

**Lake Bluff Public Library**  
**Regular Meeting of the Board of Library Trustees**  
**Tuesday, January 14, 2025 at 7:00 PM**  
123 East Scranton Avenue, Lake Bluff, Illinois 60044

The in-person meeting will be simulcast for any members of the public who do not wish to attend the meeting in-person at the Lake Bluff Public Library building. Questions related to the Library agenda can be sent before or during the meeting to Library Interim Director David J. Seleb at [interimdirector@lakeblufflibrary.org](mailto:interimdirector@lakeblufflibrary.org). The meeting will be recorded and the recording made available through the Library's website. Contact David J. Seleb at 224-332-2097 or [interimdirector@lakeblufflibrary.org](mailto:interimdirector@lakeblufflibrary.org) with questions.

**NOTICE: Members of the public may attend in-person or participate remotely in the meeting via Zoom.**

**Time: Jan 14, 2025 07:00 PM Central Time (US and Canada)**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/88164814491?pwd=qrijMCR L2idsdy7upl5ECpZyuKUUPs3.1>

Meeting ID: 881 6481 4491

Passcode: 668135

One tap mobile

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(Chicago)

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Dial by your location

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- +1 309 205 3325 US
- +1 305 224 1968 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
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- +1 564 217 2000 US
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- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
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Meeting ID: 881 6481 4491

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Find your local number:

<https://us06web.zoom.us/j/88164814491?pwd=qrijMCR L2idsdy7upl5ECpZyuKUUPs3.1>

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Additions and Corrections to the Agenda**
- 5. Members of the Public to Address the Board**
- 6. Approve of Library Board Meeting Minutes**
  - a. ACTION: Minutes from Regular Board Meeting on November 19, 2024
- 7. Library Director Updates**
  - a. Library Director's and Managers' Monthly Report
  - b. November and December 2024 Statistics Reports
- 8. November and December 2024 Financial Reports**
  - a. ACTION: Approve November and December 2024 Revenue and Expenditure Report
  - b. ACTION: Approve November and December 2024 Check Disbursement Report (Nos. 16324 – 16382)
- 9. Committee Reports**

**(Met)**

- a. Human Resources Committee (**CHAIR:** Graziano **MEMBERS:** Jerch)
- b. Finance and Technology Committee (**CHAIR:** Hayes **MEMBERS:** Shaul, Zaute)
- c. Building and Grounds Committee (**CHAIR:** Jerch **MEMBERS:** Jardine, Shaul)

**(Did Not Meet)**

- d. Bylaws & Policy Committee (**CHAIR:** Friedeman **Members:** Zaute)
- e. Engagement Committee (**CHAIR:** Jardine **MEMBERS:** Graziano)
- f. Intergovernmental Agreement Committee (**CHAIR:** Jerch **MEMBERS:** Library Director)
- g. Long Range Planning Committee (**CHAIR:** Shaul **MEMBERS:** Friedeman)

**10. Additional Reports**

- a. Lake Forest – Lake Bluff Chamber of Commerce January 17 Event (Shaul)
- b. Deiters and Todd Director Search Update

**11. New Business**

- a. Corporate Grant Opportunity for STEM Programs (Shaul)
- b. ACTION: Approve Intergovernmental Agreement with the Village of Lake Bluff

**12. Library Correspondence and Communications**

- a. Comment Cards
- b. Social Media Post

**13. Executive Session (if required)**

- a. To discuss the appointment, compensation, discipline, performance, or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

**14. Adjournment**

**Upcoming Board Meetings**

- FEBRUARY 18, 2025 AT 7:00PM
- MARCH 18, 2025 AT 7:00PM



**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Tuesday, November 19th at 7 PM**  
123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. **Call to Order:** Board President Bonnie Shaul called the meeting to order at 7:00 pm.
2. **Roll Call:** Trustees Friedeman, Jardine, Jerch, and Shaul were present. Trustee Zaute arrived to participate at 7:02 pm. Trustees Graziano and Hayes were absent. Interim Library Director David Seleb and staff member Anthony Garriga were also present. Jillian Chapman and Eliza Jarvi attended virtually.
3. **Additions & Corrections to the Agenda:** There were none.
4. **Opportunity for Public to Address the Board:** Joan Cordeniz, a member of the public, addressed the Board with concerns regarding next steps for the Library's long-term financial and facility sustainability, including future opportunities such as referendum.
5. **Approval of Library Board Meeting Minutes:**
  - a. Trustee Shaul moved to approve the October 15th, 2024 Board Meeting minutes, Trustee Jerch seconded; Trustees Shaul, Friedeman, Jerch, and Jardine voted aye; Trustee Zaute abstained.
6. **Library Director Updates:** Interim Library Director David Seleb provided an overview of October happenings at the library and monthly usage statistics, including an update on the grant to fund the security system which will require asbestos abatement prior to completion. The state grant may be reallocated to asbestos remediation prior to the expiration of funds in 2025.
7. **October 2024 Financial Reports**
  - a. Trustee Jerch moved to approve the October 2024 Detailed Revenue & Expenditure Report, Trustee Jardine seconded; all voted aye.
  - b. Trustee Jerch moved to approve the October 2024 Monthly Check Disbursement Report with checks numbered 16242-16323 and a request for Interim Director Seleb to provide information on checks numbered 16236-16241, Trustee Zaute seconded; all voted aye.
8. **Committee Reports**

(Met)

  - a. **Human Resources Committee (CHAIR: Graziano MEMBERS: Jerch):** Trustee Graziano shared a written statement, read by Trustee Jerch. The job description will be posted for the period of November 25 through December 20, 2024. Phone interviews will be



conducted the week after the application deadline. Follow-up Zoom interviews will be conducted the week of January 6 and final interviews will be conducted in person either January 18 or January 25. The committee is also reviewing the personnel policy, with input from HR Source to ensure the policy is streamlined and in compliance with best practice. The staff holiday celebration will take place on Friday, December 13th.

- b. **Finance and Technology Committee (CHAIR: Hayes MEMBERS: Shaul, Zaute):** The Finance Committee met to discuss and finalize the budget submitted to the Village, including the 6% levy request to be reviewed on November 25th at the Village trustee meeting.
- c. **Building and Grounds Committee (CHAIR: Jerch MEMBERS: Jardine, Shaul):** Trustee Jardine provided a committee update regarding the parking lot lighting update, including contacting the manufacturer to receive some light models and determine which lights need to be replaced in priority order. Trustee Jardine will contact Brian Renner to follow up Trustee Jerch's outreach. The committee also discussed the updates on the safety & security system, including extension to the Museum, as well as carpet fixes.

(Did Not Meet)

- d. **Bylaws & Policy Committee (CHAIR: Friedeman Members: Zaute)**
  - e. **Engagement Committee (CHAIR: Jardine MEMBERS: Graziano)**
  - f. **Intergovernmental Committee (MEMBERS: Jerch, Grassi)**
  - g. **Long Range Planning Committee (CHAIR: Shaul MEMBERS: Friedeman)**
9. **Additional Reports:** There were none.
10. **New Business**
- a. **Library Director Search Process:** The HR Committee report covered the Library Director Search Process. David will send an email to Trustees to collect availability for both Zoom and final interviews.
  - b. **Approve Proposed Revisions to Library Director Job Description:** The Board reviewed the revised job description from Dieters & Todd. Trustee Jerch moved to approve the revised Library Director Job Description with the change in Section 5 to edit "city" to read as "Village", Trustee Friedeman seconded; all voted aye.
  - c. **Intergovernmental Agreement with the Village of Lake Bluff:** The business terms have all been agreed upon with the Village. There are two recitals that are still being negotiated, including the use of the term "component unit" and the language used to describe the acquisition of the property at 127 E. Scranton Ave.
  - d. **Patron Exclusion from the Lake Bluff Public Library:** Trustee Jerch moved to extend the patron suspension from the use of the Lake Bluff Public Library until November 19, 2025; Trustee Jardine seconded; all voted aye.
  - e. **Standards for Illinois Public Libraries for FY2025 Per Capita Grant Application:** Trustee Friedeman noted that there were three core standards that aligned with the 2025 priorities of the Lake Bluff Public Library, including Core 12 (determines if the library's



revenues are sufficient and takes action to increase revenue), Core 19 (The library is located in a facility designed or renovated for library purposes and

- f. complies with all applicable local, state, and federal codes), and Core 23 (At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community).
11. **Library Correspondence:** Interim Library Director David Seleb provided an overview of Library correspondence, including a Letter regarding Banned Books Week, Comment Cards and Social Media Post.
12. **Executive Session(s) if needed:** There was none.
13. **Any and all other business which may properly come before the Board:**
  - a. **Library Foundation:** Trustee Shaul provided an update after reaching out to the Library Foundation to request matching funds in the amount of \$35,000. The request was granted and all matching funds required for the Accessibility grant have been committed.
14. **Adjournment:** Trustee Jerch moved to adjourn the meeting at 8:24 pm, Trustee Jardine seconded; all voted aye. The meeting adjourned at 8:24 pm.

Respectfully submitted,  
Alexandra Friedeman  
Secretary

## **Director's Report to the Board of Trustees**

Tuesday, January 14, 2025

### **Director (David J. Seleb)**

Nicholas Rosales began his work with the library on Monday, January 6 as our part-time Building and Grounds Maintenance Worker. Nick brings years of facilities maintenance work experience to us, including that from his current full-time position in the Facilities Department of the Lake Forest Public Library. His onboarding has gone very smoothly and he is already making an impact. I expect to have more details to share with you at the board meeting this month.

Throughout November and December, Eliza worked on getting all emergency systems inspected and up to date on their certifications. Exit signs, Emergency lights, fire extinguishers, sprinkler systems, backflow, and fire alarm inspections and testing have all been completed for 2024. Nick will, of course, take the lead on this kind of work in the future.

We have submitted a proposal for the replacement of some of the library's exterior lighting to the Village of Lake Bluff to respond to requirements of the Village's Architectural Review Board. The proposal will be presented to that board at its next meeting on Tuesday, February 4 at 7:00pm. If accepted, Highland Park Electric, Inc. will perform the work.

We have also accepted a proposal from Midwest Environmental Consulting Services to design an asbestos abatement project for the library and to manage the contractor bidding process for that project. An initial meeting will be scheduled with a representative of Midwest to begin the project before the end of January. Meanwhile, I will begin to complete and submit all the forms required by the grant administrator from the State of Illinois regarding the special appropriation (construction grant) awarded to the library. Asbestos abatement is an acceptable use of those grant monies.

Staff is completing the Per Capita Grant application that is due to be submitted to the Illinois State Library by January 31. Once completed and submitted, a copy will be provided to all trustees for your information.

### **Communications and Marketing (Jillian Chapman)**

#### **PIC Training Overview**

We created a comprehensive training overview for the Person-In-Charge (PIC) role was developed and finalized. The materials focused on providing clear instructions and practical examples to enhance staff confidence and effectiveness. It also includes a 45 minute customer service video provided, for free, by the Library's LinkedIn Learning license. These resources have been distributed to all relevant staff for implementation. This will allow us to create a visual training module that staff can go through and focus on key elements of the responsibilities that will be required of them.

#### **Hiring Support**

Most of November and December's efforts were directed toward the hiring process for the new Reference and Circulation Manager. This included reviewing applications, coordinating interviews, and contributing to the selection process to ensure the role was filled by a qualified candidate.

#### **Legacy Procedures Documentation**

Detailed legacy procedures for the Library's marketing tools and operational tasks, including managing the Library Newsletter, ordering staff name tags, and staff apparel, were documented. These procedures are designed to be clear and actionable, ensuring continuity for future staff.

## **eNewsletter Training**

Training was provided to transition the responsibility of managing the library's eNewsletter to Claire. This included hands-on guidance to ensure a smooth handover and build confidence in overseeing future issues.

