

December 10th, 2019

agenda

| <u>item</u> | <u>DOCUMENT</u> | <u>Section</u> |
|-------------|--|----------------|
| 1,2 | CTO, Additions (2 minutes)(7:02pm) | |
| | Document Summary | 1A |
| | Agenda | 2A-2B |
| 3 | Discussion of Audit with Bettina O'Connell and Marlene Scheibl from the Village Finance Department (action)(20 minutes)(7:22pm) | |
| 4 | Opportunity to Address Board (5 minutes per community member)(7:27pm) | |
| 5 | Consent Agenda | |
| | Minutes of November 12th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:29pm) | 3A-3B |
| 6 | Financial Reports (White and Yellow) (5 minutes)(7:34pm) | |
| | November Detailed Revenue & Expense Report (action) | 4A-4E |
| | November Detailed Balance Sheet (action) | 5A-5C |
| 7 | Approval of Checks (Green) (5 minutes)(7:39pm) | |
| | November Check Disbursement Report (action) | 6A-6F |
| 8 | Committee Reports (10 minutes)(7:49pm) | |
| 9 | New Business | |
| | Friends Meetings for Calendar Year 2020 (action)(5 minutes)(7:54pm) | 10A |
| | Draft of Potential New Policy on Computer Usage (10 minutes)(8:04pm) | 11A-11F |
| | Per Capita Grant Application (10 minutes)(8:14pm) | 12A-12AM |
| 10 | Old Business | |
| | Capital Project Update (10 minutes)(8:24pm) | |
| 11 | Director's Report (5 minutes)(8:29pm) | |
| | Librarian's Narrative Report | 13A-13B |
| 12 | Executive Session(s) | |
| 13 | Any and All Other Business ... | |
| 14 | Adjournment (1 minute)(8:30pm) | |
| 15 | Attachments | |
| | Statistics for November, 2019 (Available at Meeting) | 14 |
| | November 2019 Centennial Update | 15A-15B |
| | Trivia Article | 16A-16B |
| | Article on Winter Reading Club | 17A |
| | Timeline for Budget Process | 18A |
| | Audit Report for FY18-19 | |

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 10th, 2019 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. **Discussion of Audit with Bettina O’Connell and Marlene Scheibl from the Village Finance Department (action)(20 minutes)(7:22pm)**
4. **Opportunity for Public to Address the Board (5 minutes)(7:27pm)** (limit 5 minutes per person per meeting)
5. **Approval of Minutes**
 - a. **Approval of Minutes of November 12th, 2019 Board Meeting (action)(2 minutes)(7:29pm)**
6. **November 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:34pm)**
 - a. **November Detailed Revenue & Expense Report**
 - b. **November Detailed Balance Sheet**
7. **Approval of checks (Green Pages) (5 minutes)(7:39pm)**
 - a. **November Monthly Checks (14213-14220, 14222-14250)(action)**
8. **Committee Reports (10 minutes)(7:49pm) (Did not Meet)**
 - a. **Building and Grounds Committee (CHAIR: Jerch. MEMBERS: Meierhoff, and Stroh.)**
 - b. **Finance Committee (CHAIR: Hayes. MEMBERS: Butler, and Meierhoff.)**
 - c. **Human Resources Committee (CHAIR: Butler. MEMBERS: Heintzeman and Jerch.)**
 - d. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jackson and Stroh.)**
 - e. **Long Range Planning Committee (CHAIR: Heintzeman. MEMBERS: Hayes and Jackson.)**
 - f. **Outreach Committee (CHAIR: Jackson. Members: Jerch.)**
9. **New Business**
 - a. **Friends Meetings for Calendar Year 2020 (action)(5 minutes)(7:54pm)**
 - b. **Draft of Potential New Policy on Computer Usage (10 minutes)(8:04pm)**
 - c. **Per Capita Grant Application (10 minutes)(8:14pm)**

10. Old Business

- a. Capitol Project Update (10 minutes)(8:24pm)

11. Director's Report (5 minutes)(8:29pm)

- a. Director's Narrative Report

12. Executive Session(s)

- 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)

13. Any and all other business which may properly come before the Board**14. Adjournment (1 minute)(8:30pm)****Attachments:**

Statistics for November 2019 (Available at Meeting)

November 2019 Centennial Update

Trivia Article

Article on Winter Reading Club

Timeline for Budget Process

Audit Report for FY18-19

Friends Meeting Dates for 2020

Draft of Current and New Computer Policies

Per Capita Grant Application and Information

Upcoming Board Meetings: January 21, February 18, and March 17, 2020.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, November 12th, 2019 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 7:02 pm. Present were Trustees Bill Hayes, Jon Heintzelman, Kate Jackson, and Janie Jerch. Cal Stroh and Scot Butler were absent. Library Director Eric Bailey, and Library Employees Jillian Chapman, Katie Horner, Eliza Jarvi, and Martha O'Hara were also in attendance, as was community member Bill Nordeen.
2. **Additions & Corrections to the Agenda:** None, but Meierhoff said that she would like us to change how we consider the monthly statistics; a staff analysis would be more helpful than simply raw stats. This change is already in the works.
3. **Opportunity for Public to Address the Board:** Bill Nordeen spoke as a representative of Lake Bluff Open Lands. They would like to plant a 6'-8' white oak and, once it is established, bend it to create a 21st C. Trail Tree to commemorate several that stood in what is now Lake Bluff. There is a stone marker on the NE corner of the Library grounds that was moved from its original location on North Avenue, where, according to Nordeen, it pointed to a flint deposit in the North Avenue Ravine. Many feel that the marker needs a new tree. Bailey said that we should research local history for information on Trail Trees. We discussed possible locations and other concerns, such as a possible future build-out, that would affect its placement. Nordeen's grandparents told him about driving to Lake Bluff years ago to see the North Avenue Trail Tree. An Intergovernmental Committee meeting will be held soon, and the tree will be discussed.
4. **Approval of Minutes:** There was one correction to last month's minutes: Martha O'Hara, not Katie Horner, was present. Heintzelman moved and Jackson seconded a motion to approve the minutes of September 17th, 2019; all voted aye.
5. **September and October 2019 Financial Reports:** Bailey noted that the 2nd big chunk of property tax revenue arrived in addition to a \$2000.00 restricted donation from the Friends of the Library, and that an expense of \$11,500.00 was paid out for staff computers. He also said that we have expended 53% of our budget, which is right on track. Jackson moved and Heintzelman seconded a motion to approve the September and October 2019 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of September and October 2019 Checks:** Hayes moved and Heintzelman seconded a motion to approve the September monthly checks numbered 14145-14154, 14156-14179 and the October monthly checks numbered 14180-14188, 14190-14212; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that this committee met to discuss proposals for repairing the leaks around the beams over the Wood building; Bailey will seek more clarifications of proposals before we make a recommendation to the Board.
 - b. **Finance** (Chair: Hayes. Members: Butler and Meierhoff.) Hayes reported that we will talk through the budget proposal with Bettina O'Connell before moving forward. Bailey noted that the PTELL to increase the levy for the coming fiscal year is 2.447%. Heintzelman moved and Hayes seconded a motion that the proposed levy increase of 2.447% for a levy of \$987,711 for FY20-21 be approved; all voted aye.
 - c. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Bailey reviewed briefly the new Library Director Review Process that Butler created, which specifies a timeline designed to complete the review process in a timely manner.
 - (Did Not Meet)
 - d. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)

e. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.)

f. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)

8. New Business:

a. **Meetings for Calendar Year 2020:** Bailey presented proposed meeting dates, and we made one change, to leave the November meeting date as the 3rd Tuesday rather than bumping it up to the 2nd Tuesday. Jackson moved and Heintzelman seconded a motion to approve the revised meetings calendar for 2020; all voted aye.

b. **Levy for FY 20-21:** This was discussed and acted upon during the Committee Reports.

c. **Date for the Holiday Luncheon:** We agreed on Thursday, December 5, starting at 12:30.

9. Old Business:

a. **Long Range Plan Draft:** Heintzelman moved and Hayes seconded a motion that the Long Range Plan draft be approved, with an effective date of January 1, 2020; Hayes, Heintzelman, Jerch, and Meierhoff all voted aye, Jackson abstained.

b. **Update on Fundraising:** Bailey reported that Kathi Siebert has been hired as the General Development Coordinator for the Lake Bluff Library Foundation, and that Little Green Light, a software program for managing the donor base, has been obtained for a cost of \$39/month. Also, the soft launch of the fundraising campaign, the Nov. 15th Trivia Night, is sold out, and that four sponsors (Mariani's, Knauz, Hill & Stone, and Heinen's) gave a total of \$1,000. Meierhoff congratulated the Staff for planning the event and also recognized Heintzelman's role in setting up the Foundation and in hiring Ms. Siebert.

10. Director's Report Highlights:

- Bettina O'Connell and Marlene Scheibl will be at the December meeting to present the Auditor's Report.
- Jillian Chapman is part of the Lake Bluff 125th Committee. The Library will be the promotional entity behind Jillian's involvement; she feels that she has the time, given that there are so many volunteers to help her. Meierhoff said that we need to be mindful of overextending Jillian's time commitments, but that the Library will get full credit for sponsoring her work.
- The Lake Bluff Follies are scheduled for Sept. 19th and the Birthday Celebration for Sept. 26, 2020.

11. Executive Session: There was none.

12. Any and All Other Business which may properly come before the Board: Ms. Siebert will be invited to the next Board Meeting so that we can all meet her.

13. Adjournment: Heintzelman moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:55 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2019

4A

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 11/30/19 INCR (DECR) | ACTIVITY FOR MONTH 11/30/18 INCR (DECR) | YTD BALANCE 11/30/2019 NORM (ABNORM) | YTD BALANCE 11/30/2018 NORM (ABNORM) | 2019-20 AMENDED BUDGET | % BDGT USED |
|--------------------------------------|------------------------------|---|---|--|--|---------------------------|----------------|
| Fund 080 - LAKE BLUFF PUBLIC LIBRARY | | | | | | | |
| Revenues | | | | | | | |
| Dept 300 - REVENUE | | | | | | | |
| PROPERTY TAX | | | | | | | |
| 080-300-30000 | PROPERTY TAX REVENUE | 14,033.13 | 12,046.95 | 950,768.98 | 919,780.64 | 964,117.00 | 98.62 |
| PROPERTY TAX | | 14,033.13 | 12,046.95 | 950,768.98 | 919,780.64 | 964,117.00 | 98.62 |
| SERVICES | | | | | | | |
| 080-300-34235 | PHOTO-COPY CHARGES | 170.10 | 115.80 | 1,311.14 | 1,286.75 | 2,100.00 | 62.44 |
| 080-300-34250 | NON-RESIDENT FEES | 650.68 | 412.79 | 4,295.07 | 4,018.60 | 7,000.00 | 61.36 |
| 080-300-34260 | PASSPORT FEES | 350.00 | 1,015.00 | 5,040.00 | 3,150.00 | 9,000.00 | 56.00 |
| SERVICES | | 1,170.78 | 1,543.59 | 10,646.21 | 8,455.35 | 18,100.00 | 58.82 |
| FINES | | | | | | | |
| 080-300-35700 | RENTAL FINES | 587.04 | 747.57 | 5,322.36 | 6,097.18 | 10,500.00 | 50.69 |
| FINES | | 587.04 | 747.57 | 5,322.36 | 6,097.18 | 10,500.00 | 50.69 |
| MISCELLANEOUS REVENUE | | | | | | | |
| 080-300-37000 | VILLAGE CONTRIBUTION | 0.00 | 0.00 | 0.00 | 8,558.22 | 8,550.00 | 0.00 |
| 080-300-37010 | VLIET OPERATING COST CONTRIB | 0.00 | 0.00 | 0.00 | 390.00 | 0.00 | 0.00 |
| 080-300-37020 | SCHOOL DIST 65 IGA | 0.00 | 0.00 | 0.00 | 0.00 | 1,550.00 | 0.00 |
| 080-300-38310 | CONTRIBUTIONS/DONATIONS | 111.46 | 6.05 | 21,310.92 | 9,478.00 | 0.00 | 100.00 |
| 080-300-38315 | RESTRICTED DONATIONS | 1,436.00 | 0.00 | 3,792.82 | 2,818.57 | 0.00 | 100.00 |
| 080-300-38900 | MISCELLANEOUS INCOME | 22.20 | 26.00 | 215.30 | 1,087.05 | 2,000.00 | 10.77 |
| MISCELLANEOUS REVENUE | | 1,569.66 | 32.05 | 25,319.04 | 22,331.84 | 12,100.00 | 209.25 |
| INTEREST EARNINGS | | | | | | | |
| 080-300-37500 | INTEREST EARNINGS | 938.46 | 1,495.66 | 5,572.58 | 8,431.16 | 10,000.00 | 55.73 |
| INTEREST EARNINGS | | 938.46 | 1,495.66 | 5,572.58 | 8,431.16 | 10,000.00 | 55.73 |
| Total Dept 300 - REVENUE | | 18,299.07 | 15,865.82 | 997,629.17 | 965,096.17 | 1,014,817.00 | 98.31 |
| TOTAL REVENUES | | 18,299.07 | 15,865.82 | 997,629.17 | 965,096.17 | 1,014,817.00 | 98.31 |
| Expenditures | | | | | | | |

