

## July 12, 2011 Library Board Packet

### agenda

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<b>5</b>	<b>Financial Reports (Yellow)</b>	
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<b>8</b>	<b>Old Business</b>	
	Renovation update	
<b>9</b>	<b>Executive Session</b>	
<b>10</b>	<b>Committee Reports</b>	
	(no documents)	
<b>11</b>	<b>New Business</b>	
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<b>12</b>	<b>Announcements &amp; Correspondence</b>	
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	<b>Attachments</b>	
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**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, July 12, 2011 at 7:00 PM**  
123 E. Scranton Ave  
Lake Bluff, IL 60044  
Enter through main entrance

1. **Call to Order & Roll Call**
2. **Additions & Corrections to the Agenda**
3. **Approval of checks** (Green Pages)
  - a. Manual checks (10023-10035)
  - b. Monthly checks (10036-10068)
4. **Consent Agenda** – any item on the consent agenda may be removed for discussion, if desired. The items on the Consent Agenda will be approved by roll call vote without further discussion.
  - a. Approval of minutes of the June 14, 2011 regular meeting (**action**)
  - b. Treasurer’s report (if any)
5. **June 2011 Financial Reports** – Detailed Balance and Revenue/Expense -2 versions (Yellow pages)
  - a. Detailed Balance Sheet (**action**)
  - b. Detailed Revenue & Expense Report (**action**)
  - c. Detailed Revenue & Expense Report with Percentages (**action**)
6. **Director’s Report**
  - a. Director’s Narrative Report
  - b. Statistical Report
  - c. Friends meeting attendee for August
7. **Opportunity for Public to Address the Board** (limit 5 minutes per person per meeting)
8. **Old Business**
  - a. **Renovation update**
9. **Executive session**
10. **Committee Reports**
  - a. Finance Committee (Carole Stroh, John Marozsan, Julie Gottshall)
  - b. Human Resources Committee (Julie Gottshall, Karen Bush)
  - c. Building and Grounds Committee (Carole Stroh, Kathy Meierhoff)
  - d. Technology Committee (John Marozsan, Kathy Meierhoff)
  - e. Public Relations/Advocacy/Fundraising
  - f. Friends Liaison (Karen Bush, Judy Nickels, Linda Verbeke)
  - g. Vliet Liaison (Judy Nickels, Karen Bush)
  - h. Long Range Planning Committee

**11. New Business**

- a. Discussion of requirements for the FY2012 per capita grant from the Illinois State Library
- b. Discussion of communication with nonresident and reciprocal borrowers
- c. Discussion of Credit Card acceptance policy (action)
- d. Confirm directory information for Trustees

**12. Announcements and Correspondence**

**13. Programs of Interest to Library Trustees**

**14. Any and all other business which may properly come before the Board**

**15. Adjournment**

**Attachments:**

Payment summary of renovation work completed to date  
Draft of credit card acceptance policy

**Upcoming Board Meetings: August 9, September 13, October 11**

# Lake Bluff Public Library

DATE: /07/11  
 TIME: 15:49:19  
 ID: AP225000.CBL

-- VILLAGE LAKE BLUFF --  
 MANUAL CHECK REGISTER

PAGE: 2

3B

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10029	9ORIETRA	ORIENTAL TRADING COMPANY, INC		06/28/11		
	644965117-01	06/03/11	01 CHILDREN & TEEN PROG SUPPLIES		80-60-001-43720	83.90
					INVOICE TOTAL:	83.90 *
					CHECK TOTAL:	83.90
10030	9USPOSTA	UNITED STATES POSTAL SERVICE		06/20/11		
	USP062011	06/20/11	01 FOREVER STAMPS		80-60-001-43300	88.00
					INVOICE TOTAL:	88.00 *
					CHECK TOTAL:	88.00
10032	9DETHORN	CARLEN DETHORNE		06/28/11		
	DETHORNE0611	06/01/11	01 TUITION REIMB SPRING 2011		80-60-001-42400	500.00
					INVOICE TOTAL:	500.00 *
					CHECK TOTAL:	500.00
10033	9RESTECH	RESEARCH TECHNOLOGY		06/28/11		
	158964	06/08/11	01 DISC CLEANER		80-60-001-43670	1,475.00
			02 MINOR EQUIPMENT		80-60-001-45900	1,475.00
					INVOICE TOTAL:	2,950.00 *
					CHECK TOTAL:	2,950.00
10034	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		06/28/11		
	101310573	06/28/11	01 6/30/11 PAYROLL DATE		80-20-102-45000	900.00
					INVOICE TOTAL:	900.00 *
					CHECK TOTAL:	900.00
10035	9DDREST	DD RESTAURANT SERVICES LLC		06/28/11		
	DDR062811	06/28/11	01 REFRESHMENTS FOR OPEN HOUSE		82-60-001-44800	1,800.00
					INVOICE TOTAL:	1,800.00 *
					CHECK TOTAL:	1,800.00
					TOTAL AMOUNT PAID:	7,999.10

