

April 8, 2014

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions		
	Document Summary	1A
	Agenda	2A-2B
3 Introduction to a Staff Member		
4 Consent Agenda		
	Minutes of March 11, 2014 Regular Board Meeting	3A-3B
5 Financial Reports (Yellow)		
	Detailed Balance Sheet March (action) (available at board meeting)	
	Detailed Revenue & Expense Report March (action) (available at board meeting)	
6 Approval of Checks (Green)		
	Manual Check Report March (action)	4A-4B
	Check Register March (action)	5A-5M
7 Opportunity to Address Board		
	(No documents)	
8 Old Business		
	Revised Personnel Handbook (action)	6A-6X
9 Director's Report		
	Librarian's Narrative Report	7A-7D
	Statistical Reports	8A-8B
10 New Business		
	Policy on Payment of Part-Time Staff Members During Unplanned Closings (action)	9A-9B
	Vote of Thanks (action)	
11 Executive Session(s)		
12 Committee Reports		
	(No Documents)	
13 Any and All Other Business ...		
14 Adjournment		
15 Attachments		
	Information on AWE Early Literacy Workstation	10A-10D

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, April 8, 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. Introduction to a Staff Member**
- 4. Approval of Minutes**
 - a. Approval of Minutes of March 11, 2014 Finance Committee Meeting (**approx. 5 minutes**) (**action**)
- 5. March 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (approx. 10 minutes)**
 - a. March Detailed Balance Sheet (**action**) (**available at Board Meeting**)
 - b. March Detailed Revenue & Expense Report (**action**) (**available at Board Meeting**)
- 6. Approval of checks (Green Pages) (approx. 10 minutes)**
 - a. March Manual Checks (11562-11569) (**action**)
 - b. March Monthly Checks (11570-11599) (**action**)
- 7. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 8. Old Business**
 - a. Revised Personnel Handbook (**approx. 15 minutes**) (**action**)
- 9. Director's Report (approx. 15 minutes)**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for April 19, 2014
 - e. Programs of Interest to Library Trustees
- 10. New Business**
 - a. Policy on Payment of Part-Time Staff Members During Unplanned Closings (**approx. 10 minutes**) (**action**)
 - b. Vote of Thanks (**approx. 5 minutes**)

11. Executive Session(s)**(approx. 30-45 minutes, if entered)**

- 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)

12. Committee Reports

- a. Finance Committee (Butler, Kregor)
- b. Human Resources Committee (Stroh, Wojda, Butler)
- c. Building and Grounds Committee (Stroh, Meierhoff, Schons)
- d. Technology Committee (Kregor, Wojda, Butler)
- e. Public Relations/Advocacy/Fundraising (Schnell, Wojda, Schons)
- f. Intergovernmental Committee (Stroh, Schnell)
- g. Long Range Planning Committee (Kregor, Wojda, Butler)

13. Any and all other business which may properly come before the Board**14. Adjournment****Attachments:**

Revised Personnel Handbook

Current Policy on Payment of Part-Time Staff during Unplanned Closures

Proposed Policy on Payment of Part-Time Staff Members during Unplanned Closures

Information on AWE Early Literacy Workstations

Upcoming Board Meetings: May 13, June 10, and July 8 2014

DRAFT

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 11, 2014

The meeting was called to order at 7:02 p.m. by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, and Library Director Eric Bailey.

Absent: Romaine Wojda

Staff members attending were Amy vanGoethem, Carlen DeThorne, Martha Cordeniz and Eliza Jarvi. No members of the public were present.

Director Bailey requested the presentation of Survey Information be moved to the first item under Old Business. The Board agreed.

Staff member Amy vanGoethem was introduced to the Board. She described her principal duties.

Stroh moved, Butler seconded the motion to approve the minutes of the February 11, 2014 Finance Committee meeting. Voting Aye: All

Stroh moved, Schons seconded the motion to approve the minutes of the February 11, 2014 regular meeting of the Board. Voting Aye: All

Stroh moved, Butler seconded the motion to approve the minutes of the March 3, 2014 Technology Committee meeting. Voting Aye: All

Butler moved, Schons seconded the motion to approve the minutes of the March 5, 2014 Finance Committee meeting with these revisions: item 3d, strike the word "enigmatic"; and change item 3b to read "to recommend approval of a General Reserves Fund Policy". Voting Aye: All

Stroh moved, Schons seconded the motion to approve the February Detailed Balance Sheet and the Detailed Revenue and Expense Report. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, and Stroh. Voting No: None

Stroh moved, Butler seconded the motion to approve the February Manual Checks (11531-11537). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, and Stroh. Voting No: None

Stroh moved, Butler seconded the motion to approve the February Monthly Checks (11538-11561). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, and Stroh. Voting No: None

Carlen DeThorne gave a presentation on the results of the Patron Satisfaction Survey 2014. The Board stated their gratitude and appreciation to Carlen, Martha Cordeniz, and Amy vanGoethem and Board member Tim Kregor for their excellent work on the Survey.

The budget for Fiscal Year 2014-2015 was discussed and amended from the first reading (February 11 Board Meeting) and attached here.

Butler moved, Stroh seconded the motion to approve the amended budget for Fiscal Year 2014-2015. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, and Stroh. Voting No: None

In honor of the Friends of the Library, members will be interviewed for an article to be sent to the Gazebonews.

Director Bailey commented on the smooth implementation of staff instruction for the new Sierra system.

Director Bailey will write to Mr. Don Johnson in praise of the long-time service of Mr. Ken Mitsuoka, our Interlibrary Loan Driver.

The Director will contact the Village to get the Library on the priority list for taking care of snow and ice to improve access to the library.

President Meierhoff reinforced the public's concern about extra, unscheduled closing of the library.

Schons moved, Butler seconded the motion to approve the Resolution No. 2014-A, "Resolution Eliminating Two Budget Lines" (80-30-100-53200 and 80-30-100-53300). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, and Stroh. Voting No: None

Butler moved, Schons seconded the motion to approve the General Reserve Fund Policy as amended. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, and Stroh. Voting No: None

Butler moved, Schons seconded the motion to adjourn the meeting at 9:20 p.m. Voting Aye: All

Respectfully submitted,

Ruth Schnell
Board Secretary

**LAKE BLUFF PUBLIC LIBRARY
PERSONNEL HANDBOOK
(April 2014)**

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INTRODUCTION

The Lake Bluff Public Library (“the Library”) is pleased to provide you with this employee Personnel Handbook (“Handbook”). This Handbook will provide you with general guidance about the Library’s current rules and operating procedures, and the benefits currently offered to eligible employees. We intend the Handbook to serve as a useful resource for you during your employment with the Library.

No employee handbook can answer every question or anticipate every situation. For that reason, the Library may reinterpret, change, supplement, or rescind any part of this Handbook or any of its other policies from time to time as it deems appropriate, with or without prior notice to employees. **This Handbook supersedes any earlier policies or procedures concerning the matters described in this Handbook. Nothing in this Handbook or in any of the Library’s policies, practices, or representations to or about its employees is an express or implied contract.**

It is important for you to understand that you are employed “at will,” which means that either you or the Library may end your employment at any time for any reason, with or without notice and with or without cause.

SECTION 1 - LIBRARY MISSION AND ORGANIZATION

1.0 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.

To fulfill its mission, the Library is governed by a Board of Library Trustees and employs a professional, knowledgeable staff committed to excellent service for all.

1.1 Library Organization

A. Board of Trustees

The Board of Library Trustees (“the Board”) is legally responsible for governing the Library. The Board represents the community and establishes Library policy, budgets, and strategic plans. Library Trustees are unpaid and generally are elected to staggered four year terms. The Board employs the Library Director to manage the staff and daily operations of the Library.

B. Library Director

The Library Director is responsible to the Board for the daily operation and maintenance of the Library, collection development, programs and services, the budget and the hiring and managing of the staff members. See the current job description for more details

C. Department Head

The position of Department Head involves managing a section of Library staff and operations. Current examples are Technical Services, Adult Services, and Youth Services. Department Heads are responsible to the Library Director for coordinating and ensuring the consistency of the work performed in their departments. See current job descriptions for more details.

D. Library Assistant I

The Library Assistant I position works in excess of 20 hours per week. Each Library Assistant I is answerable to a Department Head, but is given greater responsibilities and expected to work with less oversight than the Library Assistant II position. See the current job description for more details. In the absence of the Library Director or a Department Head, they may take on a leadership role if necessary to resolve a situation.

E. Library Assistant II and Library Technical Assistant

The Library Assistant II and Library Technical Assistant positions perform a wide range of clerical tasks as necessary. See the current job descriptions for more details.

F. Shelver

The position of Shelver makes certain that items returned to the Library get back on the shelf with accuracy and precision. See the current job description for more details.

1.2 Professional Ethics

The Board subscribes to the American Library Association's Statement of Professional Ethics and Code of Ethics, and the Board Ethics Policy. All staff members are expected to exemplify ethical behavior at all times, including maintaining confidentiality of patron records as required by law.

SECTION 2 - PERSONNEL POLICIES AND PROCEDURES

2.1 Equal Opportunity Employment Statement

The Lake Bluff Public Library is an Equal Employment Opportunity employer. The Library ensures that equal opportunity is given to qualified individuals in recruiting, hiring, training and development, promotion, compensation practices, and all other employment opportunities. The Library does not discriminate against anyone based on race, religion, color, sex, sexual orientation, physical or mental disability, national origin, age, veteran or military status, or any other protected group status as defined by applicable law.

2.2 Nondiscrimination and Anti-Harassment Policy

The Library is committed to a work environment in which all individuals are treated with respect and dignity and prohibits discrimination, harassment, and retaliation in the workplace. The Library will not tolerate sexual or any other type of harassment of or by any of its employees. Actions, words, jokes or comments based on an individual's race, color, religion, sex, age, national origin, pregnancy, sexual orientation, disability, military status, or any other category protected by law, will not be tolerated.

In order to achieve and maintain an open and positive environment, employees need to understand what constitutes unlawful discrimination and harassment. Employees who violate Library policy against harassment and discrimination will face consequences up to and including termination. While it is impossible to define all discriminatory or harassing behaviors, this will provide definitions, guidelines, and examples to help you identify and avoid offensive and prohibited comments and actions.

