

**August 15th, 2017**

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Resolution of Thanks to Susan Griffin (action)(5 minutes)(7:07pm)</b>	
<b>4</b>	<b>Opportunity to Address Board</b>	
<b>5</b>	<b>Consent Agenda</b>	
	Minutes of July 18th, 2017 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
	Minutes of July 27th, 2017 Special Meeting of Board of Trustees (action)(2 minutes)(7:11pm)	4A
<b>6</b>	<b>Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:16pm)</b>	
	July Detailed Revenue & Expense Report (action)	5A-5F
	July Detailed Balance Sheet (action)	6A-6C
<b>7</b>	<b>Approval of Checks (Green) (10 minutes)(7:26pm)</b>	
	July Check Register (action)	7A-7C
<b>8</b>	<b>Committee Reports (10 minutes)(7:36pm)</b>	
<b>9</b>	<b>New Business</b>	8A
	D115 Intergovernmental Agreement (action)(10 minutes)(7:46pm)	9A-9F
	Statistics for July 2017 (10 minutes)(7:56pm)	10A
	Trustee Bios on Website (10 minutes)(8:06pm)	
<b>10</b>	<b>Old Business</b>	
	Museum-Library Joint Committee (20 minutes)(8:26pm)	
	Fundraising and Building Project (5 minutes)(8:31pm)	
<b>11</b>	<b>Director's Report (5 minutes)(8:36pm)</b>	
	Librarian's Narrative Report	11A
<b>12</b>	<b>Executive Session(s)</b>	
<b>13</b>	<b>Any and All Other Business ...</b>	
<b>14</b>	<b>Adjournment (1 minute)(8:37pm)</b>	
<b>15</b>	<b>Attachments</b>	
	Friends Attendees for Calendar Years 2017-2018	12A
	Resolution of Thanks to Susan Griffin	13A-13B

**Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, August 15<sup>th</sup>, 2017 at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance**

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Resolution of Thanks to Susan Griffin (action)(5 minutes)(7:07pm)**
- 4. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 5. Approval of Minutes**
  - a. Approval of Minutes of July 18<sup>th</sup>, 2017 Board Meeting (action)(2 minutes)(7:09pm)
  - b. Approval of Minutes of July 27<sup>th</sup>, 2017 Special Meeting of Library Board (action)(2 minutes)(7:11pm)
- 6. July 2017 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:16pm)**
  - a. July Detailed Revenue & Expense Report
  - b. July Detailed Balance Sheet
- 7. Approval of checks (Green Pages) (10 minutes)(7:26pm)**
  - a. July Monthly Checks (13148-13179) (action)
- 8. Committee Reports (10 minutes)(7:36pm) (Met)**
  - a. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)  
(Did not meet)
  - b. Finance Committee (CHAIR: Kregor. MEMBERS: Butler.)
  - c. Human Resources Committee (CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)
  - d. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)
  - e. Long Range Planning Committee (CHAIR: Jackson. MEMBERS: Kregor and Schons.)
  - f. Outreach Committee (CHAIR: Kregor. Members: Jackson.)
- 9. New Business**
  - a. D115 Intergovernmental Agreement (action)(10 minutes)(7:46pm)
  - b. Statistics for July 2017 (10 minutes)(7:56pm)
  - c. Trustee Bios on Website (10 minutes)(8:06pm)

**10. Old Business**

- a. Museum-Library Joint Committee (20 minutes)(8:26pm)
- b. Fundraising and Building Project (5 minutes)(8:31pm)

**11. Director's Report (5 minutes)(8:36pm)**

- a. Director's Narrative Report

**12. Executive Session(s)**

- 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**

**14. Adjournment (1 minute)(8:37pm)**

**Attachments:**

Upcoming Friends Meetings  
Statistics Report  
D115 2017-2018 Agreement  
Resolution of Thanks for Susan Griffin

**Upcoming Board Meetings: September 19, October 17, and November 14, 2017**

**Lake Bluff Public Library  
Board of Library Trustees Meeting Minutes  
Tuesday, July 18, 2017, at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044**

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:02 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, also Library Director Eric Bailey and Library Employees Martha O'Hara and Eliza Jarvi. Cal Stroh was absent.
2. **Additions & Corrections to the Agenda:** Bailey asked to add an update about the theft of video games to Old Business.
3. **Opportunity for Public to Address the Board:** Jarvi brought in the Summer Reading Club mascot, a large plush giraffe, which is a big hit with the children.
4. **Approval of Minutes:** Jackson moved and Butler seconded a motion to accept the June 20, 2017 minutes; all voted aye. Butler moved and Schons seconded a motion to accept the Special Meeting of July 12 minutes; all voted aye.
5. **June 2017 Financial Reports:** Bailey noted that there was a deposit of property tax and Naperville impact fees from the Village, and that 19% of yearly funds have been spent so far, with 2/12ths of the fiscal year gone, so spending is on track. Butler moved and Jackson seconded a motion to accept the June 2017 Financial Reports; all voted aye.
6. **Approval of Checks:** Schons moved and Butler seconded a motion to approve the June 2017 Checks (13112-13147). All voted aye.
7. **Committee Reports:**

**(Committees that met)**

  - a. Building and Grounds Committee (**CHAIR:** Schons, **MEMBERS:** Jerch , Meierhoff, and Stroh.) Schons reported briefly on the discussion about replacing the copier. Schons moved and Jerch seconded a motion to purchase a Konica/Minolta C308 copier from Imact (a local company), all voted aye. The committee will be investigating the use of synthetic roofing materials for roof replacement.
  - b. Long Range Planning Committee (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons.) Jackson reported that the committee talked about goals and a timeline as well as focus groups for the expansion project.