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 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
0	<del>VANTAGEPOINT TRANSFER AGENTS</del>			<del>07/07/11</del>		
	<del>101301910</del>	<del>06/07/11</del>	<del>01 6/15/11 PAYROLL DATE</del>		80-20-102-45000	<del>900.00</del>
					INVOICE TOTAL:	<del>900.00 *</del>
					CHECK TOTAL:	0.00
10023	9VANTAGE VANTAGEPOINT TRANSFER AGENTS			06/10/11		
	101301910	06/07/11	01 6/15/11 PAYROLL DATE		80-20-102-45000	900.00
					INVOICE TOTAL:	900.00 *
					CHECK TOTAL:	900.00
10024	9AT&T AT & T			06/28/11		
	847234254006	06/07/11	01 MONTHLY STMNT 5/8-6/7/2011		80-60-001-43230	195.98
					INVOICE TOTAL:	195.98 *
					CHECK TOTAL:	195.98
10025	9COMCAST COMCAST CABLE			06/28/11		
	COM061211	06/12/11	01 INTERNET 6/19-7/18/11		80-60-001-43230	134.90
					INVOICE TOTAL:	134.90 *
					CHECK TOTAL:	134.90
10026	9DELAGE DE LAGE LANDEN FINANCIAL SRVC			06/28/11		
	9744897	06/11/11	01 COPIER MAINT 6/1-6/30/11		80-60-001-41303	137.06
					INVOICE TOTAL:	137.06 *
					CHECK TOTAL:	137.06
10027	9FIFTHTH FIFTH THIRD BANK			06/28/11		
	061211DONNA	06/12/11	01 AMAZON		80-60-001-45430	59.26
					INVOICE TOTAL:	59.26 *
					CHECK TOTAL:	59.26
10028	9KAMINMI MICAH KAMIN			06/28/11		
	KAM061611	06/16/11	01 CUSTODIAL SERV 10 HRS @ \$25.00		80-60-001-41000	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10036	9ADVAAIR	ADVANCED AIR DESIGN, INC						
	7/5/2011		07/05/11	01	HVAC FITTINGS AND REPAIR	81-60-001-49100	850.00	
						INVOICE TOTAL:	850.00 *	
						CHECK TOTAL:	850.00	
10037	9AMAZONA	VOIDED---LEADER CHECK						
	027784176524		06/03/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	13.97	
						INVOICE TOTAL:	13.97 *	
	036550539365		05/23/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	7.99	
						INVOICE TOTAL:	7.99 *	
	036550796194		05/24/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	4.99	
						INVOICE TOTAL:	4.99 *	
	036552105898		06/08/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.50	
						INVOICE TOTAL:	-0.50 *	
	036553452795		05/19/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	036557570430		05/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	76.95	
						INVOICE TOTAL:	76.95 *	
	036558599881		06/06/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	15.49	
						INVOICE TOTAL:	15.49 *	
	053292055668		05/23/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	49.23	
						INVOICE TOTAL:	49.23 *	
	081556256206		06/02/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	33.31	
						INVOICE TOTAL:	33.31 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10037	9AMAZONA	VOIDED---LEADER CHECK						
	082187041083		05/17/11	01	SKIP DR ACCESSORY KIT	80-60-001-43670	14.98	
						INVOICE TOTAL:	14.98 *	
	088487001791		06/03/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	10.47	
						INVOICE TOTAL:	10.47 *	
	103788190463		06/06/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	13.22	
						INVOICE TOTAL:	13.22 *	
	120177562416		05/13/11	01	PRIZES FOR OPEN HOUSE	82-60-001-44800	100.39	
						INVOICE TOTAL:	100.39 *	
	142191711650		06/03/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	8.95	
						INVOICE TOTAL:	8.95 *	
	193225456503		05/18/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	19.67	
						INVOICE TOTAL:	19.67 *	
	195671069052		05/12/11	01	AUDLT NON-FICTION BOOKS	80-60-001-45000	44.20	
						INVOICE TOTAL:	44.20 *	
	195865952314		06/06/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	18.49	
						INVOICE TOTAL:	18.49 *	
	195868746512		06/08/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.50	
						INVOICE TOTAL:	-0.50 *	
	203714052775		06/03/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
10038	9AMAZONA	AMAZON						
	203718861590		05/30/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	181.91	
						INVOICE TOTAL:	181.91 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10038	9AMAZONA	AMAZON					
		203719999526	06/02/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00
						INVOICE TOTAL:	-1.00 *
		204314723387	06/02/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00
						INVOICE TOTAL:	-1.00 *
		204318584769	06/03/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89
						INVOICE TOTAL:	-1.89 *
		204318989785	05/30/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	47.84
						INVOICE TOTAL:	47.84 *
		204794470176	05/25/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	144.14
						INVOICE TOTAL:	144.14 *
		259563463114	06/03/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	8.98
						INVOICE TOTAL:	8.98 *
		267872238399	05/12/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *
		267878073862	05/10/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	162.09
						INVOICE TOTAL:	162.09 *
		290115162628	06/08/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *
		290116793643	06/05/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	25.00
						INVOICE TOTAL:	25.00 *
		290119121320	06/06/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	131.94
						INVOICE TOTAL:	131.94 *
						CHECK TOTAL:	1,121.31



