

Lake Bluff Public Library
Regular Meeting of the Board of Library Trustees
Tuesday, November 19, 2024 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. 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 with questions.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/85164154720?pwd=1VX0cjRfsgrbqu6ka7G6hFXTQnxUIF.1>

Meeting ID: 851 6415 4720

Passcode: 325925

One tap mobile

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- +1 309 205 3325 US
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- +1 386 347 5053 US

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- +1 564 217 2000 US
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- +1 689 278 1000 US
- +1 719 359 4580 US
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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 October 15, 2024
- 7. Library Director Updates**
 - a. Library Director's and Managers' Monthly Report
 - b. October 2024 Statistics Reports
- 8. October 2024 Financial Reports**
 - a. ACTION: Approve October 2024 Revenue and Expenditure Report
 - b. ACTION: Approve October 2024 Check Disbursement Report
- 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

11. New Business

- a. DISCUSSION: Library Director Search Process
- b. ACTION: Approve Proposed Revisions to Library Director Job Description
- c. DISCUSSION: Intergovernmental Agreement with the Village of Lake Bluff
- d. ACTION: Patron Exclusion from the Lake Bluff Public Library
- e. DISCUSSION: Standards for Illinois Public Libraries for FY2025 Per Capita Grant Application

12. Library Correspondence and Communications

- a. Letter re: Banned Books Week
- b. Comment Cards
- c. 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

- DECEMBER 2024 REGULAR BOARD MEETING CANCELLED
- JANUARY 14, 2025 AT 7:00PM



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, October 15th 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 7:01 pm.
2. **Roll Call:** Trustees Friedeman, Hayes, Jardine, Graziano, Jerch, and Shaul were present. Trustee Zaute was absent. Interim Library Director David Seleb and staff member Anthony Garriga were also present. Jillian Chapman and Katie Horner attended virtually.
3. **Additions & Corrections to the Agenda:** There were none.
4. **Opportunity for Public to Address the Board:** There was none.
5. **Approval of Library Board Meeting Minutes:**
 - a. Trustee Jerch moved to approve the September 17th, 2024 Board Meeting minutes, Trustee Jardine seconded; Trustees Shaul, Friedeman, Jerch, Jardine and Graziano voted aye; Trustee Hayes abstained.
6. **Library Director Updates:** Interim Library Director David Seleb provided an overview of September happenings at the library and monthly usage statistics, including an active job posting for the Circulation and Reference Manager position which will be vacant upon Katie Horner's departure on Friday, October 18th. Library statistics included circulation, programming and collections total usage.
7. **September 2024 Financial Reports**
 - a. Trustee Jerch moved to approve the September 2024 Detailed Revenue & Expenditure Report, Trustee Hayes seconded; all voted aye.
 - b. Trustee Jerch moved to approve the September 2024 Monthly Check Disbursement Report with checks numbered 16207-16235, Trustee Hayes seconded; all voted aye.
8. **Committee Reports**

(Met)

 - a. **Human Resources Committee (CHAIR: Graziano MEMBERS: Jerch):** Trustee Graziano provided an overview of the most recent HR Committee meeting, which was focused on securing an Executive Search consultant through an RFP. Two proposals have been received and another two are anticipated by Friday, October 18th.

(Did Not Meet)

 - b. **Finance and Technology Committee (CHAIR: Hayes MEMBERS: Shaul, Zaute)**



- c. **Building and Grounds Committee (CHAIR: Jerch MEMBERS: Jardine, Shaul)**
 - d. **Engagement Committee (CHAIR: Jardine MEMBERS: Graziano)**
 - e. **Long Range Planning Committee (CHAIR: Shaul MEMBERS: Friedeman)**
 - f. **Intergovernmental Committee (MEMBERS: Jerch, Grassi)**
 - g. **Bylaws & Policy Committee (CHAIR: Friedeman Members: Zaute)**
9. **Additional Reports**
- a. **Library Foundation Updates:** Trustee Jerch provided an update from the Library Foundation. Trustee Shaul will draft a proposal regarding making a contribution toward matching funds for the accessibility grant.
10. **New Business**
- a. **Intergovernmental Agreement with School District 65:** Trustee Friedeman moved to approve the Intergovernmental Agreement with School District 65, Trustee Jardine seconded; all voted aye.
 - b. **Intergovernmental Agreement with School District 115:** Trustee Jerch moved to approve the Intergovernmental Agreement with School District 115, Trustee Friedeman seconded; all voted aye.
 - c. **Intergovernmental Agreement with Forest Bluff School:** Trustee Friedeman moved to approve the Intergovernmental Agreement with Forest Bluff School, Trustee Graziano seconded; all voted aye.
 - d. **Intergovernmental Agreement with Village of Lake Bluff:** Trustee Shaul provided an update on the IGA between the Library and the Village. The Village has communicated that a response to the most recent draft will be sent within the next two days.
 - e. **Tax Levy for 2024:** The Board will wait for the Finance Committee meeting on Thursday, October 17th before taking a formal vote on a levy percent for the next fiscal year.
 - f. **Request for Proposals for Executive Search Services:** Trustee Graziano covered this in the HR Committee update.
 - g. **Architectural Review Board Application for Library Lighting:** The Building & Grounds Committee will take the lead on an application to the ARB to make changes to the Library parking lot lighting to be in compliance with Village code.
11. **Library Correspondence:** Interim Library Director David Seleb provided an overview of Library correspondence, including a staff compliment from patrons who used passport services.
12. **Executive Session(s) if needed:** Trustee Jerch moved to go into Executive Session at 7:57 pm 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); Trustee Jardine seconded; all voted aye. The Board returned from Executive Session at 8:22 pm.
13. **Any and all other business which may properly come before the Board:** There was none.
14. **Adjournment:** Trustee Jerch moved to adjourn the meeting at 8:22 pm, Trustee Graziano seconded; all voted aye. The meeting adjourned at 8:22 pm.

Respectfully submitted,



Alexandra Friedeman
Secretary

Director's Report to the Board of Trustees

Tuesday, November 19, 2024

Director (David J. Seleb)

Building and Grounds Maintenance Worker

I received nearly twenty applications for the advertised part-time maintenance position and anticipate beginning conversations soon with several of the most qualified. My objective is to fill the position before the end of the calendar year.

FY 2025 Per Capita Grant Application

With this month's board packet, I delivered to you a PDF copy of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Every year, the Board, with the library director, must review the standards in each chapter of this document to fulfill a requirement for the Per Capita Grant Application.

Please review those standards before your board meeting. We will then have a brief discussion to respond to any questions or concerns you might have about the library's progress toward meeting the standards. After that, library staff will complete and submit the application before the January 2025 deadline.

State Construction Grant

Following several on-site reviews of the library building by a team assembled by Computer View, Inc., including Midwest Environmental Consulting, Computer View has recommended a pause on the security camera, door access, and paging systems project because of the challenges presented by asbestos abatement.

Tammy Greco, a grants manager with the State's Department of Commerce and Economic Opportunity, informed me that the special appropriation of \$100,000 awarded to the library – that has been renewed for several years – will expire on June 30, 2025, the end of the State's fiscal year. While it is possible the appropriation would be renewed again if it is not used by the deadline, there is no guarantee of such an outcome. Tammy also informed me that an asbestos abatement project is an acceptable use of the grant funds.

Library Director Search Update

Alex Todd of Deiters & Todd Library Consulting has provided an update regarding their work, which you will find in your packet. Alex has also requested your approval of a modified job description for the library director. You will also find that document in your packet.

Communications and Marketing (Jillian Chapman)

Seed Library Update

Due to current staff capacity and in alignment with our ongoing assessment of program effectiveness, we are pausing the Seed Library program for the coming year. This decision will allow us to evaluate how best to support our existing initiatives without stretching resources. Next fall, we'll reassess the viability of the Seed Library and determine if it should continue or if adjustments are necessary. Our goal is to ensure sustainable programming that effectively serves our community.

Learning Garden Update

We are transitioning the Learning Garden to a native wildflower garden in response to observed trends over the past three years. While the garden has received positive community feedback and visibility, participation in related programs has remained low. Moving to a native wildflower garden allows us to maintain the space as a

community asset while requiring fewer resources to manage and program. We will reevaluate the garden's function next fall to ensure it aligns with the library's goals and community needs.

Book Bike Donation to Bartlett Public Library District

The Library has recently donated its Book Bike to the Bartlett Public Library District. Originally purchased in 2018 through a generous donation from the Friends of the Library, the Book Bike has seen regular use and wear over the years, with temperature changes affecting the structure—causing the box to warp, the seat to become less comfortable, and the tires needing frequent maintenance due to the bike's weight. Despite its initial popularity, staff found it increasingly challenging to transport to community events, such as the Farmers' Market, where setup required two staff members, yet attendance was often low. By contrast, storytimes at the market drew consistently high engagement.

Additionally, storage has become an issue, as the bike didn't fit conveniently in any of our available spaces, and outdoor storage wasn't a viable option. Given current staffing capacity and our focus on core services, we felt it was the right time to pass the Book Bike along to another organization.

The Bartlett Public Library District plans to give the Book Bike new life, rebranding it with their own logo and putting it to use in their community. They have kindly agreed to send us photos once it's out and about in Bartlett, bringing library services to new locations.

