

July 17th, 2018

agenda

item	<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 June 19th, 2018 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
	Minutes of June 21st, 2018 Board of Trustees Meeting (action)(2 minutes)(7:11pm)	4A
5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:16pm)		
	June Detailed Revenue & Expense Report (action)	5A-5E
	June Detailed Balance Sheet (action)	6A-6C
6 Approval of Checks (Green) (5 minutes)(7:21pm)		
	June Check Disbursement Report (action)	7A-7F
7 Committee Reports (10 minutes)(7:31pm)		8A
8 New Business		9A
	Presentation of Patron Satisfaction Survey Findings (20 minutes)(7:51pm)	
	Collection Development Policy (action)(10 minutes)(8:01pm)	10A-10P
9 Old Business		
	Fundraising and Building Project (5 minutes)(8:06pm)	
10 Director's Report (5 minutes)(8:11pm)		
	Librarian's Narrative Report	11A-11B
11 Executive Session(s)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:12pm)		
14 Attachments		
	Statistics for June, 2018	12A
	Friends Attendees for Calendar Year 2018	13A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, July 17th, 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 June 19th, 2018 Board Meeting **(action)(2 minutes)(7:09pm)**
 - b. Approval of Minutes of June 21st, 2018 Special Board Meeting **(action)(2 minutes)(7:11pm)**
- 5. June 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:16pm)**
 - a. June Detailed Revenue & Expense Report
 - b. June Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:21pm)**
 - a. June Monthly Checks (13587-13597, 13599-13628)**(action)**
- 7. Committee Reports (10 minutes)(7:31pm) (Met)**
 - a. Building and Grounds Committee (**CHAIR:** Schons. **MEMBERS:** Jerch, Meierhoff, and Stroh.)
 - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Schons.)
 - c. Outreach Committee (**CHAIR:** Kregor. **Members:** Jackson.)
 - (Did not meet)**
 - 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. Long Range Planning Committee (**CHAIR:** Jackson. **MEMBERS:** Kregor and Schons.)
- 8. New Business**
 - a. Presentation of Patron Satisfaction Survey Findings **(20 minutes)(7:51pm)**
 - b. Collection Development Policy **(10 minutes)(8:01pm)**

**Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, June 19, 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 7:00 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Carl Schons, and Library Director Eric Bailey. Trustees Tim Kregor 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:** Jackson moved and Butler seconded a motion to approve the minutes of the May 15th meeting; all voted aye.
5. **May 2018 Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Butler moved and Schons seconded a motion to accept the May Financial Reports; all voted aye.
6. **Approval of May Monthly Checks (Green Pages):** Butler moved and Jackson seconded a motion to accept the May checks (13540-13553, 13555-13586); all voted aye. Check # 13554 was voided.

7. Committee Reports:

(Committees that met)

- a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Met twice officially and once unofficially to discuss roof replacement guidelines, materials, etc. The roofing project manager will meet with the Architectural Board of Review on July 10. Goals for FY18-19 were briefly discussed.
- b. Finance (**CHAIR:** Kregor, **MEMBER:** Butler) Met June 4; goals for FY18-19 were discussed.
- c. Human Resources (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff) Goals for Bailey for his next evaluation were discussed, including development of a succession plan for all Library positions. Also, the mid-year evaluation for the Director will be simplified to 2-3 questions.
- d. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons) New strategy will be presented soon.
- e. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson) A "non-meeting" meeting was held.

(Committees that did not meet)

- f. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons)
- g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)

8. New Business:

- a. **Long Range Plan:** Jackson gave visual presentations of statistics from FY16-17 as well as the new LRP and also provided the other trustees with written copies of the Strategic Plan for 2019-2022, with the trustees asked to read over the document for discussion at the next board meeting. She noted that this is a working document that still needs staff input as well as input from the rest of the board. She also showed photos of the Winnetka Library's Children's Department as an example of a well-planned and welcoming space. Trustees are also tasked with reading the Patron Satisfaction Survey for 2018 before the next board meeting, in which Martha O'Hara will present her conclusions.
- b. **Summary of Program Cost and Attendance:** This document is provided yearly to the board. Questions arose about how we should use this information to evaluate future programs, and whether we need more information

Lake Bluff Public Library
Board Library Trustees SPECIAL MEETING Minutes
Thursday, June 21, 2018 at 1:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 1:00 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, and Library Director Eric Bailey. Also present were Mr. Jon Heintzelmann and Mr. Don Souhrada of Ter Molen Watkins & Brandt, LLC.

2. **Additions & Corrections to the Agenda:** There were none.

3. **Opportunity for Public to Address the Board:** None present.

4. **Presentation of the Feasibility Study by Mr. Souhrada:**

Souhrada began his remarks with thanking the Library Board for a two-year partnership that was time well spent in looking at *all* possibilities, with special thanks to Bailey for setting up numerous interviews. He then gave a brief recap of the work done by TWB and the Library Board and the documents provided as a result of the Feasibility Study. Finally, he outlined the conclusions and recommendations, and followed with most of the time devoted to answering questions.

