June 20, 2023 Board Meeting

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	Adjournment (1 minute)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, June 20, 2023 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

The in-person meeting will be simulcast for any members of the public who do not wish to attend the meeting in-person at the Lake Bluff Public Library building. Questions related to the Library agenda can be sent before or during the meeting to Library Director Renee Grassi at rgrassi@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or rgrassi@lakeblufflibrary.org.

NOTICE: Members of the public may attend in-person or participate in the meeting remotely via Zoom:

Join Zoom Meeting
https://us06web.zoom.us/j/89527530673?pwd=ZkgyUGFTOENqcUJsWWZuOTh5VU8wdz09

Meeting ID: 895 2753 0673
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Meeting ID: 895 2753 0673
Find your local number:
https://us06web.zoom.us/u/kcNSfdE8Fe

Agenda

1. **Call to Order**
2. **Roll Call (1 minute)**
3. **Pledge of Allegiance (1 minute)**
4. **Additions & Corrections to the Agenda (2 minutes)**
5. **Board Member Oath of Office & Notarizing of Oath (5 minutes)**
6. **Opportunity for Public to Address the Board (5 minutes)**
7. **Approval of Board Meeting Minutes**
   a. ACTION: Approval of Minutes of May 16, 2023 Board Meeting
8. **Library Director Updates (7 minutes)**
   a. Director's Report
   b. Library Statistics Report
9. **Committee Reports (10 minutes)**
   (Met)
   a. Human Resources Committee (**CHAIR**: Graziano. **MEMBERS:** Jerch and Shaul.)
   b. Bylaws & Policy Committee (**CHAIR:** Friedeman. Members: Graziano and Zaute.)

   (Did Not Meet)
   a. Building and Grounds Committee (**CHAIR:** TBD. **MEMBERS:** Jerch, Berg.)
   b. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano.)
   c. Finance Committee (**CHAIR:** TBD. **MEMBERS:** Shaul, Zaute.)
   d. Intergovernmental Committee (**MEMBERS**: Jerch, Grassi)

e. Long Range Planning Committee (**CHAIR:** TBD. **MEMBERS:** Friedeman, Shaul
f. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute.)
g. Special Topics Committee (AD HOC. Committee membership is assigned by topic.)

10. May 2023 Financial Reports (10 minutes)

a. ACTION: May Detailed Revenue & Expense Report
b. ACTION: May Monthly Check Disbursement (15620-15659)

11. New Business

a. ACTION: Proposal and Discussion of New Public Comment Policy **(10 minutes)**
b. ACTION: Proposal and Discussion of Updated Meeting Room Policy **(10 minutes)**
c. ACTION: Proposal and Discussion of Sierra 3 Year Contract **(5 minutes)**
d. Discussion of Benchmarking Project with HR Source **(5 minutes)**

12. Library Correspondence

a. Illinois State Library 2023 Per Capita Award Letter
b. Memo from Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner: Selection of Library Materials and Eligibility for State Grants
c. Stroh Room Reception Invitation from Library Foundation

13. Executive Session(s) if needed

a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

14. Any and all other business which may properly come before the Board (5 minutes)

15. Adjournment (1 minute)

Attachments

- Regular Minutes 2023May16
- Director's Report
- May FY Statistics Graphs
- May Statistics 3 Year Graphs
- May Detailed Revenue/Expenditures report
- May Check Disbursement Report
- Library Director Evaluation Timeline
- Proposed Draft of New Public Comment
- Proposed Draft of Updated Meeting Room Policy
- Sierra 3 Year Contract
- Benchmarking Project with HR Source
- Illinois State Library Per Capita Grant Award Letter
- Memo from Law Office
- Stroh Room Reception Invitation
- Community Engagement Opportunities for Trustees

Upcoming Board Meetings:

- July 18, 2023: IN PERSON
- August 15, 2023: IN PERSON
- September 19, 2023: IN PERSON

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes Tuesday, May 16, 2023 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present at the Lake Bluff Library.

1. Call to Order: Library Director Renee Grassi called the meeting to order at 7:03 pm.

2. Election of Secretary Pro Tempore: Graziano volunteered to serve as Secretary Pro Tempore. All voted aye.

3. Roll Call: Present were Trustees Bonnie Shaul, Bill Hayes, Alexandra Friedeman, Sandy Berg, Jennifer Graziano. Absent: Janie Jerch and Matt Zaute. Also present were Library Employees including Director Renee Grassi, Jillian Chapman, Anna Fifhause, Katie Horner and Eliza Jarvi and former trustees Jon Heintzelman and Kathy Meierhoff.

4. Pledge of Allegiance

5. Additions and Corrections to the Agenda: There were no corrections.

6. Resolutions for Kathy Meierhoff and Jon Heintzelman & Notarizing: Recognition of thanks for 12 years of service on the Lake Bluff Library Board of Trustees to Kathy Meirhoff. Resolution 2023-05-16-A was passed. Shaul moved to pass the resolution and all voted aye. Meierhoff thanked the Board for their support. Resolution of thanks for Jon Heintzelman for his years of service to the Lake Bluff Library as aTrustee. Shaul moved to pass resolution 2023-05-16-B and Hayes seconded all voted aye.

7. Opportunity for Public to Address the Board: There were none.

8. Board Member Oath of Office & Notarizing of Oath: Trustees Friedeman and Berg stood to take their oath. Friedeman and Berg signed their oaths and Library Employee Martha O'Hara notarized the documents.

9. Election of Board Officers and Selection of Committee Members The following individuals were elected by the board to serve as officers; all voted aye.

- President: Bonnie Shaul: Graziano nominated, Hayes seconded.
- Vice President: Janie Jerch: Graziano Nominated, Bonnie seconded
- Treasurer: Bill Hayes ; Shaul nominated, Berg seconded
- Secretary: Alexandra Friedeman; Shaul nominated, Hayes seconded

10. Director Proposal and Board Discussion: Grassi proposed change to Policy 1.6.1, addition of the following: Bylaws and Policy Committee – The Bylaws and Policy shall be comprised of at least two Trustees and the Library Director. Responsibilities include but are not limited to creating and adhering to regular schedule of library policy review, reviewing recommendations from Library Staff for policy changes, discussing changes to current library policy, and making recommendations for policy changes to the Library Board. Shaul stated that in light of recent situations that have arisen this policy needs to be up and running so we can launch the library to current best practice. Hayes moved to approve the policy Friedeman seconded.

11. Appointment of Board of Trustee Committee Members and Chairpersons. Committees were formed as follows, with the directive that each committee is to meet and elect a Chair.

Building and Grounds: Berg, Janie Jerch.

Graziano moved and Shaul seconded. All voted aye during the roll call vote.

Community Engagement: Graziano, Berg.

Friedeman moved to approve and Shaul seconded. All voted aye during the roll call vote

Finance: Shaul, Zaute and Hayes.

Graziano moved to approve and Berg seconded. All voted aye during the roll call vote.

Human Resources: Graziano, Jerch, Shaul.

Shaul moved to approve and Friedeman seconded. All voted aye during the roll call vote.

Grassi explained that the Intergovernmental committee is for overseeing the agreement signed between the museum and the library regarding the renting of the space. This committee requires that the Director of the Library, one trustee from the Library, as well as the Director of the History Museum, one Trustee from the museum and a village representative meet 4 times a year.

Intergovernmental Committee: Jerch.

Graziano moved to approve and Shaul seconded. All voted aye during the roll call vote.

Long Range Planning: Friedeman, Shaul.

Berg moved to approve and Graziano seconded. All voted aye during the roll call vote.

Bylaws and Policy: Friedeman, Zaute and Graziano.

Shaul moved to approve and seconded by Hayes. All voted aye during the roll call vote.

Technology: Hayes, Zaute.

Shaul moved to approve and Hayes seconded. All voted aye during the roll call vote.

12. Approval of Minutes: Graziano moved and Shaul seconded a motion to approve the April 18, 2023 minutes; Shaul and Graziano voted aye. Hayes, Friedeman and Berg abstained.

13. Director's report: Grassi shared that the director's report is part of the meeting's new format. If there are any suggestions regarding the format please share those with her. Highlights from the report are as follows:

- April was very busy with performance evaluations. Grassi recognized the hard work of the managers. Employees received their raises on May 1 and staff already have their goals for the next year.
- The staff continues to work improving the library space. Staff is helping to digitize and appropriately destroy paper. Old furniture and equipment is being cleaned out so that there is more space available in the library.
- Grassi stated that the Friends hosted a lunch for the staff and they were very grateful.
- Grassi stated that some patrons that attended the Library's Trivia night shared some positive feedback about how the patron felt safe letting her daughter go to the library alone and she was amazed by the number of wonderful programs available to the community through the library. Grassi shared her gratitude for all of the hard work of the staff. A patron came from out of town with grandchildren and the man was very excited to share the news about the outcome of his library election. He stated that the slate of candidates that supported book banning did not win the election and he was very grateful for that.
- Grassi shared a technology update. This would be an extension of the Library's ILS contract. This contract will come to be reviewed by the Board next month. Grassi stated that the library is locked in at the current rate for the next three years so there won't be an increase in price. This gives time to research future contracts by useability of features and the price.
- Hayes asked about the book banning and withholding funds legislation. Giannolius is supportive of this type of legislation Shaul asked if this was the "Right to Read" legislation and Grassi said yes. Grassi said she will share the article about the legislation.
- Grasssi stated that the staff made some slight changes to reformat the circulation statistics. Circulation statistics are back to pre pandemic levels although house visits to the library are still below pre pandemic levels.
- Grassi stated that the Friends of Library approved all funding requests for the library including a new av cart. Staff received new chairs courtesy of the Friends. The library is using a new approach to presenting funding requests to the Friends by presenting all of the possible options so they can choose the projects they would like to support. Shaul asked about a request made to the Friends about new tables for the library. Chapman clarified that there wasn't a quote at that time so no formal request had ever been made. Grassi stated that there are now specs and numbers available to present the request for new tables. Grassi will be presenting this proposal in July.

14. Apr 2023 Financial Reports: Grassi stated that she would like to highlight that there is no balance sheet. At the last meeting, Zaute had questions about the last month's balance sheet. Grassi explained

that the balance repost was not a real time report and that Bettina does not use the BSA sheet. The revenue and expenditure report is the best representation of the library's funds. Grassi said the auditor will be invited to attend a board meeting so they can answer questions from trustees regarding the audit report. Hayes said the BSA presents misleading information and he agrees that it should no longer be included in the Board packet. Friedeman asked if the auditor is engaged by the Village. Hayes stated if our operating budget is 1 million an estimated $250-$500,000 is put aside for reserve. Grassi stated that there are costs that are still pending including the water heater for $3,000 and $8,000-$9,000 from Murphy and Miller for building maintenance. Grassi said the year to date amount is $91,637.73 in the fund balance. We are in very good shape compared to last year. There is a salary difference between the director's predecessor and it was a very successful year for revenue from passports. Grassi stated that a priority for this year would be to look at the budget lines and budget appropriately for actual costs. Hayes also stated that the reserve monies instead of being placed in a low yield saving account were placed in a higher interest account generating additional $20,000. Hayes moved to accept the April revenue and expense report and Shaul seconded; all voted aye.

15. Approval of checks Shaul asked about the Innovative Interfaces check. Grassi explained we are in the last year of contract and this is the cost we would be locked into for the next three years. Shaul clarified that this payment is for a twelve month period. Shaul moved and Hayes seconded a motion to approve checks numbered 15579-15617; all voted aye.

16. Committee Reports (membership shown is as of FY 22-23) :
Finance Committee (CHAIR: Hayes. MEMBERS: Meierhoff and Zaute.) There was not a finance committee meeting so it was removed from the agenda.

Human Resources Committee (CHAIR: Graziano. MEMBERS: Jerch and Shaul.) Graziano reported that the HR committee met and are working on processes and forms for the Director's 6 month and annual review. This year's 6 month review for the Director will be more extensive since it is the Director's first year. Shaul added that the HR committee went into Executive Session and the Finance Committee will also need to go into Executive Session the next time they meet. Graziano reported that the HR committee will have the forms and timeline to present at the next Board meeting in June.

Intergovernmental Committee (MEMBERS: Jerch and Grassi.) Grassi shared that she has a proposal to present at the next IG meeting about a proposal to increase the cleaning contract from 1 day a month to twice weekly. Shaul attended the meeting as an observer only. Trustee Jerch was not able to make it the IG so it was rescheduled.

(Did Not Meet)

Building and Grounds Committee (CHAIR: Jerch. MEMBERS: Meierhoff and Shaul.)