**(Committees that did not meet.)**

  - c. Finance Committee (**CHAIR:** Kregor, **MEMBER:** Butler.)
  - d. Human Resources Committee (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff.)
  - e. Intergovernmental Committee (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
  - f. Outreach Committee (**CHAIR:** Kregor, **MEMBER:** Jackson.)
8. **New Business:**
  - a. D65 Intergovernmental Agreement: Bailey noted that the number of school children making use of the Library has gone up significantly since the IGA was first implemented, and that there has been very little downside (lost books, unpaid fines) to the Library as a consequence. Schons moved and Butler seconded a motion that the Intergovernmental Agreement for Library Services for 2017-2018 be approved, to go into effect pending School Board approval. All voted aye.

- b. Copier Acquisition: Action taken during Building and Grounds Committee report.
- c. Resolution of Thanks to the Friends of the Library: Schons moved and Butler seconded the approval of Resolution No. 2017-04, officially recognizing the Friends and their contributions to the Library. All voted aye. The Friends of the Library gave \$9,426.36 during FY2016-2017.

**9. Old Business:**

- a. Update on the theft of video games: Five of the six individuals have paid in full; the sixth individual is still being processed through the law enforcement system.
- b. & c. Museum-Library Joint Committee: Bailey reported on the presentation made by Steve Kraus on behalf of the History Museum in which he outlined three possible options: (1) The Museum could stay in their current location; (2) they could rearrange space usage with the Library; (3) they could acquire the PNC property by means of a buyout by the Library of the current lease, which runs for another 35 years. They will come to the July 27 meeting with numbers for the buyout. Fundraising was not discussed at the 7/12 meeting.

**10. Director's Report:** Bailey reported that Brittany Hinkle has been hired to replace Skylar and begins soon. He will invite her to a board meeting so that we can all meet and welcome her.

**11. Executive Session:** There was none.

- 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 Meeting Act 5 ILCS 120/2 (c) (21)

**12. Any and all other business:** There was none.

**13. Adjournment:** Butler moved and Schons seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 9:00 pm.

Respectfully submitted,

Janie Jerch

**LAKE BLUFF PUBLIC LIBRARY**  
**Special Meeting of Library Board of Trustees**  
**Thursday, July 27<sup>th</sup>, 2017**

- 1) **Call to Order; Roll Call:** The meeting was called to order at 4:02 PM by Kathy Meierhoff. The committee met in the Spruth Room of the Lake Bluff Public Library building.

Present: Scot Butler, Kathy Meierhoff, Tim Kregor, Kate Jackson, Janie Jerch, and Cal Stroh

Absent: Carl Schons

Library Staff Present: Eric Bailey

Members of the Public: Steve Kraus, John Caton, and Christine Letchinger

2) **Discussion with Museum Board**

- a) **REVIEWED:** Discussion that occurred at the July 12<sup>th</sup>, 2017 meeting between the museum and library.
- b) **DISCUSSED:** Early termination cost
- i) Steve Kraus of the Museum Board presented the early termination cost calculated by the Museum.
- (1) \$750,000 to \$1M as value of lease.
  - (2) \$1.2M as the likely cost of the former PNC property.
  - (3) A total of \$2M as the early termination buyout cost. The total necessary for the Museum to acquire the PNC property and be functionally independent in that space.
- c) **DISCUSSED:** Library construction options, and effect of buyout
- i) Kathy Meierhoff of the Library Board presented construction options for the Library.
- (1) The Library sought a revised cost estimate, and found that a new plan featuring an expansion from the current Museum space would cost another \$5,000. A further \$1,500 would be necessary to recalculate the cost of the original Plan 3+ for comparison.
  - (2) The Library Board is reluctant to expend funds on something that might prove tangential. Board President Meierhoff stated that a commitment by the Museum to covering half the cost would be viewed positively by the Library Board and would make a commitment to move forward more likely.
  - (3) **RESOLVED:** Per the suggestion of Steve Kraus, that August 14<sup>th</sup> be held open for a potential follow up meeting.
- d) **DISCUSSED:** Library Board discussion of options following the discussion with Museum Board representatives.
- i) **RESOLVED:** That Kathy Meierhoff contact Steve Kraus and indicate the following:
- (1) That the Village be approached as soon as practicable to see if they can provide support, as \$2M is too large an 'ask' without their involvement. There is a need for Village commitment to help in planning and follow-through before further funds are expended by the Library.
- e) **RESOLVED:** That the Director will set a date for a Building and Grounds meeting to review the goals and outcomes of the Space Needs Study.

3) **Any other business:**

- a) (None)

4) **Adjournment:** Butler moved and Stroh seconded a motion to adjourn the meeting at 5:49 PM.

