

September 20, 2023 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2,3,4	CTO, Roll Call, Pledge, Additions (5 min)	
	Agenda	2
	Opportunity to Address Board (5 min)	
	Resolution for National Friends of Libraries Week (action) (15 min)	
	Resolution for National Friends of the Library Week	3
	Approval of Minutes (action) (5 minutes)	
	Regular Minutes 2023Sept20	4
	Director's Updates (7 minutes)	
	Director's Report	5
	August Pay Type Totals	6
	September Pay Type Totals	7
	September FY Statistics Graphs	8
	September Statistics 3 Year Graphs	9
	Committee Reports (15 minutes)	
	September Financial Reports (action) (5 minutes)	
	September Detailed Revenue/Expenditures Report	10
	Approval of Checks (action) (5 minutes)	
	September 2023 Check Disbursement	11
	New Business (actions) (5 minutes)	
	Draft Director Letter	12
	Written Notification of 1 year suspension	13
	Village First Draft 2023 Tax Levy	14
	Library Correspondence (5 minutes)	
	Birthday Bash	15
	Accessibility	16
	Suggestions	17
	Executive Session(s) if needed	
	Any and All Other Business (5 minutes)	
	Adjournment (1 minute)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Wednesday, October 17, 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:

Join Zoom Meeting

<https://us06web.zoom.us/j/2069598344>

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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. Resolution for National Friends of Libraries Week (15 min)**
 - a. ACTION: Approval of Resolution NO. 2023-10-17-A
- 7. Approval of Board Meeting Minutes (5 min)**
 - a. ACTION: Approval of Minutes of Sept. 20, 2023 Regular Board Meeting
- 8. Library Director Updates (7 min)**
 - a. Director's Report
 - b. Monthly Statistics Reports
- 9. Committee Reports (15 min)**

(Met)

 - a. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
 - b. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
 - c. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Jerch, Berg, Shaul.)
 - d. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - e. Bylaws & Policy Committee (**CHAIR:** Friedeman. **MEMBERS:** Graziano and Zaute.)

(Did Not Meet)

 - f. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano.)
 - 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.)

10. September 2023 Financial Reports (10 min)

- a. ACTION: Approve September Detailed Revenue & Expense Report
- b. ACTION: Approve September Monthly Check Disbursement (15777-15802)
 - i. Voided Checks: 15751-15776

11. New Business

- a. Discussion of Draft Director Letter and Library Hours **(20 min)**
 - i. ACTION: Vote for Approval of New Pilot of Hours of operation starting January 1, 2024
- b. Discussion of Patron 1 Year Suspension Anniversary **(10 min)**
 - i. ACTION: Vote for Approval of Probationary Period
- c. Discussion of Property Tax Levy for 2023-2024 **(10 min)**
 - i. ACTION: Vote to Determine Tax Levy for Lake Bluff Public Library
- d. D65 Intergovernmental Agreement **(5 min)**
 - i. ACTION: Vote for Approve the D65 Intergovernmental Agreement

12. Library Correspondence (5 min)

- a. Correspondence #1: Birthday Bash
- b. Correspondence #2: Accessibility
- c. Correspondence #3: Suggestions

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

15. Adjournment (1 minute)

Attachments

- Resolution for National Friends of the Library Week
- Regular Minutes 2023Sept20
- Director's Report
- August Pay Type Totals
- September Pay Type Totals
- September FY Statistics Graph
- September Statistics 3 Year Graphs
- September Revenue and Expenditures Report
- September Check Disbursement Report
- Draft Director Letter
- Written notification of 1 year suspension
- Village First Draft 2023 Tax Levy
- Lake Bluff D65 IGA contract
- Correspondence Birthday Bash
- Correspondence Accessibility
- Correspondence Suggestions

Upcoming Board Meetings:

- November 21, 2023: IN PERSON
- December 12, 2023: IN PERSON
- Tentative January 16, 2024: IN PERSON *Not confirmed; to be voted on at November 2023 Board meeting

RESOLUTION NO. 2023-10-17-A

**Resolution of Recognition to the Friends of the Lake Bluff Public Library for
National Friends of Libraries Week**

WHEREAS, October 15-21, 2023 has been declared National Friends of Libraries Week by United for Libraries, a division of the American Library Association; and

WHEREAS, the Friends of the Lake Bluff Public Library support the mission and vision of the Lake Bluff Public Library and its commitment to excellence; and

WHEREAS, the Friends promote the joys and benefits of literacy and learning by investing time and effort in raising supplementary funds to enhance Library resources and programming; and

WHEREAS, the work of the Friends highlights on an ongoing basis the fact that our Library is the cornerstone of the community providing opportunities for all to connect with the thoughts and ideas of others from ages past to the present; and

WHEREAS, the Friends' gift of their time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; and

NOW, THEREFORE, BE IT RESOLVED by it resolved that the Board of Trustees of the Lake Bluff Public Library proclaims October 15-21, 2023, as Friends of Libraries Week at Lake Bluff Public Library. We encourage everyone to join the Friends of the Library and thank them for all they do to improve our Library and community.

ADOPTED this 17h day of October, 2023 pursuant to a roll call vote as follows:

YEAS:

NAYS

ABSENT:

Bonnie Shaul, President
Board of Trustees
Lake Bluff Public Library

Janie Jerch, Vice President
Board of Trustees
Lake Bluff Public Library



Lake Bluff Public Library
Library Board of Trustees Meeting
Wednesday, September 20, 2023 at 7 PM
 123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was 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. **Call to Order:** Library Director Renee Grassi called the meeting to order at 7:01 pm.
2. **Roll Call:** Trustees Shaul, Jardine, Jerch and Friedeman were present; Trustees Zaute, Graziano and Hayes were absent. Library Director Renee Grassi and library staff members Anna Fifhouse and Eliza Jarvi were also present.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda:** Trustee Friedeman requested to add Ad Hoc Committee on Staff Morale and Support to Other Business.
5. **Opportunity for Public to Address the Board:** There was none.
6. **Approval of Board Meeting Minutes**
 - a. Trustee Shaul requested clarification of the minutes in 10 - New Business - i(1) to reflect that the overspend is funded from the reserve balance.
 - b. Approval of Minutes of August 15, 2023 Regular Board Meeting: Trustee Jerch moved to approve the minutes of the August 15th Regular Board Meeting with the adjustment to the New Business section, Trustee Jardine seconded; all voted aye.
7. **Staff Presentation - Share Your Story:** Anna Fifhouse provided an overview of a new initiative, "Share Your Story," that will collect and display patron, staff, Board and Friends of the Library feedback on the role the library plays in the community. Qualitative feedback will be summarized to better understand what the community values in the library. Prompts include "Thanks to the library, I can...", "My favorite thing about libraries is...", "I support diversity and inclusion in libraries because...", "The library is important to my community...", and "I believe in the freedom to read because..."
8. **Library Director Updates**
 - a. Director's Report: Director Grassi provided an update on the library from August 2023. Highlights included higher staffing needs resulting from a staff member relocation, leaves and sick time off. Director Grassi also reviewed the numerous bomb threats that Chicagoland libraries have received in the past month, including the Lake Bluff Public Library's response and collaboration with local officials. Staff completed a full rollover to



Microsoft Outlook calendars, streamlining scheduling systems. The seed library experienced an increase of almost 500% since the service began in 2019. Director Grassi also reviewed the building and maintenance updates in the past month, with projects focused on staff and public safety.

9. **Committee Reports**

(Met)

- a. **Building and Grounds Committee** (CHAIR: TBD. MEMBERS: Jerch, Jardine): Trustee Jerch provided an overview of the most recent Building & Grounds Committee meeting on August 30, 2023. The committee determined priorities based on recommendations from the Library Director and a site walkthrough. The committee anticipates that an updated report will be ready for review at the end of October after the completion of the library survey and meetings with the director.. The committee will reconvene in October.
- b. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul): Trustee Jerch provided an overview of the two HR Committee meetings from August. The committee convened to review the Director's six month evaluation and discuss with Director Grassi. The next meeting will focus on fine-tuning the evaluation assessment tool. Director Grassi will present her goals, informed by the evaluation, in the October Board meeting.

(Did Not Meet)

- c. **Bylaws & Policy Committee** (CHAIR: Friedeman. Members: Zaute)
- d. **Community Engagement Committee** (CHAIR: TBD. MEMBERS: Jardine, Graziano)
- e. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute)
- f. **Technology Committee** (CHAIR: TBD. MEMBERS: Hayes, Zaute)
- 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.)

10. **August 2023 Financial Reports**

- a. **August Detailed Revenue & Expense Report:** Trustee Friedeman moved to approve the Revenue and Expense Report from August 2023, Trustee Jerch seconded; all voted aye.
- b. **August Monthly Check Disbursement (15721-15750):** Trustee Jerch moved to approve checks numbered 15721-15750, Trustee Jardine seconded; all voted aye.

11. **New Business**

- a. **Schedule of Closings and Special Hours:** Director Grassi provided an overview of the special hours and closing days proposed for 2024, including monthly staff in-service days, Summer Sundays and holidays. New changes include an early closure on July 3rd and November 27th (day before Thanksgiving).
 - i. Trustee Friedeman moved to approve the Schedule of Closing Dates for 2024, Trustee Jerch seconded; all voted aye.
- b. **D115 Intergovernmental Agreement:** The library and District 115 (Lake Forest High School) have historically entered into an annual agreement to provide library services to



students in the district. A renewal of the agreement has been drafted for Board review for SY23-24. In the future, legal review will be solicited in April 2024 for future agreements.

- i. Trustee Jardine moved to approve the D115 Intergovernmental Agreement, Trustee Jerch seconded; all voted aye.
 - c. **Leveraging Lake Bluff Public Library's Social Media Presence:** Director Grassi reviewed a report compiled by Jillian Chapman regarding the role of social media for the library, including community engagement and accessibility.
- 12. **Library Correspondence:** Director Grassi provided an overview of library correspondence from the past month including positive feedback regarding sensory storytime and Banned Books Week. The library received a comment from a patron regarding operating hours, with a request to open earlier than 10 am.
- 13. **Executive Session(s) if needed:** There was none.
- 14. **Any and all other business which may properly come before the Board**
 - a. **Library Reminders**
 - i. **Lake Bluff's 2023 Birthday Bash** is coming up on Saturday, September 23rd and all trustees are encouraged to attend.
 - ii. **Book Challenges on the Rise Virtual Event** is on 10/2, hosted with 70 other Illinois libraries.
 - iii. **Eclipse Glasses** are available for patrons through registration only on 10/2, with pickup on 10/13.
 - iv. **Fall 2023 Board of Trustees Engagement Opportunities** are available at the Birthday Bash, Trunk or Treat and Trick or Treat at the Library.
 - b. **Other**
 - i. **Ad Hoc Committee for Staff Morale/Support:** Trustee Friedeman recommended the HR Committee add staff morale and support as a key item to the committee's work.
 - ii. **Live and Learn Construction Grant:** ILSOS offers an annual grant for remodeling and construction for accessibility for libraries. Trustee Friedeman provided an overview of the grant opportunities and will report back with additional information from the IL State Library.
- 15. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Jardine seconded; all voted aye. The meeting adjourned at 8:30 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary

Administration and Human Resources

- Significant strain on staffing increased in September with planned and unplanned absences [See attachments August Pay Type Totals and September Pay Type Totals for monthly comparison]. Library Director wants to share sincere gratitude to every staff member for working extra shifts, covering breaks, and taking on extra responsibilities to fill the gaps in the organization. The following library projects and programs that have been delayed or cancelled due to staffing shortages include, but not limited to:
 - Work from Home policy and staff laptop rollout
 - Patron Code of Conduct policy updates
 - Meeting Room Policy implementation and rollout
 - Library Statistics procedure
 - Library-wide Relabeling project
 - Adult program: Knitwits knitting circle
 - Building and Grounds Project Manager job posting
- Library Director Renee Grassi continued to monitor bomb threats received at Chicagoland public libraries and shared regular communication and reports to Police Chief Smizinski, the Library Board, community partners, and staff. Director Grassi attended a webinar hosted by the Federal Bureau of Investigation (FBI) Boston, MA division on Swatting and bomb threats and shared helpful information and notes with staff. Director Grassi gathered resources during the webinar, including a FBI created handout entitled Characteristics of Swatting Calls, and distributed to all staff. The Library Director wrote update two procedures for the Library's Emergency Manual: Bomb Threats and Suspicious Items. Updates were made using information shared by Police Chief Smizinski and resources acquired from the FBI training. Copies of the updated manual were distributed to all employees at the September Staff In-Service.
- A new position was created with the goal of providing support and relief to desk coverage and scheduling. The Library's new Substitute Librarian part time position is budgeted 15-20 hours per month and pay rate of \$20/hr. Applications are being collected through October, with interviews planned for early November.
- After one internal candidate applied and interviewed, Library employee Vanessa Howland accepted the position of part time Youth Librarian. The job posting for this vacant position was posted in September, with interviews planned for October. Vanessa began training for this new role on September 15, and graciously continues to provide crucial desk coverage in the Circulation Department while the Library interviews and hires her replacement. Vanessa will work 24 hours per week and take on responsibilities of youth collection development, outreach, reference and readers' advisory, and programming, including Sensory Storytime—an inclusive program for kids with autism and other disabilities. Vanessa graduated with her Library and Information Science degree from the University of Illinois in May, 2023 and has already proved herself as a valued member of the Library team. Congratulations, Vanessa!
- To complete an assignment for her Graduate Library School Program at the University of Illinois, Adult Programming Coordinator Anna Fifhouse interviewed Library Director Renee Grassi about the trajectory of her career, background in youth services, and other topics related to librarianship.
- Staff training completed:
 - Library Associate Marina Dove completed her Circulation & Youth Services onboarding training.
 - Adult Services and Technology Manager Martha O'Hara completed her FOIA Officer annual recertification, which has been renewed through 2024.
 - Library Associate Claire Osada and Martha O'Hara completed online notary training, a course offered through the National Notary Association.
 - Library Associate Rachel Yancey and Youth Services Librarian Vanessa Howland attended a virtual training offered through LACONI on intellectual freedom.
- Passport applications processed in September: 16
 - Appointment requests continue to greatly exceed the Library's current staffing availability; as a result, more referrals are being made to other local agencies
 - Patron satisfaction continues to be high based on comments shared during appointments
 - State Department announced a decrease in processing times in the last week of September with decreased processing time of 8-11 weeks

Social Media Highlights

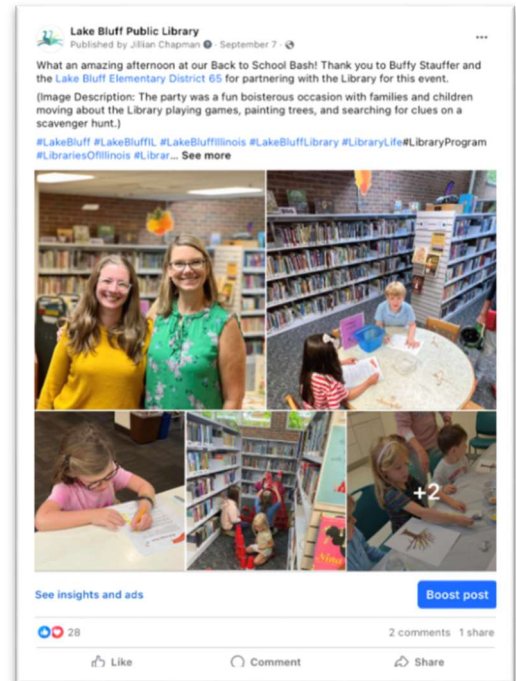
- Highest interacted post was our “Back to School Bash” with 78 Instagram likes and 43 likes on Facebook.

Collections

- September Library displays:
 - Hispanic Heritage Month in Adult and Youth
 - Youth display on School/Kindergarten/Daycare
 - Youth Display about libraries and books for National Library Card Sign Up Month
 - Display for Banned Books Week was developed

Events, Programming and Outreach

- The Youth Services Department hosted a successful Back to School Bash in collaboration with District 65 and Teacher Buffy Stauffer. The goal this event was to celebrate the new school year, invite students and families to the library, and share information about library resources. In total, 66 participants attended. This open house style event featured:
 - Autumn themed crafts developed by Youth Services staff Julie Mrowiec; overseen by staff Marina Dove
 - A library card themed scavenger hunt
 - Interactive games & activities created by staff Mary Webber
 - Color-changing pencils as library giveaways and light refreshments
- Community Engagement and Communications Manager Jillian Chapman led planning and development of Lake Bluff’s highly visible interagency community annual event, the Birthday Bash. The Library, but Jillian specifically, was a key partner in the event’s success for the third year in a row. More than 3,000 people attended the event, which was hosted at Lake Bluff Park District’s Blair Park. It featured five local food vendors, two live bands, and a spectacular fireworks show choreographed to music. The day of the Birthday Bash, Library Director Renee Grassi and Jillian Chapman were in attendance to work the event. They were stationed at the entrance for cars as greeters. Several groups of residents stopped to chat with Renee and thank her for the work she and the Library have been doing for the community. These conversations demonstrated an increased visibility of the Library to the community with users and non-Library users alike. This is in large part credited to the Library’s Communication Team and their enhanced and strategic marketing efforts in the community. As a token of their generosity, the Lake Bluff 4th of July Day Committee, the sponsor and leader of the Birthday Bash, donated \$2000 to the library. This money will be used to support the Library’s continued outreach and engagement efforts in the Library. Celebrations committee Many thanks to Trustee Graziano for volunteering to help with the event. In addition, the Library also had the support of one teen volunteer. Their help was significant in collecting images for social media and distributing glow sticks, which were used to count participants.
- Youth Librarian Vanessa Howland developed a new resource called a Library Social Story. This is a visual guide written in first person language explaining what to expect during a library visit. Social Stories are especially useful tools for neurodiverse children to help them navigate a new situation. This Social Story is also a resource to support Sensory Storytime attendees. It’s now available on the Library website.
- In September, the Library hosted 5 teen volunteers who assisted with 6 different events, including September Storywalk; Birthday Bash; Grab & Go Crafts; K-9 Reading Buddies of the North Shore
- Talk Like a Pirate Day was celebrated by Youth Services with a week-long pirate celebration, featuring
 - Pirate Mask Grab & Go Crafts
 - Youth Services Department-wide treasure hunt with prizes; 47 kids participated
 - A social media video created by Jillian Chapman featuring staff and pirate-themed jokes
- Total Youth Services Grab and Go Crafts distributed in September: 174



Technology Updates

- Director Grassi spent early September working with CVI and Impact, the Library's copier service, to set up configuration for the copier installation. On September 14, earlier than expected, the Library's two copiers were removed and two new photocopiers were delivered and installed—one for public use, one for staff use. An Impact representative and trainer provided in-person training for a small group of staff after the September Staff In-Service
- Patrons continue to report issues with accessing their online accounts. Our vendor Innovative has not yet found the source of the problem. Library staff continue to report issues as new information emerges.
- Adult Services and Technology Manager Martha O'Hara researched and planned the implementation of new surge protectors for all staff and public computers. After experiencing several issues with the existing surge protectors, staff learned that CVI no longer recommends our current model. The solution was to purchase a new model that is recommended by CVI; it's more cost-effective and more efficient to address the needs of computer workstations. Replacements were ordered; installation is scheduled for October.