## **Professional Development**

I participated in a professional development course on "Marketing and Outreach Strategies to Engage Your Community," hosted by Library Journal, provided valuable insights into the importance of outreach and communication for libraries. The course featured four videos from professionals who explored different aspects of outreach, community engagement, marketing, and communication. These presentations highlighted the profound impact these strategies have not only on library operations but also on the communities they serve.

The course emphasized the importance of recognizing the library's stakeholders, which include patrons and the community at large, and provided practical tools for fostering stronger community relationships. Topics covered included social determinants of health and their influence on community well-being, as well as the ABCs of outreach: Always Be Communicating. One key takeaway was the necessity of having a clear and concise elevator speech about the library to effectively engage with the public.

Additionally, the course reinforced concepts related to creating a Marketing Strategic Plan—a project that had been in progress before Renee's departure. Reflecting on this work, the importance of understanding past accomplishments and challenges became clear as a foundation for identifying areas for growth. Finally, efforts during this transition period have focused on creating backup documents for current responsibilities, ensuring a smooth handover when needed, and developing a communication plan that is both within the library's capacity and personally manageable.

## **Social Media at the Lake Bluff Library**

Highest interacted post was a video, posted on Instagram, highlighting our winter displays in Adult and Youth Services with 40 likes and 4 comments and over 400 views.

## **Adult and Youth Services (Eliza Jarvi)**

### **• Staffing:**

- Jillian and Eliza worked on hiring the Circulation and Reference Manager position with the support of David Seleb. 9 phone interviews were conducted, 4 in person interviews.
- An official offer was made and accepted by Molly Coyle for the role of Circulation and Reference Manager.
- Gus Standiford departed for a full time librarian job. Gus was a part time Adult Services Librarian. Gus managed the video games and graphic novel collections, and worked the reference desk. He will be missed!
- PIC, or Person in Charge training has been implemented. Staff that have this responsibility in their job description have rotating PIC shifts where they help to manage the opening and closing of the library, coordinate break coverage, or help to troubleshoot building or other issues that may crop up.

### **• Events, Programming and Outreach:**

- In November, we had our annual Phyllis Fox Writing and Bookmark Design Contest. Named in honor of the first Children's Librarian at Lake Bluff Public Library, children grades K-8 are invited to enter a story or bookmark (or both!). We had 47 entries into this years contest!
- December is traditionally a quieter programming month, with all of the winter breaks and holidays. The library tends to offer passive programming that patrons can enjoy whenever they happen to be at the library.

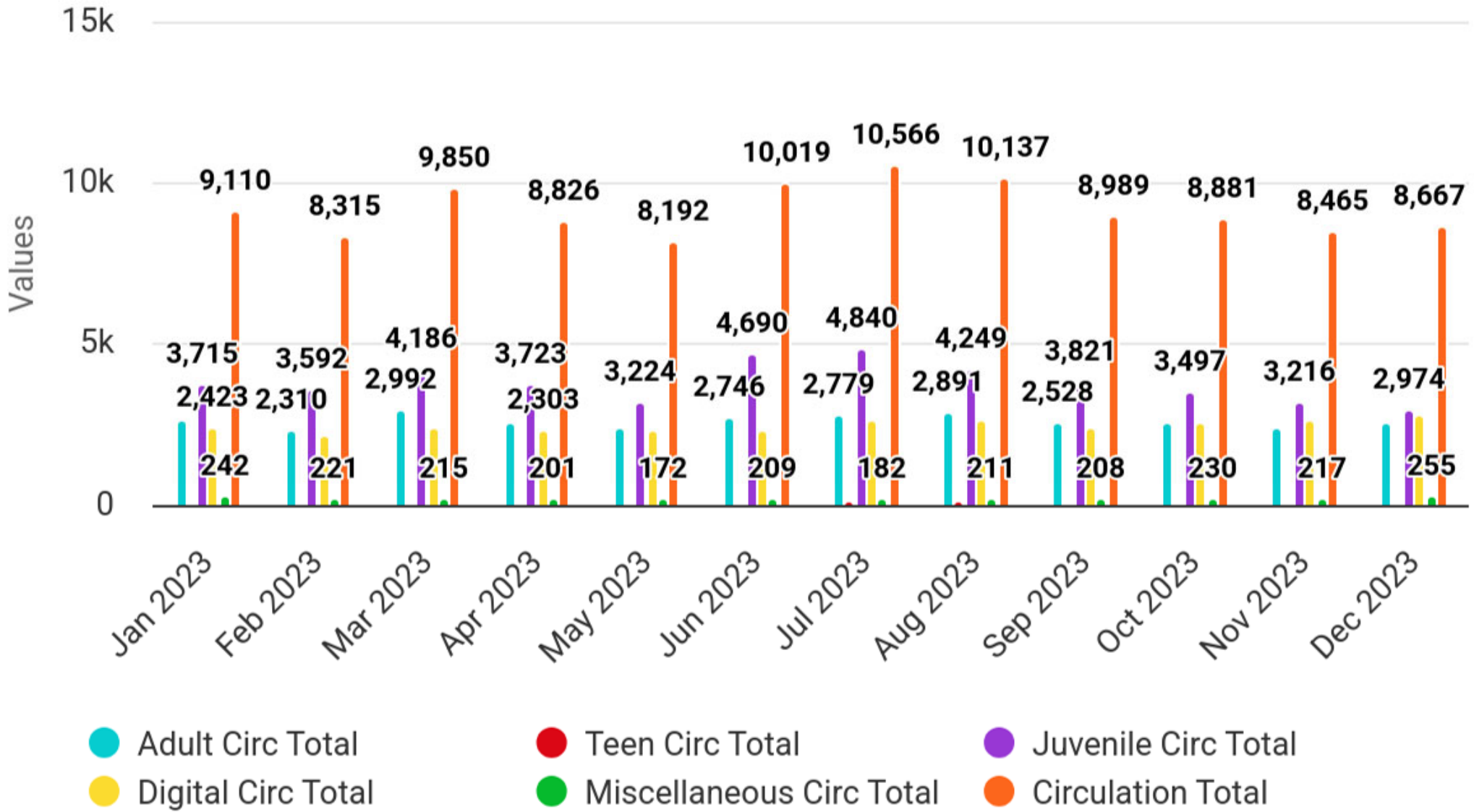
- Two passive programs did really well. 241 Grab & Go crafts were taken in December, up from 192 in November! We had a snowflake drop in craft in the main room of Youth Services through winter break. 277 snowflakes were made, and many beautiful snowflakes were left for us to decorate the department. It's a Winter Wonderland downstairs!
- Winter Open House was the first Saturday in December. This program aligns with the Village's It's a Wonderful Life in Lake Bluff event. We had something for all ages: community outreach in the form of snowflake glasses, adult activities in the form of trivia, snowball toss, crafts, temporary tattoos and more! We saw 200+ people in attendance for this event.
- The Spruth Room was reserved and left open for high schoolers studying for the finals in December. Finals Study Week was "officially" attended by 6 student/patrons.
- **November and December Teen Volunteer Report:**
  - **Total Number of Volunteers:** 14 individuals volunteered at the library throughout November and December.
  - **Total Number of Activities:** 19 volunteer opportunities were attended.
  - **Monthly total of Volunteer Hours:** 37
  - **Highlighted/Popular activities:** Grab and Go Craft Prep remains a very well attended program, but we also had some fun programs like the Winter Open House and Gingerbread House Decorating!
- **Outreach:**
  - Our joint program with the Museum, The Singing Bird and the Importance of Native American Women in Illinois History, was a great success!
  - Julie J went to LFHS for the extracurricular Book Club, and was able to meet the High School Librarian and the Lake Forest Teen Librarian.
  - We have been working on clearing out some older items from storage. Our storytime librarians went through flannel boards and crafts that are no longer being used and reached out to the Park District Preschool to come take anything they would like, and they took all of the flannel boards!
- **Collections:**
  - Anna has been working on the Adult Fiction collection. The Adult Fiction Romance collection, a smaller collection that saw low circulation, has been weeded and integrated into the larger Adult Fiction collection. With assistance from Eden, our library shelvee, the collection has been shifted, and almost all top shelves have been cleared, which improves accessibility to the entire collection. Anna has also improved wayfinding by adding signage to the (now clear) top shelves.
  - Carol has been working on her collections. Music CDs, Adult DVDs, have been weeded and shifted. Adult nonfiction work is ongoing, with the goal of getting off of the top and bottom shelf for better accessibility.
  - JF collection (midgrade chapter books) has completed a round of weeding, and been fully relabeled! It is looking fresh and browsable.
  - Juvenile audiobooks have also completed a round of relabeling.
  - Early Readers has completed a round of weeding.
  - Picture Books and Juvenile Nonfiction are both in the process of weeding, these are large collections, and this is an ongoing project.
  - **Displays**
    - In November, we had displays for Native American Heritage Month across all ages and collections in the library
    - We had displays for Election Day, Thanksgiving, National Cake Day, and Octopuses in Youth
    - In Adult some of the displays included Veterans Day, Friendsgiving, and Thankful for Rom Coms.
    - In December, we had displays for Christmas and Hanukkah across all departments.



- Anna Spear headed a 'Take me home for the holidays' display, of prepublication books wrapped like holiday gifts to giveaway. This was implemented across all departments and saw great success!
- Youth Services had additional displays for winter, and New Year's.
- Additional Adult Displays included Pearl Harbor Day, Homicide for the Holidays, Reading in a Winter Wonderland, and more.

