

December 12th, 2017

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Discussion of FY18-19 Levy and FY16-17 Auditor's Report (CAFR) with Bettina O'Connell and Marlene Scheibl from the Village of Lake Bluff (action) (18 minutes)(7:20pm)	
4	Opportunity to Address Board (5 minutes per community member)(7:25pm)	
5	Consent Agenda	
	Minutes of October 17th, 2017 Board of Trustees Meeting (action)(2 minutes)(7:27pm)	3A-3B
6	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:32pm)	
	October Detailed Revenue & Expense Report (action)	4E-4F
	October Detailed Balance Sheet (action)	5A-5C
	November Detailed Revenue & Expense Report (action)	6A-6F
	November Detailed Balance Sheet (action)	7A-7C
7	Approval of Checks (Green) (5 minutes)(7:37pm)	
	October Check Disbursement Report (action)	8A-8G
	November Check Disbursement Report (action)	9A-9F
8	Committee Reports (10 minutes)(7:47pm)	
9	New Business	
	Communication from Community Member RE: Intergovernmental Agreement (action)(5 minutes)(7:52pm)	10A-10B
	Feasibility Case Document (Prospectus)(action)(15 minutes)(8:07pm)	11A-11L
	Gifts and Donations Policy (action)(5 minutes)(8:12pm)	12A-12F
	Harassment and Discrimination Policy (action)(5 minutes)(8:17pm)	13A-13B
	Per Capita Grant (action)(5 minutes)(8:22pm)	14A-14D
		15A-15M
10	Old Business	
	Fundraising and Building Project (5 minutes)(8:27pm)	
11	Director's Report (5 minutes)(8:32pm)	
	Librarian's Narrative Report	16A-16C
12	Executive Session(s)	
13	Any and All Other Business ...	
14	Adjournment (1 minute)(8:33pm)	
15	Attachments	
	Friends Attendees for Calendar Years 2017-2018	17A
	Statistics for October, 2017	18A
	Statistics for November, 2017 (available at meeting)	
	Annual Financial Report	
	Auditor's Communication to Library Board	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 12th, 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. Discussion of FY18-19 Levy and FY16-17 Auditor's Report (CAFR) with Bettina O'Connell and Marlene Scheibl from the Village of Lake Bluff (action)(18 minutes)(7:20pm)**
- 4. Opportunity for Public to Address the Board (5 minutes)(7:25pm) (limit 5 minutes per person per meeting)**
- 5. Approval of Minutes**
 - a. Approval of Minutes of October 17th, 2017 Board Meeting (action)(2 minutes)(7:27pm)
- 6. October and November 2017 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:32pm)**
 - a. October Detailed Revenue & Expense Report
 - b. October Detailed Balance Sheet
 - c. November Detailed Revenue & Expense Report
 - d. November Detailed Balance Sheet
- 7. Approval of checks (Green Pages) (5 minutes)(7:37pm)**
 - a. October Monthly Checks (13253-13256, 13258-13298)(action)
 - b. November Monthly Checks (13300-13307, 13309-13332)(action)
- 8. Committee Reports (10 minutes)(7:47pm) (Met)**
 - a. Bylaw and Policy Committee (CHAIR: Stroh. MEMBERS: Schons.)
 - b. Finance Committee (CHAIR: Kregor. MEMBERS: Butler.)
 - c. Human Resources Committee (CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)
 - d. Long Range Planning Committee (CHAIR: Jackson. MEMBERS: Kregor and Schons.)
 - e. Outreach Committee (CHAIR: Kregor. MEMBERS: Jackson.)
(Did not meet)
 - f. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)
 - g. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)

9. New Business

- a. Communication from Community Member RE: Intergovernmental Agreement **(action)(5 minutes)(7:52pm)**
- b. Feasibility Case Document (Prospectus) **(action)(15 minutes)(8:07pm)**
- c. Gifts and Donations Policy **(action)(5 minutes)(8:12pm)**
- d. Harassment and Discrimination Policy **(action)(5 minutes)(8:17pm)**
- e. Per Capita Grant **(action)(5 minutes)(8:22pm)**

10. Old Business

- a. Fundraising and Building Project **(5 minutes)(8:27pm)**

11. Director's Report (5 minutes)(8:32pm)

- 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)(8:33pm)****Attachments:**

Upcoming Friends Meetings
 October Statistics Report
 November Statistics Report **(available at meeting)**
 Annual Financial Report
 Auditor's Communication to Library Board
 Communication from Community Member
 Feasibility Case Document
 Gifts and Donations Policy
 Harassment and Discrimination Policy
 Per Capita Grant Materials

Upcoming Board Meetings: January 16, February 20, and March 20, 2017.

**Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, October 17, 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 Employee Martha O'Hara. Also present was Neil Dahlman. Trustee Cal Stroh was absent.
2. **Additions & Corrections to the Agenda:** none
3. **Opportunity for Public to Address the Board:** Neil Dahlman, representing the Dahlman Group, submitted two quotes to be approved for inclusion in the Dahlman Memorial Reading Garden. The quotes will be on plaques and attached to each of the two benches. The quotes chosen are "Oh, earth, you're too wonderful for anybody to realize you," Thornton Wilder, Our Town, and "That government of the people, by the people, for the people, shall not perish from the earth," Abraham Lincoln, The Gettysburg Address. By agreement, both the Board and the Dahlman Group must agree on the quotes to be placed in the Garden. Butler moved and Schons seconded a motion that the two quotes as submitted by Mr. Dahlman be approved for inclusion in the Reading Garden; all voted aye. It was also noted that the Friends of the Library has a separate fund for plaques.
4. **Approval of Minutes:** Butler moved and Schons seconded a motion to approve the minutes of Sept. 19 2017; all voted aye.
5. **September 2017 Financial Reports:** Butler moved and Schons seconded a motion to accept the September 2017 Financial Reports; all voted aye.
6. **Approval of Checks:** Butler moved and Jackson seconded a motion to approve the September 2017 Checks (13218-13227 and 1229-13252). All voted aye. Check 13228 was voided.
7. **Committee Reports:**
(Committees that met)
 - a. Building and Grounds Committee (**CHAIR:** Schons. **MEMBERS:** Jerch , Meierhoff, and Stroh.) Schons reported that this committee met on Oct. 11 about the compressor for the air conditioner. As a result of that discussion, Butler moved and Schons seconded a motion to the Board as a whole to approve the bid from Murphy & Miller for \$5,500 to replace the compressor for our outdoor condenser; all voted aye.
 - b. Finance Committee (**CHAIR:** Kregor. **Member:** Butler.) This discussion will take place under New Business.
 - c. Long Range Planning Committee (**CHAIR:** Jackson. **MEMBERS:** Kregor and Schons.) Jackson reported that there had been a good focus group meeting and that more such meetings were being planned, possibly including children and young adults.
 - d. Outreach Committee (**CHAIR:** Kregor. **MEMBER:** Jackson.) Kregor said that a new outreach coordinator has been hired and she is full of great ideas.
 (Committees that did not meet.)
 - e. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Jerch and Meierhoff.)
 - f. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Stroh.)
8. **New Business:**
 - a. Tax levy for FY2018-2019: The Finance Committee met and discussed the tax levy, noting that the Library receives under 3% of the property tax monies collected. Butler moved and Jackson seconded a motion that \$921,475 be levied for the FY2018-2019 for the Library; all voted aye.

- b. Library Foundation: The forming of a Library Foundation to handle monies for our proposed expansion was briefly discussed.
- c. The Holiday Luncheon was set for Thursday, December 14, 2017, at noon.
- d. The proposed Board Meeting dates were distributed. Butler moved and Schons seconded a motion to approve the proposed Board Meeting dates for the Calendar Year 2018; all voted aye.

9. Old Business:

- a. Replacement compressor for AC: This was acted upon during committee reports.
- b. Fundraising and Building Project: Bailey will set up a conference call with Don Souhrada at TWB and Joe Huberty to discuss needed artwork for the prospectus. Butler moved and Jackson seconded a motion to approve up to \$6,500 expenditure for the necessary artwork; all voted aye.

10. Director's Report:

The new couch for the Children's Library will be delivered soon.

The staff in-service meetings have had mixed results; due to scheduling issues, some staff were regularly missing the meetings. Bailey has proposed that the Library opens late once a month to accommodate staff meetings.

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: Schons moved and Butler seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:40 pm.

Respectfully submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 10/31/2017

4A

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	YTD BALANCE 10/31/2017 NORM (ABNORM)	YTD BALANCE 10/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDDT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300-REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	12,021.44	18,560.23	880,598.07	875,651.15	897,115.00	98.16
PROPERTY TAX		12,021.44	18,560.23	880,598.07	875,651.15	897,115.00	98.16
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	184.77	194.30	1,047.22	1,131.65	2,200.00	47.60
080-300-34250	NON-RESIDENT FEES	523.74	746.74	3,822.88	4,071.97	7,000.00	54.61
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		708.51	941.04	4,870.10	5,203.62	11,200.00	43.48
FINES							
080-300-35700	RENTAL FINES	1,028.95	1,162.69	6,280.01	6,231.63	12,500.00	50.24
FINES		1,028.95	1,162.69	6,280.01	6,231.63	12,500.00	50.24
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	15.98	8.99	4,901.35	76.05	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	297.79	4,596.36	1,212.79	5,280.96	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	2,159.36	4,319.34	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	67.15	1,045.10	950.70	1,741.51	2,500.00	38.03
MISCELLANEOUS REVENUE		380.92	5,650.45	9,224.20	11,417.86	12,400.00	74.39
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	906.65	363.63	3,791.51	1,566.26	2,500.00	151.66
INTEREST EARNINGS		906.65	363.63	3,791.51	1,566.26	2,500.00	151.66
Total Dept 300-REVENUE		15,046.47	26,678.04	904,763.89	904,481.32	935,715.00	96.69
TOTAL REVENUES		15,046.47	26,678.04	904,763.89	904,481.32	935,715.00	96.69

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 10/31/2017

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	YTD BALANCE 10/31/2017 NORM (ABNORM)	YTD BALANCE 10/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY	Expenditures						

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 10/31/2017

40

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	YTD BALANCE 10/31/2017 NORM (ABNORM)	YTD BALANCE 10/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,548.44	25,879.08	123,489.36	154,939.19	323,000.00	38.23
080-603-40030	STAFF SALARIES	21,530.23	14,207.36	124,901.16	87,554.03	180,000.00	69.39
SALARIES		41,078.67	40,086.44	248,390.52	242,493.22	503,000.00	49.38
BENEFITS							
080-603-40400	MEDICAL INSURANCE	(48.30)	4,911.61	20,989.88	32,340.40	74,000.00	28.36
080-603-40900	OTHER EMPLOYEE BENEFITS	275.00	0.00	275.00	0.00	250.00	110.00
080-603-40970	EMPLOYER FICA TAX	3,088.49	2,970.43	18,623.42	18,032.88	37,000.00	50.33
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,143.20	3,475.41	19,832.84	20,966.85	46,000.00	43.11
BENEFITS		6,458.39	11,357.45	59,721.14	71,340.13	157,250.00	37.98
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	769.60	1,676.82	20,792.73	15,857.27	24,000.00	86.64
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,084.24	38.00	1,500.00	72.28
080-603-41050	MAINTENANCE-GROUNDS	550.00	406.50	1,829.94	1,985.42	7,000.00	26.14
080-603-41300	COMPUTER SERVICES	0.00	0.00	9,390.00	0.00	13,000.00	72.23
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	8,940.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	237.64	57.69	1,642.08	2,977.99	5,500.00	29.86
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	612.32	6.00	10,748.32	36.00	1,000.00	1,074.8
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	1,267.50	3,000.00	0.00
080-603-70000	CONTINGENCY	0.00	0.00	1,160.00	10,000.00	5,965.00	19.45
CONTRACTS		2,169.56	2,147.01	46,647.31	41,102.18	60,965.00	76.51
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	250.00	0.00	1,824.00	1,770.00	3,000.00	60.80
080-603-42440	DUES	250.00	340.00	1,067.31	1,209.93	2,000.00	53.37
080-603-43230	UTILITIES	922.94	925.16	6,982.13	6,402.79	13,500.00	51.72
080-603-43300	POSTAGE	3.16	0.00	282.97	396.85	2,500.00	11.32
080-603-43410	PRINTING/E-NEWSLETTER	0.00	0.00	3,954.89	4,368.29	9,500.00	41.63
080-603-43550	OFFICE SUPPLIES	310.04	202.24	2,554.81	3,597.24	5,000.00	51.10
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	176.21	170.19	913.36	937.61	2,000.00	45.67
080-603-43668	TECHNICAL SERVICES SUPPLIES	416.21	397.96	2,516.53	1,727.97	4,000.00	62.91
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	446.27	51.92	500.00	89.25
080-603-43710	ADULT PROGRAM SUPPLIES	860.80	822.75	3,497.79	3,539.11	6,000.00	58.30
080-603-43720	JUVENILE PROGRAM SUPPLIES	445.37	175.26	3,258.51	3,829.55	6,000.00	54.31
080-603-43730	OUTREACH SUPPLIES	43.00	0.00	302.26	523.58	1,000.00	30.23
080-603-43740	TEEN PROGRAM SUPPLIES	11.98	49.60	1,084.45	925.91	1,500.00	72.30
COMMODITIES		3,689.71	3,083.16	28,685.28	29,280.75	56,500.00	50.77
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	53.10	46.20	439.87	413.90	2,000.00	21.99
PROGRAM EXPENSES		53.10	46.20	439.87	413.90	2,000.00	21.99

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 10/31/2017

40

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	YTD BALANCE 10/31/2017 NORM (ABNORM)	YTD BALANCE 10/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	2,401.77	2,311.01	8,039.25	7,587.06	17,000.00	47.29
080-603-45100	ADULT FICTION BOOKS	1,301.14	1,520.82	8,127.15	6,984.75	15,500.00	52.43
080-603-45110	ADULT LARGE PRINT MATERIAL	70.13	88.05	228.45	217.74	500.00	45.69
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,736.97	1,371.64	6,578.61	7,291.00	15,500.00	42.44
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	8,200.78	8,347.00	22,000.00	37.28
080-603-45400	JUVENILE NON-FICTION	1,856.82	12.00	2,215.37	1,963.65	7,000.00	31.65
080-603-45410	PICTURE BOOKS, READERS	791.02	743.13	4,337.73	3,515.46	4,500.00	96.39
080-603-45420	JUVENILE FICTION	252.93	993.21	4,056.99	4,328.95	10,000.00	40.57
080-603-45430	JUVENILE AUDIO-VISUAL	607.74	108.48	1,057.88	370.02	1,000.00	105.79
080-603-45440	JUVENILE E-REFERENCE	334.33	0.00	334.33	0.00	500.00	66.87
080-603-45450	TEEN BOOKS	0.00	315.78	1,529.07	1,413.93	2,750.00	55.60
080-603-45460	E-BOOKS	895.84	2,058.31	5,026.49	3,895.84	12,000.00	41.89
080-603-45470	GRAPHIC NOVELS	0.00	0.00	38.64	125.27	500.00	7.73
080-603-45500	PERIODICALS	379.60	375.00	5,505.74	5,467.39	6,750.00	81.57
080-603-45510	VIDEO GAMES	574.38	284.75	2,193.59	1,614.48	3,500.00	62.67
080-603-45520	TRENDING TITLES	127.49	0.00	650.26	0.00	2,000.00	32.51
080-603-45600	PATRON & STAFF SOFTWARE	369.83	249.83	3,139.21	2,965.21	4,000.00	78.48
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	20.00	0.00	264.99	8,654.00	1,000.00	26.50
080-603-58100	COMPUTER EQUIPMENT	3,245.00	96.00	6,972.80	8,102.87	5,000.00	139.46
080-603-58270	OTHER EQUIPMENT	0.00	0.00	3,603.16	103.61	10,000.00	36.03
CAPITAL EQUIPMENT		14,964.99	10,528.01	93,005.49	93,245.23	162,000.00	57.41
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		68,414.42	67,248.27	476,889.61	477,875.41	967,715.00	49.28
TOTAL EXPENDITURES		68,414.42	67,248.27	476,889.61	477,875.41	967,715.00	49.28
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		15,046.47	26,678.04	904,763.89	904,481.32	935,715.00	96.69
TOTAL EXPENDITURES		68,414.42	67,248.27	476,889.61	477,875.41	967,715.00	49.28
NET OF REVENUES & EXPENDITURES		(53,367.95)	(40,570.23)	427,874.28	426,605.91	(32,000.00)	1,337.1

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 10/31/2017

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	YTD BALANCE 10/31/2017 NORM (ABNORM)	YTD BALANCE 10/31/2016 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
		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
		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	0.00	0.00	2,484.76	4,411.00	0.00
		0.00	0.00	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
		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	2,198.86	355.44	5,997.19	1,275.01	16,000.00	37.48
		2,198.86	355.44	5,997.19	1,275.01	16,000.00	37.48
Total Dept 603-LIBRARY ADMINISTRATION							
		2,198.86	355.44	5,997.19	3,759.77	25,411.00	23.60
TOTAL EXPENDITURES							
		2,198.86	355.44	5,997.19	3,759.77	25,411.00	23.60
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
		0.00	0.00	3,253.40	0.00	25,411.00	12.80
		2,198.86	355.44	5,997.19	3,759.77	25,411.00	23.60
		(2,198.86)	(355.44)	(2,743.79)	(3,759.77)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 10/31/2017