Building and Maintenance Updates

- Building & Grounds Committee Chair Janie Jerch and Director Grassi selected the color for the painting project on the exterior of the building. The color was selected to match the existing color.
- Director Grassi contacted 3 additional vendors for quotes on cleaning service; still in progress.
- The Library's electrician completed his scope of work addressing interior and exterior electrical projects.
- The Library's outdated accessible buttons to the interior and exterior doors, which are no longer supported for repairs, were removed and new hands-free mechanisms were installed.
- The stickers on the front exterior door of the building indicating library hours are in disrepair, with several missing. Director Grassi & Museum Director Kathy O'Hara will meet with the vendor who designed the sticker signage for the Stroh Room to develop a plan for repair. This project has been put on hold.
- Midwest Mechanical, formerly Murphy & Miller, completed the Library's quarterly site visit and HVAC assessment. Upon evaluation, found that several components on two different HVAC needed replacing. Equipment and service to address this disrepair was covered as part of the Library's service contract.

Lake Bluff Public Library

Summary of Pay Type
Hours

As of Saturday, October 14, 2023
All Employees
08/01/2023 - 08/31/2023

	Reg	OT1	OT2	Paid	Unpaid
Grand Totals:	2133.00	0.00	0.00	2133.00	36.00

Grand Total Pay Type Summary				Total	
Pay Type	Reg	OT1	OT2	Paid	Unpaid
Work	1941.75	0.00	0.00	1941.75	4.00
Holiday	8.00	0.00	0.00	8.00	0.00
Personal	17.50	0.00	0.00	17.50	0.00
Sick	71.00	0.00	0.00	71.00	0.00
Vacation	94.75	0.00	0.00	94.75	32.00

Lake Bluff Public Library

Summary of Pay Type
Hours

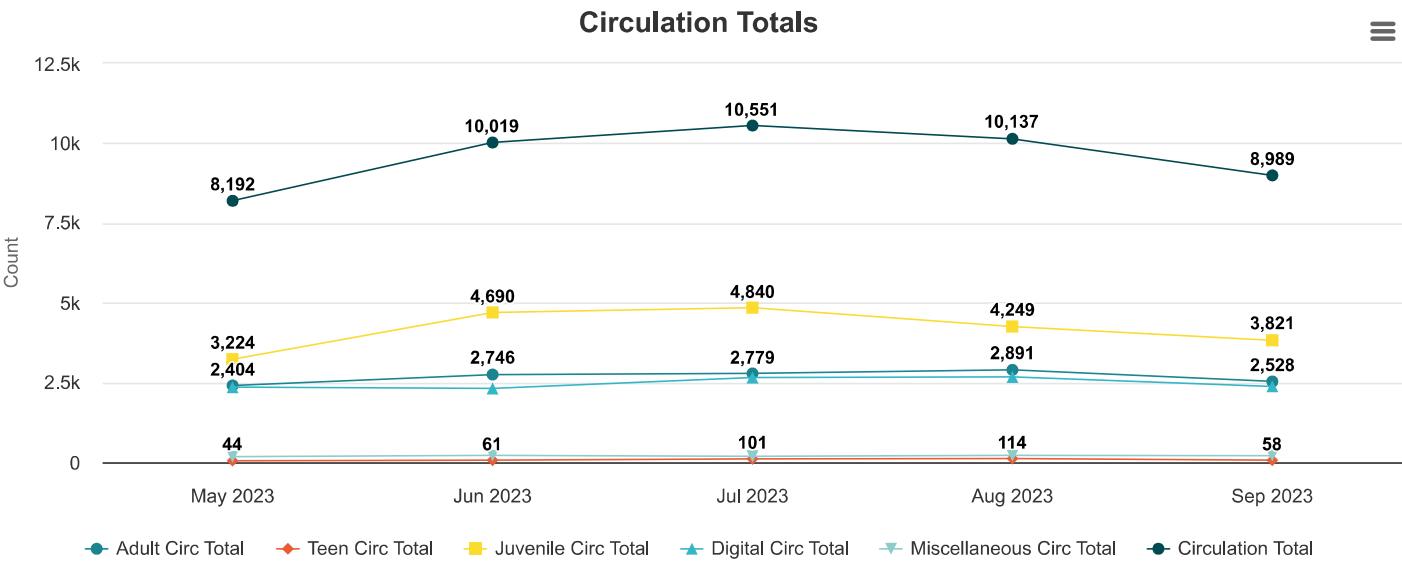
As of Saturday, October 14, 2023
All Employees
09/01/2023 - 09/30/2023

	Reg	OT1	OT2	Paid	Unpaid
Grand Totals:	2089.50	0.00	0.00	2089.50	16.25

Grand Total Pay Type Summary	Total				
	Reg	OT1	OT2	Paid	Unpaid
Pay Type					
Work	1638.75	0.00	0.00	1638.75	8.25
Bereavement	16.00	0.00	0.00	16.00	0.00
Holiday	71.75	0.00	0.00	71.75	8.00
Personal	31.25	0.00	0.00	31.25	0.00
Sick	77.75	0.00	0.00	77.75	0.00
Vacation	254.00	0.00	0.00	254.00	0.00

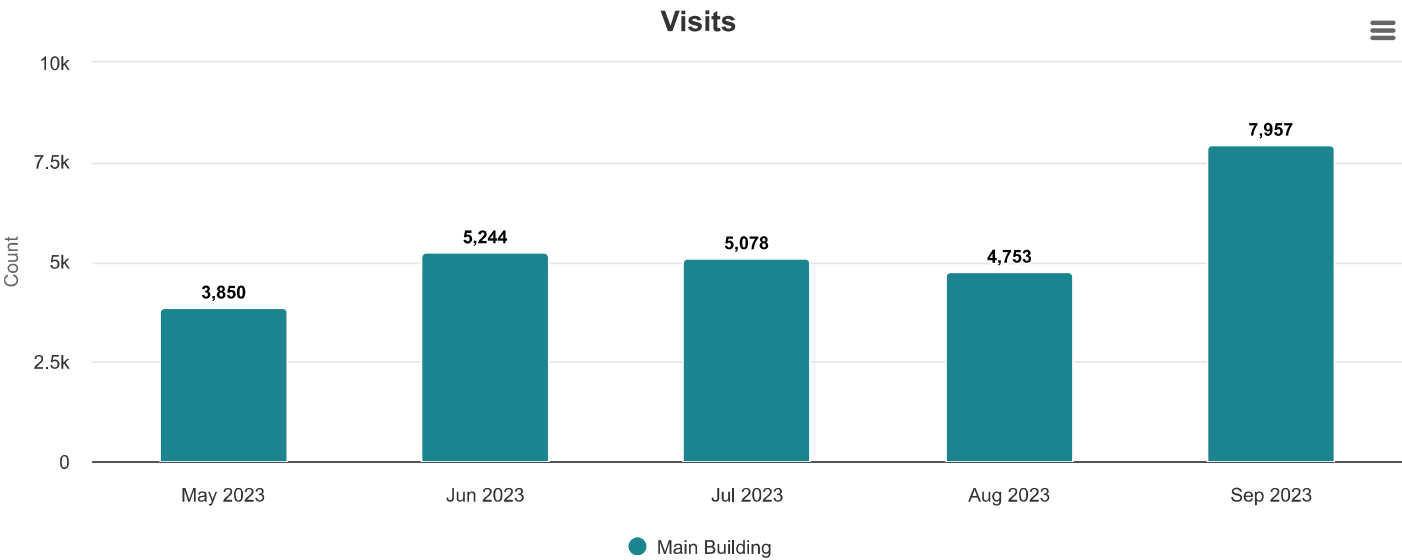
FY 23-24 Circulation Totals

47,888
TOTAL CIRCS

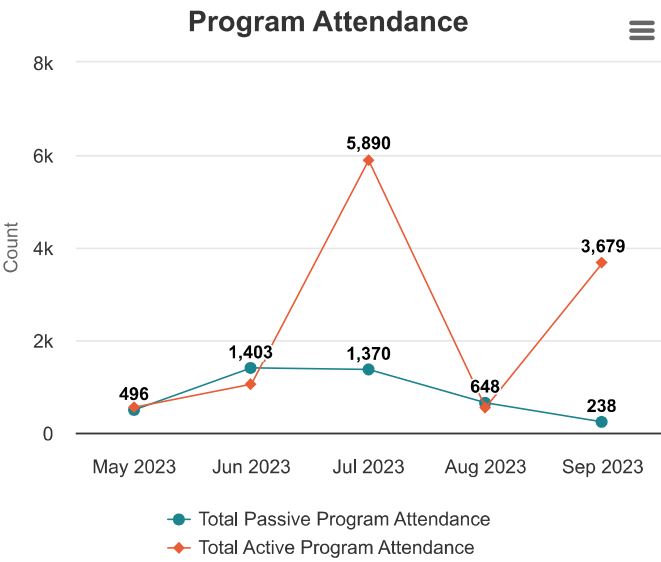
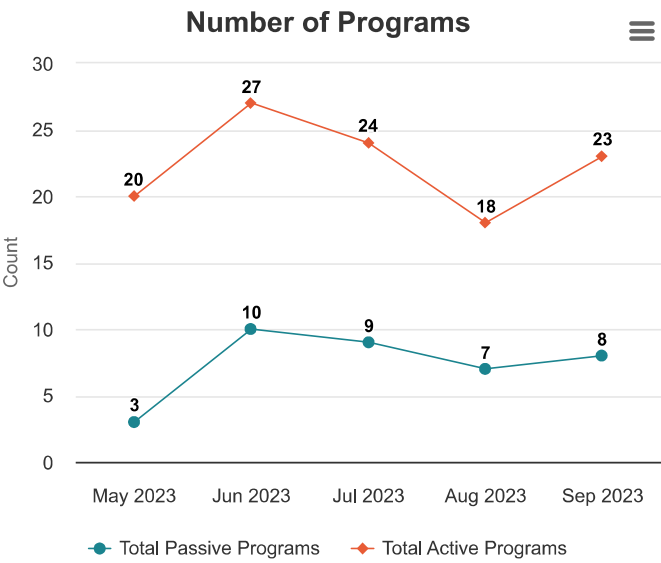


FY 23-24 Visits

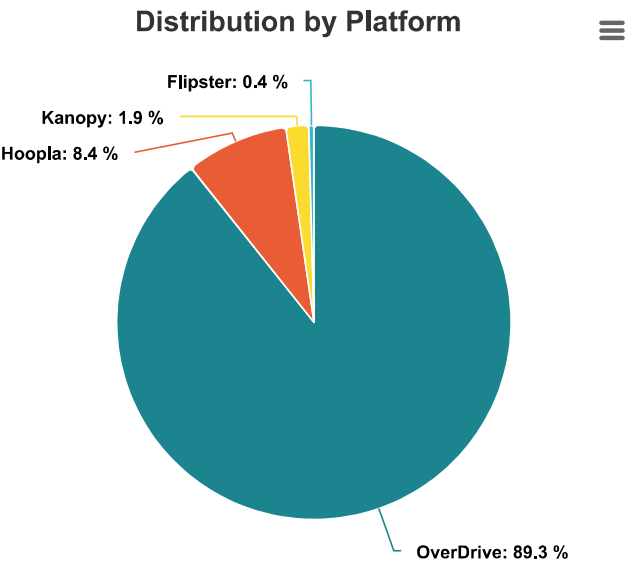
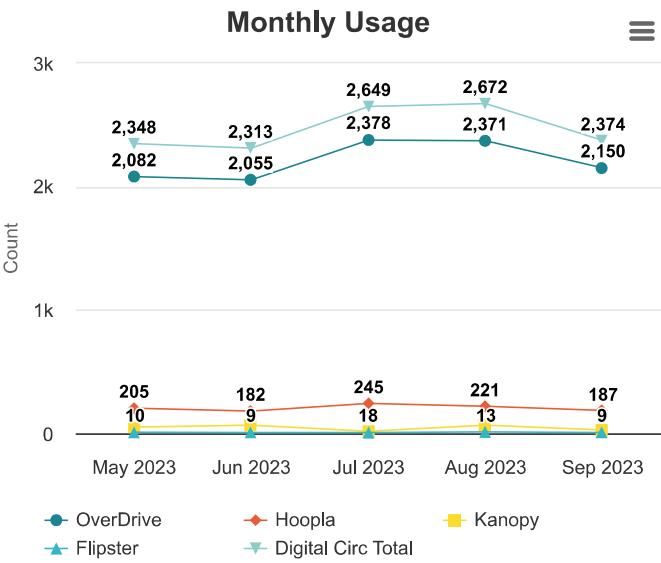
26,882
TOTAL VISITS



FY 23-24 Programming

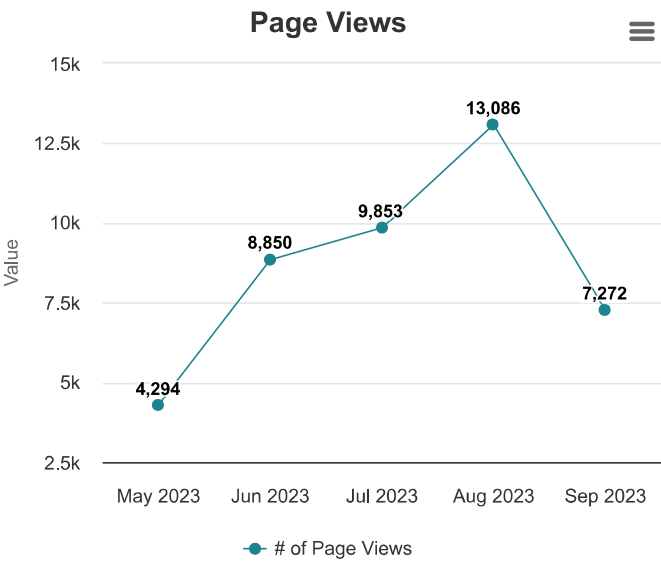
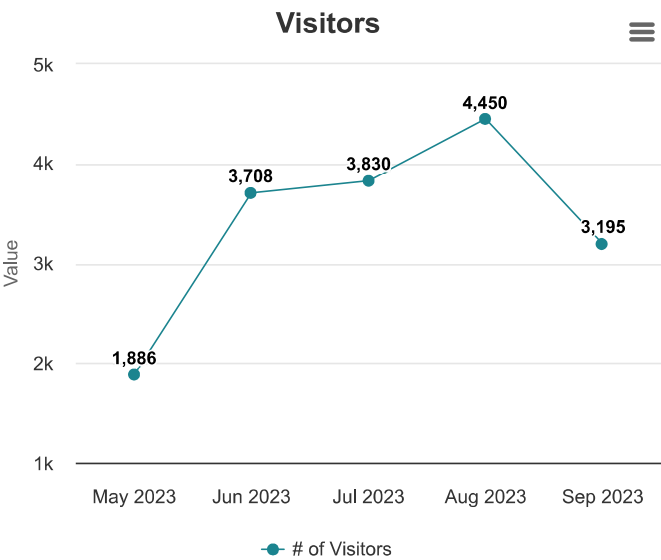