Recommendations are that the Library pursue an 18-month campaign with the goal of raising \$1 million. This allows a *beginning to a fund-raising culture* for the Lake Bluff Public Library while sending a message to the community that we are serious about raising funds to improve our building and enhance our mission. Souhrada and Heintzelmann both feel that this campaign can be a step toward raising a larger amount of money, but the campaign must begin quickly to keep the momentum going.

The first step will be the establishment of a Lake Bluff Library Foundation with carefully chosen members. Once established, the Foundation will "own" the campaign and will be in control of all decisions; the campaign will be out of the hands of the Library Board. Note that if we embark upon this campaign now, it will coincide with the centennial of the Library's founding; the campaign could be part of the centennial celebration.

Souhrada gave the board a proposal for TWB to serve as the LBPL fundraising counsel, since outside counsel will be needed. He believes that an initial six-month engagement of services will enable the campaign to generate significant traction, maintain momentum, and serve as a model for future fundraising for the LBPL. Their fee would be \$6,000 per month for a total fee of \$36,000 for the initial six-month engagement.

Souhrada also noted that a significant amount of Bailey's time will need to be spent on this, necessitating some of his duties to be handed off to others during the campaign. After much discussion, the board felt that our questions had been answered, and Don and Jon left at 2:40.

5. **Final thoughts and discussion:** Meierhoff asked each board member to share their thoughts, which we did. It was decided to move forward with establishing the Foundation. Meierhoff will keep the Village and Friends of the Library informed of our progress, and the B&G committee will meet to look over the construction plans again.

6. **Adjournment:** Schons moved and Jackson seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 3:15pm.

Respectfully Submitted, Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 06/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ACTIVITY FOR MONTH 06/30/17 INCR (DECR)	YTD BALANCE 06/30/2018 NORM (ABNORM)	YTD BALANCE 06/30/2017 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	348,017.08	425,682.65	538,535.03	462,383.12	921,475.00	58.44
PROPERTY TAX		348,017.08	425,682.65	538,535.03	462,383.12	921,475.00	58.44
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	144.45	120.64	334.60	238.14	2,100.00	15.93
080-300-34250	NON-RESIDENT FEES	681.38	429.36	1,325.68	816.22	7,000.00	18.94
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	5,000.00	0.00
SERVICES		825.83	550.00	1,660.28	1,054.36	14,100.00	11.78
FINES							
080-300-35700	RENTAL FINES	951.00	1,090.12	1,663.81	2,292.31	12,500.00	13.31
FINES		951.00	1,090.12	1,663.81	2,292.31	12,500.00	13.31
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	18.75	1,004.80	23.75	1,009.10	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	5.00	2,517.50	915.00	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	2,159.36	0.00	2,159.36	0.00	0.00
080-300-38900	MISCELLANEOUS INCOME	224.20	257.23	497.80	614.15	2,000.00	24.89
MISCELLANEOUS REVENUE		242.95	3,426.39	3,039.05	4,697.61	11,450.00	26.54
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	946.42	460.28	1,619.47	808.71	5,000.00	32.39
INTEREST EARNINGS		946.42	460.28	1,619.47	808.71	5,000.00	32.39
Total Dept 300 - REVENUE		350,983.28	431,209.44	546,517.64	471,236.11	964,525.00	56.66
TOTAL REVENUES		350,983.28	431,209.44	546,517.64	471,236.11	964,525.00	56.66
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 06/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ACTIVITY FOR MONTH 06/30/17 INCR (DECR)	YTD BALANCE 06/30/2018 NORM (ABNORM)	YTD BALANCE 06/30/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,748.35	2,105.36	3,853.52	2,925.76	17,000.00	22.67
080-603-45100	ADULT FICTION BOOKS	1,400.49	1,944.01	3,153.67	3,121.63	15,500.00	20.35
080-603-45110	ADULT LARGE PRINT MATERIAL	53.62	0.00	53.62	0.00	500.00	10.72
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,244.02	1,444.46	2,031.17	1,714.38	15,500.00	13.10
080-603-45220	ADULT REFERENCE/E-REFER	6,619.00	3,781.00	8,019.00	7,770.00	22,000.00	36.45
080-603-45400	JUVENILE NON-FICTION	466.47	22.43	588.50	42.27	7,000.00	8.41
080-603-45410	PICTURE BOOKS, READERS	366.91	2,051.10	631.07	2,075.21	4,500.00	14.02
080-603-45420	JUVENILE FICTION	682.49	981.92	846.73	1,729.90	10,000.00	8.47
080-603-45430	JUVENILE AUDIO-VISUAL	110.81	94.31	110.81	107.95	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	175.01	742.37	291.88	796.28	2,750.00	10.61
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	312.00	4,741.87	5,140.14	6,750.00	70.25
080-603-45510	VIDEO GAMES	107.87	267.81	107.87	267.81	3,500.00	3.08
080-603-45520	TRENDING TITLES	61.87	259.00	162.66	259.00	2,000.00	8.13
080-603-45600	PATRON & STAFF SOFTWARE	9.95	9.95	1,981.90	1,856.90	5,000.00	39.64
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	95.80	0.00	95.80	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		13,046.86	14,111.52	48,802.57	49,026.47	161,500.00	30.22
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	100,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	100,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION							
		88,871.95	82,692.98	198,106.93	187,140.61	1,064,525.00	18.61
TOTAL EXPENDITURES							
		88,871.95	82,692.98	198,106.93	187,140.61	1,064,525.00	18.61
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		350,983.28	431,209.44	546,517.64	471,236.11	964,525.00	56.66
TOTAL EXPENDITURES		88,871.95	82,692.98	198,106.93	187,140.61	1,064,525.00	18.61
NET OF REVENUES & EXPENDITURES		262,111.33	348,516.46	348,410.71	284,095.50	(100,000.00)	348.41

