illinois forms/instructions.

Issues

- Feb 3

Rowdiness downstairs, group of elementary, teens. Chrisman/Paris basketball game; no available library parking by 6pm.

- Feb 5

Discovered SOB and BULL written on cover of new book *Tip & the Gipper*. Not the first incident of this kind, not a kid.

3:50pm: Fight downstairs, 2 girls plus entourage. Laci on her way up as Teresa came down. 12-13 kids milling in and out. Warning by Paul. Fight beginning on front porch. Tossed 12-yr-old after he pushed front door open into girl's face. Told everyone on porch area to go at 4:15pm. 4:35pm: couple "making out" in chair by Gibson Room.

- Feb 12

4:15pm: Child running up and down stairs, pestering other kids. Both Paul and Julie tried dealing with him; finally told his older brother to take him home. 4:30pm: Final warning to group in basement.
4:50pm: Paul told 3 boys, 1 girl to leave because they kept hitting, pestering, touching others, talking loud, and running. 5:50pm: Told group of 4 to be quiet twice while they were sitting in maroon chairs.

- Feb 17

4pm: Parent complained about 3 girls/ 1 boy (jr hi/young teens?) language in children's room. 5:15pm: 12yr-old boy pushing girl around on front porch; told him and another boy to leave. He came round to back door; kids trying to hold door with his hand in door. Broke that up – told them to go & separate. Still outside; girls came in, he followed. Told another boy who had a drink to go outside with it. Told 12-yr-old to leave; he stood in doorway more or less "na-na-na." Teresa told him next step was calling police. Told dispatcher who we were

having trouble with. Others went to children's room; 12-yr-old apparently left. Officer came, told all if they weren't here for library purposes to go home.

- Feb 18

Cara was alone upstairs for about 10 minutes when she heard a crash in the children's room at 1:40pm. Someone had taken cards from the card catalog and scattered them around the room. The plastic stool from the water fountain and a chair was in the middle of room. A cover from one of the fluorescent lights was on the floor broken; 3 books on top of the lights. Cara didn't hear anything unusual until crash. Woman in meeting room (with door closed) didn't notice any unusual noise either. School was in session.

Teresa took photos and called police to file a report, including emailing the photos to officer. After looking at photos again, we think the person put the stool on the chair to hide the books on top of the lights and may have lost his balance.

- Feb 20

2pm: Patron reported cigarette smoke coming from restroom area. Paul went to investigate, definitely from men's restroom. (Lock was still broken at that time.) Only person he saw who may have been in there was a school-age male, but he was gone by then.

4:15 Told elementary boy to quit playing with floor lamp outside Gibson Rm. 4:26pm: Paul had asked 12-yr-old + others to leave the computer room due to excess chatter and 12-yr-old's not keeping his hands to himself. Apparently angry about that, he yelled "f****t" at Paul as he left library. 6pm: cigarette butt stuck in the snow in front of Paul's windshield.

- Feb 23

4pm: 12-yr-old and friend placed a chunk of ice in one of the maroon chairs and ran out the north door. I saw them leave but another boy confirmed it was them. Came back in the front door. Later, came loudly running in north door, slamming into walls. Final warning, next time we had to say something to them they were out for the rest of the week.

4:30: Teacher (tutoring in children's room) reported foul language from group of kids

5pm: Cara asked 12-yr-old and friend to leave. Friend called her a vulgar name. Friend's mother was upstairs/Cara informed her & she went to talk to son. He came to desk and began to argue/Cara walked him & 12-yr-old out the front door.

- Feb 24

Noisy group just outside north door. Came in, remained noisy, were asked to leave.

4:10pm: Student ("friend" from yesterday) came in to use a computer; was told that he was told not to come in today. Claimed not to have called Cara name, "if I said something it would have been a lot more violent." Cara

walked him to the door, he continued cursing F***. 12-yr-old in after 5pm, was reminded that he wasn't to come in today.

FESTIVAL OF BANDS at PHS took all parking on the entire block. Evening shift had to circle the block until other staff left to get a parking spot.

- Feb 25

3:40pm: Several boys throwing snowballs in front of library. Told them to go elsewhere if they wanted to have a snowball fight.

- Feb 26

2:30pm: Debbie found one of our wrapped mending bricks on floor in elevator, with paper partially torn off. This is a puzzle since we keep these only in staff areas.

4:50pm: Adult reported boys throwing snow & ice and that she had called police. Teresa went outside, told the 4 (at least 3 from yesterday) that they had been told no snowball throwing on property. They argued that they weren't hurting anyone. Teresa repeated that there was no snow throwing or fights on library property – if they want to throw snow, go elsewhere. Don't know whether police came or not.