FY 23-24 Digital Collections

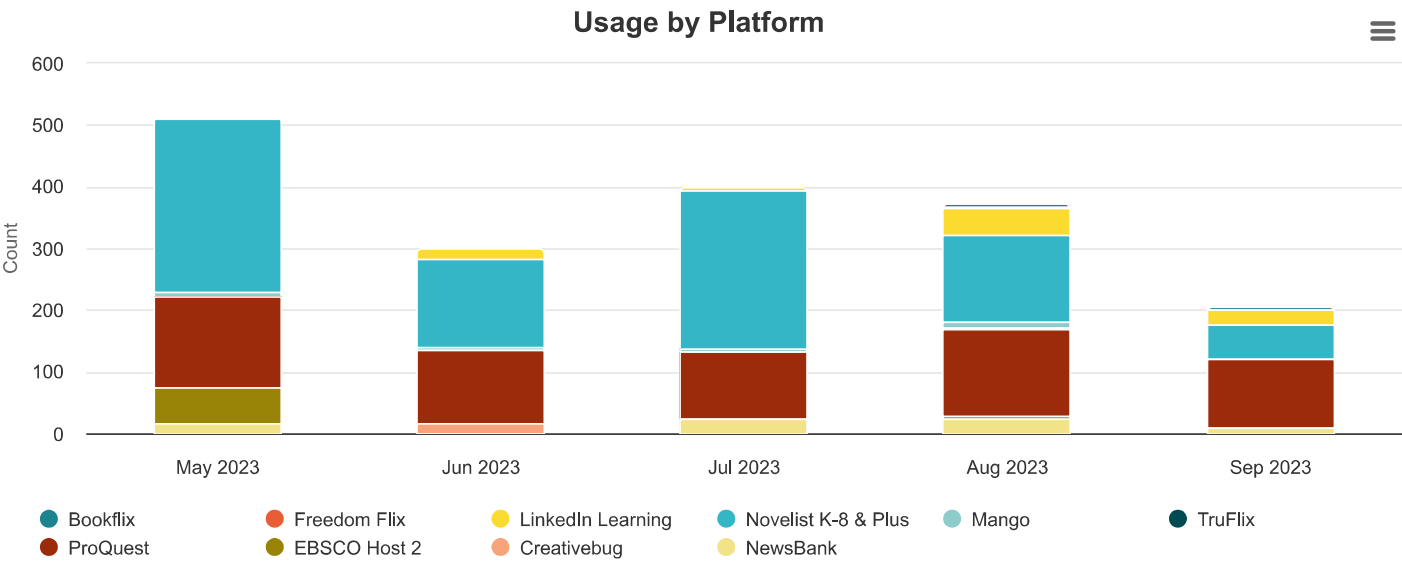


FY 23-24 Website Usage

20,881
TOTAL SESSIONS



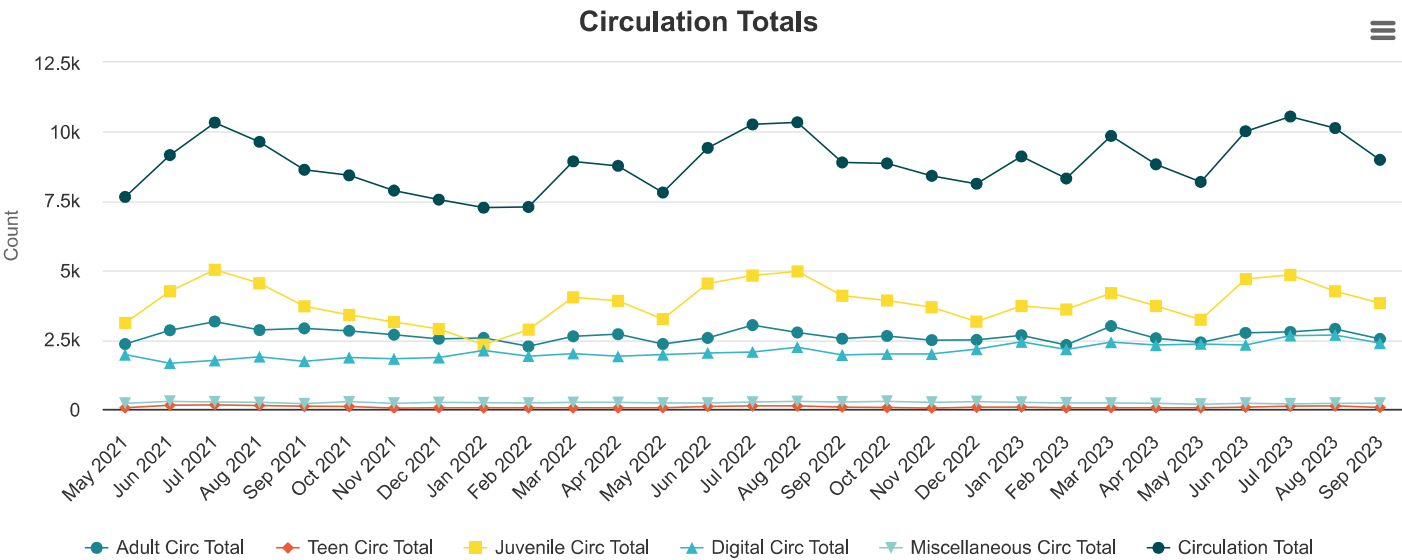
FY 23-24 Database Usage



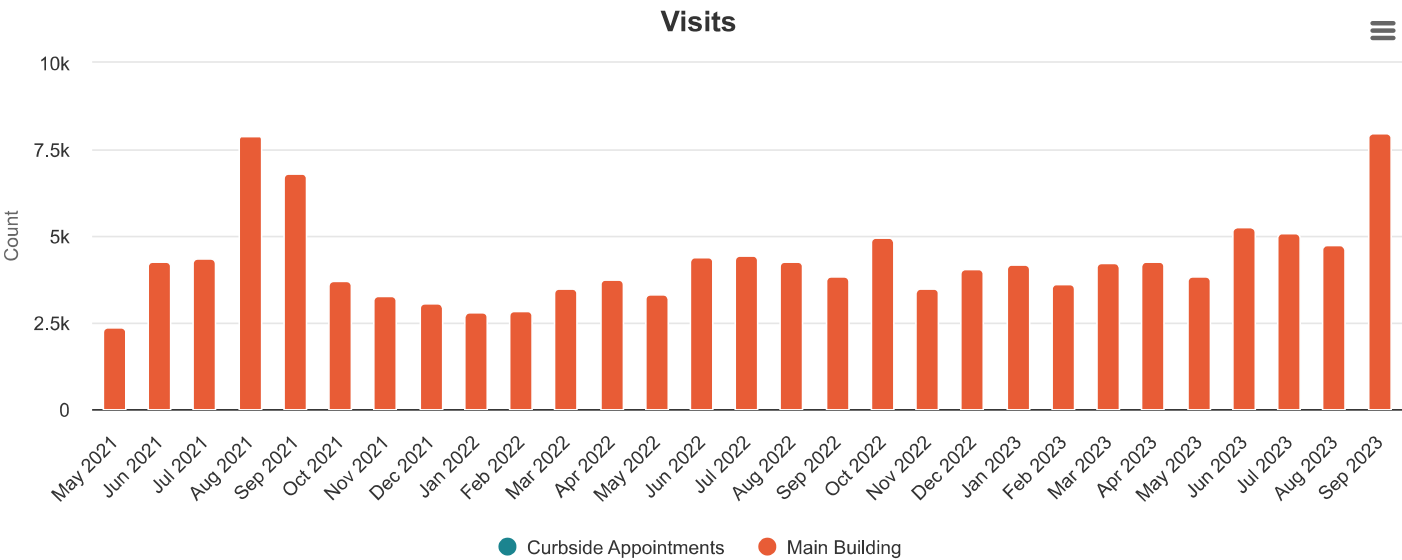
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3 Year Comparison Graphs

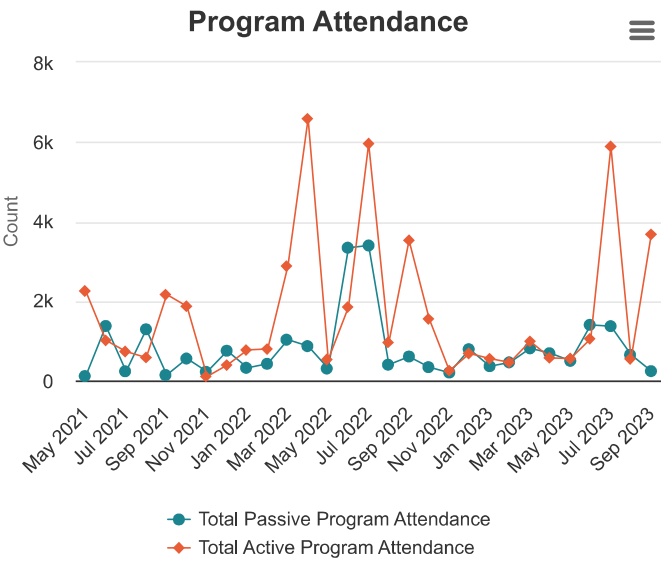
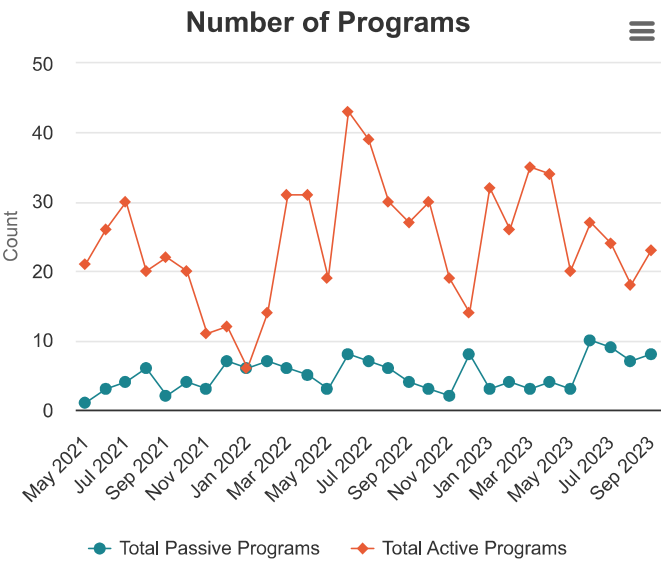
3 Year Circulation Totals



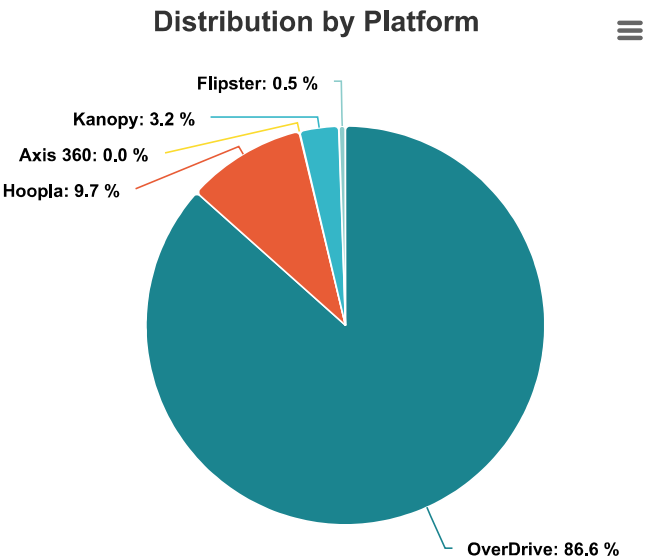
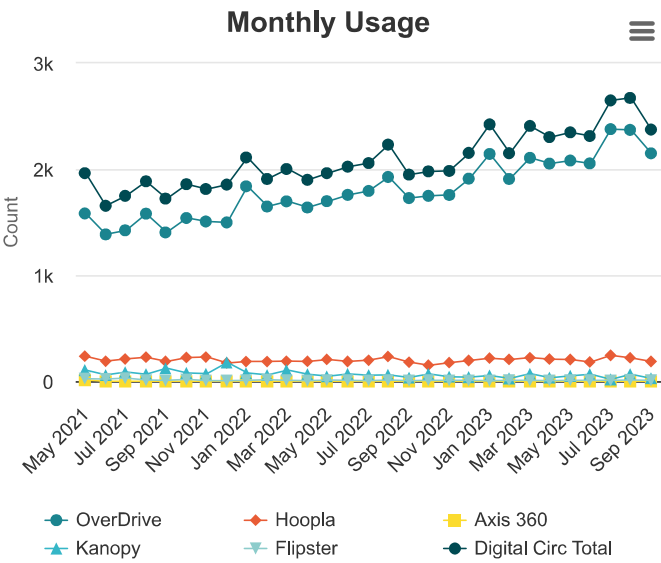
3 Year Visits



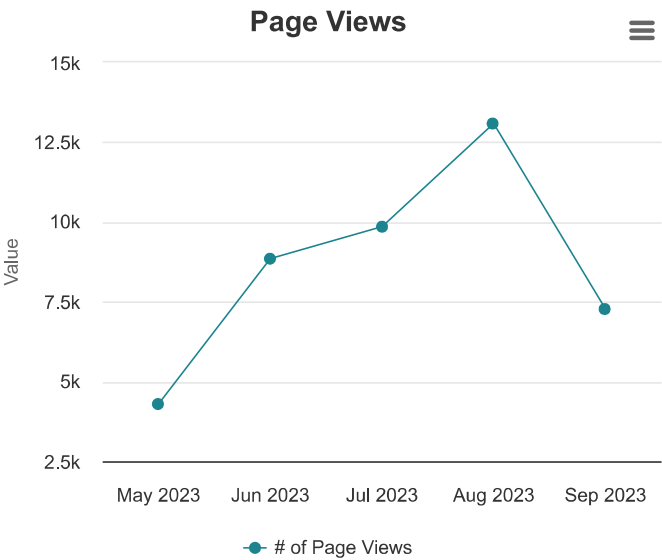
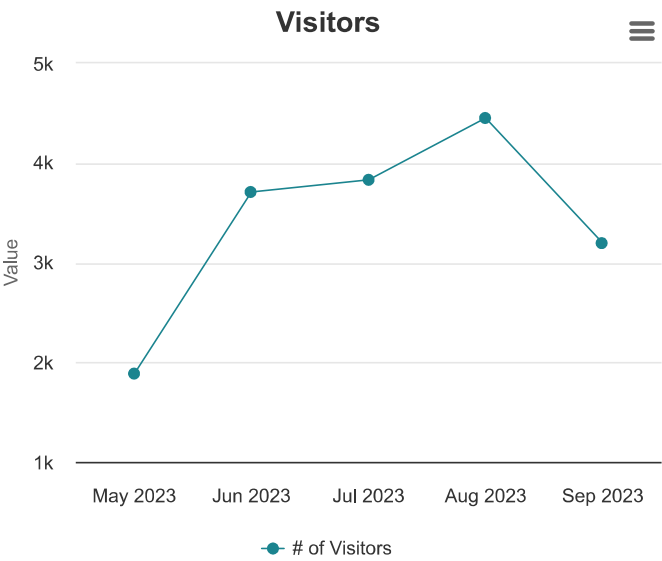
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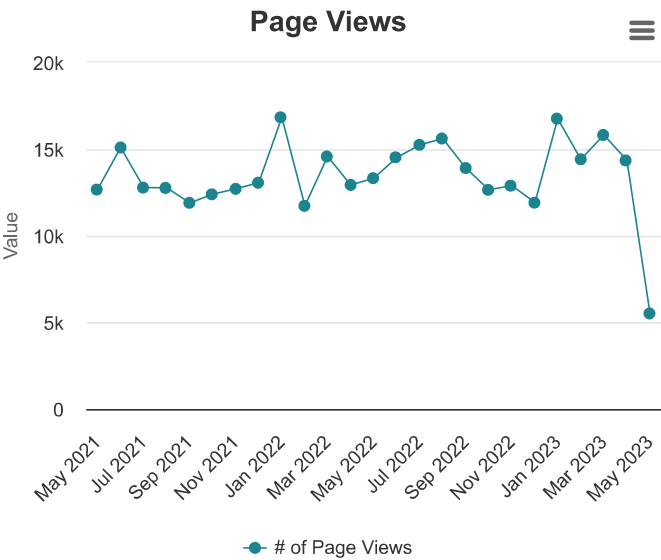
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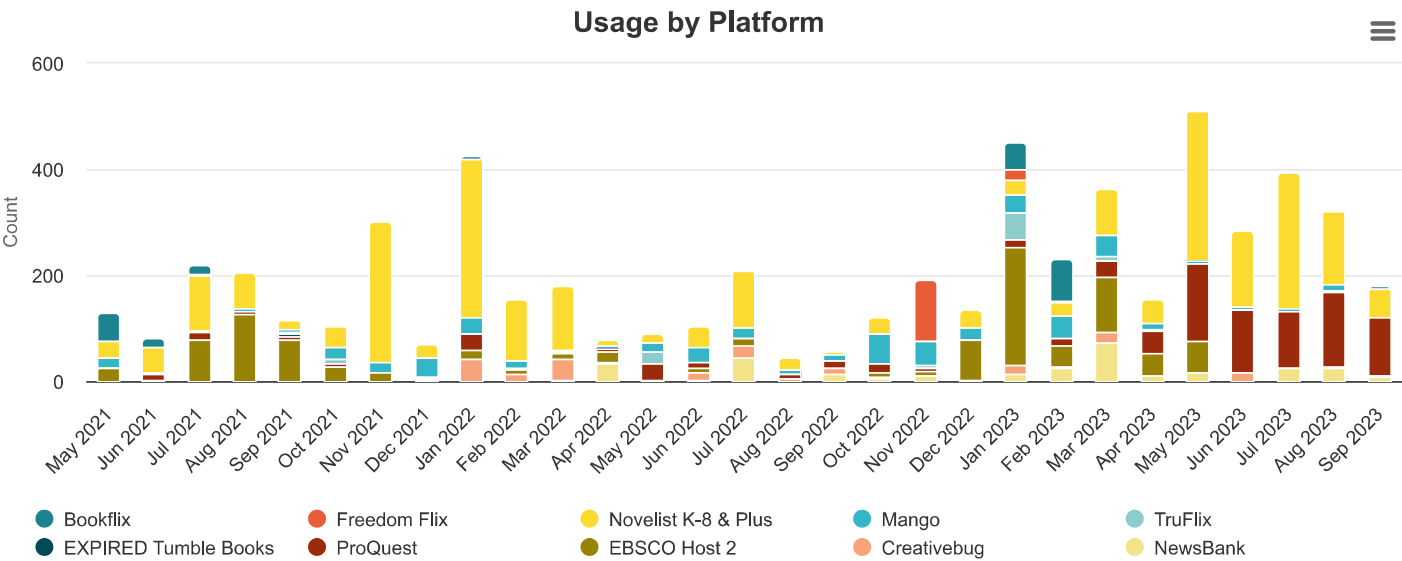
3 Year Website Usage (Google Analytics 4)



3 Year Website Usage (Original Google Analytics)



3 Year Database Usage



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User: rgrassi
DB: Lake Bluff
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PERIOD ENDING 09/30/2023

		ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE		
		MONTH 09/30/23	MONTH 09/30/22	09/30/2023	09/30/2022	2023-24	% BDGT
GL NUMBER	DESCRIPTION	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	179,286.22	0.00	750,519.64	569,480.33	1,084,364.00	69.21
PROPERTY TAXES		179,286.22	0.00	750,519.64	569,480.33	1,084,364.00	69.21
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	187.54	104.83	941.25	752.98	2,000.00	47.06
080-300-34250	NON-RESIDENT FEES	0.00	31.48	2,563.86	2,165.64	6,000.00	42.73
080-300-34260	PASSPORT FEES	661.97	1,716.86	8,980.49	9,478.36	20,000.00	44.90
CHARGE FOR SERVICES		849.51	1,853.17	12,485.60	12,396.98	28,000.00	44.59
FINES/FORFEITS							
080-300-35700	RENTAL FINES	146.11	107.53	747.86	784.36	1,000.00	74.79
FINES/FORFEITS		146.11	107.53	747.86	784.36	1,000.00	74.79
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	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	(3.00)	6.69	25.69	47.53	500.00	5.14
080-300-38900	MISCELLANEOUS INCOME	35.00	221.45	1,082.94	1,006.36	3,000.00	36.10
MISCELLANEOUS		32.00	228.14	1,108.63	1,053.89	16,073.00	6.90
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	2,927.54	1,079.84	14,188.05	3,417.47	20,000.00	70.94
INVESTMENT INCOME		2,927.54	1,079.84	14,188.05	3,417.47	20,000.00	70.94
Total Dept 300 - REVENUE		183,241.38	3,268.68	779,049.78	587,133.03	1,158,721.00	67.23
TOTAL REVENUES		183,241.38	3,268.68	779,049.78	587,133.03	1,158,721.00	67.23
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	21,683.84	14,146.71	107,143.35	90,116.85	220,557.00	48.58
080-603-40030	STAFF SALARIES	27,608.85	27,807.66	139,493.30	148,577.59	379,800.00	36.73
SALARIES		49,292.69	41,954.37	246,636.65	238,694.44	600,357.00	41.08

PERSONNEL

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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DB: Lake Bluff

