

August 14th, 2018

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 July 17th, 2018 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)		
	July Detailed Revenue & Expense Report (action)	4A-4E
	July Detailed Balance Sheet (action)	5A-5C
6 Approval of Checks (Green) (5 minutes)(7:19pm)		
	July Check Disbursement Report (action)	6A-6D
7 Committee Reports (10 minutes)(7:29pm)		
8 New Business		7A
	Contract for Roof Work (action)(20 minutes)(7:49pm)	8A-8D
	D65 Intergovernmental Agreement (action)(10 minutes)(7:59pm)	9A-9G
	D115 Intergovernmental Agreement (action)(10 minutes)(8:09pm)	10A-10F
	Executive Summary of Programming 2017-2018 (10 minutes)(8:19pm)	11A
9 Old Business		
	Fundraising and Building Project (5 minutes)(8:24pm)	
10 Director's Report (5 minutes)(8:29pm)		
	Librarian's Narrative Report	12A-12B
11 Executive Session(s)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:30pm)		
14 Attachments		
	Friends Attendees for Calendar Year 2018	13A
	Statistics for July, 2018	14A

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 14th, 2018 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 Junly 17th, 2018 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. July 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. July Detailed Revenue & Expense Report
 - b. July Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. July Monthly Checks (13629-13665)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm) (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. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Schons.)
 - d. Finance Committee (**CHAIR:** Kregor. **MEMBERS:** Butler.)
 - e. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Jerch and Meierhoff.)
 - f. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Stroh.)
 - g. Outreach Committee (**CHAIR:** Kregor. **Members:** Jackson.)
- 8. New Business**
 - a. Contract for Roof Work **(action)(20 minutes)(7:49pm)**
 - b. D65 Intergovernmental Agreement **(action)(10 minutes)(7:59pm)**
 - c. D115 Intergovernmental Agreement **(action)(10 minutes)(8:09pm)**
 - d. Executive Summary of Programming 2017-2018 **(10 minutes)(8:19pm)**

9. Old Business

- a. Fundraising and Building Project (5 minutes)(8:24pm)

10. Director's Report (5 minutes)(8:29pm)

- 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)(8:30pm)****Attachments:**

Upcoming Friends Meetings

July Statistics Report

Roof Work Recommendation from Engberg Anderson

D65 Intergovernmental Agreement Draft

D115 Intergovernmental Agreement Draft

Executive Summary of Programming

Upcoming Board Meetings: September 18, October 16, and November 13, 2018.

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, July 17, 2018 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 7:01 pm. Present were Trustees Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, and Library Director Eric Bailey, Library Employees Martha O'Hara and Eliza Jarvi. Scot Butler and Cal Stroh were absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** None present.
4. **Approval of Minutes:**
 - a. Minutes of June 19th regular meeting: Changes were noted to mistakes made in 7d: *New strategy was presented and drafts submitted for review.* Also in 8a: *Jackson gave a presentation of the proposed LRP...* Schons moved and Kregor seconded a motion to accept the amended minutes; all voted aye.
 - b. Minutes of June 21st special board meeting: Kregor noted that he was absent, not present, for this meeting. Schons moved and Jackson seconded a motion to accept the amended minutes; all voted aye.
5. **June 2018 Financial Reports:** Bailey noted that another portion of tax revenue came in, and that we are on track for expenses. Jackson moved and Schons seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Schons moved and Kregor seconded a motion to approve the June monthly checks numbered 13587-13597 and 13599-13628; all voted aye.
7. **Committee Reports:**

(Met)

 - a. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Schons reported that the meeting was about the roof project; discussion and recommendations will be covered in the Director's Report.
 - b. Bylaw and Policy (Chair: Stroh. Member: Schons.) Bailey said that they discussed a collection development policy; discussion and recommendation will be covered in New Business.
 - c. Outreach (Chair: Kregor. Member: Jackson.) Kregor reported that they met to set some goals for next FY.

(Did Not Meet)

 - d. Finance (Chair: Kregor. Member: Butler.)
 - e. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)
 - f. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)
 - g. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.)
8. **New Business:**
 - a. Presentation of Patron Satisfaction Survey Findings: O'Hara gave highlights, which were as follows:
 - (i) a proposal to move the 2020 survey to spring/summer,
 - (ii) satisfaction with the Library building is decreasing and criticism of the Museum is increasing. There is a need to change space usage, get more books, etc.,
 - (iii) our website got a high rating, which O'Hara felt was higher than it deserved; she feels that a comprehensive and thorough upgrade needs to be done with the decision to be made as to whether to do it in-house or to hire someone to do the upgrade,
 - (iv) we've increased from 8 to 30 databases,

- (v) newsletter is still the primary method for notification of programs, but we also have an e-newsletter; should we consider text notifications,
- (vi) our customer service was highly rated, making the Library the most highly rated of all government agencies in the survey. The level of customer service was identified as our greatest asset, and what differentiates us from other area libraries.

b. **Collection Development Policy:** Bailey noted that the current policy, from 2007, is out of date, and that for every new item that arrives, one item must be culled from the collection since there is no more room. Should the Trustees be involved in formulating a focus for the collection? Perhaps the Long Term Planning Committee could discuss the issue, as there were concerns over whether we have been putting enough thought into collection development. Schons moved and Jerch seconded a motion to accept the proposed new collection development policy. Jerch, Meierhoff, and Schons voted aye; Jackson and Kregor voted nay. Motion passed.