AYES: Meierhoff, Butler, Stroh, Jerch, Jackson, Kregor

NAYES: None

ABSENT: Schons

Respectfully submitted,  
 Eric Scott Bailey

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

SA

PERIOD ENDING 07/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18 AMENDED BUDGET	% BDGT USED
		MONTH 07/31/17 INCR (DECR)	MONTH 07/31/16 INCR (DECR)	07/31/2017 NORM (ABNORM)	07/31/2016 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300-REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	13,630.85	462,383.12	466,383.58	897,115.00	51.54
PROPERTY TAX		0.00	13,630.85	462,383.12	466,383.58	897,115.00	51.54
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	181.11	159.50	419.25	654.20	2,200.00	19.06
080-300-34250	NON-RESIDENT FEES	1,602.91	676.28	2,419.13	2,125.44	7,000.00	34.56
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		1,784.02	835.78	2,838.38	2,779.64	11,200.00	25.34
FINES							
080-300-35700	RENTAL FINES	1,302.47	1,330.71	3,594.78	3,284.30	12,500.00	28.76
FINES		1,302.47	1,330.71	3,594.78	3,284.30	12,500.00	28.76
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	4,410.80	0.00	0.00
GRANTS		0.00	0.00	0.00	4,410.80	0.00	0.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	2,000.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	460.01	7.40	1,469.11	46.65	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	300.00	915.00	641.92	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	2,159.36	2,159.98	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	101.20	35.60	715.35	596.61	2,500.00	28.61
MISCELLANEOUS REVENUE		561.21	343.00	5,258.82	3,445.16	12,400.00	42.41
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	6.96	264.28	815.67	625.41	2,500.00	32.63
INTEREST EARNINGS		6.96	264.28	815.67	625.41	2,500.00	32.63
Total Dept 300-REVENUE		3,654.66	16,404.62	474,890.77	480,928.89	935,715.00	50.75
TOTAL REVENUES		3,654.66	16,404.62	474,890.77	480,928.89	935,715.00	50.75





REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 07/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18 AMENDED BUDGET	% BDGT USED
		MONTH 07/31/17 INCR (DECR)	MONTH 07/31/16 INCR (DECR)	07/31/2017 NORM (ABNORM)	07/31/2016 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	20,143.52	25,879.08	64,844.04	77,301.95	323,000.00	20.08
080-603-40030	STAFF SALARIES	19,980.58	15,380.78	59,749.55	44,194.95	180,000.00	33.19
SALARIES		40,124.10	41,259.86	124,593.59	121,496.90	503,000.00	24.77
BENEFITS							
080-603-40400	MEDICAL INSURANCE	5,443.63	6,443.34	16,546.81	18,056.49	74,000.00	22.36
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	2,999.03	3,063.76	9,320.02	9,061.65	37,000.00	25.19
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,073.25	3,546.02	10,102.37	10,416.91	46,000.00	21.96
BENEFITS		11,515.91	13,053.12	35,969.20	37,535.05	157,250.00	22.87
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	4,664.21	5,745.33	11,978.08	10,341.08	24,000.00	49.91
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	38.00	38.00	1,500.00	2.53
080-603-41050	MAINTENANCE-GROUNDS	365.00	565.00	1,079.94	1,103.92	7,000.00	15.43
080-603-41300	COMPUTER SERVICES	0.00	0.00	6,260.00	0.00	13,000.00	48.15
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	6,015.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	64.34	197.50	832.91	1,189.28	5,500.00	15.14
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	9.00	12.00	121.00	18.00	1,000.00	12.10
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	3,000.00	0.00
080-603-70000	CONTINGENCY	0.00	0.00	1,160.00	0.00	5,965.00	19.45
CONTRACTS		5,102.55	6,519.83	21,469.93	18,705.28	60,965.00	35.22
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	35.00	90.00	801.00	1,770.00	3,000.00	26.70
080-603-42440	DUES	681.31	669.93	817.31	769.93	2,000.00	40.87
080-603-43230	UTILITIES	911.77	244.85	3,516.59	2,794.90	13,500.00	26.05
080-603-43300	POSTAGE	0.00	3.86	237.66	221.85	2,500.00	9.51
080-603-43410	PRINTING/E-NEWSLETTER	57.00	0.00	2,319.89	2,198.29	9,500.00	24.42
080-603-43550	OFFICE SUPPLIES	473.19	1,975.23	1,151.15	2,666.48	5,000.00	23.02
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	246.58	12.25	409.96	470.98	2,000.00	20.50
080-603-43668	TECHNICAL SERVICES SUPPLIES	325.35	239.22	1,597.98	819.80	4,000.00	39.95
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	25.97	7.99	231.82	51.92	500.00	46.36
080-603-43710	ADULT PROGRAM SUPPLIES	148.94	1,278.59	1,827.50	2,350.00	6,000.00	30.46
080-603-43720	JUVENILE PROGRAM SUPPLIES	275.12	132.97	2,472.81	2,824.22	6,000.00	41.21
080-603-43730	OUTREACH SUPPLIES	79.96	158.62	104.96	353.19	1,000.00	10.50
080-603-43740	TEEN PROGRAM SUPPLIES	430.66	415.64	837.85	858.85	1,500.00	55.86
COMMODITIES		3,690.85	5,229.15	16,326.48	18,150.41	56,500.00	28.90
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	123.00	85.30	311.35	275.30	2,000.00	15.57
PROGRAM EXPENSES		123.00	85.30	311.35	275.30	2,000.00	15.57

