

December 12, 2023 Board Meeting

agenda

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	Adjournment (1 minute)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 12, 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
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 Meeting ID: 206 959 8344
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Agenda

1. **Call to Order**
2. **Roll Call (1 min)**
3. **Pledge of Allegiance (1 min)**
4. **Additions & Corrections to the Agenda (2 min)**
5. **Opportunity for Public to Address the Board (5 min)**
6. **Approval of Board Meeting Minutes (5 min)**
 - a. ACTION: Approval of Minutes of November 14, 2023 Regular Board Meeting
7. **Library Director Updates (7 min)**
 - a. Director's Report
 - b. Monthly Statistics Reports
8. **Committee Reports (25 min)**
(Met)
 - a. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - b. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
 - c. Bylaws & Policy Committee (**CHAIR:** Friedeman. **MEMBERS:** Graziano and Zaute.)
 - d. Long Range Planning Committee (**CHAIR:** Shaul. **MEMBERS:** Friedeman)**(Did Not Meet)**
 - e. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano)
 - f. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Berg, Shaul.)
 - g. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
 - h. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
 - i. Special Topics Committee (AD HOC. Committee membership is assigned by topic)
9. **October 2023 Financial Reports (5 min)**
 - a. ACTION: Approve November Detailed Revenue & Expense Report
 - b. ACTION: Approve November Monthly Check Disbursement (15831-15869)
10. **New Business**

- a. ACTION: Vote to request Lake Bluff Public Library's Personal Property Replacement Tax
 - i. Overview
 - ii. Proposal from Lake Bluff Village Board President and Lake Bluff Village Administrator Shared on November 30, 2023
 - iii. Discussion
 - iv. ACTION: Vote to request all delinquent payments of Personal Property Replacement Tax from 1977 – Present immediately from the Village of Lake Bluff Board of Trustees
- b. ACTION: Vote to approve updates to Personnel Policy
 - i. ACTION: Personnel Policy: 4.9 - Telecommuting
 - ii. ACTION: Personnel Policy: 5.12 - Paid Leave for All Workers
- c. ACTION: Vote to approve the 2023-2024 Intergovernmental Agreement with Forest Bluff School
- d. Discussion: Lake Bluff History Museum Letter RE: Intergovernmental Agreement

11. Library Correspondence (7 min)

- a. Correspondence #1: Hours Pilot Feedback
- b. Correspondence #2: Hours Pilot Feedback
- c. Correspondence #3: Staff Feedback

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

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

13. Executive Session(s) if needed

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

14. Adjournment (1 minute)

Attachments

- Regular Minutes 2023Nov14
- Director's Report
- November FY Statistics Graph
- November Statistics 3 Year Graphs
- November Revenue and Expenditures Report
- November Check Disbursement Report
- Forest Bluff LBPL IGA 23-24
- Director Memo Telecommuting Policy
- Personnel Policy Update Telecommuting
- HR Source Field Guide for Paid Leave for All Workers Act
- Personnel Policy Update PLAWA
- Lake Bluff History Museum Letter
- Museum Library Intergovernmental Agreement
- Correspondence Hours Pilot Feedback 1
- Correspondence Hours Pilot Feedback 2
- Correspondence Staff Feedback

Upcoming Board Meetings

- January 16, 2024 at 7 pm: IN PERSON
- February 20, 2024 at 7 pm: IN PERSON
- February 24, 2024 at 9 am: LOCATION TBD; Library Board Retreat



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, November 14, 2023 at 7 PM
123 E. Scranton Avenue, Lake Bluff, Illinois 60044

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

1. **Call to Order:** Library Director Renee Grassi called the meeting to order at 7:01 pm.
2. **Roll Call:** Trustees Shaul, Friedeman, Hayes, Zaute and Jerch were present; Trustee Jardine was absent. Library Director Renee Grassi and library staff members Katie Horner and Martha O'Hara were also present.
 - a. Trustee Jerch moved to approve Trustee Graziano's remote participation due to childcare issues, allowable by the current Board policy, Trustee Zaute seconded; all voted aye.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda**
 - a. Trustee Friedeman reported that the Bylaws & Policy Committee did not meet and requested it be moved. Trustee Jerch reported that the Building & Grounds Committee did not meet and requested it be moved in the agenda.
5. **Opportunity for Public to Address the Board:** There was none.
6. **Approval of Board Meeting Minutes**
 - a. Approval of Minutes of October 17, 2023 Regular Board Meeting: Trustee Jerch moved to approve the minutes of the October 17th Regular Board Meeting with the addition of Martha O'Hara, Katie Horner and Eliza Jarvi attending virtually, Trustee Zaute seconded; Trustees Jerch, Graziano, Hayes and Zaute voted aye. Trustees Friedeman and Shaul abstained.
7. **Library Director Updates:** Library Director Grassi provided an overview of October happenings at the Library, including updated safety training in response to the bomb threats received at multiple Chicago-area libraries. She also provided a staffing overview, highlighting where staffing issues have impacted programming and what managers have done to address staffing challenges. Two part-time staff members have joined the Library staff, who will be trained and filling shifts by the end of November. Director Grassi also provided a special report on Banned Books Week, with largely positive feedback from the Lake Bluff community. Last month's visit count was counted incorrectly, due to a replacement with the door counter and has since been updated.



8. Committee Reports

(Met)

- a. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute): Trustee Hayes provided an overview from the Finance Committee's most recent meeting. Jamie Rachlin from Meristem Advisors conducted a presentation on the state of the library's finances with a benchmarking report in comparison to peer libraries. Lake Bluff Public Library operates on lower revenues than peer libraries, but maintains a fund balance between 25-50%. The Library had a 39.4% fund balance in FY22, which is within the target range, but lower than most peer libraries. The Finance Committee is researching how to develop tiered standards to shape future financial and capital planning, including possible further work with Meristem Advisors. Trustee Shaul reported that an awarded IL state grant has been given the green light at the state level to be disbursed to libraries.
- b. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul): The committee discussed the staff appreciation proposal from Trustee Friedeman, as well as the Library Director's goals formed following her six month performance review.

(Did Not Meet)

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

9. October 2023 Financial Reports

- a. **October Detailed Revenue & Expense Report:** Trustee Jerch moved to approve the Revenue and Expense Report from October 2023, Trustee Hayes seconded; all voted aye.
- b. **October Monthly Check Disbursement (15803-15830):** Trustee Hayes moved to approve checks numbered 15803-15830, Trustee Jerch seconded; all voted aye.

10. New Business

- a. **Change in Library Hours:** The Library Director presented a proposal for revised library operating hours. Director Grassi reported that managers have consistently reported staffing shortages and burnout due to scheduling as primary concerns. The Library operates with 12.5 FTE and is currently open 63 hours per week, with a comparable library (Glencoe) operating with 27 FTE and 69 hours of operation per week. Director Grassi developed a pilot schedule for review, which moves the library to 52 hours of operation per week. This proposal was developed using a daily heat map report, data from SenSource Vea Software (door counter), programming schedule and staff/community feedback. Library Staff provided statements regarding operational structure and its impact on staff retention, support and burnout. Trustee Jerch moved to



approve the new pilot hours of operation beginning January 1, 2024 with a six month evaluation period, Trustee Friedeman seconded; all voted aye.

- b. **Patron 1 Year Suspension Anniversary:** Trustee Shaul provided an overview of consultation with legal counsel regarding a recommendation to extend the suspension of this particular patron for an additional year based on the egregious nature of the incident. Trustee Jerch moved to approve the extension of the patron's suspension for one additional year, Trustee Hayes seconded; all voted aye.
 - c. **Complete Cleaning Service Contract:** Library Director Grassi provided an overview for a new cleaning service contract with Complete Cleaning Company. Trustee Jerch moved to approve the contract with Complete Cleaning Service, Trustee Zaute seconded; all voted aye.
 - d. **2024 Lake Bluff Public Library's Board of Trustees Meeting Dates:** Trustee Friedeman moved to approve the 2024 Board Meeting Dates, Trustee Hayes seconded; all voted aye.
 - e. **Staff Appreciation Proposal:** Trustee Friedeman presented a proposal for voluntary staff appreciation for the Board to consider participating in. Trustee Graziano requested that the staff appreciation lunch be scheduled for January 5th.
11. **Library Correspondence:** Director Grassi provided an overview of library correspondence from the past month including feedback on Banned Books Week, support for joining the CCS Consortium, and feedback on high quality staff service.
12. **Any and all other business which may properly come before the Board:** Director Grassi reported statistics on the IGA card program at the request of Trustee Graziano.
13. **Executive Session(s) if needed:** Trustee Friedeman moved to move into Executive Session at 9:27 pm 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)., Trustee Jerch seconded; all voted aye. Trustee Jerch moved to move out of Executive Session at 10:00 pm, Trustee Hayes seconded; all voted aye.
14. **Approval of Library Director's Goals:** Trustee Jerch moved to approve Library Director Grassi's goals through FY24-25, Trustee Hayes seconded; all voted aye.
15. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Hayes seconded; all voted aye. The meeting adjourned at 10:01 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary

Director's Report November, 2023



Administration and Human Resources

- On Nov. 17, the Library closed to the public and hosted its annual Staff In-Service Day. Library staff received a disability awareness training presentation from JJ's List, a local non-profit organization that supports inclusion of and accessibility for people with disabilities by providing professional development and training for employees and organizations. Staff presentations included Director Grassi's summary of the HR Source Salary Benchmarking project, Katie Horner's staff demo of Beanstack for the 2024 Winter Reading Program, a staff ice breaker led by Martha O'Hara, and Director Grassi's Year in Review, Looking Ahead presentation to discuss staff achievements and plans for the coming year. Managers also led Department meetings to discuss team planning. At the end of the Staff Day, staff were surprised by Director Grassi presentation of individual Crystal Geese Awards with a small trophy and certificate, one for each staff, which recognized their individual talents and qualities.
- Starting Nov. 1, Lake Bluff Brewing Company began a fundraiser in partnership with and benefiting the Lake Bluff Public Library. This annual fundraiser called Totally Booked invites locals to purchase drinks from the brewery, with a portion of the proceeds of what's sold going to financially benefit the Library. This year, the Brewery has increased their donation from \$1 to \$3 per growler sold. The Brewery brewed 5 kegs of their pumpkin pie beer, selling over 80 pints and 3 growlers as of the end of November. Final donation numbers will be available in the next couple months. Thank you to the Lake Bluff Brewing Company for your steadfast support of the Library!
- Strain on staffing continues with planned and unplanned absences due to vacation, illness, FMLA and bereavement. 1 library program was cancelled this month. Due to continued absences and staffing limitations, interviews for Substitute Librarian position were delayed until January, 2024.
- Director Grassi met with HR Source Consultant Kathryn O'Connor for several working meetings to complete the Lake Bluff Library salary benchmarking final report, due to be shared with the Finance Committee at their meeting in December and the full Board of Trustees in January, 2024.
- Staff training completed:
 - Adult Librarian Carol completed a Library Journal online course entitled Building & Defending Inclusive Library Collections, addressing topics such as "the danger of a single story."
 - Administrative Associate Laurence completed Fundamentals of Collection Development and Management, an American Library Association online course, which outlined basic collection development principles that will support her work with the periodical collection.
 - Youth Librarian Vanessa Howland completed an online course through the American Library Association entitled Disability Inclusion.
 - Director Grassi attended the Department of Commerce and Economic Opportunity's Grantee Onboarding Training through the Illinois State Department to learn about how to manage the upcoming disbursement of state grant funds for capital improvement projects.
- Passport processing times have decreased again, with new estimates 7-10 weeks for routine processing (previously 8-11) and 3-5 weeks for expedited processing (previously 5-7). Passport need exceeds library staff availability and staff continue to make referrals to nearby agencies.
- Passport applications processed in November: 20



Communications

- Youth Librarian Vanessa Howland assumed the responsibility of designing all Youth Services flyers for the Winter 2024 programming quarter, supporting Communications Team during current staffing limitations due to FMLA. Thank you, Vanessa!
- The Communications Team developed and implemented a strategic marketing plan for the Library's rollout of new building hours. The plan not only strategized communication updates to various community groups, it also identified necessary updates to internal and external library systems, such as the Library's online catalog, the website, the phones, and more. Additional communication is scheduled for the end of December to coincide with the change in hours starting January, 1, 2024.
- The Communication Team implemented major design changes for the Winter 2024 newsletter that continued to streamline processes and reduce workflow. These changes included a reduced page count and more branded content design instead of customized designs. Not only will this improve staff workflow, it will also increase readability of the newsletter online and print. In addition, the font utilized for the newsletter was changed to Atkinson Hyperlegible, which is an open source font designed to be optimally legible for readers who have vision disabilities.

Social Media Highlights

Highest interacted post was a promotional post of Totally Booked 6: Taming of the Brew image of owner Mike Dorneker with 20 Instagram likes and 71 likes on Facebook with 5 shares and additional 1.6k views.

Collections

- November Library Displays:
 - Thanksgiving
 - Native American Heritage Month
 - Veterans Day (Adult and Youth)
 - Feasts and Families
 - Aviation History Month
 - Cozy Fall Reads
- The Library has begun its relabeling project, which aims to replace faded and barely legible spine labels with new ones. A total of 250 youth books were relabeled in November. This project has been deprioritized since summer due to capacity.