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/23 INCR (DECR)	ACTIVITY FOR MONTH 09/30/22 INCR (DECR)	YTD BALANCE 09/30/2023 NORM (ABNORM)	YTD BALANCE 09/30/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40400	MEDICAL INSURANCE	7,360.85	5,609.11	36,802.58	34,936.30	95,000.00	38.74
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		7,360.85	5,609.11	36,802.58	34,936.30	95,250.00	38.64
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,735.78	3,188.92	18,695.17	18,046.63	44,000.00	42.49
080-603-40980	IMRF RETIREMENT CONTRIBUTION	1,619.19	2,155.58	7,956.02	12,869.64	30,000.00	26.52
RETIREMENT		5,354.97	5,344.50	26,651.19	30,916.27	74,000.00	36.02
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	3,178.60	3,344.00	30,250.88	19,323.87	41,000.00	73.78
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	263.00	479.00	1,750.00	15.03
080-603-41050	MAINTENANCE-GROUNDS	600.00	0.00	2,360.00	1,425.00	9,000.00	26.22
080-603-41300	COMPUTER SERVICES	3,675.00	3,500.00	11,025.00	10,500.00	15,000.00	73.50
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	1,199.08	405.00	3,476.64	1,633.67	4,000.00	86.92
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	2,960.57	0.00	4,507.57	785.77	10,000.00	45.08
080-603-41345	MARKETING	47.60	0.00	603.35	34.85	1,000.00	60.34
080-603-41350	LEGAL SERVICES	176.25	0.00	1,252.50	0.00	1,500.00	83.50
080-603-42400	PROFESSIONAL DEVELOPMENT	53.55	70.00	2,864.20	470.00	4,500.00	63.65
CONTRACTUAL		11,890.65	7,319.00	56,603.14	34,652.16	87,750.00	64.51
COMMODITIES							
080-603-42440	DUES	0.00	400.00	1,016.04	965.27	2,500.00	40.64
080-603-43230	UTILITIES	758.70	566.08	4,755.77	3,500.14	13,000.00	36.58
080-603-43300	POSTAGE	86.85	430.50	3,045.12	3,077.62	7,000.00	43.50
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	6,452.95	5,953.95	12,500.00	51.62
080-603-43550	OFFICE SUPPLIES	512.78	516.13	3,268.60	3,369.73	7,000.00	46.69
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	244.19	0.00	1,169.33	482.25	1,750.00	66.82
080-603-43668	TECHNICAL SERVICES SUPPLIES	307.83	283.62	1,835.80	1,583.13	5,500.00	33.38
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	38.19	0.00	162.05	0.00	1,000.00	16.21
080-603-43710	ADULT PROGRAM SUPPLIES	130.61	77.97	4,649.93	3,508.65	8,000.00	58.12
080-603-43720	JUVENILE PROGRAM SUPPLIES	208.41	551.63	5,454.45	4,348.07	7,000.00	77.92
080-603-43730	OUTREACH SUPPLIES	253.11	558.13	1,830.22	2,036.03	6,000.00	30.50
080-603-43740	TEEN PROGRAM SUPPLIES	31.89	0.00	533.88	251.60	1,250.00	42.71
080-603-46100	MISCELLANEOUS EXPENSES	29.13	44.00	2,236.29	358.40	3,000.00	74.54
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		2,631.68	3,458.05	36,410.43	29,434.84	75,500.00	48.23
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	515.01	1,714.56	4,727.73	5,621.91	17,000.00	27.81
080-603-45100	ADULT FICTION BOOKS	1,130.73	1,757.12	8,269.61	8,623.06	15,500.00	53.35
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	189.20	91.76	700.00	27.03
080-603-45200	ADULT AUDIO VISUAL MATERIAL	956.74	910.59	5,609.71	3,994.28	15,500.00	36.19
080-603-45220	ADULT REFERENCE/E-REFER	474.11	420.08	12,500.65	9,528.80	21,000.00	59.53
080-603-45400	JUVENILE NON-FICTION	555.47	1,002.79	4,533.35	2,589.09	12,000.00	37.78
080-603-45410	PICTURE BOOKS, READERS	710.48	136.19	2,914.43	1,914.24	8,000.00	37.02
080-603-45420	JUVENILE FICTION	1,099.09	597.10	3,589.22	2,241.23	8,000.00	44.87

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/23 INCR (DECR)	ACTIVITY FOR MONTH 09/30/22 INCR (DECR)	YTD BALANCE 09/30/2023 NORM (ABNORM)	YTD BALANCE 09/30/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45430	JUVENILE AUDIO-VISUAL	74.75	0.00	1,597.62	205.03	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	0.00	0.00	534.31	242.64	3,000.00	17.81
080-603-45450	TEEN BOOKS	31.96	0.00	928.72	494.67	2,500.00	37.15
080-603-45460	E-BOOKS	2,279.03	1,449.03	9,845.60	6,536.68	21,000.00	46.88
080-603-45470	GRAPHIC NOVELS	0.00	0.00	100.62	0.00	750.00	13.42
080-603-45500	PERIODICALS	600.59	559.10	5,389.34	5,720.64	7,350.00	73.32
080-603-45510	VIDEO GAMES	0.00	319.95	1,318.71	1,403.59	3,500.00	37.68
080-603-45520	TRENDING TITLES	112.30	53.50	288.88	227.13	2,000.00	14.44
080-603-45600	PATRON & STAFF SOFTWARE	19.99	(6.56)	7,330.61	4,998.33	15,550.00	47.14
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		8,560.25	8,913.45	92,215.31	76,933.08	182,850.00	50.43
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	2,636.57	506.76	6,000.00	43.94
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	11,859.12	0.00	13,454.11	7,902.00	10,000.00	134.54
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	0.00	1,000.00	3.40
CAPITAL EXPENSES		11,859.12	0.00	18,124.67	8,408.76	23,000.00	78.80
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		96,950.21	72,598.48	513,443.97	453,975.85	1,158,707.00	44.31
TOTAL EXPENDITURES		96,950.21	72,598.48	513,443.97	453,975.85	1,158,707.00	44.31
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		183,241.38	3,268.68	779,049.78	587,133.03	1,158,721.00	67.23
TOTAL EXPENDITURES		96,950.21	72,598.48	513,443.97	453,975.85	1,158,707.00	44.31
NET OF REVENUES & EXPENDITURES		86,291.17	(69,329.80)	265,605.81	133,157.18	14.00	1,897.18

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/23 INCR (DECR)	ACTIVITY FOR MONTH 09/30/22 INCR (DECR)	YTD BALANCE 09/30/2023 NORM (ABNORM)	YTD BALANCE 09/30/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDG USE
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	3.56	0.96	51.61	908.43	98.00	52.66
082-300-38315	RESTRICTED DONATIONS	32.00	15,500.00	31,000.85	50,093.20	65,000.00	47.69
MISCELLANEOUS		35.56	15,500.96	31,052.46	51,001.63	65,098.00	47.70
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		35.56	15,500.96	39,336.06	59,285.23	73,382.00	53.60
TOTAL REVENUES		35.56	15,500.96	39,336.06	59,285.23	73,382.00	53.60
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,278.05	3,454.19	8,284.00	39.57
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	3,278.05	3,454.19	8,284.00	39.57
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	12,051.15	25,083.68	16,405.76	70,119.99	65,098.00	25.20
Unclassified		12,051.15	25,083.68	16,405.76	70,119.99	65,098.00	25.20
Total Dept 603 - LIBRARY ADMINISTRATION		12,051.15	25,083.68	19,683.81	73,574.18	73,382.00	26.82
TOTAL EXPENDITURES		12,051.15	25,083.68	19,683.81	73,574.18	73,382.00	26.82
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		35.56	15,500.96	39,336.06	59,285.23	73,382.00	53.60
TOTAL EXPENDITURES		12,051.15	25,083.68	19,683.81	73,574.18	73,382.00	26.82
NET OF REVENUES & EXPENDITURES		(12,015.59)	(9,582.72)	19,652.25	(14,288.95)	0.00	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		183,276.94	18,769.64	818,385.84	646,418.26	1,232,103.00	66.42
TOTAL EXPENDITURES - ALL FUNDS		109,001.36	97,682.16	533,127.78	527,550.03	1,232,089.00	43.27

DB: Lake Bluff		PERIOD ENDING 09/30/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 09/30/23	MONTH 09/30/22	09/30/2023	09/30/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
NET OF REVENUES & EXPENDITURES		74,275.58	(78,912.52)	285,258.06	118,868.23	14.00	2,037.55

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 10/01/2023 - 10/12/2023
Banks: LIBCK

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/11/2023	LIBCK	15777	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR SEPTEMBER 2023/BUILDING MAINTENANCE	080-603-43550	21.48
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-43660	33.24
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-43710	95.61
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-43720	208.41
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-43740	31.89
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-45000	26.34
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-45100	198.42
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-45200	506.82
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-45410	65.55
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-45430	74.75
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-45450	6.99
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-45520	58.93
		15777		AMAZON PURCHASES FOR SEPTEMBER	080-603-58100	546.29
						<hr/> 1,874.72
10/11/2023	LIBCK	15778	ANCEL GLINK, PC	LEGAL SERVICES	080-603-41350	176.25
10/11/2023	LIBCK	15779	BAKER & TAYLOR ENTERTAINMENT	PICTURE BOOKS/TECHNICAL SERVICES SUPPLIES	080-603-43668	307.83
		15779		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-45000	488.67
		15779		ADULT FICTION/TECHNICAL SERVICES	080-603-45100	932.31
		15779		JUVENILE NON-FICTION/TECHNICAL SERVICES	080-603-45400	555.47
		15779		PICTURE BOOKS/TECHNICAL SERVICES	080-603-45410	644.93
		15779		JUVENILE FICTION BOOKS	080-603-45420	1,099.09
		15779		TEEN BOOKS/TECHNICAL SERVICES SUPPLIES	080-603-45450	24.97
		15779		TRENDING TITLES/TECHNICAL SERVICES	080-603-45520	53.37
		15779		JUVENILE FICTION/USE OF	082-603-99999	10.16
						<hr/> 4,116.80
10/11/2023	LIBCK	15780	CHICAGO SUN-TIMES	PERIODICALS/CHICAGO SUN TIMES 1 YEAR	080-603-45500	511.60
10/11/2023	LIBCK	15781	COMPUTER VIEW, INC.	COMPUTER SERVICES/LAN MANAGEMENT NOV	080-603-41300	3,675.00
		15781		COMPUTER EQUIPMENT/JILLIAN'S	080-603-58100	11,100.00
						<hr/> 14,775.00
10/11/2023	LIBCK	15782	CRYSTAL MAINTENANCE SERVICES CORP	BUILDING MAINT/CLEANING SERVICES FOR OCTOBER 2023	080-603-41000	710.00
10/11/2023	LIBCK	15783	DEMCO, INC	OFFICE SUPPLIES/HORIZONTAL SIGN HOLDERS	080-603-43550	53.60

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 10/01/2023 - 10/12/2023
Banks: LIBCK

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/11/2023	LIBCK	15784	DORMAKABA USA, INC	BUILDING MAINTENANCE/NEW WIRELESS	080-603-41000	2,238.60
10/11/2023	LIBCK	15785	ENGBERG ANDERSON, INC.	OTHER PROFESSIONAL SERVICES/SITE & ACCESSIBILITY STUDY	080-603-41314	2,561.57
10/11/2023	LIBCK	15786	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT/ADULT	080-603-41345	47.60
		15786		PROFESSIONAL DEVELOPMENT/ADULT	080-603-42400	17.85
		15786		PROFESSIONAL DEVELOPMENT/ADULT	080-603-43700	38.19
		15786		PROFESSIONAL DEVELOPMENT/ADULT	080-603-43710	25.00
		15786		PROFESSIONAL DEVELOPMENT/ADULT	080-603-43730	253.11
		15786		PROFESSIONAL DEVELOPMENT/ADULT	082-603-99999	22.99
						<hr/> 404.74
10/11/2023	LIBCK	15787	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	10.00
10/11/2023	LIBCK	15788	FIRST BANKCARD	PRINTING-NEWSLETTER	080-603-43410	29.99
		15788		PRINTING-NEWSLETTER	080-603-46100	4.13
						<hr/> 34.12
10/11/2023	LIBCK	15789	FIRST BANKCARD	PERIODICALS/UTILITIES/BUILDING	080-603-41314	399.00
		15789		PERIODICALS/UTILITIES/BUILDING	080-603-43230	309.85
		15789		PERIODICALS/UTILITIES/BUILDING	080-603-43550	46.00
		15789		PERIODICALS/UTILITIES/BUILDING	080-603-45500	54.99
		15789		PERIODICALS/UTILITIES/BUILDING	080-603-58100	212.83
						<hr/> 1,022.67
10/11/2023	LIBCK	15790	FIRST BANKCARD	MISC/BUILDING MAINTENANCE/PATRON &	080-603-41000	108.00
		15790		MISC/BUILDING MAINTENANCE/PATRON &	080-603-42400	35.70
		15790		MISC/BUILDING MAINTENANCE/PATRON &	080-603-43300	86.85
		15790		MISC/BUILDING MAINTENANCE/PATRON &	080-603-45600	19.99
		15790		MISC/BUILDING MAINTENANCE/PATRON &	080-603-46100	25.00
						<hr/> 275.54
10/11/2023	LIBCK	15791	GARY LEVIN	BUILDING MAINTENANCE/REPLACED LIGHT	080-603-41000	122.00
10/11/2023	LIBCK	15792	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR SEPTEMBER 2023	080-603-43230	448.85
10/11/2023	LIBCK	15793	IMPACT NETWORKING, LLC	COPIER MAINTENANCE/SUPPLIES	080-603-41313	1,199.08

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/11/2023	LIBCK	15794	ISAURO REYES	GROUNDS MAINTENANCE/SERVICES FOR AUGUST	080-603-41050	600.00
10/11/2023	LIBCK	15795	JANWAY COMPANY USA, INC.	USE OF DONATIONS FROM FRIENDS/BAGS	082-603-99999	1,095.50
10/11/2023	LIBCK	15796	KANOPY, INC.	ADULT E-REF/KANOPY SEPTEMBER 2023	080-603-45220	46.00
10/11/2023	LIBCK	15797	LIBRARY FURNITURE INTERNATIONAL,LLC	USE OF DONATIONS FROM FRIENDS/50% DEPOSIT TABLES & CHAIRS REPLACEMENT	082-603-99999	10,922.50
10/11/2023	LIBCK	15798	MIDWEST TAPE LLC	ADULT AV/AUDIOBOOKS	080-603-45200	449.92
		15798		ADULT E-REF/HOOPLA SEPTEMBER 2023	080-603-45220	428.11
						<hr/> 878.03
10/11/2023	LIBCK	15799	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	2,279.03
10/11/2023	LIBCK	15800	QUILL LLC	BUILDING MAINTENANCE SUPPLIES/OFFICE	080-603-43550	78.66
		15800		BUILDING MAINTENANCE SUPPLIES/OFFICE	080-603-43660	210.95
						<hr/> 289.61
10/11/2023	LIBCK	15801	USA TODAY	PERIODICALS/USA TODAY FOR NOVEMBER 2023	080-603-45500	34.00
10/11/2023	LIBCK	15802	VILLAGE OF LAKE BLUFF	MED INSUR/DENTAL/VISION/LIFE INSUR/IMRF	080-100-11580	44,464.95
TOTAL - ALL FUNDS				TOTAL OF 26 CHECKS		91,144.76

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	44,464.95
080-603-41000	MAINTENANCE-BUILDING	3,178.60
080-603-41050	MAINTENANCE-GROUNDS	600.00
080-603-41300	COMPUTER SERVICES	3,675.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	1,199.08
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	2,960.57
080-603-41345	MARKETING	47.60
080-603-41350	LEGAL SERVICES	176.25
080-603-42400	PROFESSIONAL DEVELOPMENT	53.55
080-603-43230	UTILITIES	758.70
080-603-43300	POSTAGE	86.85
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	199.74
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	244.19
080-603-43668	TECHNICAL SERVICES SUPPLIES	307.83
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	38.19
080-603-43710	ADULT PROGRAM SUPPLIES	130.61
080-603-43720	JUVENILE PROGRAM SUPPLIES	208.41

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
080-603-43730			OUTREACH SUPPLIES		253.11	
080-603-43740			TEEN PROGRAM SUPPLIES		31.89	
080-603-45000			ADULT NON-FICTION BOOKS		515.01	
080-603-45100			ADULT FICTION BOOKS		1,130.73	
080-603-45200			ADULT AUDIO VISUAL MATERIAL		956.74	
080-603-45220			ADULT REFERENCE/E-REFER		474.11	
080-603-45400			JUVENILE NON-FICTION		555.47	
080-603-45410			PICTURE BOOKS, READERS		710.48	
080-603-45420			JUVENILE FICTION		1,099.09	
080-603-45430			JUVENILE AUDIO-VISUAL		74.75	
080-603-45450			TEEN BOOKS		31.96	
080-603-45460			E-BOOKS		2,279.03	
080-603-45500			PERIODICALS		600.59	
080-603-45520			TRENDING TITLES		112.30	
080-603-45600			PATRON & STAFF SOFTWARE		19.99	
080-603-46100			MISCELLANEOUS EXPENSES		29.13	
080-603-58100			COMPUTER EQUIPMENT		11,859.12	
082-603-99999			USE OF DONATIONS/TEMPORARY EXP		12,051.15	
			TOTAL		91,144.76	

Winter 2023 Off the Shelf Draft Letter from the Director

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. We have also had to reduce our availability for other Library services, such as passport renewals and notaries. 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 61 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, LinkedInLearning, 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.



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

VILLAGE OF LAKE BLUFF

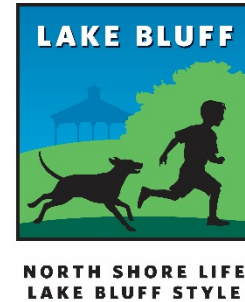
MEMORANDUM

TO: Finance Committee Members
Regis Charlot, Village President
R. Drew Irvin, Village Administrator

FROM: Bettina K. O'Connell, Director of Finance

DATE: October 6, 2023

SUBJECT: 2023 Property Tax Levy Estimate



Overview

Annually the Village is statutorily required to estimate the funds to be raised from taxes on real property in the Village prior to the adoption of the levy no less than 20 days before the adoption of the levy ordinance. This is an estimate and does not limit the Board's ability to levy a different amount provided it is in compliance with the Truth in Taxation Law and all applicable notice and hearing provisions. According to the Illinois DOR, the Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2023 extensions (taxes payable in 2024) under PTELL is 5.0%. Historically the Finance Committee has used the maximum CPI figure for the levy estimate.

The attached packet includes supporting schedules estimating the 2023 property tax maximum levy under the Property Tax Limitation Act (PTELL) with (i) Alt# 1 a 2023 property tax levy increasing the levy based on the new construction added to the tax rolls (EAV) with CPI, (ii) Alt# 2 with a 3% factor increase, (iii) Alt# 3 a calculation without a CPI factor and (iv) Alt#4 a property tax levy freeze without any changes to EAV or CPI factored. Also included is a chart summarizing the net revenue changes for levy calculations ranging from 0%-5% at .5% increments, to demonstrate the net changes assuming a change to the library levy and also a maximum PTELL Library levy.

