

November 14, 2023 Board Meeting

agenda

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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 14, 2023 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. Approval of Board Meeting Minutes (5 min)**
 - a. ACTION: Approval of Minutes of October 17, 2023 Regular Board Meeting
- 7. Library Director Updates (7 min)**
 - a. Director's Report
 - b. Banned Books Week Special Report
 - c. Monthly Statistics Reports
- 8. Committee Reports (25 min)**
(Met)
 - a. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
 - i. Rachlin Presentation Slides
 - ii. Fund Balance Memo
 - b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Jerch, Berg, Shaul.)
 - c. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - i. Staff Appreciation Proposal to Trustees from Trustee Friedeman **(10 min)**
 - d. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)
(Did Not Meet)
 - e. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano)
 - f. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
 - g. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
 - h. Long Range Planning Committee (**CHAIR:** TBD. **MEMBERS:** Friedeman, Shaul)

- i. Special Topics Committee (AD HOC. Committee membership is assigned by topic)

9. October 2023 Financial Reports (5 min)

- a. ACTION: Approve October Detailed Revenue & Expense Report
- b. ACTION: Approve October Monthly Check Disbursement (15803-15830)

10. New Business

- a. Change in Library Hours **(20 min)**
 - i. Library Director presents proposal and data from SenSource Vea Software
 - ii. Library Staff Statements
 - iii. Board Discussion
 - iv. ACTION: Vote for Approval of New Pilot of Hours of operation starting January 1, 2024
- b. Patron 1 Year Suspension Anniversary **(10 min)**
 - i. Board Discussion
 - ii. ACTION: Vote for Approval of Extended Suspension
- c. Complete Cleaning Service Contract **(5 min)**
 - i. Overview by Library Director
 - ii. ACTION: Vote for Approval of Service Contract with Complete Cleaning
- d. 2024 Lake Bluff Public Library's Board of Trustees Meeting Dates **(5 min)**
 - i. ACTION: Vote for Approval of 2024 Schedule of Board Meetings

11. Library Correspondence (7 min)

- a. Correspondence #1: Banned Books Week
- b. Correspondence #2: CCS Consortium
- c. Correspondence #3: Staff Feedback

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

- a. Lake Bluff Public Library's IGA Usage Report **(5 min)**

13. Executive Session(s) if needed

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

14. Adjournment (1 minute)

Attachments

- Regular Minutes 2023Oct17
- Director's Report
- Banned Books Week Special Report
- October FY Statistics Graph
- October Statistics 3 Year Graphs
- Rachlin Presentation Slides
- Fund Balance Memo
- Staff Appreciation Proposal
- October Revenue and Expenditures Report
- October Check Disbursement Report
- Proposal for Change in Hours of Operation
- Oct 2023 Traffic Count
- Director Letter Hours
- 2022 Suspension Letter
- Draft Suspension Letter
- Complete Cleaning Proposal
- 2024 Board Meeting Dates
- Correspondence Banned Books Week
- Correspondence CCS Consortium
- Correspondence Staff Feedback
- IGA Usage Report

Upcoming Board Meetings:

- December 12, 2023: IN PERSON
- Tentative January 16, 2024: IN PERSON *Not confirmed; to be voted on at Nov. 2023 Board meeting
- Tentative February 20, 2024: IN PERSON *Not confirmed; to be voted on at Nov. 2023 Board meeting

**Lake Bluff Public Library
Board of Trustees Meeting
Tuesday, October 17, 2023 at 7pm
123 E. Scranton Ave, Lake Bluff, IL, 60044**

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was conducted with four attending 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. Trustee Jerch called the meeting to Order at 7:02 pm

2. Roll Call: Trustees Jerch, Hayes, Jardine and Graziano were present. Trustee Shaul, Friedeman and Zaute were absent. Director Grassi and library staff member Jillian Chapman were present. Friends of the library members: Liz Mayer (Friends of the Library), Brittany Dressler (Vice President, Interim President Friends of the Library), and Ruth Schnell (Former Board Member, Friends of the Library) were also present.

3. Pledge of Allegiance

4. Opportunity for Public to Address the Board: None present

5. Resolution for National Friends of Libraries Week: October 15-21 2023 has been declared National Friends of the Library Week. Jardine moved to approve and Hayes seconded the approval of Resolution NO. 2023-10-17-A

6. Approval of Board Meeting Minutes: Approval of Minutes of Sept. 20, 2023 Regular Board Meeting. Hayes moved to approve and Jardine seconded. Trustees Jerch, Hayes and Graziano abstained.

7. Library Director Updates: Staffing levels - planned and unplanned absences have been a strain on the library's resources. It has delayed some of the planned projects and work. Youth services desk has at times been unmanned. Library employee Vanessa Howland accepted the position of part time youth services librarian. Update on bomb threats - there is a suspect in custody. Director Grassi attended training for staff on how to deal with these threats and updated library procedures accordingly. Interviews for a Library Associate (Vanessa Howland's position) are being conducted. Applications are being reviewed for Substitute Librarian. New notary is Claire Osada. Appointment requests for passports continue to greatly exceed the Library's current staffing

availability. Youth services hosted a successful back to school bash. Community Engagement Communications Manager Jillian Chapman led the planning of the birthday bash and it was very successful. The 4 of July Committee donated \$2000 to the library. The library's two copiers were removed and two new photocopiers were delivered. In person training for the copier was provided to a small group of staff.

Committee Reports (15 min) (Met)

- **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute.) Hayes reported that the committee will be receiving quotes for a cleaning service. The library has received comments from the public regarding the cleanliness of the facility. Director Grassi is getting the quotes.
- **Technology Committee** (CHAIR: TBD. MEMBERS: Hayes, Zaute, Shaul) Grassi reported that a quote for security cameras has been received from CVI. 10 cameras is \$15,000. Alarms on the doors would be additional and it's an additional \$15,000 for real time monitoring of the cameras.
- **Building and Grounds Committee** (CHAIR: Jerch. MEMBERS: Jerch, Berg, Shaul.) Jerch reported that repairs under \$10,000 for the HVAC system will be taken care of. Exit signs are not up to code and we will need to replace the 5 remaining signs. Backflow has not been tested in 3 years and it is a state mandate. When the water is turned back on in the spring it will be tested. An air quality test will also be conducted in the spring.
- **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul.) Trustee Graziano reported that a follow up survey will be sent to staff and Trustees regarding the Director's 6 month review. Director Grassi will be sharing her goals with the Trustees at the next board meeting. The Committee also discussed a Staff Appreciation Program presented by Trustee Friedemen. The ideas will be presented to the full Board at the next Board meeting.
- **Bylaws & Policy Committee** (CHAIR: Friedeman. Member: Zaute.) Grassi reported that staff will review Graziano's research regarding the collection and development policy. The policy will be updated accordingly. Zaute is researching computer policy and Friedemen personnel policy. Updated policies will be presented at the November meeting.

8. (Did Not Meet)

- Community Engagement Committee (CHAIR: TBD. MEMBERS: Berg, Graziano.)
- Intergovernmental Committee (MEMBERS: Jerch, Grassi)
- Long Range Planning Committee (CHAIR: TBD. MEMBERS: Friedeman, Shaul)

i. Special Topics Committee (AD HOC. Committee membership is assigned by topic.)

9. September 2023 Financial Reports: 2 of 3 staff were not available for passport requests this month and that is reflected in the revenue from this program. 70% of property taxes have been received. Expenditures include costs paid for medical insurance. June - September was still not invoiced. The building and maintenance line will be overspent. \$14,000 computer viewline expenditure is for CVI to manage computers. \$1,500 new computers for staff. \$44,000 medical insurance.

- a. **Hayes moved to approve September Detailed Revenue & Expense Report and Jardine seconded.** All voted aye.
- b. **Hayes moved to approve and Jardine seconded Approve September Monthly Check Disbursement (15777-15802).** All voted aye.

i. Voided Checks: 15751-15776

10. New Business

a. Discussion of Draft Director Letter and Library Hours: deferred to November meeting. In the meantime data will be collected from October to determine peak times when the library is being used.

i. ACTION: Vote for Approval of New Pilot of Hours of operation starting January 1, 2024

b. Discussion of Patron 1 Year Suspension Anniversary: Jardine moved to defer to next month and Graziano seconded.

i. ACTION: Vote for Approval of Probationary Period. Hayes moved to defer to November and Jardine seconded.

c. Discussion of Property Tax Levy for 2023-2024. Hayes discussed the need to take the maximum to build up reserves. In past years we did not levy the maximum and the needs of the library have now increased. Renee is working with Regis and Drew to build an understanding of the library's needs for increased funding. There is a plan to present current cost estimates to the Village Board.

i. ACTION: Vote to Determine Tax Levy for Lake Bluff Public Library. Hayes moved to ask for a 5% levy for 2023/2024. Jardine seconded. Roll call vote all voted aye.

d. D65 Intergovernmental Agreement- Program provides library cards at no charge to the LBES students that reside in the Knollwood and unincorporated area of Lake County. Graziano asked for more information on how many of the students that qualify for the card actually pick them up. Staff will get more information on distribution.

i. ACTION: Vote to Approve the D65 Intergovernmental Agreement. Hayes moved to approve the IGA and Jardine seconded.

12. Library Correspondence

- Correspondence #1: Birthday Bash- Thank you to Jillian for a very successful event.
- Correspondence #2: Accessibility- Patron was thrilled with how much easier it is to open the front door using the button.
- Correspondence #3: Suggestions- patrons would like to volunteer, charging for trivia night and more children's programming on the weekends.

13. Executive Session(s) if needed - None

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

14. Any and all other business which may properly come before the Board. None

15. Adjournment. Hayes moved to adjourn and Jardine seconded. Meeting was adjourned at 8:28 pm.

Respectfully submitted,

Jenny Graziano

Administration and Human Resources

- In October, a suspect was arrested in connection with bomb threats made at Illinois public libraries. A press release dated October 11, 2023 states "The Skokie Police Department charged Jacob Spiro on October 10, 2023, as a result of a joint multijurisdictional investigation into recent bomb and violence threats made in several area communities. The Cook County State's Attorney's Office approved two felony charges for Falsely Making a Terrorist Threat and one felony charge for Disorderly Conduct for the Skokie incidents." No public news of bomb or violence threats have been since the arrest.
- Strain on staffing continues with planned and unplanned absences due to vacation, illness, FMLA and bereavement. Six library programs and several outreach events, including visits planned to District 65 Parent Teacher Conference Nights, were cancelled due to lack of staffing. As a result, a new shift has been made with desk coverage; managers are "on-call" during their scheduled desk shifts to support the completion of timely and necessary work and projects. This has resulted in Circulation Staff shouldering the responsibility of working the service desk and covering both Reference and Circulation more times than preferred. The Library Director acknowledges the continued burden staffing limitations have on the organization and appreciates all staff for their many extra efforts.
- The Management Team completed the development of employee job descriptions for their respective departments. Library Director reviewed and finalized each description. Staff will be sent their job descriptions in November. Going forward, all employee job descriptions will be reviewed by the employee and their manager at the time of annual performance reviews. Any suggested changes will be submitted and approved by the Library Director. Library job descriptions were sent to HR Source in November.
- After three interviews, a job offer was made to and accepted by Robbyn Kilbane-McFadden for the part-time Library Associate position, which was left vacant after an internal promotion. Robbyn has substantial work experience as a teacher, a volunteer at the Art Institute of Chicago, and a member of the League of Women Voters. Her dedication to people-first customer service and knowledge of the community will prove to be an asset to the Lake Bluff Library. She will work 15 hours per week. Congratulations, Robbyn!
- After discussion of staffing needs at the October Finance Committee, the Committee approved the Library Director's proposal to create a new permanent part time Adult Services Librarian position. This position was offered and accepted by Gus Standiford, who received his Master's in Library and Information Science from Dominican University. Gus's experience working at Lake Villa Public Library, graduate assistant in the Learning Commons at Dominican University, and background in emerging library technologies will be an asset to Adult Services and the entire organization. He will work 15 hours per week. Congratulations, Gus! And thank you to the members of the Finance Committee for supporting this new position for the Library.
- Due to unexpected absences in October, Reference and Circulation Manager was point person for the Library Director during time off. Interviews for Substitute Librarian position were delayed until November.
- The Library Director and Management Team had first discussions for FY 24-25. Managers met with their staff in anticipation of this meeting and brought forth presentations and justifications for their assigned budget lines. Follow-up discussions will take place in November, with the first draft of the FY24-25 library budget scheduled to be presented to the Finance Committee on Thursday, November 16.
- The project of creating IGA cards and D65 educator cards for the 2023-2024 school year was finalized.
- Library Director attended the Charmmd Lake Bluff Leaders Group Meeting on Friday, October 13.
- Staff training completed:
 - Management Team began an 8-week management training course through Library Journal. Topics covered include dismantling white supremacy culture in libraries, performance evaluations, and managing conflict.
 - Administrative Associate Laurence Sacherer met with Village of Lake Bluff Finance Director Bettina O'Connell for accounting software training on BS&A. She also met Impact representative for printer-related training on the new equipment.
 - Renee Grassi and Katie Horner participated in SenSource's virtual training to learn about the library's new door counter software and statistics dashboard.
- Passport applications processed in October: 29

Social Media Highlights

Highest interacted post featured children's books that can be used by adults talk about sadness, loss, and anxiety; 30 Instagram likes and 71 likes on Facebook

Communications

Continued process improvement of the newsletter process took place with the goal of reducing the amount of staff time needed to create quarterly newsletter. The team created new design templates that will be utilized for the 2023-2024 Winter issue. Significant staff time was reduced.

