March 19, 2024 Board Meeting

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	Committee Reports (20 minutes)	
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	Any and All Other Business (5 minutes)	
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	Adjournment (1 minute)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, March 19, 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. 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.

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. **2023 Final Audit Report for Lake Bluff Library (20 min)**
   a. Presentation by Martha Trotter, CPA and Bettina O'Connoll, Finance Director, Village of Lake Bluff
   b. Discussion and Q&A
   c. ACTION: Vote to Approve 2023 Final Audit Report presented by Sikich, LLP
7. **Approval of Board Meeting Minutes (5 min)**
   a. ACTION: Approval of Minutes of February 20, 2024 Regular Board Meeting
   b. ACTION: Approve of Minutes of February 24, 2024 Library Board Retreat
8. **Library Director Updates (10 min)**
   a. Director's Report
   b. Monthly Statistics Reports
9. **Committee Reports (25 min)**
   (Met)
   a. Bylaws & Policy Committee (**CHAIR:** Friedeman. Members: Graziano and Zaute.)
   b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Berg, Shaul.)
   c. Human Resources Committee (**CHAIR**: Graziano. **MEMBERS:** Jerch and Shaul.)
   d. Long Range Planning Committee (**CHAIR:** Shaul. **MEMBERS:** Friedeman)
   e. Engagement Committee (**CHAIR:** Berg. **MEMBERS:** Graziano)
   f. Special Topics Committee (AD HOC. Committee membership is assigned by topic)

(Did Not Meet)

g. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
h. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
i. Intergovernmental Committee (**MEMBERS**: Jerch, Grassi)

10. February 2024 Financial Reports (5 min)

a. ACTION: Approve February Detailed Revenue & Expense Report
b. ACTION: Approve February Monthly Check Disbursement (15963-15969)

11. New Business

a. ACTION: Discuss and vote to approve Engberg Anderson Proposal for Master Plan
b. ACTION: Discuss and vote to approve proposed policy update to Library's Governance and Organizational Structure Policy
c. ACTION: Discuss and vote to approve CVI two-year LAN Contract
d. ACTION: Discuss and vote to approve CVI Quote – Security Server
e. Director Presentation and Discussion: Hours Pilot Report – Month 2, Feb. 2024

12. Library Correspondence (7 min)

a. Correspondence 1: Patron Letter
b. Correspondence 2: Comment Cards
c. Correspondence 3: Letter from Library Board President
d. Correspondence 4: ALA Press Release – Record Number of Book Challenges

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

a. Statement of Economic Interest Due May 1, 2024

14. 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)

15. Adjournment (1 minute)

Attachments

- 2023 Board Communications from Auditor
- 2023 Final Audit Report – Lake Bluff Library
- Regular Minutes
- Board Retreat Minutes
- Directors Report Feb2024
- February 2024 FY Statistical Graph
- February 2024 3 Year Comparison
- February Revenue and Expenditures Report
- February Check Disbursement Report
- Engberg Anderson Proposal for Master Plan
- Proposed Policy Update – Governance and Organizational Structure
- CVI two year LAN Contract
- CVI Quote – Security Server
- February 2024 Hours Pilot Monthly Report
- Hours Pilot Comments Feb2024
- Feb2024 2024 Heat Map
- Recommended Hours of Service by Population ILA Standards 4.0
- Correspondence 1: Patron letter
- Correspondence 2: Comment Cards
- Correspondence 3: Letter from Library Board President
- Correspondence 4: ALA Press Release

Upcoming Board Meetings

- March 19, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- April 16, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- May 21, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, February 20th 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 Friedeman, Jardine, Zaute, Graziano, Shaul and Jerch were present; Trustee Hayes was absent. Library Director Renee Grassi and library staff members Eliza Jarvi, Katie Horner and Martha O'Hara (remote) were present. Regis Charlot (Lake Bluff Village Board President), Kathy O'Hara (Lake Bluff History Museum) and Shaun Kelley (Engberg Anderson) were also in attendance.
    a. Trustee Jerch moved to approve Trustee Graziano's remote participation for the beginning of the meeting; Trustee Zaute seconded; all voted aye.
3. **Additions & Corrections to the Agenda:**
    a. Trustee Friedeman requested that the Bylaws & Policy Committee membership in the agenda be amended to reflect the most up-to-date members with the removal of Trustee Graziano from the committee.
    b. Trustee Friedeman requested to amend the fiscal year budget stated as "FY 2025-2025" to "FY 2025-2026" due to a typo in the agenda.
    c. Trustee Shaul requested to move January 2024 Financial Reports earlier in the agenda to follow the Building Presentation by Engberg Anderson Architects with Check Disbursements preceding Revenue & Expense report.
4. **Opportunity for Public to Address the Board**: There was none.
5. **Remarks by Village Board President Regis Charlot**: Regis Charlot made statements to the Board following Board President Bonnie Shaul's presentation to the Village Board on January 8, 2024. Regis commended the Library's initiation of a long-term plan and emphasized that the Library should consider short-term, technical (one year) and strategy goals (3-5 years) as components of the plan. He expressed the Village's unwavering support of the Library as an asset to the community.
6. **Building Presentation by Shaun Kelly, Engberg Anderson Architects:**
    a. Shaun Kelly provided an overview of the 2022 Building & Site Facility report that included a capital reserves study broken into five year periods for a 20-year lookahead at

facility needs and costs associated with life safety, near-term system integrity, long-term system integrity and aesthetics systems.

b. Shaun Kelly provided an overview of the 2023 Universal Design Assessment report that details short, mid and long-term projects that would increase universal access to the Library, as well as adhere to all accessibility code.

7. Approval of Board Meeting Minutes

a. Trustee Jardine moved to approve the Board meeting minutes from January 24, 2024, Trustee Jerch seconded; Trustees Friedeman, Jerch and Jardine voted aye; Trustees Shaul, Zaute and Graziano abstained. The motion did not pass. The January 24, 2024 meeting minutes will be included for approval in the March Board meeting.

8. **January 2024 Financial Reports**:

a. **January Monthly Check Disbursement (15905-15940)**: The Board reviewed all checks from January 2024. Trustee Jerch moved to approve checks numbered 15905-15940, Trustee Zaute seconded; all voted aye.

b. **January 2024 Detailed Revenue & Expense Report:** Trustee Jerch moved to approve the January 2024 revenue and expense report, Trustee Zaute seconded; all voted aye.

9. **New Business:**

a. **Vote to approve and adopt the FY 2024-2025 Budget:** Trustee Jerch moved to approve the amended FY 2024-2025 Budget, Trustee Zaute seconded; all voted aye.

b. **Vote to approve and adopt the FY 2025-2026 Budget:** Trustee Zaute moved to approve the FY 2025-2026 Budget, Trustee Jardine seconded; all voted aye.

10. **Library Director Updates**:

a. **Director's Report:** Library Director Grassi provided an overview of January 2024 happenings at the library. She highlighted that the winter reading club participation this year grew in every age group and digital circulation broke records in January 2024.

b. **Monthly Statistics Report**: Director Grassi provided a Library usage overview, with a focus on additional statistics that will be tracked in the future, including study room use and number of questions answered at the circulation desks.

11. **Committee Reports**

(Met)

a. **Bylaws & Policy Committee** (CHAIR: Friedeman. MEMBERS: Zaute): The Bylaws & Policy committee postponed its update for a future meeting due to the action item on this agenda.

b. **Building & Grounds Committee** (CHAIR: Jerch. MEMBERS: Berg, Shaul): The Building & Grounds committee postponed its update for a future meeting due to the action item on this agenda.

c. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute): The Finance committee postponed its update for a future meeting due to the action item on this agenda.

d. **Technology Committee** (CHAIR: Berg. MEMBERS: Graziano): The committee is requesting that the Bylaws & Policy Committee amend bylaws to reflect a combined

Technology & Finance Committee. The committee evaluated the state of the laptops in the building, with many of them dating back to 2012 and the most updated laptops from 2019. The Technology committee is exploring how to build in a budget line item for a 30% replacement rate of laptops annually. The committee also discussed the grant awarded to the Library in 2019 and its possible use for security systems, a paging system, access control and door alarms.

e. **Engagement Committee** (CHAIR: Jardine. MEMBERS: Graziano): Trustee Jardine provided an update from the engagement committee, which includes building a Trustee onboarding process and identifying Trustee connections with local groups in the village to present a cohesive message to the community.

(Did Not Meet)

f. **Human Resources Committee**
g. **Long Range Planning Committee**
h. **Intergovernmental Committee**
i. **Intergovernmental Committee**
j. **Special Topics Committee**

12. New Business (continued)

a. **Vote to updated Collection Development Policy:** Trustee Jerch moved to approve the revised Collection Development policy, Trustee Graziano seconded; all voted aye.
b. **Vote to approve Resolution 2024.2.20.A Resolution in Support of SB2787 – Amends the Illinois Local Library Act and the Public Library District Act of 1991 Regarding Competitive Bidding**: Trustees Shaul, Friedeman, Jerch, Graziano and Jardine voted aye to approve Resolution 2024.2.20.A.
c. **Hours Pilot Report for Jan. 2024**: Library Director Grassi provided an overview of the first official Hours Pilot Report, which included quantitative overview of visit count, staff leave, programs and library services. It also included staff and community input, analysis of library services and a heat map from January 2024. Library traffic on Tuesdays and Thursdays (later operating hours until 9 pm) has not experienced increased traffic compared to prior to the pilot. Saturday visits increased in January after the start of the pilot. There continues to be higher levels of traffic in the morning close to opening hours, which is also supported by anecdotal feedback from the community that earlier opening hours (9 am) would be desirable for caregivers and parents of young children. Youth services visits are not fully counted in the heat map due to the bypass of the door counting software when using the elevator. Eliza Jarvi has been conducting informal assessments of youth services usage for patrons going directly to the elevator. Director Grassi analyzed staff leave percentages from January 2024 at 13.3% of total work hours. Program cancellations were due to the HVAC issues, not staffing issues. A survey for the community to provide input on the hours pilot will launch with the spring newsletter

through a QR code link that will help identify how the library is being used and what future changes are desired.

13. **Library Correspondence:** Director Grassi provided copies of the PPRT Lake Forester Article, PPRT web announcement and Lake County Chronicle article. The Chronicle article will be reprinting an amended article due to multiple incorrect data points and statements.
14. **Any and all other business which may come before the Board**:
    a. The Board Retreat is scheduled for Saturday, February 24 from 9 am – 1 pm at Lake Bluff Park District
15. **Executive Session(s) if needed**: There was none.
16. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Friedeman seconded; all voted aye. The meeting adjourned at 10:07 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary

Lake Bluff Public Library
Library Board of Trustees Meeting
Saturday, February 24th at 9 AM
Lake Bluff Park District Recreation Center
355 West Washington Avenue, Lake Bluff, IL 60044 - First Floor Community Room

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was recorded. 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 9:05 am.
2. **Roll Call**: Trustees Friedeman, Jardine, Zaute, Graziano, Shaul and Jerch were present; Trustee Hayes was absent. Library Director Renee Grassi, Jamie Rachlin (Meristem Advisors) and Carrie Welles (facilitator) were also in attendance.
3. **Additions & Corrections to the Agenda:** There were none.
4. **Opportunity for Public to Address the Board**: There was none.
5. **Remarks by Board President Bonnie Shaul**: President Shaul thanked the Board for their increased engagement and acknowledged Library Director Grassi's leadership in the transformation of the library.
6. **Introduction & Review of the Day by Renee Grassi:** Director Grassi reiterated thanks to the Board for their engagement. Director Grassi provided an overview of the day's schedule and made an introduction to Jamie Rachlin, Municipal Advisor from Meristem Advisors, LLC.
7. **Financial Presentation and Discussion by Jamie Rachlin, Municipal Advisory from Meristem Advisors, LLC:** Jamie Rachlin presented the financial condition of the Library, as well as a summary of operating and capital needs. This includes revenue options for the Library and determining pathways to meet financial objectives. Director Grassi and Jamie Rachlin will develop a summary table of revenue options to the Board.
8. **Post-Presentation Discussion and Q&A:** The Board engaged in a discussion regarding the presentation by Jamie Rachlin.
9. **Community Engagement Discussion facilitated by Carrie Welles**: The Board discussed what community views of the Library are based on feedback provided to Trustees by community members and future topics/messaging that the Library needs to communicate to the community.
10. **Executive Session(s) if needed**: There was none.
11. **Review Action Items, Final Remarks from Library Director Renee Grassi:** Director Grassi shared thanks to Jamie Rachlin and Carrie Welles for their participation in the Board retreat. As a next step, Director Grassi will work with the Library Board to summarize the topics discussed at the Board Retreat to share with the community
12. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Zaute seconded; all voted aye. The meeting adjourned at 1:00 pm.

LAKE BLUFF
PUBLIC LIBRARY

Respectfully submitted,

Alexandra Friedeman
Secretary

Director's Report
February, 2024

Administration and Human Resources

- On Saturday, February 24, the Lake Bluff Public Library Trustees gathered at the Lake Bluff Park District in their Community Room for the organization's first ever professional Board Retreat. The keynote speaker was Jamie Rachlin, President of Meristem Advisors LLC and Senior Financial Executive with decades of experience as a registered municipal advisor. All Library Board Trustees were in attendance at the Retreat, except Bill Hayes who was absent due to an out of town engagement. The goal of this 4-hour professional retreat was to evaluate the Library's current financial standing, discuss financial opportunities, and develop short and long term goals to ensure the sustainability of the organization. A Summary of the Board Retreat is being written and will be posted on the Library's website and social media on March 25. Thank you, Library Trustees, for your commitment and leadership of the Library!
- Starting on February 1, 2024, the Library's fulltime Community Engagement and Communications Manager began a 12-week Emergency Leave. In addition, at the end of February, the Library's part time Cataloging Librarian began time off to address personal situations. A significant amount of responsibilities have been shifted to address these staffing limitations, while other projects have been deprioritized or more finely scoped. Thank you to all staff who have assisted in various ways with these staffing needs.
- Director Renee Grassi and Administrative Associate Laurence Sacherer collaborated on streamlining and improving invoicing processes, with Laurence taking on some additional invoicing responsibilities. Thank you, Laurence, for your help with this!
- The Library's Policies, Financial and Other Information webpage has been updated. made some changes to the financial documents page on the library website. A procedure and strategy for annual updates has been identified and implemented.
- The Meeting Room Policy implementation began in Summer 2023 and was put on hold for several months due to staff capacity. Led by Adult Services and Technology Manager Martha O'Hara, work resumed on this project in February and the new staff procedure will go live on March 13, 2024.
- Director Grassi submitted the Library's application for the RAILS (Reaching Across Illinois Library System) "My Library Is" grant to fund $5000 worth of engagement strategies with the Lake Bluff Public Library community in support of the Library's upcoming Long Range Planning process.
- Adult Services Librarian Anna Fifhause resumed responsibilities for the design of program flyers. Process improvements were suggested and made by Anna, which included the design of a new program bookmark featuring an overview of events by age group. Thank you, Anna!
- With regard to Passport Services, patron satisfaction continues to be high with the quality of our services, although need far exceeds our overall availability. Patrons are requesting more availability overall, but are particularly interested in weekend appointments, which we can't provide with our passport agents' schedules. Desk staff continue to see an increase in the number of phone inquiries about passports. Martha O'Hara added passport availability back into her schedule in February, dedicating 2 hours per month for passport appointments. Staff capacity for this service will continue to be evaluated.
- **Passport applications processed: 25**
- **Notary transactions completed: 19**

Collections

- According to data gathered by Adult Services Librarian Anna Fifhause who manages the Library's digital collection of ebooks and eaudiobooks, the Library continues to see strong usage of digital

materials. The Library's holds list increases and Per Capita Grant funds are used to purchase additional titles to address long waitlists. Regarding the Library's Hoopla service, the Library has had 60 new patrons register for Hoopla in the last 12 months and seen an 18% increase in spending compared to the prior year. Director Grassi and Anna Fifhause are discussing the possibilities of reducing patron checkout limits for Hoopla to 6 titles from 8 per month to still meet the increasing demand and usage trends. For example, 88% of patrons borrowed six titles or less in the last 6 months and the Hoopla pricing model is pay per use/download.

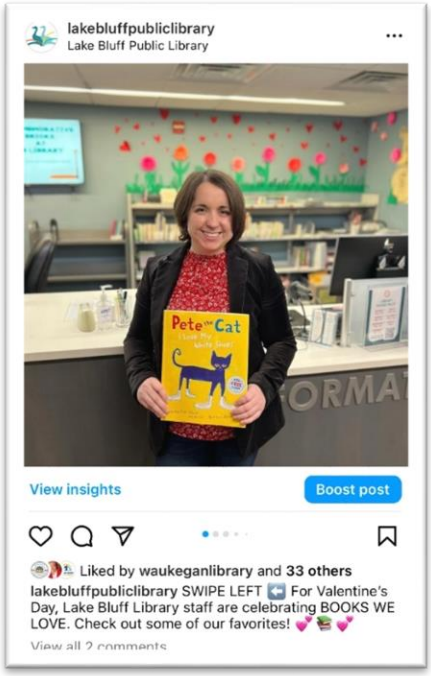
- The Library continued its relabeling project in the Youth Services Department to replace faded and illegible spine labels. Total books relabeled: 200
    - This project will be on hold starting in March due to the Library's cataloging librarian being on emergency leave and special cataloging projects being deprioritized.
- Because of significant decreases in circulation and increases in music downloads from the Library's digital collections, Youth Music CDs have been weeded and removed from the collection. This change is on trend with public libraries nationally moving to more digital formats and less physical music items. Thank you to Youth Services Manager Eliza Jarvi and her team for this analysis and improvement!
- In an effort to streamline workflows and support increasing Reference and Circulation Manager Katie Horner's capacity, Adult Services Librarian Anna Fifhause agreed to assume the responsibility of collection development managing the Trending Titles – Fiction collection, with the first order placed in February. In addition, Library Associate Claire Osada has agreed to assume the responsibility of updating the Library's monthly New Releases online LibGuide for both the Adult Fiction and Adult Non-Fiction collections. Also, Adult Services Librarian Gus Standiford has officially assumed the responsibility for video game collection management. Gus began with a weeding project of the collection at the end of February. Thank you, Anna, Claire and Gus, for taking on these new responsibilities and supporting this change in workflow!
- With direction from Director Grassi, Administrative Associate Laurence Sacherer and Adult Services and Technology Manager Martha O'Hara started a project to evaluate the library's Adult Magazine collection. Laurence visited both Highwood Public Library and Glencoe Public Library to gather information about the size of their collections and what magazine titles they subscribe too. After this analysis, along with a thorough evaluation of the Lake Bluff Library's magazine circulation data, it was determined that our Library's collection was too large for our budget, population size, physical footprint of the building. As a result of this project, they identified 30 titles to discontinue, which will result in a savings of approximately $1300 for FY25-26. Next steps in this effort are currently being identified. Great work, Martha and Laurence!
- Thank you to Anna Fifhause who updated the Library's Black History Month online LibGuides.
- The Youth Services Department launched in their space a new collection of circulating bags for checkout. Thank you to the Friends of the Lake Bluff Library for sponsoring this purchase!
- February Library Displays:
    - Black History Month: childrens, teen, and adult
    - Read Your Heart Out (American Heart Health Month)
    - Galentine's Day and Anti-Valentine's Day
    - Holidays: Valentine's Day, Presidents Day
    - Staff Favorites picture books

Communications

- Adult Services and Technology Manager Martha O'Hara and Director Grassi led communication efforts for the Library starting February 1, 2024 due to staff leave. The two developed a communication plan and rollout of the Hours Pilot Survey. The survey launched earlier than planned due to the release of the Spring print newsletter to homes. As of the time this report is written, the Library has received 124 survey responses. The survey will close on May 31, 2024.