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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10039	9ARHERTE	A.R. HERTEL PLUMBING & HEATING					
	11140		06/14/11	01	FIRE PROTECTION SYS IMPROVEMNT	81-60-001-49100	1,800.00
						INVOICE TOTAL:	1,800.00 *
						CHECK TOTAL:	1,800.00
10040	9BESTQUA	BEST QUALITY CLEANING, INC.					
	42320		06/01/11	01	CLEANING SERVICE JUNE 2011	80-60-001-41000	195.00
						INVOICE TOTAL:	195.00 *
						CHECK TOTAL:	195.00
10041	9BKTLNT	VOIDED---LEADER CHECK					
	0002177448		06/27/11	01	CREDIT	80-60-001-45000	-38.00
						INVOICE TOTAL:	-38.00 *
	2025912795		06/01/11	01	ADULT NON-FICTION	80-60-001-45000	537.65
						INVOICE TOTAL:	537.65 *
	2025913486		06/01/11	01	ADULT FICTION	80-60-001-45100	90.77
						INVOICE TOTAL:	90.77 *
	2025933031		06/07/11	01	ADULT NON-FICTION	80-60-001-45000	183.11
						INVOICE TOTAL:	183.11 *
	2025933555		06/07/11	01	PICTURE, READERS, HOLIDAY BOOKS	80-60-001-45410	12.77
						INVOICE TOTAL:	12.77 *
	2025933565		06/07/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	5.95
						INVOICE TOTAL:	5.95 *
	2025935510		06/07/11	01	ADULT FICTION	80-60-001-45100	30.64
						INVOICE TOTAL:	30.64 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10041	9BKTLENT	VOIDED---LEADER CHECK						
	2025935992		06/07/11	01	JUVENILE NON-FICTION	80-60-001-45400	156.17	
						INVOICE TOTAL:	156.17 *	
	2025937509		06/07/11	01	ADULT NON-FICTION	80-60-001-45000	74.07	
						INVOICE TOTAL:	74.07 *	
	2025942485		06/08/11	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	577.22	
						INVOICE TOTAL:	577.22 *	
	2025947861		06/10/11	01	ADULT FICTION	80-60-001-45100	77.19	
						INVOICE TOTAL:	77.19 *	
	2025955168		06/14/11	01	TEEN BOOKS	80-60-001-45450	32.09	
						INVOICE TOTAL:	32.09 *	
	2025955412		06/14/11	01	ADULT FICTION	80-60-001-45100	104.45	
						INVOICE TOTAL:	104.45 *	
	2025961938		06/15/11	01	ADULT NON-FICTION	80-60-001-45000	270.86	
						INVOICE TOTAL:	270.86 *	
	2025962108		06/15/11	01	PICTURE,READERS,HOLIDAY BOOKS	80-60-001-45410	18.45	
						INVOICE TOTAL:	18.45 *	
	2025967758		06/16/11	01	ADULT NON-FICTION	80-60-001-45000	72.92	
						INVOICE TOTAL:	72.92 *	
	2025967916		06/16/11	01	TEEN BOOKS	80-60-001-45450	97.56	
						INVOICE TOTAL:	97.56 *	
	2025969593		06/17/11	01	JUVENILE NON-FICTION	80-60-001-45400	50.12	
						INVOICE TOTAL:	50.12 *	
	2025971884		06/17/11	01	ADULT FICTION	80-60-001-45100	350.24	
						INVOICE TOTAL:	350.24 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10042	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2025973007		06/20/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	35.15	
						INVOICE TOTAL:	35.15 *	
	2025976139		06/20/11	01	ADULT FICTION	80-60-001-45100	73.74	
						INVOICE TOTAL:	73.74 *	
	2025988563		06/22/11	01	TEEN BOOKS	80-60-001-45450	53.77	
						INVOICE TOTAL:	53.77 *	
	2025991755		06/23/11	01	ADULT FICTION	80-60-001-45100	72.63	
						INVOICE TOTAL:	72.63 *	
	2025995418		06/27/11	01	ADULT NON-FICTION	80-60-001-45000	333.59	
						INVOICE TOTAL:	333.59 *	
	2025997402		06/27/11	01	TEEN BOOKS	80-60-001-45450	71.61	
						INVOICE TOTAL:	71.61 *	
	2026000043		06/28/11	01	JUVENILE NON-FICTION	80-60-001-45400	54.74	
						INVOICE TOTAL:	54.74 *	
	2026000082		06/28/11	01	ADULT NON-FICTION	80-60-001-45000	4.77	
						INVOICE TOTAL:	4.77 *	
	2026000919		06/28/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	14.29	
						INVOICE TOTAL:	14.29 *	
	2026002620		06/28/11	01	ADULT FICTION	80-60-001-45100	411.24	
						INVOICE TOTAL:	411.24 *	
	2026012203		06/30/11	01	ADULT FICTION	80-60-001-45100	78.30	
						INVOICE TOTAL:	78.30 *	
	5011435002		05/12/11	01	ADULT REF & ELECTRONIC REF MAT	80-60-001-45300	8.74	
						INVOICE TOTAL:	8.74 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10042	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	5011497074		06/20/11	01	ADULT NON-FICTION	80-60-001-45000	16.27
						INVOICE TOTAL:	16.27 *
						CHECK TOTAL:	3,933.07
<i>VOID</i> 10043	9CHISUN	CHICAGO SUN-TIMES					
	TRI061311		06/13/11	01	RENEWAL 6/7-6/4/2012	80-60-001-45500	299.00
						INVOICE TOTAL:	299.00 *
						CHECK TOTAL:	299.00
10044	9COMPVIE	COMPUTER VIEW, INC.					
	24959		06/28/11	01	LAN MGMNT CONTRACT AUG-OCT 11	80-60-001-41305	2,510.00
						INVOICE TOTAL:	2,510.00 *
	24966		06/24/11	01	12 1PK UNTRIUM DATA CARD	80-60-001-49350	396.00
						INVOICE TOTAL:	396.00 *
	24967		06/24/11	01	WEBSense 12 MN RENEWAL	80-60-001-45600	875.00
						INVOICE TOTAL:	875.00 *
	24968		06/24/11	01	MICROSOFT SERVER 2YR RENEWAL	80-60-001-45600	78.00
						INVOICE TOTAL:	78.00 *
						CHECK TOTAL:	3,859.00
10045	9CRAINS	CRAINS CHICAGO BUSINESS					
	CRA062211		06/22/11	01	1YR RENEWAL 9/19/11-9/18/12	80-60-001-45500	97.95
						INVOICE TOTAL:	97.95 *
						CHECK TOTAL:	97.95

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10046	9DAISEY	DAISEY BOOK CO					
	464		06/20/11	01	JUVENILE NON-FICTION	80-60-001-45400	1,415.98
						INVOICE TOTAL:	1,415.98 *
						CHECK TOTAL:	1,415.98
10047	9DEMCO	DEMCO, INC					
	4222493		06/06/11	01	BOOK JACKET COVERS, TAPE	80-60-001-43670	117.78
						INVOICE TOTAL:	117.78 *
	4240788		06/20/11	01	JEWEL CASES, CD ALBUMS	80-60-001-43670	128.94
						INVOICE TOTAL:	128.94 *
						CHECK TOTAL:	246.72
10048	9GREATEC	GREATEST ELECTRICAL COMPANY					
	19		06/24/11	01	ELEC WORK LABOR & MATERIAL	81-60-001-49100	4,500.00
						INVOICE TOTAL:	4,500.00 *
						CHECK TOTAL:	4,500.00
10049	9HALLETT	HALLETT MOVERS					
	47976		06/20/11	01	MOVING LIB SHELVE FOR RENOVATI	81-60-001-49100	1,825.20
						INVOICE TOTAL:	1,825.20 *
						CHECK TOTAL:	1,825.20
10050	9HELANDE	HELANDERS, INC					
	48738		06/30/11	01	LABELS	80-60-001-43550	40.18
						INVOICE TOTAL:	40.18 *
						CHECK TOTAL:	40.18

# Lake Bluff Public Library

DATE: 07/07/11  
 TIME: 16:07:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

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PAGE: 9

CHECK DATE: 07/12/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10051	9IMAGESY	IMAGE SYSTEMS & BUSINESS						
	154212		06/27/11	01	COLOR COPIER 6/11-9/11	80-60-001-41303	158.00	
						INVOICE TOTAL:	158.00 *	
	154221		06/27/11	01	B&W COPIES 6/11-9/11/11	80-60-001-41303	217.59	
						INVOICE TOTAL:	217.59 *	
						CHECK TOTAL:	375.59	
10052	9INGRAM	INGRAM LIBRARY SERVICES						
	59690113		06/27/11	01	ADULT FICTION	80-60-001-45100	14.12	
						INVOICE TOTAL:	14.12 *	
	59744727		06/29/11	01	ADULT FICTION	80-60-001-45100	12.99	
						INVOICE TOTAL:	12.99 *	
						CHECK TOTAL:	27.11	
10053	9IRELAND	IRELAND HEATING & AIRCONDITION						
	49994		06/09/11	01	SERVICE CALL-NO AC	80-60-001-41000	120.00	
						INVOICE TOTAL:	120.00 *	
	50077		06/16/11	01	SERV CALL-RETURN TO BRING 2ND	80-60-001-41000	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	220.00	
10054	9JUSTFRA	JUSTIN FRANZKE, INC						
	7/1/2011		07/01/11	01	PAINTING	81-60-001-49100	3,564.00	
						INVOICE TOTAL:	3,564.00 *	
						CHECK TOTAL:	3,564.00	

