

September 19th, 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 (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of August 15th, 2017 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	August Detailed Revenue & Expense Report (action)	4A-4F
	August Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (10 minutes)(7:24pm)	
	August Check Disbursement Report (action)	6A-6F
7	Committee Reports (10 minutes)(7:34pm)	
8	New Business	
	Intergovernmental Agreements (10 minutes)(7:44pm)	7A-7B
	Artistic Renderings and Photos for Prospectus (action)(20 minutes)(8:04pm)	8A-8P
	Payments for Ter Molen, Watkins, and Brandt (10 minutes)(8:14pm)	9A-9B
	Closings for Calendar Year 2018 (action)(5 minutes)(8:19pm)	10A
	Intergovernmental Agreement for Health Plan Participation (action)(10 minutes)(8:29pm)	11A-11G
	Replacement Compressor for AC (possible action)(10 minutes)(8:39pm)	
9	Old Business	
	D115 Intergovernmental Agreement (action)(5 minutes)(8:44pm)	12A-12E
	Fundraising and Building Project (5 minutes)(8:49pm)	
10	Director's Report (5 minutes)(8:54pm)	
	Librarian's Narrative Report	13A-13B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:55pm)	
14	Attachments	
	Friends Attendees for Calendar Years 2017-2018	14A
	Statistics for August, 2017 (Available at Meeting)	
	Quote for Replacement Compressor	15A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, September 19th, 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 (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
 - a. Approval of Minutes of August 15th, 2017 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. August 2017 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. August Detailed Revenue & Expense Report
 - b. August Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (10 minutes)(7:24pm)**
 - a. August Monthly Checks (13180-13186, 13188-13217) **(action)**
- 7. Committee Reports (10 minutes)(7:34pm) (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. Intergovernmental Agreements **(10 minutes)(7:44pm)**
 - b. Artistic Renderings and Photos for Prospectus **(action)(20 minutes)(8:04pm)**
 - c. Payments for Ter Molen, Watkins, and Brandt **(10 minutes)(8:14pm)**
 - d. Closings for Calendar Year 2018 **(action)(5 minutes)(8:19pm)**
 - e. Intergovernmental Agreement for Health Plan Participation **(action)(10 minutes)(8:29pm)**

f. Replacement Compressor for AC (**possible action**)(10 minutes)(8:39pm)

9. Old Business

- a. D115 Intergovernmental Agreement (**action**)(5 minutes)(8:44pm)
- b. Fundraising and Building Project (5 minutes)(8:49pm)

10. Director's Report (5 minutes)(8:54pm)

- a. Director's Narrative Report

11. 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)

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

13. Adjournment (1 minute)(8:55pm)

Attachments:

Upcoming Friends Meetings

Statistics Report (**available at meeting**)

D115 2017-2018 Agreement

Letter from Community Member

Proposed Closings for Calendar Year 2018

Intergovernmental Agreement for Participation in NSEBC

Quote for Replacement Compressor for AC Unit

Upcoming Board Meetings: October 17, November 14, and December 12, 2017

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, August 15, 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 7:03 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch (arrived late), Tim Kregor, Carl Schons, Carol Stroh, also Library Director Eric Bailey and Library Employee Martha O'Hara.
2. **Additions & Corrections to the Agenda:** There was an addition of a letter from a community member to be reviewed in New Business.
3. **Resolution of Thanks to Susan Griffin:** Resolution No. 2017-05 was passed to recognize Susan Griffin for her valuable service to the Village and to Lake Bluff Library. All voted aye.
4. **Opportunity for Public to Address the Board:** There were none.
5. **Approval of Minutes:** Jackson moved and Schons seconded a motion to accept the July 18, 2017 minutes; all voted aye.
6. **July 2017 Financial Reports:** Bailey noted that 26.2% of the budget has been spent, just as it should be at $\frac{1}{4}$ of the way through the fiscal year. Butler moved and Stroh seconded a motion to accept the Financial Reports; all voted aye.
7. **Approval of Checks:** Butler moved and Stroh seconded a motion to approve the July 2017 Checks (13148-13179). All voted aye.
8. **Committee Reports:**
 - (Committees that met)
 - a. Building and Grounds Committee (**CHAIR:** Schons, **MEMBERS:** Jerch , Meierhoff, and Stroh.)
 - An estimate on relocating the geese to the new front door is in progress.
 - An estimate on roofing repair, probably to be done next spring, is in progress.
 - The generator purchase is still under review.
 - We will look into the possibility of hanging the Lake Bluff mural from the bank across the street here in the Library after construction.
 - The flag is now out all the time with the installation of a spotlight on timers to activate at dusk.
 - The committee recommends that the Board continue with the original building project, since the History Museum plans to occupy the Wood Building for the foreseeable future.
 - (Committees that did not meet.)
 - b. Long Range Planning Committee (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons.)
 - c. Finance Committee (**CHAIR:** Kregor, **MEMBER:** Butler.)
 - d. Human Resources Committee (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff.)
 - e. Intergovernmental Committee (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
 - f. Outreach Committee (**CHAIR:** Kregor, **MEMBER:** Jackson.)
9. **New Business:**
 - a. D65 Intergovernmental Agreement: The agreement with D115 is up for renewal; Bailey recommended that, pending approval by the D115 Board, we should renew. Jackson moved and Schons seconded a motion to approve the renewal of the agreement; all voted aye.

- b. A revised version of the monthly statistics cleared up some misrepresented numbers. Bailey noted that our website usage is down and that we need an updated website. Work on that will start in the fall.
- c. Jackson suggested that we have brief bios of the Board Members and that these could be on the updated website.
- d. Community member Janice Snobrich wrote a letter to the Library Board; she wants us to end the agreements with Districts 65 and 115 that allows students in unincorporated Lake Bluff to obtain library cards free of charge. Copies of her letter will be provided to board members.

10. Old Business:

- a. Museum-Library Joint Committee: Already discussed during Building & Grounds Committee report.
- b. Fundraising and Building Project: Also already discussed.

11. Director's Report: Bailey reported that the Library has signed a memorandum of understanding with the Village that we (Village and Library) are functioning as a single group for health insurance purposes. He also reported that Kate Jackson donated stools for the Children's area.

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: Stroh moved and Butler seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:35 pm.

Respectfully submitted,

Janie Jerch

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18 AMENDED BUDGET	% BDGT USED
		MONTH 08/31/17 INCR (DECR)	MONTH 08/31/16 INCR (DECR)	08/31/2017 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300-REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	37,070.68	23,354.58	499,453.80	489,738.16	897,115.00	55.67
PROPERTY TAX		37,070.68	23,354.58	499,453.80	489,738.16	897,115.00	55.67
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	238.00	141.45	657.25	795.65	2,200.00	29.88
080-300-34250	NON-RESIDENT FEES	458.39	485.88	2,877.52	2,611.32	7,000.00	41.11
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		696.39	627.33	3,534.77	3,406.97	11,200.00	31.56
FINES							
080-300-35700	RENTAL FINES	921.45	860.43	4,516.23	4,144.73	12,500.00	36.13
FINES		921.45	860.43	4,516.23	4,144.73	12,500.00	36.13
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	3,405.06	7.51	4,874.17	54.16	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	42.68	915.00	684.60	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	2,159.36	2,159.36	4,319.34	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	83.00	34.70	798.35	631.31	2,500.00	31.93
MISCELLANEOUS REVENUE		3,488.06	2,244.25	8,746.88	5,689.41	12,400.00	70.54
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	1,308.65	263.66	2,124.32	889.07	2,500.00	84.97
INTEREST EARNINGS		1,308.65	263.66	2,124.32	889.07	2,500.00	84.97
Total Dept 300-REVENUE		43,485.23	27,350.25	518,376.00	508,279.14	935,715.00	55.40
TOTAL REVENUES		43,485.23	27,350.25	518,376.00	508,279.14	935,715.00	55.40

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18 AMENDED BUDGET	% BGD USED
		MONTH 08/31/17 INCR (DECR)	MONTH 08/31/16 INCR (DECR)	08/31/2017 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,548.44	25,879.08	84,392.48	103,181.03	323,000.00	26.13
080-603-40030	STAFF SALARIES	21,823.12	14,503.00	81,572.67	58,697.95	180,000.00	45.32
SALARIES		41,371.56	40,382.08	165,965.15	161,878.98	503,000.00	33.00
BENEFITS							
080-603-40400	MEDICAL INSURANCE	3,644.67	3,160.95	20,191.48	21,217.44	74,000.00	27.29
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,105.92	2,996.60	12,425.94	12,058.25	37,000.00	33.58
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,230.80	3,493.71	13,333.17	13,910.62	46,000.00	28.99
BENEFITS		9,981.39	9,651.26	45,950.59	47,186.31	157,250.00	29.22
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	3,655.57	3,095.08	15,633.65	13,436.16	24,000.00	65.14
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	38.00	38.00	1,500.00	2.53
080-603-41050	MAINTENANCE-GROUNDS	200.00	225.00	1,279.94	1,328.92	7,000.00	18.28
080-603-41300	COMPUTER SERVICES	0.00	0.00	6,260.00	0.00	13,000.00	48.15
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	6,015.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	908.00	832.91	2,097.28	5,500.00	15.14
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	15.00	12.00	136.00	30.00	1,000.00	13.60
080-603-41350	LEGAL SERVICES	0.00	1,267.50	0.00	1,267.50	3,000.00	0.00
080-603-70000	CONTINGENCY	0.00	10,000.00	1,160.00	10,000.00	5,965.00	19.45
CONTRACTS		3,870.57	15,507.58	25,340.50	34,212.86	60,965.00	41.57
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	773.00	0.00	1,574.00	1,770.00	3,000.00	52.47
080-603-42440	DUES	0.00	100.00	817.31	869.93	2,000.00	40.87
080-603-43230	UTILITIES	1,515.88	1,738.93	5,032.47	4,533.83	13,500.00	37.28
080-603-43300	POSTAGE	5.94	0.00	243.60	221.85	2,500.00	9.74
080-603-43410	PRINTING/E-NEWSLETTER	0.00	2,170.00	2,319.89	4,368.29	9,500.00	24.42
080-603-43550	OFFICE SUPPLIES	469.65	435.02	1,620.80	3,101.50	5,000.00	32.42
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	237.49	409.96	708.47	2,000.00	20.50
080-603-43668	TECHNICAL SERVICES SUPPLIES	258.17	266.11	1,856.15	1,085.91	4,000.00	46.40
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	231.82	51.92	500.00	46.36
080-603-43710	ADULT PROGRAM SUPPLIES	809.49	255.91	2,636.99	2,605.91	6,000.00	43.95
080-603-43720	JUVENILE PROGRAM SUPPLIES	207.11	631.80	2,679.92	3,456.02	6,000.00	44.67
080-603-43730	OUTREACH SUPPLIES	19.99	145.39	124.95	498.58	1,000.00	12.50
080-603-43740	TEEN PROGRAM SUPPLIES	163.96	0.00	1,001.81	858.85	1,500.00	66.79
COMMODITIES		4,223.19	5,980.65	20,549.67	24,131.06	56,500.00	36.37
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	48.92	46.40	360.27	321.70	2,000.00	18.01
PROGRAM EXPENSES		48.92	46.40	360.27	321.70	2,000.00	18.01

