

July 18th, 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	Opportunity to Address Board	
4	Consent Agenda	
	Minutes of June 20th, 2017 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
	Minutes of July 12th, 2017 Special Meeting of Board of Trustees (action)(2 minutes)(7:06pm)	4A
5	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:11pm)	
	June Detailed Revenue & Expense Report (action)	5A-5F
	June Detailed Balance Sheet (action)	6A-6C
6	Approval of Checks (Green) (10 minutes)(7:21pm)	
	May Check Register (action)	7A-7C
7	Committee Reports (10 minutes)(7:31pm)	
8	New Business	
	D65 Intergovernmental Agreement (action)(10 minutes)(7:41pm)	8A-8G
	Copier Acquisition (action)(10 minutes)(7:51pm)	9A
	Resolution of Thanks to Friends of the Library (action)(5 minutes)(7:56pm)	10A-10D
9	Old Business	
	Museum-Library Joint Committee (20 minutes)(8:16pm)	
	Fundraising and Building Project (10 minutes)(8:26pm)	
10	Director's Report (5 minutes)(8:31pm)	
	Librarian's Narrative Report	11A-11B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:32pm)	
14	Attachments	
	Friends Attendees for Calendar Years 2017-2018	12A
	Statistics for June 2017 (Available at Meeting)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, July 18th, 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. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
4. **Approval of Minutes**
 - a. Approval of Minutes of June 20th, 2017 Board Meeting (action)(2 minutes)(7:04pm)
 - b. Approval of Minutes of July 12th, 2017 Special Meeting of Library Board (action)(2 minutes)(7:06pm)
5. **June 2017 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:11pm)**
 - a. June Detailed Revenue & Expense Report
 - b. June Detailed Balance Sheet
6. **Approval of checks (Green Pages) (10 minutes)(7:21pm)**
 - a. May Monthly Checks (13112-13147) (action)
7. **Committee Reports (10 minutes)(7:31pm) (Met)**
 - a. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)
 - b. Long Range Planning Committee (CHAIR: Jackson. MEMBERS: Kregor and Schons.) (Did not meet)
 - c. Finance Committee (CHAIR: Kregor. MEMBERS: Butler.)
 - d. Human Resources Committee (CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)
 - e. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)
 - f. Outreach Committee (CHAIR: Kregor. Members: Jackson.)
8. **New Business**
 - a. D65 Intergovernmental Agreement (action)(10 minutes)(7:41pm)
 - b. Copier Acquisition (action)(10 minutes)(7:51pm)
 - c. Resolution of Thanks to the Friends of the Library (action)(5 minutes)(7:56pm)
9. **Old Business**
 - a. Museum-Library Joint Committee (20 minutes)(8:16pm)

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, June 20, 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 7:07 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, also Library Director Eric Bailey. Cal Stroh was absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** None present.
4. **Approval of Minutes:** Schons moved and Butler seconded a motion to accept the May 16, 2017 minutes; all voted aye.
5. **May 2017 Financial Reports:** Butler moved and Schons seconded a motion to accept the Detailed Balance and Revenue/Expense Reports (White and Yellow Pages) as given; all voted aye. Bailey noted that the first installment of property tax revenue has been received, and that expenses were high this month because of several service contracts that are due in May.
6. **Approval of Checks:** Butler moved and Schons seconded a motion to approve the May 2017 Checks (13076-13111). Check 13084 was voided. All voted aye.
7. **Committee Reports:**

(Committees that met)

 - a. Building and Grounds Committee (**CHAIR:** Schons, **MEMBERS:** Jerch , Meierhoff, and Stroh.)
Schons reported that B&G met on June 13 to establish goals for the coming year. They also discussed purchases of a generator, a copier, and repair/replacement of the roof.
 - b. Finance Committee (**CHAIR:** Kregor, **MEMBER:** Butler.)
Kregor reported that they also met to establish goals for the coming year.
 - c. Human Resources Committee (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff.)
Butler reported that they also met to establish goals for the coming year.
 - d. Long Range Planning Committee (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons.)
Jackson reported that they also met to establish goals for the coming year.
 - e. Outreach Committee (**CHAIR:** Kregor, **MEMBER:** Jackson.)
Kregor reported that they kept their already existing goals, and that they discussed (1) "scoring" activities according to attendance, cost, general effectiveness, and (2) reviewing programs quarterly for possible new programs.