# Lake Bluff Public Library

DATE: 07/07/11  
 TIME: 16:07:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

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PAGE: 10

CHECK DATE: 07/12/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10055	9LB VILL	VILLAGE OF LAKE BLUFF					
	JUNE 30, 2011		06/30/11	01	FY12 MEDICAL INS - JUNE 2011	80-10-301-37100	3,003.11
				02	FY12 DENTAL INS - JUNE 2011	80-10-301-37100	261.50
				03	FY12 LIFE INS -JUNE 2011	80-10-301-37100	40.00
				04	FY12 IMRF EMPLOYEE CONT-JUN 11	80-10-301-37100	1,220.68
				05	FY12 IMRF EMPLOYER CONT-JUN 11	80-10-301-37100	2,978.42
					INVOICE TOTAL:		7,503.71 *
					CHECK TOTAL:		7,503.71
10056	9LIBRCOR	THE LIBRARY CORPORATION					
	2011090161		06/28/11	01	LS2 PAC RENEW OCT-11 TO SEP-12	80-60-001-45610	1,575.00
					INVOICE TOTAL:		1,575.00 *
					CHECK TOTAL:		1,575.00
10057	9LIBWAST	LIBERTY WASTE & RECYCLING SERV					
	20377		06/01/11	01	DUMPSTER & RECYCLING	81-60-001-49100	368.82
					INVOICE TOTAL:		368.82 *
					CHECK TOTAL:		368.82
10058	9MIDENVI	MIDWEST ENVIRONMENTAL					
	11-323		06/15/11	01	ASBESTOS ABETMENT SERVICES	81-60-001-49100	3,150.00
					INVOICE TOTAL:		3,150.00 *
					CHECK TOTAL:		3,150.00
10059	9NOVAFIR	NOVA FIRE PROTECTION					
	15694		06/21/11	01	FIRE PROTECTION SYS IMPROVEMNT	81-60-001-49100	4,108.00
					INVOICE TOTAL:		4,108.00 *
					CHECK TOTAL:		4,108.00

# Lake Bluff Public Library

DATE: 07/07/11  
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-- VILLAGE OF LAKE BLUFF --  
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PAGE: 11

CHECK DATE: 07/12/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10060	9ORIENTRA	ORIENTAL TRADING COMPANY, INC					
	645454353-01		06/29/11	01	SUMMER READING CLUB PRIZES	82-60-001-44800	122.89
							INVOICE TOTAL: 122.89 *
							CHECK TOTAL: 122.89
10061	9PATHMAN	PATHMANN CONSTRUCTION MGMT					
	7/5/2011		07/05/11	01	SPRING/SUMMER 2011 REMODELING	81-60-001-49100	4,748.29
							INVOICE TOTAL: 4,748.29 *
							CHECK TOTAL: 4,748.29
10062	9PCASH	PETTY CASH					
	07012011		07/01/11	01	PENNIES FOR SUMMER READING	80-60-001-43720	20.00
				02	SNACKS FOR SUMMER READING	80-60-001-43720	19.74
				03	HARDWARE-SUMMER READING	80-60-001-43720	21.16
				04	GIFT CARD FOR OPEN HOUSE	82-60-001-44800	25.00
				05	SNACKS FOR SUMMER READING	80-60-001-43720	17.05
				06	KEYS	80-60-001-41000	17.95
				07	POSTAGE	80-60-001-43300	4.46
							INVOICE TOTAL: 125.36 *
							CHECK TOTAL: 125.36
10063	9POSITPR	POSITIVE PROMOTIONS, INC					
	4160946		06/29/11	01	BUTTONS	82-60-001-44800	56.95
							INVOICE TOTAL: 56.95 *
							CHECK TOTAL: 56.95
10064	9PROARCH	PRODUCT ARCHITECTURE & DESIGN					
	1008-08		06/21/11	01	CONSTRUCTION ADMINISTRATION	81-60-001-49100	400.00



# Lake Bluff Public Library

DATE: 07/07/11  
 TIME: 16:07:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

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PAGE: 12

CHECK DATE: 07/12/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10064	9PROARCH	PRODUCT ARCHITECTURE & DESIGN						
	1008-08		06/21/11	02	MILAGE FOR 2 SITE VISITS	81-60-001-49100	40.00	
						INVOICE TOTAL:	440.00 *	
						CHECK TOTAL:	440.00	
10065	9SHREDIT	SHRED-IT CHICAGO						
	21431637		07/01/11	01	SHREDDING OF PAPER	80-60-001-41303	43.52	
						INVOICE TOTAL:	43.52 *	
						CHECK TOTAL:	43.52	
10066	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.						
	892191		06/01/11	01	ELEVATOR MAINT 6/1-6/30/11	80-60-001-41020	99.23	
						INVOICE TOTAL:	99.23 *	
						CHECK TOTAL:	99.23	
10067	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP070511		07/05/11	01	FOREVER STAMPS	80-60-001-43300	88.00	
						INVOICE TOTAL:	88.00 *	
						CHECK TOTAL:	88.00	
10068	9WORLDTR	WORLD TRADE PRESS						
	INV56012		06/17/11	01	A-Z THE USA RENEW 7/22-7/21/12	80-60-001-45300	214.20	
						INVOICE TOTAL:	214.20 *	
						CHECK TOTAL:	214.20	
						TOTAL AMOUNT PAID:	47,014.08	

5A

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Regular Meeting  
Tuesday June 14, 2011

1. **Call to Order:** The meeting was called to order at 7:04 p.m. by Board President John Marozsan. Roll was called and a quorum was established.