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18 AMENDED BUDGET	% BGDY USED
		MONTH 08/31/17 INCR (DECR)	MONTH 08/31/16 INCR (DECR)	08/31/2017 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,382.96	1,195.74	4,897.33	4,135.97	17,000.00	28.81
080-603-45100	ADULT FICTION BOOKS	1,320.91	1,099.71	5,199.14	4,690.60	15,500.00	33.54
080-603-45110	ADULT LARGE PRINT MATERIAL	74.01	0.00	158.32	44.82	500.00	31.66
080-603-45200	ADULT AUDIO VISUAL MATERIAL	871.83	1,306.33	3,595.09	4,613.57	15,500.00	23.19
080-603-45220	ADULT REFERENCE/E-REFER	230.78	1,981.02	8,200.78	8,341.02	22,000.00	37.28
080-603-45400	JUVENILE NON-FICTION	316.28	1,743.31	358.55	1,951.65	7,000.00	5.12
080-603-45410	PICTURE BOOKS, READERS	60.47	48.44	2,991.17	2,100.12	4,500.00	66.47
080-603-45420	JUVENILE FICTION	747.49	812.20	3,165.44	2,799.55	10,000.00	31.65
080-603-45430	JUVENILE AUDIO-VISUAL	120.50	56.91	440.18	213.62	1,000.00	44.02
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45450	TEEN BOOKS	0.00	153.50	1,198.10	1,098.15	2,750.00	43.57
080-603-45460	E-BOOKS	4,000.65	1,006.82	4,000.65	1,837.53	12,000.00	33.34
080-603-45470	GRAPHIC NOVELS	0.00	109.72	38.64	109.72	500.00	7.73
080-603-45500	PERIODICALS	(14.00)	0.00	5,126.14	5,092.39	6,750.00	75.94
080-603-45510	VIDEO GAMES	488.25	86.59	984.75	1,057.75	3,500.00	28.14
080-603-45520	TRENDING TITLES	0.00	0.00	442.82	0.00	2,000.00	22.14
080-603-45600	PATRON & STAFF SOFTWARE	369.83	369.83	2,759.43	2,571.43	4,000.00	68.99
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,905.00	20,297.00	21,000.00	99.55
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	164.99	0.00	1,000.00	16.50
080-603-58100	COMPUTER EQUIPMENT	3,543.04	82.48	3,727.80	7,997.88	5,000.00	74.56
080-603-58270	OTHER EQUIPMENT	0.00	103.61	14.81	103.61	10,000.00	0.15
CAPITAL EQUIPMENT		13,513.00	10,156.21	68,369.13	69,056.38	162,000.00	42.20
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		73,008.63	81,724.18	326,535.31	336,787.29	967,715.00	33.74
TOTAL EXPENDITURES		73,008.63	81,724.18	326,535.31	336,787.29	967,715.00	33.74
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		43,485.23	27,350.25	518,376.00	508,279.14	935,715.00	55.40
TOTAL EXPENDITURES		73,008.63	81,724.18	326,535.31	336,787.29	967,715.00	33.74
NET OF REVENUES & EXPENDITURES		(29,523.40)	(54,373.93)	191,840.69	171,491.85	(32,000.00)	599.50

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	YTD BALANCE 08/31/2017 NORM (ABNORM)	YTD BALANCE 08/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300-REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	3,253.40	0.00	5,000.00	65.07
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	4,411.00	0.00
GRANTS		0.00	0.00	3,253.40	0.00	9,411.00	34.57
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 300-REVENUE		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL REVENUES		0.00	0.00	3,253.40	0.00	25,411.00	12.80
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	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	97.63	0.00	3,489.11	919.57	16,000.00	21.81
PROGRAM EXPENSES		97.63	0.00	3,489.11	919.57	16,000.00	21.81
Total Dept 603-LIBRARY ADMINISTRATION		97.63	0.00	3,489.11	3,404.33	25,411.00	13.73
TOTAL EXPENDITURES		97.63	0.00	3,489.11	3,404.33	25,411.00	13.73
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL EXPENDITURES		97.63	0.00	3,489.11	3,404.33	25,411.00	13.73
NET OF REVENUES & EXPENDITURES		(97.63)	0.00	(235.71)	(3,404.33)	0.00	100.00

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18	% BDGT
		MONTH 08/31/17	MONTH 08/31/16	08/31/2017	08/31/2016		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		43,485.23	27,350.25	521,629.40	508,279.14	961,126.00	54.27
TOTAL EXPENDITURES - ALL FUNDS		73,106.26	81,724.18	330,024.42	340,191.62	993,126.00	33.23
NET OF REVENUES & EXPENDITURES		(29,621.03)	(54,373.93)	191,604.98	168,087.52	(32,000.00)	598.77

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)	(19,239.51)
	A/R - OTHER	(2,668.85)	(19,239.51)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	63,036.14
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(109.98)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	740,776.03
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	9,902.02
	CASH/INVESTMENTS	585,446.00	813,756.01
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	1,688,386.07
*** 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	18,061.96
	ACCOUNTS PAYABLE	12,883.22	18,061.96
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	6,211.80
080-200-20225	FEDERAL INCOME TAX PAYABLE	0.00	3,432.41
080-200-20230	STATE INCOME TAX PAYABLE	0.00	1,822.62
080-200-20240	IMRF PAYABLE	0.00	(0.01)
	A/P - OTHER	0.00	11,466.82
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00
	UNAVAILABLE PROPERTY TAXES		
080-200-24000	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	Total Liabilities	929,576.90	946,222.46
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	562,327.84	562,327.84
	NET POSITION/FUND BALANCE	562,327.84	562,327.84
	Total Fund Balance	562,327.84	562,327.84
	Beginning Fund Balance - 16-17		562,327.84
	Net of Revenues VS Expenditures - 16-17		(12,004.92)
	*16-17 End FB/17-18 Beg FB	550,322.92	
	Net of Revenues VS Expenditures - Current Year		191,840.69
	Ending Fund Balance		742,163.61
	Total Liabilities And Fund Balance		1,688,386.07

* Year Not Closed

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)	(19,033.53)
	CASH/INVESTMENTS	<u>(15,525.57)</u>	<u>(19,033.53)</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>(11,369.63)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	116.78	97.63
	ACCOUNTS PAYABLE	<u>116.78</u>	<u>97.63</u>
	Total Liabilities	<u>116.78</u>	<u>97.63</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	2,329.88	2,329.88
	NET POSITION/FUND BALANCE	<u>2,329.88</u>	<u>2,329.88</u>
	Total Fund Balance	<u>2,329.88</u>	<u>2,329.88</u>
	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		(235.71)
	Ending Fund Balance		(11,467.26)
	Total Liabilities And Fund Balance		(11,369.63)

* Year Not Closed

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 08/16/2017 - 09/20/2017
Banks: LIBCK, LIBEP

GA

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/25/2017	LIBCK	13180	COM081217	COMCAST CABLE	UTILITIES	080-603-43230	244.85
08/25/2017	LIBCK	13181	SO-HALF	IMPACT NETWORKING, INC	COMPUTER EQUIPMENT	080-603-58100	3,149.50
08/25/2017	LIBCK	13182	102419898	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	500.00
08/25/2017	LIBCK	13183	VIL061217	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE-DEN/VIS	080-100-11580	444.08
		13183	VIL061217		DUE FROM THE VILLAGE-PROP TX	080-100-11580	5,573.87
		13183	VIL061217		DUE FROM THE VILLAGE-LIFE	080-100-11580	48.64
		13183	VIL061217		DUE FROM THE VILLAGE-EMPLEE	080-100-11580	1,543.59
		13183	VIL061217		DUE FROM THE VILLAGE-EMPLER	080-100-11580	3,454.16
							11,064.34
09/19/2017	LIBCK	13184	5643883	4IMPRINT, INC	OFFICE SUPPLIES	080-603-43550	124.78
09/19/2017	LIBCK	13185	2866917	ACCESS ONE, INC.	UTILITIES	080-603-43230	668.22
09/19/2017	LIBCK	13186	197601182899	AMAZON	OFFICE SUPPLIES	080-603-43550	10.70
		13186	073929028383		TECHNICAL SERVICES SUPPLIES	080-603-43668	29.39
		13186	263354282429		ADULT PROGRAM SUPPLIES	080-603-43710	9.49
		13186	204737939550		JUVENILE PROGRAM SUPPLIES	080-603-43720	77.99
		13186	058090316659		JUVENILE PROGRAM SUPPLIES	080-603-43720	7.95
		13186	006520213704		JUVENILE PROGRAM SUPPLIES	080-603-43720	4.99
		13186	262406168645		JUVENILE PROGRAM SUPPLIES	080-603-43720	5.55
		13186	283599320027		TEEN PROGRAM SUPPLIES	080-603-43740	135.00
		13186	295328558422		ADULT NON-FICTION BOOKS	080-603-45000	18.54
		13186	047855861088		ADULT NON-FICTION BOOKS	080-603-45000	13.46
		13186	089410192912		ADULT FICTION BOOKS	080-603-45100	46.61
		13186	159448864237		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.96
		13186	159444571619		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.74
		13186	246784730185		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13186	227968056351		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.90
		13186	227969660193		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.29
		13186	181949383780		ADULT AUDIO VISUAL MATERIAL	080-603-45200	46.88
		13186	159443397468		ADULT AUDIO VISUAL MATERIAL	080-603-45200	67.53
		13186	227966364752		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13186	227965249497		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.80
		13186	246784935150		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.43
		13186	159448047651		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.42
		13186	181942577310		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13186	227965167212		ADULT AUDIO VISUAL MATERIAL	080-603-45200	28.98
		13186	018167088785		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99

User: EBAILEY

CHECK DATE FROM 08/16/2017 - 09/20/2017

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13186	246783018330		ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.88
		13186	265197747218		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		13186	018166714645		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.95
		13186	018163115968		ADULT AUDIO VISUAL MATERIAL	080-603-45200	82.90
		13186	298224766291		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.10
		13186	265192331096		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.64
		13186	246782811367		ADULT AUDIO VISUAL MATERIAL	080-603-45200	28.85
		13186	298223654415		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.96
		13186	018167154538		ADULT AUDIO VISUAL MATERIAL	080-603-45200	59.97
		13186	129416478546		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.06)
		13186	159444250942		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.08)
		13186	181942802723		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.06)
		13186	129411901001		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.64)
		13186	181948097767		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.28)
		13186	181948334654		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.05)
		13186	159442436131		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.02)
		13186	227961918465		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.01)
		13186	246780361676		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.60)
		13186	018169843830		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.00)
		13186	265199319191		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.42)
		13186	018163284362		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		13186	236150276420		PICTURE BOOKS, READERS	080-603-45410	9.74
		13186	030618792257		PICTURE BOOKS, READERS	080-603-45410	5.62
		13186	006520213704		PICTURE BOOKS, READERS	080-603-45410	2.81
		13186	107922646519		JUVENILE FICTION	080-603-45420	9.95
		13186	281314831485		JUVENILE AUDIO-VISUAL	080-603-45430	50.59
		13186	107922646519		JUVENILE AUDIO-VISUAL	080-603-45430	29.96
		13186	058099544958		JUVENILE AUDIO-VISUAL	080-603-45430	19.99
		13186	262406168645		JUVENILE AUDIO-VISUAL	080-603-45430	19.96
		13186	262347383390		VIDEO GAMES	080-603-45510	23.88
		13186	284763073791		VIDEO GAMES	080-603-45510	24.22
		13186	096892691306		VIDEO GAMES	080-603-45510	37.49
		13186	186434382817		VIDEO GAMES	080-603-45510	166.75
		13186	098285967928		VIDEO GAMES	080-603-45510	46.99
		13186	098280856785		VIDEO GAMES	080-603-45510	31.99
		13186	098280345085		VIDEO GAMES	080-603-45510	97.98
		13186	186439182401		VIDEO GAMES	080-603-45510	28.96
		13186	186438400665		VIDEO GAMES	080-603-45510	29.99
		13186	105364872604		USE OF DONATIONS/TEMPORARY E	082-603-99999	46.78

