

## September 20th, 2016

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Opportunity to Address Board</b>	
<b>4</b>	<b>Consent Agenda</b>	
	Minutes of August 16th, 2016 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
<b>5</b>	<b>Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)</b>	
	August Financial Summary Report (action)(available at meeting)	4
	August Detailed Revenue & Expense Report (action)(available at meeting)	5
	August Detailed Balance Sheet (action)(available at meeting)	6
<b>6</b>	<b>Approval of Checks (Green) (5 minutes)(7:14pm)</b>	
	August Manual Check Report (action)	7A
	August Check Register (action)	8A-8O
<b>7</b>	<b>Committee Reports (10 minutes)(7:24pm)</b>	9A
<b>8</b>	<b>New Business</b>	
	Library Closings for 2017 (action)(10 minutes)(7:34pm)	10A
	Circulation Policy (possible action)(10 minutes)(7:44pm)	11A-11R
	Youth Shelving (possible action)(20 minutes)(8:04pm)	12A-12B
<b>9</b>	<b>Old Business</b>	
	Fundraising and Building Project (15 minutes)(8:19pm)	
	Discussion of PNC Bank Property (15 minutes)(8:34pm)	
<b>10</b>	<b>Director's Report (5 minutes)(8:39pm)</b>	
	Librarian's Narrative Report	13A
<b>11</b>	<b>Executive Session(s) (10 minutes)(8:49pm)</b>	
<b>12</b>	<b>Any and All Other Business ...</b>	
<b>13</b>	<b>Adjournment (1 minute)(8:50pm)</b>	
<b>14</b>	<b>Attachments</b>	
	Usage Statistics for the Month of August	14A-14B
	Friends Meeting Attendees for 2016	15A
	Executive Session Notes	16A

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, September 20<sup>th</sup>, 2016 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
4. **Approval of Minutes**
  - a. **Approval of Minutes of August 16<sup>th</sup>, 2016 Regular Board Meeting (action)(2 minutes)(7:04pm)**
5. **August 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)(Available at Meeting)**
  - a. August Financial Summary Report
  - b. August Detailed Revenue & Expense Report
  - c. August Detailed Balance Sheet
6. **Approval of checks (Green Pages) (5 minutes)(7:14pm)**
  - a. August Manual Checks (12750-12753) (action)
  - b. August Monthly Checks (12754-12790) (action)
7. **Committee Reports (10 minutes)(7:24pm) (Committees that met)**
  - a. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)
  - b. Building Project Task Force (CHAIR: Meierhoff. MEMBERS: Schons.)
  - c. Policy and Bylaw Committee (CHAIR: Stroh. MEMBERS: Meierhoff, and Schons.)

**(Committees that did not meet)**

  - a. Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)
  - b. Human Resources Committee (CHAIR: Kregor. MEMBERS: Butler and Meierhoff.)
  - c. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)
  - d. Long Range Planning Committee (CHAIR: Wojda. MEMBERS: Schons.)
  - e. Outreach Committee (CHAIR: Schons. Members: Butler and Kregor.)
8. **New Business**
  - a. Library Closings for 2017 (action)(10 minutes)(7:34pm)
  - b. Circulation Policy (possible action)(10 minutes)(7:44pm)
  - c. Youth Shelving (possible action)(20 minutes)(8:04pm)

**9. Old Business**

- a. Fundraising, and Building Project (15 minutes)(8:19pm)
- b. Discussion of PNC Bank Property (15 minutes)(8:34pm)

**10. Director's Report (5 minutes)(8:39pm)**

- a. Director's Narrative Report

**11. Executive Session(s)****(10 minutes)(8:49pm)**

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

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(8:50pm)****Attachments:**

Friends Meeting Attendees for 2016

Usage Statistics for the Month of August, 2016

Summary of Handling of Executive Session Minutes

List of Potential Library Closings

Current and Revised Circulation Policy

Proposal Regarding Youth Services Shelving

**Upcoming Board Meetings: October 18, November 15, and December 20, 2016.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, August 16, 2016, at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:05 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda, Library Director Eric Bailey, and Library Employees Martha O'Hara and Skylar Reinhard.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Introduction of Skylar Reinhard:** The Library's newest employee, Skylar Reinhard, is a graduate of Carthage College, and has worked in children's theatre. She enjoys working in non-profit or government organizations and will be doing outreach for the Library.
4. **Opportunity for Public to Address the Board:** No one appeared.
5. **Approval of Minutes**
  - a. Butler moved and Stroh seconded a motion to accept the minutes of the July 19, 2016 regular board meeting; all voted aye.
  - b. Wojda moved and Schons seconded a motion to accept the minutes of the August 2, 2016 special board meeting; all voted aye.
6. **July 2016 Financial Reports**
  - a. Bailey reported from the July Financial Summary Report that the finances are on course for this fiscal year.
  - b-c. Butler moved and Stroh seconded a motion to accept the July Detailed Revenue and Expense Report and the July Detailed Balance Sheet; all voted aye.
7. **Approval of checks**
  - a-b. Wojda moved and Butler seconded a motion to approve the July 2016 Manual Checks (12705-12707) and the July 2016 Monthly Checks (12708-12749); all voted aye.
8. **Committee Reports:** No committees met this month.  
**(Committees that did not meet.)**
  - a. The Building Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons)
  - b. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)
  - c. Finance (**CHAIR:** Butler, **MEMBER:** Kregor)

Although this committee did not meet, Butler briefly discussed moving funds from somewhere in the budget for book and tape acquisition. Bailey mentioned that there was a per capita grant from the State of Illinois that could be used for this.
  - d. Human Resources (**Chair:** Butler, **Members:** Meierhoff, Stroh, and Wojda)
  - e. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda)
  - f. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.)
  - g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh)

## 8. New Business

a. The renewal of the agreement with District 65 concerning library cards for non-resident students in District 65 schools was discussed. Bailey stated that we need to approve this renewal pending approval by the District 65 Board of Education. Schons moved and Butler seconded the following motion: The renewal document shall be approved by the Library Board pending approval by the District 65 Board of Education at their August 26, 2016 regular meeting. All voted aye.

9. **Old Business:** The hiring of TerMolen, Watkins, and Brandt, LLC, as our fundraising consultants, was briefly discussed. Jerch moved and Schons seconded a motion to engage TWB; all voted aye. Bailey will contact TWB; Meierhoff will contact Ms. O'Hara from the Village Board and outline our plans. Bailey also noted that he had been talking with our Village Administrator, Drew Irvin, who seems to be "cautiously optimistic" about our project. Jerch will inform the History Museum of our plans as well.

10. **Director's Report:** There was a brief discussion of the format of the monthly usage chart. Some felt that it could still be tweaked to make it more understandable. A big question is, who is the intended/actual audience for this document?

11. **Executive Session:** There was none.

a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)

b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meeting Act 5 ILCS 120/2 (c) (21)

12. **Any and all other business which may properly come before the Board:** Mrs. Abel's earlier suggestion regarding flying an American flag prompted a lively discussion. The Village is only willing to install a pipe for a flagpole somewhere in the grass in front of the Library, but we would need to buy our own flag and pole. We discussed when we should display a flag and where to put the flag. More fact-finding needs to be done. Also, O'Hara noted that the strategic planning process is beginning for the local Chamber of Commerce and that the Library should have a hand in the process.

## 15. Adjournment

Wojda moved and Butler seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:17 pm.

Respectfully submitted,

Janie Jerch

DATE: 09/14/16  
TIME: 08:30:58  
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12750	9ACCESSO	ACCESS ONE, INC.			08/24/16		
	1741916	08/01/16	01	LOCAL PHONE SRVC:AUG 2016		80-60-001-43230	638.36
						INVOICE TOTAL:	638.36 *
						CHECK TOTAL:	638.36
12751	9COMCAST	COMCAST CABLE			08/24/16		
	COM081216	08/12/16	01	INTERNET SRVC: 8/19-9/18/16		80-60-001-43230	254.35
						INVOICE TOTAL:	254.35 *
						CHECK TOTAL:	254.35
12752	9MIDTAPE	MIDWEST TAPE			08/24/16		
	94220625	08/12/16	01	ADULT REFERENCE/E-REFERENCE		80-60-001-45220	1,000.00
						INVOICE TOTAL:	1,000.00 *
						CHECK TOTAL:	1,000.00
12753	9TERMOLE	TER MOLEN WATKINS & BRANDT,			08/24/16		
	TWB081616	08/16/16	01	PAY#1 FEASIBILITY STUDY/REPORT		80-60-001-50000	10,000.00
						INVOICE TOTAL:	10,000.00 *
						CHECK TOTAL:	10,000.00
						TOTAL AMOUNT PAID:	11,892.71

DATE: 09/14/16  
TIME: 09:25:56  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