A. Discrimination

In general, discrimination means treating employees differently, in any aspect of employment, solely because of a trait or characteristic unrelated to their ability to do their job. The legal definition of discrimination includes making employment decisions based on stereotypes or assumptions about an individual's abilities, traits or performance based on sex, race, religion, national origin, age, disability, sexual orientation, or military or veteran status. Retaliating against an employee for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices is also prohibited.

B. Harassment

Harassment is broadly defined as any conduct, whether verbal or physical, that denigrates, insults, or offends a person based on the individual's sex, race, religion, national origin, age, disability, sexual orientation, military status or any other protected characteristic when (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for any employment decision; or (3) such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, offensive, or hostile working environment.

Sexual harassment in violation of this policy includes but is not limited to:

- Sexually suggestive or vulgar comments or jokes; inappropriate comments about another person's sexual behavior or body; or insulting or ridiculing an employee because of gender;
- Improper or intrusive questions or comments about an employee's romantic or sexual experiences or preferences, or sexual flirtations,

propositions, advances, or requests;

- Use, display, or communication of sexually suggestive or offensive words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, computer programs, or Internet Web sites;
- Making or threatening undesired physical contact (such as touching, embracing, or pinching) or impeding another's movements in a deliberate manner; and
- Offering or providing employment benefits in return for sexual favors or an employee's agreement to provide sexual favors, or taking or threatening to take adverse action against an employee because the employee rejects requests for sexual favors.

The Library prohibits harassment. Any individual who is aware of any conduct that may violate this policy should promptly report the conduct using the Internal Complaint Procedure. Any employee who engages in such conduct will be subject to discipline up to and including termination.

C. Retaliation

The Library prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such a report, or engages in any other protected activity. Any employee who retaliates against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, will be subject to disciplinary action up to and including termination.

D. Internal Complaint Procedure

Any employee who believes that a violation of this policy has occurred, should immediately inform their Department Head or the Library Director. If the complaint involves the Library Director, the employee should contact the President of the Board of Trustees.

If you experience, observe or become aware of a perceived incident of harassment, discrimination, or retaliation you are expected to report it by contacting your Department Head or the Library Director.

If the Library concludes that this policy has been violated, it will take prompt corrective action reasonably designed to end the violation and to prevent any further violations from occurring. Such corrective action may include disciplinary action against anyone found to have violated this policy, up to and including immediate termination of employment.

2.3 Reasonable Accommodations for Employees with Disabilities

The Library is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. Depending on the circumstances, reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures. The Library is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements. Any employee who believes he or she needs accommodation based on disability or religion is responsible for bringing the matter to the attention of Library Director. In the case of disability, the employee may be required to provide medical documentation establishing the existence of a disability, any job-related restrictions, and the estimated length of time for which accommodation is needed. The Library will keep all medical information confidential to the greatest extent practicable.

2.4 Drug and Alcohol Free Workplace Policy

Employees are prohibited from reporting to work while under the influence of alcohol or any controlled substance and are further prohibited from possessing or distributing such substances on Library property. Violation of this policy may result in discipline up to and including termination of employment. To the extent permitted by law, the Library reserves the right to require appropriate testing for alcohol or controlled substances whenever there is a reasonable suspicion that an employee is under the influence of those substances. Refusal to undergo testing or positive results on drug or alcohol test may also result in discipline up to and including termination of employment.

2.5 Use of the Library's Electronic Communications and Technology System

The Library maintains an electronic communications and technology system to facilitate the work of the Library and to assist Library employees in the efficient performance of their work. This includes, but is not limited to, computers, servers, networks, internet and intranet capabilities, internal and external data/voice communications, email, voicemail, and telephone systems ("the System"). The System also incorporates all applications, files and documents accessed or received from, or transmitted over, any of the Library's local and network drives. Use of the Library's System includes obtaining access to the System from any computer terminal whether or not owned or operated by the Library.

The Library's System is to be used by its employees for conducting library business. Access to the System is a privilege and may be restricted or revoked at any time without notice. Incidental and limited personal use is permitted only when there is no additional cost to the Library and the limited use will not interfere in any way with Library business or operations.

Employees are prohibited from using the System to engage in any activities that are inconsistent with the Library's mission, interfere with the employee's work responsibilities and performance, or which violate any state or federal law or regulation. The Library's policies prohibiting discrimination, sexual and other harassment and retaliation also apply to employees' use of the Library's computers, networks, internet, email, telephone and other electronic and communications systems.

The following uses of the System, among others, are expressly prohibited.

- Retrieving, viewing or disseminating obscene, sexually explicit, indecent or vulgar materials;
- Improper access or use of any copyrighted materials;
- Harassing, threatening or demeaning any person or group of persons;
- Transferring files or software to a library computer without prior authorization;
- Engaging in solicitation or for-profit activities, including sales or advertising;
- Accessing files without permission, or vandalizing another user's data or files;
- Gaining unauthorized access to any resources;
- Engaging in any illegal activity.

Employees have no expectation of privacy in connection with their use of the System, including in any messages created, sent or received over the Library's email, computer, internet or phone system. The Library has the right to and may monitor, access, retrieve and delete any document or communication sent or received through the System at any time.

Employees are not permitted to disclose or share their individual passwords, may not log other persons onto the Library's network under their account, and may not log on as another individual. Employees may not install or download software or any applications to the Library's system without a business purpose that has been approved by their supervisor. Further, all employees must log out of their accounts prior to leaving their workstations. The security of the Library's communications and technology System is essential and is considered a high priority for all employees. Any employee who becomes aware of any security risk or abuse of the Library's System is required to notify the immediate supervisor immediately.

Violation of any of these policies or procedures, or any other action taken by an employee that harms or compromises the Library's System, is subject to discipline up to and including immediate termination, and/or appropriate legal action.

2.6 Weapons Policy

The Library strictly prohibits and absolutely does not tolerate weapons in the Library or at any Library sponsored event. Weapons include visible and concealed weapons, including those for which the owner has the required permits. Weapons can include firearms, knives with a blade longer than three inches, explosive materials or other objects that could be used to harass, intimidate or injure another employee, individual, or supervisor. Employees who violate this policy will be subject to disciplinary action up to and including termination.

If an employee learns that another employee possesses a weapon on the Library's premises, the employee is encouraged to report the presence of the weapon, or any concerns or questions, to any Department Head, or the Library Director.

2.7 Workplace Violence Policy and Reporting Procedure

The Library will not tolerate any workplace violence or threats of violence by or against its employees. As used in this policy, "workplace violence" includes conduct occurring on Library premises, directed toward or against any Library employee or patron, whether committed by an employee or outsider, that involves physical acts of violence, oral or written threats of violence, or gestures or acts that are threatening or intended to convey actual or potential injury. It also includes acts and threats that are later claimed to have been made in jest.

Every employee must take any act or threat of workplace violence seriously. So that the Library can prevent or respond to any act or threat of workplace violence, any employee who is subject to, witnesses, or learns about any such act or threat or who fears or suspects that such an act may occur is required to report the act, threat, fear, or suspicion to the Library Director as soon as the act or threat occurs or as soon as the employee fears or suspects that such an act may occur.

When appropriate, the Library will refer acts or threats of workplace violence to the police or other authorities for possible criminal prosecution.

2.8 Criminal History Records Check

Applicants for all Library positions must agree to execute a criminal history records check authorization form as a condition of employment. Conviction of a crime does not automatically preclude employment, and individual circumstances will be considered, such as the nature and severity of the crime, the number of convictions, how long it has been since the convictions occurred, and the duties of the position. However, the Library shall not knowingly employ a person who has been convicted of committing or attempting to commit certain offenses when the Library believes, at its discretion, that there is a relationship between the conviction and the responsibilities of the position that is or will be held. A conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. Falsification of application materials, including failure to disclose criminal convictions, is

grounds for termination of employment or non-selection of an applicant.

Individuals who have begun their employment with the Library and are convicted of a criminal violation must notify the Library Director within five (5) days of the conviction. Failure to report a conviction is grounds for discipline up to and including termination of employment or non-selection of an applicant. If the Library intends to use the results of a criminal history background check as grounds for disqualification of an applicant or employee for a position, the Library will provide the applicant or employee with a copy of the report.

SECTION 3 - WORKPLACE CONDUCT AND ENVIRONMENT

3.1 Attendance

The Library depends on employees to come to work each day, to arrive on time, and not to leave work earlier than scheduled. Regular and timely attendance is an expected and essential part of every position at the Library. Absent prior authorization from the Library Director or an approved absence such as a prearranged vacation day or leave of absence, employees are expected to be at work every day. Excessive absenteeism, tardiness, or leaving work early, or a suspicious pattern of such conduct (e.g., repeated absences on a particular day of the week, sick days repeatedly coupled with a regular day off), may result in disciplinary action.

3.2 Dress Guidelines

Library staff members are to dress in a manner consistent with being seen by and serving the public. "Business casual" is appropriate for on-the-job attire. If the Library Director determines that an employee is inappropriately dressed for work, the employee may be sent home to change. If inappropriate dress continues, the employee may be subject to disciplinary action.

3.3 Professional Conduct

The orderly and efficient operation of the Library requires that employees maintain standards of proper conduct and adhere to Library policies and practices. To that end, the Library has established rules of professional conduct that must be followed. The Library considers commission of any of the following or similar acts serious and grounds for discipline, up to and including termination. While this list provides examples of conduct that will result in discipline, it is not all-inclusive. The Library Director and/or the Board retain discretion to determine appropriate discipline, up to and including termination, at all times. Examples of conduct that will result in discipline include:

- Supplying false or misleading information when applying for employment or at any time during your employment;
- Altering, falsifying or improperly utilizing or disclosing Library documents or patron records;
- Theft or improper use or possession of Library property;
- Possessing, using, or being under the influence of alcohol or illegal drugs

- at any time while on Library premises or conducting Library business;
- Refusing or failing to perform assigned work or to follow a supervisor's instructions or committing any other act of insubordination;
- Violating any Library policy, including without limitation the Antidiscrimination/Harassment Policy;
- Engaging in any act of discourteous conduct, using abusive language, or similar behavior;
- Causing disruption to Library operations;
- Negligence or carelessness;
- Soliciting or receiving gratuities related to employment;
- Misusing any Library benefits;
- Excessive tardiness and/or absenteeism; and
- Uttering, publishing, or distributing false, disparaging, or malicious statements concerning the Library, its patron's, or its employees.