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							1,725.20
09/19/2017	LIBCK	13187		VOID	** VOIDED **		
				Void Reason: Created From	Check Run Process		** VOIDED **
09/19/2017	LIBCK	13188	MEA082217	AMY MEADOWS/WINDOW MATT	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
09/19/2017	LIBCK	13189	2033072854	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	8.80
		13189	2033068359		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.20
		13189	2033071952		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13189	2033080412		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13189	2033082797		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.75
		13189	2033087329		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.55
		13189	2033088358		TECHNICAL SERVICES SUPPLIES	080-603-43668	21.25
		13189	2033095460		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13189	2033098572		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.20
		13189	2033103873		TECHNICAL SERVICES SUPPLIES	080-603-43668	23.05
		13189	2033107463		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		13189	2033104053		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.15
		13189	2033110462		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13189	2033115648		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.90
		13189	2033118138		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13189	2033124779BT		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.25
		13189	2033132006		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.60
		13189	2033134176		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13189	2033068359		ADULT NON-FICTION BOOKS	080-603-45000	144.30
		13189	2033080412		ADULT NON-FICTION BOOKS	080-603-45000	44.84
		13189	2033087329		ADULT NON-FICTION BOOKS	080-603-45000	96.20
		13189	2033107463		ADULT NON-FICTION BOOKS	080-603-45000	110.30
		13189	2033104053		ADULT NON-FICTION BOOKS	080-603-45000	190.53
		13189	2033124779BT		ADULT NON-FICTION BOOKS	080-603-45000	450.84
		13189	2033132006		ADULT NON-FICTION BOOKS	080-603-45000	188.20
		13189	2033072854		ADULT FICTION BOOKS	080-603-45100	167.80
		13189	2033098572		ADULT FICTION BOOKS	080-603-45100	269.51
		13189	2033107463		ADULT FICTION BOOKS	080-603-45100	45.75
		13189	2033104053		ADULT FICTION BOOKS	080-603-45100	295.81
		13189	2033115648		ADULT FICTION BOOKS	080-603-45100	232.74
		13189	2033124779BT		ADULT FICTION BOOKS	080-603-45100	232.18
		13189	2033132006		ADULT FICTION BOOKS	080-603-45100	30.51
		13189	2033066679		ADULT LARGE PRINT MATERIAL	080-603-45110	22.33
		13189	2033110462		ADULT LARGE PRINT MATERIAL	080-603-45110	17.61
		13189	2033134176		ADULT LARGE PRINT MATERIAL	080-603-45110	34.07

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 08/16/2017 - 09/20/2017
 Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13189	2033088358		JUVENILE NON-FICTION	080-603-45400	313.30
		13189	2033118138		JUVENILE NON-FICTION	080-603-45400	2.98
		13189	2033071952		PICTURE BOOKS, READERS	080-603-45410	15.19
		13189	2033095460		PICTURE BOOKS, READERS	080-603-45410	27.11
		13189	2033082797*		JUVENILE FICTION	080-603-45420	17.30
		13189	2033103873		JUVENILE FICTION	080-603-45420	242.40
		13189	2033131400		JUVENILE FICTION	080-603-45420	477.84
							3,837.39
09/19/2017	LIBCK	13190	WHI082217	BEN WHISENHUNT	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
09/19/2017	LIBCK	13191	JRS3545	CDW GOVERNMENT, INC.	COMPUTER EQUIPMENT	080-603-58100	251.54
09/19/2017	LIBCK	13192	27624	COMPUTER VIEW, INC.	COMPUTER EQUIPMENT	080-603-58100	142.00
09/19/2017	LIBCK	13193	24701	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
09/19/2017	LIBCK	13194	6185120	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	18.74
09/19/2017	LIBCK	13195	1000063323-1	EBSCO INFORMATION SERVI	ADULT REFERENCE/E-REFER	080-603-45220	230.78
		13195	0011574		PERIODICALS	080-603-45500	(19.99)
		13195	0012206		PERIODICALS	080-603-45500	(9.94)
							200.85
09/19/2017	LIBCK	13196	ELI082917	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	8.44
		13196	ELI082917		TEEN PROGRAM SUPPLIES	080-603-43740	28.96
							37.40
09/19/2017	LIBCK	13197	ERI082917	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	71.00
		13197	ERI082917		POSTAGE	080-603-43300	5.94
		13197	ERI082917		MISCELLANEOUS EXPENSES	080-603-46100	26.20
							103.14
09/19/2017	LIBCK	13198	LIL082917	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	33.33
		13198	LIL082917		PERIODICALS	080-603-45500	15.93
							49.26
09/19/2017	LIBCK	13199	MCO082917	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	45.89
		13199	MCO082917		OUTREACH SUPPLIES	080-603-43730	19.99
		13199	MCO082917		PATRON & STAFF SOFTWARE	080-603-45600	369.83
		13199	MCO082917		MISCELLANEOUS EXPENSES	080-603-46100	22.72
							458.43

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
09/19/2017	LIBCK	13200	PINV1385429	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	190.40
		13200	PINV1385429		TECHNICAL SERVICES SUPPLIES	080-603-43668	32.94
							223.34
09/19/2017	LIBCK	13201	0621368-00	GOODMAN ELECTRIC SUPPLY	MAINTENANCE-BUILDING	080-603-41000	59.52
09/19/2017	LIBCK	13202	HP2017-605	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	15.00
09/19/2017	LIBCK	13203	51543	HOME DEPOT CREDIT SERVI	MAINTENANCE-BUILDING	080-603-41000	15.44
		13203	5575266		MAINTENANCE-BUILDING	080-603-41000	4.98
		13203	4575408		MAINTENANCE-BUILDING	080-603-41000	4.98
		13203	9444553		MAINTENANCE-BUILDING	080-603-41000	(8.97)
							16.43
09/19/2017	LIBCK	13204	ILL092017	ILLINOIS LABOR LAW POST	OFFICE SUPPLIES	080-603-43550	79.50
09/19/2017	LIBCK	13205	REY090117	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	200.00
09/19/2017	LIBCK	13206	GOD082217	LESLIE GODDARD	ADULT PROGRAM SUPPLIES	080-603-43710	275.00
09/19/2017	LIBCK	13207	LFG082817	LFGSM TOASTMASTERS	PROFESSIONAL DEVELOPMENT	080-603-42400	73.00
09/19/2017	LIBCK	13208	LAV081617	LILIANA LAVALLE	PROFESSIONAL DEVELOPMENT	080-603-42400	700.00
09/19/2017	LIBCK	13209	95291435	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	104.97
		13209	95369121		ADULT AUDIO VISUAL MATERIAL	080-603-45200	84.98
							189.95
09/19/2017	LIBCK	13210	SVC00009788	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,688.62
09/19/2017	LIBCK	13211	JOH082217	NADINE JOHNSTONE	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
09/19/2017	LIBCK	13212	685265305-01	ORIENTAL TRADING COMPAN	JUVENILE PROGRAM SUPPLIES	080-603-43720	22.97
		13212	685265305-01		USE OF DONATIONS/TEMPORARY E	082-603-99999	50.85
							73.82
09/19/2017	LIBCK	13213	01018CO17004537	OVERDRIVE , INC	E-BOOKS	080-603-45460	3,006.05
		13213	01018CO17022465		E-BOOKS -ADULT	080-603-45460	570.34
		13213	01018CO17022465		E-BOOKS-TEEN	080-603-45460	261.04
		13213	01018CO17022465		E-BOOKS-JUVENILE	080-603-45460	163.22
							4,000.65
09/19/2017	LIBCK	13214	HUN082217	REBECCA L. HUNTER	ADULT PROGRAM SUPPLIES	080-603-43710	175.00
09/19/2017	LIBCK	13215	1997598	ROSE PEST SOLUTIONS	MAINTENANCE-BUILDING	080-603-41000	175.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/16/2017 - 09/20/2017

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
09/19/2017	LIBCK	13216	VIL082917	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	602.81
09/19/2017	LIBCK	13217	102428774	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	500.00
					TOTAL - ALL FUNDS	TOTAL OF 38 CHECKS (1 voided)	33,618.28

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	11,064.34
080-200-20245	ICMA 457 PLAN PAYABLE	1,000.00
080-603-41000	MAINTENANCE-BUILDING	3,655.57
080-603-41050	MAINTENANCE-GROUNDS	200.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	15.00
080-603-42400	PROFESSIONAL DEVELOPMENT	773.00
080-603-43230	UTILITIES	1,515.88
080-603-43300	POSTAGE	5.94
080-603-43550	OFFICE SUPPLIES	405.38
080-603-43668	TECHNICAL SERVICES SUPPLIES	248.82
080-603-43710	ADULT PROGRAM SUPPLIES	809.49
080-603-43720	JUVENILE PROGRAM SUPPLIES	207.11
080-603-43730	OUTREACH SUPPLIES	19.99
080-603-43740	TEEN PROGRAM SUPPLIES	163.96
080-603-45000	ADULT NON-FICTION BOOKS	1,257.21
080-603-45100	ADULT FICTION BOOKS	1,320.91
080-603-45110	ADULT LARGE PRINT MATERIAL	74.01
080-603-45200	ADULT AUDIO VISUAL MATERIAL	871.83
080-603-45220	ADULT REFERENCE/E-REFER	230.78
080-603-45400	JUVENILE NON-FICTION	316.28
080-603-45410	PICTURE BOOKS, READERS	60.47
080-603-45420	JUVENILE FICTION	747.49
080-603-45430	JUVENILE AUDIO-VISUAL	120.50
080-603-45460	E-BOOKS	4,000.65
080-603-45500	PERIODICALS	(14.00)
080-603-45510	VIDEO GAMES	488.25
080-603-45600	PATRON & STAFF SOFTWARE	369.83
080-603-46100	MISCELLANEOUS EXPENSES	48.92
080-603-58100	COMPUTER EQUIPMENT	3,543.04
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	97.63
	TOTAL	33,618.28

New Business

Intergovernmental Agreements

We are in receipt of a letter from community member Jan Schnobrich regarding our intergovernmental agreements with School Districts 65 and 115. Ms. Schnobrich plans to attend the September 19th Board Meeting to address the Trustees and answer questions regarding her letter. Opportunity for the public to address the board is third on the agenda (5 minutes per person). An agenda item is included under New Business for further Board discussion, should further discussion be desired.

RECOMMENDATION: For discussion and consideration, no action specified.

Artistic Renderings and Photos for Prospectus

Per Don Souhrada, the draft outline of the fundraising prospectus should be done in approximately ten (10) days. He has asked that we seek four (4) to six (6) artistic renderings of the building plan to be included in the document, and stated that they are essential to a prospectus that will catch the attention of donors. Photographs will also be included, but as those will require less lead time Don suggested that we wait until the prospectus outline had been finished. I requested a quote from Joe Huberty of Engberg Anderson for artistic renderings. Per Joe: "The cost for an exterior artistic rendering is \$2400. Additional exterior views after the first one is approximately \$800 each. The same pricing scale is true for interior images. In each case the cost of the first image represents all of the set up time needed to support the necessary level of detail, light control, color rendition and entourage to make a compelling image. This initial effort is used in the subsequent images." As we would need both interior and exterior renderings, the cost for four (4) to six (6) such images would be \$6,400 to \$8,000.

