

August 15, 2023 Board Meeting

agenda

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	Opportunity to Address Board (5 minutes)	
	Approval of Minutes (action) (5 minutes)	3
	Regular Minutes 2023July18	
	Director's Updates (7 minutes)	
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	Committee Reports (5 minutes)	
	July Financial Reports (action) (5 minutes)	
	July Detailed Revenue/Expenditures Report	7
	Approval of Checks (action) (5 minutes)	
	July 2023 Check Disbursement	8
	New Business (action) (5 minutes)	
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	Library Correspondence (5 minutes)	
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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 15, 2023 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL 60044

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

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

Join Zoom Meeting

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

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Agenda

- 1. Call to Order**
- 2. Roll Call (1 min)**
- 3. Pledge of Allegiance (1 min)**
- 4. Additions & Corrections to the Agenda (2 min)**
- 5. Opportunity for Public to Address the Board (5 min)**
- 6. Approval of Board Meeting Minutes (5 min)**
 - a. ACTION: Approval of Minutes of July 18, 2023 Regular Board Meeting
- 7. Library Director Updates (7 min)**
 - a. Director's Report
 - b. Monthly Statistics Report
- 8. Committee Reports (10 min)**
(Met)
 - a. Finance Committee (**CHAIR:** TBD. **MEMBERS:** Shaul, Zaute.)
 - b. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute.)
(Did Not Meet)
 - c. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)
 - d. Building and Grounds Committee (**CHAIR:** TBD. **MEMBERS:** Jerch, Berg.)
 - e. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano.)
 - f. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - g. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
 - h. Long Range Planning Committee (**CHAIR:** TBD. **MEMBERS:** Friedeman, Shaul)
 - i. Special Topics Committee (AD HOC. Committee membership is assigned by topic.)
- 9. July 2023 Financial Reports (10 min)**
 - a. ACTION: Approve July Detailed Revenue & Expense Report

- b. ACTION: Approve July Monthly Check Disbursement (15692-15720)

10. New Business

- a. Schedule of Regular Board Meetings **(5 min)**
 - i. ACTION: Vote to Change September Regular Board Meeting Date
- b. All-Day Staff In-Service **(5 min)**
 - i. ACTION: Vote for Library Closure for Friday, November 17, 2023 to support in-service
- c. Building and Maintenance Needs of the Library **(15 min)**
 - i. Recommendation by Finance Committee
 - ii. Trustee Discussion
 - iii. ACTION: Vote to consider RFP for Contracted Position for Buildings Project Manager; Funding to support additional projects prioritized for building and facilities
- d. Staff and Public Copier Machines **(15 min)**
 - i. Director Proposal
 - ii. Trustee Discussion
 - iii. ACTION: Vote to adopt New Leasing Agreement for Staff and Public Copier Machines

11. Library Correspondence (5 min)

- a. Lake Bluff Library Opens Reading Room article
- b. Letter to American Librarians
- c. Fall 2023 Off the Shelf Cover and Inside Spread

12. 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)

13. Any and all other business which may properly come before the Board (5 min)

- a. Fall 2023 Board of Trustees Engagement Opportunities
- b. Trustee Email Correspondence and Open Meetings Act

14. Adjournment (1 minute)

Attachments

- Regular Minutes 2023July18
- Director's Report
- July FY Statistics Graph
- July Statistics 3 Year Graphs
- July Revenue and Expenditures Report
- July Check Disbursement Report
- Proposal Quote Comparison Copiers
- Lake Bluff Library Opens Reading Room article
- Letter to American Librarians
- Fall 2023 Off the Shelf Cover and Inside Spread
- Fall 2023 Community Engagement Opportunities

Upcoming Board Meetings:

- September 19, 2023: IN PERSON (pending Board vote in August 15, 2023 Board Meeting)
- October 17, 2023: IN PERSON
- November 21, 2023: IN PERSON



Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, July 18, 2023 at 7 PM
 123 E. Scranton Avenue, Lake Bluff, Illinois 60044

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

1. **Call to Order:** Library Director Renee Grassi called the meeting to order at 7:05 pm.
2. **Roll Call:** Trustees Zaute, Shaul, Jerch, Hayes, Graziano, Friedeman, and Berg were present; Library Director Renee Grassi and library staff members Katie Horner, Jillian Chapman and Martha O'Hara were also present.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda:** Trustee Shaul requested to add building needs and committee scheduling to new business.
5. **Opportunity for Public to Address the Board:** There was none.
6. **New Legal Representation for the Library**
 - a. **Background and Context:** Trustee Shaul updated the Board on the proposal to engage a new attorney. Ancel Glink is a larger firm (40 attorneys) that has added capacity for quick responses, experience serving libraries and existing relationships within Lake Bluff. Ancel Glink has a rate that is <5% higher per hour than the attorneys that the library currently engages. Trustee Zaute inquired about the firm's experience with reconsideration requests.
 - b. Trustees had the opportunity to review a proposal letter from Julie Tappendorf of Ancel Glink in the Board packet in advance of the meeting. Trustee Jerch moved to approve the engagement of Ancel Glink, Trustee Berg seconded; all voted aye.
7. **Library Law Board Presentation by Adam Simon, Ancel Glink:** Mr. Simon provided a presentation that outlined three primary topics: Board & Director Roles, FOIA, and Open Meetings Act.
 - a. **Board & Director Roles:** The Board operates at the 25,000 foot view with the Director serving as the conduit between the Board and library staff. Board members should not direct any staff directly.
 - b. **FOIA:** Conducting public affairs should be available to the public, as should the records pertaining to public business. Under FOIA, the presumption is that anything requested is available, with narrow exceptions. Public Records can be in any form (e.g. paper, digital,



social media), in the custody of the library and pertaining to the transaction of library business, it is subject to FOIA. Libraries most frequently receive FOIA requests regarding salary information and contracts/financials.

- c. *Open Meetings Act (OMA)*: There are three qualifications for a meeting subject to OMA, which is any gathering (1) of a majority of a quorum (2) to discuss public business (3). The majority of a quorum for Lake Bluff Public Library is 3 trustees, a quorum is 4 trustees. No business, meeting or vote can be conducted without a quorum. Regular meetings may be held on a holiday and can discuss any topic, voting only on items on the agenda. Special meetings may not be held on a holiday and may only discuss and vote on items on the agenda. Agenda items that will be voted on must have a general description of what will be voted on to ensure the public knows what the Board intends to do. Minutes must be approved within 30 days or 2nd subsequent meeting (whichever is later), available to the public within 10 days of approval, posted on the website within 10 days and remaining on the website for 60 days. Closed session meetings must have an audio recording for 18 months and meeting minutes must be reviewed every 6 months to determine if they can be released to the public.

8. **Approval of Board Meeting Minutes**

- a. Approval of Minutes of June 20, 2023 Regular Board Meeting: Trustee Friedeman moved to approve the minutes of the June 20th Regular Board Meeting, Trustee Shaul seconded; all voted aye.
- b. Approval of Minutes of June 21, 2023 Special Board Meeting: Trustee Jerch moved to approve the minutes from the June 21st Special Board Meeting, Trustee Berg seconded; Trustees Friedeman, Shaul, Jerch and Berg voted aye. Trustees Hayes, Zaute and Graziano abstained.

9. **Library Director Updates**

- a. Director's Report: Director Grassi provided an update on the library from June 2023. Highlights included below:
 - i. The annual IPLAR report was submitted in June.
 - ii. Interviews are being conducted for the part-time Library Associate position.
 - iii. The printers are nearing end-of-life, requiring parts & labor that are beginning to exceed the value of the device. Staff will collect estimates/proposals to provide to the Technology Committee for review.
 - iv. The Cal Stroh Reading Room reception was a success!
- b. Monthly Statistics Report: Director Grassi provided an overview of the June 2023 usage statistics, highlighting that in-building visits in June 2023 returned to pre-pandemic numbers.

10. **Committee Reports**

(Met)

- a. **Bylaws & Policy Committee** (CHAIR: Friedeman. Members: Graziano and Zaute): Trustee Friedeman provided an overview of the recent committee meeting, highlighting the four



priority policies for revision including Personnel, Collection Development, Computer Use and User Conduct.

(Did Not Meet)

- b. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul)
- c. **Building and Grounds Committee** (CHAIR: TBD. MEMBERS: Jerch, Berg)
- d. **Community Engagement Committee** (CHAIR: TBD. MEMBERS: Berg, Graziano)
- e. **Finance Committee** (CHAIR: TBD. MEMBERS: Shaul, Zaute)
- f. **Intergovernmental Committee** (MEMBERS: Jerch, Grassi)
- g. **Long Range Planning Committee** (CHAIR: TBD. MEMBERS: Friedeman, Shaul)
- h. **Technology Committee** (CHAIR: TBD. MEMBERS: Hayes, Zaute)
- i. **Special Topics Committee** (AD HOC. Committee membership is assigned by topic.)

11. June 2023 Financial Reports

- a. **June Detailed Revenue & Expense Report:** Trustee Zaute moved to approve the Revenue and Expense Report from June 2023, Trustee Friedeman seconded; all voted aye.
- b. **June Monthly Check Disbursement (15660-15685):** Trustee Jerch moved to approve checks numbered 15660-15685, Trustee Hayes seconded; all voted aye.

12. New Business

- a. **Adopt FY23-24 Bylaws and Policy Committee Goals:** Trustee Jerch moved to approve the Bylaws and Policy Committee Goals (below) from June 2023, Trustee Berg seconded; all voted aye.
 - i. Restructure library website with policy information. Including creating a new page dedicated to policies, developing a naming convention, standardizing a numerical system, with the goal of increasing accessibility for the public
 - ii. Determine prioritized list of policies to create, review and revise to propose to the Board for FY23-24.
 - iii. Develop a rotating schedule of policy review for all policies.
 - iv. Develop a procedural document for policy research, revision, creation and approval in collaboration with library employees & the director.

13. Library Correspondence

- a. Director Grassi highlighted the 2023 Audit Letter to Trustees engaging Sikich LLP.
- b. Director Grassi shared a positive message from Wilmette Library Staff regarding the LBPL Pride Month event "Drawn this Gay."
- c. Director Grassi shared positive Library Trivia Feedback from attendees after the close of the trivia season in June.

14. Executive Session(s) if needed: There was none.

15. Any and all other business which may properly come before the Board

- a. 2023 Summer Reading Club: Reminder that there is still time to sign up for the Summer Reading Program for children and adults.



