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Meeting Minutes
Case-Halstead Library Board of Trustees
November 2, 2015

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Meeting Location: Conference Room, Library, 550 Sixth St., Carlyle, IL 62231

Board Members Present: Barb Guebert – President, Kim Stamps – Vice President, Michelle Scott – Secretary, Brenda Johnson – City Liaison, Kenny O'Dell, Kim Wilkerson

Absent: Jane Bullock – Treasurer (excused), Darren Tracy (excused), Frank Buckingham *(excused)*

Also Present: Christi Gerrish, Library Director

I. Call to Order, Roll Call and Introduction of Guests
    a. The meeting was called to order at 7:03pm
II. Pledge
III. Meeting Minutes
    a. September 14
        i. Brenda Johnson made a motion to accept the September 14 Special Meeting minutes
            1. Kim Stamps seconded the motion
            2. All were in favor and the motion passed
    b. October 5
        i. Kim W. made a motion to accept the October 5 meeting minutes as corrected.
            1. Kenny seconded the motion
            2. All were in favor and the motion passed
IV. Treasurer's Report and FNB Statement
    a. Treasurer's Report
        i. Michelle made a motion to accept the Treasurer's Report
            1. Kim S. seconded the motion
            2. All were in favor and the motion passed
    b. FNB Statement
        i. Balance of Maddux Trust as of September 30 was $55,556.04. This is close to what we had estimated.
V. Library and Construction Bills
    a. Library Bills
        i. Income increased because of several reasons including:
            1. Increase in non-resident fees
            2. Library did printing for the (local) Rotary District 6510 Conference
            3. Faxing, etc.

4. Even though our maintenance fees will generally increase with increased use of the copier, the income will have also increased

5. Utilities were low this month ($920.77), due to decreased use of air conditioning and lack of need for heating. The air system was active to provide air flow.

6. The Amazon bill was larger than usual this month, mostly due to requests from patrons for materials to be available from local artists/writers. Local material has proven to be very popular in our library.

    ii. Kim S. made a motion to pay the library bills

        1. Kenny seconded the motion

        2. All were in favor and the motion passed

b. Construction Bills

    i. The lighting was completed on the History Wall ($240.00, Rakers Electric).

    ii. Kim S. made a motion to accept the construction bills

        1. Kenny seconded the motion

        2. All were in favor and the motion passed

VI. Statistics

a. Our young adult patronage was down this month, but the other statistics were in line with previous months. Christi will be monitoring this statistic. Suggestions were made to contact the new High School principal to 'advertise' our programs and offerings.

b. The 'route outs' almost doubled, due to a change in the way the library system routes out books from different libraries.

VII. Library Director's Report

a. Upcoming Programming

    i. November

        1. Knitting classes – Nov 3, Nov 10 – this class is full

            a. Due to popularity, a knitting/crocheting club might be started at the library

        2. Story Time – Nov 4, Nov 18 – at 10:00am

        3. Movie: Max – Nov 6, 7:00pm

        4. Puzzling week at the library – November 16-20, regular hours

        5. Ask Your Librarian – Nov 17, 7:00pm

        6. Family Read Night – November 19, 6:00-8:00pm

    ii. December

        1. Author/ southern Illinois veterans stories – December 1, 7:00pm

    2. Story Time – December 2, 16 10:00pm

    3. Christmas Choral Music (Men's choir) – December 5, 6:30 (1 hour)

    4. Movie: Polar Express: December 12, 6:30

    5. Fr. Jack Frerker/ *Hi, God* – book discussion – December 15, 7:00

    6. Scholastic Book Fair – December 16 – 29

   iii. Also – The library is hosting the local Chamber of Commerce on November 5 at 5:30pm. This will be an opportunity to show the business community what the library has to offer.

b. Utility Report

   i. Utility costs have been very reasonable so far this fall.

c. ILA Conference

   i. Christi said that she enjoyed this conference and was able to learn about a lot of new technology being provided at libraries.

   ii. Christi talked about some new unconventional programs at libraries, including, for example, books provided by one library on the Elevated Train in Chicago. She learned some ideas that our library might use improve our friendliness towards patrons.

   iii. Christi attended many seminars, including one about how to design craft programs for our younger patrons, a seminar that discussed the legal aspects of social media, and an informative seminar by Phil Lenzini

   iv. Christi learned that we are one of the few libraries to properly run our committees.

   v. Christi discussed the various library meetings available in Illinois. The library board recommended that she attend at least one informative library meeting per year.

   vi. Christi's housing fell through for the conference.

   vii. Michelle made a motion to retroactively pay for Christi's housing (approximately $500.00) for the ILA conference using budget lines 5620 and 5630.