(Committees that did not meet.)

 - f. Intergovernmental Committee (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)

LAKE BLUFF PUBLIC LIBRARY
Special Meeting of Library Board of Trustees
Wednesday, July 12th, 2017

- 1) **Call to Order; Roll Call:** The meeting was called to order at 4:04 PM by Kathy Meierhoff. The committee met in the Spruth Room of the Lake Bluff Public Library building.

Present: Scot Butler, Kathy Meierhoff, Carl Schons, and Cal Stroh
 Absent: Tim Kregor, Kate Jackson, and Janie Jerch
 Library Staff Present: Eric Bailey
 Members of the Public: Steve Kraus, John Caton, and Ann Anderson

2) **Discussion with Museum Board**

- a) **REVIEWED:** History of Lease and Intergovernmental Agreement
 b) **DISCUSSED:** How can we work together?
 i) Steve Kraus of the Museum Board presented three options from the Museum:
 (1) Option 1: Museum stays in its current space.
 (2) Option 2: Joint use of space, to allow for a more efficient use of the facilities.
 (3) Option 3: Museum to seek own space, in particular the vacant PNC Bank building.
 ii) Pros and Cons of options were discussed.
 iii) It was determined to obtain the following information to ascertain the feasibility of Option 3:
 (1) Museum will gather:
 (a) Value of Lease
 (b) Value of Maintenance
 (c) Cost of New Space
 (2) Library will gather:
 (a) Revised Cost of Building Project, Assuming ~2,300 sq ft Added
 iv) Next meeting to be held on July 27th at 4pm, with possibility of pursuing Option 3 to be discussed with numbers available.

3) **Any other business:**

- a) (None)

4) **Adjournment:** Butler moved and Schons seconded a motion to adjourn the meeting at 6:32 PM.

AYES: Meierhoff, Butler, Stroh, Schons
 NAYES: None
 ABSENT: Kregor, Jerch, Jackson

Respectfully submitted,

Eric Scott Bailey

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18 AMENDED BUDGET	% BDT USED
		MONTH 06/30/17 INCR (DECR)	MONTH 06/30/16 INCR (DECR)	06/30/2017 NORM (ABNORM)	06/30/2016 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300-REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	425,682.65	420,633.65	462,383.12	452,752.73	897,115.00	51.54
PROPERTY TAX		425,682.65	420,633.65	462,383.12	452,752.73	897,115.00	51.54
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	120.64	185.90	238.14	494.70	2,200.00	10.82
080-300-34250	NON-RESIDENT FEES	429.36	742.17	816.22	1,449.16	7,000.00	11.66
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		550.00	928.07	1,054.36	1,943.86	11,200.00	9.41
FINES							
080-300-35700	RENTAL FINES	1,090.12	939.97	2,292.31	1,953.59	12,500.00	18.34
FINES		1,090.12	939.97	2,292.31	1,953.59	12,500.00	18.34
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	4,410.80	0.00	4,410.80	0.00	0.00
GRANTS		0.00	4,410.80	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	1,004.80	25.50	1,009.10	39.25	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	5.00	341.92	915.00	341.92	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	2,159.36	2,159.98	2,159.36	2,159.98	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	257.23	32.70	614.15	561.01	2,500.00	24.57
MISCELLANEOUS REVENUE		3,426.39	2,560.10	4,697.61	3,102.16	12,400.00	37.88
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	460.28	213.24	808.71	361.13	2,500.00	32.35
INTEREST EARNINGS		460.28	213.24	808.71	361.13	2,500.00	32.35
Total Dept 300-REVENUE		431,209.44	429,685.83	471,236.11	464,524.27	935,715.00	50.36
TOTAL REVENUES		431,209.44	429,685.83	471,236.11	464,524.27	935,715.00	50.36

