

July 18, 2023 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2,3,4	CTO, Roll Call, Pledge, Additions (5 minutes)	
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	Opportunity to Address Board (5 minutes)	
	New Legal Representation at the Library (action) (5 min)	
	Informational Brochure for Ancel Glink	3
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	Bio for Julie Tappendorf, Ancel Glink	5
	Proposal letter for legal services from Julie Tappendorf, Ancel & Glink	6
	Library Law Board Presentation by Adam Simon, Ancel & Glink (30 min)	
	Approval of Minutes (action) (3 minutes)	
	Regular Minutes 2023June20	7
	Special Board Meeting Minutes 2023June21	8
	Director's Updates (7 minutes)	
	Director's Report	9
	June FY Statistics Graphs	10
	June Statistics 3 Year Graphs	11
	Committee Reports (5 minutes)	
	June Financial Reports (action) (5 minutes)	
	June Detailed Revenue/Expenditures Report	12
	Approval of Checks (action) (5 minutes)	
	June 2023 Check Disbursement	13
	New Business (action) (5 minutes)	
	Lake Bluff Public Library Policy Tracker Tool	14
	Library Correspondence (5 minutes)	
	2023 Audit Letter to Trustees	15
	Message from Wilmette Library Staff	16
	Library Trivia Patron Feedback	17
	Executive Session(s) if needed	
	Any and All Other Business (5 minutes)	18
	2023 Summer Reading Club	
	Adjournment (1 minute)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, July 18, 2023 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

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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:

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Agenda

- 1. Call to Order**
- 2. Roll Call (1 min)**
- 3. Pledge of Allegiance (1 min)**
- 4. Additions & Corrections to the Agenda (2 min)**
- 5. Opportunity for Public to Address the Board (5 min)**
- 6. New Legal Representation for the Library (5 min)**
 - a. Background and Context - Board President
 - b. ACTION: Proposal Letter from Julie Tappendorf, Ancel & Glink
- 7. Library Law Board Presentation by Adam Simon, Ancel & Glink (30 min)**
- 8. Approval of Board Meeting Minutes (5 min)**
 - a. ACTION: Approval of Minutes of June 20, 2023 Regular Board Meeting
 - b. ACTION: Approval of Minutes of June 21, 2023 Special Board Meeting
- 9. Library Director Updates (7 min)**
 - a. Director's Report
 - b. Monthly Statistics Report
- 10. Committee Reports (5 min)**

(Met)

 - a. Bylaws & Policy Committee (**CHAIR:** Friedeman. **MEMBERS:** Graziano and Zaute.)

(Did Not Meet)

 - a. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - b. Building and Grounds Committee (**CHAIR:** TBD. **MEMBERS:** Jerch, Berg.)
 - c. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano.)
 - d. Finance Committee (**CHAIR:** TBD. **MEMBERS:** Shaul, Zaute.)

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

11. June 2023 Financial Reports (10 min)

- a. ACTION: June Detailed Revenue & Expense Report
- b. ACTION: June Monthly Check Disbursement (15660-15685)

12. New Business (5 min)

- a. ACTION: Adopt FY23-24 Bylaws and Policy Committee Goals

13. Library Correspondence (5 min)

- a. 2023 Audit Letter to Trustees
- b. Message from Wilmette Library Staff
- c. Library Trivia Feedback

14. 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)

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

- a. 2023 Summer Reading Club

16. Adjournment (1 minute)

Attachments

- Informational Brochure for Ancel Glink
- Library Client List for Ancel Glink
- Bio for Julie Tappendorf, Ancel Glink
- Ancel Glink Proposal Letter for Legal Services
- Regular Minutes 2023June20
- Special Meeting Minutes 2023June21
- Director's Report
- June FY Statistics Graphs
- June Statistics 3 Year Graphs
- June Detailed Revenue/Expenditures report
- June Check Disbursement Report
- Lake Bluff Public Library Policy Tracker Tool
- 2023 Audit Letter to Trustees
- Message from Wilmette Library Staff
- Library Trivia Feedback
- 2023 Summer Reading Club

Upcoming Board Meetings:

- August 15, 2023: IN PERSON
- September 19, 2023: IN PERSON
- October 17, 2023: IN PERSON



ABOUT OUR FIRM

For over 85 years, Ancel Glink has built and modernized the practice of local government law in Illinois. From litigation to land use and labor relations—our clients enjoy access to top attorneys and large firm resources in a small, personalized setting. Our specialized legal staff has one fundamental goal: Empower our clients. We present legal advice in a form that can be easily understood, evaluated and applied. We tailor our services to your unique needs and give clients tools to reduce their reliance on legal advisors. Every step of the way, Ancel Glink is working for your success.

Chicago Office

140 S. Dearborn Street, 6th Floor
Chicago, IL 60603
312.782.7606

DuPage County Office

1979 N. Mill Street, Suite 207
Naperville, IL 60563
630.596.4610

North Suburban Office

175 E. Hawthorn Parkway, Suite 145
Vernon Hills, IL 60061
847.247.7400

McHenry County Office

101 N. Main Street, Suite 2
Crystal Lake, IL 60014
815.477.8980

Central Illinois Office

202 N. Prospect Drive, Suite 203
Bloomington, IL 61704
309.828.1990

Western Illinois Office

1515 5th Avenue, Suite 320
Moline, IL 61265





THE FIRM AND ITS ATTORNEYS

ANCEL GLINK, P.C. was founded more than 85 years ago. As one of the preeminent local government law firms in Illinois, our firm has a tradition of excellence and innovation. ANCEL GLINK has adhered to the principle of providing the quality of work normally associated with the largest firms within a small firm environment. Our goal is to offer our clients effective and comprehensive representation at a reasonable cost. Our legal services and strategies match our clients' needs and resources. We represent and advise clients statewide, often serving as special counsel in assisting local attorneys with complex matters.

ANCEL GLINK attorneys bring to our clients diverse educational and occupational backgrounds. Our attorneys have joined ANCEL GLINK from the fields of government, education, business and insurance. Others served as members of governmental boards and administrators, hearing officers, court arbitrators, and law clerks for both trial and appellate courts. Several attorneys have taught at universities and law schools in the Chicago area. Our attorneys regularly lecture on each area of law practiced by the firm, and the firm periodically sponsors seminars on new developments affecting local officials and practitioners.

Our lawyers have chaired the local government committees of both the Chicago and Illinois State Bar Associations, and have served in various capacities for the Illinois Municipal League, the Illinois Association of School Boards, and the Illinois Association of Park Districts. ANCEL GLINK enjoys the highest rating, "AV," given by Martindale Hubbell and is listed by the A.M. Best Company in its Directory of Recommended Insurance Attorneys.

We advise elected and appointed officials in a nonpartisan manner and are successful in creating practical and lawful ways to accomplish the objectives of our clients. We are not hesitant to suggest new and innovative ideas and approaches while, at the same time, we are conscious of the need to contain the costs of representation.

Perhaps the best way to learn about ANCEL GLINK is to visit our web site at www.ancelglink.com. There you will find a description of the history of the firm and our current attorney roster. You can also review dozens of commonly asked questions and answers and download materials and publications from the ANCEL GLINK Resource Center, including our 10 pamphlets relating to local governmental issues.



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OUR CLIENTS

The essence of our practice is the representation of governmental entities of all types both as general corporate counsel and as special counsel on a wide variety of legal issues. The firm also represents businesses and real estate owners and developers, particularly in their relationships with and before governments.

Municipalities

Our clients include cities, villages, and towns throughout the state. We serve as the regular corporate attorney for many municipalities and as special counsel to communities that seek our assistance for particular matters. We have represented communities with fewer than 1,000 residents and those with over 100,000 residents. We have originated, written, updated or edited many publications, including the *Illinois Municipal Handbook*, published by the Illinois Municipal League, and the four volume *Illinois Municipal Law Series*, published by the Illinois Institute for Continuing Legal Education.

Townships

In the last decade, ANCEL GLINK has become a premier firm in the representation of townships. The firm can offer not only legal assistance, but practical expertise for both standard and complex issues. We can assist our township clients in complex and mixed questions of law, economics, finance, general assistance, open space, personnel and collective bargaining. ANCEL GLINK attorneys are the authors of the Township of Illinois Laws and Duties Handbook. The firm also assisted in the Creation of the Illinois Township Supervisors Guide.

Park Districts

Illinois park districts recognize ANCEL GLINK's expertise in this field. We currently represent

more than 50 park districts and special recreation associations as general counsel or special counsel in unusual or complex matters. Our attorneys author the handbook *Illinois Park District Law*, published by the Illinois Association of Park Districts. The firm has been awarded the Lifetime Appreciation Award by the Illinois Association of Park Districts.

School Districts

We represent school districts as their general attorney and as counsel on special matters. Creative and innovative approaches to problem solving are what these difficult and constantly changing circumstances demand and what the firm's experience makes possible. Our firm also serves as chief defense attorney for several educational self-insurance pools, which keeps us in constant contact with the problems faced by more than 100 Illinois school districts. One of our partners is the founding General Editor and current Co-Editor of the two volume treatise published by the Illinois Institute for Continuing Legal Education entitled *Illinois School Law*.

Libraries

ANCEL GLINK represents a number of library districts and boards throughout the state. Whether a library operates as a separate district or as a municipal library board, it is no longer possible to maintain and operate a library without developing substantial knowledge of finance, personnel issues, zoning and property questions, and liability



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concerns. We have the resources to assist in all of these areas, either on a day-to-day or consulting basis.

ANCEL GLINK attorneys are authors of the Financial Manual for Illinois Public Libraries, which is published by and available through the Illinois Library Association.

Fire Protection Districts

ANCEL GLINK helps fire protection districts, whether big or small, volunteer, full-time or a combination, solve any number of problems involved in the operation of a fire department. Our attorneys have decades of experience providing advice and assistance to Chiefs and Board of Trustees to control district affairs and the provision of fire prevention services. The firm is the author of a financial manual for fire departments published by the Northern Illinois Alliance of Fire Protection Districts.

Special Districts and Other Units of Local Government

ANCEL GLINK attorneys are experienced in the representation of community colleges, sanitary and water districts, and specialized intergovernmental agencies. Generally, only sketchy statutory language and sparse case

law govern the operations of these important governmental bodies. Our experience is extremely important in guiding these special districts through uncharted areas. As one example, we represented a water agency which financed and constructed, under budget and on time, a system serving more than one hundred thousand users.

Self-Insurance Pools

ANCEL GLINK has helped organize and has represented more governmental self-insurance pools than any other law firm in the United States. In 1978, we wrote the contract and by-laws for one of the first comprehensive governmental self-insurance pools in the country. In addition to developing general liability defense pools, the firm has developed specialized pools to provide high-level excess coverage, for workers' compensation and for group health and accident coverage of employees.



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OUR GOVERNMENT PRACTICE

ANCEL GLINK offers full service representation to our clients. We have substantial experience in general and litigation matters involving all aspects of government law including:

- Policies and Meeting Practices
- Ordinance and Resolution Drafting
- Governmental Finance
- Purchase and Sale of Property
- Eminent Domain
- Liability and Civil Rights Defense
- Special Service Areas and Special Assessments
- Business Development Districts
- Tax Increment Financing
- Economic Development
- Contracts for Goods and Services
- Contracts
- Collective Bargaining and Personnel
- Workers' Compensation
- Zoning and Planning
- Annexations
- Insurance
- Risk Management
- Intergovernmental Agreements
- Cable Television and Telecommunications
- Public Relations
- Recreational Programs
- Student Issues

Our areas of practice are described in more detail in the individual practice group materials that follow, including descriptions of our local government, land use, labor and employment (including workers' compensation), litigation, and election practice groups.



THE FUTURE

Although our firm's history is very important to us, so is our future. Recently, we opened additional offices to better serve our growing and diverse client base. We updated our technology so we can respond to our clients. We continue to employ attorneys with special experience and interest in serving our clients.

We pledge to continue our long tradition of scholarship and innovation and to offer superior services at prices that governments can afford. We are confident that we can provide the highest quality legal services to local governments at a reasonable cost.

If you would like to discuss what we can do for you, please contact one of our senior

partners Thomas DiCianni, Keri-Lyn Krafthefer, Derke Price, Scott Puma or Julie Tappendorf. We would be happy to visit with you to discuss our services.

