

July 19th, 2022 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of June 21st, 2022 Board of Trustees Meeting (action)(5 minutes)(7:12pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:17pm)	
	June Detailed Revenue & Expense Report (action)(available at meeting)	4
	June Detailed Balance Sheet (action)(available at meeting)	5
6	Approval of Checks (Green) (5 minutes)(7:22pm)	
	June Check Disbursement Report (action)(available at meeting)	6
7	Committee Reports (10 minutes)(7:32pm)	7A-7B
8	New Business	8A
	Interim Director (20 minutes)(7:52pm)(action)	
	Intergovernmental Agreement with School District 65 (5 minutes)(7:57pm)(action)	9A-9E
	Intergovernmental Agreement with School District 115 (5 minutes)(8:02pm)(action)	10
	Programming Summary for FY 2021-2022 (10 minutes)(8:12pm)	11A-11R
	Contract for Capital Reserves Study (10 minutes)(8:22pm)(action)	12A-12J
	Contract for New Firewall Servers (5 minutes)(8:27pm)(action)	13A
	Revised Safe Child Policy (10 minutes)(8:37pm)(action)	14A
9	Old Business	
	Capital Project Update/Coordinator's Report (5 minutes)(8:42pm)	
10	Director's Report (5 minutes)(8:47pm)	
	Librarian's Narrative Report	15A-15B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:48pm)	
14	Attachments	
	June 2022 Statistics	16

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, July 19th, 2022 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

NOTICE: Due to the COVID-19 emergency, this meeting will be held primarily virtually pursuant to Section 7(e) of the Open Meetings Act. Members of the public may view and participate in the meeting remotely via:

Join Zoom Meeting

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+1 253 215 8782 US (Tacoma)

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+1 669 444 9171 US

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As required by law, at least one representative from the Library will be present at the Library and the virtual meeting will be simulcast for any members of the public who do not wish to view the virtual meeting from another location. Prior notification of intention to attend is not required but is appreciated. Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey ebailey@lakeblufflibrary.org The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Library Director Eric Bailey at 847-234-2540 xt 110 or ebailey@lakeblufflibrary.org

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
4. **Approval of Minutes**
 - a. Approval of Minutes of June 21st, 2022 Board Meeting **(action)(5 minutes)(7:12pm)**
5. **June 2022 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)(available at meeting)**
 - a. June Detailed Revenue & Expense Report
 - b. June Detailed Balance Sheet
6. **Approval of checks (action)(5 minutes)(7:22pm)(available at meeting)**
 - a. June Monthly Checks (xx-xx)**(action)**
7. **Committee Reports (10 minutes)(7:32pm) (Met)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff and Shaul.)
 - b. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)**(Did Not Meet)**
 - c. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
 - d. Campaign Planning Committee (AD HOC) (**MEMBERS:** Heintzelman, Meierhoff, and Jerch.)
 - e. Community Engagement Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
 - f. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff and Zaute.)
 - g. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Graziano.)
 - h. Long Range Planning Committee (**MEMBERS:** Hayes, Heintzelman, and Zaute.)
 - i. Technology Committee (**CHAIR:** Zaute. **MEMBERS:** Hayes and Shaul.)
8. **New Business**
 - a. Interim Director **(20 minutes)(7:52pm)(action)**
 - b. Intergovernmental Agreement with School District 65 **(5 minutes)(7:57pm)(action)**
 - c. Intergovernmental Agreement with School District 115 **(5 minutes)(8:02pm)(action)**
 - d. Programming Summary for FY 2021-2022 **(10 minutes)(8:12pm)**
 - e. Contract for Capital Reserves Study **(10 minutes)(8:22pm)(action)**
 - f. Contract for New Firewall Servers **(5 minutes)(8:27pm)(action)**
 - g. Revised Safe Child Policy **(10 minutes)(8:37pm)(action)**

9. Old Business

- a. Capital Project Update/Coordinator's Report **(5 minutes)(8:42pm)**

10. Director's Report (5 minutes)(8:47pm)

- a. Director's Narrative Report

11. Executive Session(s)

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

12. Any and all other business which may properly come before the Board

13. Adjournment (1 minute)(8:48pm)

Attachments:

Statistics for May 2022

Intergovernmental Agreement for Service with D65

Intergovernmental Agreement for Service with D115

Programming Summary for FY2021-2022

Contract for Capital Reserves Study

Contract for New Firewall Servers

Revised Safe Child Policy

Upcoming Board Meetings: August 16, September 20, and October 18, 2022.

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, June 21, 2022 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Board meeting was held without all participants physically present. Some participants attended remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

1. **Call to Order:** Director Eric Bailey called the meeting to order at 7:02 pm. Present were Trustees, Janie Jerch, Kathy Meierhoff, Bonnie Shaul, Bill Hayes, Jon Heintzelman, and Jenny Graziano; also Library employees Katie Horner, Anna Fifhouse, Jillian Chapman, and Eliza Jarvi. Trustee Matt Zaute was absent.
2. **Additions & Corrections to the Agenda:** We pledged to dedicate this meeting to our dear friend Cal Stroh, and under New Business, to discuss our contributions to flowers for Cal's funeral. We will also hold an Executive Session to discuss the upcoming search for a new Library Director.
3. **Opportunity for Public to Address the Board:** None requested.
4. **Approval of Minutes:** Heintzelman moved and Hayes seconded a motion to accept the minutes of the May 17, 2022 meeting as written; all voted aye.
5. **May 2022 Financial Reports:** Bailey said that there were more expenditures than normal due to the turnover of the FY to 22-23, and that passport fees are still strong as people return to travel. We are within \$500 of last year's ending balance. Hayes moved and Shaul seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Meierhoff moved and Heintzelman seconded a motion to approve the May monthly checks numbered 15227-15232, 15234-15256; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Building and Grounds** (Chair: Jerch. Members: Shaul and Meierhoff) Set new goals. Discussed several options drawn up by Joe Huberty of Engberg Anderson concerning space usage in the Wood building should the Museum vacate the space; choosing furnishings for the Stroh Reading Room; delay in SRR due to delay in delivery of the ventilator unit for the fireplace; drywall and cabinetry to be installed shortly. B&G will meet again for final decisions on furnishings. Once the SRR is complete, we will plan a dedication of the room at a time when Cal's family can attend. At that time, we will also recognize the Friends of the Library and other contributors.
 - b. **Campaign Planning (AD HOC)** (Members: Heintzelman, Meierhoff, and Jerch) Little new to report, but having a joint meeting with B&G was discussed.
 - c. **Community Engagement** (Chair: Graziano, Member: Jerch) Set new goals. Chapman's planning of events makes this committee's job *much easier*, with the 4th of July Parade being the next big event, where we will make a splash with our "fireworks" balloon backpacks. Chapman noted that we are still seeking volunteers to participate. Also, community survey input will be collected through the end of August. We also discussed a place in our newsletter to recognize donors, both large and small, and having a permanent installation inside the building for recognition.
 - d. **Finance** (Chair: Hayes, Members: Meierhoff and Zaute) Kept same goals as last year. Put >\$30K in reserve; will continue to review salaries and hope to have necessary state-mandated increases already in place well before state deadline; capital expense plan still in process with input from Engberg Anderson.

e. **Human Resources** (Chair: Graziano, Members: Jerch and Shaul) Set new goals to continue updating Director's review process, job descriptions, and exit interviews.

f. **Long Range Planning** (Members: Hayes, Heintzelman, and Zaute) Set new goals; will meet again after community survey results are in. Heintzelman noted that the writing of a new Long Range Plan is typically on a 3-year cycle, but the pandemic interfered with that. There is also the issue of the Museum moving into the old PNC Bank building, which is a big unknown.

g. **Technology** (Members: Hayes, Shaul, and Zaute) Last year's goals were successful and 3 new updates are planned for this year. Also looking to address any feedback from the survey regarding our tech offerings.

h. **Bylaw and Policy** (Members: Heintzelman and Meierhoff) Little to report.

(Did not meet)

i. **Intergovernmental** (Members: Jerch and Graziano) Many issues involving the Library, Village, and Museum are currently in play, particularly with the proposed acquisition of the PNC Bank property; a meeting will be deferred until more information is gathered and some decisions have been made.

8. New Business:

a. Vote Lake Bluff asked for a document to be given to candidates seeking Library Board positions. Meierhoff suggested adding a statement referring to serving our patrons to the list of Trustees' duties and concerns. All agreed.

b. Bailey said that the Library Staff and Trustees would be sending a floral arrangement to Cal Stroh's funeral and that donations for the cost were being collected.

9. Old Business: The Capital Project Update and Coordinator's Report have already been covered.

10. Director's Report: Among other news, Bailey reported that our usage stats were higher than in both 2019 and 2021.

12. Executive Session: Meierhoff moved and Heintzelman seconded a motion to go into Executive Session 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) All voted aye. Executive Session was entered at 8:21 pm. All staff attending were dismissed except for Bailey. Shaul moved and Meierhoff seconded a motion to adjourn the ES; all voted aye. ES ended at 8:54 pm.

13. Any and All Other Business which may properly come before the Board: There was none.

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

Respectfully Submitted,

Janie Jerch

Committee Goals for FY2022-2023

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Community Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the ‘Reaching Across Illinois Library System’ (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library’s status, activities, and needs.
- Finance Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library’s investment policy.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.
- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- Technology Committee – Responsibilities include assessing the Library’s technology needs and making recommendations to the Board.

Building and Grounds Committee Goals

1. Complete cost analysis of work on proposed renovation of Wood Building as Library space.
2. Collaborate with the Finance Committee and Engberg Anderson to complete the assessment of the facilities and the creation of the capital maintenance plan and timeline, with list of contracts and last date that the work was put out to bid.

3. Work with SMC and Engberg Anderson to complete Stroh Reading Room in a timely fashion. And publicize the successful completion of the project to the community.
4. Explore grant and funding opportunities for a generator and other community shelter fixtures and features.

Finance Committee Goals

1. Ensure at minimum \$10K heads to General Reserve at the end of the Fiscal Year, in addition to the \$20K budgeted to head to reserve.
2. Work with the HR Committee to review current salaries at LBPL with the goal of establishing a plan for salary increases that can be factored into levy requests starting in FY2021-2022.
3. Raise donations of \$25K to \$50K from corporate gifts and grants.

Human Resources Committee Goals

1. Benchmarking – To review staff salaries and benefits to ensure continued compliance with minimum wage laws and set goals for professional staff salaries aimed at staff retention.
2. Review exit interview practice and procedure, who is involved and what questions are asked.
3. Review current procedure and documentation for Director and staff evaluations and job descriptions, making use of information and documents from other libraries in the area.

Long Range Planning Committee Goals

1. Review results of Patron Satisfaction Survey.
2. Using Patron Satisfaction Survey, Tech Committee visit results, and other input, draft the next Long Range Plan.

Outreach Committee Goals

1. Identify and implement ways for the Trustees to more actively engage with the community,
2. Collaborate with already established community events and programs,
3. Collaborate with Library staff in a review of a potential volunteer program at the Library.

Technology Committee Goals

1. Complete follow up actions from visits to other libraries in the area.
2. Create a Technology Plan to guide evaluation of new tech opportunities, using feedback from the Patron Satisfaction Survey and information from the 2021-2022 Library technology visits.
3. Assist in evaluation of Wi-Fi system and recommend type and time of replacement to Library Board

Respectfully submitted,

Eric Scott Bailey

New Business

Interim Director

The Human Resources Committee has a recommendation on assigning an Interim Director, and the Director has a recommendation regarding compensation for the Interim. **RECOMMENDATION:** Discussion should happen in executive session, but all actions need to be taken in open session afterwards.

District 65 Card Services Agreement

The Intergovernmental Agreement with District 65 to provide library access for students resident in unincorporated Lake Bluff continues to be essential to the growing relationship between D65 and the Library. Head of Youth Services Eliza Jarvi has continued to grow this relationship over the past year. New District 65 Superintendent Lisa Leali is a supporter of such collaboration and will be recommending approval to the D65 School Board. **RECOMMENDATION:** That the agreement, for school year 2022-2023, be approved pending an affirmative vote by the School Board at their August meeting.

District 115 Card Services Agreement

The Intergovernmental Agreement with District 115 to provide library access for students resident in unincorporated Lake Bluff allows students who have acquired cards through the agreement with District 65 to keep their cards through High School. **RECOMMENDATION:** That the agreement, for school year 2022-2023, be approved pending an affirmative vote by the School Board at their August meeting.

Summary of Programming for FY2021-2022

Staff members Anna Fifhause and Eliza Jarvi have prepared a summary of programming for FY2021-2022. In addition to the numbers for attendance and expenses an overview with conclusions drawn from experience and analysis is included. **RECOMMENDATION:** Staff will be on hand to present information, no action is needed. This report is provided annually.

Capital Reserves Study (CRS)

A Capital Reserves Study (CRS) was discussed and approved by the Building and Grounds Committee in fall of 2021, but with additional construction expenses arising it was decided to forgo the expense until FY22-23. The expense was budgeted for, and a professional study of the electrical, HVAC, and plumbing components of the Library to aid in creating a better replacement schedule continues to be sorely needed. The contract as updated this summer is less than expected, at \$5,500. The Building and Grounds Committee met and recommends approval of the agreement. **RECOMMENDATION:** I recommend that the contract of \$5,500 with Engberg Anderson for a Capital Reserves Study be approved.

Firewall Server Replacement

The Library's firewall server is scheduled to be replaced. This was expected and planned for, with \$15,000 being budgeted for this project in the FY22-23 budget. The Technology Committee has been made aware. This is a fairly standard part of our replacement plan. **RECOMMENDATION:** I recommend that the contract with CVI for \$15,290 for the replacement of the firewall server be approved.

Safe Child Policy

Our current Safe Child Policy (listed as the Unattended Children Policy presently) is not well drafted and fails to highlight either our strong desire for the youngest children to be able to safely use the Library with the help of a caregiver or our wish to reunite children with their parents when they are separated. Head of Youth Services Eliza Jarvi reviewed the policy, compared it to those at other area libraries, and recommends the attached changes. **RECOMMENDATION:** I recommend that the revised Safe Child Policy (previously the Unattended Children Policy) be approved as written.

Respectfully submitted,

Eric Scott Bailey

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

This Intergovernmental Agreement (IGA) For Library Services is made this 30th day of September, 2022 by and between the Board of Education of Lake Bluff School District No. 65 (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

RECITALS

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act, (5 ILCS 220/1 et seq.), and the Illinois Local Library Act (75 ILCS 5/4-7(8)), the LIBRARY and the SCHOOL are authorized to enter into intergovernmental agreements for library services; and

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those Pre-K through 8th grade students attending Lake Bluff Elementary School and Lake Bluff Middle School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the “STUDENTS”); and

WHEREAS, in exchange for the provision of library services to the Students, the SCHOOL wishes to grant the LIBRARY access to use its facilities during term of this IGA, in accordance with the terms set forth herein.

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY’s policies and the terms herein. The LIBRARY will issue library cards designated as “IGA cards” solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY’s services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from the Lake Bluff Elementary School or Lake Bluff Middle School.

2. Term and Renewal of IGA.

This IGA is effective October 1, 2022, and ends September 30, 2023, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of One Thousand Dollars (\$1,000) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2022, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Facilities Use.

In exchange for the library services provided to the STUDENTS, the SCHOOL grants the LIBRARY access to its facilities during the regular school year and regularly staffed hours, at no charge, on three dates to be mutually agreed upon by the Parties during the term of this IGA. The LIBRARY, however, shall be responsible for reimbursing the SCHOOL for any expenses it incurs in connection with the LIBRARY'S use of SCHOOL facilities, including, but not limited to any additional security costs. The LIBRARY'S requests for the use of the SCHOOL'S facilities shall be made in writing using the form(s) prescribed by the SCHOOL and shall be made at least thirty (30) days in advance of the date requested. The LIBRARY agrees to abide by the SCHOOL'S facilities use and visitor policies. The LIBRARY shall pay the cost of repair for any damages beyond normal wear and tear which occur in connection with its use of the SCHOOL'S facilities, including, but not limited to, damage to buildings, equipment, supplies, or fixtures. In the event an unforeseen scheduling conflict arises for the SCHOOL for any reason, the SCHOOL shall notify the LIBRARY of such conflict, and the LIBRARY shall make reasonable efforts to identify and reserve an alternate location for its event. If such an alternative location is not found, the LIBRARY agrees to reschedule or cancel the activity or program.

5. Equipment.

The LIBRARY shall provide all equipment and supplies necessary to operate its programs at the SCHOOL'S facilities, which equipment and supplies shall be in good working order.

6. Indemnification.

To the fullest extent permitted by law, the LIBRARY shall indemnify, and hold the SCHOOL, its board members, officers, administrators, employees, volunteers, and agents (“Library Indemnitees”), harmless against any and all liability, loss, expense, including reasonable attorneys’ fees, or claims for injury or damages arising out of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the Library Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law.

To the fullest extent permitted by law, the SCHOOL shall indemnify, and hold the LIBRARY, its board members, officers, administrators, employees, volunteers, and agents (“School Indemnitees”), harmless against any and all liability, loss, expense, including reasonable attorneys’ fees, or claims for injury or damages arising out of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the School Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law.”

The indemnification obligations set forth herein shall survive expiration or termination of this IGA.

7. Insurance.

Each Party shall keep in force at all times during the term of this IGA Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and excess or umbrella insurance in the amount of \$5,000,000. At all times, said insurance coverages shall name the other Party’s indemnitees identified in Paragraph 6 above as additional insureds. In addition, each Party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 30 day notice of cancellation or reduction in limits.

8. Amendments to this IGA.

Any amendment to this IGA must be reduced to writing and signed by authorized representatives of the LIBRARY and the SCHOOL.

9. Savings Clause.

All agreements and covenants are severable. In the event any agreements or covenants shall be held invalid by a court of competent jurisdiction, this IGA shall be interpreted as if such invalid agreement or covenant were not contained herein.

10. Publicity.

Any statements or materials regarding the provision of services under this IGA shall be made jointly by the LIBRARY and SCHOOL. Neither Party shall unreasonably delay its approval of any such statements or materials.