Social Media Highlights

Highest interacted post was the Library's Valentine's Day photos featuring staff and books they love with 51 likes, 2 comments, 1 shares on Instagram. Thank you Rachel, Gus, Katie, Martha and Audrey for helping spread the joy of reading to the community!



Events, Programming and Outreach

- Teen Volunteers Monthly Statistics
  - Total Number of Volunteers: 4
  - Total Hours Volunteered: 9
  - Total Number of Activities: 3
- In February, Youth Services Librarian Mary Webber presented four storytimes to a total of 108 children at the Park District Preschool. Great work, Mary!
- Thanks to Trustee Jenny Graziano's suggestion, the Library was a featured presenter at the Lake Bluff Park District Preschool's Staff Development Day. Youth Services Librarian Mary Webber planned and presented a training for preschool staff about the design and use of flannel boards to support early literacy in the classroom. Lake Bluff Park District Preschool District Dana Hansen shared the message in gratitude: "Thank SO, SO much to everyone!!! We are so lucky to have such a great resource – THE LIBRARY and it's TEAM – for all of us to enjoy. Your skills and endless kindness are such a gift to us all."
- Adult Services Librarian Anna Fifhause and Library Associate Lizzie Crampton collaborated on the planning of a new series of Adult Grab-and-Go craft bags for Spring 2024. Similar to the grab-and-go crafts offered in Youth Services, the goal behind offering these craft bags is to increase building visits, meet the interests of the community with arts and crafts programming, provide programming opportunities to patrons who needs flexibility in attending events at a specific day and time, and support current staffing capacity for hosting programming.
- This month's Illinois Libraries Present virtual program *Romance and Regency with Bridgerton's Julia Quinn* garnered 8 Lake Bluff viewers—the best attended live Illinois Libraries Present programming to date!
- Adult Services Librarian Anna Fifhause, supported by Martha O'Hara, hosted an in-person Tea Social event garnering 10 attendees. This staff-led program invited guests to sample a variety of ingredients and create their own blends. Great work, Anna!
- Director Grassi met with Lake Bluff History Museum Executive Director Kathy O'Hara and Museum Board Member Mark Dewart to discuss the Library's level of participation and responsibilities for the 2024 Lake Bluff Birthday Bash. Because of staffing constraints and a refocus on in-building services to support operating hours, the Library's role will be much decreased and more tightly scoped compared to previous years. All three agreed to this plan.

- Total Youth Services Grab and Go Crafts distributed this month: 108

Technology Updates

- The Library's internal procedures and documentation for hosting hybrid (virtual and in-person) events, such as Board meetings and other programs, were developed and implemented. The new procedure, which debuted at the February Board meeting, aims to minimize audio issues experienced by virtual and in-person attendees. Thank you to the Management Team for completing this important procedural work.
- Director Grassi and Martha O'Hara I met CVI for an in-depth meeting reviewing the Library's needs for security cameras (indoor and outdoor), a paging system, and an alarmed door system with fob access for exterior and interior doors. The group completed a building tour to support the planning.
- The Library's current contract with Granite (telephone vendor) ended in November, 2023. The Library had originally discussed finding a new vendor at the end of the contract; however, due to decreased staff capacity, the Library deprioritized this project until next year. After several month to month renewals, the contract was renewed for one additional year in February. In addition, the Library's phone equipment will be 5 years old in 2025, which is the typical lifespan for phone systems. The new goal is to request a quote from a new vendor that includes new equipment in 2025.

Building and Maintenance Updates

- Director Grassi submitted the Library's application for the Illinois State Library's Remodeling for Accessibility Grant requesting $45,000 to fund necessary improvements to the facility and property to meet accessibility code compliance regulations and improve customer experience. Thank you to Library Trustee Alexandra Friedeman whose help and support with the application was instrumental!
- Director Grassi met with Product + Design Architects Tiffany Nash and Dan Pohrte to discuss the delamination of the carpet tile experienced throughout the library building. They recommended a carpet installing company, who will be contacted to provide pricing and quotes to remediate the loose carpet.
- As a result of the Library's Board Retreat, and in an effort to identify more information about the Library's facilities short and long term needs, the Trustees instructed Director Grassi to inquire with Engberg Anderson Architects for a Master Plan Project Proposal that includes a scope of work and quote. Director Grassi contacted Shaun Kelly from Engberg Anderson, who will deliver a quote and proposal for the March 2024 Board meeting.

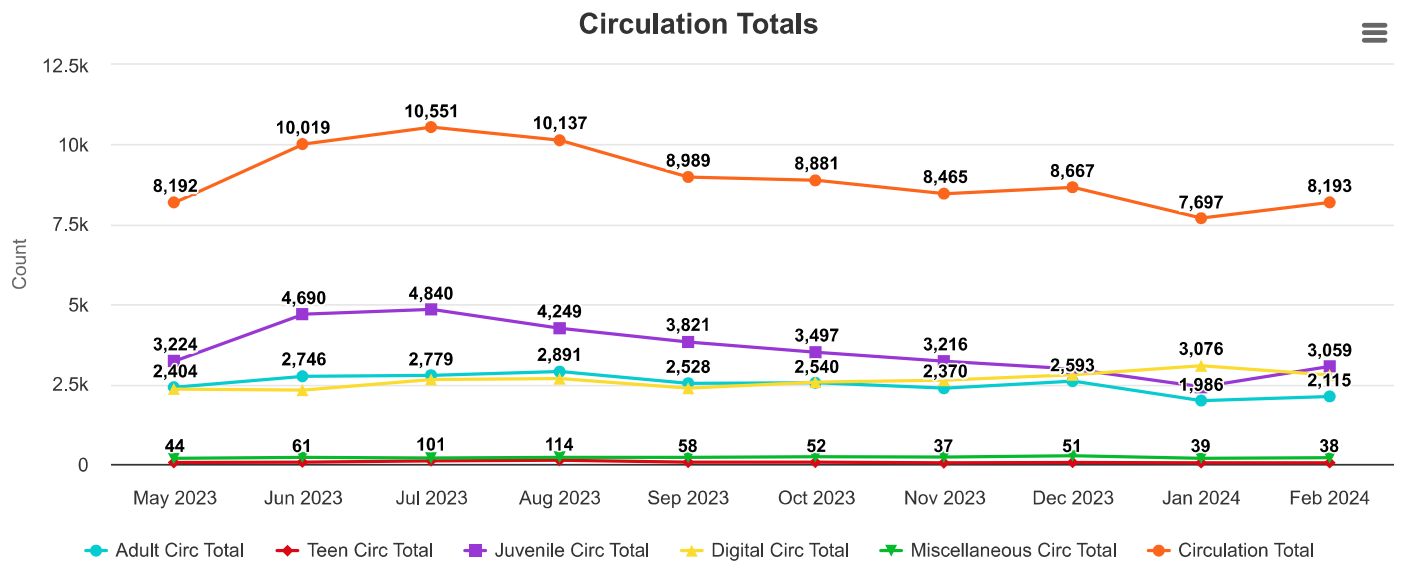
Home / Dashboards / FY 23-24 Graphs

FY 23-24 Graphs

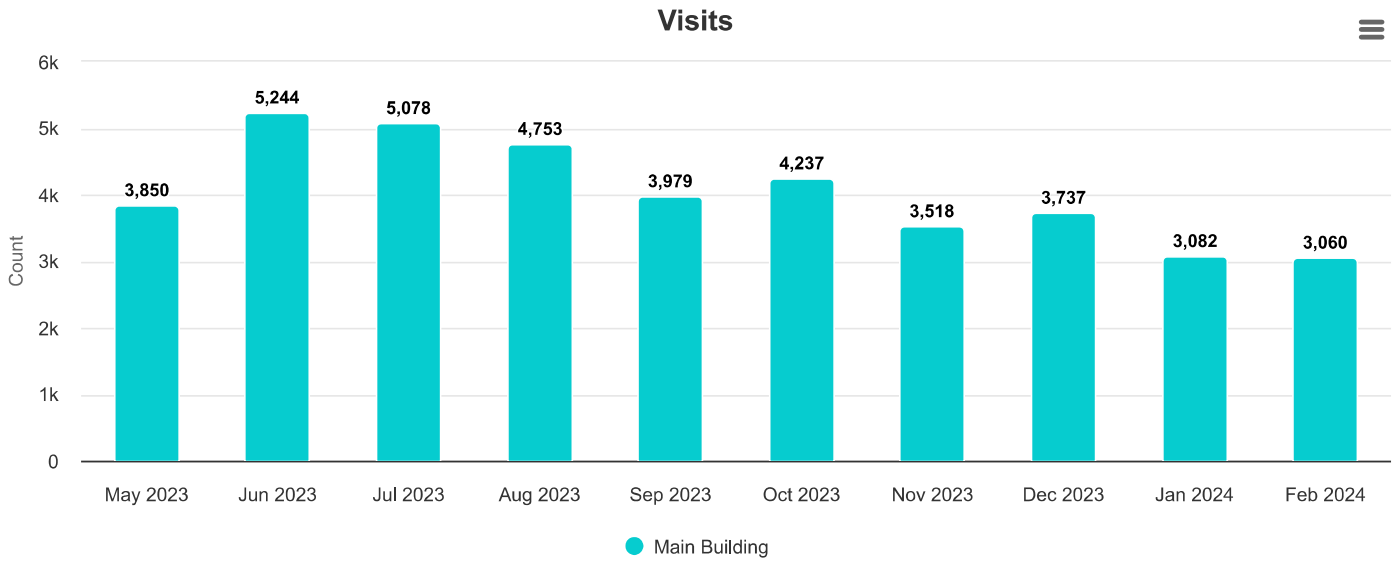
Select row type | Add New Row | Preview | Edit Dashboard Settings | Back to Dashboards List

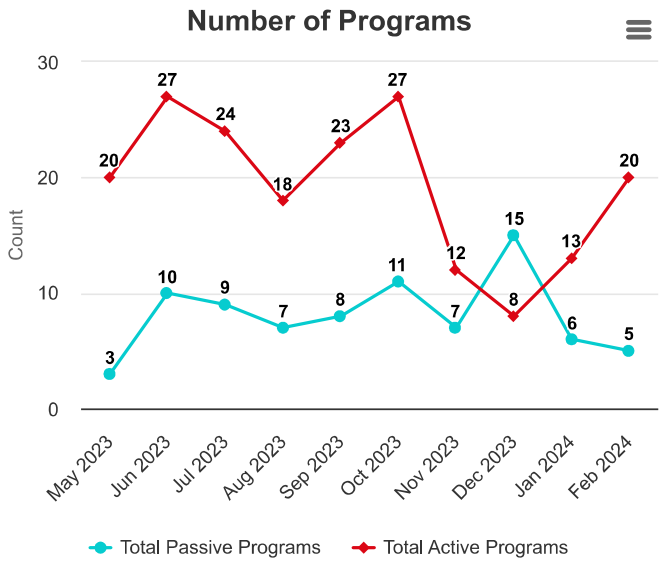
FY 23-24 Circulation Totals (#73)

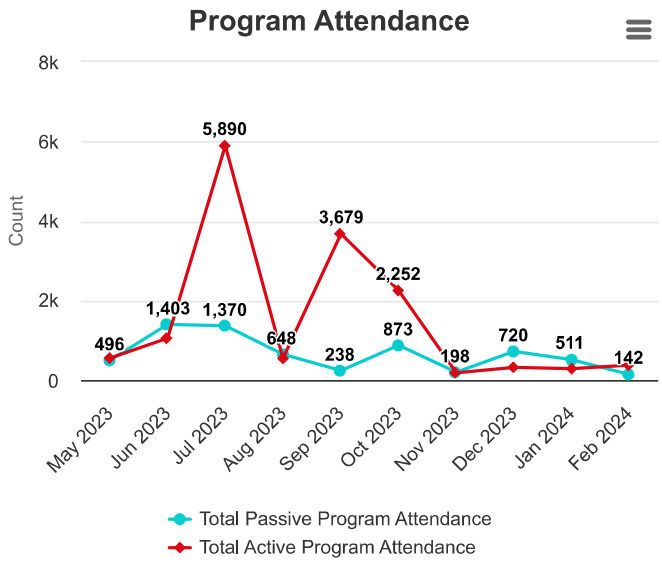
89,791
TOTAL CIRCS

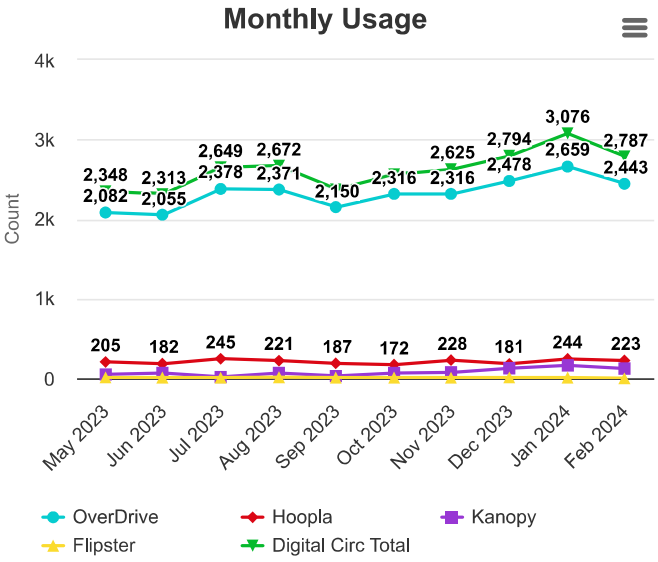


40,538
TOTAL VISITS




Number of Programs
30
20
10
0
Count
20
27
24
18
23
27
12
8
15
13
20
3
10
9
7
8
11
7
6
5
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
Total Passive Programs
Total Active Programs


Program Attendance
8k
6k
4k
2k
0
Count
496
1,403
5,890
1,370
648
3,679
238
2,252
873
198
720
511
142
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
Total Passive Program Attendance
Total Active Program Attendance


Monthly Usage
4k
3k
2k
1k
0
Count
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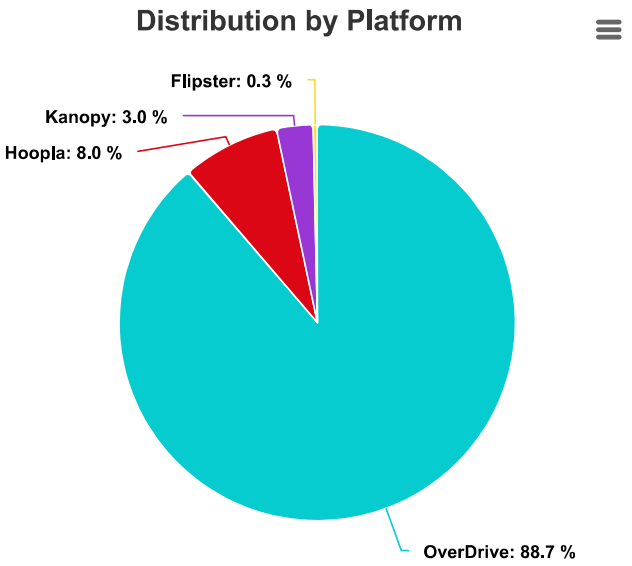
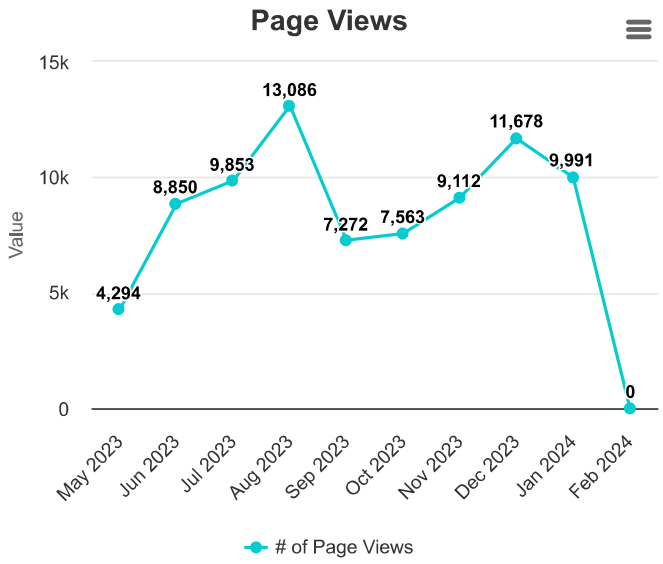
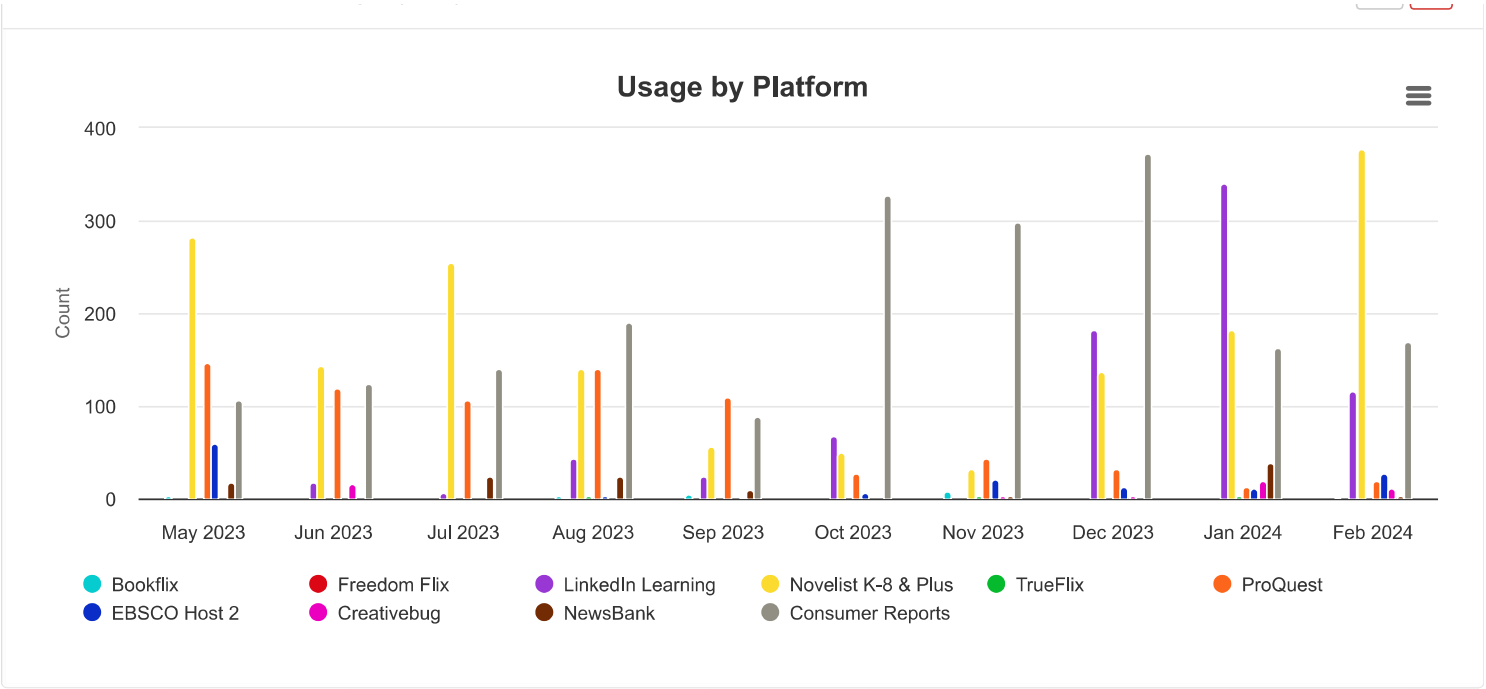
2,313
2,055
2,649
2,378
2,672
2,371
2,150
2,316
2,625
2,316
2,794
2,478
3,076
2,659
2,787
2,443
205
182
245
221
187
172
228
181
244
223
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
OverDrive
Hoopla
Kanopy
Flipster
Digital Circ Total