We also invite you to review our website at WWW.ANCELGLINK.COM. There, you can learn more about the firm and download many pamphlets and articles from the Resource Center.

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OUR LIBRARY CLIENTS






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BLOOMINGTON PUBLIC LIBRARY
BRIGHTON MEMORIAL LIBRARY DISTRICT
BYRON PUBLIC LIBRARY DISTRICT
CAROL STREAM PUBLIC LIBRARY
CHICAGO RIDGE PUBLIC LIBRARY
COLONA DISTRICT PUBLIC LIBRARY (SPECIAL COUNSEL)
CORDOVA DISTRICT LIBRARY
CRESTWOOD PUBLIC LIBRARY DISTRICT
DEER CREEK DISTRICT LIBRARY
DEERFIELD PUBLIC LIBRARY
DEKALB PUBLIC LIBRARY
DES PLAINES PUBLIC LIBRARY
DOWNERS GROVE PUBLIC LIBRARY (SPECIAL COUNSEL)
EFFINGHAM PUBLIC LIBRARY
ELA AREA PUBLIC LIBRARY DISTRICT
ELK GROVE VILLAGE PUBLIC LIBRARY
ELLA JOHNSON MEMORIAL PUBLIC LIBRARY DISTRICT
ELIZABETH TOWNSHIP PUBLIC LIBRARY
EVANSTON PUBLIC LIBRARY
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
(SPECIAL COUNSEL)
FREMONT PUBLIC LIBRARY DISTRICT
GAIL BORDEN PUBLIC LIBRARY DISTRICT
GLENVIEW PUBLIC LIBRARY
GLENWOOD-LYNWOOD LIBRARY
HARVARD DIGGINS LIBRARY (SPECIAL COUNSEL)
HAVANA LIBRARY DISTRICT
HAVANA LIBRARY FOUNDATION
HIGHWOOD PUBLIC LIBRARY
HILLSIDE PUBLIC LIBRARY
INDIAN PRAIRIE PUBLIC LIBRARY
ILLINOIS LIBRARY ASSOCIATION (ILA)
JULIA HULL DISTRICT LIBRARY
LA GRANGE PUBLIC LIBRARY
LIBRARY INTEGRATED NETWORK CONSORTIUM
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
LISLE LIBRARY DISTRICT
MAYWOOD PUBLIC LIBRARY DISTRICT
MCHENRY PUBLIC LIBRARY DISTRICT (SPECIAL COUNSEL)
MESSENGER PUBLIC LIBRARY OF NORTH AURORA (SPECIAL COUNSEL)
NORTHBROOK PUBLIC LIBRARY



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OREGON PUBLIC LIBRARY
PEORIA PUBLIC LIBRARY (SPECIAL COUNSEL)
POPLAR CREEK PUBLIC LIBRARY DISTRICT
REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)
RIVER VALLEY DISTRICT LIBRARY
SCHAUMBURG TOWNSHIP DISTRICT LIBRARY
SHERRARD PUBLIC LIBRARY DISTRICT
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
SIX MILE LIBRARY DISTRICT
SKOKIE PUBLIC LIBRARY
TOLONO PUBLIC LIBRARY DISTRICT
VESPASIAN WARNER PUBLIC LIBRARY DISTRICT
WESTERN DISTRICT LIBRARY
WOOD DALE LIBRARY DISTRICT (SPECIAL COUNSEL)



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Julie A. Tappendorf

Equity Partner



Chicago Office

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Email:

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Practice Areas

Local Government
Land Use
Elections
Land Use Litigation

Education

J.D., University of Hawaii, William
S. Richardson School of Law
B.A., Illinois State University

Bar & Court Admissions

Illinois
Northern District of Illinois
Central District of Illinois
Seventh Cir. Court of Appeals
Ninth Cir. Court of Appeals

Reliable, responsive, and relatable, Julie provides practical advice and offers creative solutions on local government and land use issues.

Julie focuses her practice on local government and land use matters, counseling clients on land use, FOIA, open meetings, ethics, social media and many other topics. She regularly attends board and commission meetings on behalf of the firm's government clients. She has extensive experience negotiating annexation and development agreements, drafting zoning and other development regulations and approvals, and negotiating development projects, including TIF and special service area financing transactions. She also represents clients in land use disputes and defends clients in lawsuits brought in state and federal trial and appellate courts.

Julie currently serves as City Attorney for Lake Forest and Park Ridge, and Village Attorney for Glenview, Gilberts, and Lindenhurst. She is counsel to the Glencoe Police Pension Board and numerous Illinois municipal libraries and library districts. She also serves as special counsel to government clients on FOIA, land use, social media, and related matters.

Julie is co-chair of Ancel Glink's land use practice. She is editor of *Ancel Glink Today*, an e-newsletter distributed to firm clients twice each month. Julie is also the author of the local government blog, [Municipal Minute](#), where she writes about current cases, laws, and other topics of interest to local government officials and employees.

Prior to her law career, Julie served for eight years in the United States Army, Military Intelligence Branch, as a Korean cryptologic-linguist.

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Experience

Particular highlights of her recent practice include:

- Prepare administrative policies and advise government employees and officials on FOIA, public comment at meetings, social media, personnel issues, and the conduct of zoning hearings
- Comprehensive rewrite of zoning, subdivision, sign, and other development regulations
- Conduct trainings on OMA, FOIA, social media, sexual harassment, and other personnel issues
- Currently defending a municipality in a challenge to its billboard sign regulations
- Successfully defended a municipality in a lawsuit challenging the enforcement of the municipality's zoning ordinance involving a tree house
- Successfully defended a municipality against a developer's equal protection challenge to the municipality's denial of a rezoning application for a student housing development
- Negotiated a settlement to enforce an agreement involving a mixed-use downtown development
- Successfully defended a municipality in an action by property owners challenging the annexation of certain property, affirmed by the Illinois Appellate Court
- Retained as an expert witness in multiple land use cases

Presentations

Julie is a frequent speaker at local and national conferences on a variety of local government and land use issues, including the following:

- Legal and Ethical Issues with Social Media Use by Local Governments
- OMA, FOIA, and Records Retention Training
- Development and Annexation Agreements
- Controversial Land Uses
- Municipalities and the First Amendment
- A DIY Guide to Drafting Ordinances & Resolutions - Minus the Hourly Rate
- Vacant Properties: Minimizing the Impacts and Maximizing the Opportunities

Publications

Julie has published books and articles on a variety of local government and land use matters, including:

- Handling the Land Use Case (Thompson Reuters, 2021-22)
- Planning and Control of Land Development: Cases and Materials, 9th Ed. (LexisNexis, 2016)
- Land Use Law: Zoning in the 21st Century (ALM, 2015)
- Municipal Law Deskbook, Chapter on Open Meetings and Open Records (ABA Press, 2015)
- Social Media & Local Governments: Navigating the New Public Square (ABA, 2013)
- Illinois Freedom of Information Act and Open Meetings Act (IICLE, 2020)
- Subdivisions, Subdivision Controls, and Drainage (IICLE Municipal Law Handbook, 2020)
- 10 Guidelines from the PAC on the OMA's Public Comment Rule (IML Review, Sept. 2014)
- Development by Agreement: A Tool Kit for Developers and Local Governments (ABA, 2012)
- Common Zoning Definitions Found Unconstitutional in *TLC v. Elgin* (PEL, 2014)
- Communicating in an Electronic Age (The Commissioner, 2014)
- The Big Chill? - The Likely Impact of *Koontz* (Touro Law Review, Vol. 30, No. 2, 2014)
- To Tweet or Not to Tweet: Use of Social Networking in Land Use Planning (ZPLR, May 2011)
- Hard Times for Real Estate Developers and the Impact on Municipalities (IML Review, 2008)
- Bargaining for Development (ELI, July 2003)



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June 29, 2023

Via Email: rgrassi@lakeblufflibrary.org

Renee Grassi, Library Director
Lake Bluff Public Library
123 E. Scranton Ave.
Lake Bluff, IL 60044

Re: General Counsel Services for Lake Bluff Public Library

Dear Renee:

Ancel Glink greatly appreciates the opportunity to present our qualifications to serve as the attorney for the Lake Bluff Public Library. This letter provides information about our firm and services.

1. Introduction to Ancel Glink. Ancel Glink has represented Illinois public entities, including municipal libraries, library districts, municipalities, park and school districts, townships, and other governmental bodies for over 90 years. We are a well-respected law firm with approximately 40 attorneys who concentrate their legal practice on all facets of law affecting Illinois government entities. Our goal is to provide effective and efficient representation at a reasonable cost. We currently serve as regular counsel to dozens of library districts and municipal libraries, as well as serving as counsel to RAILS and LIRA. A copy of our library client list is included with this letter.

We are also enclosing a copy of our firm brochure which describes in greater detail the comprehensive services provided by Ancel Glink to local public entities. As discussed more completely in our brochure, Ancel Glink has the experience to assist the Library in all of the legal areas affecting Illinois libraries.

2. Scope of Representation. The scope of our engagement would be to serve as the library attorney for the Lake Bluff Public Library and represent and advise the Library on legal matters, including drafting and reviewing resolutions and policies, compliance with the OMA and FOIA, compliance with federal and state laws, review, preparation, and negotiation of contracts, levy and budget/appropriation matters, construction matters, intergovernmental relations with other government entities, and employment law matters, among many other legal matters affecting Illinois libraries.

3. Lead Attorney. Julie Tappendorf, an equity partner with Ancel Glink, would be the lead attorney for the Library. Julie has spent her entire legal career (more than 25 years) representing government clients. She currently serves as City Attorney to Lake Forest and Park Ridge and Village Attorney to Glenview, Lindenhurst, and Gilberts. Julie also represents more than 25 Illinois libraries as their lead library attorney, including both library districts and municipal libraries, and advises RAILS and LIRA. Julie frequently speaks at national and local conferences on a variety of local government topics and has published numerous books and articles on issues

such as compliance with FOIA and OMA, local government ethics, and government use of social media, among many other topics. Julie also created and is the principal contributor to *Municipal Minute*, the popular local government blog where she writes daily about legal issues of interest to local government officials and employees. She regularly speaks at the annual ILA conference on a variety of issues affecting libraries, including library use of social media, First Amendment audits, among other topics.

Julie would be assisted by other attorneys in the firm with specialized experience, including employment law, construction contracts, and litigation matters, where needed.

4. Fees and Expenses. Our fees are based on time spent providing services to the client by our professional staff at each person's applicable hourly billing rate. Our schedule of hourly billing rates is based upon years of experience, specialization and training and practice, and level of professional attainment. Our rates that would be effective through the end of 2023 are as follows:

- Attorneys will be billed at \$235 per hour.
- Paralegals and law clerks will be billed at \$135 per hour.

The firm typically increases its billing rates on an annual basis. Any expenses, disbursements, and other charges incurred on your behalf will be billed to you in addition to our charges for professional services in accordance with our regularly established procedures. We are reimbursed standard charges for copies, computer research, and messenger/courier delivery charges. You will be responsible for the payment of all costs incurred on your behalf.

On our invoices, all of our time and expenses are fully itemized and documented. Our time is billed in quarter-hour increments. Each monthly bill for services includes the initials of the individual performing the assigned task, the date on which the work was performed, a description of the work and the amount of time spent completing the assignment. Our billing invoices are prepared monthly, and payment is due within 30 days of the date of statement.

5. Client Relationship. All of our firm attorneys provide legal services to local governments in some capacity. If you choose Ancel Glink, you will have the benefit of having one firm provide advice in all areas of the law that affect the Library. Our attorneys will be available to you by phone and email to ensure that your legal needs are met at all times and are available to respond to questions and requests for legal advice while in and outside of the office. We strive to respond to emails, texts, and phone calls within a few hours or the same day, wherever possible. If you cannot reach your primary attorney, you can contact any firm attorney for assistance. While we included the biography of our proposed lead attorney with our proposal, we want you to know that our firm has many resources. In our representation of the Library, we will call on attorneys with special expertise in each matter to offer efficient and effective support for our team's work.

Most of our library clients require legal assistance on an as-needed basis only, and rarely (if ever) require our attendance at their board meetings. We tailor the scope of our representation to fit the needs of specific clients so you do not pay for services that you do not need.