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2019

4B

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 11/30/19 INCR (DECR) | ACTIVITY FOR MONTH 11/30/18 INCR (DECR) | YTD BALANCE 11/30/2019 NORM (ABNORM) | YTD BALANCE 11/30/2018 NORM (ABNORM) | 2019-20 AMENDED BUDGET | % BDGT USED |
|--------------------------------------|--------------------------------|---|---|--|--|---------------------------|----------------|
| Fund 080 - LAKE BLUFF PUBLIC LIBRARY | | | | | | | |
| Expenditures | | | | | | | |
| Dept 603 - LIBRARY ADMINISTRATION | | | | | | | |
| SALARIES | | | | | | | |
| 080-603-40025 | LIBRARIAN SALARIES | 16,145.37 | 19,608.10 | 111,908.02 | 140,653.26 | 137,000.00 | 81.68 |
| 080-603-40030 | STAFF SALARIES | 27,350.09 | 23,848.61 | 192,459.63 | 161,397.50 | 349,000.00 | 55.15 |
| SALARIES | | 43,495.46 | 43,456.71 | 304,367.65 | 302,050.76 | 486,000.00 | 62.63 |
| BENEFITS | | | | | | | |
| 080-603-40400 | MEDICAL INSURANCE | 7,744.85 | 6,519.85 | 58,841.15 | 42,487.47 | 95,000.00 | 61.94 |
| 080-603-40900 | OTHER EMPLOYEE BENEFITS | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 080-603-40970 | EMPLOYER FICA TAX | 3,274.65 | 3,270.08 | 22,794.32 | 22,747.32 | 36,000.00 | 63.32 |
| 080-603-40980 | IMRF RETIREMENT CONTRIBUTION | 2,705.53 | 3,025.21 | 18,523.89 | 21,060.41 | 36,000.00 | 51.46 |
| BENEFITS | | 13,725.03 | 12,815.14 | 100,159.36 | 86,295.20 | 167,250.00 | 59.89 |
| CONTRACTS | | | | | | | |
| 080-603-41000 | MAINTENANCE-BUILDING | 748.78 | 729.04 | 25,812.23 | 31,940.13 | 30,000.00 | 86.04 |
| 080-603-41020 | ELEVATOR MAINTENANCE | 0.00 | 0.00 | 19.00 | 364.00 | 1,500.00 | 1.27 |
| 080-603-41050 | MAINTENANCE-GROUNDS | 460.00 | 109.50 | 2,135.73 | 1,801.74 | 6,000.00 | 35.60 |
| 080-603-41300 | COMPUTER SERVICES | 0.00 | 0.00 | 9,780.00 | 9,390.00 | 13,000.00 | 75.23 |
| 080-603-41313 | COPIER MAINTENANCE/SUPPLIES | 465.00 | 0.00 | 2,425.73 | 1,874.56 | 4,000.00 | 60.64 |
| 080-603-41314 | OTHER PROFESSIONAL/CONTRACTUAL | 9.00 | 3,112.95 | 7,833.00 | 13,847.75 | 5,000.00 | 156.66 |
| 080-603-41350 | LEGAL SERVICES | 0.00 | 0.00 | 1,995.00 | 1,470.00 | 3,000.00 | 66.50 |
| 080-603-44810 | PER CAPITAL GRANT EXPENDITURES | 0.00 | 0.00 | 1,890.68 | 0.00 | 0.00 | 100.00 |
| 080-603-70000 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 3,347.00 | 0.00 |
| CONTRACTS | | 1,682.78 | 3,951.49 | 51,891.37 | 60,688.18 | 65,847.00 | 78.81 |
| COMMODITIES | | | | | | | |
| 080-603-42400 | PROFESSIONAL DEVELOPMENT | 60.00 | 0.00 | 1,627.74 | 945.00 | 3,000.00 | 54.26 |
| 080-603-42440 | DUES | 340.00 | 415.00 | 1,941.26 | 1,673.14 | 2,500.00 | 77.65 |
| 080-603-43230 | UTILITIES | 1,544.08 | 1,372.23 | 8,238.78 | 7,297.33 | 13,000.00 | 63.38 |
| 080-603-43300 | POSTAGE | 243.90 | 606.19 | 1,891.73 | 1,230.38 | 2,500.00 | 75.67 |
| 080-603-43410 | PRINTING/E-NEWSLETTER | 1,793.99 | 29.99 | 6,466.93 | 3,744.33 | 8,000.00 | 80.84 |
| 080-603-43550 | OFFICE SUPPLIES | 509.90 | 596.80 | 3,419.01 | 3,728.06 | 6,000.00 | 56.98 |
| 080-603-43668 | MAINTENANCE SUPPLIES-BUILDING | 142.90 | 211.99 | 955.74 | 938.05 | 2,000.00 | 47.79 |
| 080-603-43700 | TECHNICAL SERVICES SUPPLIES | 306.21 | 489.61 | 2,460.25 | 2,552.92 | 5,000.00 | 49.21 |
| 080-603-43710 | HOSPITALITY PROGRAM SUPPLIES | 0.00 | 20.69 | 256.95 | 65.05 | 500.00 | 51.39 |
| 080-603-43720 | ADULT PROGRAM SUPPLIES | 250.57 | 1,691.00 | 4,033.26 | 3,450.88 | 7,000.00 | 57.62 |
| 080-603-43730 | JUVENILE PROGRAM SUPPLIES | 788.51 | 814.21 | 4,656.37 | 4,301.81 | 7,000.00 | 66.52 |
| 080-603-43740 | OUTREACH SUPPLIES | 740.73 | 95.37 | 3,361.72 | 756.83 | 10,000.00 | 33.62 |
| 080-603-43740 | TEEN PROGRAM SUPPLIES | 12.78 | 0.00 | 976.77 | 592.53 | 1,500.00 | 65.12 |
| COMMODITIES | | 6,733.57 | 6,343.08 | 40,286.51 | 31,276.31 | 68,000.00 | 59.24 |
| PROGRAM EXPENSES | | | | | | | |
| 080-603-46100 | MISCELLANEOUS EXPENSES | 21.21 | 101.90 | 558.62 | 1,535.00 | 2,000.00 | 27.93 |
| PROGRAM EXPENSES | | 21.21 | 101.90 | 558.62 | 1,535.00 | 2,000.00 | 27.93 |

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4C

| GL NUMBER | DESCRIPTION | PERIOD ENDING 11/30/2019 | | YTD BALANCE 11/30/2019 NORM (ABNORM) | YTD BALANCE 11/30/2018 NORM (ABNORM) | 2019-20 AMENDED BUDGET | % BDGT USED |
|---|-------------------------------|---|---|--|--|---------------------------|----------------|
| | | ACTIVITY FOR MONTH 11/30/19 INCR (DECR) | ACTIVITY FOR MONTH 11/30/18 INCR (DECR) | | | | |
| Fund 080 - LAKE BLUFF PUBLIC LIBRARY | | | | | | | |
| Expenditures | | | | | | | |
| INTERFUND OUT | | | | | | | |
| 080-603-71000 | INTERFUND TRANSFER TO RESERVE | 0.00 | 0.00 | 0.00 | 0.00 | 34,900.00 | 0.00 |
| INTERFUND OUT | | 0.00 | 0.00 | 0.00 | 0.00 | 34,900.00 | 0.00 |
| CAPITAL EQUIPMENT | | | | | | | |
| 080-603-45000 | ADULT NON-FICTION BOOKS | 743.70 | 1,164.55 | 8,333.66 | 10,323.57 | 17,000.00 | 49.02 |
| 080-603-45100 | ADULT FICTION BOOKS | 1,270.39 | 1,898.67 | 8,840.78 | 8,677.98 | 15,500.00 | 57.04 |
| 080-603-45110 | ADULT LARGE PRINT MATERIAL | 65.86 | 36.27 | 239.62 | 245.27 | 600.00 | 39.94 |
| 080-603-45200 | ADULT AUDIO VISUAL MATERIAL | 1,263.23 | 1,110.58 | 7,192.78 | 7,784.93 | 15,500.00 | 46.41 |
| 080-603-45220 | ADULT REFERENCE/E-REFER | 0.00 | 0.00 | 10,713.78 | 8,949.78 | 22,000.00 | 48.70 |
| 080-603-45400 | JUVENILE NON-FICTION | 0.00 | 12.95 | 5,236.20 | 4,909.79 | 10,000.00 | 52.36 |
| 080-603-45410 | PICTURE BOOKS, READERS | 551.44 | 441.37 | 2,065.38 | 2,336.97 | 6,000.00 | 34.42 |
| 080-603-45420 | JUVENILE FICTION | 883.22 | 909.34 | 4,128.42 | 4,429.05 | 13,000.00 | 31.76 |
| 080-603-45430 | JUVENILE AUDIO-VISUAL | 97.97 | 71.95 | 851.64 | 651.71 | 2,500.00 | 34.07 |
| 080-603-45440 | JUVENILE E-REFERENCE | 0.00 | 0.00 | 399.00 | 0.00 | 500.00 | 79.80 |
| 080-603-45450 | TEEN BOOKS | 42.68 | 313.12 | 1,350.20 | 1,451.59 | 2,750.00 | 49.10 |
| 080-603-45460 | E-BOOKS | 2,600.28 | 4,582.99 | 7,074.81 | 4,582.99 | 15,000.00 | 47.17 |
| 080-603-45470 | GRAPHIC NOVELS | 14.66 | 0.00 | 29.91 | 0.00 | 500.00 | 5.98 |
| 080-603-45500 | PERIODICALS | 176.28 | 722.28 | 5,156.29 | 6,428.14 | 6,750.00 | 76.39 |
| 080-603-45510 | VIDEO GAMES | 225.94 | 715.30 | 1,693.24 | 2,104.29 | 3,500.00 | 48.38 |
| 080-603-45520 | TRENDING TITLES | 104.65 | 163.77 | 651.34 | 758.08 | 2,000.00 | 32.57 |
| 080-603-45600 | PATRON & STAFF SOFTWARE | 9.95 | 9.95 | 5,852.20 | 3,649.16 | 6,500.00 | 90.03 |
| 080-603-45610 | LIBRARY AUTOMATION SOFTWARE | 0.00 | 0.00 | 21,532.00 | 21,532.00 | 22,000.00 | 97.87 |
| 080-603-50100 | LIBRARY FURNISHINGS | 0.00 | 0.00 | 42.96 | 784.26 | 4,000.00 | 1.07 |
| 080-603-58100 | COMPUTER EQUIPMENT | 0.00 | 0.00 | 25,152.93 | 16.99 | 24,000.00 | 104.80 |
| 080-603-58270 | OTHER EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| CAPITAL EQUIPMENT | | 8,050.25 | 12,153.09 | 116,537.14 | 89,616.55 | 190,600.00 | 61.14 |
| CAPITAL BUILDING | | | | | | | |
| 080-603-51200 | EXT BUILDING IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 142,651.81 | 1,000.00 | 0.00 |
| CAPITAL BUILDING | | 0.00 | 0.00 | 0.00 | 142,651.81 | 1,000.00 | 0.00 |
| Total Dept 603 - LIBRARY ADMINISTRATION | | 73,708.30 | 78,821.41 | 613,800.65 | 714,113.81 | 1,015,597.00 | 60.44 |
| TOTAL EXPENDITURES | | 73,708.30 | 78,821.41 | 613,800.65 | 714,113.81 | 1,015,597.00 | 60.44 |
| Fund 080 - LAKE BLUFF PUBLIC LIBRARY: | | | | | | | |
| TOTAL REVENUES | | 18,299.07 | 15,865.82 | 997,629.17 | 965,096.17 | 1,014,817.00 | 98.31 |
| TOTAL EXPENDITURES | | 73,708.30 | 78,821.41 | 613,800.65 | 714,113.81 | 1,015,597.00 | 60.44 |
| NET OF REVENUES & EXPENDITURES | | (55,409.23) | (62,955.59) | 383,828.52 | 250,982.36 | (780.00) | 49,208. |

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2019

4D

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 11/30/19 INCR (DECR) | ACTIVITY FOR MONTH 11/30/18 INCR (DECR) | YTD BALANCE 11/30/2019 NORM (ABNORM) | YTD BALANCE 11/30/2018 NORM (ABNORM) | 2019-20 AMENDED BUDGET | % BGD USED |
|---|--------------------------------|---|---|--|--|---------------------------|---------------|
| Fund 082 - LIBRARY GRANTS & GIFTS FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 300 - REVENUE | | | | | | | |
| GRANTS | | | | | | | |
| 082-300-36200 | GRANT REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 082-300-36263 | STATE PER CAPITA GRANT | 0.00 | 0.00 | 0.00 | 7,152.50 | 7,152.50 | 0.00 |
| GRANTS | | 0.00 | 0.00 | 0.00 | 7,152.50 | 8,152.50 | 0.00 |
| MISCELLANEOUS REVENUE | | | | | | | |
| 082-300-38300 | UNRESTRICTED DONATIONS/CONTRIB | 0.00 | 0.00 | 0.00 | 0.00 | 16,000.00 | 0.00 |
| 082-300-38315 | RESTRICTED DONATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| MISCELLANEOUS REVENUE | | 0.00 | 0.00 | 0.00 | 0.00 | 18,000.00 | 0.00 |
| Total Dept 300 - REVENUE | | 0.00 | 0.00 | 0.00 | 7,152.50 | 26,152.50 | 0.00 |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 7,152.50 | 26,152.50 | 0.00 |
| Expenditures | | | | | | | |
| Dept 603 - LIBRARY ADMINISTRATION | | | | | | | |
| CONTRACTS | | | | | | | |
| 082-603-44810 | PER CAPITAL GRANT EXPENDITURES | 0.00 | 0.00 | 5,366.85 | 4,443.26 | 7,153.00 | 75.03 |
| CONTRACTS | | 0.00 | 0.00 | 5,366.85 | 4,443.26 | 7,153.00 | 75.03 |
| COMMODITIES | | | | | | | |
| 082-603-44825 | MISC. GRANT EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| COMMODITIES | | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| PROGRAM EXPENSES | | | | | | | |
| 082-603-99999 | USE OF DONATIONS/TEMPORARY EXP | 7,924.62 | 143.79 | 22,764.19 | 13,145.84 | 18,000.00 | 126.47 |
| PROGRAM EXPENSES | | 7,924.62 | 143.79 | 22,764.19 | 13,145.84 | 18,000.00 | 126.47 |
| Total Dept 603 - LIBRARY ADMINISTRATION | | 7,924.62 | 143.79 | 28,131.04 | 17,589.10 | 26,153.00 | 107.56 |
| TOTAL EXPENDITURES | | 7,924.62 | 143.79 | 28,131.04 | 17,589.10 | 26,153.00 | 107.56 |
| Fund 082 - LIBRARY GRANTS & GIFTS FUND: | | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 7,152.50 | 26,152.50 | 0.00 |
| TOTAL EXPENDITURES | | 7,924.62 | 143.79 | 28,131.04 | 17,589.10 | 26,153.00 | 107.56 |
| NET OF REVENUES & EXPENDITURES | | (7,924.62) | (143.79) | (28,131.04) | (10,436.60) | (0.50) | 5,626.2 |

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2019

4E

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 11/30/19 INCR (DECR) | ACTIVITY FOR MONTH 11/30/18 INCR (DECR) | YTD BALANCE 11/30/2019 NORM (ABNORM) | YTD BALANCE 11/30/2018 NORM (ABNORM) | 2019-20 AMENDED BUDGET | % BDC USED |
|--------------------------------|-------------|---|---|--|--|---------------------------|---------------|
| TOTAL REVENUES - ALL FUNDS | | 18,299.07 | 15,865.82 | 997,629.17 | 972,248.67 | 1,040,969.50 | 95.84 |
| TOTAL EXPENDITURES - ALL FUNDS | | 81,632.92 | 78,965.20 | 641,931.69 | 731,702.91 | 1,041,750.00 | 61.62 |
| NET OF REVENUES & EXPENDITURES | | (63,333.85) | (63,099.38) | 355,697.48 | 240,545.76 | (780.50) | 45,573.0 |

Fund 080 LAKE BLUFF PUBLIC LIBRARY

| GL Number | Description | Current Year Beg. Balance | Balance |
|-------------------------|--------------------------------|------------------------------|---------------------|
| *** Assets *** | | | |
| ACCRUED INTEREST | | | |
| | ACCRUED INTEREST | 0.00 | 0.00 |
| ACCOUNTS RECEIVABLE | | | |
| | ACCOUNTS RECEIVABLE | 0.00 | 0.00 |
| A/R - OTHER | | | |
| 080-100-11580 | DUE FROM THE VILLAGE | (17,840.94) | (12,646.84) |
| | A/R - OTHER | (17,840.94) | (12,646.84) |
| CASH/INVESTMENTS | | | |
| 080-100-10000 | CHECKING ACCT - LF BANK & TRST | 134,988.19 | 162,817.49 |
| 080-100-10070 | CASH DRAWER OVER/SHORT | 0.00 | (187.06) |
| 080-100-10075 | PETTY CASH | 150.00 | 150.00 |
| 080-100-10110 | ILLINOIS FUND (IPTIP) | 238,281.23 | 598,414.12 |
| 080-100-10113 | ILLINOIS FUNDS - GRANTS | 1.80 | 1.80 |
| 080-100-10115 | ILLINOIS FUNDS - EPAY | 15,764.39 | 18,496.02 |
| | CASH/INVESTMENTS | 389,185.61 | 779,692.37 |
| DUE TO OTHER FUNDS | | | |
| 080-000-00001 | DUE TO/FROM OTHER FUNDS | (15,048.39) | (22,200.89) |
| | DUE TO OTHER FUNDS | (15,048.39) | (22,200.89) |
| PREPAID ITEMS | | | |
| 080-100-12000 | PREPAID EXPENSES | 4,902.00 | 4,902.00 |
| | PREPAID ITEMS | 4,902.00 | 4,902.00 |
| PROPERTY TAX RECEIVABLE | | | |
| 080-100-11100 | PROPERTY TAX RECEIVABLE | 964,119.30 | 964,119.30 |
| | PROPERTY TAX RECEIVABLE | 964,119.30 | 964,119.30 |
| | Total Assets | 1,325,317.58 | 1,713,865.94 |
| *** Liabilities *** | | | |
| ACCRUED PAYROLL | | | |
| 080-200-20300 | ACCRUED PAYROLL | 21,110.09 | 21,110.09 |
| | ACCRUED PAYROLL | 21,110.09 | 21,110.09 |
| ACCOUNTS PAYABLE | | | |
| 080-200-20000 | ACCOUNTS PAYABLE | 10,349.85 | 14,820.31 |
| | ACCOUNTS PAYABLE | 10,349.85 | 14,820.31 |
| A/P - OTHER | | | |
| 080-200-20245 | ICMA 457 PLAN PAYABLE | 0.00 | 249.38 |
| | A/P - OTHER | 0.00 | 249.38 |
| LONG TERM LIABILITIES | | | |
| | LONG TERM LIABILITIES | 0.00 | 0.00 |
| OTHER DEFERRED REVENUE | | | |
| | OTHER DEFERRED REVENUE | 0.00 | 0.00 |
| OTHER LIABILITIES | | | |