8A

CHECK DATE: 09/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12754	9ACCESSO	ACCESS ONE, INC.						
	1788893		09/01/16	01	LOCAL PHONE SRVC:SEPT 2016	80-60-001-43230	636.25	
						INVOICE TOTAL:	636.25 *	
						CHECK TOTAL:	636.25	
12755	9AMAZONA	VOIDED---LEADER CHECK						
	005821365295		07/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	26.05	
						INVOICE TOTAL:	26.05 *	
	005822861264		07/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	112.29	
						INVOICE TOTAL:	112.29 *	
	005829630894		07/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	46.36	
						INVOICE TOTAL:	46.36 *	
	010166971520		07/29/16	01	ADULT NON-FICTION	80-60-001-45000	19.01	
						INVOICE TOTAL:	19.01 *	
	012131832362		08/02/16	01	ADULT FICTION	80-60-001-45100	16.52	
						INVOICE TOTAL:	16.52 *	
	033851266371		07/28/16	01	ADULT NON-FICTION	80-60-001-45000	65.00	
						INVOICE TOTAL:	65.00 *	
	044601583296		08/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	25.98	
						INVOICE TOTAL:	25.98 *	
	044604348861		08/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.77	
						INVOICE TOTAL:	14.77 *	
	044605618051		08/03/16	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.16	
						INVOICE TOTAL:	-0.16 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12755	9AMAZONA	VOIDED---LEADER CHECK						
	044605740036		08/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.98	
						INVOICE TOTAL:	29.98 *	
	044606715009		08/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.00	
						INVOICE TOTAL:	34.00 *	
	044606972602		08/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	107.14	
						INVOICE TOTAL:	107.14 *	
	044609597375		08/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.88	
						INVOICE TOTAL:	11.88 *	
	044609931721		08/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.19	
						INVOICE TOTAL:	49.19 *	
	049500323713		08/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	054431197698		07/12/16	01	ADULT NON-FICTION	80-60-001-45000	19.20	
						INVOICE TOTAL:	19.20 *	
	057950359231		07/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	4.00	
						INVOICE TOTAL:	4.00 *	
	057950431988		07/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	27.46	
						INVOICE TOTAL:	27.46 *	
	057956543585		07/31/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.62	
						INVOICE TOTAL:	14.62 *	
12756	9AMAZONA	VOIDED---LEADER CHECK						
	103783232691		08/08/16	01	ADULT FICTION	80-60-001-45100	31.77	
						INVOICE TOTAL:	31.77 *	



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-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

80

CHECK DATE: 09/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12756	9AMAZONA	VOIDED---LEADER CHECK						
	117141557532		07/20/16	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	117142716991		07/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	30.98	
						INVOICE TOTAL:	30.98 *	
	117144016975		07/14/16	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	117146675353		07/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.87	
						INVOICE TOTAL:	22.87 *	
	117147423277		08/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.99	
						INVOICE TOTAL:	18.99 *	
	117147621028		07/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	117148003712		07/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	72.92	
						INVOICE TOTAL:	72.92 *	
	117148989077		07/13/16	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	117149648377		07/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.73	
						INVOICE TOTAL:	49.73 *	
	136960795730		08/02/16	01	VIDEO GAMES	80-60-001-45510	38.57	
						INVOICE TOTAL:	38.57 *	
	136964277762		08/08/16	01	VIDEO GAMES	80-60-001-45510	48.02	
						INVOICE TOTAL:	48.02 *	
	139805694138		06/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.45	
						INVOICE TOTAL:	31.45 *	

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80

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12756	9AMAZONA	VOIDED---LEADER CHECK						
	149532668657		07/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.88	
						INVOICE TOTAL:	11.88 *	
	149532846730		08/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.49	
						INVOICE TOTAL:	44.49 *	
	149532932710		08/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.95	
						INVOICE TOTAL:	15.95 *	
	149535836331		07/22/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	31.92	
				02	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	48.93	
						INVOICE TOTAL:	80.85 *	
	149537027732		07/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	64.26	
						INVOICE TOTAL:	64.26 *	
	159830258295		07/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.96	
						INVOICE TOTAL:	24.96 *	
12757	9AMAZONA	AMAZON						
	185218741795		08/01/16	01	ADULT NON-FICTION	80-60-001-45000	14.39	
						INVOICE TOTAL:	14.39 *	
	189086103683		07/19/16	01	ADULT NON-FICTION	80-60-001-45000	26.15	
						INVOICE TOTAL:	26.15 *	
	196295228849		07/22/16	01	ADULT FICTION	80-60-001-45100	10.11	
						INVOICE TOTAL:	10.11 *	
	207766748751		07/31/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	67.90	
						INVOICE TOTAL:	67.90 *	
	207769372604		08/07/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	88.72	
						INVOICE TOTAL:	88.72 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12757	9AMAZONA	AMAZON					
	213420301201		07/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	27.06
						INVOICE TOTAL:	27.06 *
	213429936809		07/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.86
						INVOICE TOTAL:	11.86 *
	263900292246		07/12/16	01	JUVENILE AUDIO-VISUAL	80-60-001-45430	19.96
						INVOICE TOTAL:	19.96 *
	275701379554		08/02/16	01	ADULT NON-FICTION	80-60-001-45000	50.00
						INVOICE TOTAL:	50.00 *
	282543316606		08/01/16	01	ADULT FICTION	80-60-001-45100	18.79
						INVOICE TOTAL:	18.79 *
	291171622926		07/21/16	01	ADULT FICTION	80-60-001-45100	10.00
						INVOICE TOTAL:	10.00 *
	291422403383		08/05/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	14.94
						INVOICE TOTAL:	14.94 *
	293617129595		06/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.96
						INVOICE TOTAL:	24.96 *
	301141345473		07/29/16	01	JUVENILE AUDIO-VISUAL	80-60-001-45430	19.96
						INVOICE TOTAL:	19.96 *
	301504519145		07/11/16	01	ADULT FICTION	80-60-001-45100	16.20
						INVOICE TOTAL:	16.20 *
						CHECK TOTAL:	1,666.87
12758	9BKTLNT	VOIDED---	LEADER CHECK				

DATE: 09/14/16  
TIME: 09:25:56  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
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CHECK DATE: 09/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
	0002849620		08/22/16	01	CREDIT JUVENILE FICTION, PBKS	80-60-001-45420	-37.77
					INVOICE TOTAL:		-37.77 *
	2032211745		08/10/16	01	ADULT NON-FICTION	80-60-001-45000	152.16
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	6.85
					INVOICE TOTAL:		159.01 *
	2032212387		08/09/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	12.63
					INVOICE TOTAL:		12.63 *
	2032216945		08/10/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	13.56
					INVOICE TOTAL:		13.56 *
	2032218490		08/11/16	01	ADULT NON-FICTION	80-60-001-45000	230.75
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	12.90
					INVOICE TOTAL:		243.65 *
	2032222568		08/16/16	01	ADULT FICTION	80-60-001-45100	264.36
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	12.20
					INVOICE TOTAL:		276.56 *
	2032227024		08/17/16	01	TEEN BOOKS	80-60-001-45450	5.97
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.15
					INVOICE TOTAL:		7.12 *
	2032227091		08/16/16	01	JUVENILE NON-FICTION	80-60-001-45400	25.21
					INVOICE TOTAL:		25.21 *
	2032230774		08/17/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	242.74
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	30.65
					INVOICE TOTAL:		273.39 *
	2032239944		08/24/16	01	ADULT FICTION	80-60-001-45100	173.50
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	8.15
					INVOICE TOTAL:		181.65 *
	2032242302		08/24/16	01	ADULT NON-FICTION	80-60-001-45000	254.68

DATE: 09/14/16  
TIME: 09:25:56  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 09/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12758	9BKTLENT	VOIDED---LEADER CHECK						
	2032242302		08/24/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	11.60	
						INVOICE TOTAL:	266.28 *	
	2032247067		08/25/16	01	ADULT FICTION	80-60-001-45100	210.18	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	14.55	
						INVOICE TOTAL:	224.73 *	
	2032247084		08/24/16	01	ADULT NON-FICTION	80-60-001-45000	76.06	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.25	
						INVOICE TOTAL:	79.31 *	
	2032247503		08/24/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	34.77	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	5.75	
						INVOICE TOTAL:	40.52 *	
12759	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032252432		08/26/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	35.81	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65	
						INVOICE TOTAL:	36.46 *	
	2032256914		08/29/16	01	ADULT NON-FICTION	80-60-001-45000	184.61	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.90	
						INVOICE TOTAL:	188.51 *	
	2032262778		09/01/16	01	TEEN BOOKS	80-60-001-45450	147.53	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	10.75	
						INVOICE TOTAL:	158.28 *	
	2032265643		09/01/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	558.90	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	36.40	
						INVOICE TOTAL:	595.30 *	
	2032267836		09/02/16	01	ADULT FICTION	80-60-001-45100	348.28	

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12759	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032267836		09/02/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	18.25	
						INVOICE TOTAL:	366.53 *	
	2032269221		09/02/16	01	GRAPHIC NOVELS	80-60-001-45470	106.62	
				02	GRAPHIC NOVELS	80-60-001-45470	3.10	
						INVOICE TOTAL:	109.72 *	
	2032275063		09/07/16	01	ADULT NON-FICTION	80-60-001-45000	60.70	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.95	
						INVOICE TOTAL:	62.65 *	
	2032282508		09/07/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	475.62	
						INVOICE TOTAL:	475.62 *	
						CHECK TOTAL:	3,758.92	
12760	9CDW	CDW GOVERNMENT, INC.						
	FCM9116		08/23/16	01	TONER CARTRIDGES	80-60-001-41303	660.73	
						INVOICE TOTAL:	660.73 *	
	FCW7548		08/25/16	01	TONER CARTRIDGE	80-60-001-41303	247.27	
						INVOICE TOTAL:	247.27 *	
						CHECK TOTAL:	908.00	
12761	9CREEKSI	CREEKSIDE PRINTING						
	8301604		08/30/16	01	BOOK CHAT FALL 2016 NEWSLETTER	80-60-001-43400	2,170.00	
						INVOICE TOTAL:	2,170.00 *	
						CHECK TOTAL:	2,170.00	
12762	9CRYSMAN	CRYSTAL MANAGEMENT &						