6. Approach to Legal Representation. Because Ancel Glink has many governmental clients, we are not tempted to give marginal legal opinions to simply match the desires of a leader, staff, or a coalition in a particular government entity. As attorneys, we can certainly support a variety of lawful and acceptable legal positions chosen by individual clients, but we strive for consistency in our approach. Where there are legal risks involved in moving forward in a particular area, we view our job as providing realistic alternatives to the client and explaining the risks involved in each potential course of action. We see ourselves as legal problem solvers and believe that government attorneys are to serve the policy-makers of the community and not become the policy-makers themselves.

Our role is to provide prompt, accurate, and well-reasoned legal advice that avoids legal challenges or lawsuits wherever possible. We keep our clients informed of new legal requirements, including those that require affirmative action. As an example, when the General Assembly passed a law requiring changes to sexual harassment policies, we reached out to our clients to inform them of the new law and offered to assist them in updating their policies to comply with that law. We also provide training to Library officials and employees on a number of legal topics when requested by our clients, including sexual harassment, FOIA, First Amendment audits, meeting procedures, among many other topics.

If you need any further information about Ancel Glink or our services, please feel free to contact me. You can also visit our website for more information at: <http://ancelglink.com>. We look forward to discussing how Ancel Glink can be of service to the Library.

If you have any questions about the terms set forth above, please do not hesitate to call me.

Very truly yours,



Julie A. Tappendorf

Enclosures

- Library Client List
- Firm Brochure
- Julie's Biography



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, June 20, 2023 at 7 PM
123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was conducted with five attending Trustees physically present and one attending Trustee via Zoom. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

Agenda

1. **Call to Order:** Library Director Renee Grassi called the meeting to order at 7:05 pm.
2. **Roll Call:** Trustees Shaul, Jerch, Hayes, Graziano, Friedeman, and Berg were present; Trustee Zaute attended virtually; Library Director Renee Grassi and library staff members Eliza Jarvi, Katie Horner and Jillian Chapman were also present. Trustee Shaul moved to allow Trustee Zaute to attend virtually; Trustee Jerch seconded; all voted aye.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda:** Library Director Grassi suggested an amendment strike part of item 6 "Notarizing of Oath" from the agenda and to move it to a future meeting when a notary is present; Trustee Jerch moved to approve, Friedeman seconded; all voted aye.
5. **Opportunity for Public to Address the Board:** There was none.
6. **Board Member Oath of Office:** Trustee Jerch stood to take a verbal Oath of Office.
7. **Approval of Board Meeting Minutes:** Trustee Hayes moved to approve the minutes from the May 16, 2023 Board Meeting, trustee Berg seconded; all voted aye.
8. **Library Director Updates:** Highlights from the Library Director's report are as follows:
 - a. May is the first month of this fiscal year. Library Director Grassi shared that May is a busy month of staff preparation. Four staff members attended a local IL library conference called Reaching Forward. Staff wrote blogs to share with others who were unable to attend to share their learnings. Topics included patron privacy, first amendment audits, and other professional development areas.
 - b. There has been an increased engagement on social media and strategic pre-planning of communications allowed for the summer calendar to be sent to homes earlier than expected.
 - c. Library Director Grassi provided a technology update. This included reports on meetings with Innovative, the provider of staff and patron software tools. They have prepared a proposal for the Board to review tonight. Meetings with CVI also took place to discuss Office 365 and library-issued laptops, as well as repairing a broken workstation.



- d. Library Director Grassi provided an update on outreach, including an end-of-year on-site storytime at the Lake Bluff Park District Preschool with nearly 80 attendees.
- e. Library Director Grassi provided building & grounds updates, including removal of wasps nests, new LED light fixtures were installed, and water fountain filters were replaced. Youth Services Manager Eliza Jarvi completed a Building Safety Walkthrough training with Library Director Grassi.
- f. **Library Statistics Report:** Grassi reviewed the statistics report and previewed future changes in the format. Circulation is at or exceeding pre-COVID levels, however in-person visits have not yet recovered entirely due largely in part to use of virtual borrowing and programming. Trustee Hayes inquired about setting goals for usage and visits. Library Director Grassi and Trustee Shaul discussed efficiency statistics, including number of staff and available facility space versus amount of programming. Trustee Jerch clarified FY24 statistics. Trustee Friedeman inquired about statistics that are most useful, Director Grassi noted that some internal statistics are collected that are not used and which statistics should be tracked (e.g. tracking notary interactions is helpful). The IPLA required data is defined clearly, which dictates how and what data must be collected.

9. **Committee Reports** (10 minutes)

(Met)

- a. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul): Trustee Graziano reported that we are approaching the Library Director review period, beginning in July with a self-evaluation. Staff will complete evaluation forms in August, with a report sent to the Board by August 21st. An in-person review will be completed by the HR committee on or around August 28th. Trustee Shaul added that this will be a six-month review for the Library Director because she is new, rather than an annual formal review and informal mid-year check-in.
- b. **Bylaws & Policy Committee** (CHAIR: Friedeman. Members: Graziano and Zaute) Trustee Friedeman reported that the committee discussed and revised two policies, the Public Comment and Meeting Room Policy. Both policies are being recommended to the full Board for approval in tonight's meeting.

(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. **May Detailed Revenue & Expense Report:** The first property tax disbursement for FY24 was received. The budget estimated a conservative amount of interest revenue, which was exceeded in the first month of the fiscal year. On the expenses side, the accounting firm will issue invoices on a monthly basis with accounting reflecting one month in arrears due to Bettina processing the invoice each month. The expense report for this month reports \$0 in staff medical insurance, which will be shown in July's reports. Maintenance expenses continue to be high, approximately 14.17% of the annual budget has been spent to-date. Trustee Shaul inquired about the broken table in the Children's area, which was removed due to irreparable damage. Eliza Jarvi and Renee Grassi spoke with the furniture company to prepare proposals for replacement furniture, which will be submitted to the Friends of the Library as a gift. Trustee Hayes inquired about the property tax revenue disbursement schedule. Trustee Hayes also inquired regarding annual renewal costs, many of which were paid in the first month of FY24 (e.g. EBSCO Host) at 49% of the annual budget for Adult Reference/E-Reference. Trustee Hayes moved to approve May's revenue and expense report, Trustee Jerch seconded; all voted aye.
- b. **May Monthly Check Disbursement (15620-15659):** Library Director Grassi provided context on the different formatting of the check disbursement register, which will change in July. Trustee Shaul inquired about the large "truing up" cost of staff medical insurance. Library Director Grassi explained that a medical insurance invoice from FY23 was paid using FY23 funds, but issued in FY24 due to the timing of invoice receipt. Estimated payments are made for medical insurance throughout the year and actual costs had to be trued up once invoiced. Per the Finance Committee, an annual 10% increase in premiums has been included in budgets moving forward so this does not happen in the future. Trustee Jerch moved to approve checks numbered 15620-15659, Trustee Hayes seconded; all voted aye.

11. New Business

- a. **Proposal and Discussion of New Public Comment Policy:** Trustee Friedeman provided an overview of the public comment policy, including with the proposed operational guidelines such as a 5 minute individual time limit and total 30 minute public comment section limit, in addition to flexibility awarded to the Board president to amend these during meetings. Trustee Berg moved to approve the public comment policy, Trustee Jerch seconded; all voted aye.
- b. **Proposal and Discussion of Updated Meeting Room Policy:** Trustee Shaul recommended that "are open to the public and are free of charge" is moved to follow "non-profit organizations" for clarity. Trustee Jerch expressed appreciation for including the Lake Bluff History Museums inclusion in the priority reservation list. Trustee Hayes suggested an inclusion of the ability of the Library to change reservations. Trustee Graziano suggested including this in the reservation form as a procedure. Library Director Grassi reported that when a change in room reservation has been necessitated, it has been



well-received by the public. Trustee Shaul questioned if the Stroh Reading Room has been reserved in the past, which differs from the suggested policy. Library Director Grassi clarified that the Stroh Reading Room was not included in previous policy by name. Trustee Jerch moved to approve the policy with the amendment to clarify in the first paragraph, Trustee Berg seconded; all voted aye.

- c. **Proposal and Discussion of Sierra 3 Year Contract:** Library Director Grassi shared that the 10-year contract with Innovative for Sierra (software) was ending. Library staff have discussed exploring alternative catalogs or participation in a consortium to share the cost of an online catalog. Additional time is needed to investigate consortium options (like CCS) to share the cost of an ILS contract or enter into an agreement with a new ILS provider. Innovative has proposed a three-year contract with no price increase. The proposal has been reviewed by the Library's legal counsel and supports the Board if they choose to approve the contract. Trustee Hayes moved to approve the three-year Innovative contract, Trustee Jerch seconded; all voted aye.
- d. **Discussion of Benchmarking Project with HR Source:** The Library has entered into a contract with HR Source for a benchmarking and salary structure project. HR Source will review all job descriptions, scope of work, pay minimum/maximum and compare to peer library standards. Peer libraries are selected by the library and the HR committee has recommended using libraries within the same geographic range. Comparisons can also be done between other industries or nonprofits for job descriptions that may exist in other organizations. HR Source will create a salary range for every job description, as well as total cost to the library should the range be fully adopted. Trustee Shaul recommended the Finance Committee attend the final readout once the HR Source report is finalized.

12. Library Correspondence

- a. **Illinois State Library 2023 Per Capita Award Letter:** Library Director Grassi reported the library has received the 2023 per capita grant in the amount of \$8,283.60.
- b. **Memo from Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner: Selection of Library Materials and Eligibility for State Grants:** After the passage of recent IL library legislation regarding selection of library materials, legal counsel shared requirements to be eligible for state grants, which the Lake Bluff Library is currently in accordance with.
- c. **Stroh Room Reception Invitation from Library Foundation:** Director Grassi reminded the Board that the reception for the Stroh Reading Room will occur on Friday, June 23rd from 2-4 pm, with remarks made at 2:30 pm.

13. Executive Session(s) if needed: There was none.

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

- a. **Board of Trustees Community Engagement Opportunity:** Library Director Grassi invited trustees to march in the Lake Bluff Fourth of July Parade and to participate in Lake Bluff Auto Show outreach.



- b. **Resignation of the President of the Friends of the Lake Bluff Library:** Lindsey Bornholdt has resigned as president of the Friends of the Library. Library Director Grassi is confirming if a representative from the library should plan to attend the July meeting. Trustee Jerch has volunteered to attend the July 22nd Friends of the Library meeting if it proceeds in the wake of the president's resignation.
 - c. **Incident Report from 6/19/23:** Trustee Shaul provided an overview of an incident that occurred in the library on Friday, June 19th in which the patron violated the patron use policy in two ways: (1) solicited money from library staff and (2) made unwanted physical contact with a minor. The individual has been suspended from the library for a period of six months with an offer to set up a library card remotely to access collections virtually. The Board has convened an emergency meeting for June 21st, 2023 to adopt a formal patron suspension policy separate from the patron conduct policy. Library Director Grassi acknowledged the assistance of the Lake Bluff Police Department, who have asked for a copy of the Patron Suspension Policy once approved.
15. **Adjournment:** Trustee Hayes moved to adjourn, Trustee Graziano seconded; all voted aye. The meeting adjourned at 8:46 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary



Lake Bluff Public Library
Library Board of Trustees Meeting
Wednesday, June 21 2023 at 8 PM
123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of four Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