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

50

PERIOD ENDING 07/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18 AMENDED BUDGET	% BDGT USED
		MONTH 07/31/17 INCR (DECR)	MONTH 07/31/16 INCR (DECR)	07/31/2017 NORM (ABNORM)	07/31/2016 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	588.61	479.69	3,514.37	2,940.23	17,000.00	20.67
080-603-45100	ADULT FICTION BOOKS	756.60	1,401.28	3,878.23	3,590.89	15,500.00	25.02
080-603-45110	ADULT LARGE PRINT MATERIAL	84.31	0.00	84.31	44.82	500.00	16.86
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,008.88	1,352.33	2,723.26	3,307.24	15,500.00	17.57
080-603-45220	ADULT REFERENCE/E-REFER	200.00	200.00	7,970.00	6,360.00	22,000.00	36.23
080-603-45400	JUVENILE NON-FICTION	0.00	0.00	42.27	208.34	7,000.00	0.60
080-603-45410	PICTURE BOOKS, READERS	855.49	522.03	2,930.70	2,051.68	4,500.00	65.13
080-603-45420	JUVENILE FICTION	688.05	332.18	2,417.95	1,987.35	10,000.00	24.18
080-603-45430	JUVENILE AUDIO-VISUAL	211.73	56.24	319.68	156.71	1,000.00	31.97
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45450	TEEN BOOKS	401.82	347.46	1,198.10	944.65	2,750.00	43.57
080-603-45460	E-BOOKS	0.00	0.00	0.00	830.71	12,000.00	0.00
080-603-45470	GRAPHIC NOVELS	0.00	0.00	38.64	0.00	500.00	7.73
080-603-45500	PERIODICALS	0.00	0.00	5,140.14	5,092.39	6,750.00	76.15
080-603-45510	VIDEO GAMES	228.69	279.91	496.50	971.16	3,500.00	14.19
080-603-45520	TRENDING TITLES	183.82	0.00	442.82	0.00	2,000.00	22.14
080-603-45600	PATRON & STAFF SOFTWARE	532.70	532.70	2,389.60	2,201.60	4,000.00	59.74
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,905.00	20,297.00	21,000.00	99.55
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	164.99	0.00	1,000.00	16.50
080-603-58100	COMPUTER EQUIPMENT	88.96	700.00	184.76	7,915.40	5,000.00	3.70
080-603-58270	OTHER EQUIPMENT	0.00	0.00	14.81	0.00	10,000.00	0.15
CAPITAL EQUIPMENT		5,829.66	6,203.82	54,856.13	58,900.17	162,000.00	33.86
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	26,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	26,000.00	0.00
Total Dept 603-LIBRARY ADMINISTRATION		66,386.07	72,351.08	253,526.68	255,063.11	967,715.00	26.20
TOTAL EXPENDITURES		66,386.07	72,351.08	253,526.68	255,063.11	967,715.00	26.20
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		3,654.66	16,404.62	474,890.77	480,928.89	935,715.00	50.75
TOTAL EXPENDITURES		66,386.07	72,351.08	253,526.68	255,063.11	967,715.00	26.20
NET OF REVENUES & EXPENDITURES		(62,731.41)	(55,946.46)	221,364.09	225,865.78	(32,000.00)	691.76

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

5E

PERIOD ENDING 07/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	ACTIVITY FOR MONTH 07/31/16 INCR (DECR)	YTD BALANCE 07/31/2017 NORM (ABNORM)	YTD BALANCE 07/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300-REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	3,253.40	0.00	5,000.00	65.07
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	4,411.00	0.00
GRANTS		0.00	0.00	3,253.40	0.00	9,411.00	34.57
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 300-REVENUE		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL REVENUES		0.00	0.00	3,253.40	0.00	25,411.00	12.80
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	2,484.76	0.00	2,484.76	4,411.00	0.00
CONTRACTS		0.00	2,484.76	0.00	2,484.76	4,411.00	0.00
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	263.96	42.68	3,391.48	919.57	16,000.00	21.20
PROGRAM EXPENSES		263.96	42.68	3,391.48	919.57	16,000.00	21.20
Total Dept 603-LIBRARY ADMINISTRATION		263.96	2,527.44	3,391.48	3,404.33	25,411.00	13.35
TOTAL EXPENDITURES		263.96	2,527.44	3,391.48	3,404.33	25,411.00	13.35
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL EXPENDITURES		263.96	2,527.44	3,391.48	3,404.33	25,411.00	13.35
NET OF REVENUES & EXPENDITURES		(263.96)	(2,527.44)	(138.08)	(3,404.33)	0.00	100.00



Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(2,668.85)	(21,469.59)
	A/R - OTHER	(2,668.85)	(21,469.59)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	57,769.35
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(87.92)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	762,404.26
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	9,740.17
	CASH/INVESTMENTS	585,446.00	829,977.66
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	0.00	(3,253.10)
	DUE TO OTHER FUNDS	0.00	(3,253.10)
PREPAID ITEMS			
	PREPAID ITEMS	0.00	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	897,122.67	897,122.67
	PROPERTY TAX RECEIVABLE	897,122.67	897,122.67
	<b>Total Assets</b>	<b>1,479,899.82</b>	<b>1,702,377.64</b>
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	19,571.01	19,571.01
	ACCRUED PAYROLL	19,571.01	19,571.01
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	12,883.22	13,996.95

