

**March 20th, 2018**

**agenda**

**item      DOCUMENT**

**Section**

**1,2 CTO, Additions (2 minutes)(7:02pm)**

Document Summary

Agenda

1A

2A-2B

**3 Opportunity to Address Board (5 minutes per community member)(7:02pm)**

**4 Consent Agenda**

Minutes of February 20th, 2018 Board of Trustees Meeting (action)(2 minutes)(7:04pm)

3A-3B

**5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)**

February Detailed Revenue & Expense Report (action)

February Detailed Balance Sheet (action)

4A-4F

5A-5C

**6 Approval of Checks (Green) (5 minutes)(7:14pm)**

February Check Disbursement Report (action)

6A-6F

**7 Committee Reports (10 minutes)(7:24pm)**

**8 New Business**

Date for April Meeting (10 minutes)(7:34pm)

Presentation on Roof Condition and Replacement Process (10 minutes)(7:44pm)

7A-7R

**9 Old Business**

Fundraising and Building Project (5 minutes)(7:49pm)

**10 Director's Report (5 minutes)(7:54pm)**

Librarian's Narrative Report

8A-8B

**11 Executive Session(s)**

**12 Any and All Other Business ...**

**13 Adjournment (1 minute)(7:55pm)**

**14 Attachments**

Friends Attendees for Calendar Year 2018

Statistics for February, 2018

Timeline for Director's Performance Evaluation

9A

10A

11A

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, March 20<sup>th</sup>, 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)(7:02pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
  - a. Approval of Minutes of February 20<sup>th</sup>, 2018 Board Meeting (action)(2 minutes)(7:04pm)
- 5. February 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:09pm)**
  - a. February Detailed Revenue & Expense Report
  - b. February Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:14pm)**
  - a. February Monthly Checks (13421-13456)(action)
- 7. Committee Reports (10 minutes)(7:24pm) (Met)**
  - a. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)
  - b. Human Resources Committee (CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)
  - c. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)
  - d. Outreach Committee (CHAIR: Kregor. MEMBERS: Jackson.)
  - (Did not meet)
  - e. Bylaw and Policy Committee (CHAIR: Stroh. MEMBERS: Schons.)
  - f. Finance Committee (CHAIR: Kregor. MEMBERS: Butler.)
  - g. Long Range Planning Committee (CHAIR: Jackson. MEMBERS: Kregor and Schons.)
- 8. New Business**
  - a. Date for April Meeting (10 minutes)(7:34pm)
  - b. Presentation on Roof Condition and Replacement Process (10 minutes)(7:44pm)
- 9. Old Business**
  - a. Fundraising and Building Project (5 minutes)(7:49pm)

**10. Director's Report (5 minutes)(7:54pm)**

- a. Director's Narrative Report

**11. Executive Session(s)**

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(7:55pm)****Attachments:**

Upcoming Friends Meetings

February Statistics Report

Timeline for Director's Performance Evaluation

Presentation on Roof Condition and Replacement Process

**Upcoming Board Meetings: April 17, May 15, and June 19, 2018.**

**Lake Bluff Public Library**  
**Board Library Trustees Meeting Minutes**  
**Tuesday, February 20, 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 7:02 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, Director Eric Bailey, Martha O'Hara, and Eliza Jarvi.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** There were none.
4. **Approval of Minutes:** Butler moved and Schons seconded a motion to accept the minutes of the January 16, 2017 Board Meeting with a correction to items 7e&f; all voted aye.
5. **January 2018 Financial Reports--Detailed Balance and Revenue/Expense (Yellow Pages):** Jackson moved and Stroh seconded a motion to accept the January Financial Reports; all voted aye.
6. **Approval of Checks (Green Pages):**
  - a. January Monthly Checks: Butler moved and Stroh seconded a motion to accept the January checks (13375-13420); all voted aye.
7. **Committee Reports:**

**(Committees that met)**

  - a. Finance (**CHAIR:** Kregor, **MEMBER:** Butler) This committee met twice to review the proposed budget and discuss the FY2019-2020 budget, since the Village of Lake Bluff is asking that we maintain a 2-year budget cycle. The committee recommends that we approve the budget. Butler moved and Stroh seconded a motion to approve the FY2018-2019 budget as written; all voted aye.

**(Committees that did not meet)**

  - b. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)
  - c. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons)
  - d. Human Resources (**CHAIR:** Butler, **MEMBER:** Jackson)
  - e. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons)
  - f. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson)
  - g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh)
8. **New Business:**
  - a. Jackson will present findings from the focus groups, interviews, and surveys in May.
  - b. The first batch of letters for the Feasibility Study have gone out.
9. **Old Business:**
  - a. Fundraising and Building Project: Discussed during committee reports.
  - b. Budget for FY 2018-2019: Final reading and vote to approve were done during committee reports.
10. **Director's Report:**
  - a. The Library will be shown on "Animal Planet" in a segment titled "Our Cat from Heaven."
  - b. Bailey attended a Library Directors' Breakfast yesterday.
  - c. The annual Phyllis Fox awards ceremony will be on May 9, 2018 at the Lake Bluff Elementary School at 7 pm.
  - d. Bailey is looking into switching out our public desktop computers for laptops and/or tablets, and will visit another area library that is doing so.

e. Weather and flu season factored into lower numbers of visits for last month, but we are still up from last year in total numbers.

11. **Executive Session:** There was none.

12. **Any and all other business which may properly come before the Board:** Meierhoff spoke with Ms. O'Hara who congratulated the Library on our top standing in "esteem" in the Village survey. Other issues facing the Village of Lake Bluff that were mentioned are flooding and pension obligations.

13. **Adjournment:** Stroh moved and Schons seconded a motion to adjourn; all voted aye. Meeting adjourned at 8:20 pm.