11. Notice.

Any notice must be sent by U.S. Postal Service first-class mail, postage at the following addresses, return receipt requested, addressed to the President of the Library Board or the School Board. Notice shall be deemed serviced upon deposit with the U.S. Postal Service.

To the Library:

Lake Bluff Public Library
Attention: Library Director
123 E. Scranton Avenue
Lake Bluff, IL 60044

To the School:

Lake Bluff Elementary School District 65
Attn: Superintendent
900 North Shore Drive
Suite #220
Lake Bluff, IL 60044

With a Copy To:

Debra H. Jacobson
Hodges, Loizzi, Eisenhammer,
Rodick & Kohn LLP
3030 Salt Creek Lane, Ste. 202
Arlington Heights, IL 60005

12. Compliance with Laws. Each party hereto shall comply with all applicable laws, rules and regulations with regard the provision of the services and property use hereunder, including, but not limited to, human rights and anti-discrimination laws.

13. Governing Law. This IGA shall be governed by the laws of the State of Illinois.

-SIGNATURE PAGE FOLLOWS-

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their duly authorized representatives on the dates set forth below.

LIBRARY:

SCHOOL:

BOARD OF TRUSTEES OF
LAKE BLUFF PUBLIC LIBRARY

BOARD OF EDUCATION OF
LAKE BLUFF SCHOOL
DISTRICT NO. 65

By: _____

Kathy Meierhoff

Its: President

Date: _____

By: _____

Andy Duran

Its: President

Date: _____

ATTEST:

ATTEST:

By: _____

Janie Jerch

Its: Secretary

Date: _____

By: _____

Carrie Steinbach

Its: Secretary

Date: _____

**INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

The term of This Intergovernmental Agreement (IGA) For Library Services is from September 1, 2022, and ends August 30, 2023, unless sooner terminated, by and between the Board of Education of Lake Forest High School District No. 115 (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

RECITALS

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act, (5 ILCS 220/1 et seq.), and the Illinois Local Library Act (75 ILCS 5/4-7(8)), the LIBRARY and the SCHOOL are authorized to enter into intergovernmental agreements for library services; and

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those 9th through 12th grade students attending Lake Forest High School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the “STUDENTS”); and

WHEREAS, in exchange for the provision of library services to the Students, the SCHOOL wishes to grant the LIBRARY access to use its facilities during term of this IGA, in accordance with the terms set forth herein.

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY’s policies and the terms herein. The LIBRARY will issue library cards designated as “IGA cards” solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY’s services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from the Lake Bluff Elementary School or Lake Bluff Middle School.

2. Term and Renewal of IGA.

This IGA is effective September 1, 2022, and ends August 30, 2023, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of

termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of Five Hundred Dollars (\$500) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2022, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Facilities Use

In exchange for the library services provided to the STUDENTS, the SCHOOL grants the LIBRARY access to its facilities during the regular school year and regularly staffed hours, at no charge, on three dates to be mutually agreed upon by the Parties during the term of this IGA. The LIBRARY, however, shall be responsible for reimbursing the SCHOOL for any expenses it incurs in connection with the LIBRARY'S use of SCHOOL facilities, including, but not limited to any additional security costs. The LIBRARY'S requests for the use of the SCHOOL'S facilities shall be made in writing using the form(s) prescribed by the SCHOOL and shall be made at least thirty (30) days in advance of the date requested. The LIBRARY agrees to abide by the SCHOOL'S facilities use and visitor policies. The LIBRARY shall pay the cost of repair for any damages beyond normal wear and tear which occur in connection with its use of the SCHOOL'S facilities, including, but not limited to, damage to buildings, equipment, supplies, or fixtures. If the Library does not repair the damage within 14 days after receiving written notice from the SCHOOL, or a lesser time if the SCHOOL determines the damage creates an emergency situation, the SCHOOL may repair the damage and the LIBRARY shall reimburse the SCHOOL for the costs the SCHOOL incurs within 14 days after the SCHOOL provides a written invoice to the LIBRARY. In the event an unforeseen scheduling conflict arises for the SCHOOL for any reason, the SCHOOL shall notify the LIBRARY of such conflict, and the LIBRARY shall make reasonable efforts to identify and reserve an alternate location for its event. If such an alternative location is not found, the LIBRARY agrees to reschedule or cancel the activity or program.

5. Equipment.

The LIBRARY shall provide all equipment and supplies necessary to operate its programs at the SCHOOL'S facilities, which equipment and supplies shall be in good working order.

6. Indemnification.

To the fullest extent permitted by law, the LIBRARY shall indemnify, and hold the SCHOOL, its board members, officers, administrators, employees, volunteers, and agents ("Library Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys'

fees, or claims for injury or damages arising out of the LIBRARY's use of the SCHOOL's facilities; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the Library Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law.

To the fullest extent permitted by law, the SCHOOL shall indemnify, and hold the LIBRARY, its board members, officers, administrators, employees, volunteers, and agents ("School Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the LIBRARY providing library services pursuant to Section 1 of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the School Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law."

The indemnification obligations set forth herein shall survive expiration or termination of this IGA.

7. Insurance.

Each Party shall keep in force at all times during the term of this IGA Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and excess or umbrella insurance in the amount of \$5,000,000. At all times, said insurance coverages shall name the other Party's indemnitees identified in Paragraph 6 above as additional insureds. In addition, each Party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 30 day notice of cancellation or reduction in limits.

8. Amendments to this IGA.

Any amendment to this IGA must be reduced to writing and signed by authorized representatives of the LIBRARY and the SCHOOL.

9. Savings Clause.

All agreements and covenants are severable. In the event any agreements or covenants shall be held invalid by a court of competent jurisdiction, this IGA shall be interpreted as if such invalid agreement or covenant were not contained herein.

10. Publicity.

Any statements or materials regarding the provision of services under this IGA shall be made jointly by the LIBRARY and SCHOOL. Neither Party shall unreasonably delay its approval of any such statements or materials.

11. Notice.

Any notice must be sent by U.S. Postal Service first-class mail, postage at the following addresses, return receipt requested, addressed to the President of the Library Board or the School Board. Notice shall be deemed serviced upon deposit with the U.S. Postal Service.

To the Library:

Lake Bluff Public Library
Attention: Library Director
123 E. Scranton Avenue
Lake Bluff, IL 60044

To the School:

Lake Forest High School District 115
300 S.Waukegan Road
Lake Forest, IL 60045

12. Compliance with Laws. Each party hereto shall comply with all applicable laws, rules and regulations with regard the provision of the services and property use hereunder, including, but not limited to, human rights and anti-discrimination laws.

13. Governing Law. This IGA shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Lake County, Illinois, or the federal district court for the Northern District of Illinois..

14. Effective Date. This IGA shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their duly authorized representatives on the dates set forth below.

<p>LIBRARY:</p> <p>BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY</p> <p>By: _____ Kathy Meierhoff Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____ Janie Jerch Its: Secretary</p> <p>Date: _____</p>	<p>SCHOOL:</p> <p>BOARD OF EDUCATION OF LAKE FOREST HIGH SCHOOL DISTRICT NO. 115, LAKE COUNTY, ILLINOIS</p> <p>By: _____ Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____ Its: Secretary</p> <p>Date: _____</p>
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Overview of Fiscal Year 2021-2022 Programming

Note: The Fiscal Year 2021-2022 Program Report is organized to reflect our ongoing progression to more cross-audience programming such as all ages programs. We have created one report that identifies each program by its audience and its budget line, rather than trying to split the group into an Adult and Juvenile report as there is much more crossover this past FY.

Goals of Fiscal Year 2021-2022 Programming:

- Continue to adapt to an ongoing pandemic world and bring back in-person programming safely
- Introduce more all ages and crossover audience programs

Successful Events and Their Takeaways:

- All Ages and Crossover:
 - Choosing the same craft for the Teen and Adult programs proved to be a great strategy for pooling resources and reducing staff time. It also helped reduce leftover supplies we'd then need to store.
 - All Ages crafts have been extremely popular, both when we hired presenters and ran them in-house. We will continue offering these on a more frequent basis, but also plan to have more staff on hand for sessions when we expect patrons to need more hands on help.
 - Outreach all ages and family events were always well attended. Both our returning programs like the Winter StoryWalk and Read Between the Ravines and the new additions such as Outdoor Movie Nights drew crowds and increased the Library's visibility in the community.
- Adults:
 - Trivia Nights at the Lake Bluff Brewing Company restarted in June of 2021 and continue to be some of our most popular events. We will continue these as is.
 - Hybrid events were well attended and continue to be in demand, however they have proven the most taxing on staff time and resources. To counter this, we have begun limiting the number of hybrid events and prioritizing this format for the events we anticipate the hybrid model will benefit the most. We are also investigating technology that will make hybrid programs simpler to put on, but cost of equipment is definitely a barrier.
- Teens:
 - Outreach events where staff go to Lake Bluff Middle School saw substantially better engagement than in house programming. We will continue to pursue being at LBMS on a regular basis with a small craft or activity during free time over a lunch period.
- Children:
 - Storytime on the Green returned with strong numbers. It was nice to be able to offer an outdoor program in such a strong community event.
 - Community Outreach programs saw strong numbers across all ages, including Children. We were able to visit the Park District Preschool for the first time since early 2020.
 - Focusing on passive programming such as Grab and Go crafts or programs that could be participated in at any point in a month, such as the Silly Obstacle Course, Stick Together

Mosaic were consistently strong offerings. Grab and Go crafts is here to stay for the foreseeable future.

Not Successful Events and Their Takeaways:

- All Ages and Crossover:
 - We've found that all ages storytelling events are not bringing in an audience like we'd hoped. We are shifting focus to the types of all ages events that were successful, which primarily seem to be more hands on and active programs rather than presentations.
 - Programs targeting adults and teens drew almost exclusively an adult crowd. Teens are either uncomfortable or uninterested in attending events that share an adult audience, so we will let these go for now. All ages and tween/teen events have done better at drawing a teen audience.
- Adults:
 - While the multi-library Zoom presentations and author talks drew large crowds overall, the participation from specifically Lake Bluff patrons was disappointing. We are glad to have tried many of these opportunities, but between the low attendance and the difficulties we had with coordination of marketing materials and statistics gathering, the events are not paying off.
 - The **Reading for Equity and Diversity Book Club** failed to draw a consistent audience. We felt it was important to offer this opportunity for education and discussion to the community, but with the exception of the session on *Gender Queer*, there wasn't interest in this forum. We have discontinued the program for the time being.
- Teens:
 - There are barriers to creating an engaged teen patron population when the collection is housed on the upper level. Teen Advisory Board has seen low to no engagement throughout the pandemic, that program has been discontinued until demand returns. We are instead trying to focus on areas where we see inquiries and potential growth, such as volunteer opportunities.
- Children:
 - We have seen a shift in when certain age ranges are spending time at the library. We shifted our older storytime (ages ~3-5) to 4:00pm. This population used to be at the library in the mornings, but currently seems to be enrolled in preschool programs during the school day. It took some time for patrons to learn that in person storytime had resumed, but attendance was up by the end of the sessions.

Anna Fifhouse
Adult Programming Coordinator
Lake Bluff Public Library

Eliza Jarvi
Head of Youth Services
Lake Bluff Public Library

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
5/1/2021	Your City @Home: Chicago Children's Museum	All Ages	149	26	\$250*	Outreach	Multi-library partnership - \$250 for all programs
5/1/2021	Seed Library	All Ages	29	n/a	\$29.08	Outreach	
5/1/2021	Grab & Go Crafts	Children	169	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
5/4/2021	My Instant Pot 101	Adults	0	n/a	\$150.00	Adult Programming	
5/4/2021	Storytime	Children	5	n/a	\$0.00		
5/6/2021	How to Set up a Bullet Journal	Adults	6	6	\$225.00	Adult Programming	
5/6/2021	Teen Crafts	Teens	5	n/a	\$0.00		
5/8/2021	Your City @Home: Illinois Holocaust Museum and Education Center	All Ages	473	5	\$250*	Outreach	Multi-library partnership - \$250 for all programs
5/11/2021	Spy vs Spy: Espionage in the Second World War	Adults	15	n/a	\$175.00	Adult Programming	
5/11/2021	Storytime	Children	10	n/a	\$0.00		
5/12/2021	LIVE Trivia Night	Adults	9	n/a	\$30.00	Outreach	
5/13/2021	Knitwits	Adults	4	n/a	\$0.00		
5/15/2021	Your City @Home: The Art Institute of Chicago	All Ages	731	15	\$250*	Outreach	Multi-library partnership - \$250 for all programs
5/15/2021	Graphic Novel Club	Children	4	n/a	\$0.00		
5/18/2021	Afternoon Book Club	Adults	9	n/a	\$0.00		
5/18/2021	Storytime	Children	5	n/a	\$0.00		
5/19/2021	Family Pajama Storytime	Children	12	n/a	\$0.00		
5/20/2021	Teen Advisory Board	Teens	0	n/a	\$0.00		
5/22/2021	Your City @Home: Field Museum	All Ages	535	2	\$250*	Outreach	Multi-library partnership - \$250 for all programs
5/25/2021	Storytime	Children	5	n/a	\$0.00		
5/26/2021	READ Book Club	Adults	3	n/a	\$0.00		
5/27/2021	Introduction to Personal Storytelling	Adults	10	n/a	\$175.00	Adult Programming	
5/29/2021	Your City @Home: Elmhurst History Museum	All Ages	264	4	\$250*	Outreach	Multi-library partnership - \$250 for all programs

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
6/1/2021	June Adult Take-Home Crafts Begin	Adults	18	n/a	\$67.52	Adult Programming	
6/1/2021	Seed Library	All Ages	16	n/a	\$0.00	Outreach	
6/1/2021	Grab and Go Crafts	Children	172	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
6/3/2021	Tween & Teen Crafts	Teens	0	n/a	\$0.00		
6/4/2021	Book Bike at the Farmers' Market	All Ages	10	n/a	\$0.00		
6/4/2021	Storytime at the Farmer's Market	Children	83	n/a	\$0.00		
6/5/2021	Adult SRC	Adults	550	n/a	\$431.65	Adult Programming	Metric is Badges Earned
6/5/2021	Instagram Live Walk-Through	All Ages	5	n/a	\$0.00		
6/5/2021	Read to Me SRC	Children	2908	n/a	\$758.92	Juvenile Programming	Metric is Badges Earned
6/5/2021	Independent Reader SRC	Children	2573	n/a	\$758.92	Juvenile Programming	Metric is Badges Earned
6/5/2021	Teen SRC	Teens	169	n/a	\$203.12	Teen Programming	Metric is Badges Earned
6/7/2021	Summer Reading Club Contest #1	Children	331	n/a	\$0.00		
6/8/2021	Afternoon Book Club	Adults	10	n/a	\$0.00		
6/8/2021	Live Q&A with Alex Latimer, author of Am I Yours?	All Ages	254	15	\$0.00		
6/9/2021	MOBA 101: An Introduction to the Museum Of Bad Art	Adults, Teens	50	n/a	\$125*	Outreach	Multi-library partnership - \$125 for all programs
6/10/2021	Knitwits	Adults	5	n/a	\$0.00		
6/11/2021	Book Bike at the Farmers' Market	All Ages	44	n/a	\$0.00		
6/11/2021	Storytime at the Farmer's Market	Children	119	n/a	\$0.00		
6/12/2021	The Rise and Fall of the Dinosaurs	All Ages	18	23	\$425.00	Friends Donation	
6/14/2021	The 1909 Cherry Mine Disaster	Adults	10	n/a	\$275.00	Adult Programming	
6/16/2021	Family Pajama Storytime	Children	8	n/a	\$0.00		
6/17/2021	Teen Advisory Board	Teens	5	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
6/18/2021	Book Bike at the Farmers' Market	All Ages	51	n/a	\$0.00		
6/18/2021	Storytime at the Farmer's Market	Children	52	n/a	\$0.00		
6/19/2021	Graphic Novel Club	Children	0	n/a	\$0.00		
6/21/2021	The Long Shadow	Adults, Teens	872	n/a	\$100*	Outreach	Multi-library partnership - \$100 for all programs
6/23/2021	MOBA - Living in Tough Times - Having a Bad Day to Dystopian Apocalypse	Adults, Teens	41	n/a	\$125*	Outreach	Multi-library partnership - \$125 for all programs
6/24/2021	LIVE Q&A with The Long Shadow Director, Frances Causey	Adults, Teens	75	n/a	\$100*	Outreach	Multi-library partnership - \$100 for all programs
6/24/2021	Needle Felting Narwhals!	Teens	14	n/a	\$234.00	Juvenile Programming	
6/25/2021	Book Bike at the Farmers' Market	All Ages		n/a	\$0.00		
6/25/2021	Outdoor Movie Night: Jurassic Park	All Ages	21	n/a	\$435.00	Outreach	
6/25/2021	Storytime at the Farmer's Market	Children	Cancelled	n/a	Cancelled		
6/28/2021	Trivia Night @ Lake Bluff Brewing Company	Adults	34	n/a	\$25.00	Outreach	
6/29/2021	Small Batch Preserving: Blueberry-Lime Jam	Adults	8	9	\$150.00	Adult Programming	
7/1/2021	July Adult Take-Home Crafts Begin	Adults	21	n/a	\$29.93	Adult Programming	
7/1/2021	Seed Library	All Ages	49	n/a	\$0.00	Outreach	
7/1/2021	Silly Obstacle Course	Children	56	n/a	\$44.16	Juvenile Programming	
7/1/2021	Grab and Go Crafts	Children	139	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
7/1/2021	Tween & Teen Crafts	Teens	0	n/a	\$15.12	Teen Programming	