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 06/30/2018

5E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	ACTIVITY FOR MONTH 06/30/17 INCR (DECR)	YTD BALANCE 06/30/2018 NORM (ABNORM)	YTD BALANCE 06/30/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		350,983.28	431,209.74	546,517.64	474,489.51	989,936.00	55.21
TOTAL EXPENDITURES - ALL FUNDS		94,690.14	82,697.98	205,331.28	190,268.13	1,089,936.00	18.84
NET OF REVENUES & EXPENDITURES		256,293.14	348,511.76	341,186.36	284,221.38	(100,000.00)	341.19

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
	A/R - OTHER	(10,369.77)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	109,699.10
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(27.47)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	862,670.21
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	12,677.00
	CASH/INVESTMENTS	585,829.97	985,170.64
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	0.00	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	1,489,042.65	1,898,753.09
*** 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	(12,882.38)	48,417.35
	ACCOUNTS PAYABLE	(12,882.38)	48,417.35
A/P - OTHER			
	A/P - OTHER	0.00	0.00
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00
UNAVAILABLE PROPERTY TAXES			

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)	(24,315.88)
	CASH/INVESTMENTS	(22,465.50)	(24,315.88)
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)	(12,009.19)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	5,718.19
	ACCOUNTS PAYABLE	344.22	5,718.19
Total Liabilities		344.22	5,718.19
*** 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			
Net of Revenues VS Expenditures - Current Year		(10,503.03)	(7,224.35)
Ending Fund Balance			(17,727.38)
Total Liabilities And Fund Balance			(12,009.19)

* Year Not Closed

07/13/2018 04:46 PM
User: EBAILEY
DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 06/20/2018 - 07/18/2018
Banks: LIBCK, LIBEP

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7A

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
06/25/2018	LIBCK	13587	SPE061918	CARRIE SPEZZANO	JUVENILE PROGRAM SUPPLIES	080-603-43720	27.36
		13587	SPE061918		USE OF DONATIONS/TEMPORARY E	082-603-99999	100.00
							127.36
06/25/2018	LIBCK	13588	COM061218	COMCAST CABLE	UTILITIES	080-603-43230	244.85
06/25/2018	LIBCK	13589	25328	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	2,350.00
06/25/2018	LIBCK	13590	BAI061818	ERIC BAILEY	MISCELLANEOUS EXPENSES	080-603-46100	245.00
06/25/2018	LIBCK	13591	8173906	MORGAN'S LAKE FOREST HA	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	4.49
06/25/2018	LIBCK	13592	553297	RAVINIA PLUMBING & HEAT	MAINTENANCE-BUILDING	080-603-41000	1,266.89
06/25/2018	LIBCK	13593	8124931333	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	73.38
06/25/2018	LIBCK	13594	102593122	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	550.00
06/25/2018	LIBCK	13595	102593123	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	550.00
07/13/2018	LIBCK	13596	2005381888-1	ACCESS ONE, INC.	UTILITIES	080-603-43230	619.69
07/13/2018	LIBCK	13597	457337439433	AMAZON	OFFICE SUPPLIES	080-603-43550	17.48
		13597	578378969799		ADULT PROGRAM SUPPLIES	080-603-43710	43.13
		13597	956874855748		ADULT PROGRAM SUPPLIES	080-603-43710	7.81
		13597	597355795747		JUVENILE PROGRAM SUPPLIES	080-603-43720	36.02
		13597	457337439433		JUVENILE PROGRAM SUPPLIES	080-603-43720	46.26
		13597	779877474739		OUTREACH SUPPLIES	080-603-43730	20.38
		13597	897754575357		OUTREACH SUPPLIES	080-603-43730	51.93
		13597	484938565588		OUTREACH SUPPLIES	080-603-43730	10.99
		13597	978685837484		ADULT NON-FICTION BOOKS	080-603-45000	33.74
		13597	438657949835		ADULT NON-FICTION BOOKS	080-603-45000	20.99
		13597	466835379496		ADULT NON-FICTION BOOKS	080-603-45000	22.64
		13597	473576379777		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13597	476556763875		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.98
		13597	668554347664		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.81
		13597	679349449465		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.96
		13597	858688644477		ADULT AUDIO VISUAL MATERIAL	080-603-45200	6.98
		13597	894774689464		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.49
		13597	459597745866		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.34
		13597	464584359495		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.52
		13597	863964844457		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.96
		13597	464646997834		ADULT AUDIO VISUAL MATERIAL	080-603-45200	131.16
		13597	435479734385		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.99

07/13/2018 04:47 PM

User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 06/20/2018 - 07/18/2018