Present: Julie Gottshall, Karen Bush, Judy Nickels, John Marozsan, Kathy Meierhoff, Cal Stroh, Linda Verbeke

Absent: none

Library Staff Present: Director Matthew Womack, Eric Bailey, Martha Cordeniz

Members of the Public: none

2. **Additions and Corrections to the Agenda:** none

3. **Approval of checks:** Meierhoff moved and Bush seconded the motion to approve manual checks numbered 9960 through 9981 (missing 9971) totaling \$7,479.00 and monthly checks numbered 9982 through 10022 (9985, 9986 voided) totaling \$83,057.05.

AYES: All

NAYES: none

ABSENT: none

4. **Consent Agenda:**

Stroh moved and Meierhoff seconded a motion to approve the consent agenda and release the stated minutes which include:

a. Approval of minutes from the May 3, 2011 regular meeting.

b. Treasurer's Report (Stroh): no report.

AYES: all

NAYES: none

ABSENT: none

5. **Approval of Notice of Prevailing Wage Rates:** Approved and signed by President and Secretary.

6. **April and May 2011 Financial Report:** Due to early May meeting, both April and May financial reports were presented (April provided fiscal year-end numbers).

a. Detailed Balance Sheet

b. Detailed Revenue & Expense Report

c. Detailed Revenue & Expense Report with percentages

Bush moved and Verbeke seconded a motion to approve the April and May Financial Reports:

AYES: all

NAYES: none

ABSENT: none

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**7. Director's Report:**

- a. Director's Report was presented.
- b. The Board discussed outdoor lighting for the new entrance; use of improperly issued North Chicago library cards; viability of accepting credit cards and investment in necessary transaction tools.

**8. Opportunity for the Public to address the Board:** None.

- 9. Old Business:** See Director's Report. Board continued discussion on use of improperly issued North Chicago library cards; informal approval of letters to be sent to non-residents improperly using such cards. Board continued discussion on purchasing software and hardware to enable Library to process and integrate credit card transactions; Director to make proposal to move forward with implementation.

**10. Executive Session:**

- a. Discussion of the minutes of meetings lawfully closed under 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 (c) (1)

The Board did not go into executive session.

**11. Committee Reports:**

- a. Finance Committee (Carole Stroh, John Marozsan, Julie Gottshall) - no report
- b. Human Resource Committee (Julie Gottshall, Karen Bush) - no report
- c. Building and Grounds Committee (Carole Stroh, Kathy Meierhoff) – no report.
- d. Technology Committee (John Marozsan, Kathy Meierhoff) – no report.
- e. Public Relations/Advocacy/Fundraising (Judy Nickels) – no report.
- f. Friends Liaison (Karen Bush, Judy Nickels, Linda Verbeke): - no report. The next Friends meeting is June 18, 2011. Linda Verbeke will attend.
- g. Vliet Liaison (Judy Nickels, Karen Bush) – no report.
- h. Long Range Planning Committee (Board as whole when needed) – no report.

**12. New Business:**

- a. See Director's Report. Discussion of outdoor lighting by entrance; informal decision to look into making existing light functional and add sign lighting.

**13. Announcements and Correspondence –**

- a. Next board meeting will be July 12, 2011.
- b. Open House/Grand Opening Party for renovation – July 30, 2011.

**14. Programs of interest to Library Trustees – none**

**15. Any and all other business which may properly come before the Board - none**

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**16. Adjournment:** Gottshall moved and Bush seconded a motion to adjourn the meeting at 9:00 p.m.

AYES: all  
NAYES: none  
ABSENT: none

Respectfully submitted,

Julie L. Gottshall  
Board Secretary

## Director's Report – June 2011

### Renovation Notes

Progress is moving quickly now. Check out the new Magazine & Newspaper shelving when you come in. It's a big improvement over our former arrangement. The strike by the sprinkler fitters' union ended in late June, and the lights we had been waiting for have finally arrived. The new ceiling - lights and all - will be completed and inspected on Friday, July 8.

Next week (the week of July 11) the temporary wall will be removed and the carpeting will be installed in the remodeled space. The new entry doors will also be installed next week, and the painting should be completed as well. We should also see the installation of the globe lights in the public areas.

The furniture (including the circulation desk, staff cubicles, processing counter, laptop counter, computer lab furniture, and the new tables & chairs) will arrive on Monday the 18<sup>th</sup>. It will take two or three days to set up all the furniture and the remaining shelving. I anticipate opening the new space to the public on Monday, June 25<sup>th</sup>. The Open House is set for Saturday, July 30.

We received a check from the Friends of the Lake Bluff Library for \$18,459.00. This money will pay for the following items in the renovation:

- New Book shelving
- New DVD shelving (already installed)
- 2<sup>nd</sup> Floor laptop counter
- Circulation Desk

### Janitorial and Cleaning services

This month I want to address the routine maintenance of the library. Our building is a reflection of the community, of the Board, and of me. I wasn't at all satisfied with the appearance of the building when I took over as Director last March. I don't mean the design or the furniture choices, or even the old carpet. I mean the general level of cleanliness on the floors, walls, shelves, bathrooms, etc. We tried several times to communicate our needs and expectations with the cleaning service, but we could not achieve an acceptable outcome.

Now that we're unveiling a newly renovated space, it's time to implement a better cleaning plan. In the FY2011-2012 budget, we increased the cost for Building Maintenance to keep the library looking new after the renovation. Rather than paying more money to a vendor that didn't earn my confidence, I'm bringing in a new company that I expect will do a much better job. They'll be using better equipment, better methods, and will be cleaning three times a week instead of two. We are scheduling an annual carpet and floor cleaning as well.

I selected a company (Jani-King) that has both a national reputation and local ownership. I want to have a responsive company doing the work. I do not want to be embarrassed by having an unkempt library, especially after having spent over \$300,000 renovating it. We can put the cleaning service out to bid again next summer, but we needed to make an improvement to the quality of the services to coincide with the renovation.

## Other topics this month

Our accounting firm, Sikich, has been here July 6-8, and will also be here on the 11<sup>th</sup>. We've been working with the staff from Sikich and the Village of Lake Bluff to supply all of the necessary documentation for the audit. I want to thank Lyndy for helping me compile invoices this week. The final audit report will probably be delivered in August.

I completed an annual training course for the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA). The Open Meetings Act governs the way in which the Board schedules and conducts its meetings, and FOIA refers to public information requests about the library's operations. If any of the Trustees would like to be backup officers for either of these posts, please let me know.