6pm: Picked up 12-yr-old's backpack from snowpile. Put in lost & found.

7:45pm: Teresa discovered broken faceplate outside Gibson Room. Pieces under maroon chair.

No incidents the first week of March.

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nt	ISBN	AUTHOR	PUBLISHER	TITLE	PPI
	978-0-399-10677-6	Box	Putnam	Endangered.	26.95
	978-1-4022-7884-6	Burrows	Source Bks	Kiss me hello.	7.99
	978-0-515-15563-1	Burton	Jove	Love after all.	7.99
	978-0-7783-1803-3	Carr	Mira	Never too late.	14.95
	978-0-7783-1772-2	Carr	Mira	One wish.	9.95
	978-0-451-46759-1	Castle	SIgnet	Every little kiss.	7.99
	978-0-525-75350-0	Coben	Sutton	THE stranger.	27.95
	978-0-19-280535-5	DeFoe	OUP	Moll Flanders. (REPL)	10.95
	978-0-553-39272-2	Evanovich	Bantam	Wicked charms.	28.00
	978-1-5011-0642-2	Genova	Gallery	Still ALice.	15.00
	978-1-6177-3174-7	Herbert	KEnsington	Murder with fried chicken & waffles.	15.00
	978-0-451-46586-3	Kendrick	NAL	New uses for an old boyfriend.	15.00
	978-0-06-000490-3	Lehane	Harper	WOrld gone by.	27.99
	978-0-7642-1246-8	Lewis	BEthany	Love letters.	17.99
	978-0-7642-1318-2	Oke	Bethany	Where trust lies.	17.00
	978-0-316-40699-4	Patterson	LittleB	NYPD red 3.	28.00
	978-0-553-39135-0	Perry	Ballantine	The Angel COurt affair.	27.00
	978-1-2500-5867-6	Riggs	StMartin	Poison ivy.	25.99
	978-0-7860-3625-7	Salzer	Pinnac;e	Frontier.	6.99
	978-0-3853-4315-2	Steel	Delacourt	Prodigal son.	28.00
	978-1-4143-3869-3	Walsh	Tyndale	Paper hearts.	14.99
	978-0-451-47198-7	West	Signet	The devil's posse.	6.99
	NF---				
	978-1-1190-1393-8	Danielson	WIley	COmmon Core math for parents for dummies.	9.99
	988-0-7788-0453-6	McCrindle	RobORsePub	THe complete fibromyalgia health diet G &	24.95
	978-0-8041-8532-5	Weinstien	CPotter	The great big pressure cooker book:	25.00
	978-1-6013-8369-3		At;antic	Cpmplete GT creating oils, soaps creams, &	14.99
	978-1-1018-8380-8		GUiness	Guiness World records, 2015.	7.99
	978-1-4654-2987-2		DK	The SHakespeare Book.	25.00
	978-1-6183-7142-3		Sterling	Woman's Day recipe remix:	16.95

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nt	ISBN	AUTHOR	PUBLISHER	TITLE	PPI
	978-1-4197-1491-7	Barnett	Abrams	THe terrible two.	13.95
	978-0-06-225019-3	Berger	Harper	FInding spring.	17.99
	978-0-06-212993-2	Blackwood	Harper	Jinx's magic.	16.99
	978-0-316-22614-1	Dyckman	LittleB	Wolfie the bunny.	17.00
	978-1-6196-3485-5	Hale	B'Bury 3,3	THE princess academy: the forgotten sisters.	17.99
	978-0-375-86657-9	Hartman	RH 2,2	Shadow scale.	18.95
	978-1-4778-4787-9	HIllenbrand	Amazon	Snowman's story.	16.99
	978-1-6068-4596-7	Jennings	Egmont	Hissy Fitz	14.99
	978-0-8037-4061-7	Kaplan	Dial	Betty Bunny loves Easter.	10.99
	978-0-4484-8381-8	London	Penguin	Froggy is the best.	14.99
	978-0-670-01572-6	London	VIking	Froggy's birthday wish.	16.99
	978-0-7636-7218-8	McDonald	C'wick	Stinky Moody in master of disaster.	12.99
	978-1-4231-2358-3	Pennypacker	Hyperion	Completely Clementine.	14.99
	978-1-8478-0455-6	Taylor	FLincoln	What makes a hippopotamus smile.	17.99
	978-0-5443-4047-3	Travers	Houghton	Mary Poppins: 80th anniv. ed. (REPL)	24.99
	jNF---				
	978-0-4484-8298-9	Anderson	Grossett	Who was Robert Ripley?	5.99
	978-0-4484-7985-9	DeMuth	Grossett	Who was Galileo?	5.99
	978-1-6137-4961-6	HEstermar	ChiRevPr	Zoology for kids:	18.95
	978-1-4814-2916-0	Kressky		The high & low down on video games.	16.99
	978-0-4484-8320-7	Morgan	GRosett	Who was Jesus?	5.99
	978-0-5479-5909-2	Page	HM	Egg.	16.99

