

# Maroa Public Library District Regular Meeting Agenda

1/17/2022 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order
2. Roll Call
3. Board President Remarks
4. Recognition of Visitors, Delegations, etc
5. Public Comment Period

## Consent Agenda

6. December 2021 Meeting Minutes
7. Director's Report & Calendar
8. Accountant & Treasurer's Reports for December 2021
9. List of Paid Bills for December 2021

## Committee Reports

10. Personnel – Closed Session
11. Material Selection & Circulation
12. Building & Grounds
13. Finance Policy
14. Financial Development

## New Business

15. Patron Confidentiality Policy Review
16. Selection and Reconsideration Policy Review

## Old Business

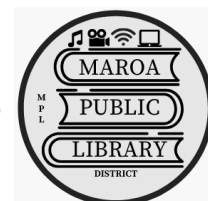
17. Masks
18. Bylaws Revision

## Approvals

19. Approval, Consent Agenda
20. Approval, Bylaws Revision
21. February 21, 2022, 6:30pm Meeting Agenda Suggestions
22. Adjournment

# Maroa Public Library District

305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



# Maroa Public Library District Regular Meeting Agenda

12/20/2021 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order – Meeting called to order by Library Board Vice President Amber Scott at 6:31pm
2. Roll Call – Trustees Present: Sara Gentle, Tony Norton, Amber Scott, Audra Newton. Trustees Absent: Angela Foulke, Mason Ricketts, Lindsey Hanes. Staff Present: Carrie Russell
3. Board President Remarks
4. Recognition of Visitors, Delegations, etc
5. Public Comment Period

## Consent Agenda

6. November 2021 Meeting Minutes
7. Director's Report & Calendar
8. Accountant & Treasurer's Reports for November 2021
9. List of Paid Bills for November 2021

## Committee Reports

10. Personnel – Closed session from 6:55-7:10pm. Motion – Amber Scott, 2<sup>nd</sup> Tony Norton
11. Material Selection & Circulation
12. Building & Grounds
13. Finance Policy
14. Financial Development

## New Business

15. Juneteenth
16. Staff Reviews
17. Staff Bonuses -
18. By-laws Review – Need revision to trustee absences
19. Reference Policy Review

## Old Business

- 20.

## Approvals

21. Approval, Consent Agenda – Motion: Tony Norton, 2<sup>nd</sup>: Sara Gentle
22. Staff Bonuses – Motion: Tony Norton, 2<sup>nd</sup>: Audra Newton
23. January 21, 2022, 6:30pm Meeting Agenda Suggestions – Personnel committee will meet in a closed session
24. Adjournment – Meeting adjourned by Amber Scott at 7:24pm

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# Librarian's Report

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December 2021 Statistics | January 17, 2022

## Circulation and Patron Statistics

Total Check Outs	352	New Items	99
People Count	176	New Patrons	0
ILL	341in / 171out	MPLD checkouts to MPLD patrons	155
Computer Users	11	OCLC	0
LOTG	213	3M	N/A
Adult Program Attendance	33	Adult Program Count	9
Youth Program Attendance	0	Youth Program Count	0
Children's Program Attendance	13	Children's Program Count	1

### Materials & Selection:

- 

### Safety & Security:

- Planning to re-key the master library keys.

### Programming & Events:

- We decided to move to passive and take-and-make programs for the next month or so

### Personnel:

- 

### Building & Grounds:

- New sign is finally installed!
-

# Statistical Summary

12/1/2021 12:00:00 AM - 12/31/2021 11:59:59 PM

## Maroa Public Library District (MARP-ZCH)

### Record Counts – December 2021

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,657,017	36,121	762,851			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	16,581	16,758	0	1,076	8	20

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
352	51	326	35	0
Holds Placed	Holds Satisfied	Holds Cancelled		
165	195	15		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	0	0	99	0
Added by Other	5,400	2,066	0	0
Deleted by Branch	0	0	25	0
Deleted by Other	7,612	1,982	8	1

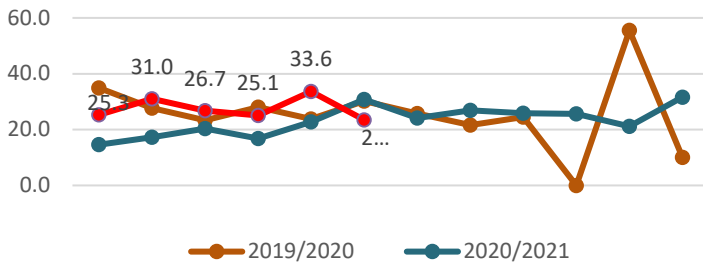
### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$6.50	\$6.50	\$0.00	\$6.50	\$175.00	\$0.00
Total Outstanding Fines - As of 1/7/2022 10:30 AM					\$7,627.31