- 9. Old Business:** Bailey spoke with Joe Huberty of Engberg Anderson concerning having to modify the scope of our building project. Huberty felt that we could still bump out to the west on the main and lower levels and eliminate the plans to raise the roof on the north and south sides. There was spirited discussion of both the scope of the proposed project and the autonomy of the proposed foundation to oversee donations to the project.
- 10. Director's Report:** The statistics for June showed a significant amount of red (decreases) in usage, but one error contributed to much of that because only 1/3 of children's attendance was reported. Bailey also gave updates on the new website, the roof project, our 4th of July parade entry, the Arts Festival tent, passport services, and the upcoming Friends of the Library Festival, among other things.
Bidding began for the roof project on July 11, following the ABR approval of metal or asphalt shingles for the new roof. We get to choose the color.
- 11. Executive Session:** There was none.
- 12. Any and All Other Business which may properly come before the Board:** There was none.
- 13. Adjournment:** Schons moved and Kregor seconded a motion to adjourn; all voted aye. The meeting adjourned at 9:05 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 07/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	YTD BALANCE 07/31/2018 NORM (ABNORM)	YTD BALANCE 07/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	10,837.78	0.00	549,372.81	462,383.12	921,475.00	59.62
PROPERTY TAX		10,837.78	0.00	549,372.81	462,383.12	921,475.00	59.62
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	142.25	181.11	476.85	419.25	2,100.00	22.71
080-300-34250	NON-RESIDENT FEES	1,116.40	1,602.91	2,442.08	2,419.13	7,000.00	34.89
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	5,000.00	0.00
SERVICES		1,258.65	1,784.02	2,918.93	2,838.38	14,100.00	20.70
FINES							
080-300-35700	RENTAL FINES	920.66	1,302.47	2,584.47	3,594.78	12,500.00	20.68
FINES		920.66	1,302.47	2,584.47	3,594.78	12,500.00	20.68
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	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	9.17	460.01	32.92	1,469.11	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	2,517.50	915.00	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	2,159.36	0.00	0.00
080-300-38900	MISCELLANEOUS INCOME	91.06	101.20	588.86	715.35	2,000.00	29.44
MISCELLANEOUS REVENUE		100.23	561.21	3,139.28	5,258.82	11,450.00	27.42
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	1,280.93	6.96	2,900.40	815.67	5,000.00	58.01
INTEREST EARNINGS		1,280.93	6.96	2,900.40	815.67	5,000.00	58.01
Total Dept 300 - REVENUE		14,398.25	3,654.66	560,915.89	474,890.77	964,525.00	58.15
TOTAL REVENUES		14,398.25	3,654.66	560,915.89	474,890.77	964,525.00	58.15
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	YTD BALANCE 07/31/2018 NORM (ABNORM)	YTD BALANCE 07/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	20,231.08	20,143.52	60,351.92	64,844.04	246,000.00	24.53
080-603-40030	STAFF SALARIES	22,110.95	19,980.58	71,038.39	59,749.55	274,000.00	25.93
SALARIES		42,342.03	40,124.10	131,390.31	124,593.59	520,000.00	25.27
BENEFITS							
080-603-40400	MEDICAL INSURANCE	5,469.43	5,443.63	16,408.29	16,546.81	70,000.00	23.44
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,191.79	2,999.03	9,909.23	9,320.02	37,000.00	26.78
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,998.30	3,073.25	9,267.39	10,102.37	38,000.00	24.39
BENEFITS		11,659.52	11,515.91	35,584.91	35,969.20	145,250.00	24.50
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	5,031.99	4,664.21	19,486.25	11,978.08	24,000.00	81.19
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	0.00	38.00	1,500.00	0.00
080-603-41050	MAINTENANCE-GROUNDS	0.00	365.00	649.50	1,079.94	6,000.00	10.83
080-603-41300	COMPUTER SERVICES	0.00	0.00	6,260.00	6,260.00	13,000.00	48.15
080-603-41313	COPIER MAINTENANCE/SUPPLIES	392.96	64.34	1,058.34	832.91	4,500.00	23.52
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	10,628.80	9.00	10,728.80	121.00	1,000.00	1,072.8
080-603-41350	LEGAL SERVICES	0.00	0.00	1,470.00	0.00	3,000.00	49.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	1,160.00	27,275.00	0.00
CONTRACTS		16,053.75	5,102.55	39,652.89	21,469.93	80,275.00	49.40
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	35.00	945.00	801.00	2,000.00	47.25
080-603-42440	DUES	690.14	681.31	690.14	817.31	2,500.00	27.61
080-603-43230	UTILITIES	863.70	911.77	3,343.41	3,516.59	14,000.00	23.88
080-603-43300	POSTAGE	40.75	0.00	294.64	237.66	2,500.00	11.79
080-603-43410	PRINTING/E-NEWSLETTER	0.00	57.00	1,632.00	2,319.89	8,000.00	20.40
080-603-43550	OFFICE SUPPLIES	445.98	473.19	1,702.94	1,151.15	5,000.00	34.06
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	246.58	509.25	409.96	2,000.00	25.46
080-603-43668	TECHNICAL SERVICES SUPPLIES	308.48	325.35	1,194.36	1,597.98	4,500.00	26.54
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	10.00	25.97	10.00	231.82	500.00	2.00
080-603-43710	ADULT PROGRAM SUPPLIES	661.99	148.94	1,962.30	1,827.50	6,000.00	32.71
080-603-43720	JUVENILE PROGRAM SUPPLIES	107.97	275.12	1,878.53	2,472.81	6,000.00	31.31
080-603-43730	OUTREACH SUPPLIES	166.24	79.96	362.55	104.96	1,000.00	36.26
080-603-43740	TEEN PROGRAM SUPPLIES	167.45	430.66	381.33	837.85	1,500.00	25.42
COMMODITIES		3,462.70	3,690.85	14,906.45	16,326.48	55,500.00	26.86
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.70	123.00	1,314.50	311.35	2,000.00	65.73
PROGRAM EXPENSES		26.70	123.00	1,314.50	311.35	2,000.00	65.73

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 07/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	YTD BALANCE 07/31/2018 NORM (ABNORM)	YTD BALANCE 07/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	903.91	588.61	4,757.43	3,514.37	17,000.00	27.98
080-603-45100	ADULT FICTION BOOKS	1,048.55	756.60	4,202.22	3,878.23	15,500.00	27.11
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	84.31	53.62	84.31	500.00	10.72
080-603-45200	ADULT AUDIO VISUAL MATERIAL	236.05	1,008.88	2,267.22	2,723.26	15,500.00	14.63
080-603-45220	ADULT REFERENCE/E-REFER	500.00	200.00	8,519.00	7,970.00	22,000.00	38.72
080-603-45400	JUVENILE NON-FICTION	337.44	0.00	925.94	42.27	7,000.00	13.23
080-603-45410	PICTURE BOOKS, READERS	27.11	855.49	658.18	2,930.70	4,500.00	14.63
080-603-45420	JUVENILE FICTION	1,050.66	688.05	1,897.39	2,417.95	10,000.00	18.97
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	211.73	110.81	319.68	2,500.00	4.43
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45450	TEEN BOOKS	444.23	401.82	736.11	1,198.10	2,750.00	26.77
080-603-45460	E-BOOKS	0.00	0.00	0.00	0.00	13,000.00	0.00
080-603-45470	GRAPHIC NOVELS	0.00	0.00	0.00	38.64	500.00	0.00
080-603-45500	PERIODICALS	0.00	0.00	0.00	5,140.14	6,750.00	70.25
080-603-45510	VIDEO GAMES	0.00	0.00	4,741.87	496.50	3,500.00	3.08
080-603-45520	TRENDING TITLES	95.95	183.82	258.61	442.82	2,000.00	12.93
080-603-45600	PATRON & STAFF SOFTWARE	907.70	532.70	2,889.60	2,389.60	5,000.00	57.79
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	20,905.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	696.30	164.99	4,000.00	17.41
080-603-58100	COMPUTER EQUIPMENT	0.00	88.96	0.00	184.76	6,000.00	0.00
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	14.81	1,000.00	0.00
CAPITAL EQUIPMENT		5,551.60	5,829.66	54,354.17	54,856.13	161,500.00	33.66
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	5,871.22	0.00	5,871.22	0.00	100,000.00	5.87
CAPITAL BUILDING		5,871.22	0.00	5,871.22	0.00	100,000.00	5.87
Total Dept 603 - LIBRARY ADMINISTRATION							
		84,967.52	66,386.07	283,074.45	253,526.68	1,064,525.00	26.59
TOTAL EXPENDITURES							
		84,967.52	66,386.07	283,074.45	253,526.68	1,064,525.00	26.59
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		14,398.25	3,654.66	560,915.89	474,890.77	964,525.00	58.15
TOTAL EXPENDITURES		84,967.52	66,386.07	283,074.45	253,526.68	1,064,525.00	26.59
NET OF REVENUES & EXPENDITURES		(70,569.27)	(62,731.41)	277,841.44	221,364.09	(100,000.00)	277.84