5B

Fund 080 LAKE BLUFF PUBLIC LIBRARY

| GL Number | Description | Current Year Beg. Balance | Balance |
|----------------------|---|------------------------------|---------------------|
| *** Liabilities *** | | | |
| | OTHER LIABILITIES | 0.00 | 0.00 |
| | UNAVAILABLE PROPERTY TAXES | | |
| 080-200-24000 | UNAVAILABLE PROPERTY TAXES | 964,119.30 | 964,119.30 |
| | UNAVAILABLE PROPERTY TAXES | 964,119.30 | 964,119.30 |
| | Total Liabilities | 995,579.24 | 1,000,299.08 |
| *** Fund Balance *** | | | |
| | NET POSITION/FUND BALANCE | | |
| 080-290-29000 | UNRESERVED FUND BALANCE | 329,738.34 | 329,738.34 |
| | NET POSITION/FUND BALANCE | 329,738.34 | 329,738.34 |
| | Total Fund Balance | 329,738.34 | 329,738.34 |
| | Beginning Fund Balance | | 329,738.34 |
| | Net of Revenues VS Expenditures | | 383,828.52 |
| | Ending Fund Balance | | 713,566.86 |
| | Total Liabilities And Fund Balance | | 1,713,865.94 |

Fund 082 LIBRARY GRANTS & GIFTS FUND

| GL Number | Description | Current Year Beg. Balance | Balance |
|---|--------------------------------|------------------------------|--------------------|
| *** Assets *** | | | |
| A/R - OTHER | | | |
| | A/R - OTHER | 7,152.50 | 0.00 |
| CASH/INVESTMENTS | | | |
| 082-100-10000 | CHECKING ACCT - LF BANK & TRST | (42,692.91) | (65,284.81) |
| | CASH/INVESTMENTS | (42,692.91) | (65,284.81) |
| DUE TO OTHER FUNDS | | | |
| 082-000-00001 | DUE TO/FROM OTHER FUNDS | 15,048.39 | 22,200.89 |
| | DUE TO OTHER FUNDS | 15,048.39 | 22,200.89 |
| Total Assets | | (20,492.02) | (43,083.92) |
| *** Liabilities *** | | | |
| ACCOUNTS PAYABLE | | | |
| 082-200-20000 | ACCOUNTS PAYABLE | 1,542.50 | 7,081.64 |
| | ACCOUNTS PAYABLE | 1,542.50 | 7,081.64 |
| Total Liabilities | | 1,542.50 | 7,081.64 |
| *** Fund Balance *** | | | |
| NET POSITION/FUND BALANCE | | | |
| 082-290-29000 | UNRESERVED FUND BALANCE | (22,034.52) | (22,034.52) |
| | NET POSITION/FUND BALANCE | (22,034.52) | (22,034.52) |
| Total Fund Balance | | (22,034.52) | (22,034.52) |
| Beginning Fund Balance | | | (22,034.52) |
| Net of Revenues VS Expenditures | | | (28,131.04) |
| Ending Fund Balance | | | (50,165.56) |
| Total Liabilities And Fund Balance | | | (43,083.92) |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/13/2019 - 12/11/2019

Banks: LIBCK, LIBEP

| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|------------|-------|---------|--------------|-------------------------|------------------------------|---------------|----------|
| 11/15/2019 | LIBCK | 14213 | 10909J19 | IMAGE SYSTEMS & BUSINES | COPIER MAINTENANCE/SUPPLIES | 080-603-41313 | 465.00 |
| 11/15/2019 | LIBCK | 14214 | 4284912 | ACCESS ONE, INC. | UTILITIES | 080-603-43230 | 737.47 |
| 11/15/2019 | LIBCK | 14215 | 6714831 | DEMCO, INC | USE OF DONATIONS/TEMPORARY E | 082-603-99999 | 842.98 |
| 11/15/2019 | LIBCK | 14216 | HP2019-963 | HALL PASS | OTHER PROFESSIONAL/CONTRACTU | 080-603-41314 | 9.00 |
| 11/15/2019 | LIBCK | 14217 | NEWS103119 | NEWS-SUN | PERIODICALS | 080-603-45500 | 176.28 |
| 11/15/2019 | LIBCK | 14218 | VP11082019 | VANTAGEPOINT TRANSFER A | ICMA 457 PLAN PAYABLE | 080-200-20245 | 631.65 |
| 11/27/2019 | LIBCK | 14219 | COM111319 | COMCAST | UTILITIES | 080-603-43230 | 244.85 |
| 12/05/2019 | LIBCK | 14220 | 439473836979 | AMAZON | OFFICE SUPPLIES | 080-603-43550 | 39.97 |
| | | 14220 | 573885356958 | | OFFICE SUPPLIES | 080-603-43550 | 55.98 |
| | | 14220 | 437446936944 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 223.03 |
| | | 14220 | 455435835995 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 67.71 |
| | | 14220 | 735483563949 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | (223.03) |
| | | 14220 | 438848978868 | | ADULT PROGRAM SUPPLIES | 080-603-43710 | 9.99 |
| | | 14220 | 587864736989 | | OUTREACH SUPPLIES | 080-603-43730 | 62.73 |
| | | 14220 | 645945365859 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 18.00 |
| | | 14220 | 456975953446 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 27.95 |
| | | 14220 | 456674989494 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 29.09 |
| | | 14220 | 443945744757 | | ADULT FICTION BOOKS | 080-603-45100 | 37.69 |
| | | 14220 | 563369888535 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 65.19 |
| | | 14220 | 683595859747 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 14.00 |
| | | 14220 | 434957365367 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 12.19 |
| | | 14220 | 444469733446 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 27.84 |
| | | 14220 | 647457583644 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 69.90 |
| | | 14220 | 947399667586 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 13.29 |
| | | 14220 | 954957654737 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 14.99 |
| | | 14220 | 449864888787 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 17.14 |
| | | 14220 | 547533694966 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 13.95 |
| | | 14220 | 534854436583 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 87.93 |
| | | 14220 | 666784694755 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 11.29 |
| | | 14220 | 769373933977 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 14.96 |
| | | 14220 | 566358389336 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 22.49 |
| | | 14220 | 564757697784 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 14.99 |
| | | 14220 | 799889479873 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 22.87 |
| | | 14220 | 858687676955 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 28.17 |
| | | 14220 | 888597589856 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 35.19 |
| | | 14220 | 944934976493 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 11.29 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/13/2019 - 12/11/2019

Banks: LIBCK, LIBEP

6B

| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|------------|------|---------|--------------|-------|-----------------------------|---------------|-----------------|
| | | 14220 | 988879696858 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 15.98 |
| | | 14220 | 433489857347 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 152.65 |
| | | 14220 | 775633933869 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 24.19 |
| | | 14220 | 434793855794 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 11.88 |
| | | 14220 | 977639986545 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 10.99 |
| | | 14220 | 448879633869 | | VIDEO GAMES | 080-603-45510 | 165.95 |
| | | 14220 | 456737547477 | | VIDEO GAMES | 080-603-45510 | 59.99 |
| | | 14220 | 667845568977 | | TRENDING TITLES | 080-603-45520 | 18.00 |
| | | 14220 | 469894896659 | | TRENDING TITLES | 080-603-45520 | 37.92 |
| | | | | | | | 1,344.33 |

12/05/2019 LIBCK 14221 VOID ** VOIDED ** ** VOIDED **
 Void Reason: Created From Check Run Process

| | | | | | | | |
|------------|-------|-------|------------|-------------------------|-----------------------------|---------------|--------|
| 12/05/2019 | LIBCK | 14222 | 2034922675 | BAKER & TAYLOR ENTERTAI | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 0.65 |
| | | 14222 | 2034922626 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 5.20 |
| | | 14222 | 2034917746 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 14.20 |
| | | 14222 | 2034929311 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 23.65 |
| | | 14222 | 2034925764 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 6.20 |
| | | 14222 | 2034925776 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 1.30 |
| | | 14222 | 2034914765 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 2.45 |
| | | 14222 | 2034919583 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 23.15 |
| | | 14222 | 2034928815 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 1.95 |
| | | 14222 | 2034896126 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 7.00 |
| | | 14222 | 2034957694 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 1.30 |
| | | 14222 | 2034964472 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 5.20 |
| | | 14222 | 2034952768 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 0.20 |
| | | 14222 | 2034882375 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 12.75 |
| | | 14222 | 2034866230 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 36.25 |
| | | 14222 | 2034866230 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 11.60 |
| | | 14222 | 2034931710 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 30.55 |
| | | 14222 | 2034866318 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 7.00 |
| | | 14222 | 2034968195 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 4.10 |
| | | 14222 | 2034922651 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 15.90 |
| | | 14222 | 2034922675 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 51.20 |
| | | 14222 | 2034922626 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 166.72 |
| | | 14222 | 2034906718 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 48.26 |
| | | 14222 | 2034928815 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 164.09 |
| | | 14222 | 2034896126 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 49.92 |
| | | 14222 | 2034866318 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 172.57 |
| | | 14222 | 2034917746 | | ADULT FICTION BOOKS | 080-603-45100 | 221.62 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/13/2019 - 12/11/2019

Banks: LIBCK, LIBEP

| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|------------|-------|---------|------------|-------------------------|------------------------------|---------------|-----------------|
| | | 14222 | 2034925764 | | ADULT FICTION BOOKS | 080-603-45100 | 125.35 |
| | | 14222 | 2034952768 | | ADULT FICTION BOOKS | 080-603-45100 | 198.08 |
| | | 14222 | 2034866230 | | ADULT FICTION BOOKS | 080-603-45100 | 185.98 |
| | | 14222 | 2034931710 | | ADULT FICTION BOOKS | 080-603-45100 | 469.17 |
| | | 14222 | 2034921858 | | ADULT LARGE PRINT MATERIAL | 080-603-45110 | 36.27 |
| | | 14222 | 2034946244 | | ADULT LARGE PRINT MATERIAL | 080-603-45110 | 29.59 |
| | | 14222 | 2034919583 | | PICTURE BOOKS, READERS | 080-603-45410 | 380.17 |
| | | 14222 | 2034953316 | | PICTURE BOOKS, READERS | 080-603-45410 | 4.51 |
| | | 14222 | 2034957694 | | PICTURE BOOKS, READERS | 080-603-45410 | 135.41 |
| | | 14222 | 2034929311 | | JUVENILE FICTION | 080-603-45420 | 365.35 |
| | | 14222 | 2034914765 | | JUVENILE FICTION | 080-603-45420 | 24.63 |
| | | 14222 | 2034882375 | | JUVENILE FICTION | 080-603-45420 | 468.67 |
| | | 14222 | 2034968195 | | JUVENILE FICTION | 080-603-45420 | 18.06 |
| | | 14222 | 2034964472 | | TEEN BOOKS | 080-603-45450 | 42.68 |
| | | 14222 | 2034917746 | | GRAPHIC NOVELS | 080-603-45470 | 14.66 |
| | | 14222 | 2034922626 | | TRENDING TITLES | 080-603-45520 | 16.95 |
| | | 14222 | 2034925776 | | TRENDING TITLES | 080-603-45520 | 31.78 |
| | | | | | | | 3,632.29 |
| 12/05/2019 | LIBCK | 14223 | HIN111119 | BRITTANY HINKLE | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 100.00 |
| 12/05/2019 | LIBCK | 14224 | 74612 | CHICAGO SPRINKLER COMPA | MAINTENANCE-GROUNDS | 080-603-41050 | 119.50 |
| 12/05/2019 | LIBCK | 14225 | 28408 | COMPUTER VIEW, INC. | USE OF DONATIONS/TEMPORARY E | 082-603-99999 | 5,842.50 |
| 12/05/2019 | LIBCK | 14226 | 26396 | CRYSTAL MAINTENANCE SER | MAINTENANCE-BUILDING | 080-603-41000 | 645.00 |
| 12/05/2019 | LIBCK | 14227 | KAT112719 | FIRST BANKCARD | PROF DEVELOPMENT/ARRT CONF R | 080-603-42400 | 60.00 |
| | | 14227 | KAT112719 | | ADULT PROGRAM SUPPLIES/CRAFT | 080-603-43710 | 40.58 |
| | | 14227 | KAT112719 | | ADULT FICTION BOOKS | 080-603-45100 | 32.50 |
| | | | | | | | 133.08 |
| 12/05/2019 | LIBCK | 14228 | ERI112719 | FIRST BANKCARD | MAINTENANCE-BUILDING/METRO S | 080-603-41000 | 90.00 |
| | | 14228 | ERI112719 | | POSTAGE/PASSPORTS | 080-603-43300 | 7.35 |
| | | 14228 | ERI112719 | | MISC EXPENSES/PAYFLOW/PAYPAL | 080-603-46100 | 26.40 |
| | | | | | | | 123.75 |
| 12/05/2019 | LIBCK | 14229 | JIL112719 | FIRST BANKCARD | MISC EXPENSES/REIMB INTEREST | 080-603-46100 | (5.19) |
| | | 14229 | JIL112719 | | USE OF DONATION FROM FOUND/C | 082-603-99999 | 15.87 |
| | | | | | | | 10.68 |
| 12/05/2019 | LIBCK | 14230 | MCO112719 | FIRST BANKCARD | POSTAGE/PASSPORTS | 080-603-43300 | 66.15 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/13/2019 - 12/11/2019