Distribution by Platform
Flipster: 0.3 %
Kanopy: 3.0 %
Hoopla: 8.0 %
OverDrive: 88.7 %

37,978
TOTAL SESSIONS





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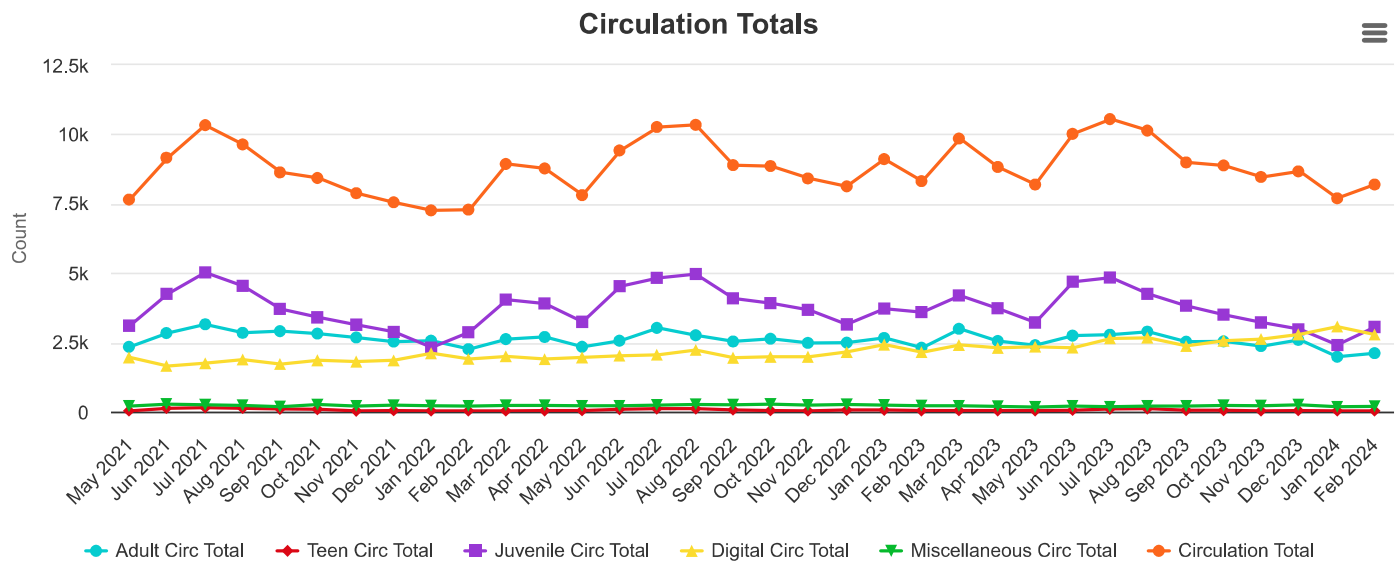
Home / Dashboards / 3 Year Comparison Graphs

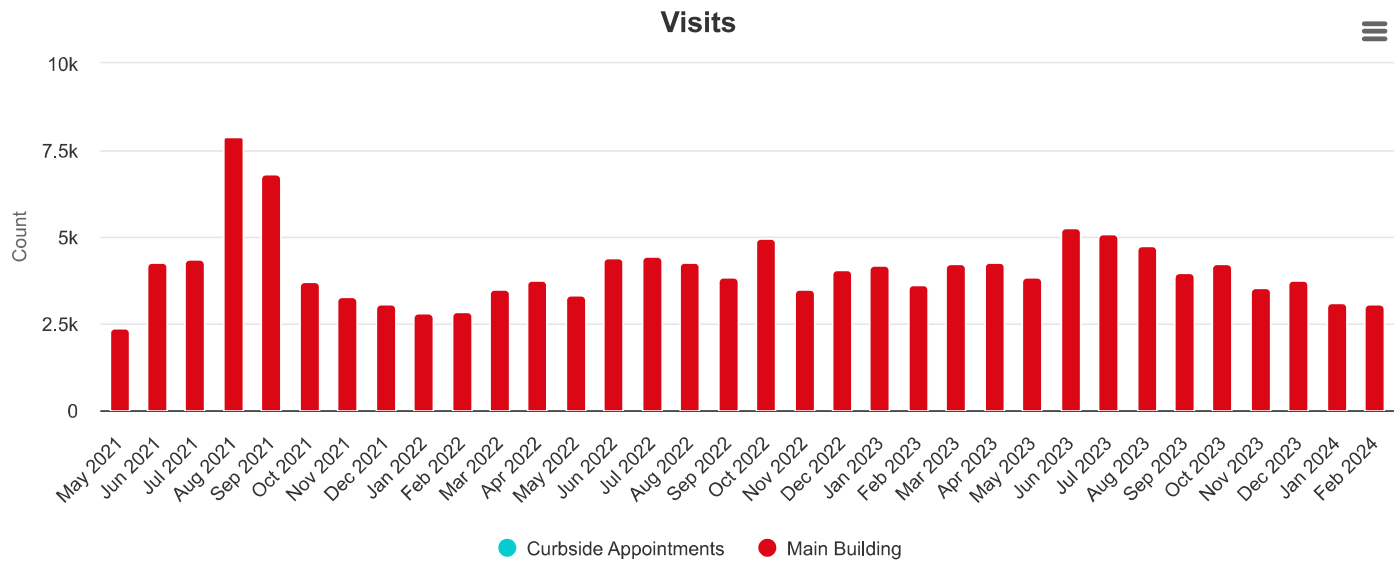
3 Year Comparison Graphs

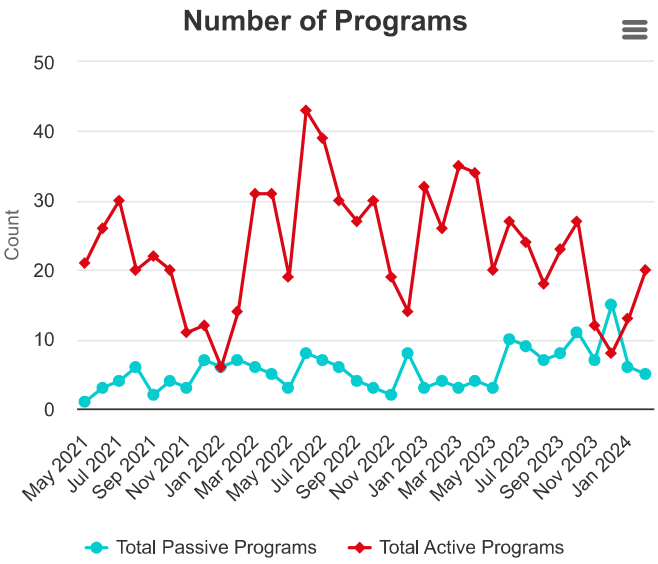
Select row type | Add New Row | Preview | Edit Dashboard Settings | Back to Dashboards List

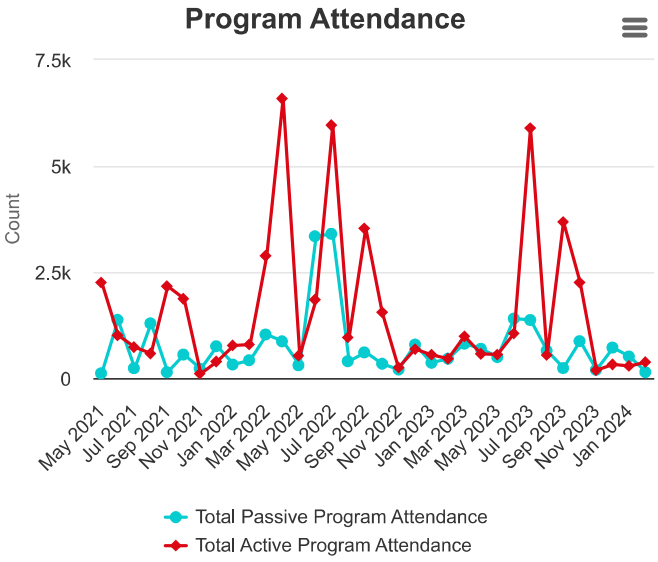
3 Year Circulation Totals (#46)

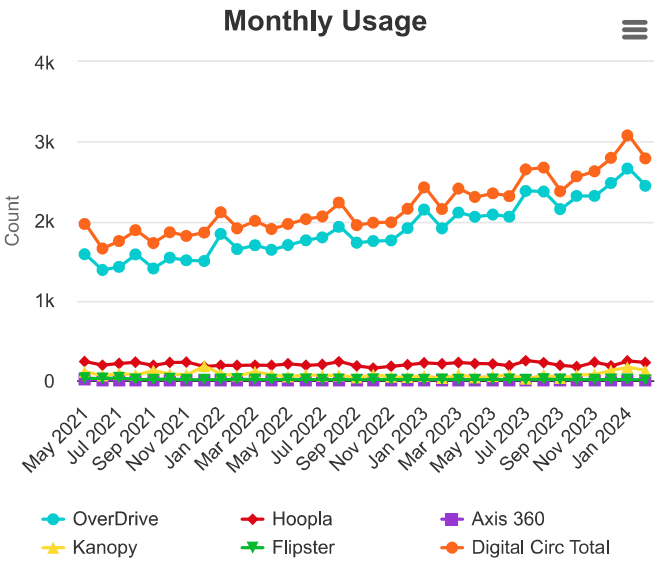


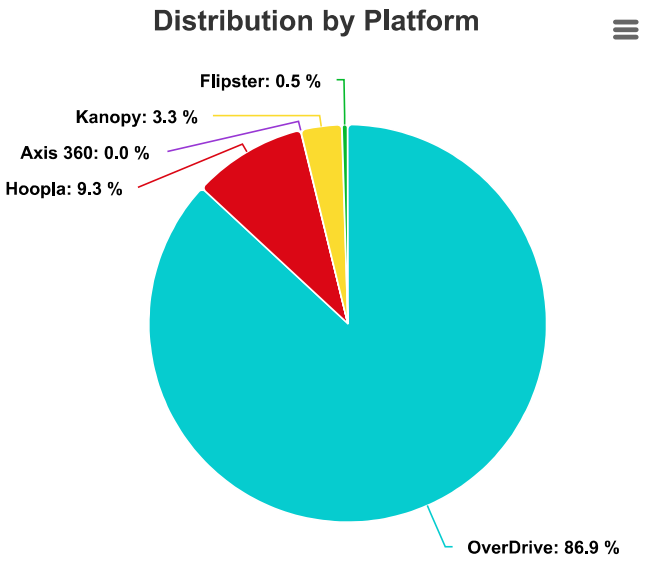
3 Year Visits (#48)



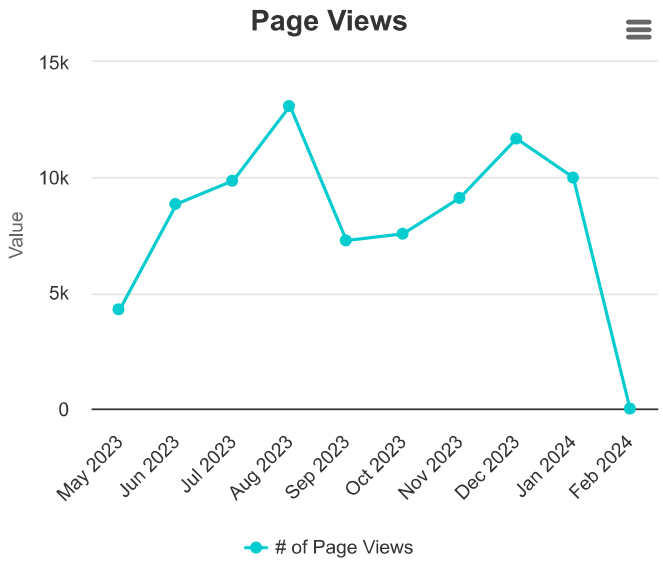

Number of Programs
50
40
30
20
10
0
Count
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
Jul 2023
Sep 2023
Nov 2023
Jan 2024
Total Passive Programs
Total Active Programs


Program Attendance
7.5k
5k
2.5k
0
Count
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
Jul 2023
Sep 2023
Nov 2023
Jan 2024
Total Passive Program Attendance
Total Active Program Attendance

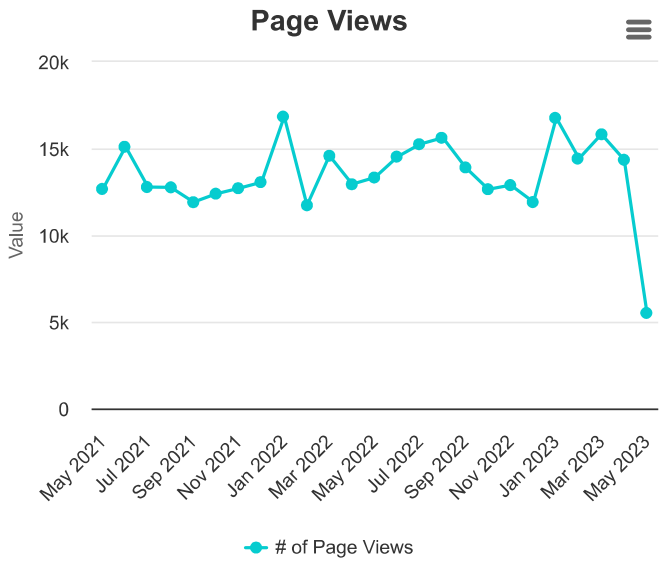

Monthly Usage
4k
3k
2k
1k
0
Count
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
Jul 2023
Sep 2023
Nov 2023
Jan 2024
OverDrive
Hoopla
Axis 360
Kanopy
Flipster
Digital Circ Total

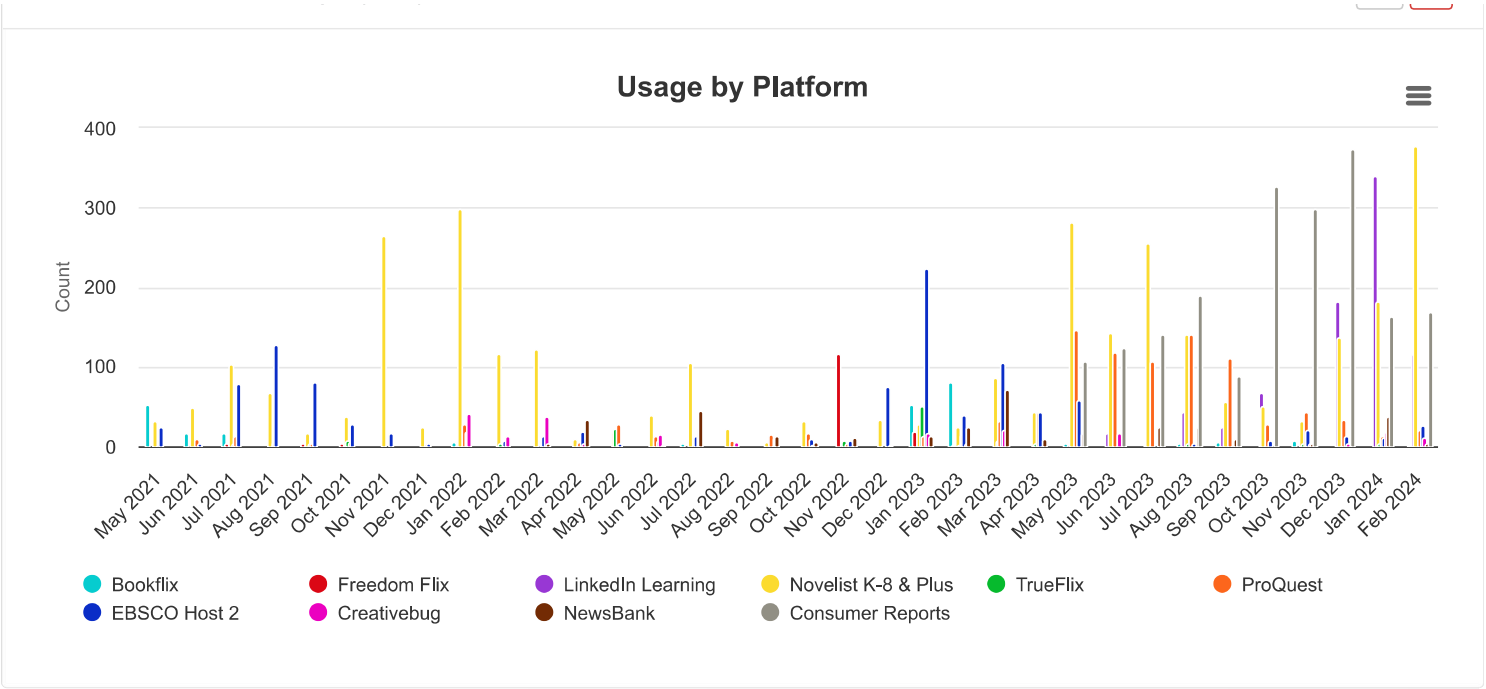

Distribution by Platform
Flipster: 0.5 %
Kanopy: 3.3 %
Axis 360: 0.0 %
Hoopla: 9.3 %
OverDrive: 86.9 %