Temporarily Pausing Select Services

Lake Bluff Library has temporarily paused its passport, notary, curbside pickup, and voter registration services as of October 10, 2024, due to ongoing staffing limitations. This decision was influenced by the departure of our Reference and Circulation Manager, who oversaw these services, making it increasingly challenging to maintain them in their absence. While these services are valued parts of our commitment to the community, current capacity constraints require us to prioritize core services during this period. We are exploring solutions to address these limitations and will notify the community as soon as we are able to resume these services.

Reference and Circulation Manager Update

The hiring process for our new Reference and Circulation Manager is underway. The management team has reviewed applications and identified several candidates who meet the minimum requirements outlined in the job description. We have scheduled phone interviews with these candidates and will be meeting with them over the phone, in November, to determine if any are a strong fit for our team.

Social Media at the Lake Bluff Library

Highest interacted post was an image of Julie J. announcing her joining library staff, with 44 likes and 1 share on Instagram and 22 likes, 2 comments and 307 views on Facebook.

Adult and Youth Services (Eliza Jarvi)

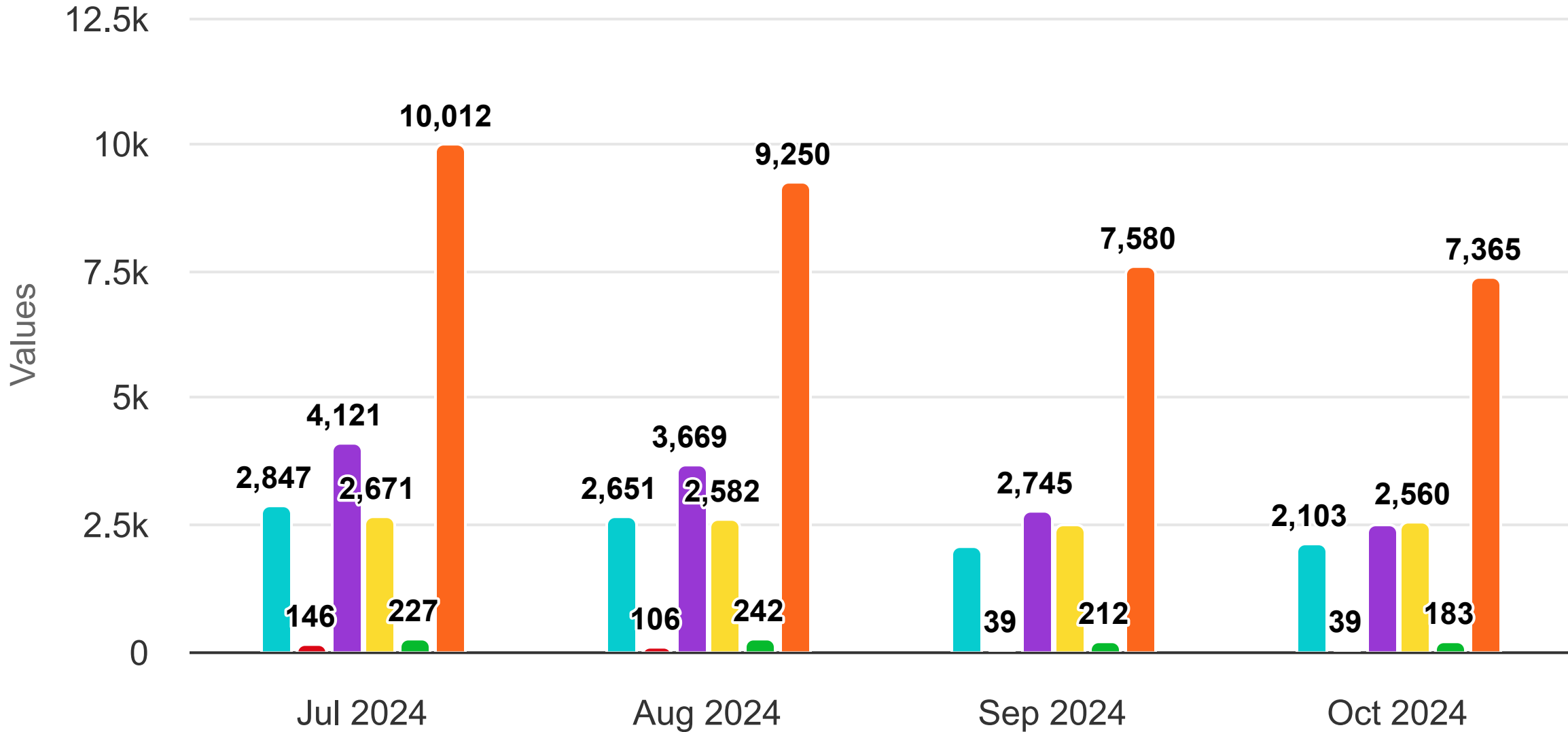
- **Technology Updates:**
 - Anthony and Anna worked with Net2Solutions to update our Research & Homework Help webpage, a project that Anna has been working on for several weeks to integrate and update our digital research offerings with the updates through the Illinois State Library.

- Anna and Jill worked together to make some updates to the Adult Services portion of the website.
- **Events, Programming and Outreach:**
 - **Partnerships with the Museum:** October had two notable partnerships with the Museum.
 - **No One Ever Sees the Indians:** a program co-hosted between the library and the museum on October 5, 2024. Northern Arapaho filmmaker, artist, writer, and media educator Ernest M. Whiteman III came to discuss and analyze current and historical depictions of Native peoples.
 - **Ghost Walk:** the Museum reserved the Spruth Room for 5 days as a part of their bi annual Ghost Walk program. They transformed the Spruth Room into a tableau as the final portion of the program.
 - **Partnerships with the Schools:**
 - Vanessa Howland and Julie Jurgens were present at the LBES Parent Teacher conferences to distribute library cards, IGA cards, and Educator cards. They spoke to 50 people and had
 - **October Teen Volunteer Summary and Monthly Report**
 - **Total Number of Volunteers:** 6 individuals volunteered at the library throughout October.
 - **Total Number of Activities:** 10 volunteer opportunities were attended.
 - **Monthly total of Volunteer Hours:** 13 hours and 10 minutes.
 - **Highlighted/Popular activities:** It depends how you look at it. The 10/24 Grab and Go Craft Prep session was very well attended (4 volunteers) but Hannah was in 6 separate times for her display work.
 - **Programming:**
 - Julie Jurgens took over Together Time Storytime. The initial dates that were on the programming calendar saw some inconsistent attendance that rose in the last couple of dates. She opted to extend the storytimes, and has seen excellent attendance in the additional dates.
 - Julie Mrowiec creates and oversees Teen Volunteers who help make our Grab & Go crafts. This has continued to be an extremely popular passive program, 150 grab & go crafts were taken in October. Crafts included mice with slices of cheese, spider webs, and owls.
 - The Paint & Steep program was a success, with all attendees creating beautiful artworks.
 - Winter programming was finalized by all contributors, submitted for the newsletter, and added to libcal.
 - Winter Reading Club theme & plans were finalized. It will be publicized in the newsletter. The beanstack is complete.
- **Collections:**
 - **Displays Youth:**
 - Many displays related to Halloween themes: horror, Halloween, candy, ghosts & mysteries, owls, spiders, candy
 - Diwali
 - Dia de los Muertos
 - Jason Reynolds display for the ILP program
 - Election Day
 - **Displays Adult:**
 - Leaf Through a Good Book: (fiction book cover colors of fall leaves)
 - Indigenous Peoples' Day: (Nonfiction books to tie in Museum/Library program)
 - Spooky Specters: (ghost/paranormal stories fiction and nonfiction)

- Bewitching Books: (witches fiction and nonfiction)
 - Scare your Pants off: (fiction and movies – general horror)
 - Elect to Read: (historical nonfiction elections and voting, included ‘Vote’ book marks)
 - Killer Thrillers: (fiction and nonfiction serial killer theme)
- Anna has officially taken over Adult Fiction collection development. Katie Horner was able to work with Anna to train her in the specifics of her approach to the collection development and management. Anna has begun working through an initial weed of Adult Fiction, as well as an evaluation of the associated libguides.
- Gus has taken over Adult Graphic Novel collection development.
- Carol has been working on weeding Adult Nonfiction towards the goals of the Collections Project.
- Marina has been doing a lot of collection assistance in running reports and pulling Music CDs for weeding.
- The Parenting collection got weeded, and the remaining books in that collection got dispersed into other collections: picture book or juvenile nonfiction.
- The JF collection has completed a weed, shift, and relabeling! The collection is looking fresh and lovely.
- Ebooks: We continue to see high demand on OverDrive, and Anna has been working to meet as much of it as possible with the new purchasing tools. Overdrive changed how their cost-per-circ budgets work this month, giving us more flexibility in how we allocate our funds
- **Building and Maintenance:**
 - The exterior of the library building was power washed, and windows cleaned on 10/29/2024.
 - A new toilet has been installed in the bathroom closest to the Stroh Reading Room. The previous toilet was quite old, possibly original to the building. Ravinia Plumbing came out to address a leak from that toilet, and after comparing the cost of repair versus replace, replacing was \$200 more for a toilet that Ravinia Plumbing has been promised could flush golf balls. We have not tested this theory, but staff celebrate having all toilets in the building come from the year 2000 or later.
 - A new toilet seat was installed in the mezzanine bathroom. The previous seat had broken. Ravinia Plumbing installed the new seat, an elongated, open front toilet seat.
 - Rachel Yancey has been point person to communicate with Complete Cleaning. She sent some notes of areas where staff was noticing some attention needed, and Complete Cleaning made adjustments with noticeable results! Rachel also assembled and installed a shelving unit for cleaning supply storage for their use.
 - Building and Grounds Maintenance Worker job posting was created and listed this month, we have received about a half dozen applications so far.
 - Bulbs out that can be replaced: 11
 - Lights out that need a fixture replaced or other electrician expertise: 9
 - Paint or wall maintenance needed in three locations
 - Fixtures fallen/broken/in need of replacing: 3
 - Carpet issues: 3