Events, Programming and Outreach

- Youth Services Manager Eliza Jarvi has assumed the temporary responsibility of managing all library programs, due to the FMLA leave of the Adult Programming Coordinator. In this role, she manages communication with outside vendors and presenters, ensures payment is received, manages room setup and programming statistics, addresses patron inquiries, and delegates other programming responsibilities where there is staff capacity. In total, Eliza led and supported 7 library programs in November. Thank you, Eliza, for supporting the Library through staffing difficulties and taking on additional responsibilities to ensure that residents continue to have positive library programming experiences.
- The Library hosted a successful in-person adult program featuring an actor's live portrayal of the life and accomplishments of writer Gertrude Stein. In total, 25 attended the event.
- The Youth Services Department hosted an event celebrating community, connection and reading inspired by the Secretary of State's Family Reading Night. Youth Librarian hosted the event with other staff help, providing activities such as a book bingo, movement activities, and more. In total, 26 attended the event.
- In November, the Library hosted 4 teen volunteers who assisted with 5 different activities, including preparation of Youth Grab & Go Crafts and the cleaning and reorganization of the Youth Activity Room.
- Total Youth Services Grab and Go Crafts distributed in October: 178



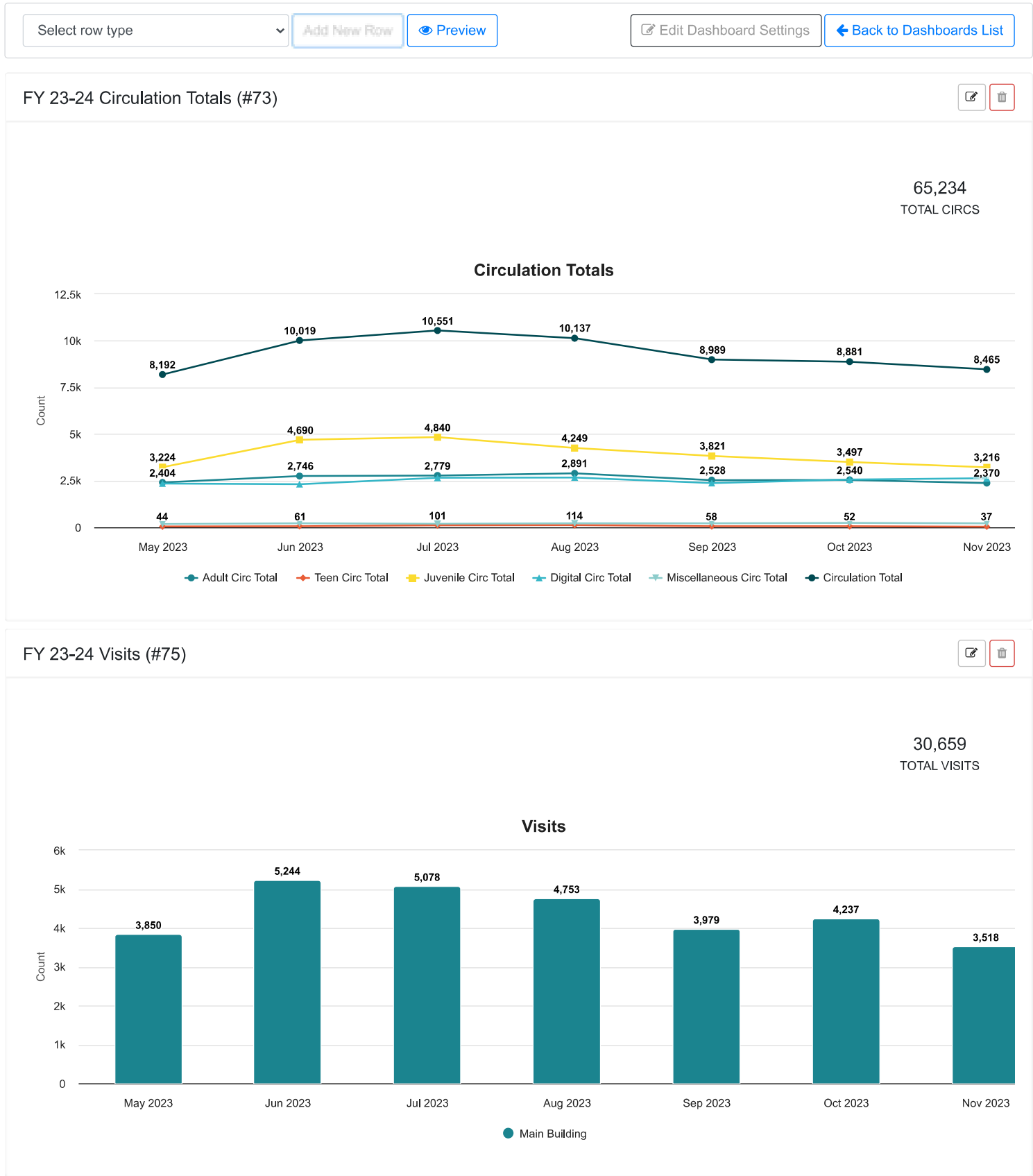
Technology Updates

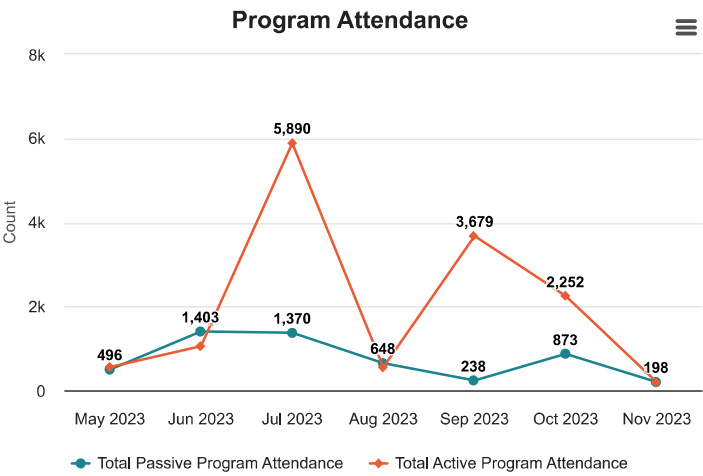
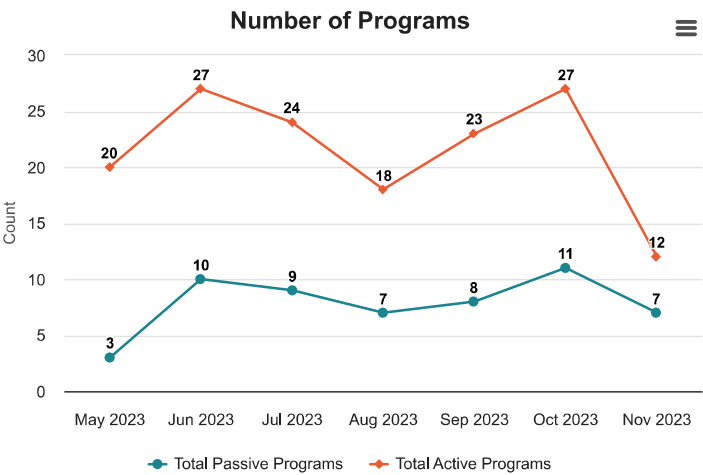
- Adult Services and Technology Manager Martha O'Hara submitted a request for record disposal to the State of Illinois for email correspondence eligible for destruction. Staff recall this important record retention work has never been completed. The record destruction request was approved, and allowed the Library to proceed with deactivation for 11 inactive accounts.
- The Lake Bluff Public Library completed a technology survey for the state of Illinois about our WiFi and technology setup to aid in the implementation of a new state program to increase broadband access.
- Work has begun inventorying and improving the organization's Windows profiles.
- The Library's contract with Granite for its phone system will soon end. Director Grassi and Martha O'Hara have identified new phone vendors and are in the process of scoping the proposal for a new contract.
- Procedural documents have been updated to manage the Library's back-up tape process. Martha is working with Youth Manager Eliza Jarvi to provide training to youth staff to take on this responsibility.
- The Library's phone system menus have been restructured, which will result in more efficient staff processes for making updates to outgoing messages.
- Four staff laptops and supplies were distributed to four of the Library's telecommuting employees; one will receive theirs after FMLA leave. This two-stage project has been split across two fiscal years to address budget limitations and reduce costs. The remaining four staff will continue to use personal devices to support telecommuting until funds are available in the new fiscal year.

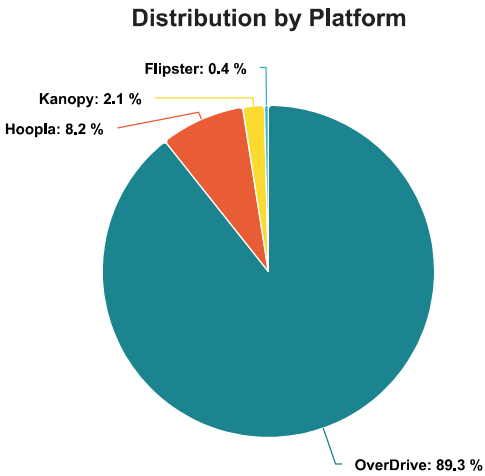
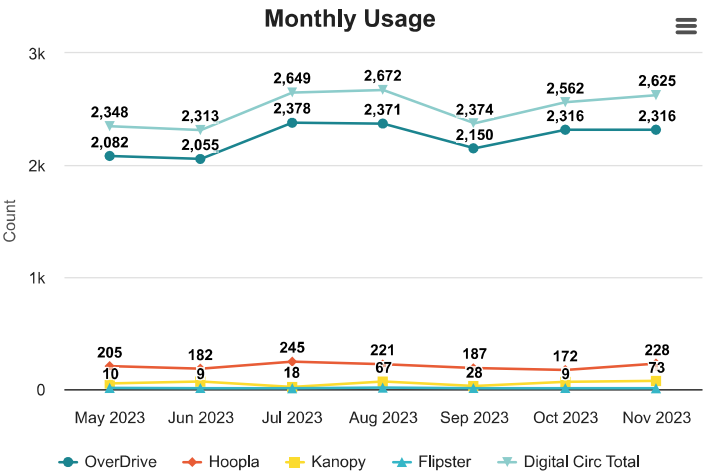
Building and Maintenance Updates

- Director Grassi met with Shaun Kelly from Engberg Anderson to finalize the Accessibility and Site Evaluation Report.
- Director Grassi acquired quotes for Indoor Air Quality testing for the facility, per the suggestion of the Building and Grounds Committee.
- The following building maintenance tasks were completed
 - Installed new flag pole and re-hung American flag
 - Replaced lightbulbs in Staff lunchroom
 - Unclogged sink in Youth Services bathroom; new parts ordered
 - First floor bathroom door handles fixed
 - Adjusted placement of bookdrop on Oak Ave. on concrete slab

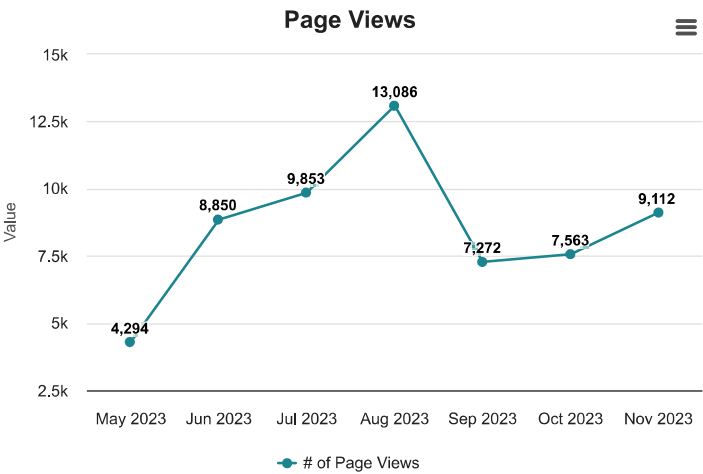
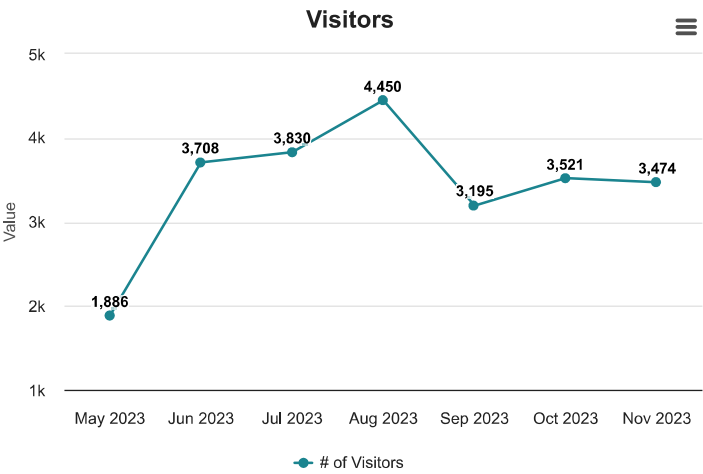
FY 23-24 Graphs