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7C

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13599	2033784627		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.40
		13599	2033804316		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		13599	2033827275		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.80
		13599	2033824125		TECHNICAL SERVICES SUPPLIES	080-603-43668	32.00
		13599	2033818621		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.65
		13599	2033820349		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.60
		13599	2033809399		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.65
		13599	2033812117		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		13599	2033812238		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13599	2033827151		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		13599	2033827350		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13599	2033831263		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.80
		13599	2033832054		TECHNICAL SERVICES SUPPLIES	080-603-43668	21.80
		13599	2033796389		TECHNICAL SERVICES SUPPLIES	080-603-43668	47.12
		13599	2033793190		ADULT NON-FICTION BOOKS	080-603-45000	220.60
		13599	2033784627		ADULT NON-FICTION BOOKS	080-603-45000	317.42
		13599	2033824125		ADULT NON-FICTION BOOKS	080-603-45000	500.09
		13599	2033818621		ADULT NON-FICTION BOOKS	080-603-45000	185.09
		13599	2033809399		ADULT NON-FICTION BOOKS	080-603-45000	179.79
		13599	2033831263		ADULT NON-FICTION BOOKS	080-603-45000	220.87
		13599	2033796445		ADULT NON-FICTION BOOKS	080-603-45000	138.54
		13599	2033804314		ADULT FICTION BOOKS	080-603-45100	567.98
		13599	2033827275		ADULT FICTION BOOKS	080-603-45100	183.90
		13599	2033818621		ADULT FICTION BOOKS	080-603-45100	14.69
		13599	2033809399		ADULT FICTION BOOKS	080-603-45100	15.25
		13599	2033832054		ADULT FICTION BOOKS	080-603-45100	480.13
		13599	2033775600		ADULT FICTION BOOKS	080-603-45100	53.62
		13599	2033784630		ADULT LARGE PRINT MATERIAL	080-603-45110	400.02
		13599	2033812117		JUVENILE NON-FICTION	080-603-45400	30.37
		13599	2033778453		JUVENILE NON-FICTION	080-603-45400	247.46
		13599	2033800146		PICTURE BOOKS, READERS	080-603-45410	71.91
		13599	2033827151		PICTURE BOOKS, READERS	080-603-45410	47.54
		13599	2033778459		PICTURE BOOKS, READERS	080-603-45410	321.98
		13599	2033791094		JUVENILE FICTION	080-603-45420	299.24
		13599	2033820349		JUVENILE FICTION	080-603-45420	28.93
		13599	2033776683		JUVENILE FICTION	080-603-45420	10.21
		13599	2033788221		TEEN BOOKS	080-603-45450	154.59
		13599	2033812238		TEEN BOOKS	080-603-45450	10.21
		13599	2033804316		TEEN BOOKS	080-603-45450	46.54
		13599	2033827350		TRENDING TITLES	080-603-45520	15.33
					TRENDING TITLES	080-603-45520	

07/13/2018 04:47 PM
User: EBAILEY
DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 06/20/2018 - 07/18/2018
Banks: LIBCK, LIBEP

Page: 5/6

7E

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
07/13/2018	LIBCK	13614	REY070118	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	300.00
07/13/2018	LIBCK	13615	6969	LIBRARIES FIRST	ADULT REFERENCE/E-REFER	080-603-45220	2,431.00
07/13/2018	LIBCK	13616	7379	MANAGEMENT ASSOCIATION	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	100.00
07/13/2018	LIBCK	13617	KAM062518	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	1,100.00
		13617	KAM062818		MAINTENANCE-BUILDING	080-603-41000	125.00
		13617	KAM062818		JUVENILE PROGRAM SUPPLIES	080-603-43720	50.00
							1,275.00
07/13/2018	LIBCK	13618	96197447	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		13618	96218259		ADULT AUDIO VISUAL MATERIAL	080-603-45200	122.96
		13618	96238534		ADULT AUDIO VISUAL MATERIAL	080-603-45200	124.97
		13618	96250570		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.99
							337.91
07/13/2018	LIBCK	13619	SVC00015127	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	63.76
		13619	SVC00015547		MAINTENANCE-BUILDING	080-603-41000	1,197.00
							1,260.76
07/13/2018	LIBCK	13620	3821412	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	27.44
07/13/2018	LIBCK	13621	690710660-01	OTC BRANDS, INC.	JUVENILE PROGRAM SUPPLIES	080-603-43720	148.31
07/13/2018	LIBCK	13622	01018CO18110826	OVERDRIVE, INC	PER CAPITAL GRANT EXPENDITUR	082-603-44810	4,443.26
07/13/2018	LIBCK	13623	59072	PEREGRINE, STIME, NEWMA	LEGAL SERVICES	080-603-41350	1,470.00
07/13/2018	LIBCK	13624	POS062018	POSTMASTER	POSTAGE	080-603-43300	225.00
07/13/2018	LIBCK	13625	429416	POSTNET IL106	JUVENILE PROGRAM SUPPLIES	080-603-43720	175.10
07/13/2018	LIBCK	13626	312058	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	727.00
07/13/2018	LIBCK	13627	VIL061918	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE DEN/VIS	080-100-11580	446.08
		13627	VIL061918		DUE FROM THE VILLAGE MED INS	080-100-11580	5,590.23
		13627	VIL061918		DUE FROM THE VILLAGE LIFE IN	080-100-11580	52.50
		13627	VIL061918		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	1,498.78
		13627	VIL061918		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	3,047.50
		13627	VIL062718		DUE FROM THE VILLAGE MED INS	080-100-11580	5,590.23
		13627	VIL062718		DUE FROM THE VILLAGE DEN/VIS	080-100-11580	446.08
		13627	VIL062718		DUE FROM THE VILLAGE LIFE	080-100-11580	52.50
		13627	VIL062718		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	1,584.40

