

**May 14, 2013**

agenda

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<b>4 Election of Board Officers and Selection of Committee Members</b>		
<b>5 Executive Session</b>		
<b>6 Trustee Vacancy (possible action)</b>		
<b>7 Consent Agenda</b>		
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	Minutes of April 24 Human Resources Meeting <b>(action)</b>	4A
<b>8 Financial Reports (Yellow)</b>		
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	Detailed Revenue & Expense Report April <b>(action)</b>	6A-6F
	Revenue & Expense Report with Percentages April <b>(action)</b>	7A-7E
<b>9 Approval of Checks (Green)</b>		
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<b>10 Opportunity to Address Board</b>		
	(No documents)	
<b>11 Old Business</b>		
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**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, May 14, 2013 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter Through Library Main Entrance

- 1. Call to Order**
- 2. Additions & Corrections to the Agenda**
- 3. Election of Secretary Pro Tempore**
- 4. Election of Board Officers and Selection of Committee Members**
- 5. Executive Session**
  - a. To discuss the selection of a person to fill a public office in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (3)
- 6. Trustee Vacancy (possible action)**
- 7. Approval of Minutes**
  - a. Approval of Minutes of 4/16/2013 Regular Meeting of the Board **(action)**
  - b. Approval of Minutes of 4/24/2013 Human Resources Committee Meeting **(action)**
- 8. April 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
  - a. April Detailed Balance Sheet **(action)**
  - b. April Detailed Revenue & Expense Report **(action)**
  - c. April Revenue & Expense Report with Percentages **(action)**
- 9. Approval of checks (Green Pages)**
  - a. April Manual Checks (11072-11078) **(action)**
  - b. April Monthly Checks (11079-11118) **(action)**
- 10. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 11. Old Business**
  - a. Draft of Long Range Plan **(action)**
  - b. Draft of New Mission Statement **(action)**
  - c. Discussion of Library Shelving
  - d. Discussion of Integrated Library System
- 12. Director's Report**
  - a. Director's Narrative Report
  - b. Statistical Report

- c. Announcements and Correspondence
- d. Friends Meeting Attendee for June 8
- e. Programs of Interest to Library Trustees

### **13. New Business**

- a. Building and Grounds Update (**possible action**)
- b. FOIA Request

### **14. Executive Session**

- a. 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. Committee Reports**

- a. Finance Committee (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda)
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

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

### **17. Adjournment**

#### **Attachments:**

**Draft of Long Range Plan**  
**Draft of New Mission Statement**  
**Carl Schons Resume**

**Upcoming Board Meetings: June 18, July 9, and August 13 2013.**

**Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, April 16, 2013 at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044**

1. **Call to Order – the meeting was called to order at 7:05 by President John Marozsan. Roll call was called and a quorum was established. Present: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor. Members of the public: Scott Butler, Ruth Schnell. Library Staff: Eric Bailey, Director, Carlen De Thorne**
  
2. **Additions & Corrections to the Agenda - none**
  
3. **Approval of Minutes**
  - a. **Approval of Minutes of 3/12/2013 Regular Meeting - add June 18<sup>th</sup> to future meeting list – motion to approve was made by Stroh, seconded by Wojda. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.**
  - b. **Approval of Minutes of 3/12/2013 Building and Grounds Committee Meeting - motion to approve the minutes by Bush, seconded by Wojda, Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.**
  - c. **Approval of Minutes of 4/11/2013 Technology Committee Meeting - motion to approve the minutes was made by Stroh, seconded by Meierhoff. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.**
  
4. **March 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
  - a. **March Detailed Balance Sheet**
  - b. **March Detailed Revenue & Expense Report**
  - c. **March Revenue & Expense Report with Percentages**

**A motion was made to approve the March 2013 detailed balance sheet, detailed revenue and expense report and revenue and expense report with percentages by Bush, seconded by Wojda. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.**
  
5. **Approval of checks (Green Pages)**
  - a. **March Manual Checks (11035-11045) (action)**
  - b. **March Monthly Checks (11046-10071) (action)**

**A motion was made to approve the March 2013 manual checks 11035 – 11045, and March 2013 monthly checks 11046 – 10071 by Stroh, seconded by Wojda. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush,**

**John Marozsan. Absent: Tim Kregor.**

**6. Opportunity for Public to Address the Board No one addressed the Board**

**7. Old Business**

- a. **Draft of Long Range Plan - a revised mission statement was discussed - final draft will be discussed at a future meeting**

**8. Director's Report**

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for May 11 – **Meierhoff will attend**
- e. **Programs of Interest to Library Trustees – May 8 Phyllis Fox Writing Award Ceremony, Park District Community Room, 7:00 p.m.**

**9. New Business**

- a. **Recommendation for Integrated Library System Vendor - Director will send non-binding letter to for purchase of Sienna Library System -**
- b. **Draft of New Mission Statement - revision ongoing**
- c. **Library Shelving – discussion regarding the possible replacement of shelving. Director will gather information for review at future Building and Grounds Committee**
- d. **May Checks – if paperwork for new officer signing authority is not available to complete at the next meeting, the Board may extend temporary authority to an outgoing officer .**

**10. Executive Session**

- a. **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) – the Board did not go to Executive Session.**

**11. Committee Reports**

- a. Finance Committee (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff) – **see attached minutes**
- d. Technology Committee (Kregor, Wojda) – **see attached minutes**
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

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

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**13. Adjournment – a motion was made to adjourn the meeting at 8:44 p.m. by Bush, seconded by Wojda. Ayes: Julie Gottshall, Kathy Meierhoff, Cal Stroh, Romain Wojda, Karen Bush, John Marozsan. Absent: Tim Kregor.**

**Attachments:**

- Draft of Long Range Plan**
- Recommendation for a New ILS Vendor**
- Summary of the State of the Library's Upright Shelving**
- Letter from Museum Board**
- Per Capita Grant Letter**
- Gazebo News Article**

**Upcoming Board Meetings: June 18, July 9, and August 13 2013.**

**Respectfully submitted,  
Kathy Meierhoff, Secretary**

Lake Bluff Public Library  
Human Resources Committee Meeting  
Wednesday, April 24, 2013 at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to order:** Julie Gottshall ( Chairperson) called the meeting to order at 6:10 p.m. Roll was called and a quorum was established. Present: Julie Gottshall, Karen Bush, Kathy Meierhoff. Library staff: Eric Bailey, Director.
  
3. **Opportunity for Public to Address the Committee** – no one addressed the Committee
  
4. **Discussion of Personnel Manual** – revisions to the Personnel Manual were reviewed and discussed. Further revision will be presented to the Director for future review by the Committee. A final, Committee approved, draft will be presented to the Board at a future meeting.
  
5. **Executive Session** – at 7:15 a motion was made by Gottshall and seconded by Meierhoff to go into Executive Committee. Ayes: Gottshall, Bush, Meierhoff. At 7:45 a motion was made by Gottshall and seconded by Bush to end Executive Session. Ayes: Gottshall, Meierhoff, Bush.
  
6. **Any and all other business** – none
  
7. **Adjournment** – Bush moved and Meierhoff seconded to adjourn at 7:50 p.m.