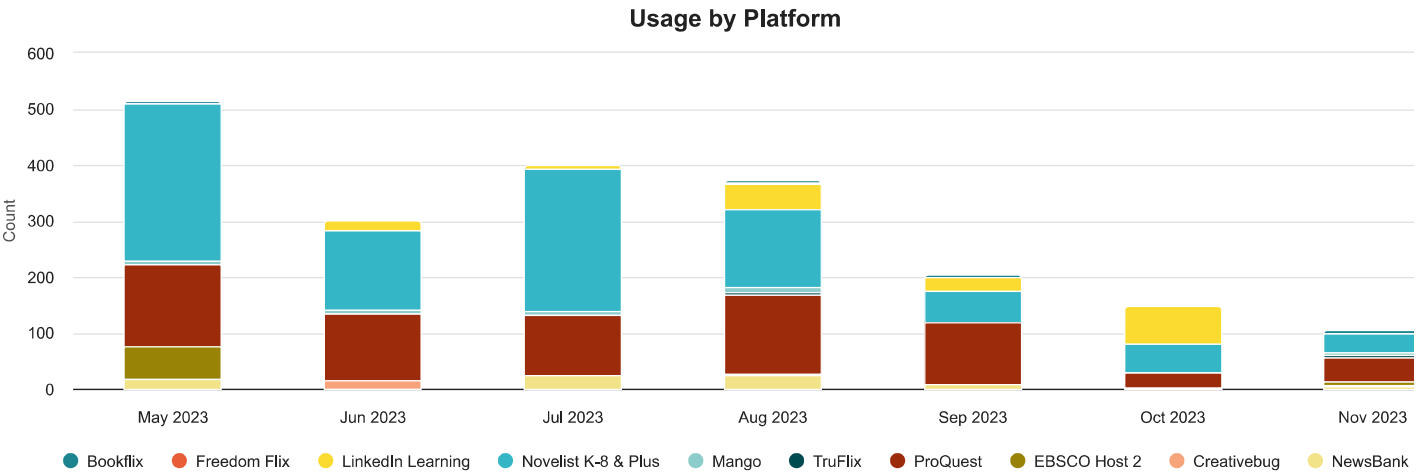




29,424
TOTAL SESSIONS



FY 23-24 Database Usage (#70)



3 Year Comparison Graphs

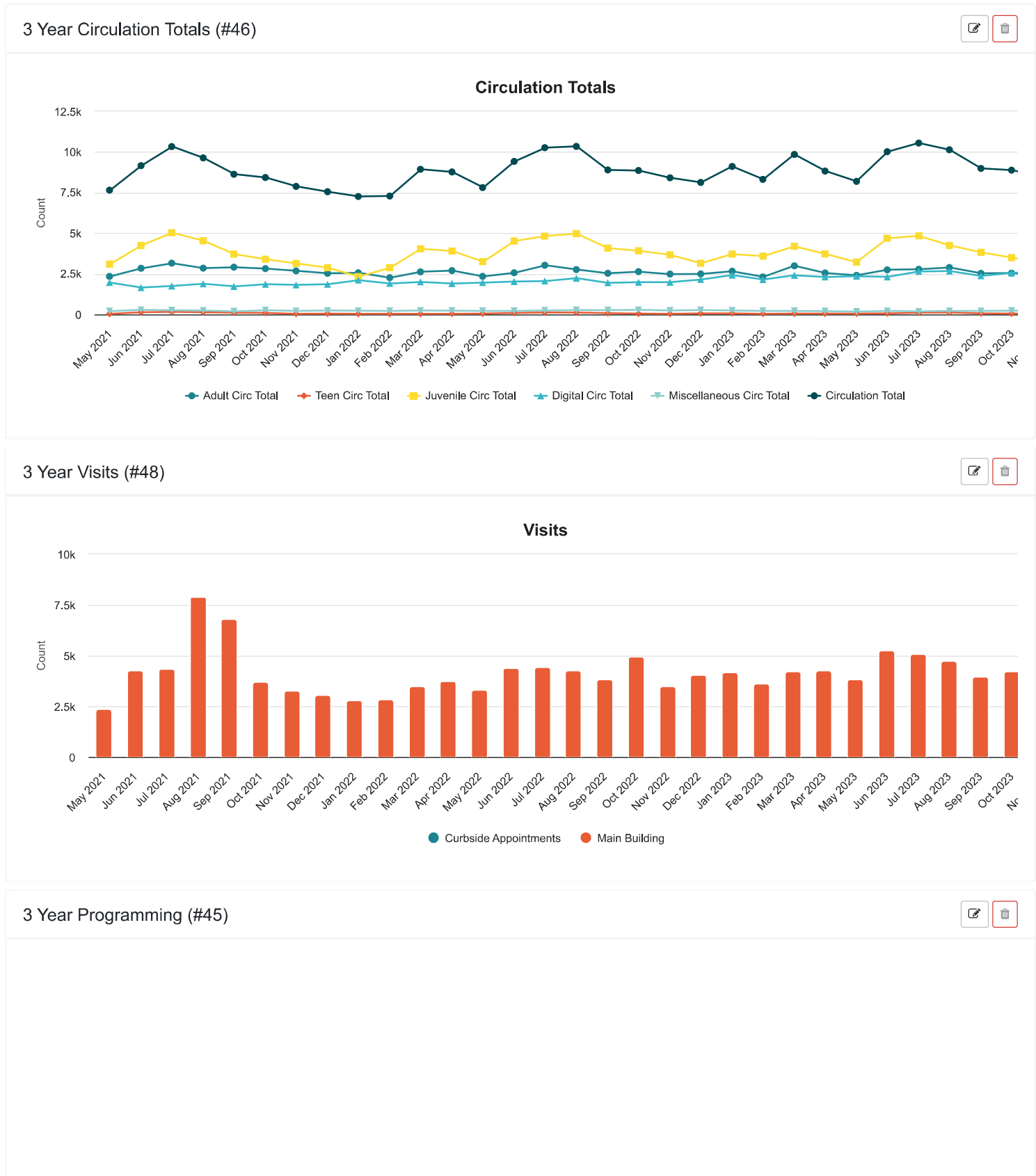
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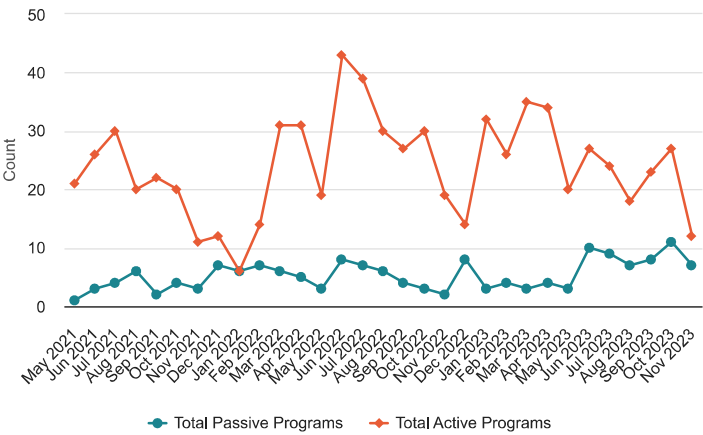
Add New Row

Preview

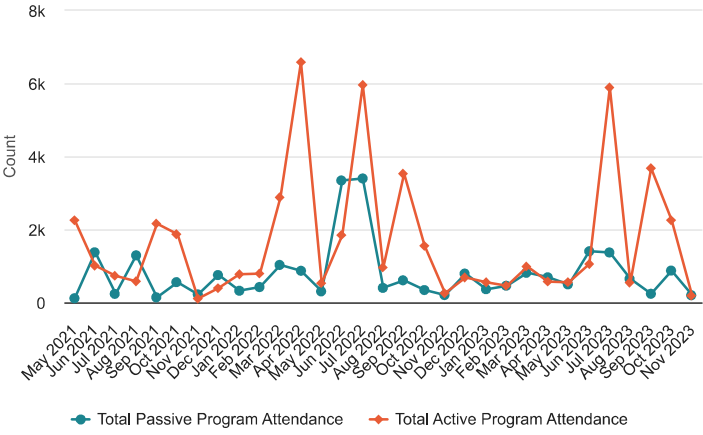
Edit Dashboard Settings

Back to Dashboards List





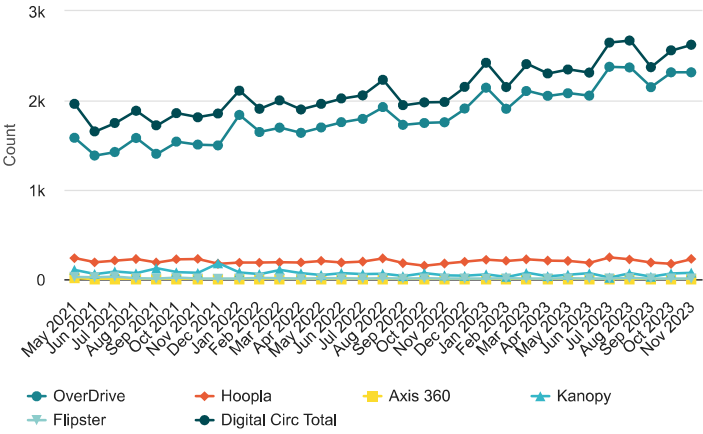
Program Attendance

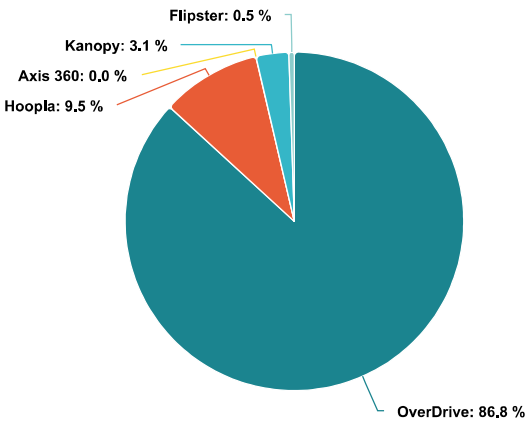


3 Year Digital Collections (#44)

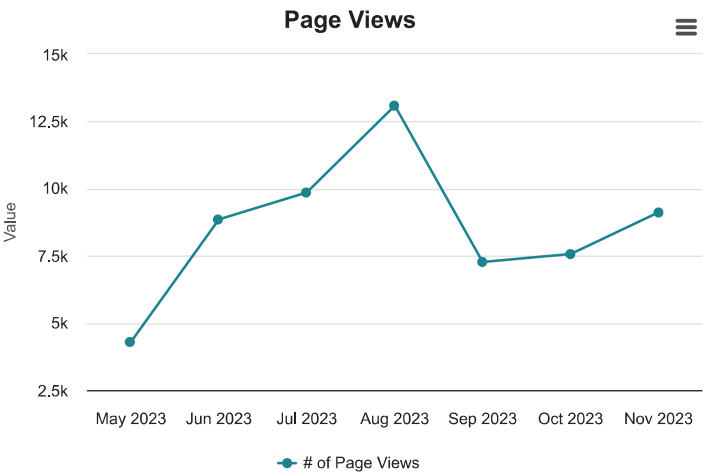
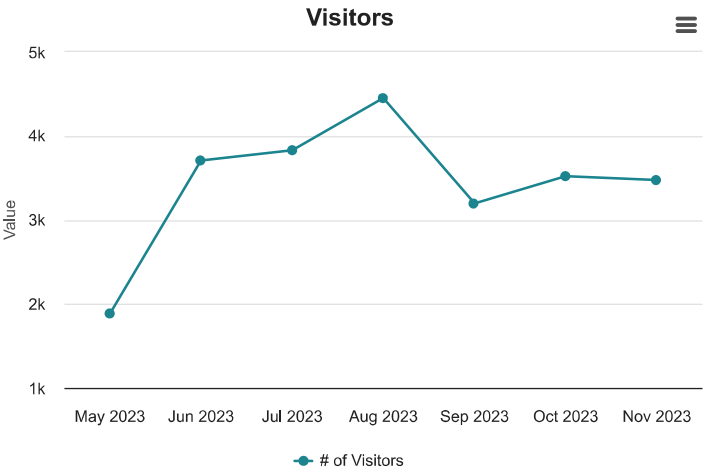