Visitors
5k
4k
3k
2k
1k
0
Value
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
# of Visitors


Page Views
15k
10k
5k
0
Value
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
# of Page Views

Visitors
4k
3k
2k
1k
0
Value
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
# of Visitors


Page Views
20k
15k
10k
5k
0
Value
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
# of Page Views



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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	ACTIVITY FOR MONTH 02/28/23 INCR (DECR)	YTD BALANCE 02/29/2024 NORM (ABNORM)	YTD BALANCE 02/28/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	1,076,098.71	1,021,840.17	1,084,364.00	99.24
PROPERTY TAXES		0.00	0.00	1,076,098.71	1,021,840.17	1,084,364.00	99.24
OTHER TAXES							
080-300-30200	PERSONAL PROPERTY REPLACE TAX	0.00	0.00	4,923.51	0.00	0.00	100.00
OTHER TAXES		0.00	0.00	4,923.51	0.00	0.00	100.00
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	166.11	138.19	1,907.28	1,511.06	2,000.00	95.36
080-300-34250	NON-RESIDENT FEES	324.16	179.59	5,049.97	5,711.17	6,000.00	84.17
080-300-34260	PASSPORT FEES	830.10	3,080.85	12,702.19	27,044.86	20,000.00	63.51
080-300-34265	PASSPORT POSTAGE REIMB	0.00	0.00	0.00	0.00	0.00	0.00
CHARGE FOR SERVICES		1,320.37	3,398.63	19,659.44	34,267.09	28,000.00	70.21
FINES/FORFEITS							
080-300-35700	LIBRARY FEES	129.18	125.72	1,475.75	1,318.25	1,000.00	147.58
FINES/FORFEITS		129.18	125.72	1,475.75	1,318.25	1,000.00	147.58
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	790.00	790.00	1.27
080-300-37020	SCHOOL DIST 65 IGA	0.00	500.00	1,500.00	1,500.00	1,550.00	96.77
080-300-38300	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	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	(192.50)	(3.00)	(306.08)	7.17	500.00	(61.22)
080-300-38900	MISCELLANEOUS INCOME	24.00	436.65	85,697.19	4,847.74	3,000.00	2,856.57
MISCELLANEOUS		(168.50)	933.65	86,901.11	7,144.91	16,073.00	540.67
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	3,374.63	2,506.19	41,963.00	15,890.72	20,000.00	209.82
INVESTMENT INCOME		3,374.63	2,506.19	41,963.00	15,890.72	20,000.00	209.82
Total Dept 300 - REVENUE		4,655.68	6,964.19	1,231,021.52	1,080,461.14	1,158,721.00	106.24
TOTAL REVENUES		4,655.68	6,964.19	1,231,021.52	1,080,461.14	1,158,721.00	106.24
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	ACTIVITY FOR MONTH 02/28/23 INCR (DECR)	YTD BALANCE 02/29/2024 NORM (ABNORM)	YTD BALANCE 02/28/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	23,259.86	21,582.82	220,202.94	177,236.32	220,557.00	99.84
080-603-40030	STAFF SALARIES	31,553.56	27,003.66	288,663.95	283,640.89	379,800.00	76.00
SALARIES		54,813.42	48,586.48	508,866.89	460,877.21	600,357.00	84.76
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	7,360.85	7,328.78	73,606.83	66,421.19	95,000.00	77.48
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		7,360.85	7,328.78	73,606.83	66,421.19	95,250.00	77.28
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	4,146.66	3,681.72	38,557.49	34,911.57	44,000.00	87.63
080-603-40980	IMRF RETIREMENT CONTRIBUTION	1,621.91	1,598.39	16,139.75	22,403.69	30,000.00	53.80
RETIREMENT		5,768.57	5,280.11	54,697.24	57,315.26	74,000.00	73.92
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	8,912.00	1,777.95	65,787.59	29,732.52	41,000.00	160.46
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,014.00	1,247.00	1,750.00	57.94
080-603-41050	MAINTENANCE-GROUNDS	0.00	0.00	8,325.00	5,440.00	9,000.00	92.50
080-603-41300	COMPUTER SERVICES	0.00	385.00	15,085.00	14,385.00	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	609.29	111.36	8,840.86	3,104.95	4,000.00	221.02
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	3,807.69	0.00	21,174.88	6,640.07	10,000.00	211.75
080-603-41345	MARKETING	0.00	449.23	1,073.94	545.28	1,000.00	107.39
080-603-41350	LEGAL SERVICES	701.25	0.00	7,702.25	1,350.00	1,500.00	513.48
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	4,436.14	2,956.19	4,500.00	98.58
CONTRACTUAL		14,030.23	2,723.54	133,439.66	65,401.01	87,750.00	152.07
COMMODITIES							
080-603-42440	DUES	0.00	0.00	1,633.04	1,856.27	2,500.00	65.32
080-603-43230	UTILITIES	1,234.46	700.35	9,932.14	7,018.61	13,000.00	76.40
080-603-43300	POSTAGE	677.39	632.50	4,755.75	6,503.55	7,000.00	67.94
080-603-43410	PRINTING/E-NEWSLETTER	2,170.31	29.99	11,766.12	10,379.90	12,500.00	94.13
080-603-43520	PASSPORT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
080-603-43550	OFFICE SUPPLIES	692.25	1,018.05	6,216.97	6,578.72	7,000.00	88.81
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	2,560.00	291.81	4,692.53	1,367.94	1,750.00	268.14
080-603-43668	TECHNICAL SERVICES SUPPLIES	350.47	212.58	4,261.13	3,193.51	5,500.00	77.48
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	46.51	281.00	1,816.37	855.55	1,000.00	181.64
080-603-43710	ADULT PROGRAM SUPPLIES	66.99	63.09	6,133.95	6,429.65	8,000.00	76.67
080-603-43720	JUVENILE PROGRAM SUPPLIES	63.96	72.33	6,810.66	6,095.52	7,000.00	97.30
080-603-43730	OUTREACH SUPPLIES	0.00	50.00	2,930.26	2,865.02	6,000.00	48.84
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	30.36	827.09	315.60	1,250.00	66.17
080-603-46100	MISCELLANEOUS EXPENSES	74.00	64.00	2,505.88	2,673.00	3,000.00	83.53
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		7,936.34	3,446.06	64,281.89	56,132.84	75,500.00	85.14
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	1,170.33	720.55	11,251.16	10,459.59	17,000.00	66.18
080-603-45100	ADULT FICTION BOOKS	967.12	795.43	13,606.22	13,646.39	15,500.00	87.78
080-603-45110	ADULT LARGE PRINT MATERIAL	97.84	18.54	609.00	427.61	700.00	87.00
080-603-45200	ADULT AUDIO VISUAL MATERIAL	974.59	1,112.86	9,338.77	9,322.18	15,500.00	60.25
080-603-45220	ADULT REFERENCE/E-REFER	545.35	426.42	20,022.20	16,532.46	21,000.00	95.34

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	ACTIVITY FOR MONTH 02/28/23 INCR (DECR)	YTD BALANCE 02/29/2024 NORM (ABNORM)	YTD BALANCE 02/28/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45400	JUVENILE NON-FICTION	772.99	693.76	8,922.50	6,798.14	12,000.00	74.35
080-603-45410	PICTURE BOOKS, READERS	530.93	788.40	6,619.73	7,836.17	8,000.00	82.75
080-603-45420	JUVENILE FICTION	470.85	512.72	6,126.21	4,221.69	8,000.00	76.58
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	0.00	2,031.49	482.64	3,000.00	67.72
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,337.00	1,378.00	1,500.00	89.13
080-603-45445	JUVENILE KITS & DEVICES	41.99	50.78	720.40	453.35	3,000.00	24.01
080-603-45450	TEEN BOOKS	93.85	270.02	1,803.71	1,783.31	2,500.00	72.15
080-603-45460	E-BOOKS	819.41	2,339.78	17,422.72	15,158.18	21,000.00	82.97
080-603-45470	GRAPHIC NOVELS	0.00	59.04	207.46	99.65	750.00	27.66
080-603-45500	PERIODICALS	234.41	52.90	7,440.15	7,706.71	7,350.00	101.23
080-603-45510	VIDEO GAMES	65.89	139.98	2,593.51	2,630.65	3,500.00	74.10
080-603-45520	TRENDING TITLES	19.19	52.06	453.19	734.28	2,000.00	22.66
080-603-45600	PATRON & STAFF SOFTWARE	19.99	14.99	8,339.25	6,181.90	15,550.00	53.63
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		6,824.73	8,048.23	141,344.67	128,352.90	182,850.00	77.30
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	6,944.00	3,451.57	14,419.74	6,000.00	57.53
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	16,180.00	0.00	6,000.00	269.67
080-603-58100	COMPUTER EQUIPMENT	105.88	0.00	13,706.83	17,455.14	10,000.00	137.07
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	332.22	1,000.00	3.40
CAPITAL EXPENSES		105.88	6,944.00	33,372.39	32,207.10	23,000.00	145.10
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		96,840.02	82,357.20	1,009,609.57	866,707.51	1,158,707.00	87.13
TOTAL EXPENDITURES		96,840.02	82,357.20	1,009,609.57	866,707.51	1,158,707.00	87.13
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		4,655.68	6,964.19	1,231,021.52	1,080,461.14	1,158,721.00	106.24
TOTAL EXPENDITURES		96,840.02	82,357.20	1,009,609.57	866,707.51	1,158,707.00	87.13
NET OF REVENUES & EXPENDITURES		(92,184.34)	(75,393.01)	221,411.95	213,753.63	14.00	1,581,51

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	ACTIVITY FOR MONTH 02/28/23 INCR (DECR)	YTD BALANCE 02/29/2024 NORM (ABNORM)	YTD BALANCE 02/28/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT 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	4.95	2.56	3,137.84	2,006.75	98.00	3,201.88
082-300-38315	RESTRICTED DONATIONS	0.00	19.78	35,302.81	90,833.57	65,000.00	54.31
MISCELLANEOUS		4.95	22.34	38,440.65	92,840.32	65,098.00	59.05
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		4.95	22.34	46,724.25	101,123.92	73,382.00	63.67
TOTAL REVENUES		4.95	22.34	46,724.25	101,123.92	73,382.00	63.67
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	762.30	1,219.29	5,220.88	4,673.48	8,284.00	63.02
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		762.30	1,219.29	5,220.88	4,673.48	8,284.00	63.02
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	255.08	268.49	37,942.25	87,887.41	65,098.00	58.28
Unclassified		255.08	268.49	37,942.25	87,887.41	65,098.00	58.28
Total Dept 603 - LIBRARY ADMINISTRATION		1,017.38	1,487.78	43,163.13	92,560.89	73,382.00	58.82
TOTAL EXPENDITURES		1,017.38	1,487.78	43,163.13	92,560.89	73,382.00	58.82
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		4.95	22.34	46,724.25	101,123.92	73,382.00	63.67
TOTAL EXPENDITURES		1,017.38	1,487.78	43,163.13	92,560.89	73,382.00	58.82
NET OF REVENUES & EXPENDITURES		(1,012.43)	(1,465.44)	3,561.12	8,563.03	0.00	100.00
TOTAL REVENUES - ALL FUNDS		4,660.63	6,986.53	1,277,745.77	1,181,585.06	1,232,103.00	103.70
TOTAL EXPENDITURES - ALL FUNDS		97,857.40	83,844.98	1,052,772.70	959,268.40	1,232,089.00	85.45

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	ACTIVITY FOR MONTH 02/28/23 INCR (DECR)	YTD BALANCE 02/29/2024 NORM (ABNORM)	YTD BALANCE 02/28/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
NET OF REVENUES & EXPENDITURES		(93,196.77)	(76,858.45)	224,973.07	222,316.66	14.00	1,606,95

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 02/21/2024 - 03/19/2024
Banks: LIBCK

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/13/2024	LIBC	15963	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	819.41
		15963		PER CAPITA GRANT/COST PER CIRC FEBRUA	082-603-44810	762.30
						1,581.71
03/13/2024	LIBC	15964	PIONEER PRESS	PERIODICALS/LAKE FORESTER RENEWAL THR	080-603-45500	18.99
03/13/2024	LIBC	15965	PRIORITY ENERGY LLC	BUILDING MAINTENANCE/AIR QUALITY TEST	080-603-41000	3,250.00
03/13/2024	LIBC	15966	QUILL LLC	OFFICE SUPPLIES/STAMP	080-603-43550	7.03
		15966		TECHNICAL SERVICES SUPPLIES/STAMPS	080-603-43668	57.18
						64.21
03/13/2024	LIBC	15967	USA TODAY	PERIODICALS/USA TODAY FOR APRIL 2024	080-603-45500	34.00
03/13/2024	LIBC	15968	VILLAGE OF LAKE BLUFF	UTILITIES/WATER BILL 11/14/2023 TO 0	080-603-43230	310.33
03/13/2024	LIBC	15969	VOGUE PRINTERS	PRINTING/SPRING 2024 NEWSLETTER	080-603-43410	2,140.32
			TOTAL - ALL FUNDS	TOTAL OF 29 CHECKS		28,894.67

--- GL TOTALS ---

080-603-41000	MAINTENANCE-BUILDING	8,912.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	609.29
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	3,807.69
080-603-41350	LEGAL SERVICES	701.25
080-603-43230	UTILITIES	1,234.46
080-603-43300	POSTAGE	266.40
080-603-43410	PRINTING/E-NEWSLETTER	2,170.31
080-603-43550	OFFICE SUPPLIES	83.35
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	2,560.00
080-603-43668	TECHNICAL SERVICES SUPPLIES	350.47
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	46.51
080-603-43710	ADULT PROGRAM SUPPLIES	66.99
080-603-43720	JUVENILE PROGRAM SUPPLIES	63.96
080-603-45000	ADULT NON-FICTION BOOKS	1,170.33
080-603-45100	ADULT FICTION BOOKS	967.12
080-603-45110	ADULT LARGE PRINT MATERIAL	97.84
080-603-45200	ADULT AUDIO VISUAL MATERIAL	974.59
080-603-45220	ADULT REFERENCE/E-REFER	545.35
080-603-45400	JUVENILE NON-FICTION	772.99
080-603-45410	PICTURE BOOKS, READERS	530.93
080-603-45420	JUVENILE FICTION	470.85
080-603-45445	JUVENILE KITS & DEVICES	41.99
080-603-45450	TEEN BOOKS	93.85
080-603-45460	E-BOOKS	819.41

Check Date	Bank	Check #	Payee	Description	GL #	Amount
080-603-45500				PERIODICALS		234.41
080-603-45510				VIDEO GAMES		65.89
080-603-45520				TRENDING TITLES		19.19
080-603-45600				PATRON & STAFF SOFTWARE		19.99
080-603-46100				MISCELLANEOUS EXPENSES		74.00
080-603-58100				COMPUTER EQUIPMENT		105.88
082-603-44810				PER CAPITAL GRANT EXPENDITURES		762.30
082-603-99999				USE OF DONATIONS/TEMPORARY EXP		255.08
				TOTAL		28,894.67

March 13, 2024

AGREEMENT FOR A STRATEGIC FACILITY PLAN
LAKE BLUFF PUBLIC LIBRARY

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

and
Engberg Anderson, Inc.

8618 West Catalpa Avenue, Suite 1116
Chicago, IL 60656

Engberg Anderson Project No. 243729

Dear Renee,

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

PROJECT UNDERSTANDING

The Library is seeking a Strategic Facilities Plan (SFP) to evaluate options related to (1) maintaining, (2) improving in various ways, and (3) preserving the opportunity to expand the facility at some point in the future. The Library has yet to make a determination as to the best approach to overcoming a presumed shortfall in quantity and quality of space in the current facility. While recognizing the value of previous planning efforts, this SFP is to evaluate the strategic space issues with fresh eyes, develop a tiered approach addressing those needs, and provide comparative cost and performance data to assist the library in determining the best approach to solving the space needs.

A series of grouped investigations and options is envisioned to include:

1. Tier 1 Projects – Address Aging Mechanical Systems and Accessibility
    a. Address aging HVAC and electrical system components serving the building.
    b. Address accessibility issues at the building entry, restrooms, and mezzanine
2. Tier 2 Projects – Do More with the Existing Space: Service Enhancements Driven by Space Improvements
    a. Improve/relocate staff workroom
    b. Move Community Room
    c. Move public service point(s)
    d. Improve Children's Library
    e. Do something with the Museum
    f. Enhance technology within the building
3. Tier 3 Projects – Review of Expansion Potential and potential limitations based on the recommendations made in the Tier 1 and Tier 2 groups of projects.

METHODOLOGY

Engberg Anderson proposes to meet this need by working with the Library to complete a multi-step process leading to a Strategic Facility Plan. Based on the project understanding we propose a series of several on-site workshops. The workshops are envisioned to include sessions with the library's management team, key staff, and trustees as appropriate to the stage of the project. Public engagement can be incorporated at key points in the process to set the stage, gather insights into needs and expectations, solicit feedback on various options, and build awareness and support. We anticipate 4 engagement sessions as part of this process.