RECOMMENDATION: While the photographs may have a shorter lead time, I recommend identifying a photographer now. It should be possible to find someone in Lake Bluff interested in donating their time and skill. As the prospectus should be completed well before the October 17th Library Board meeting, approval of the expense for artistic renderings at the September meeting is recommended.

RECOMMENDED MOTION FOR APPROVAL: That an expense of up to \$8,000 for artistic renderings from Engberg Anderson be approved.

Payments for Ter Molen, Watkins, and Brandt (TWB)

This past week, Don Souhrada expressed a desire for the Library to begin the final two sets of payments of \$10,000 at \$5,000 for each of the next four (4) months. Our contract with TWB is attached. The first \$10,000 payment, which has been made, was due when the contract was executed. The second is due "60 days after execution," a timeline that Don and Jon had delayed. The final payment is due "upon completion of the study and report."

RECOMMENDATION: I believe that we should remit the next \$10,000, at \$5,000 in October and November each. Remittance of the final payment should wait until the final documents have

been received. As this relates to an already approved contract, group consensus is sought but not a vote.

Library Closings for Calendar Year 2018

The proposed library closings for 2018 are attached. The dates we are closed continue to be in line with practice by other libraries on the North Shore.

RECOMMENDED MOTION: That the list of proposed closing for calendar year 2018 be approved.

Intergovernmental Agreement for Health Insurance Benefits Coop

Part of our new membership in the North Shore Employee Benefits Coop (NSEBC) is an understanding that the previously tacit relationship between the Park District, Village, and Library to act in unison on insurance be made explicit. The attached agreement is the document intended to do that. Following approval, the Library also needs to select someone to represent the Library as a signatory to the three-party agreement. The Library Director has acted in that capacity in the past, and logically can continue to do so unless circumstances dictate otherwise.

RECOMMENDED MOTION: That the Intergovernmental Agreement between the Village of Lake Bluff, Lake Bluff Park District, and Lake Bluff Public Library regarding membership in the North Suburban Employee Benefit Cooperative be approved, and the Library Director appointed as representative in the partnership.

Compressor for AC Unit

An air conditioner works by transforming a refrigerant compound from a gas to a liquid and back again in a continuous cycle. Air conditioners consist of four basic mechanical parts: a compressor, condenser, expansion valve, and evaporator. The compressor's job is to circulate the refrigerant necessary for heat exchange through the coils and also to apply the energy to the refrigerant. One of the compressor's in our air conditioning unit (it has two) needs to be replaced. The Building and Grounds Committee will be meeting before the Board Meeting to consider the proposal from Murphy and Miller for replacement. If the BG Committee recommends approval to the Board, it will be considered under New Business. If not, I will collect the proposals in your packets for use at the next Board Meeting.

RECOMMENDED MOTION: (Assuming approval has been recommended by Building and Grounds) That the contract for \$8,275 from Murphy and Miller for the replacement of a failed compressor be approved.

Summary of the Intergovernmental Agreement Programs between the Lake Bluff Pubic Library and the Lake Bluff Elementary School District 65 for the FYs 2015-2016 and 2016-2017, and Proposed Suggestions for Program improvement

Problem: Some 27% of the students in District 65's schools were not able to utilize the Public Library due to property tax supported boundary limitations, without remitting a "fair-share" property tax payment to the Library.

To remedy the situation, it was proposed that: "...an obstacle to collaboration between school and library", and "the removal of a barrier to preventing greater efficiency and effectiveness in the Lake Bluff's (schools) educational system...", could best be achieved through the initiation of an intergovernmental agreed upon program that would allow all students equal access to the Public Library.

The intergovernmental program, managed by the Public Library, did indeed institute greater collaboration between school and library. The Library staff promoted free library card sign-ups, within the schools during parent night sessions. The circulation of children's literature and other media greatly improved. Most recently, the children's librarian presented programs in the elementary school, and the public library served as a secondary circulation resource to the School's summer reading program.

Not all School District's students were involved, and not all those involved frequented the Public Library's services on a regularly scheduled basis. The most that can be gleaned from the data acquired from the Library, is that the children's department circulation improved. There is absolutely no evidence that there was any improvement in the efficiency and effectiveness in the Lake Bluff's (schools) educational system. The Lake Bluff taxpayers paid the price for the initiated program.

The School and the Public Library are now collaborating again, after a decades long period of separateness. It would benefit both Library, School, and, foremost, the student community, if the collaboration continued with purpose and goals more clearly defined.

Local public libraries have been created to meet specific needs and interests of the communities they serve. The Lake Bluff Public Library is basically a recreational library. Prior to the turn of the 20th Century, the Lake Bluff Library was a principal source of hard copy information on history, science, literature, social and government policy, etc., as well as reading-for-pleasure material. It served as the out-of-school information resource for students and adults alike. The advancement of Information Technology (IT) changed the importance of the community library as an extension of the "school", and in its importance as key learning center.

The school library has taken on greater importance to the School District's students. The school library is now called a media center, and the role of the school librarian has been elevated to that of electronic media resource guru. As students advance through the pre-school and elementary/middle school grades, electronic media takes on greater importance as an information-gathering and communication tool. Smart Boards hold google applications, and information on any subject can be accessed electronically on large touchable classroom screens. Group and individualized learning events are now delivered on large and small "hardware" screens, and individual learnings are monitored by instructors

on network computers. Parents can communicate with their children’s instructors by electronic means. While hardcopy books still carry major importance in the classroom, sole reliance on the printed page diminishes with each achieved grade level.

At the upper elementary level and through middle and high school, the school librarian is media navigator to the students who frequent the media center. Library programs are available on keyboarding techniques, instruction is given on “how to search” the electronic media, “where to search” to find needed information, and “how to report”. Computers and software are provided to the students to use as educational learning tools. The elementary/middle school librarian prepares the students for the electronic high school library, and the high school librarian prepares students for college/university and workplace electronic information gathering and reporting. Further, the high school librarian prepares its students for the specialized university settings.

It is therefore proposed that District 65 take on the responsibility, as the primary agent in the intergovernmental agreed upon program, between the Lake Bluff Public Library and the District’s schools. Should this occur, there would be no concerns in matters of taxation and boundary limits. The District would contract with the Library to manage the program. This would alleviate the public schools staffing-for-the program-concerns. Library personnel would be able to conduct agreed upon programming in the schools and at the public library, for all children residing in district’s boundaries, in-school, after-school and during summer sessions.

With the School District’s sanction and the Public Library’s guidance, and clearly defined instructional goals, middle and high school students could learn how to maneuver within college and university settings. If contacted, Lake Forest College and Rosalind Franklin University personnel and student mentors would, no doubt, be willing to familiarize Districts 65 and 115 students with their specialized library resources.

Janice Schnobrich
September 11, 2017

The Village of Lake Bluff, Lake Bluff Public Library and Lake Bluff Elementary School District 65:
Past and Present

Fifteen years ago, the Village of Lake Bluff Board of Trustees terminated a limited Lake Bluff Public Library program, that have given limited free public library privileges to elementary and high school students living in the unincorporated areas of the Lake Bluff Elementary School District 65. During the 2015-2016 school year, the Lake Bluff Public Library initiated a free library card program with full privileges for non-resident Lake Bluff Elementary School District students enrolled in the public schools. This program was continued during the 2016-2017 school year, and was instituted at Lake Forest High School 115 for students residing in the unincorporated areas of District 65 the same year.

The Lake Bluff Public Library is a separate taxing district with boundaries coterminous with the Village of Lake Bluff. The Village levies for property taxes on behalf of the Library and manages its finances. Households outside of the Village, but in Elementary School taxing district pay no taxes in support of the Library. The free library card program was implemented with the consent of the Library board. The Library issued notice of the initiation of the program in its newsletter. Further, the Library published a survey on its website and received 200 responses; a return number that falls short of the 5% considered a fair sampling for a government library unit.

The following paper gives a brief history of the interrelations of the four separate taxing bodies involved in the recent free library card program (Village, Library, Elementary School and High School districts). Further, it examines the management of the program, the program's results and the programs financial liabilities. From the limited data gleamed after two years of implementation, questions have arisen about the justifications for funding the program at the Village taxpayers' expense, and its academic merits. Further, it has been concluded that the unincorporated areas' District 65 residents should not be afforded free Lake Bluff Public Library privileges when they do not financially contribute to its support.

Janice Schnobrich
August 2017

The Village of Lake Bluff, Lake Bluff Public Library and Lake Bluff Elementary School District 65:
Past and Present

The Village of Lake Bluff was incorporated in 1895. The Lake Bluff Public Library was chartered on June 25, 1926 in a Special Election. The Library moved into the new and present location in 1975. The Library is a separate taxing unit, has an elected seven-member board and is funded by property tax receipts. The Village of Lake Bluff levies for the Library and manages its tax receipts.

The Lake Bluff schools were first established in 1869 and at that time the newly elected school trustees purchased property for the new school with property tax receipts. The Lake Bluff Elementary School District 65 is a separate taxing body. Its school boundaries take in all of Lake Bluff and three unincorporated areas abutting the Village—Arden Shores South, Arden Shores North, north of the Village and east off Green Bay Road, a small portion of Shore Acres northeast off Sheridan Road and Knollwood, west of the Village and east and west, north off Waukegan Road.

Below is a 2017 chart showing the number of households in the LBESD65.

Households in Lake Bluff Elementary School District 65 by Area 2016-2017

Area	Households	% of Area Households (rounded)
Village of Lake Bluff	2,097	77%
Knollwood (unincorporated)	465	17%
Arden Shores South (unincorporated)	87	4%
Arden Shores North (unincorporated)	55	2%
Shore Acres	5	<01%
Total Households	2,709	100%

Over three-fourths of the District 65's households are in the Village of Lake Bluff; less than one-fourth are in the unincorporated areas. All District 65's property owners pay property taxes to support the district.

The 1924 Village of Lake Bluff long term plan included the annexation of Knollwood into the Village of Lake Bluff. The Great Depression hit in 1928, the economy plummeted and the annexation plan was aborted. In a 1982 referendum, the Village voters voted down a Knollwood annexation by three votes out of 1,600 cast. In 1985, the Illinois General Assembly passed a bill that would have made it easier for Knollwood to incorporate by suspending the veto power of its neighbors (Lake Forest, Lake Bluff and North Chicago), but Governor James Thompson vetoed that measure. The unwritten history regarding the veto is most interesting. The original incorporation plan encompassed only the unincorporated Knollwood area, but when the plan reached the legislature, the southern portion of Abbott Park on the northwest side of Waukegan Road had been included. Abbott had not agreed to the inclusion and protested to the Governor. Thus, the veto. In a 1996 advisory (non-binding) referendum, 70%

of the Village voters turned down the opportunity to consider the annexation of Knollwood to Lake Bluff.

The Sanctuary, a community of 178 households, was built (1994-1995) on land in northeast Knollwood once owned by Reuben Lloyd Landscape Contractors. It was annexed to Lake Bluff in 1998.