Banks: LIBCK, LIBEP

| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|------------|-------|---------|--------------|-------------------------|------------------------------|---------------|---------------|
| | | 14230 | MCO112719 | | POSTAGE/BAKER&TAYLOR RETURN | 080-603-43300 | 14.35 |
| | | 14230 | MCO112719 | | POSTAGE/STAMPS | 080-603-43300 | 146.80 |
| | | 14230 | MCO112719 | | PRINTING/E-NEWSLETTER | 080-603-43410 | 29.99 |
| | | 14230 | MCO112719 | | OUTREACH SUPPLIES/GO WIFI | 080-603-43730 | 3.00 |
| | | 14230 | MCO112719 | | PATRON & STAFF SOFTWARE/ILL | 080-603-45600 | 9.95 |
| | | | | | | | 270.24 |
| 12/05/2019 | LIBCK | 14231 | LYN112719 | FIRST BANKCARD | MAINTENANCE-BUILDING/CREDIT | 080-603-41000 | (5.98) |
| | | 14231 | LYN112719 | | MAINTENANCE-BUILDING/TOILET | 080-603-41000 | 5.98 |
| | | 14231 | LYN112719 | | MAINTENANCE-GROUNDS/REFLECTI | 080-603-41050 | 40.50 |
| | | 14231 | LYN112719 | | MAINTENANCE SUPPLIES-BUILDIN | 080-603-43660 | 1.18 |
| | | 14231 | LYN112719 | | MAINT SUPP-BLDG/GAS METER AL | 080-603-43660 | 73.95 |
| | | 14231 | LYN112719 | | MAINTENANCE SUPPLIES-BUILDIN | 080-603-43660 | 14.98 |
| | | | | | | | 130.61 |
| 12/05/2019 | LIBCK | 14232 | ELI112719 | FIRST BANKCARD | POSTAGE/LAUNCHPAD RETURN | 080-603-43300 | 9.25 |
| | | 14232 | ELI112719 | | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 5.88 |
| | | 14232 | ELI112719 | | TEEN PROGRAM SUPPLIES | 080-603-43740 | 12.78 |
| | | 14232 | ELI112719 | | PICTURE BOOKS, READERS | 080-603-45410 | 31.35 |
| | | 14232 | ELI112719 | | JUVENILE FICTION | 080-603-45420 | 6.51 |
| | | 14232 | ELI112719 | | JUVENILE AUDIO-VISUAL | 080-603-45430 | 97.97 |
| | | | | | | | 163.74 |
| 12/05/2019 | LIBCK | 14233 | FFC111119 | FLYING FOX CONSERVATION | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 175.00 |
| | | 14233 | FFC111119 | | OUTREACH SUPPLIES | 080-603-43730 | 175.00 |
| | | | | | | | 350.00 |
| 12/05/2019 | LIBCK | 14234 | PINV1828676 | GARVEY'S OFFICE PRODUCT | OFFICE SUPPLIES | 080-603-43550 | 17.03 |
| | | 14234 | PINV1830435 | | OFFICE SUPPLIES | 080-603-43550 | 67.80 |
| | | 14234 | PINV1820562 | | MAINTENANCE SUPPLIES-BUILDIN | 080-603-43660 | 52.79 |
| | | 14234 | PINV1831905 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 43.80 |
| | | | | | | | 181.42 |
| 12/05/2019 | LIBCK | 14235 | 0629172-00 | GOODMAN ELECTRIC SUPPLY | MAINTENANCE-BUILDING | 080-603-41000 | 13.78 |
| 12/05/2019 | LIBCK | 14236 | HIL11112019 | LISA HILGENBERG | ADULT PROGRAM SUPPLIES | 080-603-43710 | 200.00 |
| 12/05/2019 | LIBCK | 14237 | INV-BP201901 | LAKE BLUFF CRAFT BREWIN | OUTREACH SUPPLIES | 080-603-43730 | 500.00 |
| 12/05/2019 | LIBCK | 14238 | VIL112719 | VILLAGE OF LAKE BLUFF | UTILITIES | 080-603-43230 | 561.76 |
| 12/05/2019 | LIBCK | 14239 | 9896 | LAKE FOREST/LAKE BLUFF | DUES | 080-603-42440 | 340.00 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 11/13/2019 - 12/11/2019
Banks: LIBCK, LIBEP

| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|-------------------|-------|---------|-----------------|-------------------------|------------------------------|---------------|-----------------|
| 12/05/2019 | LIBCK | 14240 | 426644 | THE LIBRARY STORE, INC. | USE OF DONATIONS/TEMPORARY E | 082-603-99999 | 29.54 |
| 12/05/2019 | LIBCK | 14241 | HAM11112019 | MARK HAMILTON | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 150.00 |
| 12/05/2019 | LIBCK | 14242 | 98194711 | MIDWEST TAPE | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 214.95 |
| | | 14242 | 98225586 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 44.99 |
| | | 14242 | 98242583 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 164.96 |
| | | 14242 | 98291002 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 124.97 |
| | | | | | | | 549.87 |
| 12/05/2019 | LIBCK | 14243 | OHA112619 | MARTHA O'HARA | USE OF DONATIONS/TEMPORARY E | 082-603-99999 | 29.97 |
| 12/05/2019 | LIBCK | 14244 | 01018CO19226212 | OVERDRIVE, INC | E-BOOKS | 080-603-45460 | 2,600.28 |
| 12/05/2019 | LIBCK | 14245 | REY11152019 | ISAURO REYES | MAINTENANCE-GROUNDS | 080-603-41050 | 300.00 |
| 12/05/2019 | LIBCK | 14246 | ROB11112019 | ROBOTHINK, LLC | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 300.00 |
| 12/05/2019 | LIBCK | 14247 | SPE110819 | CARRIE SPEZZANO | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 57.63 |
| 12/05/2019 | LIBCK | 14248 | 427803 | THE LIBRARY STORE, INC. | USE OF DONATIONS/TEMPORARY E | 082-603-99999 | 33.76 |
| 12/05/2019 | LIBCK | 14249 | VP112219 | VANTAGEPOINT TRANSFER A | ICMA 457 PLAN PAYABLE | 080-200-20245 | 294.22 |
| 12/05/2019 | LIBCK | 14250 | 15715 | VOGUE PRINTERS | PRINTING/E-NEWSLETTER | 080-603-43410 | 1,764.00 |
| | | 14250 | 15715 | | USE OF DONATIONS/FRIENDS DON | 082-603-99999 | 1,130.00 |
| | | | | | | | 2,894.00 |
| TOTAL - ALL FUNDS | | | | | TOTAL OF 38 CHECKS (1 voided | | 25,009.18 |

--- GL TOTALS ---

| | | |
|---------------|--------------------------------|----------|
| 080-200-20245 | ICMA 457 PLAN PAYABLE | 925.87 |
| 080-603-41000 | MAINTENANCE-BUILDING | 748.78 |
| 080-603-41050 | MAINTENANCE-GROUNDS | 460.00 |
| 080-603-41313 | COPIER MAINTENANCE/SUPPLIES | 465.00 |
| 080-603-41314 | OTHER PROFESSIONAL/CONTRACTUAL | 9.00 |
| 080-603-42400 | PROFESSIONAL DEVELOPMENT | 60.00 |
| 080-603-42440 | DUES | 340.00 |
| 080-603-43230 | UTILITIES | 1,544.08 |
| 080-603-43300 | POSTAGE | 243.90 |
| 080-603-43410 | PRINTING/E-NEWSLETTER | 1,793.99 |
| 080-603-43550 | OFFICE SUPPLIES | 180.78 |
| 080-603-43660 | MAINTENANCE SUPPLIES-BUILDING | 142.90 |
| 080-603-43668 | TECHNICAL SERVICES SUPPLIES | 306.21 |
| 080-603-43710 | ADULT PROGRAM SUPPLIES | 250.57 |
| 080-603-43720 | JUVENILE PROGRAM SUPPLIES | 788.51 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/13/2019 - 12/11/2019

Banks: LIBCK, LIBEP

| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|---------------|------|---------|---------|--------------------------------|-------------|------|-----------|
| 080-603-43730 | | | | OUTREACH SUPPLIES | | | 740.73 |
| 080-603-43740 | | | | TEEN PROGRAM SUPPLIES | | | 12.78 |
| 080-603-45000 | | | | ADULT NON-FICTION BOOKS | | | 743.70 |
| 080-603-45100 | | | | ADULT FICTION BOOKS | | | 1,270.39 |
| 080-603-45110 | | | | ADULT LARGE PRINT MATERIAL | | | 65.86 |
| 080-603-45200 | | | | ADULT AUDIO VISUAL MATERIAL | | | 1,263.23 |
| 080-603-45410 | | | | PICTURE BOOKS, READERS | | | 551.44 |
| 080-603-45420 | | | | JUVENILE FICTION | | | 883.22 |
| 080-603-45430 | | | | JUVENILE AUDIO-VISUAL | | | 97.97 |
| 080-603-45450 | | | | TEEN BOOKS | | | 42.68 |
| 080-603-45460 | | | | E-BOOKS | | | 2,600.28 |
| 080-603-45470 | | | | GRAPHIC NOVELS | | | 14.66 |
| 080-603-45500 | | | | PERIODICALS | | | 176.28 |
| 080-603-45510 | | | | VIDEO GAMES | | | 225.94 |
| 080-603-45520 | | | | TRENDING TITLES | | | 104.65 |
| 080-603-45600 | | | | PATRON & STAFF SOFTWARE | | | 9.95 |
| 080-603-46100 | | | | MISCELLANEOUS EXPENSES | | | 21.21 |
| 082-603-99999 | | | | USE OF DONATIONS/TEMPORARY EXP | | | 7,924.62 |
| | | | | TOTAL | | | 25,009.18 |

Friends Meeting Dates 2020

January 18

February 15

March 21

April 18

May 16

June 20

August 15

September 19

October 17

November 21

Respectfully submitted,

Eric Scott Bailey

Proposed Changes to Computer Policy

To facilitate the transition to laptops from desktops for Adult Services, changes to the existing policy are needed. The proposed new changes are included in this packet, along with current policy. While this proposed policy has been reviewed by our attorney, it has not yet been reviewed by the Bylaw and Policy Committee. **PROPOSAL:** Therefore, it is presented here for review and discussion with the intent for approval to take place in January 2020.

Respectfully submitted,

Eric Scott Bailey

CURRENT POLICY

INF-3: Use of Library-Provided Personal Computers

The Library provides computers for public use and a wireless hub for use of personal computers in the Library. The following guidelines apply to use of the Library's computers and related services:

- A. Computer use is available in the Adult Computer Area by signup or reservation, and in the Children's Department on a first-come first-serve basis.
- B. Computers will be available when the Library opens up until 15 minutes before the Library closes.
- C. Patrons in the Adult Computer Area may use the computers for a maximum of 240 minutes each day, with a minimum of two login sessions per patron per day. Each login session in the Adult Computer Area lasts a maximum 120 minutes; at which time, if no patrons are waiting to use the computer, the system may automatically grant further time. If another patron is waiting to use the computer, the patron will not be offered further time and will be automatically logged out when their time expires.
- D. If deemed necessary, staff may make permanent adjustments to the time and sessions available for all patrons in the Adult Computer Area. Such changes in service will be posted well in advance and fairly applied to all patrons.
- E. If a patron requires more time than is available for their session, they may ask the staff member at the Reference Desk for an extended session. The staff member will grant extra time as deemed appropriate given how busy the computers are and the reason for the request.
- F. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.
- G. If a computer in the Adult Computer Area is idle for longer than 10 minutes, the computer system will ask the user to verify that they are still using the workstation. If the patron does not provide verification, the session will be automatically terminated and the computer made available to another patron.
- H. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Flash drives will be available for sale at the Adult Reference Desk while supplies last.
- I. All library computers are set up to prevent any file from being added to the hard drive. Any items that may be added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
- J. Software use is limited to that provided by the Library. Use of programs with sound, regardless of their source, requires the use of headphones.
- K. Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited. The Library enforces laws regarding the privacy of library users in Illinois, and the confidentiality policies of the American Library Association. Further, we ask that computer users be sensitive to the use of computers in a public environment, which is used by people of all ages.
- L. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules which include asking a computer user to leave the premises and/or to contact law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting if the concern is placed

by the patron on the meeting agenda 48 hours prior to the meeting, in accordance with Illinois Open Meeting laws.

- M. The Library may provide scheduled computer classes or training upon request, and Library staff members may provide limited individual instruction at their own discretion during times of low volume in the Library. Full documentation for each software application will be available, and patrons are expected to consult the documentation and use self-guided tutorials.
- N. The Library reserves the right to charge for printing, at a cost of \$.10 per page for black and white documents, and \$1.00 per page for color documents.
- O. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics. These statistics will not identify individual users or the nature of their computer use, provided that the patron has not violated the policies of the library, or any State, Federal, or Local law.
- P. Patrons are responsible for complying with copyright laws and licensing agreements while using Library computers, and for paying to use any fee-based services not provided by the Library.
- Q. The Library assumes no responsibility for accuracy, timeliness, bias or potential offensiveness of any Internet-based content.
- R. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. Filters are installed on public computers in the Children's Department and in the Adult Department, though the filters on the computers in the Adult Department provide wider access. The Library does not limit children's Internet access or restrict their computer usage to Children's Department computers only. Filters will be removed by staff at the request of any user and the discretion of library staff. Parents who want their children to use computers with the greatest amount of filtering may wish to advise their children to use computers in the Children's Department for Internet access.
- S. Children have first priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without the specific permission of the Library Director or his/her designee.

Proposed New Policy

A. INF-3: Use of Library-Provided Personal Computers

The Library provides **laptop and desktop computers** for public use and a wireless hub for use of personal computers in the Library. The following guidelines apply to use of the Library's computers and related services

- A. Computer use is available on the main floor by signup or reservation, and in the Children's Department on a first-come, first-served basis.
- B. **Adult patrons must have a registered library card or a valid photo ID in order to use a public laptop. Children may check out a laptop only if all of the computers in the Children's Department are in use. If a child does not have a registered library card, a parent or guardian must provide a valid photo ID in order to allow laptop access. Patrons who do not have a library card or a valid photo ID may use a guest pass at one of the public desktop computers. If no desktop computers are available, ~~they patrons~~ can make a reservation for the next available computer.**
- C. Computers will be available when the Library opens up until 15 minutes before the Library closes.
- D. Patrons using laptop or desktop computers in the Adult Computer Area or using laptops may use the computers for a maximum of 240 minutes each day, **with a minimum of two login sessions per patron per day.** Each login session ~~in the Adult Computer Area~~ lasts a maximum 120 minutes; ~~at which time once 120 minutes have elapsed, if no patrons are waiting to use the computer,~~ the system may automatically grant additional further time if no patrons are waiting to use the computer. If another patron is waiting to use the computer, the ~~patron current computer user~~ will not be offered further time and will be automatically logged out when their time expires.
- E. **Patrons who use a public laptop agree to the following terms and conditions:**
 - a. **The patron is responsible for the laptop and all related equipment. If the laptop or any related equipment is lost, stolen, or damaged, the patron is responsible for the replacement cost, which is determined by the Library.**
 - b. **The patron must keep the laptop with them at all times. If they need to step away for any reason, they must bring the laptop to the service desk.**
 - c. **Laptops are available for in-house use only.**
 - d. **Laptops may only be used by the person who checked it out. Laptops cannot be lent to another person, and patrons may not check out a laptop for someone else to use.**
 - e. **Laptop users must abide by all of the library's policies, including Use of Library-Provided Personal Computers, Use of Library-Provided Wireless Network, and Library User Conduct.**
- F. If deemed necessary, staff may make permanent adjustments to the time and sessions available ~~for all patrons in the Adult Computer Area or using a public laptop~~ all public laptops or desktops. Such changes in service will be posted well in advance and fairly applied to all patrons.
- G. If a patron requires more time than is available for their session, they may ask the staff member at the Reference Desk for an extended session. The staff member will grant extra time as deemed appropriate given how busy the computers are and the reason for the request.
- H. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.

- I. If a **laptop or public computer** is idle for longer than 10 minutes, the computer system will ask the user to verify that they are still using the workstation. If the patron does not provide verification, the session will be automatically terminated and the computer made available to another patron.
- J. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Flash drives will be available for sale at the Adult Reference Desk while supplies last.
- K. All library computers are set up to prevent any file from being added to the hard drive. Any items that may be added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
- L. Software use is limited to that provided by the Library. Use of programs with sound, regardless of their source, requires the use of headphones.
- M. Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited. The Library enforces laws regarding the privacy of library users in Illinois, and the confidentiality policies of the American Library Association. Further, we ask that computer users be sensitive to the use of computers in a public environment, which is used by people of all ages.
- N. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules, up to and including asking a computer user to leave the premises and/or contacting law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting. In accordance with the Illinois Open Meetings Act, grievances must be added to the meeting agenda by the patron 48 hours prior to the meeting. ~~if the concern is placed by the patron on the meeting agenda 48 hours prior to the meeting, in accordance with Illinois Open Meeting laws.~~
- O. The Library may provide scheduled computer classes or training upon request, and Library staff members may provide limited individual instruction at their own discretion during times of low volume in the Library. Full documentation for each software application will be available, and patrons are expected to consult the documentation and use self-guided tutorials.
- P. The Library reserves the right to charge for printing, at a cost of \$.10 per page for black and white documents, and **\$0.30** per page for color documents.
- Q. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics. These statistics will not identify individual users ~~Lake Bluff Public Library Computer Use Policy~~ or the nature of their computer use, provided that the patron has not violated the policies of the Library, or any State, Federal, or Local law.
- R. Patrons are responsible for complying with copyright laws and licensing agreements while using Library computers, and for paying to use any fee-based services not provided by the Library.
- S. The Library assumes no responsibility for accuracy, timeliness, bias or potential offensiveness of any Internet-based content.
- T. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. Filters are installed on public computers in the Children's Department and in the Adult Department, though the filters on the computers in the Adult Department provide wider access. The Library does not limit children's Internet access or restrict their computer usage to Children's Department computers only. Filters will be removed by staff at the request of any user and the discretion of library staff. Parents who want their

children to use computers with the greatest amount of filtering may wish to advise their children to use computers in the Children's Department for Internet access.