Part 1 Programming: Identify strategic space needs to serve the community for the next 10 years

We will conduct a series of discussions with the management team to further the list of issues included above. Various exercises will be used to help imagine and prioritize a range of possible improvements. These exercises may include "Keep, Toss, Create", "Semantic Differentials", "Headlines", or "Pictures from the Future" to help cast a wide net and prioritize the concepts. The Library's previous planning efforts and recent customer comments will be actively used as guides to the discussion.

- Public Sessions as deemed appropriate by the Library (arranged in virtual and in-person forms to support broad participation)
- Staff Sessions (arranged to support participation while maintaining operations)
- Museum Session
- Board Session

The goal of this activity is to define community specific service-based space typologies, sizes & quantities Utilizing the results of the Investigations portion of the study, we will formulate a series of space typologies and sizes to support various parallel, sequential and independent or dedicated use patterns that fit the library's current service model and evolution as the needs of the community change. This will involve discussion of broad trends as well as the local experience with each. Our approach is to acknowledge the relationship of space to patrons:

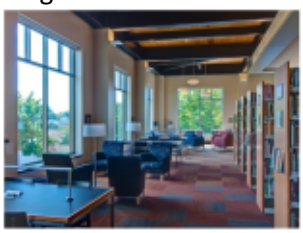
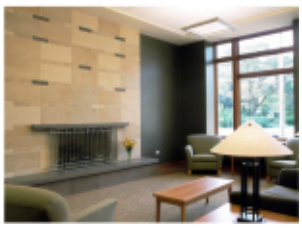
We will use these discussions to formulate a list of public and staff spaces to support the Library in meeting its mission. Our typical Program of Spaces defines library space use in seven major space categories:

1. Arrival | Enter, Orient, Greet, Exhibit.
2. Places to Gather | Multi-purpose, large group, flexible, connected.
3. Places to Get Things | Showplace for curated collections of various materials and objects
4. Places to Do Things | Individual and small or medium group spaces for hands-on learning, social learning, innovation, content creation, incubation.
5. Special Spaces | Community specific spaces for the needs of your community. Literacy, food literacy, artist in residence, social services access, economic development, visitor center are examples from other libraries. "Room of Requirement" to support pop-up services, emerging trends, special needs user populations.
6. Staff Spaces | Flexible and scalable to respond to changes in services, expertise, work styles, and staffing

shifts, from materials handling to collaborative customer services.

7. Building Support Spaces | Future-friendly infrastructure to support continuing evolution in the services.

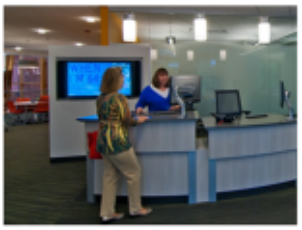
Places to Browse, Discover, Discern

Places to Sit, Read, Contemplate

Places for Active Learning

Places for Group Learning



Places to Engage Technology

Places to Engage Staff

This is the translation of the Strategic Plan into actionable steps for the renovation or expansion of the facility. It will anticipate the continuing impact of patron needs that are diverse, dynamic, and evolving; the general impact of technology. It will recommend furniture, fixtures, and equipment to support these needs.

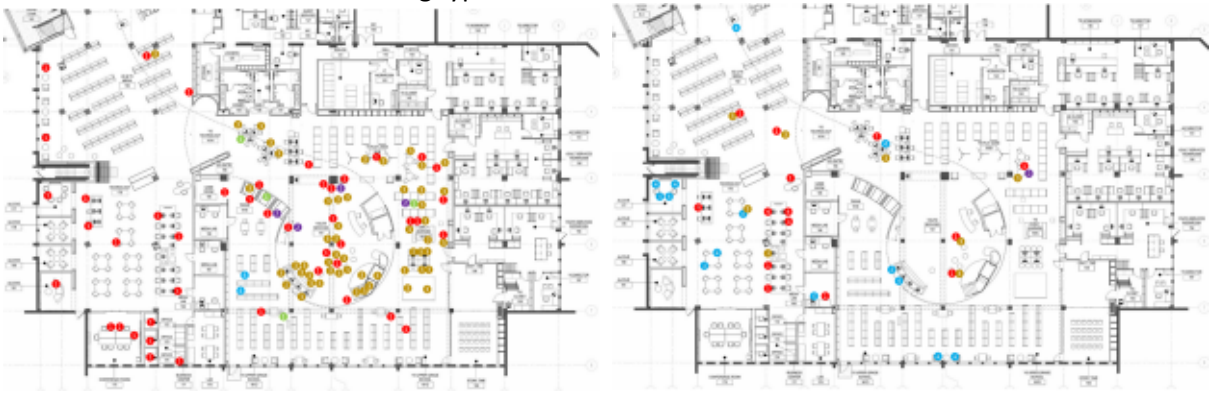
Part 2 - Facility Effectiveness Assessment

An evaluation of existing space will be a key component of the study. The spaces will be evaluated twice – once in preparation for the initial discussions – and a second time following those discussion to refine the evaluation in light of the newly framed objectives. Along with tours of the building, we envision a conversation with various members of the Library's management team to further our observations of staff and patron behavior.

1. We will review the existing layout, condition, character and effectiveness of the library building to determine the how the current facility can be better adapted to emerging and traditional service patterns. The evaluation will include flexibility, technology, programming spaces for all age groups, public library trends such as hands-on and collaborative learning, special collections, genealogical research and preserving local historical archives, and other aspects of the library's role as a community center.

    a. Customer Mapping

    We will map customer use of the building an a typical day and index these to various customer satisfaction comments collected by the Library. We will look for patterns of use by various groups and identifying when and where parallel or adjacent uses can be compatible or in conflict. We will look at utilization of various seating types and environments.

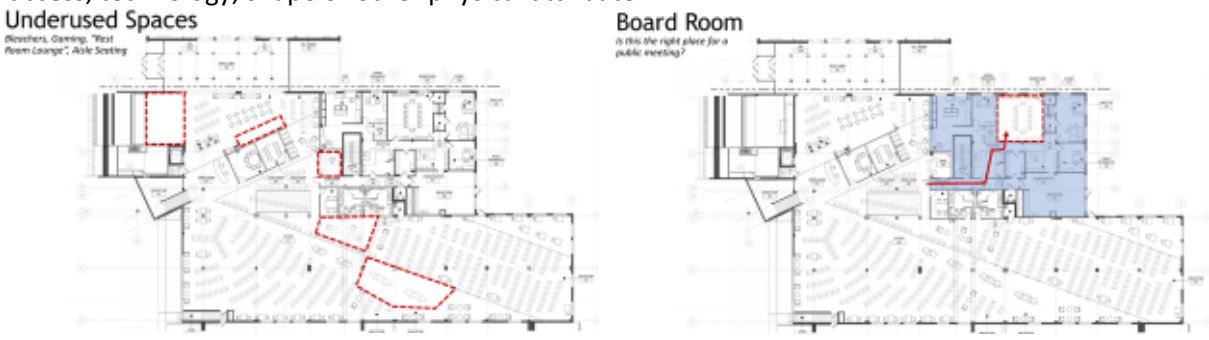


10 am Use Pattern *6 pm Use Pattern*

Sample Mapping Diagrams Illustrating Use Patterns at Different Times of Day

    b. Space Utilization Diagrams

    We will diagram spaces that have limited utility or are not meeting potential based on location, access, technology, shape or other physical attribute.



Sample Space Use Diagrams (Barrington Area IL Library)

We will assess how well each facility performs in terms of essential library planning parameters:

- Site organization.
- Collection organization
- Observation
- Adaptability
- Security
- Self-help
- Materials processing
- Lighting
- Building zoning / adjacencies
- Technology integration
- Control
- Expandability
- Way finding
- Accessibility
- Acoustics
- Image

2. In the staff zone, shared service elements and workflow that support the library will be considered to maximize operational effectiveness and to repurpose duplicative space and create more or more efficient public or staff zones.

Part 3 - Strategic Facility Concept Definition and Evaluation

Depending on the results of the Programming and the Facility Effectiveness Assessment, a number of possibilities may arise. This portion of the process will enable the Library to understand how to get from what is in place to what is needed. This level of detail often suffices for most libraries and is much more rigorous than generic and rule of thumb and use of cost indexes. This part consists of multiple activities including visualizing improvements suggested by the Facility Effectiveness Assessment.

We do not prejudge and allow the Needs Assessment and Facility Effectiveness Assessment guide the definition of which options need to be included in this portion of the study. We approach each option with the same "get as much as you can for the money" and "what if this was the only option" mentality. Only once the options are defined do we work with you to compare options and define a recommendation.

Define Renovation Options

It may be appropriate to repurpose various spaces to take better advantage of their size, location, character or other attribute. Various "work with furniture as much as possible" and "stay within the existing building shell" concepts will be considered.

Sample concept diagrams

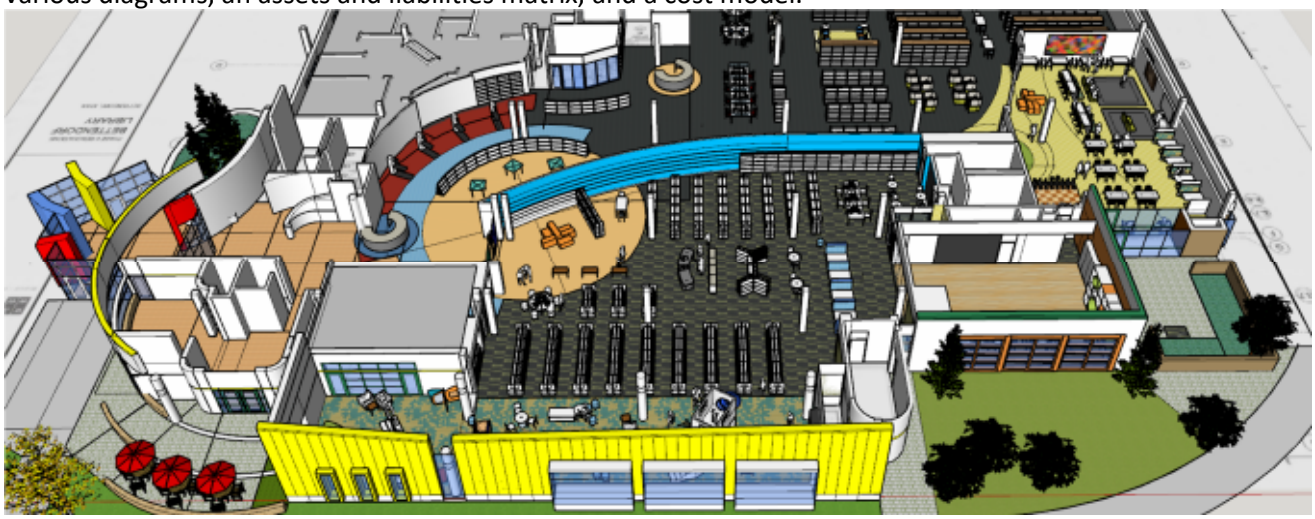
Define Remodeling Options

It may be better to adjust the physical attributes of a space to meet the performance goals associated with a particular service. This is envisioned as more complex set of changes and might include moving walls, changing ceiling heights, relocating portions of the mechanical or electrical infrastructure, or reconfiguring spaces entirely. The recommended near-term improvements would be arranged to balance the immediate needs with a future friendly remodeling concept. Any such assessment would be supported with various diagrams, an assets and liabilities matrix, and a cost model.

Define Expansion Options

The nature of the space use and need may be beyond what can be addressed by shifting uses or improving space attributes. We will assess the feasibility of expanding the existing building (or buildings depending on

the early findings). The recommended near-term improvements would be arranged to balance the immediate needs with a future friendly expansion concept. Any such assessment would be supported with various diagrams, an assets and liabilities matrix, and a cost model.



Sample Expansion Diagram (Bettendorf IA Public Library)

Sample Rendering (Lake Bluff IL Public Library)

Compare Options

The various concepts generated in early discussions will be tested against the Library's mission, priorities, and fiscal resources. An assets and liabilities matrix will be prepared to define an objective performance level for each concept.

Part 4 – Cost Modeling

A detailed, a la carte cost model will be prepared by an independent cost estimating consultant familiar with library renovations. We will frame this data for each concept. Operational cost implications of each concept will be reviewed with the Library's management team. Cost Models will be grouped to fit with designated budgets.

Cost Models / Planning Budgets

Cost models were developed by Engberg Anderson for the full set of priorities and reviewed by Shales McNutt Construction.

It is important to note that the diagrams used in developing the cost models are conceptual and that there are limitations to the precision with which probable costs can be determined with this level of information.

More planning and detailed cost assessment will be needed if the Library embarks on any of the components. The cost models do provide a framework upon which return on investment assessments and large scale financial planning can developed.

Costs are inclusive of construction and related expenses, furnishings, supervision and fees.

All costs are based on 4th quarter of 2019 pricing. Projects planned for future years should anticipate 3% escalation per year.

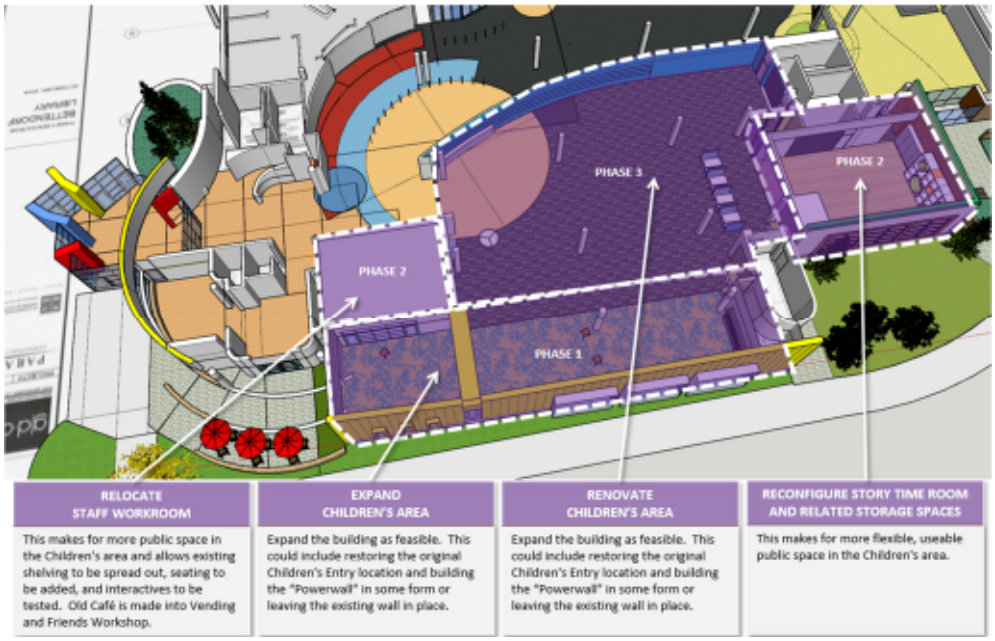
Priority 1: Address Public Comments	**$503,800**
• Power Wall	
• Audio-Visual Collection Reorganization	
• Nursing Mothers' Room	
• Quiet Computing	
• Balcony	
Priority 2: Complete 2011 Master Plan	**$1,018,600**
• Administrative Suite	
• First Floor Office	
Priority 3: Address Emerging Services	**$1,026,300**
• Digital Services Work Room	
• Maker Lab & Audio Pod	
• Video Studio	
• Old Maker Room Conversion	
• Social Technology & Middle School Area	
Priority 4: Maximize Building Utility	**$543,400**
• Attic Renovation	

Sample Summary Budget

Part 5 – Implementation Strategies

Based on the cost models and the elections made by the Library, we will organize immediate, intermediate and longer-term components of the plan into a sequence of discrete but related projects that may include repairs/replacements, improvements to the existing buildings, expansions, or other strategies as deemed appropriate.

Likely groupings of improvements will be defined and indexed to likely funding strategies. A recommended path to achieving the Library's goals will be among multiple paths forward (all at once, phased improvements).



Sample Multi-Phase Implementation Strategy Diagram

Part 6 - Recommendation

With the testing completed, we will reconvene to identify a recommended course of action. With the agreement of the trustees and management team, we will prepare a final report.

SCHEDULE

We propose to provide the normal scope of services within 150 days of receipt of authorization to proceed. We will work with the Library to meet schedules for planning and funding.

BUDGET

The Library intends to implement the highest priority improvements using reserves and other funds. One goal of this study is to identify the scope of work that will fit with the resources available to the project.

OWNER SUPPLIED INFORMATION

The following are of use in preparing the drawings and cost models included in these cope of this agreement.

- Existing building drawings from the original construction or any subsequent renovations
- Environmental Assessments or Hazardous Materials Reports
- Other condition studies
- Contacts at various agencies having jurisdiction over the project

FEE PROPOSAL

Based on this understanding, we estimate the time and cost to complete the outlined services within an hourly, not to exceed fee of ..... $18,500.

This estimated fee is comprised of an initial allocation of fees:

- Part 1 – Programming.....$2,000
- Part 2 – Facility Effectiveness Assessment $1,000
- Part 3 – Strategic Facility Concept Diagrams and Evaluation..... $10,000
- Part 4 – Cost Modeling (SMC Construction Services).....$2,500
- Part 5 – Implementation Strategies $2,000
- Part 6 – Recommendation & Report $1,000

As noted, each Strategic Facilities Plan needs to be tailored to the Library. We are happy to discuss your specifics and can adjust the scope and focus of the effort to meet your needs.

Reimbursable Expenses

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

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

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

Progress Payments

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice.