Collections

- Library Associate Caryn Spanos is the new project lead of the Library's display first floor displays. Thank you, Caryn, for taking this responsibility on!
- I'm working with Rachel and desk staff to complete a second weeding pass through Adult Fiction. I'm hopeful that we'll be able to complete this last weeding pass by early December.
- Cataloging Librarian Lara Leaf and Katie Horner developed a list of upcoming collection projects for staff.
- Library Associate Claire Osada completed a shelf reading project of the second floor. Thank you, Claire!
- October Library displays:
 - Banned Books Week (see Library Director's Special Report)
 - In The News: Israel and Palestine
 - Hispanic Heritage Month in Youth, Teen, and Adult
 - Grief and Anxiety in Youth
 - Around the World in 80 Books
 - Youth Services Author Grace Lin for Illinois Libraries Present virtual event



Events, Programming and Outreach

- In October, the Library opened registration for free eclipse glasses to the community. This new process was developed and informed by lessons learned from the 2017 eclipse. Community Engagement and Communications Manager Jillian Chapman coordinated with staff on planning the distribution and communication needed. This program was funded by the Public Library Per Capita and Equalization Aid Grants from Illinois State Library. Additional eclipse glasses were donated by the Adler Planetarium. In total, 368 individuals registered, with a total of over 700 eclipse glasses distributed to the community.
- In October, the Library hosted 4 teen volunteers who assisted with 7 different events, including
 - Fall Storywalk
 - Trick or Treat at the Library
 - Lake Bluff Park District Trunk or Treat event
 - Youth Services Grab & Go craft kits
- A new youth program launched this month called K9 Reading Buddies, a literacy-based program with a local non-profit that utilized trained therapy dogs and their handlers to create a non-judgmental and safe space for readers in grades 1-5. This program is hosted by several neighboring libraries. Youth Library Associate Julie Mrowiec is the lead on this program and will coordinate monthly sessions going forward.
- The Youth Department offered the following activities in celebration of the annular eclipse on 10/14.
 - StoryWalk on the library property featuring the book *Rocket Says Look Up*
 - Raffle of a Discovery Planetarium projector and copy of the featured Storywalk book
 - Grab & Go craft activities that illustrated the practical movements of an eclipse
 - Display of youth materials on space and eclipses

- Youth Librarian Mary Webber hosted an outreach visit from Bannockburn School, who visited Lake Bluff for a community tour. Mary facilitated a library tour and storytime for the class. Thank you, Mary!
- Staff and volunteers participated in the Lake Bluff Park District's Trunk or Treat event. The Lake Bluff Park District reported 922 attendees; library participants nearly doubled from the 2022 total. Many thanks to Library Trustee Bonnie Shaul for attending the event and helping distribute candy! After Trunk or Treat, the Library co-hosted a community-wide movie night event with the Lake Bluff Park District. The featured film was *Coco* to highlight the cultural celebration of Dia de los Muertos. Staff served hot cocoa for guests during the movie. Both the hot cocoa and the movie license were donated by the Friends of the Library.
- Staff hosted Trick or Treat at the Library the days leading up to Halloween distributing treats at the desk. On Halloween, staff participated alongside local businesses and other community organizations, with a table outside the building interacting with over 900 people on 10/31—a nearly 40% increase from 2022.
- Total Youth Services Grab and Go Crafts distributed in October: 164

Technology Updates

- Adult Services and Technology Manager Martha O'Hara researched and implemented replacement of new surge protectors for all staff and public work stations. After experiencing several issues with the existing surge protectors, staff inquired with CVI, who recommended remove of current model stating it was outdated and inefficient. The Library's older models were \$60/ea and required replacement every 2-3 years. The new model will be more cost efficient in the long-term.
- Adult Services and Technology Manager Martha O'Hara worked with CVI to complete the final configuration for the library's Work from Home laptops. These laptops will be used by staff who have Director-approved regular work from home hours. Equipment was inventoried and labeled, procedures were drafted and training was given. Deployment to staff will take place in November.
- Patrons continue to report issues with accessing their online library accounts. Our vendor Innovative has recommended an update to the newest version of Sierra. This update is scheduled for November with hopes this update will resolve the issue. Staff continue to report issues as new information emerges.

Building and Maintenance Updates

- Exterior painting project on hold until warmer weather in Spring, 2024.
- SenSource installed updated door count equipment above the interior doors to the Library. This new device tracks traffic in and out of the Library. Even though the new device looks like a camera, patron privacy is maintained, as the camera is heat-sensing and does not take photographs of individuals. After the device was installed, the vendor made a second visit to adjust the settings to ensure optimal readings.
- Because of staff reports about the Oak Avenue book drop door malfunctioning, Gary Levin and crew inspected and identified possible cause of damage. He reported the misalignment was likely due to a driver's accidental bump when driving too close. The book drop sits on a concrete slab that has settled unevenly over time, and this may have caused additional issues. This caused the door to not shut properly. Staff have been notified of this issue and received 1:1 training to reduce further damage.



Public libraries are grounded in the values of intellectual freedom, anti-censorship, freedom to read and freedom of speech. With book challenges on the rise nationwide, Lake Bluff Public Library's Banned Books Week initiative was more important than ever. Throughout the month of October—and even in September after the release of the Fall newsletter—the Library experienced an overwhelming amount of vocal support for its communication, displays, and programming efforts in support of Banned Books Week.

Here's an overview of the Library's Banned Books Weeks activities offered to the Lake Bluff community:

- Developed and implemented marketing plan, including a [Banned Books Week FAQ](#), a [video from the Library Director](#), social media content, and more.
- Co-hosted virtual event with 70+ IL libraries that discussed current state of challenges, Illinois' legislative response, and implications of censorship featuring IL Sec. of State/State Librarian Alexi Giannoulias
- Distribution of free informational materials:
 - Bookmark featuring Top 13 Banned Books in 2022
 - American Library Association's 2022 Field Report on banned books and censorship at the library and to prominent community partners
- Created a multiple eye-catching Banned Books Week Display with the goal of communicating information about book banning and censorship; Covered with collage of hundreds of book covers, the display featured information and statistics from recent book banning studies done by ALA and PEN America. It also provided actionable steps people can take to counter book bans and censorship in their community.
- Distribution of free stickers and reading-themed coloring pages in the Youth Services Department
- Offered a Banned Books Week themed raffle with 21 participants for a chance to win a \$25 gift card to Lake Forest Book Store; participants were asked about their favorite banned book; responses include:
 - Almost Perfect by Brian Katcher. It helped open my eyes to the journey my son was on to discover himself and was a refreshing take on love, providing hope that love can still win.
 - To Kill a Mocking Bird by Harper Lee. It's my favorite book of all time. With so many life lessons, no way on earth should those thoughts be banned. Thank you for your display!!
 - The Handmaid's Tale by Margaret Atwood. It is so thought provoking and helps to foster so many great discussions with people who may think differently than you do.
 - Gender Queer by Maia Kobabe. I picked it up because it was banned, and I'm so glad I did. It was thoughtfully written and engaging. The LGBTQIA perspective is important, valid and deserves space on library book shelves. Period.

The Library received many in-person comments shared with staff, and the following written comments:

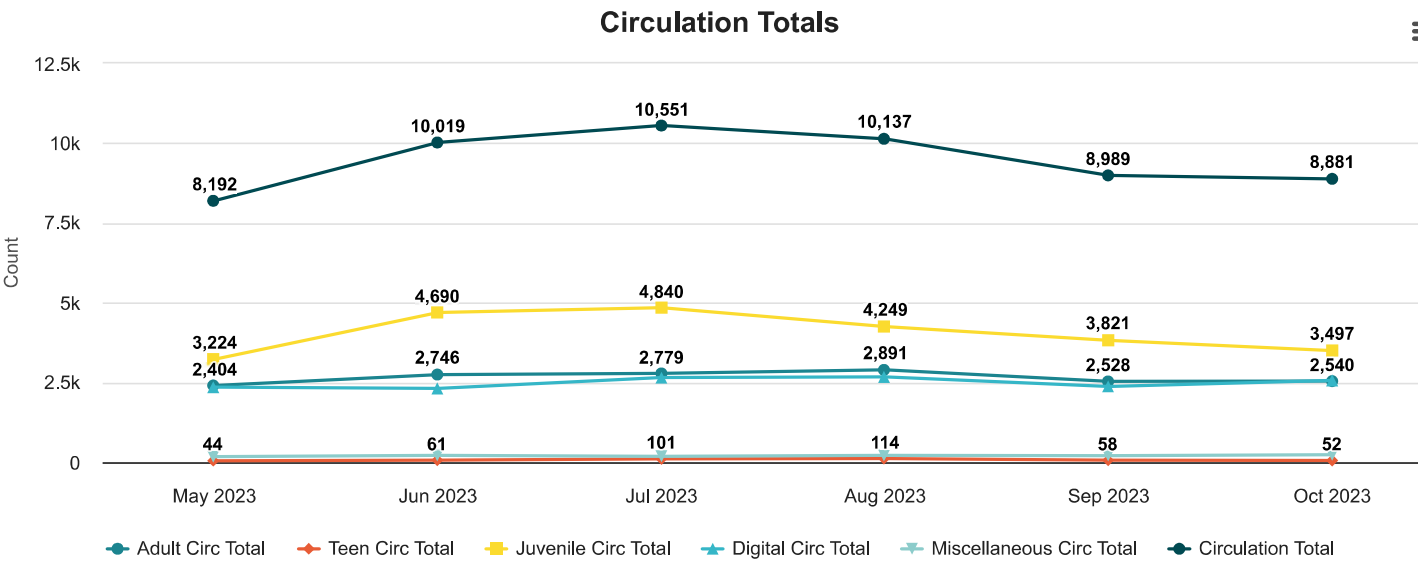
- "Please don't ban any books" – patron Judy F.C.
- "I think that the idea of a Banned Books Week is an excellent idea." –Marge K.
- "I love the Banned Books display! Proud of our library for supporting these cooks and for being a resource. I love our library!" Laura B.
- "Suggestion: Banned Book Club Theme." – Anonymous
- "LOVE the Banned Books wall of information. Way to go! <3" –Anonymous
- "I don't have a question. I just want to say THANK YOU for the banned books cover art display that celebrates our right to READ! It is so important, particularly to my six-year old daughter who deserves ALL of the information. We love it! Stephanie, Chad, & Elliott Deininger"

This initiative was an overwhelming success. It disseminated important information, promoted our collections, and prompted conversation with patrons in and outside the library building. As Lake Bluff Library Director, I am grateful for the staff's hard work and proud to report the resounding support we received from the Trustees and the Lake Bluff community on our 2023 Banned Books Week initiative.

FY 23-24 Graphs

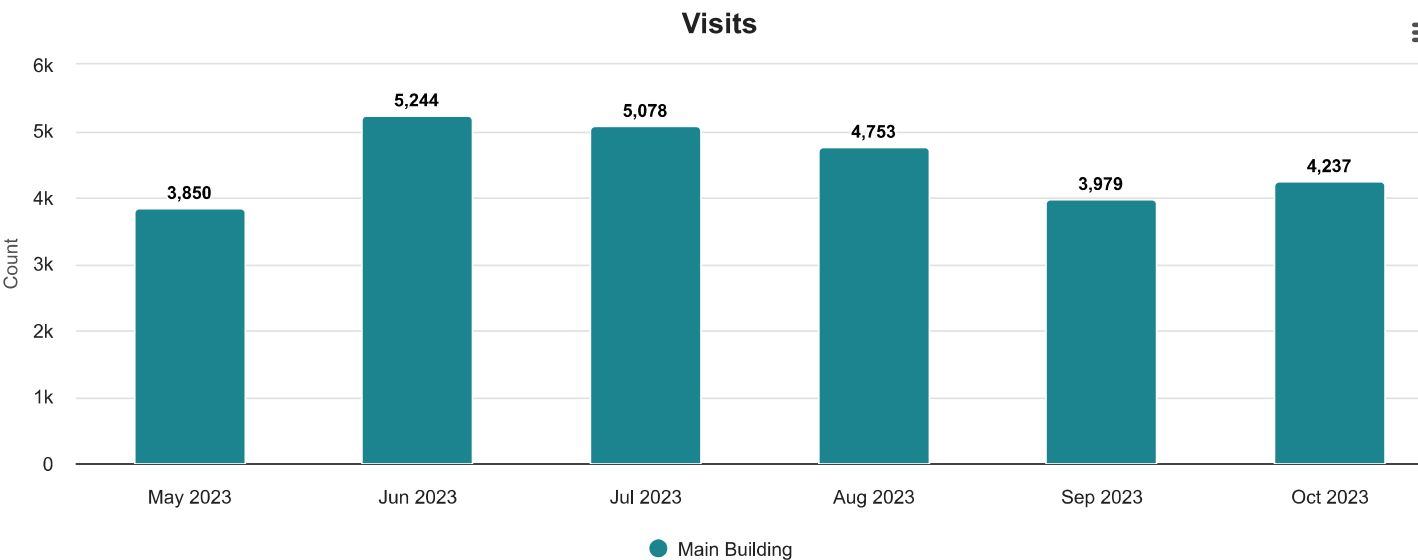
FY 23-24 Circulation Totals

56,769
TOTAL CIRCS

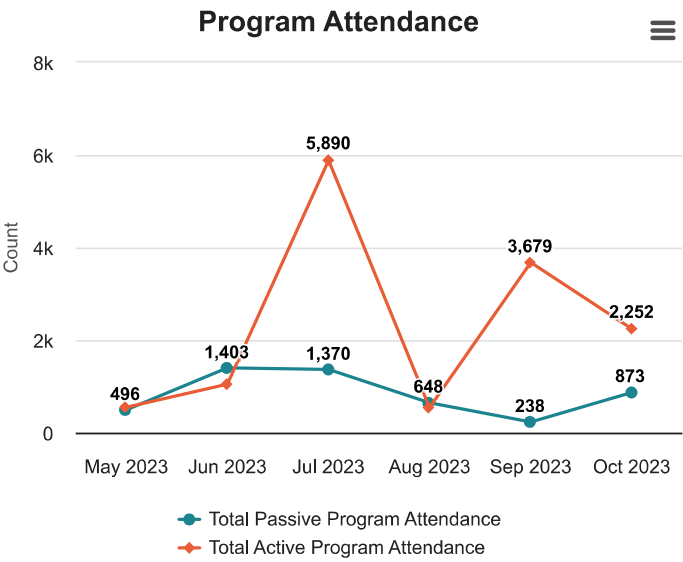
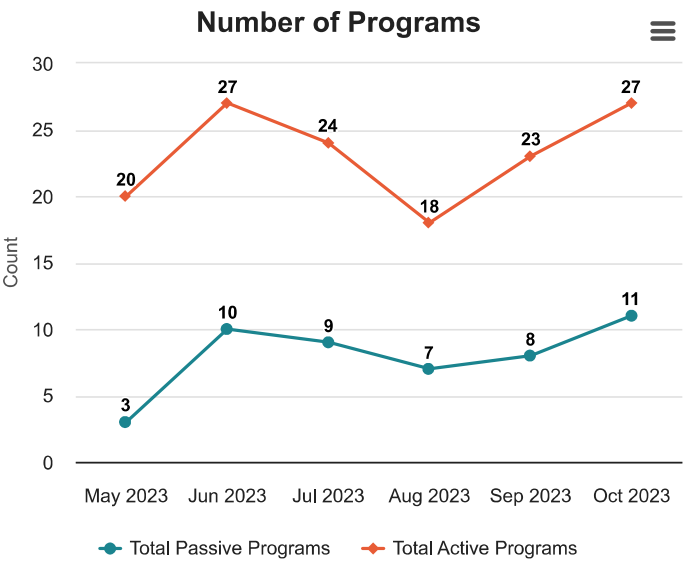