3.4 Prohibited Political Activities

Employees are prohibited from engaging in political activities during work time. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for a party or candidate, circulating petitions, distributing political literature, or encouraging others to do any of the above. In addition, while on duty, employees are prohibited from soliciting donations or purchases from employees or patrons.

3.5 Open Door Policy

The Library believes that open communication with its employees is essential to maintaining an enjoyable work environment and the continued success of the Library. The Library, therefore, encourages employees to discuss their work-related concerns or suggestions with their Department Head or the Library Director.

3.6 Employee Compliance Procedures

The Library makes a consistent effort to see that all employees are treated with consideration and fairness. All employees and supervisors are encouraged to develop open channels of communication for resolving problems. Problems should be handled through the following steps:

- When appropriate, attempt to resolve the concern or complaint through open and honest discussion with the employee who is the subject of the concern or complaint.
- If this is not possible or does not resolve the situation, discuss any complaints with your Department Head. If the complaint is with your Department Head, discuss the issue with the Library Director.
- If a satisfactory resolution is not reached, the employee and/or the supervisor

should then discuss the issue with the Library Director.

- If the problem still remains unresolved it is the responsibility of the Library Director to take appropriate action. All decisions made by the Director shall be final.

SECTION 4 - EMPLOYMENT AND COMPENSATION

4.1 At-Will Employment

The Library is an at-will employer. Employment can be terminated, with or without cause and with or without notice, at any time at the option of the Library or the employee.

4.2 New Employee Introductory Period

All employees are subject to an introductory period when they begin employment at the Library. During this period, both the new employee and his/her supervisor should closely evaluate whether the employment relationship is a good fit and expectations are being met.

At the conclusion of the introductory period (typically 3-6 months after the date of hire), the new employee should receive a progress evaluation. Of course, employees are always encouraged to seek feedback on their job performance at any time during the employment relationship.

Both during and after the evaluation period, employment with the Library is "at-will," meaning that neither the Library nor its employees are committed to an employment relationship for a fixed period of time, and that any employee or the Library can end their employment relationship with or without cause or notice.

4.3 Job Descriptions

A current job description will be given to each new employee at the time of orientation, and reviewed during employee evaluation or disciplinary action. When job descriptions are revised, all affected employees will receive copies of the revised descriptions.

4.4 Work Schedules and Timeliness

Work schedules are posted in advance. Any scheduling requests and/or changes should be submitted to an employee's Department Head using a Schedule Change Record at least two weeks in advance, if possible. Department Heads will then consider the requests and submit them to the Library Director for approval as appropriate.

Sunday hours may be covered on a rotating basis by the Library Director, Department Heads, and Part Time I employees. Some employees may be assigned to work every Sunday. Schedule requests and/or changes are not guaranteed and are subject to the approval of the Library Director.

All employees are expected to be at their work stations ready to work at the time they are scheduled to begin. Employees should allow sufficient time prior to their scheduled start so they are available for work at their scheduled time.

4.5 Time Records and Benefits Forms

A. Time Records

Hourly “non-exempt” employees must keep accurate records of time worked and paid time off on designated Library time sheets. The Library Director will set the date when time sheets are due, so as to ensure that they are gathered and submitted in time for Trustee signatures to be obtained.

B. Benefits Used Forms

Salaried “exempt” employees must fill out a benefits used form recording any vacation, sick, personal, etc. time used during the previous pay period. Benefits Used forms are collected on the same schedule as time sheets.

C. Employee Accountability

Employees are responsible for accurately and honestly recording their hours worked and benefits used. Falsifying a timesheet or benefits used form (either by inflating hours worked, failing to record all hours worked, or failing to report benefits used) is a violation of Library policy.

4.6 Overtime

Occasionally an employee may be asked to work extra hours in order to meet an increase in workload. Any hours worked in excess of 40 hours during a workweek by a non-exempt employee are considered overtime. Overtime hours are paid at one and a half (1 ½) times the employee’s straight-time hourly rate for hours worked in excess of 40 hours in a regular workweek. Paid time off for sick leave, vacation, or other time off does not count as hours worked in computing overtime hours.

4.7 Pay Periods

Paychecks for Library employees are available twice a month, e.g., on the fifteenth and on the last day of the month. If a regularly scheduled payday falls on a weekend or holiday, paychecks will be issued on the non-holiday weekday immediately preceding the regular payday. If you have any question about your paycheck or withholdings, you should immediately bring them to the Library Director.

4.8 Breaks

- Staff Members working 6 hours or longer are eligible for a 30 minute paid break.
- Staff members working more than 3 hours but less than 6 hours may take a 20

minute paid break.

- Staff Members working 3 hours or less are not eligible to receive a break.
- Coverage of responsibilities must be obtained before taking a paid break for any employee working less than 7 hours and 30 minutes and may be denied if such coverage is not available.

4.9 Working from Home

On occasion, employees may be permitted to work from home to accomplish discrete or specific tasks. The Library Director must approve such arrangements in advance. Employees must record and submit hours worked at home for payment on a timely basis consistent with other hours worked.

4.10 Administrative Time

Administrative Time may be granted to exempt employees to compensate for periods where they have worked in excess of their typical schedule. Because exempt employees are expected to work additional hours as needed, Administrative Time is not granted on an hour-for-hour matching basis but only given following exceptionally busy periods. The duration and schedule of Administrative Time is subject to approval of the Library Director.

4.11 Performance Reviews

Employees are evaluated on performance of the duties assigned to them, their ability to meet the criteria of their job description, and ability to meet the Library's 'Code of Staff Conduct'. The Library Director will provide an Annual Performance Evaluation to each Department Head. Each Department Head is responsible for completing Evaluations for all staff members within their Department on an annual basis.

New employees will be given a progress evaluation at 3 months and a full performance evaluation at the end of the initial 6-month period by their Department Head. Employees failing to meet job expectations may receive additional evaluations as deemed necessary.

4.12 Personnel Records

Personnel files contain documents related to employment and performance. Examples include application, proof of identity, performance evaluations, disciplinary action, commendations, schedule change requests, etc. Employees wishing to review their personnel record may do so upon request to the Library Director, consistent with applicable law. The employee may not remove any records from the personnel file.

4.13 Termination of Employment

A. Employee Resignation

All Library employees are employed at-will. As such, an employee may resign from his/her position with the Library with or without notice or cause. Nevertheless, the Library requests that to resign from the Library in good standing, a full-time exempt employee give the Library Director at least 4 weeks written notice of the intention to resign. Part-time employees are requested to give the Library Director at least 2 weeks written notice of the intention to resign. An employee who does not resign in good standing should not expect a positive reference from the Library.

B. Discharge

Discharge is involuntary separation from employment. All employees are at-will, and the Library may discharge an employee at any time with or without notice or cause. The Library reserves the right to discharge an employee at any time the Library Director deems discharge to be in the best interests of the Library.

C. Final Compensation

In the event of termination, the employee will receive a final paycheck, including payment for any accrued and unused vacation. All benefits shall cease upon termination. Notice of the option for continuation of medical coverage for those eligible under COBRA (Consolidated Omnibus Reconciliation Act of 1985) will be mailed to the employee's last known address.

D. Return of Property

Upon separation of employment for any reason, an employee must promptly return all Library property in his/her possession, including keys.

SECTION 5 - EMPLOYEE BENEFITS

5.1 Health, Dental, Vision and Life Insurance

Group health, dental, vision and life insurance that is currently offered by the Library will be available to full-time employees.

5.2 Deferred Compensation 457(b) Plan

All non-temporary Library employees may be eligible to participate in the Library's 457(b) deferred compensation plan and make contributions to their account on a pre-tax basis. For information and/or to enroll in the plan, contact the Library Director.

5.3 Illinois Municipal Retirement Fund (IMRF)

All employees working over one thousand (1000) hours per year are required to participate, through payroll deductions, in the Illinois Municipal Retirement Fund. The Library makes a contribution for each participating employee.

After eight (8) years in IMRF, an employee is vested in the plan and guaranteed a pension at retirement. If an employee leaves the employment of the Library before accumulating eight (8) years of service, he/she is eligible for a refund of the employee contributions made to the Fund. Participation in IMRF also makes the employee eligible for disability benefits should the employee become unable to work due to a disability.

IMRF annually distributes financial statements and periodically sends update information to the employee's home address.

5.4 Professional Development Opportunities

The Library encourages employees to participate in job-related continuing education activities. Under certain circumstances, the Library may provide time off and/or reimbursement of fees and expenses related to such activities. Employees should seek approval of the Library Director prior to an event if the employee intends to seek reimbursement for any program or travel expenses. Mileage, travel, meals and hotel costs related to job-related training, programs, or other Library purposes may be reimbursable, depending on the availability of funding and relevance of the program to Library needs. When mileage is reimbursable, the Library follows the IRS guidelines.

The Library encourages the pursuit of coursework related to an employee's Library responsibilities and the needs of the Library. Employees interested in receiving any tuition reimbursement should discuss their plans with the Library Director. Financial support is dependent upon available funds and pertinence to Library needs and determined at the Director's discretion.

The Library may pay professional dues for employees to join the Illinois Library Association (ILA) and the American Library Association (ALA) as approved by the Library Director.

5.5 Holidays

The Library Board votes annually to approve the days on which the Library will be closed. If the Library closes for Easter Sunday, it is not an official holiday for pay purposes.

5.6 Sick Leave Days

Sick leave is available to all non-temporary employees who are regularly scheduled to work 20 hours or more per week. Sick leave accrues as a workday equivalent proportion of the regular work week. Sick leave is accrued starting at the beginning of each fiscal year at 10 days per year for Full Time Salaried employees. Eligible part-time

employees will accrue 8.0 days of sick leave per year. Unused sick time may be accrued to a maximum of 150 hours. Sick leave is intended to provide uninterrupted pay to an eligible employee for time lost because of personal illness, doctor's appointments or family illness. Sick time may NOT be used as paid time off for vacation or holiday-type leave. The Library Director will require written verification of illness from an authorized medical provider after an absence of 3 working days or more.

5.7 Vacation Days

Vacation time is earned by non-temporary employees working 20 hours or more per week, and starts to accrue after 6 consecutive months of employment with the Library.