Respectfully Submitted,  
Kathy Meierhoff, Committee Member

# Lake Bluff Public Library

9A

DATE: 05/10/13  
 TIME: 11:51:26  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11079	9AMAZONA	AMAZON					
		162436877557	03/14/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	288.64
						INVOICE TOTAL:	288.64 *
		174245169440	04/05/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.95
						INVOICE TOTAL:	47.95 *
		174245773947	04/04/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	143.74
						INVOICE TOTAL:	143.74 *
		174246894308	04/05/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99
						INVOICE TOTAL:	12.99 *
		201962896433	03/28/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00
						INVOICE TOTAL:	-1.00 *
		201966370925	03/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	412.87
						INVOICE TOTAL:	412.87 *
		201969076980	03/28/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.00
						INVOICE TOTAL:	-4.00 *
		244774450779	03/14/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99
						INVOICE TOTAL:	17.99 *
		265153291039	03/14/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.33
						INVOICE TOTAL:	29.33 *
		292021285796	03/27/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	35.98
						INVOICE TOTAL:	35.98 *
						CHECK TOTAL:	984.49
11080	9BKTLNT	VOIDED---LEADER CHECK					



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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
	0002428894		04/18/13	01	CREDIT-ADULT FICTION	80-60-001-45100	-16.38
						INVOICE TOTAL:	-16.38 *
	0002428895		04/18/13	01	CREDIT-ADULT FICTION	80-60-001-45100	-14.69
						INVOICE TOTAL:	-14.69 *
	0002428896		04/18/13	01	CREDIT-ADULT FICTION	80-60-001-45100	-15.81
						INVOICE TOTAL:	-15.81 *
	2028062155		04/04/13	01	ADULT NON-FICTION	80-60-001-45000	120.16
						INVOICE TOTAL:	120.16 *
	2028064553		04/04/13	01	JUVENILE NON-FICTION	80-60-001-45400	3.58
						INVOICE TOTAL:	3.58 *
	2028072009		04/05/13	01	ADULT FICTION	80-60-001-45410	30.61
						INVOICE TOTAL:	30.61 *
	2028072333		04/05/13	01	LARGE PRINT MATERIAL	80-60-001-45110	31.50
						INVOICE TOTAL:	31.50 *
	2028074201		04/09/13	01	ADULT NON-FICTION	80-60-001-45000	234.41
						INVOICE TOTAL:	234.41 *
	2028084167		04/10/13	01	TEEN BOOKS	80-60-001-45450	195.24
						INVOICE TOTAL:	195.24 *
	2028093662		04/12/13	01	ADULT FICTION	80-60-001-45100	49.10
						INVOICE TOTAL:	49.10 *
	2028095851		04/16/13	01	ADULT NON-FICTION	80-60-001-45000	547.95
						INVOICE TOTAL:	547.95 *
	2028097162		04/15/13	01	PICTURE BKS, READERS	80-60-001-45410	538.13
						INVOICE TOTAL:	538.13 *
	2028097199		04/15/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	472.88
						INVOICE TOTAL:	472.88 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11080	9BKTLENT	VOIDED---LEADER CHECK					
	2028097203		04/15/13	01	JUVENILE NON-FICTION	80-60-001-45400	312.01
						INVOICE TOTAL:	312.01 *
	2028100224		04/17/13	01	LARGE PRINT MATERIAL	80-60-001-45110	46.52
						INVOICE TOTAL:	46.52 *
	2028102519		04/17/13	01	ADULT NON-FICTION	80-60-001-45000	82.55
						INVOICE TOTAL:	82.55 *
	2028113094		04/18/13	01	ADULT FICTION	80-60-001-45100	61.27
						INVOICE TOTAL:	61.27 *
	2028116839		04/19/13	01	TEEN BOOKS	80-60-001-45450	29.51
						INVOICE TOTAL:	29.51 *
	2028119826		04/23/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	134.61
						INVOICE TOTAL:	134.61 *
11081	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2028119848		04/22/13	01	PICTURE BKS, READERS	80-60-001-45410	98.32
						INVOICE TOTAL:	98.32 *
	2028126893		04/24/13	01	JUVENILE NON-FICTION	80-60-001-45400	21.39
						INVOICE TOTAL:	21.39 *
	2028128827		04/25/13	01	TEEN BOOKS	80-60-001-45450	237.77
						INVOICE TOTAL:	237.77 *
	2028133830		04/26/13	01	ADULT FICTION	80-60-001-45100	136.14
						INVOICE TOTAL:	136.14 *
	2028135921		04/27/13	01	ADULT NON-FICTION	80-60-001-45000	333.59
						INVOICE TOTAL:	333.59 *

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11081	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2028136445		04/26/13	01	ADULT FICTION	80-60-001-45100	208.42	
						INVOICE TOTAL:	208.42	*
	2028136655		04/26/13	01	TEEN BOOKS	80-60-001-45450	78.36	
						INVOICE TOTAL:	78.36	*
	2028140228		04/29/13	01	ADULT NON-FICTION	80-60-001-45000	63.60	
				02	RESTRICTED DONATIONS	80-60-001-48001	14.68	
						INVOICE TOTAL:	78.28	*
						CHECK TOTAL:		4,035.42
11082	9CDW	CDW GOVERNMENT, INC.						
	BRO5179		04/16/13	01	COMPUTER MONITOR	80-60-001-49350	168.54	
						INVOICE TOTAL:	168.54	*
						CHECK TOTAL:		168.54
11083	9COMPVIE	COMPUTER VIEW, INC.						
	25745		03/28/13	01	COMPUTER SERVICES:MAY-JUL 2013	80-60-001-41305	2,710.00	
						INVOICE TOTAL:	2,710.00	*
	25784		04/11/13	01	4 DESKTOPS WITH STANDS	80-60-001-49350	4,963.00	
						INVOICE TOTAL:	4,963.00	*
	25785		04/11/13	01	1 DESKTOP WITH STAND	80-60-001-49350	1,447.00	
						INVOICE TOTAL:	1,447.00	*
						CHECK TOTAL:		9,120.00
11084	9DAISEY	DAISEY BOOK CO						
	673		04/12/13	01	JUVENILE NON-FICTION	80-60-001-45400	1,182.55	
						INVOICE TOTAL:	1,182.55	*
						CHECK TOTAL:		1,182.55

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11085	9DEMCO	DEMCO, INC					
	4932776		04/08/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	141.87
						INVOICE TOTAL:	141.87 *
	4947465		04/22/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	103.72
						INVOICE TOTAL:	103.72 *
						CHECK TOTAL:	245.59
11086	9FASTSIL	FASTSIGNS					
	121-31827		04/24/13	01	50% PYMT-MEMORIAL PLAQUE-ABEL	80-60-001-50000	111.98
						INVOICE TOTAL:	111.98 *
						CHECK TOTAL:	111.98
11087	9FIRSTBA	FIRST BANKCARD					
	CAR04242013		04/24/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	209.59
				02	POSTAGE	80-60-001-43300	2.07
				03	PERIODICALS	80-60-001-45500	99.00
						INVOICE TOTAL:	310.66 *
						CHECK TOTAL:	310.66
11088	9FIRSTBA	FIRST BANKCARD					
	CDT04242013		04/24/13	01	TECHNICAL SERV SUPPLIES	80-60-001-43670	25.00
				02	HOSPITALITY	80-60-001-43700	5.99
				03	MEMBERSHIP DUES	80-60-001-42440	75.00
						INVOICE TOTAL:	105.99 *
						CHECK TOTAL:	105.99
11089	9FIRSTBA	FIRST BANKCARD					