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	YTD BALANCE 07/31/2018 NORM (ABNORM)	YTD BALANCE 07/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	3,253.40	5,000.00	0.00
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	0.00	3,253.40	9,411.00	0.00
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	0.00	3,253.40	25,411.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	3,253.40	25,411.00	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	4,443.26	0.00	4,411.00	100.73
CONTRACTS		0.00	0.00	4,443.26	0.00	4,411.00	100.73
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	5,736.24	263.96	8,517.33	3,391.48	16,000.00	53.23
PROGRAM EXPENSES		5,736.24	263.96	8,517.33	3,391.48	16,000.00	53.23
Total Dept 603 - LIBRARY ADMINISTRATION		5,736.24	263.96	12,960.59	3,391.48	25,411.00	51.00
TOTAL EXPENDITURES		5,736.24	263.96	12,960.59	3,391.48	25,411.00	51.00
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	3,253.40	25,411.00	0.00
TOTAL EXPENDITURES		5,736.24	263.96	12,960.59	3,391.48	25,411.00	51.00
NET OF REVENUES & EXPENDITURES		(5,736.24)	(263.96)	(12,960.59)	(138.08)	0.00	100.00

08/10/2018 04:57 PM
User: EBAILEY
DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	YTD BALANCE 07/31/2018 NORM (ABNORM)	YTD BALANCE 07/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		14,398.25	3,654.66	560,915.89	478,144.17	989,936.00	56.66
TOTAL EXPENDITURES - ALL FUNDS		90,703.76	66,650.03	296,035.04	256,918.16	1,089,936.00	27.16
NET OF REVENUES & EXPENDITURES		(76,305.51)	(62,995.37)	264,880.85	221,226.01	(100,000.00)	264.88

5A

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	(1,811.55)	(2,003.48)
	A/R - OTHER	(1,811.55)	(2,003.48)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	103,824.40
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(66.29)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	789,768.84
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	13,483.13
	CASH/INVESTMENTS	585,829.97	907,161.88
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(7,895.89)	(7,895.89)
	DUE TO OTHER FUNDS	(7,895.89)	(7,895.89)
PREPAID ITEMS			
	PREPAID ITEMS	27,139.88	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
Total Assets		1,524,740.75	1,818,740.85
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,569.16	21,569.16
	ACCRUED PAYROLL	21,569.16	21,569.16
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,257.50	30,966.16
	ACCOUNTS PAYABLE	14,257.50	30,966.16
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	(550.00)
	A/P - OTHER	0.00	(550.00)
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
Total Liabilities		957,305.00	973,463.66
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	550,322.92	550,322.92
	NET POSITION/FUND BALANCE	550,322.92	550,322.92
Total Fund Balance		550,322.92	550,322.92
Beginning Fund Balance - 17-18			550,322.92
Net of Revenues VS Expenditures - 17-18			17,112.83
*17-18 End FB/18-19 Beg FB		567,435.75	
Net of Revenues VS Expenditures - Current Year			277,841.44
Ending Fund Balance			845,277.19
Total Liabilities And Fund Balance			1,818,740.85

* 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	4,410.80	4,410.80
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(22,465.50)	(30,034.07)
	CASH/INVESTMENTS	(22,465.50)	(30,034.07)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	7,895.89	7,895.89
	DUE TO OTHER FUNDS	7,895.89	7,895.89
Total Assets		(10,158.81)	(17,727.38)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	5,736.24
	ACCOUNTS PAYABLE	344.22	5,736.24
Total Liabilities		344.22	5,736.24
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	(11,231.55)	(11,231.55)
Total Fund Balance		(11,231.55)	(11,231.55)
Beginning Fund Balance - 17-18			(11,231.55)
Net of Revenues VS Expenditures - 17-18			728.52
*17-18 End FB/18-19 Beg FB			(10,503.03)
Net of Revenues VS Expenditures - Current Year			(12,960.59)
Ending Fund Balance			(23,463.62)
Total Liabilities And Fund Balance			(17,727.38)

* Year Not Closed

Fund 080 LAKE BLUFF PUBLIC LIBRARY

5A

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	(1,811.55)	(2,003.48)
	A/R - OTHER	(1,811.55)	(2,003.48)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	103,824.40
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(66.29)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	789,768.84
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	13,483.13
	CASH/INVESTMENTS	585,829.97	907,161.88
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(7,895.89)	(7,895.89)
	DUE TO OTHER FUNDS	(7,895.89)	(7,895.89)
PREPAID ITEMS			
	PREPAID ITEMS	27,139.88	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
Total Assets		1,524,740.75	1,818,740.85
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,569.16	21,569.16
	ACCRUED PAYROLL	21,569.16	21,569.16
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,257.50	30,966.16
	ACCOUNTS PAYABLE	14,257.50	30,966.16
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	(550.00)
	A/P - OTHER	0.00	(550.00)
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
Total Liabilities		957,305.00	973,463.66
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	550,322.92	550,322.92
	NET POSITION/FUND BALANCE	550,322.92	550,322.92
Total Fund Balance		550,322.92	550,322.92
Beginning Fund Balance - 17-18			550,322.92
Net of Revenues VS Expenditures - 17-18			17,112.83
*17-18 End FB/18-19 Beg FB		567,435.75	
Net of Revenues VS Expenditures - Current Year			277,841.44
Ending Fund Balance			845,277.19
Total Liabilities And Fund Balance			1,818,740.85

* 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	4,410.80	4,410.80
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(22,465.50)	(30,034.07)
	CASH/INVESTMENTS	(22,465.50)	(30,034.07)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	7,895.89	7,895.89
	DUE TO OTHER FUNDS	7,895.89	7,895.89
Total Assets		(10,158.81)	(17,727.38)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	5,736.24
	ACCOUNTS PAYABLE	344.22	5,736.24
Total Liabilities		344.22	5,736.24
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	(11,231.55)	(11,231.55)
Total Fund Balance		(11,231.55)	(11,231.55)
Beginning Fund Balance - 17-18			(11,231.55)
Net of Revenues VS Expenditures - 17-18			
*17-18 End FB/18-19 Beg FB			728.52
Net of Revenues VS Expenditures - Current Year		(10,503.03)	
Ending Fund Balance			(12,960.59)
Total Liabilities And Fund Balance			(23,463.62)

(17,727.38)