Monthly Usage



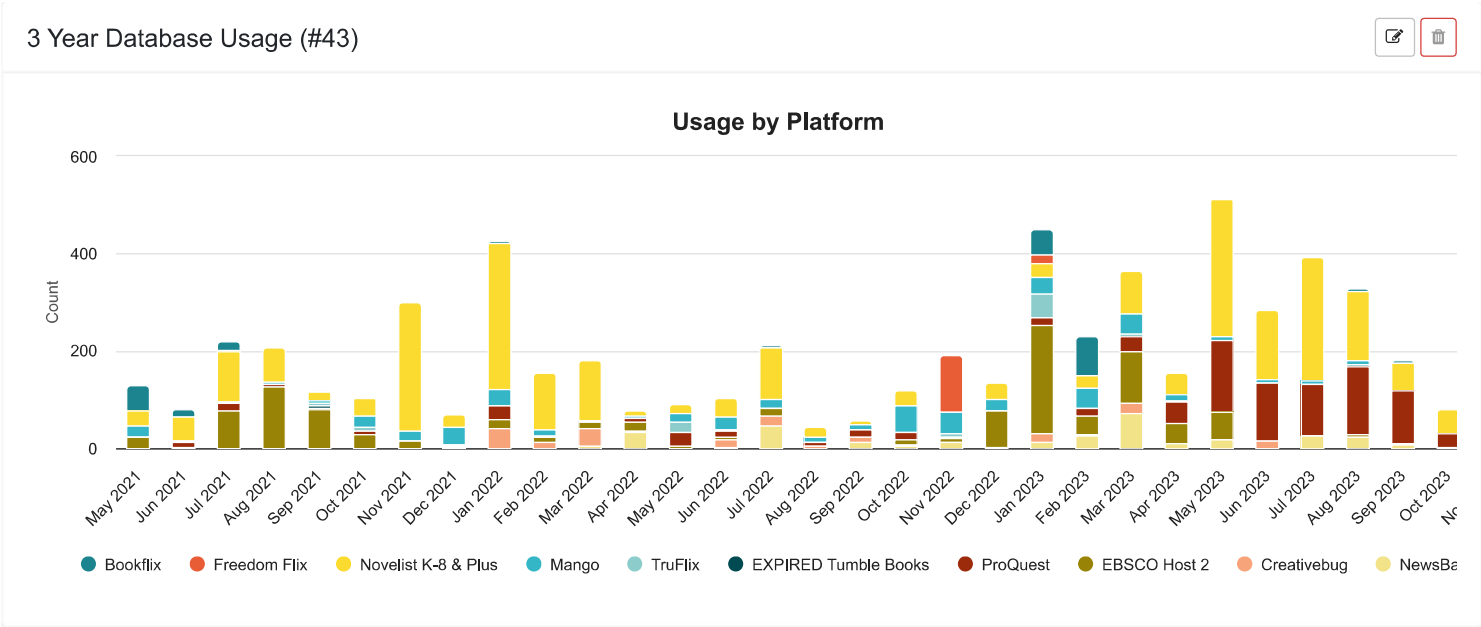
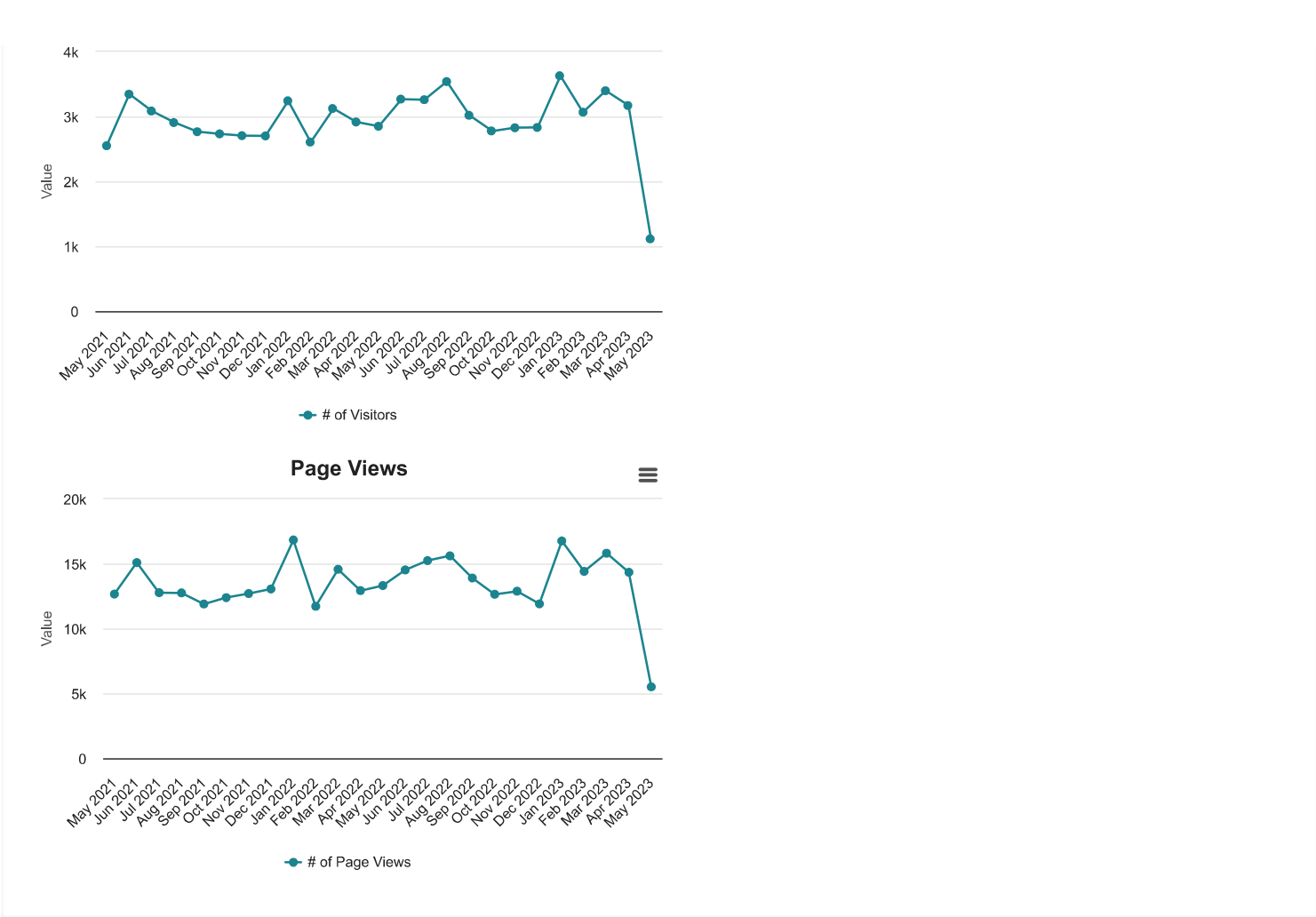


3 Year Website Usage (Google Analytics 4) (#77)



3 Year Website Usage (Original Google Analytics) (#47)





```
User: rgrassi
DB: Lake Bluff
```

PERIOD ENDING 11/30/2023

7

		ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE		
GL NUMBER	DESCRIPTION	MONTH 11/30/23	MONTH 11/30/22	11/30/2023	11/30/2022	2023-24	% BDGT
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	104,114.31	0.00	1,064,307.68	838,432.03	1,084,364.00	98.15
PROPERTY TAXES		104,114.31	0.00	1,064,307.68	838,432.03	1,084,364.00	98.15
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	206.72	128.61	1,286.26	1,095.29	2,000.00	64.31
080-300-34250	NON-RESIDENT FEES	562.48	667.49	3,561.86	3,651.07	6,000.00	59.36
080-300-34260	PASSPORT FEES	450.75	2,697.47	10,424.72	16,170.62	20,000.00	52.12
CHARGE FOR SERVICES		1,219.95	3,493.57	15,272.84	20,916.98	28,000.00	54.55
FINES/FORFEITS							
080-300-35700	RENTAL FINES	145.57	63.66	1,008.33	995.85	1,000.00	100.83
FINES/FORFEITS		145.57	63.66	1,008.33	995.85	1,000.00	100.83
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	10.00	0.00	10.00	0.00	790.00	1.27
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,500.00	0.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	0.00	10.46	25.69	54.99	500.00	5.14
080-300-38900	MISCELLANEOUS INCOME	15.05	2,352.31	1,153.19	3,685.84	3,000.00	38.44
MISCELLANEOUS		25.05	2,362.77	2,688.88	3,740.83	16,073.00	16.73
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	3,732.81	2,594.17	31,077.31	7,831.85	20,000.00	155.39
INVESTMENT INCOME		3,732.81	2,594.17	31,077.31	7,831.85	20,000.00	155.39
Total Dept 300 - REVENUE		109,237.69	8,514.17	1,114,355.04	871,917.54	1,158,721.00	96.17
TOTAL REVENUES		109,237.69	8,514.17	1,114,355.04	871,917.54	1,158,721.00	96.17
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	21,683.84	14,675.86	149,967.19	119,286.84	220,557.00	67.99
080-603-40030	STAFF SALARIES	30,810.09	26,132.64	197,811.23	201,503.36	379,800.00	52.08
SALARIES		52,493.93	40,808.50	347,778.42	320,790.20	600,357.00	57.93

PERSONNEL

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/23 INCR (DECR)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	YTD BALANCE 11/30/2023 NORM (ABNORM)	YTD BALANCE 11/30/2022 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	51,524.28	46,154.52	95,000.00	54.24
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	51,524.28	46,154.52	95,250.00	54.09
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,980.69	3,101.26	26,362.32	24,285.79	44,000.00	59.91
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	2,125.45	9,479.87	17,119.15	30,000.00	31.60
RETIREMENT		3,980.69	5,226.71	35,842.19	41,404.94	74,000.00	48.44
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	5,226.35	2,614.00	35,815.23	22,745.87	41,000.00	87.35
080-603-41020	ELEVATOR MAINTENANCE	263.00	0.00	770.00	709.00	1,750.00	44.00
080-603-41050	MAINTENANCE-GROUNDS	0.00	575.00	3,090.00	2,340.00	9,000.00	34.33
080-603-41300	COMPUTER SERVICES	0.00	0.00	11,410.00	10,500.00	15,000.00	76.07
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	2,511.62	109.70	6,282.30	2,361.27	4,000.00	157.06
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	10,397.70	3,255.55	17,092.19	5,381.12	10,000.00	170.92
080-603-41345	MARKETING	402.84	61.20	1,031.19	96.05	1,000.00	103.12
080-603-41350	LEGAL SERVICES	293.75	0.00	1,546.25	0.00	1,500.00	103.08
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	335.60	4,316.14	805.60	4,500.00	95.91
CONTRACTUAL		19,095.26	6,951.05	81,353.30	44,938.91	87,750.00	92.71
COMMODITIES							
080-603-42440	DUES	247.00	505.00	1,263.04	1,706.27	2,500.00	50.52
080-603-43230	UTILITIES	1,527.21	828.47	7,036.70	4,894.59	13,000.00	54.13
080-603-43300	POSTAGE	115.80	935.68	3,288.58	4,570.45	7,000.00	46.98
080-603-43410	PRINTING/E-NEWSLETTER	29.99	3,927.99	6,937.83	9,911.93	12,500.00	55.50
080-603-43550	OFFICE SUPPLIES	445.21	501.10	4,394.68	4,522.88	7,000.00	62.78
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	136.59	222.03	1,487.27	837.08	1,750.00	84.99
080-603-43668	TECHNICAL SERVICES SUPPLIES	299.96	340.06	2,946.26	2,084.11	5,500.00	53.57
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	606.42	0.00	1,256.44	209.51	1,000.00	125.64
080-603-43710	ADULT PROGRAM SUPPLIES	400.09	(110.29)	5,856.52	4,646.58	8,000.00	73.21
080-603-43720	JUVENILE PROGRAM SUPPLIES	609.53	116.11	6,394.54	4,829.54	7,000.00	91.35
080-603-43730	OUTREACH SUPPLIES	522.76	36.99	2,680.26	2,765.02	6,000.00	44.67
080-603-43740	TEEN PROGRAM SUPPLIES	45.00	0.00	661.47	251.60	1,250.00	52.92
080-603-46100	MISCELLANEOUS EXPENSES	13.04	2,175.00	2,274.53	2,558.70	3,000.00	75.82
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		4,998.60	9,478.14	46,478.12	43,788.26	75,500.00	61.56
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	1,053.74	1,023.52	7,238.55	7,612.32	17,000.00	42.58
080-603-45100	ADULT FICTION BOOKS	506.47	572.12	10,451.75	10,087.55	15,500.00	67.43
080-603-45110	ADULT LARGE PRINT MATERIAL	95.37	38.18	403.88	241.74	700.00	57.70
080-603-45200	ADULT AUDIO VISUAL MATERIAL	749.37	725.04	7,094.74	5,698.71	15,500.00	45.77
080-603-45220	ADULT REFERENCE/E-REFER	2,587.06	4,549.43	15,087.71	14,501.63	21,000.00	71.85
080-603-45400	JUVENILE NON-FICTION	773.75	449.34	6,347.36	3,382.70	12,000.00	52.89
080-603-45410	PICTURE BOOKS, READERS	1,147.47	291.00	4,173.60	3,092.09	8,000.00	52.17
080-603-45420	JUVENILE FICTION	737.88	90.31	4,743.90	2,392.36	8,000.00	59.30

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/23 INCR (DECR)	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	YTD BALANCE 11/30/2023 NORM (ABNORM)	YTD BALANCE 11/30/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45430	JUVENILE AUDIO-VISUAL	71.94	0.00	1,669.56	307.48	3,000.00	55.65
080-603-45440	JUVENILE E-REFERENCE	1,137.00	1,378.00	1,137.00	1,378.00	1,500.00	75.80
080-603-45445	JUVENILE KITS & DEVICES	0.00	19.95	604.01	262.59	3,000.00	20.13
080-603-45450	TEEN BOOKS	282.82	271.40	1,211.54	766.07	2,500.00	48.46
080-603-45460	E-BOOKS	2,578.19	1,211.85	13,078.02	8,955.90	21,000.00	62.28
080-603-45470	GRAPHIC NOVELS	51.06	0.00	151.68	0.00	750.00	20.22
080-603-45500	PERIODICALS	1,160.89	1,066.48	6,736.64	6,900.06	7,350.00	91.65
080-603-45510	VIDEO GAMES	59.99	686.30	2,227.86	2,089.89	3,500.00	63.65
080-603-45520	TRENDING TITLES	24.96	143.27	399.13	528.63	2,000.00	19.96
080-603-45600	PATRON & STAFF SOFTWARE	(2.50)	14.99	7,730.37	5,382.55	15,550.00	49.71
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		13,015.46	12,531.18	112,987.30	96,080.27	182,850.00	61.79
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	3,451.57	7,475.74	6,000.00	57.53
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	2,000.00	0.00	6,000.00	33.33
080-603-58100	COMPUTER EQUIPMENT	0.00	36.99	13,560.98	7,938.99	10,000.00	135.61
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	0.00	1,000.00	3.40
CAPITAL EXPENSES		0.00	36.99	19,046.54	15,414.73	23,000.00	82.81
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		100,944.79	80,641.68	695,010.15	608,571.83	1,158,707.00	59.98
TOTAL EXPENDITURES		100,944.79	80,641.68	695,010.15	608,571.83	1,158,707.00	59.98
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		109,237.69	8,514.17	1,114,355.04	871,917.54	1,158,721.00	96.17
TOTAL EXPENDITURES		100,944.79	80,641.68	695,010.15	608,571.83	1,158,707.00	59.98
NET OF REVENUES & EXPENDITURES		8,292.90	(72,127.51)	419,344.89	263,345.71	14.00	2,995.32

