

## North Suburban Library System

Regular Meeting, Board of Directors  
Monday, June 22, 2009 7:00 p.m.  
System Center

### AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. MINUTES OF PREVIOUS MEETING
  - \*a. Approve Minutes of NSLS Board meeting, June 8, 2009 (Exhibit 4.a. – Attached)
5. REPORTS: OFFICERS
  - a. President, Skip Mosshamer (Presentations to Outgoing Board Members)
  - b. Vice President, Kathy Caudill (Presentation)
  - c. Secretary, Kathy Berman
  - d. Treasurer, Christopher Stewart
    1. Wire Transfers for the month of May 2009 (Exhibit 5.d.1. - Attached)
    2. Statement of Revenues and Expenditures from May 1 through May 31, 2009 (Exhibit 5.d.2. – Attached)
    3. Schedule of Expenditures – Budget and Actual from May 1 through May 31, 2009 (Exhibit 5.d.3. – Attached)
    4. Statement of Revenues and Expenditures from May 1 through May 31, 2009 (Exhibit 5.d.4. – Attached)

\*5. A motion is needed to ratify Checks/Voucher Register issued from May 1 through May 31, 2009 (Exhibit 5.d.5. - Attached)

6. REPORT: EXECUTIVE DIRECTOR

- a. Update on Library Partnership Trust (LPT)
- b. New Program Development Brochure (To be distributed)

7. REPORTS: COMMITTEES, TASK FORCES, LIAISONS

- a. Board Development Committee, Betsy Bartholomew, Chair
- b. Executive Committee, Skip Mosshamer, Chair
- c. Finance Committee, Christopher Stewart, Chair
- d. Legislative Committee, Dayle Zelenka, Chair
- e. Management Affairs Committee, Kathy Caudill, Chair
- f. Nominating Committee, Susan Garland, Chair  
(Exhibit 7.f. – Attached)

8. REPORT: CONSULTANT, ILLINOIS STATE LIBRARY, CYNDY COLLETTI

- a. (Exhibit 8.a. – Attached)

9. UNFINISHED BUSINESS

\*10. NEW BUSINESS

- \*a. Approval of Resolution Honoring Board President Edgar Mosshamer  
(Exhibit 10.a. – To be distributed)

11. COMMUNICATIONS

12. PUBLIC COMMENT

13. OTHER

\*14. ADJOURNMENT

\* Indicates that a motion is needed; r\* indicates a roll call vote is needed.

## North Suburban Library System

Special Meeting, Board of Directors 2008-2009  
Monday, June 8, 2009  
System Center

Draft –  
Subject to Approval

### Minutes

1. CALL TO ORDER

President Mosshamer called to order the special June meeting of the NSLS Board of Directors at 6:04 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Directors Present: Baker, Caudill, Forte-Scott, Garland, McWilliams, Mosshamer, Ower, Stewart

Director Berman entered at 6:15 p.m.

Directors Absent: Bartholomew, Ente, Lawlor, Lee, Zelenka

Absent: Illinois State Library Consultant, Cyndy Colletti

4. MINUTES OF PREVIOUS MEETINGS

\*a. THE MINUTES OF THE PREVIOUS MEETING on May 18, 2009 (Exhibit 4.a.) accepted as presented. The motion was seconded and approved with a unanimous voice vote.

5. NEW BUSINESS

President Mosshamer introduced documents needing board approval required by the Illinois Department of Transportation to satisfy its grant to the Village of Wheeling for easements related to the construction of a new bridge over Buffalo Creek.

\*a. Motion to approve Temporary Construction Easement for Parcel #0001 – moved by Director Garland; seconded by Secretary Berman. Motion carried by unanimous voice vote.

\*b. Motion to approve Temporary Construction Easement for Parcel #0002 – moved by Director Forte-Scott; seconded by Director Siegel. Motion carried by unanimous voice vote.