Respectfully submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	YTD BALANCE 02/28/2018 NORM (ABNORM)	YTD BALANCE 02/28/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGDG USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	895,528.44	885,631.27	897,115.00	99.82
PROPERTY TAX		0.00	0.00	895,528.44	885,631.27	897,115.00	99.82
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	172.70	186.70	1,782.93	1,812.70	2,200.00	81.04
080-300-34250	NON-RESIDENT FEES	440.12	166.95	4,822.24	5,090.90	7,000.00	68.89
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		612.82	353.65	6,605.17	6,903.60	11,200.00	58.97
FINES							
080-300-35700	RENTAL FINES	556.67	736.81	9,076.56	9,434.87	12,500.00	72.61
FINES		556.67	736.81	9,076.56	9,434.87	12,500.00	72.61
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	4,410.80	0.00	0.00
GRANTS		0.00	0.00	0.00	4,410.80	0.00	0.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	390.00	390.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	50.00	0.00	50.00	0.00	2,000.00	2.50
080-300-38310	CONTRIBUTIONS/DONATIONS	505.66	1.02	6,430.03	482.05	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	1,212.79	9,185.30	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	2,159.36	4,319.34	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	39.00	222.91	1,355.47	2,297.69	2,500.00	54.22
MISCELLANEOUS REVENUE		594.66	223.93	11,597.65	16,674.38	12,400.00	93.53
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	800.84	369.42	7,240.57	3,098.99	2,500.00	289.62
INTEREST EARNINGS		800.84	369.42	7,240.57	3,098.99	2,500.00	289.62
Total Dept 300 - REVENUE		2,564.99	1,683.81	930,048.39	926,153.91	935,715.00	99.39
TOTAL REVENUES		2,564.99	1,683.81	930,048.39	926,153.91	935,715.00	99.39

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
PERIOD ENDING 02/28/2018

4B

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	YTD BALANCE 02/28/2018 NORM (ABNORM)	YTD BALANCE 02/28/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY	Expenditures						

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 02/28/2018

4C

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	YTD BALANCE 02/28/2018 NORM (ABNORM)	YTD BALANCE 02/28/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,548.44	15,857.12	201,683.12	233,400.61	323,000.00	62.44
080-603-40030	STAFF SALARIES	23,815.30	26,449.28	216,583.34	174,894.65	180,000.00	120.32
		<u>43,363.74</u>	<u>42,306.40</u>	<u>418,266.46</u>	<u>408,295.26</u>	<u>503,000.00</u>	<u>83.15</u>
BENEFITS							
080-603-40400	MEDICAL INSURANCE	5,757.43	4,241.03	55,436.06	60,796.76	74,000.00	74.91
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	275.00	215.00	250.00	110.00
080-603-40970	EMPLOYER FICA TAX	3,269.94	3,140.26	30,957.10	30,332.02	37,000.00	83.67
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,060.46	3,593.29	32,464.86	35,183.74	46,000.00	70.58
		<u>12,087.83</u>	<u>10,974.58</u>	<u>119,133.02</u>	<u>126,527.52</u>	<u>157,250.00</u>	<u>75.76</u>
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,097.00	988.17	28,772.40	27,113.54	24,000.00	119.89
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	2,350.74	982.00	1,500.00	156.72
080-603-41050	MAINTENANCE-GROUNDS	2,010.00	0.00	6,263.94	4,069.92	7,000.00	89.48
080-603-41300	COMPUTER SERVICES	0.00	0.00	13,220.00	0.00	13,000.00	101.69
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	11,865.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	271.41	0.00	2,839.11	3,810.54	5,500.00	51.62
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	21.00	12,357.32	57.00	1,000.00	1,235.7
080-603-41350	LEGAL SERVICES	0.00	0.00	2,835.00	2,107.50	3,000.00	94.50
080-603-70000	CONTINGENCY	0.00	0.00	1,160.00	10,000.00	5,965.00	19.45
		<u>4,378.41</u>	<u>1,009.17</u>	<u>69,798.51</u>	<u>60,005.50</u>	<u>60,965.00</u>	<u>114.49</u>
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	25.00	25.00	1,983.00	1,795.00	3,000.00	66.10
080-603-42440	DUES	73.00	70.00	2,227.31	2,257.93	2,000.00	111.37
080-603-43230	UTILITIES	1,260.15	1,101.02	10,892.28	11,634.41	13,500.00	80.68
080-603-43300	POSTAGE	28.18	43.49	1,212.90	1,120.00	2,500.00	48.52
080-603-43410	PRINTING/E-NEWSLETTER	1,632.00	2,233.00	7,599.89	9,107.29	9,500.00	80.00
080-603-43550	OFFICE SUPPLIES	591.95	626.83	4,998.17	5,417.16	5,000.00	99.96
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	455.62	152.70	1,676.15	1,485.08	2,000.00	83.81
080-603-43668	TECHNICAL SERVICES SUPPLIES	313.84	201.59	4,862.15	2,748.85	4,000.00	121.55
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	812.40	242.93	500.00	162.48
080-603-43710	ADULT PROGRAM SUPPLIES	13.83	0.00	5,368.17	3,856.16	6,000.00	89.47
080-603-43720	JUVENILE PROGRAM SUPPLIES	208.10	410.84	4,162.09	4,591.21	6,000.00	69.37
080-603-43730	OUTREACH SUPPLIES	0.00	0.00	391.24	660.45	1,000.00	39.12
080-603-43740	TEEN PROGRAM SUPPLIES	102.17	35.24	1,294.27	1,094.05	1,500.00	86.28
		<u>4,703.84</u>	<u>4,899.71</u>	<u>47,480.02</u>	<u>46,010.52</u>	<u>56,500.00</u>	<u>84.04</u>
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	45.65	45.50	601.97	812.60	2,000.00	30.10
		<u>45.65</u>	<u>45.50</u>	<u>601.97</u>	<u>812.60</u>	<u>2,000.00</u>	<u>30.10</u>