At the beginning of each Fiscal Year which commences on May 1, the Library Director will provide each employee eligible for Vacation Leave with a summary of any accrued but unused Vacation Leave from the previous Fiscal Year. The employee may use this remaining Vacation Leave until November 1 of the newly started Fiscal Year, at which time it will expire. Extensions of this deadline may be considered by the Library Director in cases of extenuating circumstance. Vacation Leave from a previous Fiscal Year, if any is possessed by an employee, will be used before time accrued in the current Fiscal Year.

Vacation requests should be submitted to the Library Director as early as possible, using the Schedule Change Record. Vacation requests may be denied based on scheduling or other workplace considerations.

5.8 Bereavement / Emergency Leave

Non-temporary employees who work 20 hours or more per week are credited with 2 paid days of Emergency Leave per fiscal year. Emergency Leave may be used for the death or illness of an immediate family member (parent, in-law, child, spouse, sibling, or grandparent). Emergency leave may be granted under other extenuating circumstances at the discretion of the Library Director. Emergency leave is credited on May 1 each year. Any unused Emergency Leave days expire on April 30 and do not carry over from year to year.

5.9 Checking Out Library Materials

Any Library materials that employees remove from the Library must be checked out. The residence requirement for card holders will not apply to staff members. However, staff members with active cards from other libraries will use that card, with the resident privileges, at this Library. Staff members are exempt from the payment of fines. Staff members must return any materials which are on reserve for a patron.

5.10 Employee Parking

Employees may park in the employee lot behind the Library during their scheduled work time. The ADA-compliant space in the employee parking lot is only for vehicles with

appropriate plates or hang tags.

SECTION 6 - LEAVES OF ABSENCE

6.1 Disability Leave

Full-time and part-time employees who participate in the Illinois Municipal Retirement Fund ("IMRF") may be eligible for disability leave through IMRF. Please refer to the guidelines for IMRF disability benefits on the IMRF website at www.imrf.org.

6.2 Maternity / Paternity Leave

Maternity / Paternity leave may be available to full-time employees and part-time employees regularly working 20 hours or more per week. Employees who are pregnant, whose spouse or partner is pregnant, or who are going through an adoption should talk to the Library Director at least 2 months before the anticipated leave regarding compensation for time off and the need to cover any particular responsibilities. Following discussion with the Director, the employee should submit a letter requesting a specific amount of unpaid leave. The Director will approve or deny the request based upon the needs and resources of the Library. While the Library does not have Family Medical Leave Act (FMLA) eligible employees under the federal statute, the Library will use the FMLA as a guideline for providing leave to its employees.

6.3 Jury Duty

An employee serving on a jury on days that the employee is scheduled to work at the Library will receive his or her regular pay for up to four weeks of jury duty. The employee must provide his/her supervisor a photocopy of the Jury Summons. Monies received for jury duty, including any county transportation allowance, may be retained by the employee. Employees fulfilling jury duty are expected to report to work as their schedule may permit.

6.4 Voting Leave

In accordance with Illinois law, employees will be granted unpaid leave of up to two hours to vote in any general or special election. Employees must notify the Library of their need for voting leave prior to the day of the election. Upon consideration of an employee's request for Voting Leave, the Library will specify the time which the employee is granted Voting Leave.

6.5 School Visitation Leave

An employee may be able to take up to eight hours of unpaid school visitation leave per school year, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-working hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that

shares a common boundary with Illinois.

No more than four hours of school visitation leave may be taken in any one day. Leave will not be granted until the employee has used all available vacation time and personal days. A request for school visitation leave must be provided to the employee's supervisor at least seven days in advance of the leave. In an emergency, an employee may give twenty-four hours notice of the need for leave. An employee should consult with the supervisor to ensure that leave is scheduled so as not to unduly disrupt Library operations. An employee may be required to produce documentation of the school visit from a school administrator.

6.6 Military Leave and Military Reservist Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

6.7 Victims Economic Safety and Security Act Leave (VESSA)

The *Victims Economic Safety and Security Act* (VESSA) entitles eligible employees of the Library who are victims of domestic or sexual violence, or whose family or household member is a victim, to take up to eight (8) work weeks of unpaid, job protected leave during any twelve (12) month period to seek related medical attention, victim services or counseling or legal assistance.

All VESSA leave requests, except in the case of an emergency, must be submitted at least forty-eight (48) hours in advance to the Library Director. Employees may be required to provide certification by a doctor or other relevant individual of the employee's or family member's need for such leave under VESSA. Upon the employee's return to work he/she will be restored to his/her prior position or to an equivalent position with equivalent employment benefits and pay.

6.8 Employee Blood Donation Leave

The *Employee Blood Donation Leave Act* entitles eligible employees to take up to one hour of paid, job protected leave during any 56 day period to donate blood. To be eligible for leave to donate blood, the Library requires that the employee show that he/she cannot donate blood during nonworking hours. Prior to taking leave to donate blood, the Library must consent to the employee's leave request.

6.9 Workers Compensation Insurance

Library employees are protected by Worker's Compensation, for injuries sustained in the performance of their duties. All accidents in which employees are injured, regardless of whose fault the accident is, must be reported immediately to the Department Head or the Library Director. The Library's Incident Report form must be completed and submitted to the Library Director. Forms may be obtained in each department or from

the Library Director.

6.10 Discretionary Unpaid Leaves of Absence

Requests for an unpaid leave of absence for a hardship in the immediate family, or other reason not covered by another leave provision in this Handbook, may be granted by the Library Director on a case by case and non-precedential basis.

6.11 Requesting Leave

Any requests for leave of any kind (except Maternity/Paternity) must be approved first by an employee’s Department Head and then by the Library Director. Requests should be received for approval by a Department Head at least 2 weeks in advance of the requested variance whenever practicable. Requests must be submitted on a Schedule Change Record. Schedule change requests or changes are not guaranteed, and are subject to the approval of an employee’s Department Head and the Library Director.

SECTION 7 - EMPLOYMENT CATEGORIES AND ASSOCIATED BENEFITS

7.1 Full-Time Employees – Regularly Scheduled for 40 Hours per Week

Salary – Full-time employees are paid a yearly salary and are considered “exempt” from overtime pay under applicable labor laws.

Hours – A normal work week at the Library is 40 hours.

Administrative Time – Salaried, exempt staff members are not eligible for overtime pay. They may receive Administrative Time instead.

Benefits:

- Health, dental, vision and life insurance that are currently part of the Library’s Insurance Plan;
- IMRF participation;
- Optional 457(b) Plan participation.

Holidays – If a holiday falls on a day that an employee is scheduled to work, they receive that day off work. If a holiday falls on a day that an employee is not scheduled to work, they will receive Administrative Time pro-rated based off the employee’s work week (e.g. 8 hours for an employee who is scheduled to work 40 hours per week).

Sick Leave – Eighty hours (10 work days) of paid Sick Leave is provided each Fiscal Year, accruing to a maximum of 150 hours. This equals 3.34 hours of Sick Leave accrued during each pay period.

Vacation Leave – One hundred and sixty hours (20 work days) of paid Vacation Leave is provided each Fiscal Year, accruing each pay period. A total of 6.67 Vacation Hours is accrued each pay period.

- Bereavement/Emergency Leave;
- Jury Duty;
- Maternity/Paternity Leave.

7.2 Part-Time Employees - Category I – Regularly Scheduled to Work 20 Hours or More per Week

Salary – Part Time Category I (PT1) employees receive an hourly wage.

Hours – PT1 employees are scheduled to work over 1,000 hours per year (approximately 20 hours per week).

Overtime – PT1 employees are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half. Regardless of the total hours worked in a week, PT1 employees receive time and a half for any hours worked on Sunday if the employee is not regularly scheduled to work on Sunday.

Benefits:

- IMRF participation;
- Optional 457(b) Plan participation.

Holidays – If a holiday falls on a day that an employee is scheduled to work, they receive pay equivalent to the time they would have worked. If a holiday falls on a day that an employee is not scheduled to work, they will receive pay pro-rated based on the employee's work week (e.g. 5 hours for an employee who is scheduled to work 25 hours per week).

Sick Leave – Eighty hours (10 work days) of Sick Leave is provided each year, accruing to a maximum of 150 hours. This equals 3.34 hours of Sick Leave accrued during each pay period.

Vacation Leave – Eighty hours (10 work days) of Vacation Leave is provided each Fiscal Year, accruing each pay period. A total of 3.34 Vacation Hours is accrued each pay period by PT1 employees.

- Bereavement/Emergency Leave

- Jury Duty
- Maternity/Paternity Leave

7.3 Part-Time Employees - Category II – Regularly Scheduled to Work less than 20 Hours per Week

Salary – Part Time Category II (PT2) employees receive an hourly wage.

Hours – PT2 employees are scheduled to work less than 1,000 hours per year (approximately 20 hours per week).

Overtime – PT2 employees are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half.

Benefits:

- Optional 457(b) Plan participation
- Jury Duty

7.4 Temporary / Seasonal Staff

Salary – Temporary/Seasonal employees receive an hourly wage.

Hours – Temporary/Seasonal staff members are employees (not contract workers or consultants) hired to work for specific periods of time.

Overtime – Temporary/Seasonal staff members are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half.