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	YTD BALANCE 10/31/2017 NORM (ABNORM)	YTD BALANCE 10/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		15,046.47	26,678.04	908,017.29	904,481.32	961,126.00	94.47
TOTAL EXPENDITURES - ALL FUNDS		70,613.28	67,603.71	482,886.80	481,635.18	993,126.00	48.62
NET OF REVENUES & EXPENDITURES		(55,566.81)	(40,925.67)	425,130.49	422,846.14	(32,000.00) 1,328.53	

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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)	(5,098.90)
	A/R - OTHER	(2,668.85)	(5,098.90)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	65,132.31
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(106.87)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	956,571.45
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	10,339.48
	CASH/INVESTMENTS	585,446.00	1,032,088.17
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
Total Assets		1,479,899.82	1,920,858.84
*** 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	25,917.96
	ACCOUNTS PAYABLE	12,883.22	25,917.96
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	50.00
	A/P - OTHER	0.00	50.00
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

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Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-24000	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	Total Liabilities	929,576.90	942,661.64
*** Fund Balance ***			
080-290-29000	UNRESERVED FUND BALANCE	550,322.92	550,322.92
	NET POSITION/FUND BALANCE	550,322.92	550,322.92
	Total Fund Balance	550,322.92	550,322.92
	Beginning Fund Balance		550,322.92
	Net of Revenues VS Expenditures		427,874.28
	Ending Fund Balance		978,197.20
	Total Liabilities And Fund Balance		1,920,858.84

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Fund 082 LIBRARY GRANTS & 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)	(19,440.38)
	CASH/INVESTMENTS	(15,525.57)	(19,440.38)
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
	Total Assets	(11,114.77)	(11,776.48)
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	116.78	2,198.86
	ACCOUNTS PAYABLE	116.78	2,198.86
	Total Liabilities	116.78	2,198.86
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	(11,231.55)	(11,231.55)
	Total Fund Balance	(11,231.55)	(11,231.55)
	Beginning Fund Balance		(11,231.55)
	Net of Revenues VS Expenditures		(2,743.79)
	Ending Fund Balance		(13,975.34)
	Total Liabilities And Fund Balance		(11,776.48)

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300-REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	9,950.19	880,598.07	885,601.34	897,115.00	98.16
PROPERTY TAX		0.00	9,950.19	880,598.07	885,601.34	897,115.00	98.16
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	0.00	146.20	1,047.22	1,277.85	2,200.00	47.60
080-300-34250	NON-RESIDENT FEES	0.00	199.57	3,822.88	4,271.54	7,000.00	54.61
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		0.00	345.77	4,870.10	5,549.39	11,200.00	43.48
FINES							
080-300-35700	RENTAL FINES	0.00	712.54	6,280.01	6,944.17	12,500.00	50.24
FINES		0.00	712.54	6,280.01	6,944.17	12,500.00	50.24
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	0.00	0.95	4,901.35	77.00	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	300.30	1,212.79	5,581.26	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	2,159.36	4,319.34	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	0.00	98.97	950.70	1,840.48	2,500.00	38.03
MISCELLANEOUS REVENUE		0.00	400.22	9,224.20	11,818.08	12,400.00	74.39
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	0.00	356.15	3,791.51	1,922.41	2,500.00	151.66
INTEREST EARNINGS		0.00	356.15	3,791.51	1,922.41	2,500.00	151.66
Total Dept 300-REVENUE		0.00	11,764.87	904,763.89	916,246.19	935,715.00	96.69
TOTAL REVENUES		0.00	11,764.87	904,763.89	916,246.19	935,715.00	96.69

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

GB

PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY	Expenditures						

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES						
080-603-40030	STAFF SALARIES	0.00	25,879.08	123,489.36	180,818.27	323,000.00	38.23
SALARIES		0.00	15,193.19	124,901.16	102,747.22	180,000.00	69.39
		0.00	41,072.27	248,390.52	283,565.49	503,000.00	49.38
BENEFITS							
080-603-40400	MEDICAL INSURANCE						
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	5,551.59	20,989.88	37,891.99	74,000.00	28.36
080-603-40970	EMPLOYER FICA TAX	0.00	0.00	275.00	0.00	250.00	110.00
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	3,045.85	18,623.42	21,078.73	37,000.00	50.33
BENEFITS		0.00	3,545.76	19,832.84	24,512.61	46,000.00	43.11
		0.00	12,143.20	59,721.14	83,483.33	157,250.00	37.98
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING						
080-603-41020	ELEVATOR MAINTENANCE	1,713.52	1,402.59	22,506.25	17,259.86	24,000.00	93.78
080-603-41050	MAINTENANCE-GROUNDS	330.50	0.00	1,414.74	38.00	1,500.00	94.32
080-603-41300	COMPUTER SERVICES	514.50	275.00	2,344.44	2,260.42	7,000.00	33.49
080-603-41301	COMPUTER SERVICES/DO NOT USE	700.00	0.00	10,090.00	0.00	13,000.00	77.62
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	0.00	0.00	8,940.00	0.00	0.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	65.23	0.00	1,707.31	2,977.99	5,500.00	31.04
080-603-41350	LEGAL SERVICES	0.00	0.00	10,748.32	36.00	1,000.00	1,074.8
080-603-70000	CONTINGENCY	0.00	840.00	0.00	2,107.50	3,000.00	0.00
CONTRACTS		0.00	0.00	1,160.00	10,000.00	5,965.00	19.45
		3,323.75	2,517.59	49,971.06	43,619.77	60,965.00	81.97
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT						
080-603-42440	DUES	0.00	0.00	1,824.00	1,770.00	3,000.00	60.80
080-603-43230	UTILITIES	290.00	806.00	1,357.31	2,015.93	2,000.00	67.87
080-603-43300	POSTAGE	386.63	2,178.89	7,368.76	8,581.68	13,500.00	54.58
080-603-43410	PRINTING/E-NEWSLETTER	754.75	675.00	1,037.72	1,071.85	2,500.00	41.51
080-603-43550	OFFICE SUPPLIES	378.00	2,170.00	4,332.89	6,538.29	9,500.00	45.61
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	83.79	612.37	2,638.60	4,209.61	5,000.00	52.77
080-603-43668	TECHNICAL SERVICES SUPPLIES	58.25	225.44	971.61	1,163.05	2,000.00	48.58
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	303.71	314.84	2,820.24	2,042.81	4,000.00	70.51
080-603-43710	ADULT PROGRAM SUPPLIES	13.68	41.01	459.95	92.93	500.00	91.99
080-603-43720	JUVENILE PROGRAM SUPPLIES	334.87	239.91	3,832.66	3,779.02	6,000.00	63.88
080-603-43730	OUTREACH SUPPLIES	141.76	229.45	3,400.27	4,059.00	6,000.00	56.67
080-603-43740	TEEN PROGRAM SUPPLIES	25.00	65.65	327.26	589.23	1,000.00	32.73
COMMODITIES		46.22	43.93	1,130.67	969.84	1,500.00	75.38
		2,816.66	7,602.49	31,501.94	36,883.24	56,500.00	55.76
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES						
PROGRAM EXPENSES		64.55	101.10	504.42	515.00	2,000.00	25.22
		64.55	101.10	504.42	515.00	2,000.00	25.22

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

GD

GL NUMBER	DESCRIPTION	PERIOD ENDING 11/30/2017		YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
		ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)				
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	985.70	1,119.63	9,024.95	8,706.69	17,000.00	53.09
080-603-45100	ADULT FICTION BOOKS	542.70	1,281.99	8,669.85	8,266.74	15,500.00	55.93
080-603-45110	ADULT LARGE PRINT MATERIAL	17.61	0.00	246.06	217.74	500.00	49.21
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,314.22	1,289.29	7,892.83	8,580.29	15,500.00	50.92
080-603-45220	ADULT REFERENCE/E-REFER	3,450.00	3,350.00	11,650.78	11,697.00	22,000.00	52.96
080-603-45400	JUVENILE NON-FICTION	89.81	0.00	2,305.18	1,963.65	7,000.00	32.93
080-603-45410	PICTURE BOOKS, READERS	0.00	49.30	4,337.73	3,564.76	4,500.00	96.39
080-603-45420	JUVENILE FICTION	0.00	376.14	4,056.99	4,705.09	10,000.00	40.57
080-603-45430	JUVENILE AUDIO-VISUAL	77.94	60.77	1,135.82	430.79	1,000.00	113.58
080-603-45440	JUVENILE E-REFERENCE	0.00	334.33	334.33	334.33	500.00	66.87
080-603-45450	TEEN BOOKS	289.42	341.25	1,818.49	1,755.18	2,750.00	66.13
080-603-45460	E-BOOKS	0.00	0.00	5,026.49	3,895.84	12,000.00	41.89
080-603-45470	GRAPHIC NOVELS	276.22	0.00	314.86	125.27	500.00	62.97
080-603-45500	PERIODICALS	(14.13)	113.00	5,491.61	5,580.39	6,750.00	81.36
080-603-45510	VIDEO GAMES	626.60	526.88	2,820.19	2,141.36	3,500.00	80.58
080-603-45520	TRENDING TITLES	111.29	0.00	761.55	0.00	2,000.00	38.08
080-603-45600	PATRON & STAFF SOFTWARE	9.95	9.95	3,149.16	2,975.16	4,000.00	78.73
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	264.99	8,654.00	1,000.00	26.50
080-603-58100	COMPUTER EQUIPMENT	0.00	79.99	6,972.80	8,182.86	5,000.00	139.46
080-603-58270	OTHER EQUIPMENT	0.00	25,600.00	3,603.16	25,703.61	10,000.00	36.03
CAPITAL EQUIPMENT		7,777.33	34,532.52	100,782.82	127,777.75	162,000.00	62.21
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		13,982.29	97,969.17	490,871.90	575,844.58	967,715.00	50.72
TOTAL EXPENDITURES		13,982.29	97,969.17	490,871.90	575,844.58	967,715.00	50.72
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		0.00	11,764.87	904,763.89	916,246.19	935,715.00	96.69
TOTAL EXPENDITURES		13,982.29	97,969.17	490,871.90	575,844.58	967,715.00	50.72
NET OF REVENUES & EXPENDITURES		(13,982.29)	(86,204.30)	413,891.99	340,401.61	(32,000.00)	1,293.4

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2017

GE

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300-REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE						
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	3,253.40	0.00	5,000.00	65.07
	GRANTS	0.00	0.00	0.00	0.00	4,411.00	0.00
		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	0.00	0.00	2,484.76	4,411.00	0.00
	CONTRACTS	0.00	0.00	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	169.77	0.00	6,166.96	1,275.01	16,000.00	38.54
	PROGRAM EXPENSES	169.77	0.00	6,166.96	1,275.01	16,000.00	38.54
Total Dept 603-LIBRARY ADMINISTRATION							
		169.77	0.00	6,166.96	3,759.77	25,411.00	24.27
TOTAL EXPENDITURES							
		169.77	0.00	6,166.96	3,759.77	25,411.00	24.27
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES							
		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL EXPENDITURES							
		169.77	0.00	6,166.96	3,759.77	25,411.00	24.27
NET OF REVENUES & EXPENDITURES							
		(169.77)	0.00	(2,913.56)	(3,759.77)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDT USED
TOTAL REVENUES - ALL FUNDS		0.00	11,764.87	908,017.29	916,246.19	961,126.00	94.47
TOTAL EXPENDITURES - ALL FUNDS		14,152.06	97,969.17	497,038.86	579,604.35	993,126.00	50.05
NET OF REVENUES & EXPENDITURES		(14,152.06)	(86,204.30)	410,978.43	336,641.84	(32,000.00)	1,284.31

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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			
	A/R - OTHER	(2,668.85)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	29,083.62
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(106.87)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	956,571.45
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	10,339.48
	CASH/INVESTMENTS	585,446.00	996,039.48
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
Total Assets		1,479,899.82	1,889,909.05
*** 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	9,950.46
	ACCOUNTS PAYABLE	12,883.22	9,950.46
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	(950.00)
	A/P - OTHER	0.00	(950.00)
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

7B

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	UNAVAILABLE PROPERTY TAXES		
080-200-24000	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	<u>897,122.67</u>	<u>897,122.67</u>
	Total Liabilities	<u>929,576.90</u>	<u>925,694.14</u>
*** Fund Balance ***			
	NET POSITION/FUND BALANCE		
080-290-29000	UNRESERVED FUND BALANCE	550,322.92	550,322.92
	NET POSITION/FUND BALANCE	<u>550,322.92</u>	<u>550,322.92</u>
	Total Fund Balance	<u>550,322.92</u>	<u>550,322.92</u>
	Beginning Fund Balance		550,322.92
	Net of Revenues VS Expenditures		413,891.99
	Ending Fund Balance		964,214.91
	Total Liabilities And Fund Balance		1,889,909.05

7C

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	4,410.80	4,410.80
	A/R - OTHER	<u>4,410.80</u>	<u>4,410.80</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(15,525.57)	(21,639.24)
	CASH/INVESTMENTS	<u>(15,525.57)</u>	<u>(21,639.24)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	0.00	3,253.10
	DUE TO OTHER FUNDS	<u>0.00</u>	<u>3,253.10</u>
Total Assets		<u>(11,114.77)</u>	<u>(13,975.34)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	116.78	169.77
	ACCOUNTS PAYABLE	<u>116.78</u>	<u>169.77</u>
Total Liabilities		<u>116.78</u>	<u>169.77</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	<u>(11,231.55)</u>	<u>(11,231.55)</u>
Total Fund Balance		<u>(11,231.55)</u>	<u>(11,231.55)</u>
Beginning Fund Balance			(11,231.55)
Net of Revenues VS Expenditures			(2,913.56)
Ending Fund Balance			(14,145.11)
Total Liabilities And Fund Balance			(13,975.34)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/18/2017 - 11/22/2017

Banks: LIBCK, LIBEP

ZA

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
10/25/2017	LIBCK	13253	COM101217	COMCAST CABLE	UTILITIES	080-603-43230	254.35
10/25/2017	LIBCK	13254	102459688	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	500.00
11/21/2017	LIBCK	13255	2974919	ACCESS ONE, INC.	UTILITIES	080-603-43230	668.59
11/21/2017	LIBCK	13256	BGKBWVLADYZO	AMAZON	OFFICE SUPPLIES	080-603-43550	13.45
		13256	156156986640		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.98
		13256	BGKBWVLADYZO		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.98
		13256	NKOFNYMFZMRR		ADULT PROGRAM SUPPLIES	080-603-43710	7.01
		13256	IFCKHNCZSPPP		ADULT PROGRAM SUPPLIES	080-603-43710	53.79
		13256	097817136167		ADULT NON-FICTION BOOKS	080-603-45000	18.00
		13256	OLBZHYBAHQWDO		ADULT NON-FICTION BOOKS	080-603-45000	18.00
		13256	167879905347		ADULT FICTION BOOKS	080-603-45100	16.61
		13256	104979222181		ADULT FICTION BOOKS	080-603-45100	33.59
		13256	056353188115		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.85
		13256	146231935412		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.47
		13256	236530640118		ADULT AUDIO VISUAL MATERIAL	080-603-45200	119.52
		13256	056357291923		ADULT AUDIO VISUAL MATERIAL	080-603-45200	82.96
		13256	282888211093		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.19
		13256	254603670759		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.18
		13256	045445299514		ADULT AUDIO VISUAL MATERIAL	080-603-45200	172.49
		13256	056356283138		ADULT AUDIO VISUAL MATERIAL	080-603-45200	79.60
		13256	045443787784		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.62
		13256	236538971897		ADULT AUDIO VISUAL MATERIAL	080-603-45200	100.92
		13256	236530418244		ADULT AUDIO VISUAL MATERIAL	080-603-45200	28.99
		13256	019474919423		ADULT AUDIO VISUAL MATERIAL	080-603-45200	65.86
		13256	298222672212		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.98
		13256	019477130386		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.39
		13256	270307182444		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.52
		13256	254603713015		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.93
		13256	236531897917		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.98
		13256	045443977396		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		13256	027643909019		ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.71
		13256	285484583936		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.98
		13256	257452275866		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.72
		13256	019475253490		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13256	285486945461		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.98
		13256	027644843718		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.59
		13256	270303019807		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.58
		13256	282887997274		ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.67

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/18/2017 - 11/22/2017

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13256	282883453435				
		13256	236537625169		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13256	285484844655		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		13256	027645268421		ADULT AUDIO VISUAL MATERIAL	080-603-45200	133.05
		13256	019475694345		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.19
		13256	254600940302		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.89
		13256	WAIJJZJFUIZH		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.98
		13256	CIGNCRABEPY		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.04
		13256	CANZAMDNTOIR		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.27
		13256	BUZRATRXPDAE		ADULT AUDIO VISUAL MATERIAL	080-603-45200	166.21
		13256	BABYDVGRZHWW		ADULT AUDIO VISUAL MATERIAL	080-603-45200	5.75
		13256	285489752197		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.23
		13256	CMRWTONVMUVK		ADULT AUDIO VISUAL MATERIAL	080-603-45200	57.91
		13256	056355350573		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.19
		13256	056353802559		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(4.50)
		13256	254608726903		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(5.00)
		13256	CHKDHTHSBEV		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.40)
		13256	2828/80028140		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(4.75)
		13256	090416642966		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(26.69)
		13256	189597303500		JUVENILE NON-FICTION	080-603-45400	9.00
		13256	090416642966		JUVENILE AUDIO-VISUAL	080-603-45430	51.80
		13256	156156986640		JUVENILE AUDIO-VISUAL	080-603-45430	7.99
		13256	BGKBWVLADYZO		JUVENILE AUDIO-VISUAL	080-603-45430	15.96
		13256	092378765443		JUVENILE AUDIO-VISUAL	080-603-45430	66.11
		13256	177095775504		VIDEO GAMES	080-603-45510	158.42
		13256	177098009119		VIDEO GAMES	080-603-45510	29.96
		13256	019921316995		VIDEO GAMES	080-603-45510	80.65
		13256	177097742777		VIDEO GAMES	080-603-45510	158.77
		13256	177093938109		VIDEO GAMES	080-603-45510	50.60
		13256	258275828759		VIDEO GAMES	080-603-45510	95.98
		13256	258274022000		TRENDING TITLES	080-603-45520	14.99
		13256	258277006381		TRENDING TITLES	080-603-45520	17.99
		13256	158075873516		TRENDING TITLES	080-603-45520	25.28
		13256	158073126384		USE OF DONATIONS/TEMPORARY E	082-603-99999	373.48
					USE OF DONATIONS/TEMPORARY E	082-603-99999	63.09
							2,986.49