Circulation

Bar | Stacked | Line



● Adult Circ Total

● Teen Circ Total

● Juvenile Circ Total

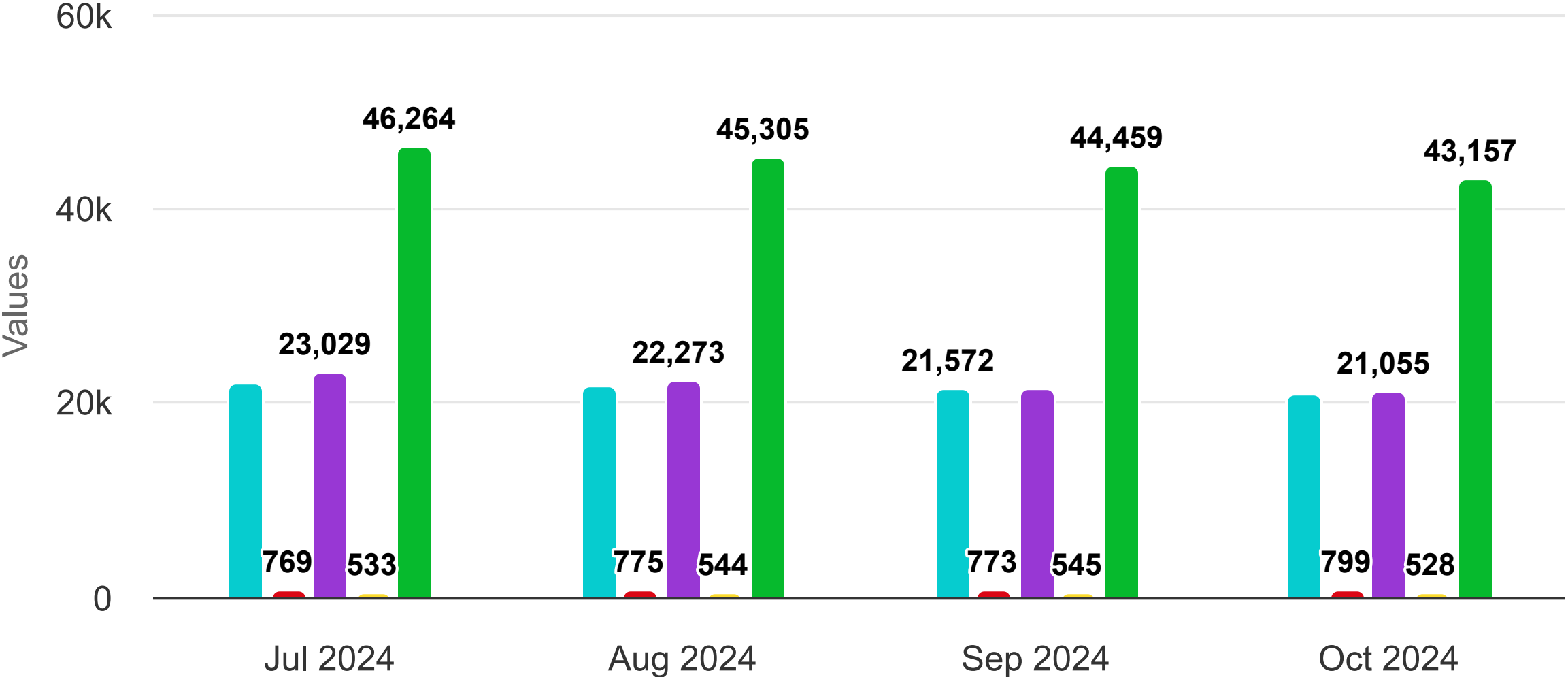
● Digital Circ Total

● Miscellaneous Circ Total

● Circulation Total

Collection Totals

Bar | Stacked | Line

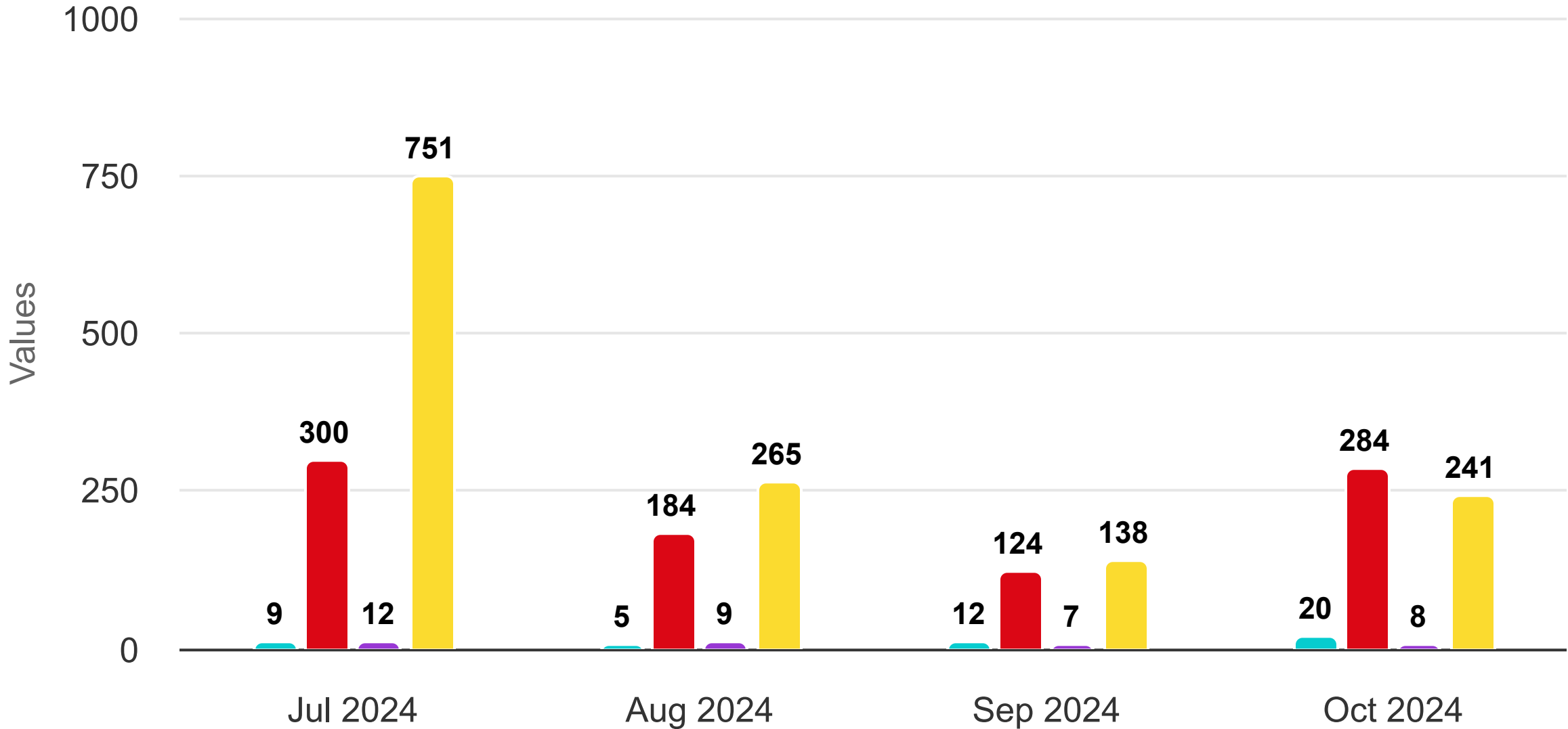


- Adult Materials Total
- Juvenile Materials Total
- Materials Total

- Teen Materials Total
- Miscellaneous Materials Total

Programming

Bar | Stacked | Line

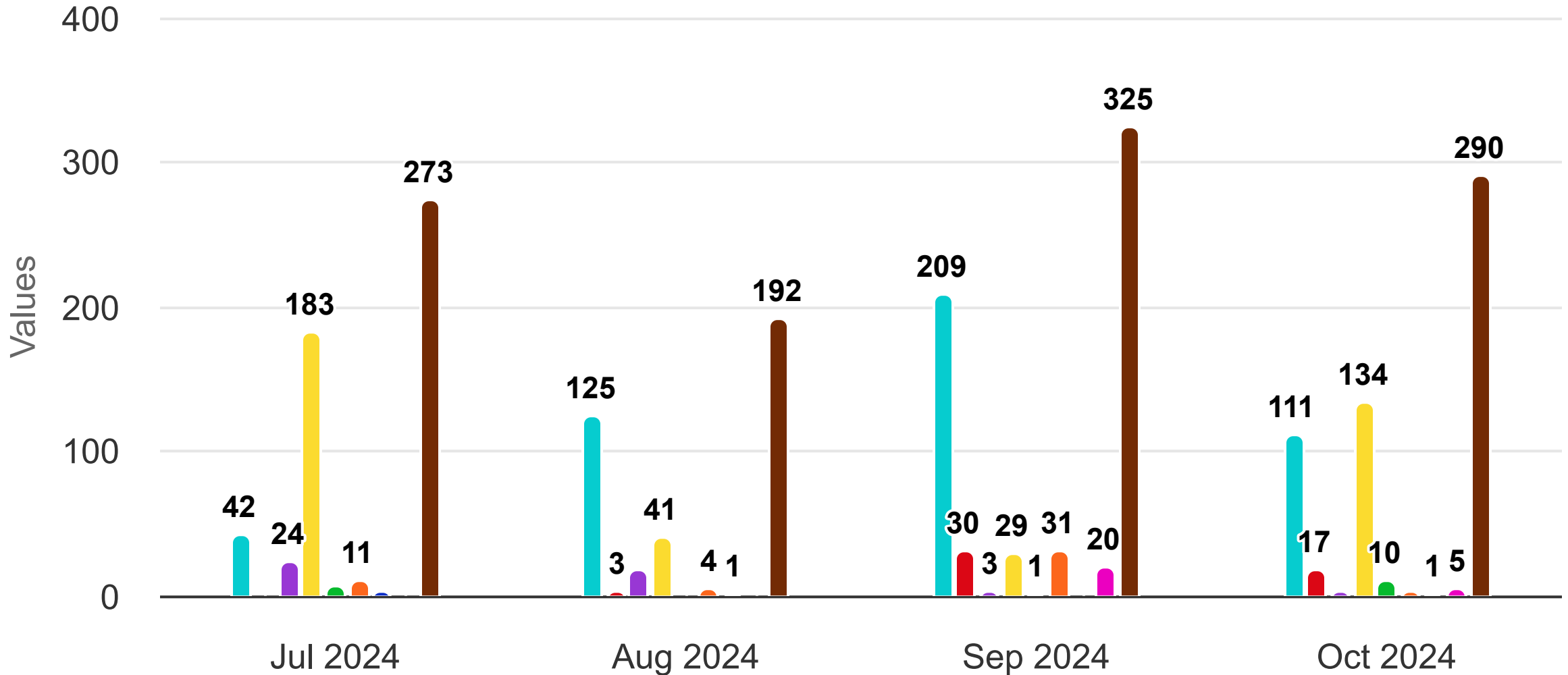


● Total Active Programs
● Total Passive Programs

● Total Active Program Attendance
● Total Passive Program Attendance

Database Usage

Bar | Stacked | Line



Consumer Reports

Novelist K-8 & Plus

Rosetta Stone

EBSCO Host 2

NewsBank

TrueFlix

LinkedIn Learning

ProQuest

Database Total Usage

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2024	MONTH 10/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 080 - LAKE BLUFF PUBLIC LIBRARY						
Revenues						
Dept 300 - REVENUE						
PROPERTY TAXES						
080-300-30000	PROPERTY TAX REVENUE	1,138,582.00	1,114,526.16	91,799.00	24,055.84	97.89
PROPERTY TAXES		1,138,582.00	1,114,526.16	91,799.00	24,055.84	97.89
OTHER TAXES						
080-300-30200	PERSONAL PROPERTY REPLACE TAX	5,484.00	2,411.05	599.56	3,072.95	43.97
OTHER TAXES		5,484.00	2,411.05	599.56	3,072.95	43.97
CHARGE FOR SERVICES						
080-300-34235	PHOTO-COPY CHARGES	2,000.00	1,207.65	124.50	792.35	60.38
080-300-34250	NON-RESIDENT FEES	6,000.00	3,298.85	207.78	2,701.15	54.98
080-300-34260	PASSPORT FEES	17,250.00	2,772.32	346.97	14,477.68	16.07
080-300-34265	PASSPORT POSTAGE REIMB	750.00	341.92	0.00	408.08	45.59
CHARGE FOR SERVICES		26,000.00	7,620.74	679.25	18,379.26	29.31
FINES/FORFEITS						
080-300-35700	LIBRARY FEES	1,500.00	717.95	52.80	782.05	47.86
FINES/FORFEITS		1,500.00	717.95	52.80	782.05	47.86
INTERGOVERNMENTAL						
080-300-36200	MISC GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS						
080-300-37000	VILLAGE CONTRIBUTION	10,233.00	0.00	0.00	10,233.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	790.00	0.00	0.00	790.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	2,000.00	0.00	0.00	2,000.00	0.00
080-300-38300	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	250.00	54.63	18.21	195.37	21.85
080-300-38900	MISCELLANEOUS INCOME	1,500.00	188.40	18.42	1,311.60	12.56
MISCELLANEOUS		14,773.00	243.03	36.63	14,529.97	1.65
INVESTMENT INCOME						
080-300-37500	INTEREST EARNINGS	44,000.00	20,258.08	4,398.22	23,741.92	46.04
INVESTMENT INCOME		44,000.00	20,258.08	4,398.22	23,741.92	46.04
Total Dept 300 - REVENUE		1,230,339.00	1,145,777.01	97,565.46	84,561.99	93.13
TOTAL REVENUES		1,230,339.00	1,145,777.01	97,565.46	84,561.99	93.13
Expenditures						
Dept 603 - LIBRARY ADMINISTRATION						
SALARIES						

User: dseleb
DB: Lake Bluff

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	10/31/2024 NORMAL (ABNORMAL)	MONTH 10/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 080 - LAKE BLUFF PUBLIC LIBRARY						
Expenditures						