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
7/2/2021	Book Bike at the Farmers' Market	All Ages	65	n/a	\$0.00		
7/2/2021	Storytime at the Farmer's Market	Children	104	n/a	\$13.79	Juvenile Programming	
7/6/2021	KinderMusik	Children	8	n/a	\$360*	Juvenile Programming	*\$360 for all sessions
7/7/2021	MOBA - Doppelhangers - Intentionally or Not, They Resemble Famous People	Adults, Teens	35	n/a	\$125*	Outreach	Multi-library partnership - \$125 for all programs
7/8/2021	Knitwits	Adults	3	n/a	\$0.00		
7/9/2021	Virtual Concert with Ivy Ford	Adults	7	13	\$200.00		
7/9/2021	Book Bike at the Farmers' Market	All Ages	34	n/a	\$0.00		
7/9/2021	Storytime at the Farmer's Market	Children	52	n/a	\$0.00		
7/12/2021	Bake for Myth-Busting Success	Adults	5	6	\$100.00		
7/12/2021	Parent/Child Book Group	Children	0	n/a	\$0.00		
7/13/2021	KinderMusik	Children	8	n/a	\$360*	Juvenile Programming	*\$360 for all sessions
7/14/2021	MOBA - A Visit to the MOBA Zoo	Adults, Teens	33	n/a	\$125*	Outreach	Multi-library partnership - \$125 for all programs
7/15/2021	Teen Advisory Board	Teens	0	n/a	\$0.00		
7/16/2021	Book Bike at the Farmers' Market	All Ages	34	n/a	\$0.00		
7/16/2021	Storytime at the Farmer's Market	Children	53	n/a	\$0.00		
7/17/2021	Olympic Heroes: Wilma Rudolph & Andy Stanfield	All Ages	7	n/a	\$400.00	Friends Donation	
7/17/2021	Graphic Novel Club	Children	0	n/a	\$0.00		
7/20/2021	Afternoon Book Club	Adults	9	n/a	\$0.00		
7/20/2021	KinderMusik	Children	9	n/a	\$360*	Juvenile Programming	*\$360 for all sessions
7/21/2021	Family Pajama Storytime	Children	2	n/a	\$0.00		
7/22/2021	Astrology 101	Adults, Teens	6	n/a	\$150.00	Adult Programming + Teen Programming	

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
7/23/2021	Book Bike at the Farmers' Market	All Ages	30	n/a	\$0.00		
7/23/2021	Storytime at the Farmer's Market	Children	91	n/a	\$0.00		
7/27/2021	Deep Space Sky Tour	Adults, Teens	14	22	\$0.00		
7/27/2021	KinderMusik	Children	8	n/a	\$360*	Juvenile Programming	*\$360 for all sessions
7/28/2021	Reading for Equity and Diversity (READ) Book Club	Adults	0	n/a	\$0.00		
7/30/2021	Book Bike at the Farmers' Market	All Ages	58	n/a	\$0.00		
7/30/2021	Storytime at the Farmer's Market	Children	0	n/a	\$0.00		
8/1/2021	August Adult Take-Home Crafts Begin	Adults	11	n/a	\$58.97	Adult Programming	
8/1/2021	Seed Library	All Ages	24	n/a	\$0.00	Outreach	
8/1/2021	Grab and Go Crafts	Children	60	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
8/3/2021	Owls of Lake County	Adults	21	n/a	\$40.00	Adult Programming	
8/5/2021	History of the Cocktail	Adults	20	12	\$150.00	Adult Programming	
8/5/2021	Tween & Teen Crafts	Teens	0	n/a	\$0.00		
8/6/2021	Book Bike at the Farmers' Market	All Ages		n/a	\$0.00		
8/6/2021	Storytime at the Farmer's Market	Children	Cancelled	n/a	Cancelled		
8/10/2021	Senior Housing 101	Adults	8	2	\$0.00		
8/12/2021	Knitwits	Adults	2	n/a	\$0.00		
8/13/2021	Book Bike at the Farmers' Market	All Ages	30	n/a	\$0.00		
8/13/2021	Storytime at the Farmer's Market	Children	54	n/a	\$0.00		
8/17/2021	Afternoon Book Club	Adults	7	n/a	\$0.00		
8/18/2021	Family Pajama Storytime	Children	5	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
8/19/2021	Teen Advisory Board	Teens	0	n/a	\$0.00		
8/20/2021	Book Bike at the Farmers' Market	All Ages	36	n/a	\$0.00		
8/20/2021	Outdoor Movie Night: The Princess Bride	All Ages	150	n/a	\$787.00	Outreach	
8/20/2021	Storytime at the Farmer's Market	Children	70	n/a	\$0.00		
8/21/2021	Graphic Novel Club	Children	0	n/a	\$0.00		
8/24/2021	Fins, Furs, and Feathers: A-List Animals	Adults	24	17	\$200.00	Adult Programming	
8/26/2021	Overview of My Peace Corps Service in the Republic of Namibia, "Land of the Brave"	Adults	7	19	\$0.00		
8/27/2021	Book Bike at the Farmers' Market	All Ages	61	n/a	\$0.00		
8/27/2021	Storytime at the Farmer's Market	Children	93	n/a	\$0.00		
9/1/2021	September Take-Home Craft: Paper Leaf Wreaths	Adults	14	n/a	\$19.99*	Adult Programming	*\$19.99 total cost for Adult and Teen sessions
9/1/2021	Grab and Go Crafts	Children	127	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
9/2/2021	Tween & Teen Crafts	Children, Teens	4	n/a	\$19.99*	Adult Programming	*\$19.99 total cost for Adult and Teen sessions
9/7/2021	Storytime: All By Myself	Children	4	n/a	\$0.00		
9/9/2021	Knitwits	Adults	3	n/a	\$0.00		
9/10/2021	Storytime: Together Time	Children	4	n/a	\$0.00		
9/11/2021	Mad Hatters	Children	17	n/a	\$0.00		
9/13/2021	Trivia Night @ Lake Bluff Brewing Company	Adults	35	n/a	\$25.00	Outreach	
9/14/2021	Atypical Globetrotting	Adults	10	n/a	\$270.00	Adult Programming	
9/14/2021	Storytime: All By Myself	Children	5	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
9/15/2021	Adult Crafternoon	Adults	5	n/a	\$19.99*	Adult Programming	*\$19.99 total cost for Adult and Teen sessions
9/15/2021	Family Pajama Storytime	Children	0	n/a	\$0.00		
9/16/2021	Teen Advisory Board	Teens	0	n/a	\$0.00		
9/17/2021	Storytime: Together Time	Children	13	n/a	\$0.00		
9/18/2021	Graphic Novel Club	Children	4	n/a	\$0.00		
9/20/2021	Don't Pay the College Sticker Price	Adults	6	14	\$0.00		
9/21/2021	Afternoon Book Club	Adults	8	n/a	\$0.00		
9/21/2021	Storytime: All By Myself	Children	6	n/a	\$0.00		
9/24/2021	Storytime: Together Time	Children	8	n/a	\$0.00		
9/25/2021	Lake Bluff 125 Birthday Bash	All Ages	2000	n/a	\$0.00		
9/27/2021	Needle Felting Pumpkin Cats	All Ages	22	n/a	\$368.00	Adult Programming + Juvenile Programming	
9/28/2021	Voter Registration Day	Adults	0	n/a	\$0.00		
9/28/2021	Storytime: All By Myself	Children	3	n/a	\$0.00		
9/30/2021	Preparing for Health Care Costs in Retirement	Adults	7	6	\$0.00		
10/1/2021	October Take-Home Craft: Paper Roll Pumpkins	Adults	12	n/a	\$0.00		
10/1/2021	Storytime: Together Time	Children	8	n/a	\$0.00		
10/1/2021	Grab and Go Crafts	Children	198	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
10/1/2021	October Hide & Search	Children	46	n/a	\$0.00		
10/5/2021	Organizing Room by Room with ADHD	Adults	10	31	\$200.00	Adult Programming	
10/5/2021	Storytime: All By Myself	Children	5	n/a	\$0.00		
10/7/2021	Tween & Teen Crafts	Children, Teens	0	n/a	\$6.78	Teen Programming	
10/8/2021	Storytime: Together Time	Children	6	n/a	\$0.00		
10/12/2021	Afternoon Book Club	Adults	8	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
10/12/2021	The Late-Blooming Novelist: Navigating the World of Publication	Adults	15	n/a	\$0.00		
10/12/2021	Storytime: All By Myself	Children	3	n/a	\$0.00		
10/13/2021	Adult Crafternoon	Adults	6	n/a	\$0.00		
10/13/2021	The Color of Law & Reversing Segregation with Richard Rothstein	Adults	839	n/a	\$71.42	Adult Programming	Multi-library partnership
10/13/2021	Family Pajama Storytime	Children	10	n/a	\$0.00		
10/14/2021	Knitwits	Adults	4	n/a	\$0.00		
10/14/2021	Teen Advisory Board	Teens	0	n/a	\$0.00		
10/15/2021	Storytime: Together Time	Children	Cancelled	n/a	Cancelled		
10/16/2021	Battle Robots Workshop	Children	6	n/a	\$175.00	Juvenile Programming	
10/18/2021	Trivia Night @ Lake Bluff Brewing Company	Adults	17	n/a	\$25.00	Outreach	
10/22/2021	Outdoor Movie Night at Blair Park	All Ages	66	n/a	\$435.00	Outreach	
10/22/2021	Trunk or Treat at Lake Bluff Park District	Children	550	n/a	\$173.62	Outreach	
10/23/2021	Pumpkin Fest at Lake Bluff Middle School	All Ages	240	n/a	\$182.98	Outreach	
10/26/2021	Halloween Open House	Children	50	n/a	\$25.25	Juvenile Programming	
10/28/2021	Cannoli with Bill the Baker	Adults	Cancelled	n/a	\$14.33	Adult Programming	
11/1/2021	November Take-Home Craft: Mini Accordion Book	Adults	5	n/a	\$28.50*	Teen Programming	*\$28.50 total cost for Adult and Teen sessions
11/1/2021	Grab and Go Crafts	Children	187	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
11/1/2021	Stick Together Mosaic	Children	135	n/a	\$44.35	Juvenile Programming	
11/4/2021	Tween & Teen Crafts	Children, Teens	0	n/a	\$28.50*	Teen Programming	*\$28.50 total cost for Adult and Teen sessions
11/8/2021	Trivia Night @ Lake Bluff Brewing Company	Adults	32	n/a	\$25.00	Outreach	

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
11/9/2021	Afternoon Book Club	Adults	10	n/a	\$0.00		
11/9/2021	The Life, Laughter, and Legacy of Robin Williams	Adults	23	n/a	\$250.00	Adult Programming	
11/10/2021	Adult Crafternoon	Adults	5	n/a	\$28.50*	Teen Programming	*\$28.50 total cost for Adult and Teen sessions
11/11/2021	Knitwits	Adults	3	n/a	\$0.00		
11/15/2021	Girls of the 50s	Adults	17	n/a	\$125.00	Adult Programming	
11/17/2021	Reading for Equity and Diversity (READ) Book Club	Adults, Teens	0	n/a	\$0.00		
11/17/2021	Family Pajama Storytime	Children	5	n/a	\$0.00		
11/18/2021	Teen Advisory Board	Teens	0	n/a	\$0.00		
11/30/2021	Through the Eyes of Hubble	Adults, Teens	11	19	\$190.00	Adult Programming	
12/1/2021	Adult Grab & Go	Adults	20	n/a	\$0.00		
12/1/2021	WRC	All Ages	357	n/a	\$400.13	\$159.00 Adult Programming, \$99.12 Teen Programming, \$142.01 Juvenile Programming	
12/1/2021	Grab and Go Crafts	Children	287	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
12/1/2021	Find & Seek Bjorn Bear	Children	54	n/a	\$21.10	Juvenile Programming	
12/2/2021	Holiday Movies & Music	Adults	7	n/a	\$150.00	Adult Programming	
12/4/2021	StoryWalk on Instagram Live	All Ages	10	n/a	\$0.00		
12/4/2021	It's a Wonderful Life-Holiday Open House	Children	20	n/a	\$84.04	Juvenile Programming	
12/4/2021	Holiday Mitten Craft	Children	300	n/a	\$148.59	Outreach	
12/7/2021	Cannabis Access in Illinois	Adults	9	8	\$150.00	Adult Programming	
12/8/2021	Adult Crafternoon	Adults	9	n/a	\$26.14*	Teen Programming	*\$26.14 totalcost for Adult and Teen sessions
12/9/2021	Knitwits	Adults	3	n/a	\$0.00		
12/9/2021	Tween & Teen Crafts	Teens	0	n/a	\$26.14*	Teen Programming	*\$26.14 totalcost for Adult and Teen sessions
12/13/2021	LBMS Crafts	Teens	30	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
12/14/2021	Afternoon Book Club	Adults	6	n/a	\$0.00		
12/15/2021	Finger Knitting	All Ages	22	n/a	\$35.16	Adult Programming	
12/15/2021	Family Pajama Storytime	Children	5	n/a	\$0.00		
12/16/2021	Kids' Knitting Club	Children	4	n/a	\$0.00		
12/16/2021	Teen Advisory Board	Teens		n/a	\$0.00		
1/1/2022	Adult Grab & Go	Adults	7	n/a	\$0.00		
1/1/2022	Grab and Go Crafts	Children	167	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
1/1/2022	Look & Find	Children	20	n/a	\$0.00		
1/1/2022	DIY Storytimes	Children	15	n/a	\$0.00		
1/6/2022	CANCELLED Tween & Teen Crafts	Teens	Cancelled	n/a	Cancelled		
1/10/2022	CANCELLED - Trivia Night @ Lake Bluff Brewing Company	Adults	Cancelled	n/a	Cancelled		
1/11/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
1/11/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
1/12/2022	DROP IN Adult Crafternoon	Adults	4	n/a	\$0.00		
1/13/2022	VIRTUAL Knitwits	Adults	3	n/a	\$0.00		
1/13/2022	CANCELLED Storytime: Together Time	Children	Cancelled	n/a	Cancelled		
1/15/2022	VIRTUAL Chess Club: Session 1	Children	5	n/a	\$150*	Juvenile Programming	*\$150 for both sessions
1/15/2022	VIRTUAL Chess Club: Session 2	Children	6	n/a	\$150*	Juvenile Programming	*\$150 for both sessions
1/18/2022	ONLINE Afternoon Book Club	Adults	9	n/a	\$0.00		
1/18/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
1/18/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
1/19/2022	CANCELLED Family Pajama Storytime	Children	Cancelled	n/a	Cancelled		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
1/20/2022	CANCELLED Storytime: Together Time	Children	Cancelled	n/a	Cancelled		
1/20/2022	VIRTUAL Kids' Knitting Club	Children	4	n/a	\$0.00		
1/20/2022	CANCELLED Teen Advisory Board	Teens	Cancelled	n/a	Cancelled		
1/25/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
1/25/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
1/26/2022	CANCELLED Tea Bag Art Cards	Adults	Cancelled	n/a	Cancelled		
1/26/2022	An Evening With Silvia Moreno-Garcia	Adults	642	n/a	\$200*	Adult Programming	Multi-library partnership - *\$200 for all ILP events
1/27/2022	ONLINE Awesome Australia	Adults	10	n/a	\$300.00		
1/27/2022	CANCELLED Storytime: Together Time	Children	Cancelled	n/a	Cancelled		
1/29/2022	CANCELLED Battle Robots Workshop	Children	Cancelled	n/a	Cancelled		
2/1/2022	Adult Grab & Go 1	Adults	17	n/a	\$0.00		
2/1/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
2/1/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
2/1/2022	Grab and Go Crafts	Children	198	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
2/1/2022	Silhouettes Passive Program	Children	26	n/a	\$5.99	Juvenile Programming	
2/3/2022	CANCELLED Storytime: Together Time	Children	Cancelled	n/a	Cancelled		
2/3/2022	DROP IN Tween & Teen Crafts	Teens	0	n/a	\$29.65*	Teen Programming	*\$29.65 total cost for Adult and Teen sessions
2/4/2022	Stuffed Animal Sleepover Party Drop Off	Children	10	n/a	\$0.00	Juvenile Programming	
2/5/2022	Craft Swap Event	Adults	25	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
2/5/2022	Stuffed Animal Sleepover Party Pick up	Children	10	n/a	\$0.00	Juvenile Programming	
2/7/2022	CANCELLED Trivia Night @ Lake Bluff Brewing Company	Adults	Cancelled	n/a	Cancelled		
2/8/2022	ONLINE An Unfinished Journey: African American Music in Its Pivotal Decades	Adults	7	5	\$295.00	Friends Donation	
2/8/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
2/8/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
2/8/2022	LFHS Book Club: Circe	Teens	5	n/a	\$0.00		
2/9/2022	Take Home Adult Crafternoon	Adults	17	n/a	\$29.65*	Teen Programming	*\$29.65 total cost for Adult and Teen sessions
2/10/2022	VIRTUAL Knitwits	Adults	5	n/a	\$0.00		
2/10/2022	CANCELLED Storytime: Together Time	Children	Cancelled	n/a	Cancelled		
2/14/2022	LBMS Crafts	Teens	70	n/a	\$0.00		
2/15/2022	ONLINE Afternoon Book Club	Adults	7	n/a	\$0.00		
2/15/2022	ONLINE Pregnancy & Nutrition: How Food Can Play a Role in Your Journey	Adults	3	8	\$0.00		
2/15/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
2/15/2022	CANCELLED Storytime: All by Myself	Children	Cancelled	n/a	Cancelled		
2/16/2022	An Evening with Jasmine Guillory	Adults	628	n/a	\$200*	Adult Programming	Multi-library partnership - *\$200 for all ILP events
2/16/2022	CANCELLED Family Pajama Storytime	Children	Cancelled	n/a	Cancelled		
2/17/2022	CANCELLED Storytime: Together Time	Children	Cancelled	n/a	Cancelled		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
2/17/2022	VIRTUAL Kids' Knitting Club	Children	0	n/a	\$0.00		
2/17/2022	VIRTUAL Teen Advisory Board	Teens	0	n/a	\$0.00		
2/21/2022	Drop-In Mug Decorating	All Ages	22	n/a	\$102.39	Adult Programming	
2/23/2022	ONLINE Reading for Equity and Diversity (READ) Book Club	Adults, Teens	9	n/a	\$0.00		
2/24/2022	ONLINE Staying Positive Today	Adults	6	6	\$200.00	Adult Programming	
3/1/2022	Adult Grab & Go 1	Adults	17	n/a	\$5.99	Adult Programming	
3/1/2022	Adult Grab & Go 2	Adults	15	n/a	\$0.00		
3/1/2022	Seed Library Opens	All Ages	609	n/a	\$265.84	Davey Tree Expert Company Donation	
3/1/2022	Grab and Go Crafts	Children	337	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
3/3/2022	An Evening with Madeline Miller	Adults	945	n/a	\$250.00	Adult Programming	Multi-library partnership
3/3/2022	Tween & Teen Crafts	Teens	7	n/a	\$92.84*	Adult Programming	*\$92.84 total cost for Adult and Teen sessions
3/5/2022	Seed Swap	All Ages	79	n/a	\$0.00		
3/5/2022	Mystery Reader Storytime	Children	16	n/a	\$0.00		
3/5/2022	Chess Club	Children	7	n/a	\$150.00	Juvenile Programming	
3/8/2022	Sustainable Fashion	Adults	27	37	\$250.00	Adult Programming	
3/9/2022	Adult Crafternoon	Adults	7	n/a	\$92.84*	Adult Programming	*\$92.84 total cost for Adult and Teen sessions
3/9/2022	LBPD Preschool Visit 1	Children	11	n/a	\$0.00		
3/9/2022	LBPD Preschool Visit 2	Children	21	n/a	\$0.00		
3/10/2022	Knitwits	Adults	3	n/a	\$0.00		
3/10/2022	LBPD Preschool Visit 3	Children	12	n/a	\$0.00		
3/10/2022	LBPD Preschool Visit 4	Children	29	n/a	\$0.00		
3/11/2022	Virtual Chair Yoga	Adults	8	n/a	\$300*	Adult Programming	*\$300 for full series
3/14/2022	Trivia Night @ Lake Bluff Brewing Company	Adults	31	n/a	\$25.00	Outreach	
3/15/2022	Afternoon Book Club	Adults	12	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
3/15/2022	Storytime: All By Myself	Children	4	n/a	\$0.00		
3/17/2022	The Irish in Chicago	Adults	14	n/a	\$200.00	Adult Programming	
3/17/2022	Storytime: Together Time	Children	10	n/a	\$0.00		
3/17/2022	Kids' Knitting Club	Children	6	n/a	\$0.00		
3/17/2022	Teen Advisory Board	Teens	0	n/a	\$0.00		
3/18/2022	Virtual Chair Yoga	Adults	9	n/a	\$300*	Adult Programming	*\$300 for full series
3/22/2022	Hell Hath No Fury	Adults	10	10	\$295.00	Friends Donation	
3/22/2022	Storytime: All By Myself	Children	5	n/a	\$0.00		
3/23/2022	Sashiko Mending	Adults	7	n/a	\$26.85	Adult Programming	
3/24/2022	Storytime: Together Time	Children	13	n/a	\$0.00		
3/25/2022	Virtual Chair Yoga	Adults	7	n/a	\$300*	Adult Programming	*\$300 for full series
3/29/2022	Storytime: All By Myself	Children	7	n/a	\$0.00		
3/30/2022	An Evening with Jenny Lawson	Adults	1565	n/a	\$200*	Adult Programming	Multi-library partnership - *\$200 for all ILP events
3/31/2022	Storytime: Together Time	Children	17	n/a	\$0.00		
4/1/2022	Virtual Chair Yoga	Adults	9	n/a	\$300*	Adult Programming	*\$300 for full series
4/1/2022	Adult Grab & Go 1	Adults	9	n/a	\$0.00		
4/1/2022	Adult Grab & Go 2	Adults	30	n/a	\$0.00		
4/1/2022	Seed Library Continues	All Ages	284	n/a	\$137.70	Outreach	
4/1/2022	Grab and Go Crafts	Children	539	n/a	\$45.90	Juvenile Programming	\$550.84 total spent on crafts 21-22 fiscal year
4/2/2022	Mystery Reader Storytime	Children	50	n/a	\$0.00		
4/2/2022	Chess Club	Children	9	n/a	\$150.00	Juvenile Programming	
4/4/2022	Read Between the Ravines: Unraveled	Adults	124	2	\$1,639.73	Per Capita Grant + Outreach	Partnership with Lake Forest Library
4/4/2022	LBMS Crafts	Teens	27	n/a	\$0.00		
4/5/2022	1918 Spanish Flu Pandemic, World War I, and Wilson	Adults	17	n/a	\$300.00	Adult Programming	
4/5/2022	Storytime: All By Myself	Children	12	n/a	\$0.00		
4/6/2022	Folktales: Get Ready for Fun!	All Ages	6	n/a	\$275.00	Adult Programming + Teen Programming	
4/7/2022	Storytime: Together Time	Children	20	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
4/7/2022	Tween & Teen Crafts	Teens	5	n/a	\$34.88*	Adult Programming	*\$34.88 total cost for Adult and Teen sessions
4/9/2022	Battle Robots Workshop	Children	11	n/a	\$0.00		
4/11/2022	Trivia Night @ Lake Bluff Brewing Company	Adults	40	n/a	\$25.00	Outreach	
4/12/2022	Storytime: All By Myself	Children	9	n/a	\$0.00		
4/13/2022	Adult Crafternoon	Adults	4	n/a	\$34.88*	Adult Programming	*\$34.88 total cost for Adult and Teen sessions
4/13/2022	LBPD Preschool Visit 1	Children	12	n/a	\$0.00		
4/13/2022	LBPD Preschool Visit 2	Children	20	n/a	\$0.00		
4/14/2022	Knitwits	Adults	0	n/a	\$0.00		
4/14/2022	Storytime: Together Time	Children	22	n/a	\$0.00		
4/14/2022	LBPD Preschool Visit 3	Children	14	n/a	\$0.00		
4/14/2022	LBPD Preschool Visit 4	Children	26	n/a	\$0.00		
4/14/2022	LBPD Preschool Visit 5	Children	33	n/a	\$0.00		
4/16/2022	Mystery Reader Storytime	Children	21	n/a	\$0.00		
4/16/2022	1000 Books Before Kindergarten	Children	6	n/a	\$733.91	Juvenile Programming	
4/19/2022	Afternoon Book Club	Adults	7	n/a	\$0.00		
4/19/2022	Storytime: All By Myself	Children	11	n/a	\$0.00		
4/21/2022	Dig, Sow, and Grow	Adults	4	n/a	\$200.00	Adult Programming	
4/21/2022	Storytime: Together Time	Children	40	n/a	\$0.00		
4/21/2022	Kids' Knitting Club	Children	12	n/a	\$0.00		
4/21/2022	Teen Advisory Board	Teens	0	n/a	\$0.00		
4/27/2022	Tea Bag Art Cards	Adults	10	n/a	\$175.00	Adult Programming	
4/27/2022	Illinois Libraries Present: Nick Offerman & Jeff Tweedy	Adults	5955	n/a	\$200*	Adult Programming	Multi-library partnership - *\$200 for all ILP events
10/25/2021 - 10/31/2021	Trick or Treat at the Library	All Ages	300	n/a	\$119.15	Outreach	
11/15/2021 - 12/10/2021	Fill a Heart 4 Kids	Adults	43	n/a	\$0.00		