11/21/2017 LIBCK 13257

VOID
Void Reason: Created From Check Run Process

** VOIDED **

** VOIDED **

11/21/2017 LIBCK 13258
13258 2033207934
2033211018

BAKER & TAYLOR ENTERTAI

TECHNICAL SERVICES SUPPLIES	080-603-43668	14.20
TECHNICAL SERVICES SUPPLIES	080-603-43668	21.50

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/18/2017 - 11/22/2017

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
13258			2033221205		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.40
13258			2033221714		TECHNICAL SERVICES SUPPLIES	080-603-43668	26.85
13258			2033227537		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.75
13258			2033236279		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.25
13258			2033236729		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.55
13258			2033241027		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.35
13258			2033243251		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
13258			2033246638		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.05
13258			2033252129		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
13258			2033252899		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
13258			2033259689		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.45
13258			2033260078		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.30
13258			2033259716		TECHNICAL SERVICES SUPPLIES	080-603-43668	40.25
13258			2033268182		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.65
13258			2033269431		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.05
13258			2033272593		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.80
13258			2033282748		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.85
13258			2033286063		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
13258			2033162824-1		JUVENILE PROGRAM SUPPLIES	080-603-43720	80.48
13258			2033211018		ADULT NON-FICTION BOOKS	080-603-45000	542.64
13258			2033221205		ADULT NON-FICTION BOOKS	080-603-45000	332.76
13258			2033227537		ADULT NON-FICTION BOOKS	080-603-45000	245.53
13258			2033236279		ADULT NON-FICTION BOOKS	080-603-45000	280.13
13258			2033246638		ADULT NON-FICTION BOOKS	080-603-45000	130.85
13258			2033252899		ADULT NON-FICTION BOOKS	080-603-45000	42.34
13258			2033269431		ADULT NON-FICTION BOOKS	080-603-45000	477.10
13258			2033282748		ADULT NON-FICTION BOOKS	080-603-45000	314.42
13258			2033207934		ADULT FICTION BOOKS	080-603-45100	242.85
13258			2033236729		ADULT FICTION BOOKS	080-603-45100	263.27
13258			2033241027		ADULT FICTION BOOKS	080-603-45100	265.77
13258			2033243251		ADULT FICTION BOOKS	080-603-45100	15.82
13258			2033268182		ADULT FICTION BOOKS	080-603-45100	138.28
13258			2033272593		ADULT FICTION BOOKS	080-603-45100	324.95
13258			2033260078		ADULT LARGE PRINT MATERIAL	080-603-45110	37.68
13258			2033286165		ADULT LARGE PRINT MATERIAL	080-603-45110	32.45
13258			2033259689		JUVENILE NON-FICTION	080-603-45400	304.42
13258			2033259716		JUVENILE NON-FICTION	080-603-45400	348.36
13258			2033217439		PICTURE BOOKS, READERS	080-603-45410	763.90
13258			2033236951		PICTURE BOOKS, READERS	080-603-45410	13.56
13258			2033260849		PICTURE BOOKS, READERS	080-603-45410	13.56

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/18/2017 - 11/22/2017

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
11/21/2017	LIBCK	13275	LIL103017	FIRST BANKCARD	POSTAGE	080-603-43300	3.16
11/21/2017	LIBCK	13276	ELI103017	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	51.44
		13276	ELI103017		TEEN PROGRAM SUPPLIES	080-603-43740	11.98
							63.42
11/21/2017	LIBCK	13277	PINV1424759	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	14.08
		13277	PINV1424759		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	40.04
		13277	PINV1424759		TECHNICAL SERVICES SUPPLIES	080-603-43668	32.94
							87.06
11/21/2017	LIBCK	13278	PIA102017	GARY PIATTONI, INC.	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	400.00
11/21/2017	LIBCK	13279	GLE102917	GLENCOE PUBLIC LIBRARY	MISCELLANEOUS EXPENSES	080-603-46100	27.00
11/21/2017	LIBCK	13280	0622201-00	GOODMAN ELECTRIC SUPPLY	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	52.88
		13280	0622266-00		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	79.32
							132.20
11/21/2017	LIBCK	13281	HP2017-823	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	27.00
11/21/2017	LIBCK	13282	5590802	HOME DEPOT CREDIT SERVI	MAINTENANCE-BUILDING	080-603-41000	13.10
		13282	5133370		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	3.97
							17.07
11/21/2017	LIBCK	13283	139399	ILLINOIS LIBRARY ASSOCI	DUES	080-603-42440	150.00
11/21/2017	LIBCK	13284	256484	IMAGE SYSTEMS & BUSINES	COPIER MAINTENANCE/SUPPLIES	080-603-41313	83.59
11/21/2017	LIBCK	13285	947096	IMPACT NETWORKING, INC	COPIER MAINTENANCE/SUPPLIES	080-603-41313	154.05
11/21/2017	LIBCK	13286	REY100117	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	225.00
		13286	REY110117		MAINTENANCE-GROUNDS	080-603-41050	325.00
							550.00
11/21/2017	LIBCK	13287	GIB110617	JIM GIBBONS	ADULT PROGRAM SUPPLIES	080-603-43710	225.00
11/21/2017	LIBCK	13288	LAC010117	LACONI, INC	DUES	080-603-42440	100.00
11/21/2017	LIBCK	13289	DUFF110617	MICHAEL J. DUFFY CO., I	ADULT PROGRAM SUPPLIES	080-603-43710	125.00
11/21/2017	LIBCK	13290	95471942	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		13290	95528620		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		13290	95552846		ADULT AUDIO VISUAL MATERIAL	080-603-45200	74.98
		13290	95508761		JUVENILE AUDIO-VISUAL	080-603-45430	224.94

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 10/18/2017 - 11/22/2017

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13290	95552845				
		13290	95528498		JUVENILE AUDIO-VISUAL	080-603-45430	130.97
					JUVENILE AUDIO-VISUAL	080-603-45430	109.97
							620.84
11/21/2017	LIBCK	13291	01018CO17047378	OVERDRIVE , INC	E-BOOKS ADULT	080-603-45460	426.88
		13291	01018CO17047378		E-BOOKS ADULT AUDIO	080-603-45460	170.99
		13291	01018CO17047378		E-BOOKS JUVENILE	080-603-45460	111.92
		13291	01018CO17047378		E-BOOKS TEEN	080-603-45460	186.05
							895.84
11/21/2017	LIBCK	13292	RSL1082331	ROSEN PUBLISHING &	JUVENILE NON-FICTION	080-603-45400	311.45
11/21/2017	LIBCK	13293	5017	TER MOLEN WATKINS & BRA	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	185.32
11/21/2017	LIBCK	13294	NA138078	THE CHILD'S WORLD	JUVENILE NON-FICTION	080-603-45400	172.55
11/21/2017	LIBCK	13295	85063	TUMBLEWEED PRESS, INC	JUVENILE E-REFERENCE	080-603-45440	334.33
11/21/2017	LIBCK	13296	102471464	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	500.00
11/21/2017	LIBCK	13297	VIL101117	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE DENTAL/	080-100-11580	446.08
		13297	VIL101117		DUE FROM THE VILLAGE IMRF EE	080-100-11580	1,499.92
		13297	VIL101117		DUE FROM THE VILLAGE IMRF ER	080-100-11580	3,356.46
		13297	0000000082		OTHER EMPLOYEE BENEFITS	080-603-40900	275.00
							5,577.46
11/21/2017	LIBCK	13298	VIL111317	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE-DEN/VIS	080-100-11580	446.08
		13298	VIL111317		DUE FROM THE VILLAGE-LIFE SE	080-100-11580	52.50
		13298	VIL111317		DUE FROM THE VILLAGE-LIFE OC	080-100-11580	52.50
		13298	VIL111317		DUE FROM THE VILLAGE-IMRF EM	080-100-11580	1,404.62
		13298	VIL111317		DUE FROM THE VILLAGE-IMRF EM	080-100-11580	3,143.20
							5,098.90
TOTAL - ALL FUNDS					TOTAL OF 46 CHECKS (1 voided		34,470.07

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	
080-200-20245	ICMA 457 PLAN PAYABLE	10,401.36
080-603-40900	OTHER EMPLOYEE BENEFITS	1,000.00
080-603-41000	MAINTENANCE-BUILDING	275.00
080-603-41050	MAINTENANCE-GROUNDS	769.60
080-603-41313	COPIER MAINTENANCE/SUPPLIES	550.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	237.64
080-603-42400	PROFESSIONAL DEVELOPMENT	612.32
		250.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/18/2017 - 11/22/2017

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-42440				DUES			
080-603-43230				UTILITIES	250.00		
080-603-43300				POSTAGE	922.94		
080-603-43550				OFFICE SUPPLIES	3.16		
080-603-43660				MAINTENANCE SUPPLIES-BUILDING	27.53		
080-603-43668				TECHNICAL SERVICES SUPPLIES	176.21		
080-603-43710				ADULT PROGRAM SUPPLIES	416.21		
080-603-43720				JUVENILE PROGRAM SUPPLIES	860.80		
080-603-43730				OUTREACH SUPPLIES	445.37		
080-603-43740				TEEN PROGRAM SUPPLIES	43.00		
080-603-45000				ADULT NON-FICTION BOOKS	11.98		
080-603-45100				ADULT FICTION BOOKS	2,401.77		
080-603-45110				ADULT LARGE PRINT MATERIAL	1,301.14		
080-603-45200				ADULT AUDIO VISUAL MATERIAL	70.13		
080-603-45400				JUVENILE NON-FICTION	1,736.97		
080-603-45410				PICTURE BOOKS, READERS	1,856.82		
080-603-45420				JUVENILE FICTION	791.02		
080-603-45430				JUVENILE AUDIO-VISUAL	252.93		
080-603-45440				JUVENILE E-REFERENCE	607.74		
080-603-45460				E-BOOKS	334.33		
080-603-45500				PERIODICALS	895.84		
080-603-45510				VIDEO GAMES	379.60		
080-603-45520				TRENDING TITLES	574.38		
080-603-45600				PATRON & STAFF SOFTWARE	127.49		
080-603-46100				MISCELLANEOUS EXPENSES	369.83		
080-603-50100				LIBRARY FURNISHINGS	53.10		
080-603-58100				COMPUTER EQUIPMENT	20.00		
082-603-99999				USE OF DONATIONS/TEMPORARY EXP	3,245.00		
				TOTAL	2,198.86		
					34,470.07		

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/22/2017 - 12/13/2017

Banks: LIBCK, LIBEP

9A

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
11/24/2017	LIBCK	13300	NS16090402	BAKER & TAYLOR ENTERTAI	COMPUTER SERVICES	080-603-41300	350.00
11/24/2017	LIBCK	13301	57865	LIBRARY IDEAS LLC	ADULT REFERENCE/E-REFER	080-603-45220	3,450.00
11/24/2017	LIBCK	13302	8110	LYNDY JENSEN	MAINTENANCE-BUILDING	080-603-41000	96.88
		13302	8110		OFFICE SUPPLIES	080-603-43550	31.72
							128.60
11/24/2017	LIBCK	13303	8153509395	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	65.23
11/24/2017	LIBCK	13304	102481458	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	500.00
11/24/2017	LIBCK	13305	0000000085	VILLAGE OF LAKE BLUFF	ELEVATOR MAINTENANCE	080-603-41020	38.00
12/06/2017	LIBCK	13306	2707	121 ELEVATOR INCORPORAT	ELEVATOR MAINTENANCE	080-603-41020	292.50
12/06/2017	LIBCK	13307	SZKYDUYDQFUQ	AMAZON	OFFICE SUPPLIES	080-603-43550	14.99
		13307	CDNCTOZLBDQL		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.99
		13307	SZKYDUYDQFUQ		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.96
		13307	BPRYNUQYECJN		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.59
		13307	BEWXGCTHZHZL		ADULT PROGRAM SUPPLIES	080-603-43710	69.90
		13307	ZKRMRXCLBPDN		ADULT NON-FICTION BOOKS	080-603-45000	17.95
		13307	BYTLAEQESNVB		ADULT NON-FICTION BOOKS	080-603-45000	19.25
		13307	QYBRPUNXBPYA		ADULT FICTION BOOKS	080-603-45100	9.56
		13307	VTWFKTGCFQLE		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		13307	027643427456		ADULT AUDIO VISUAL MATERIAL	080-603-45200	47.83
		13307	CAWSYTPWUQMY		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.99
		13307	CVXYYBTJLNPZ		ADULT AUDIO VISUAL MATERIAL	080-603-45200	7.99
		13307	LPGMGDIGLXML		ADULT AUDIO VISUAL MATERIAL	080-603-45200	33.29
		13307	QJAXEGLJYUWQ		ADULT AUDIO VISUAL MATERIAL	080-603-45200	61.45
		13307	285480276988		ADULT AUDIO VISUAL MATERIAL	080-603-45200	97.48
		13307	CXWELKGNQNSY		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.97
		13307	285489227680		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13307	CLQLYDMUTTSN		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.99
		13307	GOGEIFCYFLTK		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.19
		13307	027645465707		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.38
		13307	282886407125		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.06
		13307	BSPEZNEJDLDR		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.66
		13307	LKCYVMSFVLGY		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.78
		13307	282889681267		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
		13307	BJKJWCVRBANM		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.98
		13307	FGARNZJJZBLH		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.18

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/22/2017 - 12/13/2017

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
13307		13307	285486858072		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.15
13307		13307	MHEOXRRHOUDV		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.49
13307		13307	BKEMHXAWHCTT		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.34
13307		13307	LXJEDBYCSRFQ		ADULT AUDIO VISUAL MATERIAL	080-603-45200	6.64
13307		13307	027644795741		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
13307		13307	BEQJQCQSZNGUH		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.08
13307		13307	COOVDJHWZHOY		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.65
13307		13307	CJQLQNXYLAUT		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
13307		13307	CPLLUFMDTDFC		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
13307		13307	285485718448		ADULT AUDIO VISUAL MATERIAL	080-603-45200	35.92
13307		13307	BDUITIMYPOLI		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.98
13307		13307	HQTRWBJLHXMO		ADULT AUDIO VISUAL MATERIAL	080-603-45200	126.91
13307		13307	ESNPROVIPPZ		ADULT AUDIO VISUAL MATERIAL	080-603-45200	63.74
13307		13307	CIDRTFSXDIUU		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.26
13307		13307	BJBIAYCBWVBQ		ADULT AUDIO VISUAL MATERIAL	080-603-45200	111.83
13307		13307	IFCXFGJUMQKL		ADULT AUDIO VISUAL MATERIAL	080-603-45200	92.93
13307		13307	LPMSZFTYSMC		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
13307		13307	ECQQFBFOQCKB		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.45
13307		13307	CMLTEPLVASOL		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
13307		13307	027642469591		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.87)
13307		13307	BSDDGRJZZOTV		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.20)
13307		13307	ZQYCUMLAFFKP		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.95)
13307		13307	282889767501		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(27.06)
13307		13307	285480450410		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.02)
13307		13307	BLZNNGFHLKLV		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.11)
13307		13307	CFLXCMVAXTPW		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.04)
13307		13307	BEYCBNXXPOLN		JUVENILE AUDIO-VISUAL	080-603-45430	57.95
13307		13307	SZKYDUYDQFUQ		TEEN BOOKS	080-603-45450	30.94
13307		13307	BMQQOJAGGLYZ		VIDEO GAMES	080-603-45510	39.96
13307		13307	BXQZNDIXHOZA		VIDEO GAMES	080-603-45510	95.98
13307		13307	CCWLKVTBWYUO		VIDEO GAMES	080-603-45510	95.98
13307		13307	QYBRPUNXBPYA		VIDEO GAMES	080-603-45510	59.96
13307		13307	BJHQSGCSUGJR		VIDEO GAMES	080-603-45510	47.99
13307		13307	FTARGLVYHYK		VIDEO GAMES	080-603-45510	191.96
13307		13307	BQPPQOTOPVDA		VIDEO GAMES	080-603-45510	47.42
13307		13307	BTRMSUTZVLYZ		VIDEO GAMES	080-603-45510	47.35
13307		13307	XFWFOYSBZPVW		USE OF DONATIONS/TEMPORARY E	082-603-99999	22.79
13307		13307	DALHEQSHGUC		USE OF DONATIONS/TEMPORARY E	082-603-99999	116.99