Levy Calculation and Estimates – Attachments A, B, C, D and E

Attachment A provides the calculation of the tax levy based on the maximum non-referendum tax levy, which considers the CPI factor and estimated new construction. **Attachment B** illustrates the calculation of the tax levy based on a reduced CPI factor of 3.0%. Based off of a recent estimate provided by the Lake County Assessment Office the EAV for 2023 is projected to increase 6.75% to 621,410,588 with new construction estimated at \$1,609,847 million.

The estimated maximum amount under the PTELL that could be levied is **\$5,043,168** (including the Library portion) representing a **5.273%** increase. While the Village is not subject to tax caps as a home rule municipality the Village Board passed a resolution in 2005 pledging to not increase the aggregate levy in excess of the amount that is allowed under the PTELL. The additional .273% excluded from PTELL is the effect of the inclusion of the estimated new construction. The estimated levy amount foregoing the CPI factor for both the Village and the Library is **\$4,815,493** or **0.2723%** over the 2022 tax extension. Additionally, **attachment C** of the packet demonstrates if CPI were reduced from the calculation, **attachment D** depicts the scenario if both EAV and CPI were excluded, and **attachment E** provides the impact on a median family home with a range of scenarios.

Part III, of **Attachments A** summarizes the new dollars received, the percentage increases, and the tax rate changes compared to the 2022 extension for the Village and the Library separately. Under the PTELL levy (5% increase), the levy amount would increase \$240,150, a net increase to the General Fund of \$60,422 with the blended tax rate increase to .8628 from .8186 per \$100 of EAV. By not utilizing the

CPI factor, the aggregate levy would increase by \$12,475, a net decrease to the General Fund of \$115,852 and the rate would increase from .7925 to .8239 per \$100 of EAV. Utilizing a reduced CPI of

3% the aggregate levy would increase by \$156,920, a net decrease to the General Fund of \$4,023 and the rate would increase from .8030 to .8486.

Below is a table showing the last 10 years' total (Village and Library) tax extension and the current estimated levy under all scenarios

	Tax Collection Yr.	Levy Year	Tax Extension	New Dollars	Equalized Assessed Value	Blended Tax Rate	Inc/(Dec) in EAV	Inc/(Dec) in Levy	CPI
[1]	2024-25	2023	5,043,168	240,150	621,410,588	0.8628	6.99%	5.000%	5.0%
[2]	2024-25	2023	4,959,938	156,920	621,410,588	0.8486	6.99%	3.267%	3.0%
[3]	2024-25	2023	4,815,493	12,475	621,410,588	0.8239	6.99%	0.260%	0.0%
[4]	2024-25	2023	4,803,018	0	580,803,971	0.7684	0.00%	0.000%	0.0%
	2023-24	2022	4,803,018	222,434	580,803,971	0.7684	0.76%	4.969%	5.0%
	2022-23	2021	4,580,584	104,231	576,378,010	0.7930	-1.39%	2.400%	1.4%
	2021-22	2020	4,476,353	26,835	584,481,960	0.7682	-1.65%	0.603%	2.3%
	2020-21	2019	4,449,518	106,259	594,260,348	0.7469	1.90%	2.447%	1.9%
	2019-20	2018	4,343,259	123,708	583,162,534	0.7173	1.61%	2.932%	2.1%
	2018-19	2017	4,219,551	111,544	573,943,859	0.7221	3.50%	2.715%	2.1%
	2017-18	2016	4,108,007	28,518	554,529,066	0.741	6.27%	0.699%	0.7%
	2016-17	2015	4,079,489	55,877	521,831,574	0.782	8.82%	1.389%	0.8%
	2015-16	2014	4,023,612	76,385	479,518,737	0.839	-0.98%	1.935%	1.5%
	2014-15	2013	3,947,227	96,685	484,263,512	0.815	-4.39%	2.511%	1.7%

[1] Year 2023 Levy, EAV, rate and percentage changes are estimates and based on the PTELL calculation and Lake County web site data.

[2] This is the Levy estimate for 2023 with a partial 3% utilization of CPI

[3] This is the Levy estimate for 2023 without the CPI factor.

[4] This is the Levy estimate for 2023 flat with no change to EAV

Levy Breakdown by Fund/Purpose – Attachments F

Attachment F shows the breakdown of the levy by fund/purpose with a comparison to previous years. The shaded column shows the effect of the 2023 levy on the Village funds. Of the total new dollars projected under the PTELL levy, the General fund would realize an **increase of \$60,422** over the 2022 extension. If the Finance Committee recommends not using the CPI factor, then the General Fund would realize a **decrease of \$115,852** from the 2022 extension.

The Police Pension Board current actuarial valuation as of 5/1/2023 calculated a funding policy contribution requirement of \$1,221,165. The Finance Committee and Police Pension Board members met on September 25, 2023 to review the 2023 actuarial valuation, prepared by the actuarial firm of MWM Consulting, the calculated recommended minimum Village contribution increased 10.83% from the contribution last year of \$1,095,654. The actuarial recommended levy is based on the Entry Age Normal (EANC) funding method and more conservative assumptions than the minimum levy required by statute. The recommended amount is designed to reduce the unfunded liability each year, to produce a levy that is about 61.9% of covered payroll, and to achieve 95% funding by 2040. The plan is 51.75% funded as of May 1, 2023 down from 54.80% at May 1, 2022 under the EANC method. The complete actuarial valuation report is attached. The Illinois Municipal Retirement Fund and Social Security (FICA) levy allocations are based on a projection of the costs for FY2023-24. The Village is mandated to contribute 4.25% for 2023 and, and an estimated 3.87% for 2024, of salaries for IMRF

covered employees. The Village pays 6.2% of salaries up to the annual maximum and 1.45% on total salaries for FICA and Medicare income taxes for all employees.

Impact on a Median Market Value Home

The impact on a home that has the median market value of \$671,000 (assuming the estimated change in the EAV from 2021 to 2022) is an increase of approximately \$55.60 under the PTELL levy estimate and an decrease of approximately \$29.16 under the non-CPI levy estimate (utilizing the new estimated EAV only). While a 3% extension increase would mean a change of about \$21.70.

	Estimated Impact on Homeowner			
	2022	CPI	2023 Levy	
			Reduced CPI	No CPI
Extension (\$ Rcvd)	\$ 4,803,018	\$ 5,043,168	\$ 4,959,938	\$ 4,815,493
Village EAV	\$ 580,803,971	\$ 621,410,588	\$ 621,410,588	\$ 621,410,588
Blended Tax Rate	0.768420	0.811568	0.798174	0.774929
Median home market value	\$ 662,500	\$ 662,500	\$ 662,500	\$ 662,500
Assessment ratio	0.333	0.333	0.333	0.333
Median home assessed value	\$ 220,613	\$ 220,613	\$ 220,613	\$ 220,613
Less homestead exemption	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)
<u>Taxable EAV</u>	<u>\$ 214,613</u>	<u>\$ 214,613</u>	<u>\$ 214,613</u>	<u>\$ 214,613</u>
Village Portion of Tax Bill	\$ 1,649.13	\$ 1,741.73	\$ 1,712.98	\$ 1,663.10
Est. Impact on Median Home		\$ 92.60	\$ 63.86	\$ 13.97

Library Property Tax Levy

The Library Board has not formally submitted its levy request and has the authority to request an amount that exceeds the PTELL due to the Lake Bluff's home rule status. Since 2006 the Library Board has requested a levy consistent with the PTELL with the exception of FY2012 when they held the levy flat, and also in FY2019 when an additional \$20k was requested.

Abatement of both the 2019A Refunding Bonds and 2019 Bonds

As has been past practice, this levy does not include an amount for bond payments. This debt requires an abatement ordinance to request that the County NOT levy this tax because Ordinances, 2019-18 and 2019-26 are filed with the County. These ordinances require the County tax extension office to levy the annual bond payment amount unless the Village abates the levy each year.

The abatement ordinance will be submitted to the Board for approval in conjunction with the levy ordinance.

General Information and Tax Levy Legal Adoption Requirements

The Village is required by Statute to prepare a resolution estimating the property tax levy. The first reading of the Levy Ordinance, Debt Abatement ordinance, and Public Hearing will be held on November 27th with final adoption of the levy on December 11th. The levy must be filed with the County Clerk by the last Tuesday in December.

Truth-In-Taxation Law Compliance Is Not Required

The truth in taxation law requires that the corporate authorities comply with specific publication and public hearing requirements if the aggregate tax levy is estimated to be more than 105% of the amount extended the prior year. At this time, the Village and the Library levies are in compliance with the tax cap amount, therefore, compliance with the provisions of this law is not required. However, the Village will hold a public hearing on the budget at the November 28th Board meeting in accordance with past practice. The public hearing notice will be posted on the Village Hall bulletin board, the website, and printed in a local newspaper the week of November 15th.

2023 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2023 Estimated EAV & Historical Data

	2019	2020	2021	2022	2023 Estimate
Village EAV	571,379,884	\$561,567,104	\$553,616,846	\$557,684,789	\$596,675,144
Sanctuary EAV	22,880,464	\$22,914,856	\$22,761,164	\$23,119,182	\$24,735,444
Total Village EAV	\$594,260,348	\$584,481,960	\$576,378,010	\$580,803,971	\$621,410,588
Shield's Township EAV	\$1,915,537,317	\$2,011,314,183	\$1,862,202,386	\$1,879,359,835	\$1,999,057,538
Village % of Township	31.02%	29.06%	30.95%	30.70%	31.09%
Village New Construction Annexed Property Township New Construct	\$3,247,137	\$2,000,000	\$2,235,934	\$1,162,523	\$1,609,847
Property Tax Extension	\$4,291,337	\$4,313,617	\$4,419,504	\$4,639,461	
Sanctuary Extension	\$158,181	\$162,736	\$161,080	\$163,557	
Total Village Extension	\$4,449,518	\$4,476,353	\$4,580,584	\$4,803,018	
Tax Rate	0.751	0.768	0.798	0.82591	
Sanctuary Rate	0.691	0.710	0.708	0.70745	

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2023 ESTIMATE

	CPI Factor 5%	5.00%	
STEP 1: Prior year Extension less debt * CPI factor	\$4,803,018	\$5,043,168	
STEP 2: Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New Construction	\$619,800,741		
STEP 3: Maximum Tax Rate with CPI (Step 1 divided by Step 2)	0.8137 PTELL Limiting Rate		0.008136757
STEP 4: Total Maximum Levy	\$5,043,168	5.000%	% Increase
STEP 5: Add G.O. Debt PaABATED	\$0		
STEP 6: Rate * Total EAV = Total levy (less debt) + new construction	\$5,056,268 MAXIMUM >>	5.273%	% Increase
STEP 7: Total Maximum Levy & Tax Rate	\$5,043,168	0.81157	

III. Comparison 2022 & 2023 Levy - VILLAGE

	With CPI	Reduced CPI	No CPI	FREEZE	WITH CPI	REDUCED CPI	NO CPI	FREEZE
A. PTELL Maximum	2022 Extension	2023 Max Levy Est	2023 Estimate	2023 Estimate	2023 Estimate	\$ Change	\$ Change	\$ Change
Levy w/o Police Pension	\$2,623,000	\$2,683,422	\$2,618,977	\$2,507,148	\$2,497,489	\$60,422	(\$4,023)	(\$115,852)
Police Pension Levy	\$1,095,654	\$1,221,165	\$1,221,165	\$1,221,165	\$1,221,165	\$125,511	\$125,511	\$125,511
Total Village Levy	\$3,718,654	\$3,904,587	\$3,840,142	\$3,728,313	\$3,718,654	\$185,933	\$121,489	\$9,659

IV. Library Levy Estimates

	2022 Extension	2023 Max Levy	2023 Estimate	2023 Estimate	2023 Estimate	\$ Change	\$ Change	\$ Change
Amount per Tax Cap	\$1,084,364	\$1,138,581	\$1,119,796	\$1,087,180	\$1,084,364	\$54,217	\$35,432	\$2,816
TOTAL MAXIMUM LEVY	\$4,803,018	\$5,043,168	\$4,959,938	\$4,815,493	\$4,803,018	\$240,150	\$156,920	\$12,475

2023 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2023 Estimated EAV & Historical Data

	2019	2020	2021	2022	2023 Estimate	
Village EAV	571,379,884	\$561,567,104	\$553,616,846	\$557,684,789	\$596,675,144	
Sanctuary EAV	22,880,464	\$22,914,856	\$22,761,164	\$23,119,182	\$24,735,444	\$175,052
Total Village EAV	\$594,260,348	\$584,481,960	\$576,378,010	\$580,803,971	\$621,410,588	\$596,675,144
Shield's Township EAV	\$1,915,537,317	\$2,011,314,183	\$1,862,202,386	\$1,879,359,835	\$1,999,057,538	
Village % of Township	31.02%	29.06%	30.95%	30.70%	31.09%	
Village New Construction Annexed Property Township New Construct	\$3,247,137	\$2,000,000	\$2,235,934	\$1,162,523	\$1,609,847	
Property Tax Extension	\$4,291,337	\$4,313,582	\$4,395,627	\$4,639,461		
Sanctuary Extension	\$158,181	\$162,736	\$161,080	\$163,557		
Total Village Extension	\$4,449,518	\$4,476,318	\$4,556,707	\$4,803,018		
Tax Rate	0.751	0.768	0.794	0.82591		
Sanctuary Rate	0.691	0.710	0.708	0.70745		

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2023 ESTIMATE

	CPI Factor 5.0%	3.00%
STEP 1: Prior year Extension less debt * CPI factor	\$4,803,018	\$4,947,109
STEP 2: Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New Construction		\$619,800,741
STEP 3: Maximum Tax Rate withOUT CPI (Step 1 divided by Step 2)	0.7982 PTELL Limiting Rate	0.007982
STEP 4: Total Maximum Levy	\$4,959,958	3.268% % Increase
STEP 5: Add G.O. Debt ABATED	\$0	
STEP 6: Rate * Total EAV = Total levy (less debt) + new construction	\$4,959,958 MAXIMUM	3.268% % Increase
STEP 7: Total Maximum Levy & Tax Rate	\$4,959,958	0.7961

III. Comparison 2022 & 2023 Levy - VILLAGE

Reduced CPI

A. PTELL Maximum	2022 Extension	2023 Estimate	\$ Change	% Change
Levy w/o Police Pension	\$2,623,000	\$2,618,977	(\$4,023)	-0.153%
Police Pension Levy	\$1,095,654	\$1,221,165	\$125,511	11.455%
Total Village Levy	\$3,718,654	\$3,840,142	\$121,488	3.267%

IV. Library Levy Estimates

Reduced CPI

	2022 Extension	2023 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$1,084,364	\$1,119,796	\$35,432	3.268%
TOTAL MAXIMUM LEVY	\$4,803,018	\$4,959,938	\$156,920	3.267%

2023 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2023 Estimated EAV & Historical Data

	2019	2020	2021	2022	2023 Estimate	
Village EAV	571,379,884	\$561,567,104	\$553,616,846	\$557,684,789	\$596,675,144	
Sanctuary EAV	22,880,464	\$22,914,856	\$22,761,164	\$23,119,182	\$24,735,444	\$175,052
Total Village EAV	\$594,260,348	\$584,481,960	\$576,378,010	\$580,803,971	\$621,410,588	\$596,675,144
Shield's Township EAV	\$1,915,537,317	\$2,011,314,183	\$1,862,202,386	\$1,879,359,835	\$1,999,057,538	
Village % of Township	31.02%	29.06%	30.95%	30.70%	31.09%	
Village New Construction Annexed Property Township New Construct	\$3,247,137	\$2,000,000	\$2,235,934	\$1,162,523	\$1,609,847	
Property Tax Extension	\$4,291,337	\$4,313,582	\$4,395,627	\$4,639,461		
Sanctuary Extension	\$158,181	\$162,736	\$161,080	\$163,557		
Total Village Extension	\$4,449,518	\$4,476,318	\$4,556,707	\$4,803,018		
Tax Rate	0.751	0.768	0.794	0.82591		
Sanctuary Rate	0.691	0.710	0.708	0.70745		

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2023 ESTIMATE

CPI Factor 5.0%

0.00%

STEP 1: Prior year Extension less debt * CPI factor

\$4,803,018

\$4,803,018

STEP 2: Tax Rate Maximum=New Extension
(less debt) Divided by Estimated EAV less New

\$619,800,741

STEP 3: Maximum Tax Rate withOUT CPI (Step
1 divided by Step 2)

0.7749 PTELL Limiting Rate

STEP 4: Total Maximum Levy \$4,815,493 0.260% % Increase

STEP 5: Add G.O. Debt Payr ABATED \$0

STEP 6: Rate * Total EAV = Total levy (less debt \$4,815,493 MAXIMUM 0.260% % Increase

STEP 7: Total Maximum Levy & Tax Rate \$4,815,493 0.7729

III. Comparison 2022 & 2023 Levy - VILLAGE

NO CPI

A. PTELL Maximum

	2022 Extension	2023 Estimate	\$ Change	% Change
Levy w/o Police Pension	\$2,623,000	\$2,507,148	(\$115,852)	-4.417%
Police Pension Levy	\$1,095,654	\$1,221,165	\$125,511	11.455%
Total Village Levy	\$3,718,654	\$3,728,313	\$9,659	0.260%

IV. Library Levy Estimates

NO CPI

	2022 Extension	2023 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$1,084,364	\$1,087,180	\$2,816	0.260%
TOTAL MAXIMUM LEVY	\$4,803,018	\$4,815,493	\$12,475	0.260%

2023 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2023 Estimated EAV & Historical Data

	2019	2020	2021	2022	2023 Estimate
Village EAV	571,379,884	561,567,104	\$553,616,846	\$557,684,789	\$596,675,144
Sanctuary EAV	22,880,464	22,914,856	\$22,761,164	\$23,119,182	\$24,735,444
Total Village EAV	\$594,260,348	\$584,481,960	\$576,378,010	\$580,803,971	\$621,410,588
Shield's Township EAV	\$1,915,537,317	\$2,011,314,183	\$1,862,202,386	\$1,879,359,835	\$1,999,057,538
Village % of Township	31.02%	29.06%	30.95%	30.70%	31.09%
Village New Construction Annexed Property Township New Construct	\$3,247,137	\$2,000,000	\$2,235,934	\$1,162,523	\$1,609,847
Property Tax Extension	\$4,291,337	\$4,313,582	\$4,395,627	\$4,639,461	
Sanctuary Extension	\$158,181	\$162,736	\$161,080	\$163,557	
Total Village Extension	\$4,449,518	\$4,476,318	\$4,556,707	\$4,803,018	
Tax Rate	0.751	0.768	0.794	0.826	
Sanctuary Rate	0.691	0.710	0.708	0.707	