FY 23-24 Visits

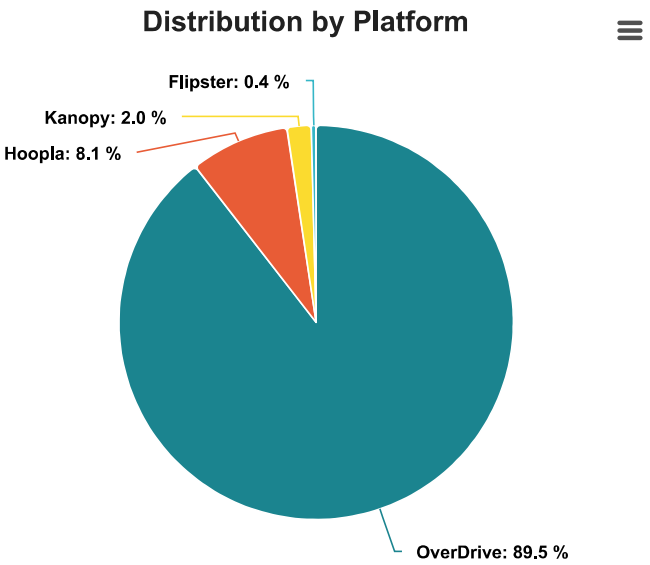
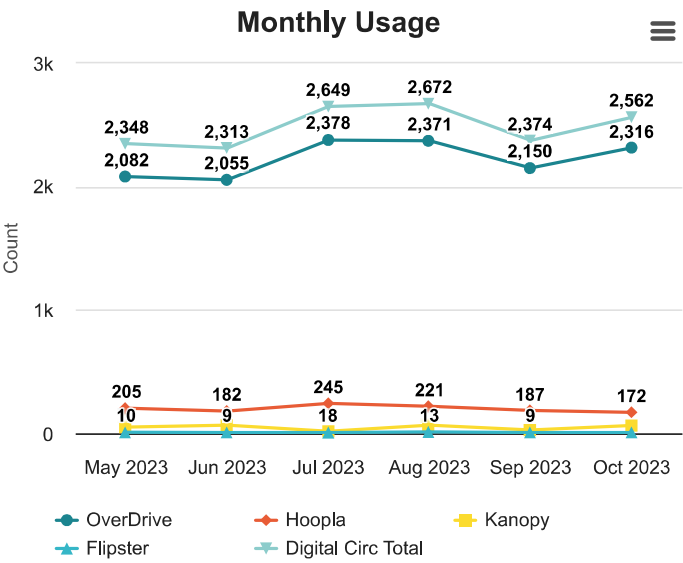
27,141
TOTAL VISITS



FY 23-24 Programming

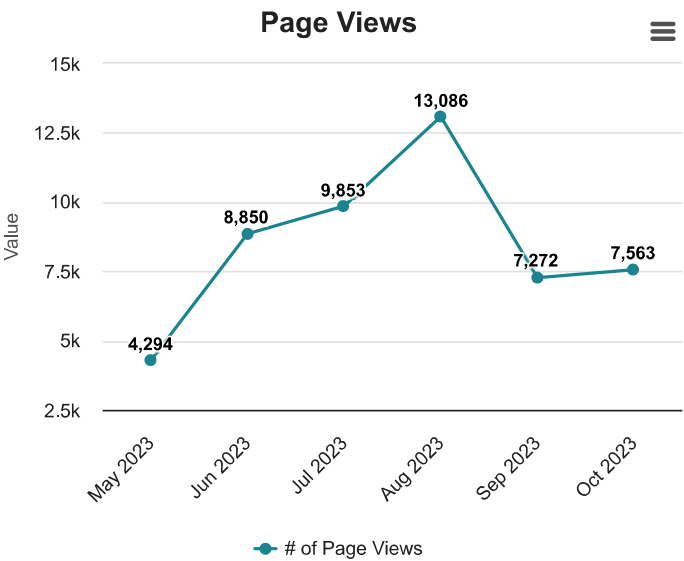
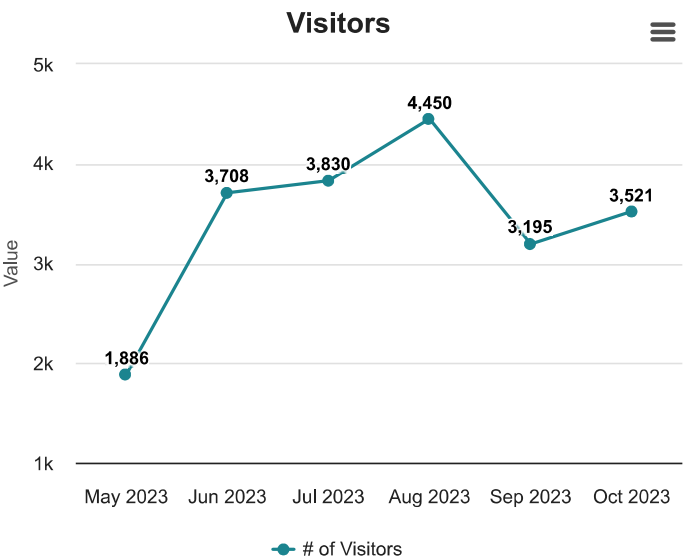


FY 23-24 Digital Collections

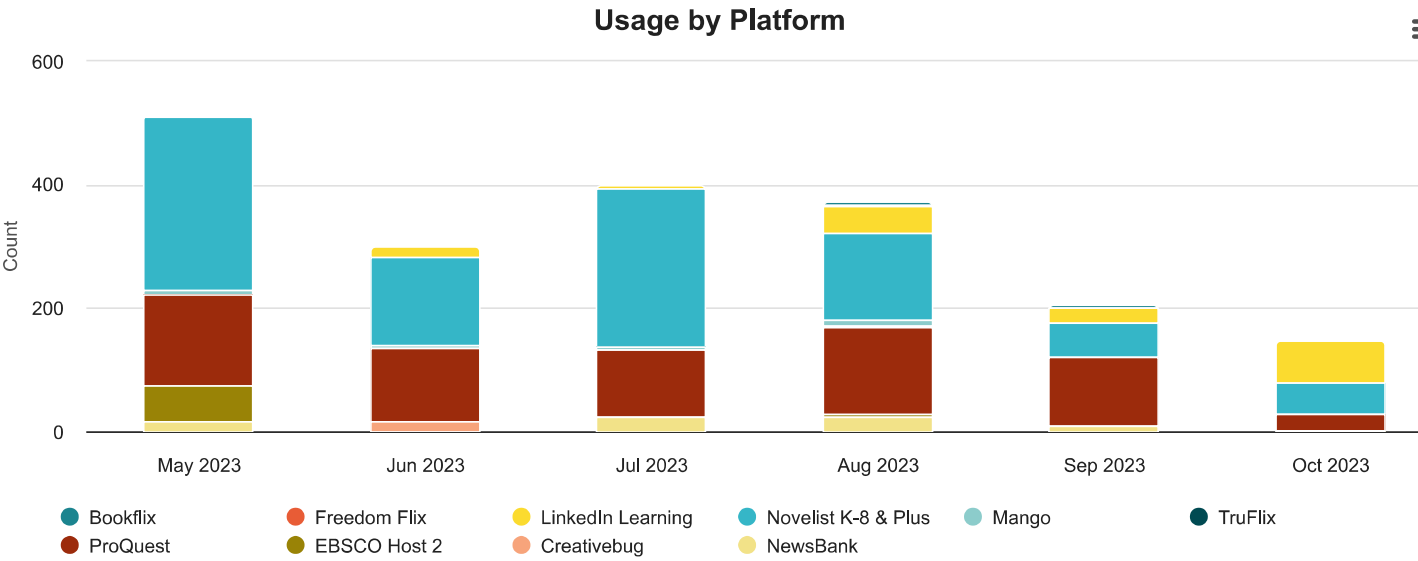


FY 23-24 Website Usage

25,459
TOTAL SESSIONS



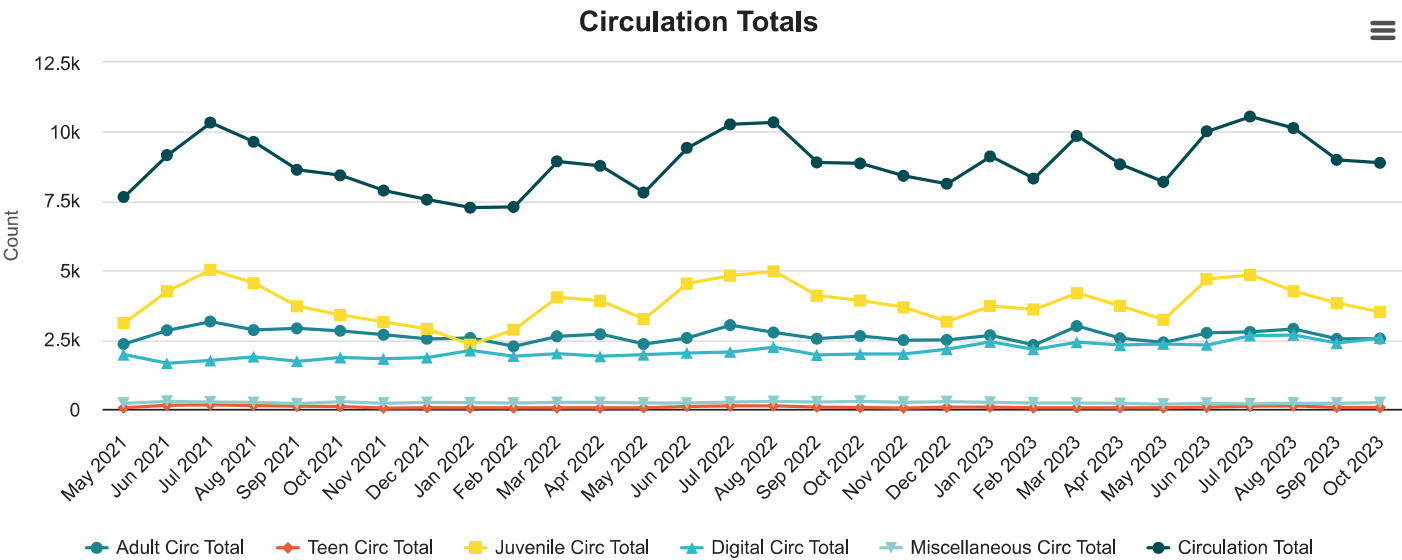
FY 23-24 Database Usage



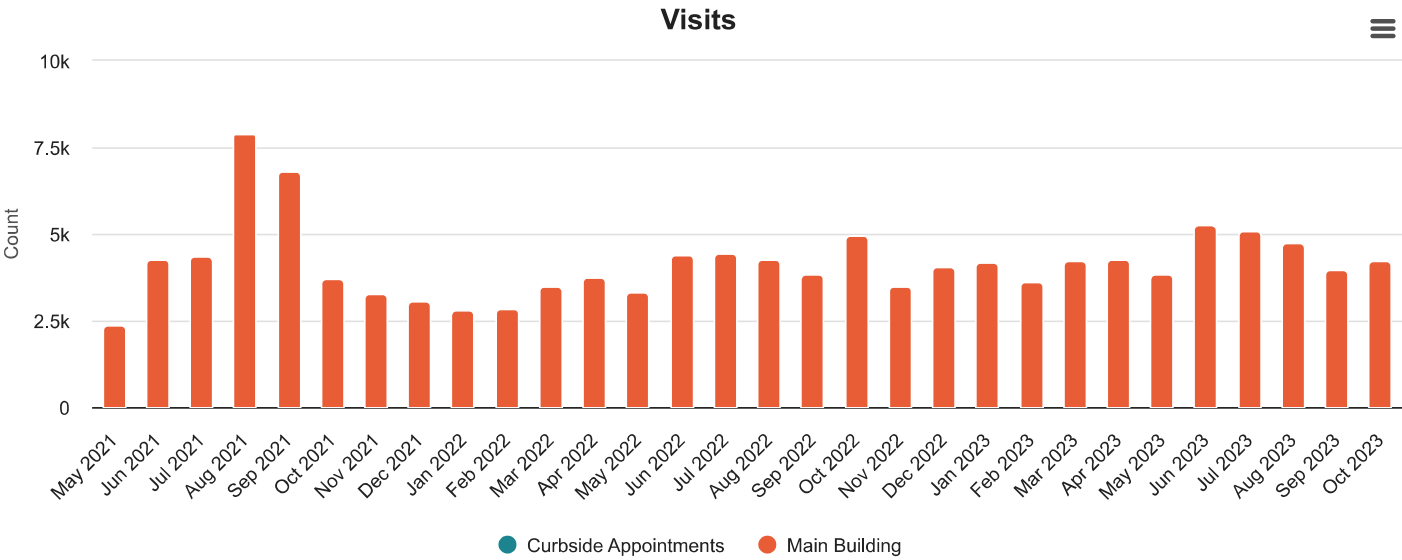
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3 Year Comparison Graphs