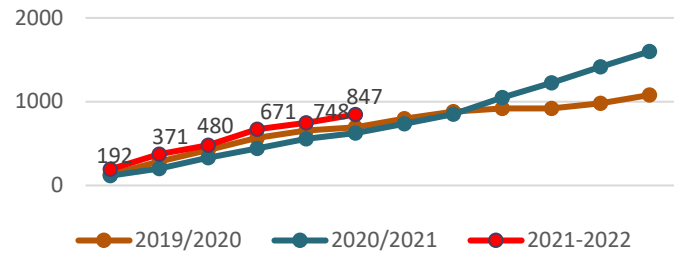
### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
71	0	28	0

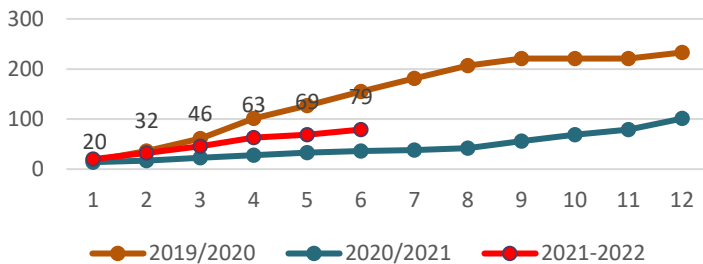
### Average Checkouts Per Day



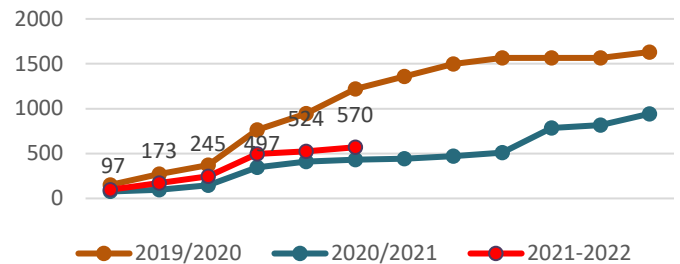
### YTD New Items



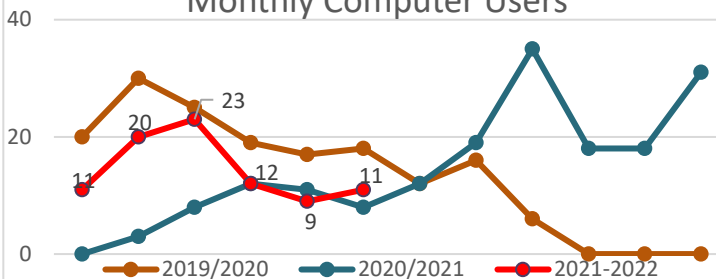
### YTD Total Number of Programs



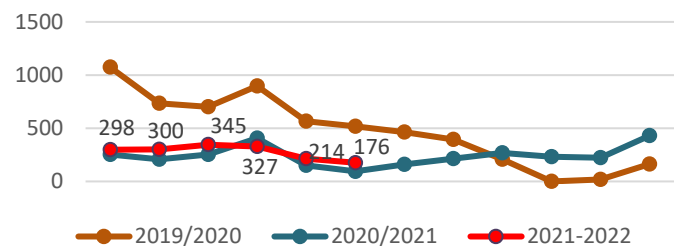
### YTD Total Program Attendance



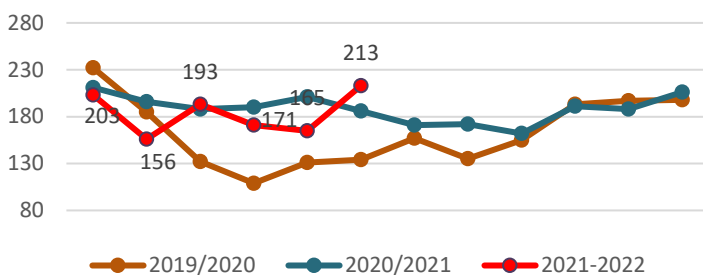
### Monthly Computer Users



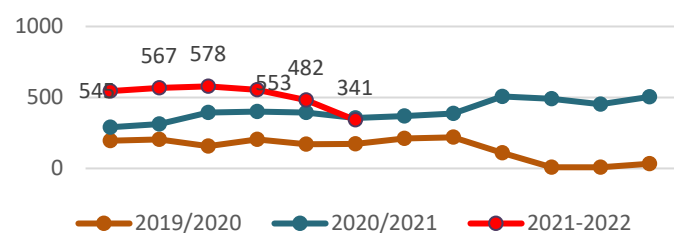
### Monthly People Count



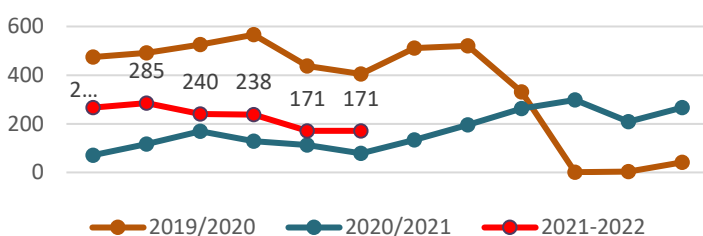
### Monthly Library On the Go Checkouts



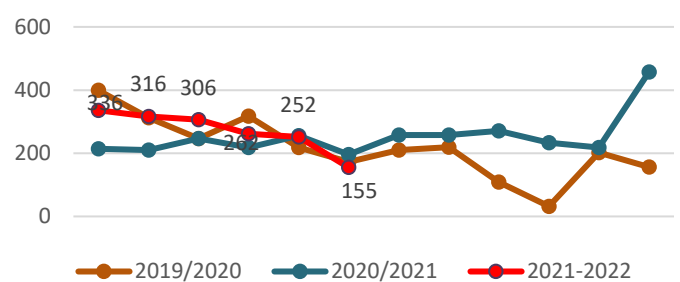
### Monthly Items Borrowed (Ordered In) from Other Libraries



### Monthly MPLD Items Lent to Other Libraries (ILL In)



### Monthly MPLD Items Lent at MPLD



Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
Chocolate spoons pickup						
		First Day of Black	10am - Senior	1pm - Director Chat 6pm - VFW/AL Stoy	10am - Senior	
6	7	8	9	10	11	12
Valentine take-and-make pickup						
			10am - Senior 11am - Wits	1pm - Director Chat	10am - Senior 11am - 11:00 Book	
13	14	15	16	17	18	19
	Valentine's Day		PreK Visit 10am - Senior	1pm - Director Chat	10am - Senior	
20	21	22	23	24	25	26
	Presidents' Day 6:30pm - Library		10am - Senior 11am - Wits	1pm - Director Chat	10am - Senior 11am - Adult Book	
27	28	1	2	3	4	5
		First Day of	10am - Senior	1pm - Director Chat 6pm - VFW/AL Stoy	10am - Senior	

Item	Deposit Type	Amount	Check Number	Company/Person	Sub	Description				
1	Cash	-\$49.50	N/A	Corporate	Cash Drawer					