Special Topics Committee (AD HOC) (MEMBERS: Jerch, Meierhoff, Shaul, and Zaute.)

Bylaw and Policy Committee (MEMBERS: Heintzelman and Meierhoff.)

Campaign Planning Committee (AD HOC) (MEMBERS: Heintzelman, Meierhoff, and Jerch.)

Outreach Committee (CHAIR: Graziano. MEMBERS: Jerch.)

Long Range Planning Committee (MEMBERS: Hayes, Heintzelman, and Zaute.)

Technology Committee (CHAIR: Zaute. MEMBERS: Hayes and Shaul.)

16. Old Business Graziano presented the Trustee Recognition Fund. A fund that would be created through voluntary contributions from Trustees. The contributions could be used to provide hospitality (food and beverages) for staff gatherings to celebrate library accomplishments.

17. New Business

RESOLUTION NO. _2023-05-16-C_ Resolution Adopting Prevailing Wage Rates (action) (3 minutes) Shaul moved to approve and Friedeman seconded; all voted aye. Grassi presented the LB Library FY23-24 Annual Work Plan Draft. Grassi said that we do not currently have a long range plan. Grassi with the managers and staff have compiled a list of objectives and goals that staff are working on and how to evaluate those goals. This is just a draft but can help to make decisions on priorities. Shaul asked what the next steps are to finalize the work plan. Grassi plans to present to managers, what part of the fiscal year and an annual report presented to the board of the annual work plan. Shaul asked if the library has the capacity to accomplish the things on the list and if there is a way to prioritize the list into high, medium and low. Friedeman shared that she has a professional tool that she can share that can help in the creation of a strategic plan. Grassi stated that she has a salary benchmarking proposal that she plans to share and the library is currently updating job descriptions. Grassi also explained that there are community events that Trustees are invited to attend to represent the library. The handout with the dates of these community events from Chapman was shared at the last meeting.

18. Adjournment: Hayes moved to adjourn and Shaul seconded. Meeting was adjourned at 9:08 pm.

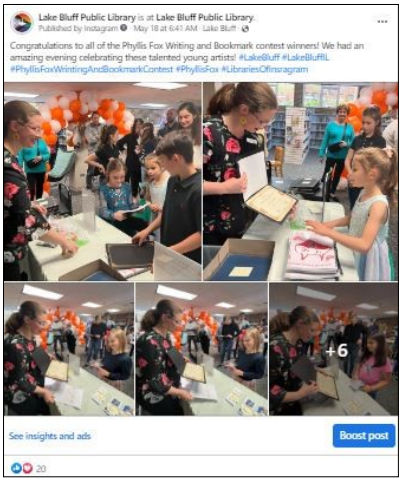
Respectfully Submitted, Jenny Graziano

Director's Report
May, 2023

Administration and Human Resources

- Library employees Claire Osada, Caryn Spanos, and Katie Horner attended Illinois Library Association's Reaching Forward Conference, a full day of professional development for library workers in Illinois. Staff attended presentations on a variety of topics, including reader's advisory, patron privacy, first amendment audits, library statistics, and community engagement.
- Adult Services and Technology Manager Martha O'Hara attended two 1-hour onboarding training presentations to implement new features available through LX Starter, an updated tool now available through the library catalog.
- Library employee Vanessa Howland completed her Masters of Library and Information Science through the University of Illinois' Graduate Program. Congratulations, Vanessa, on this significant accomplishment!
- Library employee Claire Osada expressed interest in becoming a notary for the Library. While this request had been declined in years past, the Library can now financially support her attending the training. The Library has experienced a recent increase in notary requests from local and nearby residents. When Claire has been authorized as a notary, the Library will have 4 staff members on staff to provide notary services to the public.
- For the second summer, library employee Sophia Zar assumed the responsibility of the Library's part time Summer Reading Club Desk Assistant temporarily taking on additional hours to support the program. Thank you, Sophia!
- Staff made changes to Amazon Business account that saves staff time, money and improves staff processes.
- 67 applications processed in May, 2023.
- The Library updated the process of reviewing and improving invoices. Previously, all invoices needed to be reviewed and approved twice—first by the Library Director and then by Bettina O'Connell, Finance Administrator at the Village. With this change, invoices now only have to be approved once by the Library Director, which will significantly reduce staff time in processing invoices and preparing the Check Disbursement Report.

Communications & Marketing



- Because of excellent planning from the Communications Team and great work from Programming Staff, the summer print newsletter was completed before deadlines and arrived in Lake Bluff homes ahead of schedule.
- Priorities for the Communications Team were the Stroh Reading Room announcement and event; Pride Month; updated notices through Sierra; new Library Trustees; departing Trustees; and Summer Reading Club.

Social Media Highlights

- The Library is observing increased meaningful engagement through social media channels, including more comments and shares.
- The post with the highest engagement across platforms was the Phyllis Fox Awards Event with 74 Instagram likes and 20 likes on Facebook.

Technology Updates

- The Library's contract with Beanstack was renewed. This software gives staff the functionality to create online app-based experiences for patrons with the Summer Reading Club, Winter Reading Club, and 1000 Books Before Kindergarten. It also allows patrons to track digitally and provides a streamlined visual statistic reports for staff.
- The Library worked with Sierra and our lawyers on language for a 3-year contract with our ILS vendor, which provides staff and patron access to their accounts and the library's online catalog.
- The Director and the Adult Services and Technology Manager met with CVI to discuss the Library's technology needs. Discussion about the following projects took place:
    - Office 365 migration for staff: quote received; email cleanup required library first
    - Library-issued laptops for remote staff: quote received; developing phased deployment plan
    - Broken workstation for full-time employee: new computer ordered and deployed

- The Adult Services and Technology Manager communicated with Net2Community vendor about website enhancements and fixes, along with training opportunities. The following were implemented:
    - Feature boxes on website homepage can now be scheduled and unscheduled in advance.
    - Override feature enabled increasing flexibility for scheduling content on homepage
    - Google Analytics updated to version Google Analytics 4.
- Multiple issues with public and staff printers reported resulting in several service calls onsite.
- All four managers continued to make progress towards migration to Microsoft Outlook for staff scheduling needs. Tentative deadline for deployment of new scheduling procedure is early Fall 2023.

Events, Programming and Outreach

- As part of the Lake Bluff Park District Preschool end-of-school celebration, Library Director Renee Grassi presented a brief outdoor storytime. This partnership was the result of a discussion with preschool teachers the Director Welcome Breakfast event coordinated by Preschool Teacher and Trustee Jenny Graziano. This excellent partnership helped continue to improve the visibility of the library. Nearly 80 attended and enjoyed the storytime.
- Youth Services hosted the Phyllis Fox Open House, an event recognizing winners of the annual kids' bookmark and writing contests. The Library Director gave a congratulatory speech, prizes were distributed to winners, and light refreshments were served. 70 people attended this fun and engaging event.
- A new online calendar was created to streamline the process for Teen Volunteers to sign up for volunteer opportunities and events. Thanks to library staff Regina, Martha, and Eliza for this great process improvement!
- Library Managers Eliza Jarvi and Jillian Chapman met with media specialist Dr. Buffy Stauffer from District 65. The three discussed ways to increase communication about library services to families and ideas for partnerships.
- On May 31, the Library hosted a live virtual event with authors Billy Aronson and Jennifer Oxley, who wrote and illustrated the children's picture book *Melia and Jo*. *Melia and Jo* is the featured StoryWalk book for the month of June at Artesian Park. During this virtual event, the Library had 10 classrooms from Lake Bluff Elementary School attend for students to talk to the authors and ask questions online. Over 230 students and teachers attended the event live, making this partnership a huge success!

Collections

- Large Print Relabeling Project: Library staff began a small project to improve findability of the fiction and non-fiction titles in the Large Print collection. Staff identified inconsistencies to help make browsing more intuitive.
- Annual Membership Fees: Several of the library's databases and digital collection software subscriptions were renewed for the year. This includes the Overdrive platform and EBSCO Adult Reference databases.
- Library materials were featured in the following May displays: Mental Health Awareness Month; Asian American Pacific Islander Month; and Mother's Day.
- Library employees Laurence Sacherer and Caryn Spanos coordinated the completion of RAILS quarterly interlibrary loan report, required for all RAILS members. This mandatory report requires the count of all outgoing ILL materials.

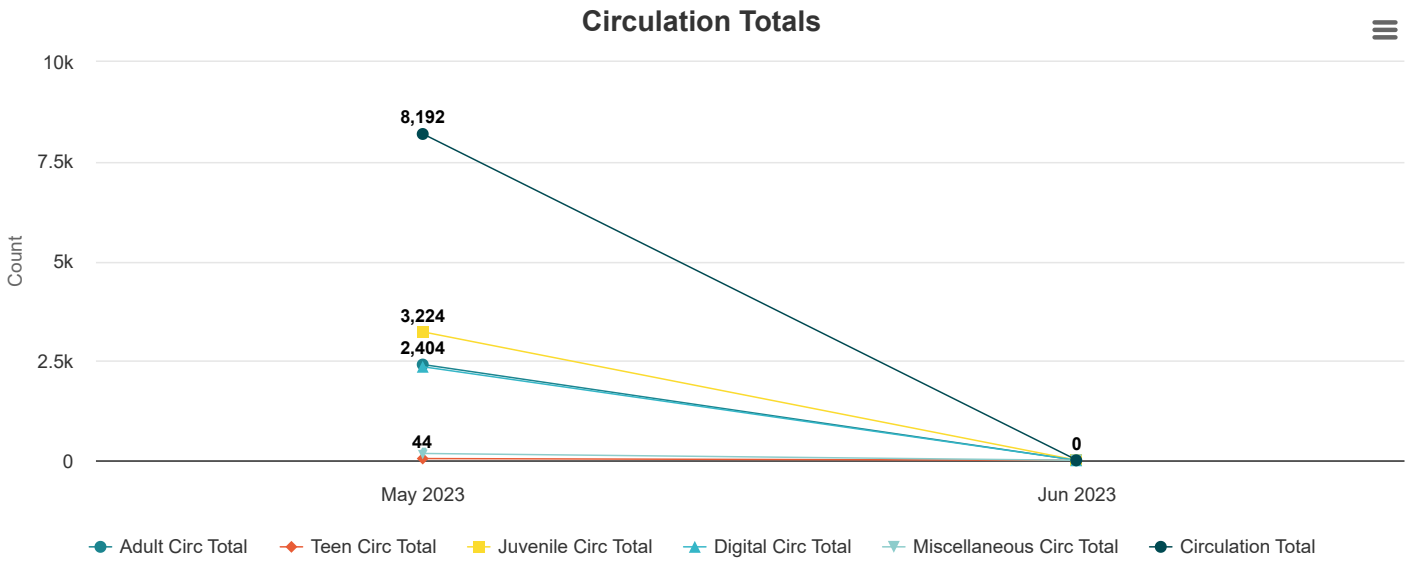
Building and Maintenance Updates

- One of the library's round preschool tables broke in a potentially dangerous manner and was promptly removed.
- The Library Director coordinated Got Junk pick-ups of multiple furniture items throughout the library.
- One of the new LED light fixtures was installed in the Spruth Room; remaining arrived damaged.
- Two wasp nests were removed from the roofline; netting on HVAC outlet was replaced to prevent future issues.
- A damaged electrical socket in the Youth Services Department was fixed.
- Filters for the two water fountains were replaced; had not been completed since initial installation.
- Youth Services Manager Eliza Jarvi completed a second Building Safety Walk-through Training with the Library Director. Going forward, the Library Director will take on this responsibility. Thank you, Eliza, for managing this during the interim and throughout the Director's onboarding process!