- b. Building Needs: Trustee Shaul revisited possible purchase of a security camera system. Director Grassi has sourced a list of possible vendors from other libraries and identified the vendor for the existing alarm system. Trustee Shaul recommended that Technology and Building & Grounds Committees make this a priority topic to determine the scope of the system needed prior to getting quotes from vendors. Trustee Shaul also recommended the Finance and Building & Grounds Committees collaborate to develop a draft scope of work and possible funding sources for a part-time, short-term building manager.
 - c. Committee Scheduling: Committee Chairs will determine regularly-scheduled, standing meetings with their committees.
16. **Adjournment:** Trustee Jerch moved to adjourn, Trustee Zaute seconded; all voted aye. The meeting adjourned at 9:40 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary

Administration and Human Resources

- In July, the library relaunched its Comment Cards with fresh, new designs. These cards are important for members of the public to contribute to the success of the library and share their feedback with staff.
- The Library made an offer of employment to Marina Dove for part time Library Associate position and it was accepted. Marina is a long-time Lake Bluff resident with an enthusiastic love of technology, books, and people, so we're very excited to have her on board! She will be mentioned in the Fall newsletter.
- Reference and Circulation Manager Katie Horner is working hard to plan and implement a new Saturday rotation schedule to begin in September. This will more equitably balance the responsibility of working Saturdays among all staff in the Circulation Department and provide staff with advance notice of shifts.
- Desk coverage in the library, especially the Reference and Circulation Department, continues to be challenging due to staff vacations and unexpected long-term illnesses.
- Training completed:
 - All seven members of the Lake Bluff Public Library Board of Trustees completed Library Law 101 in-person training presented by Adam Simon with Ancel & Glink, the Library's new law firm.
 - Adult Services & Technology Manager Martha O'Hara completed Open Meetings Act Training.
 - Adult Programming Coordinator Anna Fifhouse attended a virtual training entitled "Tools for Tense Situations: Reducing Conflicts with Patrons."
 - In July, Library Director Renee Grassi attended two required virtual trainings for ILA's Director's University – the first on library policy and the other on library strategic planning.
- Passport applications processed in July, 2023: 43

Communications & Marketing

- During the design process of the Fall 2023 library newsletter, a new selection was made for the main font type: Atkinson Hyperlegible. This is a free font that was specifically developed by the Braille Institute of America to increase legibility for readers with low vision. The font is both aesthetically pleasing for readers and functional to be more inclusive. Kudos to Jill and Martha for making this important change!
- In July, the [new Learning Garden webpage](#) went live. This page features information about how the garden was built, what plans went into putting it together, how the library maps out its growing season, and features upcoming garden programming. It also highlights the Learning Garden's sponsorships. A yard sign with a QR code to this new webpage has been placed in front of the garden along Oak Avenue to share information about this library service with passersby.

Technology Updates

- Another computer workstation required replacement due to malfunction. The cost of the replacement was \$1,500. Our contracted vendor for computer services CVI recommends that clients replace their workstations every 3-4 years. All library workstations are about 3.5 years old.
- Both patron and staff printers continue to experience issues. The Library Director began research on copier replacement and acquired quotes from two library vendors the organization has worked with before: Impact and ISBS Corporation. These proposals will be shared at the August 2023 meeting.
- In July, the Library launched a new online resource: [LinkedIn Learning](#). Formerly known as Lynda.com, LinkedIn Learning provides thousands of free professional courses on a variety of topics, including a robust collection of technology tutorials. It's an established brand that people recognize, provides self-directed training videos to patrons on a variety of topics, and will also support staff continuing education goals here to support learning new technologies and software tools. This information was shared with the Lake Forest-Lake Bluff Chamber, as well as the Lake Bluff Letter.
- The four-person Management Team finalized the Outlook Calendar implementation plan and developed a training presentation for rolling out this new tool organization-wide. Required training for all staff takes place in August, with implementation in September.
- Katie Horner and Renee Grassi met with a technician from SenSource to evaluate our space for a new automated web-based door counter system. Our current model was a SenSource product, but they no

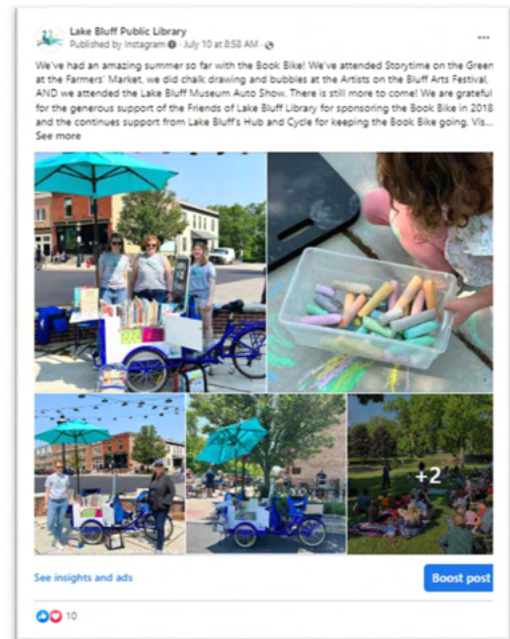
longer provide parts and service for our battery-operated model. The upgrade will provide more accurate and consistent door count data and provide management with more real-time statistical report. The new product requires power and Wi-Fi access; Renee will work with an electrician, who will pull power and create a new outlet above the interior entrance doors to support this new counter.

Social Media Highlights

- This month's highest rated post was featuring our Book Bike with 51 likes, 2 comments, 2 shares on Instagram and 10 likes Facebook.

Collections

- The Library launched a new collection of Adult Playaways, which are pre-loaded MP3 player devices that play a readaloud of a single book title. Launchpads are more customer-friendly than the soon-to-be-outdated CD format. Playaways can also be used in cars using the Auxiliary Audio In jack.
- The Library experienced a happy, yet unexpected increase in Overdrive ebook circulation this month—300 checkouts higher than the average of the last 3 months. This exceeds any summer usage trends for the library.
- Planning has begun on a large-scale relabeling project that encompasses nearly all library collections. This project will utilize staff of all levels, as well as teen volunteers, to complete the project. The goal is replace the fading, sun-damaged spine labels that are hard to read or longer readable. This was specifically mentioned as an area for improvement in the library's Customer Experience Survey administered in 2022.
- July Display highlights include Barbenheimer; STEAM for Summer Reading Club; and Lake Michigan, a partnership with the Lake Bluff History Museum to feature information about their current exhibit.



Building and Maintenance Updates

- Walls and trim painted in Director's Office
- Stained ceiling tiles replaced in Director's Office
- New light fixture instead above downward staircase to Youth Services
- New handles with updated locks installed on doors of the two bathrooms in Youth Services and two bathrooms across from the Circulation Desk

Events, Programming and Outreach

- The Library will resume its membership with Illinois Libraries Present, a state-wide group of approximately 200+ Illinois libraries that gain access to live virtual events showcasing premier authors for their communities. This program is funded almost entirely by the Illinois State Library and provides competitive pricing for Illinois libraries to participate regardless of community size or budget that they otherwise would not be able to afford on their own. The fall will feature virtual events with authors Colson Whitehead, Maya-Camille Broussard, and Grace Lin with Temple Grandin booked for Spring 2024. Membership for Lake Bluff Library is \$365 annually, approximately \$33.18 per program. Illinois Libraries Present will provide patrons with more access to virtual programs and opportunities to hear speakers who we would otherwise not be able to afford, all while reducing programming work and responsibilities for library staff.

- Adult Programming Coordinator Anna Fifhouse developed [an adult virtual presentation about Libby](#), one of the library's platforms for checking out and reading eBooks and other digital materials. This program was recorded and can be accessed on the Library's YouTube page. A total of 10 attendees logged on to learn about ebooks. Great work, Anna!
- A total of 20 parade walkers represented the library in the Lake Bluff 4th of July Day Parade, which included staff, their families, and one canine companion. Balloons and bubble machines were a donation from the Friends of the Lake Bluff Public Library.
- This summer, the Library had 5 teen volunteers who supported a variety of summer events, including:
 - In the Learning Garden
 - Support the Slime Program (and I never want to do it without volunteer help again!)
 - Set up the Silly Sidewalk Obstacle Course
 - Support the Summer Science Programs
- A total of 96 attendees visited Flower Fest, a community engagement event planned in partnership with Elawa Farm in Lake Forest. Staff hosted a table with crafts and activities for kids of all ages and their families. Residents from Lake Forest and Lake Bluff communities attended.
- The 2023 Youth Services Summer Reading Club ended successfully on July 31. Statistics show a significant increase in registrations and engagement, with an increase of program completions as well:



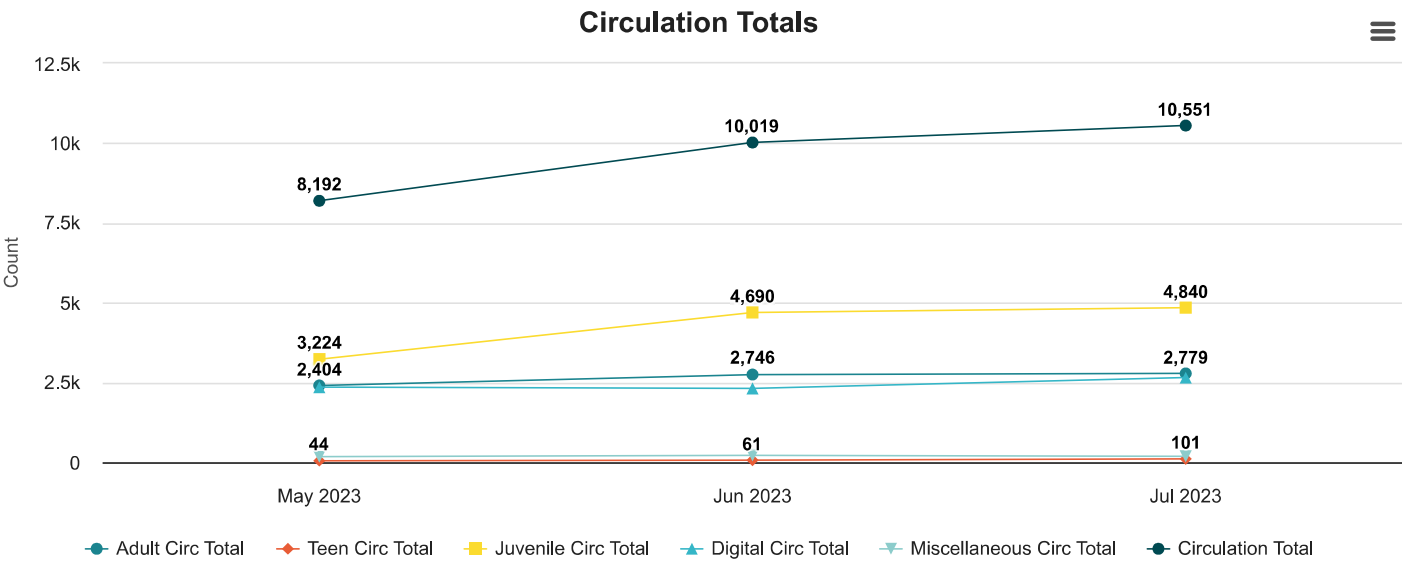
2021	Registrations	Finishers
Read to Me (Ages Birth–7)	134	73
Independent Reader (Ages 7–12)	123	63
2022		
Read to Me (Ages Birth–7)	138	60
Independent Reader (Ages 7–12)	113	59
2023		
Read to Me (Ages Birth–7)	171	82
Independent Reader (Ages 7–12)	135	71

- Youth Services Associate Mary Webber planned and implemented a fun and engaging passive program that invited community members to stay active and visit the Library during the summer. Throughout several weeks in July, Silly Sidewalk Obstacle Course took place outside around the building. Sidewalk spaces were decorated and designed with prompts for visitors of all ages to read, reflect, and move. Library teen volunteers assisted with the setup. The Library experienced several positive patron and public interactions, including a Bluffington's staff member saying she saw so many kids jumping and singing on the course and what a great thing it was. At the end of the course was a QR code for participants to enter a raffle. Of the 110 participants who entered the raffle, ages ranged from age 2 to age 75—a truly impressive example of intergenerational programming.