The library was featured in a couple of newspaper and online articles in June. Gazebo News ran a story on the power outage, and featured our library as one of the few places that provided Internet and computer access. There was also an article in the Lake Forester, which was picked up at Gazebo News and Patch, discussing the non-resident cards in Knollwood. For the most part, the article was fair and portrayed the issue objectively. We've had a few inquiries from residents, and all of them have been satisfied with answers and explanations that we've given them. At last month's meeting, we discussed sending a letter to the residents. Since this issue has gained much more attention than we expected, I want to bring a draft of the letter to the Board meeting on Tuesday before I send the notices.

Thanks to Julie Gottshall, the Friends of the Library, and to all the staff who marched in the 4<sup>th</sup> of July parade. I also want to thank the Teen Advisory Board, organized by Eliza, who made a great banner for us. We also had support from a group of pugs who marched behind us in the parade. Their owners carried signs touting "Hairy Potter" and other literary characters. It was fun to see their support for the library. Judy provided a rest stop for parade marchers, and I would have made it to the rest stop if my son hadn't fallen asleep at the half-way point.

The annual Per Capita Grant from the state library has an application deadline of October 15. This grant, which amounts to roughly \$6,000 a year, requires a few procedural hurdles. The 2012 requirements include a review of the State Library standards on governance and administration, a description of Community Collaboration, and analysis of funding needs. I'm going to include details about the requirements on a separate page, and we'll spend a few minutes at the July, August, and September meetings addressing these issues.

Our circulation statistics for June are down by about 12% from last year. Most of the drop was attributable to the week we were closed for carpeting. I think we'll make up for the drop when we open the remodeled space.

Our Children's Department is reporting an increase in signup for summer reading, and Adult use of the computers has been really heavy this summer. Overall we're coping very well with being confined to a much smaller space. Though I know staff and the public are ready for the renovation to be complete, they've been very patient and positive throughout the project.

Last month, there was a question about check number 9971 that was skipped in the report. It was a reissue of a lost payroll check from May. The original check was stopped.

# Monthly Statistics Summary

June, 2011

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## Circulation

### June

Year	Circulations per Hour	Total
2011-12	46.6	8,433
2010-11	43.9	9,836
2009-10	44.3	10,053

### Fiscal Year to Date

Total	Percent Change	Adult		Juvenile		Audio Visual		ILL	
		Adult	Juvenile	Fiction	Non-Fiction	Borrowed	Lent		
15,339	-12.97%	8,244	6,265	2,795	1,067	5,083	225	49	
17,625	3.71%	10,045	7,027	3,293	1,739	6,225	301	159	
16,994	N/A	8,949	7,641	2,724	1,448	6,030	257	117	

## User Visits

### June

Year	Per Hour	Total
2011-12	32.7	5,919
2010-11	29.7	6,653
2009-10	30.8	6,998

### Fiscal Year to Date

Avg. Per Hour	Total Visits
25.9	10,372
25.8	11,676
26.6	11,971

## Materials Aquired and Withdrawn

### June

Year	Total	
	Aquired	Withdrawn
2011-12	584	608
2010-11	593	182
2009-10	594	1,262

### Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
1,224	1,070	851	759	373	311	204	69
1,331	424	648	256	500	117	195	41
1,062	3,405	456	1,226	419	1,958	187	221

## Online Access

### Downloaded Materials

#### June

Year	Downloads	
	Books	Music
2011-12	177	252
2010-11	71	NA.
2009-10	13	NA.

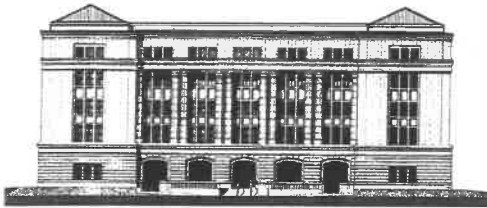
#### Fiscal Year to Date

Downloads	
Books	Music
320	510
114	NA.
28	NA.

### Website Usage

#### Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
14,980	10,099
17,727	11,246
NA.	NA.



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**Illinois State Library**  
**ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANTS**  
**FY2012 – FY2014 REQUIREMENTS**

**FY2012 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, town, township, and village) libraries, the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 2, "Governance and Administration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Determine how the library can inspire a stronger community through collaboration and cooperation. Identify and describe partnerships the library has formed or will consider forming within the community.

**Library's Promotion and Programming** — Describe how funding from the Illinois Public Library Per Capita and Equalization Aid Grants Program has enabled the library to initiate or enhance library services.

**Trustees** — Analyze the library's revenues and determine if those monies are sufficient to meet the needs of the community. If revenues are insufficient, investigate and identify potential funding sources.

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**FY2013 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, town, township, and village) libraries, the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 9, "Programming," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Describe how diverse populations within the service area collaborate with library staff in serving the library community. Examples may include, but are not limited to, serving as trustees or volunteers; assisting with strategic planning; providing programming; or forming partnerships.



11B

## Illinois State Library FY2012 – FY2014 PER CAPITA GRANT REQUIREMENTS

**Library's Promotion and Programming** — Identify segments of the population that do not use or underuse library services. Describe how the library reaches out or plans to reach out to those populations.

**Trustees** — The library board will review *Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants*. The board will then review a list of supplemental taxes and identify potential supplemental tax funding for the library.

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### **FY2014 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes [hereinafter referred to as ILCS]:

- For municipal (city, town, township, and village) libraries, the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 10, "Marketing, Promotion and Collaboration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Describe what the library is doing to promote itself as a vital service to the community.

**Library's Promotion and Programming** — Identify promotional tools employed by the library to enhance its image and services to the community. Examples may include, but are not limited to; various media; interactive Web sites; cell phone service delivery; Web 2.0 tools; and social networking such as Facebook, Twitter and blogs.

**Trustees** — The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.

## Chapter 2 Governance and Administration

In order for Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library and the regional library system to which they belong, have a written mission statement, a long-range plan, and periodically review policies and procedures that reflect the needs of the local community.

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

Library boards carry the full responsibility for the library and its policies. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

**Applicable Core Standards—Please see Core Standards 1 to 24 in Chapter 1.**

### Governance and Administration Standards

1. The board-approved mission statement and long-range plan are developed by the board, administrator, and staff. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The most difficult task is eliciting input from those who do not use the library.
2. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
  - Write, call, or visit legislators
  - Attend meetings of other units of local government
  - Serve on ALA, ILA, or system legislative committees
  - Participate in other community organizations that have similar legislative interests
  - Include the subject of legislation on board meeting agendas
  - Provide a forum for local community issues
4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix I)
5. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences.