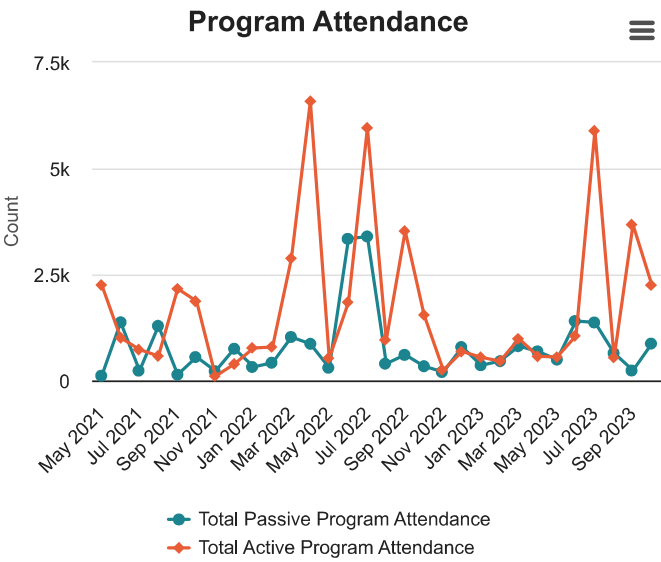
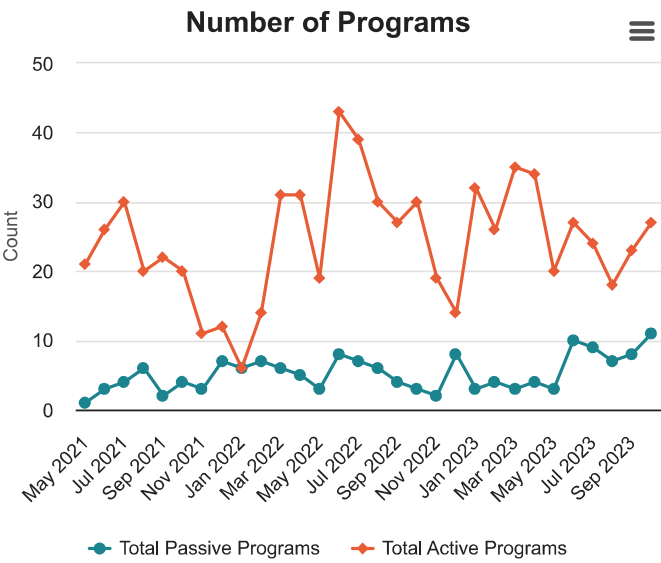
3 Year Circulation Totals



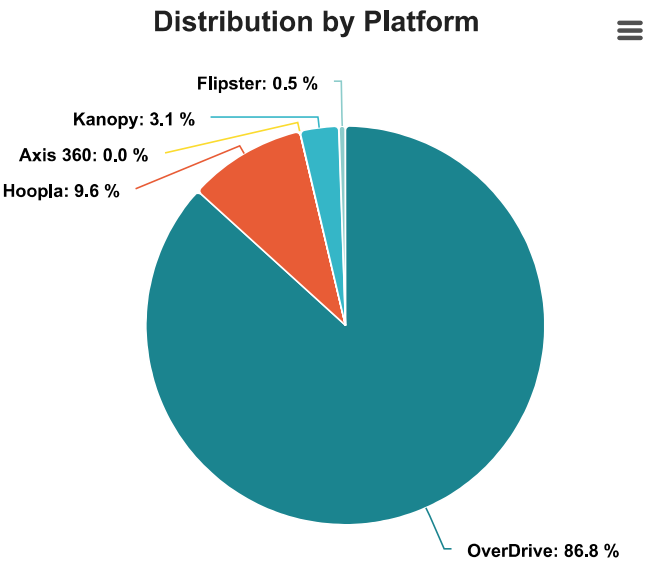
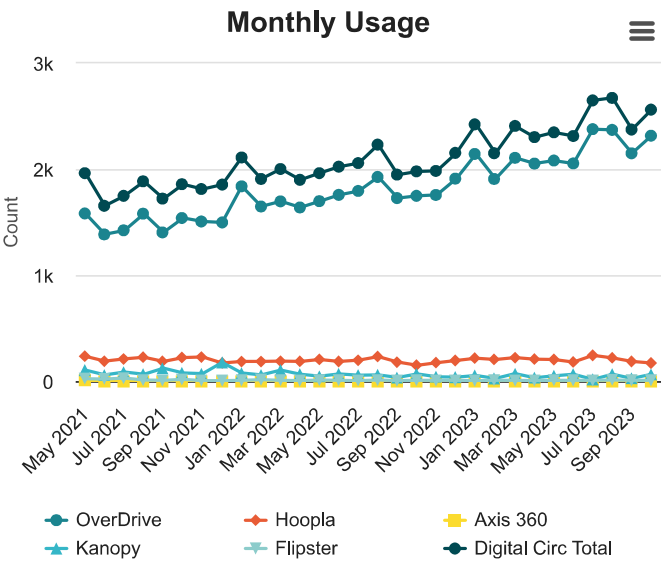
3 Year Visits



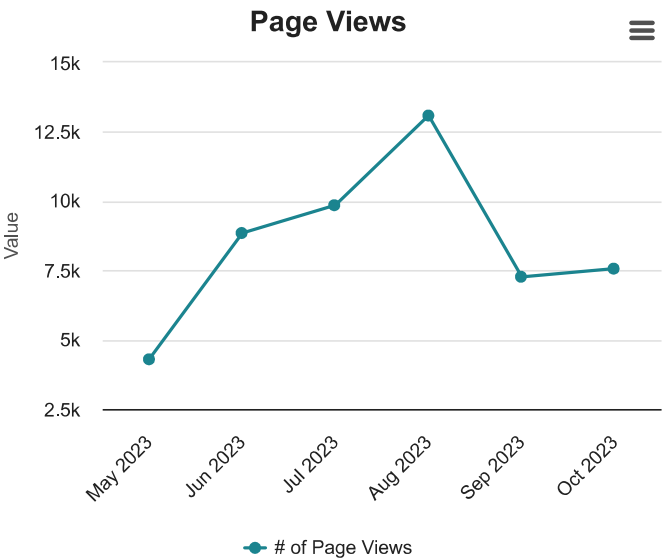
3 Year Programming



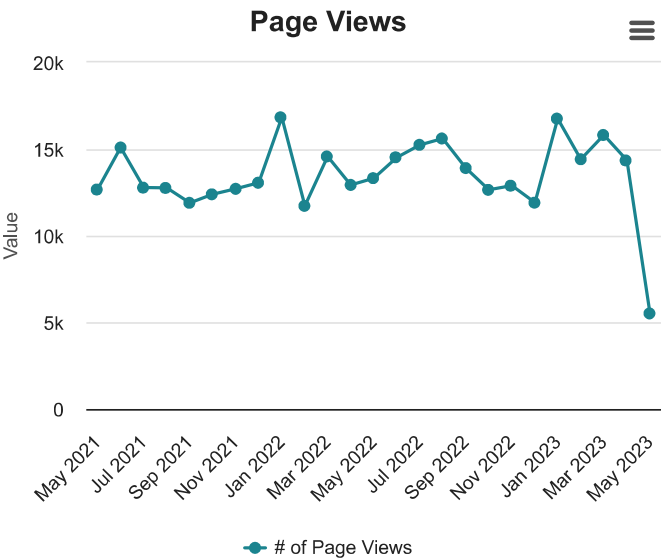
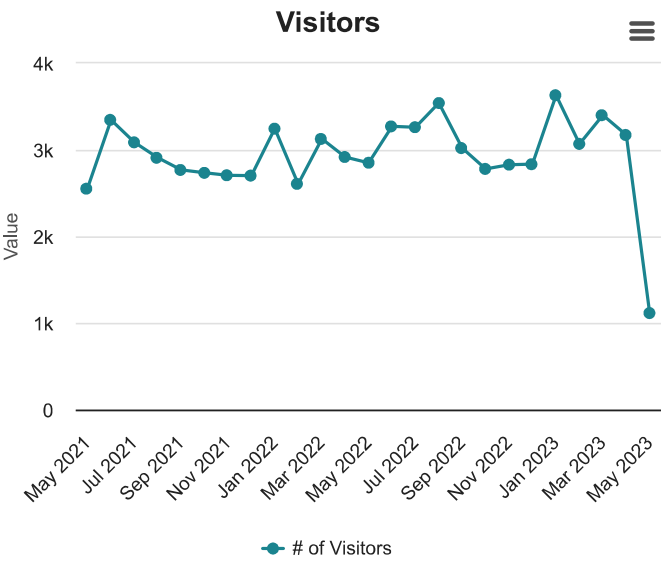
3 Year Digital Collections



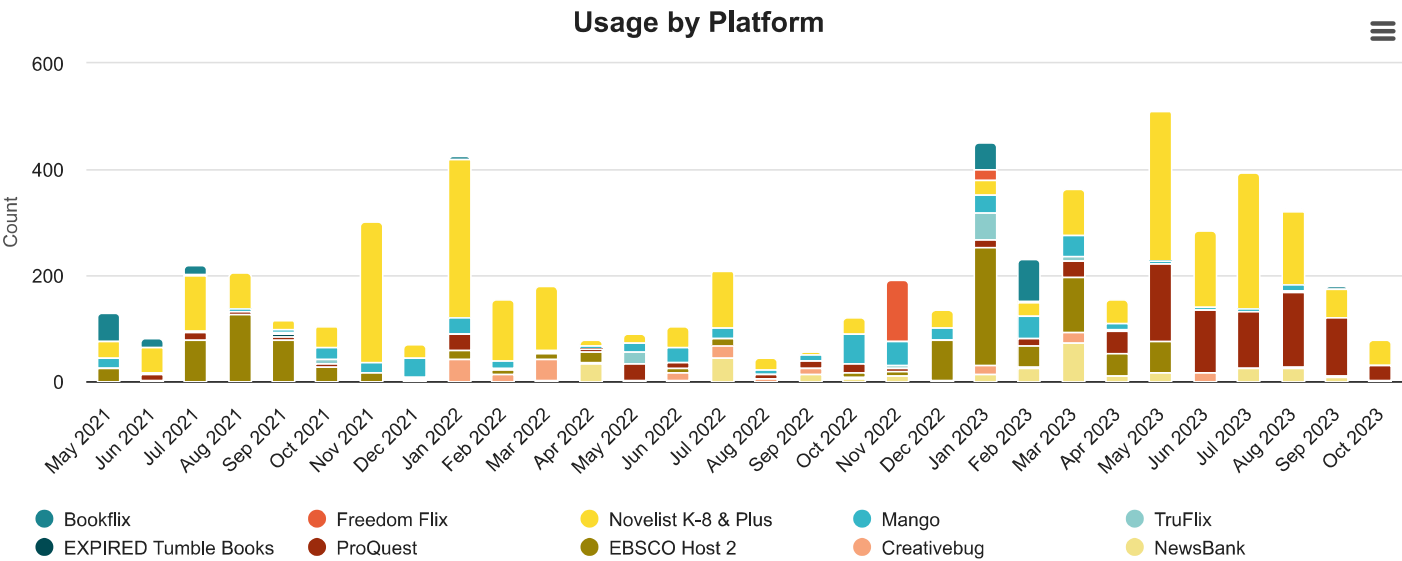
3 Year Website Usage (Google Analytics 4)



3 Year Website Usage (Original Google Analytics)



3 Year Database Usage



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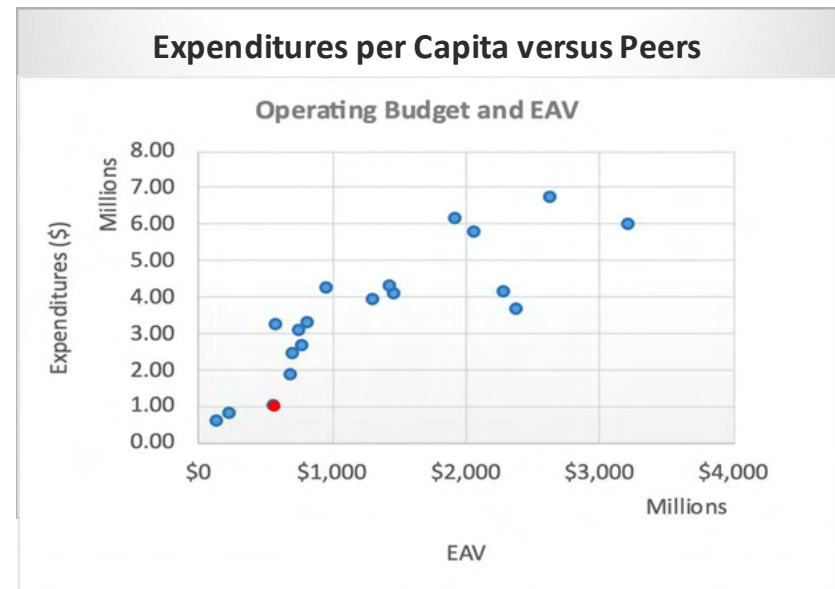
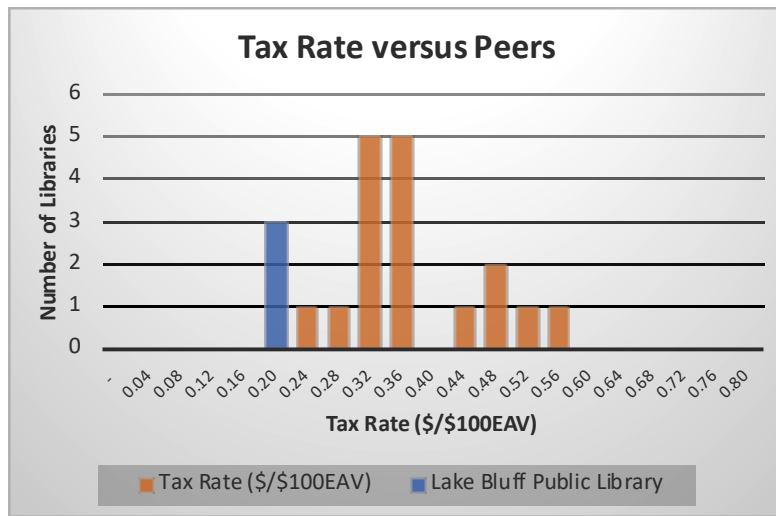
The Library's Fund Balances Are Low, and It Has No Reserve For Capital Needs, Leaving Limited Ability to Address

FYE2022 Fund Balance	\$420,758
FY2022 Expenditures	\$1,066,739
Fund Balance % of Expenditures	39.4%
Low (May) Fund Balance % of Expenditures	31.1%
FY2022 Net Income	\$39,169

The Library's low level of reserves, combined with identified needs, has raised the question of how to improve funding for the Library and improve its financial strength.

The Library Has a Low Tax Rate, and Operates On Less Revenue Than Libraries With Similar Tax Bases

Lake Bluff Public Library



While a low tax rate, itself, isn't justification for increased taxes, it suggests that Library needs can be affordably met.