* Year Not Closed

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 07/18/2018 - 08/15/2018

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
07/25/2018	LIBCK	13629	COM071218	COMCAST CABLE	UTILITIES	080-603-43230	244.85
07/25/2018	LIBCK	13630	102605706	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	550.00
07/25/2018	LIBCK	13631	102607399	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	550.00
08/10/2018	LIBCK	13632	3613924	ACCESS ONE, INC.	UTILITIES	080-603-43230	618.85
08/10/2018	LIBCK	13633	964479664494	AMAZON	ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		13633	499973946799		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.76
		13633	449856358555		ADULT AUDIO VISUAL MATERIAL	080-603-45200	189.30
		13633	457738349946		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(5.29)
							230.76
08/10/2018	LIBCK	13634	ALA093018	AMERICAN LIBRARY ASSOCI	DUES	080-603-42440	140.00
08/10/2018	LIBCK	13635	2033837366	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13635	2033863766		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13635	2033853601		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.65
		13635	2033856372		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.35
		13635	2033850374		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13635	2033841921		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.00
		13635	2033838949		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.35
		13635	2033836369		TECHNICAL SERVICES SUPPLIES	080-603-43668	35.60
		13635	2033882280		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13635	2033878150		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.20
		13635	2033878985		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13635	2033885973		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		13635	2033878890		TECHNICAL SERVICES SUPPLIES	080-603-43668	43.25
		13635	2033877542		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.35
		13635	2033885953		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.50
		13635	2033878987		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.80
		13635	2033885959		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		13635	2033875668		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.35
		13635	2033864831		TECHNICAL SERVICES SUPPLIES	080-603-43668	32.30
		13635	2033885351		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13635	2033856372		ADULT NON-FICTION BOOKS	080-603-45000	136.96
		13635	2033838949		ADULT NON-FICTION BOOKS	080-603-45000	186.02
		13635	2033878150		ADULT NON-FICTION BOOKS	080-603-45000	309.33
		13635	2033878985		ADULT NON-FICTION BOOKS	080-603-45000	39.00
		13635	2033885973		ADULT NON-FICTION BOOKS	080-603-45000	82.64
		13635	2033875668		ADULT NON-FICTION BOOKS	080-603-45000	149.96

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13635	2033853601		ADULT FICTION BOOKS	080-603-45100	304.66
		13635	2033877542		ADULT FICTION BOOKS	080-603-45100	133.96
		13635	2033885953		ADULT FICTION BOOKS	080-603-45100	271.14
		13635	2033878987		ADULT FICTION BOOKS	080-603-45100	338.79
		13635	2033837366		JUVENILE NON-FICTION	080-603-45400	38.77
		13635	2033863766		JUVENILE NON-FICTION	080-603-45400	42.35
		13635	2033841921		JUVENILE NON-FICTION	080-603-45400	233.16
		13635	2033885351		JUVENILE NON-FICTION	080-603-45400	23.16
		13635	2033882280		PICTURE BOOKS, READERS	080-603-45410	27.11
		13635	2033861276		JUVENILE FICTION	080-603-45420	26.41
		13635	2033836369		JUVENILE FICTION	080-603-45420	493.30
		13635	2033878890		JUVENILE FICTION	080-603-45420	530.95
		13635	2033864831		TEEN BOOKS	080-603-45450	444.23
		13635	2033850374		TRENDING TITLES	080-603-45520	15.90
		13635	2033885959		TRENDING TITLES	080-603-45520	80.05
							4,136.95
08/10/2018	LIBCK	13636	CRO060318	CARL CROOKS	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
08/10/2018	LIBCK	13637	JOH072518	CHRISTINE JOHNSON	ADULT PROGRAM SUPPLIES	080-603-43710	36.99
		13637	JOH072518		JUVENILE PROGRAM SUPPLIES	080-603-43720	33.77
							70.76
08/10/2018	LIBCK	13638	27976	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	375.00
08/10/2018	LIBCK	13639	25412	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
		13639	25473		MAINTENANCE-BUILDING	080-603-41000	645.00
							1,290.00
08/10/2018	LIBCK	13640	SCH060318	CYNTHIA D. SCHAFER	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
08/10/2018	LIBCK	13641	93194	DAN THE KEY MAN, INC.	MAINTENANCE-BUILDING	080-603-41000	39.00
08/10/2018	LIBCK	13642	6409915	DEMCO, INC	OFFICE SUPPLIES	080-603-43550	33.76
		13642	6409915		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.48
							58.24
08/10/2018	LIBCK	13643	14235702-01	ENGBERG ANDERSON, INC.	EXT BUILDING IMPROVEMENTS	080-603-51200	5,871.22
08/10/2018	LIBCK	13644	INV-US-37512	ENVISIONWARE, INC.	PATRON & STAFF SOFTWARE	080-603-45600	522.75
08/10/2018	LIBCK	13645	121-38617	FASTSIGNS GURNEE	USE OF DONATIONS/TEMPORARY E	082-603-99999	127.25

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/10/2018	LIBCK	13646	BRI082518	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	166.24
08/10/2018	LIBCK	13647	LYN082518	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	285.20
08/10/2018	LIBCK	13648	ERI082518	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	83.00
		13648	ERI082518		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	10.00
		13648	ERI082518		MISCELLANEOUS EXPENSES	080-603-46100	26.70
							119.70
08/10/2018	LIBCK	13649	ELI082518	FIRST BANKCARD	TEEN PROGRAM SUPPLIES	080-603-43740	167.45
		13649	ELI082518		USE OF DONATIONS/TEMPORARY E	082-603-99999	350.00
							517.45
08/10/2018	LIBCK	13650	MCO082518	FIRST BANKCARD	POSTAGE	080-603-43300	40.75
		13650	MCO082518		JUVENILE PROGRAM SUPPLIES	080-603-43720	74.20
		13650	MCO082518		PATRON & STAFF SOFTWARE	080-603-45600	9.95
		13650	MCO082518		USE OF DONATIONS/TEMPORARY E	082-603-99999	29.99
							154.89
08/10/2018	LIBCK	13651	PINV1571661	GARVEY'S OFFICE PRODUCT	MAINTENANCE-BUILDING	080-603-41000	51.34
		13651	PINV1565343		OFFICE SUPPLIES	080-603-43550	51.50
		13651	PINV1573764		OFFICE SUPPLIES	080-603-43550	61.05
		13651	PINV1565343		TECHNICAL SERVICES SUPPLIES	080-603-43668	54.90
							218.79
08/10/2018	LIBCK	13652	0624934-00	GOODMAN ELECTRIC SUPPLY	MAINTENANCE-BUILDING	080-603-41000	19.88
08/10/2018	LIBCK	13653	HP2018-457	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	6.00
08/10/2018	LIBCK	13654	ICI081018	ICICLE TRICYCLES	USE OF DONATIONS/TEMPORARY E	082-603-99999	3,659.00
08/10/2018	LIBCK	13655	16860	IHLS-OCLC	DUES	080-603-42440	200.14
08/10/2018	LIBCK	13656	1163326	IMPACT NETWORKING, INC	COPIER MAINTENANCE/SUPPLIES	080-603-41313	215.77
		13656	1168442		COPIER MAINTENANCE/SUPPLIES	080-603-41313	177.19
							392.96
08/10/2018	LIBCK	13657	10003390180	INFOGROUP	ADULT REFERENCE/E-REFER	080-603-45220	500.00
08/10/2018	LIBCK	13658	AUG060318	KRISTA AUGUST	ADULT PROGRAM SUPPLIES	080-603-43710	175.00
08/10/2018	LIBCK	13659	IVE060318	KRISTYN IVEY	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
08/10/2018	LIBCK	13660	10301	METHODS & MATERIALS	USE OF DONATIONS/TEMPORARY E	082-603-99999	1,570.00

