

## January 24, 2024 Board Meeting

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2,3,4	<b>CTO, Roll Call, Pledge, Additions (5 min)</b>	
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	<b>Opportunity to Address Board (5 min)</b>	
	<b>Approval of Minutes (action) (5 minutes)</b>	
	Regular Minutes 2023Dec12	3
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	<b>Director's Updates (7 minutes)</b>	
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	December Statistics 3 Year Graphs	7
	<b>Committee Reports (25 minutes)</b>	
	<b>December Financial Reports (action) (2 minutes)</b>	
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	<b>Approval of Checks (action) (2 minutes)</b>	
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	PPRT Library Letter to Village Board	10
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	Recommended Hours of Service by Population ILA Standards 4.0	17
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	<b>Library Correspondence (5 minutes)</b>	
	<b>Any and All Other Business (5 minutes)</b>	
	<b>Executive Session(s) if needed</b>	
	<b>Adjournment (1 minute)</b>	

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Wednesday, January 24, 2024 at 7:00 PM**  
 123 E. Scranton Ave, Lake Bluff, IL 60044

The in-person meeting will be simulcast for any members of the public who do not wish to attend the meeting in-person at the Lake Bluff Public Library building. Questions related to the Library agenda can be sent before or during the meeting to Library Director Renee Grassi at [rgrassi@lakeblufflibrary.org](mailto:rgrassi@lakeblufflibrary.org). The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or [rgrassi@lakeblufflibrary.org](mailto:rgrassi@lakeblufflibrary.org).

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

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## Agenda

1. **Call to Order**
2. **Roll Call (1 min)**
3. **Pledge of Allegiance (1 min)**
4. **Additions & Corrections to the Agenda (2 min)**
5. **Opportunity for Public to Address the Board (5 min)**
6. **Approval of Board Meeting Minutes (5 min)**
  - a. ACTION: Approval of Minutes of December 12, 2023 Regular Board Meeting
  - b. ACTION: Approval of Minutes of January 10, 2024 Special Board Meeting
7. **Library Director Updates (7 min)**
  - a. Director's Report
  - b. Monthly Statistics Reports
8. **Committee Reports (25 min)**  
**(Met)**
  - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Berg, Shaul.)
  - b. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
  - c. Engagement Committee (**CHAIR:** Berg. **MEMBERS:** Graziano)
  - (Did Not Meet)**
  - d. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
  - e. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)
  - f. Long Range Planning Committee (**CHAIR:** Shaul. **MEMBERS:** Friedeman)
  - g. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
  - h. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
  - i. Special Topics Committee (AD HOC. Committee membership is assigned by topic)
9. **December 2023 Financial Reports (5 min)**

- a. ACTION: Approve December Detailed Revenue & Expense Report
- b. ACTION: Approve December Monthly Check Disbursement (15870-15904)

#### **10. New Business**

- a. ACTION: Discussion of Board PPRT letter and vote to approve Intergovernmental Agreement with Village of Lake Bluff to collect historical, current and future Property Replacement Tax
- b. ACTION: Presentation, discussion and vote to approve new Lake Bluff Public Library Competitive Pay Grade Structure and Pay Salary Scale
  - i. Presentation of HR Source Salary Benchmark Final Report by Board President Trustee Shaul and Library Director Grassi; Board Discussion
  - ii. ACTION: Vote to approve Library's new Pay Grade Structure and Pay Salary Scale effective May 1, 2024
- c. ACTION: Vote to approve and adopt the draft FY 2024-2025 Budget
  - i. Presentation of Budget by Treasurer Bill Hayes, Board Discussion
  - ii. ACTION: Vote to approve and adopt FY 2024-2025 Budget
- d. ACTION: Vote to approve 2024 Per Capita Grant Application
  - i. Presentation by Library Director Grassi
  - ii. ACTION: Vote to approve Lake Bluff Public Library's 2024 Per Capita Grant Application
- e. ACTION: Vote to approve adding a new meeting to the 2024 Lake Bluff Public Library Board Calendar of Meetings for purposes of Board Retreat on Saturday, Feb. 24 from 9 am–1 pm
- f. Discussion: Hours Pilot

#### **11. Library Correspondence (7 min)**

- a. No Correspondence

#### **12. Any and all other business which may properly come before the Board (10 min)**

- a. Invitation to attend Staff Luncheon hosted by Library Trustees on Fri. January 5, 2023

#### **13. Executive Session(s) if needed**

- 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)

#### **14. Adjournment (1 minute)**

#### **Attachments**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Regular Minutes 2023Dec12</li> <li>• Special Meeting Minutes 2024Jan10</li> <li>• Director's Report</li> <li>• December FY Statistics Graph</li> <li>• December Statistics 3 Year Graphs</li> <li>• December Revenue and Expenditures Report</li> <li>• December Check Disbursement Report</li> <li>• PPRT Library Letter to the Village Board</li> <li>• Draft IGA Village Library PPRT</li> </ul> | <ul style="list-style-type: none"> <li>• HR Source Salary Benchmarking Project Final Report</li> <li>• Draft Competitive Pay Structure</li> <li>• Draft Pay Grade Scale</li> <li>• FY 2024-2025 Draft Budget</li> <li>• 2024 IL Per Capita Grant Application</li> <li>• Recommended Hours of Service by Population ILA Standards 4.0</li> <li>• Pioneer Press 2024Jan11 article</li> </ul> |
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#### **Upcoming Board Meetings**

- February 20, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- –pending approval – February 24, 2024 at 9 am: IN PERSON Board Retreat, Lake Bluff Park District
- March 19, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library



**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Tuesday, December 12, 2023 at 7 PM**  
 123 E. Scranton Avenue, Lake Bluff, Illinois 60044

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

1. **Call to Order:** Board President Bonnie Shaul called the meeting to order at 7:04 pm.
2. **Roll Call:** Trustees Shaul, Graziano, Friedeman, Jardine, Jerch and Zaute (arrived 7:33 pm) were present; Trustee Hayes was absent. Library Director Renee Grassi and library staff members Jillian Chapman, Eliza Jarvi and Martha O'Hara were also present.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda:**
  - a. Trustee Shaul moved to approve Trustee Friedeman's remote participation due to illness, allowable by the current Board policy, Trustee Jerch seconded; all voted aye.
5. **Opportunity for Public to Address the Board:**
  - a. Emily Lane, resident of Lake Bluff, addressed the Board regarding feedback on the pilot hours. She stated that she believes the Library should be open when the most people can access it, which she described as after work and school hours, and believes that the weekend and evening hours should be reinstated.
6. **Approval of Board Meeting Minutes**
  - a. Approval of Minutes of November 14th, 2023 Regular Board Meeting: Trustee Jerch moved to approve the minutes of the November 14th Regular Board Meeting, Trustee Graziano seconded; Trustees Graziano, Friedeman, Shaul and Jerch voted aye. Trustees Jardine abstained.
7. **Library Director Updates:** Library Director Grassi provided an overview of November happenings at the Library. Staff development day was hosted for all staff in November with a special presentation by JJ's List, which is a local non-profit organization that supports inclusion of and accessibility for people with disabilities by providing professional development and training for employees and organizations. Director Grassi conducted a presentation for staff on the salary benchmarking project that is in process. Multiple staff participated in external professional development training and staffing constraints continue to be a challenge to maintain continuity of programming. A backlog of technology projects were completed by Martha O'Hara in the past month to streamline workflows. Library Director Grassi met with Engberg Anderson to finalize



the Building and Grounds report (including the Accessibility & Site Evaluation report), which is anticipated for presentation to the full Board in January or February.

## 8. **Committee Reports**

(Met)

- a. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul): The HR Committee met to plan for the Director's annual evaluation, including creating a calendar for survey dates to gather feedback for the Director. The calendar will be finalized in the next few months. Planning for the staff appreciation luncheon on January 5th was also discussed. The HR Committee also had a joint HR-Finance Committee meeting to discuss the Library Director's annual salary adjustment, which will be made public in January 2024 once it is in effect, as required.
- b. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute): The Finance Committee went through the draft budget for the next fiscal year and will meet to discuss the second draft of the budget again in the next week. The next fiscal year budget will be presented to the Board in January, along with the audit report.
- c. **Bylaws & Policy Committee** (CHAIR: Friedeman. Members: Zaute): Trustee Friedeman reported that there are two policy revisions/additions on the agenda tonight for the Board to review and approve in the Personnel Policy to be in compliance with Paid Leave for All Workers by January 1, 2024. Policy priorities were revised based on long range plans and library needs.
- d. **Long Range Planning Committee** (CHAIR: Shaul. MEMBERS: Friedeman, Shaul): Trustee Shaul was selected as the Chair of the committee. The committee determined a Board retreat date for February 24, 2024 to begin the strategic planning process, with Jamie Rachlin from Meristem Advisors providing a presentation for Board development. The committee reviewed multiple long range plans from other libraries, including previous versions from the Lake Bluff Public Library.

(Did Not Meet)

- e. **Building and Grounds Committee** (CHAIR: Jerch. MEMBERS: Jerch, Jardine, Shaul)
- f. **Community Engagement Committee** (CHAIR: TBD. MEMBERS: Jardine, Graziano)
- g. **Technology Committee** (CHAIR: TBD. MEMBERS: Hayes, Shaul, Zaute)
- h. **Intergovernmental Committee** (MEMBERS: Jerch, Grassi)
- i. **Special Topics Committee** (AD HOC. Committee membership is assigned by topic)

## 9. **November 2023 Financial Reports**

- a. **November Detailed Revenue & Expense Report**: Trustee Zaute moved to approve the Revenue and Expense Report from November 2023, Trustee Jardine seconded; all voted aye.
- b. **October Monthly Check Disbursement (15831-15869)**: Trustee Jerch moved to approve checks numbered 15831-15869, Trustee Zaute seconded; all voted aye.

## 10. **New Business**



- a. **Vote to request Lake Bluff Public Library's Personal Property Replacement Tax:** Library Director Grassi provided an overview of how local funds comprise the vast majority of operating funds for the library. Director Grassi presented information on the Personal Property Replacement Tax which is a replacement payment for taxes lost when governments lost their ability to levy property tax on certain businesses. Public libraries in Illinois are eligible recipients of these funds as long as they existed before 1977. The Lake Bluff Public Library does not currently and did not historically receive these payments, despite eligibility. Legal counsel confirmed that Lake Bluff Public Library is eligible for 4% of the PPRT taxes received by the Village of Lake Bluff annually. Director Grassi and Board President Shaul met with the Village on November 30, 2023 to discuss memorializing PPRT payments for the Lake Bluff Public Library. The Village of Lake Bluff proposed a payment of PPRT in the amount totaling monies owed from the past 5 years. The Board requests that the Finance Committee research interest rates from 1977 to 2008. Trustee Jerch moved to approve that the Board of Trustees of the Lake Bluff Public Library request all delinquent payments of Personal Property Replacement Tax with compounded interest from 1977 – present immediately from the Village of Lake Bluff Board of Trustees; Trustee Zaute seconded; all voted aye.
  - b. **Vote to approve updates to Personnel Policy Section 4.9 (Telecommuting):** Trustee Zaute moved to approve the proposed Personnel Policy - Section 4.9 Telecommuting updates; Trustee Jardine seconded; all voted aye.
  - c. **Vote to approve updates to Personnel Policy Section 5.12 (Paid Leave for All Workers):** Trustee Zaute moved to approve the proposed Personnel Policy - Section 5.12 Paid Leave for All Workers addition; Trustee Jerch seconded; all voted aye.
  - d. **Vote to approve the 2023-2024 Intergovernmental Agreement with Forest Bluff School:** Trustee Jerch moved to approve the Intergovernmental Agreement with Forest Bluff School; Trustee Zaute seconded; all voted aye.
  - e. **Lake Bluff History Museum Letter Intergovernmental Agreement:** The Lake Bluff History Museum has issued a letter to exercise a 10 year renewal of their lease at 127 E. Scranton Avenue, as allowed for in the original lease agreement. Director Grassi will communicate with Kathy O'Hara that the letter was reviewed at the December Board meeting.
11. **Library Correspondence:** Director Grassi provided an overview of library correspondence from the past month including feedback on the hours pilot and staff feedback. The Board engaged in a discussion regarding feedback from the community regarding the hours pilot, opportunities for data check in and response to a handwritten letter regarding the new hours.
    - a. Trustee Zaute departed the meeting at 8:59 pm.
  12. **Any and all other business which may properly come before the Board:** Board President Shaul extended an invitation to attend the Staff Luncheon hosted by Library Trustees on Fri. January 5, 2024.
  13. **Executive Session(s) if needed:** There was none.



14. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Graziano seconded; all voted aye. The meeting adjourned at 9:03 pm.

Respectfully submitted,

Alexandra Friedeman  
Secretary



**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Wednesday, January 10th at 7 PM**  
 123 E. Scranton Avenue, Lake Bluff, Illinois 60044

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

1. **Call to Order:** Board President Bonnie Shaul called the meeting to order at 7:02 pm.
2. **Roll Call:** Trustees Shaul, Graziano, Friedeman, Jardine, Hayes and Zaute were present; Trustee Jerch attended remotely beginning at 7:07 pm. Library Director Renee Grassi, library staff member Katie Horner and Julie Tappendorf of Ancel & Glink were also present.
3. **Additions & Corrections to the Agenda:**
  - a. Director Grassi proposed skipping the Pledge of Allegiance given that it is a Special Board Meeting. No vote was required.
  - b. Trustee Zaute moved to approve Trustee Jerch's remote participation in the meeting; Trustee Hayes seconded. All voted aye.
4. **Opportunity for Public to Address the Board:** There was none.
5. **New Business:** President Shaul provided a status update on the collection from the Village of Lake Bluff on the Library's proportionate share of its statutorily mandated Personal Property Tax (PPRT). There were two primary discussion points from the Village Board's meeting this week: (1) The Village requires additional clarification on the relationship and tax operating structure of the Library and (2) the proposal of the Lake Bluff Village Board Trustees to make a one-time payment of \$84,474 for PPRT payments from 1980 through 2023. Julie Tappendorf provided an overview of the disagreement between two parties regarding the interpretation of a 5 year statute of limitations that has been applied in other cases. The Board discussed the draft Intergovernmental Agreement between the Library and the Village of Lake Bluff regarding PPRT payments from 1980-2023. The Board agreed to respond to the Village Board of Trustees with a note that the proposed IGA will be accepted on the condition of striking the language from Section 2 specifying that PPRT funds must be used "for Library capital expenses," which is not included in the statute, and correcting the noted typos. The Board agreed to add this topic as an action item to next week's Regular Meeting agenda.
6. **Executive Session(s) if needed:** There was none.
7. **Adjournment:** Trustee Friedeman moved to adjourn, Trustee Zaute seconded; all voted aye. The meeting adjourned at 7:56 pm.