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12762	9CRYSMAN	CRYSTAL MANAGEMENT &						
	23866		07/15/16	01	CLEANING SERVICES:AUG 2016	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00 *	
						CHECK TOTAL:		645.00
12763	9DAISEY	DAISEY BOOK CO						
	863		08/22/16	01	JUVENILE NON-FICTION	80-60-001-45400	1,718.10	
						INVOICE TOTAL:	1,718.10 *	
						CHECK TOTAL:		1,718.10
12764	9DEMCO	DEMCO, INC						
	5935407		08/15/16	01	TECHNICAL SUPPLIES	80-60-001-43670	90.81	
				02	ADULT PROGRAM SUPPLIES	80-60-001-43710	15.81	
						INVOICE TOTAL:	106.62 *	
	5939383		08/19/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	42.90	
						INVOICE TOTAL:	42.90 *	
	5954082		09/08/16	01	COMPUTER HEADPHONES	80-60-001-49400	88.62	
				02	OFFICE SUPPLIES	80-60-001-43550	4.53	
				03	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	7.46	
						INVOICE TOTAL:	100.61 *	
						CHECK TOTAL:		250.13
12765	9DORMA	DORMA USA, INC						
	306164		09/09/16	01	BUILDING MAINT	80-60-001-41000	266.00	
						INVOICE TOTAL:	266.00 *	
						CHECK TOTAL:		266.00

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12766	9EBSCO	EBSCO SUBSCRIPTION SERVICES							
	1528692		08/10/16	01	ADULT REFERENCE/E-REFERENCE	80-60-001-45220	981.02		
						INVOICE TOTAL:	981.02 *		
						CHECK TOTAL:		981.02	
12767	9FIRSTBA	FIRST BANKCARD							
	CAR083016		08/30/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	16.99		
						INVOICE TOTAL:	16.99 *		
						CHECK TOTAL:		16.99	
12768	9FIRSTBA	FIRST BANKCARD							
	DON083016		08/30/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	39.98		
						INVOICE TOTAL:	39.98 *		
						CHECK TOTAL:		39.98	
12769	9FIRSTBA	FIRST BANKCARD							
	ELI083016		08/30/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43710	25.16		
						INVOICE TOTAL:	25.16 *		
						CHECK TOTAL:		25.16	
12770	9FIRSTBA	FIRST BANKCARD							
	ERI083016		08/30/16	01	PAYFLOW/PAYPAL	80-60-001-46000	26.40		
				02	BASECAMP	80-60-001-46000	20.00		
				03	STORAGE LOCKER RENTAL	80-60-001-41000	71.00		
						INVOICE TOTAL:	117.40 *		
						CHECK TOTAL:		117.40	



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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12771	9FIRSTBA	FIRST BANKCARD						
	LIL083016		08/30/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00	
						INVOICE TOTAL:	200.00	*
						CHECK TOTAL:		200.00
12772	9FIRSTBA	FIRST BANKCARD						
	MCO08302016		08/30/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95	
				02	OUTREACH SUPPLIES	80-60-001-43730	25.00	
				03	PATRON & STAFF SOFTWARE	80-60-001-45600	359.88	
						INVOICE TOTAL:	394.83	*
						CHECK TOTAL:		394.83
12773	9FREEPLI	FREMONT PUBLIC LIBRARY						
	FRE081516		08/15/16	01	OUTREACH SUPPLIES	80-60-001-43730	85.00	
						INVOICE TOTAL:	85.00	*
						CHECK TOTAL:		85.00
12774	9HALLPAS	HALL PASS						
	HP2016-592		08/31/16	01	BACKGROUND CHECK	80-60-001-41304	12.00	
						INVOICE TOTAL:	12.00	*
						CHECK TOTAL:		12.00
12775	9ILLABOR	ILLINOIS LABOR LAW POSTER SRVC						
	ILL2016-09E		09/12/16	01	OFFICE SUPPLIES	80-60-001-43550	79.50	
						INVOICE TOTAL:	79.50	*
						CHECK TOTAL:		79.50

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12776	9JENSENL	LYNDY JENSEN					
	JEN083116		08/31/16	01	COMPUTER EQUIPMENT	80-60-001-49350	82.48
						INVOICE TOTAL:	82.48 *
	JEN083116-1		08/31/16	01	BUILDING MAINT	80-60-001-41000	16.80
						INVOICE TOTAL:	16.80 *
	JEN090216		09/02/16	01	COMPUTER EQUIPMENT	80-60-001-49400	14.99
						INVOICE TOTAL:	14.99 *
	JEN090216-1		09/02/16	01	BUILDING MAINT	80-60-001-41000	9.15
						INVOICE TOTAL:	9.15 *
						CHECK TOTAL:	123.42
12777	9KAMINMI	MICAH KAMIN					
	KAM082316		08/23/16	01	BUILDING MAINT	80-60-001-41000	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
12778	9LB VILL	VILLAGE OF LAKE BLUFF					
	JULY 2016		08/12/16	01	FY17 MEDICAL INS:JUL 16	80-10-301-37100	5,522.61
				02	FY17 DENTAL/VISION INS:JUL 16	80-10-301-37100	586.17
				03	FY17 LIFE INSURANCE:JUL 16	80-10-301-37100	53.12
				04	FY17 IMRF 'EE CONTR:JUL 16	80-10-301-37100	1,565.95
				05	FY17 IMRF EMPLYR CONTR:JUL 16	80-10-301-37100	3,546.02
						INVOICE TOTAL:	11,273.87 *
	VIL083116		08/31/16	01	WATER USAGE:4/28-8/16/16	80-60-001-43230	209.97
						INVOICE TOTAL:	209.97 *
						CHECK TOTAL:	11,483.84

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12779	9LFGSMTO	LFGSM TOASTMASTERS						
	LFG091216		09/12/16	01	DUES	80-60-001-42440	70.00	
						INVOICE TOTAL:	70.00 *	
						CHECK TOTAL:		70.00
12780	9MIDTAPE	MIDWEST TAPE						
	94206942		08/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	109.97	
						INVOICE TOTAL:	109.97 *	
						CHECK TOTAL:		109.97
12781	9MURPHYM	MURPHY & MILLER, INC.						
	SVC00003145		08/22/16	01	BUILDING MAINT	80-60-001-41000	969.13	
						INVOICE TOTAL:	969.13 *	
						CHECK TOTAL:		969.13
12782	9NCCPETE	NCC-PETERSON PRODUCTS						
	70789		08/30/16	01	JANITORIAL SUPPLIES	80-60-001-43660	237.49	
						INVOICE TOTAL:	237.49 *	
						CHECK TOTAL:		237.49
12783	9NTRUSTB	NORTHERN TRUST BANK						
	NOR082916		08/29/16	01	ANN'L SAFE DEPOSIT BOX RENEWAL	80-60-001-42440	30.00	
						INVOICE TOTAL:	30.00 *	
						CHECK TOTAL:		30.00
12784	9OHARAMA	MARTHA O'HARA						

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12784	9OHARAMA	MARTHA O'HARA					
	OHA090216		09/02/16	01	OUTREACH SUPPLIES	80-60-001-43730	35.39
						INVOICE TOTAL:	35.39 *
						CHECK TOTAL:	35.39
12785	9ORIENTRA	ORIENTAL TRADING COMPANY, INC					
	679231002-01		08/29/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	73.30
						INVOICE TOTAL:	73.30 *
						CHECK TOTAL:	73.30
12786	9OVERDRI	OVERDRIVE , INC					
	1018-144322043082316		08/23/16	01	E-BOOKS	80-60-001-45460	129.99
						INVOICE TOTAL:	129.99 *
	1018-144805130082316		08/23/16	01	E-BOOKS	80-60-001-45460	222.90
						INVOICE TOTAL:	222.90 *
	1018-153615810082316		08/23/16	01	E-BOOKS	80-60-001-45460	653.93
						INVOICE TOTAL:	653.93 *
						CHECK TOTAL:	1,006.82
12787	9PERESTI	PEREGRINE, STIME, NEWMAN,					
	57420		08/16/16	01	LEGAL SRVC'S:1/1-6/30/16	80-60-001-41350	1,267.50
						INVOICE TOTAL:	1,267.50 *
						CHECK TOTAL:	1,267.50
12788	9REYESIS	ISAURO REYES					
	REY090116		09/01/16	01	GROUNDS MAINT:AUGUST 2016	80-60-001-41050	225.00
						INVOICE TOTAL:	225.00 *
						CHECK TOTAL:	225.00

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12789	9TECHSYS	TECH SYSTEMS, INC						
	307212		09/09/16	01	BUILDING MAINT	80-60-001-41000	223.00	
						INVOICE TOTAL:	223.00	*
	307227		09/09/16	01	BUILDING MAINT	80-60-001-41000	695.00	
						INVOICE TOTAL:	695.00	*
						CHECK TOTAL:		918.00
12790	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102212507		08/23/16	01	'EE ICMA CONTRIBUTION:8/31/16	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00	*
	102221858		09/06/16	01	'EE ICMA CONTRIBUTION:9/15/16	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00	*
						CHECK TOTAL:		500.00
						TOTAL AMOUNT PAID:		31,221.01

## Committee Reports

There have been three committee meetings since the August 16<sup>th</sup>, 2016 meeting of the Board. A copy of each meeting minutes or agenda will be available on request at the Board meeting.