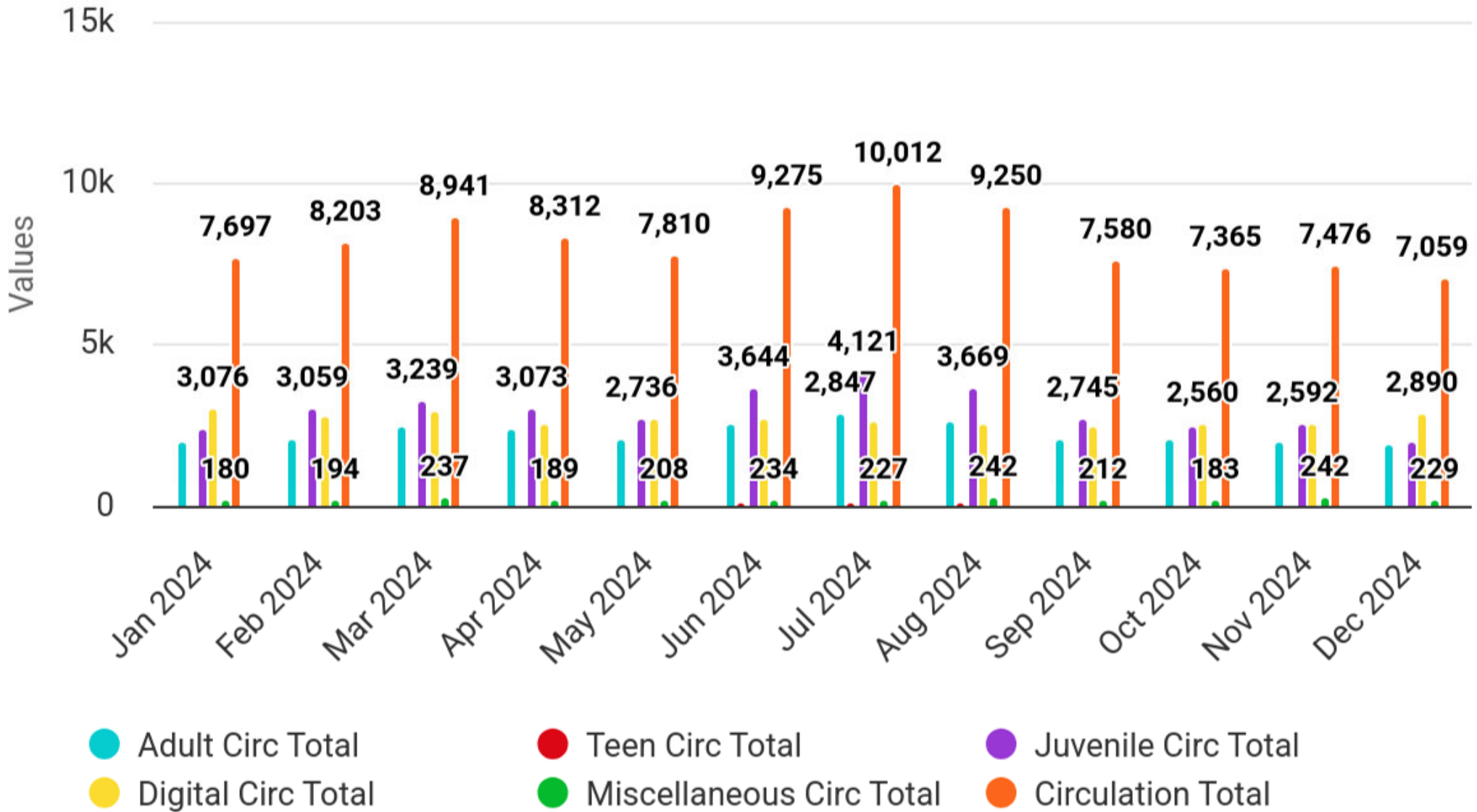
# Circulation

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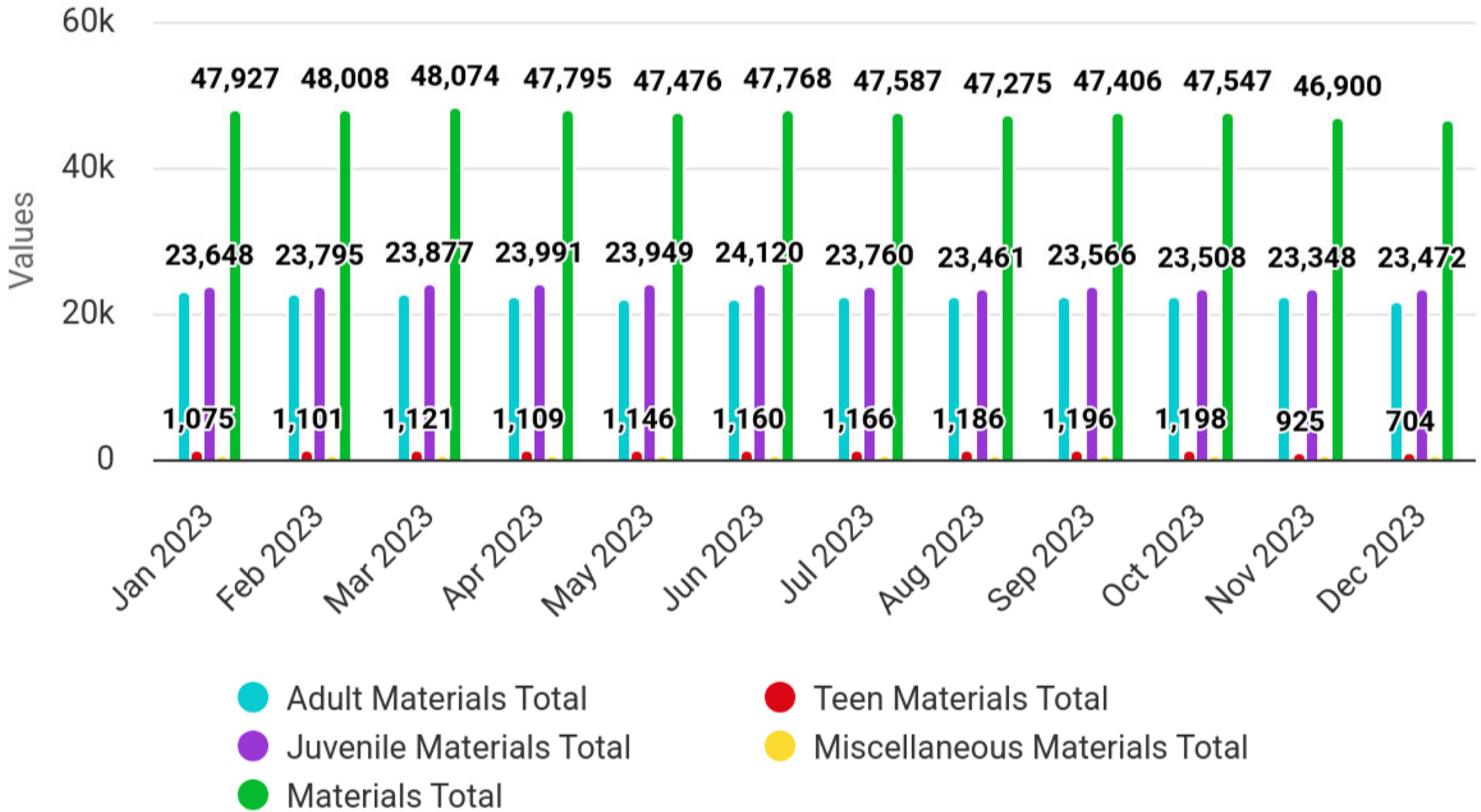
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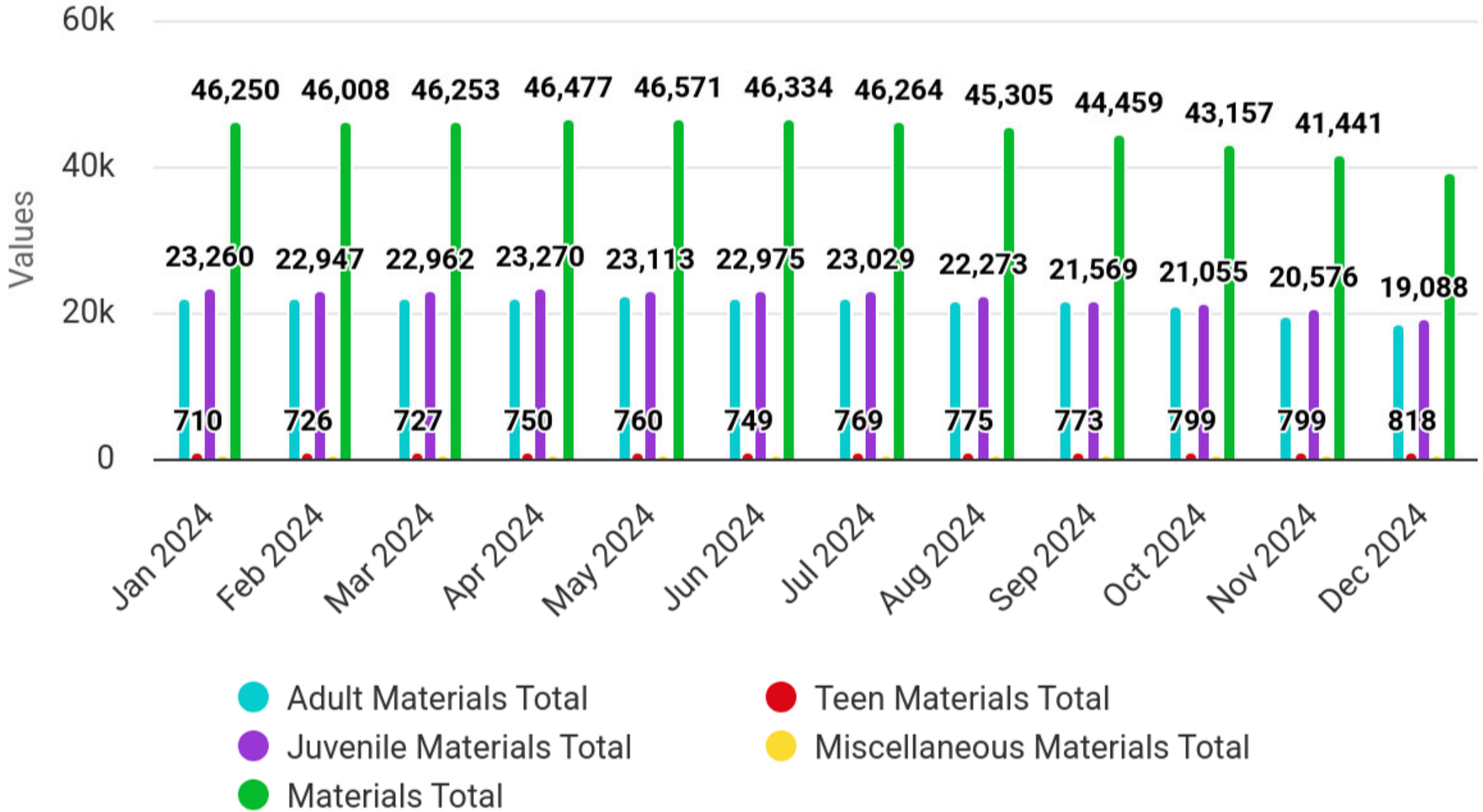
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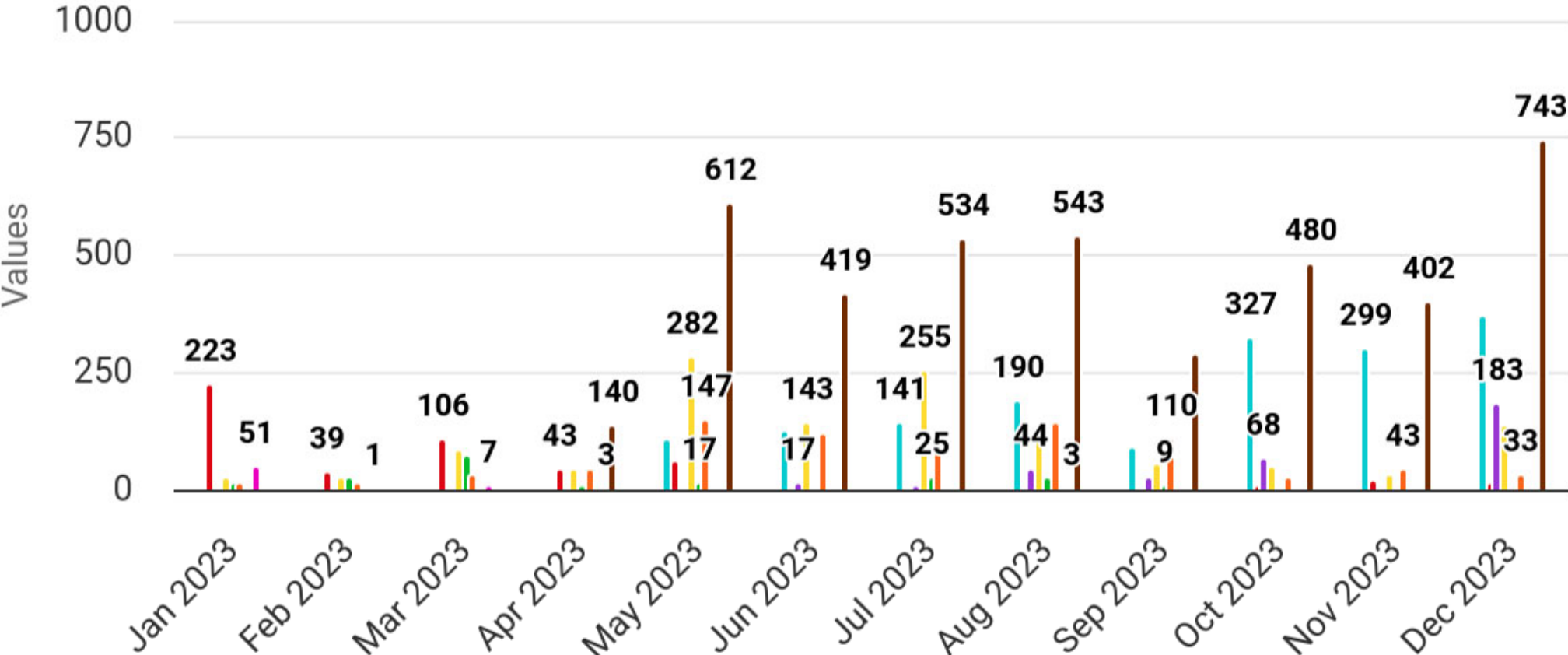
# Collection Totals