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11089	9FIRSTBA	FIRST BANKCARD					
	DON04242013		04/24/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	213.68
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	150.00
					INVOICE TOTAL:		363.68 *
					CHECK TOTAL:		363.68
11090	9FIRSTBA	FIRST BANKCARD					
	ELI04242013		04/24/13	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	229.00
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	53.34
					INVOICE TOTAL:		282.34 *
					CHECK TOTAL:		282.34
11091	9FIRSTBA	FIRST BANKCARD					
	ERI04242013		04/24/13	01	GATEWAY MONTHLY ACCT FEE	80-60-001-46000	31.05
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	COMPUTER EQUIPMENT	80-60-001-49350	145.49
					INVOICE TOTAL:		186.49 *
					CHECK TOTAL:		186.49
11092	9FISKTER	TERRY FISK					
	FIS042613		04/26/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
					INVOICE TOTAL:		200.00 *
					CHECK TOTAL:		200.00
11093	9GRAMARK	GRAND MARKETING SOLUTIONS					
	GS3638		04/30/13	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	96.00
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	11.88

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11093	9GRAMARK	GRAND MARKETING SOLUTIONS					
	GS3638		04/30/13	03	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	143.31
						INVOICE TOTAL:	251.19 *
						CHECK TOTAL:	251.19
11094	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	2104196		04/22/13	01	CREDIT-BUILDING MAINT	80-60-001-41000	-59.82
						INVOICE TOTAL:	-59.82 *
	2104198		04/22/13	01	BUILDING MAINT	80-60-001-41000	51.17
						INVOICE TOTAL:	51.17 *
	310273		02/10/13	01	CREDIT-RETURN FIRE EXTNGUISHR	80-60-001-41000	-99.94
						INVOICE TOTAL:	-99.94 *
	7579024		04/07/13	01	BUILDING MAINT	80-60-001-41000	59.82
						INVOICE TOTAL:	59.82 *
	9560890		04/25/13	01	BUILDING MAINT	80-60-001-41000	76.53
						INVOICE TOTAL:	76.53 *
						CHECK TOTAL:	27.76
11095	9ILJUGGL	ILLINOIS JUGGLING INSTITUTE,					
	ILL042613		04/26/13	01	JUGGLING PERFORMANCE 7/20/13	80-60-001-44800	475.00
						INVOICE TOTAL:	475.00 *
						CHECK TOTAL:	475.00
11096	9INGRAM	INGRAM LIBRARY SERVICES					
	7142630		04/11/13	01	ADULT FICTION	80-60-001-45100	146.26
						INVOICE TOTAL:	146.26 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11096	9INGRAM	INGRAM LIBRARY SERVICES						
	71520436		04/18/13	01	ADULT FICTION BOOKS	80-60-001-45100	31.62	
						INVOICE TOTAL:	31.62 *	
	71520437		04/18/13	01	ADULT FICTION	80-60-001-45100	141.39	
						INVOICE TOTAL:	141.39 *	
	71539199		04/19/13	01	ADULT FICTION	80-60-001-45100	15.81	
						INVOICE TOTAL:	15.81 *	
	71539200		04/19/13	01	ADULT NON-FICTION	80-60-001-45000	29.09	
						INVOICE TOTAL:	29.09 *	
	71561675		04/22/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.81	
						INVOICE TOTAL:	15.81 *	
	71561676		04/22/13	01	ADULT FICTION BOOKS	80-60-001-45100	44.01	
						INVOICE TOTAL:	44.01 *	
	71561677		04/22/13	01	ADULT NON-FICTION	80-60-001-45000	14.69	
						INVOICE TOTAL:	14.69 *	
	71614376		04/25/13	01	GRAPHIC NOVELS	80-60-001-45470	174.98	
						INVOICE TOTAL:	174.98 *	
	71637057		04/26/13	01	ADULT FICTION BOOKS	80-60-001-45100	16.38	
						INVOICE TOTAL:	16.38 *	
	71637058		04/26/13	01	ADULT FICTION	80-60-001-45100	405.66	
						INVOICE TOTAL:	405.66 *	
	71643683		04/26/13	01	ADULT FICTION BOOKS	80-60-001-45100	37.92	
						INVOICE TOTAL:	37.92 *	
	71643684		04/26/13	01	GRAPHIC NOVELS	80-60-001-45470	29.25	
						INVOICE TOTAL:	29.25 *	



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11096	9INGRAM	INGRAM LIBRARY SERVICES					
	71679650		04/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	13.77
						INVOICE TOTAL:	13.77 *
	71679651		04/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	137.56
						INVOICE TOTAL:	137.56 *
						CHECK TOTAL:	1,254.20
11097	9IRELAND	IRELAND HEATING & AIRCONDITION					
	58370		05/02/13	01	SERVICE CALL	80-60-001-41000	120.00
						INVOICE TOTAL:	120.00 *
						CHECK TOTAL:	120.00
11098	9KAMINMI	MICAH KAMIN					
	KAM050113		05/01/13	01	BUILDING MAINT	80-60-001-41000	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	50.00
11099	9LANDDAV	DAVID LANDAU					
	LAN042613		04/26/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
11100	9LIBRCOR	THE LIBRARY CORPORATION					
	2013040120		03/13/13	01	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	250.00
				02	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	4,485.00
				03	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	1,426.50



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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11100	9LIBRCOR	THE LIBRARY CORPORATION					
	2013040120		03/13/13	04	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	365.00
						INVOICE TOTAL:	6,526.50 *
						CHECK TOTAL:	6,526.50
11101	9MADDMIC	MICHAEL MADDOX					
	MAD042613		04/26/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
11102	9MCBRICH	CHRIS MCBRIEN					
	MCB042613		04/26/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	350.00
						INVOICE TOTAL:	350.00 *
						CHECK TOTAL:	350.00
11103	9MIDTAPE	MIDWEST TAPE					
	90891932		04/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *
	90906207		04/12/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
	90924876		04/22/13	01	ADULT AUDIO VISUAL METERIAL	80-60-001-45200	74.98
						INVOICE TOTAL:	74.98 *
	90940281		04/29/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	76.98
						INVOICE TOTAL:	76.98 *
						CHECK TOTAL:	221.94