- Jury Duty

Lake Bluff Public Library

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DATE: 04/03/14
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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11562	9AT&T AT & T			03/21/14		
	847-234254003	03/07/14	01 LCL PH SRVC:2/8-3/7/14		80-60-001-43230	323.18
					INVOICE TOTAL:	323.18 *
					CHECK TOTAL:	323.18
11563	9BAILEYE ERIC BAILEY			03/21/14		
	BAI030414	03/04/14	01 HOSPITALITY		80-60-001-43700	40.58
					INVOICE TOTAL:	40.58 *
					CHECK TOTAL:	40.58
11564	9COMCAST COMCAST CABLE			03/21/14		
	COM031214	03/12/14	01 INTERNET SRVC:3/19-4/18/14		80-60-001-43230	154.85
					INVOICE TOTAL:	154.85 *
					CHECK TOTAL:	154.85
11565	9NCCPETE NCC-PETERSON PRODUCTS			03/21/14		
	63572	03/13/14	01 JANITORIAL SUPPLIES		80-60-001-43660	265.32
					INVOICE TOTAL:	265.32 *
					CHECK TOTAL:	265.32
11566	9NSSD NORTH SHORE SANITARY DISTRICT			03/21/14		
	2725139	03/15/14	01 WASTEWATER TREATMENT:		80-60-001-43230	11.60
			02 11/5/13-2/13/14		** COMMENT **	
					INVOICE TOTAL:	11.60 *
					CHECK TOTAL:	11.60
11567	9USPOSTA UNITED STATES POSTAL SERVICE			03/21/14		
	USP031014	03/10/14	01 POSTAGE STAMPS		80-60-001-43300	98.00
			02 POST CARD STAMPS		80-60-001-43300	34.00
					INVOICE TOTAL:	132.00 *
					CHECK TOTAL:	132.00
11568	9WENDTM WENDT MAINTENANCE INC.			03/21/14		
	WEN03012014	03/01/14	01 GROUNDS MAINT:MAR 2014		80-60-001-41050	930.00
					INVOICE TOTAL:	930.00 *
					CHECK TOTAL:	930.00

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11569	9INGRAM	INGRAM LIBRARY SERVICES			03/21/14		
	77379834	02/28/14	01	LARGE PRINT MATERIAL		80-60-001-45110	33.99
						INVOICE TOTAL:	33.99 *
	77379835	02/28/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	8.97
						INVOICE TOTAL:	8.97 *
	77379836	02/28/14	01	TEEN BOOKS		80-60-001-45450	18.39
						INVOICE TOTAL:	18.39 *
	77396650	03/03/14	01	ADULT FICTION		80-60-001-45100	45.14
						INVOICE TOTAL:	45.14 *
	77396651	03/03/14	01	ADULT FICTION		80-60-001-45100	47.44
						INVOICE TOTAL:	47.44 *
	77396652	03/03/14	01	GRAPHIC NOVELS		80-60-001-45470	14.13
						INVOICE TOTAL:	14.13 *
	77396653	03/03/14	01	ADULT NON-FICTION		80-60-001-45000	11.97
						INVOICE TOTAL:	11.97 *
	77396654	03/03/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	62.12
						INVOICE TOTAL:	62.12 *
	77396655	03/03/14	01	ADULT NON-FICTION		80-60-001-45000	16.17
						INVOICE TOTAL:	16.17 *
	77396656	03/03/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	14.10
						INVOICE TOTAL:	14.10 *
	77396657	03/03/14	01	ADULT NON-FICTION		80-60-001-45000	15.23
						INVOICE TOTAL:	15.23 *
	77415662	03/04/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	31.64
						INVOICE TOTAL:	31.64 *
	77415663	03/04/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	26.66
						INVOICE TOTAL:	26.66 *
	77415664	03/04/14	01	LARGE PRINT MATERIAL		80-60-001-45110	135.77
						INVOICE TOTAL:	135.77 *
	77455011	03/05/14	01	CREDIT-ADULT FICTION BOOKS		80-60-001-45100	-12.71
						INVOICE TOTAL:	-12.71 *
						CHECK TOTAL:	469.01
						TOTAL AMOUNT PAID:	2,326.54

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 PRG ID: AP215000.CBL

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11570	9ADVWORK	ADVANCED WORKSTATIONS IN					
	LBPLIL14001-1		03/25/14	01	FRIENDS OF LB LIBRARY DONATION	80-60-001-48001	6,325.00
				02	MISC EXPENSES	80-60-001-46000	75.00
					INVOICE TOTAL:		6,400.00 *
					CHECK TOTAL:		6,400.00
11571	9AMAZONA	VOIDED---LEADER CHECK					
	010610235851		03/07/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-0.03
					INVOICE TOTAL:		-0.03 *
	010610411210		03/08/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-1.25
					INVOICE TOTAL:		-1.25 *
	010611185704		03/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	77.78
					INVOICE TOTAL:		77.78 *
	010614583838		03/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	138.14
					INVOICE TOTAL:		138.14 *
	010615897486		03/05/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-0.03
					INVOICE TOTAL:		-0.03 *
	010617568064		03/08/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-0.03
					INVOICE TOTAL:		-0.03 *
	010618194442		03/06/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	35.95
					INVOICE TOTAL:		35.95 *
	010619343206		03/10/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-1.03
					INVOICE TOTAL:		-1.03 *
	032190588993		02/13/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.00
					INVOICE TOTAL:		9.00 *

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CHECK DATE: 04/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11571	9AMAZONA	VOIDED---LEADER CHECK						
		032192685225	02/12/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.95	
						INVOICE TOTAL:	44.95 *	
		032192746196	02/19/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-0.25	
						INVOICE TOTAL:	-0.25 *	
		032197830808	02/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	84.40	
						INVOICE TOTAL:	84.40 *	
		124128036593	02/24/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	38.95	
						INVOICE TOTAL:	38.95 *	
		139393312547	02/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	8.99	
						INVOICE TOTAL:	8.99 *	
		139396071290	02/12/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.50	
						INVOICE TOTAL:	-2.50 *	
		139397954339	02/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	124.36	
						INVOICE TOTAL:	124.36 *	
		171550797720	02/27/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-0.23	
						INVOICE TOTAL:	-0.23 *	
		171552977452	02/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
						INVOICE TOTAL:	13.99 *	
		171554186867	02/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.99	
						INVOICE TOTAL:	10.99 *	
11572	9AMAZONA	AMAZON						
		171555344363	03/02/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-1.03	
						INVOICE TOTAL:	-1.03 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11572	9AMAZONA	AMAZON					
		171556644584	02/27/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-7.82
						INVOICE TOTAL:	-7.82 *
		171556726919	02/28/14	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-2.03
						INVOICE TOTAL:	-2.03 *
		171557834597	02/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	166.67
						INVOICE TOTAL:	166.67 *
		209613563110	02/24/14	01	VIDEO GAMES	80-60-001-45510	149.06
						INVOICE TOTAL:	149.06 *
		213010845098	02/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99
						INVOICE TOTAL:	17.99 *
		213013087849	02/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
		231740954361	02/20/14	01	VIDEO GAMES	80-60-001-45510	49.96
						INVOICE TOTAL:	49.96 *
		231747235611	02/11/14	01	VIDEO GAMES	80-60-001-45510	59.99
						INVOICE TOTAL:	59.99 *
		233082619055	02/22/14	01	VIDEO GAMES	80-60-001-45510	48.98
						INVOICE TOTAL:	48.98 *
		233546112271	02/24/14	01	ADULT NON-FICTION	80-60-001-45000	20.37
						INVOICE TOTAL:	20.37 *
						CHECK TOTAL:	1,104.28
11573	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
		2029157323	03/06/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	120.97
						INVOICE TOTAL:	120.97 *

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11573	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2029167333		03/10/14	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	148.60
							INVOICE TOTAL: 148.60 *
	2029190333		03/18/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	91.25
							INVOICE TOTAL: 91.25 *
	2029214742		03/25/14	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	18.69
							INVOICE TOTAL: 18.69 *
	2029224183		03/26/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	77.36
							INVOICE TOTAL: 77.36 *
	2029233995		03/28/14	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	328.10
							INVOICE TOTAL: 328.10 *
							CHECK TOTAL: 784.97
11574	9COMPVIE	COMPUTER VIEW, INC.					
	26191		02/28/14	01	INTERNET DOMAIN RENEWAL-5 YEAR	80-60-001-41305	100.00
							INVOICE TOTAL: 100.00 *
							CHECK TOTAL: 100.00
11575	9CREEKSI	CREEKSIDE PRINTING					
	02281405		02/28/14	01	SPRING BOOK CHAT NEWSLETTER	80-60-001-43400	1,827.30
							INVOICE TOTAL: 1,827.30 *
	03071402		03/07/14	01	PRINTING & E-PUBLICATIONS	80-60-001-43400	1,196.21
							INVOICE TOTAL: 1,196.21 *
							CHECK TOTAL: 3,023.51
11576	9DEMCO	DEMCO, INC					

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11576	9DEMCO	DEMCO, INC						
	5237425		03/13/14	01	BOOK JACKET COVERS/BOOK TAPE	80-60-001-43670	144.36	
						INVOICE TOTAL:	144.36 *	
	5238589		03/14/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	136.84	
						INVOICE TOTAL:	136.84 *	
						CHECK TOTAL:		281.20
11577	9FIRSTBA	FIRST BANKCARD						
	CAR10242013		10/24/13	01	CREDIT	80-60-001-50000	-35.00	
				02	CREDIT	80-60-001-50000	-1.75	
				03	CREDIT	80-60-001-50000	-35.00	
				04	CREDIT	80-60-001-50000	-1.75	
				05	CREDIT	80-60-001-50000	-42.32	
				06	CREDIT	80-60-001-50000	-0.10	
				07	CREDIT	80-60-001-50000	-3.68	
				08	POSTAGE	80-60-001-43300	3.43	
				09	ADULT PROGRAM SUPPLIES	80-60-001-43710	19.87	
				10	ADULT NON-FICTION	80-60-001-45000	37.45	
				11	PROFESSIONAL DEVELOPMENT	80-60-001-42400	19.95	
				12	POSTAGE	80-60-001-43300	3.02	
				13	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
				14	CREDIT BAL RETURNED TO LIBRARY	80-60-001-42400	38.90	
						INVOICE TOTAL:	28.01 *	
						CHECK TOTAL:		28.01
11578	9FIRSTBA	FIRST BANKCARD						
	CDT03252014		03/25/14	01	MISC EXPENSES	80-60-001-46000	116.85	
				02	PATRON/STAFF SOFTWARE	80-60-001-45600	49.00	
						INVOICE TOTAL:	165.85 *	
						CHECK TOTAL:		165.85

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11579	9FIRSTBA	FIRST BANKCARD					
	DON03252014		03/25/14	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	500.07
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	118.88
						INVOICE TOTAL:	618.95 *
						CHECK TOTAL:	618.95
11580	9FIRSTBA	FIRST BANKCARD					
	ELI03252014		03/25/14	01	MISC EXPENSES	80-60-001-46000	-39.00
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	73.09
				03	TEEN BOOKS	80-60-001-45450	103.06
						INVOICE TOTAL:	137.15 *
						CHECK TOTAL:	137.15
11581	9FIRSTBA	FIRST BANKCARD					
	ERI03252014		03/25/14	01	GATEWAY ACCT MONTHLY FEE	80-60-001-46000	33.20
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	PROFESSIONAL DEVELOPMENT	80-60-001-42400	25.00
				04	PROFESSIONAL DEVELOPMENT	80-60-001-42400	195.00
				05	PROFESSIONAL DEVELOPMENT	80-60-001-42400	195.00
				06	PROFESSIONAL DEVELOPMENT	80-60-001-42400	195.00
				07	MISC EXPENSES	80-60-001-46000	20.00
				08	POSTAGE	80-60-001-43300	33.66
						INVOICE TOTAL:	706.81 *
						CHECK TOTAL:	706.81
11582	9HENRICH	HENRICHSSEN'S FIRE & SAFETY					
	89240		03/21/14	01	FIRE EXTINGUISHER INSPECTION	80-60-001-41000	94.60
						INVOICE TOTAL:	94.60 *
						CHECK TOTAL:	94.60