Respectfully submitted,

Alexandra Friedeman  
Secretary

## **Administration and Human Resources**

- Strain on staffing continues with planned and unplanned absences due to vacation, illness, and FMLA. 0 library programs were cancelled this month.
- All library employees completed the Illinois state-mandated sexual harassment training by the deadline of December 31, 2023. Thank you to Reference and Circulation Manager for coordinating this project.
- Youth Services Manager Eliza Jarvi and Reference and Circulation Manager Katie Horner prepared desk schedules and worked with staff to adjust shifts and ensure full desk coverage at new building capacity in preparation for the new operating hours for January 1, 2024.
- During the December Monthly Staff Meeting, Director Grassi gave a staff presentation and facilitated staff discussion about the Library's HR Source Salary Benchmarking Project Final Report and next steps.
- Throughout December and early January, Director Grassi met 1:1 with each employee to discuss the Salary Benchmarking project and present their salary adjustment effective May 1, 2024.
- On December 11, Director Grassi and Trustee Shaul met with County Commissioner Sandy Heart to share updates about the financial standing of the Library, as well as capital needs.
- As of December 20, all Lake Bluff Public Library are now in possession of their individual job descriptions. A new procedure for updating job descriptions was communicated to managers and staff. All job descriptions are now visible to anyone in the organization utilizing the Library's Share Drive.
- On December 20, Director Grassi met with Lake Forest Library Director Ishwar Laxminarayan for lunch at Bluffington's and a Lake Bluff Library tour. The two discussed current challenges and opportunities at their respective libraries, shared resources, and discussed their upcoming co-presentation at the Reading Between the Ravines event.
- Director Grassi worked with Paylocity vendor to add new accrual leave type into system to be in compliance with Board-approved Personnel Policy update about Paid Leave for All Workers Act.
- As per new State regulations for collecting Notary statistics, the Library will report on monthly Notary statistics. Statistics, as set forth by the State, correspond to the number of times a Notary's specialized notary stamp has been used to notarize a document. The Library has 4 trained Notary Officials on staff.
  - November 2023 – 27 (first month in compliance adopting new procedure)
  - December 2023 – 25
- Passport processing times have returned to pre-COVID levels. Patron satisfaction continues to be extremely high, although need far exceeds our overall availability. Adult Services and Technology Manager Martha O'Hara with Director Grassi developed a new schedule of passport availability, with plans to return as an available Passport Agent starting January 1, 2024.
  - Routine processing: 6-8 weeks
  - Expedited processing: 2-3 weeks
  - Passport applications processed in November: 20

## **Collections**

- December Library Displays:
  - Christmas, Hanukkah, Crack Open a Good Book (Nutcracker) and Winter Holidays
  - Starred Teen Books of 2023
  - Pearl Harbor for Dec. 7th anniversary
  - Homicide for the Holidays/Murder Mystery
  - Winter Warmers featuring cookbooks for baking, soup, bread, etc.
- Last month, the Library has begun its relabeling project in the Youth Services Department. This collections project aims to replace faded and barely legible spine labels with new ones. A total of 210 youth books were relabeled in December. Thank you, Youth Services!

## **Communications**

Martha O'Hara, Jillian Chapman, and Renee Grassi developed and coordinated the implementation of the Library's Hours Pilot Communication Plan. This plan identified tasks, audiences, deadlines, and roles for all internal and external communication related items related to the pilot. Examples of promotional elements included are newly designed bookmarks featuring the pilot hours; Board talking points and FAQs; multi-step social media plans, outdoor signage, website updates and more. Thank you, Communications Team, for your efforts to ensure broad public awareness and a smooth transition!

## **Social Media Highlights**

Highest interacted post was a promotional post of the Youth Services event Winter Open House with 37 Instagram likes and 2 comments on Instagram. Social media posting was limited in December due to staff capacity.

## **Events, Programming and Outreach**

- Youth Services hosted a Winter Open House family-friendly event in conjunction with Lake Bluff's *It's a Wonderful Life* community-wide celebration on Saturday, December 2. Thank you to the Friends of the Lake Bluff Public Library, whose funding and generous support allowed for the hiring of a local face painter. Youth Services Staff and teen volunteers assisted to decorate the department in honor of the celebration. In total, 278 people attended.
- The Management Team met to discuss spring program planning. While staffing levels will be partially restored by this time, an upcoming maternity leave is anticipated in Youth Services end of April/early May. The team discussed capacity and planning for success, making programming choices that were realistic and achievable, maximized staff time and effort, leveraged outside presenters, and focused on high community impact. Thank you to Youth Services Manager Eliza Jarvi who continues to lead and support adult programming needs, including spring program planning, vendor communication, facilitating completion of program contracts and other administrative tasks.
- Teen Volunteers Monthly Statistics
  - Total Number of Volunteers: 13 teens
  - Total Hours Volunteered: 41.5 hours
  - Total Number of Activities: 8 attended
  - Featured Activities: Grab and Go Craft prep, Winter Open House and T(w)een Crafts
- Total Youth Services Grab and Go Crafts distributed in October: 171

## **Technology Updates**

- Following technical issues with the audio-video setup at the December Board meeting, Adult Services and Technology Manager Martha O'Hara investigated technical issues, made adjustments, developed a written procedure, and purchased new speakers. These changes will improve the audio quality of Library Board meetings going forward.
- This month, Martha managed various issues with the Library's remote desk top system/VPN. Current setup requires an in-building workstation to be available for every employee that works remotely. This, in turn, renders the in-building workstation unusable by onsite staff. Martha is working with CVI to research alternative setups that allow telecommuting staff access to their desktop, while allowing employees who are on-site in the building to use that same desktop for their work. This will help support our scheduling needs, as our onsite workstations will be in more demand with the hours change and more staff in the building.



- Patrons and library staff have reported experienced several different issues with the Online Patron Access Catalog (OPAC), which allows patrons to search our collections. For example, patrons are still unable to log into their accounts through our website. They also are unable to search our online catalog from our website using a Safari browser. Katie Horner and Martha O'Hara have coordinated multiple updates to our software programs. The Library's ticket has been escalated to top priority with our vendor and communication is ongoing. The hope is these updates will fix patron issues with the online catalog.

### **Building and Maintenance Updates**

- Director Grassi arranged for Shaun Kelly, Engineer and Consultant Engberg Anderson Architectural Firm, to present the Library's Accessibility and Universal Design report to the Building and Grounds Committee on Wednesday, December 13 at 7 pm. All members of the Committee, along with Trustee Shaul, were able to attend. The Final Reports will be shared with the full Board at the February Board meeting.
- Youth Services Manager Eliza Jarvi presented at the Building and Grounds Committee meeting the Library's Aunt Flow Proposal to provide access free menstruation products to the Lake Bluff Public Library community. Lake Bluff Public Library has not offered tampons or pads to patrons in any iteration of the building's history. The building has six gender-neutral single stall bathrooms for public and staff use. The proposed plan is to install Aunt Flow dispensers and touch-free disposal units in all six building bathrooms for maximum accessibility and impact. Aunt Flow is a company known for its national collaboration with public libraries, as well as its sustainability and generosity donating 1 product for every 10 purchased. Aunt Flow is used by Illinois-based public libraries such as Glenview Public Library, Glenwood-Lynwood Public Library, Tri-Township Public Library District, Lincolnwood Public Library, Downers Grove Public Library, New Lenox Public Library, and many others. Since the presentation, quantities have been adjusted to further reduce costs and more effectively manage storage space for extra supplies. The timeline for delivery installation is anticipated in late winter or early spring 2024. Gary Levin and his crew will work with Eliza and Renee on the installation.
- The following building maintenance tasks were completed
  - Installed new popup in Youth Services bathroom sink
  - Tightened cabinet and drawer hinges in Youth Services Activity Room
  - Ordered new ceiling tiles to replace broken and water damaged tiles in the building
  - Completed walk-through of the building, checked and replaced light bulbs
  - Ordered new door wall bumpers for bathrooms
  - Removed hour stickers from Library's front door
  - Installed new surge protector under Cataloging Desk

## FY 23-24 Graphs

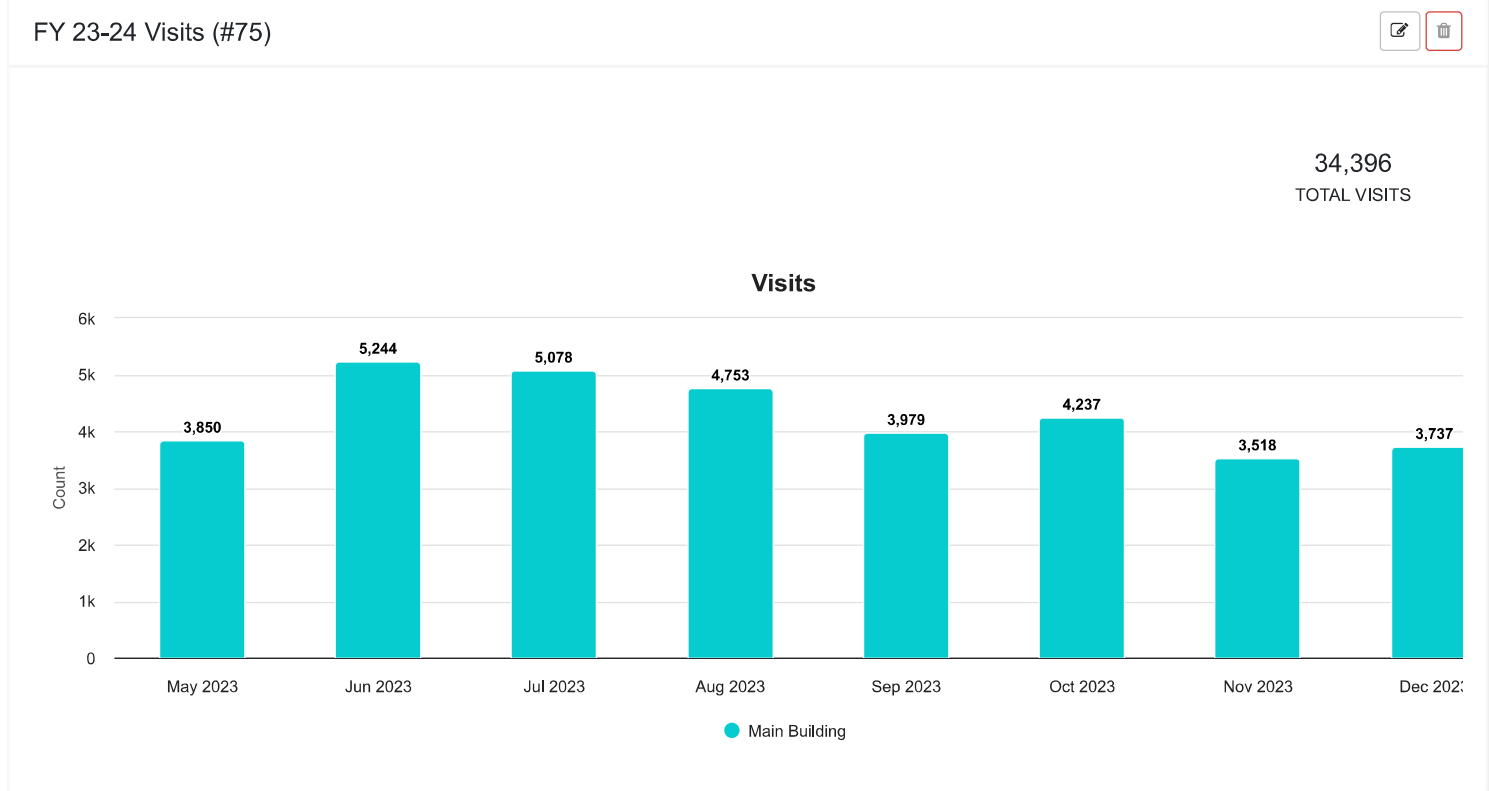
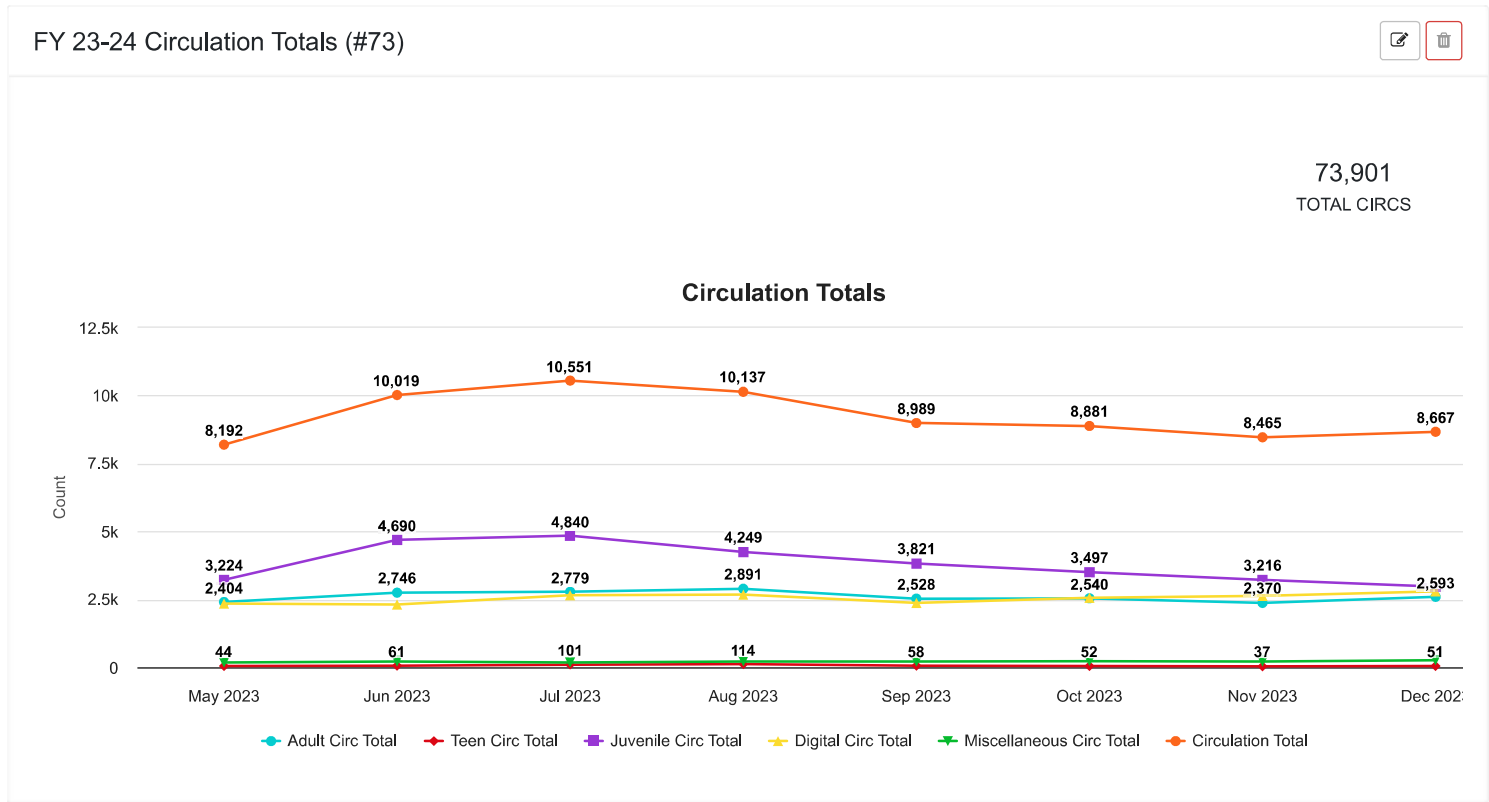
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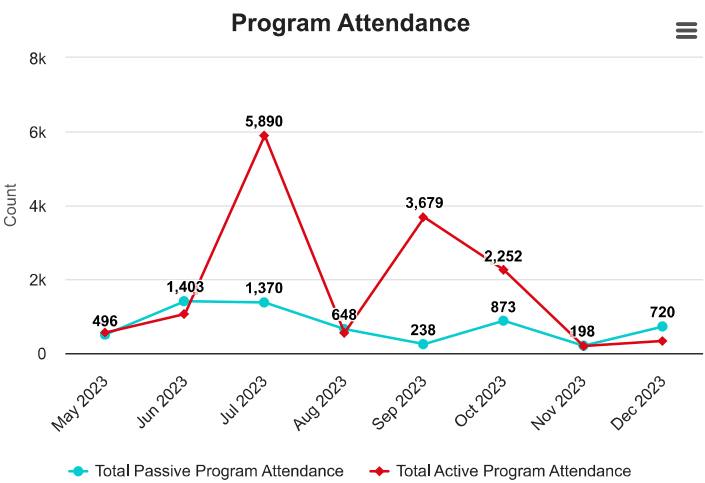
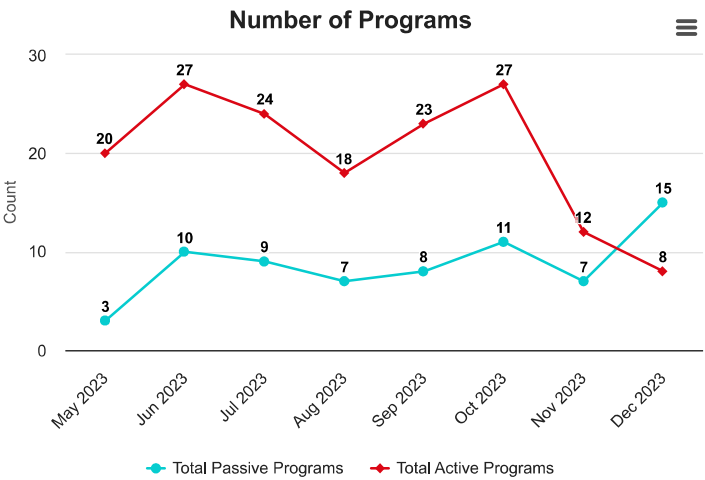
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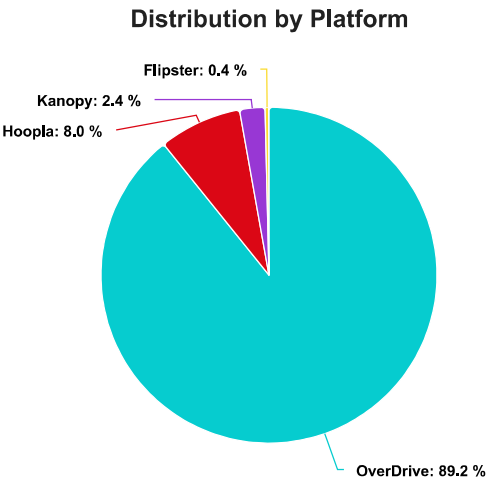
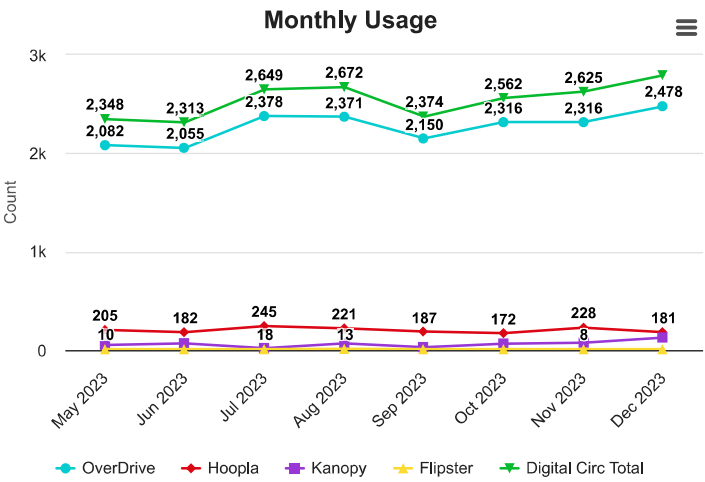
Preview