- \*c. Motion to approve Permanent Easement for Parcel #0002 – moved by Director Siegel; seconded by Director Garland. Motion carried by unanimous voice vote.
- \*d. Motion to approve Receipt for Conveyance Documents for Parcel #0001 – moved by Treasurer Stewart; seconded by Director McWilliams. Motion carried by unanimous voice vote.
- \*e. Motion to approve Receipt for Conveyance Documents for Parcel #0002 – moved by Director Ower; seconded by Director Forte-Scott. Motion carried by unanimous voice vote.
- \*f. Motion to approve Affidavit of Title for Parcel #0001 – moved by Director Garland; seconded by Director McWilliams. Motion carried by unanimous voice vote.
- \*g. Motion to approve Affidavit of Title for Parcel #0002 – moved by Treasurer Stewart; seconded by Director Garland. Motion carried by unanimous voice vote.
- \*h. Motion to amend Resolution of the Board of Directors of the North Suburban Library System Relative to Hawthorn Pedestrian Bridge Easements to read “Board of Directors” instead of “Trustees” on Section 2, line 3 and in the last paragraph of page 2 – moved by Vice President Caudill; seconded by Director Ower. Motion carried by unanimous voice vote.
- \*i. Motion to approve Resolution of the Board of Directors of the North Suburban Library System Relative to Hawthorn Pedestrian Bridge Easements as amended – moved by Director Siegel; seconded by Director Garland. Motion carried by unanimous roll call vote.
- \*j. Motion that the Secretary of the Board of Directors be directed to sign the Secretary Certificate – moved by Vice President Caudill; seconded by Director Garland. Motion carried by unanimous voice vote.

6. PUBLIC COMMENT

None

7. OTHER

None

\*8. ADJOURNMENT

Meeting adjourned at 6:43 p.m.

\* This symbol indicates that a vote was needed; r\* indicates a roll call vote was needed.



North Suburban Library System  
Statement of Revenues and Expenditures Exhibit 5.d.2  
From 5/1/2009 Through 5/31/2009

(In Whole Numbers)

	Special Revenue		Capital Projects	Internal Service	Proprietary Fund	Total
	General Fund	Fund	Fund	Fund		
<b>Revenues:</b>						
Area Per Capita Grant	205,148	0	0	0	0	205,148
The Marc of Quality Grant	0	4,100	0	0	0	4,100
Fees for Services	19,602	0	0	7,650	423,763	451,015
Reimbursements	(715)	0	0	0	0	(715)
Interest Income	244	0	0	0	696	940
Other Income	0	0	0	0	0	0
Transfer from Internal Services Fund	0	0	0	0	0	0
<b>Total Revenues:</b>	<u>224,279</u>	<u>4,100</u>	<u>0</u>	<u>7,650</u>	<u>424,458</u>	<u>660,487</u>
<b>Expenditures</b>						
Personnel	183,168	0	0	0	329,558	512,726
Library Materials	232	0	0	0	0	232
Building and Grounds	9,228	0	0	0	0	9,228
Vehicle Expenses	3,914	0	0	0	0	3,914
Travel/Con.Ed - Staff and Board	5,051	0	0	0	0	5,051
Continuing Education - Others	12,947	0	0	0	0	12,947
Public Relations	2,800	0	0	0	0	2,800
Liability Insurance	551	0	0	0	0	551
Supplies, Postage, etc.	6,228	0	0	0	0	6,228
Telephone & Telecommunications	2,445	0	0	0	0	2,445
Equipment	8,808	0	0	0	0	8,808
Professional Services	6,401	0	0	0	0	6,401
Contractual Services	5,002	4,100	0	0	52,862	61,964
Member Reimbursements	0	0	0	0	0	0
Professional Association Membership Dues	205	0	0	0	0	205
Miscellaneous	246	0	0	0	4,350	4,596
Capital Outlay	8,651	0	0	0	0	8,651
Doubtful Account Expense	0	0	0	0	0	0
Transfer to General Fund	0	0	0	0	0	0
<b>Total Expenditures</b>	<u>255,877</u>	<u>4,100</u>	<u>0</u>	<u>0</u>	<u>386,770</u>	<u>646,748</u>
Excess(deficiency)revenue over exp. before financing sources	<u>(31,599)</u>	<u>0</u>	<u>0</u>	<u>7,650</u>	<u>37,688</u>	<u>13,740</u>
Fund Balance April 30, 2009	<u>371,174</u>	<u>0</u>	<u>202,297</u>	<u>557,815</u>	<u>2,229,791</u>	<u>3,361,077</u>
Fund Balance May 31, 2009	<u>339,576</u>	<u>0</u>	<u>202,297</u>	<u>565,466</u>	<u>2,267,479</u>	<u>3,374,817</u>

North Suburban Library System  
Schedule of Expenditures-Budget and Actual Exhibit 5.d.3  
From 5/1/2009 Through 5/31/2009

General Fund  
(In Whole Numbers)