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# Database Usage

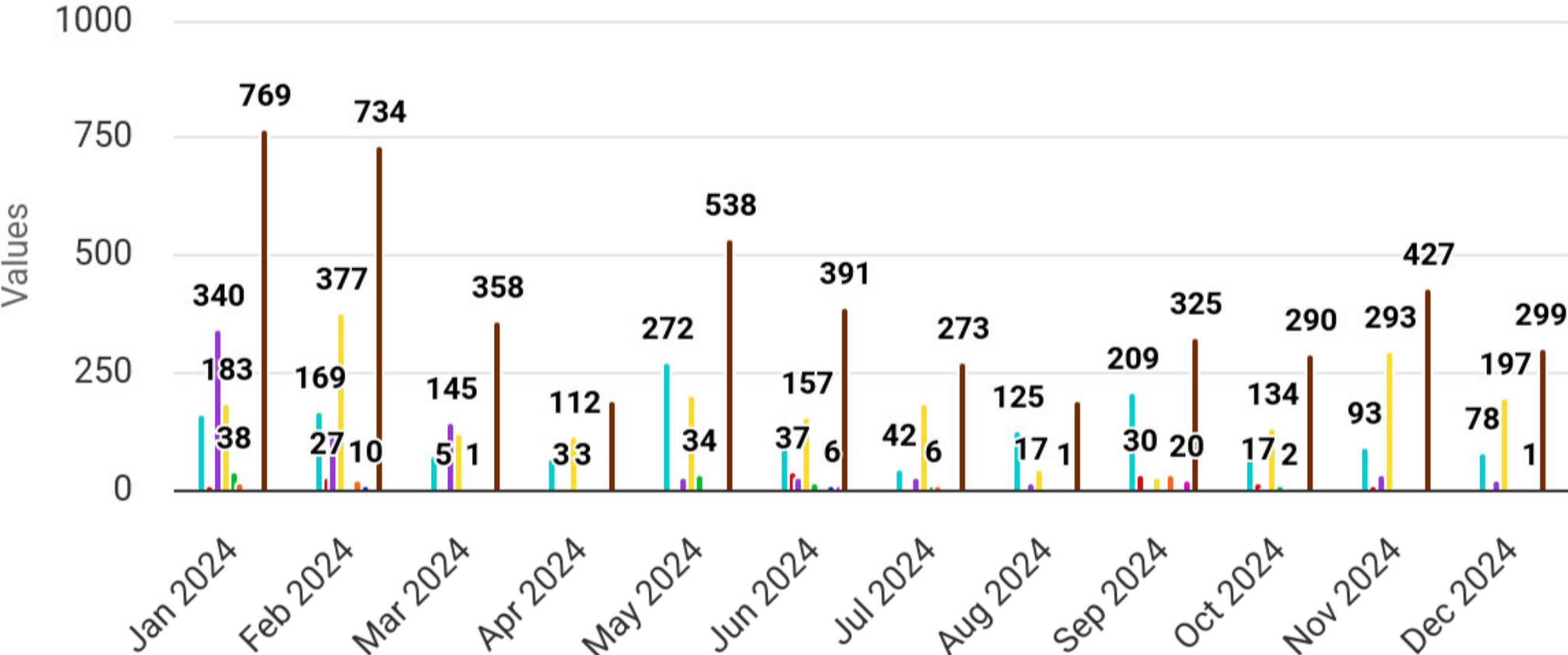
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- Consumer Reports
- Novelist K-8 & Plus
- Rosetta Stone
- EBSCO Host 2
- NewsBank
- TrueFlix
- LinkedIn Learning
- ProQuest
- Database Total Usage

# Database Usage

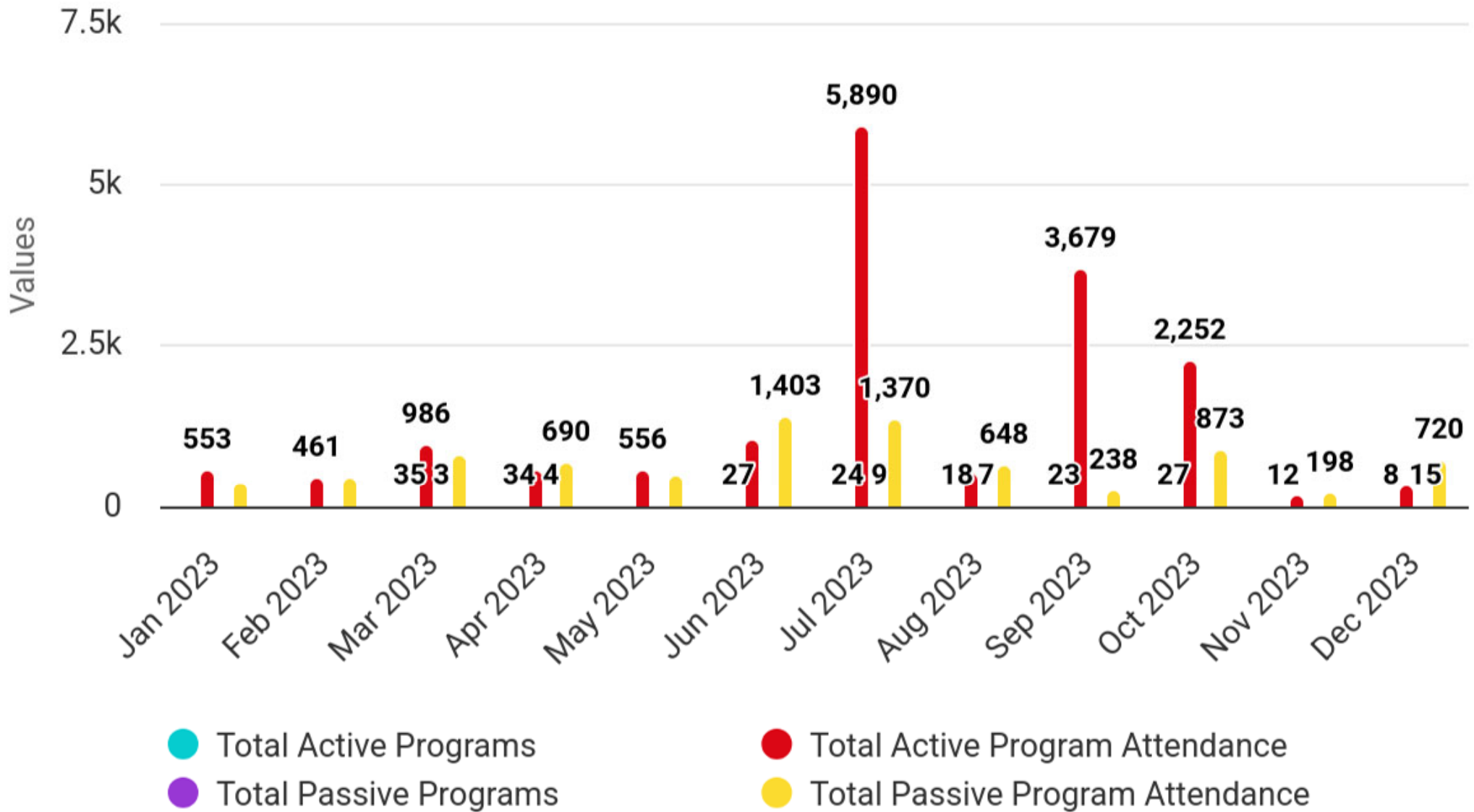
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- Consumer Reports
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# Programming

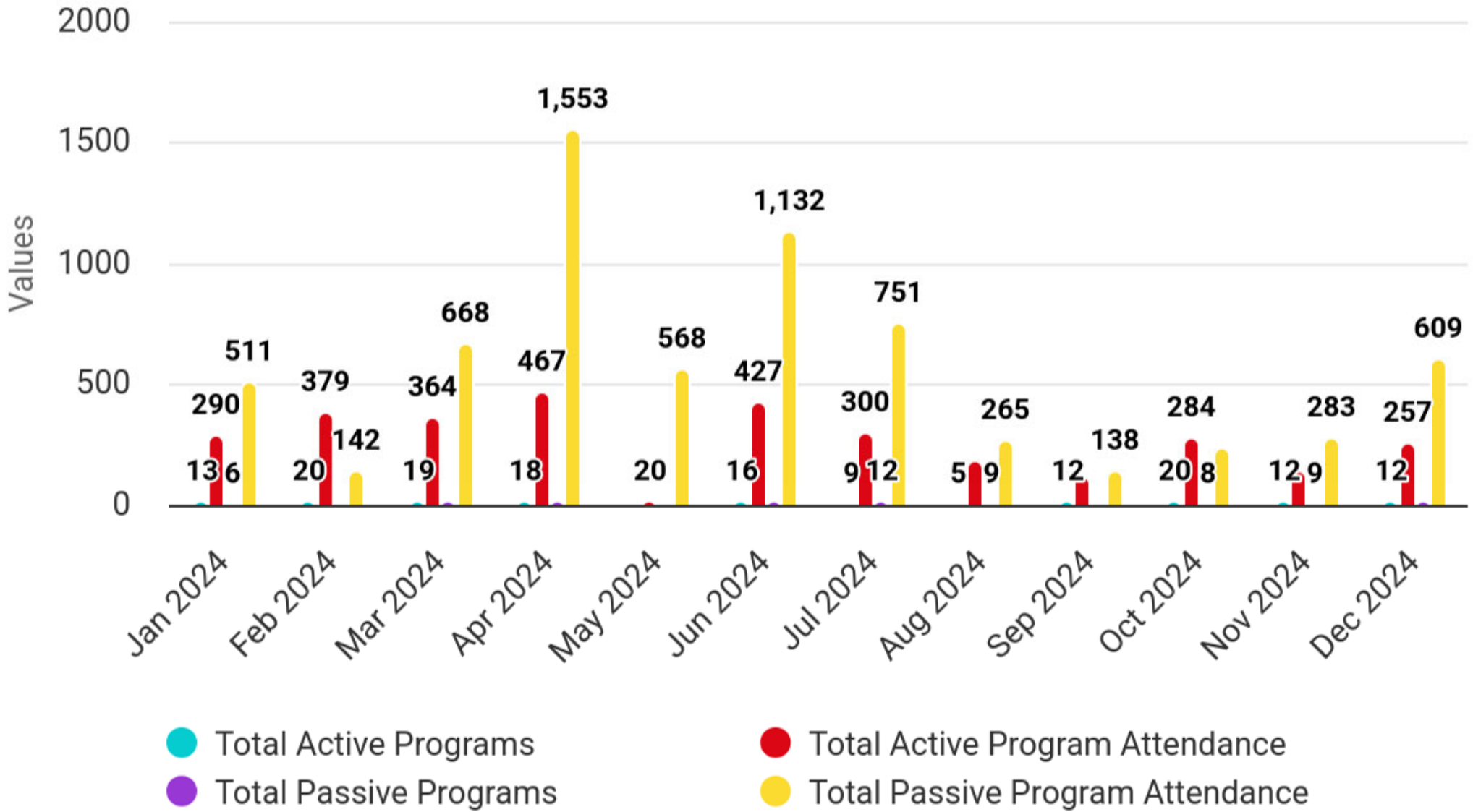
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# Programming