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11104	9NCCPETE	NCC-PETERSON PRODUCTS						
	61102		04/09/13	01	JANITORIAL SUPPLIES	80-60-001-43660	88.43	
						INVOICE TOTAL:	88.43 *	
						CHECK TOTAL:	88.43	
11105	9OPPFAN	OPP, FRANCHISING, INC.						
	CHC05131189		05/01/13	01	BUILDING MAINT;MAY 2013	80-60-001-41000	954.00	
						INVOICE TOTAL:	954.00 *	
						CHECK TOTAL:	954.00	
11106	9OVERDRI	OVERDRIVE , INC						
	1018-164625697041913		04/19/13	01	E-BOOKS	80-60-001-45460	255.56	
						INVOICE TOTAL:	255.56 *	
	1018-175542820041913		04/19/13	01	E-BOOKS	80-60-001-45460	21.99	
						INVOICE TOTAL:	21.99 *	
	1018-175659870041913		04/19/13	01	E-BOOKS	80-60-001-45460	432.35	
						INVOICE TOTAL:	432.35 *	
						CHECK TOTAL:	709.90	
11107	9PERESTI	PEREGRINE, STIME, NEWMAN,						
	53662		04/18/13	01	LEGAL SRVC'S:10/1/12-3/31/13	80-60-001-41350	360.00	
						INVOICE TOTAL:	360.00 *	
						CHECK TOTAL:	360.00	
11108	9PCASH	PETTY CASH						
	05032013		05/03/13	01	REPORT COVERS	80-60-001-43670	2.49	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11108	9PCASH	PETTY CASH					
	05032013		05/03/13	02	OFFICE SUPPLIES	80-60-001-43550	14.58
				03	POSTAGE	80-60-001-43300	4.42
						INVOICE TOTAL:	21.49 *
						CHECK TOTAL:	21.49
11109	9RANDOMH	RANDOM HOUSE, INC.					
	1086884816		04/23/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	228.75
						INVOICE TOTAL:	228.75 *
	1086893729		04/23/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	357.75
						INVOICE TOTAL:	357.75 *
	9021060001		04/26/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	18.00
						INVOICE TOTAL:	18.00 *
						CHECK TOTAL:	604.50
11110	9ROBINSL	LETTICIA ROBINSON					
	ROB042613		04/26/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
11111	9ROYALPU	ROYAL PUBLISHING					
	7644740		04/23/13	01	MISC EXPENSES	80-60-001-46000	195.00
						INVOICE TOTAL:	195.00 *
						CHECK TOTAL:	195.00
11112	9SHREDIT	SHRED-IT USA-CHICAGO					

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11112	9SHREDIT	SHRED-IT USA-CHICAGO					
	9401794146		04/08/13	01	PAPER SHREDDING 4/8/13	80-60-001-41303	48.36
						INVOICE TOTAL:	48.36 *
						CHECK TOTAL:	48.36
11113	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8025192530		04/06/13	01	OFFICE SUPPLIES	80-60-001-43550	239.99
						INVOICE TOTAL:	239.99 *
						CHECK TOTAL:	239.99
11114	9TEAMSOF	TEAM SOFTWARE SOLUTIONS					
	8127		03/28/13	01	ANN' RENEWAL-PUB WEB BROWSER	80-60-001-45600	125.00
				02	MAY 2013-MAY 2014	** COMMENT **	
						INVOICE TOTAL:	125.00 *
						CHECK TOTAL:	125.00
11115	9TECHSYS	TECH SYSTEMS, INC					
	104980		03/31/13	01	FIRE PANEL MONITORING	80-60-001-41000	564.00
				02	5/20/13-5/19/14	** COMMENT **	
						INVOICE TOTAL:	564.00 *
						CHECK TOTAL:	564.00
11116	9USATODA	USA TODAY					
	USA040113		04/01/13	01	PERIODICALS	80-60-001-45500	230.86
						INVOICE TOTAL:	230.86 *
						CHECK TOTAL:	230.86

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11117	9WAREHOU	WAREHOUSE DIRECT					
	1867419-0		02/28/13	01	OFFICE SUPPLIES	80-60-001-43550	12.45
						INVOICE TOTAL:	12.45 *
	1925670-0		04/25/13	01	OFFICE SUPPLIES	80-60-001-43550	5.38
						INVOICE TOTAL:	5.38 *
	C1744455-0		01/28/13	01	OFFICE SUPPLIES	80-60-001-43550	-13.12
						INVOICE TOTAL:	-13.12 *
						CHECK TOTAL:	4.71
11118	9WENDTM	WENDT MAINTENANCE INC.					
	WEN05012013		05/01/13	01	GROUNDS MAINT:MAY 2013	80-60-001-41050	480.00
						INVOICE TOTAL:	480.00 *
						CHECK TOTAL:	480.00
						TOTAL AMOUNT PAID:	31,850.56

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11078	9VANTAGE 101612963	VANTAGEPOINT TRANSFER AGENTS 05/02/13	01 FEE ICMA CONTRIBUTION 4/30/13	05/06/13	80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
					TOTAL AMOUNT PAID:	1,050.00

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11072	9AT&T AT & T			04/22/13		
	847-234254004	04/07/13	01 LC PH SRVC:3/8-4/7/13		80-60-001-43230	569.10
					INVOICE TOTAL:	569.10 *
					CHECK TOTAL:	569.10
11073	9COMCAST COMCAST CABLE			04/22/13		
	COM041213	04/12/13	01 INTERNET: 4/19-5/18/13		80-60-001-43230	151.90
					INVOICE TOTAL:	151.90 *
					CHECK TOTAL:	151.90
11074	9DELAGE DE LAGE LANDEN FINANCIAL SRVC			04/22/13		
	17532595	04/06/13	01 COPIER MAINT: APRIL 2013		80-60-001-41303	137.06
					INVOICE TOTAL:	137.06 *
					CHECK TOTAL:	137.06
11075	9INGRAM INGRAM LIBRARY SERVICES			04/22/13		
	71275641	04/04/13	01 ADULT FICTION BOOKS		80-60-001-45100	15.81
					INVOICE TOTAL:	15.81 *
	71275642	04/04/13	01 ADULT FICTION BOOKS		80-60-001-45100	15.25
					INVOICE TOTAL:	15.25 *
	71275643	04/04/13	01 ADULT FICTION BOOKS		80-60-001-45100	14.68
					INVOICE TOTAL:	14.68 *
	71275644	04/04/13	01 ADULT FICTION BOOKS		80-60-001-45100	44.63
					INVOICE TOTAL:	44.63 *
	71275645	04/04/13	01 ADULT FICTION BOOKS		80-60-001-45100	28.78
					INVOICE TOTAL:	28.78 *
	71296391	04/05/13	01 ADULT FICTION BOOKS		80-60-001-45100	750.08
					INVOICE TOTAL:	750.08 *
	71391499	04/09/13	01 ADULT FICTION BOOKS		80-60-001-45100	17.37
					INVOICE TOTAL:	17.37 *
					CHECK TOTAL:	886.60
11076	9USPOSTA UNITED STATES POSTAL SERVICE			04/22/13		

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11076	9USPOSTA USP041913	UNITED STATES POSTAL SERVICE 04/19/13	01 POSTAGE STAMPS	04/22/13	80-60-001-43300	90.00
					INVOICE TOTAL:	90.00 *
					CHECK TOTAL:	90.00
11077	9OSADACL OSA041913	CLAIRE OSADA 04/19/13	01 STORAGE CONTAINERS	04/22/13	80-60-001-43550	71.19
					INVOICE TOTAL:	71.19 *
					CHECK TOTAL:	71.19
					TOTAL AMOUNT PAID:	1,905.85



# Long Range Plan

Fiscal Years 13-14 to 15-16

ROUGH DRAFT

May 6, 2013

Prepared by Library Director Eric Bailey

## Summary of Intent

This document summarizes a 3 year strategic plan for the Lake Bluff Public Library that will provide a coherent framework from which to base annual goals.