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/10/2018	LIBCK	13661	SVC00015753	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,247.00
		13661	SVC00015923		MAINTENANCE-BUILDING	080-603-41000	1,799.47
							3,046.47
08/10/2018	LIBCK	13662	5295	RAILS	DUES	080-603-42440	350.00
08/10/2018	LIBCK	13663	555596	RAVINIA PLUMBING & HEAT	MAINTENANCE-BUILDING	080-603-41000	217.10
08/10/2018	LIBCK	13664	5168	TER MOLEN WATKINS & BRA	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	10,622.80
08/10/2018	LIBCK	13665	102614802	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	550.00
TOTAL - ALL FUNDS							38,047.25
TOTAL OF 37 CHECKS							

--- GL TOTALS ---

080-200-20245	ICMA 457 PLAN PAYABLE	1,650.00
080-603-41000	MAINTENANCE-BUILDING	5,031.99
080-603-41313	COPIER MAINTENANCE/SUPPLIES	392.96
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	10,628.80
080-603-42440	DUES	690.14
080-603-43230	UTILITIES	863.70
080-603-43300	POSTAGE	40.75
080-603-43550	OFFICE SUPPLIES	146.31
080-603-43668	TECHNICAL SERVICES SUPPLIES	308.48
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	10.00
080-603-43710	ADULT PROGRAM SUPPLIES	661.99
080-603-43720	JUVENILE PROGRAM SUPPLIES	107.97
080-603-43730	OUTREACH SUPPLIES	166.24
080-603-43740	TEEN PROGRAM SUPPLIES	167.45
080-603-45000	ADULT NON-FICTION BOOKS	903.91
080-603-45100	ADULT FICTION BOOKS	1,048.55
080-603-45200	ADULT AUDIO VISUAL MATERIAL	230.76
080-603-45220	ADULT REFERENCE/E-REFER	500.00
080-603-45400	JUVENILE NON-FICTION	337.44
080-603-45410	PICTURE BOOKS, READERS	27.11
080-603-45420	JUVENILE FICTION	1,050.66
080-603-45450	TEEN BOOKS	444.23
080-603-45520	TRENDING TITLES	95.95
080-603-45600	PATRON & STAFF SOFTWARE	907.70
080-603-46100	MISCELLANEOUS EXPENSES	26.70
080-603-51200	EXT BUILDING IMPROVEMENTS	5,871.22
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	5,736.24
	TOTAL	38,047.25

New Business

Contract for Roof Work

Three (3) companies bid to complete work on the roof. Shaun Kelly of Engberg Anderson has checked references, company history, and bids in the course of preparing his recommendation. His recommendation is that the Library accept the bid from Waukegan Roofing (BASE BID: \$143,077), with Alternate 3 (ASPHALT SHINGLES: \$27,548), Alternate 5 (GUTTERS AND DOWNSPOUTS: \$9,900), and Alternate 6 (BRICK REPAIR: \$6,700). This totals \$187,225. Mr. Kelly also recommends that a contingency of 10% (\$18,722) be allotted.

The Building and Grounds Committee will meet on Monday, August 13th to discuss his recommendation. A recommendation from the Building and Grounds Committee should be available at the Board meeting. A tabulation of the bids and a recommendation letter from Shaun Kelly are in your packet.

RECOMMENDATION: If a recommendation from the Building and Grounds Committee has been provided to the Library Board, I recommend approval so that the project can continue ahead.

Recommended motion: That the bid for \$187,225 including Base Bid, Alternate 3 (Asphalt Shingles), Alternate 5 (Gutters and Downspouts), and Alternate 6 (Brick Repair) from Waukegan Roofing be accepted, and that \$18,722 of funds be allotted as a contingency for the project.

Intergovernmental Agreement with District 65

This will be the fourth school year of the Intergovernmental Agreement with D65. The contract remains essentially the same, with only the dates updated. Usage statistics are available along with the agreement. The percentage and total number of kids with a card both increased, though usage decreased. Usage statistics do not include database or ematerial usage.

RECOMMENDATION: District 65 continues to be eager to work with us, and we have become ever stronger partners since the first year of the agreement. Checkouts decreased, but remain strong. I recommend approval. **Recommended motion:** That the Intergovernmental Agreement between District 65 and the Lake Bluff Public Library for nonresident card service be approved, to go into effect following the approval of both organizations.

Intergovernmental Agreement with District 115

This will be the third school year of the Intergovernmental Agreement with D115. The contract remains essentially the same, with only the dates updated. Usage statistics are available along with the agreement. The percentage and total number of kids with a card both increased, though usage decreased. Usage statistics do not include database or ematerial usage.

RECOMMENDATION: Difficulties in tracking digital usage by specific cardholders is particularly problematic with LFHS students, because they make more use of those resources than younger students. The number of participants continues to increase, and the value of the program remains high. I recommend approval. **Recommended motion:** That the Intergovernmental Agreement between District 115 and the Lake Bluff Public Library for nonresident card service be approved, to go into effect following the approval of both organizations.

Executive Summary of Programming

At the June 2018 Board Meeting, an 'executive summary' detailing what had been learned regarding FY2017-2018 programming was requested. The attached report has been prepared to provide the 'story behind the numbers' for the data presented in June.

RECOMMENDATION: Presented for informational purposes only.

Respectfully submitted,
Eric Scott Bailey

Bid Tabulation Sheet

Lake Bluff Public Library - Roof Replacement

EA Project No 142357

Bid Opening August 7, 2018

CONTRACT 01 - Roof Replacement

BIDDER 1: Waukegan Roofing														Addendum Acknowledged	Bond Included	Signature			
BASE BIDS	ALTERNATE BIDS						Unit Prices												
1	1	2	3	4	5	6	1	2	3	4									
Base Bid	Cedar Shake Roof	Synthetic Shake Roof	Asphalt Shingle Roof	Standing Seam Metal Roof	Gutters & Downspouts	Brick Repair	Deck Replace	Deck Repair	Masonry Repair	Masonry Tuck Pointing									
\$ 143,077.00	\$ 66,767.00	\$ 68,021.00	\$ 27,548.00	\$ 132,237.00	\$ 9,900.00	\$ 6,700.00	\$ 323.10	\$ 25.00	\$ 142.00	\$ 50.00	X	X	X						
BIDDER 2: Pacific Construction Services														Addendum Acknowledged	Bond Included	Signature			
\$ 357,076.00	\$ 67,098.00	\$ 74,306.00	\$ 23,214.00	\$ 203,838.00	\$ 15,900.00	\$ 5,830.00	\$ 400.00	\$ 9.00	\$ 100.00	\$ 11.00	X	X	X						
BIDDER 3: Riddiford Company																	Addendum Acknowledged	Bond Included	Signature
\$ 275,350.00	\$ 89,100.00	\$ 76,800.00	\$ 27,100.00	\$ 147,600.00	\$ 19,500.00	\$ 11,100.00	\$ 750.00	\$ 20.00	\$ 55.00	\$ 6.00	X	X	X						