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PERIOD ENDING 12/31/2024

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
Fund 080 - LAKE BLUFF PUBLIC LIBRARY								
Expenditures								
Dept 603 - LIBRARY ADMINISTRATION								
SALARIES								
080-603-40025	LIBRARIAN SALARIES	309,166.00	220,207.49	18,147.90	88,958.51	71.23		
080-603-40030	STAFF SALARIES	421,873.00	288,455.92	35,105.50	133,417.08	68.38		
SALARIES		731,039.00	508,663.41	53,253.40	222,375.59	69.58		
PERSONNEL								
080-603-40400	MEDICAL INSURANCE	90,000.00	52,610.69	7,273.78	37,389.31	58.46		
080-603-40900	OTHER EMPLOYEE BENEFITS	250.00	0.00	0.00	250.00	0.00		
PERSONNEL		90,250.00	52,610.69	7,273.78	37,639.31	58.29		
RETIREMENT								
080-603-40970	EMPLOYER FICA TAX	51,000.00	38,553.56	4,040.74	12,446.44	75.60		
080-603-40980	IMRF RETIREMENT CONTRIBUTION	40,000.00	14,543.38	1,478.40	25,456.62	36.36		
RETIREMENT		91,000.00	53,096.94	5,519.14	37,903.06	58.35		
CONTRACTUAL								
080-603-41000	MAINTENANCE-BUILDING	15,000.00	33,073.73	6,053.75	(18,073.73)	220.49		
080-603-41020	ELEVATOR MAINTENANCE	1,400.00	751.00	0.00	649.00	53.64		
080-603-41050	MAINTENANCE-GROUNDS	6,000.00	5,975.00	1,980.00	25.00	99.58		
080-603-41300	COMPUTER SERVICES	16,000.00	17,296.55	4,771.55	(1,296.55)	108.10		
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00		
080-603-41313	COPIER MAINTENANCE/SUPPLIES	8,000.00	7,497.51	1,303.74	502.49	93.72		
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	10,000.00	24,351.39	0.00	(14,351.39)	243.51		
080-603-41345	MARKETING	1,000.00	1,403.21	54.40	(403.21)	140.32		
080-603-41350	LEGAL SERVICES	2,500.00	10,177.50	1,181.25	(7,677.50)	407.10		
080-603-42400	PROFESSIONAL DEVELOPMENT	4,500.00	1,502.28	971.11	2,997.72	33.38		
CONTRACTUAL		64,400.00	102,028.17	16,315.80	(37,628.17)	158.43		
COMMODITIES								
080-603-42440	DUES	2,000.00	803.93	150.00	1,196.07	40.20		
080-603-43230	UTILITIES	13,000.00	8,788.49	3,192.08	4,211.51	67.60		
080-603-43300	POSTAGE	2,200.00	1,765.84	15.30	434.16	80.27		
080-603-43410	PRINTING/E-NEWSLETTER	13,000.00	9,304.34	2,551.28	3,695.66	71.57		
080-603-43520	PASSPORT SUPPLIES	4,800.00	653.93	0.00	4,146.07	13.62		
080-603-43550	OFFICE SUPPLIES	6,500.00	6,787.05	613.78	(287.05)	104.42		
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	2,000.00	2,335.91	296.32	(335.91)	116.80		
080-603-43668	TECHNICAL SERVICES SUPPLIES	5,000.00	3,167.99	772.17	1,832.01	63.36		
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	1,000.00	745.19	68.22	254.81	74.52		
080-603-43710	ADULT PROGRAM SUPPLIES	7,000.00	3,268.72	208.00	3,731.28	46.70		
080-603-43720	JUVENILE PROGRAM SUPPLIES	7,000.00	3,835.46	500.21	3,164.54	54.79		
080-603-43730	OUTREACH SUPPLIES	5,000.00	1,791.76	0.00	3,208.24	35.84		
080-603-43740	TEEN PROGRAM SUPPLIES	750.00	68.92	0.00	681.08	9.19		
080-603-46100	MISCELLANEOUS EXPENSES	2,000.00	527.00	155.10	1,473.00	26.35		
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00		
COMMODITIES		71,250.00	43,844.53	8,522.46	27,405.47	61.54		
LIBRARY MATERIALS								
080-603-45000	ADULT NON-FICTION BOOKS	13,000.00	5,193.47	548.89	7,806.53	39.95		
080-603-45100	ADULT FICTION BOOKS	15,500.00	9,863.31	1,305.22	5,636.69	63.63		
080-603-45110	ADULT LARGE PRINT MATERIAL	700.00	400.19	101.19	299.81	57.17		
080-603-45200	ADULT AUDIO VISUAL MATERIAL	12,500.00	4,692.21	441.47	7,807.79	37.54		

PERIOD ENDING 12/31/2024

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2024	MONTH 12/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 080 - LAKE BLUFF PUBLIC LIBRARY</b>						
<b>Expenditures</b>						
080-603-45220	ADULT REFERENCE/E-REFER	21,000.00	13,247.37	2,590.09	7,752.63	63.08
080-603-45400	JUVENILE NON-FICTION	10,000.00	4,858.50	0.00	5,141.50	48.59
080-603-45410	PICTURE BOOKS, READERS	8,000.00	4,543.87	717.54	3,456.13	56.80
080-603-45420	JUVENILE FICTION	8,000.00	3,092.59	398.76	4,907.41	38.66
080-603-45430	JUVENILE AUDIO-VISUAL	2,000.00	721.39	29.95	1,278.61	36.07
080-603-45440	JUVENILE E-REFERENCE	1,350.00	1,159.00	1,159.00	191.00	85.85
080-603-45445	JUVENILE KITS & DEVICES	3,000.00	630.88	57.99	2,369.12	21.03
080-603-45450	TEEN BOOKS	2,000.00	879.03	225.33	1,120.97	43.95
080-603-45460	E-BOOKS	21,000.00	16,216.32	3,660.73	4,783.68	77.22
080-603-45470	GRAPHIC NOVELS	650.00	308.03	67.33	341.97	47.39
080-603-45500	PERIODICALS	7,350.00	6,084.94	1,232.63	1,265.06	82.79
080-603-45510	VIDEO GAMES	3,850.00	2,663.71	493.03	1,186.29	69.19
080-603-45520	TRENDING TITLES	1,250.00	407.14	78.83	842.86	32.57
080-603-45600	PATRON & STAFF SOFTWARE	16,000.00	8,812.73	247.02	7,187.27	55.08
080-603-45610	LIBRARY AUTOMATION SOFTWARE	22,250.00	23,625.00	0.00	(1,375.00)	106.18
<b>LIBRARY MATERIALS</b>		<b>169,400.00</b>	<b>107,399.68</b>	<b>13,355.00</b>	<b>62,000.32</b>	<b>63.40</b>
<b>CAPITAL EXPENSES</b>						
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	0.00
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	5,500.00	0.00	(5,500.00)	100.00
080-603-58100	COMPUTER EQUIPMENT	13,000.00	14,060.00	4,805.00	(1,060.00)	108.15
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
<b>CAPITAL EXPENSES</b>		<b>13,000.00</b>	<b>19,560.00</b>	<b>4,805.00</b>	<b>(6,560.00)</b>	<b>150.46</b>
<b>CONTINGENCY</b>						
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>CONTINGENCY</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TRANSFER TO OTHER FUND</b>						
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00
<b>TRANSFER TO OTHER FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Dept 603 - LIBRARY ADMINISTRATION</b>		<b>1,230,339.00</b>	<b>887,203.42</b>	<b>109,044.58</b>	<b>343,135.58</b>	<b>72.11</b>
<b>TOTAL EXPENDITURES</b>		<b>1,230,339.00</b>	<b>887,203.42</b>	<b>109,044.58</b>	<b>343,135.58</b>	<b>72.11</b>
<b>Fund 080 - LAKE BLUFF PUBLIC LIBRARY:</b>						
<b>TOTAL REVENUES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>1,230,339.00</b>	<b>887,203.42</b>	<b>109,044.58</b>	<b>343,135.58</b>	<b>72.11</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(1,230,339.00)</b>	<b>(887,203.42)</b>	<b>(109,044.58)</b>	<b>(343,135.58)</b>	<b>72.11</b>

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
 CHECK DATE FROM 11/19/2024 - 01/13/2025  
 Banks: ILLB, LIBCK, LIBEP, LIBGR

Check Date	Bank	Check #	Payee	Description	GL #	Grant	Amount
01/08/2025	LIBCK	0 (E)	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	080-200-20245		577.94
01/08/2025	LIBCK	1 (E)	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	080-200-20245		525.40
12/11/2024	LIBCK	16324	AMAZON CAPITAL SERVICES	OFFICE SUPPL/BUSINESS CARD HOLDER/PAPEF	080-603-43550		64.87
		16324		TECHNICAL SERVICES SUPPL/MICRO SANDER	080-603-43668		12.99
		16324		JUVENILE PROGRAM SUPPLIES	080-603-43720		38.42
		16324		ADULT NON-FICTION BOOKS	080-603-45000		24.10
		16324		ADULT FICTION BOOKS	080-603-45100		66.12
		16324		ADULT AUDIO VISUAL MATERIAL	080-603-45200		230.74
		16324		JUVENILE AUDIO-VISUAL	080-603-45430		29.95
		16324		JUVENILE KITS & DEVICES	080-603-45445		57.99
		16324		GRAPHIC NOVELS	080-603-45470		21.49
		16324		VIDEO GAMES	080-603-45510		58.75
		16324		TRENDING TITLES	080-603-45520		33.93
		16324		USE OF DONATIONS FROM FRIENDS/PROGRAM	082-603-99999		9.99
		16324		USE OF DONATIONS FROM FRIENDS/SRC	082-603-99999		70.48
							719.82
12/11/2024	LIBCK	16325	ANCEL GLINK, PC	LEGAL SERVICES	080-603-41350		1,181.25
12/11/2024	LIBCK	16326	AVERUS FIRE SERVICES	MAINTENANCE-BUILDING	080-603-41000		429.25
12/11/2024	LIBCK	16327	BAKER & TAYLOR ENTERTAINMENT	COMPUTER SERVICES	080-603-41300		396.55
		16327		TECHNICAL SERVICES SUPPLIES	080-603-43668		140.94
		16327		ADULT NON-FICTION BOOKS	080-603-45000		253.57
		16327		ADULT FICTION BOOKS	080-603-45100		482.04
		16327		ADULT LARGE PRINT MATERIAL	080-603-45110		101.19
		16327		PICTURE BOOKS, READERS	080-603-45410		469.82
		16327		PICTURE BOOKS, READERS/CREDIT	080-603-45410		(3.51)
		16327		JUVENILE FICTION	080-603-45420		372.06
		16327		TEEN BOOKS	080-603-45450		11.52
		16327		GRAPHIC NOVELS	080-603-45470		45.84
							2,270.02
12/11/2024	LIBCK	16328	CHICAGO SPRINKLER COMPANY	MAINTENANCE-GROUNDS	080-603-41050		130.00
12/11/2024	LIBCK	16329	CLAIRE OSADA	PROFESSIONAL DEVELOPMENT/MILEAGE REIMB	080-603-42400		14.74
12/11/2024	LIBCK	16330	COMPLETE CLEANING COMPANY, INC.	BUILDG MAINT/CLEANING SERVICES	080-603-41000		1,460.00
12/11/2024	LIBCK	16331	COMPUTER VIEW, INC.	COMPUTER EQUIPMENT/CATALOGING COMPUTER	080-603-58100		1,544.00
12/11/2024	LIBCK	16332	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668		66.52
12/11/2024	LIBCK	16333	FIRST BANKCARD	POSTAGE	080-603-43300		6.30
		16333		JUVENILE PROGRAM SUPPLIES	080-603-43720		7.26