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 02/28/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	YTD BALANCE 02/28/2018 NORM (ABNORM)	YTD BALANCE 02/28/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	914.84	1,092.00	12,787.62	11,184.73	17,000.00	75.22
080-603-45100	ADULT FICTION BOOKS	173.52	1,215.24	11,408.16	11,597.50	15,500.00	73.60
080-603-45110	ADULT LARGE PRINT MATERIAL	16.14	65.82	280.14	404.97	500.00	56.03
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,691.54	1,381.79	11,932.66	12,181.99	15,500.00	76.98
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	15,095.38	13,549.00	22,000.00	68.62
080-603-45400	JUVENILE NON-FICTION	1,440.71	8.97	5,450.86	2,281.61	7,000.00	77.87
080-603-45410	PICTURE BOOKS, READERS	65.40	32.60	5,052.70	5,003.04	4,500.00	112.28
080-603-45420	JUVENILE FICTION	364.70	630.22	6,319.38	6,009.68	10,000.00	63.19
080-603-45430	JUVENILE AUDIO-VISUAL	97.14	191.57	1,360.32	819.38	1,000.00	136.03
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	500.00	66.87
080-603-45450	TEEN BOOKS	296.57	154.23	2,548.17	2,284.39	2,750.00	92.66
080-603-45460	E-BOOKS	149.00	3,036.51	8,066.38	8,960.37	12,000.00	67.22
080-603-45470	GRAPHIC NOVELS	0.00	0.00	314.86	252.94	500.00	62.97
080-603-45500	PERIODICALS	0.00	0.00	6,952.57	6,339.24	6,750.00	103.00
080-603-45510	VIDEO GAMES	279.71	223.98	3,300.77	2,938.42	3,500.00	94.31
080-603-45520	TRENDING TITLES	41.96	0.00	920.00	0.00	2,000.00	46.00
080-603-45600	PATRON & STAFF SOFTWARE	9.95	1,163.95	3,360.81	4,333.01	4,000.00	84.02
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,905.00	20,297.00	21,000.00	99.55
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	264.99	10,644.00	1,000.00	26.50
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	7,077.74	8,305.80	5,000.00	141.55
080-603-58270	OTHER EQUIPMENT	0.00	0.00	3,603.16	26,014.61	10,000.00	36.03
CAPITAL EQUIPMENT		5,541.18	9,196.88	127,336.00	153,736.01	162,000.00	78.60
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	26,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	26,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		70,120.65	68,432.24	782,615.98	795,387.41	967,715.00	80.87
TOTAL EXPENDITURES		70,120.65	68,432.24	782,615.98	795,387.41	967,715.00	80.87
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		2,564.99	1,683.81	930,048.39	926,153.91	935,715.00	99.39
TOTAL EXPENDITURES		70,120.65	68,432.24	782,615.98	795,387.41	967,715.00	80.87
NET OF REVENUES & EXPENDITURES		(67,555.66)	(66,748.43)	147,432.41	130,766.50	(32,000.00)	460.73

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 02/28/2018

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	YTD BALANCE 02/28/2018 NORM (ABNORM)	YTD BALANCE 02/28/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	3,253.40	0.00	5,000.00	65.07
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	4,411.00	0.00
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		0.00	0.00	3,253.40	0.00	9,411.00	34.57
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	200.00	0.00	1,000.00	20.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	315.00	0.00	15,000.00	2.10
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		0.00	0.00	515.00	0.00	16,000.00	3.22
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		0.00	0.00	3,768.40	0.00	25,411.00	14.83
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		0.00	0.00	3,768.40	0.00	25,411.00	14.83
Total Dept 300 - REVENUE							
TOTAL REVENUES							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	97.01	0.00	2,581.77	4,411.00	0.00
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		0.00	97.01	0.00	2,581.77	4,411.00	0.00
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
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		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	88.66	5,267.33	6,615.60	8,826.38	16,000.00	41.35
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		88.66	5,267.33	6,615.60	8,826.38	16,000.00	41.35
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		88.66	5,364.34	6,615.60	11,408.15	25,411.00	26.03
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		88.66	5,364.34	6,615.60	11,408.15	25,411.00	26.03
Total Dept 603 - LIBRARY ADMINISTRATION							
TOTAL EXPENDITURES							
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
		0.00	0.00	3,768.40	0.00	25,411.00	14.83
		88.66	5,364.34	6,615.60	11,408.15	25,411.00	26.03
		(88.66)	(5,364.34)	(2,847.20)	(11,408.15)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 02/28/2018

4F

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	YTD BALANCE 02/28/2018 NORM (ABNORM)	YTD BALANCE 02/28/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		2,564.99	1,683.81	933,816.79	926,153.91	961,126.00	97.16
TOTAL EXPENDITURES - ALL FUNDS		70,209.31	73,796.58	789,231.58	806,795.56	993,126.00	79.47
NET OF REVENUES & EXPENDITURES		(67,644.32)	(72,112.77)	144,585.21	119,358.35	(32,000.00)	451.83

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
	A/R - OTHER	(2,668.85)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	13,386.34
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(128.31)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	720,911.72
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	10,985.42
	CASH/INVESTMENTS	585,446.00	745,306.97
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	0.00	(3,768.10)
	DUE TO OTHER FUNDS	0.00	(3,768.10)
PREPAID ITEMS			
	PREPAID ITEMS	0.00	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	897,122.67	897,122.67
	PROPERTY TAX RECEIVABLE	897,122.67	897,122.67
	<b>Total Assets</b>	<b>1,479,899.82</b>	<b>1,638,661.54</b>
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	19,571.01	19,571.01
	ACCRUED PAYROLL	19,571.01	19,571.01
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	12,883.22	24,162.53
	ACCOUNTS PAYABLE	12,883.22	24,162.53
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	50.00
	A/P - OTHER	0.00	50.00
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
<b>Total Liabilities</b>		<b>929,576.90</b>	<b>940,906.21</b>
*** 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
<b>Total Fund Balance</b>		<b>550,322.92</b>	<b>550,322.92</b>
<b>Beginning Fund Balance</b>			<b>550,322.92</b>
<b>Net of Revenues VS Expenditures</b>			<b>147,432.41</b>
<b>Ending Fund Balance</b>			<b>697,755.33</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,638,661.54</b>