Edit Dashboard Settings

Back to Dashboards List



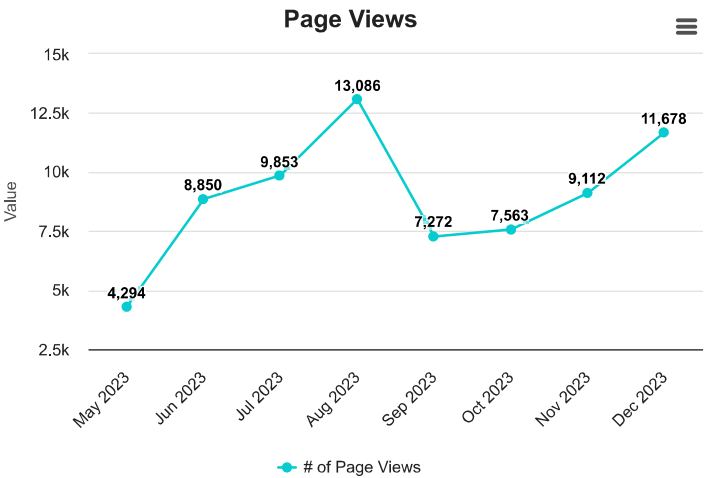




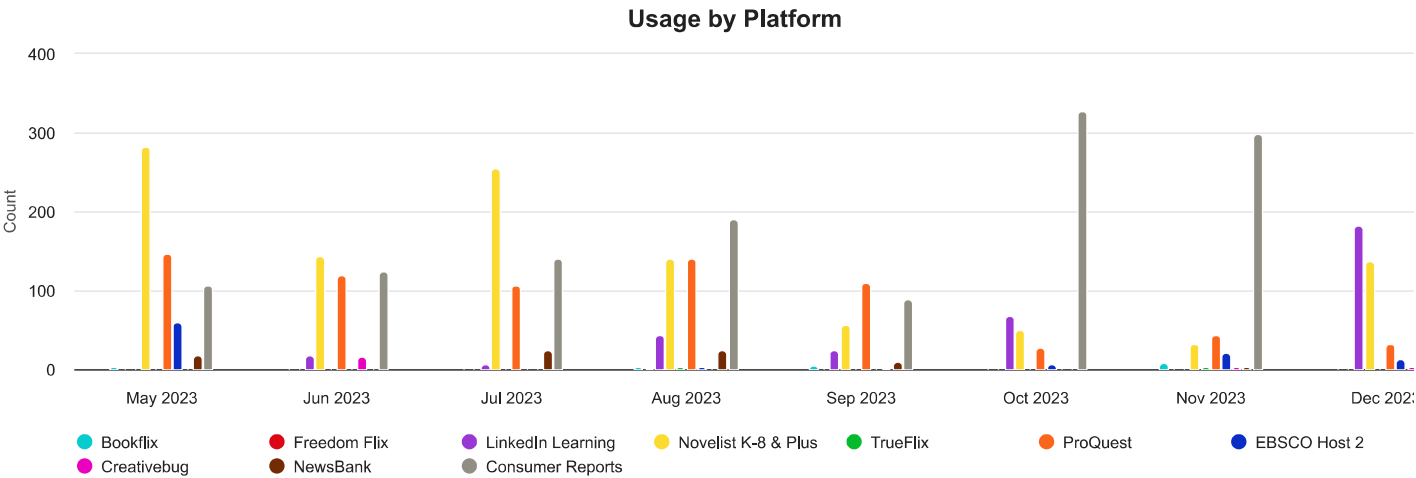
FY 23-24 Website Usage (#74)



33,509  
TOTAL SESSIONS



FY 23-24 Database Usage (#70)



### 3 Year Comparison Graphs

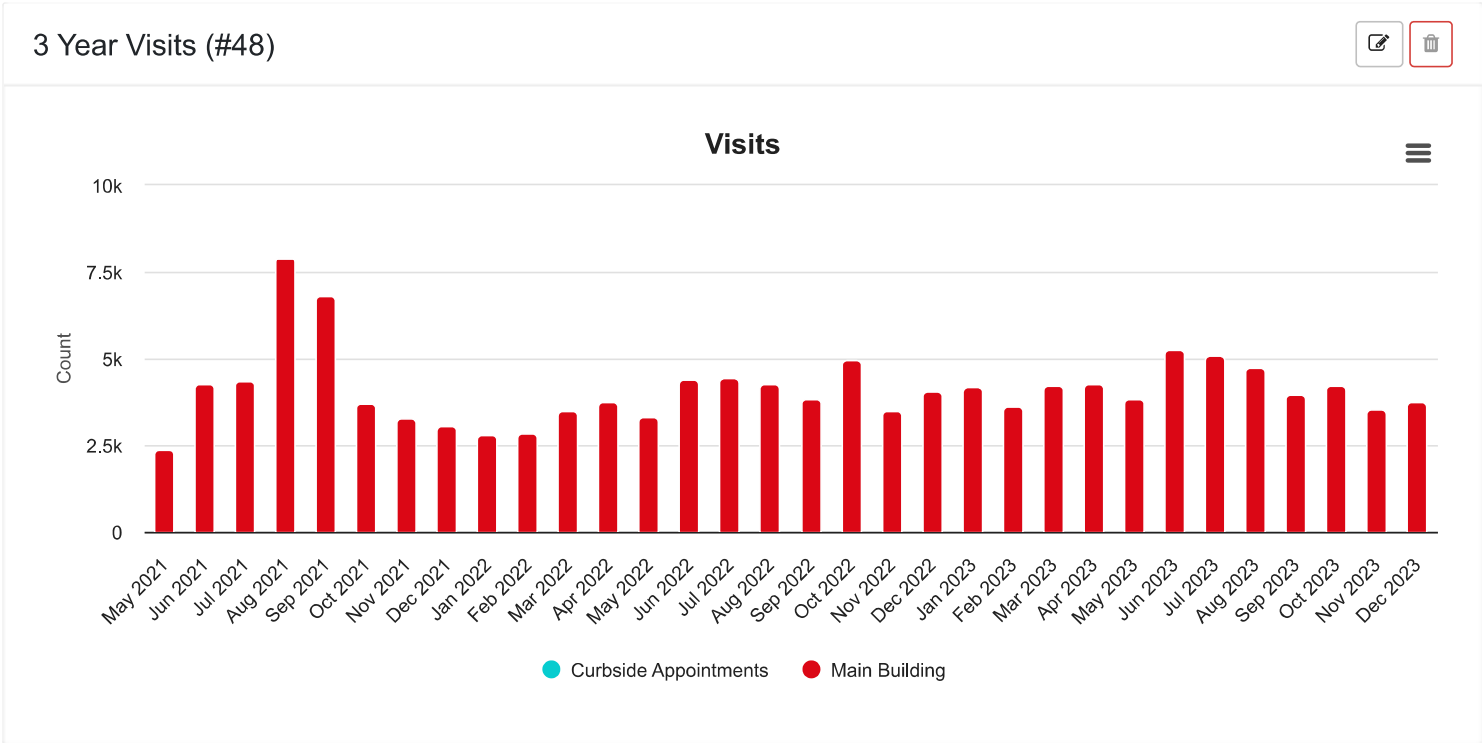
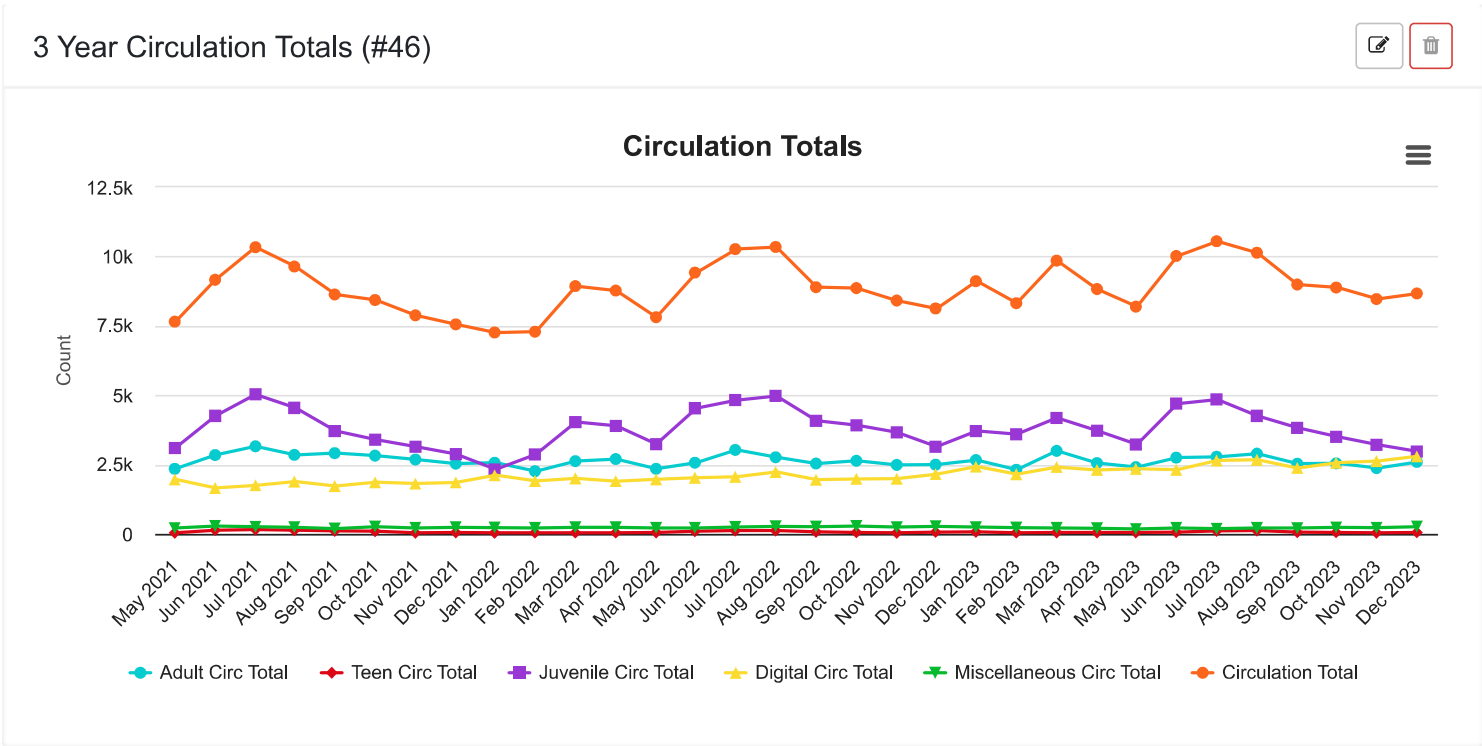
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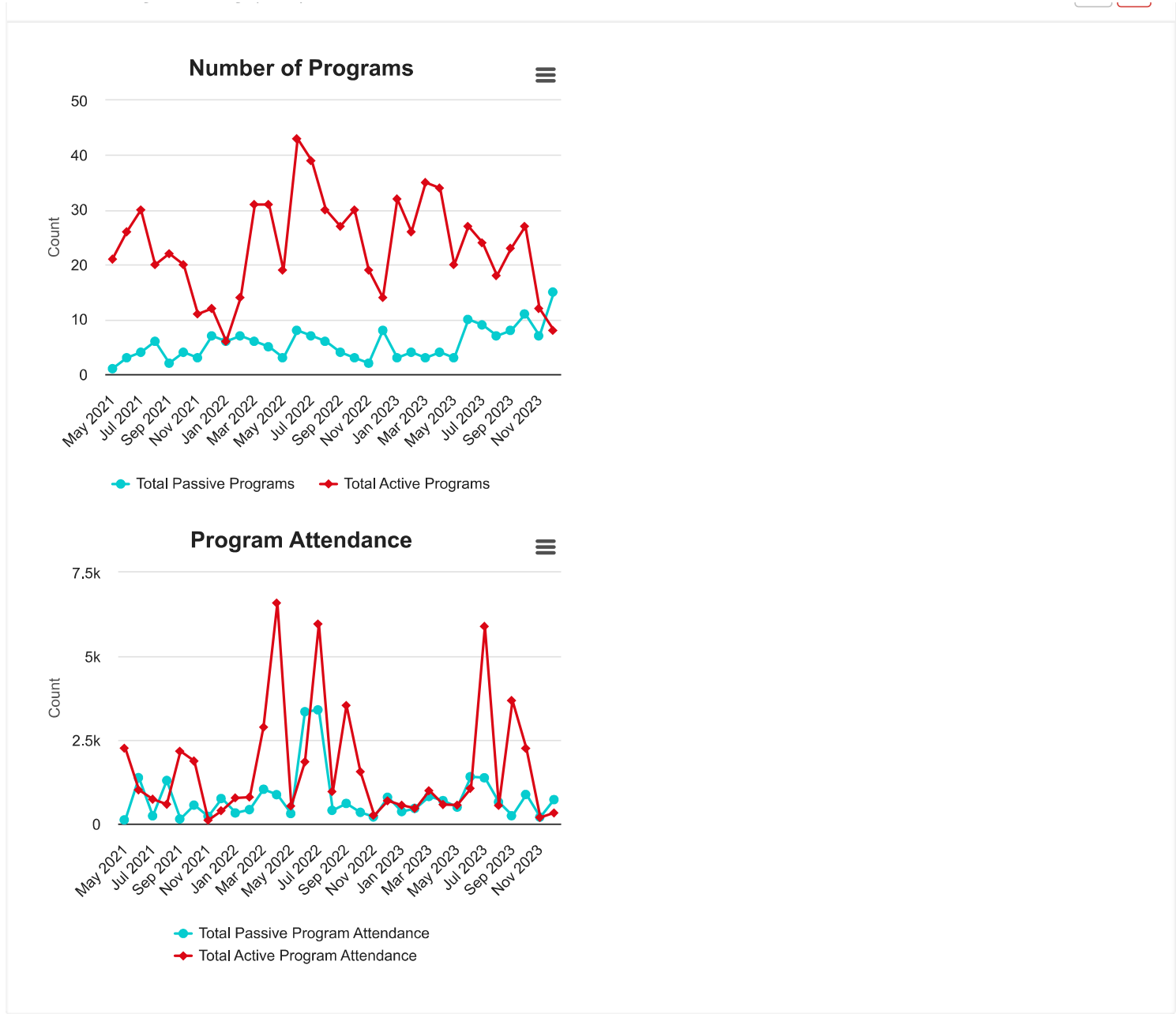
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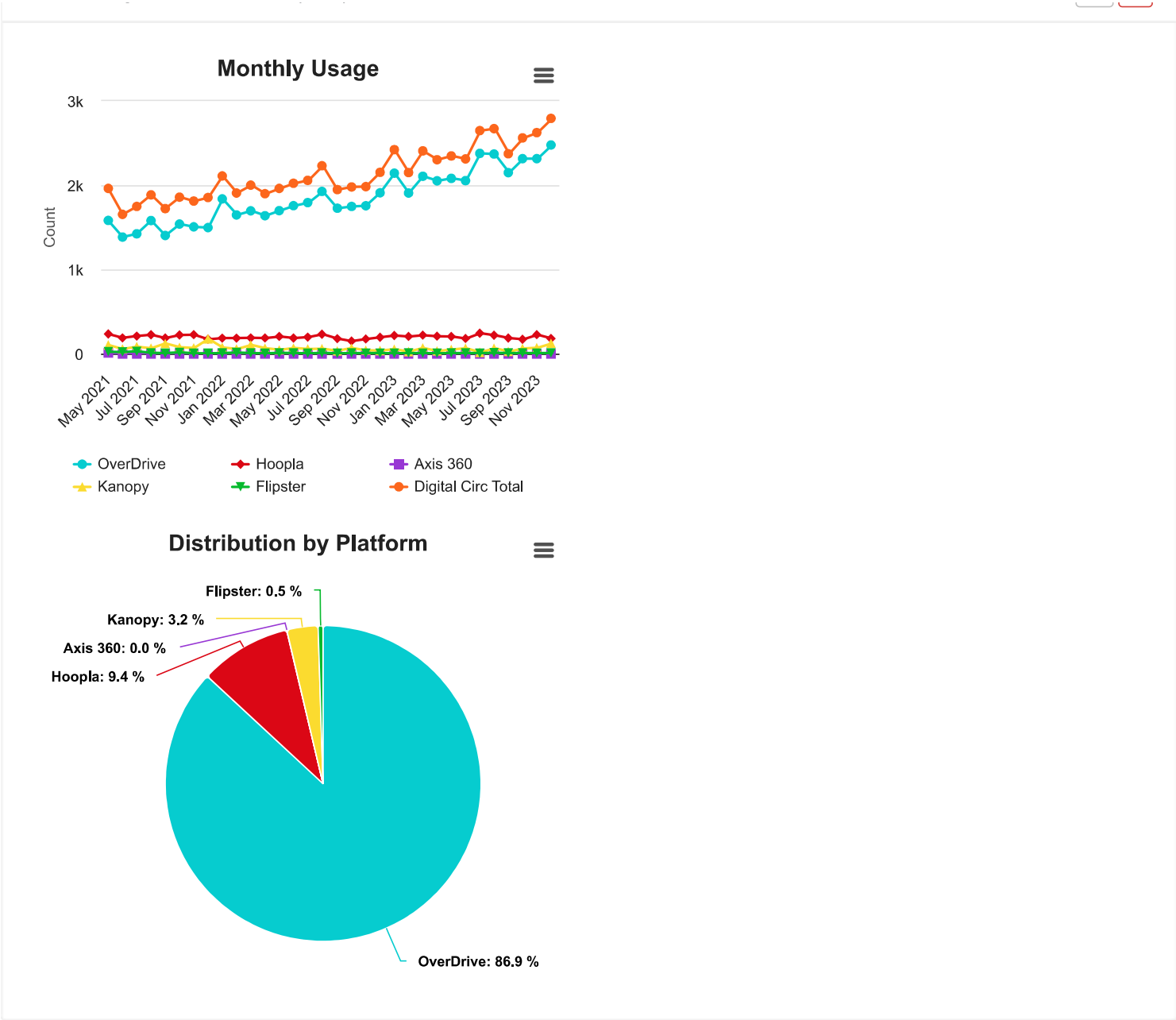
Preview