    1. Kenny seconded the motion

    2. All were in favor and the motion passed

d. Staff Meeting

   i. The meeting was cancelled this month due to poor staff availability

   ii. Each employee will now get their own library e-mail. This will allow for better communication with the staff.

e. Staff Training Day

   i. IHL Member Day

       ii.   The only fee was lunch for the staff excepting Christi, who spoke at the conference on using social media.

      iii.   Christi, as well as the staff, went to a number of seminars. Christi feels that this meeting was inspirational and informative for the staff, especially.

f. Ask Your Librarian Program, November 17

       i.   Board members are welcome to attend and should review the role of library trustees, the bylaws and our mission statement in order to prepare for questions.

g. 3-D Printer

       i.   Christi learned about a new machine at her conference that has benefits above our previously approved but not yet purchased machine. This machine is an all-in-one printer and does not need to be connected to a computer. It is wireless and is the same price as the Ultimaker but Christi can also get a $300 discount because she attended the conference. This device also includes a scanner.

      ii.   Brenda made a motion to rescind our original motion regarding the Ultimaker 3-D printer and to purchase the ZEUS 3-D printer as described by Christi.

          1.   Kenny seconded the motion

          2.   All were in favor and the motion passed

h. Microfilm

       i.   The cost to digitize our microfiche is approximately $75 per roll, but this only purchases the rights to access the digital content. The digital content will belong to the digitizer. Cost for our materials would be around $9300.00. We can purchase a digital scanner for microfilm for approximately $7500.00 which would allow for people to scan the information and store it on their computers. This device could also scan photographic slides. One downside would be that this material would not be searchable. However, this device could have many uses in the community.

      ii.   Kim W. made a motion to authorize the purchase of a microfilm scanner up to the cost of $8000.00 using the funds available in the Maddux Trust as an equipment purchse.

          1.   Michelle seconded the motion

          2.   All were in favor and the motion passed

i. Display Case

    i. Christi presented a document describing terms and conditions regarding the use of the Library Display Case. This can be updated at the next Policies and Procedures meeting.

  j. Tack Wall Recommendations

    i. Christi described a picture hanging system by Walker Display Incorporated. There was an option to use either rods or cables to suspend heavier items from aluminum molding. Christi suggested cables because they would more likely keep the displays flush with the wall.

    ii. Christi suggested the purchase of 4 8ft sections of molding ($87.80), 10 rod sleeves ($50) and approximately 10 4ft cables ($65) and miscellaneous hooks ($150), not to exceed $500. This system will allow for attractive and sturdy displays using our tack wall.

    iii. Kim W. made a motion to purchase the picture hanging system and accessories from Walker Display not to exceed $500.00.

      1. Kenny seconded the motion

      2. All were in favor and the motion passed

  k. Other Reports

    i. A leak was found in the main water line for the library. Gerstner was contacted and fixed the leak, although the repair was delayed 2 days longer than was promised by the company.

      1. Due to the seriousness of the leak (causing possibly critical loss of pressure to our fire sprinkler system), Barb will be drafting a letter requesting better service in the future.

    ii. Christi will take vacation Dec 30, 2015 – Jan 6, 2015

VIII. Standing Committee Reports

  a. Building and Grounds/Construction Committees

    i. Maddux Tribute Wall

      1. At the September 14 special meeting we approved a decision to go to Foppe, get a board to recess the frame, and to put a glass overlay over it. However, this has proven to be too costly. After further review other options were re-considered. Barb and Christi discovered that the whiteboard would provide a protective barrier to the painting and that likely, protective recessing for the painting would not be necessary. The previous estimate of $4600 for the Tribute Wall and other smaller items would still stand

      2. Brenda made a motion to design the wall according to the original estimate.

3. Michelle seconded the motion
4. All were in favor and the motion passed

ii. Concrete
1. The concrete was sealed with some grit, but the concrete is still slick. Barb will contact Poettker to request further solutions.