2021-2022 Programming Board Report

Date	Program Title	Audience	Attendance	Recording Views	Cost	Budget Line	Notes
12/4/2021 - 12/31/2021	Storywalk	All Ages	154	n/a	\$334.94	Friends Donation	
2/1/2022 - 2/3/2022	Craft Swap Drop Off	Adults		n/a	\$0.00		
3/1/2022 - 4/15/2022	Phyllis Fox Memorial Writing & Bookmark Design Contest	Children	67	n/a	\$539.25	Juvenile Programming	
6/5/2021 - 7/4/2021	Storywalk	All Ages	55	n/a	\$745.89	Juvenile Programming + Outreach	
		TOTAL	32422	342			



July 1, 2022

AGREEMENT FOR CAPITAL RESERVES PLAN LAKE BLUFF PUBLIC LIBRARY

between

Board of Library Trustees of the Lake Bluff Public
Library of Lake County, Illinois
123 E Scranton Av
Lake Bluff, IL 60044
Attention: Eric Bailey, Director

and

Engberg Anderson, Inc.

8618 West Catalpa Avenue, Suite 1116
Chicago, IL 60656

Engberg Anderson Project No. 203173

Dear Eric,

Engberg Anderson is pleased to submit this proposal for facilities assessment services. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Lake Bluff Public Library has identified a need to assess the current conditions within the existing facility, assess the likely life expectancy of key building components and identify probable replacement costs for the various HVAC, electrical and plumbing components of the facility. The goals of this study are to:

- Better understand the condition of the building,
- Prioritize needed repairs or replacements,
- Coordinate capital maintenance projects with service based improvements to the building and
- Identify appropriate funding levels to replace those building systems or components using designated reserve funds.

SCHEDULE

We propose to provide the normal scope of services within 60 days of receipt of authorization to proceed.

OWNER SUPPLIED INFORMATION.

We have prepared a separate "Request for Owner Supplied Information", appended to this document.

METHODOLOGY

The methodology we propose for this project is simple and direct. We will focus on developing a life-expectancy and cost schedule.

Using this approach, we will complete the following tasks:

- In preparation for the systems evaluations we will review available documentation including construction or record drawings and specifications as provided by the Library. We will scan the existing documents for distribution to and use by our team. We will return the original drawings and project manual and provide a copy of the scanned images for the Library's use.
- Next, we will convene a group of engineers for a one-day walk-through of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.
- The results of these conversations and the walk through will become the basis for development of specific life-expectancy and replacement cost schedules. These schedules will be informed by established industry standards, consultation with system or component vendors/suppliers, and our individual experience.
- General notes relating to abnormal wear or deterioration in the condition of the components will be noted on the schedules.
- Any discernable violations of plumbing, mechanical or electrical codes will be identified to the Library. This does not take the place of specific code reviews or accessibility reviews. An example might be thermo-graphic studies of electrical panels, and the like. These will come in the form of recommendations rather than requirements unless there is a life-safety issue at hand.
- Building systems that appear to warrant more intensive investigation or inspection will be identified to the Library.
- The replacement schedules will be submitted to the Library in draft form for review and comment.
- A final version will include modifications as the Library deems appropriate. The final product will be an Excel workbook that will allow the Library to maintain a current record that incorporates changes to the building over time.
- A companion narrative will summarize the findings.

Should the Library require a more detailed analysis, testing of various building systems, energy consumption audits or more detailed reporting on the basic condition of the facility, we will adjust the scope of this project to meet your needs.

Exclusions

- Architectural and structural components of the building (roof, exterior walls, interior finishes, elevator, etc.)
- Site elements (paving, landscape, drainage, and other site improvements)
- Furnishings
- Information technology systems

DELIVERABLES

Within this approach we will provide the following products

- Summary Report (pdf)
- Evaluation/replacement cost workbook (excel)

FEES & EXPENSES

FEES

Based on this understanding, we propose to complete the outlined services for an hourly, not to exceed fee of \$5,500.00. This will include our efforts as well as the mechanical and electrical engineers.

Task	Fee
Summary Report	\$1,500
Mechanical, Electrical, Fire Protection Workbook	\$4,000
TOTAL	\$5,500

REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client. Detailed records of reimbursable expenses shall be included in monthly invoices.

Overhead expenses associated with project engineering can be saved through direct payment of consultant invoices by the Library. If the Library elects direct payment to consultants, Engberg Anderson will still coordinate the work of the consultants and maintain overall project liability; provide review of consultant invoices; advise the Library as to the status of the work at the time each consultant invoice is received; and recommend amount of payments to each consultant at the time of invoice.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the ***Insurance Coverages Exhibit***.

Incidental expenses will be invoiced in accordance with the attached ***Reimbursable Expenses Exhibit***. Incidental Expenses shall be invoiced at 1.1 times our cost.

PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq.*)

Time & Materials Rate Schedule

Invoices will be based on time charged to the project during the invoice period. The time will be charged based on the attached ***Current Rate Schedule*** up to the limits specified for each service.

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days' written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ATTACHMENTS

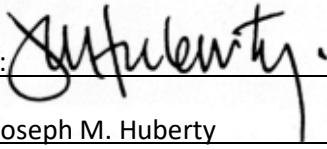
Current Rate Schedule; Reimbursable Expenses; Insurance Coverages

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For
Engberg Anderson, Inc.

For
**Board of Library Trustees of the
Lake Bluff Public Library of
Lake County, Illinois**

Signature: 
Name: Joseph M. Huberty

Signature: _____
Name: _____

Title: Partner

Title: _____

Date: July 1, 2022

Date: _____

Copied Central File
EA File Name: U:\PROJECTS\2020 3139\203173 Lake Bluff CRS\1-Project Administration\1-Contracts & Fees\1-Client\Agreements\CRS Agreement Revised.Docx

EXHIBITS

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Partner	\$170	Project Production	\$95
Principal	\$125	Senior Interior Designer	\$125
Project Team Leader	\$115	Interior Designer	\$95
Project Architect	\$110	Administrative/Graphics	\$75
Project Designer	\$105		

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
 - Mileage is calculated using the prevailing IRS reimbursement rates.
 - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:

INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, \$1,000,000.
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate

REQUEST FOR OWNER SUPPLIED INFORMATION

In preparation for our visit we are in need of certain information. We would prefer a “send us what you have” approach rather than an exhaustive search for every item identified below. At some point in the process, we will know if searches for more detailed information will have value.

Please send the identified information in electronic format if available or as a hard copy. If you are providing hard copy documents we will, upon receipt, scan and return the documents along with a digital copy of the scans for your use. We could use the following:

1. Drawings of the existing building:
 - Original building drawings are useful in establishing a timeline and pattern of use of particular assemblies or equipment. If the building was constructed in multiple phases please include the applicable drawings from each phase.
 - Plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical.
 - Site plan.
 - Architectural floor plans, roof plan, exterior elevations and building sections.
2. Repair or evaluation reports:
 - Environmental assessments.
 - Abatement reports.
 - Roofing evaluations or repair reports.
 - Condition Reports, as may be available, for plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical systems noting any recent or anticipated repairs or replacements.
 - Any recent air test and balance reports.
 - Any recent boiler certifications or combustion test reports.
 - Elevator repairs or condition reports.
3. Building system contact information,
 - The name and telephone number of the preferred mechanical and plumbing service contractor.
 - The name and telephone number of the preferred temperature control service contractor, if different.
4. Operations and Maintenance (O & M) manuals should be collected and available for viewing on the day of the site visit. It is not necessary at this time to provide the manuals to the engineering team.
5. Other condition studies or reports you think might be relevant to assessing the condition of the facility.

PAST PERFORMANCE

Relevant ILLINOIS projects completed within the past 10 years

POPLAR CREEK PUBLIC LIBRARY DISTRICT

Location: Streamwood, Illinois
 Size: 98,000 sf on 3 levels, built in 2 phases, 3 mechanical systems
 Services: 2016 Capital Repairs Assessment
 Product: Report, Cost Narrative
 Follow-Up Projects: Roof Repairs; Air Handling Unit Replacement

PALATINE PUBLIC LIBRARY DISTRICT

Location: Palatine, Illinois
 Size: 100,000 sf of library on 2 levels + 100,000 sf of parking structure on two levels, built in 1 phase, 1 mechanical system
 Services: 2016 Capital Repairs Assessment
 Product: Report, Cost Narrative
 Follow-Up Projects: Interior Renovations – Fire Protection System Replacement, Boiler Replacement

ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

Location: Round Lake, Illinois
 Size: 29,000 sf on 2 levels, built in 1 phase with 1 major renovation, 1 mechanical system
 Services: 2016 Capital Repairs Assessment as part of Strategic Facility Master Plan
 Product: Report, Cost Narrative

ELA AREA PUBLIC LIBRARY DISTRICT

Location: Lake Zurich, Illinois
 Size: 70,000 sf on 2 levels, built in 1 phase, 1 mechanical system
 Services: 2016 Capital Repairs Assessment
 Product: Report, Cost Narrative

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

Location: North Riverside, Illinois
 Size: 22,500 sf of library on 2 levels, 1 mechanical system
 Services: 2015 Capital Repairs Assessment
 Product: Report, Cost Narrative

FREMONT PUBLIC LIBRARY DISTRICT

Location: Mundelein, Illinois
 Size: 70,000 sf on 3 levels, built in 1 phase, 1 mechanical system
 Services: 2013 Capital Repairs Assessment
 Product: Report, Cost Narrative

CARY AREA PUBLIC LIBRARY DISTRICT

Location: Cary, Illinois
 Size: 24,000 sf on 1 level, built in 1 phase, 1 mechanical system
 Services: 2015 Capital Repairs Assessment as part of a Strategic Facility Master Plan
 Product: Report, Cost Narrative
 Follow-Up Projects: Interior Renovations.

NIPPERSINK PUBLIC LIBRARY DISTRICT

Location: Richmond, Illinois
 Size: 24,000 sf on 2 levels, built in 2 phases, 1 fragmented mechanical system
 Services: 2014 Capital repairs Study
 Follow-Up Projects: Exterior Recladding, Parking Lot Resurfacing.

PALOS HEIGHTS PUBLIC LIBRARY

Location: Palos Heights, Illinois
 Size: 30,000 sf on 2 levels, built in 1 phase, 1 mechanical system
 Services: 2011 Capital Reserves Schedule for a 10-year-old project that we designed.
 Product: Workbook, report
 Follow-Up Projects: Interior Renovations.

PARK RIDGE PUBLIC LIBRARY

Location: Park Ridge, Illinois
 Size: 36,000 sf on 3 levels, built in 2 phases, 3 mechanical systems
 Services: 2011 Capital Reserves Schedule
 Product: Workbook, report
 Follow-Up Projects: Roof Replacement (by others).

REDDICK PUBLIC LIBRARY

Location: Ottawa, Illinois
 Size: 17,000 sf on 1 level, built in 1 phase, 13 mechanical system
 Services: 2011 Capital Repairs Assessment as part of Expansion Renovation Study
 Product: Report, Cost Narrative
 Follow-Up Projects: Mechanical System Replacements, Floor Repairs, Interior Renovations.