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM YEAR 2023 ESTIMATE

CPI Factor 5.0 0.00%

STEP 1: Prior year Extension less debt * CPI factor

\$4,803,018 \$4,803,018

STEP 2: Tax Rate Maximum=New Extension

(less debt) Divided by Estimated EAV less \$579,194,124

STEP 3: Maximum Tax Rate withOUT CPI

(Step 1 divided by Step 2)

0.8293 PTELL Limiting Rate

STEP 4: Total Maximum Levy \$5,153,102 0.000% % Increase

STEP 5: Add G.O. Debt P: ABATED \$0

STEP 6: Rate * Total EAV = Total levy (less debt) + new cor \$5,153,103 MAXIMUM 0.000% % Increase

STEP 7: Total Maximum Levy & Tax Rate \$5,153,103 0.8293

III. Comparison 2022 & 2023 Levy - VILLAGE

FREEZE

A. PTELL Maximum

	2022 Tax Ext	2023 Estimate	\$ Change	% Change
Levy w/o Police Pension	\$2,623,000	\$2,497,489	(\$125,511)	-4.785%
Police Pension Levy	\$1,095,654	\$1,221,165	\$125,511	11.455%
Total Village Levy	\$3,718,654	\$3,718,654	\$0	0.000%

IV. Library Levy Estimates

	2022 Extension	2023 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$1,084,364	\$1,084,364	\$0	0.000%
TOTAL MAXIMUM LEVY	\$4,803,018	\$4,803,018	\$0	0.000%

ATTACHMENT E

	PERCENTAGE OF INCREASE SCENARIOS										
CPI Factor Utilized	0.0%	1.0%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%	
Last Year's Extension	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	
Extension Increase	\$ 4,815,493	\$ 4,851,048	\$ 4,875,063	\$ 4,899,078	\$ 4,923,093	\$ 4,959,938	\$ 4,971,124	\$ 4,995,139	\$ 4,761,759	\$ 5,043,168	
This Year's EAV	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,190	\$ 584,495,189	
This Year's Rate	0.8239	0.8300	0.8341	0.8382	0.8423	0.8486	0.8505	0.8546	0.8147	0.8628	
Total Extension	\$ 4,815,493	\$ 4,863,646	\$ 4,887,724	\$ 4,911,801	\$ 4,935,878	\$ 4,959,938	\$ 4,984,033	\$ 5,008,111	\$ 5,032,188	\$ 5,043,168	
Police Pension Levy	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	
Library Amount	\$ 1,087,179	\$ 1,098,051	\$ 1,103,487	\$ 1,108,923	\$ 1,114,359	\$ 1,119,796	\$ 1,125,230	\$ 1,130,666	\$ 1,136,102	\$ 1,138,581	
Remaining Village Amount	\$ 2,507,149	\$ 2,544,430	\$ 2,563,072	\$ 2,581,713	\$ 2,600,354	\$ 2,618,977	\$ 2,637,638	\$ 2,656,280	\$ 2,674,921	\$ 2,683,422	
Net Revenue Change for Village	\$ (115,852)	\$ (78,570)	\$ (59,928)	\$ (41,287)	\$ (22,646)	\$ (4,023)	\$ 14,638	\$ 33,280	\$ 51,921	\$ 60,422	

	PERCENTAGE OF INCREASE SCENARIOS ASSUMING LIBRARY AT PTELL CAP										
CPI Factor Utilized	0.0%	1.0%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	5.0%	
Last Year's Extension	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	\$ 4,803,018	
Extension Increase	\$ 4,815,493	\$ 4,851,048	\$ 4,875,063	\$ 4,899,078	\$ 4,923,093	\$ 4,959,938	\$ 4,971,124	\$ 4,995,139	\$ 4,761,759	\$ 5,043,168	
This Year's EAV	\$ 619,800,741	\$ 619,800,741	\$ 619,800,741	\$ 619,800,741	\$ 619,800,741	\$ 619,800,741	\$ 619,800,741	\$ 619,800,741	\$ 619,800,741	\$ 619,800,741	
Total Extension	\$ 4,815,493	\$ 4,863,646	\$ 4,887,724	\$ 4,911,801	\$ 4,935,878	\$ 4,959,938	\$ 4,984,033	\$ 5,008,111	\$ 5,032,188	\$ 5,043,168	
Police Pension Levy	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	\$ 1,221,165	
Library Amount	\$ 1,138,581	\$ 1,138,581	\$ 1,138,581	\$ 1,138,581	\$ 1,138,581	\$ 1,138,581	\$ 1,138,581	\$ 1,138,581	\$ 1,138,581	\$ 1,138,581	
Remaining Village Amount	\$ 2,455,747	\$ 2,503,900	\$ 2,527,978	\$ 2,552,055	\$ 2,576,132	\$ 2,600,192	\$ 2,624,287	\$ 2,648,365	\$ 2,672,442	\$ 2,683,422	
Net Revenue Change	\$ (167,253)	\$ (119,100)	\$ (95,022)	\$ (70,945)	\$ (46,868)	\$ (22,808)	\$ 1,287	\$ 25,365	\$ 49,442	\$ 60,422	

Net Decrease w/Library @ CPI	\$ (283,105)	\$ 40,530	\$ 35,094	\$ 29,658	\$ 24,222	\$ 18,785	\$ 13,351	\$ 7,915	\$ 2,479	\$ -
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Actuarial Valuation

*Village of Lake Bluff
Lake Bluff Police Pension Fund*

*As of May 1, 2023
For the Year Ending April 30, 2024*

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Section 1: Summary of Principal Valuation Results

MWM Consulting Group was retained to prepare an actuarial valuation as of May 1, 2023 for the Lake Bluff Police Pension Fund. The purpose of the actuarial valuation was to determine the financial position and the annual actuarial requirements of the pension fund under Illinois statute 40 ILCS 5/3, Section 125, and to develop a recommended minimum contribution amount.

For quick reference, some of the key results of the valuation, along with selected financial and demographic information for the year ending April 30, 2024 are summarized in this overview section along with (for comparison) the results from the prior year.

CONTRIBUTIONS <i>The plan sponsor must contribute at least the statutorily required minimum contribution under Illinois statutes equal to the normal cost plus the amount necessary to amortize the unfunded accrued liability such that by 2040, the liabilities will be 90% funded.</i> <i>Other contribution amounts are shown including Funding Policy Contribution and the contribution required to prevent negative funding.</i>	Item	Current Valuation as of 5/1/2023	Prior Year Valuation as of 5/1/2022
	Contribution Required To Prevent Negative Funding	\$1,001,917 (62.7%)	\$922,253 (63.1%)
	Actuarially Determined Funding Policy Contribution	\$1,221,165 (76.5%)	\$1,095,654 (74.9%)
	Statutory Minimum Contribution per 40 ILCS 5/3 Section 125	\$988,201 (61.9%)	\$890,400 (60.9%)
	() amounts expressed as a percentage of payroll		

STATUTORY MINIMUM FUNDING COST ELEMENTS <i>Illinois statutes require employers to contribute at least the amount necessary such that assets will equal at least 90% of the accrued liability by 2040. The minimum amount is determined under the Projected Unit Credit funding method, with smoothed assets, and is equal to the normal cost plus the amortization amount. The absolute minimum statutory contribution is determined and separately provided by the Pension Board.</i>	Item	Current Valuation as of 5/1/2023	Prior Year Valuation as of 5/1/2022
	Accrued Liability	\$ 23,172,749	\$ 21,960,153
	Market Value of Assets	\$ 12,250,029	\$ 12,360,024
	Actuarial (Smoothed) Value of Assets	\$ 13,171,273	\$ 12,846,013
	Normal Cost (employer)	\$ 310,663	\$ 320,280
	Amortization Amount	\$ 602,537	\$ 502,388
	Statutory Minimum Contribution	\$ 988,201	\$ 890,400

FUNDING POLICY CONTRIBUTION COST ELEMENTS <i>The funding policy contribution amount is determined under the Entry Age Normal funding method, with smoothed assets, and is equal to the normal cost plus the amortization amount. 95% of the unfunded liability is amortized as a level dollar amount on a closed basis over 17 years.</i>	Item	Current Valuation as of 5/1/2023	Prior Year Valuation as of 5/1/2022
	Accrued Liability	\$ 23,671,647	\$ 22,552,826
	Market Value of Assets	\$ 12,250,029	\$ 12,360,024
	Actuarial (Smoothed) Value of Assets	\$ 13,171,273	\$ 12,846,013
	Normal Cost (employer)	\$ 239,079	\$ 217,412
	Amortization Amount	\$ 891,845	\$ 797,082
	Actuarially Determined Funding Policy Contribution	\$ 1,221,165	\$ 1,095,654

AMOUNT REQUIRED TO AVOID NEGATIVE FUNDING <i>The statutory minimum contribution amortization amount is based upon a percentage of increasing payroll and, in the early years of funding, may not be sufficient to cover the interest cost on the unfunded liability. In order to avoid an increase in the unfunded liability (known as negative funding), the minimum amortization amount must be adjusted to be at least equal to the interest on the unfunded liability. The amount shown in the table as "Contribution to Avoid Negative Funding" provides for interest on 100% of the unfunded liability.</i>	Item	Current Valuation as of 5/1/2023	Prior Year Valuation as of 5/1/2022
	Accrued Liability	\$ 23,671,647	\$ 22,552,826
	Market Value of Assets	\$ 12,250,029	\$ 12,360,024
	Actuarial (Smoothed) Value of Assets	\$ 13,171,273	\$ 12,846,013
	Normal Cost (employer)	\$ 239,079	\$ 217,412
	Amortization Amount	\$ 735,026	\$ 679,477
	Amount of Contribution Needed to Avoid Negative Funding	\$ 1,001,917	\$ 922,253

FINANCIAL THUMBNAIL RATIOS <i>This chart summarizes traditional financial ratios as applied to the pension plan. This liquidity ratio relates the cash flow position of the Fund by comparing the investment income plus employer and employee contributions to the annual benefit payments. Maintaining a ratio well above 100% prevents the liquidation of assets to cover benefit payments. The increase in benefits paid over the years is generally a result of the maturing of the pension plan.</i> <i>Coverage of the Accrued Liabilities by the Assets is the Coverage Ratio and is one indication of the long term funding progress of the plan.</i>	Tests	5/1/2023 Valuation	5/1/2022 Valuation
	Liquidity Ratio (based upon year ended)	91%	21%
	Coverage Ratio (Market Value Assets)	51.75%	54.80%
	Annual Benefit Payments (expected)	\$ 1,274,111	\$ 1,195,133
	Annual Contributions (expected)		
	Members	\$ 158,237	\$ 144,932
	Village	\$ 1,221,165	\$ 1,095,654

PLAN MATURITY MEASURES	Tests	5/1/2023 Valuation	5/1/2022 Valuation
<p><i>This chart includes financial relationship measures which are meant to help understand the risks associated with the plan.</i></p> <p><i>The ratio of Market Value of Assets to Active Payroll is measure of volatility risk associated with asset losses. The higher the ratio, the greater the volatility in contribution risks.</i></p> <p><i>The Ratio of Accrued Liability to Payroll is a measure of the volatility risk associated with assumption or other changes in liabilities. The higher the ratio, the greater the volatility in contribution risks.</i></p> <p><i>The Ratio of retired life actuarial accrued liability to total actuarial accrued liability is a measure of the maturity of the Plan. A mature plan will have a ratio above 60%.</i></p> <p><i>The Support Ratio (Actives: Retirees). A number less than 1 indicates a more mature plan.</i></p>	Ratio of Market Value of Assets to Active Participant Payroll is a measure of volatility risk associated with asset losses	7.67	8.45
	Ratio of Accrued Liability to Payroll is a measure of volatility risk associated with changes in assumptions	14.83	15.42
	Ratio of retired life Actuarial Accrued Liability to total Actuarial Accrued Liability	0.74	0.73
	Percentage of Contributions less Benefit Payments to Market Value of Assets	-1.66%	-0.10%
	Ratio of Benefit Payments to Contributions	1.19	1.01
	Support Ratio: Ratio of Active Participants to Retired Participants	0.65	0.64

PARTICIPANT DATA SUMMARY	Item	Current Year Valuation as of 5/1/2023			Prior Year Valuation as of 5/1/2022		
<p><i>The Actuarial Valuation takes into account demographic and benefit information for active employees, vested former employees, and retired pensioners and beneficiaries. The statistics for the past two years are compared in the chart.</i></p>		<u>Tier 1</u>	<u>Tier 2</u>	<u>Total</u>	<u>Tier 1</u>	<u>Tier 2</u>	<u>Total</u>
	Active Members						
	Vested	6	1	7	7	0	7
	Non-Vested	<u>0</u>	<u>8</u>	<u>8</u>	<u>0</u>	<u>7</u>	<u>7</u>
	Total Active	6	9	15	7	7	14
	Terminated entitled to future benefits	2	6	8	2	6	8
	Retired	10	0	10	9	0	9
	Surviving Spouse	0	0	0	0	0	0
	Minor Dependent	0	0	0	0	0	0
	Disabled	<u>5</u>	<u>0</u>	<u>5</u>	<u>5</u>	<u>0</u>	<u>5</u>
	Total	23	15	38	23	13	36

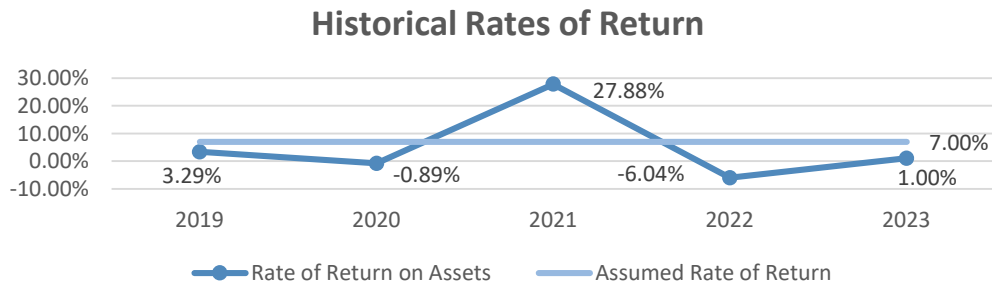
SECTION 2: VALUATION RESULTS

Significant Events, Disclosure Risks and Issues Influencing Valuation Results

Actuarial valuations are snapshot calculations which incorporate and reflect the experience and events of the past year such as changes in the demographics of the plan participants, gains and losses in the plan assets, changes in actuarial assumptions about future experience and outside influences such as legislation. Some of the more significant issues affecting the Plan's contribution level are described here.

Asset Performance for yearend 4/30/2023

The approximate 1.00% return (not time weighted) on net assets was below the actuarial assumption of 7.00% in effect for the 2022/2023 year.



Gain and Loss Analysis

For the year ending 4/30/2023, the fund experienced an investment loss of \$734,837 on a Market Value basis as the actual investment return was below the 7.00% assumption. In addition, there was an experience loss on the Actuarial Accrued Liability of \$502,853 as the actual liability at 5/1/2023 increased by more than was expected based on the prior year participant data and actuarial valuation results.

Change in Assumptions

The mortality table was updated from the PubS-2010 base rates projected to the valuation date with scale MP2021 to the PubS-2010 base rates projected generationally with scale MP2021. Rates (probability of death at each age) have been adjusted by a factor of 1.15 for healthy male retirees and female surviving spouses, and adjusted by a factor of 1.08 for disabled male retirees.

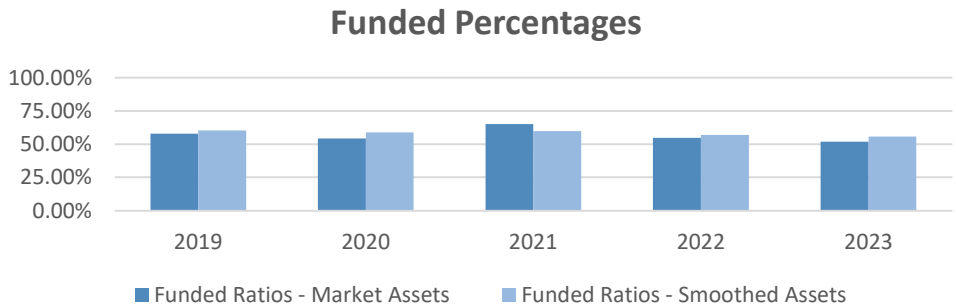
Projected salary increases, retirement, withdrawal, and disability rates have been updated to reflect the rates recommended from the recent actuarial experience study completed for the Illinois Police Officers' Pension Investment Fund. Payroll growth was reduced from 3.50% to 3.00%.

Funded Status

The funded ratio measurement presented in the Actuarial Valuation Report for the Fund is the ratio of the actuarial value of fund assets available for benefits compared to the actuarial accrued liability. By monitoring changes in the funding ratio each year, one can determine whether or not funding progress is being made. Please understand that:

- The funded ratio measurement is inappropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations by transferring the obligations to a unrelated third party in an arm's length market value type transaction, such as purchasing annuities from an insurance company.

- The funded ratio measurement is dependent upon the actuarial cost method which, in combination with the plan's amortization policy, affects the timing and amounts of future contributions. The amounts of future contributions will most certainly differ from those assumed in this report due to future actual experience differing from assumed experience based upon the actuarial assumptions. Attainment of a funded status measurement in the Actuarial Valuation of 90% or 100% is not synonymous with no required future annual contributions. Even if the funded status attained is 100%, the plan would still require future normal cost contributions (i.e., contributions to cover the annual cost of the active membership accruing an additional year of service credit).
- The funded ratio measurement is a different result depending upon whether the market value of assets or the actuarial value of assets is used.



Employer Contributions

The employer contribution is expected to be paid according to the funding policy, which exceeds the required statutory minimum amount. For comparison an additional funding contribution amount is included which determines the amount necessary to prevent negative funding. The current funding policy amount exceeds the amount necessary to avoid negative funding.

Assuming the Funding Policy Contributions are received (and the actuarial assumptions are met) each year through 2040, the Fund's funded ratio is projected to increase to 95% by 2040. If only the Minimum Statutory contributions are made, the Fund's funded ratio would be projected to increase to 90% by 2040.

However, the ability of the fund to reach 95% is heavily dependent on the Village contributing the Funding Policy Employer Contribution each and every year. Actuarial standards do not require the actuary to evaluate the ability of the Village or other contributing entity to make such required contributions to the Fund when due. Such an evaluation is not within the actuary's domain of expertise. Consequently, the actuary performed no such evaluation.

The current Funding Policy amortizes the unfunded amount based upon a level dollar amount. This amortization method develops dollar amounts which are level. The statutory minimum amortization amount is based upon a method in which dollar amounts increase. The dollar amounts towards the end of the closed amortization period are necessarily much larger, and if payroll does not increase as expected, the amortization amount can dramatically increase the contribution as a percentage of payroll.