iii. Diversified (landscaping)
1. The Black Gum Tree was replaced, but the trunk diameter was only 1 inch whereas the previous tree was 2 inches in diameter. Barb has contacted Diversified regarding this problem
2. The Red Bud will be replaced in Spring, and Barb plans to get this plan in writing
3. The ***Naindina Bush was successfully replaced.

iv. History Wall Lighting – this is complete (see construction bills)

v. Other Construction Related Items
1. We discussed adding one or two electrical outlets outside to allow for outdoor events at the library.
   a. The city would provide this, but the library would need to pay for the materials. Brenda mentioned that for other outdoor events, the City temporarily pulls electricity directly from the light poles. Brenda will look into the costs/benefits of each option.
2. Michelle made a motion to add 2 electrical outlets outside to allow for outdoor events at the library if that was determined by Brenda to be a better option than temporarily pulling electricity from the light poles.
   a. Kenny seconded the motion
   b. All were in favor and the motion passed
3. Barb mentioned that our HVAC warranty is about to expire and that Christi should make special notice of anything concerning happening with the system.
4. Construction is nearly complete and we are likely only a couple of months from being able to finish construction.
5. The downspouts from the roof no longer have unreasonable water discharge since leaf cleaning and monitoring was instituted.

b. Personnel Committee
   i. The Personnel Committee will be meeting later this month.

c. Other Reports – none

d. City Council Liaison – nothing to report
  i. Brenda will be checking with Insurance as to our liability while maintaining items that are loaned to the library. We should have the City Attorney draft documents regarding the loaning and donation of items to ensure that we are protected legally (for example, during our Open House/ Artist Displays).
  ii. Brenda will also check on holiday lighting for the library. The city would help to mount some of the PVC pipes to mold the lighting into decorative shapes.

e. Friends of the Library – next meeting November 14
  i. Book Sale - $506
  ii. Cleaning – Friends plan stay after this month's meeting to clean the inside and outside of the building (cobwebs, etc)

f. Carlyle Christmas Parade – November 27. We are considering a library float.

IX. Public Comment

X. Old/ New Business
  a. Review 2015 Library Calendar
    i. The Policies and Procedures Committee will meet to review policies and procedures
    ii. Family Read night
  b. Serving Our Public – Programming
    i. We should better advertise to our patrons about the provisions that we are able to make for persons with disabilities (for example, larger knitting needles for the less dexterious).
    ii. We could also better target our seniors with programs relevant to their interests.
  c. General Dean Video Status
    i. The video was able captured, but the audio is still being adjusted.
    ii. There is enough material for 2 DVDs, so a double 'set' might be possible.
    iii. Serpentine will need to know the 'size' of the video so that they can quote us on price for copying the media. The cost to us would be less with a single DVD due to less copying time, smaller packaging, etc.
    iv. Barb and Darren will meet with Joe on November 10.
    v. Once the cost is approximated, the Friends can set a price for the DVD and we can begin 'selling' the DVDs.
    vi. Aside - General Dean's niece stopped by the library this month while touring Carlyle to look at family history.

d. Christmas Program
e. Jantzen Sculpture
    i. Barb talked with Bob Hammel of the Historical Society, and discovered that they are interested in procuring the sculpture and are awaiting official approval from both Gretchen Jantzen and the Historical Society.
f. We need to check the names on the signature cards at the bank to see if they need to be updated.
g. Marge's Retirement – We proposed Saturday December 12, 10-12
    i. Need: Card from Board, Guest book, refreshments, etc. Perhaps with donations from the Friends.

XI. Adjournment
    a. The meeting was adjourned at 9:05pm
XII. Next meeting Monday, December 7, 2015 at 7:00pm

Respectfully submitted,

Michelle Scott, Secretary

CITY OF CARLYLE
DETAIL REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING OCTOBER 31, 2015