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

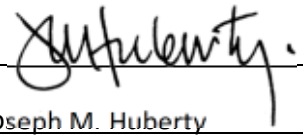
ATTACHMENTS

The following Exhibits are made part of this agreement:

- Current Rate Schedule; Insurance Coverages; Expenses

ACCEPTANCE

We ask that an individual authorized to bind the Library to this agreement sign two copies of the agreement. This Acceptance covers the scope of work defined for Engberg Anderson and an hourly not to exceed fee of $18,500. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For **Engberg Anderson, Inc.**	For **Lake Bluff Public Library**
Signature: 	Signature:
Name: Joseph M. Huberty	Name:
Title: Principal	Title:
Date: March 13, 2024	Date:

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EA File Name: \\Ea-Chi-Nas.Eadp.Com\Chicago-FS\PROJECTS\2024 3694\243729 Lake Bluff PLD SFP 2024\0-BD & Marketing\Proposal\LBPL SFP 2024.Docx

Exhibits

CURRENT RATE SCHEDULE

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

Category	Hourly rate	Category	Hourly rate
Principal	$165	Senior Interior Designer	$115
Senior Team Leader	$125	Project Architect	$105
Team Leader	$120	Project Interior Designer	$105
Senior Project Architect	$115	Designer	$95
Senior Interior Designer	$115	Administrative Support	$65

INSURANCE COVERAGE

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

- Commercial General Liability: $2,000,000 each Occurrence; $4,000,000 Annual Aggregate.
- Business Automobile: $1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, $1,000,000.
- Umbrella/Excess Liability: $5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: $3,000,000 per Claim; $3,000,000 Annual Aggregate
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect will be a reimbursable expense.

REIMBURSABLE EXPENSES EXHIBIT

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

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

Similar Strategic Facility Plan Projects

Appleton (WI) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 140,000 sf.
Auburn (AL) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for multi-building system.
Barrington Area (IL) Library	☑ Customer Mapping, ☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation concepts for 60,000 sf facility.
Beloit (WI) Public Library	☑ Facility Effectiveness Assessment, ☑ Accessibility Assessment, ☑ Facility Condition Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 57,000 sf facility.
Bettendorf (IA) Public Library	☑ Facility Effectiveness Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion concepts for 52,000 sf facility.
Bloomington (IL) Public Library	☑ Facility Effectiveness Assessment Update, ☑ Facility Condition Assessment Update, ☑ Strategic Space Needs Update, ☑ Concept Development & Testing: Renovation, Renovation/Expansion concepts for 51,000 sf facility expanded to 70,000 sf.
Crystal Lake (IL) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 40,000 sf facility expanded to 72,000 sf

Edwardsville (IL) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion concepts for 20,000 sf facility expanded to 36,000 sf.
Evergreen Park (IL) Public Library	☑ Facility Effectiveness Assessment, ☑ Concept Development & Testing: Renovation concepts for 23,000 sf facility.
Helen Plum Memorial (IL) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 37,000 sf facility expanded to 52,000 sf.
Indian Trails (IL) Public Library	☑ Facility Effectiveness Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion concepts for 40,000 sf facility expanded to 60,000 sf.
Joliet (IL) Public library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Concept Development & Testing: Renovation concepts for 74,000 sf facility.
Lisle (IL) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 29,000 sf facility expanded to 51,000 sf.
Marion (IA) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Branching, Mobile Library, and New Building concepts for 24,000 sf building replaced by 50,000 sf facility.
Palatine (IL) Public library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation concepts for 96,000 sf facility and two branches.

Poplar Creek (IL) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Concept Development & Testing: Renovation concepts for 98,000 sf facility.
Rockford (IL) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for Interim and new Main Library; Consolidation from 80,000 sf to 68,000 sf.
Waukesha (WI) Public Library	☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion concepts for 71,500 sf facility.
Winnetka Northfield (IL) Public Library District	☑ Facility Effectiveness Assessment, ☑ Accessibility Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Branching, concepts for 22,000 sf building renovated and 4,000 sf facility expanded to 10,000 sf.
Academic Library Master Plans	
Hudson County (NJ) Community College Libraries • North Hudson Library • Gabert Library	☑ Customer Mapping, ☑ Facility Effectiveness Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation concepts for 7,000 and 33,200 sf libraries.
University of Wisconsin – Green Bay • Cofrin Library	☑ Customer Mapping, ☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, and New Building concepts. Recommend replacement of 185,000 sf building with new facility of 180,000 sf.
University of Wisconsin – Madison • Memorial Library • College library • Steenbock Library • 24 building system assessment and system redevelopment plan	☑ Customer Mapping, ☑ Facility Effectiveness Assessment, ☑ Facility Condition Assessment, ☑ Strategic Space Needs, ☑ Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts. Recommend overall restructuring from 782,000 sf and 24 locations to 595,000 sf in 7 facilities.

Governance and Organizational Structure

GOV-1: Location and Hours
The Lake Bluff Public Library (the Library) is located at 123 East Scranton Avenue in Lake Bluff, Illinois 60044.

As of January 1, 2024, Library hours are:

- Mondays and Wednesdays 10 a.m. to 6 p.m.
- Tuesdays and Thursdays 10 a.m. to 9 p.m.
- Saturdays 10 a.m. to 5 p.m. and
- Sundays Closed

GOV-2: Library Board Bylaws

1.1 Name

The name of this municipal body is the Lake Bluff Public Library (hereafter referred to as the Library).

The Library operates under the Illinois Local Library Act (75 ILCS 5/4-1 et seq). The Lake Bluff Public Library Board of Library Trustees (hereafter referred to as the Board), is a publicly elected body of seven individuals having the duties, responsibilities, and privileges set forth in Illinois State Law.

1.2 Use

The Library shall be used by the residents and taxpayers of the Village of Lake Bluff and other patrons as authorized by law subject to such reasonable rules and regulations as the Board may adopt.

1.3 Library Board

1.3.1 Responsibilities of the Board

Legal and financial responsibility for the operations of the Library is vested in the Board. Subject to existing statutes, the powers of the Board include but are not limited to:

- Determining rules and regulations governing library service;
- Exercising exclusive control of all expenditures of money credited to the library fund, and any grant, gift, or endowment funds provided for library purposes;
- Determining the property tax levy required to support the Library within the law, and;
- Hiring, evaluating, and, if necessary, dismissing the Library Director.

The Board may adopt such policies, rules, and regulations for the conduct of its business as shall be deemed advisable or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

1.3.2 Qualification and Tenure

Consistent with the Local Library Act (75 ILCS 5/4), the seven Trustees of the Board are elected to four-year terms, serving until their successors are elected and have qualified. Terms are staggered so that if three positions are up for election, the other four Trustees serve for another two years and vice versa.

All Trustees elected to serve on the Board shall be residents of incorporated Lake Bluff.

1.3.3 Trustee Resignation

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

1.3.4 Trustee Removal

Per the Illinois Local Library Act (75 ILCS 5/4-4) a Trustee vacancy shall be declared under the following circumstances:

- An elected Trustee declines to serve or is unable to serve;
- A Trustee is absent without cause from all regular Board meetings for one year;
- A Trustee becomes a nonresident of the Village of Lake Bluff;
- A Trustee fails to pay the Library taxes levied by the local corporate authority;
- A Trustee is convicted of a felony or misdemeanor for failing, neglecting, or refusing to perform any duty imposed by the Local Libraries Act, or;
- If at a general election not enough Trustees were elected to create a seven-member board.

1.3.5 Trustee Vacancies

When a Trustee vacancy occurs the Library Director shall notify the Lake County Clerk's office. The Board will act to fill the position forthwith by selecting a qualified candidate by majority vote to fill the vacant position until the next regular library election at which Library Trustees are scheduled to be elected under the consolidated schedule of elections under the general election law. At this election a Trustee will be elected to serve the remainder of the term at the next regular Board meeting.

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library's representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President's attendance counts towards a quorum.
- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer –The Treasurer shall serve as the Board's financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

1.4 Meetings of the Board of Trustees

All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/2(c) et seq.).

1.4.1 Regular Meetings

Before December 31 of each calendar year a regular monthly meeting schedule for the subsequent calendar year will be established by the Board and publicly posted.

1.4.2 Annual Meeting

The first regular meeting after May 1 shall be the Annual Meeting of the Board at which the Annual Report will be presented, per the Illinois Local Library Act (75 ILCS 5/4-14). The report shall include a summary of the year's work, a statement of plans for the following year, a detailed account of the receipts and expenditures of the previous fiscal year, and any other information required by State Statutes. Officers and committee members for the next year shall be elected by majority vote at the Annual Meeting.

1.4.3 Special Meetings

Special meetings of the Board may be called by the President, or upon the request of any three Trustees. Notice of the special meeting shall be given at least 48 hours in advance, except in the case of a bona fide emergency. No business shall be transacted other than stated in the notice. For an emergency meeting, notice shall be posted as far in advance of the meeting as possible.

1.4.4 Posting of Notice

In keeping with the Illinois Open Meetings Act (5 ILCS 120/2.02) notice of all meetings shall be posted at the library, at the location of the meeting if the meeting is not to be held at the library, and online on the Library's website. Posting shall occur a minimum of 48 hours in advance of the meeting except in the case of a bona fide emergency. Any news medium that has filed an annual request for meeting notice per the Illinois Open Meetings Act (5 ILCS 120/2.02(b)) shall receive notice of regular, special, emergency, rescheduled, and reconvened meetings.

The Library Director shall prepare and post notice of meetings with the input and approval of the President of the Board or, in the case of a Committee posting, a Committee Chair.

1.5 Board Meeting Rules

1.5.1 Quorum

For the transaction of business at any regular or special meeting of the Board a quorum shall consist of a majority of the Board. If a meeting has been properly posted and a quorum is not present, the meeting can continue but no action can take place.

1.5.2 Remote Participation at Meetings

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions, and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness, disability, travel due to employment, family emergency, or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board President and Library Director of the desire to attend via communication devices, unless notice is impractical. A majority of a quorum must vote in favor of a Trustee attending via communication devices. The circumstances supporting use of communication devices shall be announced at the start of a meeting, and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum.

1.5.3 Conduct of Meeting

The most current available edition of Robert's Rules of Order shall be the basis for the conduct of Board meetings. The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the power to:

- Remove the offenders;
- Clear the meeting room of all spectators, or;
- Suspend or adjourn the meeting.

1.5.4 Trustee Participation

Trustees are expected to attend and participate in all regular Board meetings and to fulfill their committee obligations.

1.6 Board Committees

1.6.1 Standing Committees

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

the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

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

1.6.2 Special Committees

Special committees may be created by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Such committees shall be created for a project with a limited duration, with the expectation that they will disband when their project has been completed. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any special committee member may be removed by the President if, in the President's judgment, the best interests of the Library can be served by such a removal.

1.6.3 Quorum for a Committee

A majority of the total membership of any committee shall constitute a quorum.

1.7 Duties of the Library Director

The Board shall select, appoint, and evaluate a qualified librarian as Library Director, who will be the Library's chief executive and be responsible for the day-to-day administration of the Library under the general policies approved by the Board.

The Director shall be responsible to the Board pursuant to the provisions of the Local Library Act (75 ILCS 5/1-0.1).

The Director will report directly to the Board, will execute the policies adopted by the Board, and shall be authorized to establish organizational structure, purchase materials and services, and undertake such activities as may be necessary for the library's operation, subject to the policies established by the Board. The Library Director shall have the authority to execute contracts on behalf of the Library within the parameters established by the Board. The Library Director shall attend all meetings of the Board. The Director shall make a monthly report to the Board and submit an Annual Report at the Annual Meeting.

In a manner consistent with the Library's Personnel Policies and applicable State and Federal Laws, the Library Director shall hire, supervise, evaluate and may terminate the employment of staff members necessary to carry out the work of the Library. The Director shall direct and supervise staff members to ensure the efficient delivery of high quality services.

The Director is responsible to the Board for all properties and funds belonging to the Library.

The Director shall make other reports at the meetings of the Board in such form and on such subjects as the Board may direct.

1.7.1 Termination and Resignation

At least 4 weeks (28 days) notice of resignation is requested should the Director choose to submit his/her resignation and depart in good standing. A resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present is necessary to terminate the employment of the Library Director.

1.8 Conflict of Interest

A Trustee has a conflict of interest in a matter if the member's interest, either through business, investment, or family might reasonably create the appearance of or result in:

- Using public office for direct or indirect private gain;

- Giving preferential treatment to any organization or person;
- Losing impartiality of action;
- Making a government decision outside official channels, or;
- Adversely affecting the confidence of the public in the integrity of the Board.

1.8.1 Disclosure

Prior to the Board taking action on a matter in which a Trustee has or may have a conflict of interest, the Trustee shall disclose the potential conflict to the other Board members. If a Trustee has a conflict of interest, he/she will recuse him/herself from the discussion relating to the matter that he/she has a conflict with in order to maintain the impartiality of the Board.

If a Trustee believes he/she may have a conflict of interest, he/she will coordinate with the President of the Board and the Library Director to determine whether or not this is the case.

1.9 Records

1.9.1 Personnel Records

Staff personnel records are confidential and shall be kept by the Library Director in a secure place. Only the Library Director or any person authorized by the Director has access to these records.

1.9.2 Confidential Records

Confidential records of the Board, such as minutes of meetings still closed to the public, shall be kept secure, and only Library Trustees shall have access to these records. Space may be provided at the Library for confidential Board documents to be securely stored. The President and Secretary shall have keys to this access confidential documents.

1.9.3 Regular Meeting Minutes

Minutes will be kept of each regular meeting, reviewed and approved at the subsequent regular meeting, and made publicly available in a timely fashion. Minutes will be kept and approved according to the Illinois Open Meetings Act (5 ILCS 120).

1.9.4 Committee Reports

Minutes will be kept of all Committee Meetings and will be presented at the next regularly scheduled Board meeting. The minutes will be approved at the next meeting of each committee.

1.9.5 Board Packets

Packets of information provided to Trustees prior to regular, special, and committee meetings will be kept on file at the Library and made available to the public upon request.

1.10 Amendment of the Bylaws

These bylaws may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of a quorum of the Trustees present. A copy of the proposed amendment must accompany the call of the meeting.

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Comprehensive Remote LAN Management Agreement

This Agreement is entered into at Downers Grove, Illinois on March 11, 2024 between Computer View, Inc. (CVI), an Illinois corporation and Lake Bluff Public Library (the "Customer") an Illinois public institution located at 123 Scranton Avenue, Lake Bluff, Illinois. This Agreement covers the twenty-four (24) month time period commencing May 1, 2024 and ending on April 30, 2026 (the "Agreement Term") and will remain in effect as outlined in Section 6.

1. Equipment Covered

   All existing computer and networking equipment as described in Attachment A will be covered by this Agreement subject to any vendor and/or warranty limitations.

2. Service Provided

   Attachment A defines the total inventory supported, the frequency and description of proactive system management activities to be performed by CVI, the service level agreement, the service charge summary and any equipment coverage exceptions.

   Subject to all terms of this Agreement, CVI will provide to Customer the following services for the computer and networking equipment as described in Attachment A, including but not necessarily limited to:

   A. System management of the Customer's LAN environment consisting of the hardware, software and network resources listed in Appendix A.
   B. Consulting and system planning services
   C. Diagnosis and resolution of Local Area Network (LAN) or component issues
   D. Routine preventative maintenance of network equipment
   E. Telephone technical support
   F. End User application support
      CVI will provide limited end-user application support when possible. CVI can only ensure successful operation in the networked environment, subject to vendor support or system compatibility, for any particular application.
   G. Repair equipment pickup and delivery
   H. An Hours Allowance for Move/Add/Change (MAC) Work Requests to be scheduled mutually between Customer and CVI
   I. Dark Web Monitoring for Customer's domain

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3. Optional Services

The following services are outside the scope of this Agreement but can be performed under this Agreement for an additional fee:

A. Installation and configuration of major system or component upgrades
B. Staff training of LAN administration, management or application software
C. Software/Internet programming services
D. Data recovery if backup system is not properly maintained by the Customer
E. Equipment and/or service costs not covered by vendor/manufacturer warranty
F. Technical support for issues created by the Customer or other third parties

4. Customer Responsibilities

A. Access to Equipment and Facilities

Customer must provide CVI with access to the equipment covered under this Agreement which is convenient and timely for CVI, adequate working space and facilities within reasonable distance of the equipment, and access to and use of all information, internal resources and facilities determined necessary by CVI to service the network.

Any CVI software, equipment or consulting, programming, or management tools which may be furnished or utilized by CVI in the performance of these services shall remain the property of CVI and shall be returned to CVI upon its request or upon termination of the Agreement at a mutually convenient time which shall not be less than 7 days after termination of this Agreement.

B. Key Contact

Customer must appoint a key contact person with whom CVI technicians can communicate. The current key contact person is specified in Attachment A.

C. Routine Operating Procedures

Customer must follow routine operating procedures for the network, with regards to periodic backups, physical and access security, and periodic capacity monitoring as defined by CVI.

D. Issue Resolution

Customer must follow CVI's problem reporting procedure as defined in the CVI Solutions Guide and may be required to conduct preliminary diagnostic procedures prior to a CVI technician being dispatched to the Customer's facility.

CVI will review, prioritize and perform preliminary diagnosis of problems within 4 hours of receipt in CVI's office. CVI will resolve problems per the specified Service Level in Attachment A, plus any additional time that may be required from third-party vendors, such as parts or software suppliers.

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E. Onsite Visit

Once CVI determines that an onsite visit is required to resolve an issue, a technician will be dispatched within 4 hours for critical issues, after all necessary hardware, software and/or network components become available. Critical issues include operations failure of major network components such as a server, switch, router, circuit, or other critical components as specified in Attachment A.

F. Emergency Visit

An emergency visit is an on-site technician visit outside CVI's normal business hours of operation (9:00AM-5:00PM Monday-Friday, except CVI holidays). If initiated by CVI to meet the Service Level Agreement (SLA) specified in Attachment A, there is no additional charge to the Customer. If requested by Customer when it is not required by the SLA, CVI's then current Emergency Visit rates, as documented in Attachment A, will apply.

G. Software Costs and Licensing

CVI will license all necessary remote management software on behalf of Customer, and such fees will be integrated into the fees charged by CVI. In the event of early contract termination, Customer will separately pay for all such fees paid by CVI on Customer's behalf. CVI will track Customer's remote management software.

Customer is responsible for all other software license and license upgrade fees. Customer is also responsible for ensuring that all software, including future version upgrades, has been properly licensed and registered in the Customer's name. Customer is responsible for all software tracking, except CVI remote management software as noted above.

H. Network Software

CVI provides support only for the current and immediately preceding versions of network software, and only to the extent such software is supported by the manufacturer. CVI is not liable for the performance and non-performance of software products or the manufacturer's technical support services.

I. Hardware Costs

Customer is responsible for all hardware costs including all equipment, cables, connectors, accessories and interfaces.

J. Indemnity

The Customer agrees to indemnify and hold CVI harmless against all claims, demands, damages, costs, expenses, attorney fees, actions and causes of action

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except those arising solely and directly from the services provided by CVI hereunder.