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	4,410.80	4,410.80
	A/R - OTHER	<u>4,410.80</u>	<u>4,410.80</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(15,525.57)	(21,853.99)
	CASH/INVESTMENTS	<u>(15,525.57)</u>	<u>(21,853.99)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	0.00	3,453.10
	DUE TO OTHER FUNDS	<u>0.00</u>	<u>3,453.10</u>
<b>Total Assets</b>		<b>(11,114.77)</b>	<b>(13,990.09)</b>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	116.78	88.66
	ACCOUNTS PAYABLE	<u>116.78</u>	<u>88.66</u>
<b>Total Liabilities</b>		<b>116.78</b>	<b>88.66</b>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	<u>(11,231.55)</u>	<u>(11,231.55)</u>
<b>Total Fund Balance</b>		<b>(11,231.55)</b>	<b>(11,231.55)</b>
<b>Beginning Fund Balance</b>			<b>(11,231.55)</b>
<b>Net of Revenues VS Expenditures</b>			<b>(2,847.20)</b>
<b>Ending Fund Balance</b>			<b>(14,078.75)</b>
<b>Total Liabilities And Fund Balance</b>			<b>(13,990.09)</b>

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
 CHECK DATE FROM 02/21/2018 - 03/21/2018  
 Banks: LIBCK, LIBEP

6A

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/26/2018	LIBCK	13421	JOH022118	CHRISTINE JOHNSON	JUVENILE PROGRAM SUPPLIES	080-603-43720	16.77
02/26/2018	LIBCK	13422	COM021218	COMCAST CABLE	UTILITIES	080-603-43230	499.70
02/26/2018	LIBCK	13423	000023	LFGSM TOASTMASTERS	DUES	080-603-42440	73.00
02/26/2018	LIBCK	13424	01018MA18019958	OVERDRIVE , INC	E-BOOKS	080-603-45460	149.00
02/26/2018	LIBCK	13425	USA054414	USA FIRE PROTECTION, IN	MAINTENANCE-BUILDING	080-603-41000	209.00
02/26/2018	LIBCK	13426	102534512	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	550.00
02/26/2018	LIBCK	13427	VIL021618	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE MEDICAL	080-100-11580	5,302.23
		13427	VIL021618		DUE FROM THE VILLAGE DENTAL/	080-100-11580	446.08
		13427	VIL021618		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	1,459.18
		13427	VIL021618		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	2,966.95
		13427	VIL021618		DUE FROM THE VILLAGE LIFE	080-100-11580	52.50
							<b>10,226.94</b>
03/07/2018	LIBCK	13428	ELK022718	ELK GROVE VILLAGE PUBLI	MISCELLANEOUS EXPENSES	080-603-46100	19.95
03/07/2018	LIBCK	13429	ELI022718	FIRST BANKCARD	POSTAGE	080-603-43300	3.68
		13429	ELI022718		JUVENILE PROGRAM SUPPLIES	080-603-43720	32.98
		13429	ELI022718		TEEN PROGRAM SUPPLIES	080-603-43740	66.91
							<b>103.57</b>
03/07/2018	LIBCK	13430	MCO022718	FIRST BANKCARD	PATRON & STAFF SOFTWARE	080-603-45600	9.95
		13430	MCO022718		USE OF DONATIONS/TEMPORARY E	082-603-99999	88.66
							<b>98.61</b>
03/07/2018	LIBCK	13431	ERI022718	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	83.00
		13431	ERI022718		PROFESSIONAL DEVELOPMENT	080-603-42400	25.00
		13431	ERI022718		POSTAGE	080-603-43300	24.50
		13431	ERI022718		MISCELLANEOUS EXPENSES	080-603-46100	25.70
							<b>158.20</b>
03/07/2018	LIBCK	13432	6699	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	350.00
03/07/2018	LIBCK	13433	3081690	HOME DEPOT CREDIT SERVI	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	11.97
		13433	4091951		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	(11.97)
		13433	3081691		ADULT PROGRAM SUPPLIES	080-603-43710	8.82
		13433	2164989		ADULT PROGRAM SUPPLIES	080-603-43710	8.38
		13433	2164988		ADULT PROGRAM SUPPLIES	080-603-43710	(3.37)

**CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF**  
**CHECK DATE FROM 02/21/2018 - 03/21/2018**

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
03/07/2018	LIBCK	13434	102540391	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	13.83
03/07/2018	LIBCK	13435	VIL022618	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	550.00
03/20/2018	LIBCK	13436	3220907	ACCESS ONE, INC.	UTILITIES	080-603-43230	142.74
03/20/2018	LIBCK	13437	456637496967	AMAZON	OFFICE SUPPLIES	080-603-43550	617.71
		13437	588495387997		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.49
		13437	465398738985		TEEN PROGRAM SUPPLIES	080-603-43740	53.41
		13437	894684399533		ADULT NON-FICTION BOOKS	080-603-45000	35.26
		13437	464684445969		ADULT NON-FICTION BOOKS	080-603-45000	36.00
		13437	449674495459		ADULT NON-FICTION BOOKS	080-603-45000	46.37
		13437	859377954969		ADULT AUDIO VISUAL MATERIAL	080-603-45000	(3.83)
		13437	896885385467		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.92
		13437	467479979568		ADULT AUDIO VISUAL MATERIAL	080-603-45200	145.71
		13437	445568549864		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13437	563468899545		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.98
		13437	575656663959		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.18
		13437	664363743764		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13437	699965786559		ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.84
		13437	439839677446		ADULT AUDIO VISUAL MATERIAL	080-603-45200	189.90
		13437	469959568744		ADULT AUDIO VISUAL MATERIAL	080-603-45200	6.98
		13437	694783756784		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.36
		13437	985883987655		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13437	753635699676		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.97
		13437	695388353538		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		13437	448397865969		ADULT AUDIO VISUAL MATERIAL	080-603-45200	92.22
		13437	645386848635		ADULT AUDIO VISUAL MATERIAL	080-603-45200	46.57
		13437	498635779636		ADULT AUDIO VISUAL MATERIAL	080-603-45200	64.47
		13437	565473387734		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.78
		13437	687845663933		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.98
		13437	966834558337		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		13437	448454936663		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13437	467564549978		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.99
		13437	433698975536		ADULT AUDIO VISUAL MATERIAL	080-603-45200	137.27
		13437	455549857644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.91
		13437	663984579868		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		13437	798875939645		ADULT AUDIO VISUAL MATERIAL	080-603-45200	70.36
		13437	986377778366		ADULT AUDIO VISUAL MATERIAL	080-603-45200	51.78
		13437	443945755655		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
					ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.99



CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
 CHECK DATE FROM 02/21/2018 - 03/21/2018  
 Banks: LIBCK, LIBEP

66

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13437	454499496433				
		13437	464843484378		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.99
		13437	999573856544		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.64
		13437	987959397883		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.65
		13437	864455657357		ADULT AUDIO VISUAL MATERIAL	080-603-45200	147.08
		13437	458578987367		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.95
		13437	744886435354		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.01
		13437	468635374575		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13437	656753466965		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(6.18)
		13437	833799959885		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.64)
		13437	699796553364		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.91)
		13437	665647884379		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.00)
		13437	557956569499		JUVENILE NON-FICTION	080-603-45400	12.95
		13437	645894454389		JUVENILE FICTION	080-603-45420	9.99
		13437	588495387997		JUVENILE AUDIO-VISUAL	080-603-45430	27.46
		13437	465398738985		JUVENILE AUDIO-VISUAL	080-603-45430	34.72
		13437	859348988847		JUVENILE AUDIO-VISUAL	080-603-45430	34.96
		13437	443769444348		TEEN BOOKS	080-603-45450	19.97
		13437	454364468977		VIDEO GAMES	080-603-45510	127.96
		13437	436778449335		VIDEO GAMES	080-603-45510	59.88
		13437	694647939838		VIDEO GAMES	080-603-45510	91.87
					TRENDING TITLES	080-603-45520	41.96
							<b>2,075.04</b>

03/20/2018 LIBCK 13438

VOID  
 Void Reason: Created From Check Run Process

\*\* VOIDED \*\*

03/20/2018	LIBCK	13439	2033496596	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	3.10
		13439	2033507753		TECHNICAL SERVICES SUPPLIES	080-603-43668	28.00
		13439	2033507813		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.45
		13439	2033511721		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13439	2033513056		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.10
		13439	2033515753		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.75
		13439	2033518942		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.20
		13439	2033530191		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.55
		13439	2033530289		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13439	2033533381		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.05
		13439	2033538112		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.70
		13439	2033535288		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		13439	2033507813		ADULT NON-FICTION BOOKS	080-603-45000	401.52
		13439	2033530191		ADULT NON-FICTION BOOKS	080-603-45000	313.17
		13439	2033533381		ADULT NON-FICTION BOOKS	080-603-45000	121.61



CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 02/21/2018 - 03/21/2018

GE

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount	
03/20/2018	LIBCK	13449	688800320-01	ORIENTAL TRADING COMPAN	JUVENILE PROGRAM SUPPLIES	080-603-43720	104.94	
03/20/2018	LIBCK	13450	RSL1167631	ROSEN PUBLISHING &	JUVENILE NON-FICTION	080-603-45400	689.70	
03/20/2018	LIBCK	13451	8124109579	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	72.41	
03/20/2018	LIBCK	13452	8048788666	STAPLES BUSINESS ADVANT	OFFICE SUPPLIES	080-603-43550	42.97	
		13452	8048788666		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	7.70	
							<b>50.67</b>	
03/20/2018	LIBCK	13453	NA139520	THE CHILD'S WORLD	JUVENILE NON-FICTION	080-603-45400	365.05	
03/20/2018	LIBCK	13454	VIL022718	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE DEN/VIS	080-100-11580	446.08	
		13454	VIL022718		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	1,505.15	
		13454	VIL022718		DUE FROM THE VILLAGE MED JAN	080-100-11580	288.00	
		13454	VIL022718		DUE FROM THE VILLAGE LIFE FE	080-100-11580	52.50	
		13454	VIL022718		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	3,060.46	
		13454	VIL022718		DUE FROM THE VILLAGE MED FEB	080-100-11580	5,590.23	
							<b>10,942.42</b>	
03/20/2018	LIBCK	13455	12848	VOUGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,632.00	
03/20/2018	LIBCK	13456	05032JW	WINSTON ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	225.00	
TOTAL - ALL FUNDS							TOTAL OF 36 CHECKS (1 voided)	36,525.60

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	
080-200-20245	ICMA 457 PLAN PAYABLE	21,169.36
080-603-41000	MAINTENANCE-BUILDING	1,100.00
080-603-41050	MAINTENANCE-GROUNDS	2,097.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	2,010.00
080-603-42400	PROFESSIONAL DEVELOPMENT	271.41
080-603-42440	DUES	25.00
080-603-43230	UTILITIES	73.00
080-603-43300	POSTAGE	1,260.15
080-603-43410	PRINTING/E-NEWSLETTER	28.18
080-603-43550	OFFICE SUPPLIES	1,632.00
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	90.45
080-603-43668	TECHNICAL SERVICES SUPPLIES	455.62
080-603-43710	ADULT PROGRAM SUPPLIES	313.84
080-603-43720	JUVENILE PROGRAM SUPPLIES	13.83
080-603-43740	TEEN PROGRAM SUPPLIES	208.10
080-603-45000	ADULT NON-FICTION BOOKS	102.17
080-603-45100	ADULT FICTION BOOKS	914.84
080-603-45110	ADULT LARGE PRINT MATERIAL	173.52
		16.14

03/16/2018 01:05 PM

User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 02/21/2018 - 03/21/2018