The Lake Bluff Public Library continues to evolve, shifting from still popular physical collections to increasingly digital offerings, and from quiet dusty stacks to a bustling community center that serves as an important downtown hub. These developments will have a significant effect on Library Facilities, Human Resources, Collection Development, and how the Library provides service to the public. The rapidly changing nature of Public Library Service and its impact on service to the Village of Lake Bluff are the themes that bind together all sections of this document.

## Study of Community and Long Range Trends

Lake Bluff is a village of approximately 4 square miles located on the shores of Lake Michigan about 30 miles north of Chicago and just south of Great Lakes Naval Base. In general, the community cherishes its small-town and family-oriented atmosphere, and its population is significantly above average in terms of household income and education level. The Village is primarily residential, featuring a compact commercial center surrounded by historic cottages, upscale single-family residences, and a few multi-unit apartment buildings, as well as some subdivisions and neighborhoods outside the Village center.

The Village draws people into the commercial center with several restaurants and gift shops, as well as seasonal events such as the Farmers' Market, Bluffinia, the Twilight Criterium Race, the Ghost Walk, block parties, and other happenings that demonstrate a continuing commitment to maintaining a close knit and active community. The character and demographics of the Village may fluctuate based on the housing market and economy, but given the absence of significant room for the community to spread will likely remain stable within a certain range.

A comparison of the 2000 and 2010 censuses show some distinct trends in the community:

- Total population decreased by 334 individuals (5.5%) to 5,745.
- The total number of households decreased from 2,118 to 2,064.
- The population shifted slightly in age demographics:  
The percentage of the population under the age of 18 decreased from 33% to 29.3% while the percent over age 65 increased from 12% to 14.5%. Both numbers remain higher than the national averages of 23.3% and 13.3% respectively.
- The median income per household increased from \$114,521 to \$146,400, well above the nation median which increased from \$41,994 to \$51,914.
- The percent of individuals living below the poverty line increased slightly from 1% to 2.3%, though staying well below the national average of 13.8% nationally in 2010.
- The high level of education remained constant, with 82% of individuals over the age of 25 having at least a bachelor's degree, versus the national average of 27.9% in 2010.
- The percentage of the community listed as 'White' dropped from 95% to 92%.

New technologies such as ebooks will have the biggest impact on Library's overall in the next 3-5 years. The high levels of income and education will make it even more important in Lake Bluff. Staying abreast of current trends and the needs of extremely tech savvy patrons will be key, as will providing assistance so that those patrons who are less tech savvy are not left behind.

The trend in local schools has been towards the elimination of Library services. We have seen an increase in student usage of the Library, and fully servicing this audience remains an opportunity to be pursued.

The community remains ethnically homogenous, but the percentage of Asians did increase from .6% to 5.5%. This does represent a growing portion of the community, and the only minority group of significant size within our service area. It will be important to be aware of the increase in members of this ethnicity in the community; at present, it represents an important trend to be aware of and is worthy of some attention when selecting materials and planning programs.

## **MISSION STATEMENT AND DESCRIPTION OF LIBRARY**

### **Mission Statement**

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction.

### **Description**

The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the Library fund." (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). The Library leases space in the building to the Lake Bluff History Museum of Lake Bluff History.

Lake Bluff Public Library was founded in 1919 "as a memorial to its veterans of the war." The Library has been at its present location for 38 years. It has been characterized as a neighborly, professional, and friendly Library. Lake Bluff Public Library seeks to serve all ages and backgrounds within the local reading and viewing population. There are currently over 6000 active borrowers, including residents, non-residents and reciprocal borrowers of our Library materials. Programs for all ages occur weekly. The Lake Bluff Public Library, in its conception and operation for the past 94 years, is best described by the inscription on the 1975 Dedication plaque that still hangs in the Library's former entrance: "This Library is dedicated to the people of Lake Bluff."

With the expansion of services and newly renovated facilities, Library circulation has soared. Fiscal Year 2012-2013 is on pace to exceed 112,000 checkouts. This would be 10,000 more checkouts than any previous year, and nearly double the circulation numbers from 10 years past.

## BUILDING AND GROUNDS

### Building and Grounds Projects

The main Library Building is 38 years old; while the structure remains sound, routine repairs (planned and unplanned) are the norm for a public building this age. The Wood Building Annex is now 11 years old, and beginning to require an increase in upkeep. A good example of this is the November 2012 failure of the heat exchanger in the primary Wood Building Furnace. The following 2 lists outline known issues, however any list of projects should be under constant review and updated as required to maintain public safety and sustain long-term Library utilization. The first lists issues that need to be addressed within the next 1-2 years, and the second for issues that should be addressed within the 3 year time frame of the Long Range Plan.

#### Short term projects:

- Assess and, if advisable, replace current Library shelving.
- Recaulk the windows in the main building.
- Assess and, if advisable, relocate the Library's indoor book drop.
- Improve landscaping east of the Museum Library's main entrance.
- Replace the soffits, fascia, and flashing on the Wood Building Annex roof.
- Assess and update indoor emergency lighting as necessary.

#### 3 year projects:

- Evaluate the current physical space of the Library to determine if expanding the footprint of the building is desirable.
- Sand the southern exposures of the beams on the top of the Wood Building Annex every 3-4 years.
- Replace the ejector pump in the sewer pit.
- Resurface the parking lot.

### Contracts

There are a number of major contracts for building maintenance. As a responsible community organization it is the duty of the Library to ensure that the best service is being received for the money spent.

**GOAL: Establish a list of all building and grounds contracts and vendors and evaluate on an annual basis which of these need to be reevaluated or put out to bid to ensure optimal use of tax payer dollars. To be created before December 2013.**

## COLLECTIONS

### Policy

The current Collection Development Policy for the Library was approved in April of 2007, 6 years ago. The current policy states that this Policy is to be reviewed every 5 years, or as part of the Long Range Planning process whenever a new Long Range Plan is deemed necessary.

**GOAL: The Collection Development Policy should be revised before December 2013.**

### Electronic versus Paper Collections

Transition away from physical resources and towards electronic ones is the current trend, though both physical and electronic collections are more popular in Lake Bluff than at any previous point.

**GOAL: While maintaining the current balance, transition towards electronic resources should be planned for in Collection Development, Building Design, and most critically Technological Infrastructure.**

### Database and Online Resource Development

The shift towards online and digital materials eliminates an age old barrier for small Public Libraries; a lack of space. It is possible for the Lake Bluff Public Library to develop a non-physical collection that can compete with larger area libraries.

**GOAL 1: Strive to increase the budget for databases and online resources by at least 10% annually.**

**GOAL 2: Examine the manner in which current resources are promoted. Create a list by December 2013 of ways to increase promotion. Begin implementing them by May 1, 2014.**

**GOAL 3: Provide a training schedule to ensure proficiency in the use of electronic resources by the staff and the community before December 1, 2013.**

## Finances

The tax funds delivered to the Library for its maintenance and growth represent a trust that must never be taken lightly and never under any circumstances misused or abused.

**GOAL 1: Keep reserve funds between 25% and 50% of the Annual Operating Budget, per Library Policy.**

**GOAL 2: Pursue fundraising and grant opportunities.**

## HUMAN RESOURCES

### Human Resources

The staff and volunteers of the Lake Bluff Public Library are its most valuable assets. Between March and May, 2013 the Library Staff is adding 6 new individuals and reorganizing significantly to optimize staff use of time, creativity, and problem solving.