FY 23-24 Graphs

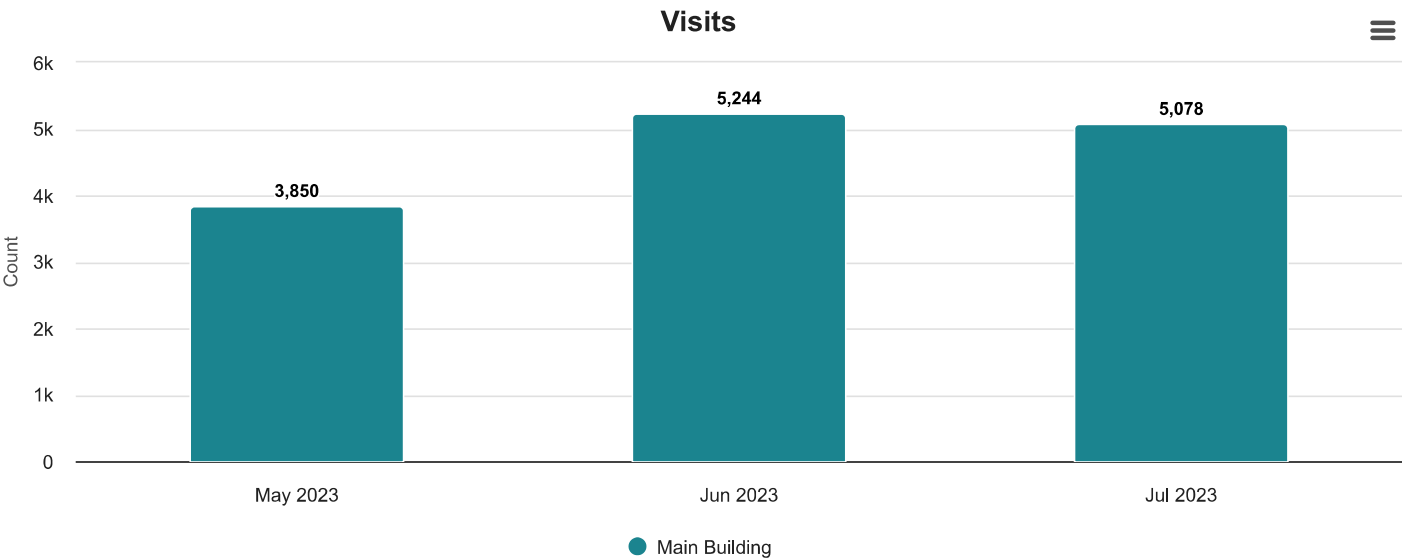
FY 23-24 Circulation Totals

28,762
TOTAL CIRCS

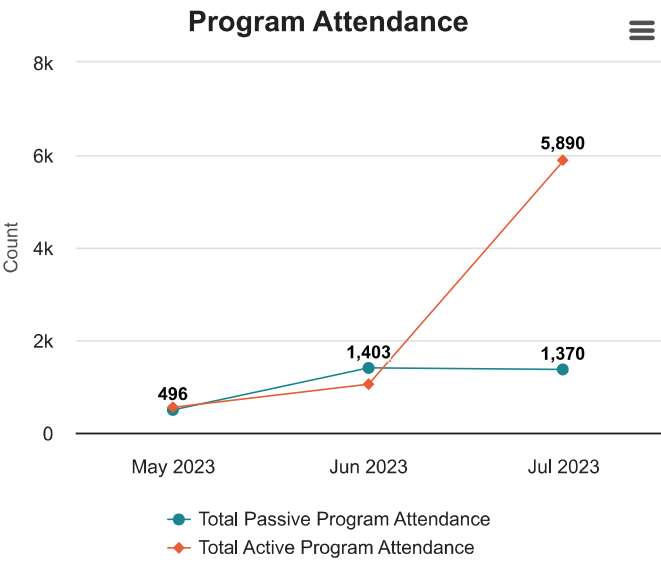
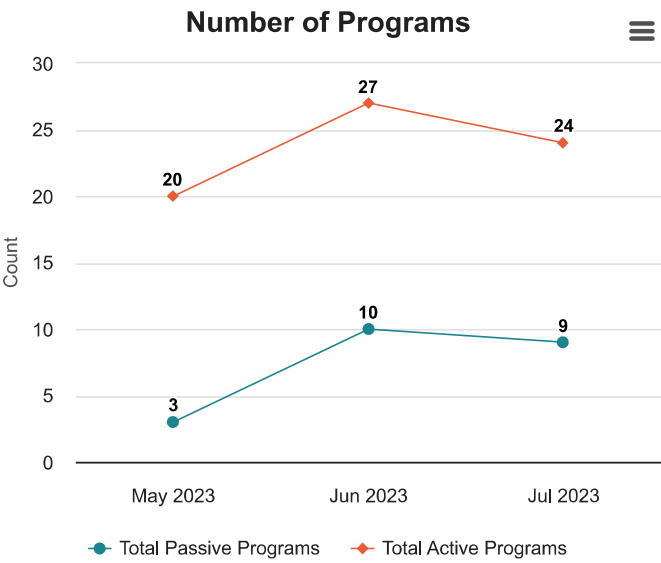


FY 23-24 Visits

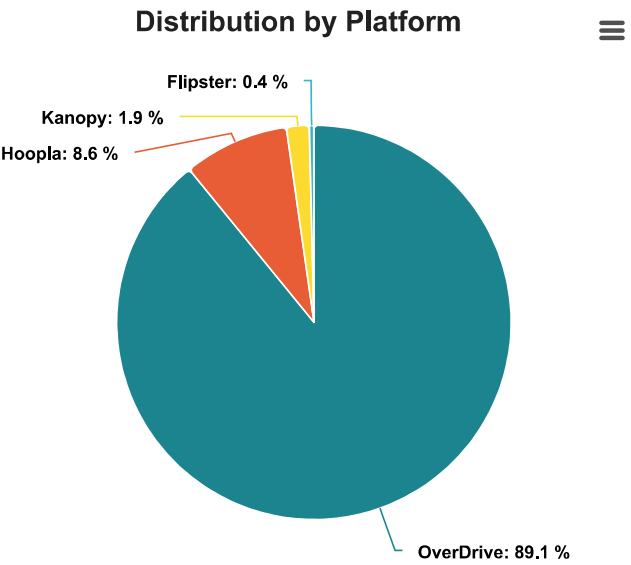
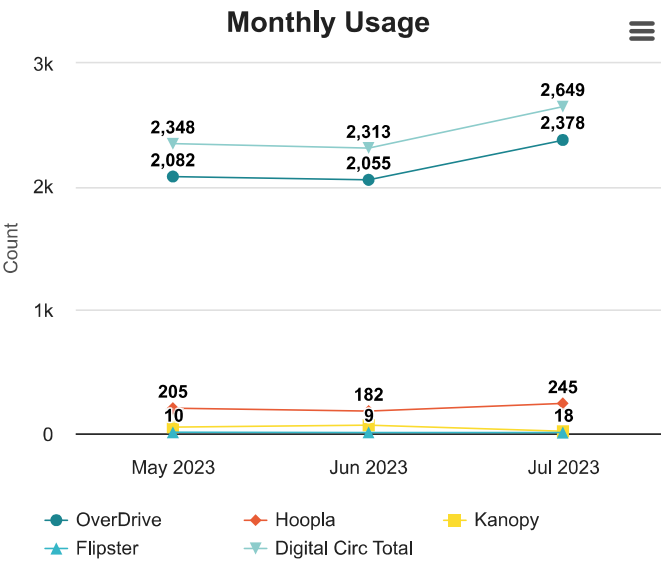
14,172
TOTAL VISITS



FY 23-24 Programming

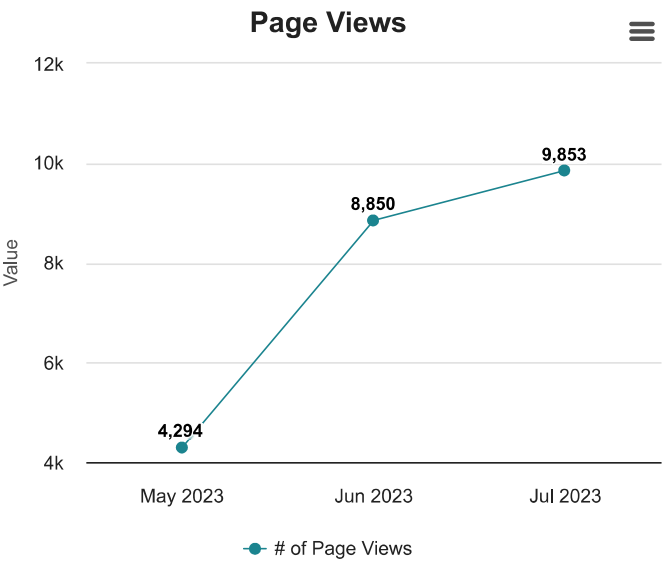
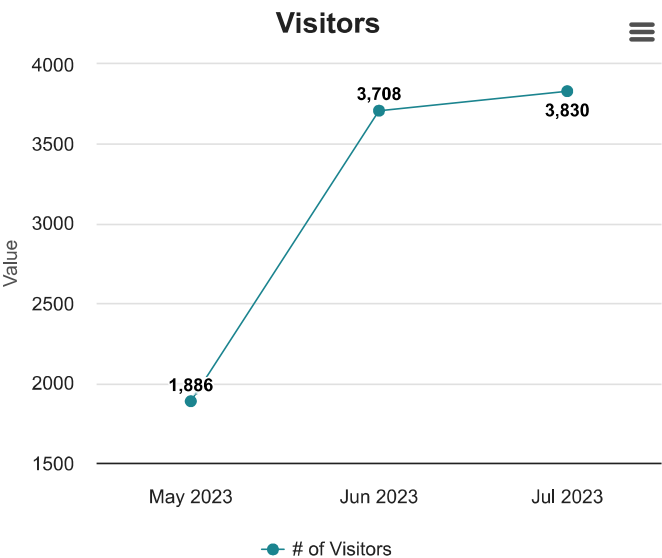