Agenda

1. **Call to Order:** Library Director Renee Grassi called the meeting to order at 8:03 pm.
2. **Roll Call:** Trustees Shaul, Jerch, Friedeman, and Berg were present; Trustee Hayes, Zaute and Graziano were absent. There was a quorum of Trustees. Library Director Renee Grassi was also present.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda:** There were none.
5. **Opportunity for Public to Address the Board:** There was none.
6. **Presentation by Library Director of new User Suspension Policy**
 - a. **Background and Context for New Policy:** All members of the public have the right to visit public library buildings, utilize their facilities, and enjoy library services that are provided to the public. As a way to communicate expectations for behavior while users are in the building or on the property, libraries have policies in place that inform the public and explain appropriate usage of library facilities. Library employees, led by their Library Directors, are tasked with important and necessary responsibilities to determine when members of the public have violated these policies and act on those violations to ensure the safety of staff, library property, and the public. It is best practice, therefore, that public libraries have Board-approved policies in place that provide clear procedures and guidance for employees in determining if a suspension is warranted. Lake Bluff Public Library does not currently have such a policy. In the Fall of 2022 as staff and Board navigated an incident with a user suspension, this gap in policy was determined to be significant and, as a result, put the organization at a level of risk. At the time, the organization was led by an Interim Director and the decision was made, with legal counsel, not to move forward with developing a User Suspension Policy. The decision was made to wait until the new Library Director was hired given the extenuating circumstances of staffing limitations and increased workload. In addition, the organization's Bylaws and Policy Committee, was not a standing committee; rather, it was only an ad hoc committee. Shortly after the new Library Director was hired, she



identified several policy gaps in the organization, including making the Bylaws and Policy Committee a standing committee. This ensures, as she advised the Board, that a schedule of policy review be established to ensure the organization was in a more proactive, compliant place with timely and community-responsive policies. Moreover, the Special Topics Committee, the ad hoc committee that formed as a result of the Fall 2022 incident, discussed that the group's final report should include a strong recommendation to the Board that a Suspension Policy be researched, drafted and put in place as soon as possible. This report was drafted by the Chair of the Special Topics Committee and shared with the Library Director in May, 2022. An incident occurred at the Lake Bluff Public Library on Friday, June 16 that precipitated a discussion between the Library Director and the current Library Board President about the lack of policy and the organization's need to move forward with another user suspension. This is the context for why this newly drafted policy is in front of the Board today.

b. Goals of Policy

- i. To provide clear and concrete guidelines for Library Board of Trustees, Library Director, and library employees in managing violations of library policies, and making decisions about user suspensions
- ii. To provide transparent expectations to the community about the Lake Bluff Public Library's commitment to safety, managing violations of policy, and its commitment to providing a safe and welcoming environment that encourages the use of Library services, materials and facilities to the fullest extent

c. Research

- i. The Library Director utilized several other public library's policies as reference, including Northbrook Public Library; Oak Park Public Library; Glencoe Public Library; Indian Trails Public Library District; Deerfield Public Library; Glen Ellyn Public Library; Highland Park Public Library; and Lake Forest Library. In some cases, as with Oak Park and Northbrook, libraries opted to draft a separate, distinct policy from their organization's Code of Conduct or Behavior Policy. In other cases, such as Lake Forest, Glen Ellyn, and Glencoe, libraries opted to integrate wording into their existing Code of Conduct or Behavior Policy about suspension.
- ii. In reviewing these policies, the Library Director found a considerable amount of variation among the organization's preferences whether to dictate specific lengths of time for specific violations. The Suspension Policy at Indian Trails Public Library District, for example, included a chart listing violations with the Board-approved amount of time that the violator would be banned. Other libraries preferred to have their policy be less specific and the discretion was up to the Library Director to determine the length of time for violations.
- iii. Most policies cited an appeals process for users who were suspended for library use. The Library Director recommends having this stated in the policy, as it is a



right for users to have according to the Open Meetings Act. This article was also consulted: [Protecting the Rights of Suspended Library Patrons | Harvard Civil Rights-Civil Liberties Law Review](#).

- iv. The Chair of the Lake Bluff Public Library Bylaws and Policy Committee, Allie Friedeman, supported the research process sharing the following resource: Office of the Illinois Secretary of State and State Librarian Alexi Giannoulas' [General Policies and Guidelines through the Illinois State Library](#).
 - v. In preparing for this Emergency Meeting of the Library Board of Trustees, the Library Director consulted the [OMA \(Open Meetings Act\) Hotline](#), which provides Human Resources and policy guidance for libraries. This resource is available for free for all RAILS members.
 - vi. This policy draft was also reviewed and edited by the Library's Reference and Circulation Manager.
7. **Discussion and Review of proposed User Suspension Policy:** Trustee Jerch noted that the History Museum will be provided with a copy of the final policy once approved. Trustee Friedeman inquired if any individuals suspended from the library premises would also be suspended from Museum grounds, as they share a building. Trustee Shaul reported that legal counsel is being asked to review the approved policy and patron privacy if a patron is suspended from the grounds. Trustee Friedeman inquired about the right of appeals for a patron suspended longer than three days if a regularly-scheduled Board meeting is not until after the suspension period ends. Library Director Grassi stated that OMA must be referenced in terms of determining a suspension period without an appeals option. The Board discussed the use of the word "willfully" and determined that it should remain in the policy. Trustee Shaul recommended the suspension appeals period clause be amended to as follows: *"Any suspension longer than seven days and less than 30 days can be appealed in writing or verbally to the Library Director. Suspensions greater than 30 days may be appealed to the Board provided that the appeal is submitted in writing at least 48 hours prior to a regularly-scheduled meeting to ensure patrons have the ability to appeal within their suspension period."* Trustee Jerch inquired about behaviors that would lead to a 24 hour versus three day suspension. Library Director Grassi provided examples of behaviors that warrant varying suspension lengths, including youth services behavior, derogatory language toward library staff, and threatening behavior. Trustee Jerch suggested amending language to *"The Board of Trustees **must** approve suspensions over six months."* Trustee Jerch moved to approve the policy with the aforementioned amendments, Trustee Friedeman seconded; all voted aye.
8. **Executive Session(s) if needed:** There was none.
9. **Any and all other business which may properly come before the Board**
- a. **Security Cameras:** Trustee Jerch asked to discuss surveillance systems and security cameras at a public building. Library Director Grassi supported the discussion of installation of security cameras. A discussion about patron privacy and data sharing ensued, with a recommendation for the Technology Committee to consider this topic at



a future meeting. Library Director Grassi will reach out to Village departments to identify possible vendors.

10. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Berg seconded; all voted aye. The meeting adjourned at 8:57 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary

Director's Report June, 2023

Administration and Human Resources

- Throughout June, the Management Team collaborated on the development of the Library's Illinois Public Library Annual Report (IPLAR), an annual report required by the Illinois State Library. Gathering statistical data needed for the report was delegated to the four managers and the Director based on their areas of work. This was the first year the Management Team took on these responsibilities, and this will be the process followed going forward. Special recognition to Anna Fifhouse, who acted as the staff person responsible for supporting the previous Library Director's completion of IPLAR in past years. Thank you, Anna, for the training and knowledge you passed along to the Management Team so that IPLAR 2023 could be completed!
- This month, the Library posted a part time Library Associate position budgeted for 18 hours per week. This position will be responsible for customer service work at the first and second floor service desks. The Management Team has identified significant gaps in desk coverage, specifically on weekday evenings and Saturdays. These new hours will help address those staffing issues. The position will report to Katie Horner, Reference and Circulation Manager, and also work closely with Eliza Jarvi, Youth Services Manager. Interviews are scheduled for mid-July, 2023.
- The Library Director began working with Circulation Manager to institute a new rotating Saturday schedule for the first floor Circulation and Reference staff. In the current system, a small subset of staff are assigned to work every Saturday. Creating a rotating schedule will more equitably share the responsibility of Saturday coverage and will also give that small group of staff more flexibility for planning personal time. Schedule will go into effect fall, 2023.
- Passport applications processed in June, 2023: 59

Communications & Marketing

- In June, the Library launched a new Sierra product called LX Starter. This web-based utility allows for staff to design, customize, and format circulation hold and overdue notices. The previous aesthetic of Library notices simulated typewriter font; it was institutional and unfriendly. Implemented by Martha O'Hara, go-live for this new tool required significant training and planning, as Lake Bluff Public Library was one of Sierra's test libraries for this new feature.
- LX Starter features include:
 - branding and increased design options
 - compatible and responsive design for mobile devices
 - cover images for materials to increase visual appeal
 - improved "renewed/not renewed" statuses
 - access to patron notice history
 - automated bounce handling with improved spam tracking



Technology Updates

- Encore, the Library's online catalog for patrons was updated to version 6.0. Sierra, the staff interface for the library's database, was updated to version 6.0. Previously, the organization chose not to update Sierra and Encore when new versions were released from the vendor, lagging behind in the product's functionality. Going forward, Katie Horner will manage Sierra and Encore updates to ensure the library is running the most updated version.
- Managers continue to plan the implementation of Microsoft Outlook calendars for staff. To prepare for this implementation tentatively scheduled for fall, managers focused on creating training documentation.
- An issue with waste toner cartridges led to the public printer being out of service for approximately two weeks due to lack of availability of the replacement parts. The patron printer was purchased in April 2012 and is quickly nearing the end of its lifespan, according to the vendor. The Library Director and Adult Services and Technology Manager will meet with a representative from the company to gather information about next steps.

Social Media Highlights

- This month's highest rated post was the library's Pride Month post with 41 likes and 2 shares on Facebook and 59 likes, 8 comments, and 2 shares on Instagram. This was the first time the Library offered a statement in support of LGBTQIA+ communities and Pride.

Collections

- The Library featured several display topics throughout the month, including Juneteenth, STEAM, and Pride Month, which was a display topic featured in all areas of the library in June.
- A small, but popular Adult display called "The Road to Independence" included traditional historical nonfiction about the Revolutionary War and the country's founding members, but also included books about Native American history, the history of slavery, and more to provide a nuanced point of view about American history.

Building and Maintenance Updates

- Donor recognition plaques for Cal Stroh, the Library Foundation, and the Friends of the Library organizations were hung in Stroh Room
- New LED light fixtures installed in the Spruth Room
- New office furniture and desk installed in Director's Office
- Free gently used chairs were acquired from Elmhurst Public Library replacing existing Spruth Room chairs to increase ease of use for staff and patrons; replacements are lighter, cushioned, and light green
- Two new Preschool Room tables were designed and ordered with LFI utilizing restricted donor Foundation funds assigned to Youth Services

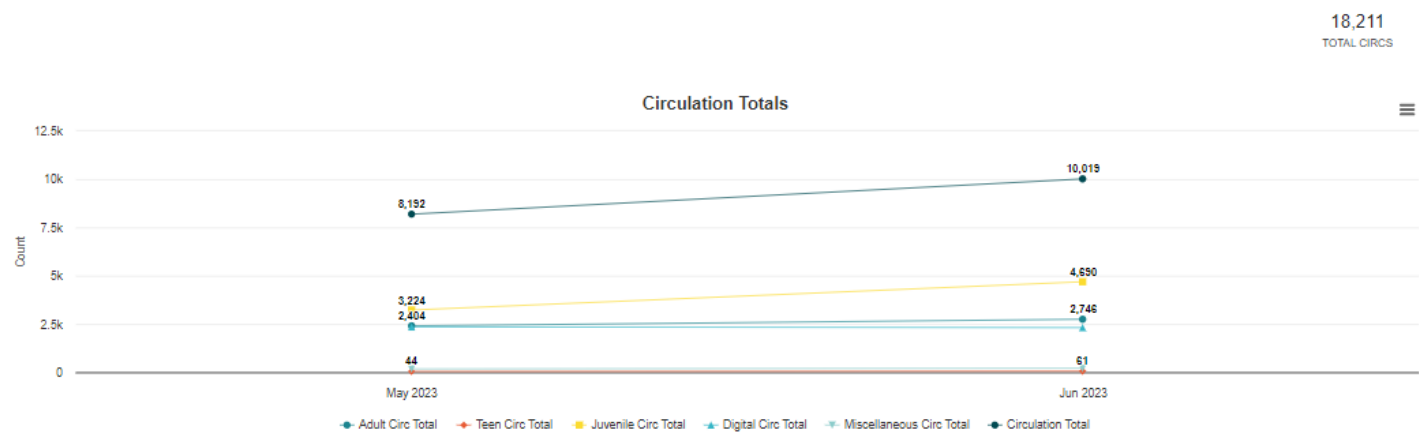
Events, Programming and Outreach

- The Lake Bluff Public Library Foundation hosted a public reception in the celebration and dedication of the Carole S. and Alfred Stroh Reading Room. Organizations represented include the Library Board of Trustees, the Friends of the Library, the Lake Bluff Public Library Foundation, and the Lake Bluff Museum. In total, 45 people attended the afternoon gathering, which featured remarks made by the President of the Library Foundation, as well as family and friends honoring her life and legacy.
- The Library's Book Bike Service attended many events through June, including weekly visits to the Lake Bluff Farmers' Market, the Artists on the Bluff Arts Festival, and the Lake Bluff Museum Auto Show. Thanks to Trustees Shaul, Graziano, Berg, and Friedeman who attended and supported the library's community engagement events.
- Garden Task Force has seen increased attendance for returning participants and new participants compared to Summer 2022. This intergenerational program is a monthly garden club welcoming participants to learn and help cultivate plants, fruits, and vegetables in the Library's Learning Garden.
- On June 3, the Library hosted its Summer Reading Club Kickoff Event featuring an outdoor high-energy and participation-driven bubble show performed by Scott Ingerson. In total, 62 attended the event. Library staff and teen volunteers ran a Summer Reading Club sign-up table outdoors in front of the library to capitalize on passersby. Over 100 participants signed up on the first day of the program. With a total of 73 adult participants registering in June alone, this number has already surpassed last year's adult total.
- This summer, the Library's group of teen volunteers has grown in number and engagement. Teens sign up for shifts using a new online calendar and select which events they want to support. Teen volunteers have helped decorate the Youth Services Department for Summer Reading and assisted with programs such as the Summer Reading Club Kick Off, Summer Science, and Book Bike at the Arts Fest. Special thanks to Regina Ruocco, who is the coordinator of the Teen Volunteer Program for the Library.