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	ACCOUNTS PAYABLE	12,883.22	13,996.95
A/P - OTHER			
	A/P - OTHER	0.00	0.00
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	<b>Total Liabilities</b>	<b>929,576.90</b>	<b>930,690.63</b>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	562,327.84	562,327.84
	NET POSITION/FUND BALANCE	562,327.84	562,327.84
	<b>Total Fund Balance</b>	<b>562,327.84</b>	<b>562,327.84</b>
	Beginning Fund Balance - 16-17		562,327.84
	Net of Revenues VS Expenditures - 16-17		(12,004.92)
	*16-17 End FB/17-18 Beg FB	550,322.92	
	Net of Revenues VS Expenditures - Current Year		221,364.09
	Ending Fund Balance		771,687.01
	<b>Total Liabilities And Fund Balance</b>		<b>1,702,377.64</b>

\* Year Not Closed

## Fund 082 LIBRARY GRANTS &amp; GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
082-100-11360	A/R - OTHER GRANTS RECEIVABLE	4,410.80	4,410.80
	A/R - OTHER	4,410.80	4,410.80
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(15,525.57)	(18,769.57)
	CASH/INVESTMENTS	(15,525.57)	(18,769.57)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	0.00	3,253.10
	DUE TO OTHER FUNDS	0.00	3,253.10
	<b>Total Assets</b>	<b>(11,114.77)</b>	<b>(11,105.67)</b>
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	116.78	263.96
	ACCOUNTS PAYABLE	116.78	263.96
	<b>Total Liabilities</b>	<b>116.78</b>	<b>263.96</b>
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	2,329.88	2,329.88
	NET POSITION/FUND BALANCE	2,329.88	2,329.88
	<b>Total Fund Balance</b>	<b>2,329.88</b>	<b>2,329.88</b>
	Beginning Fund Balance - 16-17		2,329.88
	Net of Revenues VS Expenditures - 16-17		(13,561.43)
	*16-17 End FB/17-18 Beg FB	(11,231.55)	
	Net of Revenues VS Expenditures - Current Year		(138.08)
	Ending Fund Balance		(11,369.63)
	Total Liabilities And Fund Balance		(11,105.67)

7A

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank LIBCK LIBRARY CHECKING						
07/26/2017	LIBCK	13148	9COMCAST	COMCAST CABLE	INTERNET 7/19/17-8/18/17 M	244.85
07/26/2017	LIBCK	13149	9SAFEGUA	SAFEGUARD BUSINESS SYSTEMS	OFFICE SUPPLIES-CHECK STOCK M	172.07
07/26/2017	LIBCK	13150	9SHREDIT	SHRED-IT USA	SHREDDING OF PAPER 6/21/17 M	64.34
07/26/2017	LIBCK	13151	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS	'EE ICMA CONTRIBUTION-7/31/17 PAYROLL-M	500.00
08/15/2017	LIBCK	13152	9ACCESSO	ACCESS ONE, INC.	PHONE SERVICE AUGUST 2017	666.92
08/15/2017	LIBCK	13153	9AMAZONA	AMAZON	JUVENILE AV	17.99
					ADULT AUDIO VISUAL MATERIAL	12.79
					TRENDING TITLES	34.92
					ADULT AUDIO VISUAL MATERIAL	85.62
					JUVENILE AV	19.99
					ADULT AUDIO VISUAL MATERIAL	103.03
					ADULT NONFICTION	14.16
					JUVENILE PROGRAM SUPPLIES	61.96
					ADULT AUDIO VISUAL MATERIAL	26.98
					ADULT AUDIO VISUAL MATERIAL	19.99
					ADULT NONFICTION	20.23
					OFFICE SUPPLIES	13.31
					ADULT AUDIO VISUAL MATERIAL	8.99
					ADULT AUDIO VISUAL MATERIAL	9.91
					ADULT AUDIO VISUAL MATERIAL	35.86
					ADULT AUDIO VISUAL MATERIAL	13.99
					JUVENILE AV	67.10
					ADULT PROGRAM SUPPLIES	23.94
					ADULT AUDIO VISUAL MATERIAL	37.00
					ADULT AUDIO VISUAL MATERIAL	14.63
					ADULT AUDIO VISUAL MATERIAL	17.99
					TEEN PROGRAM SUPPLIES	135.00
					JUVENILE PROGRAM SUPPLIES/JUVENILE AV	55.57
					VIDEO GAMES	196.70
					VIDEO GAMES	31.99
					ADULT AUDIO VISUAL MATERIAL	23.73
					ADULT AUDIO VISUAL MATERIAL	15.96
					ADULT AUDIO VISUAL MATERIAL	9.99
					ADULT AUDIO VISUAL MATERIAL	9.99
					ADULT AUDIO VISUAL MATERIAL	19.99
					ADULT AUDIO VISUAL MATERIAL	48.91
					ADULT AUDIO VISUAL MATERIAL	11.29
					ADULT AUDIO VISUAL MATERIAL	17.05
					ADULT AUDIO VISUAL MATERIAL	24.89
					TRENDING TITLES	34.92
					ADULT AUDIO VISUAL MATERIAL	44.91
					ADULT NONFICTION	28.15
					ADULT AUDIO VISUAL MATERIAL	26.80
					ADULT AUDIO VISUAL MATERIAL	26.93
					ADULT AUDIO VISUAL MATERIAL	17.99
					TRENDING TITLES	37.92
					ADULT AUDIO VISUAL MATERIAL	37.92
					ADULT AUDIO VISUAL MATERIAL	13.59
					ADULT AUDIO VISUAL MATERIAL	14.43
					JUVENILE AV	67.09
					HOSPITALITY-BIRTHDAY CARDS	22.98
					ADULT NONFICTION	12.99
					ADULT NONFICTION	18.59
					ADULT AUDIO VISUAL MATERIAL/TRENDING TI	130.82
					ADULT AUDIO VISUAL MATERIAL/TRENDING TI	29.17
					ADULT AUDIO VISUAL MATERIAL (CREDIT)	(1.49)