FY 23-24 Digital Collections

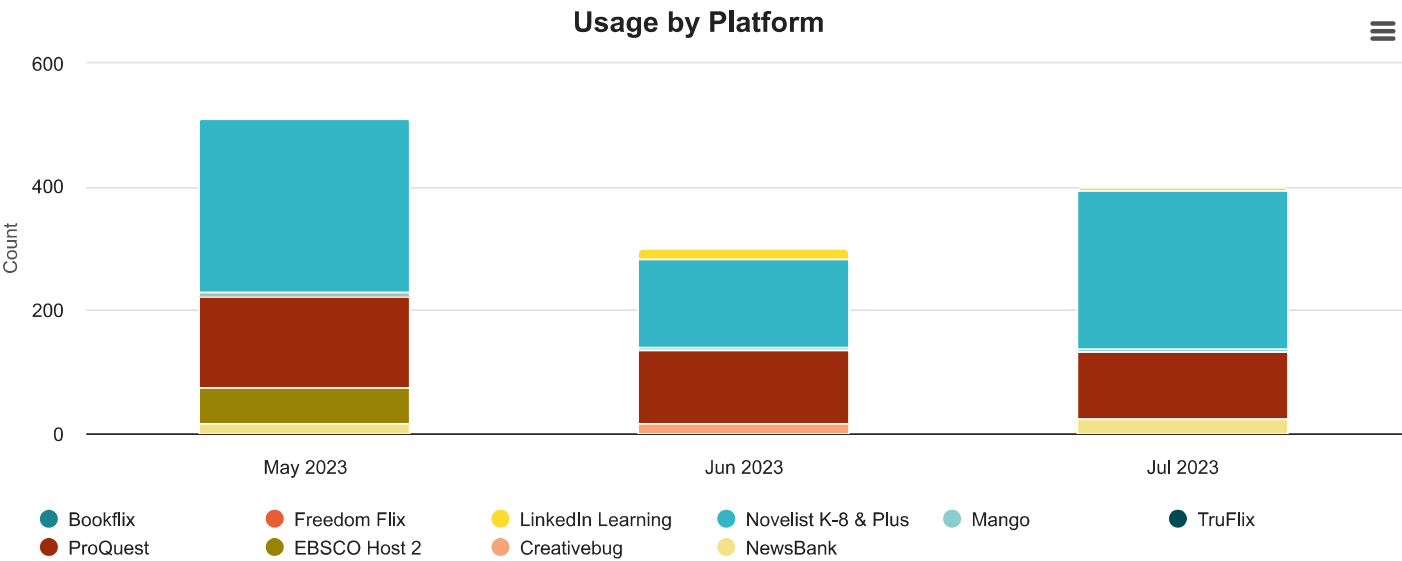


FY 23-24 Website Usage

11,986
TOTAL SESSIONS



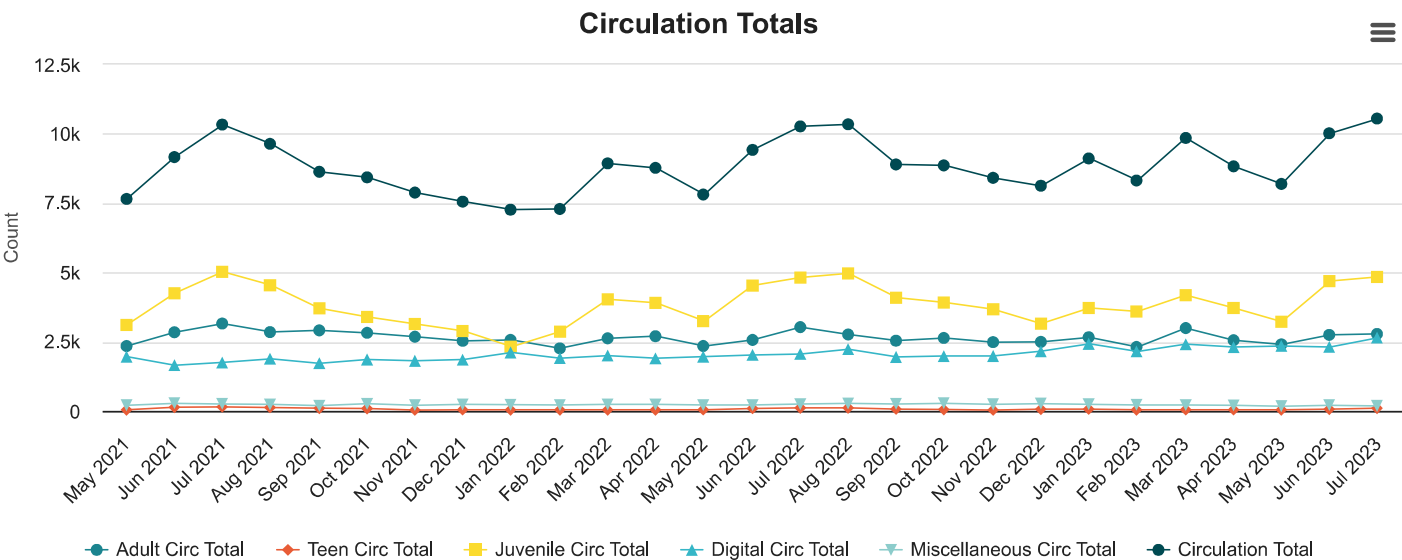
FY 23-24 Database Usage



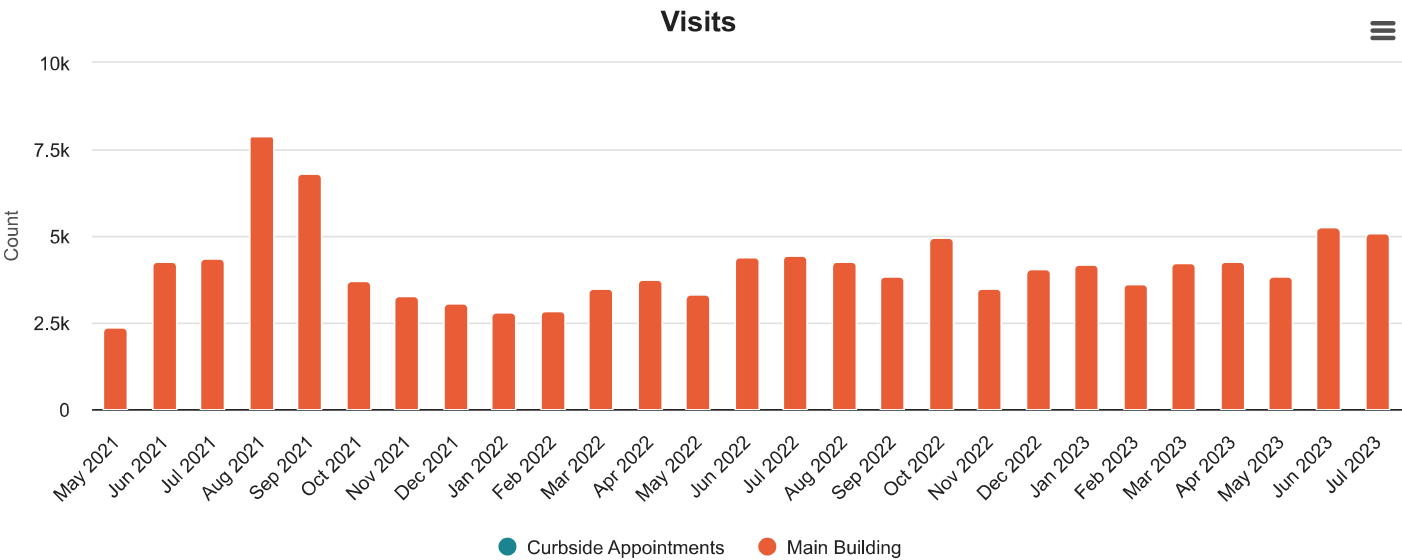
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3 Year Comparison Graphs

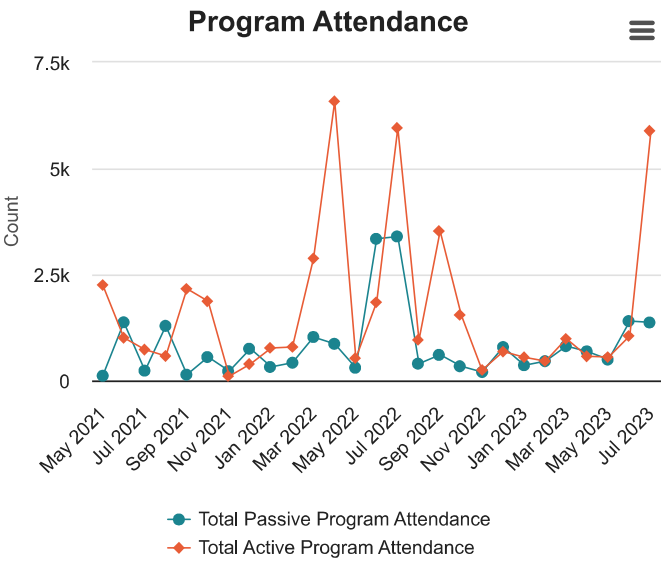
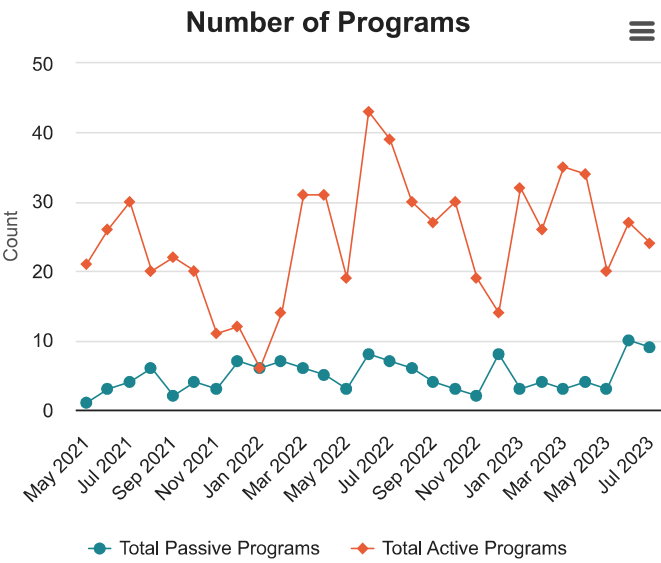
3 Year Circulation Totals