August 9, 2018

Eric Bailey | Library Director
Lake Bluff Public Library
123 E. Scranton Ave.
Lake Bluff, IL 60044

RE: Bid for the Lake Bluff Library Roof

Dear Eric,

RECEIPT OF BIDS

Bids for the roof replacement of the Lake Bluff Public Library were received and opened on Tuesday, August 7, 2018 at 2:00 pm by Engberg Anderson and the Library. These bids were solicited, received and opened in a manner consistent with the procedures established by Library and in conformance with applicable state statutes. A total of 3 bids were received and are itemized on the attached Bid Tabulation Form. The lowest of these are summarized here:

TABLE 1 - LOWEST APPARENT BIDS

BID TABULATION	WAUKEGAN ROOFING	RIDDIFORD COMPANY
Base Bid	\$ 143,077.00	\$ 275,350.00
Alternate Bid 1 – Cedar Shake Roof	\$ 66,767.00	\$ 89,100.00
Alternate Bid 3 – Asphalt Shingle Roof	\$ 27,548.00	\$ 27,100.00
Alternate Bid 4 – Standing Seam Metal Roof	\$ 132,237.00	\$ 147,600.00
Alternate Bid 5 – Gutters & Downspouts	\$ 9,900.00	\$ 19,500.00
Alternate Bid 6 – Brick Repair	\$ 6,700.00	\$ 11,100.00

NOTICE OF BID IRREGULARITIES

Waukegan Roofing did not provide a qualification statement with their bid. However, this document does not affect the bid amounts, and was provided in less than 24 hours. We recommend that the Library waive the irregularity since it is in the best interest of the Library and does not affect the bid amounts.

EVALUATION OF BIDDER'S QUALIFICATIONS

Engberg Anderson performed a scope review with all three bidders. Each bidder indicated that they understood the scope of the project and included all items indicated in the base bid as well as the alternates. This included (but is not limited to) demolition, sloped roof material, flat roof materials, underlayments, insulation, vapor barrier, metal work, masonry work, painting, and steel.

Engberg Anderson also contacted the references provided for Waukegan Roofing along with Construction Managers and other roofing contractors in the Chicago Area who did not bid. All references and discussions of Waukegan Roofing were positive. They indicated having good experiences, repeat work, fair pricing, and a timely installation. Our review of contractor references as provided with the Bid suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish Waukegan Roofing as a responsible bidder.

Based on this review we find no reason to disqualify the apparent low bidder.

ELECTION OF ALTERNATE BIDS

The base bid of the project did not include a sloped roofing material. Alternate Bids 1 through 4 provides the option for the Library to select the final sloped roofing material. However, please note that the Village of Lake Bluff's Architectural Review Board and Village Board did not approve the use of Synthetic Shake Roof. The Library cannot elect Alternate Bid 2. Based on the remaining alternates (1, 3, & 4), Engberg Anderson recommends the use of Alternate 3 – Asphalt Shingle Roof. It is our opinion that this material provides the best balance of performance, maintenance, and cost for the Library. The total cost of the Base Bid plus Alternate number 3 would be \$170,625.00.

We recommend the Library elect Alternate number 5 -Gutters and Downspouts. The current building has two different gutter styles in two different colors. This would provide a uniformed look on the building and match the proposed metal color. Although this alternate is more aesthetic than performance based, the proposed cost is in an acceptable range and may speed up the roof replacement project. Salvaging and reusing items tends to take more time. The cost of this alternate is \$9,900.

We recommend the Library elect Alternate number 6 – Brick Repair. The current Library half of the building has some cracking bricks. Over time these can lead to water and pest infiltration into the building. The proposed cost is within an acceptable range. The cost of this alternate is \$6,700

REQUEST FOR OWNER AUTHORIZATIONS

Based on the provisions of the agreement we ask that you review these bids and approve acceptance of the apparent low bid. This will constitute authorization for Engberg Anderson to prepare the Agreement between the Owner and the Contractor. Below is a list of the recommended base bid and alternates.

TABLE 2 – PROPOSED PROJECT COSTS

Base Bid	\$ 143,077.00
Alternate Bid 3 – Asphalt Shingle Roof	\$ 27,548.00
Alternate Bid 5 – Gutters & Downspouts	\$ 9,900.00
Alternate Bid 6 – Brick Repair	\$ 6,700.00
Sub Total	\$ 187,225.00
Contingency – 10%	\$ 18,722.00
Total Project	\$ 205,947.00

In addition to the contract amount, we recommend that the library maintain a 10% contingency based on the project type and scale. The contingency amount would be \$18,722.00. This would be overseen and managed by the Library (with the assistance of Engberg Anderson) separate from the construction contractor. This cost is included in the table above.

We request that the Library authorize the construction of the Roof Replacement Project including Alternates 3, 5 and 6 for an amount of \$205,947.00. Please advise us of the Library's decisions in these matters.

If you have any questions or comments, please contact me.

Sincerely,

Shaun Kelly
Principal

Copied **Joe Huberty** | Partner

EA File Name: P:\2014 2324\142357 Lake Bluff Public Library\5-Bidding & Negotiation\3-Bid Tab - Evaluation Letters\LBPL Bid Evaluation Memo.Docx

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

This Intergovernmental Agreement (IGA) For Library Services is made this 30th day of September, 2018 by and between the Board of Education of Lake Bluff School District No. 65 ("SCHOOL") and the Board of Trustees of Lake Bluff Public Library ("LIBRARY")(collectively, the "Parties" or individually, "Party").

RECITALS

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

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

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

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY's policies and the terms herein. The LIBRARY will issue library cards designated as "IGA cards" solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those 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 October 1, 2018, and ends September 30, 2019, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of One Thousand Dollars (\$1,000) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2018, 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. 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 this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the Library Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law.

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

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

7. Insurance.

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

8. Amendments to this IGA.

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

9. Savings Clause.

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 Bluff Elementary School District 65
Attn: Superintendent
900 North Shore Drive
Suite #220
Lake Bluff, IL 60044

With a Copy To:

Debra H. Jacobson
Hodges, Loizzi, Eisenhammer,
Rodick & Kohn LLP
3030 Salt Creek Lane, Ste. 202
Arlington Heights, IL 60005

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 the laws of the State of Illinois.