Security Cameras

From the ALA report *Privacy & Confidentiality in Libraries*: When a library considers installing video surveillance equipment, the administrative necessity of doing so must be weighed against the fact that most of the activity being recorded is innocent and harmless. Any records kept may be subject to Freedom of Information requests. Since any such personal information is sensitive and has the potential to be used inappropriately in the wrong hands, gathering surveillance data has serious implications for library management.

If the library decides video surveillance is necessary, it is essential for the library to develop and enforce strong policies protecting patron privacy and confidentiality appropriate to managing the equipment, including routine destruction of the tapes in the briefest amount of time possible.

For example, Aurora Public Library has this security camera policy:
http://www.aurorapubliclibrary.org/about-the-library/policies/security-camera-policy/

Comments from other libraries when I asked about cameras on the listserv:

"We have security cameras but they are not wireless. We have ceiling tiles so it was easy to run the wire through the ceiling."

"We have had a wireless camera in our computer lab (which is out of sight of staff at the desk) for three or four years. We haven't had any problems with it at all. It does not interfere with wifi.

". . . has 12 security cameras. They are wired to the building. It has come in very handy in the last 2+ years. It was an expense, but entirely worth it."

"We used wireless cameras. They used up 100% of our wireless bandwidth. We sent them back."

Information from an IT Manager at Six Mile Regional Library District:

While we were temporarily in an old school building during our main library's renovation, we purchased and used three Dropcams. Dropcam is now owned by Nest, who is owned by Google. As far as a wireless camera goes, they are the easiest I've ever used in terms of setup and their ability to stay connected. If something does happen, they are also fairly easy to troubleshoot. The image quality in the Dropcam Pro is very good, as well.

The cost is quite a bit higher than some of the entry-level wireless cameras. A Dropcam Pro is $199. You can find others that will work for as cheap as $40 or $50. Generally those aren't great quality and require more time and attention to manage.

If you simply want to monitor the area in real-time, you'll only need to pay the $199 for the Dropcam itself. If you wish to record, you have to pay $99 a year for 7 days of cloud recording or $299 a year for 30 days. We used three cameras and paid for the 7-day recording for each while we were at the school. 30 days proved unnecessary since, if there was an incident, we knew rather quickly. The Dropcam will not record to a local computer or hard drive. You must pay for their cloud recording service if you want recorded items. And while it will only save the last 7 to 30 days or video to the cloud, you can save video clips to a computer if you need to save some footage indefinitely, whether it be for internal use, the police, an insurance company, or court.

One Dropcam will use 0.5 Mbps of upload bandwidth. This isn't much for a wireless network as a whole since your internal WiFi likely supports at least 54 Mbps, but it can be a lot if you have a slow outgoing Internet connection. You would need to know your total upload bandwidth from your Internet Service Provider. Most of what your staff and patrons use is download bandwidth, but I would say you may want to think about another option if your total upload bandwidth is less than 3 Mbps.

The Dropcam also records audio. Recording audio can be shaky ground in any workplace, which is why most security cameras don't record audio. You can easily disable audio recording in the Dropcam's settings if you have any concerns. You can schedule "off" times if you wish. So if you only wanted it to record during certain windows, that is possible. With that said, I believe it can still be monitored in real-time even if it isn't recording.

Our situation

Security cameras require electrical outlets and wireless internet. Attempting to cover most of downstairs may require four: (1) north entrance, pointed toward door (2) hall area outside Gibson Room, (3) hallway from restrooms to steps, and (4) children's room.

My guess is that four would be more than our Internet can handle. Also, the cameras and outlets would have to be placed high enough to prevent tampering.

However, we could begin with one attached near the front balcony, pointed toward the hall. Outlet is already there. Could mount under balcony or on wall.

Dropcam claims to have 130-degree view; it might offer a fairly wide view of troublesome areas.

Photo taken close to where camera might be placed.