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Check Date	Bank	Check #	Payee	Description	GL #	Grant	Amount
		16333		USE OF DONATIONS/FRIENDS/SRC	082-603-99999		15.00
		16333		USE OF DONATIONS/FRIENDS/PROGRAM	082-603-99999		133.09
							<u>161.65</u>
12/11/2024	LIBCK	16334	FIRST BANKCARD	UTILITIES/INTERNET SERVICES/COMCAST	080-603-43230		687.74
12/11/2024	LIBCK	16335	FIRST BANKCARD	PRINTING/E-NEWSLETTER/ADOBE	080-603-43410		109.98
		16335		PATRON & STAFF SOFTWARE/ADOBE	080-603-45600		333.47
		16335		PATRON & STAFF SOFTWARE/ADOBE CREDIT	080-603-45600		(380.66)
							<u>62.79</u>
12/11/2024	LIBCK	16336	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	080-603-41000		131.00
		16336		POSTAGE/LICENSE STICKERS	080-603-43300		9.00
		16336		PERIODICALS/WSJ	080-603-45500		64.99
		16336		MISCELLANEOUS EXPENSES/PAYPAL	080-603-46100		25.00
							<u>229.99</u>
12/11/2024	LIBCK	16337	FIRST BANKCARD	MARKETING/AFRAME SIGN	080-603-41345		34.85
		16337		MARKETING/SIGN	080-603-41345		19.55
		16337		PROFESSIONAL DEVELOPMENT/STAFF IN-SERVI	080-603-42400		609.00
		16337		PROFESSIONAL DEVELOPMENT/COURSE FOR JII	080-603-42400		228.84
		16337		HOSPITALITY/DONUTS FOR STAFF	080-603-43700		37.04
		16337		JUVENILE PROGRAM SUPPL/POUCHES	080-603-43720		342.85
		16337		USE OF DONATIONS/FRIENDS/PROGRAM	082-603-99999		60.85
		16337		USE OF DONATIONS/FRIENDS/STAFF FLEECE	082-603-99999		686.75
							<u>2,019.73</u>
12/11/2024	LIBCK	16338	GRANITE TELECOMMUNICATIONS	UTILITIES	080-603-43230		441.78
12/11/2024	LIBCK	16339	GUS STANDIFORD	PROFESSIONAL DEVELOPMENT/MILEAGE REIMB	080-603-42400		22.45
12/11/2024	LIBCK	16340	HARTWIG MECHANICAL, INC	MAINTENANCE-BUILDING	080-603-41000		827.50
12/11/2024	LIBCK	16341	JILLIAN CHAPMAN	MAINTENANCE SUPPLIES-BUILDING	080-603-43660		63.85
12/11/2024	LIBCK	16342	JULIE MROWIEC	PROFESSIONAL DEVELOPMENT/MILEAGE REIMB	080-603-42400		16.08
12/11/2024	LIBCK	16343	KANOPY, INC.	ADULT REFERENCE/E-REFER	080-603-45220		93.00
12/11/2024	LIBCK	16344	KAPCO	TECHNICAL SERVICES SUPPLIES	080-603-43668		81.30
12/11/2024	LIBCK	16345	LAKE BLUFF HISTORY MUSEUM	ADULT PROGRAM SUPPLIES	080-603-43710		208.00
12/11/2024	LIBCK	16346	MIDWEST TAPE LLC	ADULT REFERENCE/E-REFER	080-603-45220		411.27
12/11/2024	LIBCK	16347	NEW YORK TIMES	PERIODICALS	080-603-45500		611.00
12/11/2024	LIBCK	16348	OVERDRIVE , INC	E-BOOKS	080-603-45460		1,946.49

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Banks: ILLB, LIBCK, LIBEP, LIBGR

Check Date	Bank	Check #	Payee	Description	GL #	Grant	Amount
		16348		PER CAPITAL GRANT EXPENDITURES	082-603-44810		649.00
							<u>2,595.49</u>
12/11/2024	LIBCK	16349	PIONEER PRESS	PERIODICALS	080-603-45500		18.99
12/11/2024	LIBCK	16350	PROQUEST, LLC	ADULT REFERENCE/E-REFER	080-603-45220		1,586.63
12/11/2024	LIBCK	16351	QUILL LLC	OFFICE SUPPLIES	080-603-43550		81.98
12/11/2024	LIBCK	16352	SCHOLASTIC LIBRARY PUBLISHING	JUVENILE E-REFERENCE	080-603-45440		1,159.00
12/11/2024	LIBCK	16353	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000		988.00
12/11/2024	LIBCK	16354	USA TODAY	PERIODICALS	080-603-45500		27.84
12/11/2024	LIBCK	16355	VILLAGE OF LAKE BLUFF	IMRF ER CONTRIB FOR AUGUST 2024	080-100-11580		1,728.38
		16355		MED INSUR FOR AUGUST 2024	080-100-11580		8,556.11
		16355		DENTAL INSUR FOR AUGUST 2024	080-100-11580		476.00
		16355		VISION INSUR FOR AUGUST 2024	080-100-11580		40.04
		16355		LIFE INSUR FOR AUGUST 2024	080-100-11580		52.07
		16355		IMRF EE CONTRIB FOR AUGUST 2024	080-100-11580		2,046.79
		16355		VISION INSUR FROM PPO FOR AUGUST 2024	080-100-11580		32.33
		16355		DENTAL INSUR FOR SEPTEMBER 2024	080-100-11580		476.00
		16355		VISION INSUR FOR SEPTEMBER 2024	080-100-11580		40.04
		16355		LIFE INSUR FOR SEPTEMBER 2024	080-100-11580		72.00
		16355		IMRF EE CONTRIB FOR SEPTEMBER 2024	080-100-11580		2,298.30
		16355		IMRF ER CONTRIB FOR SEPTEMBER 2024	080-100-11580		1,940.77
		16355		MED INSUR FOR SEPTEMBER 2024	080-100-11580		8,556.11
		16355		VISION INSUR FROM PPO FOR SEPTEMBER 2024	080-100-11580		38.86
		16355		MED INSUR FOR OCTOBER 2024	080-100-11580		9,173.74
		16355		VISION INSUR FOR OCTOBER 2024	080-100-11580		40.04
		16355		LIFE INSUR FOR OCTOBER 2024	080-100-11580		21.57
		16355		IMRF EE CONTRIB FOR OCTOBER 2024	080-100-11580		2,703.28
		16355		IMRF ER CONTRIB FOR OCTOBER 2024	080-100-11580		2,276.77
		16355		VISION INSUR FROM PPO FOR OCTOBER 2024	080-100-11580		46.59
		16355		DENTAL INSUR FOR OCTOBER 2024	080-100-11580		422.00
		16355		UTILITIES	080-603-43230		894.55
							<u>41,932.34</u>
12/11/2024	LIBCK	16356	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410		2,331.32
12/13/2024	LIBCK	16357	GREATAMERICA FINANCIAL SVCS.	COPIER MAINTENANCE/SUPPLIES	080-603-41313		589.79
01/08/2025	LIBCK	16358	AMAZON CAPITAL SERVICES	JUVENILE PROGRAM SUPPLIES	080-603-43720		107.10
		16358		ADULT NON-FICTION BOOKS	080-603-45000		17.99
		16358		ADULT FICTION BOOKS	080-603-45100		79.64

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Check Date	Bank	Check #	Payee	Description	GL #	Grant	Amount
		16358		ADULT AUDIO VISUAL MATERIAL	080-603-45200		210.73
		16358		PICTURE BOOKS, READERS	080-603-45410		15.35
		16358		JUVENILE FICTION	080-603-45420		5.39
		16358		TEEN BOOKS	080-603-45450		9.06
		16358		VIDEO GAMES	080-603-45510		194.32
		16358		TRENDING TITLES	080-603-45520		44.90
		16358		USE OF DONATIONS/FRIENDS/PROGRAM SUPPLI	082-603-99999		15.84
							<hr/> 700.32
01/08/2025	LIBCK	16359	AVERUS FIRE SERVICES	MAINTENANCE-BUILDING	080-603-41000		475.00
01/08/2025	LIBCK	16360	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	080-603-43668		96.53
		16360		ADULT NON-FICTION BOOKS	080-603-45000		253.23
		16360		ADULT FICTION BOOKS	080-603-45100		677.42
		16360		PICTURE BOOKS, READERS	080-603-45410		22.92
		16360		JUVENILE FICTION	080-603-45420		21.31
		16360		TEEN BOOKS	080-603-45450		204.75
							<hr/> 1,276.16
01/08/2025	LIBCK	16361	COMPLETE CLEANING COMPANY, INC.	BUILDG MAINT/CLEANING SERVICES	080-603-41000		1,460.00
01/08/2025	LIBCK	16362	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300		4,375.00
		16362		COMPUTER EQUIPMENT/NEW LAPTOP	080-603-58100		1,921.00
		16362		COMPUTER EQUIPMENT/NEW CIRC COMPUTER	080-603-58100		1,340.00
							<hr/> 7,636.00
01/08/2025	LIBCK	16363	FIRST BANKCARD	UTILITIES/INTERNET SERVICES/COMCAST	080-603-43230		457.85
01/08/2025	LIBCK	16364	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT	080-603-42400		80.00
01/08/2025	LIBCK	16365	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	080-603-41000		131.00
		16365		COPIER MAINTENANCE/SHREDDING OF PAPER	080-603-41313		124.16
		16365		TECHNICAL SERVICES SUPPLIES/LABELS	080-603-43668		373.89
		16365		PERIODICALS/WSJ/DECEMBER	080-603-45500		64.99
		16365		PERIODICALS/CRAINS SUBSCRIPTION RENEWAI	080-603-45500		225.00
		16365		PERIODICALS/WSJ/JANUARY	080-603-45500		64.99
		16365		MISCELLANEOUS EXPENSES/PAYPAL	080-603-46100		25.10
							<hr/> 1,009.13
01/08/2025	LIBCK	16366	FIRST BANKCARD	HOSPITALITY/NEW CIRC-REF MANAGER MEETIN	080-603-43700		22.81
		16366		HOSPITALITY PROGRAM SUPPLIES	080-603-43700		8.37
		16366		JUVENILE PROGRAM SUPPLIES	080-603-43720		4.58
		16366		VIDEO GAMES	080-603-45510		239.96
		16366		USE OF DONATIONS/FRIENDS/WINTER OPEN HC	082-603-99999		57.20