FY 23-24 Graphs

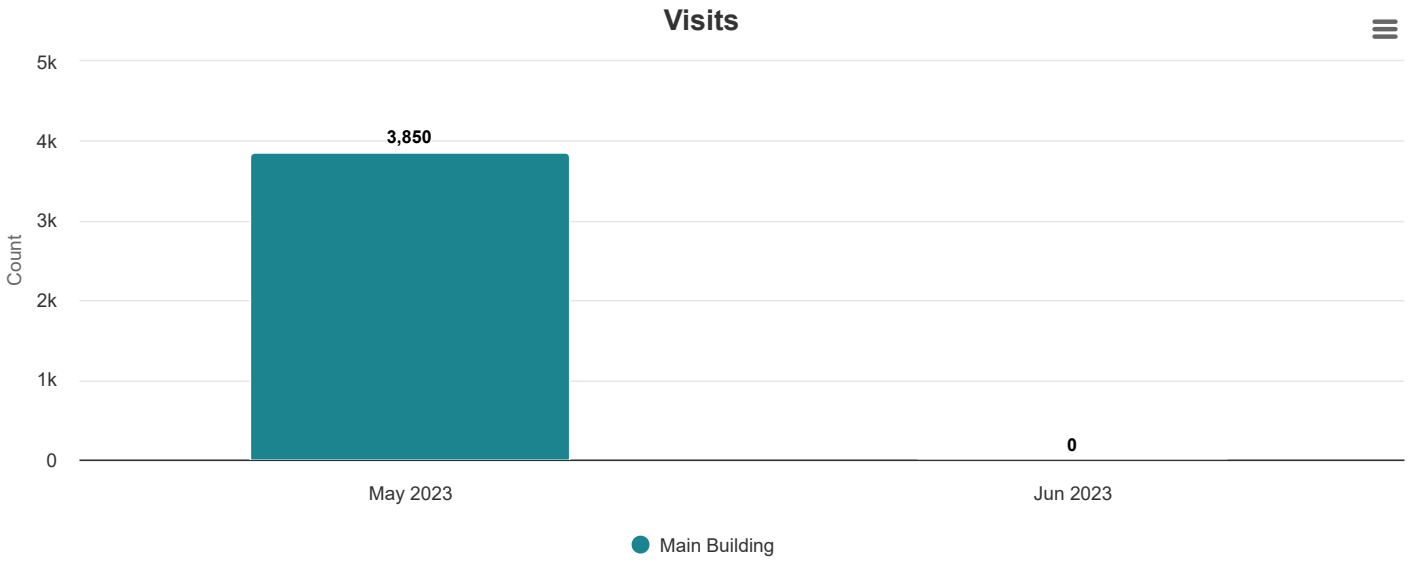
FY 23-24 Circulation Totals

8,192
TOTAL CIRCS

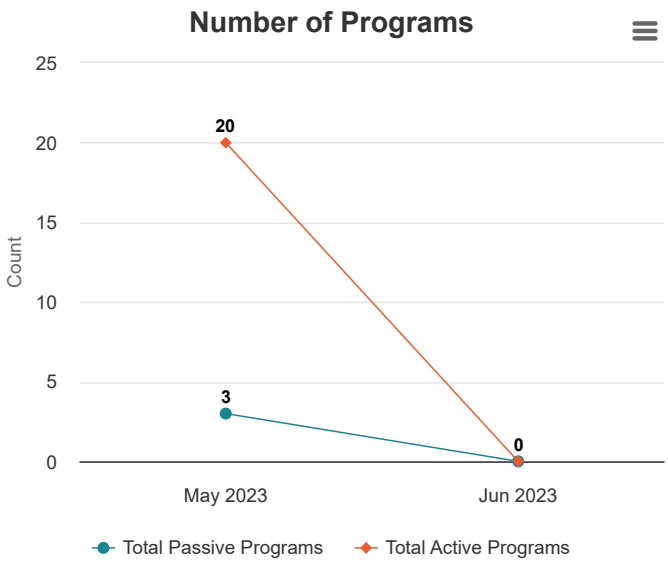


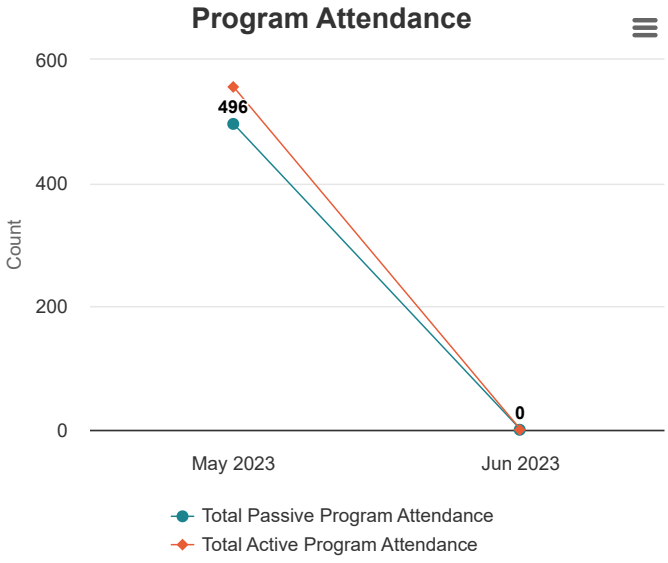
FY 23-24 Visits

3,850
TOTAL VISITS

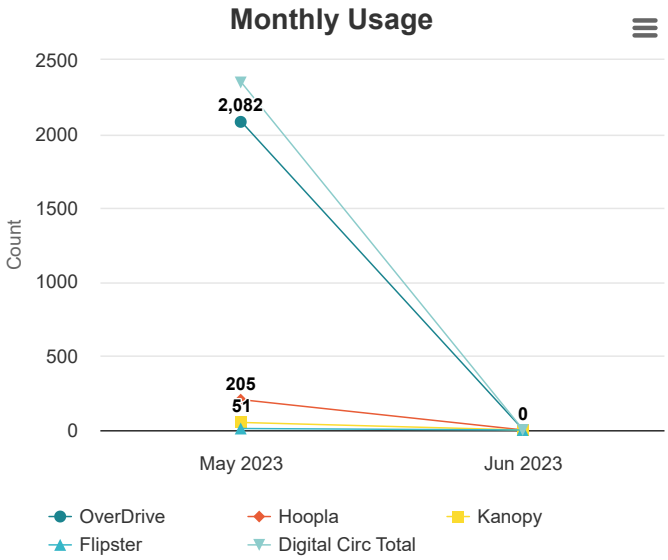


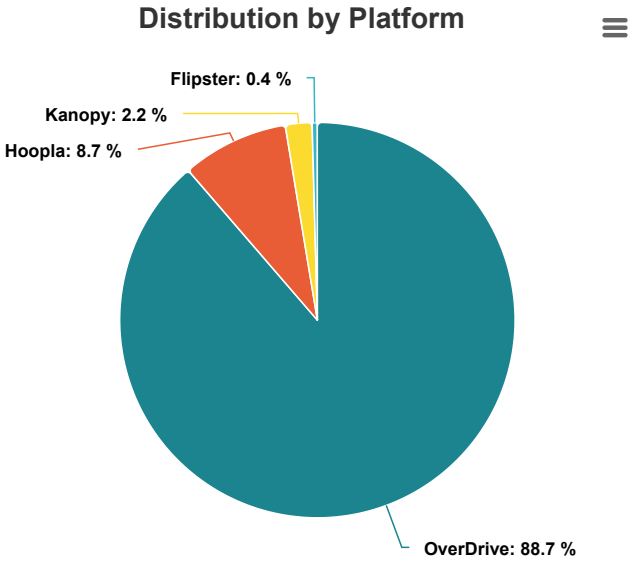
FY 23-24 Programming





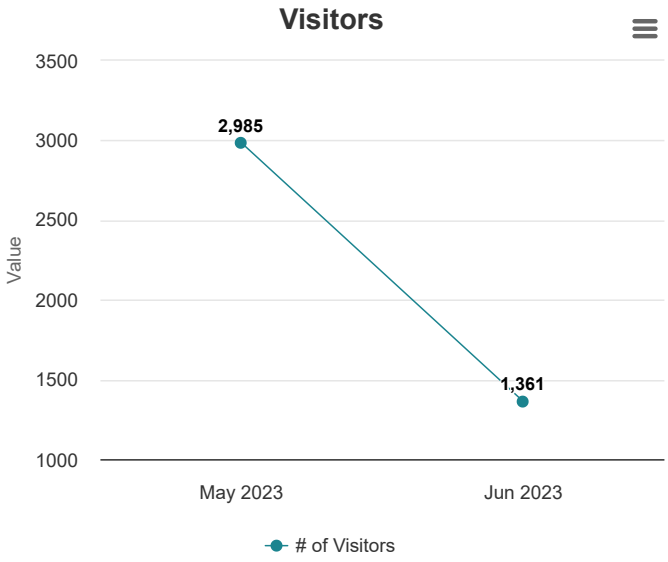
FY 23-24 Digital Collections

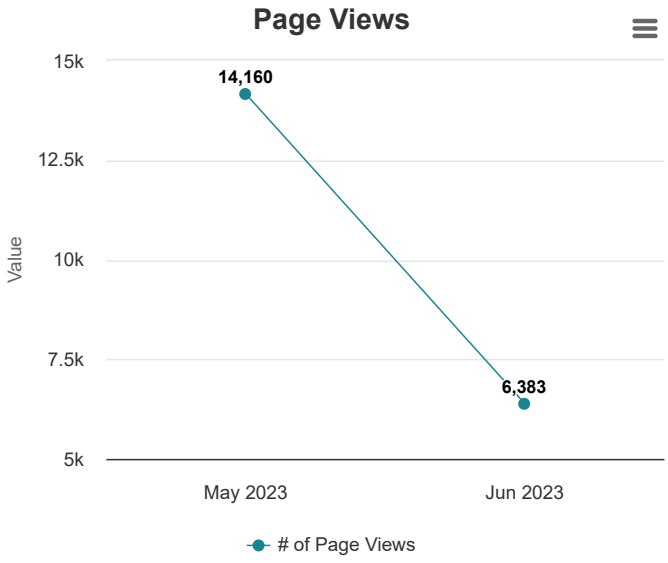




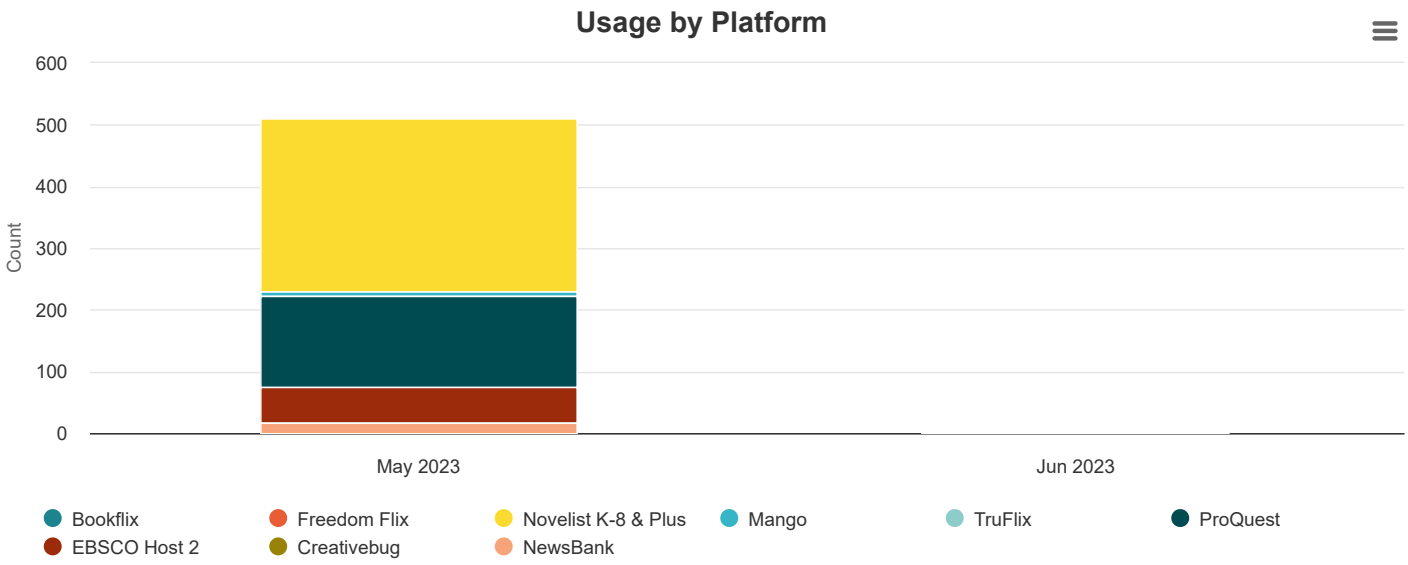
FY 23-24 Website Usage

5,334
TOTAL SESSIONS





FY 23-24 Database Usage



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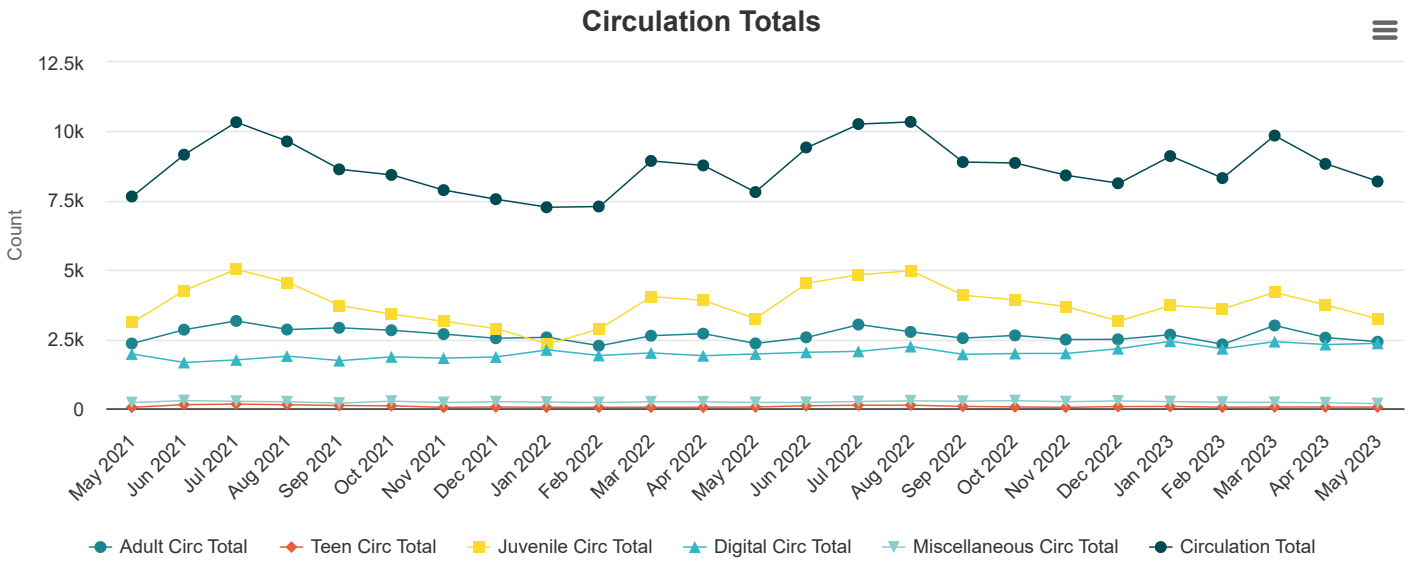
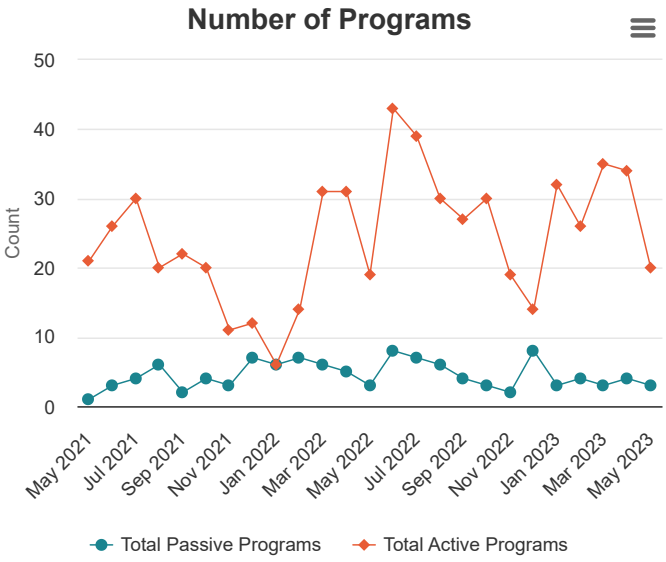
3 Year Comparison Graphs

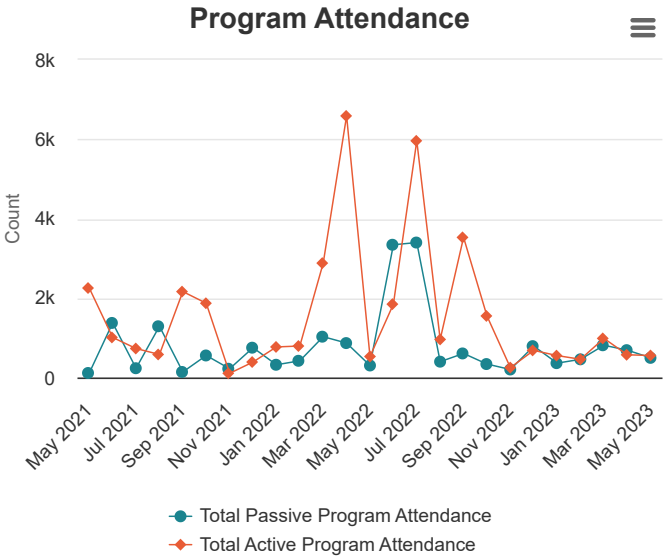
3 Year Circulation Totals



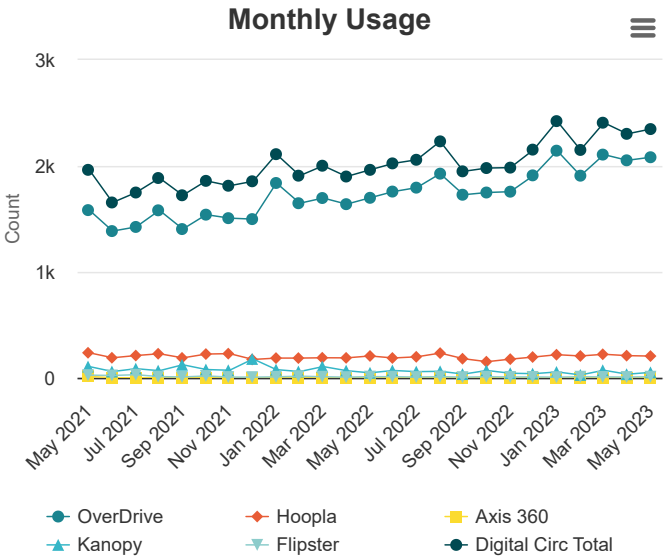
3 Year Visits

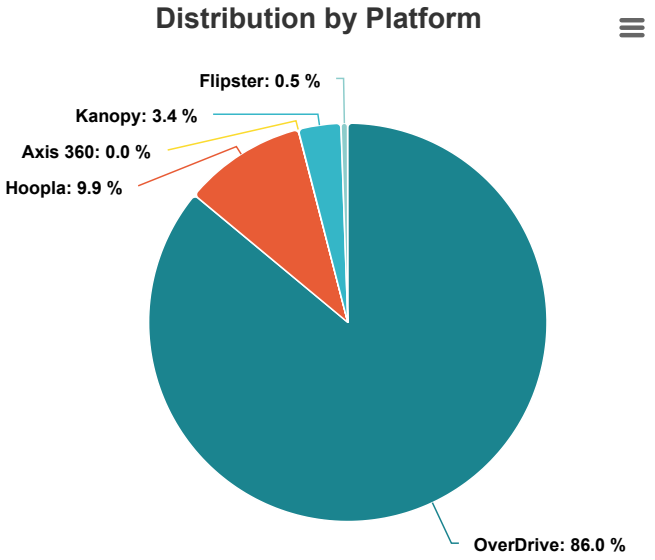
3 Year Programming



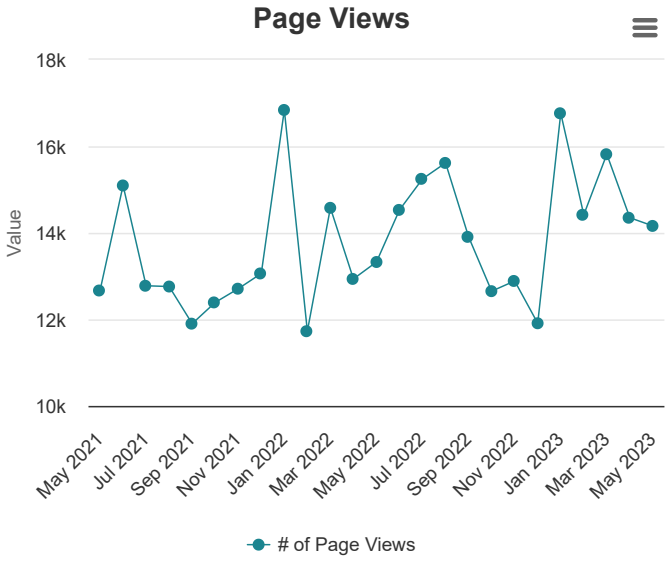


3 Year Digital Collections

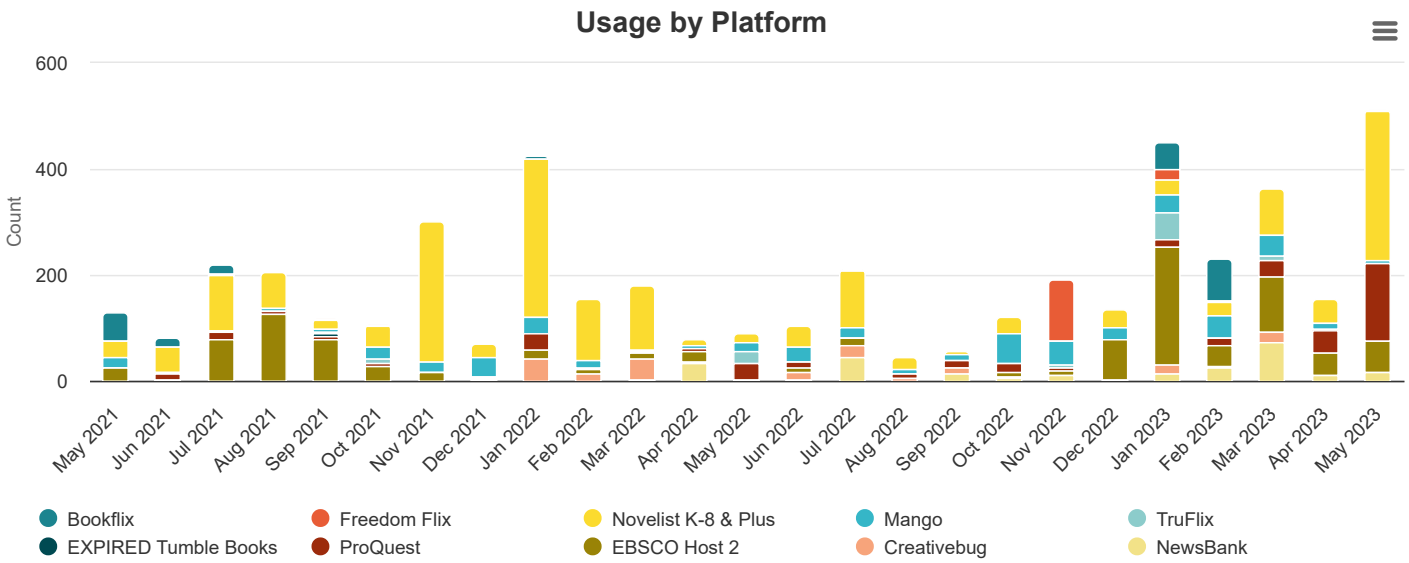




3 Year Website Usage



3 Year Database Usage



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Lake Bluff Public Library
Library Director Evaluation Timeline

- May 31 — All evaluation forms uploaded to Google Forms by HR Chair
- June — HR Committee will review forms for Final Approval
- Jul 15 — HR Chair sends Self Evaluation to Director
- Aug 1 — Self Evaluation due from LBL Director to HR Chair
- Aug 2 — HR Chair Shares LBL Director's Self Evaluation and LBL Director Evaluation Form with the Board of Trustees (BoT)
- Aug 2 — HR Chair sends LBL Director Evaluation Form for Staff and Managers to Director to be sent to staff
- Aug 13 — Completed Evaluations from Staff, BoT, Managers due to HR Chair
- Aug 13-21 — HR Committee reviews and compiles data and comments for report
- Aug 21 — Evaluation Reports will be sent to LBL Director and BoT
- Aug 23 — Meeting with Full BoT or at least Finance and HR Committee
- Aug 28 — HR Committee meets with LBL Director for in person review