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11583	9IMAGESY	IMAGE SYSTEMS & BUSINESS						
	190120		03/13/14	01	COPIER SRVC:3/11-6/10/14	80-60-001-41303	142.56	
				02	COPIER SRVC (B & W COPIES):	80-60-001-41303	37.08	
				03	12/11/13-3/10/14	** COMMENT **		
					INVOICE TOTAL:		179.64 *	
	190121		03/13/14	01	COPIER SRVC:3/11-6/10/14	80-60-001-41303	172.00	
				02	COPIER SRVC:12/11/13-3/10/14	80-60-001-41303	1,014.89	
					INVOICE TOTAL:		1,186.89 *	
					CHECK TOTAL:		1,366.53	
11584	9INGRAM	VOIDED---LEADER CHECK						
	77464448		03/06/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	10.79	
					INVOICE TOTAL:		10.79 *	
	77476702		03/07/14	01	ADULT FICTION BOOKS	80-60-001-45100	31.58	
					INVOICE TOTAL:		31.58 *	
	77476703		03/07/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	19.78	
					INVOICE TOTAL:		19.78 *	
	77476704		03/07/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.26	
					INVOICE TOTAL:		15.26 *	
	77476705		03/07/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.26	
					INVOICE TOTAL:		15.26 *	
	77476706		03/07/14	01	TEEN BOOKS	80-60-001-45450	106.35	
					INVOICE TOTAL:		106.35 *	
	77527543		03/11/14	01	TEEN BOOKS	80-60-001-45450	6.59	
					INVOICE TOTAL:		6.59 *	

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11584	9INGRAM	VOIDED---LEADER CHECK						
	77580860		03/14/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	60.99	
						INVOICE TOTAL:	60.99 *	
	77580861		03/14/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.66	
						INVOICE TOTAL:	14.66 *	
	77580862		03/14/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	32.18	
						INVOICE TOTAL:	32.18 *	
	77580863		03/14/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	32.31	
						INVOICE TOTAL:	32.31 *	
	77580864		03/14/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.79	
						INVOICE TOTAL:	15.79 *	
	77580865		03/14/14	01	ADULT FICTION BOOKS	80-60-001-45100	29.37	
						INVOICE TOTAL:	29.37 *	
	77580866		03/14/14	01	ADULT FICTION BOOKS	80-60-001-45100	46.90	
						INVOICE TOTAL:	46.90 *	
	77580867		03/14/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.10	
						INVOICE TOTAL:	14.10 *	
	77580868		03/14/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	43.51	
						INVOICE TOTAL:	43.51 *	
	77580869		03/14/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	79.65	
						INVOICE TOTAL:	79.65 *	
	77580870		03/14/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	63.21	
						INVOICE TOTAL:	63.21 *	
	77607089		03/17/14	01	TEEN BOOKS	80-60-001-45450	90.91	
						INVOICE TOTAL:	90.91 *	
11585	9INGRAM	VOIDED---LEADER CHECK						

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	77633618		03/18/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.97
						INVOICE TOTAL:	11.97 *
	77633619		03/18/14	01	TEEN BOOKS	80-60-001-45450	28.11
						INVOICE TOTAL:	28.11 *
	77667420		03/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.69
						INVOICE TOTAL:	14.69 *
	77667421		03/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	13.00
						INVOICE TOTAL:	13.00 *
	77667422		03/20/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.25
						INVOICE TOTAL:	15.25 *
	77667423		03/20/14	01	LARGE PRINT MATERIAL	80-60-001-45110	36.99
						INVOICE TOTAL:	36.99 *
	77689024		03/21/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.68
						INVOICE TOTAL:	14.68 *
	77689025		03/21/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.66
						INVOICE TOTAL:	14.66 *
	77689026		03/21/14	01	ADULT FICTION BOOKS	80-60-001-45100	29.92
						INVOICE TOTAL:	29.92 *
	77689027		03/21/14	01	ADULT FICTION BOOKS	80-60-001-45100	30.50
						INVOICE TOTAL:	30.50 *
	77689028		03/21/14	01	GRAPHIC NOVELS	80-60-001-45470	12.99
						INVOICE TOTAL:	12.99 *
	77689029		03/21/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	35.98
						INVOICE TOTAL:	35.98 *
	77689030		03/21/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	143.46
						INVOICE TOTAL:	143.46 *

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11585	9INGRAM	VOIDED---LEADER CHECK					
	77689031		03/21/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	74.52
						INVOICE TOTAL:	74.52 *
	77732556		03/25/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.79
						INVOICE TOTAL:	15.79 *
	77732557		03/25/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	24.47
						INVOICE TOTAL:	24.47 *
	77732558		03/25/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.81
						INVOICE TOTAL:	15.81 *
	77732559		03/25/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.94
						INVOICE TOTAL:	16.94 *
	77732560		03/25/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.13
						INVOICE TOTAL:	14.13 *
11586	9INGRAM	INGRAM LIBRARY SERVICES					
	77732561		03/25/14	01	TEEN BOOKS	80-60-001-45450	10.16
						INVOICE TOTAL:	10.16 *
	77732562		03/25/14	01	ADULT FICTION BOOKS	80-60-001-45100	696.53
						INVOICE TOTAL:	696.53 *
						CHECK TOTAL:	1,999.74
11587	9LB VILL	VILLAGE OF LAKE BLUFF					
	FEB 2014		03/07/14	01	FY14 MEDICAL INS:FEB 14	80-10-301-37100	3,528.57
				02	FY14 DENTAL INS:FEB 14	80-10-301-37100	292.04
				03	FY14 LIFE INS:FEB 14	80-10-301-37100	37.28
				04	FY14 IMRF 'EE CONTR:FEB 14	80-10-301-37100	1,396.17

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11587	9LB VILL	VILLAGE OF LAKE BLUFF					
	FEB 2014		03/07/14	05	FY14 IMRF EMPLYR CONTR:FEB 14	80-10-301-37100	3,760.33
							INVOICE TOTAL: 9,014.39 *
							CHECK TOTAL: 9,014.39
11588	9MIDTAPE	MIDWEST TAPE					
	91661109		03/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
							INVOICE TOTAL: 14.99 *
							CHECK TOTAL: 14.99
11589	9OPPFAN	OPP, FRANCHISING, INC.					
	CHC04141136		04/01/14	01	BUILDING MAINT:APRIL 2014	80-60-001-41000	954.00
							INVOICE TOTAL: 954.00 *
							CHECK TOTAL: 954.00
11590	9OVERDRI	OVERDRIVE , INC					
	1018-145310310030714		03/07/14	01	ADULT E-BOOKS	80-60-001-45460	395.88
							INVOICE TOTAL: 395.88 *
	1018-154144950030714		03/07/14	01	TEEN E-BOOKS	80-60-001-45460	186.95
							INVOICE TOTAL: 186.95 *
	1018-154618790030714		03/07/14	01	JUVENILE E-BOOKS	80-60-001-45460	151.90
							INVOICE TOTAL: 151.90 *
							CHECK TOTAL: 734.73
11591	9PIONEER	PIONEER PRESS					
	PIO031314		03/13/14	01	1 YR LAKE FORESTER RENEWAL	80-60-001-45500	52.00
							INVOICE TOTAL: 52.00 *
							CHECK TOTAL: 52.00

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11592	9RANDOMH	RANDOM HOUSE, INC.					
	1089457972		03/03/14	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	61.50
						INVOICE TOTAL:	61.50 *
						CHECK TOTAL:	61.50
11593	9SHREDIT	SHRED-IT USA-CHICAGO					
	9403332951		03/10/14	01	PAPER SHREDDING 3/10/14	80-60-001-41303	51.30
						INVOICE TOTAL:	51.30 *
						CHECK TOTAL:	51.30
11594	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8029121609		03/15/14	01	OFFICE SUPPLIES	80-60-001-43550	54.20
						INVOICE TOTAL:	54.20 *
						CHECK TOTAL:	54.20
11595	9TEAMSOF	TEAM SOFTWARE SOLUTIONS					
	8637		03/18/14	01	ANN'L RENWL:PUBLIC WEB BROWSER	80-60-001-45600	125.00
						INVOICE TOTAL:	125.00 *
						CHECK TOTAL:	125.00
11596	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	6000060198		02/26/14	01	ELEVATOR INSPECTION	80-60-001-41020	300.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	300.00
11597	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					

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11597	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	101763431		03/21/14	01	'EE ICMA CONTRIBUTION:3/31/14	80-20-102-45000	1,050.00	
						INVOICE TOTAL:	1,050.00	*
	101769046		04/02/14	01	'EE ICMA CONTRIBUTION:4/15/14	80-20-102-45000	1,050.00	
						INVOICE TOTAL:	1,050.00	*
						CHECK TOTAL:		2,100.00
11598	9WAREHOU	WAREHOUSE DIRECT						
	2256161-0		03/11/14	01	BOOK TAPE	80-60-001-43670	101.22	
						INVOICE TOTAL:	101.22	*
	2264018-0		03/19/14	01	OFFICE SUPPLIES	80-60-001-43550	97.22	
						INVOICE TOTAL:	97.22	*
						CHECK TOTAL:		198.44
11599	9WENDTM	WENDT MAINTENANCE INC.						
	WEN04012014		04/01/14	01	GROUNDS MAINT:APR 2014	80-60-001-41050	750.00	
						INVOICE TOTAL:	750.00	*
						CHECK TOTAL:		750.00
						TOTAL AMOUNT PAID:		31,222.15

April Director's Report

Between preparing for another busy summer, the end of the Fiscal Year, and the projects in motion March was a busy month. Here are some of the highlights.