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							332.92
01/08/2025	LIBCK	16367	FIRST BANKCARD	PRINTING/E-NEWSLETTER/ADOBE	080-603-43410		109.98
		16367		PATRON & STAFF SOFTWARE/ADOBE	080-603-45600		313.84
		16367		PATRON & STAFF SOFTWARE/ADOBE TAX REIME	080-603-45600		(19.63)
		16367		USE OF DONATIONS/WRC PRIZES	082-603-99999		125.00
		16367		USE OF DONATIONS/IREAD IL SUBSCRIPTION	082-603-99999		15.00
							<hr/> 544.19
01/08/2025	LIBCK	16368	GRANITE TELECOMMUNICATIONS	UTILITIES	080-603-43230		443.99
01/08/2025	LIBCK	16369	GREATAMERICA FINANCIAL SVCS.	COPIER MAINTENANCE/SUPPLIES	080-603-41313		589.79
01/08/2025	LIBCK	16370	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050		1,850.00
01/08/2025	LIBCK	16371	JENNY GRAZIANO	USE OF DONATIONS/TEMPORARY EXP	082-603-99999		218.25
01/08/2025	LIBCK	16372	KANOPI, INC.	ADULT REFERENCE/E-REFER	080-603-45220		95.00
01/08/2025	LIBCK	16373	LACONI, INC	DUES	080-603-42440		150.00
01/08/2025	LIBCK	16374	LIBRARIES FIRST	MISCELLANEOUS EXPENSES	080-603-46100		105.00
01/08/2025	LIBCK	16375	MIDWEST TAPE LLC	ADULT REFERENCE/E-REFER	080-603-45220		404.19
01/08/2025	LIBCK	16376	NEWS-SUN	PERIODICALS	080-603-45500		154.83
01/08/2025	LIBCK	16377	NORTH SHORE WATER RECLAMATION	UTILITIES	080-603-43230		266.17
01/08/2025	LIBCK	16378	OVERDRIVE , INC	E-BOOKS	080-603-45460		1,714.24
		16378		PER CAPITAL GRANT EXPENDITURES	082-603-44810		737.14
							<hr/> 2,451.38
01/08/2025	LIBCK	16379	PLAYAWAY PRODUCTS LLC	PICTURE BOOKS, READERS	080-603-45410		212.96
01/08/2025	LIBCK	16380	QUILL LLC	MAINTENANCE SUPPLIES-BUILDING	080-603-43660		232.47
01/08/2025	LIBCK	16381	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000		152.00
01/08/2025	LIBCK	16382	VILLAGE OF LAKE BLUFF	DENTAL INSUR FOR NOVEMBER 2024	080-100-11580		427.00
		16382		LIFE INSUR FOR NOVEMBER 2024	080-100-11580		52.37
		16382		IMRF EE CONTRIB FOR NOVEMBER 2024	080-100-11580		2,100.06
		16382		IMRF ER CONTRIB FOR NOVEMBER 2024	080-100-11580		1,768.71
		16382		VISION INSUR FROM PPO FOR NOVEMBER 2024	080-100-11580		46.59
		16382		MED INSUR FOR NOVEMBER 2024	080-100-11580		7,185.65
		16382		VISION INSUR FOR NOVEMBER 2024	080-100-11580		45.69
							<hr/> 11,626.07
			TOTAL - ALL FUNDS	TOTAL OF 61 CHECKS			99,092.12



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Check Date	Bank	Check #	Payee	Description	GL #	Grant	Amount
--- GL TOTALS ---							
080-100-11580			DUE FROM THE VILLAGE				52,663.86
080-200-20245			ICMA 457 PLAN PAYABLE				1,103.34
080-603-41000			MAINTENANCE-BUILDING				6,053.75
080-603-41050			MAINTENANCE-GROUNDS				1,980.00
080-603-41300			COMPUTER SERVICES				4,771.55
080-603-41313			COPIER MAINTENANCE/SUPPLIES				1,303.74
080-603-41345			MARKETING				54.40
080-603-41350			LEGAL SERVICES				1,181.25
080-603-42400			PROFESSIONAL DEVELOPMENT				971.11
080-603-42440			DUES				150.00
080-603-43230			UTILITIES				3,192.08
080-603-43300			POSTAGE				15.30
080-603-43410			PRINTING/E-NEWSLETTER				2,551.28
080-603-43550			OFFICE SUPPLIES				146.85
080-603-43660			MAINTENANCE SUPPLIES-BUILDING				296.32
080-603-43668			TECHNICAL SERVICES SUPPLIES				772.17
080-603-43700			HOSPITALITY PROGRAM SUPPLIES				68.22
080-603-43710			ADULT PROGRAM SUPPLIES				208.00
080-603-43720			JUVENILE PROGRAM SUPPLIES				500.21
080-603-45000			ADULT NON-FICTION BOOKS				548.89
080-603-45100			ADULT FICTION BOOKS				1,305.22
080-603-45110			ADULT LARGE PRINT MATERIAL				101.19
080-603-45200			ADULT AUDIO VISUAL MATERIAL				441.47
080-603-45220			ADULT REFERENCE/E-REFER				2,590.09
080-603-45410			PICTURE BOOKS, READERS				717.54
080-603-45420			JUVENILE FICTION				398.76
080-603-45430			JUVENILE AUDIO-VISUAL				29.95
080-603-45440			JUVENILE E-REFERENCE				1,159.00
080-603-45445			JUVENILE KITS & DEVICES				57.99
080-603-45450			TEEN BOOKS				225.33
080-603-45460			E-BOOKS				3,660.73
080-603-45470			GRAPHIC NOVELS				67.33
080-603-45500			PERIODICALS				1,232.63
080-603-45510			VIDEO GAMES				493.03
080-603-45520			TRENDING TITLES				78.83
080-603-45600			PATRON & STAFF SOFTWARE				247.02
080-603-46100			MISCELLANEOUS EXPENSES				155.10
080-603-58100			COMPUTER EQUIPMENT				4,805.00
082-603-44810			PER CAPITAL GRANT EXPENDITURES				1,386.14
082-603-99999			USE OF DONATIONS/TEMPORARY EXP				1,407.45
			TOTAL				99,092.12

# DEITERS & TODD

LIBRARY CONSULTING

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January 9, 2025

To: Board of Trustees of the Lake Bluff Public Library  
From: Deiters & Todd Library Consulting  
Subject: January Search Update

The search for your next Executive Director of the Lake Bluff Public Library is in its home stretch! The process has gone smoothly so far thanks to the dedication and support from the Board and Staff.

At the December 20 application deadline, 29 people from 6 different states submitted their resumes. Jim and I narrowed that list to 10 and conducted preliminary phone interviews during the week of December 23 to identify the five candidates who would move on to talk with the Board.

The Board scheduled 45 minute interviews with each semi-finalist over Zoom on January 8 and 10. After talking with the final candidate on the 10th, the Board will identify two candidates to invite to the Library for an in person interview. The date of the final interviews has not been set as of this writing.

Each interview will each take about 3 hours and have four segments: a fifteen-minute presentation and Q&A; an interview with the staff; an interview with the Board; and a tour of the building. Jim and Alex will prepare the interview questions asked by the Board and Staff.

Staff are invited to attend the interviews with the understanding that the Library is open its normal business hours. It is important that members of the Board and Staff participating in the interviews do so for both candidates.

Jim will meet with the Staff after each session to debrief them on their impressions. After talking with the second candidate, he will take a confidential poll about their preferred candidate, but it is emphasized that the Board will make the final selection. This information is summarized by Jim and shared with the Board at some point during their deliberations.

# DEITERS & TODD

LIBRARY CONSULTING

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After the second interview, Trustees will discuss the merits of each candidate and ultimately select the person they wish to hire. President Shaul will negotiate terms with the successful candidate. Final reference and background checks will then take place.

We look forward to the final interviews and helping the board identify the successful candidate!

Jim Deiters  
Principal  
Deiters & Todd Library Consulting

Alex Todd  
Principal  
Deiters & Todd Library Consulting

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF LAKE  
BLUFF AND THE LAKE BLUFF PUBLIC LIBRARY**

THIS INTERGOVERNMENTAL AGREEMENT (“**2024 IGA**”), is entered into between the Village of Lake Bluff, a home rule Illinois municipal corporation (“**Village**”), and the Lake Bluff Public Library, a library established and operating under the Illinois Local Library Act, 75 ILCS 5/1-0.1 *et seq.* (“**Library**”) (collectively, the Village and the Library are the “**Parties**”, and individually each is a “**Party**”).

IN CONSIDERATION OF, and in reliance upon, the recitals and the mutual covenants set forth in this 2024 IGA, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorizes and encourages intergovernmental cooperation; and

WHEREAS, the Women’s Club of Lake Bluff established a library in 1919 and a Public Library and Reading Room was created by Village Ordinance in 1924 for the use and benefit of the Village; and

WHEREAS, on or about July 13, 1998, the Library and Village entered into an Intergovernmental Agreement (“**1998 IGA**”); and

WHEREAS, the Parties desire to acknowledge the expiration of the 1998 IGA that occurred on July 13, 2023 and that the obligations of both the Village and the Library set forth in the 1998 IGA have been satisfied; and

WHEREAS, the Library owns and operates the library building, located at 123 E. Scranton Avenue, Lake Bluff, Illinois (“**Library Building**”), and the museum building, located at 127 E. Scranton Avenue, Lake Bluff, Illinois, (“**Museum Building**”), collectively referred to herein as the “**Library Property**”; and

WHEREAS, the Lake Bluff History Museum (f/k/a the Vliet Center for Lake Bluff History) occupies a portion of the Museum Building pursuant to a separate lease agreement between the Library and the Lake Bluff History Museum (“**Lease Agreement**”); and

WHEREAS, historically the Village has voluntarily and without legal obligation provided financial support for certain expenses and subsidized operational costs for the Library (“**Operational Support**”), including but not limited to audit and accounting services and insurance coverage; and

WHEREAS, the Parties desire to set forth the various forms of Operational Support the Village has provided historically and is currently providing to the Library which the Library acknowledges it has received and will continue to receive pursuant to the terms of this 2024 IGA; and

WHEREAS, the Parties desire to enter into this 2024 IGA to memorialize the amount of Operational Support the Village has provided and is currently willing to provide the Library; and

WHEREAS, the Parties further agree that this 2024 IGA also sets forth certain responsibilities and obligations of the Parties;

NOW THEREFORE, the Village and the Library hereby agree as follows:

1. **Recitals:** The recitals set forth above are incorporated into the body of this 2024 IGA as if fully set forth herein.
2. **Term:** This 2024 IGA will be effective May 1, 2024 (“*Effective Date*”) and end April 30, 2029 (“*Initial Term*”). After the Initial Term, this 2024 IGA will automatically renew for successive one-year terms unless either Party gives the other Party written notice of its intent to terminate at least 90 days before the expiration of the then-current term.
3. **Library Governance:** The Library Board of Trustees (“*Library Board*”) is comprised of seven members which are elected at the consolidated election and must be residents of the Village. Over the past several decades, the Village has provided administrative and financial support to the Library that exceeds what is required by law.
4. **Village Role in Library Revenue Generation:** On an annual basis, the Library Board requests the Village Board approve its property tax levy, which is included as part of the Village’s tax levy as required under and pursuant to the Illinois Local Library Act, 75 ILCS 5/3-1. Per Section 2 of Village Resolution No. 2005-6 “A Resolution Regarding Property Tax Limitations and the Use of Home Rule,” approved on January 24, 2005 (the “PTELL Resolution”), the Library is exempt from the Village’s PTELL Resolution.
5. **1998 Intergovernmental Agreement by and between the Village of Lake Bluff, the Board of Library Trustees of the Village of Lake Bluff and the Vliet Center for Lake Bluff History:** The Parties previously entered into the 1998 IGA. In accordance with Section 10 of the 1998 IGA, the 1998 IGA expired July 13, 2023, 25 years after the date of execution.
  - a. **Additional Payment:** Pursuant to the 1998 IGA, the Village orchestrated and subsidized the acquisition of the Museum Building in the amount of \$100,000, with no payback required by the Library or the Lake Bluff History Museum. The Library paid for utilities associated with the Museum Building, and the Village provided support for certain on-going exterior maintenance of the Library Building and Museum Building in an amount currently valued at \$8,997 per calendar year. Furthermore, outside the express terms of the 1998 IGA, the Village has provided


and will provide Operational Support as set forth in Sections 7, 8, 9 and 10 of this 2024 IGA. Despite no requirement to do so, the Parties agree that the Village will make the following lump sum, one-time additional payments to the Library upon execution of the 2024 IGA:

- i. \$14,000 for exterior maintenance
- ii. \$3,000 for additional utility expenses

The foregoing payments are not intended to be a credit against the Village's voluntary Operational Support described in Sections 7 through 10, inclusive.

- b. In consideration for the Operational Support paid by the Village to the Library and the Additional Payment set forth in 5(a) above, and the Library's covenants and obligations described herein, each Party hereby releases, acquits, and forever discharges the other party and its elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys of and from all claims, actions, causes of action, suits, proceedings, demands, liabilities, damages, obligations, debts, judgments, executions, costs and expenses of every kind and nature whatsoever, whether known or unknown, accrued or not accrued, in law, equity, or otherwise, that either party ever had, now has, or may in the future have, against the other arising out of, or in any way related to the 1998 IGA.