2	Check	-\$1,758.39	7990	DeWitt County	Final tax distribution					
3	Check	-\$22.00	73273	City of Woodriver, IL library	lost book replacement					
	Total	-\$1,829.89								
Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	705.29	Corporate	Materials	Books		13434	11/11/2021	12/11/2021	12/2/2021
2	Priority Lawn Care	670.00	Building	Grounds	Mowing		13436	11/30/2021	12/30/2021	12/2/2021
3	Frontier	368.22	Corporate	Utilities	Telecommunication		13437	11/16/2021	12/10/2021	12/2/2021
4	City of Maroa	18.78	Corporate	Utilities	water		13435	11/24/2021	12/17/2021	12/2/2021
5	Ameren	481.00	Corporate	Utilities	power		13433	11/24/2021	1/24/2022	12/2/2021
6	MYHB	600.00	Corporate	Accounting	Services		13438	11/30/2021	12/30/2021	12/2/2021
Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	449.58	Corporate	Materials	Books		13440	12/1/2021	1/1/2022	12/16/2021
2	Lazerware	616.33	Building	Equipment	Computers	Lease and maintenance	13444	12/2/2021	1/1/2022	12/16/2021
3	Cengage	70.47	Corporate	Materials	Books		13442	11/30/2021	12/30/2021	12/16/2021
4	Watts	102.07	Building	Equipment	Printer		13445	12/10/2021	1/8/2022	12/16/2021
5	ESS	325.00	Ins/Lia	Safety	Cleaning		13441	12/1/2021	1/1/2022	12/16/2021
6	ID Label	168.20	Corporate	Office Expense	Office Supplies	barcodes	13443	12/14/2021	1/14/2022	12/16/2021
7	<del>Hoople</del>	<del>-568.01</del>	<del>Corporate</del>	<del>Materials</del>	<del>E-resources</del>	-	<del>CREDIT</del>			
PAYROLL										
		3,670.28	Corporate	Payroll Expenses	Payroll Gross	Dec 1-15				
		5,072.54	Corporate	Payroll Expenses	Payroll Gross	Dec 15-31				
	Total	8,742.82								