Edit Dashboard Settings

Back to Dashboards List

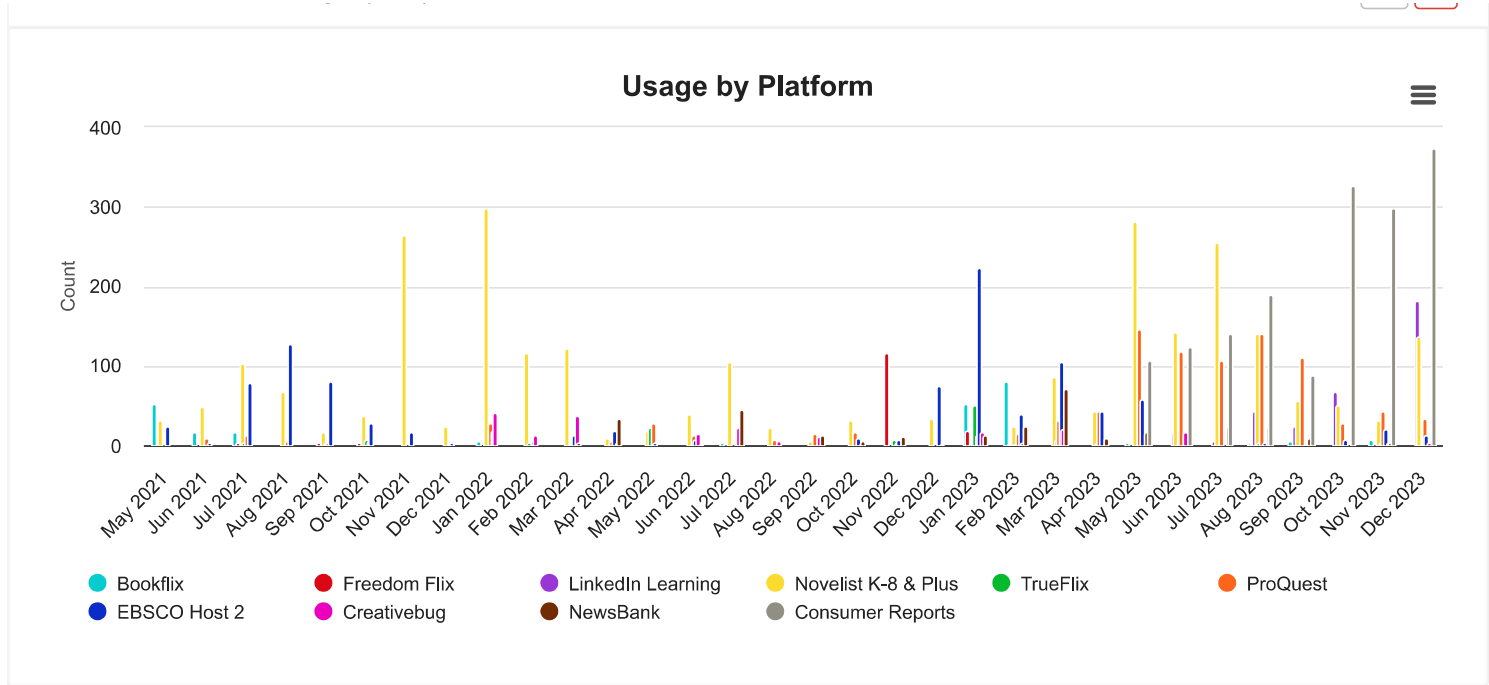












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PERIOD ENDING 12/31/2023

		ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
GL NUMBER	DESCRIPTION	MONTH 12/31/23	MONTH 12/31/22	12/31/2023	12/31/2022	2023-24	% BDGT
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	10,206.45	0.00	1,074,537.95	838,432.03	1,084,364.00	99.09
PROPERTY TAXES		10,206.45	0.00	1,074,537.95	838,432.03	1,084,364.00	99.09
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	217.31	173.43	1,503.57	1,268.72	2,000.00	75.18
080-300-34250	NON-RESIDENT FEES	426.79	964.95	3,988.65	4,616.02	6,000.00	66.48
080-300-34260	PASSPORT FEES	656.21	2,653.50	11,113.91	18,824.12	20,000.00	55.57
CHARGE FOR SERVICES		1,300.31	3,791.88	16,606.13	24,708.86	28,000.00	59.31
FINES/FORFEITS							
080-300-35700	RENTAL FINES	65.80	72.17	1,074.13	1,068.02	1,000.00	107.41
FINES/FORFEITS		65.80	72.17	1,074.13	1,068.02	1,000.00	107.41
INTERGOVERNMENTAL							
080-300-36200	MISC GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	8,284.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	9,284.00	0.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	10,233.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	10.00	0.00	790.00	1.27
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,500.00	0.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	5.23	(155.50)	30.92	(100.51)	500.00	6.18
080-300-38900	MISCELLANEOUS INCOME	23.13	127.13	1,176.32	3,812.97	3,000.00	39.21
MISCELLANEOUS		28.36	(28.37)	2,717.24	3,712.46	16,073.00	16.91
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	3,707.75	2,724.60	34,785.06	10,556.45	20,000.00	173.93
INVESTMENT INCOME		3,707.75	2,724.60	34,785.06	10,556.45	20,000.00	173.93
Total Dept 300 - REVENUE		15,308.67	6,560.28	1,129,720.51	878,477.82	1,158,721.00	97.50
TOTAL REVENUES		15,308.67	6,560.28	1,129,720.51	878,477.82	1,158,721.00	97.50
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	21,502.56	14,654.48	171,469.75	133,941.32	220,557.00	77.74
080-603-40030	STAFF SALARIES	30,629.57	28,166.36	228,440.80	229,669.72	379,800.00	60.15
SALARIES		52,132.13	42,820.84	399,910.55	363,611.04	600,357.00	66.61
PERSONNEL							

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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DB: Lake Bluff

PERIOD ENDING 12/31/2023

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/23 INCR (DECR)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	YTD BALANCE 12/31/2023 NORM (ABNORM)	YTD BALANCE 12/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40400	MEDICAL INSURANCE	7,360.85	5,609.11	58,885.13	51,763.63	95,000.00	61.98
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		7,360.85	5,609.11	58,885.13	51,763.63	95,250.00	61.82
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,953.01	3,255.22	30,315.33	27,541.01	44,000.00	68.90
080-603-40980	IMRF RETIREMENT CONTRIBUTION	1,678.24	2,221.38	12,874.34	19,340.53	30,000.00	42.91
RETIREMENT		5,631.25	5,476.60	43,189.67	46,881.54	74,000.00	58.36
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	8,733.61	1,998.00	44,548.84	24,743.87	41,000.00	108.66
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	770.00	709.00	1,750.00	44.00
080-603-41050	MAINTENANCE-GROUNDS	2,995.00	675.00	6,085.00	3,015.00	9,000.00	67.61
080-603-41300	COMPUTER SERVICES	3,675.00	3,500.00	15,085.00	14,000.00	15,000.00	100.57
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	648.77	110.11	6,931.07	2,471.38	4,000.00	173.28
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	0.00	17,092.19	5,381.12	10,000.00	170.92
080-603-41345	MARKETING	34.85	0.00	1,066.04	96.05	1,000.00	106.60
080-603-41350	LEGAL SERVICES	1,057.50	1,350.00	2,603.75	1,350.00	1,500.00	173.58
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	4,316.14	805.60	4,500.00	95.91
CONTRACTUAL		17,144.73	7,633.11	98,498.03	52,572.02	87,750.00	112.25
COMMODITIES							
080-603-42440	DUES	370.00	150.00	1,633.04	1,856.27	2,500.00	65.32
080-603-43230	UTILITIES	911.58	850.50	7,948.28	5,745.09	13,000.00	61.14
080-603-43300	POSTAGE	672.58	479.00	3,961.16	5,049.45	7,000.00	56.59
080-603-43410	PRINTING/E-NEWSLETTER	29.99	407.99	6,967.82	10,319.92	12,500.00	55.74
080-603-43550	OFFICE SUPPLIES	504.19	479.09	4,898.87	5,001.97	7,000.00	69.98
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	282.52	56.10	1,769.79	893.18	1,750.00	101.13
080-603-43668	TECHNICAL SERVICES SUPPLIES	494.73	554.99	3,440.99	2,639.10	5,500.00	62.56
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	32.92	72.09	1,289.36	281.60	1,000.00	128.94
080-603-43710	ADULT PROGRAM SUPPLIES	125.00	275.37	5,981.52	4,921.95	8,000.00	74.77
080-603-43720	JUVENILE PROGRAM SUPPLIES	266.23	148.06	6,660.77	4,977.60	7,000.00	95.15
080-603-43730	OUTREACH SUPPLIES	0.00	0.00	2,680.26	2,765.02	6,000.00	44.67
080-603-43740	TEEN PROGRAM SUPPLIES	87.87	12.00	749.34	263.60	1,250.00	59.95
080-603-46100	MISCELLANEOUS EXPENSES	125.00	25.10	2,406.78	2,583.80	3,000.00	80.23
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		3,902.61	3,510.29	50,387.98	47,298.55	75,500.00	66.74
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	1,858.65	752.91	9,097.20	8,365.23	17,000.00	53.51
080-603-45100	ADULT FICTION BOOKS	1,187.15	1,335.30	11,638.90	11,422.85	15,500.00	75.09
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	88.50	403.88	330.24	700.00	57.70
080-603-45200	ADULT AUDIO VISUAL MATERIAL	594.69	980.01	7,689.43	6,678.72	15,500.00	49.61
080-603-45220	ADULT REFERENCE/E-REFER	780.22	410.55	15,867.93	14,912.18	21,000.00	75.56
080-603-45400	JUVENILE NON-FICTION	1,779.70	2,260.12	8,127.06	5,642.82	12,000.00	67.73
080-603-45410	PICTURE BOOKS, READERS	928.52	1,046.24	5,102.12	4,138.33	8,000.00	63.78
080-603-45420	JUVENILE FICTION	497.71	1,009.99	5,241.61	3,402.35	8,000.00	65.52

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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DB: Lake Bluff