080-603-40025	LIBRARIAN SALARIES	309,166.00	174,528.33	42,109.61	134,637.67	56.45
080-603-40030	STAFF SALARIES	421,873.00	213,418.88	37,104.17	208,454.12	50.59
SALARIES		731,039.00	387,947.21	79,213.78	343,091.79	53.07
PERSONNEL						
080-603-40400	MEDICAL INSURANCE	90,000.00	38,081.27	8,949.96	51,918.73	42.31
080-603-40900	OTHER EMPLOYEE BENEFITS	250.00	0.00	0.00	250.00	0.00
PERSONNEL		90,250.00	38,081.27	8,949.96	52,168.73	42.20
RETIREMENT						
080-603-40970	EMPLOYER FICA TAX	51,000.00	29,385.06	5,992.83	21,614.94	57.62
080-603-40980	IMRF RETIREMENT CONTRIBUTION	40,000.00	11,296.27	2,276.77	28,703.73	28.24
RETIREMENT		91,000.00	40,681.33	8,269.60	50,318.67	44.70
CONTRACTUAL						
080-603-41000	MAINTENANCE-BUILDING	15,000.00	27,019.98	7,289.19	(12,019.98)	180.13
080-603-41020	ELEVATOR MAINTENANCE	1,400.00	751.00	244.00	649.00	53.64
080-603-41050	MAINTENANCE-GROUNDS	6,000.00	3,995.00	600.00	2,005.00	66.58
080-603-41300	COMPUTER SERVICES	16,000.00	12,525.00	0.00	3,475.00	78.28
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	6,193.77	715.37	1,806.23	77.42
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	10,000.00	24,351.39	9,947.20	(14,351.39)	243.51
080-603-41345	MARKETING	1,000.00	1,348.81	0.00	(348.81)	134.88
080-603-41350	LEGAL SERVICES	2,500.00	8,996.25	0.00	(6,496.25)	359.85
080-603-42400	PROFESSIONAL DEVELOPMENT	4,500.00	531.17	300.00	3,968.83	11.80
CONTRACTUAL		64,400.00	85,712.37	19,095.76	(21,312.37)	133.09
COMMODITIES						
080-603-42440	DUES	2,000.00	653.93	416.67	1,346.07	32.70
080-603-43230	UTILITIES	13,000.00	5,596.41	744.83	7,403.59	43.05
080-603-43300	POSTAGE	2,200.00	1,330.28	148.55	869.72	60.47
080-603-43410	PRINTING/E-NEWSLETTER	13,000.00	6,753.06	546.78	6,246.94	51.95
080-603-43520	PASSPORT SUPPLIES	4,800.00	653.93	52.50	4,146.07	13.62
080-603-43550	OFFICE SUPPLIES	6,500.00	5,703.54	938.24	796.46	87.75
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	2,000.00	2,039.59	345.18	(39.59)	101.98
080-603-43668	TECHNICAL SERVICES SUPPLIES	5,000.00	2,395.82	371.80	2,604.18	47.92
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	1,000.00	676.97	46.27	323.03	67.70
080-603-43710	ADULT PROGRAM SUPPLIES	7,000.00	3,060.72	716.99	3,939.28	43.72
080-603-43720	JUVENILE PROGRAM SUPPLIES	7,000.00	3,335.25	527.34	3,664.75	47.65
080-603-43730	OUTREACH SUPPLIES	5,000.00	1,791.76	317.62	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	371.90	25.00	1,628.10	18.60
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00
COMMODITIES		71,250.00	34,432.08	5,197.77	36,817.92	48.33
LIBRARY MATERIALS						
080-603-45000	ADULT NON-FICTION BOOKS	13,000.00	4,644.58	651.99	8,355.42	35.73
080-603-45100	ADULT FICTION BOOKS	15,500.00	8,558.09	952.19	6,941.91	55.21
080-603-45110	ADULT LARGE PRINT MATERIAL	700.00	299.00	0.00	401.00	42.71
080-603-45200	ADULT AUDIO VISUAL MATERIAL	12,500.00	4,250.74	607.29	8,249.26	34.01
080-603-45220	ADULT REFERENCE/E-REFER	21,000.00	10,657.28	483.69	10,342.72	50.75
080-603-45400	JUVENILE NON-FICTION	10,000.00	4,858.50	23.53	5,141.50	48.59