	Total Budget	Current Period		Percent Budget	Budget Variance
		Actual	Current Year Actual	Remaining	
Expenditures					
Personnel					
Salaries-Library Professionals	623,076	44,647	523,265	16.01%	99,811
Salaries-Other Professionals	687,826	57,480	621,611	9.62%	66,215
Salaries-Support Services	529,491	37,082	451,690	14.69%	77,801
Social Security Taxes	133,897	10,296	114,551	14.44%	19,346
Unemployment Taxes-IL	1,300	0	920	29.22%	380
Workman's Compensation Insurance	21,000	1,547	18,878	10.10%	2,122
Health Insurance	252,581	18,203	204,982	18.84%	47,599
Dental Insurance	12,792	943	10,941	14.46%	1,851
Life Insurance	3,516	220	2,543	27.67%	973
Long Term Disability	3,908	216	2,499	36.04%	1,409
Section 125 Plan Expense	0	50	550	0.00%	(550)
Deferred Comp. Retirement	162,896	12,485	140,281	13.88%	22,615
Other Employee Benefits	1,461	0	929	36.39%	532
Temporary Help	2,000	0	25	98.75%	1,975
Recruiting	<u>1,158</u>	<u>0</u>	<u>381</u>	<u>67.08%</u>	<u>777</u>
Total Personnel	2,436,902	183,168	2,094,047	14.07%	342,855
Library Materials					
Library Materials-Printed	<u>5,000</u>	<u>232</u>	<u>2,166</u>	<u>56.68%</u>	<u>2,834</u>
Total Library Materials	5,000	232	2,166	56.69%	2,834
Building and Grounds					
Rent	1,000	0	0	100.00%	1,000
Utilities	85,000	4,595	76,372	10.15%	8,628
Property Insurance	11,000	611	9,808	10.83%	1,192
Repairs and Maintenance	21,000	2,501	21,964	(4.58)%	(964)
Custodial/Janitorial Services	17,500	1,202	14,633	16.38%	2,867
Other/Alarm & Trash Services	<u>2,800</u>	<u>318</u>	<u>2,712</u>	<u>3.12%</u>	<u>88</u>
Total Building and Grounds	138,300	9,228	125,489	9.26%	12,811
Vehicle Expenses					
Vehicle Gas & Oil	23,000	214	17,162	25.38%	5,838
Vehicle Repairs & Maintenance	5,000	3,112	11,101	(122.01)%	(6,101)
Vehicle Insurance	8,500	588	6,440	24.23%	2,060
Vehicle Leasing/Rental	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>
Total Vehicle Expenses	36,500	3,914	34,703	4.92%	1,797
Travel/Con.Ed - Staff and Board					
Travel-In-state Staff & Board	12,000	425	9,611	19.90%	2,389
Travel-Out of state Staff & Board	20,000	1,869	15,166	24.16%	4,834
Registration & Meetings Other Fees	<u>23,000</u>	<u>2,757</u>	<u>15,210</u>	<u>33.87%</u>	<u>7,790</u>
Total Travel/Con.Ed - Staff and Board	55,000	5,051	39,987	27.30%	15,013
Continuing Education					
Continuing Education & Meetings	<u>105,000</u>	<u>12,947</u>	<u>86,789</u>	<u>17.34%</u>	<u>18,211</u>
Total Continuing Education	105,000	12,947	86,789	17.34%	18,211
Public Relations					
Public Relations	<u>75,000</u>	<u>2,800</u>	<u>43,731</u>	<u>41.69%</u>	<u>31,269</u>
Total Public Relations	75,000	2,800	43,731	41.69%	31,269
Liability Insurance					
Liability Insurance	<u>13,000</u>	<u>551</u>	<u>10,160</u>	<u>21.84%</u>	<u>2,840</u>
Total Liability Insurance	13,000	551	10,160	21.85%	2,840

North Suburban Library System  
Schedule of Expenditures-Budget and Actual Exhibit 5.d.3  
From 5/1/2009 Through 5/31/2009

General Fund  
(In Whole Numbers)