Banks: LIBCK, LIBEP

6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45200				ADULT AUDIO VISUAL MATERIAL			1,691.54
080-603-45400				JUVENILE NON-FICTION			1,440.71
080-603-45410				PICTURE BOOKS, READERS			65.40
080-603-45420				JUVENILE FICTION			364.70
080-603-45430				JUVENILE AUDIO-VISUAL			97.14
080-603-45450				TEEN BOOKS			296.57
080-603-45460				E-BOOKS			149.00
080-603-45510				VIDEO GAMES			279.71
080-603-45520				TRENDING TITLES			41.96
080-603-45600				PATRON & STAFF SOFTWARE			9.95
080-603-46100				MISCELLANEOUS EXPENSES			45.65
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			88.66
				TOTAL			36,525.60

# REPORT ON THE CONDITION OF THE LAKE BLUFF PUBLIC LIBRARY ROOF:

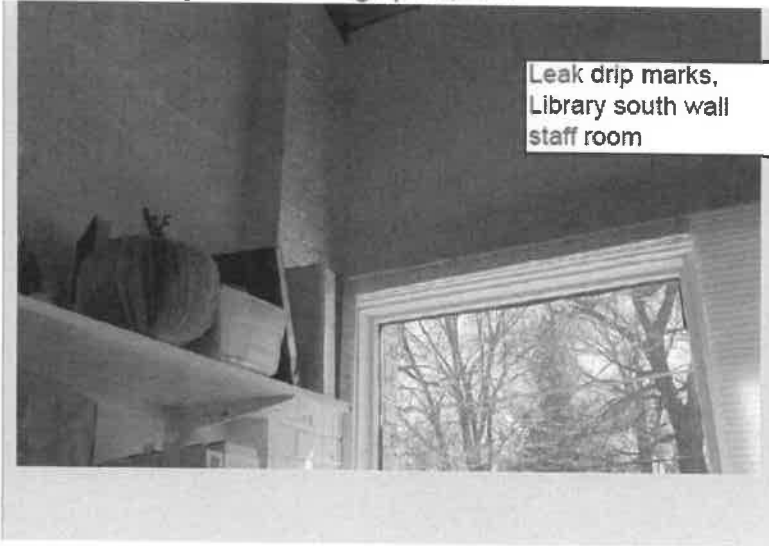
Plus Recommendation for the  
Replacement Process

Board of Library Trustees Meeting

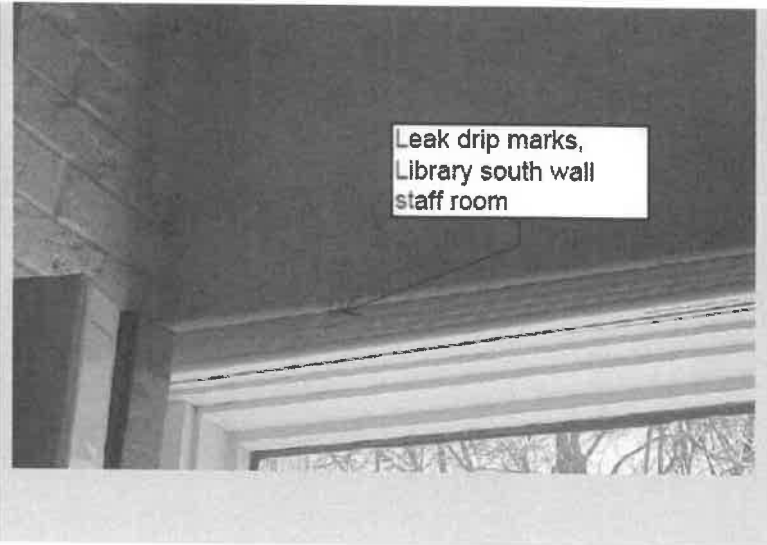
March 20<sup>th</sup>, 2018

# CURRENT CONDITION

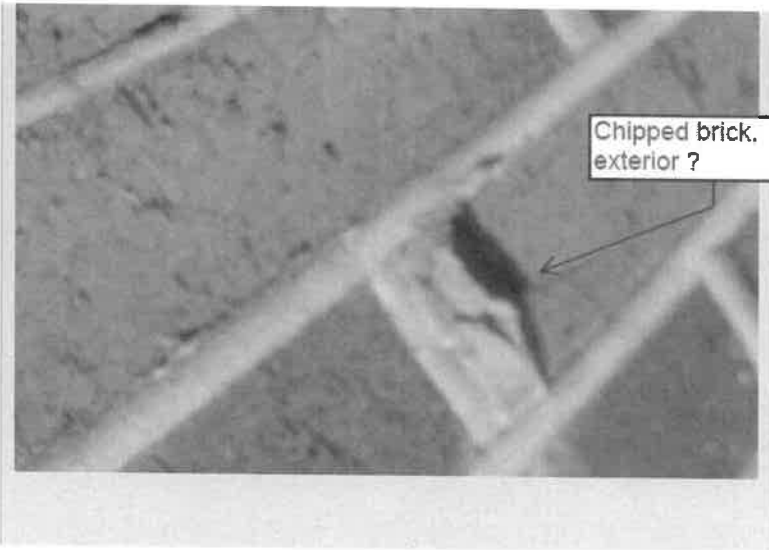
- ▶ In late April 2017 Cedar Roof Co. inspected the roof of both buildings and found the following:
  - ▶ Deteriorating shingles
  - ▶ Asphalt felt underlayer exposed in places
  - ▶ Sealant failure at penetrations of the roof
  - ▶ Gaps between flashing and roof assembly
  - ▶ Cracked brickwork
  - ▶ Failure of sealant on brick columns
- ▶ Repairs were made in Summer and Fall of 2017, but problems are too extensive to be remedied by patchwork. Replacement of the roof on both the Library and Annex is needed.



Leak drip marks,  
Library south wall  
staff room



Leak drip marks,  
Library south wall  
staff room



Chipped brick,  
exterior ?