FUND 20 - LIBRARY FUND

		PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
	TAXES					
20-3110	PROPERTY TAX	10,744.81	27,178.38	28,430.00	1,251.62	95.6
20-3150	MOBILE HOME TAX	.00	.00	80.00	80.00	.0
20-3160	PAYMENT IN LIEU OF TAXES	.00	.00	5,500.00	5,500.00	.0
	TOTAL TAXES	10,744.81	27,178.38	34,010.00	6,831.62	79.9
	INTERGOVERNMENTAL REVENUE					
20-3440	GRANTS	.00	4,101.25	8,000.00	3,898.75	51.3
	TOTAL INTERGOVERNMENTAL REVE	.00	4,101.25	8,000.00	3,898.75	51.3
	FINES & FORFEITURES					
20-3530	PENALTIES-LIBRARY FEES	1,556.60	7,332.53	10,000.00	2,667.47	73.3
	TOTAL FINES & FORFEITURES	1,556.60	7,332.53	10,000.00	2,667.47	73.3
	MISCELLANEOUS REVENUE					
20-3810	INTEREST INCOME	.00	8.78	25.00	16.22	35.1
20-3831	DONATIONS	.00	849.35	2,000.00	1,150.65	42.5
20-3832	DONATIONS-SUMMER READING	.00	1,670.00	1,000.00	(670.00)	167.0
20-3870	MADDUX ROOM RENTAL	.00	25.00	500.00	475.00	5.0
20-3890	MISCELLANEOUS - GIFTS	.00	.00	4,000.00	4,000.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	2,553.13	7,525.00	4,971.87	33.9
	OTHER FINANCING SOURCES					
20-3990	TRANSFER FROM OTHER FUNDS	.00	45,000.00	122,000.00	77,000.00	36.9
	TOTAL OTHER FINANCING SOURCES	.00	45,000.00	122,000.00	77,000.00	36.9
	TOTAL FUND REVENUE	12,301.41	86,165.29	181,535.00	95,369.71	47.5

FUND 20 - LIBRARY FUND

		PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
	LIBRARY					
20-56-4210	SALARIES-REGULAR	9,722.75	44,709.70	85,000.00	40,290.30	52.6
20-56-4510	HEALTH & DENTAL INSURANCE	509.93	3,005.76	6,000.00	2,994.24	50.1
20-56-5110	MAINTENANCE SERVICES-BUILDING	450.00	5,146.23	7,900.00	2,753.77	65.1
20-56-5120	MAINTENANCE SERVICES-EQUIPMEN	241.69	1,504.56	2,550.00	1,045.44	59.0
20-56-5330	LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
20-56-5490	OTHER PROFESSIONAL SERVICES	.00	4,510.14	6,600.00	2,089.86	68.3
20-56-5510	POSTAGE	.00	147.86	200.00	52.14	73.9
20-56-5520	TELEPHONE	51.12	588.60	1,500.00	911.40	39.2
20-56-5530	PUBLISHING	.00	42.00	500.00	458.00	8.4
20-56-5570	IT SOFTWARE	.00	.00	200.00	200.00	.0
20-56-5580	IT SOFTWARE	.00	.00	800.00	800.00	.0
20-56-5620	TRAVEL EXPENSE	.00	.00	300.00	300.00	.0
20-56-5630	TRAINING	230.00	230.00	500.00	270.00	46.0
20-56-5710	UTILITIES	1,097.65	6,209.35	16,000.00	9,790.65	38.8
20-56-5940	RISK MANAGEMENT-GEN INS.	.00	.00	7,890.30	7,890.30	.0
20-56-6110	MAINTENANCE SUPPLIES-BUILDING	.00	55.42	200.00	144.58	27.7
20-56-6120	MAINTENANCE SUPPLIES-EQUIPMEN	.00	.00	100.00	100.00	.0
20-56-6510	OFFICE SUPPLIES	30.47	839.21	2,000.00	1,160.79	42.0
20-56-6540	JANITORIAL SUPPLIES	67.83	189.28	400.00	210.72	47.3
20-56-6580	PERIODICALS	.00	1,460.44	2,000.00	539.56	73.0
20-56-8300	EQUIPMENT-CAPITAL OUTLAY	43.98	155.26	1,000.00	844.74	15.5
20-56-8800	LIBRARY-BOOKS-MATERIALS	1,984.30	11,884.15	20,000.00	8,115.85	59.4
20-56-9250	SPECIAL PROGRAMS	162.02	1,140.25	4,000.00	2,859.75	28.5
20-56-9290	MISCELLANEOUS EXPENSE	37.20	74.40	100.00	25.60	74.4
20-56-9950	GENERAL & ADMINISTRATIVE	598.50	3,591.00	7,182.00	3,591.00	50.0
	TOTAL LIBRARY	15,227.44	85,483.61	173,922.30	88,438.69	49.2
	TOTAL FUND EXPENDITURES	15,227.44	85,483.61	173,922.30	88,438.69	49.2
	NET REVENUE OVER EXPENDITURES	(2,926.03)	681.68	7,612.70	6,931.02	9.0