Sent via email on 10/20/2023

Hello Members of the Finance Committee, Following the Committee meeting last night, I reached out to Jamie Rachlin and asked if he could provide data re: the fund balances at other Chicagoland libraries to address questions raised during the meeting. This (below) is what he provided as his response. –Renee

“My clients almost universally have fund balances above 50% and are building capital reserves, so that’s not a good sample to share with the Committee. So I went with a group for whom I did not know the answer already, namely, Lake County libraries. Only you, Highwood and Antioch have fund balances below 50%, and Antioch has significant capital reserves. (Note: Highwood's number is for FY21 since it looks like the City borrowed for them in '22 which distorts the '22 results). You’ll note that all of the District libraries carry capital reserves. It’s true that many of the municipal libraries don’t seem to have capital reserves, but many of them have fund balances in excess of 100% of expenditures. I try to get my clients to segregate amounts over 100%. Here’s the results:

	Annual Expenditures	Operating Fund Balance	Balance % of Expenditures	Capital Reserve
<u>Municipal Libraries</u>				
Deerfield	\$5,272,387	\$7,430,793	140.9%	None
Highland Park	4,395,176	3,203,750	72.9%	\$3,341,385
Highwood	476,762	187,814	39.4%	None
Lake Bluff	1,066,739	420,758	39.4%	None
Lake Forest	3,697,625	7,071,607	191.2%	None
N. Chicago	886,141	1,272,917	143.6%	None
Waukegan	3,215,156	2,101,735	65.4%	None
<u>District Libraries</u>				
Antioch	\$2,622,723	\$974,887	37.2%	\$7,846,132
Barrington	6,693,309	9,543,457	142.6%	2,166,907
Cook Memorial	9,351,007	4,378,693	46.8%	3,569,259
Ela Area	5,928,935	3,607,597	60.8%	5,256,161
Fox Lake	1,250,632	4,221,487	337.5%	1,097,406
Fremont	3,946,998	2,755,488	69.8%	2,401,289
Grayslake	3,100,437	3,277,629	105.7%	1,453,420
Lake Villa	3,924,418	2,394,581	61.0%	9,572,230
Round Lake	3,250,079	1,768,560	54.4%	937,557
Vernon Area	6,340,471	7,161,037	112.9%	2,220,577
Warren newport	5,965,216	4,434,355	74.3%	2,976,519
Zion Benton	2,249,604	1,403,302	62.4%	1,250,061

Proposal to the Lake Bluff Public Library Board of Trustees

Submitted by Trustee Friedeman with presentation and discussion at Library Board Meeting October 17, 2023

Goal: to create a Library Trustee Recognition Fund for Lake Bluff Library Employees

Purpose: To provide the Director funds to recognize excellence toward organizational goals and to celebrate individual and group accomplishments and major milestones at the Libraries.

How it Works

- Voluntary fund donations can be provided by the generous contributions of the Lake Bluff Library Trustees. Recommended contribution is \$100 annually, but all donations are appreciated.
- Pending the level of participation, this proposed amount would be to provide enough funds to provide food and beverages for 5-6 events for staff.
- A new budget line would be created in the accounting system in the library's Grants and Gifts Fund.
- Board members who choose to participate would provide donations directly to the Library Director. The Director will be the only person aware of who chooses to make a donation and will deposit contributions.
- Available funds would be tracked on a monthly basis as part of the library's monthly financial reports.

Guidelines for Use of Funds

- Funds will be used to recognize activities for individuals, teams or the entire staff. It is at the Director's discretion to use the funds as needed.
 - Please note: funds are primarily for use in funding food and drink for appreciation events.
- The Director will share with the Library Board of Trustees her plans to use the funds in advance.
- Communication will be shared with staff that the event is provided by the Library Board of Trustees (as a whole). No specific Trustees will be named as donors to preserve anonymity in participation.
- The following are examples of how the funds could be used:
 - Recognition program, lunch or dinner (e.g., dinner/get-together for a year of strong accomplishments and completion of major projects.)
 - Celebration lunch for employees after reaching a productivity goal or completing a major project.
 - Coffee reception or desserts in appreciation for group or team effort.
 - Participation and contributions are **voluntary** and can be made at any point in the year. At the end of the year the Director will provide a list of how the funds were used.

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		ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE		
GL NUMBER	DESCRIPTION	MONTH 10/31/23	MONTH 10/31/22	10/31/2023	10/31/2022	2023-24	% BDGT
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	209,673.73	268,951.70	960,193.37	838,432.03	1,084,364.00	88.55
PROPERTY TAXES		209,673.73	268,951.70	960,193.37	838,432.03	1,084,364.00	88.55
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	138.29	213.70	1,079.54	966.68	2,000.00	53.98
080-300-34250	NON-RESIDENT FEES	435.52	817.94	2,999.38	2,983.58	6,000.00	49.99
080-300-34260	PASSPORT FEES	993.48	3,994.79	9,973.97	13,473.15	20,000.00	49.87
CHARGE FOR SERVICES		1,567.29	5,026.43	14,052.89	17,423.41	28,000.00	50.19
FINES/FORFEITS							
080-300-35700	RENTAL FINES	114.90	147.83	862.76	932.19	1,000.00	86.28
FINES/FORFEITS		114.90	147.83	862.76	932.19	1,000.00	86.28
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	0.00	0.00	790.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	1,500.00	0.00	1,500.00	0.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	0.00	(3.00)	25.69	44.53	500.00	5.14
080-300-38900	MISCELLANEOUS INCOME	55.20	327.17	1,138.14	1,333.53	3,000.00	37.94
MISCELLANEOUS		1,555.20	324.17	2,663.83	1,378.06	16,073.00	16.57
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	3,746.06	1,820.21	17,934.11	5,237.68	20,000.00	89.67
INVESTMENT INCOME		3,746.06	1,820.21	17,934.11	5,237.68	20,000.00	89.67
Total Dept 300 - REVENUE		216,657.18	276,270.34	995,706.96	863,403.37	1,158,721.00	85.93
TOTAL REVENUES		216,657.18	276,270.34	995,706.96	863,403.37	1,158,721.00	85.93
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	21,140.00	14,494.13	128,283.35	104,610.98	220,557.00	58.16
080-603-40030	STAFF SALARIES	27,507.84	26,793.13	167,001.14	175,370.72	379,800.00	43.97
SALARIES		48,647.84	41,287.26	295,284.49	279,981.70	600,357.00	49.18
PERSONNEL							

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 10/31/2023

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	ACTIVITY FOR MONTH 10/31/22 INCR (DECR)	YTD BALANCE 10/31/2023 NORM (ABNORM)	YTD BALANCE 10/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40400	MEDICAL INSURANCE	0.00	5,609.11	36,802.58	40,545.41	95,000.00	38.74
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		0.00	5,609.11	36,802.58	40,545.41	95,250.00	38.64
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,686.46	3,137.90	22,381.63	21,184.53	44,000.00	50.87
080-603-40980	IMRF RETIREMENT CONTRIBUTION	1,523.85	2,124.06	9,479.87	14,993.70	30,000.00	31.60
RETIREMENT		5,210.31	5,261.96	31,861.50	36,178.23	74,000.00	43.06
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	338.00	808.00	30,588.88	20,131.87	41,000.00	74.61
080-603-41020	ELEVATOR MAINTENANCE	244.00	230.00	507.00	709.00	1,750.00	28.97
080-603-41050	MAINTENANCE-GROUNDS	730.00	340.00	3,090.00	1,765.00	9,000.00	34.33
080-603-41300	COMPUTER SERVICES	385.00	0.00	11,410.00	10,500.00	15,000.00	76.07
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	294.04	617.90	3,770.68	2,251.57	4,000.00	94.27
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	2,186.92	1,339.80	6,694.49	2,125.57	10,000.00	66.94
080-603-41345	MARKETING	25.00	0.00	628.35	34.85	1,000.00	62.84
080-603-41350	LEGAL SERVICES	0.00	0.00	1,252.50	0.00	1,500.00	83.50
080-603-42400	PROFESSIONAL DEVELOPMENT	1,451.94	0.00	4,316.14	470.00	4,500.00	95.91
CONTRACTUAL		5,654.90	3,335.70	62,258.04	37,987.86	87,750.00	70.95
COMMODITIES							
080-603-42440	DUES	0.00	236.00	1,016.04	1,201.27	2,500.00	40.64
080-603-43230	UTILITIES	753.72	565.98	5,509.49	4,066.12	13,000.00	42.38
080-603-43300	POSTAGE	127.66	557.15	3,172.78	3,634.77	7,000.00	45.33
080-603-43410	PRINTING/E-NEWSLETTER	454.89	29.99	6,907.84	5,983.94	12,500.00	55.26
080-603-43550	OFFICE SUPPLIES	680.87	652.05	3,949.47	4,021.78	7,000.00	56.42
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	181.35	132.80	1,350.68	615.05	1,750.00	77.18
080-603-43668	TECHNICAL SERVICES SUPPLIES	810.50	160.92	2,646.30	1,744.05	5,500.00	48.11
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	487.97	209.51	650.02	209.51	1,000.00	65.00
080-603-43710	ADULT PROGRAM SUPPLIES	806.50	1,248.22	5,456.43	4,756.87	8,000.00	68.21
080-603-43720	JUVENILE PROGRAM SUPPLIES	330.56	365.36	5,785.01	4,713.43	7,000.00	82.64
080-603-43730	OUTREACH SUPPLIES	327.28	692.00	2,157.50	2,728.03	6,000.00	35.96
080-603-43740	TEEN PROGRAM SUPPLIES	82.59	0.00	616.47	251.60	1,250.00	49.32
080-603-46100	MISCELLANEOUS EXPENSES	25.20	25.30	2,261.49	383.70	3,000.00	75.38
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		5,069.09	4,875.28	41,479.52	34,310.12	75,500.00	54.94
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	1,457.08	966.89	6,184.81	6,588.80	17,000.00	36.38
080-603-45100	ADULT FICTION BOOKS	1,675.67	892.37	9,945.28	9,515.43	15,500.00	64.16
080-603-45110	ADULT LARGE PRINT MATERIAL	119.31	111.80	308.51	203.56	700.00	44.07
080-603-45200	ADULT AUDIO VISUAL MATERIAL	735.66	979.39	6,345.37	4,973.67	15,500.00	40.94
080-603-45220	ADULT REFERENCE/E-REFER	0.00	423.40	12,500.65	9,952.20	21,000.00	59.53
080-603-45400	JUVENILE NON-FICTION	1,040.26	344.27	5,573.61	2,933.36	12,000.00	46.45
080-603-45410	PICTURE BOOKS, READERS	64.70	886.85	3,026.13	2,801.09	8,000.00	37.83
080-603-45420	JUVENILE FICTION	416.80	60.82	4,006.02	2,302.05	8,000.00	50.08

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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User: rgrassi

DB: Lake Bluff

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	ACTIVITY FOR MONTH 10/31/22 INCR (DECR)	YTD BALANCE 10/31/2023 NORM (ABNORM)	YTD BALANCE 10/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	102.45	1,597.62	307.48	3,000.00	53.25
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,500.00	0.00
080-603-45445	JUVENILE KITS & DEVICES	69.70	0.00	604.01	242.64	3,000.00	20.13
080-603-45450	TEEN BOOKS	0.00	0.00	928.72	494.67	2,500.00	37.15
080-603-45460	E-BOOKS	654.23	1,207.37	10,499.83	7,744.05	21,000.00	50.00
080-603-45470	GRAPHIC NOVELS	0.00	0.00	100.62	0.00	750.00	13.42
080-603-45500	PERIODICALS	186.41	112.94	5,575.75	5,833.58	7,350.00	75.86
080-603-45510	VIDEO GAMES	849.16	0.00	2,167.87	1,403.59	3,500.00	61.94
080-603-45520	TRENDING TITLES	85.29	158.23	374.17	385.36	2,000.00	18.71
080-603-45600	PATRON & STAFF SOFTWARE	402.26	369.23	7,732.87	5,367.56	15,550.00	49.73
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		7,756.53	6,616.01	99,971.84	83,549.09	182,850.00	54.67
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	815.00	6,968.98	3,451.57	7,475.74	6,000.00	57.53
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	2,000.00	0.00	6,000.00	33.33
080-603-58100	COMPUTER EQUIPMENT	106.87	0.00	13,560.98	7,902.00	10,000.00	135.61
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	0.00	1,000.00	3.40
CAPITAL EXPENSES		921.87	6,968.98	19,046.54	15,377.74	23,000.00	82.81
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		73,260.54	73,954.30	586,704.51	527,930.15	1,158,707.00	50.63
TOTAL EXPENDITURES		73,260.54	73,954.30	586,704.51	527,930.15	1,158,707.00	50.63
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		216,657.18	276,270.34	995,706.96	863,403.37	1,158,721.00	85.93
TOTAL EXPENDITURES		73,260.54	73,954.30	586,704.51	527,930.15	1,158,707.00	50.63
NET OF REVENUES & EXPENDITURES		143,396.64	202,316.04	409,002.45	335,473.22	14.00	2,921.44

User: rgrassi
DB: Lake Bluff

DB: Lake Bluff

		PERIOD ENDING 10/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDG
		MONTH 10/31/23	MONTH 10/31/22	10/31/2023	10/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
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	2,005.53	17.65	2,057.14	926.08	98.00	2,099.12
082-300-38315	RESTRICTED DONATIONS	4,301.96	24,669.15	35,302.81	74,762.35	65,000.00	54.31
MISCELLANEOUS		6,307.49	24,686.80	37,359.95	75,688.43	65,098.00	57.39
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		6,307.49	24,686.80	45,643.55	83,972.03	73,382.00	62.20
TOTAL REVENUES		6,307.49	24,686.80	45,643.55	83,972.03	73,382.00	62.20
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	375.00	0.00	3,653.05	3,454.19	8,284.00	44.10
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		375.00	0.00	3,653.05	3,454.19	8,284.00	44.10
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	2,551.54	73.90	18,957.30	70,193.89	65,098.00	29.12
Unclassified		2,551.54	73.90	18,957.30	70,193.89	65,098.00	29.12
Total Dept 603 - LIBRARY ADMINISTRATION		2,926.54	73.90	22,610.35	73,648.08	73,382.00	30.81
TOTAL EXPENDITURES		2,926.54	73.90	22,610.35	73,648.08	73,382.00	30.81
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		6,307.49	24,686.80	45,643.55	83,972.03	73,382.00	62.20
TOTAL EXPENDITURES		2,926.54	73.90	22,610.35	73,648.08	73,382.00	30.81
NET OF REVENUES & EXPENDITURES		3,380.95	24,612.90	23,033.20	10,323.95	0.00	100.00
TOTAL REVENUES - ALL FUNDS		222,964.67	300,957.14	1,041,350.51	947,375.40	1,232,103.00	84.52
TOTAL EXPENDITURES - ALL FUNDS		76,187.08	74,028.20	609,314.86	601,578.23	1,232,089.00	49.45