RIVER FOREST PUBLIC LIBRARY

Location: River Forest, Illinois
 Size: 15,000 sf on 2 levels, built in 2 phases, 3 mechanical systems
 Services: 2011 Capital Repairs Assessment
 Product: Workbook, report
 Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Masonry Restoration, Window Restoration.

CRYSTAL LAKE PUBLIC LIBRARY

Location: Crystal Lake, Illinois
 Size: 40,000 sf on 2 levels, built in 4 phases, 4 mechanical systems
 Services: 2016 Replacement Building Study,
 2010 Capital Replacement Cost Study as follow up to 2008 Expansion Study, 2004 Master Plan and 1994 Expansion/Renovation Projects.
 Product: Workbook
 Follow-Up Projects: None related to Capital Reserves Study.

HIGHLAND PARK PUBLIC LIBRARY

Location: Highland Park, Illinois
 Size: 48,000 sf on 3 levels, built in 3 phases, multiple renovations, 2 mechanical systems
 Services: 2008 Capital Repair Study
 2011 Update
 Product: Workbook, report
 Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Masonry Restoration, Steel Repairs, Interior Renovations.

GLEN ELLYN PUBLIC LIBRARY

Location: Glen Ellyn, Illinois
 Size: 30,000 sf on 2 levels, built in 2 phases, 1 mechanical systems
 Services: 2009 Capital Reserves Schedule - Interiors
 Product: Workbook

BARRINGTON AREA LIBRARY DISTRICT

Location: Barrington, Illinois
 Size: 50,000 sf on 2 levels, built in 2 phases, 3 mechanical systems
 Services: 2007 Capital Repair Study
 2013 Update
 Product: Workbook, report
 Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Renovation.

ELA AREA DISTRICT LIBRARY

Location: Lake Zurich, Illinois
 Size: 35,000 sf on 2 levels, built in 1 phase, 1 mechanical systems
 Services: 2007 Replacement Schedule
 Product: Worksheet
 Follow-Up Projects: None related to Capital Reserves Study.





Computer View, Inc.
 2777 Finley Road
 Suite 13
 Downers Grove, Illinois 60515
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)

Date
 Jun 28, 2022 02:39 PM CDT

Modified Date
 Jun 28, 2022 02:44 PM CDT

Quote #
 202462 - rev 1 of 1

Description
 Firewall w/ 5 Yr Services

SalesRep
 Poluchowicz, Roxy
 (P) 847-290-9286 ext. 114
 (F) 847-290-9602

Customer Contact
 Bailey, Eric
 (P) 847-234-2540
 (F) 847-234-2649
ebailey@lakeblufflibrary.org

Customer

Lake Bluff Public Library (LBL0001)
 Bailey, Eric
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649

Bill To

Lake Bluff Public Library
 Bailey, Eric
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649
ebailey@lakeblufflibrary.org

Ship To

Lake Bluff Public Library
 Bailey, Eric
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649
ebailey@lakeblufflibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price
Firewall w/ 5 Yr Services				
1	Fortinet FortiGate 101F Security appliance - with 5 years FortiCare 24X7 Support + 5 years FortiGuard Enterprise Protection - 10 GigE - 1U	FG-101F-BDL-811-60	1	\$12,830.00
2	Installation / Configuration	INST	1	\$2,460.00

N.B.: This project requires a 50% deposit.

Subtotal: \$15,290.00
Shipping: \$0.00
Total: \$15,290.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Current Policy

USE-3: Unattended Children

The Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver and not with Library staff members. Public libraries, by their nature, are not necessarily safe for unattended children.

Children under eight years of age shall not be left unattended in the Library under any circumstances. They must be accompanied by a parent/guardian or caregiver. A caregiver must be at least twelve years of age. Parents/guardians, if delegating their responsibilities to a caregiver, must ensure the caregiver is a responsible person of suitable age.

A parent/guardian or caregiver must remain with the child during the entire time period in the Library, and must directly supervise the child.

Library staff members may contact the Lake Bluff Police or other authorities, such as the Illinois Department of Children and Family Services (DCFS), in the event a child seven years of age or under is left unattended in the Library, or the parent/guardian or caregiver fails to directly supervise the child; for example, by leaving the child alone in the Children's Room.

In the case of children over age seven, parents may be notified, at the determination of the Library Director or a senior staff member, if an unaccompanied minor's behavior in the Library is a problem.

Children are subject to the same rules of conduct as other patrons and are subject to the same consequences, including being asked to leave the Library.

At Library closing time, or in the event of an early closing due to inclement weather, etc., if unattended children are still in the building, the local Police Department will be called to take custody of the children. Two staff members must stay with the child until he/she is in the custody of an appropriate caretaker.

Proposed Revised Policy

Safe Child Policy

While visiting the Library, children under the age of 8 must be accompanied by a parent or guardian who is at least 14 years old. Parents/guardians are responsible for children in their care and are expected to provide appropriate supervision.

If a child under the age of 8 is attending a program, the parent/guardian must remain in the building while the child is in the program and collect them at the end of the program.

Children over the age of 8 can be in the library independently but are expected to follow the Library User Conduct Policy. If they are not behaving appropriately, they may be asked to leave and their parent/guardian will be contacted.

The library reserves the right to contact the Lake Bluff Police Department if a child under the age of 14 has not been picked up within 15 minutes of library closing.

Respectfully submitted,

Eric Scott Bailey

Director's Report – July 2022

Programs

- Adults

- Head of Circulation and Reference Katie Horner reports that we had 51 sign ups in June for the Adult Summer Reading Club, more than we often have all summer.
- The Virtual Chair Yoga program on June 22 had 7 registrations.
- We had 9 registrations for our June 23 program on Rachel Carson with presenter Leslie Goddard.
- We had 18 registrations for our June 28 LGBTQIA+ Allyship program with presenter Megan Sayre.
- We had 20 registrations for our July 6 program Traditional Chinese Tea Demonstration with presenter Yvonne Wolf.
- We had 24 registrations for our July 12 program There's Always Time for Tea and Scones with presenter Sarah Berto.

- Family

- There were 15 registrations for our Art for All Ages program.

- Teen

- We had 10 registrations for our July 7 program Teen and Tween crafts.

- Youth

- Head of Youth Services Eliza Jarvi reports that Summer Reading Club is going well, with excellent turnout.
- Staff member Mary Webber's Summer Science Program had 18 attendees last week, with preschoolers enjoying some colorful science experiments.
- Storytime on the Green continues to be popular, with over 60 attendees every week, though rain seems to threaten frequently. Grab and Go crafts are being taken almost as quickly as they can be made, 201 taken in June.

Director's Departure

The July 19, 2022 meeting of the Lake Bluff Library Board of Trustees will be my last. My final day on the job is Friday, July 29. I will deeply miss Lake Bluff Public Library, its excellent staff and Board, but I am certain that the future holds only new heights. I am headed to Wisconsin, not leaping off the edge of the Earth, so please reach out to me with any questions that may arise. I am working hard to ensure as smooth a transition as possible.

Hotspots for Checkout

Staff member Jill Chapman researched hotspot options and obtained funding from the Friends of the Library. Head of Circulation and Reference Katie Horner reports that she is working with cataloger Lara Leaf to get the hotspots cataloged and ready for circulation. There will be a total of 5 hotspots for patrons to check out, along with another hotspot that we will use exclusively for outreach and programming. Such hotspots are an important part of bridging the 'Digital Divide.'

Youth Services Outreach

Head of Youth Services Eliza Jarvi reports that youth services has been providing books for the Park District Summer Camp on their weekly topics, and staff member Mary Webber has been going over every other week to do a Storytime for them.

Summer StoryWalk Wraps Up

Head of Youth Services Eliza Jarvi reports that summer StoryWalk is complete. We had 57 people who entered the raffle for a free copy of the book. Fall StoryWalk will be 'Noise' by Kathleen Raymundo, to be set up at the Lake Bluff Middle School. It is a graphic novel that was self-published. We were able to get permission from the author to enlarge the pages to make it easier to read in StoryWalk form.

Book Buddies Program

Staff member Regina Ruocco created a Book Buddies program, pairing early elementary emerging readers with teen readers to help encourage and improve their reading. It also gives teens a volunteer opportunity here at the library. We have 4 volunteers who are in weekly and hope to continue offering volunteer opportunities for teens in the next quarters.

Career and Technology Training

Head of Circulation and Reference Katie Horner reports that we are getting more patron requests for resources related to career and technology training. Staff member Anna Fifhouse is investigating some new digital resources through our EBSCO subscription, although these wouldn't be available until our contract renews next spring. She is also looking at possibly restarting our subscription with LinkedIn Learning (formerly Lynda.com).

Parade Award

Staff and volunteers marched in the 4th of July Parade in Lake Bluff, for which we were awarded 2nd Place in our category.

CDC Mitigation

Per the Centers for Disease Control, Lake County has had High community transmission of COVID-19 for most of the last month. Following recommendations from the CDC, the masks have come back out. They are required for staff and strongly recommended for patrons.

Deep Clean

Our annual deep clean took place on July 3, and always leaves the Library in good shape for the colder seasons ahead.

Summer Staff Help

Sophia Zar has joined the Library's staff to provide extra assistance over the summer.

June Statistics

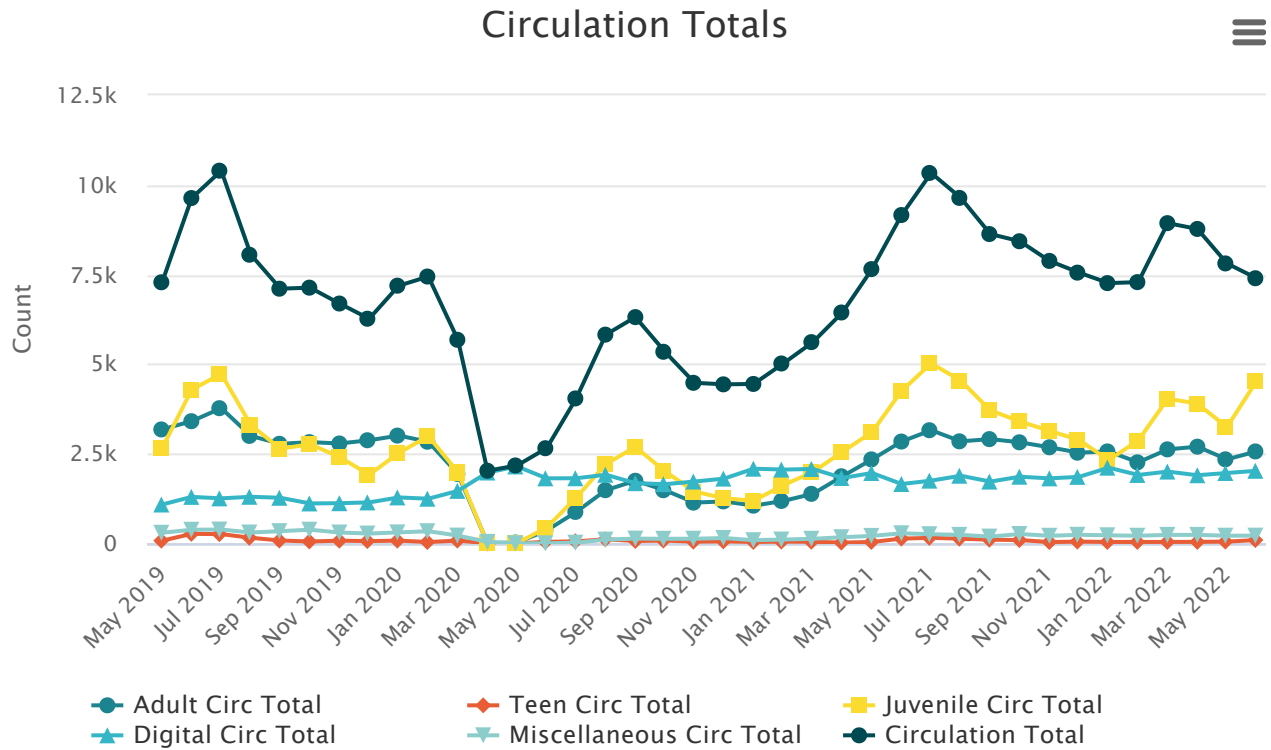
There is a known error in SpringShare, which we use for our stats, that causes numbers to not always tally correctly. In our June reports, this impact is most evident on the total circulation listed for the month. The actual total is 9,421 rather than the 7K listed.

Respectfully submitted,

Eric Scott Bailey

3 Year Comparison Graphs

3 Year Circulation Totals

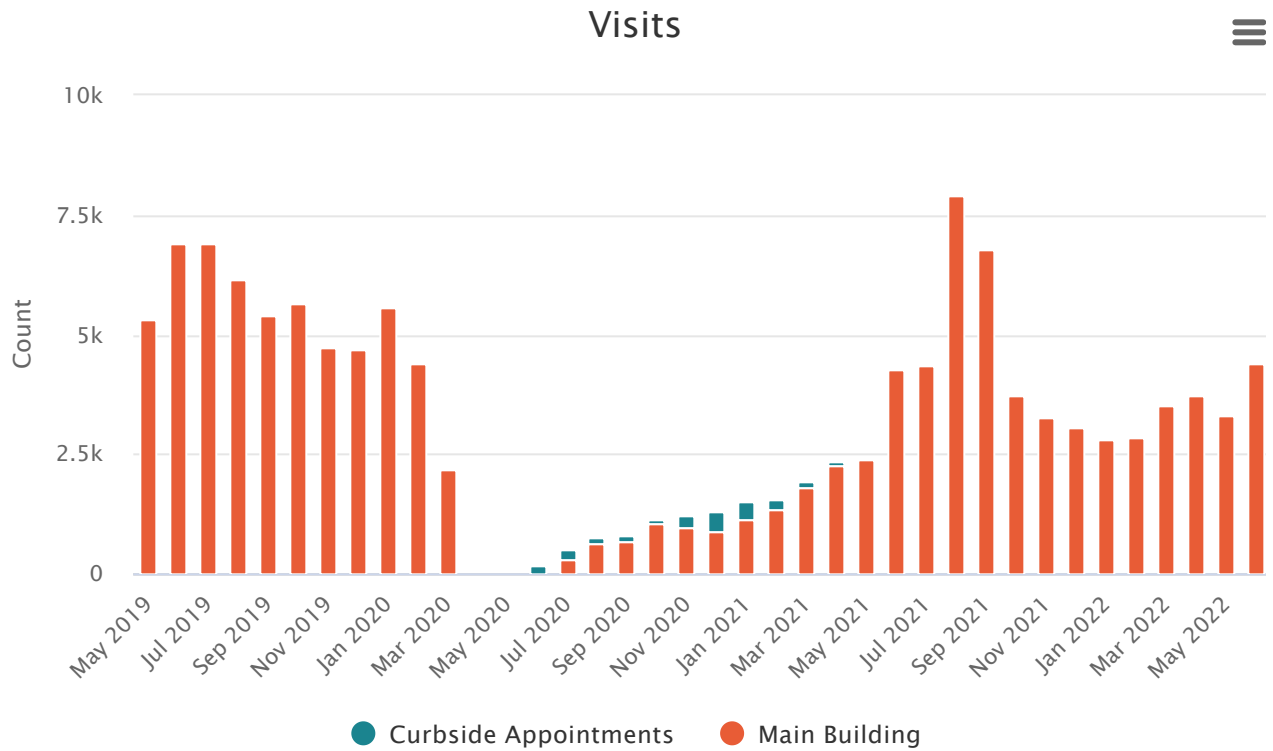


Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2019	3178	74	2654	1083	295	7284
Jun 2019	3408	264	4287	1296	379	9634
Jul 2019	3771	257	4730	1255	385	10398
Aug 2019	2997	155	3300	1299	302	8053
Sep 2019	2777	78	2639	1271	340	7105
Oct 2019	2824	52	2765	1113	380	7134
Nov 2019	2786	74	2409	1120	302	6691
Dec 2019	2876	63	1913	1142	273	6267
Jan 2020	3006	75	2522	1281	305	7189
Feb 2020	2835	37	2989	1245	338	7444
Mar 2020	1937	76	1987	1464	216	5680
Apr 2020	5	4	0	1976	41	2026

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2020	23	0	3	2145	2	2173
Jun 2020	358	42	439	1814	1	2654
Jul 2020	876	56	1277	1816	18	4043
Aug 2020	1483	113	2209	1914	104	5823
Sep 2020	1746	65	2690	1679	132	6312
Oct 2020	1482	76	2010	1650	127	5345
Nov 2020	1136	47	1444	1724	128	4479
Dec 2020	1170	55	1257	1806	148	4436
Jan 2021	1051	39	1187	2083	87	4447
Feb 2021	1183	48	1623	2058	106	5018
Mar 2021	1381	44	1988	2075	126	5614
Apr 2021	1871	20	2555	1824	171	6441
May 2021	2342	38	3101	1963	207	7651
Jun 2021	2840	132	4253	1655	280	9160
Jul 2021	3156	153	5022	1749	254	10334
Aug 2021	2846	129	4541	1886	236	9638
Sep 2021	2908	101	3710	1723	188	8630
Oct 2021	2819	91	3400	1859	260	8429
Nov 2021	2680	35	3141	1813	211	7880
Dec 2021	2530	48	2882	1855	238	7553
Jan 2022	2564	38	2324	2111	224	7261
Feb 2022	2260	39	2869	1908	212	7288
Mar 2022	2622	39	4035	2002	236	8934
Apr 2022	2697	41	3899	1900	235	8772
May 2022	2344	48	3242	1963	213	7810
Jun 2022	2564	92	4527	2024	214	7397