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/22/2017 - 12/13/2017

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/06/2017	LIBCK	13308		VOID	** VOIDED **		
				Void Reason: Created From	Check Run Process		** VOIDED **
12/06/2017	LIBCK	13309	2033292636	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	8.70
		13309	203332628		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.05
		13309	2033301315		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.55
		13309	2033301441		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.05
		13309	2033309391		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.20
		13309	2033316817		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.50
		13309	2033316868		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.55
		13309	2033324313		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.55
		13309	2033328774		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		13309	2033330830		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13309	2033338700		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.55
		13309	2033339761		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.10
		13309	203332628		ADULT NON-FICTION BOOKS	080-603-45000	129.36
		13309	2033301315		ADULT NON-FICTION BOOKS	080-603-45000	117.21
		13309	2033316817		ADULT NON-FICTION BOOKS	080-603-45000	301.29
		13309	2033328774		ADULT NON-FICTION BOOKS	080-603-45000	123.89
		13309	2033338700		ADULT NON-FICTION BOOKS	080-603-45000	276.75
		13309	2033301441		ADULT FICTION BOOKS	080-603-45100	231.49
		13309	2033316868		ADULT FICTION BOOKS	080-603-45100	301.65
		13309	2033330830		ADULT LARGE PRINT MATERIAL	080-603-45110	17.61
		13309	2033292636		JUVENILE NON-FICTION	080-603-45400	39.56
		13309	2033324313		JUVENILE NON-FICTION	080-603-45400	50.25
		13309	2033339761		TEEN BOOKS	080-603-45450	258.48
		13309	2033309391		GRAPHIC NOVELS	080-603-45470	256.35
		13309	2033319913		GRAPHIC NOVELS	080-603-45470	19.87
		13309	2033301441		TRENDING TITLES	080-603-45520	15.82
		13309	2033316868		TRENDING TITLES	080-603-45520	95.47
							2,355.75
12/06/2017	LIBCK	13310	NS17090387	BAKER & TAYLOR ENTERTAI	COMPUTER SERVICES	080-603-41300	350.00
12/06/2017	LIBCK	13311	SPE113017	CARRIE SPEZZANO	JUVENILE PROGRAM SUPPLIES	080-603-43720	64.25
12/06/2017	LIBCK	13312	65185	CHICAGO SPRINKLER COMPA	MAINTENANCE-GROUNDS	080-603-41050	99.50
12/06/2017	LIBCK	13313	24887	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
12/06/2017	LIBCK	13314	6254085	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	137.47
12/06/2017	LIBCK	13315	ELI112917	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	77.51

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/22/2017 - 12/13/2017

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13315	ELI112917		TEEN PROGRAM SUPPLIES	080-603-43740	46.22
							123.73
12/06/2017	LIBCK	13316	CAR112917	FIRST BANKCARD	DUES DEC ST	080-603-42440	215.00
		13316	CAR112917		ADULT PROGRAM SUPPLIES OCT S	080-603-43710	7.00
		13316	CAR112917		ADULT PROGRAM SUPPLIES AUG S	080-603-43710	5.00
		13316	CAR112917		ADULT PROGRAM SUPPLIES NOV S	080-603-43710	16.97
		13316	CAR112917		PERIODICALS AUG ST	080-603-45500	(14.13)
		13316	CAR112917		MISCELLANEOUS EXPENSES AUG S	080-603-46100	(36.75)
							193.09
12/06/2017	LIBCK	13317	ERI112917	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	83.00
		13317	ERI112917		POSTAGE	080-603-43300	4.75
		13317	ERI112917		PRINTING/E-NEWSLETTER	080-603-43410	378.00
		13317	ERI112917		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	13.68
		13317	ERI112917		MISCELLANEOUS EXPENSES	080-603-46100	26.30
							505.73
12/06/2017	LIBCK	13318	MCO112917	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	25.00
		13318	MCO112917		PATRON & STAFF SOFTWARE	080-603-45600	9.95
		13318	MCO112917		USE OF DONATIONS/TEMPORARY E	082-603-99999	29.99
							64.94
12/06/2017	LIBCK	13319	LIL112917	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	236.00
12/06/2017	LIBCK	13320	PINV1443132	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	22.13
		13320	PINV1443132		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	58.25
							80.38
12/06/2017	LIBCK	13321	8583962	HOME DEPOT CREDIT SERVI	MAINTENANCE-BUILDING	080-603-41000	8.14
		13321	3884119		MAINTENANCE-BUILDING	080-603-41000	16.78
		13321	4060744		MAINTENANCE-BUILDING	080-603-41000	4.97
		13321	2443491		MAINTENANCE-BUILDING	080-603-41000	(16.78)
		13321	9094752		MAINTENANCE-BUILDING	080-603-41000	(5.47)
							7.64
12/06/2017	LIBCK	13322	REY120117	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	415.00
12/06/2017	LIBCK	13323	6861	LIBRARIES FIRST	MISCELLANEOUS EXPENSES	080-603-46100	75.00
12/06/2017	LIBCK	13324	KAM112917	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	50.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/22/2017 - 12/13/2017

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/06/2017	LIBCK	13325	95572888	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	154.96
		13325	95592435		JUVENILE AUDIO-VISUAL	080-603-45430	19.99
							174.95
12/06/2017	LIBCK	13326	41	PRECISION PAINTING &	MAINTENANCE-BUILDING	080-603-41000	285.00
12/06/2017	LIBCK	13327	310636	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	396.00
12/06/2017	LIBCK	13328	8119	UNITED STATES POSTAL SE	POSTAGE	080-603-43300	750.00
12/06/2017	LIBCK	13329	73253-18	UNIVERSITY OF ILLINOIS	DUES	080-603-42440	75.00
12/06/2017	LIBCK	13330	VIL112717	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	386.63
12/06/2017	LIBCK	13331	3691067-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	080-603-43550	14.95
12/06/2017	LIBCK	13332	04948	WINSTON ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	150.00
TOTAL - ALL FUNDS					TOTAL OF 33 CHECKS (1 voided		14,652.06

--- GL TOTALS ---

080-200-20245	ICMA 457 PLAN PAYABLE	500.00
080-603-41000	MAINTENANCE-BUILDING	1,713.52
080-603-41020	ELEVATOR MAINTENANCE	330.50
080-603-41050	MAINTENANCE-GROUNDS	514.50
080-603-41300	COMPUTER SERVICES	700.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	65.23
080-603-42440	DUES	290.00
080-603-43230	UTILITIES	386.63
080-603-43300	POSTAGE	754.75
080-603-43410	PRINTING/E-NEWSLETTER	378.00
080-603-43550	OFFICE SUPPLIES	83.79
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	58.25
080-603-43668	TECHNICAL SERVICES SUPPLIES	303.71
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	13.68
080-603-43710	ADULT PROGRAM SUPPLIES	334.87
080-603-43720	JUVENILE PROGRAM SUPPLIES	141.76
080-603-43730	OUTREACH SUPPLIES	25.00
080-603-43740	TEEN PROGRAM SUPPLIES	46.22
080-603-45000	ADULT NON-FICTION BOOKS	985.70
080-603-45100	ADULT FICTION BOOKS	542.70
080-603-45110	ADULT LARGE PRINT MATERIAL	17.61
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,314.22
080-603-45220	ADULT REFERENCE/E-REFER	3,450.00
080-603-45400	JUVENILE NON-FICTION	89.81
080-603-45430	JUVENILE AUDIO-VISUAL	77.94
080-603-45450	TEEN BOOKS	289.42
080-603-45470	GRAPHIC NOVELS	276.22

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User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 11/22/2017 - 12/13/2017

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45500				PERIODICALS	(14.13)		
080-603-45510				VIDEO GAMES	626.60		
080-603-45520				TRENDING TITLES	111.29		
080-603-45600				PATRON & STAFF SOFTWARE	9.95		
080-603-46100				MISCELLANEOUS EXPENSES	64.55		
082-603-99999				USE OF DONATIONS/TEMPORARY EXP	169.77		
				TOTAL	14,652.06		

New Business – December, 2017

Communication from Community Member RE: Intergovernmental Agreement

Attached is a letter from patron Jan Schnobrich regarding our intergovernmental agreement for library service for School District 65's nonresident youth. Also included are a summary of low-income housing performed by Ms. Schnobrich and a letter of response sent to Ms. Schnobrich by Director Bailey. **RECOMMENDATION:** Included at patron's request for discussion by the Board. No action is recommended at this time.

Feasibility Case Document

Included in this packet is a rough draft of a case document for our fundraising feasibility study, also known as a prospectus. This document will be sent out to feasibility study participants prior to meeting with library representatives. The document was previously sent out via email and hard copy. **RECOMMENDATION:** For discussion purposes, with any feedback gathered to be taken by the Director to Ter Molen, Watkins, and Brandt. Consensus is sought, but not a formal vote.

Gifts and Donations Policy

The Library has been without a policy on Gifts and Donations for some time. As gifts and donations will figure more prominently in Library revenue in the future, we are overdue to have one. The proposed policy draws on the established policies of neighboring libraries, has been reviewed by legal counsel, and has been recommended for approval by the Bylaw and Policy Committee at the December 5th, 2017 meeting. **RECOMMENDATION:** The policy is ready to be approved. **SUGGESTED MOTION:** That the Gifts and Donations Policy be approved as written.

Harassment and Discrimination Policy

An amendment by the Illinois Assembly to the 'Ethics Act' (5 ILCS 430/1-1) effective November 16th, 2017 requires a sexual harassment policy to be adopted on or before January 15, 2018 by all governmental entities. We have such a policy, but it does not contain every item that the revised 'Ethics Act' now requires it to. The additions proposed draw from a suggested policy made available by our attorney. The portions highlighted in yellow are the new additions, the rest is existing text. The existing policy and suggested amendments have all been reviewed by legal counsel, and the Bylaw and Policy Committee has voted to recommend approval by the Library Board. **RECOMMENDATION:** The policy is ready to be approved. **SUGGESTED MOTION:** That the amended Harassment and Discrimination Policy be approved.

Per Capita Grant Application

The 2018 Per Capita Grant Application is due on January 15th, 2018. As always, there are portions that require Board discussion and review as a requirement. **RECOMMENDATION:** Provided that someone has volunteered to be the Trustee to take the Safe Library webinar, only discussion is needed and no action is necessary.

Respectfully submitted,

Eric Scott Bailey

Lake Bluff Public Library, Lake Bluff School District 65 and the Free Library Card Services:
Residency, Property Taxation and Discrimination

In the spring of 2015, the Lake Bluff Public Library initiated a new program and entered into an agreement with the Lake Bluff Elementary School District 65 to provide free library circulation privileges to District 65 students not residing within the Library's property taxed district. In an August 14, 2017 document, the Library director wrote "Beyond offering library resources to nonresident students whose families may not be able to afford to pay a nonresident fee, the stated goal (of the free library card program) is to remove a barrier preventing greater efficiency and effectiveness in Lake Bluff's education system". The inference was that students in District 65 schools, living outside Lake Bluff's taxing district, were at an educational disadvantage because of geographical location and economic circumstance. Further, it was inferred that by providing free Library cards to all there would be greater efficiency and effectiveness in the District's delivery of educational programming.

In response to 2016 FOIA requests, District 65 reported that 27% of its 912 students (246) lived in the unincorporated areas, and 9.5% (87) came from families living at or below the poverty level. It is not known how many of the 87 students living at or below the poverty level resided in the unincorporated areas of the District. What is known is that no more than 87 of 245 students could be considered in need of free library circulation privileges.

The Lake Bluff taxpayers are now paying the costs for those students living in the unincorporated areas who wish to register for free library cards. Only District 65 pre-school to 8th grade students are eligible for the free services. Pre-school students not attending the select District 65 in-school program, or students attending area private and parochial schools, are not eligible for free library card privileges. While all District 65 taxpayers support its schools not all children have been afforded the opportunity to participate in the free card program.

The Library is located adjacent to the old business district on the east side of the Village. The pre-school classes, kindergarten through-fifth grade and the middle schools are no more than seven blocks from the Library. There is no available in-Village public transportation. On most good weather days, the Library is easily accessible to the Village's children. The younger children are escorted by parents or childcare workers. They walk, arrive in strollers or are driven to participate in special programs, take out age-appropriate material or just to browse in the children's section. There are fewer pre-teens and teenagers frequenting the Library. Those that do come, come and go on their own, or get dropped off and picked up by parents.

District 65 children (pre-school through eighth grade) living in the unincorporated areas have a more difficult time getting to the Library. A car is needed to make the 3-5 miles round trip from home base to the Library and back. Families living at or below the poverty level do not always not have readily available to get to the east side of Lake Bluff. Thus, the intergovernmental Library/District 65 program meant to aid children from economically

struggling families tends to be biased in favor of the unincorporated areas' economically privileged.

The intergovernmental program is well into its third year of operation. To date it is not clear what has been accomplished, other than District 65 and the Library have had greater contact with each than previously. There is no evidence that the unincorporated areas' students, who were able to make use of the Library's free services, have significantly advanced in literacy skills over those who were unable to utilize the services. The unincorporated areas' preschool children not enrolled in the District 65 program still have no access to the Library's literacy programming and circulation services. No Library reports have been issued that account for the staff time spent and fees lost during the free library card program's operations. We do know that District 65 has paid \$2,000 of taxpayer funds to support a free library circulation program that seemly further separates the haves from the have nots living in the District's unincorporated areas. The purpose of the program remains an enigma.

Village and Rockland Fire Protection District data have determined that there are approximately 2,709 households within District 65's bounds. Lake Bluff holds 2,097 of the households, while the unincorporated areas (Arden Shores North, Arden Shores South, Knollwood and Shore Acres) hold approximately 532. Residential properties within District 65's bounds cost more than those in the school districts directly to the north. Land and buildings closest to Lake Michigan cost more than those in the District's outlying unincorporated areas. There are 87 District 65 students residing in households where the family income is at or below the poverty level. Property ownership is most likely out of the question for most of these families. However, it is possible that many could be living in low income government or not-for-profit subsidized housing, or affordable housing that rents for 80% of the area's fair market value. There is a not-for-profit, low income apartment building in Lake Bluff, a few blocks from the Library. There are several apartments, most near the center of the Village, that could be considered "affordable housing". The unincorporated area directly west of the Village has two large apartment complexes that could be considered "affordable" housing. Further, Lake County Housing Authority (HUD) has issued 15 vouchers to families living in the Lake Bluff area. These vouchers entitle the holders to negotiate with landlords for reduced rent. The Housing Authority subsidizes the difference between what is paid by the tenant and actual rental rate.

Forty percent of the area's property taxes goes to support of District 65. District 65 is mandated to provide services to all age eligible students within its bounds. By choice some families chose to send their children to private or parochial schools. Others prefer to home school their children. Less than 3% goes to support the Library. The Library is mandated to provide services to all Lake Bluff residents who chose to utilize them.

Hundreds of hours and thousands of dollars of the Library's taxpayer receipts have gone to fund the promotion and management activities of a program that cannot prove its worthiness. Not all age eligible unincorporated areas' students have been treated equally; only those enrolled in District 65's school have been entitled to apply for a free library card. Most of the

unincorporated areas' preschool children have not been entitled to freely engage in the children's literacy programming and circulation services. Thus, they are placed at an educational and social disadvantage years prior to their enrollment in kindergarten classes.

If District 65 authorities can find merit in the program, they should take over the ownership. Then there would be no question of taxpayer liability. During each year's course the students in District 65's schools are frequently assessed. Curriculum is set. Evaluation of student progress is a normal part of the school's activities. The Library could be contracted to provide enrichment, circulation and tutorial services to all age qualified students, enrolled in the District's schools and residing in the area. In school and after school literacy intervention could be easily monitored by the District in the most cost effective and manpower efficient manner.

The greatest benefit to the education community of District 65's ownership of the program would be realized in outreach activities for the unincorporated areas' preschool children. It has been statistically established that preschoolers attending early intervention structured literacy activities are much more likely to successfully achieve in school. Children living in households with income at or below the poverty level, residing in communities where the average household income is \$100,000 or more, have little chance of attending preschool. Parents with young children in the District 65 area are expected to pay for preschool education. District supported preschool Library activities that would include children from the unincorporated areas would have a positive impact on primary schoolers' success.

If District 65 does not take ownership of the program in the fall of 2018, the contract with the Library should not be renewed.

Janice Schnobrich
November 24, 2017

Lake County's Low-Income Housing

There are both public and private low-income housing resources in Lake County. The following is a brief description of these resources.

The Lake County Housing Authority (LCHA):

33928 N. Route 45

Grayslake, IL 60030

847-223-1170

The Authority mostly is funded by HUD, a federal housing agency. Money from HUD is proportionately funneled into the states. The states then funnel the money for low income housing into the county coffers. The Authority owns and operates 7 senior housing complexes. These complexes are scattered throughout the county in areas where there is greatest need. Senior citizens who are found to be "income eligible", based on criteria set down by the Authority, may apply for an apartment in one of the buildings. The Authority also owns a few single-family homes located in residential areas. There are two such single family homes just west of Lake Bluff in the unincorporated area called Knollwood.

The Authority also takes applications from individuals in need of housing, but cannot afford the going rate in a specific area. After a review of a submitted application, the Authority grants a housing voucher, which guarantees a housing subsidy to the property owner. It is the recipient's duty to find a landlord who will accept the voucher. The voucher recipient's income status is reviewed yearly by the Housing Authority. Once the original term of the lease expires, the property owner has the option to renew a voucher recipient's lease for another agreed upon term.

There are now 3,000 vouchers outstanding in Lake County. Once a voucher has been issued it can be used by the recipient over and over, as long as the recipient's income status remains below the poverty line. There are 15 vouchers outstanding in Lake Bluff and the unincorporated areas bordering the municipality.