Since the Funding Policy level dollar amortization is above 7% at this point, the dollar value covers the interest on the unfunded liability.

The Funding Policy Contribution does not fully amortize the unfunded liability. A Reasonable Actuarially Determined Contribution (RADDC) as defined in the Actuarial Standards of Practice (ASOP No. 4) is also included in this report, which amortizes 100% of the unfunded accrued liability as a level dollar amount. If the RADDC is contributed each year, the Fund is projected to reach a funded ratio of 100% by 2040.

Pension Valuations and Risks

Actuarial Standards of Practice (ASOP No. 51), states that the actuary should identify risks that, in the actuary's professional judgment, may reasonably be anticipated to significantly affect future financial condition. Actuarial valuation results are developed based upon a single set of assumptions and a "snapshot" of the participant census and financial data as of the valuation date. The actuarial valuation represents an estimated forecast. The actual cost will be determined by the benefits and expenses paid, as they develop through the future experience of the participants and invested assets. There is a risk that emerging results may differ significantly as actual experience proves to be different from what is projected based on the current assumptions.

MWM has not been engaged to perform a detailed analysis of the potential range of the impact of risks relative to the Fund's future financial condition but included below is a description of some of the funding related risks that could significantly affect the Fund.

- **Investment Risk** – Investment performance may create volatility in the funded status as well as future contributions. A gain or loss in asset value would directly affect the unfunded liability shortfall and funded status, either positively or negatively, depending upon whether the change is a gain or loss.
- **Longevity and Demographic Risk** – Longevity and other demographic risks are the possibility that actual demographic experience differs from the actuarial assumptions. For example, if participants live longer than projected by the mortality assumption, it will create an actuarial experience loss and increase liability.

Low-Default-Risk Obligation Measure

The pension plan invests in a diversified portfolio with the objective of maximizing investment returns at a reasonable level of risk. The potential for investment returns to be different than expected is a key risk for the plan. Reducing the plan's investment risk by investing solely in bonds, however, would also likely reduce the plan's investment returns thereby increasing the amount of contributions needed over the long term.

The Low-Default-Risk Obligation Measure (LDROM) represents what the funding liability would be if the plan invested its assets solely in a portfolio of high-quality bonds whose cash flows approximately match future benefit payments. Consequently, the difference between the plan's Actuarial Accrued Liability and the LDROM can be thought of as representing the expected taxpayer savings from investing in the plan's diversified portfolio compared to investing only in high-quality bonds.

Item	5/1/2023 Valuation
Low-Default-Risk Obligation	\$ 32,728,038
Actuarial Accrued Liability	\$ 23,671,647

The LDROM helps understand the cost of investing in an all-bond portfolio and significantly lowering expected long-term investment returns. The funded status and Actuarially Determined Contributions are determined using the expected return on assets which reflects the actual investment portfolio. Benefit security for members of the plan relies on a combination of the assets in the plan, the investment returns generated on those assets, and the promise of future contributions from the plan sponsors.

Since the assets are not invested in an all-bond portfolio, the LDROM does not indicate the funding status or progress, nor provide information on necessary plan contributions or the security of participant benefits. The difference between the plan's Actuarial Accrued Liability and the LDROM can be thought of as representing the expected taxpayer savings from investing in the plan's diversified portfolio compared to investing only in high-quality bonds.

Valuation Model

MWM valuation results are developed using actuarial modeling software named "ProVal" which is licensed from Winklevoss technologies. This software is widely considered to be the premier actuarial valuation software and is licensed by many of the largest actuarial firms. The actuarial valuation model generates a comprehensive set of liability and cost calculations that are presented to meet regulatory, legislative and client requirements. The actuarial team programs the assumptions and the plan provisions, validates the models, and reviews test lives and results.

ACTUARIAL CERTIFICATION

This is to certify that MWM Consulting Group has prepared an Actuarial Valuation of the Plan as of May 1, 2023 for the purposes of determining statutory contribution requirements for the Fund in accordance with the requirements of 40 ILCS 5/3, Section 125, of determining the funding policy contribution amount (the Actuarially Determined Contribution), under the assumptions detailed in this report. The absolute minimum statutory contribution is determined and separately provided by the Pension Board. The funding policy is selected by the Village. The contributions determined are net of contributions made by active member police officers during the year.

The results shown in this report have been calculated under the supervisions of a qualified Actuary as defined in appropriate State statutes. All results are based upon demographic data submitted by the Fund / Village, financial data submitted by the Fund, applications of actuarial assumptions, and generally accepted actuarial methods.

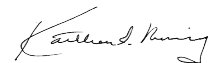
This valuation report has been prepared at the request of Village of Lake Bluff to assist in administering the Plan and meeting specified financial and accounting requirements. This valuation report may not otherwise be copied or reproduced in any form without the consent of the Fund sponsor and may only be provided to other parties in its entirety. The information and valuation results shown in this report are prepared with reliance upon information and data provided to us, which we believe to the best of our knowledge to be complete and accurate and include:

- Employee census data submitted by the Village of Lake Bluff. This data was not audited by us but appears to be consistent with prior information, and sufficient and reliable for purposes of this report.
- Financial data submitted by the Village of Lake Bluff.

The measurements shown in this actuarial valuation may not be applicable for other purposes. Actuarial valuations involve calculations that require assumptions about future events. Certain of the assumptions or methods are mandated for specific purposes. Future actuarial measurements may differ significantly from the current measurements presented in the report due to such factors as experience that deviates from the assumptions, changes in assumptions, increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contributions based on the Plan's funded status) and changes in plan provisions or applicable law. This report does not include an analysis of the potential range of such future measurements.

We believe the assumptions and methods used are within the range of possible assumptions that are reasonable and appropriate for the purposes for which they have been used. In our opinion, all methods, assumptions and calculations are in accordance with requirements and the procedures followed and presentation of results are in conformity with generally accepted actuarial principles and practices. The undersigned actuaries meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein. There is no relationship between the Village of Lake Bluff and MWM Consulting Group that impacts our objectivity. I certify that the results presented in this report are accurate and correct to the best of my knowledge.

MWM CONSULTING GROUP



Kathleen E Manning, FSA, EA, FCA, MAAA
Managing Principal & Consulting Actuary



Karl K. Oman, ASA, EA, FCA, MAAA
Consulting Actuary



Kyle Bang, FSA, EA, FCA, MAAA
Consulting Actuary

9/26/2023

Date

SECTION 3 - FINANCIAL AND ACTUARIAL EXHIBITS

Exhibit 1 - Statement of Market Value of Assets

Item	Plan Year Ending	
	4/30/2023	4/30/2022
1. Investments at Fair Value:		
a. Cash and Cash Equivalents	\$ 85,539	\$ 775,852
b. Money Market Mutual Funds	0	243,620
c. Corporate Bonds	0	1,271,909
d. Municipal Bonds	0	0
e. US Government and Agency Bonds	0	2,938,159
f. Common and Preferred Stocks	0	1,423,847
g. Insurance Contracts (at contract value)	0	0
h. Mutual Funds	0	5,706,507
i. Pooled Investment Accounts	12,174,813	0
j. Accrued Interest and Receivables	0	130
k. Subtotal Assets (a + b + c + d + e + f + g + h + i + j)	<u>\$ 12,260,352</u>	<u>\$ 12,360,024</u>
2. Liabilities:		
a. Expenses Payable	\$ 10,323	\$ 0
b. Liability for benefits due and unpaid	0	0
c. Other Liabilities	0	0
d. Total Liabilities	<u>\$ 10,323</u>	<u>\$ 0</u>
3. Net Market Value of Assets Available for Benefits: (1k – 2d)	\$ 12,250,029	\$ 12,360,024

Exhibit 2 - Statement of Change in Net Assets

Item	Plan Year Ending	
	4/30/2023	4/30/2022
Additions		
Contributions		
Employer	\$ 906,023	\$ 868,293
Plan Member	150,614	144,218
Other	0	0
Total Contributions	\$ 1,056,637	\$ 1,012,511
Investment Income		
Realized and Unrealized Gains/(Losses)	\$ 10,814	\$ (1,688,588)
Interest	112,371	932,365
Dividends	0	0
Other Income	0	0
Investment Expenses	(953)	(40,198)
Net Investment Income	122,232	(796,421)
Total additions	\$ 1,178,869	\$ 216,090
Deductions		
Benefits Paid (includes transfers to other IL Public Funds, if any)	\$ 1,262,218	\$ 1,026,270
Refunds	0	0
Administrative Expenses	26,516	27,145
Total deductions	\$ 1,288,734	\$ 1,053,415
Adjustment to Beginning of Year Market Value	(130)	0
Total increase (decrease)	\$ (109,995)	\$ (837,325)
Net Market Value of Assets Available for Benefits:		
Beginning of year	\$ 12,360,024	\$ 13,197,349
End of year	\$ 12,250,029	\$ 12,360,024

Exhibit 3 – Actuarial Value of Assets

Under 40 ILCS 5/3, the statutory minimum required contribution is to be determined based upon **Actuarial Value of Assets**, which are asset values which have been smoothed over a five-year period, beginning with the year 2011. The **Actuarial Value of Assets** has been calculated below based upon the market value of assets at May 1, 2023 with adjustments for the preceding year's gains/losses, which are reflected at the rate of 20% per year.

1. Expected Return on Assets	
a. Market Value of Assets as of Beginning of Year (after adjustment)*	\$ 12,359,894
b. Income and Disbursements During the year	
i. Contributions Received (weighted 50%)	\$ 528,319
ii. Benefit Payments and Expenses (weighted 50%)	644,367
iii. Weighted net income (other than investment income) (i) – (ii)	(116,048)
c. Market Value adjusted for income and disbursements	\$ 12,243,846
d. Expected Return on Assets at assumed rate of 7.00%	\$ 857,069
2. Actual Return on Assets for year	
a. Market Value of Assets (Beginning of Year)*	\$ 12,359,894
b. Income (less investment income)	1,056,637
c. Disbursements	1,288,734
d. Market Value of Assets (End of Year)	12,250,029
e. Actual Return on Assets (d) – (a) – (b) + (c)	122,232
f. Investment Gain/(Loss) for year 2(e) - 1(d)	\$ (734,837)
3. Actuarial Value of Assets	
a. Market Value of Assets as of End of Year	\$ 12,250,029
b. Deferred Investment gains/(losses)	
i. 80% of 2022 loss of \$(734,837)	587,870
ii. 60% of 2021 loss of \$(1,718,804)	1,031,282
iii. 40% of 2020 gain of \$2,157,800	(863,120)
iv. 20% of 2019 loss of \$(826,062)	165,212
v. Total	921,244
c. Actuarial Value of Assets for statutory funding 3(a) + 3(b)(v)	\$ 13,171,273

* Beginning of year assets of \$12,359,894 were \$130 less than the Market Value of Assets used in the May 1, 2022 actuarial valuation report.

The chart below shows the comparison of smoothed to market assets over the past five years:

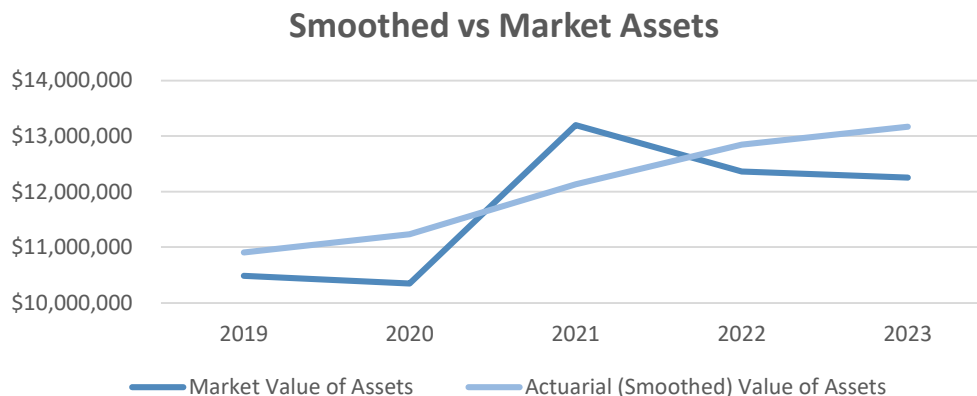


Exhibit 4 - Determination of the Statutory Minimum Required Contribution

Under 40 ILCS 5/3, the statutory minimum required contribution is to be determined based upon the Projected Unit Credit actuarial funding method, where the unfunded liability is amortized such that 90% of the liability will be funded as of 2040. Under the statute, 90% of the unfunded liability is to be amortized as a level percentage of payroll over the period through 2040. The mandated funding method, the **Projected Unit Credit funding method**, requires the annual cost of the plan to be developed in two parts: that attributable to benefits allocated to the current year (the normal cost); and that allocated to benefits attributable to prior service (the accrued liability). In accordance with legislation enacted in 2020, the statutory minimum contribution for tax levy purposes as calculated and provided by the Pension Board will be the absolute minimum contribution amount. The calculation below is provided based upon the statutory requirements for the minimum and the assumptions summarized in Section 5 of this report.

Funding Elements for 40 ILCS 5/3

	Present Value of Benefits as of 5/1/2023	Projected Unit Credit (PUC) Normal Cost as of 5/1/2023	PUC Actuarial Accrued Liability as of 5/1/2023
1. Active Officers			
a) Normal & Early Retirement	\$ 8,215,131	\$ 336,965	\$ 4,661,089
b) Vested Withdrawal	536,995	36,566	372,326
c) Pre-Retirement Death	86,264	7,116	47,212
d) Disability	<u>880,730</u>	<u>88,253</u>	<u>458,732</u>
e) Total Active Police Officers	\$ 9,719,120	\$ 468,900	\$ 5,539,359
2. Inactive Police Officers and Survivors			
a) Normal Retirees	\$ 11,621,508		\$ 11,621,508
b) Widows (survivors)	0		0
c) Deferred Vested	1,410,351		1,410,351
d) Disabled	<u>4,601,531</u>		<u>4,601,531</u>
e) Total - Nonactive	\$ 17,633,390		\$ 17,633,390
3. Total – All	\$ 27,352,510		\$ 23,172,749

Minimum Statutory Contribution under 40 ILCS 5/3

Item	Amount
1. Annual Payroll	\$ 1,596,738
2. Normal Cost (net of employee/member contributions)	310,663
3. Employee Contributions (expected)	158,237
4. Funding Actuarial Liability	23,172,749
5. 90% of Funding Actuarial Liability	20,855,474
6. Actuarial Value of Assets (Exhibit 3)	13,171,273
7. Unfunded Actuarial Balance	7,684,201
8. Amortization of Unfunded Balance over 17 years as a level percentage of payroll	602,537
9. Interest on (2), (3) and (8)	75,001
10. Minimum statutory tax levy contribution per 40 ILCS 5/3 – (2) + (8) + (9)	\$988,201 (61.9%)

*() amount as a percent of payroll

Exhibit 5 - Determination of the Funding Policy Contribution

The Tax Levy has been based upon the funding policy actuarially determined contribution, rather than the amount determined as the minimum under 40 ILCS 5/3. The funding policy contribution is developed below, based upon the Entry Age Normal Funding Method, with 95% of the unfunded accrued liability amortized as a level dollar amount over the 17 years through 2040. The contribution is then the sum of the Normal Cost (developed under the entry age method) plus the amortization payment.

Funding Elements for Funding Policy Contribution

	Present Value of Benefits as of 5/1/2023	Entry Age Normal Cost as of 5/1/2023	Entry Age Accrued Liability as of 5/1/2023
1. Active Officers			
a) Normal & Early Retirement	\$ 8,215,131	\$ 293,521	\$ 5,509,379
b) Vested Withdrawal	536,995	33,102	222,417
c) Pre-Retirement Death	86,264	5,929	31,211
d) Disability	880,730	64,764	275,250
e) Total Active Police Officers	\$ 9,719,120	\$ 397,316	\$ 6,038,257
2. Inactive Police Officers and Survivors			
a) Normal Retirees	\$ 11,621,508		\$ 11,621,508
b) Widows (survivors)	0		0
c) Deferred Vested	1,410,351		1,410,351
d) Disabled	4,601,531		4,601,531
e) Total - Nonactive	\$ 17,633,390		\$ 17,633,390
3. Total – All	\$ 27,352,510		\$ 23,671,647

Actuarially Determined Funding Policy Contribution for Tax Levy

Item	Amount
1. Normal Cost (net of employee/member contributions)	\$ 239,079
2. Employee Contributions (expected)	158,237
3. Funding Actuarial Liability	23,671,647
4. 95% of Funding Actuarial Liability	22,488,065
5. Actuarial Value of Assets (Exhibit 3)	13,171,273
6. Unfunded Actuarial Balance	9,316,792
7. Amortization of Unfunded Balance over 17 years as a level dollar amount	891,845
8. Interest on (1), (2) and (7)	90,241
9. Actuarially Determined Funding Policy Contribution for Tax Levy (1) + (7) + (8)	\$1,221,165 (76.5%)

Exhibit 6 - Contribution Necessary to Prevent Negative Funding

Item	Amount
1. Normal Cost (net of employee/member contributions)	\$ 239,079
2. Employee Contributions (expected)	158,237
3. 100% of Funding Actuarial Liability	23,671,647
4. Actuarial Value of Assets (Exhibit 3)	13,171,273
5. Unfunded Actuarial Balance	10,500,374
6. Interest on Unfunded Liability	735,026
7. Interest on (1), (2)	27,812
8. Contribution Necessary to Prevent Negative Funding (1) + (6) + (7)	\$1,001,917 (62.7%)

Exhibit 7 - Determination of Reasonable Actuarially Determined Contribution

The Tax Levy has been based upon the funding policy actuarially determined contribution. Actuarial Standards of Practice (ASOP No. 4) require that a funding valuation should calculate and disclose a Reasonable Actuarially Determined Contribution (RADC). One requirement for the RADC is it must use a contribution allocation procedure which selects an amortization method that fully amortizes the amortization base within a reasonable time period or reduces the outstanding balance by a reasonable amount each year. The Reasonable Actuarially Determined Contribution is developed below, based upon the Entry Age Normal Funding Method, with 100% of the unfunded accrued liability amortized as a level dollar amount over the 17 years through 2040. The contribution is then the sum of the Normal Cost (developed under the entry age method) plus the amortization payment.