Summary of Committee Goals

Building and Grounds Committee

- Replacement of the Library's roof. (This project is currently under way.)
- An assessment of the facilities and the creation of a capital maintenance plan and timeline.
- Assessment of building needs and scaling of plans, as necessary, given the outcome of the fundraising feasibility study.

Finance Committee

- Manage 2018/19 expenses within established budget (adjusted for final bid on roofing project).
- Meet planned \$2,000 revenue goal from introduction of passport renewal service.
- Reduce current bank fee costs by reworking current banking service agreement.
- Generate three new ideas that can help reduce existing operating costs.

Human Resources Committee

- Work with the Library Director and the Finance Committee to ensure the Library continues to be adequately staffed and compensated within the approved annual Library budget, through approval of a Volunteer Policy and presentation of a Volunteer Plan to the Human Resources Committee.
- Work with the Library Director to ensure staff attrition is lower than 10% over the course of FY17-18.
- Work with the Library Director on establishment of a succession plan for Director and Department Heads.

Long Range Planning Committee

- Oversee the approval and implementation of the new Long Range Strategic Plan.

Outreach Committee

- (Committee met on July 13th, 2018)

Respectfully submitted,

Eric Scott Bailey

New Business

Presentation of Patron Satisfaction Survey Findings

The Satisfaction Survey findings were distributed at the June 19th, 2018 Board Meeting. Additional copies are available upon request, and will also be present at the Board Meeting.

RECOMMENDATION: Martha O'Hara will make a presentation regarding findings at the meeting; no vote or approval is required.

Collection Development Policy

The current Collection Development Policy was approved in 2009 and is out of date; the following steps were taken in updating the policy:

- Review of up-to-date policies at neighboring libraries;
- Consultation with library staff members;
- Review of current Lake Bluff Public Library practice regarding collection management, and;
- Review of best practice for collection management.

A Collection Development Policy is a useful tool for recording local practice for development of collections, clarifying practice, and informing new collection managers. It is also an important transparency tool, serving to let the community know how resources are being managed.

RECOMMENDATION: The Bylaw and Policy Committee voted on July 2nd, 2018 to recommend approval to the Board of Trustees. I recommend that the policy be approved.

Respectfully submitted,

Eric Scott Bailey

Lake Bluff Public Library Collection Development Policy – PROPOSED NEW POLICY

1. Overview

a. Purpose of Policy

The primary goal of the Lake Bluff Library's collection is to meet the diverse informational and recreational needs of the Lake Bluff community. To help meet that goal, a collection development policy is written to establish standards and frameworks to guide the ongoing maintenance and development of the Library collection. These standards and frameworks are intended to be useful for Library patrons, the Board of Trustees, and the Library staff.

To ensure that the policy remains relevant and accurate, the Library Director and other appropriate Library personnel review the collection development policy annually. The Library Board of Trustees must approve new or updated versions of the collection development policy prior to implementation.

b. Mission Statement

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction.

c. Community Description

Lake Bluff, Illinois is a suburb approximately 30 miles north of Chicago. As of the 2010 U. S. Census, Lake Bluff had a population of 5,722 individuals. Lake Bluff is a small town that prides itself on being tightly knit, family-oriented, and service minded. The population is significantly above the national average in terms of average income (\$146,000) and highest level of education (82% of residents 25 and older have at least bachelor's degree). Both the percentage of retirees and the percentage of families with young children are also higher than the national average.

d. Library Description

The Lake Bluff Library was founded in 1919 by the Lake Bluff Women's Club as a memorial to the Lake Bluff veterans who served in World War I. Interlibrary Loan and digital resource access are the only Library services that are limited to community members.

Despite its size, the Library has strong usage and has seen increases in recent years. Since the 2011-2012 fiscal year annual circulation has ranged between 100,000 and 115,000. The 2017-2018 circulation total of 113,492 represents a 74% increase from the total of 65,171 in FY 05-06 just twelve years prior.

dismissed for the selection of Library materials when the selection is made in good faith and in accordance with this policy (75 ILCS 16/30-60).

Collection managers are responsible for reviewing, evaluating, and selecting materials for the collection. This includes the addition of new titles as well as the replacement of damaged or missing items.

Materials are selected and evaluated based on the following criteria:

- Relevance to the educational, recreational, and informational interests and needs of the community;
- Current or potential demand;
- Local significance of the subject or author;
- Cost of the item and funds remaining in the collection budget;
- Availability of item for purchase;
- Reputation of the author, publisher, or producer;
- Suitability of format for Library circulation and use.