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/17 INCR (DECR)	ACTIVITY FOR MONTH 06/30/16 INCR (DECR)	YTD BALANCE 06/30/2017 NORM (ABNORM)	YTD BALANCE 06/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	24,283.16	25,879.08	44,700.52	51,422.87	323,000.00	13.84
080-603-40030	STAFF SALARIES	19,078.33	16,271.21	39,768.97	28,814.17	180,000.00	22.09
SALARIES		43,361.49	42,150.29	84,469.49	80,237.04	503,000.00	16.79
BENEFITS							
080-603-40400	MEDICAL INSURANCE	5,551.59	5,488.56	11,103.18	11,613.15	74,000.00	15.00
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,246.69	3,146.87	6,320.99	5,997.89	37,000.00	17.08
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,574.96	3,613.97	7,029.12	6,870.89	46,000.00	15.28
BENEFITS		12,373.24	12,249.40	24,453.29	24,481.93	157,250.00	15.55
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,165.52	2,678.00	7,313.87	4,595.75	24,000.00	30.47
080-603-41020	ELEVATOR MAINTENANCE	38.00	38.00	38.00	38.00	1,500.00	2.53
080-603-41050	MAINTENANCE-GROUNDS	489.94	250.00	714.94	538.92	7,000.00	10.21
080-603-41300	COMPUTER SERVICES	3,130.00	0.00	6,260.00	0.00	13,000.00	48.15
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	2,925.00	0.00	6,015.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	342.82	934.36	768.57	991.78	5,500.00	13.97
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	100.00	6.00	112.00	6.00	1,000.00	11.20
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	3,000.00	0.00
080-603-70000	CONTINGENCY	1,160.00	0.00	1,160.00	0.00	5,965.00	19.45
CONTRACTS		7,426.28	6,831.36	16,367.38	12,185.45	60,965.00	26.85
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	566.00	500.00	766.00	1,680.00	3,000.00	25.53
080-603-42440	DUES	136.00	100.00	136.00	100.00	2,000.00	6.80
080-603-43230	UTILITIES	933.90	922.32	2,604.82	2,550.05	13,500.00	19.29
080-603-43300	POSTAGE	237.66	216.57	237.66	217.99	2,500.00	9.51
080-603-43410	PRINTING/E-NEWSLETTER	29.89	28.29	2,262.89	2,198.29	9,500.00	23.82
080-603-43550	OFFICE SUPPLIES	221.99	562.40	677.96	691.25	5,000.00	13.56
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	114.54	211.17	163.38	458.73	2,000.00	8.17
080-603-43668	TECHNICAL SERVICES SUPPLIES	1,103.88	277.75	1,272.63	580.58	4,000.00	31.82
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	105.85	0.00	205.85	43.93	500.00	41.17
080-603-43710	ADULT PROGRAM SUPPLIES	294.81	29.96	1,678.56	1,071.41	6,000.00	27.98
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,130.95	762.56	2,197.69	2,691.25	6,000.00	36.63
080-603-43730	OUTREACH SUPPLIES	25.00	194.57	25.00	194.57	1,000.00	2.50
080-603-43740	TEEN PROGRAM SUPPLIES	357.93	224.51	407.19	443.21	1,500.00	27.15
COMMODITIES		5,258.40	4,030.10	12,635.63	12,921.26	56,500.00	22.36
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	162.05	144.60	188.35	190.00	2,000.00	9.42
PROGRAM EXPENSES		162.05	144.60	188.35	190.00	2,000.00	9.42