- U. Children have first priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without the specific permission of the Library Director or his/her designee.

Per Capita Grant Documentation

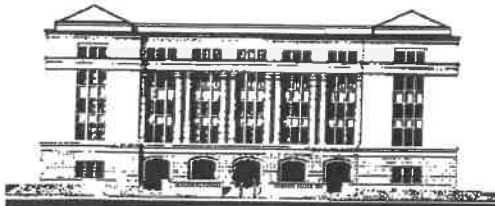
December 10th, 2019

Information is included in the packet regarding the Per Capita Grant application due to the State Library on January 15th, 2020. Like most libraries across Illinois, we apply for this population-based grant each year as supplementary funding from the State of Illinois.

One of the filing requirements is for information to be reviewed by the Library Board of Trustees. Information is included in your packet for that review, and discussion as desired. No vote or approval is needed.

Respectfully submitted,

Eric Scott Bailey



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Lake Bluff Public Library

2. Library's control number: 30392 Branch number: 00

3. Contact information of the person completing this grant application:

Preparer's name: Eric Bailey
(First name) (Last name)

Preparer's title: Library Director

Preparer's phone number: 847-234-2540

Preparer's email: ebailey@lakeblufflibrary.org

4. **Population Served:** 5722

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The Lake Bluff Public Library (LBPL) is in compliance with all items listed in Chapter 3 of Serving our Public 3.0. Support for personnel has been a subject of frequent discussion at LBPL, with additional forethought and consideration over the past 5 years put towards keeping salaries appropriate and competitive. Annual surveys of State and Local salaries are performed, and descriptions are kept up to date. A total of 64.3% of the current year budget is allotted for salary and benefits, within keeping the 60-70% range listed in Chapter 3. Staff members are encouraged to pursue relevant ongoing education, and funds are budgeted to support professional memberships, journals and conference attendance. Staff receive a thorough orientation, and are evaluated at minimum annually. A clear Personnel Manual exists and is reviewed and updated as needed on a regular basis. The most recent Long Range Plan was approved on November 12, 2019 to go into effect on January 1, 2020. The Lake Bluff Public Library strives to be the friendliest, a goal for which great staff members are essential. Reviewed by the Board of Library Trustees at the December 10th, 2019 Board Meeting.

6. **Trustees Fact File:** The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

Safety is of critical importance, and is a frequent subject of staff training. More regular training on use of the AED owned by the Library, annual rather than biannual, is a consideration. The fire and police departments are located nearby and the Library has a strong relationship with both. The Library is represented on the Village of Lake Bluff Safety Committee. Excerpts from Serving our Public 3.0 are among the materials that new trustees receive when they join the Board. In discussion over the past year, the Library Board has determined that additional information about staff and operations is of benefit to new trustees and will be provided in the future. Chapters 11-14 and appendices were reviewed at the December 10th, 2019 Board Meeting.

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes No

Describe the library's role in the collection, exhibition and promotion of local history in your community.

The Lake Bluff Public Library leases space in its facilities to the Lake Bluff History Museum, which is very active in preserving and protecting local history. Education within the community is an important part of what they do, and the Library is a frequent partner with the Museum. This partnership takes the form of help in answering questions on local history and joint programming.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

In order to improve access to ebooks and eaudiobooks, the funds would be used to grow those collections. Remaining funds will be used to provide additional copies of popular materials, reducing hold lists and wait times and improving access to these materials. Additional remaining funds would be used for community outreach and engagement.

Chapter 3 [Personnel]

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent.

The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.

Example: In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12. $\$40,160/10 = \$4,016 \times 12 = \$48,192$. (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; www.isbe.state.il.us/research/htmls/teacher_salary.htm)

The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

Chapter 3 [Personnel]

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

Environment Barriers Act [410 ILCS 25/1 *et seq.*]
Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]
Open Meetings Act [5 ILCS 120/1 *et seq.*]
Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
Local Records Act [50 ILCS 205/1 *et seq.*]
State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]
Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
Minimum Wage Act [820 ILCS 105/1 *et seq.*]
Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
Local Governmental Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]
Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]
School Visitation Rights Act [820 ILCS 147 *et seq.*]
Identity Protection Act [5 ILCS 179/1 *et seq.*]

Chapter 3 [Personnel]

PERSONNEL CHECKLIST

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has a long-range/strategic plan.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

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WEBSITES

American Library Association
www.wikis.ala.org/professionaltips
www.ala-apa.org/



Office of the Secretary of State Jesse White
CYBERDRIVEILLINOIS.COM

Illinois Library and Information Network (ILLINET)

Illinois State Library

ILLINET, established in 1975, is a statewide library alliance, representing over 3,000 academic, public, school and special libraries that are members of Illinois' library systems (RAILS, IHLS and CPLS). With the support of the Illinois State Library and the library systems, ILLINET libraries collectively provide a strong foundation for statewide resource sharing to meet the diverse information needs of Illinois citizens.

The online consortial catalogs, known as Local Library System Automation Programs (LLSAPs) and the Illinois statewide Library delivery service (ILDS) funded by the Illinois State Library through grants to IHLS, RAILS and ILDS, which is managed by CARLI are key components of statewide resource sharing. LLSAPs contain the holdings of ILLINET library collections, and provide access to circulation and interlibrary loan services. Online access to library collections, coupled with statewide delivery ensures a strong network of resource discovery and fulfillment throughout Illinois.

ILLINET Interlibrary Loan (ILL) Code

The ILLINET ILL Code (rev. 2015), approved by the Illinois State Library Advisory Committee, endorsed by the Illinois Library Systems, and adopted by the State Library governs interlibrary loan policy within ILLINET. The ILL Code is based on the 2008 version of the American Library Association (ALA) Interlibrary Loan Code for the United States.

- [ILLINET ILL Code](#)

ILLINET ILL Statistical Survey

The Illinois State Library collects and analyzes resource sharing and reciprocal borrowing data via the [ILLINET ILL Statistical Survey](#). Local libraries can also view their own ILL statistics [online](#). Completion of the ILLINET ILL Statistical Survey is required of all ILLINET member

libraries in accordance with administrative rule [23 Ill. Adm. Code 3030.200 (a)(2)(0)]. The FY 2019 (July 1, 2018–June 30, 2019) ILLINET ILL Statistical Survey must be completed by **March 31, 2020**.

- [ILLINET Interlibrary Loan Statistical Survey](#)

Quick Links

- [Delivery Services for Libraries](#)
- [Illinois Library Systems](#)
- [Illinois Public Library Annual Report \(IPLAR\)](#)
- [OCLC Services](#)
- [Try-It! Illinois](#) *The annual statewide electronic resources trial period is **October 1–November 30**.

Chapter 11 [System and ILLINET Membership Responsibilities]

Through the Illinois Library and Information Network (ILLINET), libraries of all types (public, academic, school, and special) are able to offer Illinois residents enhanced, cooperative library services. ILLINET exists on the premise that “the whole is greater than the sum of its parts.” Illinois library cooperation is multi-faceted and multi-layered. The primary facets of ILLINET include but are not limited to: facilitating the sharing of library materials and information via interlibrary loan, reciprocal borrowing, and other cooperative agreements; providing statewide and regional library system delivery services; offering enhanced services, at the regional library system, consortial, or Illinois State Library levels, which are beyond the scope of services that can be provided locally; and sharing human knowledge, expertise, and skills to enhance existing or create new programs and services for Illinois residents. The various interwoven, multi-layers of ILLINET include but are not limited to cooperation initiated at the local, regional, consortial, state, national, and international levels.

The Illinois State Library and the Illinois regional library systems serve as the catalysts to foster statewide library cooperation, promote library development, and ensure that every Illinois library fulfills its partnership responsibility in the provision of quality library services to all Illinois residents. The commitment and cooperation of every Illinois library creates the foundation for the viability and effectiveness of Illinois regional library systems and ILLINET.

The Illinois regional library systems are annually funded through a formula grant appropriation from the Illinois Office of the Secretary of State’s budget [75 ILCS 10/8(c)]. Illinois regional library systems are governed by representatives from member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

APPLICABLE CORE STANDARDS – Please see Core Standards 16, 17, 18, and 22 in Chapter 1.

SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES STANDARDS

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library.
2. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
3. As ILLINET participants, all Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; participate in delivery; and facilitate cooperative reference and information assistance.
4. As ILLINET participants, all Illinois public libraries abide by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
5. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
6. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
7. Every public library has a responsibility to offer its citizens quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 11 [System and ILLINET Membership Responsibilities]

SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES CHECKLIST

- The library is a member of an Illinois regional library system.
- The library fulfills the membership requirements of its system and the Illinois Library and Information Network (ILLINET).
- The library actively seeks grant funding and applies for grants at the state level.
- The library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library.
- The library promotes statewide cooperative services in addition to its own local services.
- The library uses a variety of methods to communicate with its community.
- The library promotes and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- The library participates in delivery.
- The library facilitates cooperative reference and information assistance.
- The library provides access to resource sharing databases.
- The library participates in cooperative resource sharing by entering the library's collections into a regional, statewide, or national database.
- The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
- The library director, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association.
- The library, in cooperation with regional library systems and the Illinois State Library, shares the responsibility for promoting statewide tax-supported public library service for every Illinois resident.

Chapter 12 [Safety]

While the incidence of serious crime is low in libraries, libraries are open to the public many hours each week and are part of communities where people live and work every day. Librarians must share responsibility for the safety and security of customers and staff. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

SAFETY STANDARDS

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and customers, and severe weather.
4. The library provides annual emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
5. The library provides a call list and contact information that is reviewed bi-annually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
8. Safety of customers and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a designated tornado shelter.
11. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
12. The library provides adequate security for staff, users, and collections.
13. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
14. At least two people shall be on duty during all open hours of operation.
15. Copies of the emergency manual and disaster plan are provided to community safety personnel.

Chapter 12 [Safety]

SAFETY CHECKLIST

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed bi-annually.
- Emergency supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.

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- American Library Association
www.ala.org/tools/safety-and-security
www.ala.org/tools/libfactsheets/alalibraryfactsheet10
- Occupational Safety and Health Administration
<https://www.osha.gov/index.html>

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Appendix A [Library Bill of Rights]

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the *Library Bill of Rights* is found in the latest edition of the American Library Association publication titled *Intellectual Freedom Manual*.

LIBRARY BILL OF RIGHTS: INTERPRETATIONS

Access for Children and Young People to Non-print Materials

Access to Electronic Information, Services, and Networks

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation

Access to Resources and Services in the School Library Media Program

Challenged Materials

Diversity in Collection Development

Economic Barriers to Information Access

Evaluating Library Collections

Exhibit Spaces and Bulletin Boards

Expurgation of Library Materials

Free Access to Libraries for Minors

Intellectual Freedom Principles for Academic Libraries

Labels and Rating Systems

Library-initiated Programs as a Resource

Meeting Rooms

Privacy

Restricted Access to Library Materials

The Universal Right of Free Expression

Note: These documents were current at the time of printing. Please look at the American Library Association (ALA) website, www.ala.org/ for updated versions and more information.

Appendix B *[Freedom to Read Statement]*

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but also why we believe it.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

Appendix B *[Freedom to Read Statement]*

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are safer, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:
 American Library Association
 Association of American Publishers

Subsequently endorsed by:
 American Booksellers Foundation for Free Expression
 The Association of American University Presses, Inc.
 The Children's Book Council
 Freedom to Read Foundation
 National Association of College Stores
 National Coalition Against Censorship
 National Council of Teachers of English
 The Thomas Jefferson Center for the Protection of Free Expression

Appendix C *[Freedom to View Statement]*

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council.

Appendix D [*Code of Ethics* of the American Library Association]

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association *Code of Ethics* states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

Appendix E *[Public Library Trustee Ethics Statement]*

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the board of United for Libraries: The Association of Library Trustees, Advocates, Friends, and Foundations:
A Division of the American Library Association in January 2012

Appendix F [Useful Illinois Statutes with Citations to the *Illinois Compiled Statutes*]

An electronic version of the *Illinois Compiled Statutes* (ILCS) is posted at:
<http://www.ilga.gov/legislation/ilcs/ilcs.asp>

| Illinois Statute | Legal Citation |
|--|---|
| <i>State Library Act</i> | 15 ILCS 320/1 |
| <i>Local Library Act</i> | 75 ILCS 5/1-0.1 |
| <i>Public Library District Act</i> | 75 ILCS 16/1-1 |
| <i>Library Systems Act</i> | 75 ILCS 10/1 |
| <i>Library Records Confidentiality Act</i> | 75 ILCS 70/1 |
| <i>Literacy Act</i> | 15 ILCS 322/1 |
| Collection and Payment of Tax Monies | 65 ILCS 5/8-3-2 |
| Ownership of Library Building | 75 ILCS 16/10-45 & 75 ILCS 16/5-40 |
| Time for Paying over of Tax Monies | 65 ILCS 5/8-3-3 |
| <i>Architectural, Engineering, and Land Surveying Qualifications Based Selection Act</i> | 30 ILCS 535/1 (and 50 ILCS 510/0.01) |
| Audit of Accounts | 50 ILCS 310/1 |
| Campaign Finance | 10 ILCS 5/10-6.1 |
| Conflict of Interest (<i>Prohibited Activities Act</i>) | 50 ILCS 105/3 |
| Disclosure of Economic Interests (<i>Ethics Act</i>) | 5 ILCS 420/4A-101 |
| <i>Drug Free Workplace Act</i> | 30 ILCS 580/1 |
| Election Code | 10 ILCS 5/1-1 |
| <i>Electronic Commerce Security Act</i> (digital signature) | 5 ILCS 175/1 |
| <i>Employee Credit Privacy Act</i> | 820 ILCS 70/1 |
| Employment Record Disclosure | 745 ILCS 46/1 |
| <i>Environmental Barriers Act</i> (Illinois Accessibility Code) | 410 ILCS 25/1 |
| Estimate of Revenues | 35 ILCS 200/18-50 |
| <i>Ethics Act</i> (Governmental Act) | 5 ILCS 420/4A-101 |
| <i>Ethics Act</i> (Officials & Employees Act) | 5 ILCS 430/1-1 |
| <i>Financial Statement Act</i> (semi-annual) | 50 ILCS 305/1 (see 30 ILCS 15/1) |
| <i>Firearm Concealed Carry Act</i> | 430 ILCS 66/1 |
| <i>Fiscal Responsibility Report Card Act</i> | 35 ILCS 200/30-30 |
| <i>Freedom of Information Act</i> (FOIA) | 5 ILCS 140/1 |
| <i>Human Rights Act</i> | 775 ILCS 5/1-101 |
| <i>Identity Protection Act</i> | 5 ILCS 179/1 |
| Illinois Municipal Retirement Fund (IMRF) | 40 ILCS 5/7-171 |
| Illinois Procurement Code | 30 ILCS 500/1 |
| <i>Illinois Public Labor Relations Act</i> | 5 ILCS 315/1 |
| Interest Rate on Public Debt | 30 ILCS 305/2 |
| <i>Intergovernmental Cooperative Act</i> | 5 ILCS 220/1 |
| <i>Investment of Public Funds Act</i> | 50 ILCS 340/1 & 30 ILCS 235/1 |
| <i>Joint Purchasing Act</i> (Governmental) | 30 ILCS 525/1 |
| <i>Local Government Debt Reform Act</i> | 30 ILCS 350/1 |
| <i>Local Government Employees Political Rights Act</i> | 50 ILCS 135/1 |
| <i>Local Government Employee Tort Immunity Act</i> | 745 ILCS 10/1-101 |