DB: Lake Bluff		PERIOD ENDING 11/30/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 11/30/23	MONTH 11/30/22	11/30/2023	11/30/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
INTERGOVERNMENTAL		0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	70.10	2.90	2,127.24	928.98	98.00	2,170.65
082-300-38315	RESTRICTED DONATIONS	0.00	10,000.00	35,302.81	84,762.35	65,000.00	54.31
MISCELLANEOUS		70.10	10,002.90	37,430.05	85,691.33	65,098.00	57.50
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		70.10	10,002.90	45,713.65	93,974.93	73,382.00	62.30
TOTAL REVENUES		70.10	10,002.90	45,713.65	93,974.93	73,382.00	62.30
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,653.05	3,454.19	8,284.00	44.10
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	3,653.05	3,454.19	8,284.00	44.10
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	493.98	11,738.35	19,451.28	81,932.24	65,098.00	29.88
Unclassified		493.98	11,738.35	19,451.28	81,932.24	65,098.00	29.88
Total Dept 603 - LIBRARY ADMINISTRATION		493.98	11,738.35	23,104.33	85,386.43	73,382.00	31.49
TOTAL EXPENDITURES		493.98	11,738.35	23,104.33	85,386.43	73,382.00	31.49
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		70.10	10,002.90	45,713.65	93,974.93	73,382.00	62.30
TOTAL EXPENDITURES		493.98	11,738.35	23,104.33	85,386.43	73,382.00	31.49
NET OF REVENUES & EXPENDITURES		(423.88)	(1,735.45)	22,609.32	8,588.50	0.00	100.00
TOTAL REVENUES - ALL FUNDS		109,307.79	18,517.07	1,160,068.69	965,892.47	1,232,103.00	94.15
TOTAL EXPENDITURES - ALL FUNDS		101,438.77	92,380.03	718,114.48	693,958.26	1,232,089.00	58.28

DB: Lake Bluff		PERIOD ENDING 11/30/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 11/30/23	MONTH 11/30/22	11/30/2023	11/30/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
NET OF REVENUES & EXPENDITURES		7,869.02	(73,862.96)	441,954.21	271,934.21	14.00	3,156,81

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/06/2023	LIBCK	15831	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR OCTOBER 2023/JUVENILE FICTION/OFFICE SUPPLIES	080-603-43550	28.31
		15831		AMAZON PURCHASES FOR NOVEMBER2023/HOS	080-603-43700	50.50
		15831		AMAZON PURCHASES FOR NOVEMBER2023/HOS	080-603-43710	50.09
		15831		AMAZON PURCHASES FOR OCTOBER 2023/JUV	080-603-43720	111.61
		15831		AMAZON PURCHASES FOR OCTOBER 2023/JUV	080-603-43740	45.00
		15831		AMAZON PURCHASES FOR NOVEMBER 2023/AD	080-603-45000	39.90
		15831		AMAZON PURCHASES FOR NOVEMBER 2023/AD	080-603-45200	749.37
		15831		AMAZON PURCHASES FOR OCTOBER 2023/JUV	080-603-45420	45.63
		15831		AMAZON PURCHASES FOR OCTOBER 2023/JUV	080-603-45430	71.94
		15831		AMAZON PURCHASES FOR NOVEMBER2023/HOS	080-603-45510	59.99
		15831		AMAZON PURCHASES FOR NOVEMBER 2023/AD	080-603-45520	24.96
						1,277.30
12/06/2023	LIBCK	15832	ANCEL GLINK, PC	LEGAL SERVICES	080-603-41350	293.75
12/06/2023	LIBCK	15833	BAKER & TAYLOR ENTERTAINMENT	PICTURE BOOKS/TECHNICAL SERVICES SUPPLIES	080-603-43668	299.96
		15833		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-45000	1,013.84
		15833		ADULT FICTION/TECHNICAL SERVICES SUPP	080-603-45100	506.47
		15833		LARGE PRINT/TECHNICAL SERVICES SUPPLI	080-603-45110	95.37
		15833		JUVENILE NON-FICTION	080-603-45400	773.75
		15833		PICTURE BOOKS/TECHNICAL SERVICES SUPP	080-603-45410	1,147.47
		15833		JUVENILE FICTION	080-603-45420	692.25
		15833		TEEN BOOKS/TECHNICAL SERVICES SUPPLIE	080-603-45450	282.82
		15833		GRAPHIC NOVELS/TECHNICAL SERVICES SUP	080-603-45470	51.06
						4,862.99
12/06/2023	LIBCK	15834	BLUE SKY VIDEO PRODUCTIONS, LLC	OUTREACH/READ BETWEEN THE RAVINES 4/12/2024	080-603-43730	200.00
12/06/2023	LIBCK	15835	BRIAN MICHALSKI	ADULT PROGRAMS/MYSTERIOUS MYANMAR 02/	080-603-43710	350.00
12/06/2023	LIBCK	15836	CHICAGO TRIBUNE	PERIODICALS/CHICAGO TRIBUNE RENEWAL T	080-603-45500	472.47
12/06/2023	LIBCK	15837	COLLEY ELEVATOR COMPANY	ELEVATOR/INSPECTION FOR 3 MONTHS	080-603-41020	244.00
12/06/2023	LIBCK	15838	COMPLETE CLEANING COMPANY, INC.	BUILDING MAINTENANCE/CLEANING SERVICES FOR NOVEMBER 2023	080-603-41000	898.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/06/2023	LIBC K	15839	CRYSTAL MAINTENANCE SERVICES CORP	BUILDING MAINT/CLEANING SERVICES FOR NOVEMBER 2023	080-603-41000	273.10
12/06/2023	LIBC K	15840	ENGBERG ANDERSON, INC.	OTHER PROFESSIONAL SERVICES/SITE & ACCESSIBILITY STUDY/REMAINDER	080-603-41314	4,500.00
12/06/2023	LIBC	15841	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	72.76
12/06/2023	LIBC	15842	FIRST BANKCARD	PERIODICALS/UTILITIES	080-603-43230	309.85
		15842		PERIODICALS/UTILITIES	080-603-45500	109.98
						419.83
12/06/2023	LIBC	15843	FIRST BANKCARD	PRINTING-NEWSLETTER/PATRON-STAFF SOFT	080-603-41314	1,337.70
		15843		PRINTING-NEWSLETTER/PATRON-STAFF SOFT	080-603-41345	367.99
		15843		PRINTING-NEWSLETTER/PATRON-STAFF SOFT	080-603-42440	247.00
		15843		PRINTING-NEWSLETTER/PATRON-STAFF SOFT	080-603-43410	29.99
		15843		PRINTING-NEWSLETTER/PATRON-STAFF SOFT	080-603-45600	(22.49)
						1,960.19
12/06/2023	LIBC	15844	FIRST BANKCARD	HOSPITALITY/JUVENILE PROGRAM SUPPLIES	080-603-43700	555.92
		15844		HOSPITALITY/JUVENILE PROGRAM SUPPLIES	080-603-43720	72.20
		15844		HOSPITALITY/JUVENILE PROGRAM SUPPLIES	082-603-99999	13.98
						642.10
12/06/2023	LIBC	15845	FIRST BANKCARD	MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41000	108.00
		15845		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41313	119.59
		15845		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43300	115.80
		15845		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43660	28.97
		15845		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-45600	19.99
		15845		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-46100	13.04
						405.39
12/06/2023	LIBC	15846	GARY LEVIN	BUILDING MAINTENANCE/INSTALL NEW FLAG	080-603-41000	192.00
12/06/2023	LIBC K	15847	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR NOVEMBER 2023	080-603-43230	439.65
12/06/2023	LIBC K	15848	GREATAMERICA FINANCIAL SVCS.	COPIER MAINTENANCE/COPIER LEASES FOR OCTOBER-NOVEMBER-DECEMBER 2023	080-603-41313	1,939.03
12/06/2023	LIBC	15849	HR SOURCE	OTHER PROFESSIONAL SERVICES/MARKET BE	080-603-41314	4,560.00

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DB: Lake Bluff			Banks: LIBCK					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
12/06/2023	LIBC K	15850	IMAGE SYSTEMS & BUSINESS SOLUTIONS	COPIER MAINTENANCE-SUPPLIES/TONER/CD PRINTER	080-603-41313	453.00		
12/06/2023	LIBC K	15851	J & R LOCK & SAFE, INC	BUILDING MAINTENANCE/REPLACED LOCKS IN FOUR BATHROOMS	080-603-41000	1,107.50		
12/06/2023	LIBC	15852	JILLIAN CHAPMAN	MARKETING/SLIDE A FRAME SIGN/REIMB JI	080-603-41345	34.85		
12/06/2023	LIBC K	15853	K-9 READING BUDDIES OF THE NORTH SH	OUTREACH/MENTAL HEALTH GROUP THERAPY 3/28/2024	080-603-43730	250.00		
12/06/2023	LIBC	15854	KANOPY, INC.	ADULT E-REF/KANOPY OCTOBER 2023	080-603-45220	173.00		
12/06/2023	LIBC K	15855	LAKE BLUFF PARK DISTRICT	USE OF DONATIONS FROM FRIENDS/TRUNK OR TREAT MOVIE/REIMB LB PARK DISTRICT	082-603-99999	480.00		
12/06/2023	LIBC	15856	MARK HAMILTON	JUV PROGRAMS/CHESS CLUB 1/13/2024 AND	080-603-43720	300.00		
12/06/2023	LIBC	15857	MARY WEBBER	REIMB M. WEBBER/JUVENILE PROGRAM SUPP	080-603-43720	47.94		
12/06/2023	LIBC	15858	MIDWEST TAPE LLC	ADULT E-REF/HOOPLA OCTOBER 2023	080-603-45220	881.08		
12/06/2023	LIBC K	15859	MY NEIGHBOR THE ELECTRICIAN LLC	BUILDING MAINTENANCE/INSTALL 2 OUTLETS IN LUNCHROOM	080-603-41000	325.00		
12/06/2023	LIBC	15860	NEW YORK TIMES	PERIODICALS/THE NEW YORK TIMES RENEWA	080-603-45500	546.00		
12/06/2023	LIBC	15861	OTC BRANDS, INC.	JUVENILE PROGRAM SUPPLIES	080-603-43720	77.78		
12/06/2023	LIBC	15862	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	2,578.19		
12/06/2023	LIBC	15863	PROQUEST, LLC	ADULT E-REF/US MAJOR DAILIES 1 YEAR S	080-603-45220	1,532.98		
12/06/2023	LIBC K	15864	SCHOLASTIC LIBRARY PUBLISHING	JUV E-REF/BOOKFLIX,TRUEFLIX RENEWAL	080-603-45440	1,137.00		
12/06/2023	LIBC	15865	SENSOURCE	BUILDING MAINTENANCE/NEW VIDEO TRAFFI	080-603-41000	1,830.75		
12/06/2023	LIBC	15866	STAPLES	BUILDING MAINT SUPPL/TRASH BAGS/DOORS	080-603-43660	107.62		
12/06/2023	LIBC	15867	TECH SYSTEMS, INC	BUILDING MAINT/SECURITY MONITORING 1/	080-603-41000	492.00		
12/06/2023	LIBC	15868	USA TODAY	PERIODICALS/USA TODAY FOR DECEMBER 20	080-603-45500	32.44		
12/06/2023	LIBC	15869	VILLAGE OF LAKE BLUFF	ELEVATOR MAINTENANCE/INSPECTION	080-603-41020	19.00		
		15869		UTILITIES/WATER BILL 08/15/2023 TO 1	080-603-43230	777.71		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						796.71
TOTAL - ALL FUNDS				TOTAL OF 39 CHECKS		37,186.40
--- GL TOTALS ---						
080-603-41000			MAINTENANCE-BUILDING	5,226.35		
080-603-41020			ELEVATOR MAINTENANCE	263.00		
080-603-41313			COPIER MAINTENANCE/SUPPLIES	2,511.62		
080-603-41314			OTHER PROFESSIONAL/CONTRACTUAL	10,397.70		
080-603-41345			MARKETING	402.84		
080-603-41350			LEGAL SERVICES	293.75		
080-603-42440			DUES	247.00		
080-603-43230			UTILITIES	1,527.21		
080-603-43300			POSTAGE	115.80		
080-603-43410			PRINTING/E-NEWSLETTER	29.99		
080-603-43550			OFFICE SUPPLIES	28.31		
080-603-43660			MAINTENANCE SUPPLIES-BUILDING	136.59		
080-603-43668			TECHNICAL SERVICES SUPPLIES	299.96		
080-603-43700			HOSPITALITY PROGRAM SUPPLIES	606.42		
080-603-43710			ADULT PROGRAM SUPPLIES	400.09		
080-603-43720			JUVENILE PROGRAM SUPPLIES	609.53		
080-603-43730			OUTREACH SUPPLIES	522.76		
080-603-43740			TEEN PROGRAM SUPPLIES	45.00		
080-603-45000			ADULT NON-FICTION BOOKS	1,053.74		
080-603-45100			ADULT FICTION BOOKS	506.47		
080-603-45110			ADULT LARGE PRINT MATERIAL	95.37		
080-603-45200			ADULT AUDIO VISUAL MATERIAL	749.37		
080-603-45220			ADULT REFERENCE/E-REFER	2,587.06		
080-603-45400			JUVENILE NON-FICTION	773.75		
080-603-45410			PICTURE BOOKS, READERS	1,147.47		
080-603-45420			JUVENILE FICTION	737.88		
080-603-45430			JUVENILE AUDIO-VISUAL	71.94		
080-603-45440			JUVENILE E-REFERENCE	1,137.00		
080-603-45450			TEEN BOOKS	282.82		
080-603-45460			E-BOOKS	2,578.19		
080-603-45470			GRAPHIC NOVELS	51.06		
080-603-45500			PERIODICALS	1,160.89		
080-603-45510			VIDEO GAMES	59.99		
080-603-45520			TRENDING TITLES	24.96		
080-603-45600			PATRON & STAFF SOFTWARE	(2.50)		
080-603-46100			MISCELLANEOUS EXPENSES	13.04		
082-603-99999			USE OF DONATIONS/TEMPORARY EXP	493.98		
TOTAL				37,186.40		

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

The term of This Intergovernmental Agreement (IGA) For Library Services is from December 1, 2023, and ends November 30, 2024, unless sooner terminated, by and between the Forest Bluff Montessori School (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”) (collectively, the “Parties” or individually, “Party”).