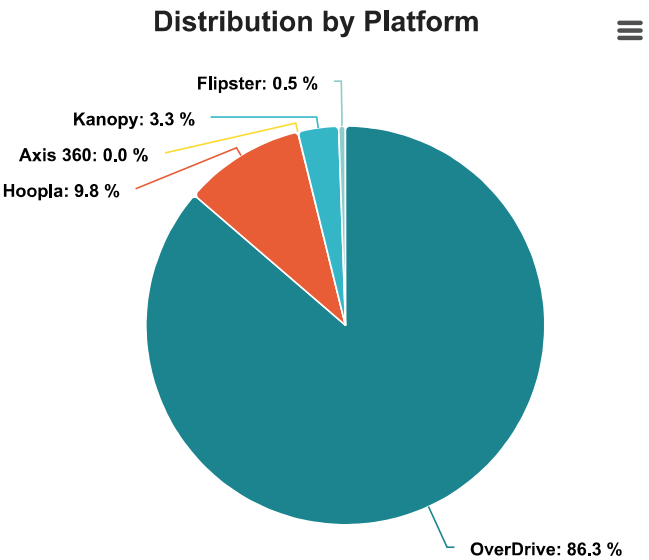
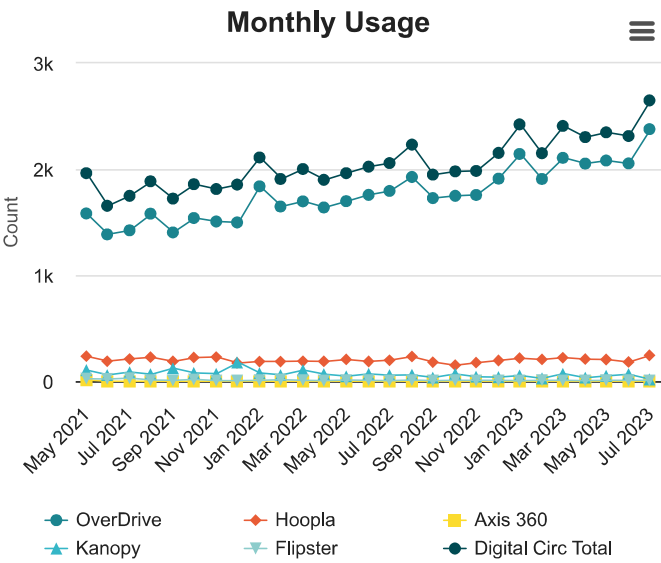
3 Year Visits



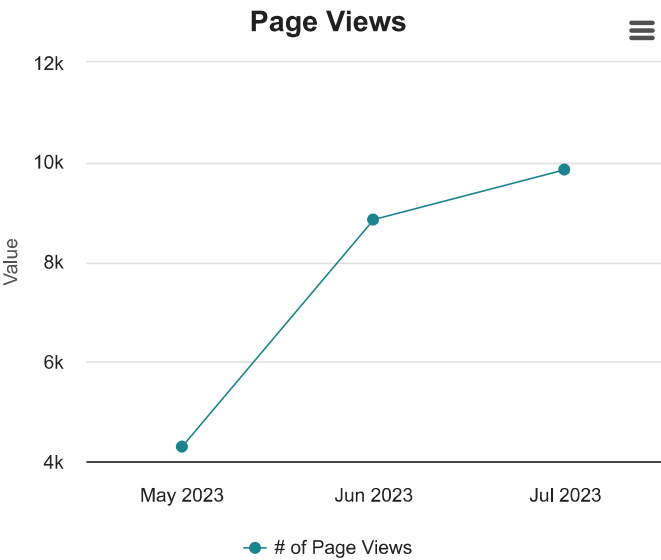
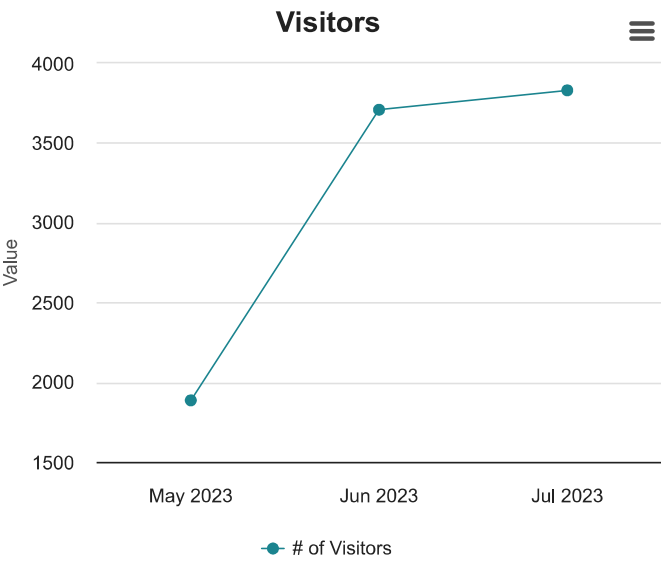
3 Year Programming



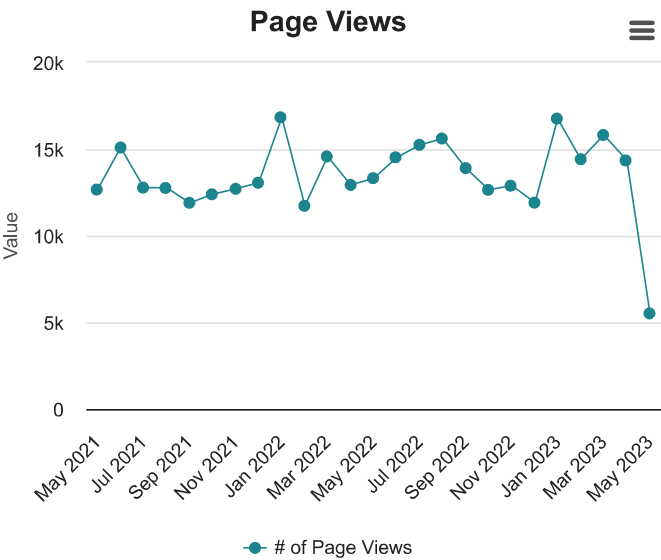
3 Year Digital Collections



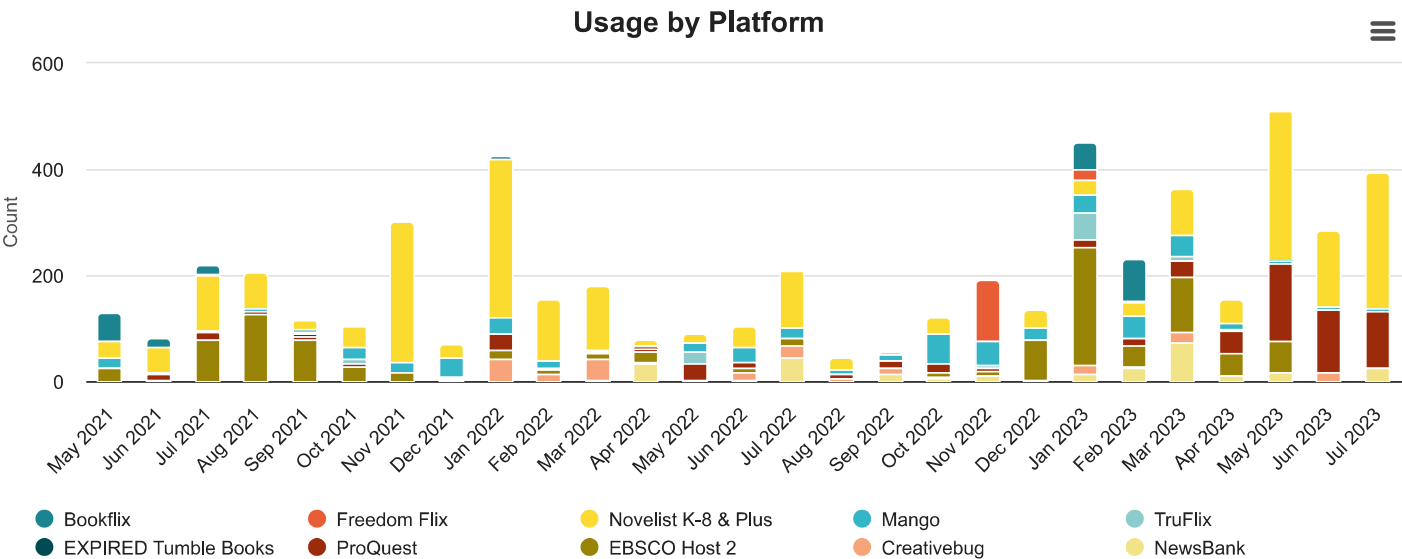
3 Year Website Usage (Google Analytics 4)



3 Year Website Usage (Original Google Analytics)



3 Year Database Usage



Powered by [Springshare](#)