## New Business

### Intergovernmental Agreement with D115

The first year of the agreement with School District 115 providing service to youth resident in unincorporated Lake Bluff and attending Lake Forest High School was not as successful as we had hoped. We did not connect with the staff at LFHS as fully as we had hoped, and the attached statistics (Section 9A) tell the tale. Still, the program saw card ownership by covered students nearly double, and we have had a chance to regroup for the coming school year. Additionally, the overwhelming success of the agreement with D65 means that the total of students covered will automatically increase by 20 with the arrival of the new freshman class. I am working with Superintendent Michael Simeck to secure renewal, and I believe this remains an important agreement despite its slower start. **PROPOSED MOTION: That the Intergovernmental Agreement for Library Services for 2017-2018 be approved, to go into effect pending School Board approval.**

### Statistics for July 2017

With an 11.72% increase in circulation versus July 2016, we had a good month statistically. We are now up .97% over the past year, and 2.61% Fiscal Year to Date (since May 1<sup>st</sup>). Since May 1<sup>st</sup> we've also had a noticeable variance in the recording of visits; we logged 9,540 in-person visits in July of 2016 versus only 1,602 in July of 2017. Something clearly changed from last year to this in tracking or reporting; I anticipate resolving this once our statistics guru (Ross) returns from vacation on Monday. I should have a further report for the Board on Tuesday.

I also had the chance this week to do some trend comparisons as I am going through the now available Library Administrators Conference of Northern Illinois (LACONI) statistics on usage and staff. Since the statistics were last collected in 2014, our nearest neighbor (Lake Forest Public Library) shows a 14.98% decrease in circulation. Our FY 16/17 circulation numbers were, by comparison, only 1% lower than our FY 13/14 numbers. Other area libraries show a similar post-recession slump in recent years. This is a trend for us to be aware of. **No action needed on this item.**

### Trustee Bios and Pictures on Website

Trustee Kate Jackson sent me a suggestion that we add trustee pictures and short bios to the website. The Village, School District 65, and Park District all have trustee pictures and bios of varying length. I have also seen this done on other library's websites. I think it would be a good thing for us as well, but I do not want to undertake this if the Trustees are not comfortable with it. Any information posted would be approved by, likely written by, each Trustee before it was posted. **RESOLUTION: No vote is needed, but a resolution on whether or not to proceed is requested.**

Respectfully submitted,

Eric Scott Bailey

**D115 Student Cards  
Access and Usage 2016-2017**

**District 115**

Total Eligible Students

97

**Knollwood/Unincorporated LB Students with Library Cards**

	# Students with Cards	Eligible Students	% of Eligible Students
Before IGA	12	97	12%
2016-2017	23	97	24%

\*includes both NR and IGA cards

**Growth of Library Card Membership Among Knollwood/Unincorporated LB**

	# Cardholders	% Change
2016-2017	(+11)	92%

**Card Types**

	D65 Student Cards	NR Cards	No Card
2016-2017	11	12	74

**Circulation**

	Circulation	% Change
2016-2017	243	-

**INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY SERVICES**

The term of This Intergovernmental Agreement (IGA) For Library Services is from September 1, 2017, and ends August 30, 2018, unless sooner terminated, by and between the Board of Education of Lake Forest High School District No. 115 ("SCHOOL") and the Board of Trustees of Lake Bluff Public Library ("LIBRARY")(collectively, the "Parties" or individually, "Party").

**RECITALS**

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

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those 9<sup>th</sup> through 12<sup>th</sup> grade students attending Lake Forest High School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the "STUDENTS"); and

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

NOW, THEREFORE, the Parties agree as follows:

1. **Library Services.**

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

2. Term and Renewal of IGA.

This IGA is effective September 1, 2017, and ends August 30, 2018, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of One Thousand Dollars (\$1,000) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2017, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Facilities Use.

In exchange for the library services provided to the STUDENTS, the SCHOOL grants the LIBRARY access to its facilities during the regular school year and regularly staffed hours, at no charge, on three dates to be mutually agreed upon by the Parties during the term of this IGA. The LIBRARY, however, shall be responsible for reimbursing the SCHOOL for any expenses it incurs in connection with the LIBRARY'S use of SCHOOL facilities, including, but not limited to any additional security costs. The LIBRARY'S requests for the use of the SCHOOL'S facilities shall be made in writing using the form(s) prescribed by the SCHOOL and shall be made at least thirty (30) days in advance of the date requested. The LIBRARY agrees to abide by the SCHOOL'S facilities use and visitor policies. The LIBRARY shall pay the cost of repair for any damages beyond normal wear and tear which occur in connection with its use of the SCHOOL'S facilities, including, but not limited to, damage to buildings, equipment, supplies, or fixtures. If the Library does not repair the damage within 14 days after receiving written notice from the SCHOOL, or a lesser time if the SCHOOL determines the damage creates an emergency situation, the SCHOOL may repair the damage and the LIBRARY shall reimburse the SCHOOL for the costs the SCHOOL incurs within 14 days after the SCHOOL provides a written invoice to the LIBRARY. In the event an unforeseen scheduling conflict arises for the SCHOOL for any reason, the SCHOOL shall notify the LIBRARY of such conflict, and the LIBRARY shall make reasonable efforts to identify and reserve an alternate location for its event. If such an alternative location is not found, the LIBRARY agrees to reschedule or cancel the activity or program.