FY 23-24 Graphs

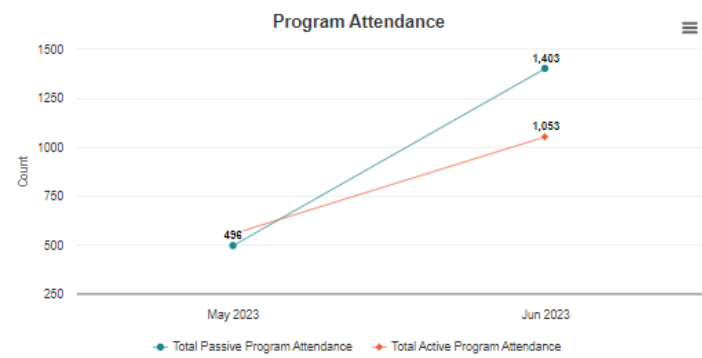
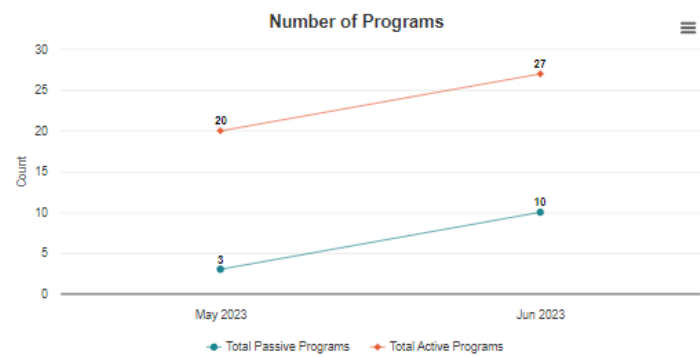
FY 23-24 Circulation Totals



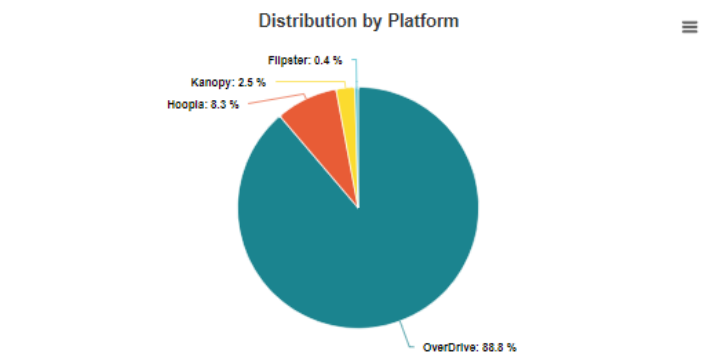
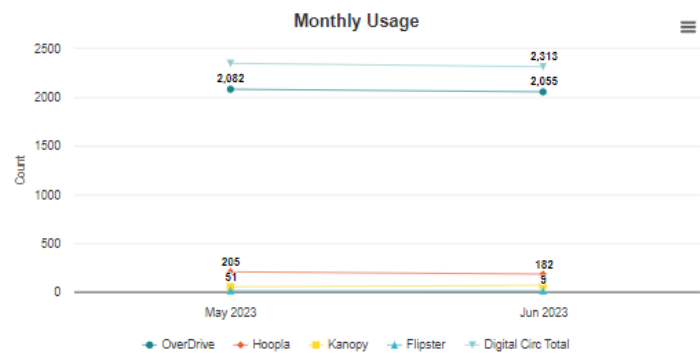
FY 23-24 Visits



FY 23-24 Programming

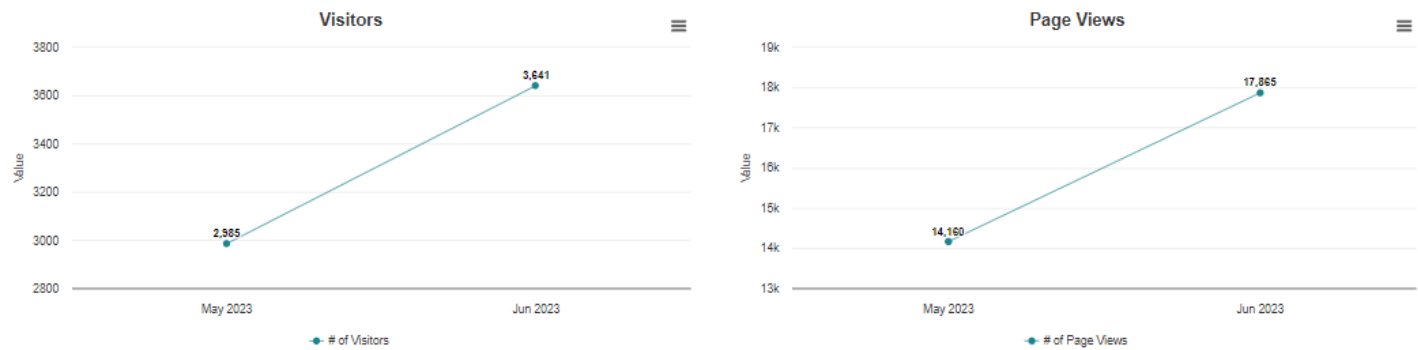


FY 23-24 Digital Collections

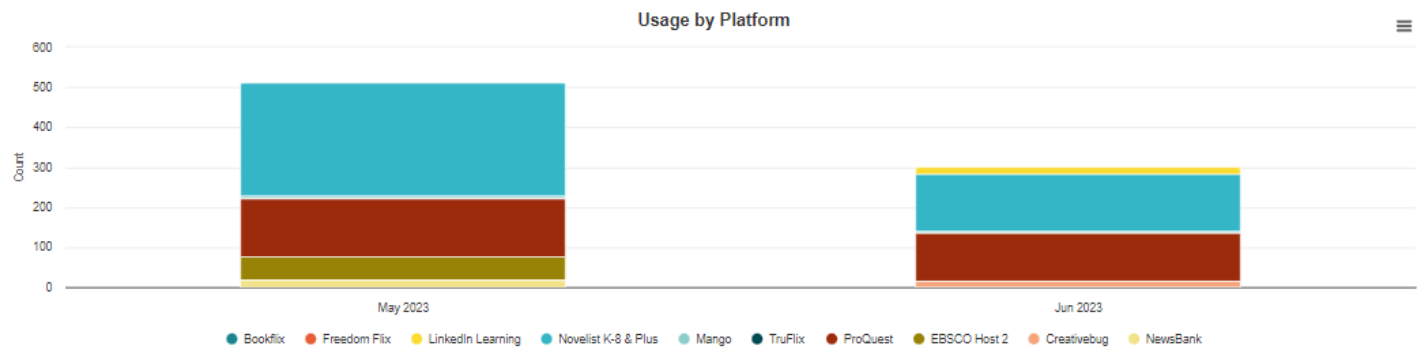


FY 23-24 Website Usage

8,173
TOTAL SESSIONS

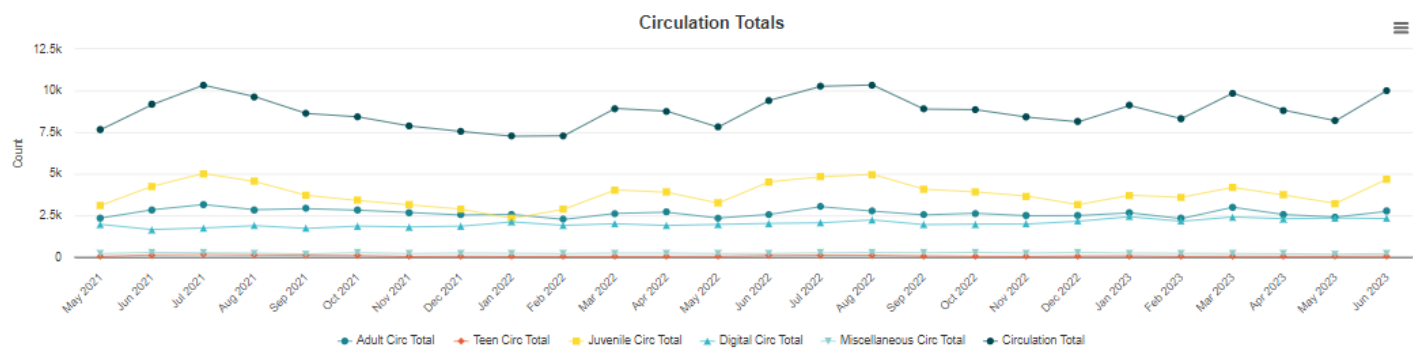


FY 23-24 Database Usage



3 Year Comparison Graphs

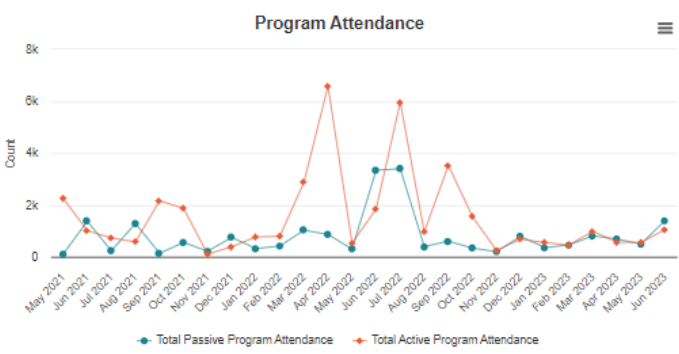
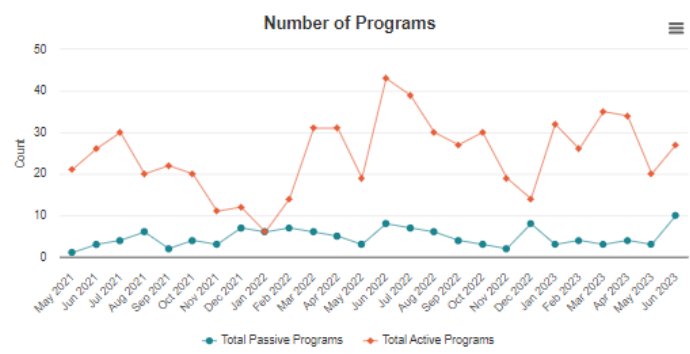
3 Year Circulation Totals



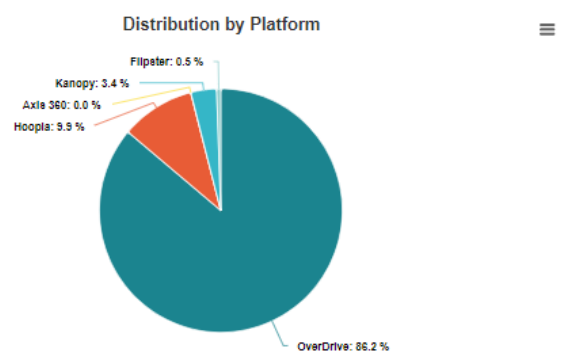
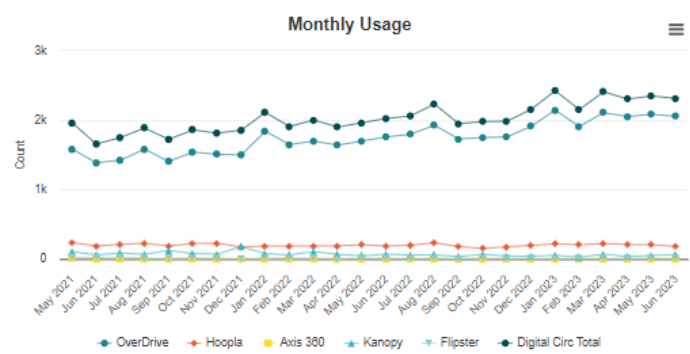
3 Year Visits