Sierra

The Library went live with Sierra on March 26, 2014. We greeted the day with balloons and 'Sierra' t-shirts. We have been busy answering questions, fixing bugs, and adjusting our workflows. We have received plenty of compliments along with the frustration that always accompanies a change. Staff members have done an excellent job in working with patrons, providing them as much or as little information as they would like. Once the kinks are worked out of the system, I anticipate holding some type of party to advertise all of our new features.

In an interesting move, I received word last week that Innovative Interfaces (the company that created and sells Sierra) bought out Polaris Library Systems. The next generation system from Innovative will be a combination of the current strengths of both company's current systems.

Financial Reports

The system responsible for generating our monthly Financial Reports failed on April 4, 2014. Despite their efforts the Village was unable to get it back up and running before the weekend arrived. Marlene Scheibl, who handles our finances at the Village, believes the system will be back up in time to provide the Financial Reports at the April 8 meeting.

Benches

The memorial benches that will be placed around the circumference of the bricked area near the entrance have arrived. We have contracted with Bob Wilson, who has done a variety of quality work for us in the past, to anchor them as soon as they are out of the box and assembled.

AWE Early Literacy Computers

Attached at the back of this month's Board Packet is information on AWE Early Literacy Workstations. The Friends of the Library donated \$6,360 toward the purchase of 2 of these machines for the Preschool Room. With touch screens, 60+ fun and educational programs for kids aged 2 to 8 these represent a major upgrade over the Preschool Room computers they are replacing. My hope is to get an article and picture posted in either or both Gazebo News and the Lake Forester.

Desk Replacement

The Friends of the Library also provided \$3,477 to cover the cost of the recent expansion of the circulation desk.

Laptops for Library

The Friends of the Library have also agreed, once the computers are selected, to purchase 5-6 laptops for the Library. Classes on using handheld devices to download eBooks conducted by Carlen DeThorne, Deena Sutherland, Rummanah Aasi, Amy vanGoethem, and Martha O'Hara this past fall were quite successful. Many patrons do not have a laptop of their own to bring into the Library for either a planned class or a scheduled 1 on 1 appointment. These laptops, combined with the Library's Wi-Fi, will allow us to provide better service. They will also, being portable, allow us to provide more mobile service. A member of the staff would be able to sit down at a table anywhere in the Library with a patron to provide instruction and assistance when needed.

Computer View Renewal

Our contract with Computer View ends April 30, 2014. I am in discussions with Roxy Poluchowicz of CVI, and aim to obtain a contract that reflects the decrease in desktops and servers maintained by CVI on our Local Area Network.

Response to Survey

I am working on responding to the feedback provided in the recently completed survey. I anticipate it being finished shortly and ready to post to the Library's

website. If it is finished by the date of the Board Meeting I will provide copies then.

Snow Removal

I contacted Village Administrator Drew Irvin regarding snow removal in coming years, expressing our difficulties and concerns. He is checking to see how increased service might be provided, if it is possible to do so. I am also pursuing what the cost to the Library would be of bringing in a 3rd party to provide extra shoveling along Oak and Scranton.

Statements of Economic Interest

Everyone should have received the form from the County at this juncture. If you have not received, either in the mail or via email, please let me know so that I can contact the County Clerk's Office.

AGENDA ITEMS

Personnel Handbook

The Personnel Handbook has been reviewed by legal counsel, and was recommended to the full Board of Library Trustees for approval with some amendments by the Human Resources Committee at its April 4, 2014 meeting.

RECOMMENDATION: The Handbook is ready for approval. A motion should be made approving the new Personnel Handbook, with it taking effect on May 1, 2014, and with any ongoing personnel matters affected by the change grandfathered in.

Payment of Part Time Staff during Unexpected Library Closures

At present, per the Library's policy on emergency closures, part-time staff members receive no pay for hours lost due to an unplanned closing.

RECOMMENDATION: It is the recommendation of the Human Resources Committee that this policy be amended to allow for payment of 5 missed work days for each employee per Fiscal Year.

Vote of Thanks

I would like to recommend that the Board of Library Trustees offer a Vote of Thanks to 2 individuals and 1 organization. Deena Sutherland, who has been a wonderful part of our staff, is pursuing a new career opportunity that conflicts with her ability to work here. She will be missed, but deserves thanks for her service.

I also believe that, for her persistence after leaving the Library Board in helping to complete the Personnel Handbook, Julie Gottshall deserves a vote of thanks. Eliza Jarvi has prepared certificates for Deena and Julie.

The Friends of the Library have done a lot recently. In addition to their financial donations they will be holding a fundraiser Book Drive in May. I believe they, too, deserve a vote of thanks. A letter from the Board Secretary on Library Board stationary is my recommendation.

RECOMMENDATION: Vote to thank Ms. Sutherland, Ms. Gottshall, and the Friends of the Library for their dedication and hard work and provide each with a record of that appreciation. The Friends are eager to draft a history of their group, which I will see is made available on our website and through Gazebo News.

Monthly Statistics Summary March 2014**

Circulation

Total March Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2013-2014	9054	36.96	-9.86%
2012-2013	10044	44.44	6.85%
2011-2012	9400	36.29	8.11%

Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2013-2014	102298	41.20	-1.72%
2012-2013	104091	41.67	12.77%
2011-2012	92301	36.58	0.95%

Circulation by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	55006	38415	11990	8161	39216	1428	279
2012-2013	58117	39369	13636	8690	39776	1487	333
2011-2012	53387	33780	14834	8097	34017	1550	342

User Visits

Total March Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	5109	20.85	-17.19%
2012-2013	6169.5	27.30	-4.98%
2011-2012	6493	25.07	17.97%

Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	72718.5	29.38	-3.75%
2012-2013	75551.5	30.19	7.82%
2011-2012	70069	27.80	14.65%

Materials Acquired & Withdrawn

Total March Activity

Fiscal Year	Acquired	Withdrawn
2013-2014	392	195
2012-2013	706	445
2011-2012	690	223

Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2013-2014	6637	6681
2012-2013	6459	8423
2011-2012	6764	5534

Acquisitions by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	4424	2213	73
2012-2013	4394	2065	1175
2011-2012	4700	2064	1195

Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2013-2014	5842	839	127
2012-2013	5358	3065	949
2011-2012	4228	1306	893

Online Access

Digital Books and Music

Total March Activity

Fiscal Year	Books	Music	Magazines	% change
2013-2014	536	209	113	76.90%
2012-2013	303	281	N/A	16.09%
2011-2012	261	244	N/A	30.00%

Digital Books and Music

Total Activity Fiscal Year to Date

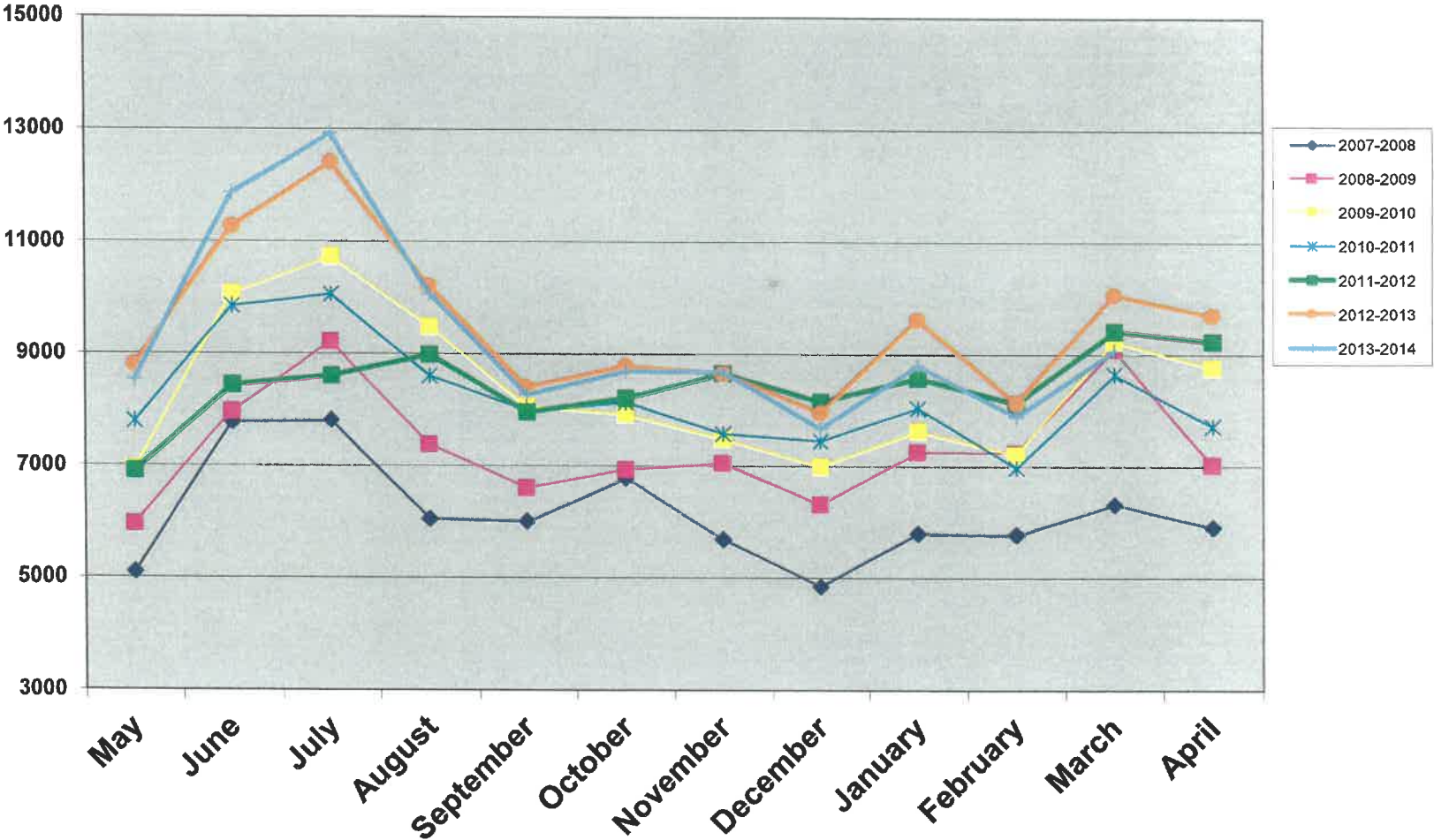
Books	Music	Magazines	% change
4974	2363	675	68.95%
2944	2395	N/A	34.80%
2184	2119	N/A	125.70%

Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	108402	69910
2012-2013	88031	57580
2011-2012	83340	54175

** The library migrated to a new ILS on March 25. Statistical data was calculated using reports from the old ILS and the new ILS.