3 Year Visits



Visits

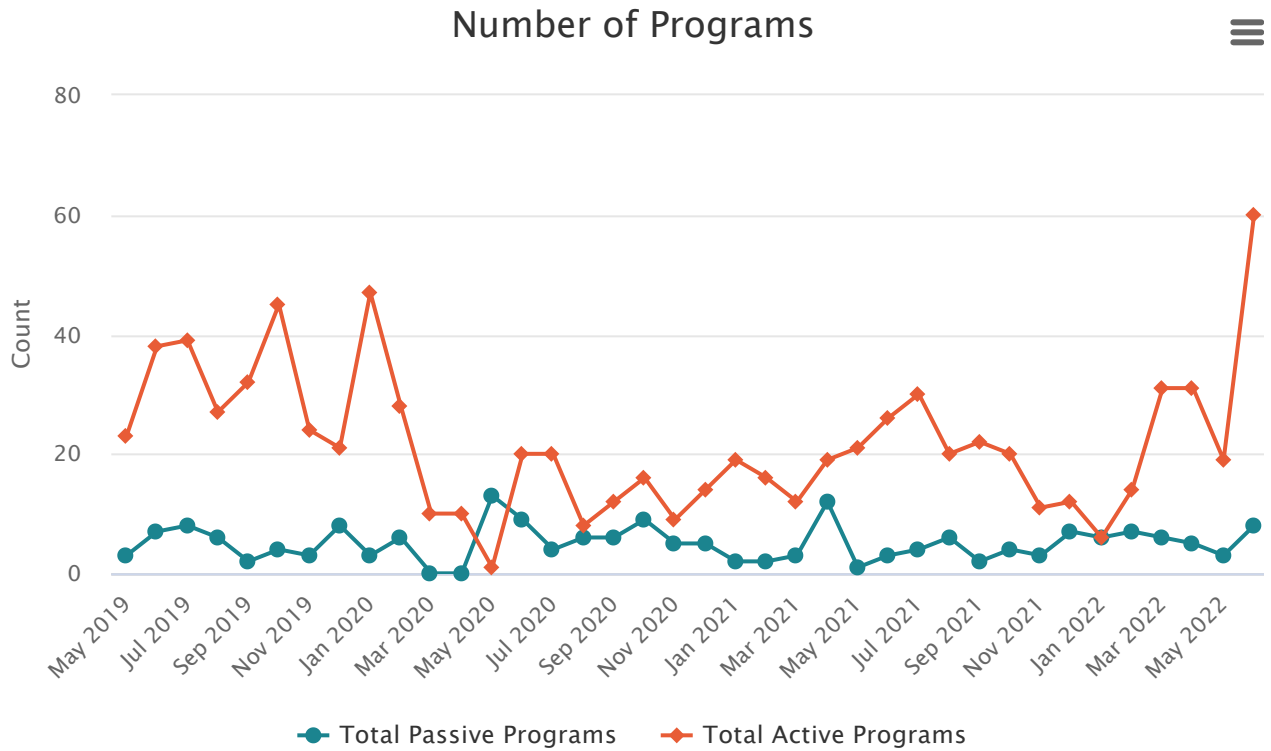
Category Curbside Appointments Main Building

Month	Curbside Appointments	Main Building
May 2019	0	5308
Jun 2019	0	6907
Jul 2019	0	6900
Aug 2019	0	6140
Sep 2019	0	5415
Oct 2019	0	5630
Nov 2019	0	4724
Dec 2019	0	4700
Jan 2020	0	5558
Feb 2020	0	4412
Mar 2020	0	2165
Apr 2020	0	0
May 2020	0	0
Jun 2020	154	0
Jul 2020	233	287
Aug 2020	145	622
Sep 2020	132	681
Oct 2020	77	1061
Nov 2020	256	965
Dec 2020	397	899

Category Curbside Appointments Main Building

Jan 2021	368	1127
Feb 2021	233	1324
Mar 2021	133	1795
Apr 2021	73	2259
May 2021	16	2370
Jun 2021	0	4252
Jul 2021	5	4333
Aug 2021	5	7909
Sep 2021	0	6792
Oct 2021	2	3726
Nov 2021	0	3266
Dec 2021	2	3052
Jan 2022	0	2810
Feb 2022	6	2828
Mar 2022	0	3497
Apr 2022	0	3730
May 2022	0	3315
Jun 2022	0	4380

3 Year Programming



Number of Programs

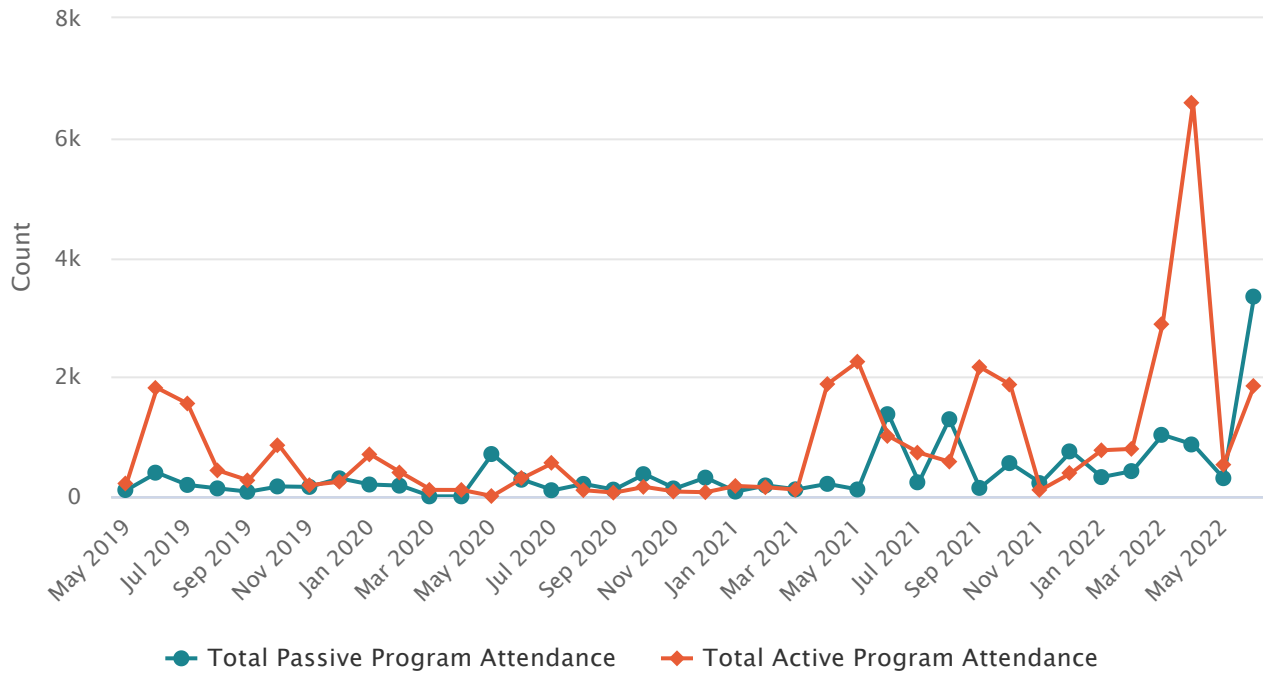
Category Total Passive Programs Total Active Programs

May 2019	3	23
Jun 2019	7	38
Jul 2019	8	39
Aug 2019	6	27
Sep 2019	2	32
Oct 2019	4	45
Nov 2019	3	24
Dec 2019	8	21
Jan 2020	3	47
Feb 2020	6	28
Mar 2020	0	10
Apr 2020	0	10
May 2020	13	1
Jun 2020	9	20
Jul 2020	4	20
Aug 2020	6	8
Sep 2020	6	12
Oct 2020	9	16
Nov 2020	5	9
Dec 2020	5	14

Category Total Passive Programs Total Active Programs

Jan 2021	2	19
Feb 2021	2	16
Mar 2021	3	12
Apr 2021	12	19
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11
Dec 2021	7	12
Jan 2022	6	6
Feb 2022	7	14
Mar 2022	6	31
Apr 2022	5	31
May 2022	3	19
Jun 2022	8	60

Program Attendance



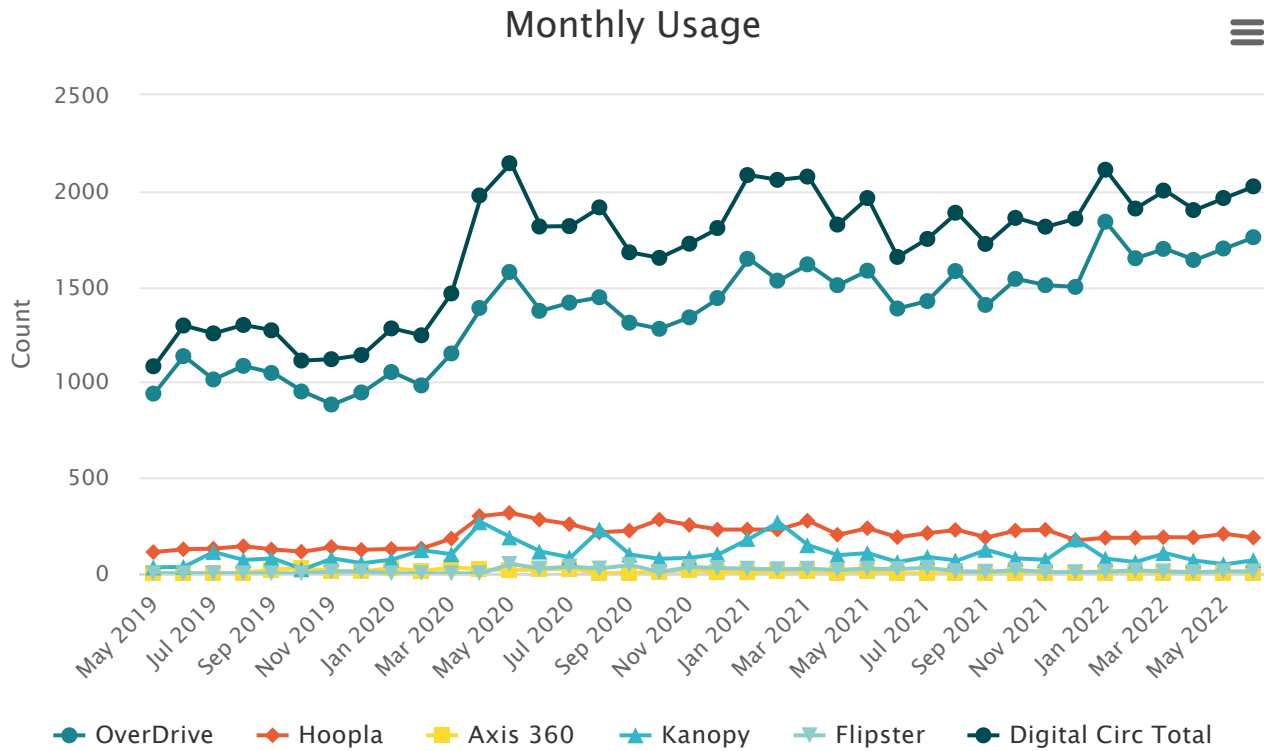
Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2019	106	215
Jun 2019	396	1815
Jul 2019	191	1554
Aug 2019	133	434
Sep 2019	78	267
Oct 2019	166	855
Nov 2019	158	187
Dec 2019	301	245
Jan 2020	198	702
Feb 2020	179	399
Mar 2020	0	108
Apr 2020	0	107
May 2020	708	5
Jun 2020	278	307
Jul 2020	102	561
Aug 2020	208	103
Sep 2020	112	62
Oct 2020	371	158
Nov 2020	132	80
Dec 2020	313	69
Jan 2021	80	174
Feb 2021	182	152
Mar 2021	117	111
Apr 2021	209	1879
May 2021	115	2254
Jun 2021	1375	1010

Category Total Passive Program Attendance Total Active Program Attendance

Jul 2021	235	731
Aug 2021	1291	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107
Dec 2021	752	391
Jan 2022	322	771
Feb 2022	422	794
Mar 2022	1029	2881
Apr 2022	868	6587
May 2022	304	530
Jun 2022	3343	1848

3 Year Digital Collections



Monthly Usage

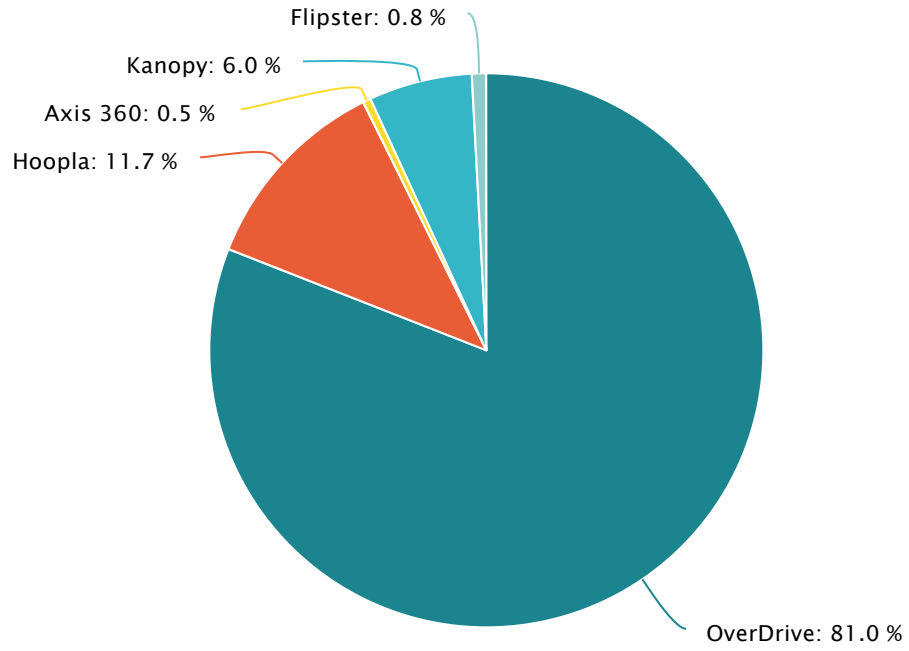
Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

Category	OverDrive	Hoopla	Axis 360	Kanopy	Flipster	Digital Circ Total
May 2019	940	111	1	31	0	1083
Jun 2019	1136	126	0	34	0	1296
Jul 2019	1014	129	0	112	0	1255
Aug 2019	1085	142	2	70	0	1299
Sep 2019	1048	125	20	78	0	1271
Oct 2019	951	113	28	21	0	1113
Nov 2019	883	138	11	78	10	1120
Dec 2019	946	123	10	53	10	1142
Jan 2020	1053	128	28	72	0	1281
Feb 2020	983	130	11	121	0	1245
Mar 2020	1150	182	32	100	0	1464
Apr 2020	1388	300	21	267	0	1976
May 2020	1576	316	16	188	49	2145
Jun 2020	1373	281	21	114	25	1814
Jul 2020	1416	257	25	83	35	1816
Aug 2020	1444	215	0	230	25	1914
Sep 2020	1311	223	3	98	44	1679
Oct 2020	1279	281	7	76	7	1650
Nov 2020	1339	253	18	81	33	1724
Dec 2020	1440	229	8	101	28	1806

Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

Jan 2021	1645	229	5	180	24	2083
Feb 2021	1531	229	10	267	21	2058
Mar 2021	1616	275	13	147	24	2075
Apr 2021	1507	202	2	95	18	1824
May 2021	1583	236	13	106	25	1963
Jun 2021	1385	189	0	59	22	1655
Jul 2021	1424	210	0	86	29	1749
Aug 2021	1581	227	0	67	11	1886
Sep 2021	1404	188	0	123	8	1723
Oct 2021	1540	224	0	78	17	1859
Nov 2021	1507	228	0	71	7	1813
Dec 2021	1498	173	0	178	6	1855
Jan 2022	1839	186	0	77	9	2111
Feb 2022	1648	186	0	59	15	1908
Mar 2022	1697	189	0	106	10	2002
Apr 2022	1639	188	0	67	6	1900
May 2022	1699	206	0	47	11	1963
Jun 2022	1758	187	0	69	10	2024

Distribution by Platform



Distribution by
Platform

Category Series 1

OverDrive 52256

Hoopla 7554

Axis 360 305

Kanopy 3890

Flipster 539

3 Year New Website Usage



Visitors

Category # of Visitors

- May 2020** 540
- Jun 2020** 2732
- Jul 2020** 2935
- Aug 2020** 3162
- Sep 2020** 2721
- Oct 2020** 2509
- Nov 2020** 2314
- Dec 2020** 2180
- Jan 2021** 2365
- Feb 2021** 2412
- Mar 2021** 2619
- Apr 2021** 2716
- May 2021** 2551
- Jun 2021** 3346
- Jul 2021** 3086
- Aug 2021** 2908
- Sep 2021** 2767
- Oct 2021** 2734
- Nov 2021** 2706
- Dec 2021** 2702