**GOAL: Ensure smooth operations following the staff reorganization by, among other things, having all new staff adequately trained by July 1, 2013.**

**GOAL: Facilitate cross-training between staff positions and implement succession planning.**

### Pay Scale and Benefits

Ensuring that Library staff members are adequately compensated relative to similar staff at neighboring and similar libraries is essential. The Affordable Care Act and similar initiatives are changing the nature of employer provided health care.

**GOAL 1: Identify key positions and responsibilities and by December 31, 2013 create a plan of succession and cross training to ensure optimum continuity.**

**GOAL 2: Use the annual LACONI salary and benefits survey to compare wages and benefits each year and consider adjustments as necessary. To be completed as part of the Budget creation process.**

**GOAL 3: Annual evaluation, or as necessary, of Health Care Law with the intention of keeping Library practice and policy in line with both the law and best practices.**

Staff Handbook

The current Staff Handbook, approved March 2009, no longer accurately reflects the organization and practice of the Library following changes approved by the Board of Library Trustees.

**GOAL: Create a new Staff Handbook to be approved by June 2013.**

**SERVICE**

Assistance at the Library

Most patrons still experience the Library through first hand visits. As a result, providing a positive experience for visitors remains essential. Patrons also expect all staff to have a basic level of knowledge regarding Library Operations.

**GOAL 1: Continue to emphasize the friendly, patron oriented service that has been the Library's hallmark.**

**GOAL 2: Ensure that all staff members working with the public have the necessary basic knowledge level via staff training (see Human Resources).**

**GOAL 3: For more difficult and/or time consuming questions, provide an online interface for patrons to 'Reserve a Librarian' for 30 minutes to an hour.**

Outreach to the Community

The extent of the services provided by the Lake Bluff Public Library is one of the communities best kept secrets. The Library, while landlocked in its downtown location, is ideally situated to be involved in events and business at the heart of the community.

**GOAL 1: Increase the number of programs held outside the Library and elsewhere in the community.**

**GOAL 2: Increase both the number and benefit of partnerships with community organizations. A list of partners and programs can be maintained and presented to the Board at the conclusion of each Fiscal Year.**

**GOAL 3: Implement and enhance the Village's branding initiative by 'buying in' to the brand as much as practical to increase the Library's visibility.**

**GOAL 4: Seek partnership opportunities with other civic and commercial enterprises that will bring new populations into the Library.**

**GOAL 5: Increase outreach and programs aimed at the teachers and students of the Lake Bluff Elementary School and Lake Bluff Middle School in cooperation with the School District 65 Administration.**

Outreach to Patron Groups

The Library remains busier than it has ever been, and its commitment to serving patrons of all ages remains strong. Programs are provided for Children, Teens, and Adults with growing attendance numbers.

**GOAL 1: Track program attendance and identify at the end of each Fiscal Year which types of programs have been most successful.**

**GOAL 2: Seek opportunities to extend the Library's services outside the building by mirroring and expanding initiatives such as the borrowing rack at the Lake Bluff Train Station and service to homebound patrons. The**

Head of Adult Services will work with the Director to seek further opportunities and analyze the level of success as part of the annual Budget process.

## TECHNOLOGY

### Technology Infrastructure

It is the goal of the Lake Bluff Public Library to maintain an up to date technology network for both staff and patrons. The library currently owns a total of 29 desktop computers (18 for the public and 11 for staff), 1 laptop (for staff), and 3 servers. It is the intention of the Library to ensure that all hardware and software is kept up to date.

**GOAL 1: Select an Integrated Library System vendor before May 1, 2013 and implement the system before October 1, 2013.**

**GOAL 2: Create PC and Server replacement schedule that will operate on a 4 year cycle before May 1, 2013.**

**GOAL 3: Obtain a list of necessary and optional software upgrades and additions for the coming year from the Library's Local Area Network manager. This should be part of the Library Director's annual Budget preparation process.**

### Telephone System

The current phone system is 7 years old and lacks the ease of use and features that would be in keeping with Lake Bluff Public Library's high standard of patron service. Emerging technologies such as VOIP may also offer less expensive alternatives.

**GOAL: Replace the current phone system by April 30, 2015.**

### Patron Use of Technology

New devices, applications, and services are appearing at an ever faster rate. The Library must make all efforts to stay aware of emerging trends and implement those of benefit to the community when possible.

**GOAL: Monitor technology developments, and their application in Library's, on a constant basis. The Library Director will meet twice a year with staff specifically to discuss new technologies.**

### Website

An overhaul of the websites appearance followed by consistent updates is essential to the Library. The website is increasingly the face of the Library, and must be maintained as such.

**GOAL: Implement a new Library website by May 1, 2014.**

### Leasing versus Purchasing

For all electronic equipment, the library will attempt to purchase rather than lease equipment. Purchasing equipment outright is inherently cheaper over the long run than leasing.

## Conclusion

The next 3 years are certain to see continued changes in the lives of patrons and in the way they use the Library. In recent years, the Lake Bluff Public Library has taken important steps towards continuing to meet those needs. As long as the Library continues to strive to meet the changing needs of the community, it will remain a strong and vibrant part of downtown Lake Bluff.

## 4 Year Budget Projections for FY 13-14 to FY 16-17

ATTACHMENT A

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Numbers based on average change in Actual Expenses for the past 4 Fiscal Years (May 1 - April 30), unless other numbers provide a better estimate.

### Revenues

	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Tax Levy	\$833,508	\$852,512	\$871,949	\$891,830
Other Funds	\$31,000	\$30,107	\$29,240	\$28,398
Special Reserves	\$100,000	\$0	\$0	\$0
Fundraising and Grants	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total</b>	<b>\$969,508</b>	<b>\$887,619</b>	<b>\$906,189</b>	<b>\$925,228</b>

### Expenses

#### **Staff**

Librarian Salaries	\$217,000	\$221,340	\$225,767	\$200,282
Staff Salaries	\$201,000	\$205,020	\$209,120	\$213,303
Medical Insurance	\$50,000	\$51,500	\$53,045	\$54,636
Other Benefits	\$500	\$500	\$500	\$500
IMRF	\$40,000	\$41,200	\$42,436	\$43,709
Social Security	\$32,000	\$32,384	\$32,773	\$33,166
<b>Total Staff</b>	<b>\$540,500</b>	<b>\$551,944</b>	<b>\$563,641</b>	<b>\$545,596</b>

#### **Services and Commodities**

Services/Maintenance	\$110,750	\$114,073	\$117,494.68	\$121,020
Library Materials	\$112,750	\$117,260	\$121,950	\$126,828
Operational Supplies	\$40,000	\$41,600	\$43,264	\$44,995
<b>Total Serv./Comm.</b>	<b>\$263,500</b>	<b>\$272,933</b>	<b>\$282,709</b>	<b>\$292,842</b>