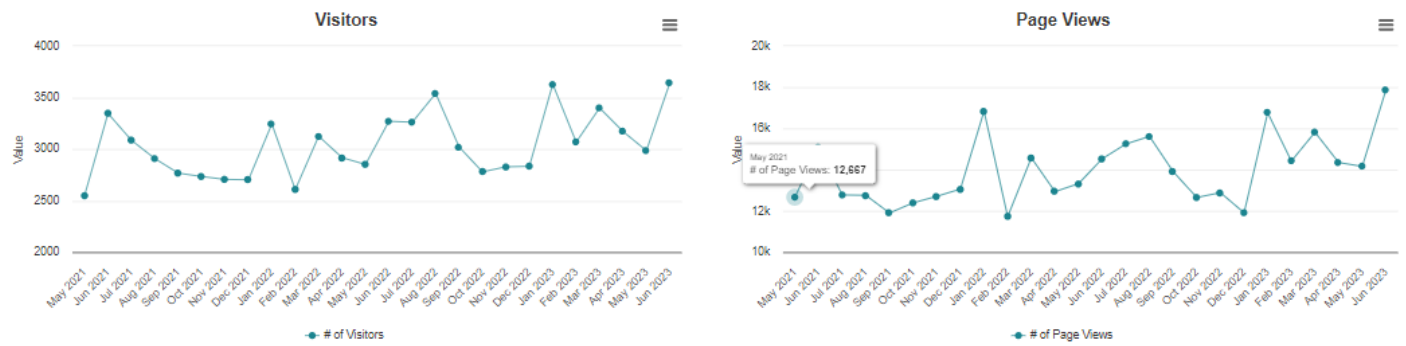
3 Year Programming



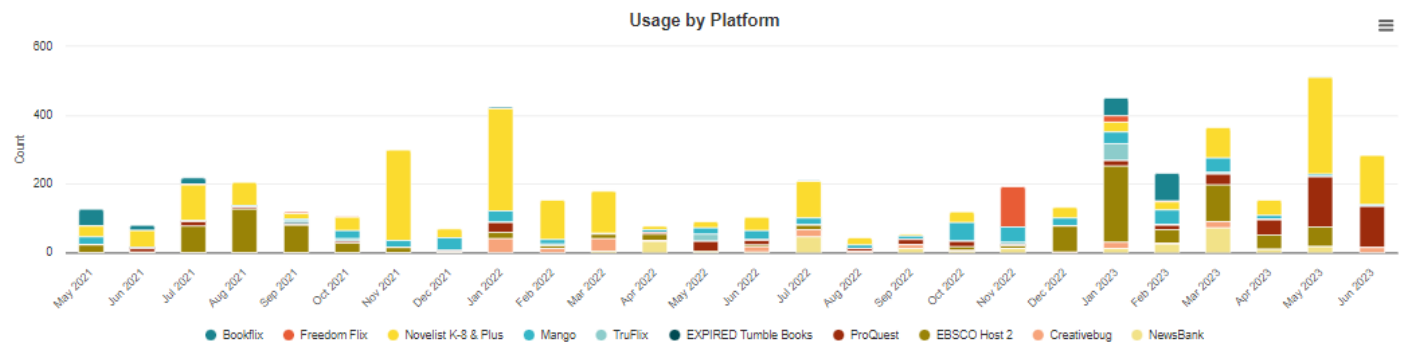
3 Year Digital Collections



3 Year Website Usage



3 Year Database Usage



Powered by [Springshare](#)

07/14/2023 02:57 PM

User: rgrassi

DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

Page: 3/4

12

PERIOD ENDING 06/30/2023

G/L NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 06/30/23	MONTH 06/30/22	06/30/2023	06/30/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	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	3,552.50	638.37	4,234.92	4,931.10	7,350.00	57.62
080-603-45510	VIDEO GAMES	429.39	314.93	908.11	638.84	3,500.00	25.95
080-603-45520	TRENDING TITLES	19.77	50.50	100.67	111.59	2,000.00	5.03
080-603-45600	PATRON & STAFF SOFTWARE	4,244.39	1,086.73	6,665.88	4,590.66	15,550.00	42.87
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		20,047.96	7,921.51	64,250.58	55,588.92	182,850.00	35.14
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	913.53	0.00	2,636.57	506.76	6,000.00	43.94
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	6,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	55.00	0.00	1,594.99	0.00	10,000.00	15.95
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	0.00	1,000.00	3.40
CAPITAL EXPENSES		968.53	0.00	4,265.55	506.76	23,000.00	18.55
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		87,785.41	93,104.22	221,646.18	209,158.17	1,158,707.00	19.13
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		462,631.75	248,037.87	510,559.39	251,681.30	1,158,721.00	44.06
TOTAL EXPENDITURES		87,785.41	93,104.22	221,646.18	209,158.17	1,158,707.00	19.13
NET OF REVENUES & EXPENDITURES		374,846.34	154,933.65	288,913.21	42,523.13	14.00	2,063,66

07/14/2023 02:57 PM		REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE				Page: 4/4							
User: rgrassi		PERIOD ENDING 06/30/2023											
DB: Lake Bluff													
		ACTIVITY FOR		ACTIVITY FOR		YTD BALANCE		YTD BALANCE		2023-24		% BDGT	
		MONTH 06/30/23		MONTH 06/30/22		06/30/2023		06/30/2022		AMENDED BUDGET		USED	
G/L NUMBER		INCR (DECR)		INCR (DECR)		NORM (ABNORM)		NORM (ABNORM)					
DESCRIPTION													
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	0.00	0.00	0.00	0.00
082-300-36263		STATE PER CAPITA GRANT		0.00	0.00	0.00	0.00	0.00	0.00	8,284.00	0.00	0.00	0.00
INTERGOVERNMENTAL				0.00	0.00	0.00	0.00	0.00	0.00	8,284.00	0.00	0.00	0.00
MISCELLANEOUS													
082-300-38300		UNRESTRICTED DONATIONS/CONTRIB		0.00	2.00	3.91	8.16	98.00	3.99	98.00	3.99	3.99	3.99
082-300-38315		RESTRICTED DONATIONS		0.00	298.26	3,487.00	298.26	65,000.00	5.36	65,000.00	5.36	5.36	5.36
MISCELLANEOUS				0.00	300.26	3,490.91	306.42	65,098.00	5.36	65,098.00	5.36	5.36	5.36
INVESTMENT INCOME													
082-300-37500		INTEREST EARNINGS		0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
TOTAL REVENUES				0.00	300.26	3,490.91	306.42	73,382.00	4.76	73,382.00	4.76	4.76	4.76
Expenditures													
PROGRAMS													
082-603-44810		PER CAPITAL GRANT EXPENDITURES		1,086.66	1,058.17	3,278.05	3,139.26	8,284.00	39.57	8,284.00	39.57	39.57	39.57
082-603-44825		MISC. GRANT EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS				1,086.66	1,058.17	3,278.05	3,139.26	8,284.00	39.57	8,284.00	39.57	39.57	39.57
Unclassified													
082-603-99999		USE OF DONATIONS/TEMPORARY EXP		1,557.91	19,789.62	4,150.72	21,155.59	65,098.00	6.38	65,098.00	6.38	6.38	6.38
Unclassified				1,557.91	19,789.62	4,150.72	21,155.59	65,098.00	6.38	65,098.00	6.38	6.38	6.38
TOTAL EXPENDITURES				2,644.57	20,847.79	7,428.77	24,294.85	73,382.00	10.12	73,382.00	10.12	10.12	10.12
Fund 082 - LIBRARY GRANTS & GIFTS FUND:													
TOTAL REVENUES				0.00	300.26	3,490.91	306.42	73,382.00	4.76	73,382.00	4.76	4.76	4.76
TOTAL EXPENDITURES				2,644.57	20,847.79	7,428.77	24,294.85	73,382.00	10.12	73,382.00	10.12	10.12	10.12
NET OF REVENUES & EXPENDITURES				(2,644.57)	(20,547.53)	(3,937.86)	(23,988.43)	0.00	100.00	0.00	100.00	100.00	100.00
TOTAL REVENUES - ALL FUNDS													
TOTAL EXPENDITURES - ALL FUNDS				462,631.75	248,338.13	514,050.30	251,987.72	1,232,103.00	41.72	1,232,103.00	41.72	41.72	41.72
NET OF REVENUES & EXPENDITURES				90,429.98	113,952.01	229,074.95	233,453.02	1,232,089.00	18.59	1,232,089.00	18.59	18.59	18.59
				372,201.77	134,386.12	284,975.35	18,534.70	14.00	2,035.53	14.00	2,035.53	2,035.53	2,035.53

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/12/2023	LIBC K	15660	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR JUNE 2023/LIBRARY FURNISHINGS/BUILDING MAI	080-603-43660	24.95
		15660		AMAZON PURCHASES FOR JUNE 2023/ADULT	080-603-43710	142.94
		15660		AMAZON PURCHASES FOR JUNE 2023/JUV SU	080-603-43720	68.81
		15660		AMAZON PURCHASES FOR JUNE 2023/OUTREA	080-603-43730	74.49
		15660		AMAZON PURCHASES FOR JUNE 2023/JUV SU	080-603-43740	55.47
		15660		AMAZON PURCHASES FOR JUNE 2023/ADULT	080-603-45000	116.23
		15660		AMAZON PURCHASES FOR JUNE 2023/VIDEO	080-603-45100	167.45
		15660		AMAZON PURCHASES FOR JUNE 2023/ADULT	080-603-45200	691.99
		15660		AMAZON PURCHASES FOR JUNE 2023/JUV SU	080-603-45410	57.19
		15660		AMAZON PURCHASES FOR JUNE 2023/JUV SU	080-603-45420	111.51
		15660		AMAZON PURCHASES FOR JUNE 2023/JUV SU	080-603-45445	19.33
		15660		AMAZON PURCHASES FOR JUNE 2023/VIDEO	080-603-45510	429.39
		15660		AMAZON PURCHASES FOR JUNE 2023/VIDEO	080-603-45520	19.77
		15660		AMAZON PURCHASES FOR JUNE 2023/LIBRAR	080-603-50100	558.46
		15660		AMAZON PURCHASES FOR JUNE 2023/LIBRAR	080-603-58100	55.00
		15660		AMAZON PURCHASES FOR JUNE 2023/OUTREA	082-603-44810	166.90
		15660		AMAZON PURCHASES FOR JUNE 2023/OUTREA	082-603-99999	390.91
						3,150.79
07/12/2023	LIBC K	15661	BAKER & TAYLOR ENTERTAINMENT	TEEN BOOKS/TECHNICAL SERVICES SUPPLIES	080-603-43668	231.78
		15661		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-45000	901.16
		15661		ADULT FICTION/TECHNICAL SERVICES SUPP	080-603-45100	673.34
		15661		LARGE PRINT BOOKS/TECHNICAL SERVICES	080-603-45110	134.18
		15661		JUVENILE NON-FICTION/TECHNICAL SERVIC	080-603-45400	166.17
		15661		PICTURE BOOKS/TECHNICAL SERVICES SUPP	080-603-45410	687.25
		15661		JUVENILE FICTION/TECHNICAL SERVICES S	080-603-45420	674.52
		15661		TEEN BOOKS/TECHNICAL SERVICES SUPPLIE	080-603-45450	120.29
						3,588.69
07/12/2023	LIBC K	15662	CHICAGO SPRINKLER COMPANY	GROUND'S MAINTENANCE/SET UP SERVICES + VARIOUS REPAIRS	080-603-41050	260.00
07/12/2023	LIBC	15663	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	2,860.21
07/12/2023	LIBC	15664	COMPUTER VIEW, INC.	COMPUTER SERVICES/LAN MANAGEMENT AUG-	080-603-41300	3,675.00
07/12/2023	LIBC K	15665	CRYSTAL MAINTENANCE SERVICES CORP	BUILDING MAINT/CLEANING SERVICES FOR JULY 2023	080-603-41000	710.00