- Building and Grounds Committee
  - August 30, 2016
- Building Project Task Force
  - August 26, 2016
- Policy and Bylaw Committee
  - September 6, 2016

Respectfully submitted,

Eric Scott Bailey

## Proposed Library Closings for Calendar Year 2017

New Year's Day - Sunday, January 1, 2017

Martin Luther King Jr. Day – Monday, January 16, 2017

President's Day – Monday, February 20, 2017

Easter – Sunday, April 16, 2017

Memorial Day – Sunday, May 28 and Monday, May 29, 2017

Closed all Sundays Memorial Day weekend until after Labor Day weekend.

Independence Day – Tuesday, July 4, 2017

Labor Day – Monday, September 4, 2017

Thanksgiving – Thursday, November 23, 2017

Christmas Eve – Sunday, December 24, 2017

Christmas Day – Monday, December 25, 2017

New Year's Eve – Sunday, December 31, 2017

New Year's Day – Monday, January 1, 2018

## Recommendation Regarding Policy Changes

### 1. Problem

The library's current Circulation Policy has the following problems:

- AGE – They were approved as a whole in 2009, and some parts as long ago as 2006. Which is why, among other anachronisms, they still mention VHS tapes in the collection.
- IMPRACTICALITIES – In some places, such as fine limits, the nature of our software setup means that we cannot (and have never been able to) implement our policy.
- CLARITY – The organization and wording of the policy make it unclear and difficult to use in many places.

### 2. Procedure

In preparing the proposal presented, Head of Adult Services Martha O'Hara and I considered existing policy from a number of angles.

- **What were other libraries in the area doing?** This provided an idea of what was considered important to have in policy by our peers, and also provided an opportunity to make our policy consistent with that of our neighbors.
- **What are we doing?** Practicalities mean that, in various places, we have ad hoc policy already in place. Particularly in areas where the written policy was unworkable.
- **What do we want to be doing?** The goals of the library should be served by the policy. If we want patrons to continue to see us as a 'Friendly' library, then a crushing fine scale and nitpicky rules will not help.
- **What does the staff think?** Many of the items in the Circulation Policy were discussed at Staff Meetings, providing a chance for feedback and discussion.
- **What does the law say?** Regardless of the above, we have a responsibility to the community to operate the library within the laws provided by the State of Illinois.
- **What does administration think?** Finally, Martha and I (as the two individuals most responsible for implementation and consistency) sat down and discussed changes to the policy with all of the above in mind.

### 3. Recommendation

- The Policy and Bylaw Committee has reviewed the new policy and recommends it to the attention of the full Library Board. The goal is to have a brief discussion at the Board level. Please review the proposals attached and forward any questions to the Director prior to the September 20<sup>th</sup> meeting. If detailed conversation proves necessary, a list of questions and considerations will be gathered for further discussion at a subsequent Policy and Bylaws Committee meeting.
- For final approval, I recommend the following motion: **That the revised Circulation Policy be approved, to go into effect on November 1<sup>st</sup>, 2016.**

Respectfully submitted,

Eric Scott Bailey



## Proposed Policy Changes

**PURPOSE:** The intent of this document is to list the changes to policy that are proposed and why. The language throughout the existing policy has been adjusted for clarity and brevity, and long sections combining multiple elements have been broken apart.

### 1. CIR-1.1: Identification

- a. **Acceptable Photo ID:** Military ID and Photo ID issued by state or federal government added.
- b. **Acceptable Proof of Address:** Recent property tax bill and a pay stub from the past 60 days were added.

### 2. CIRC-1.2: Library Card Application

- a. **New Section:** This was previously lumped into one lengthy section with information on identification. Both read better when separated.
- b. **College Students:** Former policy stated that we issued cards to college students whether they had any affiliation with the community or not. This isn't something we can legally do, and therefore is not something that we HAVE done.
- c. **Age of Signer:** At 14 years old, the policy states that applicants can sign their own policy. For legal purposes, the signature of a young person under 18 is not binding.
- d. **Minimum Age at Application:** Policy currently allows children to get a card when 5 years of age. This is an arbitrary limit that doesn't correspond to a new legal status, starting school, or increased levels of responsibility. As parents need to sign off on a child's card application until they are 18, this limit can be eliminated and the decision left to each individual family.
- e. **Library Confidentiality:** A brief statement has been added, acknowledging that we will follow state guidelines on confidentiality of records.

### 3. CIR-1.3: Patron Purge

- a. **New Section:** Previously this has been left entirely to procedure. However, on review of the policies of neighboring libraries, it is usually included in policy. And the clarity here is not a bad thing.

### 4. CIR-2: Resident Library Cards

- a. **New Section:** Broken out into its own section, previously lumped in with CIR 1.1 and 1.2.
- b. **Extended Time Frame:** Most neighboring libraries, including Cook Memorial and Lake Forest, issue resident cards that are valid for three years. The change, besides adding consistency with neighbors, reflects assessment of our needs and patrons desire to minimize the renewal experience.

### 5. CIRC-2.1: Applicants who Own Property, But Do Not Live Here

- a. This section, the contents of which are dictated by the Illinois Administrative Code, stayed mostly the same. Two items were changed for consistency, and because they offered arbitrary rules that have proven very difficult to implement.
- b. **Expiration Date:** As the expiration date for these cards does not need to be limited to one year, it is extended for consistency to three years.
- c. **Reciprocal Borrowing:** There does not need to be a limit on reciprocal borrowing, and the usability of the card is improved if there isn't.

### 6. CIR-3: Non-Resident Library Cards

- a. **Formula:** For reporting purposes (we are required to reaffirm our policy on Non-Resident cards each year) this has been added. The vagaries of the current policy are not helpful in this instance.

### 7. CIR-3.1: Applicants Who Own Property in Unincorporated Lake Bluff

- a. **New Section:** Illinois law provides for someone who owns property, but does not reside, in an unincorporated area to buy a card. This has not previously been included in our policy.

## 8. CIR-4: Reciprocal Borrowers

- a. **Reciprocal Borrowing Participants:** The previous policy stated that we honored cards from NSLS libraries, and those we had agreements with. Besides NSLS being gone, libraries within the state 'opt in' for state-wide reciprocal borrowing through the library systems.
- b. **Contact:** Policy has not previously provided for verification of account standing at a patron's home library.
- c. **Expiration Date:** Policy had previously stated that all cards would be good for two years. However, when a patron's account has expired at their home library it is no longer valid. Making the existing policy a bit contradictory, besides the fact that we've never operated this way. Matching expiration dates to the home library is our practice, and the practice of neighboring libraries. A default expiration date is offered for those few libraries whose cards do not expire.

## 9. CIR-5: Juvenile Cards

- a. **New Section:** The information here was previously lumped in with CIR-1.1 and 1.2.
- b. **Responsibility:** Policy had not previously provided that juvenile fines were the responsibility of parents/guardians.
- c. **Transition:** A birthdate for juvenile cardholders has not previously been collected. No transition from Juvenile cardholder to Adult cardholder has previously been provided. Some Juvenile cardholders therefore kept that status well into adulthood. Both are remedied here.

## 10. CIR-6.1: Educator Cards

- a. **New Section:** We've long issued cards to teachers for classroom use, but this has not been provided for in policy previously. The policy describes what we have done, and continue to do.

## 11. CIR-6.2: Business/Institutional Cards

- a. Moved from CIR-3 in the existing policy.

## 12. CIR-6.3: Intergovernmental Agreement Cards

- a. **New Section:** While Illinois law provides for the creation of agreements where the library receives compensation in exchange for service, we've not previously included them in policy.
- b. **Guidelines:** This section does not provide the contents of each agreement, such as reciprocal borrowing access, checkout times, etc. Instead, it requires those items to be covered by the agreements themselves and provides a means to resolve any situation where a problem not specifically covered in that document crops up.

### 13.CIR-7:Renewal of Library Cards

- a. **Reciprocal Borrowers:** Reverification of standing at the home library was not previously specified for reciprocal borrowers, but is an essential part of the renewal process.
- b. **Process:** The current policy refers back to the original registration process. Not all steps of the original process are necessary. The changed policy focuses on those steps that are necessary for renewal.

### 14.CIR-8: Patron's Change of Address

- a. **Editing:** This has been streamlined, but is otherwise the same.

### 15.CIR-9: Ownership of Library Cards

- a. This is from the Illinois Administrative Code, and it has stayed the same.

### 16.CIR-10: Appeals

- a. Means of appeal to the Library Board is provided; this is carried over verbatim from current policy.

### 17.CIR-11: Loan Periods

- a. **New Section:** The existing policy does not provide for loan periods, just that the Board is responsible for setting them. Except as otherwise specified, the policy puts into writing current practice.
- b. **Hot Picks:** The policy provides for a 1 week checkout period for our new Hot Picks/Bestsellers collection.