Collection managers use a variety of selection tools to evaluate materials for purchase, including professional review journals and reputable online sources.

Although the reputation of the author, publisher, or producer is considered as part of the selection process, this does not preclude the Library from acquiring self-published or independently published titles, particularly if the title happens to be of local interest or significance.

Materials for children and teenagers are subject to the same selection criteria, but have the additional goal of providing materials appropriate for a range of ages, learning styles, and developmental phases.

3. Patron Requests

Patrons may request that the Library purchase specific titles for the collection. Such requests are subject to the same selection criteria as other Library materials and are forwarded to the appropriate collection manager for review. Some purchase requests may be filled through Interlibrary Loan as appropriate.

4. Gifts

Gifted materials are subject to the same selection criteria as other Library items. The Library accepts gifts or donations of new or like new books and other Library materials with the understanding that the items may or may not be added to the Library collection at the discretion of the appropriate Library personnel. Donated items that are not added to the collection may be added to the Library's book sale shelves or sent to Better World Books. Items of local historical interest may be given to the Lake Bluff History Museum or other local organizations.

The Library affirms and upholds the principles established in the *Freedom to Read* and *Freedom to View* statements and the American Library Association's *Library Bill of Rights*. The selection of new materials cannot be restricted because of the possibility that someone may find a title or topic objectionable. Similarly, an individual's right to access the materials in the Library collection cannot be restricted or revoked because of another person's definition of suitability.

Occasionally, an individual or group may question the inclusion of a particular item in the collection or its availability to Library patrons. The Library welcomes the opportunity to address concerns and encourages open dialogue on such matters. However, the Library is opposed to the removal or censorship of materials that meet the selection criteria for the collection as well as coercion to add or purchase items that do not meet selection criteria.

The Library's Youth Services staff is always happy to help parents, children, and teenagers find materials that are suitable for particular reading levels or developmental stages. However, neither the Library or nor the Youth Services staff is responsible for monitoring or policing the use of materials by children or teenagers. Parents and caregivers are responsible for enforcing any rules in regard to the checkout of materials.

Individuals or groups with concerns about a particular title in the Library collection may fill out a request for reconsideration form, which is available at the Library and on the website. This process is further addressed Library's policy manual, MNG-5 Reconsideration of Library Materials.

the needs of the user community. Lake Bluff Public Library seeks to serve all age groups and economic backgrounds within the local reading and viewing population. There are currently over 6000 active borrowers, including residents, non-residents and reciprocal borrowers of our library materials. The library shares a building with the Vliet Museum of Lake Bluff History.

The library offers a collection of popular titles and topics for the community. Materials and information sources exist primarily for recreation, all-family enjoyment, inspiration and lifelong learning.

3) Mission

The Lake Bluff Public Library is a community resource center providing quality, high-demand materials, information and technology via multiple media sources. A knowledgeable and proactive staff creates an environment that is accessible and comfortable to all users and promotes return visits. Community participation and partnerships through the Friends of the Lake Bluff Library, volunteers, community organizations and businesses will ensure that our Library remains responsive to our patrons.

Responsibility for the use of materials by children and young adults rests with their parents or caregivers. The selection of material for the adult collection and access to it is not restricted.

6) Subject Areas and Formats Collected

Books:

- Current titles in demand or to represent diverse views
- Less current titles still in demand
- Fresh or new editions of titles already in the collection
- Replacements for lost, missing or damaged items
- Hardcover and paperbacks
- Non-fiction titles which represent current subject areas both locally and nationally
 - Special collection representing local history and culture.
- Reference materials, in the ready-reference category and for local interests
- Large print of a small number of current titles in both fiction and non-fiction.

Audio-Visual:

- Current DVDs to represent new releases of popular films, documentaries, fine arts, foreign films of note, and classics of interest to the local population.
- Videocassettes remain in the collection, but new ones are no longer being acquired.
- Audio-books of current titles and enduring works in CD and cassette tape format. Cassette tapes are no longer being acquired.
- Music CDs are collected to represent a wide range of genres of interest to our local population.

Magazines and Newspapers:

- Magazines represent current and diverse patron interests, for all ages, lifestyles and learning styles.
- Newspapers consist of the regional dailies, local weeklies, the New York Times and the Wall Street Journal.

Electronic:

- Electronic databases are supplied by the State, are bid annually, and consist of informational, reference, cultural, social and political information databases for all ages. We have e-books. We offer EBSCO electronic reference databases.
- The public access computers offer Internet access, word processing, spreadsheets, games for children, and reference databases.

author's literary reputation, and the artistic skill in the writing. The collection will house enduring literature, but not necessarily all works by noted authors.