There are two other Housing Authorities in Lake County: Waukegan Housing Authority and the North Chicago Housing Authority. Each of these Authorities manages its own low-income housing program for those in need.

Affordable Housing Corporation of Lake County (AHC)

1590 S. Milwaukee Avenue, Suite 312

Libertyville, IL 60048

847-263-7478 (est. 11 for inquiries)

The Affordable Housing Corporation is a not-for-profit agency. Its mission is to increase and preserve affordable housing via high-integrity, high-impact services and partnerships that protect and empower consumers and communities. AHC helps Lake County residents rent, buy, repair and save the home from foreclosure. AHC also helps community leaders and elected officials design programs, policies and strategies that further affordable housing for their communities and throughout the County.

Affordable Housing has three major programs. Homebuying, provides down payments for the 1st time buyer and puts clients in touch with partner bank lending officials. These officials determine if the clients are financially capable of making the necessary monthly mortgage payments once a down payment is provided by AHC. Home Repair, provides financial assistance to clients who need to upgrade their present home, and Purchase for Resale, provides funding to purchase and rehabilitate derelict properties for resale to qualified clients.

Affordable Housing also provides rent subsidies to about 45 clients living in preapproved owner held housing units. The owner makes application to AHC to rent a unit. Once the owner and the rental unit are approved and available, a client may apply to rent the subsidized unit. The subsidized unit stays under the owner's control. AHC also provides information on available properties, classes in financial counseling and planning, and foreclosure prevention services.

Some operating funds are provided by the State of Illinois, but most funding comes from private sources and transactions made in purchasing derelict properties, rehabbing them and selling them to responsible clients.

The Lake County Residential Development Corporation (LCRDC):

1280 Blackburn Street #301, P.O. Box 321

Gurnee, IL 60031 847-244-7616

The Development Corporation is a not-for-profit agency, founded in 1978 with the mission to provide affordable housing in communities where little or no affordable housing is typically available. The Development Corporation has developed both for-sale projects and rental properties. Representative projects include a 110-unit new construction rental for seniors in Zion; 26 townhomes sold to low income buyers in Gurnee; and 58 scattered rental units in communities such as Barrington, Lake Bluff, Mundelein, Gurnee, Zion and Libertyville. Further, the Development Corporation has preserved over 726 apartments through the Federal Low-Income Tax Program in North Chicago, Park City, and Gurnee.

The Development Corporation owns and manages 5 housing units in Lake Bluff. These 5 units are in one building east of Sheridan Road, north of Scranton Avenue. This apartment complex was built in 1985 with HUD money, but is owned and operated by the Development Corporation. An Authority voucher recipient may apply to the Development Corporation for housing in one of the Lake Bluff rental units. However, the Development Corporation has its own screening process to determine the eligibility of the potential rental recipient.

The Development Corporation relies on Federal and State funding to acquire land and construct the buildings. Once built, the Development Corporation mortgages the properties through normal banking channels. It also seeks state and local grants to aid in financing rental subsidies at 50% - 60% of the going market value. In all the Development Corporation owns 70 single family units; 60 multi-units holding 1,000 apartments; 120 assisted living units; 110 independent living units; and many senior housing units across the County.

Habitat for Humanity Lake County IL

315 N. Martin Luther King Avenue
Waukegan, IL 60085 847-623-1020

Habitat for Humanity International was founded as a not-for-profit organization in 1976. Presently, the organization is working in nearly 1,400 communities across the United States and in approximately 70 countries around the world. Habitat works toward building and improving homes in partnership with individuals and families in need of a decent and affordable place to live.

Families and individuals in need of decent affordable housing apply for homeownership with their local Habitat for Humanity organization. Each local (Lake County IL) Habitat's family selection committee selects homeowners based on three criteria: the applicant's level of need; their willingness to partner with Habitat; their ability to repay a mortgage through an affordable payment plan. As part of their willingness to partner, Habitat's homebuyers invest hundreds of hours of their own labor, called sweat equity, working alongside volunteers and other Habitat homeowners. The medium income to qualify for ownership is 50% - 60% of that in the area where the home is built.

There is an in-depth review of each candidate. In addition to the average of 500 hours of sweat equity, the potential home owner must attend education classes on financial literacy and home management. The entire process for one new homeowner lasts a full year.

Habitat is a self-supporting organization. Nearly all money to finance new construction comes from the mortgages held and earnings from Habitat for Humanity ReStore operations. There are in-kind donations of labor, building materials and home equipment, but these do not make up the bulk of the financial equity needed to successfully manage the operation. Further, Habitat for Humanity no longer takes federal funds to aid in its support. Federal support

requires an organization to pay prevailing wages in its practices. This stipulation makes the cost of building a home out of reach to the Habitat client. There are no known Habitat for Humanity programs in the District 65 area.

Lake County Planning, Building and Development Department/Community Development:

500 Winchester Road, Suite 101
Libertyville, IL 60048 847-337-2600

The Lake County Community Development Department is a government agency that assists non-profit agencies in efforts to provide low-income housing to individuals and families. Community Development is responsible for preparing the documents and administering the federal funds used to achieve the goals listed within the plans. Five-Year Consolidated Plan explains the projects to be undertaken by Lake County; Annual action Plan explains the projects to be undertaken by Lake County; and CAPER Performance Report explains what Lake County has accomplished.

Community Development activities are overseen by the Housing and Community Development Commission (HCDC). Each non-for-profit agency that applies for grant aid creates a yearly action plan with goals clearly delineated. If the action plan is accepted, funds are granted by the County to aid in the implementation of the plan. Lake County, Waukegan and North Chicago participate in the Community Development Block Grants, HOME Investment Partnerships and Emergence Solutions Grant Programs.

Lake County Community Development also works with Lake County agencies dedicated to work with the homeless. There are no homeless shelters in Lake Bluff or the unincorporated abutting the Village.

The following agencies focus their resources on the homeless in Lake County.

PADS Lake County

1800 Grand Avenue
Waukegan, IL 60085 847-689-4357

PADS Lake County is a community-based not-for-profit agency that provides trauma-informed support, resources, and shelter to individuals and families experiencing a housing crisis. Operating since 1972, PADS is the first and entry point of contact for many in need, and it has the only emergency shelter for the homeless in Lake County. Schools, police, hospitals, veterans administration groups and other agencies contact PADS when they find individuals who are in immediate need of shelter. PADS' operators do client assessments to determine appropriateness and eligibility for its own and other Lake County organizations involved in providing housing to those in need. Further, PADS collaboratively works with several government and not-for-profit agencies that provide case workers for its programs.

PADS centers most of its resources on two major housing initiatives. The agency provides long-term housing for the most fragile of its clients, by providing them the first and last month's deposits and rent subsidies for near permanent shelter. At present, the agency is providing housing to 22 clients. Each of these clients has a caseworker who works with them in efforts to keep them stabilized, once housing is no longer a major issue.

PADS provides shelter, on a nightly basis, at 15 sites for many homeless individuals. Depending on weather conditions, these shelters average 70-100 clients per night. In addition, the agency provides basic living and counseling resources to those who have nowhere to turn. Approximately 75% of PADS funding comes from private donations, 23% from Federal grants (this money is used to provide for permanent housing) and 3% from the State. PADS management promotes volunteer workers to manage the day-to-day emergency phone operations, help raise funds and manage the maintenance work in its shelters.

Catholic Charities

671 S. Lewis
Waukegan, IL 847-782-4000

Catholic Charities is a not-for-profit agency. Among its many programs are two for the homeless. The first is the Permanent Supportive program which provides housing for 24 chronic homeless individuals. This program is supported through HUD grant funding. The chronic homeless in the program pay 30% of the income they receive toward rent. HUD grant funds provide the difference. Rental agreements are made between the clients and the landlord. Catholic Charities provides the case management.

The second is the Rapid Rehousing program which provides shelter for homeless individuals and families. The program is financially supported by HUD and other funding sources. Temporary housing is given to those found to be qualified until more permanent arrangements can be found. Case management is handled by Catholic Charities.

Independence Center

2025 Washington
Waukegan, IL 60085 847-360-1020

The Independence Center is a not-for-profit agency. The Center is an adult outpatient facility providing mental health intervention services to those in need of them. The Center manages 8 two-bedroom apartment units to support clients in need of housing. HUD provides the funding for the rental units. Clients are charged 30% of their income for rent and the remainder is paid through government grant funding.

Lake County Health Department

3010 Grand Avenue

Waukegan, IL 60085

847-377-8000

The Lake County Health Department is a government organization. The Health Department provides mental health services to individuals and families in need. In cases where an individual has been identified as being chronically homeless, the department secures housing for that person (or family) before health intervention strategies are employed. The Health Department receives HUD funding to provide the security deposit for the rental housing unit. The client is charged 30% of his/her income for the rental unit and the grant funding provides the difference for fair-housing costs.

Intervention strategies begin once the individual has a secure home. These include weekly visits, financial and academic education as needed, mental health coping strategies and medical health care.

Thresholds Lake County

4343 Old Grand Avenue

Gurnee, IL 60031

773-432-6490

Thresholds Lake County is a not-for-profit agency with corporate headquarters in Chicago. Its mission is to provide casework management to the mentally ill. Referrals to the agency are made by hospitals, state care facilities, etc. If there is need for housing to ensure the best in recovery for an individual, Thresholds will aid in securing that housing.

There are a few other agencies that provide housing on an emergency or temporary basis until more permanent situation can be found. Most of these are not-for-profit and specialize in the type of clientele aided. There are shelters for abused women and their children, those engaged in substance abuse, etc. These have not been mentioned in this brief.

Jan Schnobrich 11-15-2017



LAKE BLUFF PUBLIC LIBRARY

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

November 28th, 2017

Jan Schnobrich
 766 Mawman Avenue
 Lake Bluff, IL 60044

Ms. Schnobrich,

The following is in response to your letter received via email on Sunday, November 26th, 2017. We appreciate your interest in the Intergovernmental Agreements for nonresident card service to local youth. Public interest and involvement allows local government to function at its best. As you had requested, your letter has been delivered to the Board of Library Trustees and will be discussed at the upcoming December 12th, 2017 Board Meeting. In addition to the points that I have raised in previous exchanges, it is my intention to inform the Board that I disagree on the following:

Regarding 'Free' Library Cards

- **"In the spring of 2015, the Lake Bluff Public Library initiated a new program and entered into an agreement with the Lake Bluff Elementary School District 65 to provide free library circulation privileges to District 65 students not residing within the Library's property taxed district." (Page 1)**
 - No library card is freely available, including those offered through the agreement under discussion. The agreement between District 65 and the Lake Bluff Library is a contract; the Library receives payment from District 65 for services provided.

Regarding Access by non-D65 Youth

- **"While all District 65 taxpayers support its schools not all children have been afforded the opportunity to participate in the free card program." (Page 1)**
 - The School District contracts the Library to provide services for current District 65 students. Expanding these services to individuals not enrolled in District 65 is outside the scope of the contract and possibly outside the legal scope of any intergovernmental agreement between the Library and the School District.
 - While all District 65 taxpayers support their schools, there are some District 65 services that are only available to current District 65 students, including the District 65 Student Card program. While we have received no inquiries from the guardians of students not

attending District 65 but residing in unincorporated Lake Bluff, we are always happy to meet with such families and discuss the options that are available to them.

Support of Taxpayers:

- **"We do know that District 65 has paid \$2,000 of taxpayer funds to support a free library circulation program that seemly further separates the haves from the have nots living in the District's unincorporated areas." (Page 2)**
 - A program that has been paid for is by definition not free. Residents of unincorporated Lake Bluff pay taxes to support School District 65; ergo the tax dollars expended are paid by the families of the youth that the program serves. Additionally, expanded programming and improved Library service to classrooms and students is of value to students resident in incorporated Lake Bluff as well.

Regarding Measuring Success:

- **"Hundreds of hours and thousands of dollars of the Library's taxpayer receipts have gone to fund the promotion and management activities of a program that cannot prove its worthiness." (Page 2)**
 - Per the metrics established for measuring the success of the program (access to a card, circulation, and level of collaboration between D65 and the Library) this program has been a success. Information regarding metrics was made available in previous letters.


Regarding the Cost to the Library:

- **"Hundreds of hours and thousands of dollars of the Library's taxpayer receipts have gone to fund the promotion and management activities of a program that cannot prove its worthiness." (Page 2)**
 - A record of fines and fees collected by the Library over the past four Fiscal Years was included in a previous letter. Funds collected in FY 16-17 were above those collected in FY 14-15 and FY 15-16, and only \$563 below the total collected in FY 13-14. As we strive to handle the funds entrusted to us by the community with diligence and care, evaluation of time and resources expended on this (and all other) programs and services is regularly evaluated. To date we have no evidence to support the assertion that this program has resulted in a loss of thousands of dollars.
 - Of the approximately 23,000 staff hours that are scheduled for the current fiscal year, approximately 38 are spent on the management and promotion of the District 65 student card program. This accounts for less than one percent (0.17%) of all scheduled staff hours.

Regarding Contracting the Library:

- **"The Library could be contracted to provide enrichment, circulation and tutorial services to all age qualified students, enrolled in the District's schools and residing in the area." (Page 3)**
 - The Library is presently contracted to provide service to students attending D65 schools.

Due to the above considerations, as well as those provided in previous letters, I respectfully disagree with the final recommendation made in your letter. Discussion and examination of the agreement between District 65 and the Lake Bluff Library should and will continue annually, as is our goal for all programs and services we provide. As we do so, I look forward to a continuing dialogue with community members, such as you, regarding the program.

Sincerely,

Eric Bailey
Library Director
Lake Bluff Public Library

A CAMPAIGN FOR THE NEXT CENTURY



LAKE BLUFF
PUBLIC LIBRARY



A CAMPAIGN FOR THE NEXT CENTURY

A renewal is happening at the Lake Bluff Public Library. With your help.

"The library of the 21st century is a community workshop, a hub filled with the tools of the knowledge economy."

Over the course of nearly a century, the Lake Bluff Public Library has been supported, visited, and cherished by members of the local community. Since its founding in 1919, the Library has served as a cultural center, standing strong in a vibrant residential community.

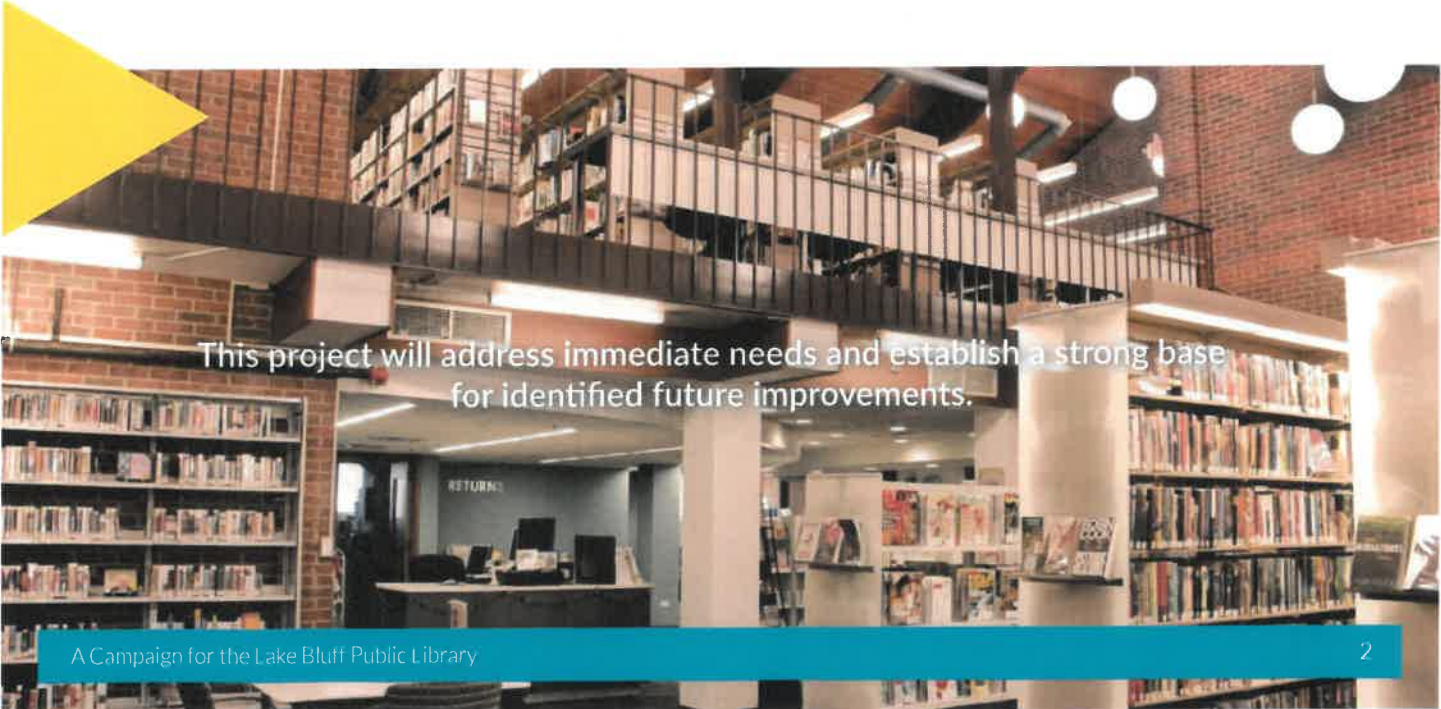
Today, the Library is poised to embark on its second century. It will do so with a clear vision, achievable goals, and a strong, innovative plan for the future.

The Lake Bluff Public Library's Board of Trustees is undertaking a philanthropic study to determine the potential support for a capital fundraising campaign.