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	YTD BALANCE	2017-18 AMENDED BUDGET	% BGD USED
		MONTH 06/30/17 INCR (DECR)	MONTH 06/30/16 INCR (DECR)	06/30/2017 NORM (ABNORM)	06/30/2016 NORM (ABNORM)		
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300-REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.30	0.00	3,253.40	0.00	5,000.00	65.07
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	4,411.00	0.00
	GRANTS	<u>0.30</u>	<u>0.00</u>	<u>3,253.40</u>	<u>0.00</u>	<u>9,411.00</u>	<u>34.57</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,000.00</u>	<u>0.00</u>
	Total Dept 300-REVENUE	<u>0.30</u>	<u>0.00</u>	<u>3,253.40</u>	<u>0.00</u>	<u>25,411.00</u>	<u>12.80</u>
	TOTAL REVENUES	<u>0.30</u>	<u>0.00</u>	<u>3,253.40</u>	<u>0.00</u>	<u>25,411.00</u>	<u>12.80</u>
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	4,411.00	0.00
	CONTRACTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,411.00</u>	<u>0.00</u>
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
	COMMODITIES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	5.00	300.00	3,127.52	876.89	16,000.00	19.55
	PROGRAM EXPENSES	<u>5.00</u>	<u>300.00</u>	<u>3,127.52</u>	<u>876.89</u>	<u>16,000.00</u>	<u>19.55</u>
	Total Dept 603-LIBRARY ADMINISTRATION	<u>5.00</u>	<u>300.00</u>	<u>3,127.52</u>	<u>876.89</u>	<u>25,411.00</u>	<u>12.31</u>
	TOTAL EXPENDITURES	<u>5.00</u>	<u>300.00</u>	<u>3,127.52</u>	<u>876.89</u>	<u>25,411.00</u>	<u>12.31</u>
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
	TOTAL REVENUES	0.30	0.00	3,253.40	0.00	25,411.00	12.80
	TOTAL EXPENDITURES	5.00	300.00	3,127.52	876.89	25,411.00	12.31
	NET OF REVENUES & EXPENDITURES	(4.70)	(300.00)	125.88	(876.89)	0.00	100.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(2,668.85)	(11,064.34)
	A/R - OTHER	(2,668.85)	(11,064.34)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	46,192.91
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(54.19)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	841,404.26
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	9,007.67
	CASH/INVESTMENTS	585,446.00	896,702.45
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	1,779,507.68
*** 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	28,395.58
	ACCOUNTS PAYABLE	12,883.22	28,395.58
A/P - OTHER			
	A/P - OTHER	0.00	0.00
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

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)	(18,764.57)
	CASH/INVESTMENTS	(15,525.57)	(18,764.57)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	0.00	3,253.10
	DUE TO OTHER FUNDS	0.00	3,253.10
	Total Assets	(11,114.77)	(11,100.67)
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	116.78	5.00
	ACCOUNTS PAYABLE	116.78	5.00
	Total Liabilities	116.78	5.00
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	2,329.88	2,329.88
	NET POSITION/FUND BALANCE	2,329.88	2,329.88
	Total Fund Balance	2,329.88	2,329.88
	Beginning Fund Balance - 16-17		2,329.88
	Net of Revenues VS Expenditures - 16-17		(13,561.43)
	*16-17 End FB/17-18 Beg FB	(11,231.55)	
	Net of Revenues VS Expenditures - Current Year		125.88
	Ending Fund Balance		(11,105.67)
	Total Liabilities And Fund Balance		(11,100.67)