Total Circulation '07-'13



Current Policy on Inclement Weather and Closing

MNG-9: Inclement Weather and Closing

During an officially declared weather emergency (as defined by Municipal, State or Federal Personnel) during Library hours, the Library Director will be responsible for closing the Library. If an official emergency is declared before scheduled hours, the Library will not open until the emergency declaration is removed.

Limited Service: When heavy snow, freezing or heavy rain, and/or severe wind chills are in effect, the Library Director may determine that Library service will be reduced or that there will be a delayed opening until conditions improve.

Notification: The Library Director will notify the Board President of these actions as soon as possible.

Compensation: Part-time employees will be compensated only for the hours they have worked.

Proposed Change to Policy on Inclement Weather and Closing

MNG-9: Inclement Weather and Closing

During an officially declared weather emergency (as defined by Municipal, State or Federal Personnel) during Library hours, the Library Director will be responsible for closing the Library. If an official emergency is declared before scheduled hours, the Library will not open until the emergency declaration is removed.

Limited Service: When heavy snow, freezing or heavy rain, and/or severe wind chills are in effect, the Library Director may determine that Library service will be reduced or that there will be a delayed opening until conditions improve.

Notification: The Library Director will notify the Board President of these actions as soon as possible.

Compensation: Each part-time employee will be compensated for work hours lost due to an unplanned Library closure during which they were scheduled to work, up to a maximum of 5 closures per Fiscal Year.



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Support early learning in your community with a proven asset: *over 35% of public library systems in the U.S. have an Early Literacy Station™*

Children can learn independently

No technical support, Internet connection, or staff assistance required



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Put it on a desk, and plug it in!

The Early Literacy Station™ (ELS) is a complete educational computer for children ages 2–8. It requires no technical support. You simply plug it in and turn it on. It is available on various computer hardware types. The English version features more than 60 top-rated educational software programs spanning seven curricular areas. It is also available in Bilingual Spanish and French.

Kids and librarians will love the ELS!

- Kids are instantly engaged by an imaginative interface that includes touchscreen gesturing and page-turning functionality
- AWE has carefully selected and integrated the best educational software so libraries don't have to
- The ELS is an incredible asset and value featuring a 2–5 year warranty, full technical support, and version updates



Libraries continue to be "the great equalizer," serving all types of communities

Some children don't have access to educational computer programs in their homes. With the Early Literacy Station, you can bridge the education gap in your communities. You can make your library more valuable by having tools that help *all* kids.

- Children gain education skills at your library that will put them on the path to a lifetime of learning
- Supports school readiness and cultivates a love of learning
- Draws children and families to your library
- Ideal for special programming like Math Mondays, Music Wednesdays, or Art Fridays
- Makes your library a popular destination for children—they will be excited to use the ELS and will want to come back again and again



More Than 60 Fun and Educational Programs

ELF™ Child-Safe Browser and ELF Reading & Reference: *Yearly subscription products you can distribute for free to your community*

The **ELF™ Child-Safe Browser** allows children to safely explore carefully chosen, highly engaging free-use educational resources on the Internet. **ELF™ Reading & Reference** is an expanded version that also includes exclusive access to Speakaboos interactive storybooks, a subscription to Encyclopedia Britannica for Kids, and a library of e-books in the ELF SHELF.

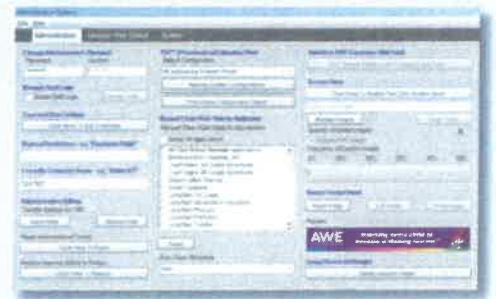
Both of these can be given to parents in your community for free! You can brand it with your logo, add and hide websites, and more.



Ease your IT administrative burden and save money

In addition to requiring virtually no IT support, the ELS features many behind-the-scenes controls that simplify your job.

- Automatic utilization reports for funders and state libraries
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"We have had two of these amazing AWE computers for six years now. They offer the highest quality computer games for young children and they provide the freedom for kids to enjoy them on their own."

- Cindy Christin, Bozeman Public Library


Carefully selected content that is fun and educational

AWE uses a comprehensive process to evaluate and select the content titles to ensure the ELS features a wide range of educational programs that touch on all curriculum subjects. The ELS seamlessly combines classic titles like *Reader Rabbit Toddler* with cutting-edge programs like *Math Doodles*, the *Giggles* titles, *Kid Pix 3D*, and *World of Goo*.



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DIGITAL LEARNING SOLUTIONS *Opening the door to a lifetime of learning*



Hardware platforms

The Early Literacy Station is available on various computer hardware types to meet your needs.*



**Hardware platforms change periodically. Contact us for the most up-to-date options.*



Customer Support

AWE offers customer support via phone and email. The AWE Support team is the point of contact for all questions, problems, and information or service requests for our customers. Well trained and experienced representatives deliver responsive service and technical support throughout the entire service lifetime of every Early Literacy Station.

Incredible Value - Low Total Cost of Ownership

AWE provides products that have a low total cost of ownership as our solutions are simple to manage and implement, require no extensive training, and are covered by one of the best warranty deals in the industry. We offer a 2-5 year warranty (depending on product), lifecycle support, and trade-in credits on older systems. A big plus is that no on-going technical support is required, which means less IT staff requirements or need for other expensive staffing resources. The initial cost of the product is your total investment!

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123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

NOTICE OF Building and Grounds Committee Meeting

The Building and Grounds Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on April 8 at 6:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Building and Grounds
Committee Meeting**

April 8, 2013

6:00pm

At the Lake Bluff Public Library

123 E. Scranton Avenue

Lake Bluff, Illinois 60044

AGENDA

- I. Call to order**
- II. Roll Call**
- III. Evaluation of Facilities (approx. 30 minutes)**
- IV. Discussion of Landscape Maintenance (approx. 10 minutes)**
- V. Landscaping Projects for 2014 (approx. 20 minutes)**
- VI. Any and all other business that may properly come before this committee**

- VII. Dismissal**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the April 8, 2014 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on April 8, 2014.

Building and Grounds Report – April 8, 2014

valuation of Facilities

Using the Library Director's ListServ I identified 9 potential companies to perform an evaluation of the physical, mechanical, and electrical infrastructure of the Library Building. Glencoe Public Library Director Juli Janovicz, whom the Building and Grounds Committee visited, is going through a similar process. She provided a list of 8 companies. I contacted and met with a representative of those companies highlighted in green. I also met with a representative of Elara Engineering, which is not on this list.

The 4 meetings were sufficient to answer some important questions:

- Five years is considered short for this sort of report, projecting out ten years or longer is more common.
- The libraries and companies I talked to indicated a cost between \$10,000 and \$20,000 for this service. Usually closer to \$10,000.
- Most companies stay involved after the evaluation is done.
 - Some companies provide an annual status and cost update.
 - Some companies make themselves available to act as a Project Manager if requested. I expect these services add to the overall cost.
- Each company has a different combination of internal skills.
 - Some companies outsource some or most of the evaluation to a 3rd party.
- A few of the companies also do interior design for libraries in addition to facilities evaluation.

I am comfortable, with the information gathered, to begin drafting a Request for Proposal (RFP) for this project.

RECOMMENDATION: Request the Director to prepare an RFP for long term evaluation of the Library's physical, mechanical, and electrical infrastructure. Once completed, the RFP will be presented to the Building and Grounds Committee for review and comment before being posted.

Discussion of Landscape Maintenance

The current contract with Wendt Maintenance is low on details. They definitely have a schedule they work according to, and I believe that the Library needs to obtain a copy. Once obtained it should be reviewed to ensure that it is consistent with what the Library needs to maintain the investments made in landscaping. An informed dialogue with Wendt Maintenance could then ensue.

RECOMMENDATION: As an initial step, the Library Director should acquire a copy of Wendt's maintenance plan and review it. After review, it should be presented and discussed with the Building and Grounds Committee.

Landscaping Projects for 2014

The benches and railing that were not installed last fall are scheduled to be installed this spring. There remain other areas for improvement on the Library's grounds. Last year's project exposed the muddy expanse immediately in front of the museum. I contacted the Lake Bluff Garden Club requesting ideas or collaboration. The Garden Club indicated they could not help with landscape design, might be able to donate some money to help with the project, and would likely be available to help with any planting or landscaping. There is also a hydrological concern; the area is slick and muddy because water in this area drains towards the building and not away from it.

RECOMMENDATION: Contact Breezy Hill and see if they can provide some suggestions for the area near the museum. Discuss whether other areas of the landscape should be considered for improvement in the next year.

Glencoe Public Library
March 19, 2014

FACILITIES STUDY: ENGINEERING ANALYSIS/CAPITAL NEEDS ASSESSMENT

The RFP attached to this report was distributed to the following firms:

Scott Javore
R. Scott Javore and Associates
333 Park Avenue, Suite 300
Glencoe, IL 60022

Martha Bell, Principal
Tilton, Kelly & Bell
55 West Monroe, 19th Floor
Chicago, IL 60603

Kami Farahmandpour, Principal
Building Technology Consultants, PC
1845 E. Rand Road, Suite L-100
Arlington Heights, IL 60004

Jonathan McGormley, Principal
Wiss, Janney, Elstner Associates, Inc.
Northbrook Office & Laboratory
330 Pfingsten Road
Northbrook, IL 60062

Jack Hayes
Frederick Quinn Corporation
103 Church Street
Addison, IL 60101

Engberg Anderson
320 E. Buffalo Street #500
Milwaukee, WI 53202

Doug Pfeiffer
PSA Dewberry
25 South Grove Avenue, Suite 500
Elgin, IL 60120

Monica Mack, Director of Client Services
Great Lakes Region
Reserve Advisors, Inc.
823 N. Damen Avenue, Suite 3R
Chicago, IL 60622