Case Halstead P.L. – Income and Expenditures

November 2015

A. Nonresident Fees - $210.00
B. Fines - $394.64
C. Copier & Printer - $250.60
D. Fax Machine - $77.05
E. Donations - $16.65
F. Disc Repair - $
G. Coffee - $10.50
H. Maddux Room - $50.00

Total $1009.44
Total at CH $1010.95

1. Expenditures
   5110 Maintenance-Services of Building   5110 $630.00
       Building Stars - $450.00
       Terminix - $100.00
       Diversified - $80.00
   5120 Maintenance-Equipment   5120 $155.29
       Da-Com Lease - $155.29
   5330 Legal Fees   5330 $
   5490 Other Professional Services   5490 $168.00
       SmartShield - $168.00
   5510 Postage   5510 $43.34
       Postage (Certified) - $43.34
   5520 Telephone   5520 $120.80
       AT&T - $95.80
       Cell Phone Reimbursement - $25.00
   5530 Publishing   5530 $13.75
       Union Banner Ad - $13.75
   5540 Printing   5540 $
   5620 Travel Expense   5620 $
   5630 Training   5630 $
   5710 Utilities   5710 $1168.38
       City of Carlyle Electric - $824.96
       City of Carlyle Water & Sewer - $257.23
       Ameren - $58.43
       Constellation - $27.74
   6110 Maintenance Supplies – Building   6110 $
   6120 Maintenance Supplies-Equipment   6120 $
   6510 Office Supplies   6510 $46.21

Amazon - $10.86
    Vistaprint - $14.98
    Walmart - $20.37
6540 Janitorial Supplies   6540 $
6580 Periodicals & Newspapers   6580 $
8300 Equipment   8300 $
8700 Furniture   8700 $
8800 Books & Other Materials   8800 $1522.06
    Amazon - $308.05
    Baker & Taylor - $679.79
    Forsyth Public Library – 26.55
    Gale - $210.12
    Ingram - $115.16
    Vespasian Public Library - $26.00
    Walmart - $156.36
9250 Special Programs   9250 $40.93
    CVS - $1.49
    Dollar Tree - $11.00
    Wal-Mart - $28.44
9290 Miscellaneous   9290 $
Total   Total $3934.14

Late Bills from October
5620   Embassy Suites - $477.12
6580   National Geographic - $19.00
8800   Tri-Township Library - $7.99

Library Project Bills
November 2015

Maddux Trust:

8900 Other Improvements

    Team One (3D Printer) - $2250.00

    Walker Display System - $498.08

Grand Total - $2748.08

_____

Library Director   Date

_____

Library Board Treasurer   Date

_____

Mayor Mike Burton   Date

Circulation Statistics---Monthly

2015 November	2015 October	2014 November
ADULT---1846	ADULT---1853	ADULT---1661
CHILDREN---603	CHILDREN---530	CHILDREN---515
YOUNG ADULT---42	YOUNG ADULT---38	YOUNG ADULT---57
RENEWALS---446	RENEWALS---464	RENEWALS ---651
MANUAL CHECKOUTS---21	MANUAL CHECKOUTS---33	MANUAL CHECKOUTS---43
3M Cloud---29	3M Cloud---28	3M Cloud---24
Overdrive—124	Overdrive---151	Overdrive---144
TOTAL=3111	TOTAL=3097	TOTAL=3095
ROUTE INS=524	ROUTE INS=624	ROUTE INS=389
ROUTE OUTS=585	ROUTE OUTS=631	ROUTE OUTS=251
COMPUTER USE=523	COMPUTER USE=632	COMPUTER USE=640
PATRON COUNT=2828	PATRON COUNT=3043	PATRON COUNT=2931
Friday Movie - 8	Author Story Time - 10	General Dean Program - 168
Story Time - 4	Trick or Treating - 71	General Dean Display - 241+
Family Read Night - 12	Scary Movies - 14	Dean Day Parade – 20
Ask Your Librarian - 4	Friday Movie - 4	Family Read Night - 8

3-D Printer Policy

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

I. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
   a. Prohibited by local, state or federal law.
   b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
   c. Obscene or otherwise inappropriate for the Library environment.
   d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
   e. May be used as a weapon or part of a weapon.