5. Service Fees

The contract fee will be as specified in Attachment A. Contract fees will be billed quarterly in advance. A summary of activities performed and issues resolved under this Agreement will be reviewed with Customer on a quarterly basis.

6. Term, Termination and Renewal

A. Term
This Agreement covers the time period as specified in Attachment A.

B. Termination
Except for non-payment of an invoice from Computer View, any party to this Agreement shall not be deemed in default, breach or in non-compliance with any term or provision of this Agreement and no action shall be taken regarding any default, breach or non-compliance unless all of the following have occurred:

(a) Non breaching party shall send breaching party a written notice setting forth in detail any default, breach or non-compliance; specifying what act or omission of breaching party caused said default, breach or non-compliance; when said act or omission occurred; what provision or term of said Agreement is involved; and what acts breaching party must perform to cure default, breach or non-compliance.

(b) Said notice must be sent regular and certified mail, return receipt requested, addressee only with postage prepaid to the breaching party at the address set forth herein;

(c) Thirty (30) days must elapse from the time said notice is received by breaching party;

(d) Breaching party has not cured said default, breach or non-compliance within said thirty (30) days.

Upon termination of this Agreement by either party, each party shall promptly return to the other all data, materials and properties of the other held by it.

C. Duration and Renewal

Unless terminated as provided above, CVI will continue Service for the duration of this Agreement and after the expiration date of this Agreement. Use of the Service after a prepaid term, or after this Agreement has expired will constitute acceptance and renewal of this Agreement for a new twelve (12) month Agreement Term with the service rates in effect at the time of renewal, unless

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Customer gives Computer View 5 days written notice prior to any usage of the Service that Customer will not renew this Agreement.

7. Non-Solicitation

Customer and CVI agree that during the term of this Agreement and for a period of twelve (12) months thereafter, neither party will hire, employ or contract with an employee of the other. In the event of a breach of the provisions of this Section 7, the breaching party agrees to pay to the non-breaching party upon demand liquidated damages in the amount of Twenty Thousand dollars ($20,000.00) per person.

8. Customer Location

CVI is not responsible to the Customer for the cost or expense of administrative, technical, emergency and support personnel at the Customer's location necessary for activities relating to the Service.

9. Warranties

CVI warrants that, in performing the Service:

i. The Services will not be in violation of any applicable law, rule or regulation, and CVI will have obtained all permits to comply with such laws and regulations;
ii. The Services will not violate or in any way infringe upon the rights of third parties, including property, contractual, employment, trade secrets, proprietary information and non-disclosure rights, or any trademark, copyright or patent rights;
iii. The Services will be performed in accordance with generally acceptable standards in the industry.

In the event of a breach of this warranty, or otherwise, CVI's liability (whether founded in contract, tort, or otherwise) shall be limited to re-performing services hereunder as required or, at CVI's option, to an adjustment of fees to be no more than the reasonable value of the Services actually provided hereunder.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

10. Limitation of Liability

Neither party shall be liable to the other for any loss, damage, liability, claim or expense arising out of or in relation to this Agreement, other than for fees due under Section 5 and 17 and for indemnification under Section 4, however caused, whether ground in contract, tort, strict liability or otherwise, or for gross negligence.

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11. No Assignment

The Customer shall not sell, transfer or assign this Agreement without the prior written consent of CVI. Any act in derogation of the foregoing shall be null and void, and the Customer will remain obligated under this Agreement.

12. Severability

Each section, part, term, and provision of this Agreement shall be considered severable. If, for any reason, any section, part, term or provision is herein determined to be invalid and contrary to, or in conflict with, any existing or future law or regulation of a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining portions, sections, parts, terms, or provisions of this Agreement, and the latter will continue to be given full force and effect and bind the parties hereto. The invalid section, part, term or provision shall be deemed not to be part of this Agreement.

13. Descriptive Headings

Descriptive headings contained in this Agreement are inserted only as a matter of convenience and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof.

14. Construction of Agreement

CVI and Customer agree and acknowledge that all provisions of this Agreement have been negotiated by both CVI and Customer at arms length and that neither CVI nor Customer shall be deemed the drafter of this Agreement. This Agreement shall not be construed against either party by reason of the authorship of any provision in this Agreement.

15. Corporate Parties

CVI and Customer warrant and represent to each other that (a) CVI and Customer are Illinois domestic corporations or organizations in good standing in the State of Illinois, not dissolved and duly qualified to do business in the State of Illinois at the time of entering this Agreement and will remain so until at least after the Agreement Term; (b) CVI and Customer are duly authorized to execute and deliver this Agreement, perform the covenants on its part contained in this Agreement, consummate the transactions contemplated by this Agreement and execute, deliver and perform all documents and instruments to be executed and delivered pursuant to this Agreement; (c) neither CVI nor Customer are subject to any restriction, agreement, law, judgment or decree which would prohibit or be violated by the execution, delivery and performance of this Agreement.

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16. Entire Agreement

This Agreement and the documents referred to herein shall be the entire, full and complete Agreement between the parties concerning the subject matter hereof, and shall supersede all prior agreements. No representations, warranties, inducements, promises, or agreements, oral or otherwise, exist which are not embodied herein. No amendments, changes or variances from this Agreement shall be binding on either party unless the same is in writing and executed by the parties hereto.
Both parties acknowledge that they have read and understand this Agreement and agree to be bound by its items.

17. Jurisdiction

This Agreement shall be governed by, construed and enforced pursuant to the laws of the State of Illinois without regard to the conflicts of law provisions of the State of Illinois. The venue for all litigation pertaining to this Agreement shall be DuPage County, Illinois. The prevailing party in any litigation shall be entitled to reimbursement for attorney's fees, costs and other expenses pertaining to said litigation and said attorney's fees, costs, and other expenses shall become a part of any judgment, verdict or decree.

18. Notices

All notices and other communications provided for by this Agreement shall be made in writing (1) either by actual delivery of the notice into the hands of the parties entitled thereto, or (2) by the mailing of the notice in the U.S. Mail to the last known address of the parties entitled thereto, registered or certified mail, return receipt requested. The notice shall be deemed to be received if delivered on the date of its actual receipt by the party entitled thereto, and if mailed on the date of its mailing. Notice shall be sent to:

Seller:	Computer View, Inc. 2777 Finley Road Suite 13 Downers Grove, IL 60515
Customer:	Lake Bluff Public Library 123 Scranton Avenue Lake Bluff, IL 60044

19. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their legal representatives, conservators, guardians, heirs, administrators, executors, successors and assigns.

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20. Executed Copies Deemed Originals

All executed copies of this instrument shall be deemed to be the original even though physically produced by the use of automatic, printing or copy machines.

Any signed document including the Agreement may be transmitted by facsimile machine (fax) and shall be considered an original document and an original signature for all purposes. At the request of any party, any document which has been faxed shall be re-signed by the original party in an original form. Neither party shall raise the use of a fax as a defense to this Agreement.

21. Waiver of Breach

The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

22. Further Actions

Each party agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

23. Force Majeure

Neither party shall be responsible to the other for damages or delays caused by force majeure, acts of God nor other events beyond the control of the other party and which could not have been reasonably foreseen or prevented. Such acts shall include but are not limited to unusual weather, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations and the inability, with reasonable diligence, to supply personnel, equipment or material.

24. Payment

Any payment not received within ten (10) days after the date it is due shall incur a late charge equal to five percent (5%) of the payment. Any payment not received when due and all late charges shall accrue interest from the date due until the date paid at the rate of one and one-half percent (1 ½ %) per month.

25. Confidentiality

Customer and CVI agree to hold this Agreement and any services performed pursuant to this Agreement and all information and communications pertaining to this Agreement in strict confidence and shall not disclose or provide to any person or entity any such information, communications or Agreement. Disclosure of said

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information, communications or Agreement in violation of this Agreement is a material breach of this Agreement and shall require the breaching party to pay the non-breaching party all damages proximately caused by said violation. The portion of this Agreement pertaining to disclosure of information, communications and this Agreement shall expire two (2) years after the termination or cancellation of this Agreement. Customer and CVI shall not be responsible or liable under this Agreement for disclosure of said information, communications or this Agreement if the information, communications and this Agreement:

a. Are required to be disclosed by any law or in response to any subpoena, court order, summons, judicial or governmental requirement or other legal process, provided that the party making the disclosure gives the other party adequate written notice of potential disclosure.

b. Become generally available to the public other than by disclosure of the party seeking to enforce a remedy under this Agreement.

c. Was or become available to the party not seeking to enforce a remedy under this Agreement on a non-confidential basis prior to disclosure by a party.

d. Is disclosed pursuant to the prior written consent of the other party.

In Witness Whereof, the parties have entered into this Agreement as of the date set forth below:

Renee Grassi — Library Director

Authorized Customer Representative/Title

DocuSigned by: Renee Grassi C76587F511F7435...

3/11/2024

Customer Signature — Date

03112024

Customer Purchase Order Number

Roxolana Poluchowicz

Authorized CVI Representative

DocuSigned by: Roxolana Poluchowicz FB42B243AA4A4B5...

3/11/2024

CVI Representative Signature — Date

DocuSign Envelope ID: 7A2B0876-E930-4213-A2E6-32B50C3891EA

ATTACHMENT A
To Comprehensive Remote LAN Management Agreement

Customer	Lake Bluff Public Library
Agreement Term	May 1, 2024 – April 30, 2026 (24 months)
Customer Contact Person	Renee Grassi
Contact Phone	(847) 234-2540
Contact E-mail	rgrassi@lakeblufflibrary.org

Inventory Supported	7 Servers (6 virtual) 21 Desktop Computers 1 Firewall 11 Notebook Computers 3 Network Printers 2 Network Devices 1 Wireless Network
TOTAL	**46 Devices**

System Management Activities to be performed for Supported Inventory

Annually	Technology planning consultation
Quarterly	Resolved issue report and trend analysis
Monthly	O/S, firmware and driver updates Review system error logs Validate system backups Review system capacity
As Required	Diagnostics and problem resolution Telephone technical support Repair equipment pickup and delivery Move/add/change requests – up to Hours Allowance

Hours Allowance for Move/Add/Change Work Requests	12 hours per year

Service Level Agreement for Supported Inventory

Review, Prioritize and Perform Initial Diagnostic	4 hours
Issue Response – Major Severity (Failure of major LAN network component severely impacting Customer's business operations)	4 hours
Issue Response – Medium Severity (Failure of important LAN network component; Customer's business operations continue in a degraded state)	1 business day
Issue Response – Minor Severity (Failure of non-critical LAN network component; Minor impact on Customer's business operations)	2 business days
Move/Add/Change Work Requests	Scheduled for mutual convenience during CVI's normal business hours of operation (9AM-5:00PM Monday-Friday excluding CVI holidays)

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Service Charge Summary

Comprehensive Remote Management of Installed Inventory	$16,300 for first 12 month term, with $4,075 billed quarterly in advance $19,200 for second 12 month term, with $4,800 billed quarterly in advance
Hourly Rate – After Hours Allowance Exceeded for Move/Add/Change Service Requests	$208 per hour
Emergency Visit **Weekdays After Hours and/or Weekends** **CVI Holidays**	 $416 per hour (double time) – 3 hours minimum $624 per hour (triple time) – 3 hours minimum

Coverage Exclusions

Move/Add/Change Requests	Exceeding Hours Allowance specified above
Training	Applications or operations training for Customer's staff
Programming	Software or website programming and/or modifications
Data recovery	If backup system not properly maintained by Customer
Equipment / service costs	If equipment is outside manufacturer warranty
Emergency visit	For Move/Add/Change Request, or per Customer request for Issue Resolution at a higher severity level than specified by CVI

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

Quotation (Open)

Date
Mar 06, 2024 03:57 PM CST

Modified Date
Mar 06, 2024 07:17 PM CST

Quote #
202746 - rev 1 of 1

Description
Security Server

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

Customer Contact
Grassi, Renee
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

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

Bill To
Lake Bluff Public Library
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Ship To
Lake Bluff Public Library
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

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

#	Description	Part #	Qty	Unit Price	Total
	Security Server				
1	HPE DL380 Gen11 12LFF NC CTO Server	P52533-B21	1	$3,500.00	$3,500.00
2	Intel Xeon Silver 4410Y 2 GHz - 12-core - 24 threads - 30 MB cache - FCLGA4677 Socket - for P/N: P53568-001	P49610-B21	1	$1,288.00	$1,288.00
3	HPE SmartMemory DDR5 - module - 32 GB - DIMM 288-pin - 4800 MHz / PC5-38400 - CL40 - 1.1 V - registered - ECC	P43328-B21	2	$474.00	$948.00
4	HPE Midline Hard drive - 8 TB - 3.5" LFF Low Profile - SAS 12Gb/s - 7200 rpm	834031-B21	8	$916.00	$7,328.00
5	HPE MR416i-p Gen11 SPDM Storage controller - up to 240 physical drives, up to 64 logical drives - 16 Channel - SATA 6Gb/s / SAS 12Gb/s / PCIe 4.0 (NVMe) - RAID RAID 0, 1, 5, 6, 10, 50, 60 - PCIe 4.0 x8	P47777-B21	1	$1,064.00	$1,064.00
6	Broadcom BCM57412 Network adapter - PCIe 3.0 x8 - 1Gb Ethernet / 10Gb Ethernet SFP+ x 2 - for ProLiant DL20 Gen10, DL325 Gen10, DL360 Gen10, DL380 Gen10, ML30 Gen10, XL220n Gen10	P26259-B21	1	$188.00	$188.00
7	Broadcom BCM5719 Network adapter - PCIe 2.0 x4 - Gigabit Ethernet x 4 - for Apollo 4200 Gen10; ProLiant DL20 Gen10, DL325 Gen10, DL360 Gen10, DL380 Gen10, ML30 Gen10	P51178-B21	1	$74.00	$74.00
8	HPE 96W Smart Storage Storage device battery - lithium ion - for Apollo 4200 Gen10; ProLiant DL360 Gen10, DL365 Gen10, DL380 Gen10, ML30 Gen10	P01366-B21	1	$40.00	$40.00
9	HPE Enablement Cable Kit SATA / SAS cable kit - for ProLiant DL360 Gen11	P48918-B21	1	$11.00	$11.00
10	HPE Flex Slot Platinum Power supply - hot-plug (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 230 V - 800 Watt	P38995-B21	2	$92.00	$184.00
11	HPE Power cable - power IEC 60320 C13 straight to NEMA 5-15 (P) - AC 110 V - 10 A - 6 ft - black - Canada, United States - for HPE MSL2024, MSL4048; Apollo 4510 Gen9; ProLiant DL180 Gen10, DL380 G6, XL290n Gen10	AF556A	2	$9.00	$18.00
12	HPE Enablement kit - CPU1 to OCP2 x8 - for ProLiant DL360 Gen11	P51911-B21	1	$25.00	$25.00
13	HPE LFF Tri-Mode Cable Kit Storage cable kit - for ProLiant DL380 Gen11 Network Choice	P56995-B21	1	$53.00	$53.00
14	HPE Processor heatsink kit - standard	P49145-B21	1	$37.00	$37.00

15	HPE Easy Install Rail 3 Kit Rack rail kit - for ProLiant DL380 Gen11 Network Choice	P52341-B21	1	$45.00	$45.00
16	HPE Integrated Lights-Out Advanced License + 3 Years 24x7 Support - 1 server - electronic - for ProLiant DL160 Gen10, DL180 Gen10, DL20 Gen10, DX360 Gen10, ML30 Gen10, XL290n Gen10	E6U64ABE	1	$233.00	$233.00
17	HPE Greenlake COM EN 5Y ProLiant aaS	R7A12AAE	1	$750.00	$750.00
18	HPE Pointnext Tech Care Essential Service Extended service agreement - parts and labor - 5 years - on-site - 24x7 - response time: 4 h - for ProLiant DL380 Gen11 Network Choice	H93J8E	1	$5,500.00	$5,500.00
	Software				
19	Microsoft Windows Server Standard Edition License & software assurance - 16 cores - academic - Open Value - additional product, 1 Year Acquired Year 1 - Single Language	9EM-00723	1	$267.00	$267.00
20	Installation / Configuration	INST	1	$3,100.00	$3,100.00

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

Subtotal:	**$24,653.00**
Shipping:	$0.00
Total:	**$24,653.00**

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

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

Hours Pilot Monthly Report
February 2024

Visit Count	Jan. 2024	Feb. 2024
Average: Mondays 4-6 pm	20	36
Average: Tuesdays 6-9 pm	11	14
Average: Wednesdays 4-6 pm	20	23
Average: Thursdays 6-9 pm	15	11
Average: Saturdays 10-5 pm	107	104
Staff Leave		
Sick	132.75 hrs.	348.50 hrs.
Vacation	29.5 hrs.	61.50 hrs.
Personal	15 hrs.	21 hrs.
Holiday	125.75 hrs.	0 hrs.
Bereavement	4 hrs.	0 hrs.
Monthly Leave Total	*307 hrs.*	*431 hrs.*
Total Work Hrs. Paid	*2304 hrs.*	*2166.75 hrs.*
Leave Percentage	*13.3%*	*19.9%*
Programs		
Number of programs cancelled	5	1
Number of programs rescheduled	3	0
Library Services		
Number of staff hours added to passports	0	2 hrs.
Number of staff hours removed to passports	0	0
Number of passport cancellations	14	0
Number of passport appointments rescheduled	12	0

Organizational Capacity

"Although we have been better able to staff the desk on Saturdays when someone is out unexpectedly, management staff have had to cover more Saturday PIC shifts. Part time staff have helped cover the desk for another FT staff member who is out on FMLA, but managers have had to step in to provide coverage for this desk shift as well. This has been easier to do since all of the managers are down to one regular desk shift per week max, but it still presents a coverage challenge. Desk staff have reported similar feedback compared to last month, in that patrons are commenting the most about missing Sunday hours."

-Katie Horner, Reference and Circulation Manager

"On Monday, February 19 on President's Day, the Library was down 6 staff members due to unexpected (illnesses) and expected absences. We were staffed thinly but able to stay open without calling in any additional staff, due to the newly adjusted operating schedule!" - Eliza Jarvi, Youth Services Manager

"We had some staffing challenges in February. Overall, these challenges were largely manageable, though there were a few days that required some creative timing with breaks. However, I don't think the same challenges would have been manageable under our former schedule of hours—we would have been stretched way too thin and I think we likely would have had to consider closing on some evenings."