DB: Lake Bluff		PERIOD ENDING 10/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 10/31/23	MONTH 10/31/22	10/31/2023	10/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
NET OF REVENUES & EXPENDITURES		146,777.59	226,928.94	432,035.65	345,797.17	14.00	3,085.96

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/08/2023	LIBC K	15803	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR OCTOBER 2023/OFFICE SUPPLIES	080-603-43550	110.26
		15803		AMAZON PURCHASES FOR OCTOBER 2023/COM	080-603-43660	14.36
		15803		AMAZON PURCHASES FOR OCTOBER 2023/ADU	080-603-43710	151.50
		15803		AMAZON PURCHASES FOR OCTOBER 2023/JUV	080-603-43720	42.89
		15803		AMAZON PURCHASES FOR OCTOBER 2023/OUT	080-603-43730	148.67
		15803		AMAZON PURCHASES FOR OCTOBER 2023/ADU	080-603-43740	82.59
		15803		AMAZON PURCHASES FOR OCTOBER 2023/ADU	080-603-45000	172.62
		15803		AMAZON PURCHASES FOR OCTOBER 2023/ADU	080-603-45100	49.44
		15803		AMAZON PURCHASES FOR OCTOBER 2023/ADU	080-603-45200	512.71
		15803		AMAZON PURCHASES FOR OCTOBER 2023/JUV	080-603-45410	59.36
		15803		AMAZON PURCHASES FOR OCTOBER 2023/JUV	080-603-45445	69.70
		15803		AMAZON PURCHASES FOR OCTOBER 2023/ADU	080-603-45510	849.16
		15803		AMAZON PURCHASES FOR OCTOBER 2023/ADU	080-603-45520	85.29
		15803		AMAZON PURCHASES FOR OCTOBER 2023/COM	080-603-58100	106.87
		15803		AMAZON PURCHASES FOR OCTOBER 2023/OUT	082-603-99999	78.69
						2,534.11
11/08/2023	LIBC K	15804	BAKER & TAYLOR ENTERTAINMENT	COMPUTER SERVICES/TS360 GRIDS 11/1/2023-10/31/2024	080-603-41300	385.00
		15804		JUVENILE FICTION/TECHNICAL SERVICES S	080-603-43668	289.01
		15804		ADULT NON-FICTION/USE OF DONATIONS/TE	080-603-45000	1,284.46
		15804		ADULT FICTION/TECHNICAL SERVICES SUPP	080-603-45100	1,626.23
		15804		ADULT LARGE PRINT	080-603-45110	119.31
		15804		JUVENILE NON-FICTION/TECHNICAL SERVIC	080-603-45400	1,040.26
		15804		PICTURE BOOKS	080-603-45410	5.34
		15804		JUVENILE FICTION/TECHNICAL SERVICES S	080-603-45420	416.80
		15804		ADULT NON-FICTION/USE OF DONATIONS/TE	082-603-99999	21.84
						5,188.25
11/08/2023	LIBC K	15805	CHICAGO SPRINKLER COMPANY	GROUNDS MAINTENANCE/SHUT DOWN SERVICES	080-603-41050	130.00
11/08/2023	LIBC K	15806	COLLEY ELEVATOR COMPANY	ELEVATOR/INSPECTION FOR 3 MONTHS	080-603-41020	244.00
11/08/2023	LIBC	15807	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES/ADULT PROGR	080-603-42400	79.00
		15807		JUVENILE PROGRAM SUPPLIES/ADULT PROGR	080-603-43710	15.00
		15807		JUVENILE PROGRAM SUPPLIES/ADULT PROGR	080-603-43720	87.67

11/10/2023 03:36 PM
User: rgrassi
DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 10/18/2023 - 11/15/2023
Banks: LIBCK

Page 2/4

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						181.67
11/08/2023	LIBC	15808	FIRST BANKCARD	MARKETING/PRINTING-NEWSLETTER/ADULT P	080-603-41345	25.00
		15808		MARKETING/PRINTING-NEWSLETTER/ADULT P	080-603-43410	424.90
		15808		MARKETING/PRINTING-NEWSLETTER/ADULT P	080-603-43710	25.00
		15808		MARKETING/PRINTING-NEWSLETTER/ADULT P	080-603-43730	178.61
		15808		MARKETING/PRINTING-NEWSLETTER/ADULT P	082-603-99999	(22.99)
						630.52
11/08/2023	LIBC	15809	FIRST BANKCARD	PRINTING-NEWSLETTER/PATRON/STAFF SOFT	080-603-42400	272.94
		15809		PRINTING-NEWSLETTER/PATRON/STAFF SOFT	080-603-43300	29.05
		15809		PRINTING-NEWSLETTER/PATRON/STAFF SOFT	080-603-43410	29.99
		15809		PRINTING-NEWSLETTER/PATRON/STAFF SOFT	080-603-45600	382.27
						714.25
11/08/2023	LIBC	15810	FIRST BANKCARD	PERIODICALS/UTILITIES/PROFESSIONAL DE	080-603-42400	150.00
		15810		PERIODICALS/UTILITIES/PROFESSIONAL DE	080-603-43230	309.85
		15810		PERIODICALS/UTILITIES/PROFESSIONAL DE	080-603-43700	487.97
		15810		PERIODICALS/UTILITIES/PROFESSIONAL DE	080-603-45500	54.99
						1,002.81
11/08/2023	LIBC	15811	FIRST BANKCARD	MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41000	108.00
		15811		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41313	115.67
		15811		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43300	98.61
		15811		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43550	46.00
		15811		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43668	362.69
		15811		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-45600	19.99
		15811		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-46100	25.20
						776.16
11/08/2023	LIBC	15812	GARY LEVIN	BUILDING MAINTENANCE/CHECK DROP BOX/P	080-603-41000	230.00
11/08/2023	LIBC K	15813	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR OCTOBER 2023	080-603-43230	443.87
11/08/2023	LIBC	15814	GREGORY ALEXANDER	ADULT PROGRAMS/PROFESSOR MOPTOP PRESE	080-603-43710	250.00
11/08/2023	LIBC K	15815	IMPACT NETWORKING, LLC	COPIER MAINTENANCE/CONTRACT INVOICE	080-603-41313	178.37
11/08/2023	LIBC	15816	INDICA VALENTINE	USE OF DONATIONS FROM FRIENDS FOR PRO	082-603-99999	200.00

11/10/2023 03:36 PM
User: rgrassi
DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 10/18/2023 - 11/15/2023
Banks: LIBCK

Page 3/4

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/08/2023	LIBC	15817	ISAURO REYES	GROUNDS MAINTENANCE/SERVICES FOR SEPT	080-603-41050	600.00
11/08/2023	LIBC K	15818	K-9 READING BUDDIES OF THE NORTH SH	JUVENILE PROGRAMS/K9 READING BUDDIES 12/4/2023 & 2/5/2024	080-603-43720	200.00
11/08/2023	LIBC K	15819	LIBRARY FURNITURE INTERNATIONAL, LLC	USE OF DONATIONS FROM FOUNDATION/TABLES	080-603-50100	815.00
		15819		USE OF DONATIONS FROM FOUNDATION/TABL	082-603-99999	1,800.00
						2,615.00
11/08/2023	LIBC	15820	MERISTEM ADVISORS LLC	OTHER PROFESSIONAL SERVICES/BUDGET AN	080-603-41314	2,186.92
11/08/2023	LIBC	15821	MIDWEST TAPE LLC	ADULT AV/AUDIOBOOKS	080-603-45200	222.95
11/08/2023	LIBC K	15822	NATASHA LEHRER LEWIS ART	USE OF DONATIONS FROM FRIENDS FOR PROGRAMMING/NEEDLE FELTED PENGUIN 1/7	082-603-99999	474.00
11/08/2023	LIBC	15823	NEWS-SUN	PERIODICALS/LAKE COUNTY NEWS-SUN RENE	080-603-45500	114.43
11/08/2023	LIBC	15824	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS/COST PER CIRC OC	080-603-45460	654.23
11/08/2023	LIBC	15825	PIONEER PRESS	PERIODICALS/LAKE FORESTER RENEWAL THR	080-603-45500	16.99
11/08/2023	LIBC	15826	PRESTON KLIK	PER CAPITA GRANT/ADULT PROGRAM/OCEAN	082-603-44810	375.00
11/08/2023	LIBC	15827	QUILL LLC	BUILDING MAINTENANCE SUPPLIES/OFFICE	080-603-43550	124.57
		15827		BUILDING MAINTENANCE SUPPLIES/OFFICE	080-603-43660	166.99
		15827		BUILDING MAINTENANCE SUPPLIES/OFFICE	080-603-43668	158.80
						450.36
11/08/2023	LIBC	15828	RAILS	ADULT PROGRAMS/ILLINOIS PRESENTS/JULY	080-603-43710	365.00
11/08/2023	LIBC	15829	SEARCH INC.	PROFESSIONAL DEVELOPMENT/DISABILITY A	080-603-42400	950.00
11/08/2023	LIBC	15830	VILLAGE OF LAKE BLUFF	MED INSUR/DENTAL/VISION/LIFE INSUR/IM	080-100-11580	22,157.59
TOTAL - ALL FUNDS				TOTAL OF 28 CHECKS		44,086.48
--- GL TOTALS ---						
080-100-11580			DUE FROM THE VILLAGE		22,157.59	
080-603-41000			MAINTENANCE-BUILDING		338.00	
080-603-41020			ELEVATOR MAINTENANCE		244.00	
080-603-41050			MAINTENANCE-GROUNDS		730.00	
080-603-41300			COMPUTER SERVICES		385.00	
080-603-41313			COPIER MAINTENANCE/SUPPLIES		294.04	

Check Date	Bank	Check #	Payee	Description	GL #	Amount
080-603-41314			OTHER PROFESSIONAL/CONTRACTUAL			2,186.92
080-603-41345			MARKETING			25.00
080-603-42400			PROFESSIONAL DEVELOPMENT			1,451.94
080-603-43230			UTILITIES			753.72
080-603-43300			POSTAGE			127.66
080-603-43410			PRINTING/E-NEWSLETTER			454.89
080-603-43550			OFFICE SUPPLIES			280.83
080-603-43660			MAINTENANCE SUPPLIES-BUILDING			181.35
080-603-43668			TECHNICAL SERVICES SUPPLIES			810.50
080-603-43700			HOSPITALITY PROGRAM SUPPLIES			487.97
080-603-43710			ADULT PROGRAM SUPPLIES			806.50
080-603-43720			JUVENILE PROGRAM SUPPLIES			330.56
080-603-43730			OUTREACH SUPPLIES			327.28
080-603-43740			TEEN PROGRAM SUPPLIES			82.59
080-603-45000			ADULT NON-FICTION BOOKS			1,457.08
080-603-45100			ADULT FICTION BOOKS			1,675.67
080-603-45110			ADULT LARGE PRINT MATERIAL			119.31
080-603-45200			ADULT AUDIO VISUAL MATERIAL			735.66
080-603-45400			JUVENILE NON-FICTION			1,040.26
080-603-45410			PICTURE BOOKS, READERS			64.70
080-603-45420			JUVENILE FICTION			416.80
080-603-45445			JUVENILE KITS & DEVICES			69.70
080-603-45460			E-BOOKS			654.23
080-603-45500			PERIODICALS			186.41
080-603-45510			VIDEO GAMES			849.16
080-603-45520			TRENDING TITLES			85.29
080-603-45600			PATRON & STAFF SOFTWARE			402.26
080-603-46100			MISCELLANEOUS EXPENSES			25.20
080-603-50100			LIBRARY FURNISHINGS			815.00
080-603-58100			COMPUTER EQUIPMENT			106.87
082-603-44810			PER CAPITAL GRANT EXPENDITURES			375.00
082-603-99999			USE OF DONATIONS/TEMPORARY EXP			2,551.54
			TOTAL			44,086.48

Proposal to Lake Bluff Public Library Board of Trustees
Submitted by the Library Director and Management Team
RE: Change in Hours of Operation for Lake Bluff Public Library

Current weekly hours of operation: 63

- Mondays: 10 – 9 pm (11 hrs)
- Tuesdays: 10 – 9 pm (11 hrs)
- Wednesdays: 10 – 9 pm (11 hrs)
- Thursdays: 10 – 9 pm (11 hrs)
- Fridays: 10 – 6 pm (8 hrs)
- Saturdays: 10 – 5 pm (7 hrs)
- Sundays: 1 – 5 pm (4 hrs) (Memorial Day through Labor Day)

Proposed weekly hours of operation: 52

- Mondays: 10 – 6 pm (8 hrs)
- Tuesdays: 10 – 9 pm (11 hrs)
- Wednesdays: 10 – 6 pm (8 hrs)
- Thursdays: 10 – 9 pm (11 hrs)
- Fridays: 10 – 5 pm (7 hrs)
- Saturdays: 10 – 5 pm (7 hrs)
- Sundays: CLOSED (all year long)

Factors Considered by Management Team

- current capacity and availability of employees*
- traffic data from the new door counter software*
- library programming and service needs for different age groups served
- pressure points currently experienced with staffing and desk schedules
- the diverse scheduling needs and availability of the community
- the importance of providing consistency and predictability in weekly schedule of operation

*These factors were considered more heavily than others

Additional Information about Proposed Schedule

- The new schedule of hours is scheduled to begin January 1, 2024.
- With the proposed changes, the total number of operating hours will decrease 11 hours per week.
- The proposed schedule will close the Library on Sundays all year long. Scheduled and budgeted hours for Sunday staff will be added back into the workweek.
- A strategic and comprehensive communication plan will be developed to support clear and effective communication for staff and for the public.
- Front Door signage will be updated, removing stickers and installing a mounted sign holder, which will be a more cost effective and flexible solution for communicating the Library's change of schedule to visitors.
- Managers will support schedule adjustments for employees; all employees will continue to be offered shifts that meet their scheduling needs during the new schedule of operating hours. No employee will lose hours.