Prior to 1999, all students registered in the District 65 schools received complimentary library cards from the Lake Bluff Public Library. The students only had to go to the library to sign up for a card. In the late 1980's through the early 1990's, Interlibrary services were introduced, along with internet capabilities for use in-house and between regional libraries. Lake Bluff students and adults were allowed full use of the inter-library system. However, the unincorporated areas' students had restricted privileges and only were allowed access to the Library's in-house services. In the early Internet years, services were restricted to staff only use. If a patron wanted website information, the librarians conducted the search. Later, in the late 1990's, Lake Bluff's library patrons could access the internet on computers made available for their use. Assistance by librarians trained in computer technology was given.

The Library's staff was charged with the duty to police the circulation practices of the students not residing within the district to insure signed-out textual material was age and content appropriate. It has been reported that, from time-to-time, abuses did occur. Parents and guardians of the students with restricted privileges would use their children's cards to gain access to adult reading material.

On September 27, 1999, two members representing Neighbors for Library Services attended the Village's board meeting to distribute a prepared handout that requested the creation of a Special Service Area (SSA) to allow the residents from the surrounding unincorporated areas full access to Library's services. The president of the board received the report and noted that it would be an item for discussion at the next Village board meeting. It was further noted that the proposal had received the endorsement of Shields Township in a letter received that day. At the October 11, 1999, Village board meeting, it was stated that under state statutes, the Village is an agency that would be required to hold the public hearings on the formation, and to levy the property tax on the Special Service Area. Further, the Village Attorney summarized his outline of the procedural requirements and the Village Administrator reviewed his recommendation that the matter be considered during the year 2000, so that the property tax revenues could be received as soon as possible after service provision began.

The head librarian stated the proposal had received the endorsement of the Lake Bluff Library Board. Also, with the additional revenues, the Library would be able to increase some of its services. The retired principal of the Lake Bluff's primary school spoke in support of the proposal to allow all students attending the elementary schools full use of the inter-library services. The Village Board made and unanimously passed a motion to accept the recommendation and proceed to create a Special Service Area in the year 2000.

At the August 14, 2000 Village board meeting, it was stated that the Village Board must receive Lake County consent before the SSA could be created. In addition, every individual property taxpayer must receive a notice of the public hearing proposed for September 25, 2000. At the August 28, 2000

meeting, an Ordinance Proposing Library Special Service Areas 1, 2, and 3 (Shore Acres, Arden Shores North & South and Knollwood) had its first reading. It was recommended to hold a joint public hearing with the Library Board September 25th (2000). Further, the Library Board made several policy recommendations, including operation changes to stay open two more evenings per week and a maximum tax rate of .0015, in keeping with the statutory limit that presently applied to the Village. A Library board member added that 400 or so children received some library services without the Library receiving corresponding revenue. One of the Village trustees expressed concerns regarding library revenue, stating that there were 2,100 households in the current Lake Bluff Library area; the proposed changes would add 800 households, a 40% increase, yet revenue would only increase 10%.

On September 11, 2000, the Ordinance Proposing the Establishment of Public Library Special Service Areas 1, 2, and 3 had its second reading. The head librarian clarified the types of cards and corresponding services presently available to non-residents: Student cards were free and students could take out age-appropriate material from the Library only; the non-resident card fee was \$125.00, with no restriction on age-appropriate materials and inter-library loan requests had to be made by the librarians; and non-resident cardholders did not have reciprocity privileges (they could not go to another library and take out materials). One Village trustee mentioned that he did not support raising the area's property taxes in view of the 70-80 people opposed, when only 7 to 9 non-residents had purchased cards. A Public Hearing was scheduled for October 9, 2000.

The third reading of the Ordinance Proposing the Establishment of Public Library Special Services Areas 1, 2, and 3 was held at the September 25, 2000, Village Board Meeting. At the October 9, 2000, Board Meeting, statements were given by the initiators of the proposal to establish public library special services, and the director of the North Suburban Library System stated her concern that the provision of courtesy cards to schoolchildren was counter to the law. Comments from 26 members of the public were then heard. All but one of the commenters were non-residents; 16 were for the Ordinance and 10 were opposed. Further, two commenters acknowledged that they, personally, had taken out books using their children's courtesy cards.

A continuation of the public hearings on the Establishment of Public Library Special Service Areas 1, 2, and 3 was held on October 23, 2000. Seven area homeowners spoke at the public hearing. Five were non-district and 2 were district residents. All six of the Village trustees voted against further hearings. On the question on the motion to terminate the Library SSA process, there were 4 Ayes and 2 Nays. The Village president did not vote on either measure.

During the year 2000-2001, the Illinois General Assembly amended the Public Library District Act of 1971 (PA-92-0166, HB1785) to read "(section 12), "To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city, incorporated town, village or township. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by resident of the city, incorporated town, village or township, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence."

During the early 2000's, the average Lake Bluff residential household paid approximately \$200 (including benefits) a year in taxes to support the Lake Bluff Public Library. The Village agreed to allow the Library to charge a fee to residents residing in the unincorporated areas, based on the property value of the primary residence for library privileges. A listing of the District 65's unincorporated residential property values was obtained from the Township's Assessor's office. An unincorporated area adult member had only to pay the Library a yearly fee, based on the resident's property values, for full library privileges for the entire family. Many of the unincorporated residents took advantage of the library's program. Some residents discovered a loophole. The Library belonged to an interlibrary association. A card from the Library would be honored, with full privileges, at all other libraries in the system. The North Chicago Public Library (NCPL) charged (and still charges) a flat fee of \$50.00 to out-of-taxing district residents who wished to have a library card. Many of the unincorporated District 65 residents took advantage of this bargain opportunity—much to the chagrin of Library staff, in-district residents and unincorporated area residents who had paid the full market value for their cards. This practice ceased in 2010 after administrators from both Lake Bluff and North Chicago libraries met and concluded that the \$50.00 card handout was illegal.

The years 2000-2015 saw many, many changes in the structure of the Library facilities and service offerings. A large addition was added onto the east side of the building. On the first and second floors, this addition housed what is now called the Lake Bluff History Museum. The lower floor (basement area) doubled the original children's activity area. Computer stations were added in both the adult and children's sections. The library's listings of holdings could be viewed on-line while at home, and on-line books could be accessed on one's own electronic device(s) through the library's service system. Circulation services had become digital and the library's monthly news and announcements could be viewed on personal electronic devices.

There have been huge changes in the facilities, curriculum and instruction offerings at both of District 65's schools. A new Central School Kdg-5th grade building has been erected. It houses a well-stocked library with computer stations, and classrooms contain smart-boards and other electronic equipment to aid in the enhancement of instructional delivery. All students from fourth through eighth grades are given an "on-loan" personal computers for use in daily work. Students in grades five through eight are entitled to take the computers home each evening to work on school assignments.

The middle school has been enlarged and houses a new media center area well stocked with textual material and expansive "high-tech" computer station work areas. Further, all students are entitled to sign-out an "on loan" computer for the entire school year. The computer may be taken home, to other academic areas outside the school, etc., and serves as a private work station for the middle school student.

Sometime prior to the 2015-2016 school year, the free library card program was conceived by the director of the public library based on a model implemented by the Peoria Public Schools and the Peoria Public Library. In a letter dated August 14, 2017 the following statement was made by the Library's director, "Following community feedback gathered for the Library's Long- Range Plan, the Library Board of Trustees charged (the) Director...with researching ways to remove an obstacle to both library access and collaboration between the school and the library. District 65 and Library staff members provided input during the process, as did legal counsel for both organizations.... The Long-Range Plan approved by

the Library Board on June 16, 2015 listed an intergovernmental agreement with District 65 as a goal." Further, the letter stated, "The resources offered by public libraries are an important addition to those offered through the school. Also, as teachers cannot take for granted that all their students have or can easily get a library card, this can be an obstacle to collaboration between school and library", and "...The stated goal is to remove a barrier preventing greater efficiency and effectiveness in Lake Bluff's education system...". The actions taken in the implementation of the intergovernmental agreement by the Library and the Elementary School seem to have been based on the assumptions that all students residing in the unincorporated areas live in households where the adults are unable to provide their children with the same out-of-school learning opportunities as those adults living in Lake Bluff. However, the acts of "charity" promoted by the Library did not entice all students from eligible households to partake in the program. Instead, it seemed to have further stigmatized the students living in the unincorporated areas as being "deprived" due to home location and assumed economic status. Further, the actions taken have made the assumptions that by issuing free library cards to non-Lake Bluff-resident Elementary School students there would be greater efficiency and effectiveness in the educational system. The Library program has been up and running for two years, and no data exists to show that there has been greater efficiency and effectiveness in the Elementary School's programming because of it.

The school administration agreed to the plan and paid the Library \$1,000 out of General Funds for the privilege of implementing it during the 2015-2016 school year. Further, the Library's staff went into the Lake Bluff Schools during activity and parent nights to enroll students from the unincorporated areas in the Library's full library services for the coming year.

No actions on the part of the Library administration and board were taken in consideration of those pursued by the Village on October 23, 2000. No thought was given to the formation of a SSA to cover costs. Further, District 65 paid the Library \$1,000 of taxpayer receipts to implement the program. District 65's free library card services were extended for the 2016-2017 school year, and for the first time were made available to Lake Forest High School District 115 students residing in the unincorporated areas. District 115 paid the Library \$1,000 for the 2016-2017 school year to implement the program.

Free Lake Bluff Public Library Cards for School Districts' 65 & 115 Students Living in the Unincorporated Areas abutting Lake Bluff

FY	Dist. 65 No. of Students	No. Eligible	No. Receiving		No. of Households Eligible	No. of Households Applying	% Receiving
2015-2016	871		163		140	79	56%
2016-2017	914	245 27%	154 63%		152	97	64%
	Dist. 115						
2016-2017	1,667 LB-516 (31%)	93 18%	7 7.5%		80	6	7.5%

Students Eligible for Free and Reduced Lunch Programs in School Districts 65

FY	Students	Households	
District 65--2015-2016	871/69 = 7.9%	42	
District 65--2016-2017	914/87 = 9.5%	53	

During 2015-2016 FY, the Lake Bluff Public Library gave out **163 free library cards** to students living in **79 of 140 eligible households** in the unincorporated areas within District 65. The “free” library cards mainly were given to students attending the “lower” Elementary School’s grades. The Library’s director stated that many middle school students did not show much interest in participating in the “free” library card program. It is possible that this is because middle school students have unlimited use of free “on-loan” computers during the time they are enrolled at the school.

During 2016-2017 FY, the Lake Bluff Public Library gave out **154 free library cards** to students living in **97 of 152 eligible households** sited in the unincorporated areas within District 65. Further, **7 free library cards** were given to high school students living in **6 of 80 eligible households** within the unincorporated areas of the District 65. The high school district paid the public library \$1,000 of taxpayer receipts to implement the free public library card program at the high school level.

The reality of the matter is that during the 2015-2016 academic year 140 households were eligible and only 79 (56%) signed up for the program. The same year 42 households held students who were eligible for free and reduced lunch—it is not known how many of these students resided in the unincorporated areas. During the 2016-2017 academic year 152 households were eligible for the program and only 97 (64%) signed up. The same year 53 households had students who were eligible for free and reduced lunch—it is not known how many of these students resided in the unincorporated areas. The District 115 program was abysmal. Only 6 of a possible 80 households had students participating. Further, the library has contracts with the school districts to pay \$1,000 a year to the library to manage the programs. Further, once the free card program was initiated the librarians were again, as prior to 2000, forced to police the program.

It is unclear whether measurement standards had been set to determine effectiveness, or if it has been a successful curriculum enrichment tool. The schools do provide a wealth in circulation materials and electronic media tools for the students, both in school and out-of-school. Students in grades 4 through 8 are given a personal computer to use throughout the school year, and students 5 through 8 can take them home for use after school hours. Less than 10% of the school district’s students are economically disadvantaged, yet in 2016-2017, 27% were considered eligible for free library cards and services—at Lake Bluff’s taxpayer expense.