PERIOD ENDING 12/31/2023

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/23 INCR (DECR)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	YTD BALANCE 12/31/2023 NORM (ABNORM)	YTD BALANCE 12/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45430	JUVENILE AUDIO-VISUAL	86.98	131.69	1,756.54	439.17	3,000.00	58.55
080-603-45440	JUVENILE E-REFERENCE	200.00	0.00	1,337.00	1,378.00	1,500.00	89.13
080-603-45445	JUVENILE KITS & DEVICES	14.40	139.98	618.41	402.57	3,000.00	20.61
080-603-45450	TEEN BOOKS	329.12	358.60	1,540.66	1,124.67	2,500.00	61.63
080-603-45460	E-BOOKS	1,952.67	2,642.68	15,030.69	11,598.58	21,000.00	71.57
080-603-45470	GRAPHIC NOVELS	0.00	40.61	151.68	40.61	750.00	20.22
080-603-45500	PERIODICALS	381.67	472.80	7,118.31	7,372.86	7,350.00	96.85
080-603-45510	VIDEO GAMES	0.00	0.00	2,227.86	2,089.89	3,500.00	63.65
080-603-45520	TRENDING TITLES	0.00	20.44	399.13	549.07	2,000.00	19.96
080-603-45600	PATRON & STAFF SOFTWARE	19.99	537.74	7,750.36	5,920.29	15,550.00	49.84
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		10,611.47	12,228.16	123,598.77	108,308.43	182,850.00	67.60
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	3,451.57	7,475.74	6,000.00	57.53
080-603-51200	EXT BUILDING IMPROVEMENTS	14,180.00	0.00	16,180.00	0.00	6,000.00	269.67
080-603-58100	COMPUTER EQUIPMENT	0.00	26.49	13,560.98	7,965.48	10,000.00	135.61
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	0.00	1,000.00	3.40
CAPITAL EXPENSES		14,180.00	26.49	33,226.54	15,441.22	23,000.00	144.46
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		110,963.04	77,304.60	807,696.67	685,876.43	1,158,707.00	69.71
TOTAL EXPENDITURES		110,963.04	77,304.60	807,696.67	685,876.43	1,158,707.00	69.71
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		15,308.67	6,560.28	1,129,720.51	878,477.82	1,158,721.00	97.50
TOTAL EXPENDITURES		110,963.04	77,304.60	807,696.67	685,876.43	1,158,707.00	69.71
NET OF REVENUES & EXPENDITURES		(95,654.37)	(70,744.32)	322,023.84	192,601.39	14.00	2,300.17

DB: Lake Bluff		PERIOD ENDING 12/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 12/31/23	MONTH 12/31/22	12/31/2023	12/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
INTERGOVERNMENTAL		0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	102.80	600.80	2,230.04	1,529.78	98.00	2,275.55
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	35,302.81	84,762.35	65,000.00	54.31
MISCELLANEOUS		102.80	600.80	37,532.85	86,292.13	65,098.00	57.66
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 300 - REVENUE		102.80	600.80	45,816.45	94,575.73	73,382.00	62.44
TOTAL REVENUES		102.80	600.80	45,816.45	94,575.73	73,382.00	62.44
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,653.05	3,454.19	8,284.00	44.10
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	3,653.05	3,454.19	8,284.00	44.10
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	3,611.00	1,352.49	23,062.28	83,284.73	65,098.00	35.43
Unclassified		3,611.00	1,352.49	23,062.28	83,284.73	65,098.00	35.43
Total Dept 603 - LIBRARY ADMINISTRATION		3,611.00	1,352.49	26,715.33	86,738.92	73,382.00	36.41
TOTAL EXPENDITURES		3,611.00	1,352.49	26,715.33	86,738.92	73,382.00	36.41
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		102.80	600.80	45,816.45	94,575.73	73,382.00	62.44
TOTAL EXPENDITURES		3,611.00	1,352.49	26,715.33	86,738.92	73,382.00	36.41
NET OF REVENUES & EXPENDITURES		(3,508.20)	(751.69)	19,101.12	7,836.81	0.00	100.00
TOTAL REVENUES - ALL FUNDS		15,411.47	7,161.08	1,175,536.96	973,053.55	1,232,103.00	95.41
TOTAL EXPENDITURES - ALL FUNDS		114,574.04	78,657.09	834,412.00	772,615.35	1,232,089.00	67.72

DB: Lake Bluff		PERIOD ENDING 12/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 12/31/23	MONTH 12/31/22	12/31/2023	12/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
NET OF REVENUES & EXPENDITURES		(99,162.57)	(71,496.01)	341,124.96	200,438.20	14.00	2,436.60

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/10/2024	LIBCK	15870	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR DECEMBER 2023/OFFICE SUPPLIES	080-603-43550	63.85
		15870		AMAZON PURCHASES FOR DECEMBER 2023/JU	080-603-43720	130.43
		15870		AMAZON PURCHASES FOR DECEMBER 2023/JU	080-603-43740	67.22
		15870		AMAZON PURCHASES FOR DECEMBER 2023/AD	080-603-45000	66.99
		15870		AMAZON PURCHASES FOR DECEMBER 2023/AD	080-603-45100	105.77
		15870		AMAZON PURCHASES FOR DECEMBER 2023/AD	080-603-45200	594.69
		15870		AMAZON PURCHASES FOR DECEMBER 2023/JU	080-603-45410	5.70
		15870		AMAZON PURCHASES FOR DECEMBER 2023/JU	080-603-45420	130.80
		15870		AMAZON PURCHASES FOR DECEMBER 2023/JU	080-603-45430	86.98
		15870		AMAZON PURCHASES FOR DECEMBER 2023/JU	080-603-45445	14.40
		15870		AMAZON PURCHASES FOR DECEMBER 2023/JU	082-603-99999	57.56
						1,324.39
01/10/2024	LIBCK	15871	ANCEL GLINK, PC	LEGAL SERVICES THROUGH NOVEMBER 2023	080-603-41350	1,057.50
01/10/2024	LIBCK	15872	BAKER & TAYLOR ENTERTAINMENT	ADULT NON-FICTION/TECHNICAL SERVICES SUPPLIES	080-603-43668	408.68
		15872		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-45000	1,791.66
		15872		ADULT FICTION/TECHNICAL SERVICES SUPP	080-603-45100	1,081.38
		15872		JUVENILE NON-FICTION/TECHNICAL SERVIC	080-603-45400	187.80
		15872		PICTURE BOOKS/TECHNICAL SERVICES SUPP	080-603-45410	922.82
		15872		JUVENILE FICTION/TECHNICAL SERVICES S	080-603-45420	366.91
		15872		TEEN BOOKS/TECHNICAL SERVICES SUPPLIE	080-603-45450	329.12
						5,088.37
01/10/2024	LIBCK	15873	BEST QUALITY CLEANING, INC.	BUILDING MAINTENANCE/DEEP CLEANING	080-603-41000	2,000.00
01/10/2024	LIBCK	15874	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	1,591.90
01/10/2024	LIBCK	15875	COMPLETE CLEANING COMPANY, INC.	BUILDING MAINTENANCE/CLEANING SERVICES FOR DECEMBER 2023	080-603-41000	2,920.00
		15875		BUILDING MAINTENANCE SUPPLIES/HAND SO	080-603-43660	190.00
						3,110.00
01/10/2024	LIBCK	15876	COMPUTER VIEW, INC.	COMPUTER SERVICES/LAN MANAGEMENT FEB	080-603-41300	3,675.00
01/10/2024	LIBCK	15877	DEMCO, INC	USE OF DONATIONS FROM FRIENDS/SLATWAL	082-603-99999	939.94
01/10/2024	LIBCK	15878	EDUCATE STATION LLC	JUVENILE E-REFERENCE/ANNUAL SUBSCRIPT	080-603-45440	200.00

01/14/2024 10:33 AM				CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF			Page	2/4
User: rgrassi				CHECK DATE FROM 12/13/2023 - 01/17/2024				
DB: Lake Bluff				Banks: LIBCK				
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
01/10/2024	LIBC	15879	ELIZA JARVI	JUVENILE PROGRAM SUPPLIES/REIMBURSE E	080-603-43720	96.31		
01/10/2024	LIBC	15880	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES/TEEN PROGRA	080-603-43300	10.80		
		15880		JUVENILE PROGRAM SUPPLIES/TEEN PROGRA	080-603-43720	24.94		
		15880		JUVENILE PROGRAM SUPPLIES/TEEN PROGRA	080-603-43740	20.65		
						56.39		
01/10/2024	LIBC	15881	FIRST BANKCARD	MARKETING/POSTAGE	080-603-41345	34.85		
		15881		MARKETING/POSTAGE	080-603-43300	5.60		
						40.45		
01/10/2024	LIBC	15882	FIRST BANKCARD	ADULT PROGRAM/PERIODICALS/POSTAGE/PRI	080-603-43300	134.30		
		15882		ADULT PROGRAM/PERIODICALS/POSTAGE/PRI	080-603-43410	29.99		
		15882		ADULT PROGRAM/PERIODICALS/POSTAGE/PRI	080-603-43710	75.00		
		15882		ADULT PROGRAM/PERIODICALS/POSTAGE/PRI	080-603-45500	129.00		
						368.29		
01/10/2024	LIBC	15883	FIRST BANKCARD	UTILITIES/PERIODICALS/HOSPITALITY/USE	080-603-43230	309.85		
		15883		UTILITIES/PERIODICALS/HOSPITALITY/USE	080-603-43700	32.92		
		15883		UTILITIES/PERIODICALS/HOSPITALITY/USE	080-603-45500	54.99		
		15883		UTILITIES/PERIODICALS/HOSPITALITY/USE	082-603-99999	29.00		
						426.76		
01/10/2024	LIBC	15884	FIRST BANKCARD	MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41000	108.00		
		15884		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43300	115.80		
		15884		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-45600	19.99		
		15884		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-46100	25.00		
						268.79		
01/10/2024	LIBC	15885	GARY LEVIN	BUILDING MAINTENANCE/VARIOUS TASKS	080-603-41000	990.61		
01/10/2024	LIBC K	15886	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR DECEMBER 2023	080-603-43230	439.83		
01/10/2024	LIBC K	15887	GREATAMERICA FINANCIAL SVCS.	COPIER MAINTENANCE/COPIER LEASES FOR 01-15-2024 TO 02-14-2024	080-603-41313	648.77		
01/10/2024	LIBC	15888	ISAURO REYES	GROUNDS MAINTENANCE/SERVICES FOR OCTO	080-603-41050	2,520.00		
01/10/2024	LIBC	15889	KAPCO	TECH SERV SUPPL/POLY COVERS FOR BOOKS	080-603-43668	86.05		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/10/2024	LIBC	15890	KINNUCAN COMPANY	GROUNDS MAINTENANCE/TREE PRUNING	080-603-41050	475.00
01/10/2024	LIBC K	15891	LF/LB CHAMBER OF COMMERCE	DUES/ANNUAL MEMBERSHIP	080-603-42440	370.00
01/10/2024	LIBC	15892	LIBRARIES FIRST	MISC/MUSEUM ADVENTURE PASS FOR 2024	080-603-46100	100.00
01/10/2024	LIBC K	15893	LIBRARY FURNITURE INTERNATIONAL, LLC	USE OF DONATIONS FROM KIWANIS/STOOLS FOR PRE-SCHOOL ROOM/50% DEPOSIT	082-603-99999	2,584.50
01/10/2024	LIBC	15894	MARTHA O'HARA	ADULT PROGRAM SUPPLIES/GIFT CARDS/REI	080-603-43710	50.00
01/10/2024	LIBC	15895	MARY WEBBER	REIMB M. WEBBER/JUVENILE PROGRAM SUPP	080-603-43720	14.55
01/10/2024	LIBC	15896	MIDWEST MECHANICAL	BUILDING MAINTENANCE/PREVENTATIVE MAI	080-603-41000	2,715.00
		15896		EXTERIOR BUILDING IMPROVEMENT/RELOCAT	080-603-51200	14,180.00
						16,895.00
01/10/2024	LIBC	15897	MIDWEST TAPE LLC	ADULT E-REF/HOOPLA DECEMBER 2023	080-603-45220	380.22
01/10/2024	LIBC	15898	NEWS-SUN	PERIODICALS/LAKE COUNTY NEWS-SUN RENE	080-603-45500	116.43
01/10/2024	LIBC K	15899	NORTH SHORE WATER RECLAMATION	UTILITIES/WASTEWATER TREATMENT 5/1/2023 TO 8/15/2023	080-603-43230	161.90
01/10/2024	LIBC	15900	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	1,952.67
01/10/2024	LIBC	15901	PIONEER PRESS	PERIODICALS/LAKE FORESTER RENEWAL THR	080-603-45500	18.99
01/10/2024	LIBC	15902	RAILS	ADULT E-REF/CREATIVEBUG SUBSCRIPTION	080-603-45220	400.00
01/10/2024	LIBC	15903	STAPLES	BUILDING MAINT SUPPL/OFFICE SUPPLIES	080-603-43550	14.61
		15903		BUILDING MAINT SUPPL/TRASH BAGS	080-603-43660	92.52
						107.13
01/10/2024	LIBC	15904	USA TODAY	PERIODICALS/USA TODAY FOR JANUARY 202	080-603-45500	62.26
TOTAL - ALL FUNDS				TOTAL OF 35 CHECKS		48,618.00
--- GL TOTALS ---						
080-603-41000			MAINTENANCE-BUILDING	8,733.61		
080-603-41050			MAINTENANCE-GROUNDS	2,995.00		
080-603-41300			COMPUTER SERVICES	3,675.00		
080-603-41313			COPIER MAINTENANCE/SUPPLIES	648.77		
080-603-41345			MARKETING	34.85		

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## LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Ave. • Lake Bluff, IL 60044

Phone: 847-234-2540 • Fax: 847-234-2649

[www.lakeblufflibrary.org](http://www.lakeblufflibrary.org)

Lake Bluff Village Board of Trustees  
40 E. Center Avenue  
Lake Bluff, IL 60044

December 21, 2023

Dear Trustees,

This letter is to bring to the attention of the Village Board a matter of governance and fiduciary responsibility. Additionally, this letter is a follow-up to the discussion that took place with representatives from the Lake Bluff Public Library and Village of Lake Bluff on November 30, 2023 about the Lake Bluff Public Library's portion of annual Personal Property Replacement Tax (PPRT) payments. During this meeting, the Village representatives confirmed that the Library should receive 4% of the Village's annual PPRT disbursement from the State of Illinois. As cited by our legal counsel Ancel Glink and described in Illinois law at 30 ILCS 115/12, this statute dictates as follows:

*Any municipality ...which receives an allocation based in whole or in part on personal property taxes which it levied pursuant to Sections 3-1, 3-4 and 3-6 of the Illinois Local Library Act [75 ILCS 5/3-1, 75 ILCS 5/3-4 and 75 ILCS 5/3-6] and which was previously required to be paid over to a public library shall **immediately** pay over to that library a proportionate share of the personal property tax replacement funds which such municipality or township receives.*

Surprisingly, upon our research, the Library does not currently and has not historically received any PPRT payments from the Village. Therefore, on December 12, 2023, the Lake Bluff Public Library Board of Trustees voted unanimously to collect from the Village of Lake Bluff all delinquent payments of statutorily mandated PPRT disbursements from 1977 to 2023.<sup>1</sup> Based on the statute's requirement for immediate payment, the Library Board expects timely payment in full with compounded interest. Clearly, not having

<sup>1</sup> See 30 ILCS 115/12 for an explanation why PPRT pass-through payments should have begun in 1977.



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received PPRT revenue historically, the Library has missed the opportunity to earn interest on these payments.

Further, as advised by our legal counsel, the statute of limitations the Village Administrator referenced in his December 8 email, Section 13-205 of the Code of Civil Procedure, is only applicable to claims for the enforcement of a private interest. As you know, the Library is a public entity acting in the public interest to enforce the collection of taxpayer monies.

To reduce administrative burden for both the Village of Lake Bluff and the Lake Bluff Public Library, we prefer to allow the PPRT Statute to serve as the document to memorialize the Village's obligation to make these payments, just as non-PPRT tax revenue is immediately disbursed to the Library. Additionally, we hope to resolve this matter without legal involvement and additional taxpayer expense.

The Library Board does not intend for this letter to express any accusations of malfeasance or blame. We believe the Village officials have always acted in good faith and with the correct intentions. Nonetheless, the Library Board finds it important to correct this omission and enforce the Library's rights so the appropriate amount of resources can be applied to library purposes.

We believe these actions are a reflection of our shared accountability to our Lake Bluff constituency. We look forward to receiving a response from the Village Board of Trustees and expediting the process of disbursement for these statutorily mandated past and future payments.