- (2) **Non-fiction:** The author's competency, the information presented, uniqueness of source, and the potential usefulness to the library's collection will be considered. Materials selected will be timely and of current political, technological, cultural, and social interest. The library will make a special effort to represent all sides of controversial issues. Local history and materials will be added as they are available, and reprints of historic materials will be included. Sincere effort will be made to acquire new materials about the history, nature and culture of the Village and immediately surrounding area.
 - (3) **Reference:** Reference materials are selected to be current, from an authoritative source, encompassing in scope, not duplicated elsewhere in the collection, and for the general public for mainly ready-reference needs. The areas of focus are general knowledge, language, almanacs, medical, legal, education, hobbies and lifestyle, religion, the arts. Reference materials are available to meet different learning styles, and for the generalist at a simple comprehension level. Reference interlibrary loan is available, and the on-line databases add to the comprehensive nature of offerings, so expensive materials or databases are generally not included. The exception would be materials of relevance to the community, which would be purchased as special items.
 - (4) **Audio-Visual:** Films are selected from professional review sources, as well as current box-office hits, award ceremonies, television series of merit and interest, foreign notable offerings, documentaries, classics, how-to, exercise and fine arts. Audio books are selected to represent both current and enduring titles. Videos and cassettes are no longer purchased, and will be phased out in the next three years.
 - (5) **Magazines and newspapers:** These materials are assessed annually based on circulation and patron requests. The collection is to be a "browser's delight" with materials representing different lifestyles, interests and demographics. The newspapers represent local, regional and national offerings. Other newspapers will be considered based on requests.
- ii) **Youth Resources:** The library collection for children includes the current titles for all ages, as well as enduring titles and award-winning materials. The collection is designed to include materials for all ages, and for different learning styles.

- (1) **Books** in children's collection are selected to be enticing, informative

gift is accepted on an unrestricted basis, that the gift is tax-deductible to the extent of the law because the library is a non-profit institution, and that no goods or services were given in exchange for the gift.

Given the limited amount of space and lack of archival facilities, it may not be possible to keep all materials. The library does not have space for large quantities of gift materials. If this is the case, the donor will be informed. Materials not kept for the collection may be put onto the ongoing Book Sale shelves, and the proceeds will go into the library funds on an unrestricted basis. With Trustee and donor approval, historic materials may be given to the Vliet Center, or other relevant organizations.

Denominational materials given to the library will be subject to the same selection criteria as materials purchased by the library.

- e) **Local Materials** (books and audio-visual materials) which would probably not be reviewed or listed nationally will be considered on their merit to the community. Most local publications will probably be acquired.
- f) **Publishers Catalogs, Advertisements and Previews** are studied for informational purposes, but are not considered as appropriate selection tools since they have a potential commercial bias. Publishers may be contacted directly with questions about materials.
- g) **Approval Plans** are not used at this time, but may be considered in the future.

h) **Miscellaneous Issues**

i) **Language Coverage**

Since virtually all residents of Lake Bluff speak English, there is no consideration of developing a sizable collection of materials for language support at this time. There is occasional need for basic translation for other languages. Thus, there is representation of audio-visual language materials and print dictionaries for basic language levels in Spanish, French, German, Portuguese, Italian, Japanese, Russian, Polish, and Czech.

Greater language inclusion in the collection will be revisited should there be need. In addition, as part of the library's policy of inclusion, professionally acclaimed materials created by people from other countries, which have been translated to English, will be included in the collection.

ii) **Retrospective**

The library is not able to keep materials in the collection once they have passed their current status. In addition, the library does not keep every title by every

Magazines for adults will be kept for six months for the monthlies and two months for the weeklies. Newspapers are kept for the current week for the dailies, and for four weeks for the Lake Forester. Back issues are available through interlibrary loan.

Youth materials are subject to the same deselection criteria, and there is special attention to ensuring that worn or unsightly materials are removed and considered for replacement. Back issues of magazines in the Children's Room will be kept for a year.

Materials withdrawn from the library will be disposed of in a manner consistent with their quality and condition, and according to applicable laws. Materials removed because of dated content or poor condition will not be imposed on another library or institution. Materials of current content and interest may be given to other libraries or institutions.

10) Preservation

The library will make every effort to keep the temperature, humidity, and lighting optimal to beneficial preservation of materials, per the preservation practices suggested by professional archival librarians. These recommendations offer specific suggestions for optimal ranges of those elements in the local climate and facility. It is worth considering that there are no materials in the library of significant historical value to the town.

11) Electronic Issues

At the time of this writing, the library is a member of the North Suburban Library System, and receives the state-sponsored informational databases to which the region subscribes. These databases are available free-of-charge to library cardholders in the library and by remote access. The library makes these databases available on the public access computers via shortcut, and on the library's website via direct link. The library subscribes to EBSCO databases.

Should the library consider subscribing to other databases or electronic services, the selection criteria, policy for licensing agreements, availability for public use and necessary training for staff will occur within the guidelines of these policies.

12) Evaluation

There is no measure in place to evaluate the success of the Collection Development efforts in the library. In the long-range plan, one activity to be proposed is to study existing collection development practices in order to find and implement an appropriate process for collection analysis and evaluation.

The library's next five-year plan will include consideration of refinement of collection evaluation, weeding methods and criteria through incorporation of the CREW Method (for small and medium-sized public libraries). Study and adoption of some of the methods, especially the detailed weeding criteria for non-fiction, would enhance collection development in the library.