Category # of Visitors

Jan 2022 3244

Feb 2022 2607

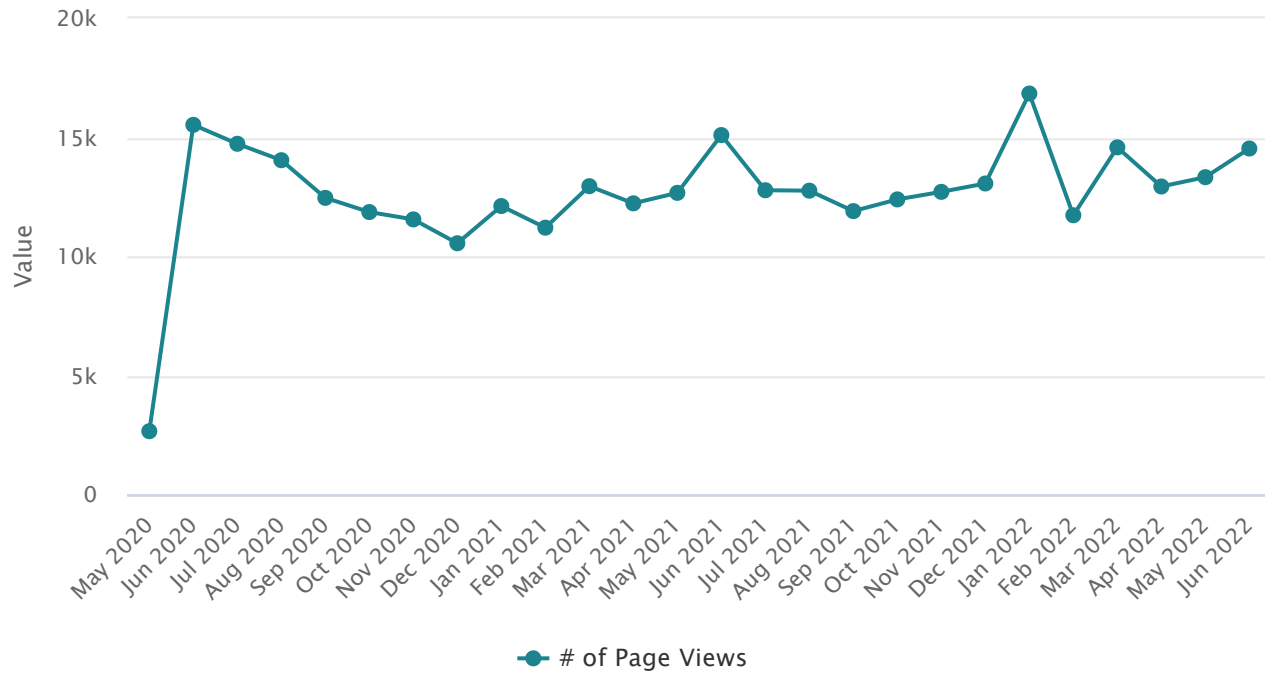
Mar 2022 3125

Apr 2022 2917

May 2022 2851

Jun 2022 3270

Page Views



Page Views

Category # of Page Views

May 2020 2653
Jun 2020 15525
Jul 2020 14729
Aug 2020 14039
Sep 2020 12457
Oct 2020 11861
Nov 2020 11552
Dec 2020 10550
Jan 2021 12112
Feb 2021 11204
Mar 2021 12948
Apr 2021 12227
May 2021 12667
Jun 2021 15095
Jul 2021 12777
Aug 2021 12759
Sep 2021 11901
Oct 2021 12392
Nov 2021 12709
Dec 2021 13061
Jan 2022 16840
Feb 2022 11726
Mar 2022 14578
Apr 2022 12935
May 2022 13326
Jun 2022 14530

3 Year Previous Website Usage

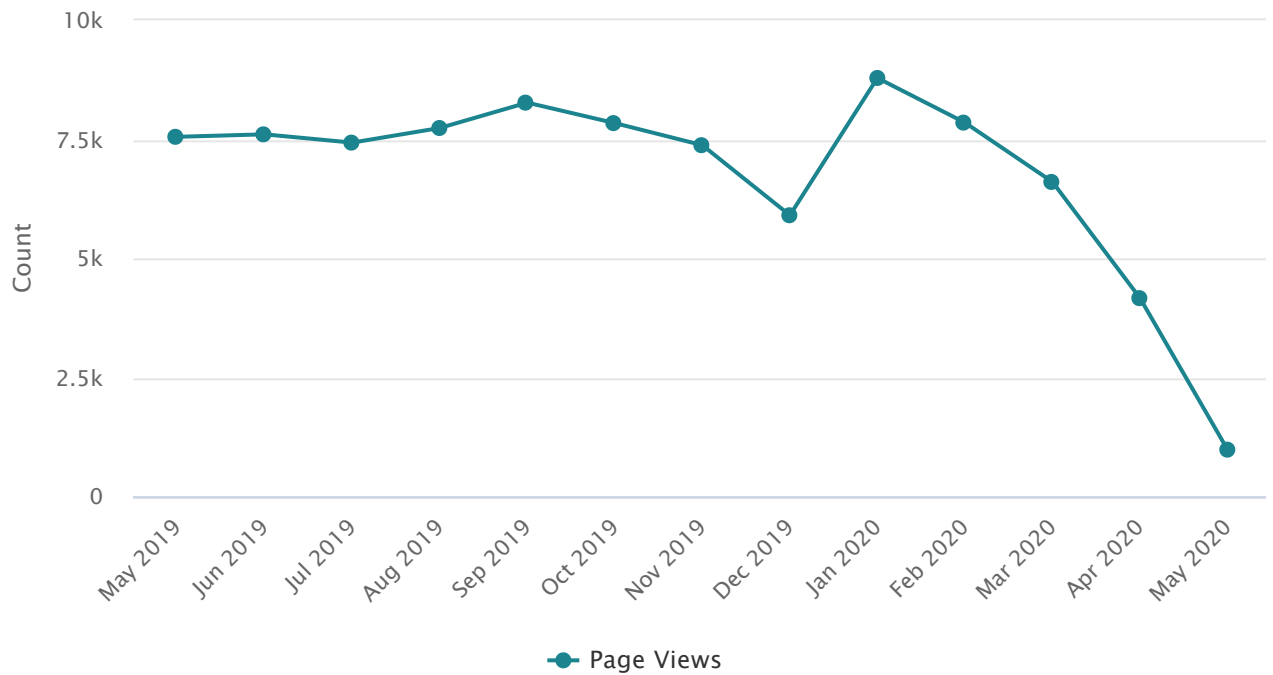


Visitors

Category Unique Visitors

- May 2019** 4944
- Jun 2019** 5073
- Jul 2019** 5314
- Aug 2019** 5254
- Sep 2019** 5756
- Oct 2019** 5537
- Nov 2019** 5305
- Dec 2019** 4561
- Jan 2020** 5880
- Feb 2020** 5582
- Mar 2020** 4530
- Apr 2020** 2769
- May 2020** 632

Page Views



Page Views

Category Page Views

May 2019 7553

Jun 2019 7605

Jul 2019 7431

Aug 2019 7738

Sep 2019 8271

Oct 2019 7841

Nov 2019 7377

Dec 2019 5905

Jan 2020 8789

Feb 2020 7851

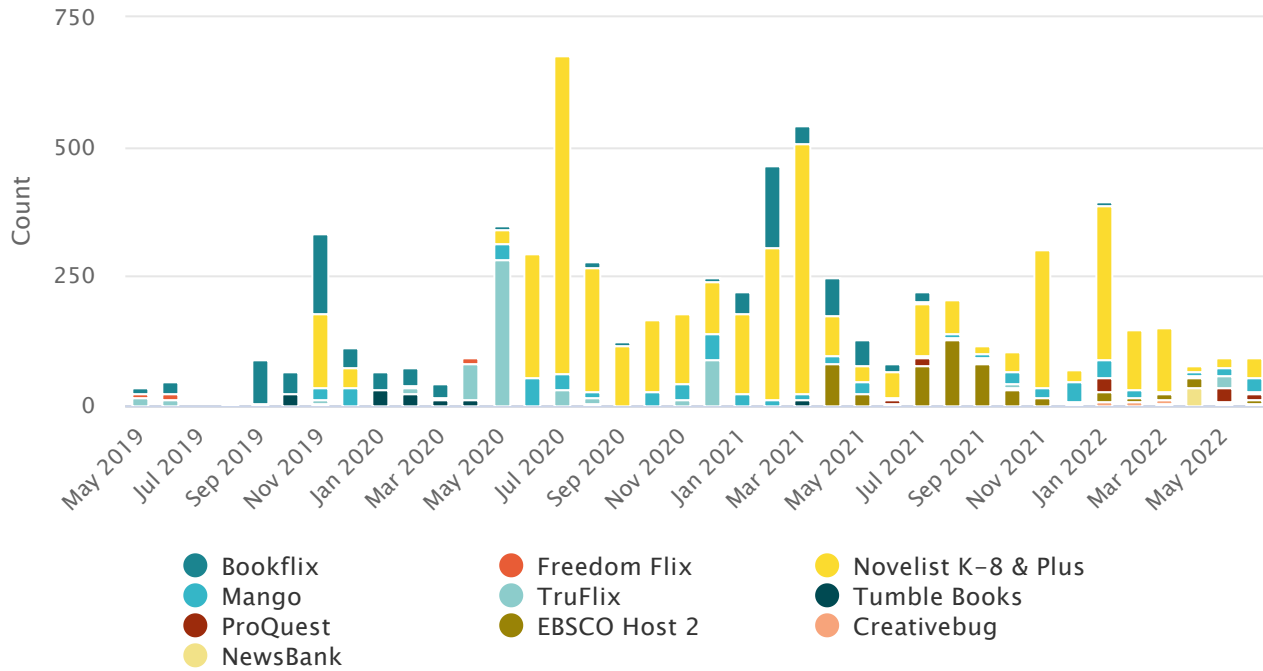
Mar 2020 6605

Apr 2020 4164

May 2020 981

3 Year Database Usage

Usage by Platform



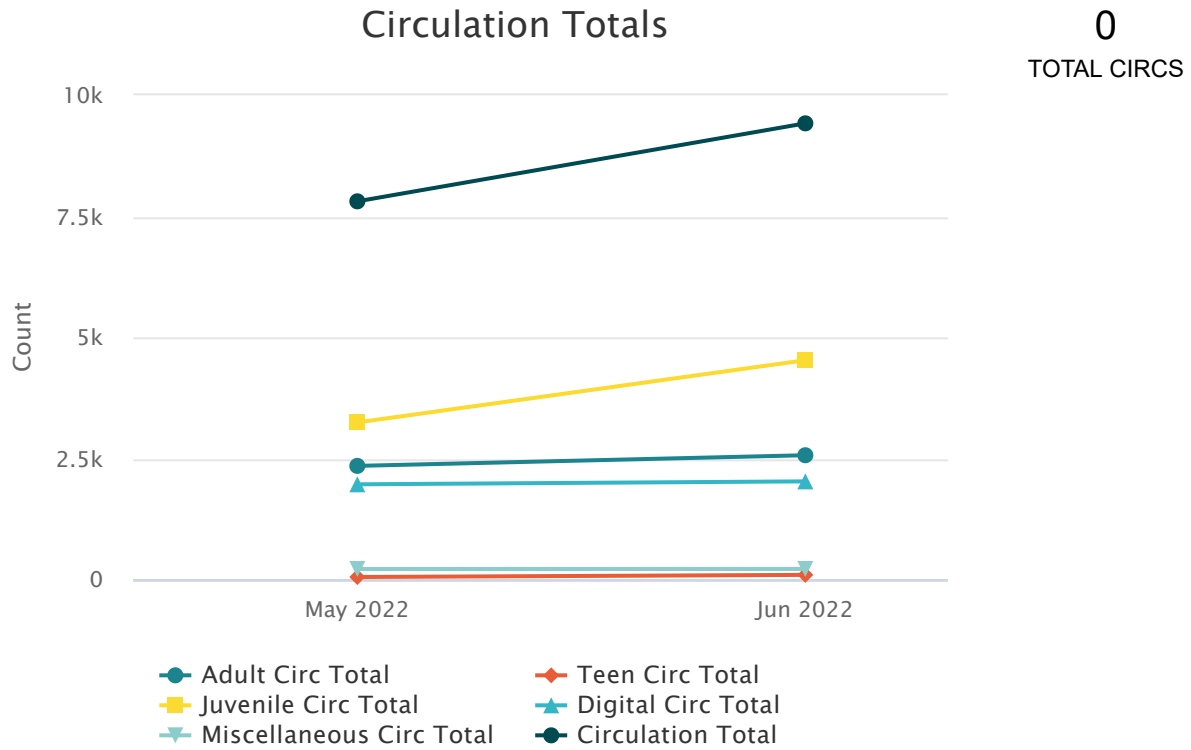
Usage by Platform

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2	Creativebug	NewsBank
May 2019	10	8	0	0	15	1	0	0	0	0
Jun 2019	22	10	0	0	13	0	0	0	0	0
Jul 2019	0	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	3	0	0	0	0	0
Sep 2019	84	0	0	0	0	3	0	0	0	0
Oct 2019	43	0	0	0	0	24	0	0	0	0
Nov 2019	152	1	142	25	8	3	0	0	0	0
Dec 2019	40	0	39	34	0	0	0	0	0	0
Jan 2020	37	0	0	0	0	30	0	0	0	0
Feb 2020	36	2	0	0	11	24	0	0	0	0
Mar 2020	25	5	0	0	1	10	0	0	0	0
Apr 2020	4	13	0	0	70	10	0	0	0	0
May 2020	6	1	29	31	281	0	0	0	0	0
Jun 2020	0	0	236	55	0	1	0	0	0	0

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2	Creativebug	NewsBank
Jul 2020	0	3	615	32	30	0	0	0	0	0
Aug 2020	9	3	238	12	13	2	0	0	0	0
Sep 2020	7	0	115	0	0	0	0	0	0	0
Oct 2020	0	0	139	27	0	0	0	0	0	0
Nov 2020	4	1	138	28	13	0	0	0	0	0
Dec 2020	10	0	100	51	88	0	0	0	0	0
Jan 2021	45	0	152	24	0	1	0	0	0	0
Feb 2021	156	0	296	10	0	0	0	0	0	0
Mar 2021	33	0	486	11	0	11	0	0	0	0
Apr 2021	74	0	80	12	0	0	0	83	0	0
May 2021	52	0	31	22	0	0	0	24	0	0
Jun 2021	16	0	49	0	0	3	10	3	0	0
Jul 2021	17	3	104	0	3	0	14	78	0	0
Aug 2021	0	0	68	5	0	0	6	127	0	0
Sep 2021	10	3	17	6	4	5	4	80	0	0
Oct 2021	0	3	38	23	8	0	6	29	0	0
Nov 2021	0	0	265	20	0	0	0	16	0	0
Dec 2021	10	0	25	36	0	3	3	3	0	0
Jan 2022	5	0	299	33	0	0	29	18	9	0
Feb 2022	0	0	116	14	3	0	0	8	6	0
Mar 2022	0	0	122	2	0	0	2	13	7	4
Apr 2022	0	0	10	7	0	0	6	19	1	33
May 2022	0	0	18	18	22	0	29	4	2	0
Jun 2022	0	0	39	27	0	1	13	7	3	2

FY 22-23 Graphs

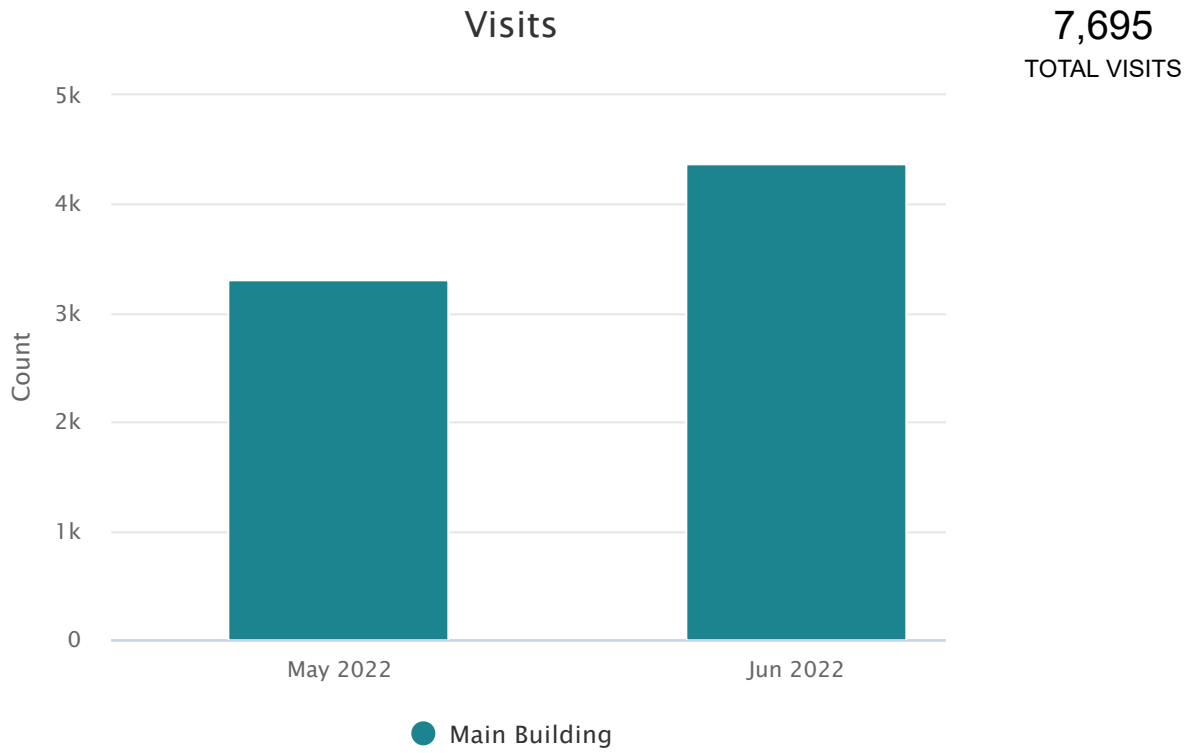
FY 22-23 Circulation Totals



Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2022	2344	48	3242	1963	213	7810
Jun 2022	2564	92	4527	2024	214	9421