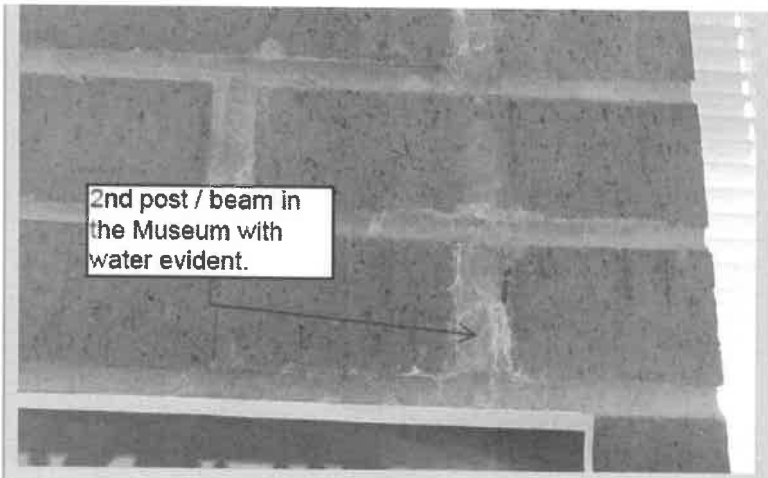
Leak drip marks, Library  
south wall staff room

Photos taken by Cedar Roofing April 7, 2017

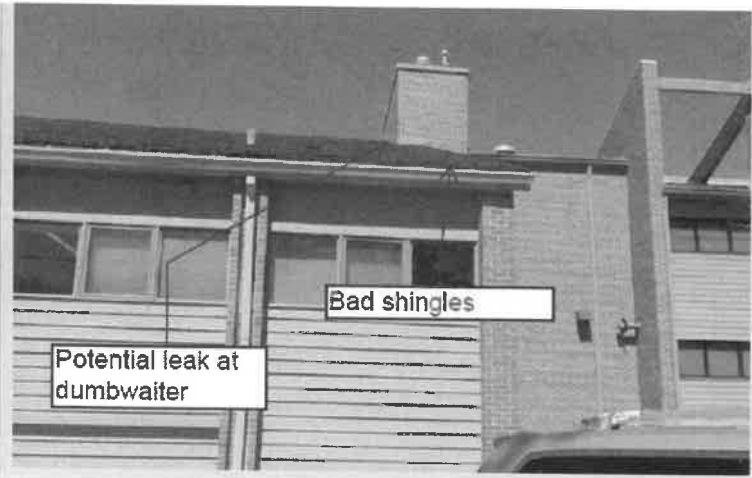
PAGE 2



3rd post / beam in Museum where water is evident, both in the ceiling and water marks on brick.



2nd post / beam in the Museum with water evident.



Bad shingles

Potential leak at dumbwaiter

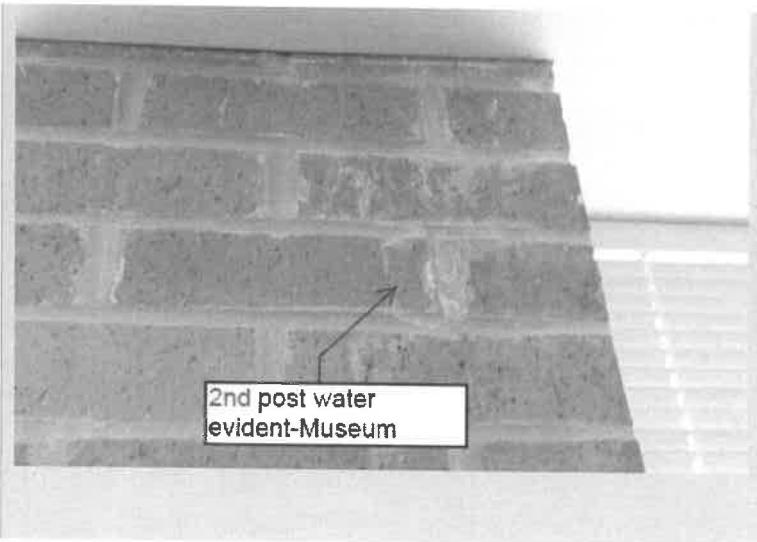
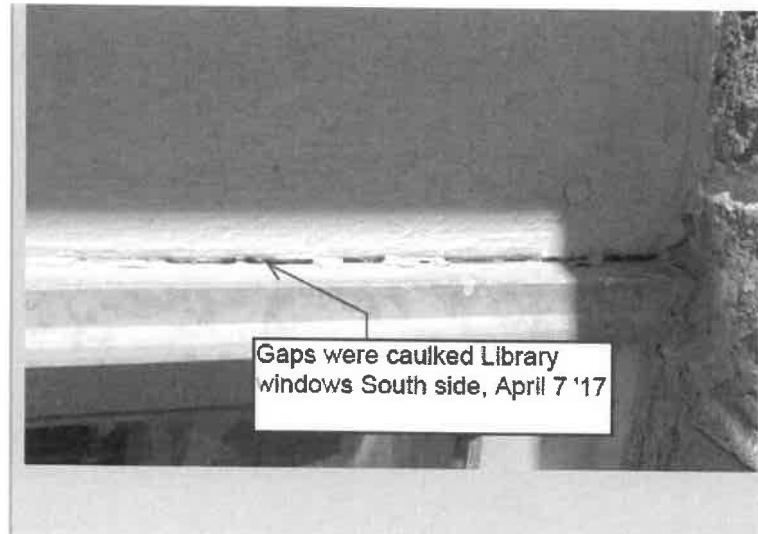
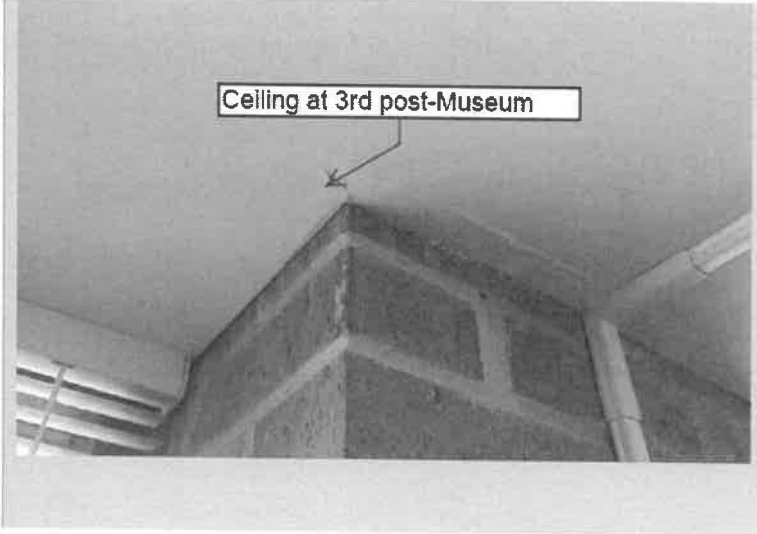