7

PERSONNEL

08/11/2023 08:02 PM

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

Page: 2/5

User: rgrassi

DB: Lake Bluff

PERIOD ENDING 07/31/2023

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	YTD BALANCE 07/31/2023 NORM (ABNORM)	YTD BALANCE 07/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40400	MEDICAL INSURANCE	7,328.79	7,976.30	21,986.37	23,928.03	95,000.00	23.14
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		7,328.79	7,976.30	21,986.37	23,928.03	95,250.00	23.08
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,783.49	3,648.64	11,225.43	10,683.82	44,000.00	25.51
080-603-40980	IMRF RETIREMENT CONTRIBUTION	1,586.46	2,594.89	4,583.51	7,636.92	30,000.00	15.28
RETIREMENT		5,369.95	6,243.53	15,808.94	18,320.74	74,000.00	21.36
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	10,736.26	3,947.50	19,803.70	12,119.25	41,000.00	48.30
080-603-41020	ELEVATOR MAINTENANCE	0.00	230.00	244.00	479.00	1,750.00	13.94
080-603-41050	MAINTENANCE-GROUNDS	900.00	410.00	1,160.00	725.00	9,000.00	12.89
080-603-41300	COMPUTER SERVICES	0.00	0.00	7,350.00	7,000.00	15,000.00	49.00
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	2,028.49	1,005.17	2,163.13	1,209.17	4,000.00	54.08
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	285.77	350.00	785.77	10,000.00	3.50
080-603-41345	MARKETING	115.97	0.00	465.87	34.85	1,000.00	46.59
080-603-41350	LEGAL SERVICES	176.25	0.00	1,076.25	0.00	1,500.00	71.75
080-603-42400	PROFESSIONAL DEVELOPMENT	287.10	0.00	1,422.01	0.00	4,500.00	31.60
CONTRACTUAL		14,244.07	5,878.44	34,034.96	22,353.04	87,750.00	38.79
COMMODITIES							
080-603-42440	DUES	276.04	225.27	616.04	325.27	2,500.00	24.64
080-603-43230	UTILITIES	736.17	575.62	2,208.75	1,780.84	13,000.00	16.99
080-603-43300	POSTAGE	339.85	231.50	1,770.44	1,747.13	7,000.00	25.29
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	4,059.97	3,884.97	12,500.00	32.48
080-603-43550	OFFICE SUPPLIES	877.26	1,003.28	2,067.71	2,093.03	7,000.00	29.54
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	517.13	94.13	925.14	314.54	1,750.00	52.87
080-603-43668	TECHNICAL SERVICES SUPPLIES	323.56	304.48	994.04	1,047.03	5,500.00	18.07
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	48.61	0.00	139.81	0.00	1,000.00	13.98
080-603-43710	ADULT PROGRAM SUPPLIES	1,770.00	1,440.47	4,352.27	3,332.19	8,000.00	54.40
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,001.16	186.19	4,399.40	2,991.65	7,000.00	62.85
080-603-43730	OUTREACH SUPPLIES	270.02	65.91	1,443.69	1,460.41	6,000.00	24.06
080-603-43740	TEEN PROGRAM SUPPLIES	85.80	0.00	448.03	147.19	1,250.00	35.84
080-603-46100	MISCELLANEOUS EXPENSES	25.00	25.00	1,742.38	289.10	3,000.00	58.08
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		6,300.59	4,181.84	25,167.67	19,413.35	75,500.00	33.33
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	680.68	748.84	3,162.02	2,865.29	17,000.00	18.60
080-603-45100	ADULT FICTION BOOKS	2,508.84	1,161.63	5,397.17	5,530.72	15,500.00	34.82
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	18.54	189.20	91.76	700.00	27.03
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,272.44	900.35	3,798.61	2,545.50	15,500.00	24.51
080-603-45220	ADULT REFERENCE/E-REFER	585.90	457.86	11,448.30	8,563.62	21,000.00	54.52
080-603-45400	JUVENILE NON-FICTION	205.77	585.07	3,495.73	1,554.20	12,000.00	29.13
080-603-45410	PICTURE BOOKS, READERS	203.90	27.87	1,212.00	1,243.54	8,000.00	15.15
080-603-45420	JUVENILE FICTION	781.68	479.20	2,293.12	1,604.98	8,000.00	28.66

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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User: rgrassi

DB: Lake Bluff

PERIOD ENDING 07/31/2023

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	YTD BALANCE 07/31/2023 NORM (ABNORM)	YTD BALANCE 07/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45430	JUVENILE AUDIO-VISUAL	55.11	0.00	1,522.87	157.24	3,000.00	50.76
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,500.00	0.00
080-603-45445	JUVENILE KITS & DEVICES	449.94	242.64	469.27	242.64	3,000.00	15.64
080-603-45450	TEEN BOOKS	299.29	0.00	808.34	466.77	2,500.00	32.33
080-603-45460	E-BOOKS	2,548.31	1,819.54	5,636.23	4,392.01	21,000.00	26.84
080-603-45470	GRAPHIC NOVELS	31.07	0.00	31.07	0.00	750.00	4.14
080-603-45500	PERIODICALS	299.42	39.50	4,534.34	4,970.60	7,350.00	61.69
080-603-45510	VIDEO GAMES	200.63	349.82	1,108.74	988.66	3,500.00	31.68
080-603-45520	TRENDING TITLES	58.88	62.04	159.55	173.63	2,000.00	7.98
080-603-45600	PATRON & STAFF SOFTWARE	19.99	15.93	6,685.87	4,606.59	15,550.00	43.00
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		10,201.85	6,908.83	74,452.43	62,497.75	182,850.00	40.72
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	2,636.57	506.76	6,000.00	43.94
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	6,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	0.00	7,902.00	1,594.99	7,902.00	10,000.00	15.95
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	0.00	1,000.00	3.40
CAPITAL EXPENSES		0.00	7,902.00	4,265.55	8,408.76	23,000.00	18.55
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		93,322.19	87,469.20	323,790.94	296,627.37	1,158,707.00	27.94
TOTAL EXPENDITURES		93,322.19	87,469.20	323,790.94	296,627.37	1,158,707.00	27.94
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		65,598.04	278,824.73	580,457.82	530,506.03	1,158,721.00	50.09
TOTAL EXPENDITURES		93,322.19	87,469.20	323,790.94	296,627.37	1,158,707.00	27.94
NET OF REVENUES & EXPENDITURES		(27,724.15)	191,355.53	256,666.88	233,878.66	14.00	1,833.33

DB: Lake Bluff		PERIOD ENDING 07/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 07/31/23	MONTH 07/31/22	07/31/2023	07/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
082-300-36263	STATE PER CAPITA GRANT	8,283.60	0.00	8,283.60	0.00	8,284.00	100.00
INTERGOVERNMENTAL		8,283.60	0.00	8,283.60	0.00	8,284.00	100.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	3.65	91.60	42.76	99.76	98.00	43.63
082-300-38315	RESTRICTED DONATIONS	24,750.00	1,294.94	28,547.26	1,593.20	65,000.00	43.92
MISCELLANEOUS		24,753.65	1,386.54	28,590.02	1,692.96	65,098.00	43.92
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		33,037.25	1,386.54	36,873.62	1,692.96	73,382.00	50.25
TOTAL REVENUES		33,037.25	1,386.54	36,873.62	1,692.96	73,382.00	50.25
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	314.93	3,278.05	3,454.19	8,284.00	39.57
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	314.93	3,278.05	3,454.19	8,284.00	39.57
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	(8.00)	23,636.85	4,142.72	44,792.44	65,098.00	6.36
Unclassified		(8.00)	23,636.85	4,142.72	44,792.44	65,098.00	6.36
Total Dept 603 - LIBRARY ADMINISTRATION		(8.00)	23,951.78	7,420.77	48,246.63	73,382.00	10.11
TOTAL EXPENDITURES		(8.00)	23,951.78	7,420.77	48,246.63	73,382.00	10.11
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		33,037.25	1,386.54	36,873.62	1,692.96	73,382.00	50.25
TOTAL EXPENDITURES		(8.00)	23,951.78	7,420.77	48,246.63	73,382.00	10.11
NET OF REVENUES & EXPENDITURES		33,045.25	(22,565.24)	29,452.85	(46,553.67)	0.00	100.00
TOTAL REVENUES - ALL FUNDS		98,635.29	280,211.27	617,331.44	532,198.99	1,232,103.00	50.10
TOTAL EXPENDITURES - ALL FUNDS		93,314.19	111,420.98	331,211.71	344,874.00	1,232,089.00	26.88

DB: Lake Bluff		PERIOD ENDING 07/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 07/31/23	MONTH 07/31/22	07/31/2023	07/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
NET OF REVENUES & EXPENDITURES		5,321.10	168,790.29	286,119.73	187,324.99	14.00	2,043,71

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/09/2023	LIBC K	15692	CHINESE INTERCULTURAL, LLC	ADULT PROGRAM/INTRO TO THE CHINESE ART OF PAPER CUTTING 11-08-2023	080-603-43710	275.00
08/09/2023	LIBC	15693	CLARENCE GOODMAN	ADULT PROGRAM/A TALE PF TWO CHICAGOS	080-603-43710	300.00
08/09/2023	LIBC K	15694	CRYSTAL MAINTENANCE SERVICES CORP	BUILDING MAINT/CLEANING SERVICES FOR AUGUST 2023	080-603-41000	710.00
08/09/2023	LIBC	15695	DESUENO DANCE LLC	ADULT PROGRAM/INTRODUCTION TO SALSA D	080-603-43710	250.00
08/09/2023	LIBC	15696	FIRST BANKCARD	PRINTING-NEWSLETTER/PROFESSIONAL DEVE	080-603-42400	188.10
		15696		PRINTING-NEWSLETTER/PROFESSIONAL DEVE	080-603-43410	29.99
						218.09
08/09/2023	LIBC	15697	FIRST BANKCARD	OUTREACH/BUILDING MAINTENANCE SUPPLIE	080-603-41345	8.99
		15697		OUTREACH/BUILDING MAINTENANCE SUPPLIE	080-603-43660	25.00
		15697		OUTREACH/BUILDING MAINTENANCE SUPPLIE	080-603-43730	176.26
		15697		OUTREACH/BUILDING MAINTENANCE SUPPLIE	082-603-99999	54.98
						265.23
08/09/2023	LIBC	15698	FIRST BANKCARD	COPIER MAINTENANCE/PERIODICALS/UTILIT	080-603-41313	690.00
		15698		COPIER MAINTENANCE/PERIODICALS/UTILIT	080-603-43230	309.85
		15698		COPIER MAINTENANCE/PERIODICALS/UTILIT	080-603-43700	37.93
		15698		COPIER MAINTENANCE/PERIODICALS/UTILIT	080-603-45500	54.99
						1,092.77
08/09/2023	LIBC	15699	FIRST BANKCARD	DUES/ADULT PROGRAM SUPPLIES/TEEN PROG	080-603-42400	99.00
		15699		DUES/ADULT PROGRAM SUPPLIES/TEEN PROG	080-603-42440	44.00
		15699		DUES/ADULT PROGRAM SUPPLIES/TEEN PROG	080-603-43710	230.00
		15699		DUES/ADULT PROGRAM SUPPLIES/TEEN PROG	080-603-43740	20.00
						393.00
08/09/2023	LIBC	15700	FIRST BANKCARD	BUILDING MAINTENANCE/JUV PROGRAM SUPP	080-603-41000	140.86
		15700		BUILDING MAINTENANCE/JUV PROGRAM SUPP	080-603-43300	16.15
		15700		BUILDING MAINTENANCE/JUV PROGRAM SUPP	080-603-43660	119.99
		15700		BUILDING MAINTENANCE/JUV PROGRAM SUPP	080-603-43700	10.68
		15700		BUILDING MAINTENANCE/JUV PROGRAM SUPP	080-603-43720	77.96
		15700		BUILDING MAINTENANCE/JUV PROGRAM SUPP	080-603-43740	59.62
						425.26