Submitted by Human Resources Committee Chair Jenny Graziano

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	42,602.95	0.00	42,602.95	0.00	1,084,364.00	3.93
PROPERTY TAXES		42,602.95	0.00	42,602.95	0.00	1,084,364.00	3.93
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	128.72	102.47	128.72	102.47	2,000.00	6.44
080-300-34250	NON-RESIDENT FEES	45.56	348.90	45.56	348.90	6,000.00	0.76
080-300-34260	PASSPORT FEES	2,484.37	2,595.70	2,484.37	2,595.70	20,000.00	12.42
CHARGE FOR SERVICES		2,658.65	3,047.07	2,658.65	3,047.07	28,000.00	9.50
FINES/FORFEITS							
080-300-35700	RENTAL FINES	107.35	59.11	107.35	59.11	1,000.00	10.74
FINES/FORFEITS		107.35	59.11	107.35	59.11	1,000.00	10.74
INTERGOVERNMENTAL							
080-300-36200	MISC GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	8,284.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	9,284.00	0.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	10,233.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	790.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	(1.50)	(1.50)	(1.50)	(1.50)	500.00	(0.30)
080-300-38900	MISCELLANEOUS INCOME	583.94	312.49	583.94	312.49	3,000.00	19.46
MISCELLANEOUS		582.44	310.99	582.44	310.99	16,073.00	3.62
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	1,976.25	226.26	1,976.25	226.26	20,000.00	9.88
INVESTMENT INCOME		1,976.25	226.26	1,976.25	226.26	20,000.00	9.88
TOTAL REVENUES		47,927.64	3,643.43	47,927.64	3,643.43	1,158,721.00	4.14
Expenditures							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	20,951.83	15,058.80	20,951.83	15,058.80	220,557.00	9.50
080-603-40030	STAFF SALARIES	26,201.57	30,011.12	26,201.57	30,011.12	379,800.00	6.90
SALARIES		47,153.40	45,069.92	47,153.40	45,069.92	600,357.00	7.85
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	95,000.00	0.00
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		0.00	0.00	0.00	0.00	95,250.00	0.00

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,572.12	3,395.77	3,572.12	3,395.77	44,000.00	8.12
080-603-40980	IMRF RETIREMENT CONTRIBUTION	1,503.27	0.00	1,503.27	0.00	30,000.00	5.01
RETIREMENT		5,075.39	3,395.77	5,075.39	3,395.77	74,000.00	6.86
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	6,985.44	3,804.50	6,985.44	3,804.50	41,000.00	17.04
080-603-41020	ELEVATOR MAINTENANCE	244.00	230.00	244.00	230.00	1,750.00	13.94
080-603-41050	MAINTENANCE-GROUNDS	0.00	0.00	0.00	0.00	9,000.00	0.00
080-603-41300	COMPUTER SERVICES	3,675.00	3,500.00	3,675.00	3,500.00	15,000.00	24.50
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	204.00	0.00	204.00	4,000.00	0.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	350.00	500.00	350.00	500.00	10,000.00	3.50
080-603-41345	MARKETING	334.90	34.85	334.90	34.85	1,000.00	33.49
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	1,500.00	0.00
080-603-42400	PROFESSIONAL DEVELOPMENT	846.91	0.00	846.91	0.00	4,500.00	18.82
CONTRACTUAL		12,436.25	8,273.35	12,436.25	8,273.35	87,750.00	14.17
COMMODITIES							
080-603-42440	DUES	120.00	100.00	120.00	100.00	2,500.00	4.80
080-603-43230	UTILITIES	736.08	675.27	736.08	675.27	13,000.00	5.66
080-603-43300	POSTAGE	914.34	516.10	914.34	516.10	7,000.00	13.06
080-603-43410	PRINTING/E-NEWSLETTER	3,999.99	3,824.99	3,999.99	3,824.99	12,500.00	32.00
080-603-43550	OFFICE SUPPLIES	753.61	578.72	753.61	578.72	7,000.00	10.77
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	178.80	65.73	178.80	65.73	1,750.00	10.22
080-603-43668	TECHNICAL SERVICES SUPPLIES	382.30	505.43	382.30	505.43	5,500.00	6.95
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	74.70	0.00	74.70	0.00	1,000.00	7.47
080-603-43710	ADULT PROGRAM SUPPLIES	2,156.73	1,825.00	2,156.73	1,825.00	8,000.00	26.96
080-603-43720	JUVENILE PROGRAM SUPPLIES	3,160.52	1,580.00	3,160.52	1,580.00	7,000.00	45.15
080-603-43730	OUTREACH SUPPLIES	145.00	1,369.50	145.00	1,369.50	6,000.00	2.42
080-603-43740	TEEN PROGRAM SUPPLIES	86.79	0.00	86.79	0.00	1,250.00	6.94
080-603-46100	MISCELLANEOUS EXPENSES	1,658.44	100.00	1,658.44	100.00	3,000.00	55.28
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		14,367.30	11,140.74	14,367.30	11,140.74	75,500.00	19.03
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	1,463.95	1,544.11	1,463.95	1,544.11	17,000.00	8.61
080-603-45100	ADULT FICTION BOOKS	2,047.54	3,084.40	2,047.54	3,084.40	15,500.00	13.21
080-603-45110	ADULT LARGE PRINT MATERIAL	55.02	0.00	55.02	0.00	700.00	7.86
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,157.28	647.17	1,157.28	647.17	15,500.00	7.47
080-603-45220	ADULT REFERENCE/E-REFER	10,421.66	7,649.12	10,421.66	7,649.12	21,000.00	49.63
080-603-45400	JUVENILE NON-FICTION	263.58	600.37	263.58	600.37	12,000.00	2.20
080-603-45410	PICTURE BOOKS, READERS	263.66	691.96	263.66	691.96	8,000.00	3.30
080-603-45420	JUVENILE FICTION	725.41	830.41	725.41	830.41	8,000.00	9.07
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	157.24	0.00	157.24	3,000.00	0.00
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,500.00	0.00
080-603-45445	JUVENILE KITS & DEVICES	0.00	0.00	0.00	0.00	3,000.00	0.00
080-603-45450	TEEN BOOKS	388.76	466.77	388.76	466.77	2,500.00	15.55
080-603-45460	E-BOOKS	1,252.23	1,314.20	1,252.23	1,314.20	21,000.00	5.96

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45470	GRAPHIC NOVELS	0.00	0.00	0.00	0.00	750.00	0.00
080-603-45500	PERIODICALS	682.42	4,292.73	682.42	4,292.73	7,350.00	9.28
080-603-45510	VIDEO GAMES	478.72	323.91	478.72	323.91	3,500.00	13.68
080-603-45520	TRENDING TITLES	80.90	61.09	80.90	61.09	2,000.00	4.05
080-603-45600	PATRON & STAFF SOFTWARE	2,421.49	3,503.93	2,421.49	3,503.93	15,550.00	15.57
080-603-45610	LIBRARY AUTOMATION SOFTWARE	22,500.00	22,500.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		44,202.62	47,667.41	44,202.62	47,667.41	182,850.00	24.17
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	1,723.04	506.76	1,723.04	506.76	6,000.00	28.72
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	6,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	1,539.99	0.00	1,539.99	0.00	10,000.00	15.40
080-603-58270	OTHER EQUIPMENT	33.99	0.00	33.99	0.00	1,000.00	3.40
CAPITAL EXPENSES		3,297.02	506.76	3,297.02	506.76	23,000.00	14.33
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
TOTAL EXPENDITURES		126,531.98	116,053.95	126,531.98	116,053.95	1,158,707.00	10.92
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		47,927.64	3,643.43	47,927.64	3,643.43	1,158,721.00	4.14
TOTAL EXPENDITURES		126,531.98	116,053.95	126,531.98	116,053.95	1,158,707.00	10.92
NET OF REVENUES & EXPENDITURES		(78,604.34)	(112,410.52)	(78,604.34)	(112,410.52)	14.00	561,459.

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/23 INCR (DECR)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	8,284.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	8,284.00	0.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	3.91	6.16	3.91	6.16	98.00	3.99
082-300-38315	RESTRICTED DONATIONS	3,487.00	0.00	3,487.00	0.00	65,000.00	5.36
MISCELLANEOUS		3,490.91	6.16	3,490.91	6.16	65,098.00	5.36
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		3,490.91	6.16	3,490.91	6.16	73,382.00	4.76
Expenditures							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	2,191.39	2,081.09	2,191.39	2,081.09	8,284.00	26.45
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		2,191.39	2,081.09	2,191.39	2,081.09	8,284.00	26.45
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	2,592.81	1,365.97	2,592.81	1,365.97	65,098.00	3.98
Unclassified		2,592.81	1,365.97	2,592.81	1,365.97	65,098.00	3.98
TOTAL EXPENDITURES		4,784.20	3,447.06	4,784.20	3,447.06	73,382.00	6.52
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		3,490.91	6.16	3,490.91	6.16	73,382.00	4.76
TOTAL EXPENDITURES		4,784.20	3,447.06	4,784.20	3,447.06	73,382.00	6.52
NET OF REVENUES & EXPENDITURES		(1,293.29)	(3,440.90)	(1,293.29)	(3,440.90)	0.00	100.00
TOTAL REVENUES - ALL FUNDS		51,418.55	3,649.59	51,418.55	3,649.59	1,232,103.00	4.17
TOTAL EXPENDITURES - ALL FUNDS		131,316.18	119,501.01	131,316.18	119,501.01	1,232,089.00	10.66
NET OF REVENUES & EXPENDITURES		(79,897.63)	(115,851.42)	(79,897.63)	(115,851.42)	14.00	570,697.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
				MAINTENANCE-BUILDING	080-603-41000	11,566.77
				COPIER MAINTENANCE/SUPPLIES	080-603-41313	435.00
				OTHER PROFESSIONAL/CONTRACTUAL	080-603-41314	350.00
				MARKETING	080-603-41345	334.90
				PROFESSIONAL DEVELOPMENT	080-603-42400	846.91
				DUES	080-603-42440	120.00
				UTILITIES	080-603-43230	840.61
				POSTAGE	080-603-43300	546.85
				PRINTING/E-NEWSLETTER	080-603-43410	3,999.99
				OFFICE SUPPLIES	080-603-43550	371.96
				MAINTENANCE SUPPLIES-BUILDING	080-603-43660	128.67
				TECHNICAL SERVICES SUPPLIES	080-603-43668	651.61
				HOSPITALITY PROGRAM SUPPLIES	080-603-43700	90.65
				ADULT PROGRAM SUPPLIES	080-603-43710	451.73
				JUVENILE PROGRAM SUPPLIES	080-603-43720	1,982.90
				OUTREACH SUPPLIES	080-603-43730	45.00
				TEEN PROGRAM SUPPLIES	080-603-43740	86.79
				ADULT NON-FICTION BOOKS	080-603-45000	1,463.95
				ADULT FICTION BOOKS	080-603-45100	2,047.54
				ADULT LARGE PRINT MATERIAL	080-603-45110	55.02
				ADULT AUDIO VISUAL MATERIAL	080-603-45200	1,157.28
				ADULT REFERENCE/E-REFER	080-603-45220	10,023.89
				JUVENILE NON-FICTION	080-603-45400	263.58
				PICTURE BOOKS, READERS	080-603-45410	263.66
				JUVENILE FICTION	080-603-45420	725.41
				JUVENILE KITS & DEVICES	080-603-45445	92.00
				TEEN BOOKS	080-603-45450	388.76
				E-BOOKS	080-603-45460	817.19
				PERIODICALS	080-603-45500	614.42
				VIDEO GAMES	080-603-45510	478.72
				TRENDING TITLES	080-603-45520	80.90
				PATRON & STAFF SOFTWARE	080-603-45600	1,615.99
				MISCELLANEOUS EXPENSES	080-603-46100	1,658.44
				LIBRARY FURNISHINGS	080-603-50100	1,723.04
				COMPUTER EQUIPMENT	080-603-58100	1,539.99
				OTHER EQUIPMENT	080-603-58270	33.99
				PER CAPITAL GRANT EXPENDITURES	082-603-44810	1,194.18
				USE OF DONATIONS/TEMPORARY EXP	082-603-99999	1,864.20
				TOTAL		95,547.55

CMM1: Public Comment Policy

The Board of Trustees of the Lake Bluff Public Library welcomes public comment.

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, "any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body"—5 ILCS 120/2.06(g). In compliance with the act, the Lake Bluff Public Library Board of Trustees has adopted this policy to provide the following rules and guidelines for public participation at its meetings.

Individuals attending Board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Library Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments may be provided in one of the following ways:
•In person at a Board meeting;
•As an email to the Library Executive Director and to the Library Board President sent by 4:30 pm on the date of the meeting; or
•As a submission through writing received by 4:30 pm on the date of the meeting.

Guidelines

- Public comments are permitted during the time designated on the Library Board Agenda unless otherwise directed by the Library Board President.
- The public comment section will not exceed 30 minutes, except with the consent of the Board of Trustees.
- Speakers will sign in prior to the start of the meeting. The Library Board President determines the order in which speakers will be recognized.
- When recognized by the Library Board President, the speaker may begin by stating their name. The Board may request but will not require a speaker to provide their address.
- Public comments will be limited to five (5) minutes. The speaker's comments will be timed. The Library Board President shall have the discretion to modify this time limit, as well as to limit repetitive comments.
- No person may assign their time to another person.
- Members of the public shall not be allowed to speak a second time until all members of the audience who wish to speak have had the opportunity to do so.
- The speaker's name, city of residence if provided, and a summary of their comment will be included in the Board Meeting Minutes as official public record.