	Total Budget	Current Period		Percent Budget	Budget Variance
		Actual	Current Year Actual	Remaining	
Supplies, Postage, etc.					
Computer Supplies	30,000	5,619	14,185	52.71%	15,815
General Office Supplies	20,000	538	12,485	37.57%	7,515
Internal Printing & Photocopying	0	0	0	0.00%	0
Postage	12,000	72	7,195	40.04%	4,805
Delivery Supplies	1,500	0	8,656	(477.05)%	(7,156)
Other Supplies	<u>2,000</u>	<u>0</u>	<u>2,004</u>	<u>(0.22)%</u>	<u>(4)</u>
Total Supplies, Postage, etc.	65,500	6,228	44,525	32.02%	20,975
Telephone & Telecommunications					
Telephone & Telecommunications	27,000	2,445	26,895	0.38%	105
Telecommunications	0	0	0	0.00%	0
Telephone & Telecom. Rental	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>
Total Telephone & Telecommunications	27,000	2,445	26,895	0.39%	105
Equipment					
Equipment Rental	925	192	768	16.97%	157
Equipment Repair & Maintenance	0	0	0	0.00%	0
Equipment Maintenance Agreements	<u>25,000</u>	<u>8,616</u>	<u>27,580</u>	<u>(10.32)%</u>	<u>(2,580)</u>
Total Equipment	25,925	8,808	28,348	(9.35)%	(2,423)
Professional Services					
Professional-Legal Services	20,000	3,220	17,826	10.87%	2,174
Professional-Accounting Services	9,500	775	8,725	8.15%	775
Payroll Service	2,000	156	1,954	2.31%	46
Professional-Consulting Services	<u>90,000</u>	<u>2,250</u>	<u>21,900</u>	<u>75.66%</u>	<u>68,100</u>
Total Professional Services	121,500	6,401	50,405	58.51%	71,095
Contractual Services					
Contractual Information Services	16,800	5,002	17,524	(4.31)%	(724)
Contractual-Outside Printing Serv	4,000	0	370	90.76%	3,630
Contractual Services-Other	<u>3,800</u>	<u>0</u>	<u>3,551</u>	<u>6.55%</u>	<u>249</u>
Total Contractual Services	24,600	5,002	21,445	12.83%	3,155
Professional Association Membership Dues					
Professional Association Membership Dues	<u>9,000</u>	<u>205</u>	<u>9,772</u>	<u>(8.57)%</u>	<u>(772)</u>
Total Professional Association Membership Dues	9,000	205	9,772	(8.58)%	(772)
Miscellaneous					
Miscellaneous	<u>7,500</u>	<u>246</u>	<u>14,280</u>	<u>(90.40)%</u>	<u>(6,780)</u>
Total Miscellaneous	7,500	246	14,280	(90.40)%	(6,780)
Capital Outlay					
Capital Outlays-Equipment	5,000	1,685	1,685	66.30%	3,315
Capital Outlays-Computers	20,000	4,818	11,924	40.37%	8,076
Capital Outlays-Furniture & Fixture	3,500	0	2,865	18.14%	635
Capital Outlays-Building & Imp.	8,000	2,149	7,853	1.84%	147
Capital Outlays-Vehicles	<u>62,000</u>	<u>0</u>	<u>0</u>	<u>100.00%</u>	<u>62,000</u>
Total Capital Outlay	<u>98,500</u>	<u>8,651</u>	<u>24,326</u>	<u>75.30%</u>	<u>74,174</u>
Total Expenditures	<u>3,244,227</u>	<u>255,877</u>	<u>2,657,069</u>	<u>18.10%</u>	<u>587,158</u>

North Suburban Library System  
Statement of Revenues and Expenditures Exhibit 5.d.4  
From 5/1/2009 Through 5/31/2009

General Fund  
(In Whole Numbers)