-SIGNATURE PAGE FOLLOWS-

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

LIBRARY:

BOARD OF TRUSTEES OF
LAKE BLUFF PUBLIC LIBRARY

By: _____

Kathy Meierhoff

Its: President

Date: _____

ATTEST:

By: _____

Janie Jerch

Its: Secretary

Date: _____

SCHOOL:

BOARD OF EDUCATION OF
LAKE BLUFF SCHOOL
DISTRICT NO. 65

By: _____

Mark Barry

Its: President

Date: _____

ATTEST:

By: _____

Julie Gottshall

Its: Secretary

Date: _____

District 65

Total Eligible Students

258

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%
2017-2018	222	258	86%

*includes both NR and IGA cards

Growth of Library Card Membership Among Knollwood/Unincorporated LB

	# Cardholders	% Change
2015-2016	(+) 110	256%
2016-2017	(+) 52	34%
2017-2018	(+)17	8%

Card Types

	D65 Student Cards	NR Cards	No Card
2015-2016	123	30	72
2016-2017	170	35	39
2017-2018	183	39	36

Circulation

	Circulation	% Change
2015-2016	1318	N/A
2016-2017	3497	165%
2017-2018	2470	-29%

LBES

Total Eligible Students

182

Knollwood/Unincorporated LBES Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students
Before IGA	22	151	15%
2015-2016	121	151	80%
2016-2017	154	176	85%
2017-2018	155	182	85%

Growth of Library Card Membership Among Knollwood/Unincorporated LBES Students

	# Cardholders	% Change
2015-2016	(+) 99	450%
2016-2017	(+) 33	27%
2017-2018	(+1)	1%

Card Types

	D65 Student Cards	NR Cards	No Card
2015-2016	103	18	30
2016-2017	128	26	22
2017-2018	128	27	27

LBMS

Total Eligible Students 76

Knollwood/Unincorporated LBES Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students
Before IGA	21	73	29%
2015-2016	31	73	42%
2016-2017	50	68	74%
2017-2018	67	76	88%

Growth of Library Card Membership Among Knollwood/Unincorporated LBES Students

	# Cardholders	% Change
2015-2016	(+) 10	48%
2016-2017	(+) 19	61%
2017-2018	(+) 17	34%

Card Types

	D65 Student Cards	NR Cards	No Card
2015-2016	20	11	42
2016-2017	42	10	16
2017-2018	55	12	9

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

The term of This Intergovernmental Agreement (IGA) For Library Services is from September 1, 2018, and ends August 30, 2019, 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, 2018, and ends August 30, 2019, 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, 2018, 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.

LIBRARY: BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY By: _____ Kathy Meierhoff Its: President Date: _____ ATTEST: By: _____ Janie Jerch Its: Secretary Date: _____	SCHOOL: BOARD OF EDUCATION OF LAKE FOREST HIGH SCHOOL DISTRICT NO. 115, LAKE COUNTY, ILLINOIS By: _____ Its: President Date: _____ ATTEST: By: _____ Its: Secretary Date: _____
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District 115

Total Eligible Students

107

Knollwood/Unincorporated LB Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students
Before IGA	12	97	12%
2016-2017	23	97	24%
2017-2018	40	107	37%

*includes both NR and IGA cards

Growth of Library Card Membership Among Knollwood/Unincorporated LB

	# Cardholders	% Change
2016-2017	(+)11	92%
2017-2018	(+)17	74%

Card Types

	D115 Student Cards	NR Cards	No Card
2016-2017	11	12	74
2017-2018	28	12	67

Circulation

	Circulation	% Change
2016-2017	375	-
2017-2018	69	-82%

Programming for FY2017-2018: Executive Summary

PURPOSE: To provide a brief summary of highlights of programming in the Fiscal Year running from May 1, 2017 to April 30, 2018.

RESEARCH: Head of Youth Services Eliza Jarvi, Head of Circulation and Reference Liliana LaValle, and staff member Carol Carter met and provided observations from organizing and leading programming and on the data presented at the June 2018 Board Meeting.

OBSERVATIONS:

Programs that worked:

- Trivia at the brewery
- Reading Clubs – Adult Summer and Winter RC have regular high participation
- Special event / themed programs for all ages like Harry Potter, escape room, Clue, etc.
- Carol Carter's book club is popular with a good, steady attendance rate and high interest
- So is Carrie Spezzano's cookbook book club, which also brings in a crowd
- Chicago history is a popular topic with a high general interest rate
- Liliana LaValle's craft programs generate interest and bring in regular attendees, plus occasional new faces
- Cooking programs are popular and people have interest in them, but they tend to be too expensive to have often
- Wellness/meditation seems to be popular, and Carol is following this up with a yoga class partnering with the Rec Center in fall to build on this current trend.

Programs that have not worked:

- Genealogy has worked better as occasional tutorials, versus a formal club
- As far as less interest it's hard to know, except for some specific feedback about certain presenters but we haven't heard about a topic that people want less of.
- Also just a note with some programs that despite high professed interest, very engaging programs, and happy participants, actual attendance can be variable. Wrong time of day for the target audience, conflict with other events, bad weather, and low media interest can all work to push turnout down despite interest.
- Considerations of additional prep and staff time are also considered when deciding to repeat a program and how often.

CONCLUSION: Resources for programming are limited and carefully deployed. Programmers are tasked with assessing the reasons for why a program did or did not meet expectations, and adjusting accordingly. Depending on cost, level of community interest, and staff time available a program that did not meet expectations may or may not be repeated. No program is sustained for long if it continues to underperform, and programmers build on identified interest and opportunity to minimize chances for subpar program performance.

Director's Report – August, 2018

Statistics

Ross Shanley-Roberts, who gathers together our statistics, is leading the analysis of our recent statistical trends. The plan had been to have the analysis available in August, but the earlier meeting date made that a challenge. While our July numbers were down versus last year, they do beat the totals from each of the three (3) years before that. The usage for July is, when viewed against other years, a bit above average. More than some other recent months, it suffers by comparison to an excellent summer in 2017.

Website

Following the July 17th meeting of the Board, I reached out to web developers in the area. After some informative discussions, particularly with Nicki Snoblin of NextWord Communications, we will be putting together a Request for Proposal (RFP) for a new website. The cost is not anticipated to be anywhere near the \$25K threshold that requires an RFP, but the clarification within the document of what we have, what we need, and what we want will make for a far better and cheaper final product. Off-the-cuff estimates on time that I have received suggest that we could have a new website in 8-16 weeks after the signing of a contract. Assuming the bid documents are ready for posting in September, a new website before the end of 2018 is a possibility. At minimum, it should arrive early in 2019.

Update on Roof

The Village Board considered at its July 23rd, 2018 meeting, per Village ordinance, our request to use non-cedar roofing materials when the roof is replaced. The Village approved the recommendation of the Architectural Board of Review (ABR), which allowed the use of metal and asphalt shingles and left the choice of color to the Library Board. Bidding closed on August 7th at 2pm; we remain on course for roof replacement in 2018.