- Board members are not obligated to respond to comments from the public. Issues requiring possible action by the Board may be added to a future meeting agenda, and issues that can be addressed by the administration will be noted.

A copy of this policy will be printed and posted next to the sign-in sheet made available to members of the public at the entrance to Board meetings. This policy will also be posted on the Library's website.

Approved by the Lake Bluff Library Board of Trustees on June 20, 2023.

MNG-7: Meeting Room Use

The Library welcomes the use of its meeting room for civic, cultural, educational or recreational purposes.

The Library's Spruth Room is used primarily for Library meetings and programs, but may be used by local non-commercial community groups and non-profit organizations for the above-specified purposes that are open to the public, and are free of charge. The Spruth Room is available on equal terms to all groups in the community regardless of beliefs and affiliations of the individuals or groups requesting use. Use of the Spruth Room does not imply endorsement by the Library of the views expressed by users of the meeting areas. Fees will not be charged for meetings or programs held in the Library.

The Library reserves the right to deny meeting room use for groups who do not comply with Library policies.

Reservations will be made on a first-come, first-served basis, within a time window designated by the Director.

Reservations will be taken according to the following priorities:

A. Library and Library-related meetings or programs
B. Lake Bluff History Museum meetings or programs
C. Lake Bluff Village government meetings
D. Other government meetings of local interest
E. Non-profit organizations related to local civic, cultural, educational, or recreational interests

All requests to use the Spruth Room must be made in advance by an individual residing within the 60044 zip code or a Village employee who assumes responsibility for the group's compliance with these policies and procedures. Any group using the Spruth Room will fill out an application.

Guidelines:

Everyone using the meeting room space agrees to review and follow terms stated in the Library's User Conduct and Meeting Room Policies.

The maximum capacity of the Spruth Room is 30 people.

Groups using the Spruth Room must clean it up when vacated. Furniture is to be left undisturbed unless arrangements are made in advance. Library staff is responsible for taking down library owned audiovisual equipment used.

Groups using the Spruth Room are responsible for any costs incurred by the Library as a result of their use.

All activities will be confined to the Spruth Room, and must not interfere with regular Library operation.

In case of an unscheduled closing of the Library, an attempt will be made to provide an alternative date or time for the group.

The Library's Youth Activity Room and the Stroh Reading Room are reserved for Library activities only.

Restrictions:

The Library will not provide storage of any items before or after meetings or between sessions.

The Library will not provide facilities for cooking meals or dishwashing.

The Library shall not be responsible for lost or stolen property.

The name and/or address of the Library may not be used as the official address or headquarters of any individual or organization using the Spruth Room.

The Spruth Room may not be reserved for:

A. Private social gatherings
B. Fundraising or money-making purposes by groups other than Library-related organizations
C. Commercial use, including non-Library sponsored seminars, workshops and lectures presented by members of private, for-profit law firms, financial advisors, real-estate agencies, health care providers, or others, or for private tutoring sessions

No admission fee or donation requests are permitted.

The Library complies with the Americans with Disabilities Act (ADA). If requested, groups using the Spruth Room must provide accommodations for persons with disabilities. Groups unable to provide needed accommodations will not be allowed to meet.

*Approved by the Lake Bluff Library Board of Trustees on **June 20, 2023.***

ORDER FORM

Order Form Date: 5/23/2023

Innovative Interfaces Incorporated ("Clarivate")
3133 W Frye Rd, Suite 400
Chandler, AZ 85226
United States

Your use of the products and services set forth below are governed by [the Clarivate Terms here: https://clarivate.com/terms-of-business (the "Terms") which are incorporated by reference into this order form.

CLIENT DETAILS

Contracting Entity ("Client"):	Lake Bluff Public Library
Client Address:	123 East Scranton Avenue Lake Bluff IL 60044

PRODUCTS/SERVICES DETAILS

Product(s) / Service(s)
As described in the attached Pricing Exhibit(s) and/or Statement(s) of Work

ADDITIONAL TERMS

GOVERNING LAW & JURISDICTION: Any claims, disputes, or liabilities of the parties or other matters between the parties shall be resolved in the Circuit Court of Cook County, Illinois, in accordance with Illinois law. The parties are not precluded from consenting to mediation or arbitration, but in no event shall mediation or arbitration be mandated by this Agreement.

RENEWAL TERM: Auto renews for consecutive 12-month terms following the expiration of the overall contract term in the pricing exhibit ("Initial Term") unless either party provides at least ninety (90) days' notice of nonrenewal before the end of the then current term.

FEES: Payment terms are Net 30. During the renewal term after the Initial Term, we may increase the fees each calendar year by up to 5%. Payment of all bills and/or invoices shall be made consistent with Illinois law, including but not limited to the Local Government Prompt Payment Act (50 ILCS 505/et seq.)

LICENSE LEVEL: Your Authorized Users include your worldwide employees, third-party auditors, agents and contractors up to the maximum number of licenses purchased. Unless you have purchased a perpetual license, rights continue until the end of the term of the service.

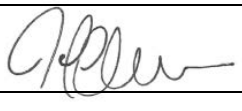
PRODUCT SPECIFIC TERMS: Certain Products you are purchasing have additional terms which are attached as addenda to this Order Form. In the event of a conflict with the Terms, these Additional Terms will control solely for the applicable Product.

LICENSES: Clarivate has obtained the necessary authority and/or licenses from all property right holder(s), including but not limited to intellectual property right holders, necessary to perform our obligations under this Agreement. Clarivate has not received any notice or claim from any other party that any portion of the Product(s) or Service(s) are being used contrary to or in violation of another's party's patent, copyright, trademark, trade secret, license or other intellectual property right.

DATA COLLECTION: In the event Clarivate compiles, creates and/or otherwise uses "Aggregated Data" and/or "Collected Data", as those terms are used and defined in the Contract Documents, all compilation and use will be in compliance with Illinois Law, including but not limited to the Illinois Local Records Act (50 ILCS 205/et seq.) and the Illinois Library Records Confidentiality Act (75 ILCS 70/et seq.), as it applies to Clarivate, i.e., Clarivate shall take all reasonable and practicable measures to ensure that Library registration and circulation records remain confidential.

SIGNATURE

This Order Form is effective when signed and returned to us within ninety (90) days from the Order Form Date. We may, in our sole discretion, accept this Order Form if returned to us after such date. Modifications require our prior approval and void any previous signatures.

Signed on behalf of Client	**Signed on behalf of Clarivate**
Signature:	**Signature:** 
Print Name:	Print Name: Jeff Anusbigian
Title:	Title: VP, Sales Operations
Date:	Date: May 23, 2023

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Part of Clarivate

Pricing Exhibit

Date 4/28/2023
Quote # EST-INC16234

Payment Terms	Net 30
Overall Contract Term (Months)	36
Contract Start Date	5/1/2024
Contract End Date	4/30/2027
Sales Rep	CR Manager
Site Code	bluff
Expires	7/27/2023

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler AZ 85226
United States

Bill To

Eric Bailey
Lake Bluff Public Library
123 East Scranton Avenue
Lake Bluff IL 60044
United States

Ship To

Eric Bailey
Lake Bluff Public Library
123 East Scranton Avenue
Lake Bluff IL 60044
United States

Currency

US Dollar

Item	Item Category	Qty	Description	Options	Original Rate	Discounted ...	Amount
Sierra Core Bundle - Public	License - Term	1	Sierra Public Core Bundle Sierra is an integrated library system solution to manage physical and digital resources and library patron accounts. Combines library operational workflows with open architecture. Supports staff tasks, including a Web-based interface, and patron access services. Public Core Bundle capabilities include: Standard ILS functionality across Cataloging, Circulation, Acquisitions, Serials, ILL, Scheduler, Statistics, & WebPAC; Create Lists & SQL Access for Custom Reporting; SIP2, Self-Check; e-Commerce; Materials Booking; Program Registration.				22,500.00
Staff User Licenses	License - Term	15	Staff User Licenses				0.00
Sierra Content Cafe Subscription	License - Term	1	Content Café Subscription				0.00
Encore	License - Term	1	Encore Discovery				0.00
AirPAC	License - Term	1	AirPAC				0.00
Sierra Digital Signature	License - Term	1	Sierra Digital Signature				0.00
Circulation Patron Images (Internally Stored)	License - Term	1	Circulation Patron Images (Internally Stored)				0.00
Sierra Homebound Patron / Remote Patron	License - Term	1	Sierra Homebound / Remote Patron				0.00
Circa Wireless Inventory (Barcode)	License - Term	1	Circa Wireless Inventory (barcode)				0.00
Sierra Program Registration	License - Term	1	Program Registration				0.00
Sierra SMS Notifications - US ONLY	License - Term	1	Sierra SMS Notifications - US - Subscription				0.00
OCLC Interactive Via the Network	License - Term	1	OCLC Interactive Via the Network				0.00
OPAC Export	License - Term	1	OPAC Export				0.00

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Part of Clarivate

Pricing Exhibit

Date 4/28/2023
Quote # EST-INC16234

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler AZ 85226
United States

Item	Item Category	Qty	Description	Options	Original Rate	Discounted ...	Amount
Encore Add On Hosting	License - Term	1	Encore Cloud Hosting				0.00
Sierra Cloud Hosting	License - Term	1	Sierra Cloud Hosting Includes Cloud Hosting with Standard Backup for Sierra production only Year 1 of 3 1 May 2024 - 30 April 2025 Year 2 of 3 - $22,500.00 Year 3 of 3 - $22,500.00				0.00

Total Fees US$22,500.00

PRODUCT / SERVICE TERMS ADDENDA

In addition to the Terms, your use of the below listed products are subject to these additional terms and conditions:

Polaris, Sierra, Millennium, Virtua, or INN-Reach or Subscription and Perpetual Licenses

1. License. Client and, where applicable, its Authorized Users (defined below) may use the Software (including any client configurations) (i) only for the management of the library and for servicing its patrons (including permitting Authorized Users to search library catalogues), and not on an outsourced basis, as a service bureau, for resale, or similarly on behalf of or for the direct or indirect benefit of third parties, and (ii) only in accordance with the other terms of this Agreement. The license does not include hosting services, which must be purchased separately.
2. **Copies.** Non-production use includes training, development, testing, quality assurance, staging or preproduction provided that the copies of the Software are not used in a production environment or as a backup to production The license includes the right to use a single production instance and up to two (2) additional copies for non-production use at no additional charge. Non-production use includes training, development, testing, quality assurance, staging or preproduction provided that the copies of the Software are not used in a production environment or as a backup to production.
3. **New Releases**. The license granted to you pursuant to this Agreement will include, at no additional cost, a license to use all new scheduled major releases, service pack releases, and hot fixes of the software offered generally by Clarivate to its clients during the term of this Agreement (collectively, "New Releases"). "New Releases" do not include new or additional modules, applications or other software now or hereafter offered by Clarivate, each of which require a separate license and payment of additional license fees. Additional fees may be required for implementation of New Releases.
4. **Authorized Users**. For clarity, your patrons do not fall within the number of Authorized Users on your Order Form.
5. **Aggregated Data.** In addition to the rights set forth in the Terms, we may use your Content and otherwise collect information related to your use of our product to create and use aggregate, non-identifying and anonymized data ("Collected Data"). Client acknowledges and agrees that it will have no rights in any products or services created or sold by Clarivate or its affiliates that use Collected Data.
6. **Early termination.** Client may terminate this Agreement at any time during the Initial Term effective as of the date of the next annual anniversary of the term if Client's budget (funding) is eliminated and Client provides written evidence of the elimination of Client's budget (funding), such evidence to be in the form and substance reasonably requested by Clarivate.
7. **Modules**. Your purchase and use of additional modules, tools or other applications from us with the Software are subject to the same terms as the Software.