#### **Capital Expenses**

Library Furnishings	\$2,508	\$5,000	\$2,500	\$5,000
Exterior Improvements	\$13,000	\$5,000	\$5,000	\$5,000
Computer Equipment	\$125,000	\$10,000	\$25,000	\$30,000
Library Equipment	\$2,000	\$2,000	\$2,000	\$2,000
Contingency	\$18,000	\$20,000	\$25,000	\$25,000
<b>Total Capital Expenses</b>	<b>\$160,508</b>	<b>\$42,000</b>	<b>\$59,500</b>	<b>\$67,000</b>

<b>TOTAL EXPENSES</b>	<b>\$964,508</b>	<b>\$866,877</b>	<b>\$905,850</b>	<b>\$905,439</b>
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<b>Revenue vs. Expense</b>	<b>\$5,000</b>	<b>\$20,743</b>	<b>\$339</b>	<b>\$19,789</b>
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**NOTE: Computer Equipment expenses in 2013-2014 represent the use of \$100,000 of Special Reserve Funds to upgrade the Library's servers and Integrated Library System.**



## Mission Statement

### Current Mission Statement:

The Lake Bluff Public Library is a community resource center providing quality, high-demand materials, information and technology via multiple media sources to all ages and backgrounds. A knowledgeable and proactive staff creates an environment that is accessible and comfortable to all users, and actively seeks out new services, new trends, and new ways to participate in the community. Community participation and partnerships through the Friends of the Lake Bluff Library, volunteers, community organizations and businesses will ensure that our Library remains responsive to our patrons, involved in the community, and dedicated to the ideal of friendly community service upon which it was founded. **(Approved July 2007)**

### Proposed Revision:

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction. **(Proposal May 2013)**

## May Director's Report

### General Information

The 2012-2013 Fiscal Year came to a close on April 30, 2013. Statistically, the Library did very well. The Library registered 82,294 visits and 113,764 checkouts. These represent an increase of 7.13% and 12.06% from last year respectively. The circulation numbers represent a 30% increase in the last 5 years, and a 79% increase in the last 10.

While the financial numbers for Fiscal Year 2012-2013 will not be final until August or September, the preliminary numbers show that the Library collected approximately \$843,819.50 and spent \$759,460.83. A total of approximately \$84,385.68 will be added to the Library's reserves. This will create a total reserve of \$413,002.

The Phyllis Fox Memorial Writing Contest and Book Mark Design Awards Ceremonies were held on May 8 with only a few small hitches. A good time was had by all. Thanks to the Trustees and Trustees Elect who attended the gathering.

Carlen, Martha, Valerie, and Rummanah finished combining the hardcover and paperback Juvenile Series titles into a single collection. They also completed the combination of the Juvenile Fiction and Juvenile Paperback collections. Given how busy we have been, they worked extra hard to finish both projects before the Children's Summer Reading Program started.

We have completed the hiring process, adding 6 new staff members. Former staff member Regina Ruocco was hired in April as a second Children's Assistant. Her skills are very complimentary to Donna and Eliza's, giving us a well-rounded and even more efficient Children's Department. Reva Kaplan, Melissa Kong, Amelia Snoblin, and Kira Surprise joined our staff as Circulation Clerks. All 4 are learning quickly. Finally, Francisco Rodriguez, a student at Lake Forest High School has been hired as a new Shelver. If you run into any of our new staff while you are at the Library, please give them a warm Lake Bluff welcome! The staff reorganization

transition on May 1 went smoothly; we have been working out the inevitable hiccups as they have come up. All staff members seem to have moved smoothly into their new responsibilities. Donna, Carlen, and especially Lyndy deserve a huge amount of credit for the hard work they put in, helping to ensure a good transition.

Carlen, Deena, Martha, and Sarah hosted a MyMediaMall program for iPad users this past month, which had a strong turnout of 10 patrons. Carlen and Co. deserve credit for organizing and strong program, and Carol did a good job of getting the word out.

Another desk has been added to the Adult Staff Room. Particularly with the increased emphasis on electronic resources we needed the extra space. Claire, Gloria, and Martha spearheaded a very effective effort to tidy up and sort through the items on the shelving in back. Not only did this create room for the desk, it has done a great deal to organize our work space.

We are nearly ready to go live with our Zinio magazine database. Our Freegal music database will increase in size from 3 million tracks to 7 million starting June 1. They will also be adding roughly 8,000 music videos. These enhancements did not require any extra expenditure from the Library. We will likely pay to upgrade our service to add online streaming. If you have ever used Pandora, the idea is similar but on a larger scale. Rather than download music tracks, which you keep indefinitely, Freegal could be used as a radio service. The number of tracks would be huge, and it would select music based off of feedback from the user.

A quick reminder, the Board of Library Trustees voted to hold its June meeting on the 3<sup>rd</sup> Tuesday of the month (June 18) to allow the Library Director to attend the week long Small Public Library Management Institute gathering at the beginning of that month.

### **Election of Secretary Pro Tempore**

Selecting someone to take notes is the first order of business when a new Library Board convenes for the first time, so that notes are taken from the meetings start. Ideally the Pro Tem Secretary will be interested in being elected to the position for the year!

**GOAL:** Elect Secretary Pro Tem.

### **Election of Board Officers and Committee Members**

Starting with the President, Board Members will be elected to officer positions. Remember, you can nominate not only another member of the Board but yourself for a position. Voting for Officers and the Secretary Pro Tem is verbal. I leave it at the discretion of the Board as to whether they would like to assign Committee Members at this meeting. On one hand, the Board is convening with a vacancy. On the other, with the projects underway June 18 is a very long time to wait to get committees setup.

**GOAL:** Elect Board Officers.

**RECOMMENDATION:** June is a long way off; while the individual selected to fill the vacancy will need to be fit in to the Committee structure I believe it would be advantageous to assign as many Committee positions as possible.

### **Vacancy on Board of Library Trustees**

Due to the quirks of the electoral system the Library Board begins its session with an unfilled 2 year position. I have confirmed with the Lake County Clerk's Office that this vacancy is to be treated in the same fashion as a resignation, with the Library Board selecting by majority vote someone to fill the opening. I contacted the 2 individuals who ran for 4 year positions and were not elected. Both indicated they would be happy to fill the 2 year position if selected. One of them dropped off a resume, which I have included in the Board Packet. The Board could also select a 3<sup>rd</sup> individual if they so wished. Discussion of potential candidates and how to fill the position can take place in executive session, but any vote must take place after the Board has voted to reopen the meeting.

**GOAL:** If the Board is ready to select a candidate, they may do so and instruct the Director to extend the offer and complete the necessary paperwork, etc. The

Board may also instruct the Director to advertise an opening and seek interested applicants.

### **Draft of Long Range Plan**

As the returning members of the Board are aware, work on a new Long Range Plan (LRP) has been underway since last fall. Our previous plan has now entirely run its course. Whether I knew them as previous Board members or have gotten to know them since the election, I greatly respect the insights that our 2 new Board Members bring to the table. With that said, significant portions of the LRP are already in motion on the procedural level. Staff members are already using this as a guide. The document also has a short, 3 year duration due to the rapid changes effecting Libraries.

**RECOMMENDATION:** Writing a Long Range Plan is to aim at a target that is moving rapidly towards you. A paper rhinoceros of sorts. In the case of the plan on the table, the rhino (Fiscal Year 2013-2014, the starting date of the plan) has arrived. So while not approved by the Board, it is actively providing direction as we start the year. There are too many projects listed that require a running head start for that not to be the case. I strongly recommend, despite the unusual situation, that the plan be approved ASAP.