07/14/2023 02:59 PM			CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF				Page	2/4
User: rgrassi			CHECK DATE FROM 06/21/2023 - 07/18/2023					
DB: Lake Bluff			Banks: LIBCK					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
07/12/2023	LIBC	15666	DEMCO, INC	TECHNICAL SERVICES SUPPLIES/JACKETS/B	080-603-43668	56.40		
07/12/2023	LIBC K	15667	EBSCO SUBSCRIPTION SERVICES	PERIODICALS/EBSCO RENEWAL 2023-2024	080-603-45500	3,463.51		
07/12/2023	LIBC	15668	FIRST BANKCARD	ADULT PROGRAM SUPPLIES/TEEN PROGRAM S	080-603-43710	182.60		
		15668		ADULT PROGRAM SUPPLIES/TEEN PROGRAM S	080-603-43740	80.00		
		15668		ADULT PROGRAM SUPPLIES/TEEN PROGRAM S	082-603-99999	120.00		
							382.60	
07/12/2023	LIBC	15669	FIRST BANKCARD	OUTREACH/MARKETING/USE OF DONATIONS	080-603-41345	15.00		
		15669		OUTREACH/MARKETING/USE OF DONATIONS	080-603-43730	714.18		
		15669		OUTREACH/MARKETING/USE OF DONATIONS	082-603-99999	332.33		
							1,061.51	
07/12/2023	LIBC	15670	FIRST BANKCARD	USE OF DONATIONS/TEEN PROGRAM SUPPL/A	080-603-43700	16.50		
		15670		USE OF DONATIONS/TEEN PROGRAM SUPPL/A	080-603-43710	100.00		
		15670		USE OF DONATIONS/TEEN PROGRAM SUPPL/A	080-603-43720	9.11		
		15670		USE OF DONATIONS/TEEN PROGRAM SUPPL/A	080-603-43740	139.97		
		15670		USE OF DONATIONS/TEEN PROGRAM SUPPL/A	082-603-99999	124.57		
							390.15	
07/12/2023	LIBC	15671	FIRST BANKCARD	COPIER MAINT/DUES/MISC/BUILDING MAINT	080-603-41000	108.00		
		15671		COPIER MAINT/DUES/MISC/BUILDING MAINT	080-603-41313	115.14		
		15671		COPIER MAINT/DUES/MISC/BUILDING MAINT	080-603-42440	120.00		
		15671		COPIER MAINT/DUES/MISC/BUILDING MAINT	080-603-43300	170.10		
		15671		COPIER MAINT/DUES/MISC/BUILDING MAINT	080-603-43550	20.00		
		15671		COPIER MAINT/DUES/MISC/BUILDING MAINT	080-603-43730	240.00		
		15671		COPIER MAINT/DUES/MISC/BUILDING MAINT	080-603-45600	19.99		
		15671		COPIER MAINT/DUES/MISC/BUILDING MAINT	080-603-46100	25.10		
							818.33	
07/12/2023	LIBC	15672	FIRST BANKCARD	POSTAGE/PRINTING-NEWSLETTER/PATRON &	080-603-42440	100.00		
		15672		POSTAGE/PRINTING-NEWSLETTER/PATRON &	080-603-43300	346.15		
		15672		POSTAGE/PRINTING-NEWSLETTER/PATRON &	080-603-43410	29.99		
		15672		POSTAGE/PRINTING-NEWSLETTER/PATRON &	080-603-45600	2,562.40		
		15672		POSTAGE/PRINTING-NEWSLETTER/PATRON &	080-603-46100	33.84		
							3,072.38	

07/14/2023 02:59 PM			CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF				Page 3/4	
User: rgrassi			CHECK DATE FROM 06/21/2023 - 07/18/2023					
DB: Lake Bluff			Banks: LIBCK					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
07/12/2023	LIBC	15673	FIRST BANKCARD	PER CAPITA/BUILDING MAINT/PROF DEVELO	080-603-41000	799.00		
		15673		PER CAPITA/BUILDING MAINT/PROF DEVELO	080-603-42400	288.00		
		15673		PER CAPITA/BUILDING MAINT/PROF DEVELO	080-603-43230	309.85		
		15673		PER CAPITA/BUILDING MAINT/PROF DEVELO	080-603-43660	33.17		
		15673		PER CAPITA/BUILDING MAINT/PROF DEVELO	080-603-45500	54.99		
		15673		PER CAPITA/BUILDING MAINT/PROF DEVELO	080-603-45600	1,662.00		
		15673		PER CAPITA/BUILDING MAINT/PROF DEVELO	080-603-50100	355.07		
		15673		PER CAPITA/BUILDING MAINT/PROF DEVELO	082-603-44810	919.76		
		15673		PER CAPITA/BUILDING MAINT/PROF DEVELO	082-603-99999	590.10		
							5,011.94	
07/12/2023	LIBC	15674	GARY LEVIN	BUILDING MAINTENANCE/CHECK TIMER & LI	080-603-41000	685.00		
07/12/2023	LIBC K	15675	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR JUNE 2023	080-603-43230	426.65		
07/12/2023	LIBC K	15676	IMPACT NETWORKING, INC	COPIER MAINTENANCE/SHIPPING OF WASTE TONER FOR STAFF & PATRON COPIERS	080-603-41313	19.50		
07/12/2023	LIBC	15677	ISAURO REYES	GROUNDS MAINTENANCE/SERVICES FOR MARC	080-603-41050	1,250.00		
07/12/2023	LIBC	15678	KANOPY, INC.	ADULT E-REF/KANOPY JUNE 2023	080-603-45220	64.00		
07/12/2023	LIBC	15679	MIDWEST TAPE LLC	ADULT AV/AUDIOBOOKS	080-603-45200	676.90		
		15679		ADULT E-REF/HOOPLA JUNE 2023	080-603-45220	376.74		
							1,053.64	
07/12/2023	LIBC	15680	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	1,835.69		
07/12/2023	LIBC K	15681	PEREGRINE, STIME, NEWMAN,	LEGAL SERVICES 04/01/2023 THROUGH 06/30/2023	080-603-41350	900.00		
07/12/2023	LIBC	15682	PLAYAWAY PRODUCTS LLC	JUVENILE AV/PLAYAWAYS	080-603-45430	1,467.76		
07/12/2023	LIBC	15683	QUILL LLC	OFFICE SUPPLIES/PAPER CLIPS/WIPES/COP	080-603-43550	35.19		
		15683		BUILDING MAINTENANCE SUPPLIES/TRASH B	080-603-43660	171.09		
							206.28	
07/12/2023	LIBC	15684	RHODE ISLAND NOVELTY	JUV PROGRAM SUPPLIES	080-603-43720	159.80		
07/12/2023	LIBC	15685	USA TODAY	PERIODICALS/USA TODAY FOR AUGUST 2023	080-603-45500	34.00		
TOTAL - ALL FUNDS				TOTAL OF 26 CHECKS			36,603.83	

Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
080-603-41000			MAINTENANCE-BUILDING			2,302.00
080-603-41050			MAINTENANCE-GROUNDS			1,510.00
080-603-41300			COMPUTER SERVICES			3,675.00
080-603-41313			COPIER MAINTENANCE/SUPPLIES			134.64
080-603-41345			MARKETING			15.00
080-603-41350			LEGAL SERVICES			900.00
080-603-42400			PROFESSIONAL DEVELOPMENT			288.00
080-603-42440			DUES			220.00
080-603-43230			UTILITIES			736.50
080-603-43300			POSTAGE			516.25
080-603-43410			PRINTING/E-NEWSLETTER			29.99
080-603-43550			OFFICE SUPPLIES			55.19
080-603-43660			MAINTENANCE SUPPLIES-BUILDING			229.21
080-603-43668			TECHNICAL SERVICES SUPPLIES			288.18
080-603-43700			HOSPITALITY PROGRAM SUPPLIES			16.50
080-603-43710			ADULT PROGRAM SUPPLIES			425.54
080-603-43720			JUVENILE PROGRAM SUPPLIES			237.72
080-603-43730			OUTREACH SUPPLIES			1,028.67
080-603-43740			TEEN PROGRAM SUPPLIES			275.44
080-603-45000			ADULT NON-FICTION BOOKS			1,017.39
080-603-45100			ADULT FICTION BOOKS			840.79
080-603-45110			ADULT LARGE PRINT MATERIAL			134.18
080-603-45200			ADULT AUDIO VISUAL MATERIAL			1,368.89
080-603-45220			ADULT REFERENCE/E-REFER			440.74
080-603-45400			JUVENILE NON-FICTION			3,026.38
080-603-45410			PICTURE BOOKS, READERS			744.44
080-603-45420			JUVENILE FICTION			786.03
080-603-45430			JUVENILE AUDIO-VISUAL			1,467.76
080-603-45445			JUVENILE KITS & DEVICES			19.33
080-603-45450			TEEN BOOKS			120.29
080-603-45460			E-BOOKS			1,835.69
080-603-45500			PERIODICALS			3,552.50
080-603-45510			VIDEO GAMES			429.39
080-603-45520			TRENDING TITLES			19.77
080-603-45600			PATRON & STAFF SOFTWARE			4,244.39
080-603-46100			MISCELLANEOUS EXPENSES			58.94
080-603-50100			LIBRARY FURNISHINGS			913.53
080-603-58100			COMPUTER EQUIPMENT			55.00
082-603-44810			PER CAPITAL GRANT EXPENDITURES			1,086.66
082-603-99999			USE OF DONATIONS/TEMPORARY EXP			1,557.91
			TOTAL			36,603.83


Proposed FY24 Goals

1. Restructure library website with policy information. [Create a new page dedicated to policies, Develop naming convention, standardize numerical system, increase accessibility for the public]
2. Determine prioritized list of policies to review and revise to propose to the Board for FY24
3. Develop a rotating schedule of policy review for all policies.
4. Develop a procedural document for policy research, revision, creation and approval in collaboration with library employees & director.

Category	Policy Number	Policy Name	Date Approved	Suggested Revision Date	Fiscal Year to Review (TBD)	Revision Priority	FY24 Status	Notes
Governance	GOV-3	Personnel Policy		12/30/1901		High	Drafting	Include HR Source report findings. Prioritize each section for review with anonymized staff feedback. Collaborate with HR Committee
Use	USE-2	Patron Suspension	6/20/23	6/20/2025		High	Approved	Replaces the Suspension or Limitation of Library Privileges in Line 28
Collections	COLL-1	Collection Development	7/17/2018	7/17/2020		High	Drafting	Need to norm on naming convention. This policy does not have a # assigned (just COLL); reference Values Statement
Information	INF-3	Computer Use Policy	1/21/2020	1/21/2022		High	Drafting	Recommendation from Special Topics committee to revise this because of Fall 2022 incident
Use	USE-3	Library User Conduct	7/19/2022	7/19/2024		High	Drafting	Need to reference Safe Child and User Suspension Policies, but remove sections. Positive language for expected behaviors, responsibility of patron and library; draft revision presented to Committee at either August or September monthly committee mtg
Communication	CMM-1	Public Comment Policy	6/20/23	6/20/2025		High	Approved	
Management	MNG-7	Meeting Room Use	6/20/23	6/20/2025		High	Approved	
Information	INF-4	Use of Library-Provided Wireless Network	No Date	#VALUE!		High	Hold	
Management	MNG-5	Reconsideration of Library Materials	No Date	#VALUE!		High	Next Up	
Information	INF-6	Social Media Policy	3/15/2022	3/15/2024				
Circulation	CIR-1	Library Card Application and Registration	5/17/2022	5/17/2024				
Circulation	CIR-10	Appeals	5/17/2022	5/17/2024				
Circulation	CIR-11	Loan Periods	5/17/2022	5/17/2024				
Circulation	CIR-12	Renewals	5/17/2022	5/17/2024				
Circulation	CIR-13	Overdue Materials	5/17/2022	5/17/2024				
Circulation	CIR-14	Lost/Claims Returned Materials	5/17/2022	5/17/2024				
Circulation	CIR-15	Damaged Materials	5/17/2022	5/17/2024				
Circulation	CIR-16	Specific Fines and Fees	5/17/2022	5/17/2024				
Circulation	CIR-17	Account Blocks	5/17/2022	5/17/2024				
Circulation	CIR-18	Payment by Credit Card	5/17/2022	5/17/2024				
Circulation	CIR-19	Refunds	5/17/2022	5/17/2024				
Circulation	CIR-2	Resident Library Cards	5/17/2022	5/17/2024				
Circulation	CIR-3	Non-Resident Library Cards	5/17/2022	5/17/2024				
Circulation	CIR-4	Reciprocal Library Cards	5/17/2022	5/17/2024				
Circulation	CIR-5	Juvenile Library Cards	5/17/2022	5/17/2024				
Circulation	CIR-6	Educator, Business/Institutional, and Intergovernmental Agreement Cards	5/17/2022	5/17/2024				
Circulation	CIR-7	Renewal of Library Cards	5/17/2022	5/17/2024				
Circulation	CIR-8	Patron's Change of Address	5/17/2022	5/17/2024				
Circulation	CIR-9	Ownership of Library Cards	5/17/2022	5/17/2024				
Use	USE-2	Suspension or Limitation of Library Privileges	7/19/2022	7/19/2024				
Use	USE-3	Safe Child Policy	7/19/2022	7/19/2024				Embedded in User Conduct Policy & in separate post (line 41)
Use	USE-3	Safe Child Policy	7/19/2022	7/19/2024				This is identical to the one embedded in USE-1
Management	MNG-4	Financial Policies	2/21/2023	2/21/2025				