6. **Vliet Center for Lake Bluff History Lease:** Pursuant to the Lease Agreement, the Library leases a portion of the Library Property to the Lake Bluff History Museum for use as the Museum Building. The term of the Lease Agreement is 25 years, with three options to renew in 10-year increments. On January 29, 2024, the Lake Bluff History Museum exercised its first option, extending the term of the Lease Agreement to January 29, 2034.

7. **Pro-rata Maintenance:** Effective May 1, 2024, the Village agrees that for the term of this 2024 IGA and so long as the Museum Building is used and occupied by both the Library and the Lake Bluff History Museum, that the Village will reimburse the Library up to \$16,000 each fiscal year for routine building maintenance required for the Library Property. Each May 1 that this 2024 IGA remains in effect, the fiscal year cap in effect the previous fiscal year will be increased by the rate of inflation reported by the Illinois Department of Revenue for PTELL purposes.<sup>1</sup> 

8. **Utilities and Other Miscellaneous Services:** Effective May 1, 2024, the Village will be responsible for the following utility and miscellaneous expenses incurred for the Library Property:

- a. Water;
- b. Sanitary Sewer;
- c. Storm Water;
- d. Electric Service;
- e. Natural Gas Service;

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<sup>1</sup> <https://tax.illinois.gov/content/dam/soi/en/web/tax/localgovernments/property/documents/cpihistory.pdf>

- f. Recycling and trash/waste collection; and
  - g. Snow removal and de-icing at the Library parking lot.
9. **Audit and Accounting Expenses:** As a matter of practice, the Village has historically provided the Library with Operational Support including audit and accounting support. The Library portion of the annual audit is presently valued at \$6,610 per year. The Village currently provides general accounting support to the Library valued at approximately \$7,000 per year.
- a. The Village agrees to continue to provide audit and accounting support during the term of this 2024 IGA.
  - b. The Library agrees that it will attempt to procure audit services at a lower rate than provided by the Village in the next 24 months. The Library further agrees that during its procurement process, it will provide the Village with all of the proposals it receives to demonstrate the cost of the audit services proposed from the consultants. If successful in procuring audit services at a lower rate than provided by the Village, the Library will use the new audit services and the Village agrees to cover the cost of those services and fees through the duration of this 2024 IGA. If the Library is unable to procure audit services at a cost less than what the Village provides, the Library may continue to use the Village audit services at no charge through this 2024 IGA.
  - c. The Library agrees to cooperate with the Village and the Village's contractors who provide the audit and accounting services. Failure by the Library to cooperate or provide requested documentation by the Village or the Village's contractors as requested to complete the services pursuant to this Section, may result in the Village charging any resulting increased costs of the audit or accounting services to the Library.
10. **Insurance Coverage:** As a matter of practice, the Village has historically paid the Library's annual Comprehensive Liability, Public Officials Liability, Property, Boiler & Machinery, Crime & Fidelity Insurance policy, which was valued at \$21,187 in 2024. The Village has already made this payment for calendar year 2024 coverage. The Village was a founding member of IRMA and has been paying for the Library's insurance since at least 1980.
- a. The Village agrees to continue to provide this insurance coverage during the term of this 2024 IGA.
  - b. The Library agrees that it will attempt to procure its own insurance at a lower rate than the insurance provided by the Village in the next 24 months. The Library further agrees that during its procurement process, it will provide the Village with all of the quotes it receives to demonstrate the cost of the insurance proposed from the insurance carriers. If successful in procuring comparable insurance coverage at a lower rate than provided by the Village, the Library will use the new insurance

carrier and the Village agrees to cover the cost of that expense through the duration of this 2024 IGA. If the Library is unable to procure insurance at a cost less than what the Village provides, the Library may continue to remain under the Village's coverage at no charge through the duration of this 2024 IGA.

- c. The Library agrees to provide the Village with such information as may be needed for the efficient administration of the insurance coverage and to cooperate with any requests for operational adjustments or modifications that might be needed to control insurance costs. Failure by the Library to cooperate or provide requested documentation by the Village as requested, may result in the Village charging any resulting increased costs to the Library or ceasing any and all insurance coverage for the Library, or both at the Village's discretion.

**11. Future Capital Expenses:** The Library may request financial support from the Village for other miscellaneous non-reoccurring capital needs; however, the Library will make such requests only in the context of a long-term comprehensive plan that includes consideration of all options available to the Library to manage its short and long-term operating and capital budgets. The Village will consider the Library's requests based on available funds within the Village's long-term fiscal and capital planning efforts.

**12. Future Disposition of Property at 127 E. Scranton Avenue (Museum Building):**

- a. During the Lease Agreement Term. The Library agrees that it will not sell, offer to sell, transfer, mortgage, pledge, convey, or otherwise dispose of the Property at 127 E. Scranton Avenue (Museum Building) at any time during the term of the Lease Agreement without the prior written consent of the Village, which consent may be withheld at the Village's sole and absolute discretion.
- b. After the Lease Agreement Term. The parties agree that at all times after the expiration of the term of the Lease Agreement, the Village shall have a right of first refusal with respect to 127 E. Scranton Avenue (Museum Building) as follows:
  - i. Right of First Refusal. If, at any time after the expiration of the term, including any renewal thereof, of the Lease Agreement, the Library will receive a bona fide offer to purchase 127 E. Scranton Avenue, (Museum Building) or the Library shall desire to enter into a bona fide agreement for the sale of 127 E. Scranton Avenue (Museum Building) ("**Proposed Sale**"), the Library will first give the Village written notice of said offer or agreement ("**Proposed Sale Notice**"), setting forth all of the terms and conditions thereof, including, without limitation, the purchase price. Within 30 days following the Village's receipt of the Proposed Sale Notice, the Village will have the right to purchase the Library's interest in 127 E. Scranton Avenue (Museum Building) on the same terms and under the same conditions as the Proposed Sale, or on such other terms and conditions as the Library and the Village shall mutually agree ("**Purchase Right**").



- ii. Exercise of the Purchase Right. The Purchase Right shall be exercised only by the Village delivering to the Library written notice of the Village's intent to purchase within the 30 day period following the Village's receipt of the Proposed Sale Notice.
- iii. Failure to Exercise Right. In the event that the Village does not exercise the Purchase Right in the manner, and within the time period, set forth herein, the Library will have the right to sell the Museum Building in accordance with the terms and conditions of the Proposed Sale.
- iv. Continuing Right. In the event that the Village does not exercise the Purchase Right for any reason at all, and the Library does not sell 127 E. Scranton Avenue (Museum Building) in accordance with the Proposed Sale, the Village shall have a right of first refusal with respect to any new or subsequent proposed sale in the same manner as set forth in subsections (i)- (iii) of this Section 12.

**13. Additional Provisions:**

- a. Amendments and Modifications. No amendment or modification to this 2024 IGA will be effective unless and until it is reduced to writing and approved by both the Village Board and the Library Board in accordance with all applicable statutory procedures.
- b. Notices. All notices and payments required or permitted to be given under this 2024 IGA must be given by the Parties by (i) personal delivery, (ii) deposit in the United States mail, enclosed in a sealed envelope with first class postage thereon, (iii) deposit with a nationally recognized overnight delivery service, addressed as stated in this Section 13 or (iv) by email. The address of either Party may be changed by written notice to the other Party. Any mailed notice will be deemed to have been given and received within three days after the same has been mailed and any notice given by overnight courier will be deemed to have been given and received within 24 hours after deposit. Email notices will be deemed received by the addressee upon explicit or implicit acknowledgement of receipt by the addressee.

Notices and communications must be addressed to, and delivered at, the following addresses:

If to the Village:           Village of Lake Bluff  
   40 East Center Avenue  
   Lake Bluff, IL 60044  
   Email: dirvin@lakebluff.org  
   Attention: Village Administrator

With a copy to:               Elrod Friedman LLP  
   325 N. LaSalle St, Suite # 450

Chicago, IL 60654  
Attention: Peter Friedman, Village Attorney  
Email: peter.friedman@elrodfriedman.com

If to the Library: The Lake Bluff Public Library  
123 E Scranton Avenue  
Lake Bluff, Illinois 60044  
Email: interimdirector@lakeblufflibrary.org  
Attention: Library Director

With a copy to: Ancel Glink  
175 East Hawthorn Parkway, Suite 145  
Vernon Hills, Illinois 60061  
Email: [jtappendorf@ancelglink.com](mailto:jtappendorf@ancelglink.com) &  
[ASimon@ancelglink.com](mailto:ASimon@ancelglink.com)  
Attention: Julie Tappendorf & Adam Simon

- c. Successors and Assigns. The terms, covenants and conditions of this 2024 IGA will bind and inure to the benefit of the Parties and their respective heirs, executors, administrators, and authorized successors and assigns; provided, however, that neither Party may assign this 2024 IGA except upon the prior written consent of the other Party.
- d. Rights Cumulative. Unless expressly provided to the contrary in this 2024 IGA, each and every one of the rights, remedies and benefits provided by this 2024 IGA will be cumulative and will not be exclusive of any other such rights, remedies and benefits allowed by law.
- e. Governing Law. This 2024 IGA will be governed by, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. This 2024 IGA is subject to the jurisdiction of the Circuit Court of Lake County, Illinois.
- f. Authority to Execute. The Parties warrant and represent to each other that (a) the persons executing this 2024 IGA on behalf of each Party have been properly authorized to do so by their respective corporate authorities; (b) each Party has the full and complete right, power and authority to enter into this 2024 IGA and to agree to the terms, provisions and conditions set forth in this 2024 IGA; (c) all legal actions needed to authorize the execution, delivery and performance of this 2024 IGA have been taken by each Party; and (d) neither the execution of this 2024 IGA nor the performance of the obligations of each Party under this 2024 IGA will (1) result in a breach or default under any other agreement or obligation of each Party or (2) violate any statute, law, restriction, court order or agreement to which each Party may be subject.

- g. Supersedes. It is understood and agreed that this 2024 IGA constitutes the complete and exclusive statement of the agreement of the Parties relative to the subject matter hereof and supersedes and replaces the 1998 IGA, subject to any survival provisions in the 1998 IGA, and all other previous oral and written proposals, negotiations, representations or understandings concerning such subject matter. Nothing in this Agreement is intended to supersede or repeal any agreement between the parties, nor to supersede any statutory direction, related to distribution of personal property replacement tax from the Village to the Library.
- h. Counterparts. This 2024 IGA may be executed in two (2) or more counterparts, or electronically, each of which shall be deemed an original and all of which shall be deemed one and the same instrument.
- i. Effective Date. This 2024 IGA is effective as of the date set forth in Section 2 of this 2024 IGA.

IN WITNESS WHEREOF, the Parties have caused this 2024 IGA to be executed and by executing this 2024 IGA, the Parties do hereby affirmatively state that they have been given full authority by their respective governing bodies to execute this 2024 IGA.

VILLAGE OF LAKE BLUFF

LAKE BLUFF PUBLIC LIBRARY

By: \_\_\_\_\_  
 Its: Village Administrator

By: \_\_\_\_\_  
 Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
 Its: Village Clerk

\_\_\_\_\_  
 Its: \_\_\_\_\_

# WE WANT TO HEAR FROM YOU!

Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.



I Love this library!  
You ~~you~~ guys are  
very organized.

If you would like a response, please provide us with:

Name

Phone or Email



# WE WANT TO HEAR FROM YOU!

Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.

Please consider  
opening on  
Sunday  
hrs too limited

If you would like a response, please provide us with:

Name

Phone or Email



Lake Bluff Library | [LakeBluffLibrary.org](http://LakeBluffLibrary.org)

# WE WANT TO HEAR FROM YOU!

Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.



Please consider  
more programs for  
Saturday Afternoons!  
The recent program with  
the Native American woman  
was very well attended!

If you would like a response, please provide us with:

Name \_\_\_\_\_

Phone or Email \_\_\_\_\_



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