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Sincerely, on behalf of the Lake Bluff Public Library Board of Trustees,

Bonnie Shaul

President, Library Board of Trustees

Renee Grassi

Director, Lake Bluff Public Library

CC Drew Irvin, Village Administrator, Village of Lake Bluff

Bettina O'Connell, Finance Director, Village of Lake Bluff

## INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF LAKE BLUFF AND THE LAKE BLUFF PUBLIC LIBRARY BOARD OF TRUSTEES

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

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

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

WHEREAS, prior to January 1, 1979, local governments were empowered by the Illinois Constitution to impose personal property taxes on corporations, partnerships, and other business entities; and

WHEREAS, on January 1, 1979, an amendment to Article IX, Section 5(c) of the Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units with a statewide tax known as the Personal Property Replacement Tax pursuant to 30 ILCS 115/12 ("**PPRT**"); and

WHEREAS, under 30 ILCS 115/12, statewide PPRT taxes designated for local government units are placed in a PPRT fund to be distributed to local taxing districts, and are allocated in proportional amounts; and

WHEREAS, the Parties recently examined the history of the PPRT allocations attributable to the Library and have determined that it is their individual and mutual best interests to enter into this Agreement to resolve all matters regarding PPRT allocations to the Library from the Village; and

WHEREAS, the Village Board of Lake Bluff has determined that entering into this Agreement is in the best interests of the Village and its residents; and

WHEREAS, the Library Board of Trustees has determined that entering into this Agreement is in the best interests of the Library and the community that it serves;

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

1. **Recitals:** The recitals set forth above are incorporated into the body of this Agreement as if fully set forth herein.

2. **PPRT Payment:** Upon the Effective Date, the Village will pay to the Library in immediately available funds a total amount of \$84,474, which the Village and the Library agree is the amount that the Village is required to pay to the Library for the Library's PPRT allocation for all prior years through the end of calendar year 2023 ("***Catch Up PPRT Payment***"). All future PPRT payments from the Village to the Library will be paid as required by 30 ILCS 115/12.
3. **Release.** In exchange for the Village's agreement to pay the Library the Catch Up PPRT Payment, the Library, by its approval and execution of this Agreement, (i) acknowledges and agrees that the Catch Up PPRT Payment constitutes all of the PPRT payments that the Village is required to make to the Library for all calendar years prior to 2024, and (ii) forever waives and releases the Village of Lake Bluff and its officers, elected officials, employees, representatives, and attorneys from any and all claims, actions, causes of action, suits, damages, injuries, duties, rights, obligations, liabilities, adjustments, responsibilities, judgments, and demands, whatsoever, in law or in equity, related in any way to PPRT allocations to the Library for all calendar years prior to 2024 or to any other Village obligation to disburse PPRT to the Library prior to 2024.
4. **Additional Provisions:**

(i) Amendments and Modifications. No amendment or modification to this Agreement will be effective unless and until it is reduced to writing and approved and executed by all Parties to this Agreement in accordance with all applicable statutory procedures.

(ii) Notices. All notices and payments required or permitted to be given under this Agreement must be given by the Parties by (i) personal delivery, (ii) deposit in the United States mail, enclosed in a sealed envelope with first class postage thereon, (iii) deposit with a nationally recognized overnight delivery service, addressed as stated in this Section 5.C. or (iv) by email. The address of either Party may be changed by written notice to the other Party. Any mailed notice will be deemed to have been given and received within three days after the same has been mailed and any notice given by overnight courier will be deemed to have been given and received within 24 hours after deposit. Email notices will be deemed received by the addressee upon explicit or implicit acknowledgement of receipt by the addressee.

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

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

With a copy to:      Elrod Friedman LLP

325 N. LaSalle St, Suite # 450  
Chicago, IL 60654  
Attention: Peter Friedman, Village Attorney  
Email: peter.friedman@elrodfriedman.com

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

With a copy to: Ancel Glink, PC  
140 S. Dearborn Street, Suite 600  
Chicago, IL 60603  
Attention: Julie Tappendorf, Library Attorney  
Email: jtappendorf@ancelglink.com

(iii) Successors and Assigns. The terms, covenants and conditions of this Agreement will bind and inure to the benefit of the Parties and their respective heirs, executors, administrators, and authorized successors and assigns; provided, however, that neither Party may assign this Agreement except upon the prior written consent of the other Party.

(iv) Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies and benefits provided by this Agreement will be cumulative and will not be exclusive of any other such rights, remedies and benefits allowed by law.

(v) Governing Law. This Agreement will be governed by, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. This Agreement is subject to the jurisdiction of the Circuit Court of Lake County, Illinois.

(vi) Authority to Execute. The Parties warrant and represent to each other that (i) the persons executing this Agreement on behalf of each Party have been properly authorized to do so by their respective corporate authorities; (ii) each Party has the full and complete right, power and authority to enter into this Agreement and to agree to the terms, provisions and conditions set forth in this Agreement; (iii) all legal actions needed to authorize the execution, delivery and performance of this Agreement have been taken by each Party; and (iv) neither the execution of this Agreement nor the performance of the obligations of each Party under this Agreement will (a) result in a breach or default under any other agreement or obligation of each Party or (b) violate any statute, law, restriction, court order or agreement to which each Party may be subject.

(vii) Effective Date. This Agreement is dated and effective as of the date set forth in the first paragraph on the first page of this Agreement.

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

VILLAGE OF LAKE BLUFF

LAKE BLUFF PUBLIC LIBRARY

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

By: \_\_\_\_\_  
Its: Library Board Representative

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

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

ATTEST:

ATTEST:

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

\_\_\_\_\_  
Its: Library Director

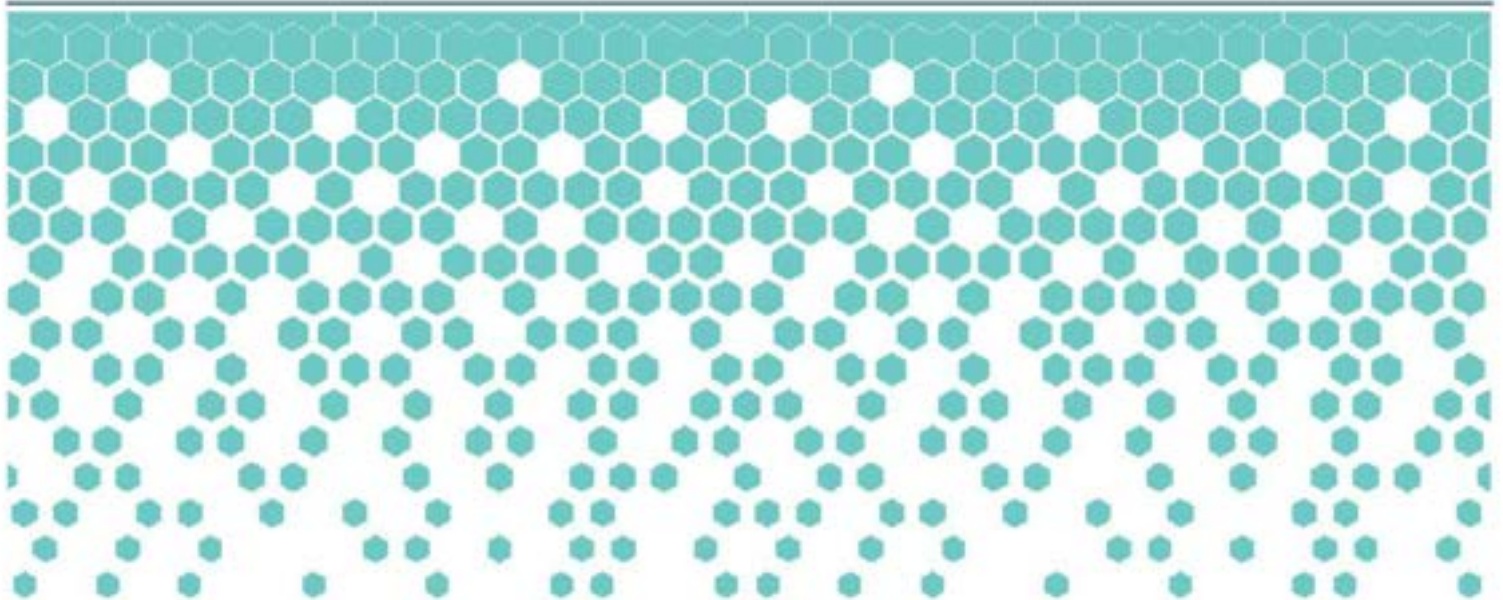


# Market Benchmarking & Compensation Structure Development Project

## Lake Bluff Public Library

November 2023

**Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP**  
Director, Compensation Services





# **Lake Bluff Public Library**

## **Market Benchmarking & Compensation Structure Development Project**

November 2023

<b>Final Project Report</b>	<b>Tab 1</b>
<b>Market Benchmarking Spreadsheet</b>	<b>Tab 2</b>
<b>Competitive Pay Structure</b>	<b>Tab 3</b>
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<b>Sample Compensation Philosophy and Policy</b>	<b>Tab 6</b>



## **Lake Bluff Public Library**

### **Market Benchmarking & Compensation Structure Development Final Project Report**

**Prepared November 2023  
Data Trended for Implementation May 1, 2024**

**Prepared by:  
HR Source  
3025 Highland Parkway, Suite 225  
Downers Grove, Illinois 60515  
(630) 963-7600  
[www.hrsource.org](http://www.hrsource.org)**

## Project Scope

HR Source was engaged to conduct a Market Benchmarking & Compensation Structure Development Project for the Lake Bluff Public Library.

The study included:

- Base pay market benchmarking for 16 positions
- Creation of a competitive, market-based compensation structure
- Payroll analysis to assess the overall competitive position of the organization relative to the market and to identify employees who are out of range
- FLSA analysis to determine the correct exempt/non-exempt classification of each position

## Market Benchmarking

Job descriptions from the Lake Bluff Public Library were reviewed by HR Source and used to benchmark Lake Bluff Public Library positions to current, valid, and reliable compensation survey data. During this analysis, particular attention was paid to the requisite knowledge, skills, abilities, and qualifications (including education and experience) along with actual job duties being performed by each job.

As directed by the Lake Bluff Public Library, the compensation analyst benchmarked library jobs to library data only (comparable organizations by budget, employee size, etc.). Jobs that can extend outside of the library industry were benchmarked using additional non-profit and for-profit survey data as follows:

- The information technology portion of the Adult Services and Technology Manager was benchmarked using 50% library data, 25% non-profit data, and 25% for-profit data.
- The bookkeeper portion of the Administrative Associate was benchmarked using equal parts of library data, non-profit data, and for-profit data.
- The marketing portion of the Community Engagement and Communications Manager was benchmarked using equal parts of library data, non-profit data, and for-profit data.

The following surveys were utilized in this study:

- A. HR Source 2023 Library Survey
- B. HR Source 2023 Library Supplemental Report - using the following comparable libraries selected by Lake Bluff Public Library management:

Chicago Ridge Public Library	La Grange Park Public Library District
Deerfield Public Library	Lake Villa District Library
Evergreen Park Public Library	Midlothian Public Library District
Fremont Public Library District	Prospect Heights Public Library
Highland Park Public Library	Wauconda Area Public Library
Hillside Public Library	Winnetka-Northfield Public Library

- C. Economic Research Institute (ERI) Online Salary Assessor

In order to allow for varied survey sources and job responsibilities, data was given appropriate weightings as determined by the analyst and Lake Bluff Public Library management. In some cases, survey data was blended to encompass all job responsibilities.

All data has been trended to May 1, 2024. All references to annual salaries within this project reflect a 40-hour standard workweek (2,080 hours per year). Hourly rates are also included, and useful when determining pay for part-time employees.

## **Compensation Structure Development**

Once all positions were benchmarked, a market-based compensation structure was created for the Lake Bluff Public Library. This was done using single linear regression analysis. During this process, a straight line of best fit was calculated using the newly collected survey data points.

As a result, HR Source calculated a compensation structure that includes eight pay grades and a separate pay range for the Library Director position. Following best practices, there is a constant midpoint to midpoint progression of 11.9% between grades 1 through 8. To provide flexibility when making individual pay decisions, pay range minimum and maximum values have been set at 20% below and 20% above the midpoints, with one exception. The minimum values of the bottom two grades were manually adjusted to be compliant with the future 2025 minimum wage rate of \$15.00 per hour.

Lake Bluff Public Library positions were assigned to a pay grade based on the survey data compiled for each position. This was done by identifying the pay grade midpoint that most closely aligned with the market rate for each job.

The pay grade structure for the Lake Bluff Public Library has two pay grades that are empty. These grades will remain on the structure to potentially accommodate any non-benchmarked positions, in case positions are restructured, need to be reanalyzed, or if new positions are created.

## **Payroll Analysis Outcomes**

As part of this project, a payroll analysis report was compiled. Employee rates of pay were compared to their respective pay range minimum, midpoint, and maximum values. Data was adjusted appropriately for part-time employees.

Information from the Payroll Analysis Report is summarized in the following table.

<b><u>COMPETITIVE POSITION</u></b>	<b><u># OF EMPS</u></b>	<b><u>ANNUAL COST</u></b>
Under Range Minimum	7	\$19,407
Under Range Midpoint	20	\$130,253
Over Range Midpoint	1	\$752
Over Range Maximum	0	\$0

The Payroll Analysis Report also includes compa-ratio calculations. Compa-ratio is calculated by comparing an employee's annual salary to the midpoint of their pay range. Compa-ratios reveal how far an employee's pay deviates from midpoint of their range. If an employee has a compa-ratio of 100%, they would be considered right "at market." The overall average compa-ratio for the Lake Bluff Public Library is 85.6%. This indicates that when employee pay rates were compared against the market-based pay grade structure, employee pay rates, collectively, lag the structure by 14.4%.

Individual compa-ratio figures range from 68.6% to 103.1%. To ensure all employees are paid within range, compa-ratio figures should fall between 80% and 120%.

## **Implementation**

The Lake Bluff Public Library is encouraged to make implementation plans to correct any inequities that exist and ensure proper plan administration going forward.

As a result of this project, it was discovered that seven employees have a pay rate that falls below the minimum value of their new grade. It is strongly recommended these pay rates be increased as soon as possible to ensure all employees are paid within the newly created pay ranges.

Once these adjustments are made, the Lake Bluff Public Library should then focus on the appropriateness of each employee's pay rate relative to their new pay range. Although the project outcomes show an overall compa-ratio of 85.6%, there may be employees that are inappropriately low or high in their pay range, when considering their job performance, skills, experience and/or tenure. To pay competitively, the Lake Bluff Public Library should consider giving market adjustments to employees who need an increase. Depending on the financial resources required to make the necessary adjustments, the Lake Bluff Public Library may consider issuing market-based pay adjustments over a one-, two-, or three-year period.

## **Fair Labor Standards Act (FLSA) Analysis**

This project also included an FLSA analysis. The exemption status of each position was evaluated based on information contained in the job description. The exemption status of each position is noted within this report. Positions with a FLSA code of "E" were determined to be exempt and positions with a "NE" were determined to be non-exempt, according to the Fair Labor Standards Act (FLSA), and current Illinois wage and hour laws.

## **Communication**

This benchmarking project gives the Lake Bluff Public Library a solid foundation for explaining changes to the compensation program. To assist with internal communication and documentation, a sample *Compensation Philosophy and Policy* has been included with this project.

## **Plan Maintenance**

HR Source staff are available to assist with questions that may arise during plan implementation and administration. We will continue to be vitally interested in the continued effectiveness of this project.

Going forward, all pay ranges must be updated annually to stay aligned with the market and compliant with minimum wage. Specifically, the following maintenance schedule should be followed:

- **May 1, 2025**
  - This is the first anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source for annual structure adjustment figure recommendations and instructions.
- **May 1, 2026**
  - This is the second anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source prior to this date for structure adjustment figure recommendations and instructions.
- **May 1, 2027**
  - This is the third anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market.
  - Contact HR Source prior to this date for structure adjustment figure recommendations and instructions, as well as pricing and timing of your 2028 compensation refresh project.

The Lake Bluff Public Library is encouraged to view this analysis only as a guide in determining if actual inequities exist, taking into consideration factors such as individual job performance, labor market availability, newly assigned or inexperienced personnel or other criteria which may logically have a bearing on individual rates of pay.