### **Draft of New Mission Statement**

Per the Board's request at the April meeting, I obtained a copy of Julie Gottshall's suggested Mission Statement. I believe it to be concise and accurate.

**GOAL:** The Mission Statement is not as time sensitive, but I believe it to be ready for a vote if the Board is comfortable making one.

### **Update on Shelving**

I asked the Chicago area representative for Estey (the manufacturer of our existing upright shelves) and Village Engineer Jerry Nellessens to provide their opinions on our shelving. Both individuals stated that the shelving was not in acceptable condition. The Estey representative stated that he believed the shelves to be in poor condition but not at all severe enough to warrant closing the Library. I also obtained the source material referenced by Scott Fairbanks in his

email to me. From a safety and liability standpoint, we are on the proverbial clock in addressing the problem. I have requested quotes from Library Furniture International and Estey for the 3 means by which both agreed the problem could be addressed.

**RECOMMENDATION:** It may require an adjustment of the Fiscal Year 2013-2014 budget, but we have the resources to address this problem and proceed with the other projects already underway. I believe the Library should handle this as swiftly as can be managed.

### **Update on Implementation of a New Integrated Library System (ILS)**

We have extended, per the Board of Trustees direction at the last meeting, a non-binding letter of intent to pursue Innovative Interfaces' Sierra ILS platform. Lyndy has been a great help in sorting through all of the details, as we ensure that we a) get what we need from the new service and b) can comfortably present to the Board a proposal and quote that the Board should not have any qualms about approving.

**GOAL:** I had hoped to have this ready by this month's meeting, but the pieces did not come together fast enough. It should be ready for consideration by the full Board (after being vetted by the Technology Committee) at the June meeting.

### **Update on Building and Grounds**

There is a Building and Grounds Committee Meeting scheduled immediately before the regular Library Board Meeting. The B&G members will pass on any pertinent information from the meeting.

### **Freedom of Information Act (FOIA) Request**

In late April, I received and responded to a FOIA request. Per my responsibility as Library Director, I notified Board President John Marozsan. The outcome of my discussion with John was that, in keeping with past practice, the nature of the request suggested that it should be brought to the Board's attention.

**RECOMMENDATION:** The request was for staff compensation information, some of which is already posted on our website. I don't believe the request itself represents any sort of issue (quite the opposite) but as we have received an

increasing number of such requests I do have an idea I would like to run past the Board of Trustees at the meeting.

# Monthly Statistics Summary

## April 2013

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### Circulation

#### April Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2012-2013	9673	39.81	4.92%
2011-2012	9219	37.63	18.86%
2010-2011	7756	33.15	-11.81%

#### Total Activity for Fiscal Year 2012-2013

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2012-2013	113764	41.52	12.06%
2011-2012	101520	36.66	2.35%
2010-2011	99190	36.03	-1.43%

#### Circulation by Collection (For Fiscal Year 2012-2013)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2012-2013	63353	43165	14773	9512	43493	1595	358
2011-2012	58582	37295	16269	8933	37270	1680	372
2010-2011	56398	37975	17861	9268	36586	1777	731

### User Visits

#### Total April Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2012-2013	6742	27.74	-0.10%
2011-2012	6749	27.55	21.43%
2010-2011	5558	23.75	-4.01%

#### Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2012-2013	82294	30.23	7.13%
2011-2012	76818	27.78	15.21%
2010-2011	66675	24.21	0.35%

### Materials Acquired & Withdrawn

#### Total April Activity

Fiscal Year	Acquired	Withdrawn
2012-2013	588	317
2011-2012	745	434
2010-2011	525	720

#### Total Activity for Fiscal Year 2012-2013

Fiscal Year	Acquired	Withdrawn
2012-2013	7047	8740
2011-2012	7509	5968
2010-2011	6969	6447

#### Acquisitions by Collection (Fiscal Year 2012-2013)

Fiscal Year	Adult	Juvenile	A/V
2012-2013	4906	2141	1255
2011-2012	5196	2313	1335
2010-2011	3452	1998	1121

#### Withdrawals by Collection (for Fiscal Year 2012-2013)

Fiscal Year	Adult	Juvenile	A/V
2012-2013	5612	3128	1046
2011-2012	4633	1335	992
2010-2011	4198	1683	662

### Online Access

#### Digital Books and Music

##### Total April Activity

Fiscal Year	Books	Music	% change
2012-2013	380	174	53.23%
2011-2012	248	243	78.42%
2010-2011	139	276	2084.21%

#### Digital Books and Music

##### Total Activity for Fiscal Year 2012-2013

Fiscal Year	Books	Music	% change
2012-2013	3740	2856	38.31%
2011-2012	2704	2668	101.04%
2010-2011	1345	1294	543.54%

#### Website Usage for Fiscal Year 2012-2013

Fiscal Year	Page Loads	Unique Visitors
2012-2013	108698	69584
2011-2012	101575	66360
2010-2011	112736	69361



# CARL R. SCHONS

109 E. Woodland Road Lake Bluff, Illinois 60044 (847) 295-2259 [c.schons@comcast.net](mailto:c.schons@comcast.net)

## OBJECTIVE: LAKE BLUFF LIBRARY BOARD TRUSTEE

### HIGHLIGHTS OF QUALIFICATIONS

- Senior Administrative law enforcement officer with more than 30 years of experience.
- Dynamic leader and team builder consistently motivating others towards success.
- B.A. and extensive training in state certified courses / seminars for police professionals.
- Able to transform community/corporate vision into broad and actionable strategies.
- Proven talent to independently plan, prioritize and direct special projects while working efficiently under deadlines with limited budget resources.

### PROFESSIONAL ACHIEVEMENTS

#### MANAGEMENT

- Held graduated administrative positions with the Lake Bluff Police Department.
- Prior Illinois State Certified / licensed Private Security Contractor.
- Support team leadership to accomplish International Agency Accreditation (CALEA).
- Administered all aspects of daily operations at a municipal level law enforcement agency.
- Projected Lake Bluff's police budgets for staffing, equipment and operational needs.
- Developed a comprehensive Field Training Officer Program to enhance employee quality standards.
- Hired, trained, and supervised staff of sworn and civilian employees.

### CAREER HIGHLIGHTS

- |             |                          |  |
|-------------|--------------------------|--|
| • 2002-2007 | Court Security Officer   | Lake County Sheriff's Dept. IL.              |
| • 2004-2005 | Chief of Security / CEO  | Landmark Security Inc. Lake Bluff, IL.       |
| • 1975-2001 | Municipal Police Service | Village of Lake Bluff, Illinois              |
| • 1971-1973 | U.S. Army Veteran        | 561 <sup>st</sup> Military Police Co. M.D.W. |

### SPECIALIZED TRAINING AND EDUCATION

#### NORTHWESTERN UNIVERSITY TRAFFIC INSTITUTE:

- Supervision of Police Personnel: 1985
- Managing Small and Medium Sized Police Departments: 1990
- Managing Field Training Officer Programs: 1993
- Critical Incident Management / Command Post Operations for Police Executives: 1994

B.A. Criminal Justice, Columbia Pacific University, CA. 1985