* Year Not Closed

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank LIBCK LIBRARY CHECKING						
06/28/2017	LIBCK	13112	9CWEILER	CLAIRE WEILER	REIMB 50% COST OF FENCE BETWEEN PROPERT	1,160.00
06/28/2017	LIBCK	13113	9COMCAST	COMCAST CABLE	INTERNET 6/19/17-7/18/17	254.35
06/28/2017	LIBCK	13114	9NSWATER	NORTH SHORE WATER RECLAMATION	WASTEWATER TREATMENT 2/3/17-4/13/17	12.99
06/28/2017	LIBCK	13115	9ORIETRA	ORIENTAL TRADING COMPANY, INC	JUVENILE PROGRAM SUPPLIES-M	59.29
06/28/2017	LIBCK	13116	9PROQUES	PROQUEST, LLC	ADULT REF/E-REF ANCESTRY.COM-M	1,350.00
06/28/2017	LIBCK	13117	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS	'EE ICMA CONTRIBUTION- 6/30/2017 PAYROL	500.00
07/18/2017	LIBCK	13118	9ACCESSO	ACCESS ONE, INC.	UTILITIES-PHONE SERVICE JULY 2017	666.56
07/18/2017	LIBCK	13119	9AMAZONA	AMAZON	ADULT FICTION	14.64
					ADULT AV	49.16
					ADULT FICTION BOOKS	11.21
					VIDEO GAMES	51.87
					TRENDING TITLES	31.79
					VIDEO GAMES	47.99
					ADULT NONFICTION	30.24
					ADULT AV	12.96
					ADULT AV	42.49
					VIDEO GAMES	95.98
					ADULT FICTION	16.16
					ADULT AV	24.42
					JUVENILE PROGRAM SUPPLIES	26.00
					JUVENLE AV/JUVENILE PROGRAM SUPPLIES	45.01
					ADULT AV	11.98
					ADULT AV	33.81
					ADULT AV	19.99
					ADULT AUDIO VISUAL MATERIAL	32.92
					VIDEO GAMES	44.54
					ADULT AUDIO VISUAL MATERIAL	61.81
					ADULT AUDIO VISUAL MATERIAL	64.31
					ADULT AUDIO VISUAL MATERIAL	25.50
					VIDEO GAMES	27.43
					ADULT AUDIO VISUAL MATERIAL	49.98
					ADULT AUDIO VISUAL MATERIAL	29.92
					ADULT AUDIO VISUAL MATERIAL	51.36
					ADULT AUDIO VISUAL MATERIAL	50.98
					ADULT AUDIO VISUAL MATERIAL	12.81
					ADULT AUDIO VISUAL MATERIAL	17.99
					TRENDING TITLES	37.92
					ADULT AUDIO VISUAL MATERIAL	19.99
					ADULT AUDIO VISUAL MATERIAL	50.14
					JUVENILE PROGRAM SUPPLIES	42.49
					JUVENILE PROGRAM SUPPLIES	71.43
					JUVENILE PROGRAM SUPPLIES	28.47
					ADULT AUDIO VISUAL MATERIAL	30.68
					ADULT AUDIO VISUAL MATERIAL	116.88
					ADULT AUDIO VISUAL MATERIAL	19.99
					JUVENILE AUDIO VISUAL MATERIAL/TECHNICA	64.75
					ADULT AUDIO VISUAL MATERIAL	19.98
					ADULT AUDIO VISUAL MATERIAL	26.98
					ADULT AUDIO VISUAL MATERIAL	84.58
					ADULT AUDIO VISUAL MATERIAL	16.99
					ADULT AUDIO VISUAL MATERIAL CREDIT	(2.54)
					ADULT AUDIO VISUAL MATERIAL CREDIT	(3.00)
					ADULT AUDIO VISUAL MATERIAL CREDIT	(3.00)
					ADULT AUDIO VISUAL MATERIAL CREDIT	(0.82)
					ADULT AUDIO VISUAL MATERIAL CREDIT	(5.01)

7C

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
07/18/2017	LIBCK	13143	9POSTMASTE	POSTMASTER	ANNUAL PERMIT #98 RENEWAL USPS MARKETIN	225.00
07/18/2017	LIBCK	13144	9POSTNET	POSTNET IL106	JUV PROG SUPP- SRC	468.56
07/18/2017	LIBCK	13145	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS	'EE ICMA CONTRIBUTION- 7/14/17 PAYROLL	500.00
07/18/2017	LIBCK	13146	9LB VILL	VILLAGE OF LAKE BLUFF	ELEVATOR MAINTENANCE- ELEVATOR INSPECTI MEDICAL INSUR, DENTAL/VISION, LIFE INSU	38.00 11,239.12
						<u>11,277.12</u>
07/18/2017	LIBCK	13147	9WAREHOU	WAREHOUSE DIRECT	THERMAL PAPER ROLLS	77.68
						<u><u>77.68</u></u>