District 115’s connection with the Library program never gained much credit with the students. Yet, District 115 paid the Library \$1,000 to manage it. The high school has a wealth of media resources for all enrollees. Special attention and programming are given to students who wish to avail themselves of the privileges. All students have access to computers in and out-of-school. It is difficult to come up with a reason why a District 115 student would have need of the services provided by the Library.

As it now stands the free library card program needs to be reevaluated in terms of its financial liability to the Village taxpayers and its usefulness as a curriculum tool for the non-resident Village-District 65 students. From the data presented, it is reasonable to assume that high school students have little need for the program. The Library's head librarian has stated that the middle school students have not taken full advantage of the free library card offerings. It is doubtful that any of the Village taxpayers would deny young students in need access to their taxpayer supported library. However, there is need to have "student needs" more clearly defined by the school district. Questions need to be fully answered. "Does the school inform the library when it is in the process of implementing a unit(s) at a specific grade and wishes the library to "reserve" textual material to support that delivery?" "Are there enough material resources available in the school to supplement classroom instruction needs." A view of both Central and Middle School libraries was impressive. However, it is not known how much of the abundance of material was directly related to curriculum events.

During the 2016-2017 school year 87 of 914 students from 53 households (less than 10% of the school's population) were determined to be entitled to free and reduced lunch status. These same students would have been entitled to have all school fees waved. Under the free library card program, 245 students from 152 households (27% of the student population) were eligible. The data shows that only 63% of the students from 64% of the eligible households took advantage of the program. While it is not certain that all the students having free & reduced lunch status are from the unincorporated areas, it is clear the Lake Bluff taxpayers were held liable for 27% (245) of District 65's students that did live outside of the Village. Even though a little over 2/3 (154) of students applied for the free library card program, the only data released is that 70% of those students issued a free library card took out a book at least once during the year. Students 5th through 8th grades have their own yearly-loaned computers and would have little need to use the library's computers for school work. There has been no Library data released to show that non-Village students in grades Kdg-4 made use of the Library's electronic media to work on curriculum assignments.

The data presented in this paper was obtained from the Lake Bluff Public Library. Further, a meeting was held on Thursday, August 17th with the Library's director and the Library's manager of the free library card program. The purpose of the meeting was to correct any errors in the first draft. Additional data was collected at that time. After a two-year trial run there appears to be no evidence of its positive impact on the non-Village students. It's effectiveness as an academic activity remains untested. The program has cost the Village taxpayers thousands of dollars in loss of fees, Library hours of staff involvement, and fees paid by District 65 and District 115. There is no assurance that non-Village students in real need (less than 10% of the District 65) can benefit from a free library card program. It is strongly recommended that the free library card program be discontinued.

The Library has instituted some services in the public elementary schools. These services should be continued and expanded. In-school student training in "how-to" gain media access to solve problems, develop critical thinking skills, find and search new data bases should be the goals set down by any school/public library collaboration. In-school programming reaches all students and ties in all community and curricular resources, without concern over where a student resides. The Lake Bluff Public Library and the Lake Bluff Elementary Schools need to focus all efforts and contractual agreements to this end.



LAKE BLUFF
PUBLIC LIBRARY

LAKE BLUFF PUBLIC LIBRARY

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

September 7th, 2017

Jan Schnobrich
766 Mawman Avenue
Lake Bluff, IL 60044

Ms. Schnobrich,

The following is in response to your letter received via email Wednesday, September 6th, 2017. We appreciate your interest in the Intergovernmental Agreements for nonresident card service to youth attending District 65 and 115 schools. 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 September 19th, 2017 Board Meeting. It is my responsibility as executive administrator for the Lake Bluff Public Library to advise and recommend on matters that come before that public body. It is my intent to advise the Board that I respectfully disagree on the following points in your letter:

Regarding 'Free' Library Cards

- **"During the 2015-2016 school year, the Lake Bluff Public Library initiated a free library card program with full privileges for non-resident Lake Bluff Elementary School District students enrolled in the public schools." (Page 1)**
- No library card is freely available, including those issued through the agreement under discussion. The Intergovernmental Cooperation Act (5 ILCS 220/1 et seq) and Illinois Local Library Act (75 ILCS 5/4-7(8)) allow the Library and School to enter into an agreement to provide library service, but the law also provides that such an agreement is contractual. As such, Districts 65 and 115 must (and do) provide compensation to the library in exchange for the services provided.
- Cardholders also do not receive full privileges. Per the agreement, "IGA cardholders may not borrow materials through reciprocal borrowing" and "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." Both are significant limitations which the Library enforces..

Regarding the Assumption of Economic Disadvantage

- “The actions taken in the implementation of the intergovernmental agreement by the Library and the Elementary School seem to have been based on the assumptions that all students residing in the unincorporated areas live in households where the adults are unable to provide their children with the same out-of-school learning opportunities as those adults living in Lake Bluff.” (Page 6)
- The primary stated goal of the Intergovernmental Agreements is to remove a barrier preventing greater efficiency and effectiveness in Lake Bluff’s education system. This is of benefit to all District 65 and 115 students and their families, as it removes a barrier to full integration of the library as part of the local educational system.
- I have not heard from any families that felt stigmatized by the agreement. Rather, the feedback to date has been overwhelmingly positive from residents of both incorporated and unincorporated Lake Bluff. As always, the Library Trustees and I are happy to speak with anyone who has concerns regarding this or any other action taken by the Library.

Regarding Card Usage:

- “During 2015-2016 FY, the Lake Bluff Public Library gave out 163 free library cards to students.” (Page 7) “During 2016-2017 FY, the Lake Bluff Public Library gave out 154 free library cards to students.” (Page 7)
- The numbers attached are correct for the April 30 end of Fiscal Year. However, the program itself runs from September 1st to August 30th. While the numbers presented in your report reflect activity for 75 percent of the program year, the four summer months omitted represent the library’s busiest quarter. Numbers for the full year are needed to adequately assess the program and as you can clearly see, end-of-agreement-year numbers are significantly stronger than the numbers from April. End of agreement-year numbers are as follows for District 65:

Knollwood/Unincorporated LB Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students
Before IGA	43	225	19%
2015-2016	153	225	68%
2016-2017	205	244	84%

*includes both NR and IGA cards

- Additionally, the metric that we use to measure program impact and success includes both IGA cardholders and students whose families opted out of the IGA program and purchased non-resident cards instead.

Regarding Measuring Success:

- “It is unclear whether measurement standards had been set to determine effectiveness, or if it has been a successful curriculum enrichment tool.” (Page 7)
- The positive impact of library access on student achievement is well-established and supported by a wealth of academic research and scientific studies. There are similar studies supporting the

impact of library access on literacy and reading level, which are also strongly correlated to academic performance.

- The Library uses the following metrics to monitor the success and impact of the program:
 - Percentage of students living in unincorporated Lake Bluff with a library card (see above for chart).
 - Checkouts by students with a card under the agreement (see below).

Circulation

	Circulation	% Change
2015-2016	1318	N/A
2016-2017	3577	171%

- Collaboration between the Library and School District (See Attachment A for a summary of these efforts).
- By the above metrics, as well as the positive reaction from parents, students, and teachers, the agreement between District 65 and the Lake Bluff Public Library has been a success.

Regarding the Cost:

- “The program has cost the Village taxpayers thousands of dollars in loss of fees, Library hours of staff involvement, and fees paid by District 65 and District 115.” (Page 8)
- The table below shows fees, nonresident payments, and D65 and D115 payments received for the past four fiscal years. The Library is not losing thousands in revenue.

	FY13-14	FY14-15	FY15-16	FY16-17
Fines	\$14,493	\$11,242	\$11,755	\$12,507
Nonresident Fees	\$7,142	\$7,470	\$7,083	\$6,565
D65 and D115 Agreements	\$0	\$0	\$1,000	\$2,000
TOTAL	\$21,635	\$18,712	\$19,838	\$21,072

Regarding the Impact of the Program:

- “After a two year trial run there appears to be no evidence of its positive impact on the non-Village students. It’s effectiveness as an academic activity remains untested.” (Page 8)
 - As noted above, the correlation between library access and academic success is well-established and documented in a number of studies.
 - Attachment A summarizes the collaborative efforts of the Library and the District, as well as outlines the educational services that are supplemented through the partnership of the Library and District.

Regarding In-School Programs:

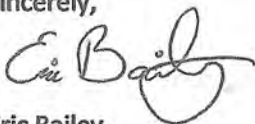
- "The Library has instituted some services in the public elementary schools. These services should be continued and expanded." (Page 8)
- These services cannot be continued or expanded without the IGA Card program.
- The Library and District have attempted to develop partnerships and collaborative services many times over the years. All of these efforts were ultimately curtailed by the fact that the schools could not guarantee that all of their students would have Library cards and did not want to rely on educational resources that were not available to all students. The current level of collaboration between the School District and the Library is a direct result of the IGA program.

Ms. Schnobrich, you are a long-time resident of Lake Bluff whose dedication to the well-being of the community and its children has been repeatedly demonstrated. The Library has in the past worked with you on projects for the common good of Lake Bluff and neighboring communities, and hopes to do so again in the future. Due to the considerations above, however, I must respectfully disagree with the final recommendation offered in your paper.

It is the responsibility of any publically funded entity to spend carefully the money that has been entrusted to it. Annual evaluation and review of the Intergovernmental Agreement for Library Service can and should happen. At such time as the program ceases to be of benefit to the community of Lake Bluff, discontinuation should be considered. At present the program is meeting its goal, and my recommendation is therefore that it should continue.

Should you have any questions about the above, or about anything else, please let me know.

Sincerely,



Eric Bailey

Library Director

Lake Bluff Public Library

CC: Michael Simeck, D115 Superintendent
Dr. Jean Sophie, D65 Superintendent

Benefits of the IGA Program for Youth Services

Drafted by Eliza Jarvi (Head of Youth Services), Written by Martha O'Hara (Head of Adult Services)

Attachment A

Significantly improved library's relationship with the school

- Previous attempts to collaborate were very limited because teachers did not want to rely on resources that some of their students could not access.
- Has improved Library's perception among School and the community; previously, there was a lot of frustration with the fact we were not able to offer services for all school children.
- Collaboration and communication have improved.

Increased communication with teachers

- Library has been able to meet a number of teacher needs, both in and out of the classroom.
- Library now has regular meetings and planning sessions with school librarians.

Increased access to library outside of school hours

- This has improved significantly.
- Families with children of many ages are coming in to use the library.
- Particularly important during the summer when the school library is closed.

Increased collaborative efforts and programs

- READO/Summer Reading Club
 - IGA Program has allowed us to supplement access and bolster READO, the school's summer reading program.
 - This has also positively impacted the Library's Summer Reading Club, as it has brought in children who are going to the Library to get books for READO.
- Summer Kick Off Program with the Library and the Schools
 - Positive impact on Summer Reading Clubs for both organizations.
- Hamilton
 - We had an extremely popular program on Hamilton that had an enormous wait list. Due to our agreement of the schools, we were able to book LBMS' auditorium to host a 2nd night of this program. Total attendance exceeded what the library could accommodate on its own.
- Literacy Nights
 - We now attend these to talk to parents about IGA as well as other library services.
- Displays and Bulletin Boards
 - LBES has dedicated bulletin board space to promote library programs for children
 - School also will do displays at the library
 - LBES has also distributed publicity for us when requested
- Better results from school visits

Benefits of the IGA Program for Youth Services

Drafted by Eliza Jarvi (Head of Youth Services), Written by Martha O'Hara (Head of Adult Services)

Address gaps in school library services

- Expanded hours (evenings, weekends, and summers)
- Interlibrary Loan services are not offered through the schools, but are available through LBPL
- Supplement collection gaps
 - Teachers can choose from an even wider array of titles
 - Curriculum changes can create gaps in the collection, as funds/space may not be available to purchase as many titles as needed. Having access to a second collection through the public library can be very useful, especially since we also offer ILL.