Governance	GOV-1	Location & Hours	5/17/2023	5/17/2025				Meeting was on 5/16/23 - the policy documents need to be updated.
Governance	GOV-2	Library Board Bylaws	5/17/2023	5/17/2025				For next election - add note about serving on related boards (museum, foundation, Friends). Remote Attendance at Board Meetings
Information	INF-1	Reference Services	No Date	#VALUE!				
Information	INF-2	Inter-library Loan	No Date	#VALUE!				
Information	INF-5	Freedom of Information Act Policy	No Date	#VALUE!		Medium		
Management	MNG-1	Confidentiality of Library Records	No Date	#VALUE!				
Management	MNG-4.6	Gifts & Donations	No Date	#VALUE!				Embedded in MNG-4 approved 2/21/2023
Management	MNG-8	Bulletin Board Postings & Handouts	No Date	#VALUE!				
Use	USE-4	Home Delivery Policy	No Date	#VALUE!				
Use	USE-5	Photo Policy	No Date	#VALUE!				Feedback from staff
Governance								
Governance								
Governance								
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LAKE BLUFF PUBLIC LIBRARY

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123 E. Scranton Ave. • Lake Bluff, IL 60044
Phone: 847-234-2540 • Fax: 847-234-2649
www.lakeblufflibrary.org

June 28, 2023

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

Dear Library Board of Trustees:

The Library's annual audit for the year ended April 30, 2023 has been initiated by the accounting firm of Sikich LLP. The auditors will be on site periodically throughout the coming months.

Auditing standards require the auditors to make certain inquiries of staff and elected officials concerning our knowledge of any fraud or the potential for fraud in our workplace. In order to increase efficiency and maintain consistency in the questions asked, a written form is being utilized by the audit firm. Please note that you are one of several Library officials and staff that have been selected by the auditors to complete this form due to your position in the Library. Your selection should not be construed as an indication that you are suspected of committing or having knowledge of fraud.

Please complete this form and return it directly to the auditors using the self-addressed, stamped envelope enclosed. Your cooperation in this matter is greatly appreciated. Should you have questions regarding the questionnaire or the additional audit procedures required by auditing standards, feel free to contact Audit Partner Martha Trotter at (630) 566-8581.

In addition, attached is the audit engagement letter being presented to management for their signature for the Lake Bluff Public Library for the year ended April 30, 2023. In accordance with Statement on Auditing Standards No. 114, *The Auditor's Communication with Those Charged with Governance* issued by the American Institute of Certified Public Accountants, we are required to communicate certain matters to the Village Manager and the Village Board of Trustees and Library Board of Trustees. These matters include the auditor's responsibility under generally accepted auditing standards and an overview of the planned scope and timing of the audit, both of which are addressed in the attached engagement letter. You need only review the letter and may contact the auditors if you have any questions.

Sincerely,

Renee Grassi, Library Director

Enclosure

From: Eti Berland <etiberland@gmail.com>
Date: June 7, 2023 at 9:03:41 PM CDT
To: renee.grassi@gmail.com
Subject: Rainbow Celebration at Wilmette Library
Reply-To: etiberland@gmail.com

Dear Renee,

I hope you're doing well and enjoying the start of summer.

I was so impressed and inspired by the incredible Pride statement that the Lake Bluff Public Library Board of Trustees created. It really means a lot to see fellow libraries speak out and make this powerful stand for our entire community. I'm so grateful to be together in this important work.

I loved attending the recent Drawn This Gay: LGBTQIA+ Comics and Graphic Novels presentation and I thought it was especially powerful to be there together with you. I appreciate you offering this informative and eye-opening program virtually, so folks across our community could attend. I have had the opportunity to attend many of the incredible programs you hosted virtually with Dakota County Library and always recommended these events to others or included them in resource guides I put together for my library. You really showed the endless possibilities of virtual programming and community connections. I love that you're still hosting virtual experiences!

I continually admire and appreciate all of the incredible work you do to cultivate more welcoming and inclusive libraries.

I wanted to reach out to share my library's Pride Celebration with you to invite you to join us, as well as seek support to find others who would benefit from attending.

Wilmette Public Library & Winnetka-Northfield Public Library are collaborating to host children's entertainer and author Lindz Amer on June 14. They are the creator/host of the LGBTQIA+ family webseries Queer Kid Stuff, host of the Rainbow Parenting Podcast, and author of the book, Rainbow Parenting: Raising Queer Kids and Their Allies. There will be a Rainbow Storytime with Lindz Amer at 4pm and an Author Visit about Rainbow Parenting at 6:30pm, with book sales by [The Book Stall](#). There will also be a Rainbow Craft at 6:30pm to help support caregivers attending the visit. More information, including registration for all of these programs, is available at <https://www.wilmettelibrary.info/pride-month>.

I have attached our program flyer if you're interested in sharing our Pride Celebration with Lindz Amer. We're so honored to be able to host Lindz and excited to come together to help welcome them to our community.

Feel free to let me know if you have any questions.

Thank you so much,

Eti

Comments

Do you have ideas for Trivia categories or other suggestions to make Trivia better? We want to know!

Thank you for
doing overflow
night -

We ♥ our library
& ultra smart
librarians!

(more space on the back!) →



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Comments

Do you have ideas for Trivia categories or other suggestions to make Trivia better? We want to know!

We ♥ our Lake
Bluff Library!!
Thank you!!!

(more space on the back!) →



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Comments

Do you have ideas for Trivia categories or other suggestions to make Trivia better? We want to know!

We love Trivia!
Thank you for
your time &
efforts ☺

(more space on the back!) →



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Comments

Do you have ideas for Trivia categories or other suggestions to make Trivia better? We want to know!

~~THAT~~
WHAT A GREAT
NIGHT.

TAKE YOU FOR
HOSTING

SO FUN!!

(more space on the back!) →



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FULL STEAM AHEAD

SUMMER READING CLUB 2023

This year, Summer Reading Club is going **Full STEAM Ahead** and celebrating STEAM education. We'll have programs on everything STEAM—Science, Technology, Engineering, Art, and Math—and you'll have the opportunity to win some pretty cool prizes, too. Get started with the log on the back of this page, or sign up at [Beanstack.com](https://beanstack.com) to track your reading online.

Adult and Teen Summer Reading Clubs

6/3 - 8/18

Adults and teens can earn a raffle ticket by reading a book, attending a program, or supporting a local business or charity. Raffle tickets may be entered in a prize drawing of your choice. To claim your raffle tickets, track your reading on Beanstack or turn in your completed paper log at the Circulation Desk (adults) or Youth Services Desk (teens). Teens will also earn a daily prize when checking in at the Youth Services Desk. Once you've completed 5 activities, you'll be eligible for a finisher prize: a gift card to a local business! You can continue completing activities and earn up to 25 total raffle tickets to enter in raffle drawings of your choice.

Children's Summer Reading Club

6/3 - 7/31

Children can work towards a goal of either 250 or 500 minutes of reading this summer. When you've completed enough reading to color in at least one gear on the robot or earn a badge in Beanstack, check in at the Youth Services Desk to report your progress and receive a daily prize. When you finish the program, you will also receive a paperback book, raffle tickets for our prize drawings, and even more fun prizes.

ADULTS, TEENS, & CHILDREN

Yard Signs

Show your friends and neighbors that you're a Star Reader with one of our limited edition Star Reader yard signs. Anyone who signs up for Summer Reading Club can pick up a free yard sign at the Library. Hurry in before they're gone for good!

Summer Reading Club Online

Visit LakeBluffLibrary.org/SRC for all things Summer Reading Club, including extra printable logs, instructions for Beanstack, and more.

SRC Kick Off Event | 6/3 from 11am - 1pm

We'll be outside (weather permitting) to sign up readers for our Summer Reading Club. If you're one of the first hundred kids to sign up, you'll get a fun bonus prize! You'll also want to join us at 1pm for the Giant Bubble Show—more details on page 9.

Contest #1 | 6/5 - 6/30

Guess how many items are in the jar. If you're right, you'll win a prize! Visit Youth Services to make a guess up to once per day.

Contest #2 | 7/3 - 7/31

Can you find all the characters hidden in Youth Services? Complete the challenge and submit your entry for a chance at a raffle prize!

Children's Summer Reading Log

6/3 - 7/31

Name: _____

Phone: _____

Club (circle one): Read to Me Independent Reader

Read to Me (Ages 0 - 7) - 250 minutes

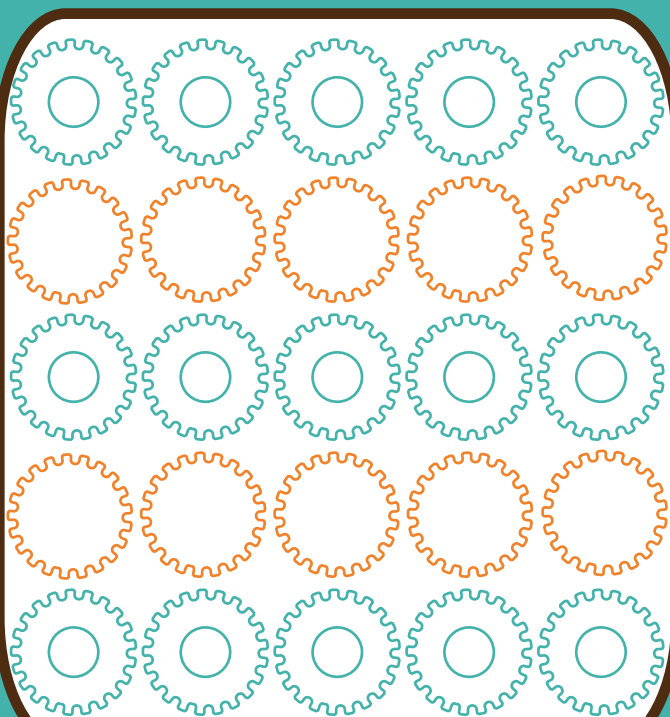
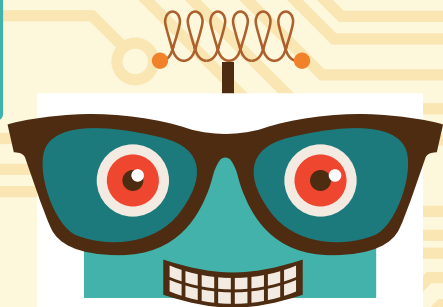
For every 10 minutes you read, color in 1 gear on the robot.

Independent Reader (Ages 7 - 12) - 500 minutes

For every 20 minutes you read, color in 1 gear on the robot.

Everyone

When you've colored in one gear, check in at the Youth Services desk to receive a daily prize. You may check in once per day.



Adult & Teen Summer Reading Log

6/3 - 8/18

Name: _____

Phone: _____

Club (circle one): Teen Adult

For each activity, choose one of the following options:

- Read a book (print book, audiobook, eBook, reading to someone else--any reading counts!)
- Attend a Library program
- Support a local business or charity.

Once you've completed at least 5 activities, turn in your log at the Circulation Desk (adults) or the Youth Services desk (teens) to collect your prize.

ACTIVITIES

1. _____
2. _____
3. _____
4. _____
5. _____