### 18.CIR-12: Renewals

- a. The number of renewals for items that do not have holds placed on them has been increased to three.

**19.CIR-13: Overdue Materials**

- a. **Renewal Time:** Current policy states that items will be considered late if not renewed by close of business on the due date. In fact, our software does not and has never worked this way. The cutoff is 11:59pm on the items due date.

**20.CIR-14: Lost/Claims Returned**

- a. **Shelf Check:** Existing policy provides that staff will perform a set number (3) of shelf checks for an item that a patron claims they have returned. We seldom do this many; it is seldom necessary. Nor are the shelf checks automatically done; they are done on request. The new policy changes this to reflect current practice.

**21.CIR-15: Damaged Materials**

- a. **Editing:** Cleaned up for clarity and consistency, but mostly the same.

**22.CIR-16: Specific Fines and Fees**

- a. **Editing:** Cleaned up for clarity and consistency, but mostly the same.

**23.CIR-16.1: Overdue Materials**

- a. **New Section:** Previously combined with all fees, fines, and lost/damaged items information.
- b. **Maximum Cost:** Current policy provides that fines max out at arbitrary limits. Our software has never been capable of implementing this. In practice, fines have always maxed at the cost of the item. Cutoffs are provided by material type in case the cost of the item is unavailable.
- c. **Fine Schedule:** The fines charged for each format type remain the same. Blu-rays and video games are added, and VHS tapes are dropped.

**24.CIR-16.2: Replacement Fees**

- a. **New Section:** Previously combined with all fees, fines, and overdue item information.
- b. **Processing Fee:** While the existing policy provides for the possibility of unspecified processing fees, the new policy puts that into practice. A \$5.00 charge to cover time and materials if an item is replaced.

- c. **Replacement Cost:** The cost to replace an item is clarified as the cost from a retail outlet of the library's choosing.

#### 25.CIR-16.3: Repair Fees

- a. **New Section:** Nothing was previously stipulated for prices, it was all left to the decision of the Director.
- b. **Costs:** These prices were worked out with Gloria, who handles our in-house repair.

#### 26.CIR-16.4: Interlibrary Loan Items

- a. **New Section:** This was previously part of the lengthy fines, fees, and replacements section.

#### 27.CIR-16.5: Copying and Printing

- a. **New Section:** This was previously part of the lengthy fines, fees, and replacements section.
- b. **Color Copies:** Very little color copying is done by patrons. Martha has investigated the cost of copies, what they cost us as well as what they cost at neighboring libraries. The suggested new price is the result of that research.

#### 28.CIR-16.6: Faxing

- a. **New Section:** Faxing charges were not previously covered by policy.
- b. **Fax Limit:** After 5 pages, the per-page cost is now reduced to \$.25 per page. This is to improve the usability of the service, as the cost is often an obstacle for those wishing to send large fax jobs.

#### 29.CIR-16.7: Replacement Cards

- a. **New Section:** While this has been our practice since forever, it is not presently part of our policy.

#### 30.CIR-16.8: Miscellaneous Fees

- a. **New Section:** We have been offering flash drives and headphones for sale for some time.

#### 31.CIR-17: Account Blocks

- a. **Block Limit:** We have long blocked cards at \$5.00 in fines, but our neighbors (including Cook Memorial and Lake Forest) have moved to block at the higher \$10.00 limit. Fines, such as those on DVD's, can

accrue quickly. Because of this and for the sake of consistency, we should make the shift.

**32.CIR-18: Payment by Credit Card**

- a. This was approved recently, and therefore stays the same.

Respectfully submitted,

Eric Scott Bailey

## **CURRENT Circulation Policies**

### **CIR-1: Library Cards for Lake Bluff Residents**

To receive a borrower's card, residents of Lake Bluff should present an Illinois Driver's License or an Illinois State Identification Card with a currently valid Lake Bluff address. If this identification is not available, two forms of identification will be required to obtain a library card. One must be picture identification and the other must be a recently dated piece with the applicant's current address. Acceptable picture identification includes:

- A. Driver's License
- B. State Identification Card
- C. Student or Faculty Identification Card
- D. Passport
- E. Illinois Public Aid Identification Card.

As proof of the applicant's current address, one of the following will be acceptable:

- A. Instructional Driver's Permit
- B. Lease or Housing Agreement
- C. Utility Bill (Telephone, Gas, Electric, Water or Cable)
- D. Credit Card Statement
- E. Bank Statement

An account statement or bill must be not more than sixty days old. Leases, housing agreements, and instructional permits must be currently valid. If no other means is available to confirm the current address, the Library will accept confirmation from the white pages of the phone book. Residential employees may confirm their local address by means of a letter from their employers indicating that the employees reside in the household.

At the time of registration for Library privileges, the applicant will be asked to complete a registration form by providing the following information: name, address, telephone number, and signature.

- A. Children under the age of 14 must have a parent or legal guardian sign the application form, and must either present two forms of identification or be accompanied by a parent or guardian who can supply acceptable adult identification. Parents or guardians with current cards may use those cards as identification, pending verification of contact information.
- B. Children ages 14 and over will sign their own application. They may meet the identification requirement by presenting their own identification or by having a parent or guardian present the necessary identification.

Library cards will be valid for two years. College and university students who do not have a permanent residence in Lake Bluff will be issued a Library card with a one-year expiration date.

### **CIR-2: Library Cards for Non-Resident Taxpayers (without reciprocal borrowing privileges)**

Library cards are available without charge to persons who pay Lake Bluff village property taxes, but do not reside within the village limits. Such cards will be issued to non-residents who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative



officer of a firm, business, or other corporation owning taxable property in Lake Bluff. Only one such card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above.

Such cards will be valid only at the Lake Bluff Public Library and will be valid for one year.

**CIR-3: Business and Institutional Library Privileges (without reciprocal borrowing privileges)**

Library borrowing privileges may be extended to businesses located in Lake Bluff. The applicant must be the sole owner, a partner, principal stock holder, joint owner, or senior administrative officer of a firm, business, or corporation located in Lake Bluff. The applicant must present a letter on the organization's letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the firm is authorized to borrow materials.

Not-for-profit organizations and units of local government located in Lake Bluff may obtain Library-borrowing privileges by presenting a letter on organizational letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the organization is authorized to borrow materials.

Such a card will be valid for one year and may only be used at the Lake Bluff Public Library.

**CIR-4: Library Cards for Non-Residents (without reciprocal borrowing privileges)**

Non-residents without reciprocal privileges may purchase a Library card for use at the Lake Bluff Public Library. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. When necessary the Board may adjust the non-resident fee to be determined by the Illinois State Library formula.

The applicant for a non-resident card must meet the same identification requirements as a resident of Lake Bluff. The card will be valid for one year.

**CIR-5: Registration of Reciprocal Borrowers**

The Library will register the holder of any currently valid library card from a North Suburban Library System library or from any library having reciprocal borrowing agreements with the Library. In addition to presenting a currently valid library card, the applicant must present one form of picture identification with the current address, or picture identification plus a lease, bill or statement with the applicant's current address.

Such registration will be valid for a two-year period.

**CIR-6: Renewal of Library Cards**

The Library looks upon the renewal of a Library card as an opportunity to confirm that the card holder is still entitled to a Library card and that the Library's registration records contain current and accurate information on the borrower. All applicants for the renewal of a Library card will be required to meet the same identification requirements as a new applicant, as described in the applicable section.

**CIR-7: Patron's Change of Address**

All registered patrons of the Library, whether Lake Bluff residents or registered reciprocal borrowers, are required to inform the Library of any change of address within thirty days. If at any time mail sent to a patron by the Library is returned, or if the Library learns by other means that the address on file is no longer accurate, the patron's Library card will automatically be blocked, pending receipt of new address information. If the address changes the status of the borrower, he or she will need to re-register according to the procedures outlined above.

**CIR-8: Ownership of Library Cards**

All cards issued by the Library remain the property of the Library and may be repossessed by the Library for the violation of Library rules or in other instances determined by the Library's administration.

**CIR-9: Appeals**

Anyone who believes that he/she has been unfairly denied a Library card may appeal to the Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

**CIR-10: Overdue Materials, Lost/Claimed Returned Materials, Damaged Materials, Fines and Fees, Borrower Blocking (based on unpaid fines or fees)****CIR-10.1: Overdue Materials**

Materials are considered overdue when they have not been returned by opening of the day after the due date on the item or in the Library circulation program, whichever is most recent, and if they have not been renewed by close of business on the due date. Patrons are expected to pay overdue fines and fees as detailed in CIR 10.4 below.

**CIR-10.2: Lost/Claimed Returned Materials**

Library materials are considered lost when they are five weeks (35 calendar days) overdue from the due date on the item or in the Library circulation program, whichever is most recent.

Materials that are claimed returned but not able to be located by staff after three searches will be handled on a case by case basis by the Library Director or designee.

Patrons are expected to pay lost item fines and fees as detailed in CIR 10.4 below.

**CIR-10.3: Damaged Materials**

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price (not original purchase price) of the item. The Library Director or designee determines the charge for damages, if an item may be repaired as opposed to replaced, or if an item needs to be replaced. Patrons are expected to pay damaged item fines and fees as detailed in CIR 10.4 below.

Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying Library materials are required to pay for a replacement copy of each item damaged, and will have their Library privileges suspended.

#### **CIR-10.4: Specific Fines and Fees**

Materials borrowed in-Library or through Interlibrary Loan are the responsibility of the Library patron on whose card the item was checked out, and payment of fines or fees is the responsibility of that cardholder. Replacement cost (not original purchase price) is the responsibility of any patron who damages and/or loses any Library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the current schedule of fines and fees. The Library may make use of a collection service or appropriate legal remedies to obtain the return of or payment for overdue, lost, claimed returned or damaged Library materials.

**Overdue materials** have fines and maximum fines limits per item:

Books (other than Inter-Library Loans): 10¢ per day, not to exceed \$25.00 for hard bound and \$10.00 for paperbacks.

Periodicals: 10¢ per day, not to exceed \$3.00.

CDs/Audio books: 10¢ per day, not to exceed \$20.00.

DVDs/VHS: \$1.00 per day, not to exceed \$20.00.

Inter-Library Loans: \$1.00 per day, not to exceed \$25.00 for hardbound and \$10.00 for paperbacks.

**Lost or damaged materials** have replacement costs that are determined in the following ways:

1) Retail replacement cost is requested for any item for which a current price can be found.

2) Average replacement cost is requested for any item for which a current price cannot be found.

3) Replacement cost determined by the lending library is asked for materials borrowed through interlibrary loan.

**An additional service fee may be charged for replacement materials** for especially difficult-to-replace items, on a case-by-case basis, as determined by the Library Director or designee.

#### **Fees:**

Copies: \$.10 per black and white copy made, and \$1.00 per color copy made. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction may take several pages.

Computer printouts: \$.10 per black and white page printed, and \$1.00 per color page printed.

#### **CIR-10.5: Borrowing Blocking (based on unpaid fines or fees)**

Patrons are not permitted to check out Library materials when they owe fines and/or fees that total \$5.00 or more. When informed that a patron has overdue books or owes fines at another library, the Library will deny borrowing privileges until those materials are returned or the debt is paid, as stated by staff at the other library.

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

Patrons shall be permitted to pay any amount owed to the library, within the capabilities of the integrated library system, via a secure online credit card transaction. [Updated: 7/21/2015]

## Circulation Policies

### **CIR-1: Library Card Application and Registration**

Applicants who wish to apply for borrowing privileges at the Lake Bluff Public Library must meet all of the requirements listed in the following sections.

#### **CIR-1.1: Identification**

Applicants must present a valid photo ID and current proof of address in order to register for borrowing privileges. A valid Illinois Driver's License or an Illinois State Identification Card may serve as both a photo ID and proof of address if it lists the applicant's current residence. If this identification is not available, applicants must present two forms of identification.

Minor applicants under the age of 18 may present their own photo identification and current proof of address; if this identification is not available, a parent or legal guardian may present their own photo identification and proof of address on behalf of the minor applicant.

#### **Acceptable photo identification includes:**

- Driver's License issued by any US State
- State Identification Card issued by any US State
- Student or Faculty Identification Card
- Passport
- Illinois Public Aid Identification Card
- Military Identification Card
- Photo Identification cards issued by state or federal agencies

#### **Acceptable proof of address includes:**

- Illinois Driver's License
- Illinois State Identification Card
- Instructional Driver's permit
- Current lease or housing agreement
- Utility bill (telephone, gas, water, electric, or cable) dated within the last 60 days
- Credit card or bank statement dated within the last 60 days
- A property tax bill for the most recent tax year
- A pay stub or check dated within the last 60 days

#### **CIR-1.2: Library Card Application**

Applicants must fill out a library card application at the time of registration. The card application will consist of basic identification and contact information. The Lake Bluff Library adheres to the Library Records Confidentiality Act in the handling of patron information. Birthdates and a parent signature are required for applicants under the age of 18. A copy of the completed card application will be kept on file at the library. At a minimum, card applications will be retained for as long as the applicant holds borrowing privileges at the library.

Card applications are valid as long as the patron remains in the same library district. If a patron moves to a different library district, he or she will need to fill out a new library card application. Juvenile applicants must fill out and sign their own application after they turn 18.

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### **CIR-1.3: Patron Account Purge**

The Lake Bluff Public Library purges patron accounts that have been inactive and expired for two years. Expired accounts with fines and fees of \$10.00 or more will be retained for six years. This purge will happen on an annual basis.

### **CIR-2: Resident Library Cards**

Resident Library Cards are issued to residents of incorporated Lake Bluff for a three year period.

#### **CIR-2.1: Applicants Who Own Lake Bluff Property, But Do Not Live in Lake Bluff**

Resident Library Cards may be issued to individuals who own Lake Bluff property and pay Lake Bluff Village property taxes, but do not reside within Village limits. Eligible applicants must own taxable Lake Bluff property, either as an individual, partner, principal stockholder, or other joint owner. In addition to the requirements listed in CIR-1, applicants must also present their most recent property tax bill for their taxable Lake Bluff property.

By law, only one such card will be issued for each parcel of property. Such cards will be valid for a three year period.

### **CIR-3: Non-Resident Library Cards**

Non-Resident Library Cards may be purchased by residents of unincorporated Lake Bluff properties that do not pay property taxes to specifically fund any local library. The cost of library service for residents outside the boundaries of incorporated Lake Bluff is determined by the taxable valuation of the property multiplied by the current tax rate for library service for Lake Bluff taxpayers. Non-Resident fees are charged on an annual basis and provide library cards for the entire household. When necessary, the Library Board of Trustees may make adjustments to that formula within the extent allowed by law.

By law non-Resident Cards are valid for one year from the date of payment. Non-Resident cardholders are entitled to the same privileges and access as Resident cardholders.

#### **CIR-3.1: Applicants Who Own Unincorporated Lake Bluff Property, But Do Not Live in Lake Bluff**

Individuals who own eligible unincorporated Lake Bluff properties but do not reside in Lake Bluff may purchase a Non-Resident card. Applicants must meet the requirements listed in CIR-1 and CIR-2.1. By law only one such card will be issued for each parcel of property and will be valid for one year.

### **CIR-4: Reciprocal Library Cards**

The Library will register any currently valid library card issued by an Illinois Public Library participating in the reciprocal borrowing program. In addition to requirements outlined in CIR-1, reciprocal card applicants must also present their valid library card in order to register. As part of the registration process, library staff will contact the applicant's home library to verify account standing and the card expiration date. The library will honor the card expiration date set by the cardholder's home library. Cards that do not have an expiration date assigned by the home library will be valid for a three year period at Lake Bluff Public Library.

### **CIR-5: Juvenile Cards (all types)**

Juvenile card types are assigned to cardholders under the age of 18. There is no minimum age requirement for Juvenile card types. Juvenile card applicants of all types must have the signature of a

## Revised Circulation Policy

parent or legal guardian in order to apply for borrowing privileges. Parents or legal guardians of Juvenile cardholders are responsible for all fines, fees, and items associated with a Juvenile account. When a cardholder turns 18, they are no longer eligible for Juvenile status and must fill out and sign a new library card application as an Adult cardholder.

### **CIR-6: Educator, Business/Institutional, and Intergovernmental Agreement Cards**

#### **CIR-6.1: Educator Cards**

Educator Cards may be issued to teachers or teacher's assistants who are residents of Lake Bluff, teach in Lake Bluff classrooms, or teach in a public school district that serves Lake Bluff. Educator Cards are issued through an agreement between the library and the school.

Schools that wish to provide Educator Cards for their teachers must provide the library with the following:

- A letter on school letterhead stating that the school accepts financial responsibility for fines, fees, and replacement costs accumulated by Educator Cards;
- A list of individuals who are authorized to have Educator Card privileges.

The following restrictions apply to Educator Cards:

- Educator Cards may only be used to access items intended for use in the classroom or items related to professional development.
- Educator Cards may not be used to check out personal items.
- Misuse of an Educator Card may result in consequences up to and including loss of card privileges.
- Educator Cards are valid at the Lake Bluff Library only and may not be registered at other libraries for reciprocal privileges.

Educator Cards have loan periods of 6 weeks and do not accrue overdue fines. Educator Cards are valid for one year from the start of the current school year.

#### **CIR-6.2: Business/Institutional Cards**

Business or Institutional Cards may be extended to businesses or institutions located in Lake Bluff. Businesses or institutions that wish to obtain a business/institutional card must provide the library with the following:

- A letter on the organization's letterhead stating that the organization accepts financial responsibility for fines, fees, and items associated with the account.
- A list of individuals in the organization who are authorized to use the card.

Such cards will be valid for one year and may only be used at the Lake Bluff Library.

#### **CIR-6.3: Intergovernmental Agreement Cards**

The Lake Bluff Public Library reserves the right to enter into contractual agreements with other governmental bodies in which library services are provided in exchange for fair compensation. Such agreements will clearly state what services are provided, what restrictions (if any) apply, and who is eligible to receive these services. Where the agreement does not provide specific instruction, the Library will provide policies and procedures in a consistent and fair manner.

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using existing policy and procedure as a guide. The client organization will be consulted as appropriate for the resolution of any such gaps.