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2024	MONTH 10/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 080 - LAKE BLUFF PUBLIC LIBRARY						
Expenditures						
080-603-45410	PICTURE BOOKS, READERS	8,000.00	3,826.33	742.11	4,173.67	47.83
080-603-45420	JUVENILE FICTION	8,000.00	2,693.83	246.79	5,306.17	33.67
080-603-45430	JUVENILE AUDIO-VISUAL	2,000.00	691.44	476.90	1,308.56	34.57
080-603-45440	JUVENILE E-REFERENCE	1,350.00	0.00	0.00	1,350.00	0.00
080-603-45445	JUVENILE KITS & DEVICES	3,000.00	572.89	16.50	2,427.11	19.10
080-603-45450	TEEN BOOKS	2,000.00	653.70	11.52	1,346.30	32.69
080-603-45460	E-BOOKS	21,000.00	12,555.59	1,808.72	8,444.41	59.79
080-603-45470	GRAPHIC NOVELS	650.00	240.70	0.00	409.30	37.03
080-603-45500	PERIODICALS	7,350.00	4,852.31	753.74	2,497.69	66.02
080-603-45510	VIDEO GAMES	3,850.00	2,170.68	1,189.93	1,679.32	56.38
080-603-45520	TRENDING TITLES	1,250.00	328.31	56.13	921.69	26.26
080-603-45600	PATRON & STAFF SOFTWARE	16,000.00	8,565.71	333.47	7,434.29	53.54
080-603-45610	LIBRARY AUTOMATION SOFTWARE	22,250.00	23,625.00	0.00	(1,375.00)	106.18
LIBRARY MATERIALS		169,400.00	94,044.68	8,354.50	75,355.32	55.52
CAPITAL EXPENSES						
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	9,255.00	0.00	3,745.00	71.19
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES		13,000.00	14,755.00	0.00	(1,755.00)	113.50
CONTINGENCY						
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND						
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		1,230,339.00	695,653.94	129,081.37	534,685.06	56.54
TOTAL EXPENDITURES		1,230,339.00	695,653.94	129,081.37	534,685.06	56.54
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:						
TOTAL REVENUES		1,230,339.00	1,145,777.01	97,565.46	84,561.99	93.13
TOTAL EXPENDITURES		1,230,339.00	695,653.94	129,081.37	534,685.06	56.54
NET OF REVENUES & EXPENDITURES		0.00	450,123.07	(31,515.91)	(450,123.07)	100.00

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	10/31/2024 NORMAL (ABNORMAL)	MONTH 10/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 082 - LIBRARY GRANTS & GIFTS FUND						
Revenues						
Dept 300 - REVENUE						
INTERGOVERNMENTAL						
082-300-36200	GRANT REVENUE	103,000.00	0.00	0.00	103,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	8,284.00	8,339.76	0.00	(55.76)	100.67
INTERGOVERNMENTAL		111,284.00	8,339.76	0.00	102,944.24	7.49
MISCELLANEOUS						
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	10,000.00	75.66	2.00	9,924.34	0.76
082-300-38315	RESTRICTED DONATIONS	40,000.00	68,854.92	0.00	(28,854.92)	172.14
MISCELLANEOUS		50,000.00	68,930.58	2.00	(18,930.58)	137.86
INVESTMENT INCOME						
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00
Total Dept 300 - REVENUE		161,284.00	77,270.34	2.00	84,013.66	47.91
TOTAL REVENUES		161,284.00	77,270.34	2.00	84,013.66	47.91
Expenditures						
Dept 603 - LIBRARY ADMINISTRATION						
PROGRAMS						
082-603-44810	PER CAPITAL GRANT EXPENDITURES	8,284.00	5,023.99	547.09	3,260.01	60.65
082-603-44825	MISC. GRANT EXPENDITURES	103,000.00	0.00	0.00	103,000.00	0.00
PROGRAMS		111,284.00	5,023.99	547.09	106,260.01	4.51
Unclassified						
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	50,000.00	33,570.33	779.37	16,429.67	67.14
Unclassified		50,000.00	33,570.33	779.37	16,429.67	67.14
Total Dept 603 - LIBRARY ADMINISTRATION		161,284.00	38,594.32	1,326.46	122,689.68	23.93
TOTAL EXPENDITURES		161,284.00	38,594.32	1,326.46	122,689.68	23.93
Fund 082 - LIBRARY GRANTS & GIFTS FUND:						
TOTAL REVENUES		161,284.00	77,270.34	2.00	84,013.66	47.91
TOTAL EXPENDITURES		161,284.00	38,594.32	1,326.46	122,689.68	23.93
NET OF REVENUES & EXPENDITURES		0.00	38,676.02	(1,324.46)	(38,676.02)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		1,391,623.00	1,223,047.35	97,567.46	168,575.65	87.89
		1,391,623.00	734,248.26	130,407.83	657,374.74	52.76

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	10/31/2024 NORMAL (ABNORMAL)	MONTH 10/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
NET OF REVENUES & EXPENDITURES		0.00	488,799.09	(32,840.37)	(488,799.09)	100.00

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
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Banks: LIBCK

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
10/23/2024	LIBCK	16242	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	403.90
10/23/2024	LIBCK	16243	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	353.00
10/23/2024	LIBCK	16244	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	433.46
10/23/2024	LIBCK	16245	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	377.63
10/23/2024	LIBCK	16246	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	433.46
10/23/2024	LIBCK	16247	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	413.75
10/23/2024	LIBCK	16248	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	367.78
10/23/2024	LIBCK	16249	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	328.38
10/23/2024	LIBCK	16250	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	440.02
10/23/2024	LIBCK	16251	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	410.47
10/23/2024	LIBCK	16252	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	323.37
10/23/2024	LIBCK	16253	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	342.08
10/23/2024	LIBCK	16254	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	299.32
10/23/2024	LIBCK	16255	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	326.05
10/23/2024	LIBCK	16256	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	301.99
10/23/2024	LIBCK	16257	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	326.05
10/23/2024	LIBCK	16258	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	330.06
10/23/2024	LIBCK	16259	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	326.05
10/23/2024	LIBCK	16260	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	312.68
10/23/2024	LIBCK	16261	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	336.74
10/23/2024	LIBCK	16262	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	347.43
10/23/2024	LIBCK	16263	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	315.36
10/23/2024	LIBCK	16264	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	334.06

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
10/23/2024	LIBCK	16265	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	299.32
10/23/2024	LIBCK	16266	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	299.32
10/23/2024	LIBCK	16267	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	331.39
10/23/2024	LIBCK	16268	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	363.46
10/23/2024	LIBCK	16269	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	326.05
10/23/2024	LIBCK	16270	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	326.05
10/23/2024	LIBCK	16271	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	300.66
10/23/2024	LIBCK	16272	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	339.41
10/23/2024	LIBCK	16273	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	324.71
10/23/2024	LIBCK	16274	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	356.78
10/23/2024	LIBCK	16275	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	326.05
10/23/2024	LIBCK	16276	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	282.38
10/23/2024	LIBCK	16277	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	289.95
10/23/2024	LIBCK	16278	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	335.33
10/23/2024	LIBCK	16279	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	302.55
10/23/2024	LIBCK	16280	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	257.17
10/23/2024	LIBCK	16281	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	307.59
10/23/2024	LIBCK	16282	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	342.89
11/13/2024	LIBCK	16283*	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES/SHELF	43550	603	39.99
				OFFICE SUPPLIES	43550	603	17.29
				TECHNICAL SERVICES SUPPLIES/DYMO LABELS	43668	603	14.70
				HOSPITALITY PROGRAM SUPPLIES/CARD	43700	603	4.95
				ADULT PROGRAM SUPPLIES	43710	603	16.99
				JUVENILE PROGRAM SUPPLIES	43720	603	227.34
				OUTREACH SUPPLIES	43730	603	175.68
				ADULT FICTION BOOKS	45100	603	81.38