RECITALS

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those Pre-K through 8th grade students attending Forest Bluff 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 offer the LIBRARY payment for expenses incurred in the implementation of the IGA.

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 Forest Bluff School

2. Term and Renewal of IGA.

This IGA is effective December 1, 2023, and ends November 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 Fifty Dollars (\$50) 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 January 1, 2024 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. Indemnification.

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

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

5. 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.

6. 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.

7. 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.

8. 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.

9. Notice.

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

To the Library:

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

To the School:

Forest Bluff School
8 W. Scranton Avenue
Lake Forest, IL 60044

10. 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.

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

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

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

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 FOREST HIGH SCHOOL DISTRICT NO. 115, LAKE COUNTY, ILLINOIS By: _____ Its: _____ Date: _____ ATTEST: By: _____ Its: _____ Date: _____
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Background and Context for New Policy

The Library has had an abbreviated *Working from Home* section in the organization's Personnel Manual since at least 2009. However, since that time, no written procedures or guidelines have existed or been put into practice to inform employee practice. Conversations with long term staff revealed that there was no prior infrastructure given to support work from home, even during the COVID-19 pandemic, and the Library did not provide technology or appropriate tools to support this. Approval for working from home was given verbally or by email by former Library Director.

Examples of approved telecommuting arrangements for library employees prior to Jan. 2023 include:

- To support an accommodation for eligible employees under the Americans with Disability Act
- To support employees during doctor's appointments, illness or recovery
- To provide flexibility for working parents with sick children, school cancellations, or when daycare restrictions go into effect
- To support flexibility in schedules, such as home repair needs with onsite contractors
- To provide a solution to support global pandemic starting in 2020; employees were fully remote from March – June, 2020; remote work continued to be supported from Summer 2020 until Fall 2021 when Sunday hours returned back to operation schedule; remote work continued to be supported from Fall 2021 until Present

Goals of Policy

- To correct Personnel Policy oversight and set forth delineated personnel procedures to support existing practices of employees working from non-library locations
- To provide concrete guidelines for the Library Director to manage telecommuting work activities of employees, including overseeing requests, and ongoing performance management for approved employees
- To develop clear expectations for employees to follow regarding telecommuting

Research

The Library Director utilized 8 other Illinois public libraries' policies as reference, including:

- Oak Park Public Library
- Antioch Public Library District
- Fremont Public Library District
- Woodridge Public Library
- Peotone Public Library District
- Dunlap Public Library District
- New Lenox Public Library
- Wood Dale Public Library District

TO: Bylaws and Policy Committee of the Lake Bluff Public Library

SUBMITTED BY: Renee Grassi, Library Director

MEMO: Context for Telecommuting Section of Personnel Policy

In reviewing these policies, the Library Director found that all of the policies cited the organization's value and ongoing commitment to support a flexible work environment, when approved, to maintain a productive work environment. All policies outlined, whether in detail or generalities, an approval process that required employees to submit requests to Human Resources or the Library Director. All policies cited an evaluation or check-in process to assess productivity of telecommuter.

The draft policy was also reviewed by all eight (8) Lake Bluff Public Library who were approved by my predecessor to work offsite during some of their weekly schedule. Employees had the opportunity to ask questions, suggest edits, and provide feedback, which was incorporated into the draft. This policy draft has also reviewed by Board President Bonnie Shaul.

The Bylaws and Policy Committee reviewed and discussed the Telecommuting section of the Personnel Policy at the October and December Committee meetings. On December 7, 2023, the policy language was unanimously approved by the Bylaws and Policy Committee and recommended to the full Board for the December 12, 2023 Board Meeting. The policy has also been reviewed by Ancel and Glink, the Library's legal team. The proposed draft incorporated suggested edits advised during the legal review.

Next Steps

If the new Telecommuting section of the Personnel Policy is approved, the policy go into effect immediately. It will be shared with all library employees and the Library's Personnel manual will be updated. In addition, library employees who currently work hours off-site will be asked to complete the newly approved form for review and approval by the Director. Approved forms will be saved in each employee's personnel file. If a Library Managers oversees an employee who is approved for telecommuting, the Library Director will support the Manager to complete regular check-ins with that employee about telecommuting practices and evaluate the setup during annual performance reviews.

4.9 Telecommuting

The Lake Bluff Public Library recognizes that employees may request a flexible, accessible and supportive work environment that provide the opportunity to work from home or another off-site location for all or some of their regularly scheduled work hours. Although not all positions can be performed satisfactorily from other locations, the Library sees telecommuting as an option that can be mutually beneficial option for both the organization and employee.

Eligibility and Requirements

Eligible candidates for telecommuting arrangements should:

- Have worked at the Library for minimum of six months;
- Possess good time-management and organizational skills, be self-motivated, self-reliant, and disciplined as assessed by the Library; and
- Be responsible for work that has clearly defined tasks, measurable activity and does not require the individual's presence in the workplace.

In order to telecommute, the following basic requirements must typically be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on the Library's premises.
- Employees must be reachable by phone, email, or any of the Library's communication channels when telecommuting.
- Employees must develop a telecommuting schedule and are required to work a percentage of their weekly budgeted hours in the Library building; the in-building and work from home schedules must be reviewed and approved by the Library Director in writing.
- Employees must be available to attend Library meetings and participate in other required workplace activities virtually during telecommuting.
- Employees must arrange for child/elder care during their work hours.
- Employees who telecommute may be required to attend these meetings and other activities in person in the building.

An employee's duties, obligations, responsibilities, conditions of employment and compensation remain unchanged when teleworking. The employee will be expected to follow Library policies and guidelines while teleworking.

Telecommuting Requests

Telecommuting arrangements are approved by on a case-by-case basis. Approval of telework requests will be based on one or more of the following: library needs, employee needs, in-person work priorities, library-owned and employee-owned resources to support telework, social distancing requirements, an employee's ability to demonstrate sufficient productivity while teleworking, or other factors specific to a particular request.

Not all positions can be performed from off-site locations. For example, part time positions budgeted for less than 20 hours per week who are tasked with providing direct face-to-face customer service with patrons in the building are not generally suitable for telecommuting arrangements.



Employees interested in telecommuting arrangements should, first, discuss the matter with their manager. After discussion, the manager may approve the request to be submitted to the Library Director if telecommuting meets the needs of the individual employee, while also meeting the needs of the department. Next, the employee will complete the Telecommuting Request Form with their manager and submit it to the Library Director. The request form will be reviewed by the Library Director. Follow-up discussions with the employee and their manager may be required before approval.

Once approved, the telecommuting arrangement will specify the number of hours to be worked telecommuting and the specific time in which this will occur (e.g., every Tuesday, the first Monday of the month, etc.). As needed, the Library Director has the authority to support flexibility in an employee's approved telecommuting schedule at their sole discretion.

The Library Director has the authority to deny the approval of telecommuting requests based on the needs of the Library. The Library Director may also cancel or suspend employee telecommuting privileges at any time and for any reason.

Telecommuting Provisions

The Library will provide the following equipment for telecommuting:

- Laptop and power cord
- Mouse and headphones
- Laptop bag
- External hard drive and adapter
- Software programs installed on computer equipment to complete required task

The Library will not provide the following for telecommuting:

- Office furniture, such as chairs and desks
- Phone equipment
- Wi-Fi or Internet
- Lighting
- File cabinets

Requests for additional telecommuting equipment or office furnishings should be submitted to the Library Director. Additional requests or exceptions will be reviewed on a case by case basis and discussed with the individual employee as budget allows. The purchase of additional telecommuting equipment shall be at the sole discretion of the Library Director.

In January 2019, the Illinois Wage Payment and Collection Act was amended to require all employees to pay staff for expenses incurred while staff are required to work from home. As such, Lake Bluff Public Library will reimburse employees for reasonable, pre-approved business expenses incurred while conducting library business at their home office.

Safety and Security

Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in a safe and efficient manner.



Library-owned equipment provided for telework shall be used solely by the employee for Library purposes only and kept in a secure location. Employees shall maintain regular password maintenance, follow virus prevention techniques and take other appropriate measures to insure Library-owned equipment and data does not become infected.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary information accessible from their home office. In addition, the employee will be responsible for maintaining the security of and working order of the equipment provided by the Library.

Documents and other records created using employee-owned equipment shall remain Library property and are subject to Freedom of Information Act (FOIA) requests and records retention laws. Employees shall protect the confidentiality of Library records at all times.

Any loss, damage, or unauthorized access of Library-owned equipment shall be reported to the employee's immediate supervisor at the earliest reasonable opportunity. The Library is not responsible for damage or repairs to employee-owned equipment.

Injuries sustained by a remote work employee while at their home or other remote work location, and in conjunction with work duties being performed for the Library, are normally covered by the Library's workers' compensation insurance coverage. Remote work employees are required to notify Administration of any injuries and complete an accident/illness/injury report in a timely manner. A remote work employee is liable for any injuries sustained by visitors to the remote work employee's work site.

Paid Leave for All Workers Act



Field Guide: The Paid Leave for All Workers Act

On March 13, 2023, Governor Pritzker signed the Paid Leave for All Workers Act mandating that employers offer all employees paid time off for any reason. The law will take effect on January 1, 2024. Below is a summary of the law's requirements.

Who is eligible for paid leave?

All employees working in Illinois are eligible except:

- Employees as defined in the federal Railroad Insurance Act or the Railway Labor Act;
- A student enrolled in and regularly attending classes in a college or university that is also the student's employer, and who is employed on a temporary basis at less than full-time at the college or university. This exemption only applies to work performed for that college or university;
- Certain short-term employees of an institution of higher learning;
- Employees working in the construction industry who are covered by a bona fide collective bargaining agreement; and,
- Employees who are covered by a bona fide collective bargaining agreement with an employer that provides services nationally and internationally of delivery, pickup, and transportation of parcels, documents, and freight.

Employees who earn most of their compensation through gratuities or commission ARE eligible and receive at least the full applicable minimum wage for their leave time.

Who are covered employers?

All employers in Illinois except park districts and school districts (organized under the School Code).

What if our organization has a collective bargaining agreement?

If the agreement is already in effect as of January 1, 2024 you are not required to comply. However, new agreements entered into after January 1, 2024 must comply or contain an explicit waiver of this law.

What if our organization provides leave pursuant to the Chicago or Cook County Paid Sick Leave Ordinances?

Employers already providing sick leave pursuant to these ordinances will not need to provide any further leave under the PLWA. However, employers who have employees who are not covered by these ordinances, for whatever reason, will need to comply with PLWA.

What if our organization already provides employees with time off?

If employees have access to five days per year (or the appropriate pro-rated amount) that they can use for any reason, the employer does not need to comply with the PLWA with respect to those employees.

How does an employee earn time?

There are two possible ways an employee can earn time:

- An employer allows employees to accrue the leave at the rate of at least one hour for every 40 hours worked; or,
- An employer provides the employee's leave entitlement "up front" by front-loading the time.

When does an employee begin earning the time?

An employee begins earning time (or receives the frontload) on the first day of employment.

How soon can an employee begin using the time?

Employees are eligible to begin taking leave 90 days after their employment begins or 90 days after January 1, 2024, whichever is later.

Is carry over of time permitted?

If an employer uses the accrual method, employees must be permitted to carry over time; however, an employee does not have a right to use more than 40 hours of time in a 12-month period. If the employer uses the front load method, employees are not entitled to carry over the time.

Can an employer set any restrictions on use?

An employee must be permitted to use the time for any reason. Employers may require that employees use the time in minimum two-hour increments. If the employee's absence entitles them to access more than one employer paid leave offering, the employee may choose which paid leave option to use.

Must an employee provide notice of use?

Employers may require up to seven calendar days' notice for employee use. Employees may provide notice verbally or in writing. An employee who is unable to provide such notice because the leave is not foreseeable should provide notice as soon as practicable. Employers may NOT require any documentation to certify the leave nor may they require the employee to disclose a reason. Employers also may not require an employee to fill their shift/find a replacement.

Is the leave paid out upon termination?

No, unless the employer calls the leave vacation time or paid time off. In those cases, the leave must be paid upon termination pursuant to the Illinois Wage Payment and Collection Act.

Posting or notice requirements?

Yes, the Illinois Department of Labor will prepare a mandatory posting. Notice must also be provided in the employer's handbook.

What is the effective date?

January 1, 2024

Recordkeeping and enforcement?

Employers must also keep records regarding paid leave accrued and used as well as any paid leave time remaining. If the employer is using the accrual method, information regarding accrual and use must be provided to the employee upon request. These records should be maintained for three years.

The Act contains an anti-retaliation provision and allows for fines (\$500 for first violation and \$1000 per additional violation), as well as a \$2500 civil penalty and possible attorney/expert fees.

While employees do not have a private cause of action, employees may file complaints with the IDOL. The IDOL will investigate and enforce the Act.

*This information is provided as a resource and is not intended to render legal advice.
Members should contact us through the HR Hotline with questions about a particular situation.*



3025 Highland Parkway
Suite 225
Downers Grove, Illinois 60515

800-448-4584

hrsourcemagazine.org

To the Lake Bluff Public Library Bylaws and Policy Committee
Submitted by Renee Grassi, Library Director
RE: Proposed Addition to the Lake Bluff Public Library Personnel Policy

[NEW SECTION] 5.12 Paid Leave for All Workers Act

Starting January 1, 2024 in accordance with Illinois' Paid Leave for All Workers Act (PLAWA) signed into law on March 13, 2023), Lake Bluff Public Library offers paid time off for all employees.