	Total Budget	Current Period		Percent of Budget Remaining	Total Budget Variance
		Actual	Current Year Actual		
<b>Revenues:</b>					
Area Per Capita Grant	2,461,774	205,148	2,256,626	8.33%	(205,148)
Fees for Services	344,156	19,602	272,289	20.88%	(71,868)
Reimbursements	15,000	(715)	15,009	(0.06)%	9
Interest Income	40,000	244	8,325	79.18%	(31,675)
Total Revenues:	<u>2,860,930</u>	<u>224,279</u>	<u>2,552,249</u>	<u>10.79%</u>	<u>(308,681)</u>
<b>Expenditures</b>					
Personnel	2,436,902	183,168	2,094,047	14.06%	342,855
Library Materials	5,000	232	2,166	56.68%	2,834
Building and Grounds	138,300	9,228	125,489	9.26%	12,811
Vehicle Expenses	36,500	3,914	34,703	4.92%	1,797
Travel/Con.Ed - Staff and Board	55,000	5,051	39,987	27.29%	15,013
Continuing Education - Others	105,000	12,947	86,789	17.34%	18,211
Public Relations	75,000	2,800	43,731	41.69%	31,269
Liability Insurance	13,000	551	10,160	21.84%	2,840
Supplies, Postage, etc.	65,500	6,228	44,525	32.02%	20,975
Telephone & Telecommunications	27,000	2,445	26,895	0.38%	105
Equipment	25,925	8,808	28,348	(9.34)%	(2,423)
Professional Services	121,500	6,401	50,405	58.51%	71,095
Contractual Services	24,600	5,002	21,445	12.82%	3,155
Professional Association Membership Dues	9,000	205	9,772	(8.57)%	(772)
Miscellaneous	7,500	246	14,280	(90.40)%	(6,780)
Capital Outlay	98,500	8,651	24,326	75.30%	74,174
Total Expenditures	<u>3,244,227</u>	<u>255,877</u>	<u>2,657,069</u>	<u>18.10%</u>	<u>587,158</u>
Total Revenue Over (Under) Expenditures	<u>(383,297)</u>	<u>(31,599)</u>	<u>(104,820)</u>	<u>72.65%</u>	<u>278,477</u>

North Suburban Library System  
Statement of Revenues and Expenditures Exhibit 5.d.4  
From 5/1/2009 Through 5/31/2009

*Special Revenue Fund  
(In Whole Numbers)*

	Total Budget	Current Period Actual	Current Year Actual	Percent of Budget Remaining	Total Budget Variance
<b>Revenues:</b>					
The Marc of Quality Grant	8,200	4,100	8,200	0.00%	0
Statewide Calendar	<u>59,500</u>	<u>0</u>	<u>24,417</u>	<u>58.96%</u>	<u>(35,083)</u>
Total Revenues:	<u>67,700</u>	<u>4,100</u>	<u>32,617</u>	<u>51.82%</u>	<u>(35,083)</u>
<b>Expenditures</b>					
Personnel	32,000	0	10,667	66.66%	21,333
Contractual Services	<u>35,700</u>	<u>4,100</u>	<u>21,950</u>	<u>38.51%</u>	<u>13,750</u>
Total Expenditures	<u>67,700</u>	<u>4,100</u>	<u>32,617</u>	<u>51.82%</u>	<u>35,083</u>
Total Revenue Over (Under) Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

North Suburban Library System  
Statement of Revenues and Expenditures Exhibit 5.d.4  
From 5/1/2009 Through 5/31/2009

*Internal Service Fund  
(In Whole Numbers)*

	Total Budget	Current Period Actual	Current Year Actual	Percent of Budget Remaining	Total Budget Variance
Revenues:					
Fees for Services	<u>92,000</u>	<u>7,650</u>	<u>85,701</u>	6.84%	<u>(6,299)</u>
Total Revenues:	<u>92,000</u>	<u>7,650</u>	<u>85,701</u>	6.85%	<u>(6,299)</u>
Total Revenue Over (Under) Expenditures	<u>92,000</u>	<u>7,650</u>	<u>85,701</u>	6.84%	<u>(6,299)</u>

North Suburban Library System  
Statement of Revenues and Expenditures Exhibit 5.d.4  
From 5/1/2009 Through 5/31/2009

*Proprietary Fund  
(In Whole Numbers)*

	Total Budget	Current Period Actual	Current Year Actual	Percent of Budget Remaining	Total Budget Variance
<b>Revenues:</b>					
Fees for Services	0	423,763	4,769,776	0.00%	4,769,776
Interest Income	0	696	16,082	0.00%	16,082
Total Revenues:	<u>0</u>	<u>424,458</u>	<u>4,785,858</u>	<u>0.00%</u>	<u>4,785,858</u>
<b>Expenditures</b>					
Personnel	0	329,558	2,826,694	0.00%	(2,826,694)
Contractual Services	0	52,862	597,252	0.00%	(597,252)
Miscellaneous	0	4,350	48,274	0.00%	(48,274)
Total Expenditures	<u>0</u>	<u>386,770</u>	<u>3,472,220</u>	<u>0.00%</u>	<u>(3,472,220)</u>
<b>Total Revenue Over (Under) Expenditures</b>	<u>0</u>	<u>37,688</u>	<u>1,313,638</u>	<u>0.00%</u>	<u>1,313,638</u>

North Suburban Library System  
Check/Voucher Register - Exhibit 5.d.5  
From 5/1/2009 Through 5/31/2009