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				ADULT FICTION BOOKS	45100	603	19.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	348.34
				PICTURE BOOKS, READERS	45410	603	31.69
				JUVENILE FICTION	45420	603	32.16
				JUVENILE KITS & DEVICES	45445	603	16.50
				VIDEO GAMES	45510	603	1,190.73
				VIDEO GAMES/CREDIT	45510	603	(0.80)
				TRENDING TITLES	45520	603	20.40
				CHECK LIBCK 16283 TOTAL FOR FUND 080:			<u>2,237.33</u>
11/13/2024	LIBCK	16284	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	43668	603	2.38
				TECHNICAL SERVICES SUPPLIES	43668	603	1.19
				TECHNICAL SERVICES SUPPLIES	43668	603	13.09
				TECHNICAL SERVICES SUPPLIES	43668	603	23.57
				TECHNICAL SERVICES SUPPLIES	43668	603	2.38
				TECHNICAL SERVICES SUPPLIES	43668	603	2.38
				TECHNICAL SERVICES SUPPLIES	43668	603	12.86
				TECHNICAL SERVICES SUPPLIES	43668	603	1.19
				TECHNICAL SERVICES SUPPLIES	43668	603	1.19
				TECHNICAL SERVICES SUPPLIES	43668	603	1.19
				TECHNICAL SERVICES SUPPLIES	43668	603	3.57
				TECHNICAL SERVICES SUPPLIES	43668	603	1.19
				TECHNICAL SERVICES SUPPLIES	43668	603	14.28
				TECHNICAL SERVICES SUPPLIES	43668	603	22.38
				TECHNICAL SERVICES SUPPLIES	43668	603	5.95
				TECHNICAL SERVICES SUPPLIES	43668	603	21.19
				TECHNICAL SERVICES SUPPLIES	43668	603	1.19
				TECHNICAL SERVICES SUPPLIES	43668	603	4.76
				TECHNICAL SERVICES SUPPLIES	43668	603	8.33
				TECHNICAL SERVICES SUPPLIES	43668	603	2.38
				TECHNICAL SERVICES SUPPLIES	43668	603	16.20
				ADULT NON-FICTION BOOKS	45000	603	206.85
				ADULT NON-FICTION BOOKS	45000	603	78.97
				ADULT NON-FICTION BOOKS	45000	603	38.62
				ADULT NON-FICTION BOOKS	45000	603	40.03
				ADULT NON-FICTION BOOKS	45000	603	116.97

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				ADULT NON-FICTION BOOKS	45000	603	120.55
				ADULT FICTION BOOKS	45100	603	16.14
				ADULT FICTION BOOKS	45100	603	179.74
				ADULT FICTION BOOKS	45100	603	16.95
				ADULT FICTION BOOKS	45100	603	316.52
				ADULT FICTION BOOKS	45100	603	119.82
				ADULT FICTION BOOKS	45100	603	201.65
				JUVENILE NON-FICTION	45400	603	23.53
				PICTURE BOOKS, READERS	45410	603	48.52
				PICTURE BOOKS, READERS	45410	603	359.25
				PICTURE BOOKS, READERS	45410	603	11.50
				PICTURE BOOKS, READERS	45410	603	241.92
				PICTURE BOOKS, READERS	45410	603	49.23
				JUVENILE FICTION	45420	603	10.94
				JUVENILE FICTION	45420	603	203.69
				TEEN BOOKS	45450	603	11.52
				TRENDING TITLES	45520	603	17.29
				TRENDING TITLES	45520	603	18.44
				CHECK LIBCK 16284 TOTAL FOR FUND 080:			<u>2,611.48</u>
11/13/2024	LIBCK	16285	BRIAN MICHALSKI	ADULT PROGRAM SUPPLIES	43710	603	325.00
11/13/2024	LIBCK	16286	CHICAGO TRIBUNE	PERIODICALS	45500	603	467.48
11/13/2024	LIBCK	16287	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	41020	603	244.00
11/13/2024	LIBCK	16288	COMPLETE CLEANING COMPANY, INC.	BUILDG MAINT/CLEANING SERVICES	41000	603	1,460.00
11/13/2024	LIBCK	16289	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	43668	603	194.26
11/13/2024	LIBCK	16290	FIRST BANKCARD	ADULT NON-FICTION BOOKS	45000	603	50.00
11/13/2024	LIBCK	16291	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	41000	603	131.00
				COPIER MAINTENANCE/SHREDDING OF PAPER	41313	603	125.58
				POSTAGE/STAMPS	43300	603	148.55
				OFFICE SUPPLIES/ENVELOPES	43550	603	99.98
				PERIODICALS/WSJ	45500	603	64.99
				MISCELLANEOUS EXPENSES/PAYPAL	46100	603	<u>25.00</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY				CHECK LIBCK 16291 TOTAL FOR FUND 080:			595.10
11/13/2024	LIBCK	16292	FIRST BANKCARD	MAINTENANCE-BUILDING/1-800-GOT-JUNK	41000	603	471.90
				PASSPORT SUPPLIES/POSTAGE	43520	603	52.50
				ADULT PROGRAM/TRIVIA PRIZE	43710	603	25.00
				CHECK LIBCK 16292 TOTAL FOR FUND 080:			<u>549.40</u>
11/13/2024	LIBCK	16293	FIRST BANKCARD	OUTREACH SUPPLIES	43730	603	61.96
11/13/2024	LIBCK	16294	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT/STAFF	42400	603	300.00
				PRINTING/E-NEWSLETTER/CONSTANT CONTACT	43410	603	436.80
				MAINT SUPPL-BUILDING/PARKING HANG TAGS	43660	603	260.00
				HOSPITALITY PROGRAM SUPPL/CAKE FOR	43700	603	41.32
				OUTREACH SUPPLIES/CANDY	43730	603	79.98
				CHECK LIBCK 16294 TOTAL FOR FUND 080:			<u>1,118.10</u>
11/13/2024	LIBCK	16295	FIRST BANKCARD	UTILITIES/INTERNET	43230	603	317.85
				PRINTING/E-NEWSLETTER/ADOBE STOCK	43410	603	109.98
				PATRON & STAFF SOFTWARE/ADOBE	45600	603	333.47
				CHECK LIBCK 16295 TOTAL FOR FUND 080:			<u>761.30</u>
11/13/2024	LIBCK	16296	GRANITE TELECOMMUNICATIONS	UTILITIES	43230	603	426.98
11/13/2024	LIBCK	16297	GREATAMERICA FINANCIAL SVCS.	COPIER MAINTENANCE/SUPPLIES	41313	603	589.79
11/13/2024	LIBCK	16298	ILLINOIS LIBRARY ASSOCIATION	DUES	42440	603	150.00
11/13/2024	LIBCK	16299	IMAGINE VIDEO PRODUCTIONS	ADULT PROGRAM SUPPLIES	43710	603	350.00
11/13/2024	LIBCK	16300	ISAURO REYES	MAINTENANCE-GROUNDS	41050	603	600.00
11/13/2024	LIBCK	16303	KANOPY, INC.	ADULT REFERENCE/E-REFER	45220	603	50.00
11/13/2024	LIBCK	16304	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	43720	603	150.00
11/13/2024	LIBCK	16305	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	43720	603	150.00
11/13/2024	LIBCK	16306	MIDWEST MECHANICAL	MAINTENANCE-BUILDING	41000	603	2,904.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
11/13/2024	LIBCK	16307	MIDWEST TAPE LLC	ADULT AUDIO VISUAL MATERIAL	45200	603	44.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	123.98
				ADULT AUDIO VISUAL MATERIAL	45200	603	89.98
				ADULT REFERENCE/E-REFER	45220	603	433.69
				CHECK LIBCK 16307 TOTAL FOR FUND 080:			<u>692.64</u>
11/13/2024	LIBCK	16308	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	335.83
11/13/2024	LIBCK	16309	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	337.85
11/13/2024	LIBCK	16310	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	312.64
11/13/2024	LIBCK	16311	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	282.38
11/13/2024	LIBCK	16312	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	630.48
11/13/2024	LIBCK	16314	NET2COMMUNITY, INC	OTHER PROFESSIONAL/CONTRACTUAL	41314	603	2,447.20
11/13/2024	LIBCK	16315	NEWS-SUN	PERIODICALS	45500	603	154.83
11/13/2024	LIBCK	16316*	OVERDRIVE , INC	E-BOOKS	45460	603	339.97
				E-BOOKS	45460	603	428.25
				E-BOOKS	45460	603	383.36
				E-BOOKS	45460	603	259.52
				E-BOOKS	45460	603	397.62
				CHECK LIBCK 16316 TOTAL FOR FUND 080:			<u>1,808.72</u>
11/13/2024	LIBCK	16317	PLAYAWAY PRODUCTS LLC	JUVENILE AUDIO-VISUAL	45430	603	254.95
				JUVENILE AUDIO-VISUAL	45430	603	221.95
				CHECK LIBCK 16317 TOTAL FOR FUND 080:			<u>476.90</u>
11/13/2024	LIBCK	16318	QUILL LLC	OFFICE SUPPL/BATTERIES/ P-TOUCH	43550	603	54.97
				MAINT SUPPL-BUILDING/PAPER	43660	603	85.18
				CHECK LIBCK 16318 TOTAL FOR FUND 080:			<u>140.15</u>
11/13/2024	LIBCK	16319	RAILS	DUES	42440	603	266.67
11/13/2024	LIBCK	16320	RAVINIA PLUMBING, HEATING &	MAINTENANCE-BUILDING	41000	603	222.29

11/14/2024 10:41 AM
User: dseleb
DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 10/15/2024 - 11/14/2024
Banks: LIBCK

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
11/13/2024	LIBCK	16321	USA TODAY	PERIODICALS	45500	603	32.44
				PERIODICALS	45500	603	34.00
				CHECK LIBCK 16321 TOTAL FOR FUND 080:			<u>66.44</u>
11/13/2024	LIBCK	16322	VECO WINDOWS & DOORS	MAINTENANCE-BUILDING	41000	603	2,100.00
11/13/2024	LIBCK	16323	DEITERS & TODD LIBRARY CONSULTING	OTHER PROFESSIONAL/CONTRACTUAL	41314	603	7,500.00
				Total for fund 080 LAKE BLUFF PUBLIC LIBRARY			47,715.35