Appendix F [Useful Illinois Statutes with Citations to the *Illinois Compiled Statutes*]

| Illinois Statute | Legal Citation |
|---|--|
| <i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13) | 50 ILCS 510/0.01 |
| Military related Acts: <i>Family Military Leave Act</i> <i>Military Leave of Absence Act</i> National Guard Employment Rights <i>Public Employee Armed Services Rights Act</i> <i>Service Member's Employment Tenure Act</i> | 820 ILCS 151/1 5 ILCS 325/0.01 20 ILCS 1805/30.20 5 ILCS 330/1 330 ILCS 60/1 |
| <i>Minimum Wage Act</i> | 820 ILCS 105/1 |
| <i>Municipal Budget Law</i> | 50 ILCS 330/1 |
| <i>Newspaper Legal Notice Act</i> | 715 ILCS 10/1 |
| <i>Notice by Publication Act</i> | 715 ILCS 5/1 |
| <i>Oaths and Affirmations Act</i> | 5 ILCS 255/0.01 |
| Official Misconduct | 720 ILCS 5/33-1 |
| <i>One Day Rest in Seven Act</i> | 820 ILCS 140/3 |
| <i>Open Meetings Act</i> | 5 ILCS 120/1 |
| <i>Parental Responsibility Law</i> | 740 ILCS 115/1 |
| <i>Personal Information Protection Act</i> | 815 ILCS 530/5 |
| <i>Personnel Records Review Act</i> | 820 ILCS 40/0.01 |
| <i>Prevailing Wage Act</i> | 820 ILCS 130/0.01 |
| <i>Privacy in the Workplace Act</i> | 820 ILCS 55/1 |
| <i>Prompt Payment Act</i> | 50 ILCS 505/1 |
| Property Tax Code (formerly <i>Revenue Act</i>) | 35 ILCS 200/1-1 |
| <i>Property Tax Extension Limitation Law</i> (PTELL) | 35 ILCS 200/18-185 |
| <i>Public Contracts Act</i> (Interference, Bid rigging) | 720 ILCS 5/33E-1 |
| <i>Public Funds Statement Publication Act</i> | 30 ILCS 15/1 |
| <i>Public Officers Simultaneous Tenure Act</i> | 50 ILCS 110/1 |
| Removal of Officer (city library board member) | 65 ILCS 5/3.1-35-10 |
| <i>Right of Publicity Act</i> | 765 ILCS 1075/1 |
| <i>Right to Breastfeed Act</i> | 740 ILCS 137/1 |
| <i>Right to Privacy in the Workplace Act</i> | 820 ILCS 55/1 |
| <i>Smoke Free Illinois Act</i> | 410 ILCS 82/1 |
| Statement of Receipts and Disbursements | 30 ILCS 15/1 (see 50 ILCS 305) |
| <i>Tax Anticipation Note Act</i> | 50 ILCS 420/0.01 |
| <i>Tax Increment Allocation Redevelopment Act</i> (TIF) | 65 ILCS 5/11-74.4-1 |
| Theft of (Library Materials) | 720 ILCS 5/16-0.01 |
| <i>Time Off for Official Meetings Act</i> | 50 ILCS 115/1 |
| <i>Truth in Taxation Act</i> | 35 ILCS 200/18-55 |
| <i>Victims' Economic Security & Safety Act</i> (VESSA) | 820 ILCS 180/1 |
| <i>Wage Assignment Act</i> | 740 ILCS 170/1 |
| <i>Wage Payment and Collection Act</i> | 820 ILCS 115/1 |
| <i>Workers' Compensation Act</i> | 820 ILCS 305/1 |

This table is based on information from Phillip Lenzini with the law firm of Kavanagh, Scully, Sudow, White & Frederick, PC. November 2013.

Appendix G [Records to Be Retained and Disposed]

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at: www.cyberdriveillinois.com/departments/archives/records_management/home.html

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or e-mailed to the Illinois State Archives.

Records Management Section

Illinois State Archives
Springfield, IL 62756
Fax: (217) 557-1928

Appendix H [Topics Recommended for Inclusion in Board Bylaws]

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken
8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Appendix I [Topics Recommended for New Trustee Orientation]

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012
4. *The Freedom to Read Statement, Library Bill of Rights*, and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 3.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued biennially by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Introduction to Capwiz (www.capwiz.com/ala/il/) on the ILA website for legislative information
14. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007.

Appendix J [Topics Recommended for Consideration in Personnel Policies]

1. Employee classifications and definitions
2. Hours of work
3. Salary administration and payment
4. Recruitment and selection
 - EEOC provision
 - Persons affected by the *Americans with Disabilities Act*
5. Benefits
 - FICA and pension
 - Vacation
 - Paid holidays
 - Health/life insurance
6. Leaves
 - Family leave
 - Jury duty
 - Compassionate leave
 - *Family Medical Leave Act*
 - *Victim's Economic Security and Safety Act*
 - Blood donation leave
 - Election leave
 - Family military leave
 - Medical leave
 - School visitation leave
7. Staff development
8. Personnel procedure
 - Performance appraisal
 - Grievance procedures
 - Administrative leave
 - Drug testing
 - Bloodborne pathogens
 - Anti-sexual harassment
 - E-mail, telephone, and social media
 - Background checks
9. Personnel records
10. Job descriptions (if not included elsewhere)
11. Caveat noting that no part of this policy constitutes an employment contract
12. "Employment at Will" statement

Note: The library's attorney should review all employee information guides or personnel policies.

Appendix K [Recommended Staffing Levels]

| | FTE per 1,000 in addition to base FTE | FTE per 1,000 in addition to base FTE | FTE per 1,000 in addition to base FTE | FTE per 1,000 in addition to base FTE | FTE per 1,000 in addition to base FTE |
|-----------------|---|---|---|---|---|
| POPULATION | BASE | MINIMUM | GROWING | ESTABLISHED | ADVANCED |
| Less than 1,000 | .15* | .25 | .5 | .75 | 1 |
| 1,000-2,499 | 1 | .25 | .5 | 1 | 1.5 |
| 2,500-4,999 | 1 | .25 | .5 | 1 | 1.5 |
| 5,000-9,999 | 2 | .25 | .5 | 1 | 1.5 |
| 10,000-14,999 | 4 | .25 | .5 | 1 | 1.25 |
| 15,000-24,999 | 8 | .25 | .5 | .9 | 1.25 |
| 25,000-49,999 | 18 | .25 | .5 | .75 | 1 |
| 50,000-74,999 | 30 | .25 | .5 | .75 | 1 |
| 75,000-99,999 | 45 | .25 | .5 | .75 | 1 |
| Over 100,000 | 60 | .25 | .5 | .75 | 1 |

EXAMPLE

1. The library's jurisdictional population is 8,500.
2. The library wishes to achieve the "growing" level.
3. The library's population places it in the 5,000-9,999 population range. The "base" for this range is 2 FTE.
4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

Note: The "base" is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks. *The minimum standard for hours a library is open per week is fifteen.

This table was reviewed by the *Serving Our Public 2.0* Task Force and revised by the *Serving Our Public 3.0* ILA Standing Committee in 2013. The statistics were compared to other state compilations, as well as the last two years of *Illinois Public Library Annual Report* (IPLAR) and found to be appropriate.

Appendix L [Policies Adopted by the Illinois Library Association]

INTERNET ACCESS POLICY

The Illinois Library Association acknowledges that the Internet provides access to powerful and information-rich resources that expand the boundaries of knowledge. Together, information and access to that information constitute the twin pillars of democratic government and an informed citizenry. The Illinois Library Association supports the following principles regarding access to resources: free and unfettered access to information is crucial to an informed citizenry; all federal and state constitutional provisions related to First Amendment freedom; and rights of individuals to privacy in their use of electronic information resources.

The Illinois Library Association notes that the U.S. Supreme Court decision in *Reno v. American Civil Liberties Union*, 521 U.S. 844, 117 S.Ct. 2329, 138 L.Ed.2d 874 (1997), states that attempts to limit access to the Internet in the name of protecting citizens are unconstitutional. The Illinois Library Association supports the right of parents and legal guardians to guide the development of their children and to select those resources that they deem suitable for their own children. ILA asserts that Internet policy is appropriately developed at the level of the local library rather than the state or federal level.

Passed by the ILA Executive Board, February 25, 2000.

SERVICE TO HOMELESS POPULATIONS IN ILLINOIS

While affirming the right of access to information for all, the Illinois Library Association and its members believe library policy regarding services to homeless populations is best established at the local level. The following guidelines are offered in support of developing local policies that are in accordance with state and federal laws, provide maximum access to information to individuals seeking library services, and protect the collective interests of the community as a whole, represented by the library board.

In addition to ensuring the rights of patrons, both homeless and not, libraries are in the business of offering resources to their community that provide opportunity to those most in need. To deny access to information on the basis of economic or social disadvantage is to participate in perpetuating that disadvantage. At the same time, policies that protect everyone's access to that information are an essential part of ensuring continued support and existence of library resources.

Legal precedent has held that public libraries, as places set aside by the government for the public's receipt of information and services, are designated public forums subject to the First Amendment. As such, individuals possess a right to access the public library that is protected by the First Amendment. (*Kreimer v. Bureau of Police*, 958 F.2d 1242, 1259 (3d Cir. 1992).)

Courts have struck down a number of library policies that effectively allowed library employees to deny access to the homeless because of individuals' appearance or personal hygiene. In general, rules that permit library employees to make discriminatory decisions regarding a user's right to access the library do not survive court review, especially if the rule appears to target a particular class of users. (See *Kreimer*, above; see also *Armstrong v. D.C. Public Library*, 154 F.Supp. 2d 67, 75 (D.D.C. 2001).)

Following a 2006 case filed by the Massachusetts Coalition for the Homeless, the Central Massachusetts Housing Alliance, and the American Civil Liberties Union (ACLU) against the Worcester Public Library, a policy was developed that added options to the library's practice of requiring proof of residency, such as:

1. Letter from social service agency or temporary employer providing proof of residency within the past thirty days.
2. Returned postcard mailed to an individual at a given address; when it is returned to the library by the individual, establishing that they receive mail at that address, they are allowed to apply for and receive a library card. There is an additional provision that the address needs to be verified orally every three months. Massachusetts does not accept a post office box or business address for this purpose.

An article in *Public Libraries*, May/June 2012, "Library Service to the Homeless," offers guidelines to developing legally acceptable practices and ethical policies. ILA suggests developing a policy checklist that includes:

- Accordance with the First Amendment
- Equality and consistency of policies and enforcement
- Clear and open statement of policies
- Regular review and appeals process
- Cooperation with social service agencies in the community to provide alternatives to conventional proof of residency and other practical, constructive means to provide access.

Passed by the ILA Executive Board, June 12, 2012.

Appendix L [Policies Adopted by the Illinois Library Association]

ILLINOIS LIBRARY RECORDS CONFIDENTIALITY ACT

Emergency Release of Information Identifying Individuals Pursuant to Public Act 95-0040

The *Illinois Library Records Confidentiality Act* requires a court order before a library may publicly release information contained in library registration or circulation records. Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation;
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

Public Act 95-0040 also provides that "if requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section."

A suggested Statement of Compliance follows. *ILA urges the Illinois library community to incorporate this information and form in their library procedures, to use this form when appropriate, to instruct all staff to follow the law, and to value and safeguard the privacy and confidentiality of library records.*

Officer's Request for Confidential Library Information

- A. This is a request under the *Illinois Library Records Confidentiality Act*, 75 ILCS 70/1 (copy attached) for information contained in the library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime."
- C. As the basis for this request, I represent the following:
 1. I am a sworn law enforcement officer.
 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following: _____

(Description of information sought)

Officer's printed name

Officer's signature

Officer's badge number

Officer's Agency/Department

Date signed

Time signed

OFFICER'S ACKNOWLEDGMENT

I acknowledge receipt from the library of the information I requested.

Officer's signature

Date signed

(LIBRARY USE ONLY)

Name(s) of Library Staff assisting with the information requested:

Appendix M [Topics Recommended for Public Use of the Library Policy]

1. Days and hours of service
2. Borrowing privileges
 - Eligibility
 - Fees for nonresidents
 - Registration
 - Reciprocal borrowing
3. Circulation
 - Length of loans
 - Limits on number of items
 - Renewals
 - Reserves
 - Interlibrary loans
 - Lost or damaged materials
 - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
 - Computers
 - Bathroom facilities
 - Furniture
 - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix N [Hours of Service by Population]

| Population | Minimum | Growing | Established | Advanced |
|-----------------|---------|---------|-------------|----------|
| Less than 1,000 | 25 | 28 | 32 | 36 |
| 1,000-2,499 | 28 | 36 | 40 | 48 |
| 2,500-4,999 | 36 | 40 | 56 | 64* |
| 5,000-9,999 | 48 | 56 | 64* | 72* |
| 10,000-24,999 | 56 | 64* | 68* | 72** |
| 25,000-49,999 | 64* | 68* | 72** | 72** |
| 50,000-74,999 | 72* | 72** | 72** | 75** |
| 75,000-99,999 | 75** | 75** | 75** | 75** |
| Over 100,000 | 75** | 75** | 75** | 75** |

*Open Sunday, September through May

**Open Sunday All Year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 P.M. and some weekend hours including a minimum of four hours on Saturday.

This table was reviewed by the *Serving Our Public 2.0* Task Force and the *Serving Our Public 3.0* ILA Standing Committee. The statistics were compared to other state compilations as well as the last two years of *Illinois Public Library Annual Report (IPLAR)* and found to be appropriate.

Appendix O [Bloodborne Pathogen Policy Model]

- A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the XYZ Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.
- B. Exposure Determination: No particular job classification of the library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”); however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g., biting, spitting, etc.) could present an individual threat.
- C. Universal Precautions: All potential circumstances of exposure must be taken into account by the library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.
- D. Exposure Control Plan: At any time within the library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g., Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal are obtained. Hand-washing facilities are provided by the library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.
- E. Training and Immunizations: The library shall provide directly or through system, state, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

Appendix P [Topics Recommended for Collection Management Policy]

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix Q [Recommended Collection Levels]

| | Volumes Per Capita in Addition to Base Volumes | Volumes Per Capita in Addition to Base Volumes | Volumes Per Capita in Addition to Base Volumes | Volumes Per Capita in Addition to Base Volumes | Volumes Per Capita in Addition to Base Volumes |
|-----------------|--|--|--|--|--|
| POPULATION | BASE | MINIMUM | GROWING | ESTABLISHED | ADVANCED |
| Less than 1,000 | 2,000 | 5 | 7 | 11 | 17 |
| 1,000-2,499 | 6,000 | 2 | 3 | 7 | 13 |
| 2,500-4,999 | 10,000 | 1.75 | 2.75 | 5 | 9 |
| 5,000-9,999 | 18,000 | 1.25 | 2.5 | 4 | 7.5 |
| 10,000-14,999 | 35,000 | 0.6 | 2 | 2.75 | 6 |
| 15,000-24,999 | 45,000 | 0.6 | 2 | 2.75 | 5.5 |
| 25,000-49,999 | 70,000 | 0.5 | 2 | 2.75 | 5.25 |
| 50,000-74,999 | 110,000 | 0.5 | 2 | 2.5 | 4.75 |
| 75,000-99,999 | 150,000 | 0.4 | 1.75 | 2.25 | 4.5 |
| Over 100,000 | 220,000 | 0.4 | 1.75 | 2.25 | 4 |

EXAMPLE

1. The library's jurisdictional population is 38,000.
2. The library wishes to achieve the "established" level.
3. The library's population is in the 25,000–49,999 range. Therefore the "base" for the library is 70,000.
4. The "established" level for this population range is 2.75 volumes per capita.
5. Multiply 2.75 times 38,000 (the jurisdictional population) = 104,500.
6. Add this number (104,500) to the base (70,000) for a total of 174,500 volumes.

Note: The "base" is not a level. It is a number to be used in the calculation.

This table was reviewed by the *Serving Our Public 2.0* Task Force and the *Serving Our Public 3.0* ILA Standing Committee. The statistics were compared to other state compilations as well as the last two years of *Illinois Public Library Annual Report* (IPLAR) and found to be appropriate.