Eligibility for PLAWA

All regular part time employees who are budgeted to work 20 hours or less per week are eligible to accrue and receive this leave. Under the PLAWA, employees who are budgeted to work more than 20 hours per week and/or already receive sick leave are not be eligible for any further leave.

Accruing PLAWA

Eligible employees begin accruing on the first day of their employment. Employees will accrue leave at the rate of one (1) hour for every forty (40) hours worked. Employees are permitted to accrue their leave over time; however, an employee cannot use more than forty (40) hours of time in a 12-month period. Employees may accrue up to a maximum of 80 hours.

Using PLAWA

Employees are permitted to use their leave 90 days after their employment begins or 90 days after January 1, 2024, whichever is later.

Employees are permitted to use the time for any reason. The Library will not require the employee to disclose a reason for using PLAWA.

PLAWA leave can be denied if leave granted during a particular time period would significantly impact the operations of the Library.

Employees are required to submit their PLAWA request at least seven (7) calendar days in advance of use either in writing or verbally if the leave is foreseeable. If the leave is not foreseeable, then the Employee will notify the Library as soon as is practicable. Employees are required to use the time in minimum two-hour increments.

PLAWA is not paid out at the end of the employee's employment with the organization. Should an employee be rehired by the Library within 12 months of their separation, any unused PLAWA leave will be restored and immediately available for use.

The Library shall maintain for not less than 3 years a record of each employee's hours worked, total PLAWA leave that would be earned based on the hours worked, requests for PLAWA leave, written denials, and the remaining balance of PLAWA leave available upon separation.

LAKE BLUFF HISTORY MUSEUM



November 8, 2023

President and Board of Trustees
Lake Bluff Library
123 E Scranton Avenue
Lake Bluff, IL 60044

Lake Bluff History Museum Lease Extension

President and Library Trustees:

In January of 1999, the Vliet Center for Lake Bluff History (DBA Lake Bluff History Museum) and the Board of Library Trustees of the Village of Lake Bluff entered into a lease agreement covering a portion of the building located at 127 East Scranton Avenue, Lake Bluff, Illinois. The initial 25 year term of the lease will expire on January 28, 2024.

As provided in the Lease Agreement, the Lake Bluff History Museum hereby executes the first of three ten-year lease extensions. The lease payment for 2024 is attached.

Please let me know if you have any questions.

Kathleen O'Hara
President, Lake Bluff History Museum

KENT S. STREET
Village Administrator



July 20, 1998

Documents Related to 127 Scranton Building

Mrs. Janet Nelson
President
Vliet Center for Lake Bluff History
P.O. Box 247
Lake Bluff, IL 60044

Mr. Bob Morrisette
President
Lake Bluff Library
29 E. Woodland Road
Lake Bluff, IL 60044

Dear Janet and Bob,

Attached for your use is an executed copy of the intergovernmental agreement for 127 E. Scranton Avenue.

Thank you for your many efforts to accomplish this project and if you have any further questions please feel free to call me.

Sincerely,

Kent S. Street
Village Administrator

cc: Sara Lamb, Head Librarian
Lew Steadman, VCLA Fundraising Co-Chair

AN INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF LAKE BLUFF,
THE BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF LAKE BLUFF,
AND THE VLIET CENTER FOR LAKE BLUFF HISTORY
REGARDING 127 E. SCRANTON AVENUE

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into as of the 13th day of July, 1998, by and between the VILLAGE OF LAKE BLUFF, an Illinois municipal corporation (the "*Village*"); the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF LAKE BLUFF, a public library created pursuant to the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. (the "*Library*"); and the VLIET CENTER FOR LAKE BLUFF HISTORY, an Illinois non-profit organization formed for the public purpose of preserving the history and character of the Village of Lake Bluff (the "*Vliet Center*").

IN CONSIDERATION OF the recitals and mutual covenants and agreements set forth herein, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

SECTION 1. RECITALS.

A. The parties desire to arrange for the acquisition, improvement, use, and maintenance of that certain real property located at 127 E. Scranton Avenue, Lake Bluff Illinois (the "*Property*"), the legal description of which is attached hereto and incorporated herein as *Exhibit A*, on which there is currently located a two-story brick and frame building (the "*Building*") and an accessory frame storage structure (the "*Accessory Structure*").

B. On March 12, 1998, the Village and the owners of the Property entered into a Real Estate Sales Contract (the "*Contract*") for the acquisition of the Property at a closing scheduled to occur on July 20, 1998 (the "*Closing*").

C. The purchase price of the Property is \$335,000.00 (the "*Purchase Price*"), of which \$16,750 has previously been deposited with Chicago Title and Trust Company as earnest money (the "*Earnest Money Deposit*"). The balance of the Purchase Price, plus or minus prorations, is due at Closing.

D. The Earnest Money Deposit consists of the following payments made by the parties prior to the execution of this Agreement:

- \$5,583.00 by the Village (the "*Village Earnest Money Contribution*"); and
- \$11,167.00 by the Library and the Vliet Center collectively (the "*Library / Vliet Earnest Money Contribution*"), which amount consists of equal payments of \$5,583.00 each from the Library and the Vliet Center.

E. The purpose of this Agreement is to provide a means by which the parties can cooperate to allow and provide for:

- i. The funding of a two-step acquisition (the "*Two-Step Acquisition*") of the Property whereby (a) title to the Property is initially vested in the Village and

(b) title is then immediately conveyed by the Village to the Library to allow for the operation thereon of a public library annex;

- ii. The lease of a portion of the Property to the Vliet Center, to allow for the operation thereon of a historical museum for the preservation and display of an extensive collection of photographs, documents and other memorabilia recording the history of the Lake Bluff area; and
- iii. The improvement and ongoing maintenance of the Property, including, without limitation, improvements necessary to bring the Property into compliance with federal and state statutes requiring accommodation of disabled people in public facilities.

F. The parties acknowledge and agree that the net total financial exposure of the Village for the Two-Step Acquisition shall be \$100,000.00 and no more.

G. To assist in fundraising efforts to provide the funds necessary to help offset the costs and obligations of the Library and the Vliet Center herein, an ad-hoc, volunteer group of residents have formed the VC / LA Committee (the "**VC / LA Committee**").

H. The Corporate Authorities of the Village; the Board of Trustees of the Library; and the Board of Directors of the Vliet Center have each found and determined that it is appropriate and in the best interests of their respective constituents, and the public welfare in general, to enter into this Agreement.

I. The parties to this Agreement have the power and authority to enter into, and perform and comply with the terms and conditions of, this Agreement pursuant to Article VII of the Illinois Constitution of 1970, Ill. Const. 1970, Art. VII, Section 10 (a); The Intergovernmental Cooperation Act 410 ILCS 25/1 et seq.; Section 11-61-3 of the Illinois Municipal Code, 65 ILCS 5/11-61-3; The Local Government Property Transfer Act, 50 ILCS 605/0.01 et seq.; Sections 4-7 and 4-12 of the Illinois Local Library Act, 75 ILCS 5/4-7, 4-12 and other applicable provisions of law.

SECTION 2. ACQUISITION OF THE PROPERTY BY THE VILLAGE.

A. **Closing.** Subject to the contingency set forth in Section 2.B below, the Village shall, at its sole cost and expense, take all necessary steps required of the purchaser under the Contract, including, without limitation, the payment of the balance of the Purchase Price, to cause the title to the Property to be conveyed to the Village at Closing.

B. **Closing Contingency.** The Village shall have the right to terminate the Contract, and cause the forfeiture of the Earnest Money Deposit, in the event that, at any time prior to the date of the Closing, the Village determines, in its sole and absolute discretion, that sufficient funds are not, or will not be, available or forthcoming so as to allow for completion of the Two-Step Acquisition at a net total financial exposure to the Village of not more than \$100,000.00. In such event, neither the Library nor the Vliet Center shall have recourse against the Village for any portion of the Earnest Money Deposit.

SECTION 3. CONVEYANCE OF THE PROPERTY TO THE LIBRARY.

A. **Conveyance Deed.** Immediately after the Closing of the acquisition of the Property by the Village, the Village shall cause all of its right, title, and interest in the Property to be

conveyed to the Library (the "**Library Conveyance**") by a recordable quit claim deed, in substantially the form attached hereto as **Exhibit B** (the "**Library Conveyance Deed**").

B. **Consideration for Conveyance.** As consideration for the Village's acquisition of the Property and conveyance thereof to the Library, the Library and the Vliet Center shall, and do hereby agree to, pay or cause to be paid to the Village, on or before December 31, 1998, the amount of \$235,000.00 (the "**Library / Vliet Conveyance Consideration**"). The Village acknowledges and agrees that the following amounts may, at the option of the Library and the Vliet Center, be a credit against the Library/Vliet Conveyance Consideration:

1. The Library / Vliet Earnest Money Contribution; and
2. Contributions raised by the VC / LA Committee; and
3. That certain grant in the amount of \$150,000.00 that may be made available to the Village from the Illinois Department of Commerce and Community Affairs for the purpose of community development; provided that the proceeds thereof are received by the Village on or before December 31, 1998.

C. **Tax Exemption.** Promptly after the Closing, the Village and the Library shall take all necessary steps, and file all applicable documentation, to cause the Lake County Board of Review to designate the Property as tax exempt due to the governmental, not-for-profit use thereof.

D. **Reconveyance.** In the event that the Library fails to pay to the Village the Library/Vliet Conveyance Consideration, as the same may be credited pursuant to Section 4.B above, on or before December 31, 1998, the Village, in addition to all other remedies available in law and in equity, shall, at its option, have the right to cause the Property to be reconveyed back to the Village by recordation of the reconveyance deed attached hereto as **Exhibit C** (the "**Reconveyance Deed**"). To facilitate such reconveyance, the Library agrees that, concurrent with the execution of this Agreement, it will deliver to the Village Administrator a fully executed original copy of the Reconveyance Deed, in recordable form. The Village shall not allow the Reconveyance Deed to be recorded unless it does not receive the Library/Vliet Conveyance Consideration, as the same may be credited pursuant to Section 4.B above, on or before December 31, 1998. In the event of such reconveyance, the Village shall have the right, but not the obligation, to terminate the Vliet Center Lease (as defined herein), in which case the Vliet Center shall vacate the Property.

SECTION 4. LEASE OF A PORTION OF THE PROPERTY TO THE VLIET CENTER.

A. **Lease Agreement.** Immediately after the recordation of the Library Conveyance Deed, the Library shall enter into a lease agreement with the Vliet Center, in a form substantially similar to the lease agreement attached hereto and incorporated herein as **Exhibit D** (the "**Vliet Center Lease**"), whereby the Library agrees to lease to the Vliet Center a minimum of 1,500 square feet of the Building and a minimum of 200 square feet of the Accessory Structure, as depicted in the Vliet Center Lease (collectively, the "**Leased Premises**"). The lease shall provide that, in the event that the Building or the Accessory Structure is demolished and replaced by a new structure used by the Library for the provision of library services, the Vliet Center shall be entitled to occupy substantially similar space in the new building.

B. Term. The term of the Vliet Center Lease shall be 25 years, with three options to renew in 10 year increments.

C. Rent. The rent for the Leased Premises shall not exceed \$10.00 per year.

SECTION 5. IMPROVEMENT AND MAINTENANCE OF PROPERTY.

A. Obligations of Library. The Library shall:

1. Take all steps necessary to bring the Property into compliance with the Americans with Disabilities Act of 1990, 42 USC §12101 et seq. (the "ADA") prior to the opening of the Property to the general public, but in no event later than 12 months after the effective date of this Agreement; and
2. Subject to the terms of the Vliet Center Lease, maintain and keep the Property in good condition and repair, with the assistance of the Village as provided in Section 5.B below.

The foregoing obligations of the Library shall be performed at the Library's sole cost and expense. The parties acknowledge, however, that such costs and expenses may be offset by and through contributions made to, and raised by, the VC / LA Committee.

B. Obligations of the Village. The Village does hereby agree that, for so long as the Property is used and occupied by both the Library and the Vliet Center, the Village shall:

1. Assist the Library in the maintenance and repair of the exterior portions of the Property; provided, however, that the total cost to the Village for the provision of the same shall not exceed \$5,000 per calendar year. Said amount shall be adjusted annually for inflation to reflect the most recent annual increase, if any, in the Illinois Municipal Price Index prepared by the Illinois Institute for Rural Affairs of Western Illinois University and published annually in the Illinois Municipal Review (1982=100); if such index is ever not published, the Fixed-Weighted Price Index for State and Local Government Purchase of Goods and Services (July adjustment), published by the Bureau of Economic Analysis of the United States Department of Commerce (1982=100), shall be used. Such maintenance and repair shall include, without limitation, landscaping and lawn care, snow and ice removal, and maintenance of the existing exterior of the Building and the Accessory Structure including, without limitation, painting, tuck pointing, minor roof repair (but not roof replacement); and
2. Provide, or cause to be provided, at no expense to the Library or the Vliet Center, all electric, natural gas, water, sanitary sewer, and trash collection service, to the Property.

SECTION 6. ZONING RELIEF.

The Village, the Library, and the Vliet Center agree to jointly take all procedural steps necessary to initiate and pursue to completion the following zoning actions in accordance with the Lake Bluff Zoning Ordinance:

1. The repeal of Lake Bluff Ordinance No. 96-5 granting a variation to allow for the operation of a business and administrative office on the Property; and
2. The granting of a special use permit for the operation of public library facilities and a public museum on the Property.