5. Equipment.

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

6. Indemnification.

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

To the fullest extent permitted by law, the SCHOOL shall indemnify, and hold the LIBRARY, its board members, officers, administrators, employees, volunteers, and agents ("School Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of 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.

7. Insurance.

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

8. Amendments to this IGA.

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

9. Savings Clause.

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

10. Publicity.

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

11. Notice.

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

To the Library:

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

To the School:

Lake Forest High School District 115  
300 S.Waukegan Road  
Lake Forest, IL 60045

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

13. Governing Law. This IGA shall be governed by, 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..

14. Effective Date. This IGA shall be deemed dated and become effective on the date the last of the parties signs 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.

<p><b>LIBRARY:</b></p> <p>BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY</p> <p>By: _____ Kathy Meierhoff</p> <p>Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____ Janie Jerch</p> <p>Its: Secretary</p> <p>Date: _____</p>	<p><b>SCHOOL:</b></p> <p>BOARD OF EDUCATION OF LAKE FOREST HIGH SCHOOL DISTRICT NO. 115, LAKE COUNTY, ILLINOIS</p> <p>By: _____</p> <p>Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____</p> <p>Its: Secretary</p> <p>Date: _____</p>
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10A

Measure	This month		Past 6 months		Past 12 months		FY to date	
<b>Points of Service</b>	<b>26,156</b>	<b>-20.68%</b>	<b>169,270</b>	<b>-16.81%</b>	<b>382,213</b>	<b>21.73%</b>	<b>75,405</b>	<b>-25.11%</b>
Database Interactions	4,526	23.69%	21,798	-1.33%	42,402	0.47%	10,976	4.78%
Patron Interactions	9,100	-49.72%	89,568	-27.64%	229,809	41.13%	32,509	-44.99%
Circulation	12,530	11.72%	57,904	0.50%	110,002	0.97%	31,920	2.61%
<b>Circulation</b>	<b>12,530</b>	<b>11.72%</b>	<b>57,904</b>	<b>0.50%</b>	<b>110,002</b>	<b>0.97%</b>	<b>31,920</b>	<b>2.61%</b>
Books and Magazines	8,070	12.93%	34,927	2.80%	64,920	3.81%	20,109	4.10%
Electronic	1,105	16.32%	6,199	3.63%	12,253	3.77%	3,157	6.84%
AV	3,355	7.53%	16,778	-4.99%	32,829	-5.11%	8,654	-2.06%
Patron Interactions	9,100	-49.72%	89,568	-27.64%	229,809	41.13%	32,509	-44.99%
Website Visits	7,493	-12.46%	47,366	-11.22%	99,486	-5.55%	23,165	-10.09%
In-Person Visits	1,607	-83.16%	42,202	-40.08%	130,323	126.63%	9,344	-71.97%
<b>Books and Magazines</b>	<b>8,070</b>	<b>12.93%</b>	<b>34,927</b>	<b>2.80%</b>	<b>64,920</b>	<b>3.81%</b>	<b>20,109</b>	<b>4.10%</b>
Adult	2,757	9.10%	14,044	-0.25%	27,075	-1.85%	7,562	3.60%
Teen	309	20.70%	1,035	-11.76%	2,041	6.36%	667	-7.62%
Children	5,004	14.69%	19,848	6.00%	35,804	8.39%	11,880	5.17%
<b>Electronic</b>	<b>1,105</b>	<b>16.32%</b>	<b>6,199</b>	<b>3.63%</b>	<b>12,253</b>	<b>3.77%</b>	<b>3,157</b>	<b>6.84%</b>
Adult	948	17.76%	5,287	5.03%	10,431	7.11%	2,679	7.59%
Teen	88	-12.00%	407	-23.50%	873	-7.52%	195	-32.06%
Children	69	53.33%	505	21.39%	949	-15.64%	283	58.99%
<b>AV</b>	<b>3,355</b>	<b>7.53%</b>	<b>16,778</b>	<b>-4.99%</b>	<b>32,829</b>	<b>-5.11%</b>	<b>8,654</b>	<b>-2.06%</b>
Adult	2,351	5.52%	12,804	-3.97%	24,998	-3.96%	6,402	-1.93%
Teen	2	0.00%	7	16.67%	14	40.00%	5	66.67%
Children	1,002	12.33%	3,967	-8.17%	7,817	-8.67%	2,247	-2.52%
<b>In-Person Visits</b>	<b>1,607</b>	<b>-83.16%</b>	<b>42,202</b>	<b>-40.08%</b>	<b>130,323</b>	<b>126.63%</b>	<b>9,344</b>	<b>-71.97%</b>
Programming Attendees	608	-53.41%	13,513	-35.99%	42,497	-26.10%	4,604	-40.50%
Adult	164	182.76%	2,956	14.48%	10,889	-1.56%	875	52.44%
Teen	22	22.22%	322	-25.29%	1,114	-36.49%	115	-2.54%
Children	422	-65.66%	10,235	-43.45%	30,494	-31.77%	3,614	-48.71%
Other In-Person Visits	999	-87.87%	28,689	-41.82%	87,826	0.00%	4,740	-81.48%