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/09/2023	LIBC	15701	FIRST BANKCARD	MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41000	108.00
		15701		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43300	323.70
		15701		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-45600	19.99
		15701		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-46100	25.00
						476.69
08/09/2023	LIBC	15702	GARY LEVIN	BUILDING MAINTENANCE/RUBBER WALL COVE	080-603-41000	3,919.68
08/09/2023	LIBC K	15703	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR JULY 2023	080-603-43230	426.32
08/09/2023	LIBC	15704	IHLS-OCLC	DUES/FY23-24 OCLC SERVICE FEE 7/1/202	080-603-42440	232.04
08/09/2023	LIBC K	15705	IMPACT NETWORKING, INC	COPIER MAINT/STAFF & PATRON COPIERS	080-603-41313	1,338.49
08/09/2023	LIBC	15706	ISAURO REYES	GROUNDS MAINTENANCE/SERVICES FOR JUNE	080-603-41050	900.00
08/09/2023	LIBC K	15707	K-9 READING BUDDIES OF THE NORTH SH	JUVENILE PROGRAMS/K9 READING BUDDIES 10/2/2023 7 11/6/2023	080-603-43720	200.00
08/09/2023	LIBC	15708	KANOPY, INC.	ADULT E-REF/KANOPY JULY 2023	080-603-45220	45.00
08/09/2023	LIBC K	15709	LAKE COUNTY FOREST PRESERVES	ADULT PROGRAM/TRUE CRIMES OF LAKE COUNTY 09-21-2023	080-603-43710	40.00
08/09/2023	LIBC	15710	MARK HAMILTON	JUV PROGRAMS/CHESS CLUB 9/9/2023 AND	080-603-43720	300.00
08/09/2023	LIBC	15711	MARY WEBBER	REIMB M. WEBBER/JUVENILE PROGRAM SUPP	080-603-43720	100.97
08/09/2023	LIBC	15712	MIDWEST MECHANICAL	BUILDING MAINTENANCE/PREVENTATIVE MAI	080-603-41000	2,715.00
08/09/2023	LIBC	15713	MIDWEST TAPE LLC	ADULT AV/AUDIOBOOKS	080-603-45200	387.93
		15713		ADULT E-REF/HOOPLA JULY 2023	080-603-45220	540.90
						928.83
08/09/2023	LIBC K	15714	MY NEIGHBOR THE ELECTRICIAN LLC	EXTERIOR AND INTERIOR ELECTRICAL REPAIRS/50% DEPOSIT	080-603-41000	3,142.72
08/09/2023	LIBC	15715	NEIL BRADBURY	ADULT PROGRAM/A POISONERS AFTERNOON T	080-603-43710	125.00
08/09/2023	LIBC	15716	NEWS-SUN	PERIODICALS/LAKE COUNTY NEWS-SUN RENE	080-603-45500	114.43
08/09/2023	LIBC	15717	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	2,548.31

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/09/2023	LIBC	15718	PLAYAWAY PRODUCTS LLC	JUVENILE KITS & DEVICES/LAUNCHPADS	080-603-45445	449.94
08/09/2023	LIBC	15719	QUILL LLC	BUILDING MAINTENANCE SUPPLIES/OFFICE	080-603-43550	116.57
		15719		BUILDING MAINTENANCE SUPPLIES/OFFICE	080-603-43660	195.58
						312.15
08/09/2023	LIBC K	15720	THE JOHNS HOPKINS UNIVERSITY PRESS	PERIODICALS/THE BULLETIN RENEWAL 1 YEAR	080-603-45500	130.00
TOTAL - ALL FUNDS				TOTAL OF 35 CHECKS		33,972.62

--- GL TOTALS ---

080-603-41000	MAINTENANCE-BUILDING	10,736.26
080-603-41050	MAINTENANCE-GROUNDS	900.00
080-603-41300	COMPUTER SERVICES	3,675.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	2,028.49
080-603-41345	MARKETING	115.97
080-603-41350	LEGAL SERVICES	176.25
080-603-42400	PROFESSIONAL DEVELOPMENT	287.10
080-603-42440	DUES	276.04
080-603-43230	UTILITIES	736.17
080-603-43300	POSTAGE	339.85
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	436.37
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	517.13
080-603-43668	TECHNICAL SERVICES SUPPLIES	323.56
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	48.61
080-603-43710	ADULT PROGRAM SUPPLIES	1,770.00
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,001.16
080-603-43730	OUTREACH SUPPLIES	270.02
080-603-43740	TEEN PROGRAM SUPPLIES	85.80
080-603-45000	ADULT NON-FICTION BOOKS	680.68
080-603-45100	ADULT FICTION BOOKS	2,508.84
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,272.44
080-603-45220	ADULT REFERENCE/E-REFER	585.90
080-603-45400	JUVENILE NON-FICTION	205.77
080-603-45410	PICTURE BOOKS, READERS	203.90
080-603-45420	JUVENILE FICTION	781.68
080-603-45430	JUVENILE AUDIO-VISUAL	55.11
080-603-45445	JUVENILE KITS & DEVICES	449.94
080-603-45450	TEEN BOOKS	299.29
080-603-45460	E-BOOKS	2,548.31
080-603-45470	GRAPHIC NOVELS	31.07
080-603-45500	PERIODICALS	299.42
080-603-45510	VIDEO GAMES	200.63
080-603-45520	TRENDING TITLES	58.88
080-603-45600	PATRON & STAFF SOFTWARE	19.99

Check Date	Bank	Check #	Payee	Description	GL #	Amount
080-603-46100				MISCELLANEOUS EXPENSES		25.00
082-603-99999				USE OF DONATIONS/TEMPORARY EXP		(8.00)
				TOTAL		33,972.62

Proposal to Library Board of Trustees
 Submitted by Renee Grassi, Library Director
 RE: Leasing Agreement for New Staff and Public Copier Machines
 Board of Trustees Meeting on August 15, 2023

Background

In the last several months, the Library has experienced incessant issues with both the staff and public copier machines. Feedback from staff say that these issues have been happening for more than a year. The amount of staff time spent troubleshooting and navigating paper jamming errors on the staff machine has been significant. I have personally experienced this printing Board packets—sometimes it happens multiple times a day. As a workaround, staff have to send copier jobs separately because multiple print jobs will result in jamming. This most recent issue with the public copier resulted in a special order of parts because they weren't readily available for our model. Unfortunately, the copier was out of service to the public for nearly two weeks' time and I navigated a couple of conversations with frustrated patrons about this service disruption. It is time to prioritize replacing this equipment.

Staff rely heavily on the copier machines not just to provide copying services to the public and their various needs, but also to support all of the Library's in-house printing needs, which include posters, flyers, handouts, tax forms, Board packets, and more. The library's current public copier is over 8 years old, and the staff copier machine is approximately 6 years old. The two machines are different models with different setups and processes, requiring staff to learn how to troubleshoot and use different workflows to work each device. Our current service contract is with a company called Impact Networking, who has worked with the library for several years to support this equipment with service calls from their trained technicians. The Library does not have a dedicated employee to manage and oversee library technologies; this responsibility is primarily managed by the Adult Services and Technology Manager, but supplemented by others staff. Staff time is limited and having a reliable, efficient and timely response to copier machine issues is vital to accomplish work and providing service to the community.

The average cost of purchasing a copier machine outright is approximately \$15,000-\$16,000 with an average lifespan of approximately 5-8 years. An inquiry to Impact Networking showed that over 90% of Impact's public library clients lease their machines for either 3 or 5 years. IMPACT requests 100% due at time of purchase for outright copier purchases. As a result, leasing provides cash flow flexibility for the Library and ensures that the Library can update their devices with newer technology before malfunctioning. The Library's current service contract with Impact is that parts and labor are covered up to the value of the machine. The Library purchased its copiers outright and at 6 and 8 years old, the current value of our machines is quite low. If parts need replacement on older copiers that aren't leased, A) parts may no longer be available or B) if it replacement costs are valued more than the value of the machine, it won't be covered under contract.

Objectives

- Sign a competitive 5-year leasing agreement for staff and public copier machines
- Acquire a model with updated efficiencies and technologies to support staff and public needs
- Purchase 2 new machines of the same model to minimize staff training and streamline learning for staff the two machines
- Receive quotes from Library's two former copier machine vendors, Impact Networking and ISBS
- Submit quotes and information to Technology Committee for review and consideration

Quotes Comparison

Vendor	Name of Model	Features	Lease Length	Monthly Price
ISBS*	Savin/Ricoh IM C3010 Coloring Imaging Systems	-24/7 Service not provided -Includes delivery, installation, training and environmental disposal; tax-free -Free shipping of toner and consumables -Free toner covers monthly average of 2000 B&W pages and 3000 Color pages -For additional B&W, \$.0065 per page -For additional color, \$.05 per page -Client list: Mount Prospect Library, Wilmette Library, Geneva Public Library)	36 months	\$515/month
Impact Networking**	Kyocera 2554ci	-Includes 24/7 Service, support, supplies and refresh costs -Includes delivery, installation and disposal; tax-free -Zero landfill recycling program -Fixed pricing for first 24 months of lease; no increases for 2 years -Free shipping for toner -Free toner from auto fulfillment plan; covers monthly average 4500 B&W pages 2000 Color pages based on library usage -For add'l B&W, \$.012 per page -For add'l Color, \$.058 per page -Unlimited training for life of system -Includes Apple Air printing expanding access to wireless printing for public -Auto Toner and meter reporting -Reputable client list of IL libraries (Arlington Heights Memorial Library, Indian Trails Library District, Glencoe Library, Lake Forest Library)	60 months	\$630.79/month

*The Library was a former client of ISBS with SAVIN products. The Library switched to Impact Networking for servicing needs at the time of purchasing the current staff copier machine. Staff reported problems with library's former SAVIN products.

**Lake Bluff Public Library is currently a client of Impact Networking. The staff and I have experienced a high level of customer service with prompt service calls from their nearby location in Lake Forest.

Library Director Recommendation to the Library Board of Trustees: Impact Networking

- Negotiated fixed rate for 24 months
- Higher cost, but high quality customer service from local vendor experienced by all levels of staff
- Apple Air gives wireless printing option to public and staff with iOS device
- Prominent list of current library clients that address large and small library needs
- ISBS recommended product only on market for 1 month with no current public library clients using this model; Kyocera model has been in use longer and at local libraries

Lake Bluff Library opens reading room

'There has always been an ask for a quiet area'

By Daniel I. Dorfman

Not only does a reworked space at the Lake Bluff Library add a component for its patrons, it also serves as a testimonial to one of the library's strongest supporters.

Recently opening on the library's first floor, the Carole E. and Alfred Stroh Reading Room is a dedicated quiet space for reading and studying offering flexible seating, making it an option for small meetings.

The Stroh Room fulfills a community request, according to Lake Bluff Library Foundation President Kathy Meierhoff, who previously served as the library board president. She recalled library officials conducted space studies and customer surveys, and the results indicated a specific desire.

"There has always been an ask for a quiet area," Meierhoff said. "It provides us not only a quiet reading room for our patrons, but also another meeting room if we need to do so."

Library officials listened, leading to the renovation of what had been a computer room in a building constructed in the 1970s. The 12-by-15-foot room now features four upholstered blue chairs, two task chairs, an electric-powered study table with two custom-built display cabinets on either side of a gas-powered fireplace.

"It is not a large space,



From the left, Lake Bluff Library Foundation President Kathy Meierhoff, Mark Stroh, current Lake Bluff Library Board President Bonnie Shaul and library Executive Director Renee Grassi speak in the newly renovated Carole S. and Alfred Stroh Reading Room. DANIEL I. DORFMAN/PIONEER PRESS

but it is comfortable," noted library Executive Director Renee Grassi. "There are times when the table and several chairs are used at once."