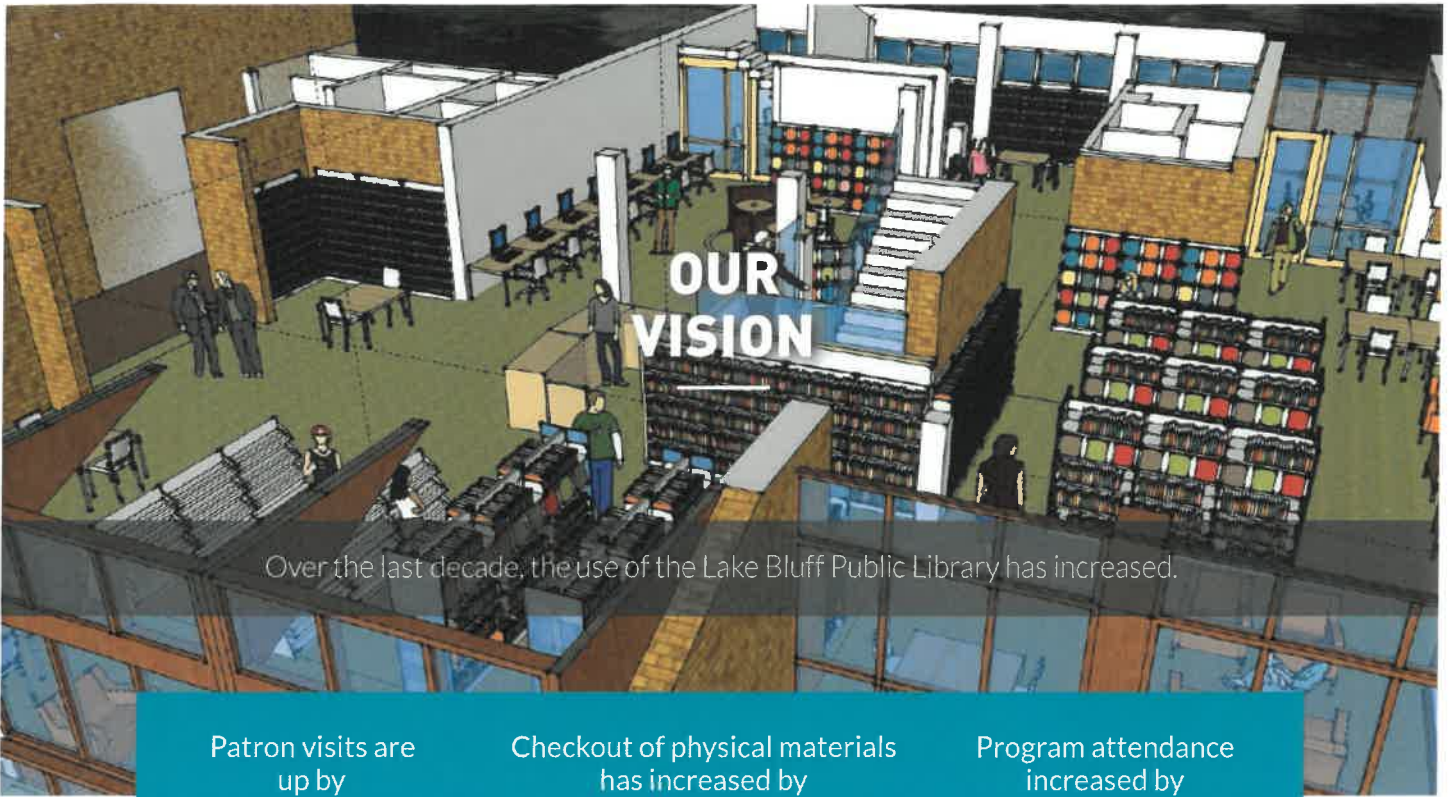
This campaign is not a revolution. It's a reinvention. Public libraries are being called to change with the times—not to abandon tradition—but to embrace a new role in the 21st century. This new role is defined by the ways people use libraries—and want to use libraries.

A successful capital campaign will support implementation of the Library's Facility Master Plan. That plan has been shaped by the vision of staff members, the stated needs of Library patrons, and insight from community and Library leaders.

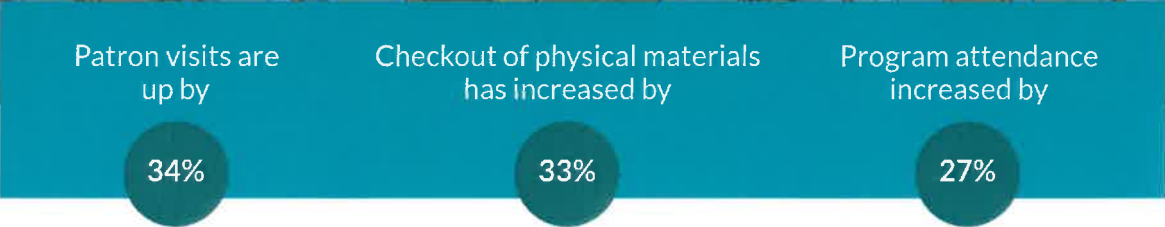
A successful capital campaign for the Lake Bluff Public Library will ensure that the Library enters its second century a stronger, more vibrant public institution than ever before.



This project will address immediate needs and establish a strong base for identified future improvements.

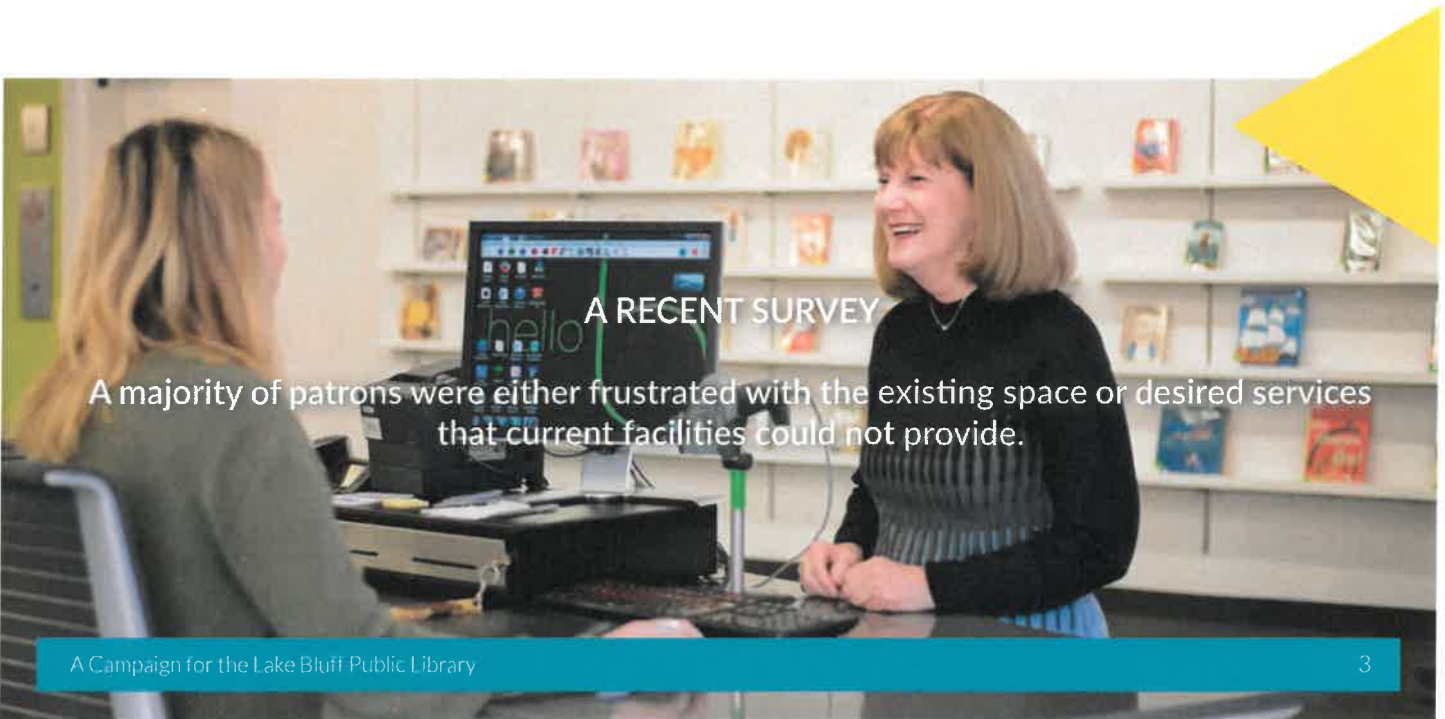


Over the last decade, the use of the Lake Bluff Public Library has increased.

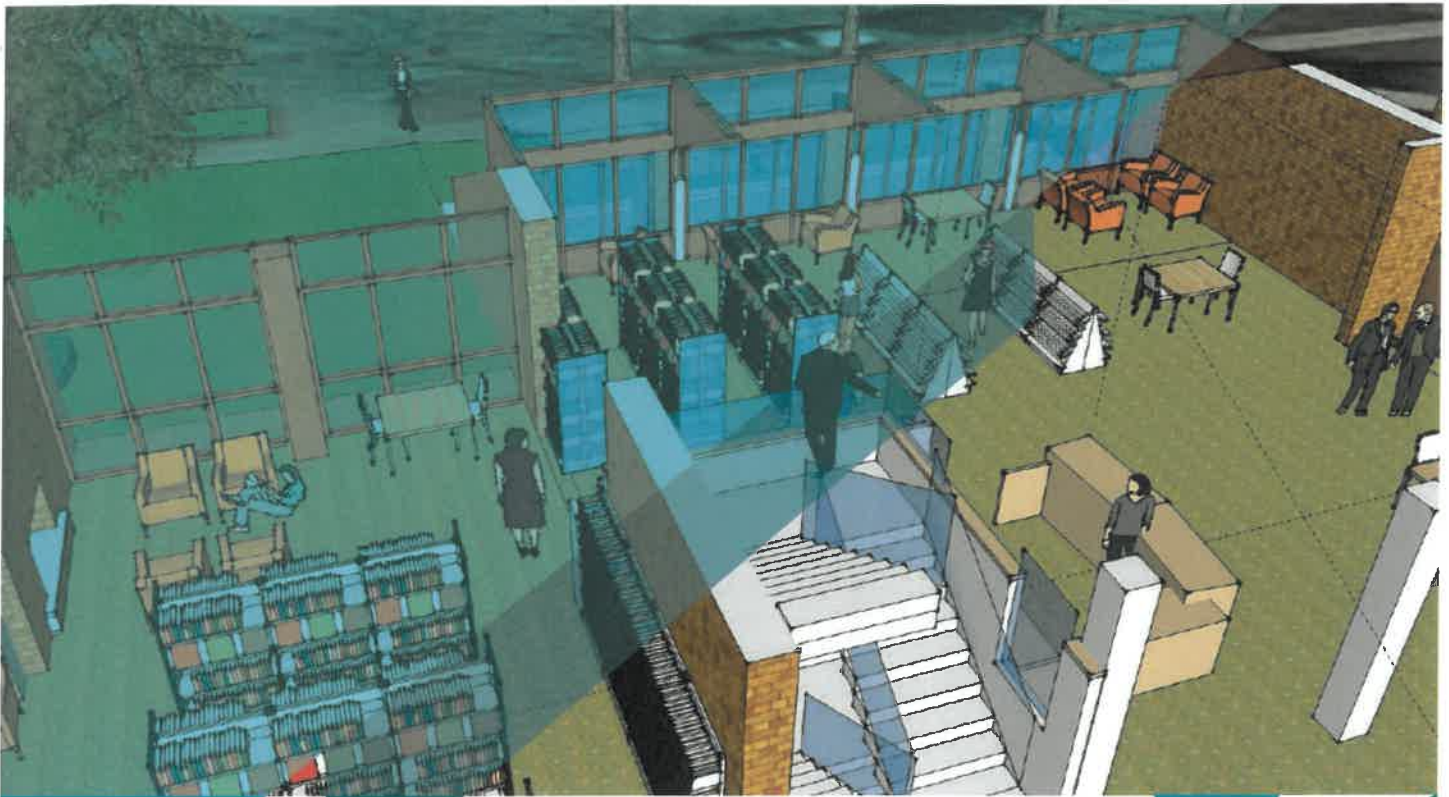


These numbers reflect the growing demands on the modern public library, underscoring what a 2016 Pew Research Study asserts: "Many Americans have high expectations for what their local libraries should offer."

Over the years, public libraries have responded to patron demands by embracing new forms of information sharing and community building. Shifting from a primary emphasis on collections to a more expanded focus on community, the 21st century library is taking on a more complex, human-centered role.



A RECENT SURVEY
 A majority of patrons were either frustrated with the existing space or desired services that current facilities could not provide.



OUR GOALS

While use of the Lake Bluff Public Library has dramatically increased in the past decade, the physical space has not been altered to meet demands. A 2015 study commissioned by the Lake Bluff Public Library to review usage options in the present facility concluded that the existing space is too limited and fragmented to meet existing levels of usage and not at all sufficient to meet future needs.

In a 2016 survey of Lake Bluff Public Library patrons, respondents also identified the need for improvement to the physical building. Indeed, many patrons express frustration and dissatisfaction with the current facility with respect to overall comfort, space, and layout. In addition, 50% of respondents identified desired services and programs that could not be provided without improvement to the current facility.

The envisioned campaign seeks to carry out innovative solutions to fulfill what patrons are seeking: more community gathering spaces and greater access to resources (both print and digital). This project will not only add square feet, it will enable the existing space to serve patrons more effectively.

The campaign is designed to provide funds necessary to ensure that the Lake Bluff Public Library can achieve a set of specific and strategic goals.

IMPROVEMENT, EXPANSION AND ENHANCEMENTS

Improving the Library's space through enhancing basic elements, including:

- Acoustics
- Lighting
- Level of finish
- Improved accessibility
- Improved efficiency of layout



Projecting a goal of adding 33% additional space to adequately meet the current and future needs of the Lake Bluff Public Library, the campaign would expand or enhance spaces for individuals and support programming and community and group activity. These improvements and additions include:

- Small Group Meeting Rooms
- Quiet Reading Area
- A New Dedicated Teen Space
- Improved Staff Work Spaces
- Flexible Meeting Space
- Improved Children's Story Time Area
- Maker Space
- Additional Patron Seating
- Expanded Access to Collections
- Enhancement of Children's Department



PROPOSED CAMPAIGN GOAL: \$4,000,000

The proposed improvements would allow the Lake Bluff Public Library to reinvent itself along the lines of its current and projected needs. These improvements would give patrons more of what they seek in their public library. Ultimately these improvements would:

- Ensure that patrons turn to the Lake Bluff Public Library rather than seek out other libraries.
- Allow the Library adaptable space to add new and future technology.
- Provide a better, more useful physical space where patrons can seek knowledge and interact with others from the community.
- Allow for the continued growth of the Lake Bluff Public Library community.
- Continue to support the Library's critical role as a vibrant community center.
- Build on the Library's proud century of community service while looking forward to the next 100 years.

The Lake Bluff Public Library is an integral part of a revitalized Lake Bluff. It is a critical asset to the community, offering residents access to resources and services that are often more commonly found within significantly larger towns.

The Lake Bluff Public Library is a cherished institution, full of history, and echoing the many years of service that have built the institution to where it is today. Those echoes of the past are found within a historic, small-town setting, whose community and charm are among its many assets.

A modernized lively Library for such a vibrant village rich in history, is not only an option—it is an absolute necessity. Now is the time for the Lake Bluff community to come together and provide the needed resources to make this campaign a reality.

This campaign looks to the future. When the Lake Bluff Public Library celebrates its centennial in 2019, it will embark on its next century. Let's honor the commitment to community and service of previous generations and answer the call to shape an exciting future for the Lake Bluff Public Library for the next 100 years and beyond.



MNG-4.6: Gifts and Donations

SUMMARY: The Lake Bluff Public Library actively encourages gifts and donations that will help the Library better serve the needs of the community.

RESPONSIBILITIES: All donations and gifts to the Library are subject to applicable Illinois statutes and laws as well as Library policy and procedure. This includes policies relating to the selection and provision of access to books and other resources. The Library, through the Board or the Board's delegated authority, makes the final decision on the acceptance, use, or other disposition of gifts and reserves the right to decide any conditions of display, housing, or access.

TYPES OF GIFTS:

- **BOOKS AND OTHER LIBRARY MATERIALS:** The Library Director or designee is authorized to accept or decline donations of books, recordings, and other library materials or resources. All donated books and other circulating materials become property of the Lake Bluff Public Library for use at its discretion. Donated materials may be sold, added to the collection, or otherwise handled as determined by Library policy and procedure.
- **GIFTS IN KIND:** Gifts of furniture, paintings, statuary, and other articles may be accepted by the Board or designee. Any conditions attached to the proposed gift will be considered by the Board. Any conditions that are not in keeping with the Library's policies or service goals may provide a basis for further negotiation with the donor or for the rejection of the gift.
- **MONETARY GIFTS:** The Library accepts monetary gifts as follows:
 - **UNRESTRICTED GIFTS:** Monetary gifts given for use at the Library's discretion may be accepted by the Director, and are deposited in the Library's General Fund. Any unexpended funds will be added to the Library's General Reserve Fund at the end of the fiscal year.
 - **RESTRICTED GIFTS:** Monetary gifts given for a specific purpose, including honorariums and memorials, may be accepted by the Library Board or designee. The Library Director or designee will work with donors to ensure that the money is expended in keeping with restrictions on the donation and in a manner consistent with the Library's mission, but reserve the right to refuse the gift if the restriction is not in accord with the Library mission. Remaining funds will be added to the budget expense line of the donor's choice, and will be added to General Reserve at year's end if unexpended at that time.
 - **NAMING RIGHTS:** Monetary gifts in exchange for naming rights and sponsorships may be accepted by the Board or designee. The Board shall consider scope, duration, policy, and mission statement for all naming rights.
 - **GIFTS FROM WILL OR BEQUEST:** Monetary gifts received from a will or bequest may be accepted by the Library Board and will be used as directed by the donor, subject to Library policy and procedure. If received without restrictions, the funds may be used as

approved by the Board. The Board will consider whether separate bank accounts and budget lines will be created to monitor the funds.