Reasonable Actuarially Determined Contribution

Item	Amount
1. Normal Cost (net of employee/member contributions)	\$ 239,079
2. Employee Contributions (expected)	158,237
3. Funding Actuarial Liability	23,671,647
4. 100% of Funding Actuarial Liability	23,671,647
5. Actuarial Value of Assets (Exhibit 3)	13,171,273
6. Unfunded Actuarial Balance	10,500,374
7. Amortization of Unfunded Balance over 17 years as a level dollar amount	1,005,143
8. Interest on (1), (2) and (7)	98,172
9. Reasonable Actuarially Determined Contribution (1) + (7) + (8)	\$1,342,394 (84.1%)

Exhibit 8 – Summary of Participant Data as of May 1, 2023

Participant Data

Item	As of 5/1/2023		
	<u>Tier 1</u>	<u>Tier 2</u>	<u>Total</u>
Active Members			
Vested	6	1	7
Non-Vested	<u>0</u>	<u>8</u>	<u>8</u>
Total Actives	6	9	15
Terminated Members entitled to future benefits	2	6	8
Retired Members	10	0	10
Surviving Spouses	0	0	0
Minor Dependents	0	0	0
Disabled Participants	<u>5</u>	<u>0</u>	<u>5</u>
Total	23	15	38

AGE AND SERVICE DISTRIBUTION AS OF MAY 1, 2023

Active Employee Participants

Age Group	Service									Total
	0 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40+	
Under 20										0
20 - 24										0
25 - 29	1									1
30 - 34	2									2
35 - 39			1	1						2
40 - 44				2	2					4
45 - 49	1				1					2
50 - 54	3									3
55 - 59	1									1
60 - 64										0
65 & Over										0
Total	8	0	1	3	3	0	0	0	0	15

Average Age: 43.4 years

Average Length of Service: 9.6 years

SECTION 4 - SUMMARY OF PRINCIPAL PLAN PROVISIONS

This summary provides a general description of the major eligibility and benefit provisions of the pension fund upon which this valuation has been based. It is not intended to be, nor should it be interpreted as, a complete statement of all provisions

Definitions

Tier 1 – For Police Officers first entering Article 3 prior to January 1, 2011

Tier 2 – For Police Officers first entering Article 3 after December 31, 2010

Police Officer (3-106): Any person appointed to the police force and sworn and commissioned to perform police duties.

Persons excluded from Fund (3-109): Part-time officers, special police officer, night watchmen, traffic guards, clerks and civilian employees of the department. Also, police officers who fail to pay the required fund contributions or who elect the Self-Managed Plan option.

Creditable Service (3-110): Time served by a police officer, excluding furloughs in excess of 30 days, but including leaves of absences for illness or accident and periods of disability where no disability pension payments have been received and also including up to 3 years during which disability payments have been received provided contributions are made.

Pension (3-111)

Normal Pension Age

Tier 1 - Age 50 with 20 or more years of creditable service.

Tier 2 - Age 55 with 10 or more years of creditable service.

Normal Pension Amount

Tier 1 - 50% of the greater of the annual salary held in the year preceding retirement or the annual salary held on the last day of service, plus 2½% of such annual salary for service from 20 to 30 year (maximum 25%).

Tier 2 - 2½% of Final Average salary for each year of service. Final Average Salary is based on the highest consecutive 48 months of the final 60 months of service.

Early Retirement at age 50 with 10 or more years of service but with a penalty of ½% for each month prior to age 55.

Annual Salary capped at \$106,800 increased yearly by the lesser of the Consumer Price Index- Urban (CPI-U) or 3%. The Salary cap for valuations beginning in 2023 is \$134,071.

Minimum Monthly Benefit: \$1,000

Maximum Benefit Percentage: 75% of salary

Termination Retirement Pension

Tier 1 - Separation of service prior to meeting retirement eligibility after completion of at least 8 years of creditable service.

Tier 2 - Separation of service prior to meeting retirement eligibility after completion of at least 10 years of creditable service.

Termination Pension Amount

Tier 1 - Commencing at age 60 (or age 50 if at least 20 years of creditable service at termination), 2½% of annual salary held on the last day of service times years of creditable service.

Tier 2 - Commencing at age 55 (or age 50 but with a penalty of ½% for each month prior to age 55), 2½% of Final Average Salary for each year of service. Final Average Salary is based on the highest consecutive 48 months of the final 60 months of service.

Pension Increase Non-Disabled

Tier 1 - 3% increase of the original pension amount after attainment of age 55 for each year elapsed since retirement, followed by an additional 3% of the original pension amount on each January 1 thereafter. Effective July 1, 1993, 3% of the amount of pension payable at the time of the increase including increases previously granted, rather than 3% of the originally granted pension amount.

Tier 2 - The lesser of ½ of the Consumer Price Index-Urban (CPI-U) or 3% increase of the original pension amount after attainment of age 60 and an additional such increase of the original pension amount on each January 1 thereafter.

Disabled

3% increase of the original pension amount after attainment of age 60 for each year he or she received pension payments, followed by an additional 3% of the original pension amount in each January 1 thereafter.

Pension to Survivors (3-112)

Death of Retired Member

Tier 1 - 100% of pension amount to surviving spouse (or dependent children).

Tier 2 - 66 2/3% of pension amount to surviving spouse (or dependent children), subject to the following increase: The lesser of ½ of the Consumer Price Index-Urban (CPI-U) or 3% increase of the original pension amount after attainment of age 60 and an additional such increase of the original pension amount on each January 1 thereafter.

Death While in Service (Not in line of duty)

With 20 years of creditable service, the pension amount earned as of the date of death.

With between 10 and 20 years of creditable service, 50% of the salary attached to the rank for the year prior to the date of death.

Death in Line of Duty

100% of the salary attached to the rank for the last day of service year prior to date of death.

Minimum Survivor Pension

\$1,000 per month to all surviving spouses.

Disability Pension - Line of Duty (3-114.1)

Eligibility

Suspension or retirement from police service due to sickness, accident or injury while on duty.

Pension

Greater of 65% of salary attached to rank at date of suspension or retirement and the retirement pension available.
Minimum \$1,000 per month.

Disability Pension - Not on Duty (3-114.2)

Eligibility

Suspension or retirement from police service for any cause other than while on duty.

Pension

50% of salary attached to rank at date of suspension or retirement. Minimum \$1,000 per month.

Other Provisions

Marriage after Retirement (3-120)

No surviving spouse benefit available.

Refund (3-124)

At termination with less than 20 years of service, contributions are refunded upon request.

Contributions by Police Officers (3-125.1)

Beginning May 1, 2001, 9.91% of salary including longevity, but excluding overtime pay, holiday pay, bonus pay, merit pay or other cash benefit.

Actuarial Accrued Liability

See ***Entry Age Normal Cost Method*** and ***Projected Unit Credit Cost Method***.

Actuarial Assumptions

The economic and demographic predictions used to estimate the present value of the plan's future obligations. They include estimates of investment earnings, salary increases, mortality, withdrawal and other related items. The *Actuarial Assumptions* are used in connection with the *Actuarial Cost Method* to allocate plan costs over the working lifetimes of plan participants.

Actuarial Cost Method

The method used to allocate the projected obligations of the plan over the working lifetimes of the plan participants. Also referred to as an *Actuarial Funding Method*.

Actuarial Funding Method

See *Actuarial Cost Method*

Actuarial Gain (Loss)

The excess of the actual *Unfunded Actuarial Accrued Liability* over the expected *Unfunded Actuarial Accrued Liability* represents an *Actuarial Loss*. If the expected *Unfunded Actuarial Accrued Liability* is greater, an *Actuarial Gain* has occurred.

Actuarial Present Value

The value of an amount or series of amounts payable or receivable at various times, determined as of a given date by the application of a particular set of *Actuarial Assumptions*.

Actuarial Value of Assets

The asset value derived by using the plan's *Asset Valuation Method*.

Asset Valuation Method

A valuation method designed to smooth random fluctuations in asset values. The objective underlying the use of an asset valuation method is to provide for the long-term stability of employer contributions.

Employee Retirement Income Security Act of 1974 (ERISA)

The primary federal legislative act establishing funding, participation, vesting, benefit accrual, reporting, and disclosure standards for pension and welfare plans.

Entry Age Normal Cost Method

One of the standard actuarial funding methods in which the *Present Value of Projected Plan Benefits* of each individual included in the *Actuarial Valuation* is allocated on a level basis over the earnings of the individual between entry age and assumed exit age(s). The portion of this *Actuarial Present Value* allocated to a valuation year is called the *Normal Cost*. The portion of this *Actuarial Present Value* not provided for at a valuation date by the *Actuarial Present Value* of future *Normal Costs* is called the *Actuarial Accrued Liability*.

Normal Cost

The portion of the *Present Value of Projected Plan Benefits* that is allocated to a particular plan year by the *Actuarial Cost Method*. See *Entry Age Normal Cost Method* for a description of the Normal Cost under the *Entry Age Normal Cost Method*. See *Projected Unit Credit Cost Method* for a description of the Normal Cost under the *Projected Unit Credit Cost Method*.

Present Value of Future Normal Costs

The present value of future normal costs determined based on the *Actuarial Cost Method* for the plan. Under the *Entry Age Normal Cost Method*, this amount is equal to the excess of the *Present Value of Projected Plan Benefits* over the sum of the *Actuarial Value of Assets* and *Unfunded Actuarial Accrued Liability*.

Present Value of Projected Plan Benefits

The present value of future plan benefits reflecting projected credited service and salaries. The present value is determined based on the plan's actuarial assumptions.

Projected Unit Credit Cost Method

One of the standard actuarial funding methods in which the *Present Value of Projected Plan Benefits* of each individual included in the *Actuarial Valuation* is allocated by a consistent formula to valuation years. The *Actuarial Present Value* allocated to a valuation year is called the *Normal Cost*. The *Actuarial Present Value* of benefits allocated to all periods prior to a valuation year is called the *Actuarial Accrued Liability*.

Unfunded Actuarial Accrued Liability

The excess of the *Actuarial Accrued Liability* over the *Actuarial Value of Assets*.

SECTION 5 - SUMMARY OF ACTUARIAL ASSUMPTIONS AND COST METHODS

Nature of Actuarial Calculations

The results documented in this report are estimates based on data that may be imperfect and on assumptions about future events, some of which are mandated assumptions. Certain provisions may be approximated or deemed immaterial and therefore are not valued. Assumptions may be made about participant data or other factors. A range of results, different from those presented in this report could be considered reasonable. The numbers are not rounded, but this is for convenience and should not imply precisions, which is not inherent in actuarial calculations.

Actuarial Assumption	Annual Actuarial Valuation Statutory Minimum	Annual Actuarial Valuation Funding Policy Amount for Tax Levy																																																																																																																																																																																																
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Mortality	<p>PubS-2010 base rates projected generationally with Scale MP2021.</p> <p>Rates (probability of death at each age) have been adjusted by a factor of 1.15 for healthy male retirees and female surviving spouses. Rates have been adjusted by a factor of 1.08 for disabled male retirees.</p>	<p>PubS-2010 base rates projected generationally with Scale MP2021.</p> <p>Rates (probability of death at each age) have been adjusted by a factor of 1.15 for healthy male retirees and female surviving spouses. Rates have been adjusted by a factor of 1.08 for disabled male retirees.</p>																																																																																																																																																																																																
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Actuarial Assumption Item	Annual Actuarial Valuation Statutory Minimum	Annual Actuarial Valuation Funding Policy Amount for Tax Levy																								
Withdrawal	<p>Rates of termination are based upon service. Sample rates for selected years of service are:</p> <table><thead><tr><th colspan="2">Years of Service</th></tr></thead><tbody><tr><td>0</td><td>13.00%</td></tr><tr><td>5</td><td>4.50%</td></tr><tr><td>10</td><td>2.25%</td></tr><tr><td>15</td><td>1.25%</td></tr><tr><td>20</td><td>1.25%</td></tr></tbody></table>	Years of Service		0	13.00%	5	4.50%	10	2.25%	15	1.25%	20	1.25%	<p>Rates of termination are based upon service. Sample rates for selected years of service are:</p> <table><thead><tr><th colspan="2">Years of Service</th></tr></thead><tbody><tr><td>0</td><td>13.00%</td></tr><tr><td>5</td><td>4.50%</td></tr><tr><td>10</td><td>2.25%</td></tr><tr><td>15</td><td>1.25%</td></tr><tr><td>20</td><td>1.25%</td></tr></tbody></table>	Years of Service		0	13.00%	5	4.50%	10	2.25%	15	1.25%	20	1.25%
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Disability	<p>Rates of disability are based upon age only. Sample rates for selected ages are:</p> <table><thead><tr><th colspan="2">Age</th></tr></thead><tbody><tr><td>25</td><td>0.03%</td></tr><tr><td>40</td><td>0.40%</td></tr><tr><td>50</td><td>0.68%</td></tr><tr><td>55</td><td>0.86%</td></tr></tbody></table> <p>60% of disabilities are assumed to occur in the line of duty</p>	Age		25	0.03%	40	0.40%	50	0.68%	55	0.86%	<p>Rates of disability are based upon age only. Sample rates for selected ages are:</p> <table><thead><tr><th colspan="2">Age</th></tr></thead><tbody><tr><td>25</td><td>0.03%</td></tr><tr><td>40</td><td>0.40%</td></tr><tr><td>50</td><td>0.68%</td></tr><tr><td>55</td><td>0.86%</td></tr></tbody></table> <p>60% of disabilities are assumed to occur in the line of duty</p>	Age		25	0.03%	40	0.40%	50	0.68%	55	0.86%				
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Salary Increase	Graded by service (11.00% initially to ultimate rate of 3.50%)	Graded by service (11.00% initially to ultimate rate of 3.50%)																								
Payroll Growth	3.00% per annum	3.00% per annum																								
Percentage Married	80% are married, females are assumed to be 3 years younger	80% are married, females are assumed to be 3 years younger																								
Asset Valuation Methods	Assets are valued at fair market value and smoothed over three years, reflecting gains and losses at 20% per year.	Assets are valued at fair market value and smoothed over five years, reflecting gains and losses at 20% per year.																								
Actuarial Cost Methods	<p>Projected Unit Credit Cost Method</p> <p>This is the mandated actuarial method to be used in determining the statutory contribution requirements and under PA 096-1495. This method determines the present value of projected benefits and prorates the projected benefit by service to date to determine the accrued liability. Amounts attributable to past service are amortized as a level percentage of pay with the goal of reaching 90% of the accrued liability by 2040.</p>	<p>Entry Age Normal Cost Method</p> <p>This method projects benefits from entry age to retirement age and attributes costs over total service, as a level percentage of pay. Amounts attributable to past service have been amortized over 17 years on a closed basis as a level dollar amount.</p>																								

Actuarial Assumption	Low-Default-Risk Obligation Measure
Interest	The discount rate used for the Low-Default-Risk Obligation Measure (LDROM) is 4.75% . This is the single equivalent rate produced when discounting the expected future benefit payments to plan participants using yields derived from investment grade bonds as published in the FTSE Pension Discount Curve as of April 30, 2023.
Actuarial Cost Method	Entry Age Normal Cost Method
Other Assumptions	All other actuarial assumptions are identical to those used in calculating the Actuarial Accrued Liability for the Funding Policy contribution amount.

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

This Intergovernmental Agreement (IGA) For Library Services is made this 26th day of September, 2023 by and between the Board of Education of Lake Bluff School District No. 65 ("SCHOOL") and the Board of Trustees of Lake Bluff Public Library ("LIBRARY")(collectively, the "Parties" or individually, "Party").

RECITALS

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

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

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

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

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

2. Term and Renewal of IGA.

This IGA is effective October 1, 2023, and ends September 30, 2024, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of One Thousand Dollars (\$1,000) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2023, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Facilities Use.

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

5. Equipment.

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

6. Indemnification.

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

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

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

7. Insurance.

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

8. Amendments to this IGA.

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

9. Savings Clause.

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

10. Publicity.

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

11. Notice.

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

To the Library:

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

To the School:

D65 District Office
Attn: Superintendent Dr. Lisa Leali
121 East Sheridan Place
Lake Bluff, IL 60044

With a Copy To:

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

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

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

-SIGNATURE PAGE FOLLOWS-

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

LIBRARY:

BOARD OF TRUSTEES OF
LAKE BLUFF PUBLIC LIBRARY

By: _____

Bonnie Shaul

Its: President

Date: _____

ATTEST:

By: _____


Alexandra Friedeman

Its: Secretary

Date: _____

SCHOOL:

BOARD OF EDUCATION OF
LAKE BLUFF SCHOOL
DISTRICT NO. 65

By:  _____

Andy Duran

Its: President

Date: 09/26/23

ATTEST:

By:  _____

Carrie Steinbach

Its: Secretary

Date: 9/26/23

Renee Grassi

From: donotreply=lakeblufflibrary.org@mail.lakeblufflibrary.org on behalf of LAKE BLUFF PUBLIC LIBRARY <donotreply@lakeblufflibrary.org>
Sent: Thursday, September 28, 2023 1:26 AM
To: Renee Grassi
Subject: Library improvements

Submitted on Thu, 09/28/2023, 1:25 am

Submitted by: Anonymous

Submitted values are:

Your Name
Joan Cordeniz

Your Email
jdcordeniz@gmail.com

Subject
Library improvements

Message

Renee,

I just wanted to thank you for dealing with all the deferred maintenance problems that have come home to roost this year.

There is one improvement that I am particularly happy about - the new access buttons for opening the front door! I spent some of last year with a walker, and then a cane, and I found the old access button wonky. It was not something a frail person or young child could operate easily. As a former walker/cane user, I can assure you that the new access button is a huge improvement. And, as someone who used to try to juggle a baby, a toddler and an armful of books while trying to enter the library, I can also guarantee parents and caregivers of small children are cheering this change. I think it has improved the accessibility of the library quite a bit.

Thanks for all you do - it is greatly appreciated.

Joan Cordeniz



LAKE BLUFF BIRTHDAY BASH 2023

PO Box 211
Lake Bluff, Illinois 60044

Dear Renee:

On behalf of the Birthday Bash Committee I'd like to thank you for supporting the 2023 Lake Bluff Birthday Bash!

It's been estimated that 3,000 community members attended. They enjoyed a phenomenal fireworks show, the Great Lakes Navy Band, the See Alice Band, over 1,000 cookies, and six food and beverage providers. And the weather was perfect!

We are looking forward to the 2024 Birthday Bash and are hoping that you will join us again!

Sincerely,

A handwritten signature in blue ink that reads 'Mark'.

Mark Dewart
Lake Bluff Birthday Bash

Myata5@yahoo.com
847-209-3239

Thanks again to the library team!
We really appreciate having
Jillian produce the Bash!

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.


We love you!

I wish there was more little kid programming on weekends for working parents

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

Name Amy Bahrani

Phone or Email 262 758 3974

 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.

Charge \$5/person to play to raise money for your prizes and staffing - or take a free will offering.

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

Name

Phone or Email

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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.

Would like to volunteer any where you see fit. Flexible hours.

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

Name Robyn McGarrigle

Phone or Email 224-522-3890

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