In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

- Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

7. Library keeps adequate records of library operations. (See Appendix G)

### Governance and Administration Checklist

- \_\_\_\_\_ Library has an elected or appointed board of trustees.
- \_\_\_\_\_ Library has a qualified library administrator.
- \_\_\_\_\_ Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- \_\_\_\_\_ Library administrator prepares monthly reports (including statistics) of operations and services, including statistics, for the board's review.
- \_\_\_\_\_ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- \_\_\_\_\_ Library has a mission statement and a long-range plan.
- \_\_\_\_\_ Library maintains an understanding of the community by surveys, hearings, and other means.
- \_\_\_\_\_ Library board reviews library policies on a regular basis.
- \_\_\_\_\_ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- \_\_\_\_\_ Library develops an orientation program for new board members.
- \_\_\_\_\_ Library board members attend local, regional, state, and national conferences pertinent to libraries.
- \_\_\_\_\_ Library keeps adequate records of library operations.

### Bibliography

- 
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- Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 3<sup>rd</sup> ed. Chicago: Illinois Library Association and Illinois State Library, 2004.
- Giesecke, Joan. *Fundamentals of Library Supervision*. Chicago: American Library Association, 2005.
- Massis, Bruce E. *The Practical Library Manager*. Binghamton, N.Y.: Haworth Information Press, 2003.
- Matthews, Joseph R. *Strategic Planning and Management for Library Managers*. Westport, Conn.: Libraries Unlimited, 2005.
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## **Draft Policy - July 8, 2011**

### **CIR-10.6: Payment by Credit Card**

Patrons shall be permitted to pay any amount owed to the library via a secure online credit card transaction. The convenience fee for each online transaction will be \$1.50.

Lake Bluff Public Library\*123 E. Scranton Avenue\*Lake Bluff IL 60044  
 \*847-234-2540 (phone)\*847-234-2649 (fax)\* <http://www.lakeblufflibrary.org> (website)  
 Hours: Mondays and Thursdays 10 a.m.--9 p.m.  
 Tuesdays, Wednesdays and Fridays 10 a.m.—6 p.m.  
 Saturdays 10 a.m.—4 p.m.; Sundays (Labor Day—Memorial Day) 1--5 p.m.  
**BOARD OF LIBRARY TRUSTEES DIRECTORY for 2011/2012 Fiscal Year**

May 13, 2011

**PLEASE do not give out Trustee personal info; use library contact info.**

Karen Bush, Vice President 40 Moffett Road Lake Bluff IL 60044-2810 847-234-3252 (Home) <a href="mailto:kpbush@comcast.net">kpbush@comcast.net</a> term ends 04/13	Judith (Judy) Nickels 180 Norwich Court Lake Bluff IL 60044-1914 847-810-4612 (Work) 847-421-7407 (Cell) <a href="mailto:dnickels@msn.com">dnickels@msn.com</a> term ends 04/15
Julie Gottshall, Secretary 680 Green Bay Road Lake Bluff IL 60044-1827 847-482-0395 (Home) 312-902-5645 (Work) <a href="mailto:julie.gottshall@kattenlaw.com">julie.gottshall@kattenlaw.com</a> term ends 04/13	Carole (Cal) Stroh, Treasurer 330 Ravine Forest Drive Lake Bluff IL 60044-2728 847-234-2444 (Home) 847-507-6042 (Cell) *Note: Seldom uses cell. <a href="mailto:csstroh@comcast.net">csstroh@comcast.net</a> term ends 04/13
John Marozsan, President 220 E. Prospect Avenue Lake Bluff IL 60044-2521 847-235-0596 (Home) <a href="mailto:jmarozsan@sbcglobal.net">jmarozsan@sbcglobal.net</a> term ends 04/13	Linda Verbeke 234 West Washington Lake Bluff IL 60044 847-234-4347 (Home) <a href="mailto:lbrunet47@yahoo.com">lbrunet47@yahoo.com</a> Term ends 4/15
Kathy Meierhoff 31 E. Sheridan Pl. Lake Bluff IL 60044 847-234-9407 (Home) <a href="mailto:kathymeierhoff@gmail.com">kathymeierhoff@gmail.com</a> Term ends 4/15	Library Director: Matt Womack 62 Washington Ave Streamwood IL 60107 847-454-4798 (Cell with text) 847-234-2540 x110 (Library) <a href="mailto:mwomack@lakeblufflibrary.org">mwomack@lakeblufflibrary.org</a>

**Committees**

Assigned at 5/3 Meeting and per By-Laws the Director is an ex-officio member of each):

Human Resources: Julie, Karen

Building and Grounds: Cal, Kathy

Technology: John, Kathy

Public Relations/Advocacy/Fundraising, Liaisons

- NSLS Liaison: Julie
- Friends Liaison: Karen, Judy, Linda, floating attendance at monthly meetings
- Vliet Liaison for Advisory and Facilities Committee: Judy, Karen

Finance: Cal, John, Julie

Long Range Plan: Committee of the Whole

14A

STATE OF ILLINOIS  
County of Lake

The affiant, Justin Pathmann being duly sworn, on oath deposes and states that he has a contract with the Lake Bluff Public Library for Construction Management of a renovation of the Library, located at 123 E. Scranton Ave. Lake Bluff, IL

That for the purpose of said contract, the following persons have furnished, or are furnishing and preparing materials for, and have done or are doing labor on said improvement. That there is due and to become due them respectively, the said amounts set opposite their names for materials or labor stated. That this statement is full, true and complete statements of all such persons, the amounts due or to become due each.