Grassi said they are all types of users, with mornings being popular with retirees enjoying the room and then people using it for business and study, with even a local knitting group holding its meetings in the space.

The room is named for Carole "Cal" Stroh and her

husband, who were longtime Lake Bluff residents. Cal Stroh served 16 years on the village's library board, making her the longest-serving library board trustee with officials recalling she sensed the space had not been utilized to its fullest extent.

"It was her goal to not just have a room dedicated to her family and her husband, but also to set an example for the community," Meierhoff said.

Stroh donated the majority of the funding the major-

ity for the project, which cost between \$90,000 and \$100,000. In addition to the Stroh donation, the library board and the library foundation put in some dollars along with the private Friends of the Lake Bluff Public Library paying for the purchase and installation of the fireplace.

Construction began around Memorial Day 2022 and Stroh was involved in the selection of some tile, colors, furniture and other finishing materials for the

room, but she died at the age of 91 on a pilgrimage to Greece through her local church.

Stroh's son, Mark, sensed the finished product would have received a thumbs-up from his mother.

"She would really like it," he said.

Mark Stroh's said his mother's involvement in the village's library was a continuation of a lifelong interest.

"She liked the quietness of libraries," he said. "She liked to read."

With the Stroh Room now active, current library board President Bonnie Shaul wants to see other changes at the building adapting to life in 2023.

"There are a lot of improvements that have happened in library layout," Shaul said. "It is the first step of hopefully a series of improvements we can make in the library to better meet the needs of the community today versus what the needs of the community were in the 1970s."

Grayslake teen standing on street corner fatally injured when struck by pickup truck

By Clifford Ward
For News-Sun

Authorities are continuing to investigate a weekend accident in which a young woman standing at a

Grayslake street corner was struck and killed by a pickup truck.

The Lake County coroner's office identified her Monday as Victoria Piela, 18, of Grayslake.

Police said Piela was hit by a Ford F-350 truck about 10:12 a.m. Saturday as she stood near the intersection of Washington Street and Atkinson Drive.

Police said the truck,

which was towing a trailer, collided with a Ford Escort in the intersection. The collision caused the truck to leave the road and strike Piela, who was standing near the southeast corner.

She was transported to a hospital with critical injuries and was later pronounced dead.

The drivers of both vehicles were brought for treatment of what authorities

said were not life-threatening injuries.

Grayslake police and the Major Crash Assistance Team are continuing to investigate the cause of the accident.

BARACK OBAMA

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July 17, 2023

To the dedicated and hardworking librarians of America:

In any democracy, the free exchange of ideas is an important part of making sure that citizens are informed, engaged and feel like their perspectives matter.

It's so important, in fact, that here in America, the First Amendment of our Constitution states that freedom begins with our capacity to share and access ideas – even, and maybe especially, the ones we disagree with.

More often than not, someone decides to write those ideas down in a book.

Books have always shaped how I experience the world. Writers like Mark Twain and Toni Morrison, Walt Whitman and James Baldwin taught me something essential about our country's character. Reading about people whose lives were very different from mine showed me how to step into someone else's shoes. And the simple act of writing helped me develop my own identity — all of which would prove vital as a citizen, as a community organizer, and as president.

Today, some of the books that shaped my life — and the lives of so many others — are being challenged by people who disagree with certain ideas or perspectives. It's no coincidence that these "banned books" are often written by or feature people of color, indigenous people, and members of the LGBTQ+ community — though there have also been unfortunate instances in which books by conservative authors or books containing "triggering" words or scenes have been targets for removal. Either way, the impulse seems to be to silence, rather than engage, rebut, learn from or seek to understand views that don't fit our own.

I believe such an approach is profoundly misguided, and contrary to what has made this country great. As I've said before, not only is it important for young people from all walks of life to see themselves represented in the pages of books, but it's also important for all of us to engage with different ideas and points of view.

It's also important to understand that the world is watching. If America — a nation built on freedom of expression — allows certain voices and ideas to be silenced, why should other countries go out of their way to protect them? Ironically, it is Christian and other religious texts — the sacred texts that some calling for book bannings in this country claim to want to defend — that have often been the first target of censorship and book banning efforts in authoritarian countries.

Nobody understands that more than you, our nation's librarians. In a very real sense, you're on the front lines — fighting every day to make the widest possible range of viewpoints, opinions, and ideas available to everyone. Your dedication and professional expertise allow us to freely read and consider information and ideas, and decide for ourselves which ones we agree with.

That's why I want to take a moment to thank all of you for the work you do every day — work that is helping us understand each other and embrace our shared humanity.

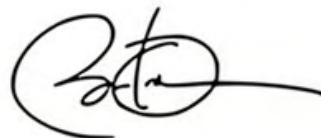
And it's not just about books. You also provide spaces where people can come together, share ideas, participate in community programs, and access essential civic and educational resources. Together, you help people become informed and active citizens, capable of making this country what they want it to be.

And you do it all in a harsh political climate where, all too often, you're attacked by people who either cannot or will not understand the vital — and uniquely American — role you play in the life of our nation.

So whether you just started working at a school or public library, or you've been there your entire career, Michelle and I want to thank you for your unwavering commitment to the freedom to read. All of us owe you a debt of gratitude for making sure readers across the country have access to a wide range of books, and all the ideas they contain.

Finally, to every citizen reading this, I hope you'll join me in reminding anyone who will listen — and even some people you think might not — that the free, robust exchange of ideas has always been at the heart of American democracy. Together, we can make that true for generations to come.

With gratitude,



off the SHELF

BANNED BOOKS WEEK

"A book, too, can be a star, "explosive material, capable of stirring up fresh life endlessly," a living fire to lighten the darkness, leading out into the expanding universe."

-Madeleine L'Engle

IN THIS ISSUE:

LinkedIn Learning
Eclipse Glasses
Birthday Bash

...AND MORE!

BANNED BOOKS WEEK

From the Director Programs



In October, the Library will recognize Banned Books Week to celebrate our freedom to read. This initiative spotlights current and historical attempts to censor and restrict access to books in libraries and schools. Given the current state of book banning in the U.S., this year's Banned Books Week feels more important than ever before.

According to the American Library Association's Office of Intellectual Freedom, there was a record number of demands to censor library books and resources in 2022—the highest number since the organization began compiling data about censorship more than 20 years ago.

I'm proud to work at Lake Bluff Library because of our organization's strong support of the right to read. In fact, the Board of Trustees approved the Library's Values Statement in 2020, which states intellectual freedom, democracy, and diversity as expressed values of the Library and at the heart of what we do. It goes on to say the Library rejects views of exclusivity, including censorship, racism, and prejudice and states that the Library strives to be a safe and welcoming place for all patrons. We're proud to support and celebrate your right to read every day of the year.

Renee Grassi, Library Director

Banned Books Week | 10/1 - 10/7

Stop by the Library during Banned Books Week starting October 1. Browse banned books displays, gather resources, and enter a raffle to win a free banned book of your choice! #FreePeopleReadFreely

Book Challenges on the Rise: Support Your Freedom to Read 10/2 at 7pm R V

Join a panel of experts including Illinois Secretary of State Alexi Giannoulias, RAILS Executive Director Monica Harris, and authors Jasmine Warga and Jarrett Dapier to learn about the current state of book challenges, Illinois' legislative response, and the implications of censorship on communities. *This presentation is cohosted by multiple Chicago libraries.*

NEWS

Policy updates

In June, the Library Board of Trustees voted to approve new and updated Library policies, including the new Public Comment Policy, the new Patron Suspension Policy, and an updated Meeting Room Policy. As a result, the Library will have updated procedures to support these changes. To learn more, visit LakeBluffLibrary.org/policies.

LinkedIn Learning now available

Check out LinkedIn Learning, our newest online resource. LinkedIn Learning has thousands of professional courses that cover everything from the latest technologies to basic computer literacy, as well as skills like public speaking and

time management. For more information, visit LakeBluffLibrary.org/LinkedIn.

New collection: Adult Playaways

The adult audio collection now includes Playaways! Playaways are pre-loaded audiobooks that are easy to use and give you the freedom to take your audiobook anywhere. No internet or Wi-Fi needed. Playaways are located next to the Adult Audiobook collection.

New staff member

Next time you're in the Library, say hello to our newest staff member:

Marina Dove

Reference & Circulation Associate

Sunday hours resume 9/10

The Library will be open from 1-5pm on Sundays starting September 10.

Message from the Friends of Lake Bluff Library

Do you love Lake Bluff Library? Consider supporting the Friends of the Lake Bluff Library:

Become a Friend: The Friends are looking for local community enthusiasts to join their group. They meet quarterly to discuss general topics and how to support the Library.

Donate to the Friends: Your donations directly contribute to Library events and improvements like last year's Mini Golf event, the Book Bike at the Farmers' Market, and even the fireplace in the Strohm Reading Room.

For more information, visit LakeBluffLibrary.org/Friends.

Fall 2023 Community Engagement Opportunities Lake Bluff Public Library's Board of Trustees

Village of Lake Bluff Birthday Bash

Description: The Birthday Bash is a festive event with live music, food, and fireworks! Staff and volunteers will be at this event helping with parking, handing out cookies and glow sticks.

Date: 9/23

Time: 4pm-8pm

Location: Blair Park, 355 W Washington, Lake Bluff, IL 60044

Trunk or Treat

Description: The Library will once again be handing out candy and prizes at this year's Trunk or Treat! Staff and volunteers will need help with setup, general event help, and clean up.

Date: 10/20

Time: 5:00pm – 8pm (time includes setup and cleanup)

Location: Blair Park, 355 W Washington, Lake Bluff, IL 60044

Trick or Treat at the Library

Description: Halloween is just around the corner and we are excited to participate at this time honored tradition! Staff and volunteers will have a table out front of the Library handing out candy to passersby. General setup and cleanup also appreciated.

Date: 10/31

Time: 3:30pm-8pm (time includes setup and cleanup)

Location: Lake Bluff Library

What is the role of a Board Member at a community event?

- Engage with residents who interact with Library staff
- Strike up conversation about people's experiences with the Library
- Ask about ideas people have for the Library
- Help promote any upcoming library events of interest to the general community; as the Library staff person onsite if there is anything to promote (ex. Birthday Bash, Friends of the Library annual donation letter, Summer Reading, etc.)
- Support Library staff with small tasks, if needed

How much time should a Board Member sign up for?

Ultimately, it's your preference. Some Trustees have commented that 60 – 90 minute shifts are reasonable and easy to accommodate in their personal schedules. Library staff will take on the responsibilities to staff and manage the activities for the entire length of the event.

Who should a Board Member contact if they are interested in participating in a community engagement event?

Email Jillian Chapman, Community Engagement and Communications Coordinator at Lake Bluff Public Library at jchapman@lakeblufflibrary.org. She will respond and can coordinate a time for your arrival.