User: dseleb

CHECK DATE FROM 10/15/2024 - 11/14/2024

DB: Lake Bluff

Banks: LIBCK

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 082 LIBRARY GRANTS & GIFTS FUND							
11/13/2024	LIBCK	16283*	AMAZON CAPITAL SERVICES	USE OF DONATIONS/FRIENDS/OUTDOOR MOVIE	99999	603	78.38
				USE OF DONATIONS/FRIENDS/WINTER OPEN	99999	603	26.99
				CHECK LIBCK 16283 TOTAL FOR FUND 082:			<u>105.37</u>
11/13/2024	LIBCK	16301	K-9 READING BUDDIES OF THE NORTH	USE OF DONATIONS/TEMPORARY EXP	99999	603	100.00
11/13/2024	LIBCK	16302	K-9 READING BUDDIES OF THE NORTH	USE OF DONATIONS/TEMPORARY EXP	99999	603	100.00
11/13/2024	LIBCK	16313	NATASHA LEHRER LEWIS ART	USE OF DON FROM FRIENDS FOR PROGRAMMING	99999	603	474.00
11/13/2024	LIBCK	16316*	OVERDRIVE , INC	PER CAPITAL GRANT EXPENDITURES	44810	603	287.18
				PER CAPITAL GRANT EXPENDITURES	44810	603	259.91
				CHECK LIBCK 16316 TOTAL FOR FUND 082:			<u>547.09</u>
				Total for fund 082 LIBRARY GRANTS & GIFTS FUND			1,326.46
			TOTAL - ALL FUNDS				<u>49,041.81</u>

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

The search process developed by Deiters & Todd Library Consulting is thorough and effective. This memo goes into detail on each step listed on the Search Timeline provided to the Board in our proposal.

These are the key dates during the search:

- Job advertisement window: November 25 through December 20
- Phone Interviews: December 23
- Zoom Interviews: Week of December 30 or January January 6 (Likely the latter)
- Final Interviews: Saturday January 28 or January 25

The search is organized into five phases.

1. Learning the Library

The initial phase of our process covers the startup tasks for the search, beginning with signing the contract and scheduling initial meetings with the Board and with the Staff. That's tonight! These meetings are designed to help us learn about your library and community as well as the qualities you want in your next director. We are strong believers of involving staff in the process where possible. They generally provide excellent feedback which coincides with the Board's outlook. This helps alleviate the anxiety the staff is feeling about getting a new boss.

The meetings also help us develop the interview questions that everyone will ask throughout the process. DTLC has built a catalog of several hundred interview questions organized by topic. Learning more about the Library and its objectives helps us narrow that list down to the questions that will best suit the Library's needs.

We use our conversation with the Board to establish the hiring range for the new director. DTLC always posts this range in our position advertisement. It helps attract the best candidates and deter others looking for compensation outside that range. We research the director salaries at your neighboring libraries as well as those who may be further away but have similar budgets.

Jim and I always review the current job description for the director. Even though your job description was recently revised, having an outside, expert review can only

help - even if we simply confirm that what you have is great! Yours is very good overall, but there are a few potential changes we suggest.

2. Gathering & Screening Applicants

The next phase builds upon these initial meetings. Jim and I conduct our own research into the Library and community as we start constructing the position's website. We also work with David to gather documents we'll release to candidates throughout the search. These include board packets, budgets, strategic plans, and benefits information.

We also draft the job advertisement based upon everything we've learned so far. We solicit feedback on the draft from the Personnel Committee to make sure it's accurate and reflects your community. Once the Board approves the advertisement, we start posting it so that it attracts a broad pool of qualified, diverse candidates from throughout the nation.

We have learned that 4 weeks is the ideal window for a job posting. It's short enough to maintain the interest of those who apply right away and gives enough time to others who need to update their resumes, cover letters, and references. As we receive applications during this window, Jim and I screen them and separate candidates who have the necessary qualifications for the job from those who do not.

We keep every resume we receive online. We are happy to share access to this folder with the Board if they wish.

3. Initial Interviews

I want to highlight the fact that DTLC provides the interview questions to the candidates prior to their interview to help them prepare. This is a relatively new practice but it has led to more thoughtful and informative answers. There are still opportunities for spontaneous conversation through the inevitable follow-up questions that arise.

Jim and I conduct an initial round of 30 minute phone interviews the week after the application deadline. We like to cast a wide net for these interviews and aim to talk with every candidate who has the basic qualifications for the job. We use these interviews to identify 4-6 candidates to invite back to interview with the Board.

The second round of interviews are the first opportunity for the Board to meet the candidates. They're scheduled over two evenings and take 45 minutes each over Zoom. Conducting these interviews over Zoom has many advantages. They make sure the candidates have similar experiences compared with the others. We don't have to worry about candidates needing to come long distances, potentially during inclement weather or during rush hour traffic - let alone out of state. We're also able to move from candidate to candidate more quickly which allows us to complete these interviews over two evenings instead of three or four. This saves the Board time and makes scheduling the interviews themselves easier.

It's important for Trustees to attend all of the interviews. A Trustee who attends one evening but not the other isn't able to effectively participate in the discussions about candidate qualities and help decide on the finalists because they haven't heard from everyone.

After these interviews, the Board will identify two finalists to invite to the Library and meet with the Board and staff. Jim and I believe it is critical to narrow the pool down to two at this point. Ultimately, the Board will need to select one person to be their next director. Making the hard choice of identifying two finalists will make the even harder decision of selecting the top candidate a bit less daunting.

After selecting the finalists, the board will identify two potential dates to conduct the interviews. Saturdays work best because we can do one interview in the morning and the other in the afternoon, but two consecutive evenings could work as well. The Board will also select the presentation topic the finalists will use to create their presentation. During the runup to the final interviews, DTLC will conduct preliminary reference checks on both finalists. This consists of social media searches and other free online resources.

4. Final Interviews

We try to schedule final interviews on a Saturday from 9-4. One candidate comes in during the morning from 9:30-noon with the other candidate coming in the afternoon from 1-3:30. Each interview has three parts. First is a 10-15 minute presentation on the chosen topic. This presentation is given to the Board and Staff who will have the opportunity to ask questions about the presentation. The candidate will then meet with the Staff for 45 minutes followed by meeting with the Board for 45 minutes. The interview wraps up with a tour of the building with Jim and David.

Jim gets the Staff's feedback on each candidate. After the second candidate, he will poll the group to see who their preferred candidate is. During this process, Jim emphasizes that while the Board wants and values the Staff's input, the final decision is the Board's to make.

After the second interview, the Board deliberates until the successful candidate is chosen. Jim will share the Staff's input with the Board when they want it so they can use it in the decision-making process. Again, the staff choice generally matches with the Board's preference.

5. Negotiations & Hiring

The only motion taken during the final interviews is to authorize President Shaul to negotiate with the successful candidate up to a top salary amount. The candidate is not named until the Board formally approves the hiring after the offer has been accepted.

Negotiations with the successful candidate are a critical first step in establishing the President/Director relationship. Jim and I will offer guidance, but the President Shaul will conduct them and close the deal.

Once an agreement is reached, DTLC will notify the other finalist of the outcome. We will also prepare a press release announcing the hire. The offer is contingent upon reference calls and background checks. We talk with all of the provided contacts and we are able to run background checks unless the Library wishes to use their established background check process.

Alex Todd
Principal & Co-Founder
Deiters & Todd Library Consulting

DEITERS & TODD

LIBRARY CONSULTING

November 13, 2024

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

It's still quite early in the process, but the search for the next Director of the Lake Bluff Public Library is off to a strong start! I met with the Board and staff on November 7. We also provided an online survey for staff unable to attend their meeting. Working with the information gleaned from these conversations we created an advertisement and are working with Jenny and the Personnel Committee to finalize the wording.

We expect to post the job on November 25 on the jobs boards of ALA, ILA, the Wisconsin Library Association, RAILS, the Heartland Library System, and also on Indeed. The deadline for applications is December 20.

Deiters & Todd will conduct preliminary phone interviews with qualified applicants over the holidays. We're looking to schedule the semi-final Zoom interviews between candidates and the board during the week of January 6. **Please check your calendars and choose the two evenings that work best for you.** Looking ahead, we expect to hold the final interviews on either Saturday, January 18 or Saturday, January 25. Again, please check schedules and save these dates.

The search is on schedule to have your next director starting towards the end of February or early March.

Your December meeting is canceled so allow me to wish you all a wonderful and happy holiday season!

Alex Todd
Principal
Deiters & Todd Library Consulting

Job Title: Library Director
Status: Exempt
Pay Grade/Job Class: LD
FT/PT: Full Time

Position Summary

Under policy guidance from the Lake Bluff Public Library Board of Library Trustees, the Library Director performs professional and administrative duties in planning, developing, implementing and managing public library resources and operation for the Lake Bluff Public Library.

Minimum Qualifications

- Master's Degree in Library and Information Science from an ALA accredited library school
- At least seven years of library work experience
- At least five years of supervisory experience

Preferred Qualifications

- Thorough knowledge of current public library principles, best practices, policies and procedures
- Management skills with experience in coaching, mentoring, training and staff development
- Excellent communication capabilities across all formats and channels with an ability to maintain effective working relationships with internal and external stakeholders
- Demonstrated skill and experience with budgeting, grant writing, financial analysis and evaluation
- Demonstrated skill in judgment and analytic ability to address professional and administrative problems and concerns and arrive at practical solutions
- High level of expertise with current technologies and demonstrated ability to retrieve and share information in multiple credible sources

Duties & Responsibilities

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. It does not limit or modify the right of the Board of Trustees to assign, direct and guide the work of the Library Director.