Director's Report – July, 2018

Statistics

Ross Shanley-Roberts, who gathers together our statistics, is leading the analysis of our recent statistical trends. The month of June highlights one of the notable trends being examined; our video (DVD and Blu-ray) circulation is decreasing. We are not seeing a commensurate rise in streaming numbers. To help highlight the availability of the streaming titles we have available through Kanopy, Ross has uploaded MARC records for the titles into our catalog. Streaming options will now appear in searches.

Website

Over the next month, we will be putting together a timeline with a goal of going live with a new website before the end of 2018. I expect to have the timeline available for the Board at the August 21st, 2018 meeting.

Update on Roof

The Architectural Board of Review (ABR) considered at its July 10th, 2018, per Village ordinance, our request to use non-cedar roofing materials when the roof is replaced. The ABR approved the metal and asphalt shingle options presented, meaning that we have the option of using these materials. The ABR did not vote on color, and instead went on the record as leaving that to the Library Board. With this clarity, the bid process began the next day on July 11th.

As the number of leaks in the Library Annex/Museum building had been increasing with each storm, Cedar Roofing Company (CRC) was contracted to caulk the most egregious problem areas and cover the exterior wooden beams. The cost was small (under \$500) and will hopefully mitigate the worst of the leaking. We've had fewer leak problems in subsequent storms.

Update on Building Project

The following items are updates on the building project:

- Joe Huberty of Engberg Anderson was asked what additional building space we might be able to capture with a minimal budget. He ran the numbers, in cooperation with Shales McNutt Construction, and for \$1,980,000 we would be able to build the west addition to the building. Expenses on Furniture, Fixtures, and Equipment (FFE) would be kept to a minimum as part of the project, so preliminary/subsequent projects will be necessary to meet all identified needs.
- Julie Gottshall has been volunteering her time to review the Foundation application; she has made some great suggestions that should position us for smoother approval through the process. I expect that that process will be done within the week and the Foundation paperwork will be on its way to the State of Illinois.
- Don Souhrada has continued to provide helpful advice.
- Kathy O'Hara, Cathy McKechney, and the Friends of the Library have been updated on the results of the Feasibility Study.

12A

Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	29,190	-6.94%	147,732	-14.74%	314,921	-9.42%	50,683	-14.74%
Database Interactions	2,659	5.47%	11,927	-43.94%	25,150	-39.45%	4,252	-34.08%
Patron Interactions	15,325	-11.72%	83,496	-11.20%	177,102	-7.61%	27,862	-14.37%
Circulation	11,206	-2.45%	52,309	-9.77%	112,669	-1.54%	18,569	-9.23%
Circulation	11,206	-2.45%	52,309	-9.77%	112,669	-1.54%	18,569	-9.23%
Books and Magazines	7,165	-0.61%	29,732	-6.46%	63,450	-0.04%	11,394	-5.19%
Electronic	1,712	10.52%	9,315	-8.18%	20,456	11.43%	2,983	-5.00%
AV	2,329	-14.66%	13,262	-17.34%	28,763	-11.75%	4,192	-20.89%
Patron Interactions	15,325	-11.72%	83,496	-11.20%	177,102	-7.61%	27,862	-14.37%
Website Visits	6,917	-9.96%	43,236	-12.15%	90,679	-9.82%	13,212	-15.70%
In-Person Visits	8,408	-13.11%	40,260	-10.15%	86,423	-5.18%	14,650	-13.13%
Books and Magazines	7,165	-0.61%	29,732	-6.46%	63,450	-0.04%	11,394	-5.19%
Adult	2,477	-3.73%	13,696	3.96%	27,398	4.07%	4,717	-1.40%
Teen	278	17.80%	762	-15.99%	1,679	-15.54%	358	0.00%
Children	4,410	0.23%	15,274	-13.73%	34,373	-2.25%	6,319	-8.10%
Electronic	1,712	10.52%	9,315	-8.18%	20,456	11.43%	2,983	-5.00%
Adult	1,552	8.68%	8,314	-9.90%	18,191	9.94%	2,651	-5.96%
Teen	86	68.63%	445	14.69%	885	0.00%	159	48.60%
Children	74	5.71%	556	5.10%	1,380	49.19%	173	-19.16%
AV	2,329	-14.66%	13,262	-17.34%	28,763	-11.75%	4,192	-20.89%
Adult	1,731	-15.44%	10,519	-15.64%	22,220	-10.67%	3,261	-19.50%
Teen	2	0.00%	2	-75.00%	8	-33.33%	2	-33.33%
Children	596	-12.61%	2,741	-23.18%	6,535	-15.21%	929	-25.38%
In-Person Visits	8,408	-13.11%	40,260	-10.15%	86,423	-5.18%	14,650	-13.13%
Programming Attendees	593	-58.09%	2,328	-27.81%	6,044	-8.30%	831	-48.92%
Adult	142	-8.97%	971	11.74%	1,651	7.28%	284	25.11%
Teen	13	-31.58%	52	-29.73%	181	4.62%	24	-20.00%
Children	438	-64.68%	1,305	-42.81%	4,212	-13.67%	523	-61.82%
Other In-Person Visits	7,815	-5.41%	37,932	-8.78%	80,379	-4.94%	13,819	-9.31%

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

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

JULY 14 at 10:00am

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