Digital resources

- Public library has more access to databases, eBooks, and other electronic resources.
- The possibility of combining some subscriptions has been discussed in order to save money (i.e. taxpayers are paying for one institution's subscription to a resource, as opposed to two separate subscriptions).

Increased amount of teacher usage

- Working more frequently with teachers
- Teachers ask us more frequently to pull books for projects and other classroom activities

Middle and High School Students

- Continuing the program through high school is important because kids are continuing to build on their skills
- Older kids are harder to reach
 - They are moving classrooms
 - Becoming more scheduled

Staff time

-
- This program has not had a significant impact on staff time
 - Working with IGA cardholders is no more time consuming than working with other students.

**AGREEMENT between
TER MOLEN WATKINS & BRANDT, LLC and
Lake Bluff Public Library**

The following agreement outlines the purpose, scope, timing, and terms of services to be provided by Ter Molen Watkins & Brandt, LLC (TW&B), located at 2 North Riverside Plaza, Suite 1030, Chicago, IL 60606, to Lake Bluff Public Library 123 E. Scranton Ave Lake Bluff, IL 60044.

Purpose and Scope

TW&B will conduct a feasibility study for Lake Bluff Public Library, to include an internal assessment and up to 35 external interviews with a final report and recommendations as outlined in our proposal dated March 31, 2016.

Timing and Duration of Service

Ter Molen, Watkins & Brandt will begin service immediate upon signing of the contract, and complete work by January 31, 2017, depending on the timing of the interview scheduling.

Jon Heintzelman and Don Souhrada will be the consultants on this project. Service may be renewed with a new signed agreement, although service may be discontinued by either party prior to these dates; a thirty-day written cancellation notice is required. Upon completion of service, both parties may revisit this partnership and determine if additional consulting is warranted. At that time, the agreement may be renewed, renegotiated or discontinued. This consulting service may be provided on-site or in other locations as necessary.

Billing and Payment Terms

The fee for the feasibility study and report will be \$30,000. TW&B will bill in 3 installments: one third upon execution of the contract, one third upon 60 days after execution and the final third upon completion of the study and report. If more than 35 interviews are requested there is a fee of \$3000 for each additional 5 interviews.

TW&B will send invoices at the end of each month for expenses as incurred. It is the policy of Ter Molen Watkins & Brandt to charge only for direct out-of-pocket expenses at cost. These will include mileage, parking, meals and other accommodations as necessary. The firm does not charge for telephone, reproduction or clerical expenses.

Payment terms are net 20 days.

Agreed to:

Ter Molen Watkins & Brandt, LLC.

Lake Bluff Public Library

By:

By:

Jon Heintzelman
Jon Heintzelman
Chairman

Kathleen Meierhoff
Kathleen Meierhoff
President of Library Board

August 16, 2016

Aug 16, 2016

Date

Date

Lake Bluff Public Library
123 E. Scranton Ave Lake Bluff, IL 60044
EIN 36-6005958
Eric Bailey
Library Director
(847) 234-2540 x 110
ebailey@lakeblufflibrary.org

Proposed Library Closings for Calendar Year 2018

New Year's Day - Monday, January 1, 2018

Martin Luther King Jr. Day – Monday, January 15, 2018

President's Day – Monday, February 19, 2018

Easter – Sunday, April 1, 2018

Memorial Day – Sunday, May 27 and Monday, May 28, 2018

Closed all Sundays Memorial Day weekend until after Labor Day weekend.

Independence Day – Wednesday, July 4, 2018

Labor Day – Monday, September 3, 2018

Thanksgiving – Thursday, November 22, 2018

Christmas Eve – Monday, December 24, 2018

Christmas Day – Tuesday, December 25, 2018

New Year's Eve – Monday, December 31, 2018

New Year's Day – Tuesday, January 1, 2019

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF LAKE BLUFF, LAKE BLUFF PARK DISTRICT AND LAKE BLUFF PUBLIC
LIBRARY REGARDING MEMBERSHIP IN THE NORTH SUBURBAN EMPLOYEE BENEFIT
COOPERATIVE**

THIS AGREEMENT (the "Agreement") is entered into by and between the VILLAGE OF LAKE BLUFF ("Village"), the LAKE BLUFF PARK DISTRICT ("Park District") and the LAKE BLUFF PUBLIC LIBRARY ("Library") (the Village, Park District and Library are collectively, the "Parties" and individually "Party" or as stated above);

WHEREAS, the Parties are units of local government within the meaning of Article VII, Section 1, of the Constitution of the State of Illinois, are public agencies within the meaning of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.* (the "Act"), and are established and governed by the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et seq.* ("Municipal Code"); and

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or ordinance; and

WHEREAS, the Act provides units of local government authority to join together for the purpose of establishing self-insurance programs; and

WHEREAS, the Parties are committed to cooperating in ways to procure and manage of health, dental, vision and life insurance benefits for their respective employees and retirees; and

WHEREAS, a large number of local government entities have organized the North Suburban Employee Benefit Cooperative ("Cooperative") for the purpose of administering and procuring health, dental, vision and life insurance benefits for their respective employees and retirees; and

WHEREAS, the Cooperative is governed by the North Suburban Employee Benefit Cooperative Agreement dated January 1, 2013 ("Cooperative Agreement"), a copy of which is attached hereto as Exhibit A; and

WHEREAS, the Cooperative Agreement allows local government entities to pool together into a sub-pool and collectively join the Cooperative as a single member; and

WHEREAS, the Parties desire to pool together to obtain one membership in the Cooperative ("Membership"); and

WHEREAS, the Parties desire to enter into this Agreement to set forth the terms and conditions to govern their cost-sharing and other obligations by and between each other for the Membership;

NOW, THEREFORE, in consideration for the promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1. Recitals. The foregoing recitals are hereby incorporated and adopted as if fully set forth herein.
- 2. Definitions. Any capitalized terms including, but not limited to Account; Alternate; Beneficiary; Board, Cooperative; Current Reserves; Fiscal Year; Representative; or Reserves that are used in this Agreement have the same definition as defined in the Cooperative Agreement.
- 3. Term. This Agreement will commence upon execution by all Parties and will be for an initial term of five years. ("Initial Term"). The Agreement will automatically renew for consecutive five year periods (each a "Renewal Term") unless any Party opts out of the Agreement pursuant to Section 9 of this Agreement or the Parties are expelled from the Cooperative pursuant to Article XVI of the Cooperative Agreement.
- 4. Party Designees. Within 30 days of the execution of this Agreement each Party shall appoint a designee ("Designee") to represent the Party under this Agreement and vote pursuant to Section 5.b and 6.b of this Agreement. Each Designee shall be an official or employee of the Party he or she represents.
- 5. Representative.
 - a. Appointment of Representative. The Village's Designee shall act as the Representative pursuant to the terms of the Cooperative Agreement, for and on behalf of all the Parties and the Membership. In the event an Alternate needs to be named, then the Village may appoint an Alternate until such time as the Representative is able to act or the Village appoints a new Representative.
 - b. Direction of Representative. The Representative's actions on the Board shall be directed by vote of the Designees, which Designees' vote shall be proportional to the number of regular full-time employees employed by each respective Party. The votes of the Parties may be provided either at a meeting of the Designees called by any of the Designees or by written proxy provided by a Designee to the Representative.
 - c. Obligations of Representative. The Representative shall inform the Designees about the non-confidential information related to the Membership and

operation of the Cooperative, as well as timely solicit votes from the Designees pursuant to Section 5.b of this Agreement. The Representative shall cast his or her vote on the Board in accordance with the direction provided by the Designees pursuant to Section 5.b of this Agreement. The Representative shall review all proposed changes to a Plan prior to the Board's final vote on such changes and shall act promptly on all matters requiring Board approval and not to withhold such approval unreasonably or arbitrarily.

- d. Powers of Representative. The Representative shall have the authority to sign all forms and documents required by the Cooperative to be signed on behalf of the Membership.

6. Cost Sharing.

- a. Responsibility for Costs. Each Party shall be responsible to pay its proportional share (determined in accordance with Section 6.b of this Agreement) of the costs and expenses incurred pursuant to the Cooperative Agreement, including without limitation the payments described in the Cooperative Agreement in Article VIII Account Section 8.02 Payments; Section 8.03 Supplementary Payments; Section 8.05 (and Article XXI New Members Sections 21.01 and 21.04) New Member Assessments for the first three Fiscal Years of participation; and such other and related costs as the Parties may mutually determine (collectively "Costs"). Each Party shall budget and appropriate sufficient funds to pay its share of the Costs.
- b. Allocation of Costs. Each Party's proportional share of the Costs shall be calculated by the Representative using the same manner described in the Cooperative Agreement, which calculations shall be approved by a vote of the Designees, which votes may be provided either at a meeting of the Designees called by any of the Designees or by written proxy provided by a Designee to the Representative. (For example, by way of illustration, Section 8.03 of the Cooperate Agreement provides that "a Member's share of the supplementary payment shall be equivalent to the Member's share of the total amount of the most recent monthly billing." The Representative shall calculate a Party's share so that it is equivalent to each Party's share of the total amount billed by the Cooperative on the most recent billing.)
- c. Official Payor. The Village shall serve as the official payor of all Costs for and on behalf of the Parties pursuant to this Agreement. The Parties shall pay the Village for their share of the Costs within 30 days of receiving notice from the Village, but in no event later than five business days before the respective payment is due to the Cooperative.

7. Level of Participation. The Village, Park District and Library must each maintain a level of participation equal to or greater than fifty percent (50%) of “eligible employees” as defined in Article IX Plan of Benefits Section 9.04 of the Cooperative Agreement.

8. Obligations of Each Party. The Village, Park District, and Library shall each be individually responsible to do the following:

- a. To cooperate fully with the Representative and the Cooperative’s Plan Consultant, Claims Administrator, attorneys, auditors, agents, employees, and independent contractor hired by the Cooperative in any matter relating to the purposes and powers of the Cooperative;
- b. To provide a prompt monthly listing of any new or terminated employees in accordance with the parameters set by the Cooperative;
- c. To notify promptly all of its Plan Participants of its withdrawal or expulsion from the Cooperative of this Agreement.
- d. To purchase and maintain errors and omission insurance covering liability arising out of participation in the Cooperative, including any liability arising from the actions of the Representative, the Alternate, and the Designees acting under this Agreement.
- e. To indemnify and hold harmless the other Parties from all costs, Damages, and penalties in the event that the Party causes the expulsion of the other Parties from the Cooperative pursuant to Article XVI of the Cooperative Agreement.