MONTHLY TOTAL TRAFFIC



Month to Date

Traffic Ins

1,223

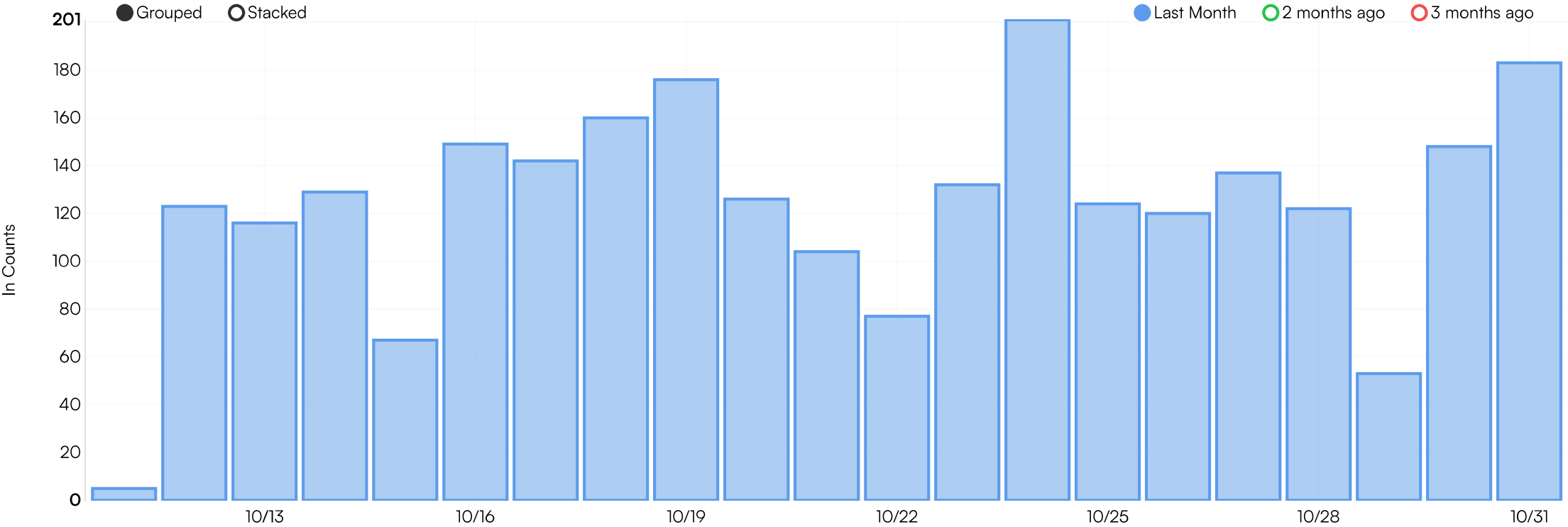
Lake Bluff Public Library



11/10/2023
1:43 pm

Location Traffic (Ins)

Traffic Ins Per Location - Last Month by Day



Upcoming changes to operating hours

Letter from the Director

15



Lake Bluff Public Library will soon pilot a new schedule of winter hours. Beginning in January, the Library will be closed on Sundays and will have an updated offering of weekday hours. This pilot will go into effect starting January 1, 2024. I'd like this issue's Letter from the Director to build context and share information about this change.

This past fall, we had to make the difficult decision to cancel several Library programs as well as reduce our availability for passport and notary services. Like many organizations driven by part-time workers, the

Library has experienced high turnover rates this year. The continued vacancies, in addition to short and long term critical staffing needs, have left the organization struggling to keep our service desks staffed during our 63 hours of operation each week.

Since my tenure began, I have been worked with the Library Board of Trustees to evaluate our current staffing model and explore viable, cost-effective and sustainable solutions for providing the highest level of service to the Lake Bluff community. I have researched neighboring libraries' staffing levels and compared their hours of operations with ours. The Library has also acquired updated equipment and software to more effectively measure peak and low times of in-building traffic. The conclusion the Board and I have come to is that our weekly schedule of in-building hours needs to be adjusted and right-sized for our unique staffing levels.

In a way, though, Lake Bluff Public Library is never closed. We provide 24/7 service through our various online resources. At any time of the day, cardholders can download digital materials on Libby, Hoopla, Kanopy, Bookflix, and Flipster. Lake Bluff Library cards provide free access to in-demand online resources, such as Consumer Reports, LinkedIn Learning, ProQuest, and Mango Languages. If you visit our website, you can even search our online catalog and place a hold on a title from the comfort of your couch. Because of downloadable, online and app-based services like the ones we provide, modern public libraries are so much more than what is housed in their buildings.

I consider myself lucky because I get to witness each and every day the caliber of customer service that our employees give to the Lake Bluff community. The Board and I want to continue to be able to provide the quality of customer service you expect and deserve. We also want to have capacity to soon undertake much-needed improvements to safety and security, building and grounds, and technology. In order to effectively do this, we need to first address staffing. This, in turn, will ensure the organization is optimally positioned to best serve the community and move this important work forward.

Your voice matters. I invite you to share your thoughts and questions with the Board of Trustees and myself. You are welcome to stop by the Library to write a comment card, attend a Board meeting, share a message on social media, or email me directly at rgrassi@lakeblufflibrary.org.



New Library Hours Effective January 1, 2024

MONDAY

10am - 6pm

TUESDAY

10am - 9pm

WEDNESDAY

10am - 6pm

THURSDAY

10am - 9pm

FRIDAY

10am - 5pm

SATURDAY

10am - 5pm

SUNDAY

Closed



LAKE BLUFF PUBLIC LIBRARY

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

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

www.lakeblufflibrary.org

REDACTED

REDACTED

Lake Forest, IL 60045

October 18, 2022

Dear Mr. **REDACTED**

On Monday October 10th, 2022, a child and a member of the Library staff witnessed you using a public computer to view content in violation of Library policy, and you were temporarily suspended from the building. This also the third documented instance of Library staff having to speak to you about the appropriate use of the Library's computers.

In light of this incident and our documented history of previous incidents, **you have been suspended indefinitely from the Library building and property.** The Board will review the case after 1 year and make a decision at that point to either uphold the suspension or reinstate library privileges. You will receive a written notice of the Board's decision at that time.

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

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

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

Further questions may be directed to me at 847-234-2540 x118 or khorne@lakeblufflibrary.org.

Sincerely,

Katie Horner
Interim Director



LAKE BLUFF PUBLIC LIBRARY

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

REDACTED

REDACTED

Lake Forest, IL 60045

November 14, 2023

Dear Mr. **REDACTED**

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

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

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

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

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

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

Sincerely,

Renee Grassi
Library Director

Complete Cleaning Company

Presents

A Custodial Service Proposal

For

Lake Bluff Library

October 30, 2023

October 30, 2023

Ms. Renee Grassi
Lake Bluff Library
123 E. Scranton Avenue
Lake Bluff, IL 60044

Dear Ms. Grassi:

Thank you for allowing us the opportunity of working with you.

As a family-owned business since 1971, we know the importance of selecting the right vendor. Although price may be your first concern, you will find our service, communication and reliability to be the best in the business.

As detailed in the following proposal, you will find the many benefits and extra services *Complete Cleaning Company* has to offer. Please note our reference sheet, and feel free to contact any of our clients.

I trust this information will assist in your selection of a janitorial service. Should you have any questions or need additional information, please contact me.

I truly hope this is the beginning of a long and mutually rewarding relationship.

Sincerely,

A handwritten signature in black ink that reads "Sean W. Hitzeman". The signature is fluid and cursive, with the first name "Sean" and last name "Hitzeman" clearly legible.

Sean W. Hitzeman
Vice President
Complete Cleaning Company

SWH:mf

ITEMS TO CONSIDER WHEN SELECTING YOUR CLEANING CONTRACTOR

- How many years have they been in business?
- Are they family owned?
- Are they a franchise? If so, note the cancellation policy.
- Is the individual presenting the proposal also your contact person?
- How often will this individual tour your facility?
- How quickly will they communicate with you to resolve issues?
- Will they have an English speaking lead person?
- Will equipment be cleaned, repaired and/or replaced on a regular basis? Do they use separate buckets and wringers for restrooms, cafeteria and general office? Will janitorial closets be cleaned daily?
- Will they furnish emergency services 24/7?

INTRODUCTION TO OUR COMPANY

- **HISTORY**

Complete Cleaning Company is a family-owned business. We opened our doors in 1971 as a one-man shop and from the very beginning our goal has been to provide the utmost in customer service and long-term client satisfaction.

- **SERVICES**

Complete Cleaning Company offers daily cleaning and maintenance for all types of facilities. We service a wide variety of corporate headquarters, multi-tenant office buildings, manufacturing facilities, medical facilities, schools and health clubs. In addition to our daily cleaning services, we also have a number of extra services which are available upon request.

- **STAFF**

We view our staff as essential to our success and we hire only the best cleaning professionals. Our employees are highly trained in all aspects of commercial cleaning and have the most advanced equipment available in the marketplace. We always employ the latest technology to help us do our job better, faster, and ultimately save our clients money.

- **SUPERVISION**

To ensure that our clients consistently receive superior service, we employ Field Supervisors to make regular and unexpected inspections of the facility which we service. They are required to keep monthly inspection reports and additional work request forms for every client. This report not only results in more efficient cleaning, it also improves communication with our clients.

- **CUSTOMER SERVICE**

Our Account Executives are readily available to help you with any questions you may have regarding the day-to-day status of your cleaning agreement. In case you need assistance after normal office hours, our Emergency Paging System ensures that we can be reached 24-hours a day, 365 days a year.

- **QUALITY**

Complete Cleaning Company has high client retention due to customer satisfaction. We look forward to the opportunity to provide you with the same attention to detail and quality service which has been a hallmark of our company.

AT YOUR SERVICE !

24 HOURS A DAY, 365 DAYS A YEAR

- **IF YOU HAVE AN EMERGENCY....WE'RE THERE!**
- **OUR ACCOUNT EXECUTIVES AND FIELD SUPERVISORS CAN BE REACHED 24-HOURS A DAY, 7 DAYS A WEEK**

JUST ASK FOR Sean W. Hitzeman

- **CELL PHONE: (630)638-5601**
- **OUR EMERGENCY PAGING SYSTEM:
SIMPLY DIAL OUR OFFICE NUMBER: (630)766-4464
YOU WILL BE DIRECTED THROUGH THE PROPER
PROCEDURES TO NOTIFY US OF AN EMERGENCY.
YOUR CALL WILL THEN BE RETURNED PROMPTLY!**

CLEANING SPECIFICATIONS FOR LAKE BLUFF LIBRARY
123 E. SCRANTON AVENUE, LAKE BLUFF, IL 60044

A. GENERAL, PRIVATE OFFICES, CONFERENCE ROOMS, AND LOBBY	<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annual</i>	<i>Annual</i>	<i>As Required</i>
1 · Empty trash receptacles and replace liners (client provided) including museum.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 · Dust all furniture including chairs and tables and vacuum if necessary including book shelves.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 · Wash entire desk tops if clear (when desk card is present).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 · Clean and sanitize telephones.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 · Clean and sanitize drinking fountains.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 · Low dust all horizontal surfaces to hand height including sills, ledges, and heating outlets.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 · High dust above hand height all horizontal surfaces including shelves, partitions, ledges and picture frames.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 · Spot clean interior glass in partitions and doors.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 · Dust diffuser outlets in ceiling with treated cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 · Clean and organize janitor closets nightly.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. RESTROOMS	<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Semi-Annual</i>	<i>Annual</i>	<i>As Required</i>
1 · Clean and sanitize all fixtures including toilet bowls, urinals, sinks and chrome with a disinfectant.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 · Clean glass and mirrors.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 · Empty all trash receptacles and replace liners (client provided).	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 · Empty and sanitize sanitary containers.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 · Remove fingerprints from doors, frames, light switches, handles, kick and push plates.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 · Dust diffuser outlets in ceiling with treated cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 · Damp mop all tiled areas using a disinfectant. Buckets, wringers and mops will be designated for restroom use only.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLEANING SPECIFICATIONS FOR LAKE BLUFF LIBRARY
123 E. SCRANTON AVENUE, LAKE BLUFF, IL 60044

C. FOOD AREAS

	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual	As Required
1 · Wash and sanitize tables and chairs.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 · Sanitize countertops and sink.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 · Empty trash receptacles and replace liners (client provided).	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 · Remove fingerprints from doors, frames, light switches, handles, kick and push plates.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 · Low dust all horizontal surfaces to hand height including sills, ledges and heating outlets.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 · High dust above hand height all horizontal surfaces including shelves, ledges and picture frames.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 · Sanitize interior and exterior of microwave.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 · Clean refrigerator door.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. HARD FLOOR AREAS

	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual	As Required
1 · Dust mop or sweep all floors.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 · Damp mop all floors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 · Strip and refinish all tiled floors for an additional price.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. CARPETED AREAS

	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual	As Required
1 · Vacuum open areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 · Thoroughly detail vacuum areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 · Inspect for spots and remove if possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 · Steam extract all carpeted areas for an additional price.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. ELEVATORS AND STAIRWELLS

	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual	As Required
1 · Clean elevator cab.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 · Sweep and damp mop stairwells when needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 · Disinfect handrails.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. ADDITIONAL SERVICES

	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual	As Required
1 · For your convenience, we can purchase the liners and items needed for the restrooms and invoice accordingly.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***PROPOSAL FOR LAKE BLUFF LIBRARY
123 E. SCRANTON AVENUE, LAKE BLUFF, IL 60044***

October 30, 2023

We are pleased to have the opportunity of submitting our quotation as follows:

- Provide three (3) days per week service; Monday, Wednesday and Friday.
- Quotation based on the enclosed Cleaning Specifications.
TOTAL MONTHLY QUOTATION: \$1,460.00

Initial Cleaning

- Detail vacuum all areas
 - Dust all exposed areas
 - Clean and sanitize all restrooms
- Total Charge: No Charge**

COMPLETE CLEANING COMPANY STAFF

- Employees wear proper uniforms and a picture identification card at all times.
- Employees are instructed to remain in their designated work areas and at no time are they permitted to disturb papers on desks, open drawers or use any telephones.
- Employees conduct themselves in a manner that reflects the dignity, security and the best interest of our clients as well as Lake Bluff Library.

SERVICE AGREEMENT

This Agreement made between COMPLETE CLEANING COMPANY, INC. hereinafter known as "Complete," and Lake Bluff Library, hereinafter known as "Client" on October 30, 2023.

Whereas CLIENT wishes to use the services of COMPLETE and COMPLETE wishes to provide service for CLIENT, the parties mutually agree as follows:

1. SERVICE: COMPLETE will furnish all the necessary personnel, supervision, equipment and supplies in sufficient quantity to clean and maintain CLIENT'S facility located at 123 E. Scranton Avenue, Lake Bluff, IL in accordance with the specification sheet which is attached hereto, and made a part hereof, as listed under "Proposal".