II. The Library reserves the right to refuse any 3D print request.

III. Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.

IV. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Accepted 12-7-15

INVESTMENT OPTION
VIEWSCAN III Digital Reader/Printer

1-ST VIEWSCAN III-14 Digital Reader/Printer Including:

-One-touch instant print or scan from the PC Monitor
-Easy user interface
-Enhance poor quality image
-Small Footprint
-On-Screen Help Videos
-LED Light System
-Scissor Cut Feature
-Multiple image capture per scan
-Image Enhancement
-Positive/Negative Mode
-1 USB Port located on front of Scanner
-Scan to Printer
-Save to Flash Drive or Network Drive
-7X-105X Zoom Lens
-ViewScan Premium Software
-Combination Roll/Fiche Carrier
-Digital Image Straightening
-Selective Image Enhancement
-Installation and Training
-Freight
-12 Month Warranty (HW and SW)
-E-Mail Suite
-Google Drive
-Drop Box
-Family Search Software
-*Customer provides PC workstation with laser printer*

Sub-Total:	**$7,950.00**
Optional 27" Rotating Monitor	**$285.00**
Optional OCR Plus Software	**$575.00**

Case-Halstead Library will supply a PC based on our <u>minimal specs</u> of:

System Requirements
-Operating System: Windows 7 and Windows 8 64 bit
-Memory: 8+ GB RAM
-CPU Processor: Intel® Core Duo i5 2.4+ GHz or higher
-2 USB 3.0 Ports off the mother board
-Video Card: 1 GB or better Discrete Graphics (NVIDIA GeForce X series is recommended)
Virtually any Windows local or network laser printer will work with the ViewScan.
OPTIONAL SOFTWARE

OCR Plus Software	**$ 465.00**

STimaging

Collection Scanning Solutions
A Division of Digital Check Corp

November 25, 2015

Christi Gerrish-Director
Case-Halstead Library
550 Sixth St.
Carlyle, IL 62231

Dear Christi,

Thank you for the opportunity to present the ST Imaging **ViewScan III-14** Digital Reader/Printer to your library. **Viewscan III** will be a great improvement to your library with its ability vastly improve image quality, enhance uptime and easily distribute scanned images to multiple locations.

As per your request, enclosed is pricing and features on the **ViewScan III with 14.6 Mega Pixel Camera, 7X-105X Zoom and Color Camera.** The simple design and ease of use for the average library patron along with a multitude of features makes this system a favorite of most public and academic libraries.

Coupled with the new **ViewScan Premium software, ViewScan III** is the most technically advance system on the market today, with software that offers amazing capabilities with ease of use. The **Viewscan III** hardware design complies with the American for Disabilities Act.

This easy to use, affordable, patron friendly digital system provides your patrons the best of both worlds; high quality digital camera technology along with some of the traditional features many patrons would feel comfortable with. The program is in simple English words and very intuitive .Poor quality film can easily be digitally enhanced live on the large *PC monitor* before a scan or print can be made. Prints can be sent to any local or network printer for outstanding, consistent and reliable copies.

In addition to instantly scanning any sized image from a PC monitor, **ViewScan III** also provides unique capture capabilities such as **multiple crop** and **scissor cut** features that provide the patron prints and scans of only what they need from the image. These images can be sent to a flash drive, the local hard drive or a network drive.

Our standard software allows for effortlessly e-mailing scanned images right from our software screen by using a standard g-mail account to send to e-mail, Google Drive or Drop Box. This is all done without leaving the scanning screen and without compromising security.

ViewScan Premium software now has the capability of capturing multiple images onto a single page and being able to annotate notes on any image. In addition, the right clip short cuts simplify the scanning process with minimal mouse movement.

Our newest version of software now offers automatic image cropping and automatic Image Straightening. Family Search software are included at no additional cost.