9. Opt-out.

- a. Opt-Out; Notice Required. A Party may opt out of this Agreement as of the date of expiration of the Initial Term or expiration of any Renewal Term, by providing the other Parties with no less than one years’ prior written notice of its decision to opt-out. A Party’s decision to opt-out may only take effect at the end of the Cooperative’s fiscal year.
- b. Responsibility upon Opting Out. The Party opting out of this Agreement will continue to be fully liable for: (a) its proportional share of Costs with respect to the period prior to the date of its withdrawal; (b) any other unfilled obligation arising at any time attributable to the period prior to the date of withdrawal; (c) any other unfulfilled obligation as it was still a Party to this Agreement; (d) any Withdrawal fee that may be charged by the Cooperative; (e) any Run-Out Claims; and (f) any other costs assessed by the Cooperative to the Parties as a result of a Party’s opt-out.

- c. Option to Continue Agreement after Opt-Out of a Party. If one Party chooses to opt-out of this Agreement, the two remaining Parties may elect to continue or terminate the Agreement.

10. General Provisions.

- a. Cooperation. The Parties agree to cooperate with each other in furtherance of the purposes, goals, and objectives of this Agreement and the Cooperative Agreement.
- b. Interpretation. It is the express intent of the Parties that this Agreement shall be construed and interpreted so as to preserve its validity and enforceability as a whole. In case of any conflict among the provisions of this Agreement, the provision that best promotes and reflects the intent of the Parties shall control. The Parties hereto have been represented by counsel and have had full opportunity to discuss this Agreement prior to execution. This Agreement shall be construed without regard to the identity of the Party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all Parties to this Agreement participated equally in the drafting thereof. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.
- c. Indemnification and Hold Harmless. Each Party hereby covenants and agrees to indemnify and hold harmless the other Parties and each of their elected officials, officers, and employees (collectively "Indemnitees"), from and against any and all damages, claims, demands, causes of action, suits, action (at law or in equity), judgments, liabilities, or expenses, including, but not limited to, reasonable attorneys' fees and court costs, arising out of or in any manner pertaining to this Agreement.
- d. Amendments; Modifications. This Agreement may be amended or modified at any time upon the mutual consent of the Parties, which mutual consent shall be evidenced in writing executed by the Parties.
- e. Notices. All notices required to be served hereunder shall be served on the Parties at their respective addresses set forth below, and shall be deemed given upon personal delivery, or on the third day after mailing if sent by first class mail, or on the day after deposit with a nationally recognized overnight delivery service, and in each case, to the person(s) and address(es) set forth below:

VILLAGE OF LAKE BLUFF:

Village of Lake Bluff
40 E. Center Ave

Lake Bluff, IL 60044
Attn: Drew Irvin, Village Manager

LAKE BLUFF PARK DISTRICT: Lake Bluff Park District
355 W. Washington Ave
Lake Bluff, IL 60044
Attn: _____

LAKE BLUFF PUBLIC LIBRARY: Lake Bluff Public Library
123 E. Scranton Ave
Lake Bluff, IL 60044
Attn: _____

- f. Applicable Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois, without referenced to or application of rules or principles of conflicts of law.
- g. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- h. Severability. If any provisions of this Agreement shall be declared by any court of competent jurisdiction illegal, void or unenforceable, the other provisions shall not be affected, but shall remain in full force and effect.
- i. Rights and Remedies. The rights and remedies conferred upon the Parties hereto shall be cumulative, and the exercise or waiver of any such right or remedy shall not preclude or inhibit the exercise of any additional rights or remedies. The waiver of any right or remedy hereunder shall not preclude the subsequent exercise of such right or remedy.
- j. Entire Understanding. This Agreement represents the entire understanding and agreement among the Parties with respect to the subject matter hereof, and supersedes all other negotiations, understandings and representations, if any.
- k. Warranty of Representation. The PARTIES warrant that each has full power and authority to enter into and to perform its obligations under this Agreement.
- l. Survival. Sections 4, 6, 8, 9, and 10.c of this Agreement shall survive termination of this Agreement.

IN WITNESS THEREOF, the Village of Lake Bluff, the Lake Bluff Park District and the Lake Bluff Public Library have caused this Intergovernmental Agreement to be executed by duly authorized officers thereof on the dates indicated below.

VILLAGE OF LAKE BLUFF

LAKE BLUFF PARK DISTRICT

By: _____

By: _____

Date: _____

Date: _____

Attest:

Attest:

LAKE BLUFF PUBLIC LIBRARY

By: _____

Date: _____

Attest: _____

The Board of Education for District 115 approved the intergovernmental agreement for library services at its September 11, 2017 meeting but did so at a lower rate. Before the meeting occurred, there was question from D115 surrounding the \$1,000 cost. In particular, since D115 has only 40% as many students as D65. And D65 also pays \$1,000. Approval occurred at \$500. Time investment for staff is coming down significantly. This is a fair number, and higher than a \$400 total also discussed. I recommend that the amended agreement be approved.

**INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

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

RECITALS

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

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

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

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

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

cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY's services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from the Lake Bluff Elementary School or Lake Bluff Middle School.

2. Term and Renewal of IGA.

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

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of Five Hundred Dollars (\$500) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2017, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Facilities Use.

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

event. If such an alternative location is not found, the LIBRARY agrees to reschedule or cancel the activity or program.

5. Equipment.

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

6. Indemnification.

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

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

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

7. Insurance.

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

8. Amendments to this IGA.

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

9. Savings Clause.

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

10. Publicity.

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

11. Notice.

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

To the Library:

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

To the School:

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

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

13. Governing Law. This IGA shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and

venue for all disputes hereunder shall be the Circuit Court located in Lake County, Illinois, or the federal district court for the Northern District of Illinois..

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

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

<p>LIBRARY:</p> <p>BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY</p> <p>By: _____ Kathy Meierhoff</p> <p>Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____ Janie Jerch</p> <p>Its: Secretary</p> <p>Date: _____</p>	<p>SCHOOL:</p> <p>BOARD OF EDUCATION OF LAKE FOREST HIGH SCHOOL DISTRICT NO. 115, LAKE COUNTY, ILLINOIS</p> <p>By: _____</p> <p>Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____</p> <p>Its: Secretary</p> <p>Date: _____</p>
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Director's Report – August, 2017

Garden Club Plantings

The Lake Bluff Garden Club made the rounds earlier this month, putting in plantings at the Library and throughout downtown. I have been in touch with the Club regarding our geese statue and the desire to move them. They have demurred on a donation to support the move, but I will be meeting with club member Marty Anderson to discuss fundraising opportunities to fund moving the statue to a location by the new entrance.

Appraisals

I have contacted appraiser Gary Piattoni, who came recommended to us from the Lake Forest Conservation Center as well as a community member. Once the contract for his services is finalized, he will be visit to provide an appraisal for the geese statue (for insurance) and on the cigar store Indian that had been in youth services (to help us appropriately find him a new home).

Contact with Brewery

I had the chance on September 7th to sit down for new Lake Bluff Brewery owner Michael Dorneker. We discussed opportunities for joint fundraisers, which the Brewery is often involved in. We have a number of options, and just need to decide which to pursue. I also mentioned sponsorship opportunities, and will be following up on that further.

Continuing Education – HR Documentation: Obligations and Aggravations

On August 22nd I attended a webinar, conducted by the Management Association of Illinois and hosted by the Reaching Across Illinois Library Association (RAILS), on HR Documentation. It was very informative, and should help me improve the efficiency of our filing.

In the Press

The Library showed up in the press at least twice this month. Once for an article on our Escape Room program, and again with a press release on the success of our agreement with District 65.

Youth Services Hiring

Youth services is presently hiring for three positions, each ranging from 9 to 12 hours per week. The retirement of Donna Williams and promotion of Eliza Jarvi created openings this spring, which were temporarily filled by experienced staff already familiar with the procedure for the Summer Reading Club.

Projection Screen

The Friends of the Library provided the funds for a pull-down projection screen, which has now been installed in the Children's Activity Room.

New Couch

The Friends of the Library provided the money for a new couch for the Youth Services preschool area. It has been ordered, and is due to arrive sometime in the next couple weeks.

Board Games

The Friends of the Library donated money for an expanded and more current collection of board games. This will help enhance our annual Games Week event, and should allow additional events.

Children's Summer Reading Club

We had a good year for our Children's Summer Reading Club, with kids' reading 4,246 books for the club. This resulted in a donation of 4,246 pennies (\$42.46) to the Shedd Aquarium.

Adult Summer Reading Club

The Adult Summer Reading Club was also a success, with 44 patrons returning 62 completed logs (patrons were allowed to complete more than one) and reading a total of 247 books. The collage behind the Main Desk is made up of titles that reading club participants listed on their completed logs.

Escape Room

Staff members Liliana LaValle, Martha O'Hara, and Eliza Jarvi created an in-house Escape Room event. For those unfamiliar, Escape Rooms are currently very popular. A group is placed in a locked room, and must decipher clues within a specific time frame in order to escape. The program was well done and positively received, with 31 attendees and coverage from the *Lake Forest Leader*.

August 2017 Statistics

A few late arriving numbers delayed the printing of the statistics for August, but they will be available at the meeting. Circulation in August was strong, up 4.68% versus August 2016. We are up 3.13% so far this fiscal year, versus the same time frame last fiscal year.

Respectfully submitted,
Eric Scott Bailey

Friends of the Library Meeting Dates

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

2017 Meeting Dates

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 -- KATE JACKSON

November 18 at 10:00am – SCOT BUTLER

2018 Meeting Dates (To be Assigned)

January 20 at 10:00am – KATHY MEIERHOFF

February 17 at 10:00am – KATE JACKSON

March 17 at 10:00am – SCOT BUTLER

April 21 at 10:00am – JANIE JERCH

May 19 at 10:00am – TIM KREGOR

June 16 at 10:00am – KATE JACKSON

August 18 at 10:00am – SCOT BUTLER

September 15 at 10:00am

October 20 at 10:00am

November 17 at 10:00am

Respectfully submitted,

Eric Scott Bailey
Library Director



HVACR MECHANICAL & TECHNICAL SERVICES

600 West Taylor Street, Chicago, IL 60607 • (312)427-8900 • Fax (312)427-0324 • WWW.MURPHYMILLER.COM

"MINIMIZE YOUR COSTS ASSOCIATED WITH THE OWNERSHIP OF HVAC MECHANICAL SYSTEMS"SM

September 12, 2017

Mr. Eric Bailey
Lake Bluff Library
123 East Scranton Ave
Lake Bluff, IL 60044

Re: Replacement Compressor For Outdoor Condenser – Model: 38AH028-511AC Serial: 4206Q05617

Dear Mr. Bailey:

Murphy & Miller, Inc. appreciates the opportunity to submit the following proposal for your consideration and approval.

- Remove and dispose of one (1) faulty compressor offsite.
- Supply and install one (1) new compressor of equal size and specs.
- Evacuate refrigerant from system.
- Remove and replace (1) suction service valve, (1) discharge service valve, (1) fan switch and (3) unloader controls.
- Recharge unit with refrigerant.
- Start and check operation.

Project Cost: \$8,275.00

Prices quoted herein are good for 45 days of this proposal.

All labor has been figured on a straight time basis during normal working hours, 7:00 a.m. to 3:30 p.m.

Thank you for your confidence in Murphy & Miller, Inc. and for the opportunity to be of service to you. If you have any questions, please feel free to contact me at 312-520-5342.

Respectfully submitted,

Murphy & Miller, Inc.

Mike Kilinskas

Mike Kilinskas,

Sales Representative

mkilinskas@murphymiller.com

Cell: (312) 520-5342

Customer's Acceptance:

Name: _____

Title: _____

Date: _____

P.O.: _____