Appendix R [Topics Recommended for Reference Service Policy Manual]

1. Reference service is available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, or social or economic status of the patron.
2. Reference materials are available for use in the library by everyone who resides within the jurisdictional boundaries of the library regardless of the age, race, sex, or social or economic status of the patron.
3. Staff trained to provide reference service is available during all hours the library is open.
4. Staff is trained in reference interviewing techniques, reader's advisory service, and in bibliographic instruction.
5. Staff treats all questions with equal respect.
6. Reference service is provided in response to all forms of inquiry including but not limited to the telephone, fax, TTY and TDD, e-mail, and other electronic forms.
7. Reference questions that cannot be answered with onsite resources are referred to another agency. Such referrals are verified and/or mediated by library staff.
8. All requests for information receive an answer or status report within one working day.
9. The needs of the library users are treated with respect. Names of users and the transactions that occur between users and the reference staff are confidential and not discussed outside a professional context.
10. The library adopts and adheres to the *ALA Code of Ethics*.
11. Copies of this reference policy and the *ALA Code of Ethics* are available for patrons.
12. Use of online databases by cardholders and non-cardholders.

Additional topics to be addressed include:

Priorities, if any, in handling reference questions—phone or electronic forms vs. in person, resident vs. nonresident

Guidelines that address special categories of reference questions—homework, medical, legal, genealogy, etc.

Guidelines that address the loan of reference material—does not circulate, a few hours, or overnight

Appendix S [Topics Recommended for Evaluating Reference Service]

Some of the factors that affect the quality of reference service are staff approachability and expertise in conducting a reference interview; the accuracy, usefulness, and completeness of information; hours of service; and ease with which patrons can use the facility.

It is important to determine what is being evaluated and then structure the questions accordingly.

EVALUATING THE QUALITY OF THE INFORMATION

Did you receive accurate, complete, and usable information in response to your question?

EVALUATING THE ABILITY OF THE LIBRARIAN TO CONDUCT A REFERENCE INTERVIEW

- Was the librarian approachable?
- Was the librarian patient and encouraging in determining what information you needed?
- Did the librarian provide the source of the information?
- Did the librarian ask if the information answered your question?

The library may also wish to determine if there are significant changes in the number of reference questions that are asked from year to year or from month to month. This type of data is useful to determine if additional staff is needed or to assess if measures taken to increase patron use of reference service have been successful.

An annual count, using marks on a grid that may be divided into columns for days and hours, and rows for phone and in-person, will yield a variety of data.

If comparing the quantity of library patrons' reference questions with those asked in another library, "Reference Transactions per Capita" is the best measure. However, there must be verification that XYZ and ABC library use the same criteria for a reference question and have similar service points. (See Nancy Van House, et al., *Output Measures for Public Libraries*. 2nd ed. Chicago: ALA, 1987, pp. 65–66.)

Appendix T [Basic Reference Material List]

Every library should have at least one reference resource for each subject area. It is expected that the library will obtain the most recent source where timeliness or currency is important. Due to the fact that in many instances the most current information may be online, the physical format of these resources is left to the choice of the individual library.

I. GENERAL SOURCES

- Access to the Internet at the Reference Desk
- Almanac
- Encyclopedia
- Access to appropriate periodical databases
- Local telephone book

II. CONSUMER INFORMATION

- *Consumer Reports* magazine
- Guide to vehicle prices

III. READER'S ADVISORY

- Source for reader's advisory

IV. PHILOSOPHY, PSYCHOLOGY, AND RELIGION

- Source on world mythology
- Dictionary or encyclopedia of psychology
- Dictionary or encyclopedia of religion
- Dictionary or encyclopedia of philosophy

V. STATISTICS

- *Statistical Abstract of the United States*
- Census information for your community(ies)

VI. BUSINESS

- National business directory information
- Illinois business directory information
- Local business directory information

VII. LABOR

- No requirement

VIII. TAX INFORMATION

- Access to online or reproducible federal and Illinois tax forms

IX. LAW AND GOVERNMENT

- *Illinois Compiled Statutes*
- List of government officials serving your community(ies)

X. OCCUPATIONS

- Source of occupational information

XI. EDUCATION

- Guide to colleges
- Local school report cards
- Guide to scholarships

XII. LANGUAGE

- Unabridged English dictionary

XIII. SCIENCE AND TECHNOLOGY

- Science encyclopedia
- Guide to animal species

XIV. MEDICINE

- Prescription drug source
- Guide to diagnosis and treatment of diseases
- Medical dictionary

XV. SOCIAL CUSTOMS

- *Chase's Calendar of Events*
- Book of etiquette

XVI. ART

- Guide to art and artists

XVII. ANTIQUES AND COLLECTIBLES

- Antiques and collectibles price guide

XVIII. PERFORMING ARTS

- Movie guide

XIX. MUSIC

- Dictionary or encyclopedia of music

XX. GAMES AND SPORTS

- Source for rules for games and sports

XXI. LITERATURE

- Index to poetry
- Source of literary criticism
- Style manual
- Dictionary of quotations

Appendix T [Basic Reference Material List]

XXII. HISTORY AND ETHNIC STUDIES

- Chronology of world history
- Dictionary or encyclopedia of American history
- Source for Illinois history

XXIII. GEOGRAPHY AND TRAVEL

- Atlas of the world
- Road atlas of the United States
- Map of local area

XXIV. BIOGRAPHY, NAMES, AND GENEALOGY

- Dictionary or encyclopedia of biography
- Guide to personal names

This Basic Reference Material is from the Metropolitan Library System and is used with permission.

Libraries should also have the following materials in their reference collections:

- Local building codes
- Local history materials
- Municipal code for your community
- Local newspapers

HOME | ABOUT | HELP | ALL COLLECTIONS |
...BY INSTITUTION | CONTACT US

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A service of the **Illinois State Library** and the **Office of the Illinois Secretary of State**

ILLINOIS DIGITAL ARCHIVES

JESSE  WHITE
SECRETARY OF STATE

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Form 990s:

- 2018
- 2017
- 2016
- 2015
- 2014

Director's Report – December, 2019

Trivia Night Fundraiser

- A total of 120 people attended our sold out Trivia Night Fundraiser.
- With ticket sales, sponsorships, and purchase of bonus points, we raised over \$10,000 for the Foundation, with a net profit of about \$7,300.
- It was a very fun event and people seemed to enjoy themselves—we have heard positive feedback from many people who attended.
- Colby Burnett was a fantastic emcee and I think people really enjoyed having him as a host.
- Thanks are due to Jillian Chapman, Katie Horner, Martha O'Hara, Anna Fifhouse, Kathi Siebert, Eliza Jarvi, Eileen Laack, and Kathy Meierhoff for all their work planning and hosting this event.
- We also got some really lovely press in the Lake Forest Leader about the event, which is included in the packet.

Model Library: Holiday Decorations

The model library is all decked out for the holidays thanks to Jillian Chapman. We even have real lights that light up AND it now has its own Little Free Library.

Newsletter

The new 'Winter' edition of the newsletter has arrived in Lake Bluff homes. Thanks to a donation from the Friends, we were able to add an extra page and include the Winter Reading Club logs in the newsletter as we did for the Summer Reading Club. Feedback has been very positive.

Little Free Library

Jillian reports that she is restocking the Little Free Library every 1.5 weeks. It has been very well received.

Slatwall Panels

The slatwall panels have been installed in the Adult Fiction collection, with a Staff Picks display now in place. We're really excited to have these face-out book displays as the first thing that patrons see when they walk in the door.

Fill a Heart for Kids

We are thrilled to be partnering with Gorton Community Center on 'Fill a Heart for Kids.' Patrons pick one of the tags in place near the Main Desk here at the Library, purchase the toys listed on the back for a homeless or foster child, and then drop the toys off with the tag at the Gorton

Center. This is a wonderful program that we're thrilled to be a part of; particular thanks to Katie Horner for coordinating with Gorton.

Winter Reading Club

Winter Reading Club kicks off on December 7th, 2019. The format is simple: patrons take a reading log and turn in a ticket every time they read a book or attend a program. Each ticket earns them a pin (at the front desk) OR a prepub book from the cart by the stairs, as well as an entry into our raffle prize drawing at the end of the program.

Memorial Donation

We are in receipt of memorial donations for Whitney Leigh Cobb, who passed away recently. We were listed among organizations to support in lieu of flowers. Thus far, donations total \$700.

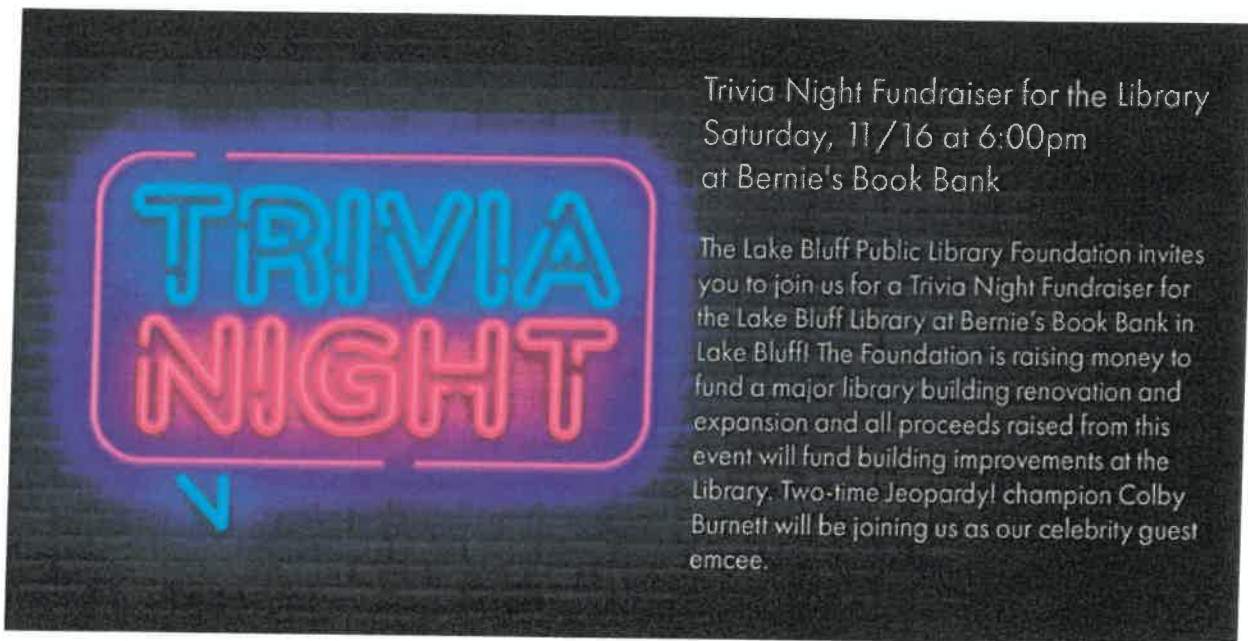
Respectfully submitted,

Eric Scott Bailey

Centennial Plans for 2019

Lake Bluff Library Foundation Trivia Night Fundraiser

The Lake Bluff Library Foundation Trivia Night Fundraiser took place on Saturday, November 16th at Bernie's Book Bank. We had a wonderful evening catered by Graffiti Grill and drinks were provided by the Lake Bluff Brewing Company. With ticket sales and the additional revenues from donations and the purchasing of bonus points we raise a net of \$10,000 on behalf of the Foundation. This was the first fundraiser the Library has hosted since 1975 when we moved into our current building. Thanks to the efforts of Kathy Meierhoff, Eric Bailey, Kathi Seibert, Martha O'Hara, Katie Horner, Anna Fifhouse, Jillian Chapman, and Colby Burnett it was a very successful evening. The Lake Forest Leader was present at the event and published a wonderful article about the fundraiser.



Year Round Promotion

- **#ThrowBackThursday "What We Were Reading"** is a look back into the Lake Bluff Library's history during the 1930's. Every week the Library published a list of books and events going on in the *Lake Forester* newspaper, similar to how we post here on our blog. This is a fun retrospective as we celebrate our centennial anniversary. (June is a light month. Flora G. Coen was our first librarian and I think she went on vacation in June.)
- **Fine Voucher Giveaway**
It's not every year that the Library has a milestone birthday and we fully intend to celebrate our 100th year for all of 2019, starting with: a monthly fine voucher giveaway. On the 19th of every month, we will be giving away \$1 vouchers good for fines or copies

at the front desk (while supplies last). Are you excited? We're excited! Thank you for your timeless support!

- **Centennial Celebration Checkout Challenge Started March 1st**

In honor of our centennial year, we challenge you to checkout 100 items in 2019! Join us for the Centennial Celebration Checkout Challenge. Pick up a log, fill it out and return it to the library as an entry into a raffle drawing in March 2021!

We have purchased \$100 worth of LF LB Chamber gift certificate for prizes for the Centennial Checkout. We have had 6 patrons participate so far.

I want to thank the Lake Bluff Library Board of Trustees for entrusting this project to me. I am very grateful for the support the Library has shown in my abilities as Community Engagement Coordinator and allowing me to spear head this once in a life time opportunity. It has been my honor organizing the Library's Centennial Celebration and I look forward to more projects like this one.

Jillian Chapman



THE HARD KNOCK
LIFE 'Annie' debuts at
The Citadel, Page 21



THE LAKE FOREST LEADER | November 21, 2019 | LakeForestLeaderdaily.com

FAMILY FARE Denenberg brothers
dishing out family recipes at new
Northfield restaurant, Page 22

LIFE & ARTS

Question 7
In the 1930s, the American traveling worked for the
WWII Federal Art Project. He later became a major
figure in the abstract expressionist movement after
World War II.

PUTTING THE 'FUN' IN FUNDRAISING

Trivia
teams raise
\$10,000 for
Lake Bluff
Library. Page
19



Trivia enthusiasts put on their thinking caps to try to figure out the answer to a question asked during the Lake Bluff Library's fundraising trivia tournament at Borrie's Book Bank Saturday, Nov. 16. www.lakeforestleader.com

COVER STORY

PUBLISHED TO LakeForestLeaderDaily.com 3 DAYS AGO

LB Library takes bar trivia to higher level with sell-out event

KATIE COPENHAVER
Freelance Reporter

The Lake Bluff Public Library held its final and largest trivia contest for 2019 at Bernie's Book Bank on Saturday, Nov. 16.

The library has been regularly hosting free trivia contests at Lake Bluff Brewing Co. over the past few years. Per Library Director Eric Bailey, it is their most popular and widest-reaching outreach event, so they decided to culminate this year's series with a trivia contest that doubled as a fundraiser. It marks the end of the library's year-long centennial celebration and the beginning of a capital campaign for library renovations.

The event was a success with sold-out registration of 120 people, a total of \$10,000 raised and "Jeopardy!" champion Colby Burnett serving as emcee.

Burnett was invited to participate because he is a college friend of Mike O'Hara, the husband of library staff member Martha O'Hara. He won both the 2012 Teachers' Tournament and the 2013 Tournament of Champions on the popular game show. He returned to "Jeopardy!" in 2014, participating in the Battle of the Decade and this year for the All-Stars Tournament.

By profession, Burnett is a teacher at Speer Academy, a college prep charter school in Chicago's Belmont-Cragin neighborhood. He recently hosted a trivia competition for his school system, the Noble Network, so he's had experience on the other side



Robert (left) and Lynette Foss, of Lake Bluff, write down their answer to one of the questions at the Lake Bluff Library's trivia fundraiser.

of trivia games. He admits it is hard to write the questions, so he left that up to the librarians, while bringing a good deal of humor to his role as emcee.

"It's exciting to have an event like this at the start of the campaign," said Bailey, who spearheaded the establishment of the library foundation in 2018. He also currently serves as the foundation's acting president.

Kathy Meierhoff, president of the Library Board of Trustees, addressed attendees about the capital campaign before the trivia contest got underway.

"We want our library to be more than a building full of books," she said. "We want it to be a place of technology and learning that keeps up with emerging community needs and trends."

She mentioned they are beginning Phase 1 of library renovations, which will include remodeling the children's department, a new main desk located in a different place on the main floor and the transformation of the adult computer room into a quiet reading room and small

meeting room.

Meierhoff and Bailey both explained that the idea for the reading room came from surveys the library conducted about what changes the public wanted to see. Bailey said they hope to finalize the renovation details this week and make them available to residents.