Vega, Innovative Mobile, Innovative Phone Alerts or Software-as-a-Service

1. **License.** We will provide you with subscription access via a website to our Integrated Library System solution known as "Vega". Client and, where applicable, its Authorized Users may access and use Vega (including any client configurations) (i) only for the management of the library and for servicing its patrons (including permitting Authorized Users to search library catalogues), and not on an outsourced basis, as a service bureau, for resale, or similarly on behalf of or for the direct or indirect benefit of third parties, and (ii) only in accordance with the other terms of this Agreement.
2. **New Releases**. The license granted to you pursuant to this Agreement will include, at no additional cost, a license to use all new scheduled major releases, service pack releases, and hot fixes of the software offered generally by Clarivate to its clients during the term of this Agreement (collectively, "New Releases"). "New Releases" do not include new or additional modules, applications or other software now or hereafter offered by Clarivate, each of which require a separate license and payment of additional license fees. Additional fees may be required for implementation of New Releases.
3. **Aggregated Data.** In addition to the rights set forth in the Terms, we may use your Content and otherwise collect information related to your use of our product to create and use aggregate, non-identifying and anonymized data ("Collected Data"). Client acknowledges and agrees that it will have no rights in any products or services created or sold by Clarivate or its affiliates that use Collected Data.
4. **Authorized Users**. Patrons fall within the number of Authorized Users on your Order Form.
5. **Early termination.** Client may terminate this Agreement at any time during the Initial Term effective as of the date of the next annual anniversary of the term if Client's budget (funding) is eliminated and Client provides written evidence of the elimination of Client's budget (funding), such evidence to be in the form and substance reasonably requested by Clarivate.

OPERATIONAL MATERIALS ADDENDA

Software Support, Service Availability and Maintenance

This document outlines our Software support, maintenance and service availability for the following products ("Covered Products"):

Polaris, Sierra, Millennium, Virtua, or INN-Reach or Subscription and Perpetual Licenses

Support

Requesting support. Support includes issue analysis, support case management, prioritization of issues, tracking and investigation of issues and explanation of error messages. You must provide us with the information we need to resolve your problem. This includes relevant contact information, details about the problem, error messages, user IDs, and any other necessary information. If you have problems using our software, your designated administrators can contact us during normal hours. Your administrator will be provided an internal portal to report issues and review their status.

Response. We will use commercially reasonable efforts to meet the service level objectives stated below. Target response times to confirm receipt and begin troubleshoot and diagnosis of the problem are below. Resolution times cannot be guaranteed, although we undertake every effort to resolve your issues as soon as possible.

Priority	Response	Criteria
Severity 1	1 Business hour	A major component of the software is in a non-responsive state and severely affects library productivity or operations. A high impact problem that affects the entire library system. Widespread system availability, production system is down
Severity 2	4 Business hours	Any component failure or loss of functionality not covered in Severity 1 that is hindering operations, such as, but not limited to: excessively slow response time, functionality degradation; error messages; backup problems; or issues affecting the use of the module or the data
Severity 3	2 Business Days	An issue (other than a Severity 1 or 2) which (a) has no direct and material impact on business processes, (b) has an impact only on a segment of users, or (c) does not yet disrupt time-critical business processes.
Severity 4	as promptly as is reasonably practical	Non-performance related incidents, including: general questions, requests for information, documentation questions, enhancement requests. These will be logged but no immediate action will be taken. We will generally monitor the situation but will not be obliged to provide any solution.

Escalation Path. If you do not receive a response within the timeframe designated above, please reach out to your Account Manager.

Hosting Services

The following terms apply to the extent you have purchased hosting services from Clarivate for one or more of the Covered Products.

Service availability

We endeavor to ensure 99.9% availability of our software and make commercially reasonable efforts to schedule maintenance and system upgrades during the weekends or outside regular business hours (i.e. after regular end of business Pacific Time and before start of business Eastern Time) with reasonable notice. Availability is calculated by dividing the number of minutes the software was available during the Measured Period by the total sum of the minutes in the Measured Period less any Excluded Downtime.

For the purposes of this calculation, (i) the Measured Period is a calendar year and (ii) the Excluded Downtime includes scheduled downtime for system maintenance and release updates, as well as any service unavailability attributable to your breach, any actions or omissions by you or your users, causes beyond our control, or separate instances of unavailability of less than 5 (five) minutes duration each, provided such instances are not of a persistent nature.

If availability falls below 99.9% in a month for three consecutive months, you will be entitled to a credit equal to the prorated amount of the fees for hosting services for any time during such three-month period in which the software was unavailable (other than Excluded Downtime). This credit will be your exclusive remedy for such unavailability.

Security Controls

We take reasonable and appropriate administrative, technical and physical measures to protect the confidentiality, integrity and availability of your data; however, security and compliance is a shared responsibility between you and Clarivate. Our responsibilities are described below. You should take into consideration any special configurations or third-party applications and your responsibilities depending on any applicable laws and regulations.

The table below sets forth the features of our standard cloud-based hosting option. Premium support may be available for an additional cost.

Feature	Standard
24x7 network monitoring	✓·
Dedicated production environment	✓·
99.9% guaranteed infrastructure uptime	✓·
Dedicated public IP address and custom URL	✓·
Operating system installation and management	✓·
Library software installation and upgrades	✓·
Data backups	Daily
Archive data backup retention	30 days

Network Systems Audit Logging. All firewall logon activity and password changes are logged, monitored, controlled and audited. All intrusion detection and firewall log monitoring is done through services provided by Innovative and those pertinent log files and configuration files are retained for ninety (90) days and can be made available upon request for audit and problem resolution, as may be required.

Network Monitoring. All network systems and servers are monitored 24/7/365. We will monitor its systems for security breaches, violations and suspicious (questionable) activity. This includes suspicious external activity (including, without limitation, unauthorized probes, scans or break-in attempts) and suspicious internal activity (including, without limitation, unauthorized system administrator access, unauthorized changes to its system or network, system or network misuse or program information theft or mishandling). Innovative will notify Client as soon as reasonably possible of any known security breaches or suspicious activities involving Client's production data or environment, including, without limitation, unauthorized access and service attacks, e.g., denial of service attacks.

Audit and Security Testing. Hosting Providers perform regular security audits and testing. You may not perform own audits of hosting providers.

Information Security Auditing/Compliance. Our hosting providers undergo SOC 1/SOC 2 Type 2/ISO 27001 audits each year by independent third-party audit firms. We offer hosting options in datacenters located in the United States, Canada, United Kingdom, Ireland, Australia and the Asia-Pacific region, however, Clarivate reserves the right to increase, decrease and/or relocate its datacenters at anytime.

Disclaimer

Support services do not include visits to your site, any services for third party equipment or software, problems stemming from a change you made to the software, or consulting services related to client specific configurations or implementation (such as interactions between the software and your hardware, installations at your site, assistance with acceptance testing, client specific templates or reports, etc). We have no obligation to correct any error resulting from a failure by you to implement a third-party software modification or update recommended by us and provided to you at no charge.

We are not responsible for downtime or any other failure to meet the availability requirement if the root cause of the disruption is (i) your breach of the agreement; (ii) your failure to use minimum recommended browser standards for access to and use of the software; or (iii) outside of our control including, but not limited to, failures of hardware or software of upstream service providers or at your location or improper use of the software. Any additional services which you may request and we may agree to perform will be billed on a time and materials basis subject to our current applicable rates.

Changes to Support Policy

This policy may be updated by us from time to time, in our sole discretion.

Software Support, Service Availability and Maintenance

This document outlines our Software support, maintenance and service availability for **Vega, Innovative Mobile, Innovative Phone Alerts or Software-as-a-Service**.

Support

Requesting support. Support includes issue analysis, support case management, prioritization of issues, tracking and investigation of issues and explanation of error messages. You must provide us with the information we need to resolve your problem. This includes relevant contact information, details about the problem, error messages, user IDs, and any other necessary information. If you have problems using our software, your designated administrators can contact us during normal hours. Your administrator will be provided an internal portal to report issues and review their status.

Response. We will use commercially reasonable efforts to meet the service level objectives stated below. Target response times to confirm receipt and begin troubleshoot and diagnosis of the problem are below. Resolution times cannot be guaranteed, although we undertake every effort to resolve your issues as soon as possible.

Priority	Response	Criteria
Severity 1	1 Business hour	A major component of the software is in a non-responsive state and severely affects library productivity or operations. A high impact problem that affects the entire library system. Widespread system availability, production system is down
Severity 2	4 Business hours	Any component failure or loss of functionality not covered in Severity 1 that is hindering operations, such as, but not limited to: excessively slow response time, functionality degradation; error messages; backup problems; or issues affecting the use of the module or the data
Severity 3	2 Business Days	An issue (other than a Severity 1 or 2) which (a) has no direct and material impact on business processes, (b) has an impact only on a segment of users, or (c) does not yet disrupt time-critical business processes.
Severity 4	as promptly as is reasonably practical	Non-performance related incidents, including: general questions, requests for information, documentation questions, enhancement requests. These will be logged but no immediate action will be taken. We will generally monitor the situation but will not be obliged to provide any solution.

Escalation Path. If you do not receive a response within the timeframe designated above, please reach out to your Account Manager.

Hosting Services

Service availability

We endeavor to ensure 99.5% availability of our software and make commercially reasonable efforts to schedule maintenance and system upgrades during the weekends or outside regular business hours (i.e. after regular end of business Pacific Time and before start of business Eastern Time) with reasonable notice. Availability is calculated by dividing the number of minutes the software was available during the Measured Period by the total sum of the minutes in the Measured Period less any Excluded Downtime.

For the purposes of this calculation, (i) the Measured Period is a calendar year and (ii) the Excluded Downtime includes scheduled downtime for system maintenance and release updates, as well as any service unavailability attributable to your breach, any actions or omissions by you or your users, causes beyond our control, or separate instances of unavailability of less than 5 (five) minutes duration each, provided such instances are not of a persistent nature.

If availability falls below 99.5% in a month for three consecutive months, you will be entitled to a credit equal to the prorated amount of the fees for hosting services for any time during such three-month period in which the software was unavailable (other than Excluded Downtime). This credit will be your exclusive remedy for such unavailability.

Security Controls

We take reasonable and appropriate administrative, technical and physical measures to protect the confidentiality, integrity and availability of your data; however, security and compliance is a shared responsibility between you and Clarivate. Our responsibilities, including those managed by Clarivate hosting partners, are described below. You should take into consideration any special configurations or third-party applications and your responsibilities depending on any applicable laws and regulations.

The table below sets forth the features of our standard cloud-based hosting option. Premium support may be available for an additional cost.

Feature	Standard
24x7 network monitoring	✓•
Dedicated production environment	✓•
99.5% guaranteed infrastructure uptime	✓•
Dedicated public IP address and custom URL	✓•
Operating system installation and management	✓•
Library software installation and upgrades	✓•
Data backups	Daily
Archive data backup retention	30 days

Network Systems Audit Logging. All network logon activity and password changes are logged, monitored, controlled and audited. All intrusion detection and firewall log monitoring is done through services provided by the Hosting Provider. The pertinent log files and configuration files related to customer's hosted solution are retained for seven days and can be made available upon request for audit and problem resolution, as may be required.

Encryption. Encryption for data-in-transit is provided as a part of the Standard Plan.

Network Monitoring. All network systems and servers are monitored 24/7/365. We will monitor its systems for security breaches, violations and suspicious activity. This includes suspicious external activity (including, without limitation, unauthorized probes, scans or intrusion attempts) and suspicious internal activity (including, without limitation, unauthorized system administrator access, unauthorized changes to its system or network, system or network misuse or program information theft or mishandling). Innovative will notify Client as soon as reasonably possible of any known security breaches or suspicious activities involving Client's production data or environment, including, without limitation, unauthorized access and service attacks, e.g., denial of service attacks.

Physical Security. The physical infrastructure used to support the product (and other professional services purchased by you from Clarivate, as applicable), including the servers, storage, switches, and firewalls, are provided by the hosting provider. The hosting provider limits access to only authorized personnel, and badge and/or biometric scanning controls access. Security cameras placed in the hosting facilities provide video surveillance.

Audit and Security Testing. Hosting providers perform regular security audits and testing. You may not perform own audits of hosting providers.

Security Assessments. Client may perform vendor due diligence reviews of Innovative's security best practices. Innovative undergoes annual audits by independent firms and will share its security certifications, and audit reports under Non-Disclosure, as requested by Client.

Information Security Auditing/Compliance. Our hosting providers undergo SOC 1/SOC 2 Type 2/ISO 27001 audits each year by independent third-party audit firms. We also hold the internationally-recognized ISO 27001:2013 standard for its information security management system supporting the hosting solutions. We partner with hosting providers who are designed to satisfy requirements of most security sensitive customers with constant monitoring, high automation, high availability, and highly accredited to global security standards, including: PCI DSS Level 1, ISO 27001, FISMA Moderate, FedRAMP, HIPAA, and SOC 1 (formerly referred to as SAS 70 and/or SSAE 16) and SOC 2. We offer hosting options in datacenters located in the United States, Canada, United Kingdom, Ireland, Australia and the Asia-Pacific region, however, Clarivate reserves the right to increase, decrease and/or relocate its datacenters at anytime.