# Patron Confidentiality Policy

2/18/2019 | Revision 02

## In consideration of:

- Council of the American Library Association's strong recommendation that the responsible officers of each library formally adopt a policy with regard to confidentiality of library patron records;
- ALA Policy Manual 54.15--Code of Ethics, point 3, which states "Librarians must protect each user's right to privacy with respect to information sought or received, and to materials consulted, borrowed or acquired;"
- Family Education Rights and Privacy Act of 1974, which prevents schools and libraries from distributing students educational records to third parties without a student's consent; and
- Illinois Library Records Confidentiality Act, P.A. 83-179, effective January 1, 1984 which states: "The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public."

## The Maroa Public Library formally recognizes:

- That all records identifying the names, social security numbers, or I.D. number of library patrons are confidential in nature;
- That such records are not to be revealed to anyone other than the patron in question without either the express written permission of the patron in question or the adherence to proper legal and MPLD procedures regarding required access to such information;
- That library employees are encouraged not to keep records with personally identifiable information, unless that information is necessary, and to destroy such records as soon as possible.
- That the confidentiality of patron records requires that such records should be consulted by library employees only for LEGITIMATE purposes such as locating or recalling library materials, processing overdue notices and fines, adding or deleting names to the database, making collection development decisions, resolving billing matters, or investigating violations of Library circulation policies, including but not limited to, the following:
  - **Legitimate Consultation of Patron Records**
    - expired I.D. number with overdue items still charged
    - patrons who repeatedly claim to have returned books
    - patrons who have manipulated the system to set their own due dates outside the Library's established patron loan periods
    - patrons with outstanding Library accounts who have been referred to collection
- Library employees may not view patron records for such purposes as idle curiosity or personal interest.
- Special requests for confidential information to be used for research purposes shall be addressed to the Librarian and may be granted based on MPLD discretion.

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## **EXAMPLES OF REQUESTS FOR LIBRARY INFORMATION THAT IS CONFIDENTIAL AND MUST NOT BE HONORED.**

This list is intended to provide examples of possible violations of confidentiality of library information and is by no means inclusive. Any request for confidential information from patron records coming from a law enforcement officer or investigative agent of the state or federal governments, **MUST** be referred to the MPLD Librarian.

### ***CIRCULATION AND PATRON RECORDS***

- A request for the circulation records of a library card holder by someone else.
- A request to see interlibrary loan borrowing records.
- A request for addresses, phone numbers, I.D. numbers or other personal information contained in the borrower database.
- A request to see a list of individuals who are not members of the MPLD community but who have been granted library borrowing privileges.

### ***OTHER EXAMPLES***

- A request for the name of the person who has signed out a particular item.
- A request to review the identity of persons who have used the Community Room, computers or other forms of materials.
- A request to reveal the nature of a library user's reference request or database search.
- A request for the names of persons who have used audio-visual materials.
- A request for a list of items photocopied for or faxed to a particular Library user.
- A request for a list of suggested acquisitions submitted by a particular Library user.
- A request from law enforcement authorities for the identity of anyone conducting research on a particular subject.

# Selection and Reconsideration Policy

2/20/2017 | Revision 01

## A. Selection Policy

The Board of Maroa Public Library, recognizing the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion, declares as a matter of materials selection policy that:

1. Materials selection shall be vested in the Library Director, and, under the director's direction, such members of the staff who are qualified by reason of education or training. Any book or library materials so selected shall be held to be selected by the board.
2. The roles of the Maroa Public Library include Community Information Center, Popular Materials Library, Children's Library and Programming, and Reference Library. These roles shall be realized through providing free and open access to the ideas and information available on all subjects and in all media. Maroa Public Library shall select and make available material for the enlightenment, cultural development, and the enjoyment of its public of all ages and levels of ability and interest. All materials shall be available to all.
3. Recognizing that budgetary and space constraints limit the library's ability to purchase material, librarians shall evaluate material on the basis of their value of interest, information and enlightenment for all people of the community.
4. Qualitative standards shall be used, including recommendations from acceptable professional and commercial reviews. Popularity and community demand shall be among the major criteria for selecting material. Consideration shall be given to material which may be of interest to a few patrons as well as that of interest to many patrons.
5. No book or library materials shall be excluded because of the race, nationality, religion, political, or social views of the author.
6. The Maroa Public Library believes that censorship is an individual matter and declares that while anyone is free to reject for oneself materials, which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom of others.
7. The Maroa Public Library defends the principles of the freedom to read and declares that whenever censorship is involved no book or library material shall be removed from the library save under the orders of a court of competent jurisdiction, or by those vested with material selection authority.
8. The Maroa Public Library Board adopts and declares that it will adhere to and support the Library Bill of Rights.
9. Materials which are no longer useful will be weeded from the collection according to accepted professional practice. Such materials shall be disposed of at the discretion of the Library Director.
10. The Board encourages gifts of money, real property, and/or stock to be used to improve library services. Items donated for the library's collection will be added or discarded at the discretion of the Library Director.
11. Complaints regarding any item in the collection will be handled according to the library's Reconsideration Policy.

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## **B. Reconsideration Policy**

Complaints about any item(s) in the library's collection will be handled as followed:

1. The concerned patron will be offered the opportunity to discuss her/his concern with the Library Director and/or staff person responsible for selection. If the patron is dissatisfied with this discussion and wishes to pursue the issue, she/he will be required to complete and submit a Reconsideration Form.
2. The Director will review the complaint and Reconsideration Form and will respond in writing.
3. If the issue is still not resolved to the patron's satisfaction, the complaint will be taken to the Library Board, along with any supporting documentation from the patron and/or the Library Director.
4. The Board will prepare a written response to the patron

## Request for Reconsideration of Library Materials

Your name:

Home address:

Title of Challenged Resource:

Author:

Call Number:

Date of Publication:

Type of media: (circle one)

book   video   audio   online resource   other (please specify):

Please describe why the above material is being challenged:

Why does this resource not fall within the collection development policy of the Library?

Did you read, view or listen to the entire resource?

Would you like this item to be removed, or balanced with another title?

In place of this item, would you care to recommend other materials that you consider to be of equal or superior quality to this work? Please specify.

# BY-LAWS OF THE MAROA PUBLIC LIBRARY DISTRICT

1/17/2022 | Revision 06

## Article I

### Formation:

The Maroa Public Library District was formed on July 1, 1993 and the following boundaries shall prevail:

All of the Maroa-Forsyth Community Unit School District territory lying within Macon and DeWitt counties, except that territory within the corporate boundaries of the Village of Forsyth.

## Article II

### GENERAL PROVISIONS

1. These By-Laws are intended to set out the duties of the officers of the Board of Library Trustees, provide procedures by which the business is carried on, to specify duties of the director and other employees and to provide other general rules relating to the government of the Trustees.
2. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Library Trustees.
3. Any member who has any interest of a personal nature in a matter before the Board shall not vote thereon and shall remove him/herself from any meeting or hearing at which said matter is under consideration. No board member shall be employed by the Library; this is covered by the Conflict of Interest Act covered in Trustee Facts File (1997, page 106). There must be a majority vote to make any board actions official.
4. The office of the Board shall be located at Maroa Public Library facility.
5. Monthly meetings shall be held on the third Monday of the month at 6:30 PM, unless this day falls on a holiday. If this should happen, the meeting will be on the following Monday. Board meetings are open to the public and guests are invited and encouraged to attend, except meetings covering personnel, which is closed to the public. Special meetings shall be called by the President, or upon request of other board members, for the meeting. Notice stating the time and place of any special meeting and the purpose for which it is called shall be posted. Posting of an agenda is required for each meeting at least 48 hours in advance of meeting, except matters held in an emergency. The order of business for board meetings will follow that suggested by the Illinois Library Association and

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Illinois State Library. All meeting attendees will conduct themselves in a courteous and respectful manner.

6. Library board members shall be compensated 54 cents per mile for all travel and expense incurred on library business, but there will be no monetary consideration per time given. Members shall be reimbursed for any expenses incurred in the performance of board functions.