-Martha O'Hara, Adult Services & Technology Manager

Hours Pilot Monthly Report
February 2024

“Personally, Sundays being closed has been the biggest pro. Being able to guarantee all staff a day off in the week after years of being called in last minute for weekend coverage I think is huge. It took a weight off."
-Anonymous Staff Feedback

“One of the benefits of being closed on Sunday for such a small library is having an opportunity to recharge at least one day in a weekend. Prior to the pilot the staff (who may or may not have already worked on Saturday) were asked to come in and sub on Sunday due to staff shortage before starting a new week. This break reduces the burn out levels. -Anonymous Staff Feedback

Delivery of Library Services

Assessment of Desk Coverage: The Library continues to have difficulty filling some desk shifts when a staff member has a planned absence or vacation. Managers have had to step in on a couple different occasions to help staff find coverage for doctor’s appointments, a weekend wedding, etc.

Assessment of Passport Service Capacity: Staff have fielded a significant number of general passport questions in the last month, mainly due to spring break travel. As a result, the Library has had to refer most patrons to other agencies because it lacked availability. On one particular Saturday, a staff member estimated that they answered 6-8 calls about passports in a 2 hour span. Martha added 2 hours of passport availability in February. Despite this increase in staff availability, appointments are booked immediately, usually on the same day that new appointments were added.

Assessment of Notary Service Capacity: Katie has had to turn down a few notary requests because they came in late in the day when I was preparing to leave, or because I already had a very full afternoon and wasn’t able to accommodate in the request. Claire is still in the training phase as a notary, and so she typically only notarizes documents when I am available to observe. Many of the requests I’ve received haven’t lined up with her hours, so we haven’t been able to move through training as quickly as we’d like.

Assessment of Other Services: Martha O’Hara had a conversation with one community group this month regarding the impact of the Hours Pilot on Meeting Room usage. In its current schedule, the Library only has two evenings available for local groups to book the room, which can be challenging because they are also competing with library programs and Board meetings for those two evenings. While the new hours have impacted this, a more impactful factor is that the Library has only one room that serves multiple functions: library programming space and public meeting room. If space were not a consideration and there was one space for each purpose, Hours Pilot would not have such a large impact.

Hours Pilot: Written Feedback

February 2024

"Sunday in the winter is key for us as well. We have started going to LF library on Sundays, but in doing that we are there more often to return books and check out new ones on other days as well. We rarely go to LB library now."

"This survey is only 3 questions. I would like to see a more in-depth survey about the reduced hours. I fear you will find, as programs are cancelled and the doors locked, that the library will carry less relevance in the community and garner less support when support is necessary. Having open doors sends an important signal to the community that I suspect is necessary for the institution to continue thriving in Lake Bluff. You save a few dollars by cutting hours but at a high cost for the future of the library. Dual-income families are the norm now, and we rely on weekend and evening hours. Other activities will fill families' time and they will stop caring so much about the library."

"Same. Sunday afternoon library hours are key for us. Too many sports on Saturdays. Thanks for considering our input. We love the LB library!"

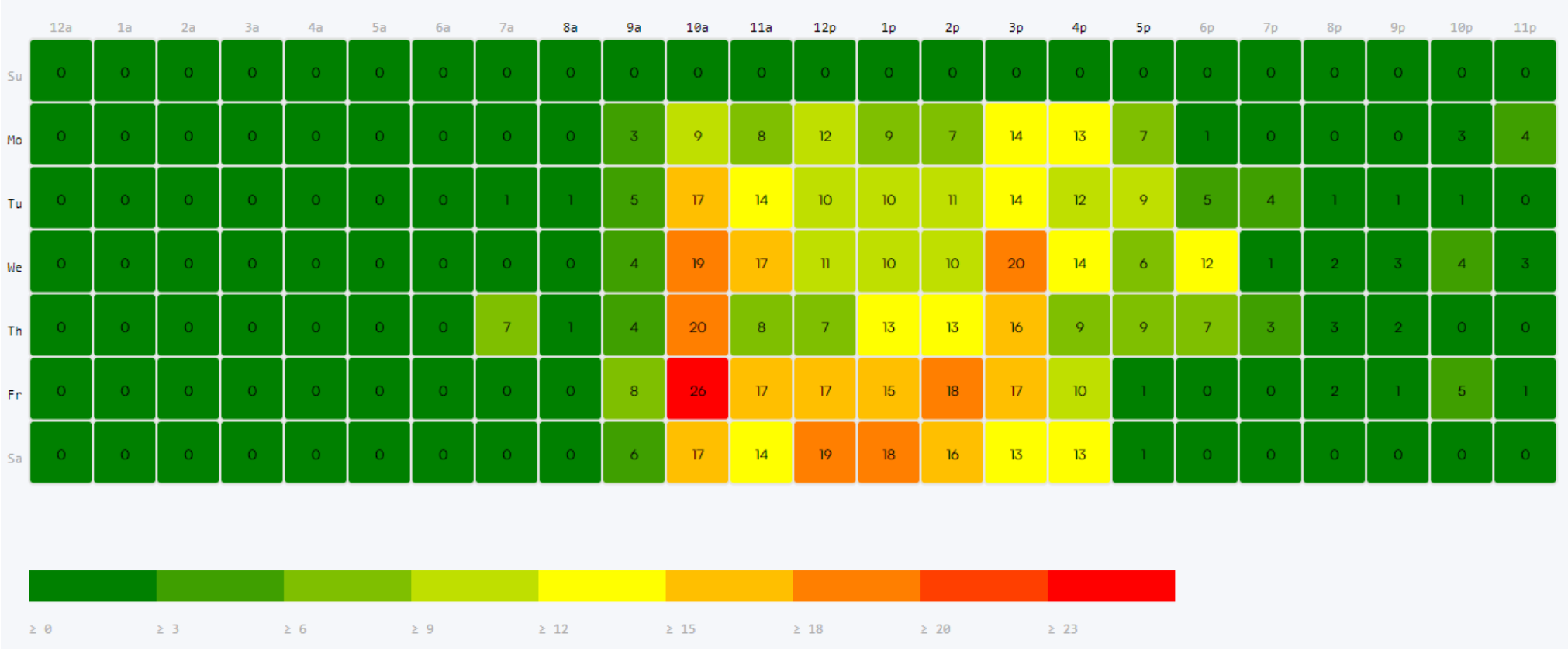
"I miss Sunday library time in the winter! Hoping Sundays will make it back in to the rotation."

"It would be great if the library be open on Sundays at least for 5 hours. We miss it."

I hope you do away with the pilot hours thing. The different hours each day make it confusing to remember when you're open, and being closed on Sunday is really disappointing. I've always preferred you to Lake Forest library, but at least they're open Sunday. (I somehow doubt the taxes I pay to support the library will go down with the reduced hours.)

"With the reduced pilot hours perhaps your staff meetings could be moved to a time outside normal operating hours. I was working in the museum Friday and noted quite a number of people who arrived expecting to use the library. Just a suggestion, as these closures are not something easily communicated to your patrons."

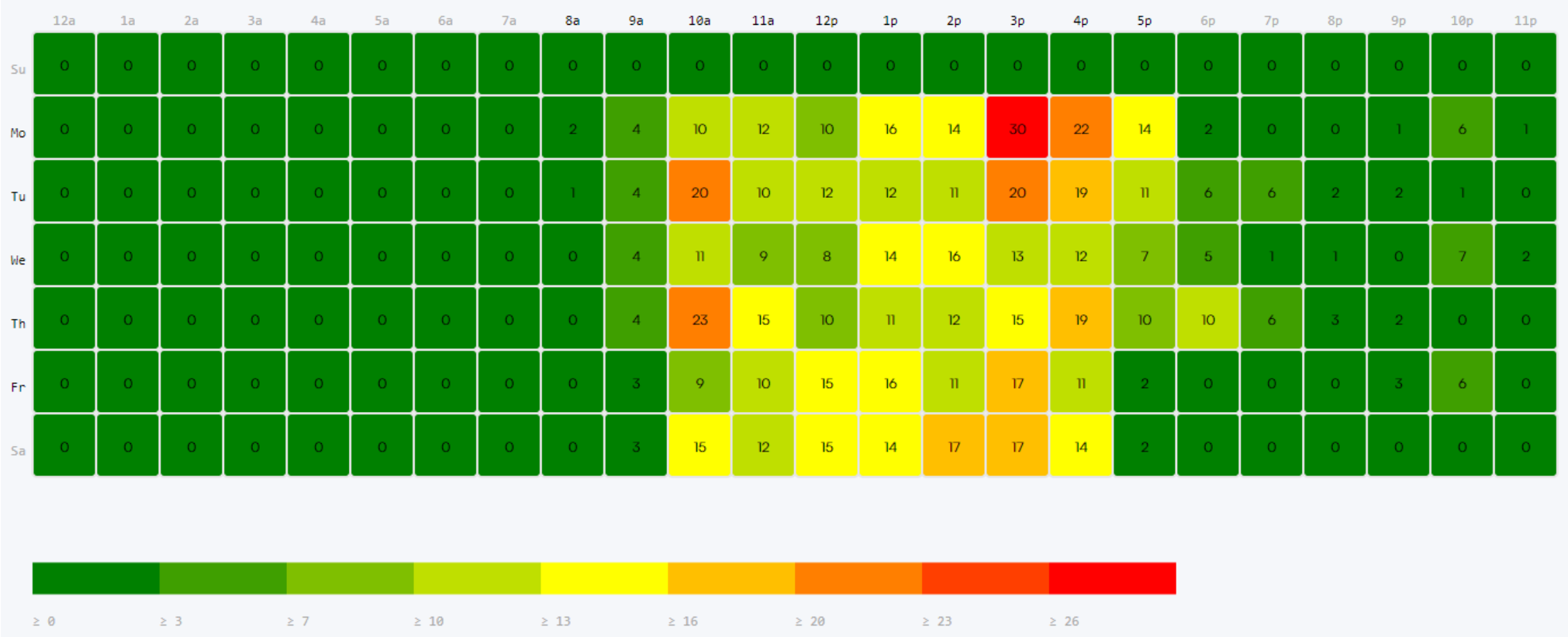
Lake Bluff Public Library
Day Hour Heatmap (Vea Software)
January, 2024



DATA KEY

- Date Range: Jan. 1-31, 2024
- Traffic Ins only
- Monthly Average

Lake Bluff Public Library
Day Hour Heatmap (Vea Software)
February, 2024



DATA KEY

- Date Range: Feb. 1-29, 2024
- Traffic Ins only
- Monthly Average

SERVING OUR PUBLIC 4.0

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2020

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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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.

~~beating the bounds~~

Sunday
February 18,
2024

Magazines - add Forbes
- subtract any 3 or 4 bridal
or ladies fashion mags

Books - service offered from LBL
is the equivalent of having
privileges at the Library of
Congress or the Bodlien Library
at Oxford University. Because
of the interlibrary loan system
the book faeries will bring me
most any book. And, vite,
mach shneller most ribkitic.
Outstanding.

WE WANT TO HEAR FROM YOU!

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

The staff was very helpful in assisting me with making copies of materials from my computer. Could not have done it without them!

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

Name Bi

Phone or Email [redacted]

Lake Bluff Library | LakeBluffLibrary.org

WE WANT TO HEAR FROM YOU!

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

I WAS OVER the moon @ the cork leaf rivets!! Staff at front desk 8.9.24 1.02 pm so beautiful staff + this is DEC

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

Name Brad [redacted]

Phone or Email [redacted]

Lake Bluff Library | LakeBluffLibrary.org

WE WANT TO HEAR FROM YOU!

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

My wife and son loved the activities you provided

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

Name Ben [redacted]

Phone or Email [redacted]

Lake Bluff Library | LakeBluffLibrary.org

A LETTER FROM THE LIBRARY BOARD PRESIDENT: NEW LEADERSHIP, NEW PERSPECTIVES

Hello Lake Bluff neighbors,

As the current President of the Lake Bluff Public Library Board of Trustees, I wanted to reach out and provide an update. After serving as Secretary and Vice-President, I was elected President almost a year ago. I can tell you, it has been a rewarding way to give back after a 30-year career with Abbott/AbbVie.

For 2023, the immediate focus of the Library Board was to support the organization's first leadership transition in over 10 years with the appointment of our new Library Director, Renee Grassi. I'm delighted to report that Renee has been a tremendous addition and brings contagious enthusiasm, broad experience and a deep commitment to our Library. It is due to her leadership that you may have noticed improvements we've made at the Library, such as new furniture in the Children's and Adult sections, replacement of a temperamental 12-year old copier/printer, and new building counters to analyze demand for in-building Library usage. In addition to new resources, you may have also been greeted by some new faces as four new individuals were hired to backfill existing roles.

While there have been many improvements at the Library, we've also had some challenges. The Library building is almost 50 years old, and as a result, a number of building systems require updates to improve efficiency and meet newer safety and accessibility codes. In January, for example, the Library's HVAC systems could not heat the building to a safe temperature, which led to the Library closing its doors for several days to replace its furnace. Important capital projects now need to be prioritized to prevent unexpected closures and to make the building and property more welcoming for all. In fact, later this year, the Library will be working with the Village of Lake Bluff to plan the repair and replacement of sidewalks around the Library property. To address increasing building needs and funding gaps, the Library has already applied for several grants with the hopes of subsidizing these costs.

Another notable change was the implementation of the Library Hours Pilot beginning in January. Based on staff shortages, low visit count, and financial constraints, the Library

is currently piloting new operating hours to ensure that operations remain sustainable long term. We welcome your input on these adjusted hours and invite you to participate in our brief survey.

Major financial planning is needed to keep the Library safe and open to the public so that we can continue providing top-notch service. Because of this, the Board has now shifted our focus to evaluating the organization's financial position. Even though the Library's Reserves have increased over the last few years, the Annual Operating Budget and General Fund Reserves lag behind neighboring peer libraries. Also, the Library does not have a Capital Reserve Fund to cover expected and unexpected building projects. Upon Director Grassi's suggestion, the Library Board held its first-ever Board Retreat, at which Trustees were introduced to the options our organization could take to improve its financial position. A summary of the Board Retreat will be shared with the public next week.

The Lake Bluff Public Library Board of Trustees is committed to being a good steward of all the Library resources—from the talented staff to the physical collection and the building. Over the next several months, we will be creating a plan to cast a new financial future for the Library. We look forward to working with you on this important task through various community engagement efforts, such as surveys and focus groups.

I am grateful for the engaged Library Board and the vibrant community of Lake Bluff. I hope to see you at an upcoming Library event or perhaps browsing our Adult Fiction collection.

The Library wants to hear from you. Attend a Board Meeting and participate in public comment, or email Library Director Renee directly.

Bonnie Shaul
Library Board President

ALAnews

(/news/)

American Library Association reports record number of unique book titles challenged in 2023

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Public Libraries Saw 92 Percent Increase In Number of Titles Targeted for Censorship Over The Previous Year

CHICAGO — The number of titles targeted for censorship surged 65 percent in 2023 compared to 2022, reaching the highest levels ever documented by the American Library Association (ALA). The new numbers released today show efforts to censor **4,240 unique book titles*** in schools and libraries. This tops the previous high from 2022, when 2,571 unique titles were targeted for censorship.

ALA's Office for Intellectual Freedom documented **1,247 demands** to censor library books, materials, and resources in 2023. Four key trends emerged from the data gathered from 2023 censorship reports:

- Pressure groups in 2023 focused on public libraries in addition to targeting school libraries. The number of titles targeted for censorship at public libraries increased by 92 percent over the previous year; school libraries saw an 11 percent increase.
- Groups and individuals demanding the censorship of multiple titles, often dozens or hundreds at a time, drove this surge.
- Titles representing the voices and lived experiences of LGBTQIA+ and BIPOC individuals made up 47 percent of those targeted in censorship attempts.
- There were attempts to censor more than 100 titles in each of these 17 states: Colorado, Connecticut, Florida, Idaho, Illinois, Iowa, Kentucky, Maryland, Missouri, North Carolina, Ohio, Pennsylvania, Tennessee, Texas, Utah, Virginia, and Wisconsin.

"The reports from librarians and educators in the field make it clear that the organized campaigns to ban books aren't over, and that we must all stand together to preserve our right to choose what we read," said Deborah Caldwell-Stone, director of ALA's Office for Intellectual Freedom. "Each demand to ban a book is a demand to deny each person's constitutionally protected right to choose and read books that raise important issues and lift up the voices of those who are often silenced. By joining initiatives like Unite Against Book Bans and other organizations that support libraries and schools, we can end this attack on essential community institutions and our civil liberties."

ALA will unveil its highly anticipated list of the top 10 most challenged books in the U.S. on Monday, April 8, which is Right to Read Day of National Library Week (https://www.ala.org/conferencesevents/celebrationweeks/natlibraryweek), along with its full State of America's Libraries Report.

"Every challenge to a library book is an attack on our freedom to read. The books being targeted again focus on LGBTQ+ and people of color. Our communities and our country are stronger because of diversity. Libraries that reflect their communities' diversity promote learning and empathy that some people want to hide or eliminate," said ALA President Emily Drabinski. "Libraries are vital institutions to each and every community in this country, and library professionals, who have dedicated their lives to protecting our right to read, are facing threats to their employment and well-being."

In response to the surge of book challenges and efforts to restrict access to information, ALA launched Unite Against Book Bans (https://uniteagainstbookbans.org/), a national initiative to empower readers everywhere to stand together in the fight against censorship. The coalition will mark its second anniversary during National Library Week.

For more information about ALA and its intellectual freedom efforts, visit www.ala.org (http://www.ala.org/). For a breakdown for censorship challenges by state visit this heat map (https://public.flourish.studio/visualisation/17024101/).

* ALA compiles data on book challenges from reports filed with its Office for Intellectual Freedom by library professionals in the field and from news stories published throughout the United States. Because many book challenges are not reported to the ALA or covered by the press, the 2023 data compiled by ALA represents only a snapshot of book censorship throughout the year. A challenge to a book may be resolved in favor of retaining the book in the collection, or it can result in a book being restricted or withdrawn from the library.

About the American Library Association

The American Library Association (ALA) is the foremost national organization providing resources to inspire library and information professionals to transform their communities through essential programs and services. For more than 140 years, the ALA has been the trusted voice for academic, public, school, government and special libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all. For more information, visit (http://www.ala.org/)www.ala.org (http://www.ala.org/).

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