- "Past 6 months" covers the time period from February 2017 through July 2017 inclusive and "Past 12 months" covers the time period from August 2016 through July 2017 inclusive.
- The percentages reflect the changes between the present and this same time span in the previous year:
  - "This month": July 2017 - July 2016 / July 2016
  - "Past 6 months": (February 2017 ... July 2017) - (February 2016 ... July 2016) / (February 2016 ... July 2016)
  - "Past 12 months": (August 2016 ... July 2017) - (August 2015 ... July 2016) / (August 2015 ... July 2016)
  - "FY to date": (May 2017 ... July 2017) - (May 2016 ... July 2016) / (May 2016 ... July 2016)



## Director's Report – August, 2017

### Youth Services Hiring

Following Donna William's retirement in June, it was decided to provide extra hours for existing staff members who knew the Library and its Children's Department rather than hire new staff who would be trained in the midst of the Summer Reading Club. As most of these staff members have obligations between August and May, however, that was not a long term solution. With the summer coming to a close, Head of Youth Services Eliza Jarvi and I have been working on job postings for youth services openings. Postings will be going up soon.

### Swivel Chairs

New swivel stools were donated to the Library, and have been added to the various seating options in the Children's Department.

### Solar Eclipse Glasses

In addition to a July program on the upcoming solar eclipse, the Library has been providing free solar eclipse viewing glasses to community members. Half of the glasses were purchased by the Library, the other half were available through a Space Science Institute (SSI) program offering free glasses to public libraries. Interest in the glasses was helped by a Daily Northshore article covering eclipse supplies and programs at the Lake Forest and Lake Bluff libraries.

### Drinking Fountain (Bubbler) Repair

Our handyman, Micah Kamin, was able to find the parts to fix both of our drinking fountains. They now work better than ever, but remain visually unappealing. Lyndy Jensen is working on exploring our options for improving appearance now that function has been fixed.

### Light for Flag

A spotlight was installed this past month to provide illumination during hours of darkness for the American flag on the front of the building.

### Sidewalk Chalk Competition

We had the 5<sup>th</sup> Annual Sidewalk Chalk Competition in July. It was overcast for most of the day, but we still had pretty good turnout. Holly Nagel, the balloon artist, was a big hit as always.

Respectfully submitted,

Eric Scott Bailey

## Friends of the Library Meeting Dates

All meetings will be held in the Lake Bluff Library Spruth Meeting Room.

### 2017 Meeting Dates (To Be Assigned)

January 21 at 10:00am – KATHY MEIERHOFF

February 18 at 10:00am – TIM KREGOR

March 18 at 10:00am – CAL STROH

April 15 at 10:00am – ROMAIN WOJDA

May 20 at 10:00am – SCOT BUTLER

June 17 at 10:00am – JANIE JERCH

August 19 at 10:00am – KATE JACKSON

September 16 at 10:00am – TIM KREGOR

October 21 at 10:00am

November 18 at 10:00am – SCOT BUTLER

### 2018 Meeting Dates (To be Assigned)

January 20 at 10:00am – KATHY MEIERHOFF

February 17 at 10:00am – KATE JACKSON

March 17 at 10:00am – SCOT BUTLER

April 21 at 10:00am – JANIE JERCH

May 19 at 10:00am – TIM KREGOR

June 16 at 10:00am – KATE JACKSON

August 18 at 10:00am – SCOT BUTLER

September 15 at 10:00am

October 20 at 10:00am

November 17 at 10:00am

Respectfully submitted,

Eric Scott Bailey

Library Director

**RESOLUTION NO. 2017-05****Resolution of Thanks to Susan Griffin****Lake Bluff Public Library**

**WHEREAS**, Susan Griffin has served the Village of Lake Bluff as Finance Director since November of 1992.; and

**WHEREAS**, Ms. Griffin will be retiring effective September 30, 2017.; and

**WHEREAS**, Ms. Griffin has been essential in seeing that the Lake Bluff Public Library's finances are well kept, and that the questions and concerns of eight different Library Director's and many different Library Boards were answered and allayed.; and

**WHEREAS**, Ms. Griffin has contributed in action and advice, as Finance Director and beyond, to the wellbeing and growth of the community of Lake Bluff and its residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees as follows:

**SECTION 1: RECOGNITION AND THANKS**

The Board of Trustees hereby recognizes and thanks Susan Griffin for 24 years of service to the Village of Lake Bluff.

**SECTION 2: NOTIFICATION OF RESOLUTION**

The Board hereby directs the Library Director to provide Ms. Griffin with a signed copy of this resolution and a Certificate of Thanks.

**SECTION 3: EFFECTIVE DATE**

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 15<sup>th</sup> day of August, 2017 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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Kathy Meierhoff, President  
The Board of Library Trustees of the  
Lake Bluff Public Library

ATTEST:

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Janie Jerch, Secretary  
The Board of Library Trustees of the  
Lake Bluff Public Library

(SEAL)