### **Article III**

#### **MEMBERSHIP**

1. The Library shall be governed by a Board of seven (7) Trustees, elected by the registered voters of the District in the Consolidated Elections. Trustees' elections come up every 2 years as terms expire. Trustees will run for a term of 6 years.
2. A quorum of the board is four (4) members.
3. If a vacancy occurs on the Board, the Trustees have the right to appoint a successor to serve until the next election.
4. If any trustee is absent over twelve (12) consecutive meetings (per Illinois General Assembly, 75 ILCS 16/30-25), his/her term shall be vacated and the Trustees have the right to appoint a successor to fill their unexpired term
5. A written resignation for a trustee shall be taken into consideration at a regular monthly meeting or a special meeting.

### **Article IV**

#### **OFFICERS**

1. An election of officers shall be held at the May meeting. The officers of the Board of Library Trustees shall be President, Vice President, Secretary and Treasurer. The length of the terms of office shall be two years.
2. The president shall supervise the affairs of the Board of Trustees. He/she shall preside at all meetings of the Board and shall appoint committees as may be necessary to carry the Board. The president shall be an ex-officio member of all committees appointed. The president shall authorize calls for special meetings at his/her discretion. Board members must have a 48 hour's notice and a list of the topics to be discussed shall be posted. The president shall sign checks in the absence of the Treasurer.

3. The vice-president shall preside at meetings of the board in the absence of the president. He/she shall be responsible for the following standing rules for flowers. Death of members and staff, their immediate family (parent, spouse or child) you may send an arrangement costing \$50.00. When a board member or staff is in the hospital you may send an arrangement costing \$75.00 or less.
4. The secretary shall notify each member of meeting times and shall make certain there is written record and permanent minutes of the board's proceedings. He/she shall keep records of all official actions of the Board, conduct the correspondence, file the minutes and ordinances and any other legal items with the appropriate people and places. He/she shall be custodian of the files of the Board and its records.
5. The treasurer shall be authorized to write and sign checks drawn on funds deposited to the credit of the library.  
The treasurer shall:
  - a. Have all deposits checked by appointed Trustee or Director
  - b. Shall be responsible to see that any accounting is kept of the library funds and shall report on the state of funds at each meeting
  - c. Shall pay all pre-approved bills and itemize all expenses on his/her monthly report

## **Article V**

### **DUTIES OF THE TRUSTEES**

1. Trustees shall serve on special or standing committees appointed by the president. Special committees appointed will serve until the completion of the work for which it was appointed. Standing committees shall be: Personnel, Policy, Building/Maintenance, Financial, Materials Selection & Circulation and Financial Development. Descriptions/responsibilities of committee are as follow:  
The Personnel Committee prepares the annual performance evaluation of the Library Director, works with the Director in drafting and recommending to the board personnel policies and procedures, and addresses other personnel issues as presented to the committee by the board, staff and/or the Director.
  - a. The personnel committee shall do an evaluation of Director and other staff members after their go-day probationary period is past.
  - b. Following the probationary periods there will be evaluation once a year for all staff personnel.
  - c. After the evaluations, the committee will report back to the board at the next regular monthly meeting.The Policy Committee oversees the drafting and revision of MPLD policies and procedures to be presented to the Board.  
The Building/Maintenance Committee is responsible for overseeing the budget, maintenance and repair of MPLD property. Committee members should also advise the Board on contracting maintenance and repair services.

The Financial Committee works with the Library Director to develop a fiscally responsible and innovative budget that takes into account changes in Library programming, material and facility needs. Committee members should regularly review financial reports to ensure all MPLD expenditures are both fiscal responsible and supportive of MPLD's mission.

The Materials Selection & Circulation Committee is responsible for the execution of and possible revisions to MPLD's Selection and Reconsideration Policy maintaining compliance with the Library Bill of Rights.

The Financial Development Committee works with the Library Director to identify and develop grant and fundraising opportunities. The primary financial objectives are new sources of funding that will supplement the library's tax revenue base and to support new programming and services identified by the Director.

2. Trustees shall select a Director and assistant personnel when necessary.
3. Trustees shall approve selection policies for the contents of the library.
4. Trustees shall manage the financing and approve purchasing of library furnishings, equipment and supplies over \$5000.00.
5. Trustees shall determine the policies of the library and see that they are carried out.
6. Keys shall be distributed to all trustees.

These By-Laws, adopted as of this day, shall take precedent over all other Bylaws.

Amendments to these By-Laws must be included in the agenda for the meeting, shall be presented in writing at a regular or special board meeting and be amended by a yes vote of a quorum present, or by unanimous vote of the members present.

Dated, this 20 day of November 2017.

5/5/97

Revised 11/3/97

Revised 9/14/98

Revised 10/01/01

Revised 7/17/2017



Revised 11/20/2017

Revised 1/17/2022