**CIR-7: Renewal of Library Cards**

All cardholders must present photo identification and a current proof of address in order to renew their library card (see CIR-1.1) and provide verbal confirmation of their phone number and/or email address. The library will verify the standing of reciprocal borrowers with the home library; reciprocal borrowers must have no account restrictions at their home library in order to renew their privileges at Lake Bluff Library.

**CIR-8: Patron's Change of Address**

All registered borrowers are required to notify the Library of any change of address. If the Library learns that the address on file is no longer accurate, the patron's Library Card will be blocked until new address information is provided. If the address changes the status of the borrower, he or she will need to re-register.

**CIR-9: Ownership of Library Cards**

All cards issued by the Library remain the property of the Library and may be repossessed by the Library for the violation of Library policy.

**CIR-10: Appeals**

Anyone who believes that he or she has been unfairly denied a Library card may appeal to the Library Board of Trustees. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

**CIR-11: Loan Periods**

Standard loan periods for physical materials are as follows:

- 2 weeks: Books, audiobooks, music CDs, and book bags
- 1 week: DVDs, Blu-rays, Video Games, designated popular collections, and periodicals

Loan periods for Interlibrary Loan materials are determined by the lending library. Loan periods for digital items are determined by the software license or other agreements with the vendor.

**CIR-12: Renewals**

Each title may be renewed up to 3 times provided that no one is on hold for the item. Patrons who exhaust the renewal limit are encouraged to return the item to the Library shelves for a period of 24 hours before checking the item out again.

**CIR-13: Overdue Materials**

Materials are considered overdue when:

- They have not been returned by opening on the day after the item due date or;
- They have not been renewed by 11:59pm on the item due date.

Patrons are expected to pay overdue fines as detailed in the Fines and Fees section of this policy.

**CIR-14: Lost/Claims Returned Materials**

Library materials are considered lost when they are five weeks (35 calendar days) overdue from the due date. Patrons are expected to pay for lost items as detailed in the Fines and Fees section of this policy.

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Patrons are encouraged to contact the library if they believe that they returned an item that is still associated with their account. Library staff will conduct shelf checks for these items.

### **CIR-15: Damaged Materials**

The Library does not charge for normal wear and tear on any item. If an item is damaged—either intentionally or accidentally—to the extent that further circulation is impossible, the patron will be responsible for the replacement cost of the item. The Library may charge a repair fee for items with reparable damage.

In addition to paying for the replacement cost of the item, patrons who intentionally deface, destroy, or otherwise damage library materials will have their library privileges suspended. The term of the suspension will be at the discretion of the Library Director or designee.

### **CIR-16: Specific Fines and Fees**

Cardholders are responsible for all materials, fines, and fees associated with their account. In the case of cardholders under the age of 18, parents or legal guardians are responsible for materials, fines, and fees associated with the account. The Library may make use of a collection service or other appropriate legal remedies to obtain the return of or payment for lost, overdue, claims returned, or damaged Library materials.

A specific schedule of fines and fees is included in the following sections.

#### **CIR-16.1: Overdue Materials**

Books - \$0.10 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.

Periodicals: \$0.10 per day, not to exceed the cost of the item or \$3.00 if the cost of the item is not available.

Music CDs: \$0.10 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.

Audiobooks: \$0.10 per day, not to exceed the cost of the item or \$50.00 if the cost of the item is not available.

DVDs/Blu-rays: \$1.00 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.

Video Games: \$1.00 per day, not to exceed the cost of the item or \$50.00 if the cost of the item is not available.

Interlibrary Loans: \$1.00 per day, not to exceed \$25.00.

#### **CIR-16.2: Replacement Fees**

Replacement fees are charged to patrons who lose or irreparably damage library materials. Replacement fees will cover the full dollar amount of what the Library will need to pay to replace the item, as well as a nonrefundable \$5.00 processing fee. The Library reserves the right



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to select all replacement items, as well as the vendors from which replacement items are purchased. In the event that the Library opts to not replace an item, the processing fee will be waived and the patron will be responsible for the replacement cost only.

**CIR-16.3: Repair Fees**

The Library may charge repair fees for reparable damage that does not result from normal wear and tear:

- Torn pages: \$0.50 per page
- Book cover replacement: \$3.00
- 1 and 2 disc media cases: \$3.00
- 3+ disc media cases: \$5.00

Other fees may be assessed based on the extent and nature of the damage, the supplies needed, and the staff time required.

**CIR-16.4: Interlibrary Loan Items**

Replacement and repair fees for Interlibrary Loan items are determined by the lending library.

**CIR-16.5: Copying & Printing**

Black and white copies/printouts: \$0.10/copy

Color copies/printouts: \$0.30/copy

**CIR-16.6: Faxing**

First 5 pages: \$1.00/page

After 5 pages: \$0.25/page

**CIR-16.7: Replacement Cards**

Replacement Library Cards cost \$2.00 per card.

**CIR-16.8: Miscellaneous Fees**

Flash drives: \$5.50

Headphones: \$2.00

**CIR-17: Account Blocks (based on unpaid fines/fees)**

Patrons are not permitted to check out Library materials when they owe fines and/or fees that total of \$10.00 or more. If a patron has overdue books or fines at another library, the Library will deny borrowing privileges until the materials are returned or the debt is paid.

**CIR-18: Payment by Credit Card**

Patrons shall be permitted to pay any amount owed to the library (within the capabilities of the integrated library system) via a secure online credit card transaction.

## Recommendation for Youth Services Upright Shelving

### Background

- The brown upright shelving in the library is original to the building, making it 41 years old.
- Age has affected its usability and integrity of the shelving.
- The low height of the original brown shelving in the Children's Department makes it impossible to provide extra stability with top ties.

### Considerations

- Shelving is a long term investment.
  - Durability is important.
  - Adaptability is important. Features like interchangeable shelves will allow library staff to make modifications to the shelving footprint as the needs of the collection continue to change over the lifespan of the shelving.
- Reliability of company.
  - Replacement parts may be necessary, so being able to purchase parts from the company or in surplus from other libraries is important.
  - An established sales record demonstrates continuity, which is important in a long-term investment.
- Building on established aesthetic and functional continuity in the library.
  - Ideally, new shelving would be compatible with existing shelving in terms of aesthetics and functionality.
  - The library's recent shelving purchases have been Biblmodel from Library Furniture International.

### Shelving Recommendation

- Biblmodel shelving has a number of advantages.
  - With 35 years in service, Biblmodel has established an international reputation for quality shelving.
  - It is widely used by other libraries in the area.
  - Made of heavy gauge steel with a powder coated finish, it has proven durability. We've seen virtually no wear on the units of Biblmodel that have been here 6-7 years.
  - It is efficient in its use of space. Most shelving brands require the base shelves to be 2" wider on both sides (4" total) of double face units for stability. As tested in

the Library Technology Report for ALA, Biblodel shelves have a smaller footprint and better stability than competing brands.

- Shelving pieces and features are easily interchangeable. Biblodel's two different lines of shelving provide a variety of options for replacement parts.
- Biblodel also offers a wider selection of shelving options and upgrades than the competition.

#### **Final Recommendation**

- **Library Furniture International**
  - Library Furniture International is the local distributor for Biblodel, and our only respondent in seeking bids.
  - Library shelving is not a large market, which alone keeps the number of prospective bidders low. Biblodel also chooses distributors with an eye toward not putting them in direct competition.
  - LFI has also provided us with a range of furniture, from comfy chairs to shelving. Their furniture is sturdy and reliable, and LFI provides quality customer service and support.
  - The price quoted for the purchase and installation of the new shelves and the removal of the old shelves is \$28,848. This is below the \$30,000 budgeted for this project.
- The Building and Grounds Committee has discussed this proposal and reviewed existing shelving. They have voted to forward the contract to the attention of the full Library Board. The goal is for Board level discussion to be minimal, with any further in-depth discussion or analysis happening at a subsequent committee meeting.
- If a proposal for approval is needed: **That the proposal for youth services shelving from Library Furniture International (LFI) totaling \$28,848 be accepted.**

Respectfully submitted,

Eric Scott Bailey

## Director's Report

### New Volunteer

Kelly Ting has joined us as a volunteer. She is currently helping with shelving, but will be able to help us with shelf reading, youth projects, and more. We're fortunate to have her aboard.

### Flags

The Library has purchased four flags, each of which stands four feet high. They can be easily pounded into the ground for display on patriotic holidays. They were very effective in the capacity on Patriot Day (September 11<sup>th</sup>). The Village has informed us that a more permanent flag setup will require approval from the Architectural Board of Review.

### District 115 Agreement

On September 6<sup>th</sup>, 2016 the Board of Education for School District 115 voted unanimously to approve an agreement with the Lake Bluff Library that will provide library services to 93 youth residing in unincorporated Lake Bluff and attending Lake Forest High School for the next year. Eliza Jarvi will be spearheading the distribution of the cards, visiting the school during Wednesday and Thursday lunch periods for the next two weeks.

### Spanish Language Application

Martha O'Hara and Liliana LaValle worked together to create a Spanish language version of our intergovernmental agreement card application.

### READO Boards

The Parent Teacher Organization (PTO) of District 65 sponsors a summer READO (BINGO with books you've read) program for D65 youth. Staff member Carrie Spezzano put together a helpful 'starter' display for youth, and we have worked closely with many youth seeking books that will complete their boards.