1	2	3	4	5	6	7	8	9
Name, Address & Phone Number	Scope of Work	Contract Amount (Adjusted)	Percent Complete	Completed \$ Value	Retainage 10%	Net Paid Previously	Net Amount This Payment	Balance to Complete
Leopardo Companies 5200 Prairie Stone Parkway Hoffman Estates, IL	Demo and Carpentry	\$ 20,299.00	75%	\$ 15,224.25	\$ 1,522.43	\$ 11,875.95	\$ -	\$ 8,423.05
Leopardo Companies 5200 Prairie Stone Parkway Hoffman Estates, IL	Drywall	\$ 10,426.00	90%	\$ 9,383.40	\$ 938.34	\$ 8,445.06	\$ -	\$ 1,980.94
Leopardo Companies 5200 Prairie Stone Parkway Hoffman Estates, IL	Acoustical Ceiling Tile	\$ 4,136.00	50%	\$ 2,068.00	\$ 206.80	\$ 680.99		\$ 3,455.01
Justin Franzke, Inc. 4104 Bull Valley Rd. McHenry, IL 60050	Painting	\$ 4,950.00	80%	\$ 3,960.00	\$ 396.00	\$ -	\$ 3,564.00	\$ 1,386.00
Greatest Electrical Company 7705 Surini Lane Crystal Lake, IL 60012	Electrical	\$ 82,787.88	17%	\$ 13,878.50	\$ 1,387.85	\$ 7,990.65	\$ 4,500.00	\$ 70,297.23
Nova Fire Protection 1530 Wiley Rd. Schaumburg, IL 60173	Fire Protection	\$ 4,108.00	100%	\$ 4,108.00	\$ -	\$ -	\$ 4,108.00	\$ -
Continue on next page	This page total	\$ 126,706.88		\$ 48,622.15	\$ 4,451.42	\$ 28,992.65	\$ 12,172.00	\$ 85,542.23

Project Manager: Justin Pathmann

14B

1	2	3	4	5	6	7	8	9
Name, Address & Phone Number	Kind of Work	Amount of Contract	Percent Complete	Completed \$ Value	Retainage 10%	Net Paid Previously	Net Amount This Payment	Balance to Complete
A.R. Hertel Plumbing & Heating 22910 W. Erhart Rd. Grayslake, IL 60030	Plumbing	\$ 1,800.00	100%	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ -
Commercial Carpet Consultants 893 Industrial Drive Elmhurst, IL 60126	Carpet and Base - Stair Treads	\$ 36,700.00	65%	\$ 23,700.19	\$ 2,370.02	\$ 21,330.17	\$ 0.00	\$ 15,369.83
Mark Industries 1605 Dundee Avenue #A Elgin, IL 60120	Glass and Auto-Doors	\$ 14,907.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 14,907.00
Christmann Construction 3316 W. Preswick Lane Northbrook, IL 60062	Masonry	\$ 10,500.00	100%	\$ 10,500.00	\$ -	\$ 10,500.00	\$ -	\$ -
Suburban Iron Works 27 W. 963 Industrial Ave. Barrington, IL 60010	Steel Supplier	\$ 7,200.00	100%	\$ 7,200.00	\$ -	\$ 7,200.00	\$ -	\$ -
Ornoff's Welding Services 645 Wheeling Rd. Wheeling, IL 60090	Steel Installation	\$ 5,000.00	100%	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -
Litgen Concrete Cutting 1020 Nerge Road Elk Grove Village, IL 60007	Saw-Cutting	\$ 1,280.00	100%	\$ 1,280.00	\$ -	\$ 1,280.00	\$ -	\$ -
Library Furniture Int. 1851 Janke Dr. Northbrook, IL	Library Furniture	\$ 57,500.00	50%	\$ 28,982.00	\$ -	\$ 28,982.00	\$ -	\$ 28,518.00
Interior Investments 625 Heathrow Drive Lincolnshire, IL 60069	Chairs	\$ 11,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 11,500.00
Professional Library Liftmovers 7450 Duvan Dr. Tinley Park, IL 60477	Moving	\$ 1,335.00	100%	\$ 1,335.00	\$ -	\$ 1,335.00	\$ -	\$ -
Signage	Allowance	\$ 500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 500.00
<b>Continue on next page</b>	<b>This page total</b>	<b>\$ 148,222.00</b>		<b>\$ 79,797.19</b>	<b>\$ 2,370.02</b>	<b>\$ 75,627.17</b>	<b>\$ 1,800.00</b>	<b>\$ 70,794.83</b>

14C

1	2	3	4	5	6	7	8	9
Name, Address & Phone Number	Kind of Work	Amount of Contract	Percent Complete	Completed \$ Value	Retainage 10%	Net Paid Previously	Net Amount This Payment	Balance to Complete
Advanced Air Design, Inc. 133 Boulder Dr. Lake in the Hills, IL 60156	Allowance	\$ 850.00	100%	\$ 850.00	\$ -	\$ -	\$ 850.00	\$ -
Liberty Waste and Recycling 24821 Gilmer Rd. Mundelein, IL 60060	Allowance	\$ 2,000.00	70%	\$ 1,395.90		\$ 1,027.08	\$ 368.82	\$ 604.10
Midwest Environmental 4 Bonnie Lane Yorkville, IL 60560	Asbestos Removal	\$ 3,150.00	100%	\$ 3,150.00	\$ -	\$ -	\$ 3,150.00	\$ -
Hallett and Sons Movers 7535 W. 59th Street Summit, IL 60501	Mezzanine Moving	\$ 1,825.20	100%	\$ 1,825.20	\$ -	\$ -	\$ 1,825.20	\$ -
Contingency and Owner Changes - Not yet awarded		\$ 2,254.92	0%	\$ -	\$ -	\$ -	\$ -	\$ 2,254.92
Pathmann Construction Mngmt. 18 Middletree Ln. Hawthorn Woods, IL 60047	10% Fee	\$ 24,991.00	81%	\$ 20,242.71		\$ 15,494.42	\$ 4,748.29	\$ 4,748.29
Continue on next page	This page totals	\$ 35,071.12		\$ 27,463.81	\$ -	\$ 16,521.50	\$ 10,942.31	\$ 7,607.31
Job totals		\$ 310,000.00		\$ 155,883.15	\$ 6,821.43	\$ 121,141.32	\$ 24,914.31	\$ 163,944.37

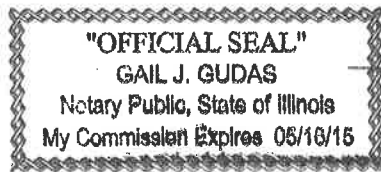
Amount of Original Contract \$ 310,000.00  
 Changes to Contract \$ -  
 Totals Contract & Extras \$ 310,000.00

Page 5  
 Work completed to date (less retainage) \$ 146,055.63  
 Net Previously Paid \$ 121,141.32  
 Net Amount This Payment \$ 24,914.31  
 Balance to Become Due \$ 163,944.37

It is understood that the total amount paid to date plus the amount requested in this application shall not exceed % of the work completed to date.  
 I agree to furnish Waivers of Lien for all material under my control when demanded.

Signed: Justin Pathmann

Subscribed and sworn before me This 8th day of July, 2011



Gail J. Gudas, Notary Public