LIBCK TOTALS:

Total of 36 Checks:	32,237.21
Less 0 Void Checks:	0.00
Total of 36 Disbursements:	<u><u>32,237.21</u></u>

Per the attached statistics, this was a very successful second year for our agreement with District 65. I have asked Dr. Jean Sophie at D65 for a renewal, and my recommendation for the Library Board is that we renew our commitment. **PROPOSED MOTION: That the Intergovernmental Agreement for Library Services for 2017-2018 be approved, to go into effect pending School Board approval.**

**INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

This Intergovernmental Agreement (IGA) For Library Services is made this 30th day of September, 2017 by and between the Board of Education of Lake Bluff School District No. 65 (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

RECITALS

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

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

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

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

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

6. Indemnification.

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

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

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

7. Insurance.

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

8. Amendments to this IGA.

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

9. Savings Clause.

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

LIBRARY:

BOARD OF TRUSTEES OF
LAKE BLUFF PUBLIC LIBRARY

By: _____

Kathy Meierhoff

Its: President

Date: _____

SCHOOL:

BOARD OF EDUCATION OF
LAKE BLUFF SCHOOL
DISTRICT NO. 65

By: _____

Mark Barry

Its: President

Date: _____

ATTEST:

By: _____

Janie Jerch

Its: Secretary

Date: _____

ATTEST:

By: _____

Leigh Ann Charlot

Its: Secretary

Date: _____

**D65 Student Cards
Access and Usage 2016-2017**

LBMS

Total Eligible Students 68

Knollwood/Unincorporated LBES Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students
Before IGA	21	73	29%
2015-2016	31	73	42%
2016-2017	50	68	74%

Growth of Library Card Membership Among Knollwood/Unincorporated LBES Students

	# Cardholders	% Change
2015-2016	(+) 10	48%
2016-2017	(+) 19	61%

Card Types

	D65 Student Cards	NR Cards	No Card
2015-2016	20	11	42
2016-2017	42	10	16

NEW Library Copier

Company	Brand/Model	Purchase Cost	TOTAL Lease Cost End of Year 3*	TOTAL Lease Cost End of Year 4*	Lease Cost end of term (Year 5)	Service Contract Costs **
IMPACT	Konica / Minolta C308	\$6,300	\$4,824	\$6,432	\$8,040	\$924.00
ISBS	Savin MP C3004	\$6,649	\$4,860	\$6,480	\$8,100	\$972.00

RECOMMENDATION

The copiers and the cost per page for maintenance and toner (SERVICE) are almost identical, with Impact being slightly higher for B&W copies, while Impact is slightly lower for copier / lease costs. Impact's other advantage is that their supplier is 2 miles away making for quick delivery of toner and maintenance.

We currently have a 5 year old Savin copier, which is already beginning to show signs of failure (drawers are difficult to open, etc.), which leaves me reluctant to purchase another Savin at this time. (ISBS only offers Savin copiers).

Both companies can provide service to the existing (Public) Savin copier.

Given our recent history with our CURRENT Savin copier I am RECOMMENDING that the Library PURCHASE the Konica / Minolta C308 as our new copier. Given the age of our Public copier, going on 5 years, that the library purchase rather than lease, as we will most likely need a new copier in 2-3 years.

* Exchanging the copier in the 3rd (or 4th) year would make the most sense, however there is no assurance the monthly lease cost would be the same price for the new copier. In addition, the cost per copy usually increases (not more than 5%) at the end of the 3rd year.

** Based on 3,000 B&W copies per month and 1,000 color copies per month.

RESOLUTION NO. 2017-04**Resolution of Thanks to the Friends of the Lake Bluff Public Library****Lake Bluff Public Library**

WHEREAS, the Friends of the Lake Bluff Public Library's mission is to support and promote the Lake Bluff Public Library; and

WHEREAS, the Friends annually raise funds that enable projects that enhance the Library facilities and experience available to the community; and

WHEREAS, between May 1, 2016 and April 30, 2017 the Friends donated \$9,426.36 to the Library for a Trending Titles collection, drywall for the Youth Activity Room, a subscription to the *New York Times*, adult craft supplies, butterflies for National Library Week, t-shirts for staff to wear during library events, and four library programs.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thank the Friends of the Lake Bluff Public Library for their hard work and dedication in support of Lake Bluff and its Library.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide the President of the Friends with a signed copy of this resolution and a Letter of Thanks.