SECTION 7. WAIVER OF BUILDING PERMIT AND ZONING APPLICATION FEES.

The Village agrees to take all steps necessary to allow for the waiver of:

1. Any and all applicable building permit fees associated with any construction on the Property by the Vliet Center or Library necessary for the purpose of complying with the ADA and in operating the historical museum on the Property; and
2. Any and all application and processing fees that may be applicable to the petitions for zoning relief filed pursuant to Section 6 of this Agreement.

SECTION 8. FUTURE DISPOSITION OF PROPERTY.

A. **During the Vliet Center Lease Term.** The Library does hereby agree that it will not sell, offer to sell, transfer, mortgage, pledge, convey, or otherwise dispose of the Property at any time during the term of the Lease without the prior written consent of the Village, which consent may be withheld at the Village's sole and absolute discretion.

B. **After the Vliet Center Lease Term.** At all times after the expiration of the term of the Vliet Center Lease, the Village shall have a right of first refusal with respect to the Property as follows:

1. **Right of First Refusal.** If, at any time after the expiration of the term, including any renewal thereof, of the Vliet Center Lease, the Library shall receive a bona fide offer to purchase the Property, or the Library shall desire to enter into a bona fide agreement for the sale of the Property (the "***Proposed Sale***"), the Library shall first give the Village written notice of said offer or agreement (the "***Proposed Sale Notice***"), setting forth all of the terms and conditions thereof, including, without limitation, the purchase price. Within 30 days following the Village's receipt of the Proposed Sale Notice, the Village shall have the right to purchase the Library's interest in the Property on the same terms and under the same conditions as the Proposed Sale, or on such other terms and conditions as the Library and the Village shall mutually agree (the "***Purchase Right***").

2. **Exercise of the Purchase Right.** The Purchase Right shall be exercised only by the Village delivering to the Library written notice of the Village's intent to purchase within the 30 day period following the Village's receipt of the Proposed Sale Notice.

3. **Failure to Exercise Right.** In the event that the Village does not exercise the Purchase Right in the manner, and within the time period, set forth herein, the Library shall have the right to sell the Property in accordance with the terms and conditions of the Proposed Sale.

4. **Continuing Right.** In the event that the Village does not exercise the Purchase Right for any reason at all, and the Library does not sell the Property in accordance with the Proposed Sale, the Village shall have a right of first refusal with respect to any new or subsequent proposed sale in the same manner as set forth in Sections 1 - 3 of this Section.

SECTION 9. ADVISORY COMMITTEE.

A. **Formation.** The parties shall, and do hereby agree to the formation of an advisory committee (the "**Advisory Committee**") within 30 days after the date of execution of this Agreement. The primary purpose of the Advisory Committee shall be to monitor and assure compliance with this Agreement.

B. **Composition.** The Advisory Committee shall consist of five members, appointed as follows:

- i. Two members shall be appointed by the Board of Trustees of the Library;
- ii. Two members shall be appointed by the Board of Directors of the Vliet Center; and
- iii. One member shall be appointed by the Village President of the Village.

C. **Term.** Advisory Committee members shall serve a term of three years and may succeed themselves in office. Vacancies on the Advisory Committee shall be filled in same manner as initial appointments and by the same entity that made the initial appointment. Persons appointed to fill a vacancy on the Advisory Committee shall serve the remainder of the term for which they have been appointed.

D. **Meetings.** The Advisory Committee shall hold a minimum of four meetings per year. At the first meeting held during the calendar year, the members of the Advisory Committee shall appoint a Chairperson from among their membership, who shall serve a one year term. Members of the Advisory Committee may serve as Chairperson for more than one one-year term. Meetings of the Advisory Committee shall be subject to the terms of the Open Meetings Act., 5 ILCS 120/2.01, *et seq* and all other applicable laws rules and regulations.

E. **Contribution Acknowledgments.** It shall be the responsibility of the Advisory Committee to ensure that all contributions made to, or as a result of the fundraising efforts by, the VC / LA Committee are recognized in the manner provided in the VC / LA fundraising letter, a copy of which is attached hereto as *Exhibit E*.

F. **Annual Report.** On or before the first day of January of each year, the Advisory Committee shall deliver to the Board of Trustees of the Library, with a copy to the Village and to the Vliet Center, a written report outlining the activities and recommendations of the Advisory Committee for the previous calendar year.

SECTION 10. TERM.

This Agreement shall be in full force and effect from and after the date of its execution for a period of 25 years irrespective of whether the Vliet Center Lease has been renewed. Notwithstanding the foregoing, Section 8.B of this Agreement concerning the Village's right of first refusal to purchase the Property shall survive the term of this Agreement and shall bind and run with the Property.

SECTION 11. GENERAL PROVISIONS.

A. **Notice.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be (i) personally delivered, or (ii) delivered by a

reputable overnight courier, or (iii) delivered by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Telecopy notices shall be deemed valid only to the extent they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three (3) business days thereafter. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (x) actual receipt; or (y) one (1) business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (z) three (3) business days following deposit in the U.S. mail, as evidenced by a return receipt.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village President
40 E. Center Ave.
Lake Bluff, IL 60044
Facsimile: 847-234-7254

Notices and communications to the Library shall be addressed to, and delivered at, the following address:

Library Board President
Lake Bluff Public Library
123 East Scranton Avenue
Lake Bluff, IL 60044
Facsimile: 847-234-2649

Notices and communications to the Vliet Center shall be addressed to, and delivered at, the following address:

President
Vliet Center for Lake Bluff History
P.O. Box 247
Lake Bluff, IL 60044

By notice complying with the requirements of this Section, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

B. Time of the Essence. Time is of the essence in the performance of all terms and provisions of this Agreement.

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

D. Consents. Whenever the consent or approval of any party hereto is required in this Agreement such consent or approval shall be in writing and shall not be unreasonably withheld or delayed, and, in all matters contained herein, all parties shall have an implied obligation of reasonableness, except as may be expressly set forth otherwise.

E. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

F. Entire Agreement. This Agreement shall constitute the entire agreement of the parties to this Agreement with respect to the subject matter herein; all prior agreements between the parties, whether written or oral, are merged in this Agreement and shall be of no force and effect.

G. Grammatical Usage and Construction. In construing this Agreement, feminine or neuter pronouns shall be substituted for those masculine in form and vice versa, and plural terms shall be substituted for singular and singular for plural, in any place in which the context so requires.

H. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

I. Headings. The table of contents, heading, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

J. Exhibits. Exhibits A through E attached hereto are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an exhibit and the text of this Agreement, the text of this Agreement shall control.

K. Amendments and Modifications. No modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed by all parties hereto.

M. Authority to Execute. The parties hereto do hereby warrant and represent to each other that the persons executing this Agreement on its behalf have been properly authorized to do so.

N. Calendar Days and Time. Any reference herein to "day" or "days" shall mean calendar and not business days. If the date for giving of any notice required to be given hereunder or the performance of any obligation hereunder falls on a Saturday, Sunday or Federal holiday, then said notice or obligation may be given or performed on the next business day after such Saturday, Sunday or Federal holiday.

P. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person, firm or corporation shall be made, or be valid, against the Village or the Owners.

Q. Counterparts. This Agreement may be executed in any number of multiple identical counterparts and all of said counterparts shall, individually and taken together, constitute the Agreement.

R. Effective Date. The Effective Date of this Agreement shall be the date on which this Agreement is executed by the parties hereto. If any party to this Agreement fails to

execute this Agreement within 30 days after being notified in writing that the other party or parties have executed this Agreement, then, and in that event, this Agreement shall be deemed to have been rejected by the party or parties failing to execute this Agreement with said 30-day period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

ATTEST:

By: [Signature]
Deputy Village Clerk

ATTEST:

By: [Signature]
Its: Vice President

ATTEST:

By: [Signature]
Its: TREASURER

VILLAGE OF LAKE BLUFF

By: [Signature]
Village President

BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF LAKE BLUFF

By: [Signature]
Its: President

VLIET CENTER FOR LAKE BLUFF HISTORY

By: [Signature]
Its: President

ACKNOWLEDGMENTS

STATE OF ILLINOIS)
COUNTY OF LAKE) SS

This instrument was acknowledged before me on July 20, 1998, by Frederick G. Wacker III, the Village President of the Village of Lake Bluff, an Illinois municipal corporation, and by Kent S. Street, the Village Clerk of said municipal corporation.

Given under my hand and official seal this 20th day of July, 1998.

Notary Public

My Commission Expires: 7-18-00

(SEAL)



STATE OF ILLINOIS)
COUNTY OF LAKE) SS

This instrument was acknowledged before me on JULY 20, 1998, by ROBERT A. MORRISSETTE, the President of the Board of Library Trustees of the Village of Lake Bluff, a local library formed pursuant to the Illinois Local Library Act, and by PATRICIA M. PETILA, the Secretary of said library.
Vice President.

Given under my hand and official seal this 20th day of July, 1998.

Notary Public

My Commission Expires: 7-18-00

(SEAL)



STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

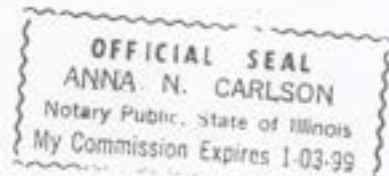
This instrument was acknowledged before me on July 20, 1998,
by JANET NELSON, the President of the Board
of Directors of the Vliet Center for Lake Bluff History, an Illinois non-profit organization, and by
Frank W. Strainis, the ~~Secretary~~ ^{Treasurer} of said non-profit organization.

Given under my hand and official seal this 20 day of July, 1998.

Anna N. Carlson
Notary Public

My Commission Expires: 1-3-99

(SEAL)



Received 11/29/2023

Completely agree with Lisa, Renee – great overview and supporting research! No question that it's a good move. Please let me know if the Chamber can assist in promotion in any way – also, happy to promote something you may have about virtual business services available through the library as well.
-Email from Joanna Roleck, Executive Director, Lake Bluff Lake Forest Chamber of Commerce

Received 11/30/2023

I can understand the need for a pilot but hope weeknight evenings and Sunday hours will be reinstated. The library is a civic institution that suffers the more that it is not publicly available, especially to students, low income and the elderly. We should not use foot traffic alone as the metric. Even when I don't go in, I feel a surge of gratitude for the library and our town when I see the lights on at night and know that it's available to us.
-Facebook post from Katie Schwarz

Received 12/1/2023

Renee, As a director of another small library, I wanted to compliment you on taking this step. I truly believe that you are taking necessary steps to keep your library sustainable long-term.
-Email from Laura Ramirez, Executive Director, Highwood Public Library

Received 12/8/2023

We are very appreciative of our partnership with the Lake Bluff Public Library on behalf of our students and it is good to see such a detailed and proactive approach to ensuring appropriate staffing at the library. I understand the constraints that organizations like ours have right now with staffing and budgets and appreciate that the library is continuing to take steps to ensure that their resources are used wisely. I look forward to hearing more about how the pilot goes and how it's received by the community.
-Email from Dr. Lisa Leali, Superintendent of Schools, Lake Bluff Elementary School District 65

Received 12/8/2023

Renee: Just to let you know that I have been apprised of the new library hours beginning in January, and frankly want to commend you for making a difficult decision during these challenging times. For institutions to get a handle on their staffing issues and develop a plan that actually works for both employees and clients, has become a balancing act which you seem to have worked through with the help of your staff. Congratulations.
-Email from Kathy O'Hara, Executive Director of Lake Bluff History Museum, former Lake Bluff Village Board President

Received 12/8/2023

I have lived in Lake Bluff for 18 years with my husband and three children. One of the benefits of living in LB is the walkability to essential amenities, like the public library. In regards to the pilot hours to start in January, I would hope staff and the board find other ways to solve the library's challenges. I believe the

Community Feedback and Correspondence RE: Library Hours Pilot

Submitted by Library Director Renee Grassi

public library is essential to a thriving community, fundamentally providing a place for everyone to learn and grow. My daughter is now a high school student and goes to the LF library nightly to study with friends. My two sons at NW, go to the NW library to study at evening hours throughout the week. It is essential for libraries to be open evenings and weekends. It is a place for all but also a place for students to study, learn, and grow. On Sunday, December 3, my husband and I spent time in the LB library. I was reading in the cozy reading room for a book club and my husband was working upstairs. We were there for approximately two hours and noticed many users; from an older woman reading a newspaper in the reading room to a retired teacher, **REDACTED** with her grandchildren downstairs in the children's area to teenagers studying in the front area tables. Wow! So many community members utilizing the library on a Sunday afternoon. Isn't that a good thing? Please do not take away this essential community service by cutting back hours. Please work with your board/community members to find a different solution to the challenge.

-Email from Anonymous Lake Bluff resident

DATE 12/3/23 CITIZEN PETITION

RE: LAKE BLUFF LIBRARY PILOT PROGRAM
2024

RESPECTED SIR/MADAM,

2% OF LAKE BLUFF PROPERTY TAX
SUPPORTS LAKE BLUFF LIBRARY.

PROPERTY TAX 2024 IS GOING UP.
LIBRARY SERVICES ARE GOING DOWN.

IT IS INAPPROPRIATE.

PLEASE REVERT TO NORMAL LIBRARY
HOURS AS BEFORE.

IT IS THE LEAST YOU CAN DO,
DO YOUR JOB. LEGAL OPTION
IS NEXT STEP.

THANKING YOU, SINCERELY

SAM CHANDLER LAKE BLUFF RESIDENT
SINCE 2001. Phone.

WE WANT TO HEAR FROM YOU!

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

.....
you are doing Perfect
every one of you are !!

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

Name Ish Graham

Phone or Email [REDACTED]



Lake Bluff Library | LakeBluffLibrary.org