Finally, the optional OCR Plus converts your scanned image into a searchable PDF document.

Therefore, attached you will find purchase pricing for the **ViewScan III** Reader/Printer along with features of the systems, minimum PC specifications and optional features. Please call me if you have any questions. I can be reached at **815-885-4521.** Thank you again Christi.

Sincerely,

Bob Czechowicz
RMC Imaging, Inc.
Authorized S-T Imaging Reseller

VIEWSCAN III-14 FEATURES

-One second scan of any sized image

-Straight-Through Easy Load Film path (Gentler on Film)

-Scissor-cut feature (scan or print any shaped article)

-Multiple cropping feature

-On-screen redaction capability

-Advances film through on-screen software controls and hardware buttons

-Industry Standard Roll/Fiche carrier

-Displays on screen thumbnails after a scan for quick review

-No screen refresh when advancing the film. Easy on the eyes.

-Software has the simple look and feel of a Windows-like interface

-Digital Image Straightening

-Selective image enhancement

-Fan less quiet operation

-Easy to load roll carrier with only a single roller on both sides of the carrier

-1 USB Ports on the front of the Scanner

-Continuous Software Updates

-Customizable Screen Icons

-Custom E-mail Software Suite
    -Corporate E-mail
    -G-Mail
    -Scan to Cloud (Google Drive)
    -Drop Box

-OCR Package (Optional)

-7X to 105X Single Zoom Lens

-Print Preview

-Auto Cropping and Straightening

-Family Search Software

-14.6 MegaPixel Camera (Color and Greyscale)

Today's library users are no longer satisfied with the status quo, traditional library. The library clientele's bar of expectations for public library services and programs has surged so high that today's libraries are challenged to promote and market their services at levels that were never before conceived. With widening access to information through handheld devices and other electronic media, libraries are being placed in a competitive environment; therefore, in order to compete, survive, and thrive, libraries must determine what their library patrons want and need. The library patron must be the center of every program or service that the library provides. The library staff must be oriented to all of the library services and programs. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied— since it is highly likely that a library user who is not satisfied will not return.

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of life—this is the ideal achieved through an effective public relations and marketing program.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 7, 13, 14, 17, 22, and 23 in Chapter 1.

MARKETING STANDARDS

1. The library board develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.

2. The library staff and trustees participate in three or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.

3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, brochures, library website, social networking, mobile apps, posters, banners, displays, presentations and speeches, and newspaper ads, all of which should be made available outside the physical walls of the library.

4. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.

5. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.

6. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.

7. The board, administration, and appropriate staff visit other libraries at least once a year, learning what services and programs other libraries offer their patrons.

8. The operating budget includes funds for public relations and marketing.

9. The library considers persons with special needs when developing and delivering information about the library's collections and services.

10. The library develops strategies to reach those groups that do not use the library.

11. One member of the staff coordinates the library's marketing efforts, but all staff receives customer service and marketing training.

12. When reviewing and setting library policies, the board evaluates how the policies affect persons within the jurisdictional population.

13. The library includes public relations and customer service as part of the orientation of all new staff and board members.

14. The library regularly evaluates patron and community awareness of the library's programs and services through focus groups, surveys (in-house and web-based), interviews, etc.

15. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.

16. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

MARKETING CHECKLIST

☐ The library has a marketing plan that supports the library's long-range/strategic plan.

☐ The library staff and trustees participate in three or more cooperative activities with other community organizations.

☐ The library's services and programs are promoted in the community. Check the applicable publicity methods.
  • flyers
  • brochures
  • website
  • social networking
  • mobile apps
  • posters
  • banners
  • displays
  • podcasting
  • presentations
  • speeches
  • newspaper ads
  • other

☐ The library invites local, state, and federal officials to visit the library.

☐ The library's website is updated at least monthly.

☐ The board, administration, and staff conduct a library walk-through.

☐ The board, administration, and appropriate staff visit other libraries.

☐ The budget includes funds for public relations and marketing activities.

☐ The library's promotional methods and services are ADA compliant.

☐ A designated staff member coordinates the library's marketing efforts.

☐ The library's staff receives customer service and marketing training.

☐ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.

☐ The library surveys patrons and the community to judge awareness of the library's programs and services.

☐ The library's statistics are effectively used to compare the library's progress in reaching its community.