SECTION 3: EFFECTIVE DATE

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

Donations by the Friends of the Library in Fiscal Year 2016-2017

Received Memorial For/Donation For Thanked? Amount

6/1/2016	Donation for Performer Jason Kollum	YES	\$325.00
7/20/2016	Donation for T-Shirts	YES	\$300.00
10/5/2016	Dry Wall in Activity Room	YES	\$4,205.96
10/5/2016	NY Times Subscription	YES	\$380.40
11/4/2016	JiggleJam Program	YES	\$300.00
1/23/2017	Trending Titles, Clean Eating Program, Adult Craft Supplies, Butterflies for National Library Week	YES	\$3,565.00
4/10/2017	Holly Nagel Balloon Program	YES	\$350.00

Total

\$9,426.36

Director's Report – July, 2017

New Staff Member

Brittany Hinkle has joined our staff as our new Community Engagement and Publicity Coordinator! Brittany previously worked in publicity for the Citadel Theater.

Printing Costs

We are switching from Creekside to Vogue Printers for the upcoming fall newsletter. This move—along with bringing the newsletter design in-house—will result in a net savings of approximately \$500 per issue (\$1500 for the fiscal year).

New Newsletter Design

The new newsletter design debuted in June (copies were distributed at the last Board meeting) and we have received many positive comments thus far.

Hamilton Program at Lake Bluff Middle School

I have heard nothing but wonderful things about the Hamilton program presented at LBMS in late June. Carol and Liliana in particular did a great job handling some logistical issues that came up with scheduling with LBMS. This program also received a nice write up in the Leader.

Patron Praise

From Martha O'Hara:

"This happened a few weeks ago, but as I was driving into work, a patron flagged down my car while I was driving down Scranton. He informed me that he had been studying for an exam at our library for many weeks and that he just found out that he had passed his exam. He said, "I am going to bring in my wife and children and bring you all doughnuts because you have all been so wonderful!" It made my entire week (possibly year) and I think it speaks highly of the staff—we're so good we stop traffic!"

New Head of Youth Services

Eliza started her new job in June and she has done an incredible job so far. In addition to starting new responsibilities, she also ran her very first SRC kick off day ever. The department looks great.

Cookbook Book Club

Cookbook Book Club was cancelled this week due to flooding that trapped our book club leader, Carrie Spezzano, between Green Bay and 176. Carrie not only called participants from home, she also invited them to bring their dishes to her house for an impromptu, off-site meeting. All participants showed up! The fact that 100% of program participants were willing to brave the flooded streets of Lake Bluff to attend Carrie's program speaks highly to her skills as a programmer and the devoted following that she has built!

Friends of the Library Meeting Dates

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

2017 Meeting Dates (To Be Assigned)

January 21 at 10:00am – KATHY MEIERHOFF

February 18 at 10:00am – TIM KREGOR

March 18 at 10:00am – CAL STROH

April 15 at 10:00am – ROMAIN WOJDA

May 20 at 10:00am – SCOT BUTLER

June 17 at 10:00am – JANIE JERCH

August 19 at 10:00am – KATE JACKSON

September 16 at 10:00am – TIM KREGOR

October 21 at 10:00am

November 18 at 10:00am – SCOT BUTLER

2018 Meeting Dates (To be Assigned)

January 20 at 10:00am – KATHY MEIERHOFF

February 17 at 10:00am

March 17 at 10:00am

April 21 at 10:00am

May 19 at 10:00am

June 16 at 10:00am

August 18 at 10:00am

September 15 at 10:00am

October 20 at 10:00am

November 17 at 10:00am

Respectfully submitted,

Eric Scott Bailey

Library Director