Summer Reading Club

The Children's Summer Reading Club wrapped up on July 28th. Each year a penny donation is put toward a good cause for each book participants read, and this year's donations were put toward rescuing and adopting a sea animal through the nonprofit Oceana. A total of \$52 was gathered through penny donations. Kids were able to vote on which sea animal they wanted to adopt, and selected a sea turtle. There was definitely an increased level of engagement, and some youth contributed extra funds to help out.

Passports

Passport service is now live at the Lake Bluff Public Library! Thus far, the reception has been very positive. We have brought in \$385 in additional revenue through the service as of Friday, August 10th; due to some confusion as to which revenue line it should be deposited into, funds were added to Miscellaneous Revenue rather than the dedicated Passport revenue line. The journal entry will be changed so that they will show up in the correct revenue line in the future.

Staff Turnover

Longtime staff member Gloria Newton resigned in July; Laurence Sacherer, who has been with the Library since 2012 and had been trained as a backup to Gloria, has taken on her fiscal responsibilities. Community Engagement Coordinator Brittany Hinkle also resigned in July; the vacancy has not yet been filled. Retention has been particularly difficult with this position; given the significant engagement and outreach activities under planning for 2019, it will be important to have the right person brought on board.

Library Beer Update

Mike Dorneker of the Lake Bluff Brewery reports that our beer, Totally Booked, was a big hit! We received \$650 from the partnership, which has been deposited as an unrestricted donation. The batch and partnership were a big enough hit that we will be discussing another, larger, batch this fall with the goal of a spring 2019 release.

School Relationships

Carrie Spezzano has been providing storytimes for the LBES/LBMS Summer School, as well as traveling to the Montessori school in Lake Forest to provide an educational storytime for them. The LBES Summer Bash at the Lake Bluff Library was a well-attended success. We had a wonderful turnout of both faculty and students. Eliza Jarvi reports that we are working on a Back to School bash for September.

Collection Updates

August and September, following the hurly burly of the summer, are big months for weeding collections. As we are at capacity, materials would start to pile up quickly if an item did not leave for each one that arrives. In addition, Head of Youth Services Eliza Jarvi reports that, thanks to volunteer Kenna McBean, picture books with faded call number labels received a new replacement label. The effect was sufficiently positive that similar projects for other collections are on the horizon. A restructuring of our Juvenile Readers (which are aimed at kids starting to read independently) is planned for September. Collection signage for New Adult Materials and Adult AV were updated this month by Anna Fifhause, and the effect is very sharp.

Harry Potter Anniversary Party

Head of Circulation and Reference Liliana LaValle reports that our Harry Potter anniversary programming was a big hit. About 36 people attended, everyone seemed to have great fun, the decorations were great, and the Lake Forest Leader came by and took pictures/names so hopefully we'll be featured.

Respectfully submitted,

Eric Scott Bailey

Friends of the Library Meeting Dates

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

2018 Meeting Dates

January 20 at 10:00am – KATHY MEIERHOFF

February 17 at 10:00am – KATE JACKSON

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 – TIM KREGOR

September 15 at 10:00am – SCOT BUTLER

October 20 at 10:00am – KATHLEEN MEIERHOFF

November 17 at 10:00am – CAL STROH

Respectfully submitted,

Eric Scott Bailey
Library Director

14A

Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	28,883	-16.97%	152,743	-14.35%	309,977	-11.22%	80,342	-14.71%
Database Interactions	2,390	-47.19%	12,587	-42.26%	23,014	-45.72%	6,642	-39.49%
Patron Interactions	14,766	-14.43%	83,997	-11.57%	175,229	-8.19%	43,246	-13.15%
Circulation	11,727	-9.81%	56,159	-8.77%	111,734	-3.59%	30,454	-8.89%
Circulation	11,727	-9.81%	56,159	-8.77%	111,734	-3.59%	30,454	-8.89%
Books and Magazines	7,446	-7.73%	32,655	-5.89%	62,825	-2.45%	18,803	-6.25%
Electronic	1,768	12.11%	9,945	-1.38%	20,988	12.45%	4,946	4.85%
AV	2,513	-25.10%	13,559	-19.19%	27,921	-14.95%	6,705	-22.52%
Patron Interactions	14,766	-14.43%	83,997	-11.57%	175,229	-8.19%	43,246	-13.15%
Website Visits	7,098	-5.27%	41,939	-11.46%	90,284	-9.25%	20,310	-12.32%
In-Person Visits	7,668	-21.47%	42,058	-11.67%	84,945	-7.03%	22,936	-13.87%
Books and Magazines	7,446	-7.73%	32,655	-5.89%	62,825	-2.45%	18,803	-6.25%
Adult	2,725	-1.16%	14,179	2.63%	27,365	3.04%	7,405	-1.39%
Teen	268	-13.27%	922	-10.92%	1,638	-19.75%	626	-6.15%
Children	4,453	-11.01%	17,554	-11.56%	33,822	-5.54%	10,772	-9.33%
Electronic	1,768	12.11%	9,945	-1.38%	20,988	12.45%	4,946	4.85%
Adult	1,582	11.41%	8,973	-2.17%	18,745	11.30%	4,428	4.46%
Teen	88	0.00%	462	13.51%	885	1.37%	247	26.67%
Children	98	42.03%	510	0.99%	1,358	43.10%	271	-4.24%
AV	2,513	-25.10%	13,559	-19.19%	27,921	-14.95%	6,705	-22.52%
Adult	1,804	-23.27%	10,489	-18.08%	21,673	-13.30%	5,065	-20.88%
Teen	0	-100.00%	2	-71.43%	6	-57.14%	2	-60.00%
Children	709	-29.24%	3,068	-22.66%	6,242	-20.15%	1,638	-27.10%
In-Person Visits	7,668	-21.47%	42,058	-11.67%	84,945	-7.03%	22,936	-13.87%
Programming Attendees	1,063	-26.28%	3,616	-16.22%	6,283	-6.61%	2,512	-18.15%
Adult	101	-38.41%	876	1.15%	1,588	-3.47%	385	-1.53%
Teen	23	4.55%	100	26.58%	217	22.60%	82	57.69%
Children	939	-25.24%	2,640	-21.68%	4,478	-8.72%	2,045	-22.12%
Other In-Person Visits	6,605	-20.63%	38,442	-11.22%	78,662	-7.07%	20,424	-13.31%

- "Past 6 months" covers the time period from February 2018 through July 2018 inclusive and "Past 12 months" covers the time period from August 2017 through July 2018 inclusive.
- The percentages reflect the changes between the present and this same time span in the previous year:
 - "This month": July 2018 - July 2017 / July 2017
 - "Past 6 months": (February 2018 ... July 2018) - (February 2017 ... July 2017) / (February 2017 ... July 2017)
 - "Past 12 months": (August 2017 ... July 2018) - (August 2016 ... July 2017) / (August 2016 ... July 2017)
 - "FY to date": (May 2018 ... July 2018) - (May 2017 ... July 2017) / (May 2017 ... July 2017)