Check #	Date	Vendor Name	Transaction Description	Check Amount
19074	5/1/2009	Bruce Ente	Miscellaneous-National Library Day	(300.00)
19155	5/5/2009	AT&T	Telephone	86.82
19155	5/5/2009	AT&T	Telephone&Telecomm	1,139.40
19156	5/5/2009	Baker & Taylor	Reimbursements	22.64
19157	5/5/2009	Becky Spratford	Professional Development	750.00
19158	5/5/2009	Citgo Petroleum Corp.	Vehicle Gas and Oil	2,487.28
19159	5/5/2009	Culligan Water	Other Alarm&Trash	102.40
19160	5/5/2009	Deborah Nelson	Prof/Consulting	1,000.00
19161	5/5/2009	Dundee & Wolf Automotive Services, Inc.	Vehicle Repairs & Maintenance	27.63
19162	5/5/2009	Exelon Energy Inc.	Utilities	6,344.05
19163	5/5/2009	George Needham	Professional Development	400.48
19164	5/5/2009	Illinois Century Network	Telephone&Telcomm	60.00
19165	5/5/2009	Jim Gill, Inc.	Due To Related Parties	650.00
19166	5/5/2009	Market Square	Professional Development	26.20
19167	5/5/2009	Orbis	Delivery Supplies	8,198.16
19168	5/5/2009	TDS METROCOM	Telephone&Telcomm	1,120.18
19169	5/5/2009	The Lincoln National Life Insurance Company	Insurance Trust	7,523.06
19170	5/5/2009	Warehouse Direct	Gen Office Supplies	166.53
19171	5/5/2009	Waste Management-North	Other/Alarm & Trash Srv	60.18
19172	5/5/2009	William Rainey Harper College	Professional Development	1,800.00
19173	5/5/2009	Zimmerman Hardware INC.	Gen Office Supplies/Equip	25.97
19173	5/5/2009	Zimmerman Hardware INC.	Repairs & Maintenance	61.57
19174	5/5/2009	American Express	Computer Supplies	2,252.39
19174	5/5/2009	American Express	Contractual Information Services	407.98
19174	5/5/2009	American Express	Gen Office Supplies/Equip	109.74
19174	5/5/2009	American Express	Miscellaneous	84.05
19174	5/5/2009	American Express	Other Supplies	28.19
19174	5/5/2009	American Express	Professional Assoc. Membership Dues	490.00
19174	5/5/2009	American Express	Professional Development	373.49
19174	5/5/2009	American Express	Registratiion&Meetings/other fees	306.63
19174	5/5/2009	American Express	Repairs & Maintenance	66.79
19174	5/5/2009	American Express	Travel-In State/Staff	327.04
19175	5/13/2009	American Library Association	Library Materials Printed	69.50
19176	5/13/2009	Alex Todd	Due To Related Parties	150.00
19177	5/13/2009	Baker & Taylor	Reimbursements	44.37
19178	5/13/2009	Bill Stasek Chevrolet	Vehicle Repairs & Maintenance	2,407.51
19179	5/13/2009	Brian Benson	Public Relations	1,800.00
19180	5/13/2009	Canon Business Solutions, Inc.	Equipment Maint. Agreement	404.89
19181	5/13/2009	CDW Government, Inc.	Computer Supplies	28.65
19182	5/13/2009	Chicago Tribune	Library Materials Printed	26.00
19183	5/13/2009	Gail Junoin-Metz	Professional Development	2,729.89
19184	5/13/2009	Illinois Library Association	Registration&Meetings/Other Fees	10.00
19185	5/13/2009	Imperial Service Systems, Inc.	Custodial/Janitorial Service	1,202.00
19186	5/13/2009	Joan Frye Williams	Professional Development	3,132.28
19187	5/13/2009	Kenneth Oakes, Photographer Ltd.	Public Relations	710.00
19188	5/13/2009	Lincoln Trail Libraries System	Contract Serv/OCLC	223.92
19189	5/13/2009	The MARC Of Quality	Contractual Information Services-TMC	4,100.00
19190	5/13/2009	Michael Molinaro AIA	Capital Outlay-Bldg	2,148.95
19191	5/13/2009	Precise Printing Network, Inc.	Delivery Supplies	297.68
19192	5/13/2009	Quizno's	Professional Development	107.56

North Suburban Library System  
 Check/Voucher Register - Exhibit 5.d.5  
 From 5/1/2009 Through 5/31/2009