2. INSURANCE: COMPLETE will supply evidence of workers compensation and public liability insurance upon request by CLIENT.

3. PAYMENT: CLIENT shall pay COMPLETE the sum of One Thousand Four Hundred Sixty and 00/100 Dollars (\$1460) per month for a period of twelve months.

- a. The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation or other unusual occurrences, which increase work load, may require additional charges during such periods to compensate for the additional work required. Such charges will be mutually agreed to by CLIENT and COMPLETE.
- b. Invoices are to be mailed before the first day of each month service is rendered, payable on the first day of each month for the rendition of the immediately preceding month's service during the term hereof. After (30) days, unpaid amounts shall accrue interest at the rate of 1.5 percent per month. If CLIENT is referred to an agency or attorney for collection, attorneys' fees and costs of collection shall be recoverable by COMPLETE.
- c. Nationally recognized holidays were predetermined and those assessed amounts are given as part of the monthly charge. No credits or adjustments shall be issued for said holidays.
- d. COMPLETE accepts payment of invoices and other amounts due in the form of check, cash, wire and ACH (Automated Clearing House). Payment by accepted credit card will result in an additional fee of 5.00% of the amount charged and will be made at the time of charge.
- e. The base contract price set forth above in this paragraph 3 shall increase automatically by the same percentage amount as the percentage increase in the minimum wage applicable to the location of the Client's facility. This increase shall take effect as of the first pay period during which the increase in the minimum wage becomes effective.

4. COMPLETE WARRANTY: COMPLETE warrants and represents to CLIENT as follows:

- a. COMPLETE shall make reasonable and prompt restitution by cash, replacement, or repairs, subject to the approval of CLIENT, covering any damage for which COMPLETE is responsible.
- b. COMPLETE shall pay all payroll taxes, state taxes, and any other taxes or items that may be levied against its payroll either by city, state or federal agencies.
- c. COMPLETE will furnish all necessary personnel, supervision, equipment and supplies to conform with the specifications detailed in the Proposal.

5. EMPLOYMENT RESTRICTION: CLIENT agrees that during the term of this agreement or for as long as COMPLETE is providing services for CLIENT, whichever is longer, and for period of eighteen (18) months after the termination of this agreement or the last date that COMPLETE provides services to CLIENT, whichever is later, CLIENT will not hire, employ or contract for services, directly or indirectly, any person or entity employed by or contracted by COMPLETE or any entity related to COMPLETE, without the written consent of COMPLETE. Directly or indirectly means acting as an owner, partner, agent, employee, consultant, director or contractor.

6. TERMINATION: This agreement shall continue from year to year unless otherwise terminated by either party giving thirty (30) days notice of cancellation by certified mail.

7. ENFORCEMENT: CLIENT will pay reasonable costs, attorneys fees and expenses incurred by COMPLETE in the enforcement of this agreement.

8. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties.

9. NOTICES: All notices shall be in writing and such notices and any payments required shall be sent to COMPLETE and CLIENT at the addresses detailed below:

Lake Bluff Library
123 E. Scranton Avenue
Lake Bluff, IL 60044

Complete Cleaning Company
615 Wheat Lane
Wood Dale, IL 60191

**Lake Bluff Library
Service Agreement
October 30, 2023
Page Three**

In witness whereof, the parties hereto have set their hands and seals on the first date written above.

LAKE BLUFF LIBRARY

BY _____

TITLE _____

DATE _____

COMPLETE CLEANING COMPANY

BY _____
Sean W. Hitzeman

TITLE _____
Vice President

DATE _____



COMPCLE-01

MFISZER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Midwest Insurance Agency LLC 1301 E. Higgins Rd Elk Grove Village, IL 60007	CONTACT NAME: PHONE (A/C, No, Ext): (630) 472-2300 FAX (A/C, No): (630) 472-2385 E-MAIL ADDRESS: certs@midwestinsure.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Secura Insurance Company INSURER B: AmFed National Insurance Company INSURER C: Travelers Casualty & Surety Co. INSURER D: INSURER E: INSURER F:
INSURED Complete Cleaning Company 615 Wheat Lane Suite A Wood Dale, IL 60191	NAIC # 22543 11208

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CP3162090	5/11/2023	5/11/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			A3162091	5/11/2023	5/11/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CU3162092	5/11/2023	5/11/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WC1235010299	5/11/2023	5/11/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Crime			107084405	5/11/2023	5/11/2024	Limit 1,000,000
A	Physical Damage			A3162091	5/11/2023	5/11/2024	Comp/Coll Deductible 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Coverage

CERTIFICATE HOLDER

CANCELLATION

Proof of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

LIBRARY REFERENCES

Addison Public Library

4 Friendship Plaza

Addison, IL 60101

Contact: Mr. Gregory Czajkowski

Phone #: 630-458-3310

54,600 square feet

Servicing this facility since 2002

Highland Park Public Library

494 Laurel Avenue

Highland Park, IL 60035

Contact: Ms. Pamela Siegel

Phone #: 847-432-0216 x119

80,000 square feet

Servicing this facility since 2008

Carol Stream Public Library

616 Hiawatha Drive

Carol Stream, IL 60188

Contact: Ms. Susan Westgate

Phone #: 630-653-0755

144,000 square feet

Servicing this facility since 2011

Wilmette Public Library

1242 Wilmette Avenue

Wilmette, IL 60091

Contact: Mr. Marcos Levy

Phone #: 847-256-6921

59,000 square feet

Servicing this facility since 2014

First American Management

1540 E. Dundee Road, Suite 210

Palatine, IL 60074

Mr. Steve Spina

847-481-1823

Servicing First American Properties since 1986



Gail Borden Public Library District

270 N. Grove Avenue

Elgin, IL 60120

Mr. Dave Considine

847-742-2411

Servicing this facility since 2003



Fletcher Jones Imports

**949 N. Elston Avenue
Chicago, IL 60642
Mr. Vince Sweeney
312-628-4888
*Servicing this facility since 2016***



ADDITIONAL SERVICES

CARPET CLEANING

- Pre-spot
- Shampoo
- Steam Extract

REFINISH HARD FLOOR SURFACES

- VCT
- Terrazzo
- Granite
- Marble
- Brick Pavers
- Ceramic

CONCRETE FLOORS

- Patching, Painting & Sealing
- Safety Line Striping
- Pigmented Epoxy Urethane Application

FABRIC CLEANING

- Couches
- Chairs
- Fabric Partitions

PRESSURE WASHING

- Sidewalks
- Gum Removal
- De-greasing
- Exterior of Building

WALL WASHING

- Painted Surfaces
- Wallpaper
- Vinyl
- Concrete Block
- Ceramic Tile

WINDOW CLEANING

- Interior
- Exterior
- Atriums
- Skylights

LIGHT FIXTURE CLEANING

ULTRASONIC BLIND CLEANING

ACOUSTICAL CEILING TILE CLEANING

POST CONSTRUCTION CLEAN-UP

INDUSTRIAL EQUIPMENT CLEANING

FLOOD AND FIRE RESTORATION

EXPENDABLE PRODUCTS LIST

PLEASE FIND BELOW A LIST OF EXPENDABLE PRODUCTS THAT ARE MOST COMMONLY USED IN THE FACILITY WE MAINTAIN.

WE ARE VERY COMPETITIVE WITH PRICING WHICH GIVES YOU THE OPPORTUNITY TO DEAL WITH ONE VENDOR FOR SERVICE AND SUPPLIES.

- 7-10 GALLON PLASTIC LINERS
- 35 GALLON PLASTIC LINERS
- 55 GALLON PLASTIC LINERS
- EXTRA HEAVY DUTY LINERS
- PINK SILK SOAP
- C-FOLD TOWELS
- MULTIFOLD TOWELS
- ROLL TOWELS
- KITCHEN ROLL TOWELS
- FACIAL TISSUE
- TOILET TISSUE
- TOILET SEAT COVERS
- URINAL BLOCKS
- FEMININE PRODUCTS
- SANITARY DISPOSAL BAGS
- STICK-UP DEODORIZERS

VALUE ADDED SERVICES

- **EMERGENCIES**

All of our employees are trained to clean-up crisis situations. Whether the crisis be a fire, flood, power failure or blocked drains or toilets.

- **TENT CARDS**

Please place a provided tent card on your desk and it will be cleaned that evening. This will allow the opportunity to remove items so your desk will not be disturbed.

- **SCRAP STICKERS**

Bilingual stickers are available to indicate to our crew which papers or items are scrap material and can be discarded. We will not discard items outside the trash receptacle without a sticker.

Lake Bluff Public Library

2024 Board Meeting Schedule Draft

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Meeting Dates

- Tuesday, January 16, 2024
- Tuesday, February 20, 2024
- Tuesday, March 19, 2024
- Tuesday, April 16, 2024
- Tuesday, May 21, 2024
- Tuesday, June 18, 2024
- Tuesday, July 16, 2024
- Tuesday, August 20, 2024
- Tuesday, September 17, 2024
- Tuesday, October 15, 2024
- Tuesday, November 19, 2024*
- Tuesday, December 17, 2024**

Additional Information

1. *Some years, the Board of Trustees have held the meeting on the second Tuesday in November to avoid the Thanksgiving holiday week, Other years, the meeting date is not changed because there is no conflict. In 2024, Thanksgiving is on November 28.
2. **The proposed date for the December 2024 meeting is on the 2nd Tuesday of the month. The 3rd Tuesday is Christmas Eve and the Library will be closed.

September 27, 2023

Dear Ms. Grassi:

I am writing with regard to the "Banned Books" information that is on the Lake Bluff Library's website and that has been disseminated at the Library.

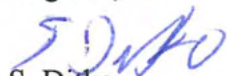
1. People who want to restrict access to certain books, (e.g., gay and trans literature) object to access of those books by minors. People object to the use of those books by "activists" to proselytize their agenda among children and other minors (under 18 yrs.). Use of the term "ban" is misleading, and intentionally done so as to conflate the issue of restricting access of such books by minors with outright censorship.

Is it unreasonable of parents to have the right to monitor and control books about sex that their children read? Who are you to override parental rights to raise their minor children?

Will you be restricting access to such books, and other adult content books, to adults only?

2. Has the Village Board discussed this issue in public and gotten a consensus of how the local residents feel about having such books in the Lake Bluff Library? Maybe the residents think such books should not be generally available in the Library. Maybe they would insist that controls be put on access, so that only adults can access the books. I think the Village has a duty to put this issue before the public, and not let a select few take such actions without oversight.
3. I suspect that you "ban" books frequently by buying only certain "acceptable" (acceptable to you) books for your collection.
4. With regard to the Library Board's adoption of the "Library's Values Statement", the Board is just following the recent trend of virtue signaling. Simple feel-good "group think" without any real intellectual content.

Regards, .



S. Ditko
Lake Bluff

Cc: Bonnie Shaul
Regis Charlot

WE WANT TO HEAR FROM YOU!


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

Please (please! please!) join the Suburban Library consortium. It really makes it easier to leverage the full network of available books. Used this at Cary, Northbrook and Barrington and it made the library that much better!

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

Name Brian Su

Phone or Email _____

 Lake Bluff Library | LakeBluffLibrary.org

WE WANT TO HEAR FROM YOU!


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

.....
You are doing fantastic -
Friendly, helpful people
and access to a copy
machine! Thank you -

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

Name Rhoda S

Phone or Email _____

 Lake Bluff Library | LakeBluffLibrary.org

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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.

.....
@ lovely library
with great service. a
pleasure to come here!

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

Name Joyce W.

Phone or Email _____

 Lake Bluff Library | LakeBluffLibrary.org

WE WANT TO HEAR FROM YOU!


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

.....
The 2 women at the
circulation desk were A+!
They were patient and
kind and VERY HELPFUL

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

Name _____

Phone or Email _____

 Lake Bluff Library | LakeBluffLibrary.org

WE WANT TO HEAR FROM YOU!


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

.....
Re: Sensory Storytime Sept 23!
Ms Vanessa was excellent.
very welcoming & provided
an inclusive environment for our son
Cooper. She was great. Will come again.

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

Name LEWIS B

Phone or Email _____

 Lake Bluff Library | LakeBluffLibrary.org

Lake Bluff Public Library IGA Card Program Usage Report

23

District 65

Total Eligible Students FY22-23

255

Knollwood/Unincorporated LB Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students	Growth of # Cardholders	% Change
Before IGA	43	225	19%	N/A	N/A
2015-2016	153	225	68%	(+) 110	256%
2016-2017	205	244	84%	(+) 52	34%
2017-2018	222	258	86%	(+)17	8%
2018-2019	188	247	76%	(-)34	-15%
2022-2023	206	255	81%	(+)18	10%

Card Types

	D65 Student Cards	NR Cards	No Card
2015-2016	123	30	72
2016-2017	170	35	39
2017-2018	183	39	36
2018-2019	144	44	59
2022-2023	173	33	49

Circulation

	Circulation	% Change
2015-2016	1318	N/A
2016-2017	3497	165%
2017-2018	2470	-29%
2018-2019	1755	-29%

Lake Bluff Public Library IGA Card Program

Usage Report

Lake Bluff Elementary School

Total Eligible Students FY22-23

171

Knollwood/Unincorporated LBES Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students	Growth of # Cardholders	% Change
Before IGA	22	151	15%	N/A	N/A
2015-2016	121	151	80%	(+) 99	450%
2016-2017	154	176	#DIV/0!	(+) 33	27%
2017-2018	155	182	85%	(+1)	1%
2018-2019	129	181	71%	(-)26	-17%
2022-2023	133	171	78%	(+)4	3%

Card Types

	D65 Student Cards	Non-Resident Cards	No Card
2015-2016	103	18	30
2016-2017	128	26	22
2017-2018	128	27	27
2018-2019	101	28	44
2022-2023	109	24	38

Lake Bluff Middle School

Total Eligible Students FY23-24

84

Knollwood/Unincorporated LBES Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students	Growth of number cardholders	% Change
Before IGA	21	73	29%	N/A	N/A
2015-2016	31	73	42%	(+) 10	48%
2016-2017	50	68	74%	(+)19	61%
2017-2018	67	76	88%	(+)17	34%
2018-2019	51	66	77%	(-)16	-24%
2022-2023	73	84	87%	(+)22	43%

Card Types

	D65 Student Cards	NR Cards	No Card
2015-2016	20	11	42
2016-2017	42	10	16
2017-2018	55	12	9
2018-2019	40	11	15
2022-2023	64	9	11