Your responsibility. Client remains responsible for properly implementing access and use controls and configuring certain features and functionalities of the software that Client may elect to use in the manner that Client deems adequate to maintain appropriate security, protection, deletion, and backup of its data.

Disclaimer

Support services do not include visits to your site, any services for third party equipment or software, problems stemming from a change you made to the software, or consulting services related to client specific configurations or implementation (such as interactions between the software and your hardware, installations at your site, assistance with acceptance testing, client specific templates or reports, etc). We have no obligation to correct any error resulting from a failure by you to implement a third-party software modification or update recommended by us and provided to you at no charge.

We are not responsible for downtime or any other failure to meet the availability requirement if the root cause of the disruption is (i) your breach of the agreement; (ii) your failure to use minimum recommended browser standards for access to and use of the software; or (iii) outside of our control including, but not limited to, failures of hardware or software of upstream service providers or at your location or improper use of the software. Any additional services which you may request and we may agree to perform will be billed on a time and materials basis subject to our current applicable rates.

Changes to Support Policy

This policy may be updated by us from time to time, in our sole discretion.

PROPOSAL:

LAKE BLUFF PUBLIC LIBRARY

Market Benchmarking Analysis & Structure Development Project

May 11, 2023

SUBMITTED BY:
Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP
Director, Compensation Services

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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting, and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

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Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

© 2023, HR Source

Our Approach

HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.
- If requested, the analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.

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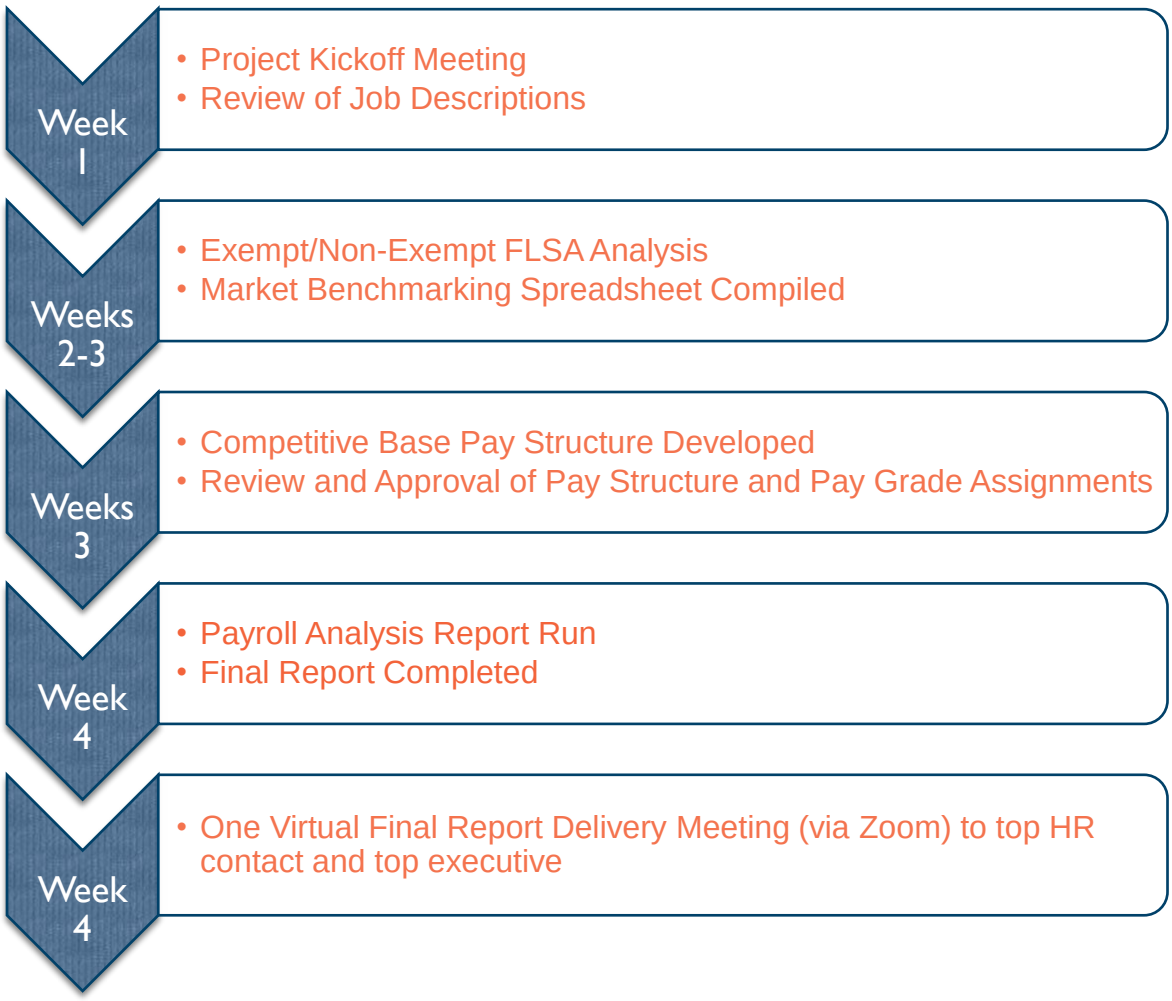
Timeline*

Below is a proposed timetable. Should the Lake Bluff Public Library agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.



*There will likely be several weeks and/or months before the project can begin depending on the number of projects in-house. If you wish to move forward, we recommend returning a fully executed service agreement as soon as possible in order to secure a place in our work queue.

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Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

Up to 12 positions (Member Rate) $3,420.00

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of $200/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. Should a charge for survey data be applicable, HR Source will contact the Lake Bluff Public Library for written authorization prior to proceeding.

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Project Team

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP
Director, Compensation Services

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP
Senior Compensation/Survey Analyst

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

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Letter of Agreement

May 11, 2023

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization:	Lake Bluff Public Library
Contact Name:	Renee Grassi, Library Director
Address:	123 E. Scranton Ave., Lake Bluff, IL 60044
Telephone:	(847) 234-2540

Services to be offered: Per the proposal dated May 11, 2023, Market Benchmarking and Structure Development for up to 12 positions.

In exchange for these services, the above organization agrees to pay $3,420. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source. Additional positions added into the project will be billed at $285 each.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.

Kathryn O'Connor

_____ 5/11/2023
HR Source Authorization Date

_____ _____
Lake Bluff Public Library Authorization Date

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OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

May 23, 2023

Ms. Renee Grassi, Library Director
Lake Bluff Public Library
123 East Scranton Avenue
Lake Bluff, Illinois 60044-2570

Dear Ms. Grassi:

I am pleased to award the Lake Bluff Public Library a Fiscal Year 2023 Public Library Per Capita grant in the amount of $8,283.60.

This grant support is provided pursuant to Title 23 Illinois Administrative Code Part 3035; Section 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

Alexi Giannoulias, Secretary of State
and State Librarian

cc: Board President, Lake Bluff Public Library

AG:isl
Lake Bluff-Lake Bluff Public Library

Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.

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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

MEMO RE: SELECTION OF LIBRARY MATERIALS AND ELIGIBILITY FOR STATE GRANTS

P.A. 103-0100 EFFECTIVE 1/2/24

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 16, 2023

This Memo confirms that, via P.A. 103-0100 effective 1/1/24 (copy attached), the Illinois Library Systems Act (75 ILCS 10/1 et. seq.) was amended.

The amendments made by P.A. 103-0100 include the following:

A. A statement of policy, i.e.:

> It is further declared to be the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

B. A directive to the State Librarian and Illinois State Library staff to establish rules and regulations designed to achieve certain standards and objectives including:

Adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of the people of this state and prohibit the practice of banning specific books or resources.

C. A requirement for eligibility for State grants, i.e.:

In order to be eligible for State grants, a library or library system shall adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library or library system.

Attached simply for easy reference is ALA's Library Bill of Rights.

Notes:

1. As noted above, P.A. 103-0100 is effective 1/1/24.

2. In the coming weeks/months, the State Librarian/Illinois State Library staff may promulgate "rules and regulations" relevant to implementation of P.A. 103-0100.

3. Eligibility for State grants can be satisfied by:

Adopting the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library.

Your material selection policy already may be complaint via adoption of the ALA Bill of Rights.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations).

Public Act 103-0100

HB2159 Enrolled

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 5. The Illinois Library System Act is amended by changing Sections 1 and 3 and by adding Section 8.7 as follows:

(75 ILCS 10/1) (from Ch. 81, par. 111)

Sec. 1. Because the state has a financial responsibility in promoting public education, and because the public library is a vital agency serving all levels of the educational process, it is hereby declared to be the policy of the state to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries in promoting the sharing of library resources, including digital resources. In keeping with this policy, provision is hereby made for a program of state grants designed to establish, develop and operate a network of library systems covering the entire state.

It is further declared to be the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

(Source: P.A. 83-411.)

(75 ILCS 10/3) (from Ch. 81, par. 113)

Sec. 3. The State Librarian and the Illinois State Library ~~his~~ staff shall administer the provisions of this Act and shall prescribe such rules and regulations as are necessary to carry the provisions of this Act into effect.

The rules and regulations established by the State Librarian for the administration of this Act shall be designed to achieve the following standards and objectives:

A provide library service for every citizen in the state by extending library facilities to areas not now served.

B provide library materials for student needs at every educational level.

C provide adequate library materials to satisfy the reference and research needs of the people of this state.

D provide an adequate staff of professionally trained librarians for the state.

E adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement declaring the inherent authority of the library or library system to provide an adequate collection ~~stock~~ of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of the people of this state and prohibit the practice of banning specific books or resources.

F provide adequate library outlets and facilities convenient in time and place to serve the people of this state.

G encourage existing and new libraries to develop library systems serving a sufficiently large population to support adequate library service at reasonable cost.

H foster the economic and efficient utilization of public funds.

I promote the full utilization of local pride, responsibility, initiative and support of library service and at the same time employ state aid as a supplement to local support.

The Advisory Committee of the Illinois State Library shall confer with, advise and make recommendations to the State Librarian regarding any matter under this Act and particularly with reference to the formation of library systems.

(Source: Laws 1965, p. 3077.)

(75 ILCS 10/8.7 new)

Sec. 8.7. State grants; book banning. In order to be eligible for State grants, a library or library system shall adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library or library system.

Effective Date: 1/1/2024

You're Invited

TO CELEBRATE THE STROH FAMILY LEGACY

The Lake Bluff Public Library Foundation invites you to join in the celebration and dedication of the Carole S. and Alfred Stroh Reading Room

Friday, June 23 from 2 - 4pm

at the Lake Bluff Public Library
123 E. Scranton Ave., Lake Bluff, IL 60044

Light refreshments will be served.
RSVP by Friday, June 16 to Kathy Meierhoff
at kathymeierhoff@gmail.com

LAKE BLUFF PUBLIC LIBRARY FOUNDATION

Lake Bluff Public Library Board of Trustees
Calendar of Community Engagement Opportunities

Email Library Director Renee Grassi at rgrassi@lakeblufflibrary.org
if you are interested and available to attend.

Book Bike at the Lake Bluff Auto Show

Description: This is the first year the Library is participating at the Lake Bluff Auto Show with the Library Book Bike. We will be providing remote checkout and other information about library services. We are looking for one Trustee to come and engage the public in conversation about what we are doing at the Library.
Dates: 6/24/23
Time: 2 - 5pm
Location: On the corner by Hansa at Center Ave and Scranton Ave

Fourth of July Parade

Description: The Library will be participating in this year's Fourth of July Parade. A light breakfast will be provided beforehand, as well as water during the event. Any and all Library Trustees and their families are invited to participate and walk with staff in the parade.
Date: 7/4/23
Time: 8:30 – 11am
Schedule of Day:

- **8:30-9:15am:** Participants are welcome to meet at LB Library for light breakfast items.
- **9am:** Parade route streets close, including Center Ave. However we strongly recommend getting here before 9am because downtown LB gets very crowded on parade day (We suggest parking at the Train Station for easier access out of town after the parade).
- **9:15-9:30am:** Participants will walk to parade line up spot on Center Ave. (This location has yet to be provided to us).
- **10am:** Walk the parade (Walking the parade takes 30-45 minutes).
  Our portion of walking the parade does not take very long but the whole parade is about an hour and a half, getting out of Lake Bluff can be tricky before 12pm.

Location: Meet at the Lake Bluff Public Library: 123 E. Scranton Ave, downtown Lake Bluff