Check #	Date	Vendor Name	Transaction Description	Check Amount
19193	5/13/2009	Shannon Scanlan	Due To Related Parties-RLA	150.00
19194	5/13/2009	Sikich	Miscellaneous-Development	4,350.00
19195	5/13/2009	The Management Association Of Illinois	Prof/Consulting	587.00
19196	5/13/2009	United States Fire Protection	Repairs & Maintenance	200.00
19197	5/13/2009	Zimmerman Hardware INC.	Repairs & Maintenance	16.27
19198	5/20/2009	Baker & Taylor	Reimbursements	153.25
19199	5/20/2009	BEK Specialties	Gen Office Supplies/Equip	11.35
19200	5/20/2009	CDW Government, Inc.	Computer Supplies	919.71
19200	5/20/2009	CDW Government, Inc.	Contractual Information Services	4,263.23
19201	5/20/2009	Donna Tieberg	Professional Development	4.00
19201	5/20/2009	Donna Tieberg	Staff Out-of-State Travel	154.98
19202	5/20/2009	Franczek Radelet & Rose	Prof/Legal	2,764.00
19203	5/20/2009	Kathi Espinoza	Contractual Services	948.27
19204	5/20/2009	Maggie Hommel	Professional Development	163.48
19205	5/20/2009	Marquardt-School District 15	Fees For Service	170.00
19206	5/20/2009	Nancy Pearl	Professional Development	5,634.14
19207	5/20/2009	Purchase Power	Equipment Rental	192.00
19208	5/20/2009	Quizno's	Registration & Meetings/Other Fees	119.85
19209	5/20/2009	Village of Wheeling	Miscellaneous	114.00
19210	5/26/2009	ADT	Other/Alarm & Trash Srv	124.20
19211	5/26/2009	Anderson Pest Control	Repairs & Maintenance	56.96
19212	5/26/2009	Anna Yackle	Travel-In State/Staff	82.00
19213	5/26/2009	Baker & Taylor	Library Materials Printed	14.24
19213	5/26/2009	Baker & Taylor	Reimbursements	52.57
19214	5/26/2009	Bill Stasek Chevrolet	Vehicle Repairs & Maintenance	673.73
19215	5/26/2009	Catered Productions	Registration&Meetings/Other Fees	119.95
19215	5/26/2009	Catered Productions	Reimbursements	200.00
19216	5/26/2009	Chalet Landscape Company	Repairs & Maintenance	(77.00)
19216	5/26/2009	Chalet Landscape Company	Repairs & Maintenance-containers	238.60
19216	5/26/2009	Chalet Landscape Company	Repairs & Maintenance-spring clean up	821.31
19217	5/26/2009	Christina Johnson	Telephone	45.95
19218	5/26/2009	Cut All Weed Mowing & Maint	Repairs & Maintenance	145.00
19219	5/26/2009	Elgin Community Unit School Dist 46	Fees For Service	90.00
19220	5/26/2009	Fast Company	Library Materials Printed	5.00
19221	5/26/2009	Information Management Consulting Services	Prof/Consulting	0.00
19222	5/26/2009	Judy Hoffman	Travel-In State/Staff	89.60
19223	5/26/2009	Warehouse Direct	Gen Office Supplies/Equip	<u>299.44</u>

Report Total

79,689.13

North Suburban Library System

**MEMORANDUM**

**TO:** NSLS Board of Directors  
**FROM:** Susan Garland, Chair; Nominating Committee  
**DATE:** June 11, 2009  
**RE:** Slate of Officers

The NSLS Board Nominating Committee, consisting of Bruce Ente, MaryBeth McWilliams, and myself, is pleased to announce the following slate of officers for 2009-2010. All nominees have been contacted and are willing to serve. The election will be held at the NSLS Board meeting on Monday, June 22, 2009. Of course, additional nominations may be made from the floor.

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President: Kathy Caudill  
Vice President: Christopher Stewart  
Secretary: MaryBeth McWilliams  
Treasurer: Stu Baker

Nominations for 2009-2010 Nominating Committee:

MaryBeth McWilliams

Richard Lee

Betsy Bartholomew

## ILLINOIS STATE LIBRARY CONSULTANT'S REPORT June 2009

### Letters About Literature

Illinois Emerging Writers Competition - An annual writing competition to encourage local writers and provide a unique opportunity and outlet for recognizing new literary talent. The competition is open to adults residing in Illinois who have not published a book. There are two divisions - poetry and short story. Winners receive cash prizes and have their works submitted for review and possible publication in several Illinois literary magazines. The deadline to enter is June 30, 2009. For the entry form and guidelines go to the Illinois Center for the Book website at <http://illinoiscenterforthebook.org>. If you are interested in judging, contact Bonnie Matheis at 217-558-2065 or at [bmatheis@ilsos.net](mailto:bmatheis@ilsos.net).