- GIFTS OF SECURITIES: Marketable securities received as gifts may be accepted by the Board. Such securities will be sold or held at the discretion of the Board, and the net proceeds used as directed by the donor. Use of funds is subject to Library policies and procedures, and funds received without restrictions may be used as approved by the Board. Gifts offered to the Library consisting of securities which are not readily marketable will be submitted to the Board for a decision as to acceptability.

ACKNOWLEDGEMENT AND TAX RECEIPT: The Lake Bluff Public Library is a unit of local government under Chapter 170(c) of the Internal Revenue Code, and as such, gifts made to the Library are tax deductible. The Library issues receipts for tax purposes upon request, and letters acknowledging gifts are sent by the Library Director or designee. While the estimated value of non-monetary gifts may be a factor for consideration in their acceptance, neither the Library staff nor the Board will issue a written or verbal statement of monetary value to the donor. Any letter of acknowledgement or tax receipt will provide a description of the gift and its apparent condition.

PUBLICITY: Subject to disclosure as may be required by Illinois law, the names of people making donations to the Library will not be released or used without consent.

SECTION 2 - PERSONNEL POLICIES AND PROCEDURES

2.1 Equal Opportunity Employment Statement

The Lake Bluff Public Library is an Equal Employment Opportunity employer. The Library ensures that equal opportunity is given to qualified individuals in recruiting, hiring, training and development, promotion, compensation practices, and all other employment opportunities. The Library does not discriminate against anyone based on race, religion, color, sex, sexual orientation, physical or mental disability, national origin, age, veteran or military status, or any other protected group status as defined by applicable law.

2.2 Nondiscrimination and Anti-Harassment Policy

The Library is committed to a work environment in which all individuals are treated with respect and dignity. The Library prohibits and will not tolerate sexual or any other type of harassment of or by any of its employees. Actions, words, jokes or comments based on an individual's race, color, religion, sex, age, national origin, pregnancy, sexual orientation, disability, military status, or any other category protected by law, will not be tolerated.

All employees and officials must comply with this policy and promptly report when they witness discriminatory, harassing, or retaliatory conduct. The Library strongly discourages all discriminatory, harassing, or retaliatory conduct in the workplace, regardless of whether it constitutes an actionable legal violation. Employees who violate Library policy against harassment and discrimination will face consequences up to and including termination. The Library will not condone discriminatory or harassing acts committed by employees, supervisors, management, elected or appointed officials, or by those doing business with the Library, including but not limited to, vendors, contractors, patrons, visitors, and others.

While it is impossible to define all discriminatory or harassing behaviors, this handbook will provide definitions, guidelines, and examples to help you identify and avoid offensive and prohibited comments and actions.

A. Discrimination

In general, discrimination means treating employees differently in any aspect of employment solely because of a trait or characteristic unrelated to their ability to do their job. The legal definition of discrimination includes making employment decisions based on stereotypes or assumptions about an individual's abilities, traits or performance based on sex, race, religion, national origin, age, disability, sexual orientation, or military or veteran status. Retaliating against an employee for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices is also prohibited.

B. Harassment

Harassment is broadly defined as any conduct, whether verbal or physical, that denigrates, insults, or offends a person based on the individual's sex, race, religion, national origin, age, disability, sexual orientation, military status or any other protected characteristic when (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for any employment decision; or (3) such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, offensive, or hostile working environment.

Sexual harassment in violation of this policy includes but is not limited to:

- Sexually suggestive or vulgar comments or jokes; inappropriate comments about another person's sexual behavior or body; or insulting or ridiculing an employee because of gender;
- Improper or intrusive questions or comments about an employee's romantic or sexual experiences or preferences, or sexual flirtations, propositions, advances, or requests;
- Use, display, or communication of sexually suggestive or offensive words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, computer programs, or Internet Web sites;
- Making or threatening undesired physical contact (such as touching, embracing, or pinching) or impeding another's movements in a deliberate manner; and
- Offering or providing employment benefits in return for sexual favors or an employee's agreement to provide sexual favors, or taking or threatening to take adverse action against an employee because the employee rejects requests for sexual favors.

The Library prohibits harassment. Any individual who is aware of any conduct that may violate this policy should promptly report the conduct using the Internal Complaint Procedure. Any employee who engages in such conduct will be subject to discipline up to and including termination.

C. Retaliation

The Library **will not retaliate or allow** retaliation against any individual who reports discrimination or harassment, participates in an investigation of such a report, or engages in any other protected activity. Any employee who retaliates against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, will be subject to disciplinary action up to and including termination.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employee Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Internal Complaint Procedure

If you experience, observe, or become aware of a perceived incident of harassment, discrimination, or retaliation, you are expected to immediately report it by contacting your Department Head or the Library Director. There are no exceptions to the requirement for reporting.

Department Heads or elected officials in receipt of a complaint will immediately inform the Library Director if the complaint has not been filed against that person. If the complaint involves the Library Director, the employee, supervisor, or official should contact the President of the Board of Trustees. Supervisors or managers who fail to report conduct inconsistent with or prohibited by this policy are subject to disciplinary action up to and including termination; officials who fail to report such conduct may be reported to the appropriate authorities.

If the Library concludes that this policy has been violated, it will take prompt corrective action reasonably designed to end the violation and to prevent any further violations from occurring. Such corrective action may include disciplinary action against anyone found to have violated this policy, up to and including immediate termination of employment.

E. Investigation

The Library is committed to investigating and taking prompt and appropriate action with respect to all reports. Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place. Failure to cooperate in an investigation will result in disciplinary action up to and including termination.

F. Disciplinary Action

All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action up to and including termination; officials may be reported to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action up to and including termination.

Discriminatory or harassing behavior by patrons or other third parties will be handled according to USE-1: Library User Conduct and any other relevant portions of current policy.

G. Confidentiality

The Library will maintain the confidentiality of the parties involved to the fullest extent practical. The scope of any investigation – including when information should be shared and with whom – is determined at the discretion of the Library.

H. The EEOC, State and Local Agencies

Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights	Equal Employment Opportunity Commission
100 W. Randolph St., Suite 10-100	500 West Madison Street, Suite 2800
Chicago, IL 60601	Chicago, Illinois 60661-2511
(312) 814-6200	(312) 353-2713

Per Capita Grant Application Questions

5. Standards Chapter Review: As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

ANSWER: The current Emergency Manual was finalized March 31, 2016, and was followed by a full day in-service for staff members on safety measures. Included in training were emergency escape plans and routes, procedure for handling an active aggressor, familiarization with emergency reporting, familiarization with emergency supplies, and CPR and AED training. As part of this process, an escape ladder for the staff room and an AED were purchased. A monthly safety checklist and public maps showing the location of fire extinguishers, tornado shelters, exits, and fire alarm pulls were created. The monthly checklist has been completed every month since its creation, and the Manual has been kept up to date. Its list of important and emergency contacts has been updated on an as-needed basis that thus far has been quarterly. Safety procedure is reviewed with new personnel when hired and at every staff meeting. In addition to strengthening training and procedure, the process has resulted in a stronger relationship with first responders and a seat at the Village Safety Committee. We have completed most of the items on the checklist in Chapter 12, and are at this time short only a Daily Safety Checklist and a prioritization list for salvage work. Reviewed by Staff and Board at the December 12th, 2017 Board Meeting.

6. Trustees: Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Describe the Library Board's plan to modify or create bylaws as a result of the review.

ANSWER: The Board of Trustees revised its bylaws in 2015, with a draft approved by the Board on May 16, 2015. The Board established a committee to work with the Director in reviewing the existing bylaws and recommending changes. In the committee's work, Chapter 3 of the *Trustee Facts File* was one resource used to identify needed changes and additions. Rules of conduct for meetings, procedure for amending bylaws, procedure for remote meeting participation by trustees, and responsibilities of committees were among the items added/updated thanks to *Trustee Facts File*. Current bylaws and *Trustee Fact Files* reviewed at December 12th, 2017 meeting of Library Board.

7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.

http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf

ANSWER: All Trustees have completed Open Meetings Act training, and the Director has completed annual OMA and FOIA training.

8. Continuing Education: Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

ANSWER: Library staff members and a Trustee reviewed the Reaching Across Illinois Library System (RAILS) webinar *Trends in Safety and Security for Libraries* by Dr. Steve Albrecht.

10. **Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at

<http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

ANSWER: We have begun working, over the past two years, with the local school district to reach English-as-a-Second-Language (ESL) families and better serve their needs. This has included translations of library informational guides and pathfinders into other languages, the start of a non-English-language collection of circulating materials, and the establishment of a tutoring program staffed by community volunteers. Displays, informational materials, and posters make purposeful use of large graphics for messaging to ESL families and low-literate English speaking patrons. Staff members are also trained to be as friendly and understanding as possible toward those who may be struggling with written English. The resources available through the Illinois State Library Literacy initiative will be helpful as we continue forward, particularly the Adult Literacy Volunteer Tutor Training.

Chapter 12 [Safety]

SAFETY CHECKLIST

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed bi-annually.
- Emergency supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.

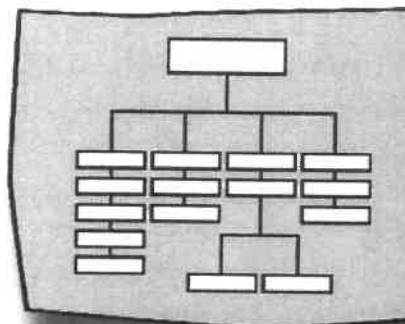
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- Rubin, Rhea Joyce. *Defusing the Angry Patron: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2011.
- Wilkinson, Frances C., Linda K. Lewis and Nancy K. Dennis. *Comprehensive Guide to Emergency Preparedness and Disaster Recovery*. Chicago: Association of College and Research Libraries, 2010.
- Willis, Mark R. *Dealing with Difficult People*. Chicago: American Library Association, 1999.

WEBSITES

- American Library Association
www.ala.org/tools/safety-and-security
www.ala.org/tools/libfactsheets/alalibraryfactsheet10
- Occupational Safety and Health Administration
<https://www.osha.gov/index.html>

BOARD ORGANIZATION



In Chapter 1, you became acquainted with duties of library boards collectively as well as duties of individual trustees. This chapter focuses on the board's collective responsibilities and the organizational means available to execute those responsibilities. Before proceeding further, you might want to review in Chapter 1 the section entitled "The Board of Trustees."

Every library board should establish **bylaws**, a set of rules that define the structure and function of the board and its operational procedures. The bylaws should be recorded in clear, unambiguous language. Board trustees should review bylaws annually and amend them as necessary. The bylaws of a public library board in Illinois must not conflict with federal or state laws.

The following list summarizes topics that the bylaws should address.

- The name of the board
- The constituency served by the library and its board
- The composition of the board
- Procedure for election or appointment of board trustees
- Terms of board trustees
- Procedure for filling an unexpired trustee term
- The schedule (frequency) of board meetings
- Procedure for calling special meetings of the board
- Specification of a quorum

A quorum is the minimum number of people who must be present in order for a deliberative body to transact business. There is no set quorum for library boards; each board establishes its own definition of a quorum in its bylaws. For example, a 7-member board may specify 4 as its quorum; so the trustees may transact business at a board meeting if 4 or more members are present.

- Summary of duties and powers of board officers
- Identification and description of standing committees
- Procedure for setting up special (ad hoc) committees
- Order of business for board meetings
- Rules of conduct for board meetings, such as
- Procedure for amending the bylaws

To view a sample set of library board bylaws, go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm; select **Policy Model**; select **Bylaws of the XYZ Public Library**.

The Illinois Open Meetings Act (5 ILCS 120) specifies that public bodies in the state of Illinois exist “to aid in the conduct of the people’s business and that the people have a right to be informed as to the conduct of their business.” The law mandates that deliberations and actions of public bodies be conducted in public, and that citizens be given advance notice of and the right to attend such meetings. The law defines a “meeting” as “any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business.”

Under state statutes, a library board is a “public body.” Therefore, board meetings and board committee meetings must be open to the public and conducted on days convenient to the public. It would not be proper, for example, to schedule a board meeting on a federal holiday.

To conform to the requirements of the Open Meetings Act, library boards should publicize the schedule and location of regular meetings at the beginning of each calendar or fiscal year. The media may request a schedule as well. Boards should post the agenda for each meeting in a public area of the library 48 hours in advance of the meeting time.

When conducting an open meeting, make sure that library doors are unlocked. Let members of the public in!

Closed (“Executive”) Sessions

A library board in the state of Illinois may meet in a closed, or executive, session if such a meeting is approved by “a majority vote of a quorum present” during a meeting that is open to the public. The closed session should be listed on the meeting’s agenda.

The board may schedule a closed session, for example, to consider any of the following matters: (1) negotiation for the acquisition of real estate, (2) the possible hiring of an individual, or (3) salaries of classes of employees. See the text of the law—5 ILCS 120/2 (c)—for more exceptions to open meetings. Information discussed in a closed session is to remain confidential until/unless the matter is revealed or acted upon in open session by the board.

A codicil to the Open Meetings Act that came into legal force on Jan. 1, 2004, requires library boards to make an audio or video recording of any closed meeting and to archive that recording appropriately.

To ensure the legality of all board meetings, discussions, and communications, trustees should become familiar with the requirements of the Open Meetings Act.

As stated previously, bylaws should clearly identify officer positions of the board and define the duties of each office. Most library boards require four officer positions, those of **president (chairperson), vice-president, secretary, and treasurer.**

The president, working closely with the library director, prepares agendas for board meetings for distribution to participants in advance of each meeting. The president presides at board meetings, serving as discussion leader, and appoints committee members. He or she signs official documents and may under instruction from the board represent the library at public meetings and gatherings. When the board president speaks on behalf of the library, he or she must reflect the adopted positions of the board, not personal views. As a single member of the board, he or she has one vote.

The vice-president presides at board meetings in the absence of the president and performs such other duties as are assigned.

The secretary records the proceedings of meetings, then prepares written minutes and issues them to trustees in advance of the next meeting. After the minutes of a past meeting are approved, the secretary prepares a permanent and correct copy for the archives of the library. The preparation of the minutes may be assigned to staff, but if delegated, the process is completed with the oversight of the board secretary. The Illinois Open Meetings Act mandates that minutes of all board meetings—including closed (or executive) sessions—must be prepared and archived. The minutes of open sessions should be kept in a secure but accessible location in the library and made available to the public upon request. Twice a year boards must consider whether to open minutes of individual closed sessions or keep them closed.

The treasurer’s role typically depends on the size of the library. In smaller communities, the treasurer may handle funds, keep books, and prepare reports on the general finances of the library. In larger libraries, the treasurer is a legal officer named to assure that the financial operations of the library are handled properly, including oversight of annual audits. The board treasurer should prepare or assist in the preparation of annual budgets and chair the finance committee. By law the treasurer is bonded in an amount not less than 50 percent of the total funds

received by the library in the last fiscal year for all libraries except those municipalities over 500,000 in population (75 ILCS 5/4-9 and 75 ILCS 16/30-35e).

Most library boards delegate detail work to committees to save the time of the full board. Such committees prepare recommendations for the board's decision, but do not make those decisions on their own. If lengthy or complex, committee reports should be submitted in writing in advance of a board meeting.

Standing committees generally deal with ongoing and long-range concerns of the board, such as facility maintenance, finance, personnel, public relations, and fund raising. Special or ad hoc committees are created to deal with short-term or one-time tasks.

Committees are subject to the Illinois Open Meetings Act; therefore, their meetings should be conducted in public with appropriate advance public notice, and minutes of meetings must be recorded and archived.

When not well planned, meetings tend to digress and waste participants' time. The board president should develop a meeting agenda and distribute it in a timely fashion before each board meeting. The following is a sample agenda.

- Call to order; recording of attendance; determination of quorum
- Review of minutes from previous meeting; call for corrections or additions; motion to accept minutes
- Treasurer's report/authorization for the payment of invoices
- Library Director's report
- Board President's report
- Committee reports
- Unfinished business
- New business
- Closed Session (best to keep on the agenda permanently so the session is always in order if needed)
- Items for the next agenda
- Announcements
- Adjournment, with announcement of date, time, and place of next meeting

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Chait, Richard, Thomas P. Holland, and Barbara E. Taylor.

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Dambach, Charles F.

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1.1 Name

The name of this municipal body is the "Lake Bluff Public Library" (hereafter referred to as the "Library").

The Library operates under the Illinois Local Libraries Act (75 ILCS 5/4-1 et seq). The "Lake Bluff Public Library Board of Library Trustees" (hereafter referred to as the "Board"), is a publicly elected body of seven individuals having the duties, responsibilities, and privileges set forth in Illinois state law.

1.2 Use

The Library shall be used by the residents and taxpayers of the Village of Lake Bluff and other patrons as authorized by law subject to such reasonable rules and regulations as the Board may adopt.