There are a number of people and organizations who have been involved with launching the library foundation and capital campaign, noted Meierhoff. They include and state Sen. Julie Morrison (D-Deerfield), who helped them secure a \$100,000 state grant, and U.S. Rep. Brad Schneider (D-Deerfield). Sponsors for the trivia fundraiser were Lake Forest Bank and Trust, Heinen's grocery store, Hill and Stone Insurance Agency, Knauz Motors and Mariani's Landscape.

She also thanked the event host Bernie's Book Bank, which she described as "a testament to the power of nonprofits." And she recognized Martha O'Hara and Community Engagement Coordi-



Two-time "Jeopardy!" champion Colby Burnett goes over the rules of the Lake Bluff Library's trivia fundraiser at Bernie's Book Bank Saturday, Nov. 16. Burnett emceed the event, which brought more than 120 people to Lake Bluff for a night of trivia. PHOTOS BY PETER KASPARI/22ND CENTURY MEDIA



Teammates Taylor Cole (left) and Megan Francomb, of Chicago, think about their answer to a question posed at the Lake Bluff Library's trivia fundraiser.

nator Jillian Chapman as the event organizers.

Some of the fundraiser participants are regulars at the brewery's trivia contests. Among them was Team Insidious, defending champ from the brewery series, comprising of

Robert and Lynette Foss, Mary Ann Donahue, Mark Kuhl, and Mary and Rob Daly.

In the spirit of fun competition, Donahue said, "We're not here to make friends. Some of our regular competitors are here,

and we're going to show them who's who and what's what."

Another team was connected to the emcee. It included Mike O'Hara and Jim Bock, both of whom know Burnett from

Please see TRIVIA, 20

FAITH BRIEFS

Faith Lutheran Church
(680 West Deerpath, Lake Forest)

Mid-week Bible Study

Join us for mid-week Bible Study each Wednesday from 10-11 a.m. in the Adult Forum Room. The Parables of Jesus are being studied. The Lord's Supper is offered after each class.

Celebration Worship with Communion

Weekly on Saturdays, 5 to 6 p.m.

Hogar de Fe, Our Hispanic Worship Service

Hogar de Fe is Faith's Spanish-language church service. Saturdays, 6:30 to 8 p.m.

Women's Small Group Bible Study

Monthly on the first and third Tuesdays, 9:30 a.m.

Tuesday Tie'ers

9:30-11:30 a.m., second and fourth Tuesday of the month. Put together quilts for Lutheran World Relief. No sewing experience required! All are welcome.

Steeples Outlets

Weekly on Thursdays, 7:30 to 9 p.m.

First Presbyterian Church
(780 Sheridan Road, Lake Forest)

Sight and Sound Tour of the Casavant Organ by Dr. Barry Wenger

Noon, Nov. 21. Have you ever wondered how many pipes the organ has or how its magnificent tones come

to be? Barry will lead us through a walk-about of this majestic instrument and explain some of its interesting items of note (no pun intended!). RSVP at firstchurchilf.org/lunch-and-learn

Thanksgiving Day Worship

10 a.m., Nov. 28. Annual Community Worship with St. James Lutheran Church and Church of the Holy Spirit, with Rev. Luke Back of Church of the Holy Spirit preaching.

Wednesday Women's Bible Study

9:45-11 a.m., Wednesdays in the South Parlor.

Brown Bag Bible Study

11:30 a.m.-1 p.m., Tuesdays

Grace United Methodist Church
(244 East Center Ave., Lake Bluff)

Boy Scouts

7-9 p.m. Mondays. Boy Scout Troop 42 will meet in Fellowship Hall.

Adult Formation

6:30-8 p.m. Tuesdays at Inovasi, 28 E. Center Ave., Lake Bluff.

Bible Study

Saturdays, 8-9 a.m. We are studying The Last Week by Marcus Borg and John Crossan. Join us.

Prayer Shawl Group Meeting

The Grace Prayer Shawl Group meets the third

Monday of every month at 1:00 p.m. at Panera Bread in Lake Bluff, corner of Rockland Road (176) and Waukegan Road. Anyone who knows of a person in need of a Prayer Shawl may take one. Please contact Susan Kenyon for more information.

Women's Support Group

The Women's Support Group will be meeting on the second Thursday of each month at 6:30 p.m. in the Fireplace room. Our support group is a group of women that face challenging, and, at times difficult circumstances in our daily lives. If you, a family member, or friends (female only please) that you feel would benefit from our group, please join us.

Church of St. Mary
(175 E. Illinois Road, Lake Forest)

Advent Wreath-Making Event

3-4:30 p.m., Nov. 30. The Guild of St. Mary is hosting an Advent Wreath-Making Event at St. Mary's Upper Grade Center Cafeteria. St. Jude and St. Elizabeth Circles invite you to this family event to create your Advent Wreath. Materials and instructions will be provided by Lake Forest Flowers. Attendees are encouraged to bring their own clippers to cut greens. Refreshments are available. The cost is \$42 per family (one wreath). To register, visit <https://guildofstmary.wildapricot.org>

Registration deadline is Nov. 22.

Eucharistic Adoration

Each Wednesday, the Church of St. Mary offers Eucharistic Adoration following the 8 a.m. Mass. A rosary will be prayed each week at 6:40 p.m. with Benediction following at 7 p.m.

Humbell Choir Practice

6:30-7:30 p.m. Tuesdays

Adult Choir

7:30-8:30 p.m. Tuesdays

Christ Church of Lake Forest
(100 N. Waukegan Road)

Senior High Youth Group

7-9 p.m. Sundays. All are welcome for a time of worship, teaching and fellowship. Friends are encouraged to attend. For more information, call (847) 234-1001.

The Bridge Young Adults Group

7-9 p.m., every Wednesday. All young adults are welcome to join. For more information, contact The-BridgeCCLF@gmail.com.

Financial Peace University

6:30-8:30 p.m., Wednesdays. Financial Peace University is designed to help you achieve your financial goals by showing you how to eliminate debt and save for the future. You will be challenged and motivated to make a plan for your money and decrease

your stress over finances. No matter how much you make or how much debt you may or may not have, this class is for you!

The Fraternity

6-7:30 a.m. Fridays. The Fraternity is a weekly gathering of men's small groups to explore what the Bible says about life, faith and ideas that matter to men. It's an effort to combine relevant topics with Bible-based content that's accessible yet challenging for any man. Learn more: <http://christchurchilf.org/the-fraternity/>

Women on Wednesdays

9-11 a.m. Join with other women on Wednesday mornings. Visit the Women's page for current topic and to register: <http://christchurchilf.org/women/>

MOPS

9:15-11:15 a.m., Wednesdays. Join us the first three Wednesdays of the month for MOPS (Mothers of Preschoolers).

GIFT

10:30-11:30 a.m., Sundays. GIFT (Growing in Faith Together) offers a potpourri of teachings from students and teachers, lay people and ministry leaders. We look forward to thoughtful presentations with time for Q and A in an informal, intergenerational gathering. Drop-ins welcome.

Christian Science Society
(Gorton Center, 400 E. Illinois Road, Lake Forest)

Testimony Meeting

7:30 p.m. first Wednesday of each month. Come to Gorton Center for prayer, hymns, and readings from the Bible, with related passages from the "Christian Science" textbook, "Science and Health with Key to the Scriptures" by Mary Baker Eddy. Then participants share their own healings and inspiration. For more call (847) 234-0820 or email cssocietylakeforest@gmail.com.

Bible Blast

5-6 p.m. Sunday evenings. Bible Blast is a family program for children 4 years old through fifth grade. Guide your child's spiritual growth and biblical literacy to a new level through Bible Blast. There is a one-time registration fee of \$45. Free childcare is provided for 3 years old and younger.

Union Church of Lake Bluff
(525 E. Prospect Ave., Lake Bluff)

Live Wires

4-5 p.m. Wednesdays, Fellowship Hall. Live Wires is the Union Church youth group for fourth-through sixth-graders. The group meets for lively discussion and fun activities.

Submit information for The Leader's Faith page to peter@lakeforestleader.com. The deadline is noon on Thursday. Questions? Call (847) 272-4565 ext. 21.

TRIVIA

From Page 19

Northwestern University, plus Jim's sister Kathleen Bock, who came from Lisle for the event, and some other friends of theirs.

The contest consisted of eight rounds of 10 questions, each based on a decade since the library's beginning. The 9th question of each round was "name that tune," with a 30-second audio snippet played, and the 10th question was based on a photo

clue. The questions were mainly from American political, social and cultural history.

Michael Dorneker, owner of the Lake Bluff Brewery, and one of his bartenders, supplied beverages for the evening event, which also included

a catered dinner buffet. He said the bar trivia will take place nine times in 2020, which is once a month, excluding July, August and December, when people are too busy with other activities. That is up from eight trivia contests in 2019.

He said that while the trivia contests are free, registration fills up almost every time. They not only attract Lake Bluff and Lake Forest residents, but also people from Highland Park, Highwood and beyond. Some of the bar's customers are craft brew

fans who come from Chicago and further away.

The bar trivia dates are set for the beginning of 2020, and people can find them listed on the brewery's website lbbrew.com and on its Facebook page.

17A

POSTED TO LakeForestLeaderDaily.com 1 DAY AGO

Chicago a cappella to entertain in Lake Forest

SUBMITTED CONTENT

Chicago a cappella, heralded as “the area’s best unaccompanied group,” brings a new collection of songs for the holidays to Lake Forest on Dec. 14.

The first concert the group has performed in Lake Forest, it will be at the Church of the Holy Spirit, 400 E. Westminster Ave., at 8 p.m.

The 10-member ensemble brings inventive a cappella twists to familiar songs such as “Have Yourself a Merry Little Christmas,” “Carol of the Bells,” and “The Dreidl Song,” in a program created and prepared by guest music director Paul Nicholson.

Chicago a cappella is performing its 27th season.

The singers will revel in Renaissance and contemporary works by Jean Mouton, Steven Sametz, and Joshua

Fishbein; classic Christmas carols in new arrangements; and festive music for Chanukah.

This delightful concert will set the mood for a season filled with joy and warmth.

Beginning with the medieval chant for Christmas Eve at midnight, the singers of Chicago a cappella will traverse an astonishing range of music for the season at Holidays a cappella. Traditional carols will include David Willcocks’ classic arrangement of the French carol “Quelle est cette odeur agréable” and Malcolm Sargent’s lovely

version of “Silent Night.”

A special focus on Chanukah will bring six songs for the Jewish festival of lights, including

Three Pieces for Chanukah, a jazz-infused triptych by former Chicagoan Robert Applebaum; a new work by award-winning composer Joshua Fishbein; and even a hip-hop take on the holiday by reggae rapper Matisyahu.

The singers will revisit Robert Convery’s arrangement of “Have Yourself a Merry Little Christmas,” first performed by Chicago a cappella in 1998 and featured on the ensemble’s first holiday CD.

Tickets can be purchased online at www.chicagoacappella.org/concerts.

POSTED TO LakeForestLeaderDaily.com 1 DAY AGO

Lake Forest Library provides teens relief from finals stress

SUBMITTED CONTENT

The Lake Forest Library will be hosting five Exam Escape sessions for students in grades 9-12. It will include study-

ing snacks and occasional therapy dog visits.

The dates and times are:

- Dec. 14, 9 a.m.-5 p.m.
- Dec. 15, 1 p.m.-5 p.m.
- Dec. 16, 2 p.m.-8:30 p.m.

• Dec. 17, 2 p.m.-8:30 p.m.

• Dec. 18, 2 p.m.-8:30 p.m.

Power on your devices and crack open your books in the Teen Space.

POSTED TO LakeForestLeaderDaily.com 1 DAY AGO

Lake Bluff Library kicks off Winter Reading Club

SUBMITTED CONTENT

The Lake Bluff Library will begin its Winter Reading Club for adults, teens and children Saturday, Dec. 7.

Winter is the perfect time to catch up on your reading! This year, the Adult and Youth Services departments collaborated on a newly redesigned Winter Reading Club for adults, teens and children.

What’s new with the Winter Reading Club?

1. We bring the log to you! Thanks to a generous donation from the Friends of the Lake Bluff Library, we were able to include Winter Reading Club logs

in the winter issue of the newsletter so you can get started reading right away!

2. You set your own reading goal. Whether that’s one book or one hundred books, your Winter Reading Club goal is entirely up to you! Read as much as you want in order to participate.

3. A Winter Reading Club webform?! You betcha! We now have an online webform for turning in Winter Reading Club logs. Visit lakeblufflibrary.org/wrc.html and you can fill out a digital version of your Winter Reading Club log (or print out extra paper copies if you prefer using the print version).

4. Any kind of reading counts—and attending programs, too!

All reading counts: whether it’s a print book, an eBook, an audiobook, or even reading a book to someone else. You can also count attendance at library programs toward your Winter Reading Club goal.

How it works:

1. Complete an activity.
2. Fill out a ticket (either online or on paper).
3. Turn in your ticket.
4. Receive a WRC pin.
5. Your ticket is entered into a raffle drawing for a prize.
6. Repeat as often as you want!

POSTED TO LakeForestLeaderDaily.com 1 DAY AGO

Gorton Center Live presents Justin Wade Tam & Angel Snow

STAFF REPORT

Two Nashville singer/songwriters will be performing at the Gorton Community Center as part of its Gorton Center Live series.

Justin Wade Tam and Angel Snow will perform on Friday, Dec. 6 at 8 p.m., with doors opening at 7:30 p.m.

Tam, the lead singer of Humming House, is a singer-songwriter based in Nashville, Tenn., whose narrative lyrics bring listeners into a sonic landscape at once hopeful and calming. Tam has created

his first solo EP titled “A Place To Land.” The introspective, four-song collection seeks to find and define a sense of place.

While these are the first songs Tam has released under his own name, he has been writing and touring with the folk-rock ensemble Humming House for eight years. His songs have been featured on television networks that include Starz, The CW, ABC, CMT, and independent documentary films.

Snow, also from Nashville, wrote three songs on Grammy Award win-

ner Alison Krauss’ 2011 album “Paper Airplane.” Nashville’s Music Row crowned her, “Nashville’s next stealth pop weapon.”

Snow’s 2012 self-titled debut spawned “These Days,” which notched 6 million-plus Spotify streams and earned acclaim from American Songwriter. After touring the globe, she desired to expand and evolve her style beyond traditional Americana and folk.

Tickets \$20 online, \$25 at the door. Tickets are \$10 for students who provide an ID.

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WWW.LAKEFORESTLEADERDAILY.COM



FY 2021-22 BIENNIAL BUDGET TIMETABLE

Revision Date: 12/3/19

| | |
|---------------------------------------|--|
| December 2, 2019 | Budget Worksheets available in BSA |
| December 16, 2019 | Finance Director prepares personnel expenditures and Special Revenue, & Pension Fund budgets. |
| December 16, 2019 | Departmental budget requests, goals and objectives, and personnel & capital projections returned to Finance |
| December 16-27, 2019 | Finance Director assembles preliminary department budgets |
| January 1-10, 2020 | Departmental Budget Discussions |
| February 29, 2020 Saturday 9:00 AM | Finance Committee Meeting Review Strategic Plan Initiatives Review General Fund Operating Budget Review Fire/EMS Services Budget Review Multi-Year Capital Equipment – All Funds Review Multi-Year Capital Projects New Capital Project Fund Expenditures |
| March 9, 2020 Monday 5:30 PM | Finance Committee Meeting Review Comprehensive Fee Schedule Review New Water Fund policy Review Water Operating Budget & Rate Schedules Pay Plan |
| March 23, 2020 | <i>Tentative</i> budget delivered to Board members |
| March 23, 2020 | Publication of public hearing notice (must be published <14 days >1 week before hearing) |
| March 23, 2020 | <i>Tentative</i> budget available for public inspection (10 days prior to passage) |
| April 13, 2020 | Public Hearing on Proposed Tentative Budget First Reading of Tentative Biennial Budget and Board Discussion |
| April 27, 2020 | Village Board Discussion and Final adoption of Budget Ordinance |

By law the Budget must be approved before May 1, 2020.