### E-RICH Update

E-RICH, the Illinois State Library's Electronic Resource Service, will undergo changes as of FY2011, which begins July 1, 2010. E-RICH will no longer offer subsidized or negotiated pricing for electronic resources for direct library purchases. Notwithstanding, the State Library will continue to totally subsidize and provide FirstSearch at no charge to ILLINET member libraries. E-RICH will assist ILLINET member libraries by continuing to offer Try-It! Illinois, the annual electronic database trial, and the annual Electronic Resource It! Illinois, the annual electronic database trial, and the annual Electronic Resource Exposition (ER-XPO).

### NoveList & NoveList K-8 | NoveList Plus & NoveList K-8

The NoveList & NoveList K-8 | NoveList Plus & NoveList K-8 Plus [order form](#) is now available. NoveList and NoveList K-8 is an online readers' advisory service that helps librarians and readers find fiction books based on books they have read or topics in which they are interested. NoveList Plus and NoveList K-8 Plus is an online readers' advisory service that contains information on fiction and nonfiction titles for all ages which can be searched using subject headings. These services are available to ILLINET member academic, public, special and high school library buildings and to middle and elementary library buildings. The Illinois State Library pays 50% of each library-building (location) fee. Order forms received after October 30, 2009 will not be eligible for the Illinois State Library subsidy. Please direct any questions to Gwen Harrison or call Gwen at 217-785-7334.

### PUBLIC LIBRARY PER CAPITA GRANTS

We've heard from a few public library directors wondering when they'll receive their annual per capita grant. We wish we had a definitive answer but we don't. All we can tell you is what the State Comptroller's office is saying, and they are the entity that will send your check.

*Here is a statement issued by Comptroller Dan Hynes:*

"All state agencies, employees, state vendors and payees should be advised that the current delays affecting payments out of the state's General Revenue Fund (GRF) are expected to continue and likely lengthen throughout calendar year 2009. Under optimal revenue conditions, or for payments from non-GRF funds, the Office of the Comptroller

(IOC) can issue a warrant within 2-4 days after a proper voucher is presented to our office. However currently, substantially more GRF bills or vouchers have been submitted to the IOC than incoming revenues or cash on hand permits to be processed on a timely basis. We do not anticipate that there will be sufficient GRF revenues to significantly reduce current payment backlogs for the near future. Please note that while agency payrolls should not be impacted by these conditions, the majority of other payments out of the General Revenue Fund will continue to be delayed due to the lack of sufficient and/or timely revenues. At this time, these delays are in excess of 60 business days and are expected to increase over the next several months.

"Comptroller Hynes has directed IOC staff to continue to work with state agencies and state payees to minimize any disruptions created by these circumstances and to assist in identifying critical payment issues. The IOC recognizes the considerable difficulties created by these conditions and asks for the continued cooperation of all parties concerned to address a situation that is beyond our office's control. We will process as many payments on a daily basis as available revenues allow. Your patience and understanding is greatly appreciated."

### **WEBJUNCTION NEWS**

WebJunction Illinois encourages users to continue to take advantage of the free online courses made available through the WebJunction Illinois Course Catalog. To make your experience with the Course Catalog as smooth as possible, please check the "Remember Me" box before you add courses to your cart and checkout. This will ensure that you can complete the checkout process successfully.

### **CALENDAR 2009**

June 25	ISL Diversity Program Advisory Committee Meeting, ISL
June 30	Deadline to enter Illinois Emerging Writers Competition
July 9 – 15	American Library Association Conference, Chicago
June 19	IL OCLC Users Group Annual Meeting, St. Xavier
October 6 – 9	Illinois Library Association Conference, Peoria
October 29 – 31	Illinois School Library Media Association Conference, Springfield
October 30	CARLI Annual Meeting, Champaign
November 6	SLA IL Chapter Metropolitan Library System, Burr Ridge
December 9	ER-XPO: The Illinois State Library Electronic Resource Exposition, q Schaumburg Township District Library (register at <a href="#">L2</a> )

### **2010**

March 15 – 17	On the Front Lines, Springfield
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