1.3 Library Board

1.3.1 Responsibilities of the Board

Legal and financial responsibility for the operations of the Library is vested in the Board. Subject to existing statutes, the powers of the Board include but are not limited to: 1) determining rules and regulations governing library service; 2) exercising exclusive control of all expenditures of money credited to the library fund, and any grant, gift, or endowment funds provided for library purposes; 3) determining the property tax levy required to support the Library within the law; and 4) hiring, evaluating, and, if necessary, dismissing the Library Director.

The Board may adopt such policies, rules, and regulations for the conduct of its business as shall be deemed advisable or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

1.3.2 Qualification and Tenure

Consistent with the Local Library Act, each of the seven members of the Board are elected officials. Each Trustee serves a 4 year term, serving until their successors are elected and have qualified. Terms are staggered so that if 3 positions are up for election, the occupants of the other 4 elections serve for another 2 years and vice versa.

All Trustees elected to serve on the Board shall be residents of incorporated Lake Bluff.

1.3.3 Trustee Resignation

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

1.3.4 Trustee Removal

Per the Illinois Local Library Act (75 ILCS 5/4-4) a Trustee vacancy shall be declared under the following circumstances:

- An elected Trustee declines to serve or is unable to serve;
- A Trustee is absent without cause from all regular board meetings for 1 year;
- A Trustee becomes a nonresident of the Village of Lake Bluff;
- A Trustee fails to pay the Library taxes levied by the local corporate authority;
- A Trustee is convicted of a felony or misdemeanor for failing, neglecting, or refusing to perform any duty imposed by the Local Libraries Act, or;
- If at a general election enough Trustees were not elected to create a 7 member board.

1.3.5 Trustee Vacancies

When a Trustee vacancy occurs the Library Director shall notify the Lake County Clerk’s office. The Board will act to fill the position forthwith by selecting a qualified candidate by majority vote to fill the vacant position until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections under the general election law. At that election a Trustee will be elected to serve the remainder of the term.

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a 1 year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office will be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library’s representative to the Village

of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee.

- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer –The Treasurer shall serve as the Board’s financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements, and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro-tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

1.4 Meetings of the Board of Trustees

All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/2(c) et seq.).

1.4.1 Regular Meetings

Before December 31 of each calendar year a regular monthly meeting schedule for the subsequent calendar year will be established by the Board and publicly posted.

1.4.2 Annual Meeting

The first regular meeting after May 1 shall be the annual meeting of the Board at which the Annual Report will be presented. The report shall include a summary of the year’s work, statement of plans for the following year, a detailed account of the receipts and expenditures of the previous fiscal year, and any other information required by State Statutes. Officers and committee members for the next year shall be elected by majority vote at the annual meeting.

1.4.3 Special Meetings

Special meetings of the Board may be called by the President, or upon the request of any three trustees. Notice of the special meeting shall be given at least 48 hours in advance, except in the case of a bona fide emergency. No business shall be transacted other than stated in the notice. For an emergency meeting, notice shall be posted as far in advance of the meeting as possible.

1.4.4 Posting of Notice

In keeping with the Illinois Open Meetings Act (5 ILCS 120/2.02) notice of all meetings shall be posted at the library, at the location of the meeting (if the meeting is not to be held at the library), and online on the Library's website. Posting shall occur a minimum of 48 hours in advance of the meeting except in the case of a bona fide emergency.

The Library Director shall prepare and post notice of meetings with the input and approval of the President of the Board or, in the case of a Committee posting, a Committee Chair.

1.5 Board Meeting Rules

1.5.1 Quorum

For the transaction of business at any regular or special meeting of the Board a quorum shall consist of a majority of the Board. A meeting can continue, but no action can take place, if a meeting has been properly posted and a quorum is not present.

1.5.2 Remote Participation at Meetings

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions, and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness, disability, travel due to employment, family emergency, or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board President and Library Director of the desire to attend via communication devices (unless notice is impractical). A majority of a quorum must vote in favor of a Trustee attending via communication devices. The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum.

1.5.3 Conduct of Meeting

The most current available edition of Robert's Rules of Order shall be the basis for the conduct of Board meetings. The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the power to:

1. Remove the offenders,
2. Clear the meeting room of all spectators, or
3. Suspend or adjourn the meeting.

1.5.4 Trustee Participation

Trustees are expected to attend and participate in all regular board meetings and to fulfill their committee obligations.

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to standing committees at the Annual Meeting by a majority vote of the Trustees. Standing committees shall consist of at least two Trustees. Each committee shall elect a chairperson. New standing committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a committee by majority vote of the Board of Library Trustees if, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific standing committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Community Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the 'Reaching Across Illinois Library System' (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.
- Finance Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library's investment policy.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an

Intergovernmental Committee of two Museum representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.

- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- Technology Committee – Responsibilities include assessing the Library’s technology needs and making recommendations to the Board.

1.6.2 Special Committees

Special committees may be created by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Such committees shall be created for a project with a limited duration, with the expectation that they will disband when their project has been completed. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any special committee member may be removed by the President if, in the President’s judgment, the best interests of the Library can be served by such a removal.

1.6.3 Quorum for a Committee

A majority of the total membership of any committee shall constitute a quorum.

1.7 Duties of the Library Director

The Board shall select, appoint, and evaluate a qualified librarian (“Library Director”) who will be the Library’s chief executive officer and be responsible for the day to day administration of the Library under the general policies approved by the Board.

The Director shall be responsible to the Board pursuant to the provisions of the Local Library Act (75 ILCS 5/1-0.1).

The Director will report directly to the Board, will execute the policies adopted by the Board, and shall be authorized to establish organizational structure, purchase materials and services, and undertake such activities as may be necessary for the library’s operation, subject to the policies established by the Board. The Library Director shall have the authority to execute contracts on behalf of the Library within the parameters established by the Board. The Library Director shall attend all meetings of the Board. The Director shall make a monthly report to the Board and submit an annual report at the Annual Meeting.

In a manner consistent with the Library’s Personnel Policies and applicable State and Federal Laws, the Library Director shall hire, supervise, evaluate and may terminate the employment of staff members necessary to carry out the work of the Library. The Director shall direct and supervise staff members to ensure the efficient delivery of high quality services.

The Director is responsible to the Board for all properties and funds belonging to the Library.

The Director shall make other reports at the meetings of the Board in such form and on such subjects as the Board may direct.

1.7.1 Termination and Resignation

At least 4 weeks (28 days) notice of resignation is requested should the Director choose to submit his/her resignation and depart in good standing. A resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present is necessary to terminate the employment of the Library Director.

1.8 Conflict of Interest

A Trustee has a conflict of interest in a matter if the member's interest, either through business, investment, or family might reasonably create the appearance of or result in:

- Using public office for direct or indirect private gain;
- Giving preferential treatment to any organization or person;
- Losing impartiality of action;
- Making a government decision outside official channels, or;
- Adversely affecting the confidence of the public in the integrity of the Board.

1.8.1 Disclosure

Prior to the Board taking action on a matter in which a Trustee has or may have a conflict of interest, the Trustee shall disclose the potential conflict to the other Board members. If a Trustee has a conflict of interest, they will recuse themselves from the discussion relating to the matter they have the conflict with in order to maintain the impartiality of the Board.

If a Trustee believes they may have a conflict of interest, they will coordinate with the President of the Board and the Library Director to determine whether or not this is the case.

1.9 Records

1.9.1 Personnel Records

Staff personnel records are confidential and shall be kept by the Library Director in a secure place. Only the Library Director or any person authorized by the Director has access to these records.

1.9.2 Confidential Records

Confidential records of the Board, such as minutes of meetings still closed to the public, shall be kept secure, and only Library Trustees shall have access to these records. Space may be provided at the Library for confidential Board documents to be securely stored.

1.9.3 Regular Meeting Minutes

Minutes will be kept of each regular meeting, reviewed and approved at the subsequent regular meeting, and made publicly available in a timely fashion. Minutes will be kept and approved according to the Illinois Open Meetings Act (5 ILCS 120).

1.9.4 Committee Reports

Minutes will be kept of all committee meetings and will be presented at the next regularly scheduled Board meeting. The minutes will be approved at the next meeting of the committee.

1.9.5 Board Packets

Packets of information provided to Trustees prior to regular, special, and committee meetings will be kept on file at the Library and made available to the public upon request.

1.10 Amendment of the Bylaws

These bylaws may be amended with one month's notice in writing of the proposed amendment at any regular meeting of the Board of Trustees, by a two-thirds vote of a quorum of the Trustees present. A copy of the proposed amendment must accompany the call of the meeting.

Director's Report – October and November, 2017

Roof Repair

Contractors were out the week of November 13th to caulk and patch the roof ahead of winter's arrival. This is also intended to ensure we don't experience significant water problems while the process of replacing the roof progresses.

Staff and Retiree Focus Groups

As part of the Long Range Planning process, Trustees Kate Jackson and Tim Kregor will meet with library staff on January 9th, 2018 at 1pm for a focus group discussion. A retiree/empty nester group will meet on December 10th, 2017 at 3pm and a focus group for kids is in the works.

Book Bundles

Down in the Children's Department, we've started to do Book Bundles! The idea is fairly simple: 4-6 books on a topic, as a kind of pre-made storytime for parents/caregivers to just grab and go. They have bright 4-way rubber bands around the bundle, and a little sign indicating the topic.

Senate Bill 851 – Property Tax Freeze

At the start of November, 2017 the Illinois House of Representatives amended Senate Bill 851 to include a two year freeze on property taxes. The House approved the bill, but the Senate adjourned without discussing it. Previous freezes have been approved by the Senate or House without consideration by the other chamber of the assembly so it remains to be seen what the future of this bill will be. At minimum, the chance is now remote it would have any impact on the recently approved levy for FY2018-2019.

Eclipse Glasses

Used eclipse glasses were collected, and this past month Liliana LaValle mailed them to 'Astronomers Without Borders' (AWB). The folks at AWB plan to make the glasses available to eclipse viewers in South America and East Asia, which will experience eclipses in 2019.

ESL Classes

Liliana LaValle coordinated some new additions to the ESL lessons being offered through our volunteer, Kavitha. We now have 3-4 participants.

D65 Collaboration

Martha O'Hara and Eliza Jarvi met with D65 reading specialist Buffy Stauffer in October. In addition to discussing the cards issued through the program, increasing the cards owned by kids in incorporated Lake Bluff was discussed. Increasing the overall percentage of youth card ownership, which is at 84% currently, will be a goal going forward.

Sierra Upgrade

The most recent upgrade to our Sierra integrated library system (ILS) provides web accessibility. This means that checkout and registration functions are now available anywhere we can get on the Internet. This is a feature I expect we'll be using at future events.

Collaboration with Lake Forest Public Library

Martha O'Hara, Carol Carter, Brittany Hinkle, and I met with Lake Forest Public Library Director Catherine Lemmer and some of her staff to discuss some collaborative programming opportunities. We will have a series on Vietnam planned for the winter and we are working on brainstorming some ideas for the spring. We are in discussion for other, and larger, events partnering together. In discussion with Catherine, we decided that meetings between ourselves and representatives from Gorton Community Center and Lake Forest-Lake Bluff Historical Society aimed at collaboration would be a plus. The first meeting is scheduled for December 15th.

Potential Collaboration with Senior Center

Brittany Hinkle scheduled a meeting with the Senior Center to discuss potential collaboration, which she and Martha O'Hara attended. Brittany also scheduled, and attended with Carol Carter, a follow up meeting to discuss more specific opportunities.

Halloween Party

Eliza Jarvi reports that the Halloween party held in Youth Services was attended by at least 125 people. At 125, we stopped counting. Carrie sent home invites with all of the kids via the school, and the party got a mention in the Lake Bluff Letter. We are adjusting our expectations for future programs accordingly.

Statistics for October and November, 2017

Circulation was up 9.25% in October, and is up 3.15% overall thus far in FY 2017-2018. Books and electronic materials were both up, and AV materials experienced a very small decrease. Visits increased, as did the number of program attendees. Database usage continued to be lower than last year, which is being monitored. Data is still be gathered for November 2017, but initial results suggest we are significantly up for that month as well.

Employee Turnover

Staff member Deb Padley has submitted her resignation, effective December 21st, 2017. Deb has been a great part of our staff and will be missed. After evaluation of responsibilities and hours, a job opening has been posted. This will be the first time we will be using an online web form for applications instead of paper. Martha O'Hara created the web form.

Holiday Decorations

The Library is festively decorated again this year. Decorations for Halloween and Thanksgiving have come and gone since last meeting, and winter decorations are now up. Brittany Hinkle, Liliana LaValle, and Martha O'Hara organized and led this most recent effort, with other staff members (such as Terry McKinnon, Claire

Osada) helping out. Anna Fifhouse is working on a few additional decorations, and has already added the Gingerbread House return box.

Microphone for Trivia Night

Thanks to a donation from the Friends of the Library, we were able to purchase a microphone for trivia night. Martha O'Hara reported that it was a huge improvement during the first trivia night it was used.

Fence Collapse

The western half of the fence on the south property line was replaced earlier in 2017. In our most recent wind storm, a portion of the eastern half of the same fence came down. I am currently discussing repairs with the homeowners on the other side of the divide.

Peer Review 2017

In October comparison of LACONI employment data from 2014 (when the survey was last completed by area libraries) and 2017 was completed and presented to the Human Resources Committee. The key findings from the 78 Northern Illinois public libraries who replied in both 2014 and 2017:

- The average library added 2.14 full time staff members and showed a decrease in 2.64 part time positions. (No change in # of FT staff for LBPL)
 - Increasingly complex and diverse skills are necessary in modern libraries, and repetitive tasks are easier to outsource or automate. This trend favors full time staff.
- Average budget increased by 4.47% for all libraries, and by 4.54% for peer group libraries with a budget of \$1.5M to \$500K. (5.2% for LBPL)
- Average staff salary budget increased by 4.54% for all libraries, and by 8.45% within peer group libraries. (7.03% for LBPL)
 - The trend of nearly double percentage increase for staff budgets in peer group libraries shows that we are not the only small library working to close the gap in salaries versus larger neighbors.
- Circulation decreased on average by 6.41%, and by 9.96% within peer group libraries. (Decrease of 1.24% for LBPL)
 - Our steady circulation numbers since 2014 are ahead of the curve. We are on track for an healthy increase in circulation in FY2017-2018.

Respectfully submitted,
Eric Scott Bailey

Friends of the Library Meeting Dates

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

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

Lake Bluff Public Library

Measure

Statistics Report

October 2017

18A

This month

Past 6 months

Past 12 months

FY to date

Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	26,678	-1.99%	190,455	-3.18%	404,857	31.89%	190,455	-3.18%
Database Interactions	2,307	-25.68%	16,171	-21.67%	37,427	-11.92%	16,171	-21.67%
Patron Interactions	15,493	-3.10%	113,625	-3.10%	256,385	66.51%	113,625	-3.10%
Circulation	8,878	9.25%	60,659	3.15%	111,045	0.49%	60,659	3.15%
Circulation	8,878	9.25%	60,659	3.15%	111,045	0.49%	60,659	3.15%
Books and Magazines	5,368	12.49%	37,250	3.98%	65,554	2.41%	37,250	3.98%
Electronic	1,174	16.70%	7,107	18.27%	13,149	10.08%	7,107	18.27%
AV	2,336	-0.51%	16,302	-3.94%	32,342	-6.40%	16,302	-3.94%
Patron Interactions	15,493	-3.10%	113,625	-3.10%	256,385	66.51%	113,625	-3.10%
Website Visits	8,110	-6.11%	48,316	-7.09%	98,402	-5.61%	48,316	-7.09%
In-Person Visits	7,383	0.44%	65,309	0.07%	157,983	217.75%	65,309	0.07%
Books and Magazines	5,368	12.49%	37,250	3.98%	65,554	2.41%	37,250	3.98%
Adult	2,372	13.76%	14,659	4.35%	27,423	0.16%	14,659	4.35%
Teen	107	-15.08%	1,086	-11.78%	1,951	-7.10%	1,086	-11.78%
Children	2,889	12.81%	21,505	4.67%	36,180	4.77%	21,505	4.67%
Electronic	1,174	16.70%	7,107	18.27%	13,149	10.08%	7,107	18.27%
Adult	1,124	30.09%	6,040	19.60%	11,232	12.31%	6,040	19.60%
Teen	0	-100.00%	195	-64.35%	613	-38.02%	195	-64.35%
Children	50	-29.58%	872	111.65%	1,304	36.54%	872	111.65%
AV	2,336	-0.51%	16,302	-3.94%	32,342	-6.40%	16,302	-3.94%
Adult	1,767	-5.10%	12,188	-2.74%	24,780	-4.72%	12,188	-2.74%
Teen	1	0.00%	8	100.00%	16	77.78%	8	100.00%
Children	568	16.87%	4,106	-7.42%	7,546	-11.59%	4,106	-7.42%
In-Person Visits	7,383	0.44%	65,309	0.07%	157,983	217.75%	65,309	0.07%
Programming Attendees	517	34.64%	14,643	10.41%	50,831	2.23%	14,643	10.41%
Adult	62	-41.51%	2,511	1.33%	10,024	-2.71%	2,511	1.33%
Teen	15	-55.88%	516	7.50%	1,564	-11.84%	516	7.50%
Children	440	80.33%	11,616	12.73%	39,243	4.25%	11,616	12.73%
Other In-Person Visits	6,866	-1.45%	50,666	-2.57%	107,152	0.00%	50,666	-2.57%

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