# 31,330+

POINTS OF SERVICE



# over 17,239

PATRON INTERACTIONS

(includes 24 programs with 235 attendees)

# 10,528 circulations

ADULT COLLECTION

## 4,679

ADULT eCOLLECTION

## 823

BOOKS

## 6,122

eBOOKS

## 568

MAGAZINES

## 218

eMAGAZINES

## 22

TEEN COLLECTION

## 229

TEEN eCOLLECTION

## 114

VIDEOS

## 2,462

eVIDEOS

## 0

CHILDREN'S COLLECTION

## 4,599

CHILDREN'S eCOLLECTION

## 84

MUSIC

## 229

eMUSIC

## 156

AUDIOBOOKS

## 232

eAUDIOBOOKS

## 275

VIDEOGAMES

## 244

eCOURSES

## 0

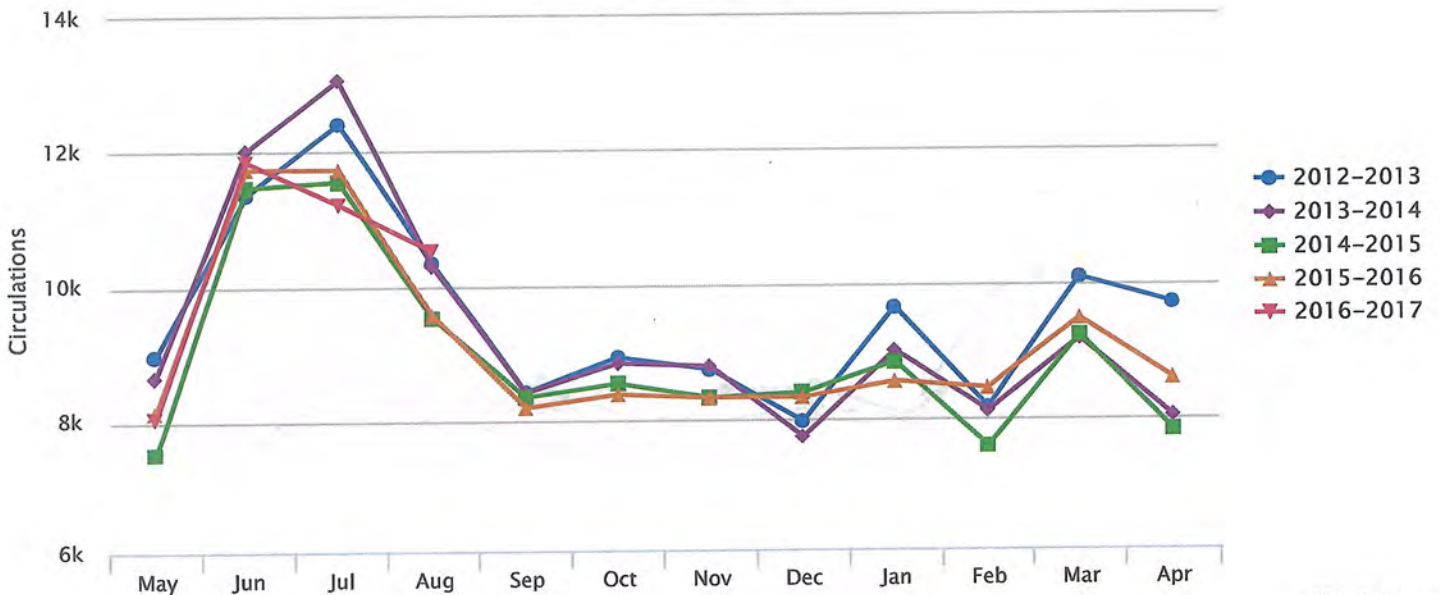
809 households active in August (58.45% of households with active library cards)

# more than 3,563 DATABASE INTERACTIONS



### Total Circulation by Month

Lake Bluff Public Library



# 5.86%

CHANGE IN  
POINTS OF  
SERVICE



# -0.94%

CHANGE IN  
PATRON  
INTERACTIONS

(includes 0.00% change in programs  
with -30.88% change in attendees)

## 10.11% circulations

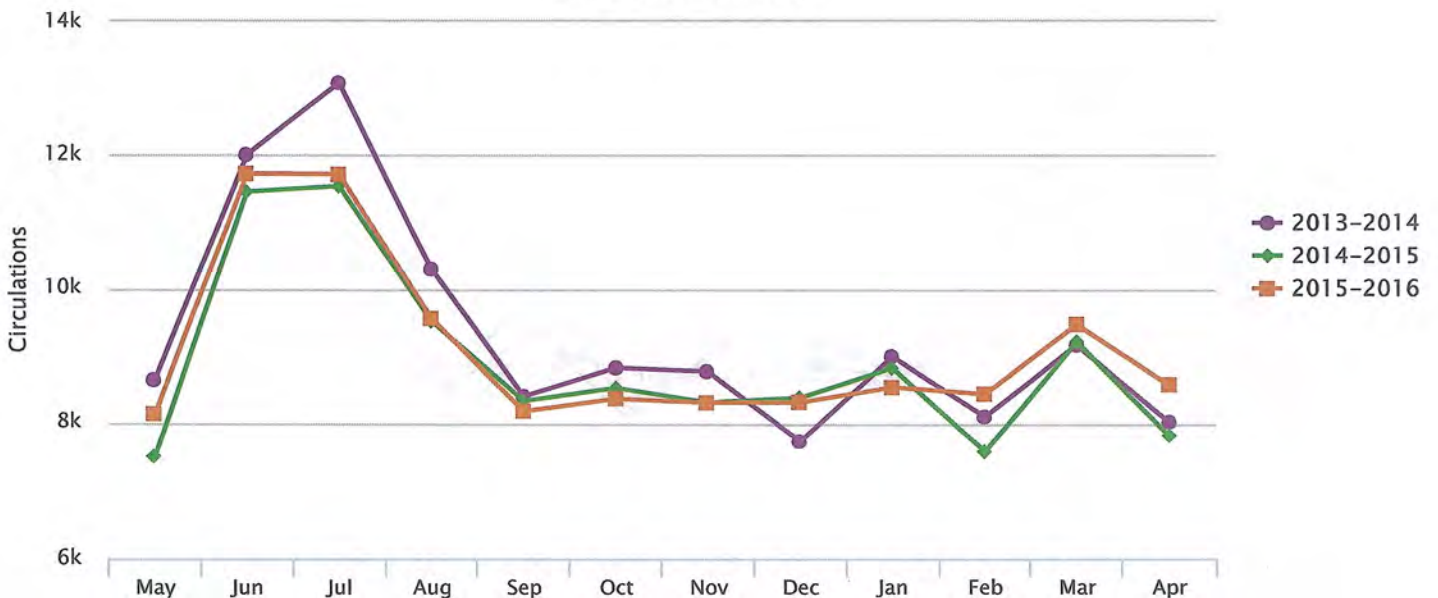
ADULT COLLECTION	TEEN COLLECTION	CHILDREN'S COLLECTION	2.53% change in households active in August (1.02% change in households with active library cards)		
<b>-1.43%</b>	<b>46.79%</b>	<b>24.36%</b>			
ADULT eCOLLECTION	TEEN eCOLLECTION	CHILDREN'S eCOLLECTION			
<b>2.49%</b>	<b>37.35%</b>	<b>13.51%</b>			
BOOKS	MAGAZINES	VIDEOS	MUSIC	AUDIOBOOKS	VIDEOGAMES
<b>15.93%</b>	<b>-19.85%</b>	<b>2.46%</b>	<b>8.02%</b>	<b>-7.20%</b>	<b>33.33%</b>
eBOOKS	eMAGAZINES	eVIDEOS	eMUSIC	eAUDIOBOOKS	eCOURSES
<b>1.79%</b>	<b>-50.00%</b>	<b>0.00%</b>	<b>1.30%</b>	<b>34.80%</b>	<b>0.00%</b>

35.32% change in DATABASE INTERACTIONS



Total Circulation by Month

Lake Bluff Public Library



## Friends of the Library Meeting Dates

### 2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR

February 20 at 10:00am – SCOT BUTLER

March 19 at 10:00am – JANIE JERCH

April 16 at 10:00am – ROMAIN WOJDA

June 18 at 10:00am – KATHY MEIERHOFF

August 20 at 10:00am – CANCELLED

September 17 at 10:00am – SCOT BUTLER

October 15 at 10:00am – ROMAIN WOJDA

November 19 at 10:00am – JANIE JERCH

All meetings will be held in the Lake Bluff Library Spruth Meeting Room.

Respectfully submitted,

Eric Scott Bailey  
Library Director

## Executive Session Minutes

### **BACKGROUND:**

- Per the Open Meetings Act 5 ILCS 120/2.06, the Library Board is required to make a semi-annual review of those minutes of executive sessions that are still closed.

### **RECOMMENDATION**

- The Library Board last reviewed executive session minutes on February 16, 2016, and is due for the second review of the year.
- As provided for in the Open Meetings Act 5 ILCS 120/2 (c) (21), I recommend that the Board go into executive session to review which (if any) of the minutes should be made public.
- Once the Board has left executive session, a vote can be taken to release any executive session minutes that the Board wishes to make public.
- No action is necessary on executive minutes that are to remain closed.

Respectfully submitted,

Eric Scott Bailey