## **Sample Compensation Philosophy and Policy**

Our employees are our most valuable asset. Our overall compensation philosophy is to maintain a fair and equitable market-based compensation program that rewards performance and recognizes contributions made by all employees within the organization. While remaining fluid and flexible to meet changing economic and market conditions, we strive to pay market rates as is financially practical, taking into account individual performance and contributions.

### **Primary Objectives of the Compensation Program:**

- Recruit, attract, retain and engage skilled, productive and dedicated employees.
- Motivate and reward employees to perform their jobs in ways that contribute to the overall success of the organization.
- Establish and maintain competitive pay ranges that ensure positions are valued appropriately in relation to one another within the organization and are aligned with market rates offered by the competitive labor market.

### **Compensation Plan Guidelines:**

In order to achieve the primary objectives of the organization's compensation program, determining and identifying base pay compensation levels consists of the following key elements:

- Having formal, current job descriptions which indicate essential job functions (including supervisory responsibilities, if applicable), and requisite knowledge, skill, and ability requirements.
- Regularly conducting compensation benchmarking against the external market.
- Providing pay increases that are commensurate with the market, individual performance and company performance.

### **Job Descriptions:**

Each position in the organization has a corresponding job description. This description specifies the position's duties and responsibilities, and details the tasks, processes, functions and qualifications for the job. Job descriptions are reviewed annually for accuracy and updated as necessary.

### **Market Benchmarking:**

The organization uses an outside third party to objectively benchmark our job descriptions against current, valid, and reliable compensation survey data. As a result, the organization has a competitive compensation structure which consists of pay grades and pay ranges for all positions. Pay grades and pay ranges are reviewed and updated annually.

## **Pay Ranges:**

Every position within the organization has a pay range. Each range has a designated minimum, midpoint and maximum pay rate.

The amount paid to any individual employee is determined by the pay range for the position. It is the goal of the organization to have all employees paid within their respective pay range. Based on the individual's relevant experience, expertise, performance and tenure, an appropriate pay rate will be determined for each employee. This intention upholds the organization's philosophy that all employees contribute to the success of the organization and individual contributions will be acknowledged accordingly. Final base pay determination will be approved by the Executive/Management Team in coordination with Department Managers/Supervisors.

## **Pay Adjustments:**

Pay adjustments must be approved in advance by the Executive/Management Team. Pay adjustments may occur for the following reasons. All pay changes will be communicated to the employee, in writing, prior to the effective date of the change.

### Annual Review and Pay Increases:

Employees are eligible for an annual pay increase at their annual performance review. The amount of base pay increase for an employee is dependent upon the employee's overall performance rating, where the employee's pay falls relative to their pay range, and the parameters of the approved operating budget.

If an employee's pay is at (or beyond) the maximum of the pay range, further pay increases will not be issued until the employee's pay rate is back within range.

Annual increases recommended by Department Managers/Supervisors are subject to approval by the Executive/Management Team to ensure the compensation program is administered consistently and fairly, and to ensure budgetary guidelines are followed.

### Market Adjustment Increases:

Adjustments in an employee's pay may occur separately from the annual review process to maintain internal equity. Pay adjustments may also occur when there is an unexpected market fluctuation for a particular position and the incumbent's current pay is below market.

### Promotional Increases:

A promotion is a reassignment from a position with a lower pay grade to another position with a higher pay grade. In most cases, a base pay increase will accompany a promotion, but it is not required unless the employee's pay is below the minimum of their new range.

### Reassignment to a Position with Lower Pay Range:

On rare occasions, employees may move to a job of significantly decreased responsibility and a lower pay grade, either voluntarily or at the request of management. In some cases, a pay decrease may be initiated at the time of the job change, but is not required unless the employee's pay is above the maximum of their range.

### Lateral Transfer:

A lateral transfer is defined as a move from one position to another within the same pay grade. Lateral transfers typically involve no change in base pay.

**Lake Bluff Public Library  
Competitive Pay Structure  
Effective: May 1, 2024  
Based on a 40 Hour Workweek**

<b>Pay Grade</b>	<b>Annual Minimum</b>	<b>Annual Midpoint</b>	<b>Annual Maximum</b>
1	\$31,200	\$31,200	\$37,440
2	\$31,200	\$34,899	\$41,879
3	\$31,230	\$39,037	\$46,845
4	\$34,933	\$43,666	\$52,399
5	\$39,075	\$48,844	\$58,612
6	\$43,708	\$54,635	\$65,562
7	\$48,890	\$61,113	\$73,336
8	\$54,687	\$68,359	\$82,031
LD	\$85,274	\$106,592	\$127,911
<b>Pay Grade</b>	<b>Hourly Minimum</b>	<b>Hourly Midpoint</b>	<b>Hourly Maximum</b>
1	\$15.00	\$15.00	\$18.00
2	\$15.00	\$16.78	\$20.13
3	\$15.01	\$18.77	\$22.52
4	\$16.79	\$20.99	\$25.19
5	\$18.79	\$23.48	\$28.18
6	\$21.01	\$26.27	\$31.52
7	\$23.50	\$29.38	\$35.26
8	\$26.29	\$32.86	\$39.44
LD	\$41.00	\$51.25	\$61.50

**Lake Bluff Public Library  
Pay Grade Assignments  
Effective: May 1, 2024  
Based on a 40 Hour Workweek**

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
<b>LD</b>	E	Library Director	\$85,274	\$106,592	\$127,911
			\$41.00	\$51.25	\$61.50
<b>8</b>	E	Adult Services and Technology Manager	\$54,687	\$68,359	\$82,031
	E	Reference and Circulation Manager	\$26.29	\$32.86	\$39.44
	E	Youth Services Manager			
<b>7</b>	E	Community Engagement and Communications Manager	\$48,890	\$61,113	\$73,336
			\$23.50	\$29.38	\$35.26
<b>6</b>	E	Full-Time Adult Services Librarian	\$43,708	\$54,635	\$65,562
	NE	Part-Time Adult Services Librarian	\$21.01	\$26.27	\$31.52
	NE	Part-Time Cataloging Librarian			
	NE	Part-Time Youth Services Librarian			
<b>5</b>		No Jobs Evaluated	\$39,075	\$48,844	\$58,612
			\$18.79	\$23.48	\$28.18
<b>4</b>	NE	Administrative Associate	\$34,933	\$43,666	\$52,399
	NE	Part-Time Library Technical Associate	\$16.79	\$20.99	\$25.19
<b>3</b>	NE	Part-Time Library Associate	\$31,230	\$39,037	\$46,845
	NE	Part-Time Hybrid Library Associate	\$15.01	\$18.77	\$22.52
	NE	Part-Time Youth Services Library Associate			
<b>2</b>		No Jobs Evaluated	\$31,200	\$34,899	\$41,879
			\$15.00	\$16.78	\$20.13
<b>1</b>	NE	Part-Time Youth Services Summer Reading Club Assistant	\$31,200	\$31,200	\$37,440
	NE	Shelver	\$15.00	\$15.00	\$18.00

LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - REVENUES

080-300-

CODE/LINE ITEM				BUDGET FY22/23	DEC. 2022 FY22/23	BUDGET FY23/24	BUDGET FY24/25	% CHANGE BUDGET TO BUDGET FY24 TO 25	\$ CHANGE
TAXES									
30000	Property Taxes	962,776	982,713	1,016,815	1,032,715	1,032,715	1,084,364	1,138,582	5.0% 54,218
TOTAL TAXES				1,032,715	1,032,715	1,084,364	1,138,582	5.0% 54,218	
FORFEITURES									
35700	Library Fees	7,739	1,094	2,744	1,000	1,087	1,000	1,500	50.0% 500
TOTAL FINES & FORFEITURES				1,000	1,087	1,000	1,500	50.0% 500	
CHARGE FOR SERVICES									
34235	Photocopy Charges	1,822	219	1,719	2,000	1,269	2,000	2,000	0.0% 0
34260	Passport Fees	9,135	0	20,803	15,000	18,553	20,000	17,250	15.0% (2,750)
38850	License Renewal	0	0	103	1,000	66	500	250	-50.0% (250)
NEW	Passport Postage						750	750	
34250	Non-Resident Fees	5,690	3,986	6,863	6,000	4,503	6,000	6,000	0.0% 0
TOTAL CHARGE FOR SERVICES				24,000	24,391	28,500	26,250	9.4% 2,250	
OTHER									
37020	District 65+115 Agreemen	1,513	1,500	1,550	1,550	1,550	1,550	2,000	29.0% 450
37000	Village Contribution	8,550	9,521	9,412	10,233	10,233	10,233	10,233	0.0% 0
NEW	State PPRT Disbursement						5,484		
38310	Vliet Operating Cost Contr	790	0	1,180	790	790	790	790	0.0% 0
37500	Interest Income	8,425	745	473	250	10,556	20,000	30,000	50.0% 10,000
38800	Naperville/Impact Fees	0	6,478	2,159	0	0	0	0	--- 0

LAKE BLUFF PUBLIC LIBRARY									
GENERAL FUND - REVENUES									
36263	Per Capita Grant				7,153	8,284	8,284	8,284	0.0%0
36200	Misc Grants/Gifts				1,000	0	1,000	150,000	14900.0%149,000
38900	Miscellaneous Income	2,658	87	24,931	17,000	3,253	3,000	1,500	-50.0%(1,500)
TOTAL OTHER		21,936	18,332	39,705	37,976	34,666	44,857	208,291	448.5%170,315
TOTAL REVENUES		1,009,097	1,006,344	1,088,753	1,095,691	1,092,859	1,158,721	1,374,623	25.5%278,932
FUND BALANCE RESERVES									---0
LIBRARY FUND REVENUE		1,009,097	1,006,344	1,088,753	1,095,691	1,092,859	1,158,721	1,374,623	25.5%278,932

LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES

		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	% CHANGE \$ CHANGE	
CODE/LINE ITEM		FY 19/20	FY 20-21	FY21-22	FY22-23	FY23-24	FY24-25	BUDGET TO BUDGET	
								FY 24 TO FY25	
PERSONNEL SERVICES									
40025	Librarian Salaries	190,764	147,535	151,476	210,000	220,557	315,166	50.1%	94,609
40030	Staff Salaries	318,338	341,692	395,595	360,000	379,800	427,873	12.7%	48,073
40400	Medical Insurance	100,053	106,688	103,204	86,000	95,000	90,000	-5.3%	(5,000)
40900	Other Employee Benefit	0	225	0	250	250	250	0.0%	0
40980	IL Municipal Retire Fund	34,990	41,290	30,561	31,000	30,000	40,000	33.3%	10,000
40970	Social Security	38,379	35,978	41,226	40,000	44,000	51,000	15.9%	7,000
TOTAL PERSONNEL SERVICES		682,524	673,408	722,063	727,250	769,607	924,289	20.1%	197,039
CONTRACT. SERVICES/COMMODITIES									
41000	Building Maintenance	34,866	32,945	33,536	34,000	41,000	15,000	-63.4%	(26,000)
41020	Elevator Maintenance	948	318	1,198	1,500	1,750	1,400	-20.0%	(350)
41050	Grounds Maintenance	5,416	7,531	6,735	6,500	9,000	6,000	-33.3%	(3,000)
41313	Copier Maintenance	3,125	1,897	3,686	4,000	4,000	8,000	100.0%	4,000
41314	Other Professional Service	15,348	7,556	15,720	10,000	10,000	19,000	90.0%	9,000
41300	Computer Services	13,740	13,390	14,690	14,000	15,000	16,000	6.7%	1,000
41350	Legal & Accounting	1,995	1,463	3,263	1,500	1,500	2,500	66.7%	1,000
42400	Professional Development	1,700	0	120	3,000	4,500	4,500	0.0%	0
42440	Dues	2,041	1,445	1,616	2,500	2,500	2,000	-20.0%	(500)
43230	Utilities	13,592	11,621	8,464	10,000	13,000	13,000	0.0%	0
43300	Postage	3,080	1,772	5,995	5,000	7,000	2,200	-68.6%	(4,800)
NEW	Passport Supplies						4,800	---	4,800
43410	Printing/E-Newsletter	7,680	5,340	8,891	10,000	12,500	13,000	4.0%	500
43550	Office Supplies	6,844	9,336	7,892	7,000	7,000	6,500	-7.1%	(500)
43660	Building & Grounds Supplies	1,485	594	2,023	1,500	1,750	2,000	14.3%	250
43668	Technical Services Supplies	3,991	4,183	4,977	5,500	5,500	5,000	-9.1%	(500)
43700	Hospitality Program Supplies	421	210	479	500	1,000	1,000	0.0%	500

LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES

CODE/LINE ITEM		ACTUAL FY 19/20	ACTUAL FY 20-21	ACTUAL FY21-22	BUDGET FY22-23	BUDGET FY23-24	BUDGET FY24-25	% CHANGE BUDGET TO BUDGET FY 24 TO FY25	\$ CHANGE
43730	Outreach Supplies	4,290	2,567	4,775	5,500	6,000	5,000	-16.7%	(1,000)
41345	Marketing	0	0	0	500	1,000	1,000	0.0%	500
43710	Adult Program Supplies	4,049	7,158	7,520	8,000	8,000	7,000	-12.5%	(1,000)
43720	Juvenile Program Supplies	5,718	5,125	6,668	7,000	7,000	7,000	0.0%	0
43740	Teen Program Supplies	1,009	497	765	1,250	1,250	750	-40.0%	(500)
45000	Adult Nonfiction	12,158	12,714	16,507	17,000	17,000	13,000	-23.5%	(4,000)
45100	Adult Fiction	12,527	14,415	15,275	15,500	15,500	15,500	0.0%	0
45110	Adult Large Print	365	531	608	600	700	700	0.0%	100
45200	Adult Audio-Visual	11,152	11,374	12,027	15,500	15,500	12,500	-19.4%	(3,000)
45220	Adult E-Reference	17,858	17,072	17,094	20,000	21,000	21,000	0.0%	0
45400	Juvenile Non-fiction	9,968	9,065	9,783	12,000	12,000	10,000	-16.7%	(2,000)
45410	Picture Books, Readers	4,347	7,506	7,441	8,000	8,000	8,000	0.0%	0
45420	Juvenile Fiction	5,806	6,288	8,314	8,000	8,000	8,000	0.0%	0
45430	Juvenile Audio-Visual	2,214	2,568	3,141	3,000	3,000	2,000	-33.3%	(1,000)
45440	Juvenile eReference	399	1,835	1,835	2,000	1,500	1,350	-10.0%	(150)
45445	Juvenile Kits and Devices	0	0	0	3,000	3,000	3,000	0.0%	0
45460	Ebooks	15,492	17,997	16,941	19,000	21,000	21,000	0.0%	2,000
45470	Graphic Novels	343	315	822	750	750	650	-13.3%	(100)
45450	Teen Books	1,961	2,031	2,221	2,500	2,500	2,000	-20.0%	(500)
45500	Periodicals	7,103	4,098	6,820	6,750	7,350	7,350	0.0%	0
45510	Video Games	2,904	3,176	3,438	3,500	3,500	3,850	10.0%	350
45520	Trending Titles	1,136	231	721	2,000	2,000	1,250	-37.5%	(750)
45600	Public & Staff PC Software	6,688	9,408	9,042	10,750	15,550	16,000	2.9%	450
45610	Library Automation Softwar	21,532	21,950	21,950	22,000	25,000	22,250	-11.0%	(2,750)
46100	Miscellaneous Expenditure	765	607	414	1,000	3,000	2,000	-33.3%	(1,000)
TOTAL CONTRACT/COMMOD.		266,055	258,129	293,406	311,600	346,100	314,050	-9.3%	(32,050)
CAPITAL OUTLAY									
50100	Library Furnishings	44	3,175	1,189	5,000	6,000	4,000	-33.3%	(2,000)

LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES

CODE/LINE ITEM		ACTUAL FY 19/20	ACTUAL FY 20-21	ACTUAL FY21-22	BUDGET FY22-23	BUDGET FY23-24	BUDGET FY24-25	% CHANGE BUDGET TO BUDGET FY 24 TO FY25	\$ CHANGE
51200	Exterior Bldg Improvement:	0	0	20,723	6,000	6,000	5,000	-16.7%	(1,000)
58100	Computer Equipment	25,179	38,344	225	19,000	10,000	13,000	30.0%	3,000
58270	Library Equipment	0	0	282	1,000	1,000	1,000	0.0%	0
44810	Per Capita Grant Expend	5,367	7,975	7,840	7,153	8,284	8,284	0.0%	0
44825	Misc Grant Expenditures	0	0	0	1,000	1,000	86,000	8500.0%	85,000
99999	Use of Unrestrict Donation	24,200	7,775	0	15,000	15,000	10,000	-33.3%	(5,000)
99999	Use of Restricted Donation	0	0	10,080	2,000	2,000	40,000	1900.0%	38,000
71000	Fund Balance	0	44,545	49,650	16,000	20,000	(31,000)	-255.0%	(51,000)
70000	Contingency	0	0	0	1,688	0	0	-100.0%	0
TOTAL CAPITAL OUTLAY		54,791	101,815	89,988	73,841	69,284	136,284	96.7%	62,443
LIBRARY TOTAL		1,003,370	1,033,351	1,105,457	1,112,691	1,184,991	1,374,623	16.0%	189,632

## COMPONENT UNIT OF VILLAGE

## LAKE BLUFF PUBLIC LIBRARY

## GRANTS &amp; GIFTS FUND - REVENUES &amp; EXPENDITURES

CODE/LINE ITEM	ACTUAL FY 19/20	ACTUAL FY 19/20	ACTUAL FY 20/21	ACTUAL FY21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25
<b><u>REVENUES 82-40-603</u></b>							
<b>GRANTS</b>							
36263 Per Capita Grant	7,153	0	7,153	8,440	7,153	8,284	8,284
36200 Miscellaneous Grants	0	0	0	0	1,000	1,000	100,000
TOTAL GRANTS	7,153	0	7,153	8,440	8,153	9,284	108,284
<b>DONATIONS</b>							
38300 Unrestricted Donations	11,869	22,387	19,794	948	15,000	15,000	10,000
38315 Restricted Donations	2,844	6,344	273	7,925	2,000	2,000	40,000
TOTAL DONATIONS	14,713	28,731	20,067	8,873	17,000	17,000	50,000
75000 Interest Earnings							
<b>TOTAL FUND REVENUES</b>	<b>21,866</b>	<b>28,731</b>	<b>27,219</b>	<b>17,313</b>	<b>25,153</b>	<b>26,284</b>	<b>158,284</b>
<b><u>EXPENDITURES 82-60-001</u></b>							
<b>OTHER/GRANT PROGRAMS</b>							
44810 Per Capita Grant Expe	4,443	5,367	7,975	7,840	7,153	8,284	8,284
44825 Misc Grant Expenditur	0	0	0	0	1,000	1,000	100,000
99999 Use of Unrestrict Dona	14,138	24,200	7,775	0	15,000	15,000	10,000
99999 Use of Restricted Dona	2,844	0	0	10,080	2,000	2,000	40,000
	21,426	29,567	15,750	17,920	25,153	26,284	158,284
<b>TOTAL EXPENDITURES</b>	<b>21,426</b>	<b>29,567</b>	<b>15,750</b>	<b>17,920</b>	<b>25,153</b>	<b>26,284</b>	<b>158,284</b>



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois State Library

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

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

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

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

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

Legal Name of Library: Lake Bluff Public Library

Library's Control Number: 30392 Branch Number: 00 Today's Date: 1/11/2024

Contact information of the person completing this grant application:

Preparer's Name: Renee Grassi  
(First Name) (Last Name)

Preparer's Title: Library Director

Preparer's Phone Number: 847-234-2540

Preparer's Email Address: rgrassi@lakeblufflibrary.org

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

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** 5616

### **Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

## **Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Library will continue offering customer service training to all staff to learn how to provide reliable and effective service to all users regardless of their ability, race, identity, country of origin, immigration status, and more. The Board will participate in a Retreat to develop a Long Range Plan and long term financial goals for the Library. The Library staff will continue using the Action Plan that was developed in the previous year to determine annual priorities for work goals.

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The Library will be working with their local village authority to clarify the financial and organizational relationship between the Village of Lake Bluff and the Lake Bluff Public Library, resulting in a new Intergovernmental Agreement. This agreement will provide security and financial sustainability to the library for years to come. The Library will also be developing more detailed Trustee Training in collaboration with our Community Engagement Board Committee. In addition, Library staff will continue to develop and update internal procedures for staff training and onboarding.

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The Personnel Policy will continue to be reviewed in collaboration with the Library's Bylaws and Policy Committee to reflect current practice and standards. The Library will consider adopting a Compensation Philosophy and Policy to culminate the work that the organization completed in 2023 on Staff Salary Benchmarking with HR Source. In addition, library staff can explore more opportunities and prioritize ongoing training and professional development to increase and expand skills and knowledge necessary for the job.

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

The Lake Bluff Public Library is working with a local architectural firm, Engberg Anderson, who will deliver an Accessibility and Site Evaluation Report to the Board of Trustees. Using ADA accessibility codes of compliance as well as universal design principles as a foundation, this report provides a comprehensive analysis of the Library's interior and exterior spaces. It provides clear and concrete examples where code is not being met. It also provides recommendations and suggestions for improvement, not just to meet code but to go beyond it to aim towards universal design for all. The Library will also be applying for an Accessibility Grant through the State Library to fund improvements in wayfinding and interior signage to help improve the usability of the space and collections.

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Lake Bluff Public Library will be working with the Village of Lake Bluff to draft and execute a new Intergovernmental agreement that outlines the financial responsibilities of the Village for capital improvements of the Library. The Library has received a list of recommendations for improvement from the Engberg Anderson Report. It also has received an "Existing Conditions and Revision Recommendations" Report from the same firm in 2022, which provides an analysis of the Library's HVAC, Plumbing, Fire Suppression, and Electrical Systems. The Building and Grounds Committee of the Board, along with the Library Director, will use these reports to address top priority building needs of the library.

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

The Library Director will work with the local Fire Department to provide the following training for staff: fire extinguisher training, AED training, and fire drills. The Library Management Team will continue to review and update the Library's Emergency Manual for important and relevant updates related to library safety procedures. The Library will create a building safety checklist that is implemented by the Library Director. As new staff onboard the organization, the Library will continue to update the list of emergency call numbers and contact information.

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

In collaboration with the Bylaws and Policy Committee, the Library will embark on a review of the organization's collection development policy, which has not been updated since 2018. The Library Management Team, in collaboration with library staff, will continue to develop new and data-driven lists to evaluate and analyze the library's collection for weeding. Library staff will also continue to create documentation for collection development procedures, which will aid the library in legacy planning.

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The Library will begin to research the feasibility of joining the CCS consortium to increase access to materials for the community. The Library will reach out to RAILS to inquire about grants to help fund some or all of the costs necessary in joining CCS consortium. The Library will continue to use feedback from staff and the community to inform this decision, with many in favor of this change. The Library is limited in building size and space and cannot expand its collection further. In fact, it needs further reduction of collections to address code compliance issues. Joining a consortium will help the Library improve access to materials it cannot acquire or house in the building.

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

In collaboration with the Library's Bylaws and Policy committee, the Library will review and consider updates to its Reference Policy. The Library will also continue to update internal documentation and procedures for onboarding new staff, such as creating a Person In Charge checklist and a training checklist for reference and readers advisory training. The Library Director will continue to explore opportunities for staff to connect and share with each other recommendations of books and movies to expand our capacity and knowledge of our collection.

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

During quarterly meetings, the Library will present to the Friends of the Library donation request ideas, including programming opportunities for kids, teens, adults and/or all ages that can be externally funded, prioritizing library budget for other costs. The Library Director and the Community Engagement Manager will work together to prioritize community groups and targeted populations for outreach and engagement service. The Library will continue to analyze and evaluate programming opportunities that both maximize staff participation at a capacity level fit for the organization and provide high levels of impact. The Library will also develop a program survey for patrons to provide feedback about programs they attend at the Library.

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The Library will continue to look for opportunities to improve the customer experience for kids, teens, and families in the Children's Department. The Library Director and the Youth Services Manager will work together to evaluate current programs and services for popularity, effectiveness, staff capacity, and patron feedback. The Library will also consider developing a storytime for parents and caregivers to provide feedback about programs they attend at the Library. The Library will also continue to develop and grow its Teen Volunteer Program to support local demand for volunteering hours.

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The Library will apply for an accessibility grant that will fund the purchase of an assisted hearing device system in the library's programming room, as well as a new microphone and speaker system to improve the customer experience and accessibility of live virtual programs on Zoom. The Library will explore funding options for replacing the Library's staff and patron PCs, which are approaching 5+ years old, and incorporate that into a new Technology Replacement Plan. The Library will explore the feasibility of transitioning to cloud-based storage for server and technology needs, as well as implementing Microsoft 360 for staff.

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The Library's Communication Team will continue to develop strategies for prioritized Library initiatives, such as the Library's pilot hour program. The Library Director will also work with the Library Board's Engagement Team to identify priorities for communication and promotion in the community about important Library issues, such as Library/Village relationship and the capital needs of the Library building. The Library will build off the success of its Banned Books Week initiative and consider a follow-up communication initiative and program series in the following year to continue to highlight the importance of intellectual freedom and opposing censorship.

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The Lake Bluff Public Library will prioritize spending of Per Capita Grant funding on purchasing digital materials for Lake Bluff Public Library cardholders. There is a high demand for eBooks and digital audiobooks, as the organization experienced record-setting digital circulation of ebooks and digital audio books in the past year. Individual titles are requested through the library's Materials Request process; however, cost can be prohibitive. While the library has a dedicated budget line to purchasing digital materials, the current budget line does not effectively fulfill the demand and interest of the local Lake Bluff Public Library community. The Library would like to utilize funds received by the Per Capita Grant to supplement this collection. Remaining funds will be used to grow these collections, offer popular materials, decrease hold lists, and decrease wait times. This, in turn, will help improve access to the library's collections and meet the demand and interest of our library community.

SERVING OUR PUBLIC 4.0  
**STANDARDS**  
FOR ILLINOIS  
PUBLIC  
LIBRARIES

*Serving Our Public 4.0*

*Standards for Illinois Public Libraries*

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1992.

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Publication design and composition by JDRB Design, Chicago, IL

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ISBN: 978-1-890249-05-2

Printed in the United States of America by Aspen Printing Services.

Library of Congress Cataloging-in-Publication Data

Illinois Library Association.

Serving our public 4.0: standards for Illinois public libraries.

pages cm.

Updated ed. of: *Serving our public 3.0: standards for Illinois public libraries/Serving Our Public Task Force*. 2009.

ISBN 978-1-8902490-05-2 (alk. paper)

1. Public libraries—Standards—Illinois. I. Illinois Library Association. *Serving Our Public Task Force*.

*Serving our public 3.0* II. Title.

Z732.12139 2019

027.4773—dc23

2013049712

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## Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

\*Open Sunday, September through May

\*\*Open Sunday all year

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

## BARRINGTON SCHOOL DISTRICT 220

# Schedule, curriculum set for full day kindergarten in 2024-2025 school year

Plans for a kindergarten lab at Barrington High School

By Elizabeth Owens-Schiele

Barrington School District 220 has formalized curriculum plans for its full-day kindergarten program, which is set to launch in August at the start of the 2024-2025 school year.

In a presentation to the school board Dec. 19, Melissa Byrne, assistant superintendent of teaching and learning, joined Becky Gill, director of elementary curriculum and instruction, to detail how extending to a full day of instruction will expand literacy from 90 minutes to two hours and math from 25 minutes to 55 minutes, while allowing for

more breaks, individualized instruction and "purposeful play."

"We do embrace building social skills in that time to explore passions and interests," Gill said. "We're also focusing on equitable learning opportunities for students to grow individually and collaboratively in all of our schools."

SD220 currently enrolls more than 8,100 students across 12 schools, including the Barrington Learning Center for kids in pre-K to K. The district has eight K to 5 schools.

The school district will also host a K-Lab at Barrington High School which will focus on experiential learning, student mentorship and personalized learning led by high school teachers and student teachers for about 46 kindergarten students who opt-into the program.

"We're making sure we can optimize the use of the high school facility as we optimize design of the experiential learning experience," Byrne told the board. "We'll design personalized learning profiles for each of the K-Lab students ... meeting the needs of each individual learner."

The board voted 7-0 during the meeting to work with staff from Itasca-based DLA Architects to renovate existing space at the high school for this program — adding two additional kindergarten classrooms in the district.

The district's start of full day kindergarten next school year is ahead of the requirement set months ago by the Pritzker administration.

In August, Gov. J.B. Pritzker signed a bill into law that called for school districts in the state to offer full day kindergarten by the 2027-



Full day kindergarten will start in August 2024 at the elementary schools of Barrington School District 200 in Barrington. H. RICK BAMMAN/FOR PIONEER PRESS

2028 school year.

"Full day kindergarten is an essential step towards getting young Illinoisans off to the best possible start in their education, which has long-lasting positive effects on reading, math, and social skills," Pritzker said.

In SD220, students who participate in the K-Lab will be bussed first to Roslyn Road Elementary School then shuttled to the high school. Originally, staff

considered bussing kindergartners with high school students and operating the program on the high school schedule, but board members expressed concern about mixing kindergartners with high schoolers.

The district plans to begin Feb. 1 presenting to parents the various kindergarten options that will be offered in the fall, said Superintendent Craig Winkelman.

The kindergarten school

day will begin at 8:05 a.m. with a morning meeting followed by two hours of literacy, a break, social studies, science and health three times a week, followed by lunch and recess. The afternoon begins at 11:55 a.m. with 55 minutes of math, followed by such specials as music, art and more until dismissal at 2:35 p.m.

Elizabeth Owens-Schiele is a freelancer.

## Lake Bluff Library cutting back hours, closing Sundays

"We thought it would be financially responsible"

By Daniel I. Dorfman

Facing sparse attendance and budget issues, Lake Bluff Library officials are reducing the hours at its building — including closing on Sundays — for at least the next six months.

This month, new hours of operation went into effect for the library at 123 E. Scranton in downtown Lake Bluff.

In addition to closing on Sundays, the building will now close at 6 p.m. on Mondays and Wednesdays, and 5 p.m. on Fridays. It will stay open until 9 p.m. on Tuesdays and Thursdays. A closing time of 5 p.m. on Saturdays will remain in place.

The library will open at 10 a.m. Mondays through Saturdays.

The decision to reduce the hours of operation followed data provided by recently implemented attendance-tracking software. Officials said it spotlighted poor attendance at several times during the week.

"That was very eye-opening to see where there were hours when there were zero visits, or maybe one or two visits," Library Board president Bonnie Shaul said. "We thought it would be financially responsible to not have the library open with such low visit counts."

The library had an operating budget of nearly \$1.16 million in the 2023-24 fiscal year, officials said.

Library executive director Renee Grassi also expressed concern regarding staffing levels, as there were not many employees in the building at certain points in the day.

"There were times when I was really concerned from a safety standpoint if we had enough staff in the building," she said. "Reducing the amount of hours allows us to not only give better, more reliable service, it ensures from an operational standpoint we have the staff necessary to be available to the community if something were to happen, as we are a public place."

She added 12 programs were canceled in 2023 due to staffing issues.

"That is not the level of service we want or need to provide to the community,"

Grassi said.

Grassi said there would not be any job losses, as library employees will have their schedules adjusted to the new hours.

Shaul said the board will evaluate the situation over the next few months, and then will make a decision on whether to maintain the hours introduced in the pilot program.

Meanwhile, patrons can access many of its services and materials online, she noted.

"COVID caused an increase of an adoption of e-borrowing of audio books, e-books, music, movies,"

she said. "While we are disappointed we can't keep the library open, it is open 24/7 in that it does provide e-borrowing."

In 2023, there were 50,665 visits to the library, according to Grassi.

The pilot program introduction comes ahead an expected building evaluation and accessibility report from an architectural firm assessing the state of the building, which will be used for planning future capital projects.

Grassi said that report is expected to be formally delivered to the library board in February.