FY 22-23 Visits



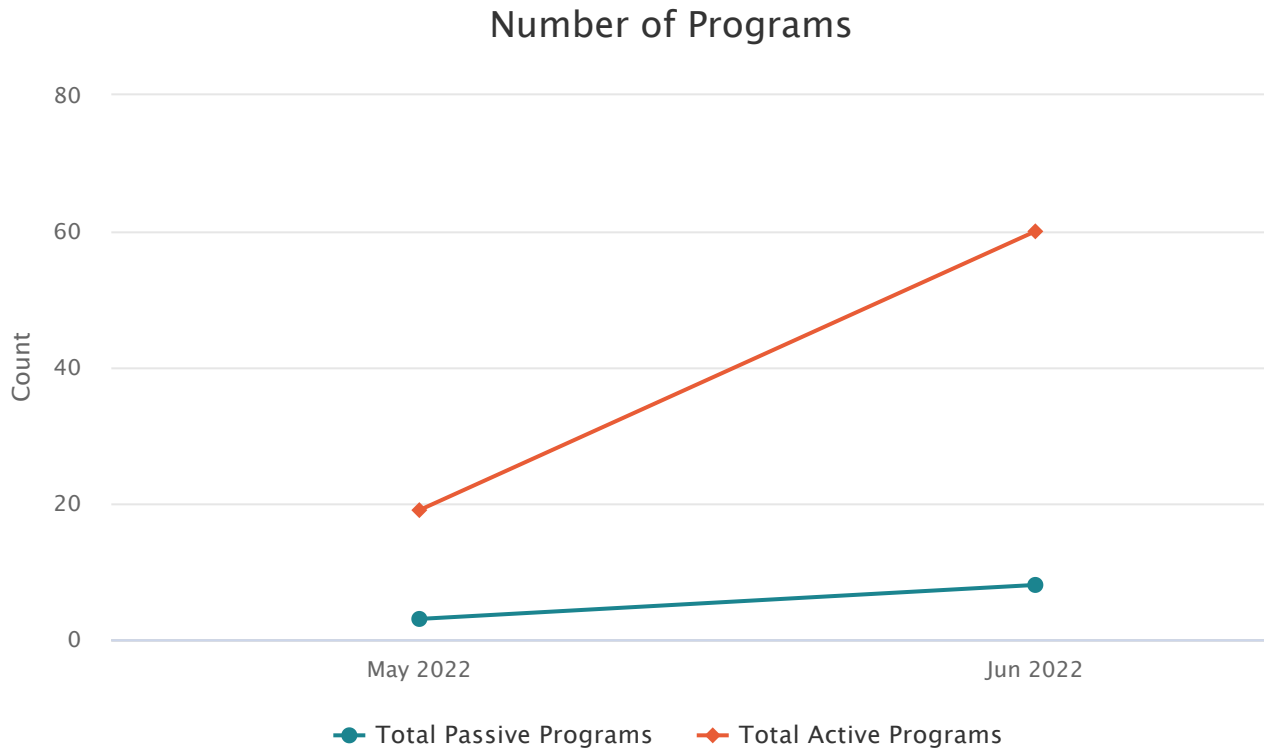
Visits

Category Main Building

May 2022 3315

Jun 2022 4380

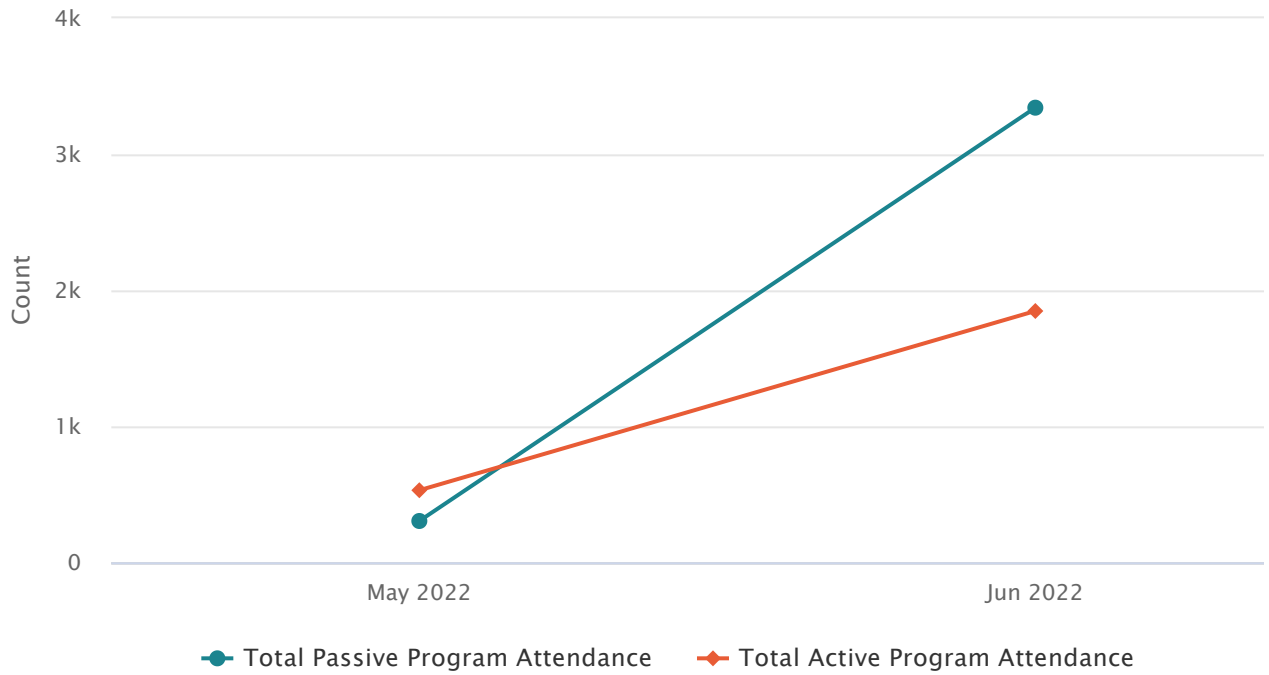
FY 22-23 Programming



Number of Programs

Category	Total Passive Programs	Total Active Programs
May 2022	8	19
Jun 2022	19	60

Program Attendance

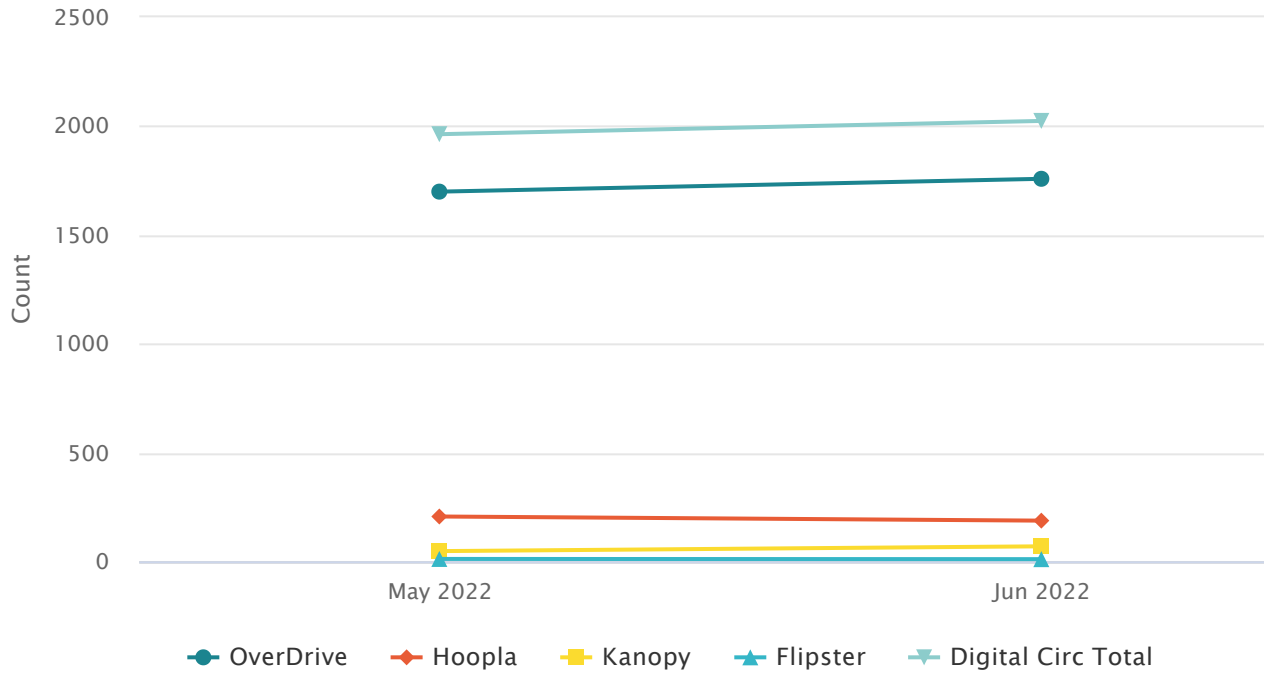


Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2022	304	530
Jun 2022	3343	1848

FY 22-23 Digital Collections

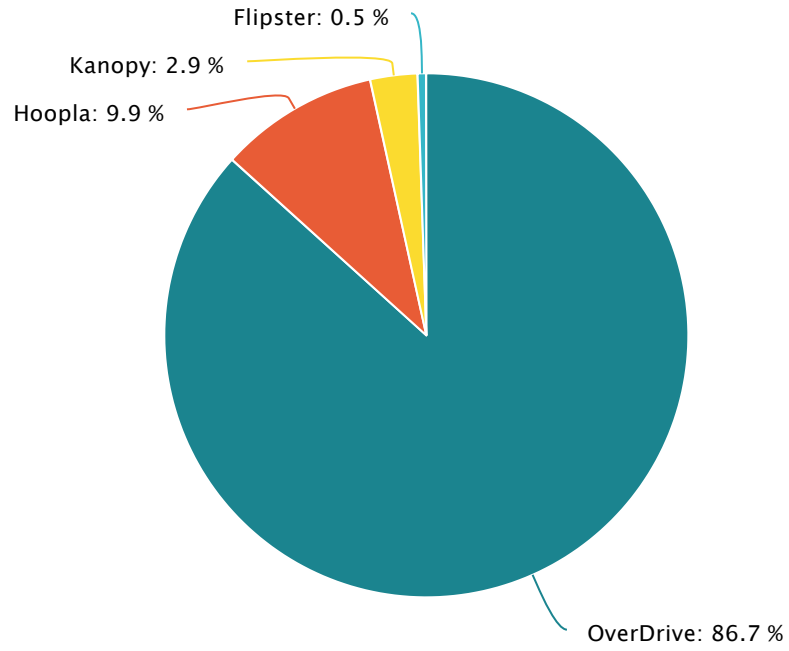
Monthly Usage



Monthly Usage

Category	OverDrive	Hoopla	Kanopy	Flipster	Digital Circ Total
May 2022	1699	206	47	11	1963
Jun 2022	1758	187	69	10	2024

Distribution by Platform



Distribution by
Platform

Category Series 1

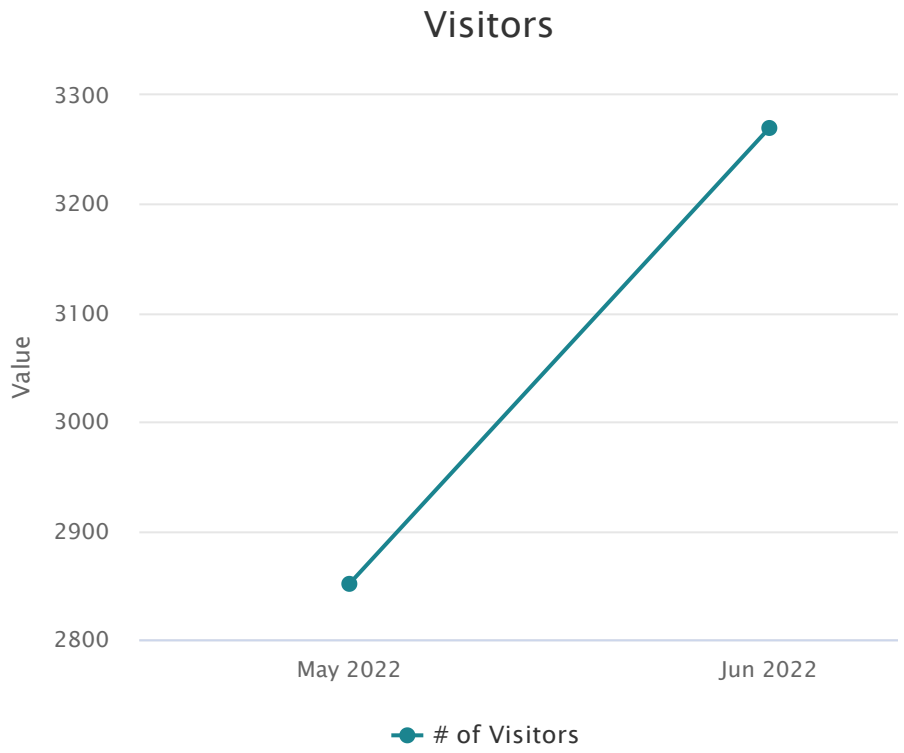
OverDrive 3457

Hoopla 393

Kanopy 116

Flipster 21

FY 22-23 Website Usage



7,568
TOTAL SESSIONS

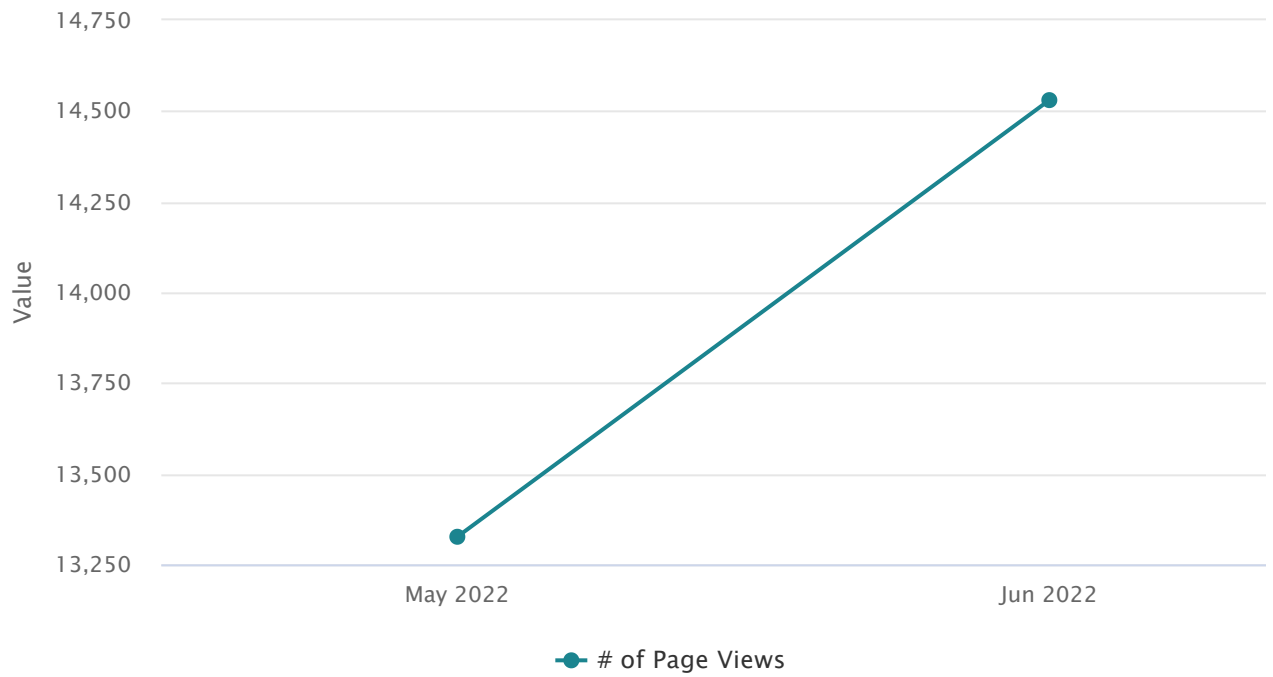
Visitors

Category # of Visitors

May 2022 2851

Jun 2022 3270

Page Views



Page Views

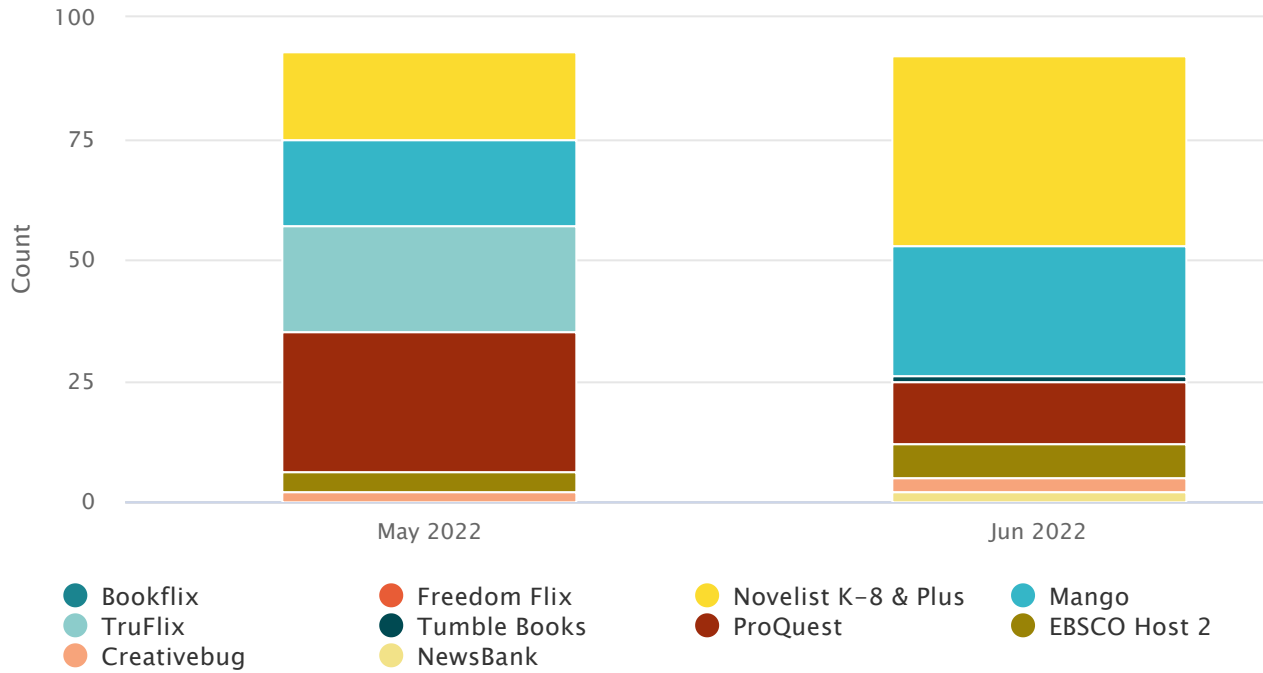
Category # of Page Views

May 2022 13326

Jun 2022 14530

FY 22-23 Database Usage

Usage by Platform



Usage by Platform

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2	Creativebug	NewsBank
May 2022	0	0	18	18	22	0	29	4	2	0
Jun 2022	0	0	39	27	0	1	13	7	3	2