1. Administration and Organizational Leadership

- Creates policy for approval and ensures appropriate implementation of collection management for all library materials, web presence and technologies.
- Assists the Board on long-range and short term planning, including definition of service role.
- Leads strategic and operational decisions and implementation in order to achieve library goals
- Provides administration of the Library including assisting the Board on long-range and short term planning and serves as liaison with the public, community stakeholders, volunteers, partner organizations, and professional library associations
- Studies community and surrounding conditions as input to planning
- ~~○ Assists the Library Board in regular and special meetings, including preparing the agenda for approval, posting meetings, reporting on activities, facility, situations and relevant measurements of service~~
- ~~○ Acts as a member of all Library Board of Trustees Committees~~
- Prepares, attends and actively participates in all Library Board, Special, and Committee meetings

- Works with professional and paraprofessional staff to review, implement and plan current services, address current concerns and plan future services
- Reviews policies and implements procedures to provide optimal services
- Serves as liaison with the public, community stakeholders, volunteers, partner organizations, and professional library associations

2. Business and Financial Management

- Leads the creation of annual budget to reflect the strategic direction of the Library in consultation with the Board, manages the day-to-day budget, and provides required reports for the Board, Village, state and federal entities
- Collaborates with Finance Committee and Board President to address short term and long term financial needs of the organization Library, including capital planning and fund balance
- Works with the Village of Lake Bluff and external auditing company on annual audit
- Assists Board in seeking appropriate resources for funding from tax levies, grants, gifts, Friends, and other entities

3. Personnel Management

- Responsible for all aspects of managing the staff, including hiring, evaluation, assignment, training, professional development, discipline, and firing
- Provides the Board with an annual recommended schedule of steps with increase considerations within positions for salaries and wages
- Models customer service in a manner that will attract customers and present a positive library image in the Lake Bluff community
- Responsible for onboarding new members of the Library Board of Trustees; provides opportunities for professional development learning opportunities for Board members

4. Facilities Management

- Responsible for ensuring a safe and healthy environment for staff and public, with available resources. Building maintenance, space needs assessment, building programs, disaster planning and supervising contractors are included
- Collaborates with the Village of Lake Bluff to ensure the organization Library follows and fulfills requirements for local ordinances, permits, and other building and facilities related processes
- Serves as administrator for all technologies used in the Library, for integrated library services and public use of networked computers, wireless network, website and peripherals. Ensures a technology plan for optimal services with available resources
- Serves as Building Manager and liaison between the Library (building owner) and the Lake Bluff History Museum (renter); manages building services, projects and capital improvement needs for Museum spaces as needed; active member of intergovernmental committee with Lake Bluff History Museum and Lake Bluff Village; manages reimbursement requests with Museum for monthly and annual cleaning service costs; oversees the Board of Trustees' review and annual approval of intergovernmental agreement

5. Community Relations

- Develops knowledge of and sensitivity for community and its service needs. Establishes and maintains good working relationships with city, school, park district and other governmental bodies. Publicizes library's resources and programs.
- Creates partnerships and cooperates with community organizations to foster understanding of and support for the Library's role in the community.
- Actively identify un/underserved segments of the community and outreach library services accordingly

- Acts as liaison on behalf of the Board with the regional library system. Participates in professional organizations and cooperative library programs on local, state and national levels.
- Develops and maintains relationships with key government personnel and elected officials, community leaders, heads of other local taxing bodies, and library professional organizations

Knowledge, Skills & Abilities and Work Environment

- Expert knowledge of and experience with library systems, principles and procedures
- Expert knowledge of collection evaluation and management
- Highly skilled at effective management, leadership, coaching, evaluation, and motivation of staff
- High level of expertise with current technologies
- Strong ability to effectively research, analyze, evaluate and make decisions
- Strong ability to address professional and administrative concerns and arrive at practical solutions
- Excellent communication skills across all formats, mediums and channels with an ability to maintain effective working relationships with internal and external stakeholders

Work Environment

The work is both active and sedentary. Work may include carrying of lightweight items, such as books and other library materials, or pushing of book carts. May require occasional travel.

Location & Schedule

This is an in-person, on-site position that works at Lake Bluff Public Library. This position may require working during any of the hours that the library is open, including evenings or weekends. Flexibility is needed to support the needs of the library. Occasional work from home hours can be supported.





LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Ave. • Lake Bluff, IL 60044
Phone: 847-234-2540 • Fax: 847-234-2649
www.lakeblufflibrary.org

REDACTED

REDACTED

Lake Forest, IL 60045

November 14, 2023

Dear Mr. **REDACTED**

On Monday October 10th, 2022, a child and a member of the Library staff witnessed you using a public computer to view content in violation of Library policy, and you were suspended from the building. This was the third documented instance of Library staff having to speak to you about the appropriate use of the Library's computers. In light of this incident and our documented history of previous incidents, you were suspended from the Lake Bluff Public Library building and property. This information was communicated to you in a letter issued to you on October 18, 2022.

At the Library of Trustees Board Meeting scheduled for November 14, 2023, the Board reviewed your case of suspension, as stated in the original letter, after a year from incident. As a result of the discussion, the Board of Trustees voted to extend your suspension for 1 additional year through and until November 14, 2024. Let this written notice of the Board's decision be confirmation of this decision. At that time, your case will be reviewed by the Board and a decision will be made whether to reinstate privilege or extend the suspension further.

Failure to abide by these restrictions during this time will be considered trespassing, and will result in you being asked to leave the property immediately by Library staff or law enforcement.

Any future violations of Library policy will result in additional consequences including, but not limited to, further suspension of Library privileges or a permanent ban from the premises.

Per the User Conduct Policy, in the event of a suspension greater than 3 days, "the patron may appeal the decision to the Library Board of Trustees at a regularly scheduled meeting, provided that the appeal is submitted in writing at least 48 hours prior to the meeting, according to the Open Meetings Act of Illinois."

Further questions may be directed to me at 847-234-2540 x110 or rgrassi@lakeblufflibrary.org.

Sincerely,

Renee Grassi
Library Director

Dear Sir or Madam:

After much thought, I have decided to write to you regarding the recent Banned Book Month (BBM) that recently was celebrated at the Lake Bluff Library.

The Lake Bluff Library and others have issued many high-minded sounding words in support of the BBM. However, if you look past the euphemisms, intentionally misleading statements, obfuscations, etc. the heart of the matter is that **the BBM is part of a nationwide effort by a minority of activists to make LGBT-related materials available to minors via school and public libraries.**

Linking the LGBT BBM to past banned book episodes from the 1940s-2000s is an attempt to legitimize LGBT advocacy by making it appear that the BBM is no different than the past banned book actions, and therefore the BBM is really an action against bigotry, etc. This is a very false and misleading analogy.

It is important to understand that the LGBT-related materials are being pushed into school and public libraries by certain misguided activists are very different than the banned books of the past because **the LGBT issue involves serious medical and psychological issues affecting minors that are a matter of ongoing research.** For example, recently several medical organizations around the world have called for a halt to the provision of gender-change surgery and puberty blockers to minors. At least twenty (20) states attorneys general have done the same thing. I personally know a therapist who works with children and teens who have gender dysmorphia (“transition”) issues. The vast majority of her “trans” patients are on the autistic spectrum, and the gender dysmorphia issue is frequently only a manifestation of deeper medical issues relating to autism. The treating of autism, sex identity and gender dysmorphia in children and pubescent adolescents is a very complicated matter. The point is that the LGBT issue is related to serious medical and psychological issues about which there is much in dispute scientifically. These matters should not be “pushed” in one direction by (frankly) ignorant librarians and teachers who actually are engaging social engineering of our children. This is for parents and their trusted medical advisors to deal with, not librarians.

The supporters of the BBM are hypocritical. Libraries across the USA, including LB Library, “ban” books every day. I guarantee that there is a consistent political bias (explicit or unconscious) in your book selections. So, please get off your hypocritical high horse and stop virtue signaling.

Lastly, the issue is not the “banning” of books and materials. The issue is about having them made available to minors via school and public libraries without parents’ knowledge or consent. Surveys show that a high majority of parents do not think that such materials should be made available to minors without parents’ consent. Have you informed local parents with specific details about that the LGBT materials that their children can access at the LB library? This matter should be discussed at a public hearing, but I expect that you and others like you do not have the integrity to openly inform parents about what you are up to regarding access to LGBT materials by their children. I challenge you to open this issue up to public discussion.

Thank you.

Lake Bluff Parents

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.

10/17/2024

.....

We thoroughly enjoyed the 'Paint and Sip' activity. It had calming, soothing and de-stressing benefits for all participants —no exception. Please bring more sessions like this in the future. THANK YOU SO MUCH! ♥

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

Name Maricel

Phone or Email _____



Lake Bluff Library | 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
allow library
members to purchase
Blue Book Bags —

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

Name _____

Phone or Email _____



Lake Bluff Library | LakeBluffLibrary.org



October 3 · 🌐

**** 📖 Meet Julie, Our New Youth Services Librarian! 📖 ****

We are thrilled to welcome Julie to our Library team! Julie brings her passion for reading, community engagement, and lifelong learning to her new role, and we can't wait for you to meet her. Whether you're looking for book recommendations or help with library resources, Julie is here to assist and inspire. Be sure to say hello the next time you visit! 🌟👋



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