2nd post Museum



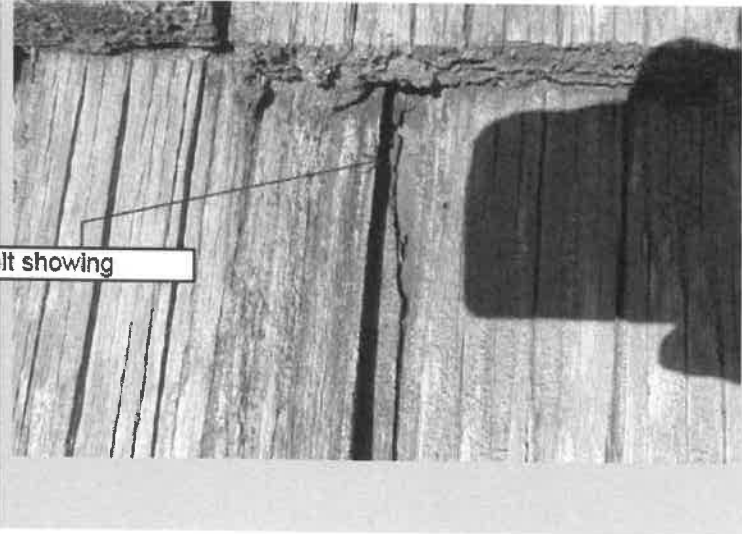
Photos taken by Cedar Roofing April 7, 2017

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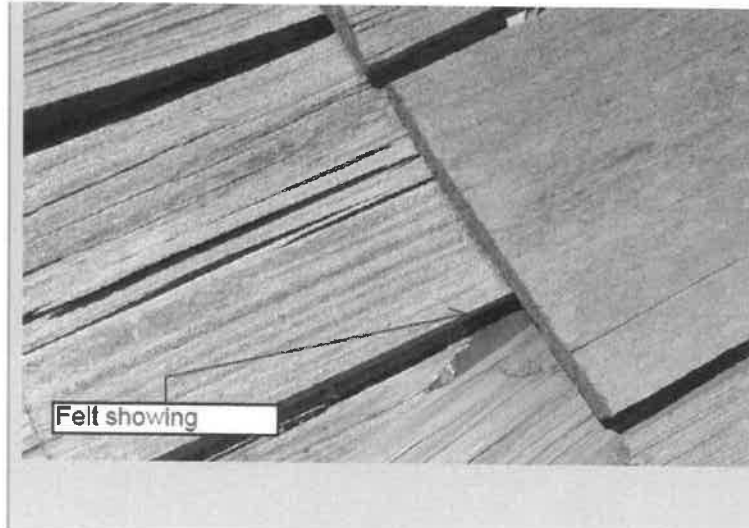


Photos taken by Cedar Roofing April 7, 2017

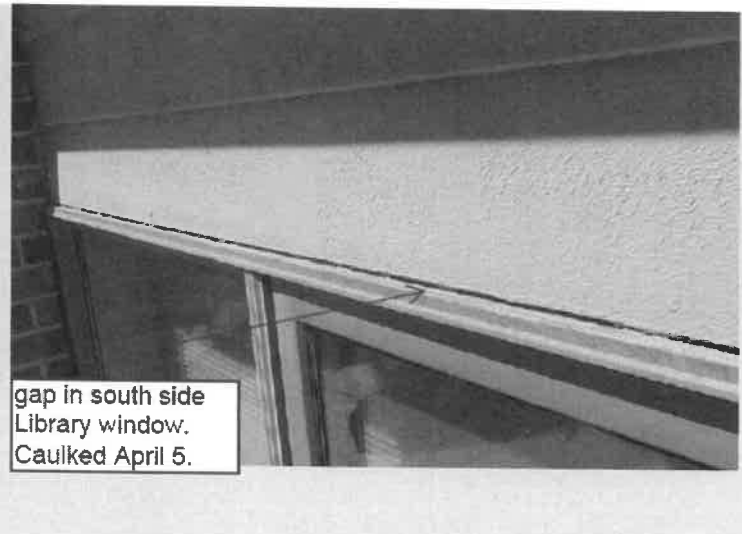
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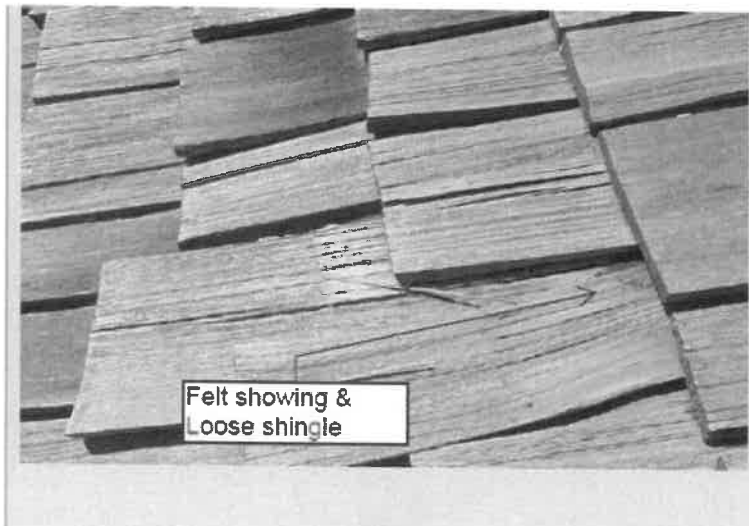
Felt showing



Felt showing



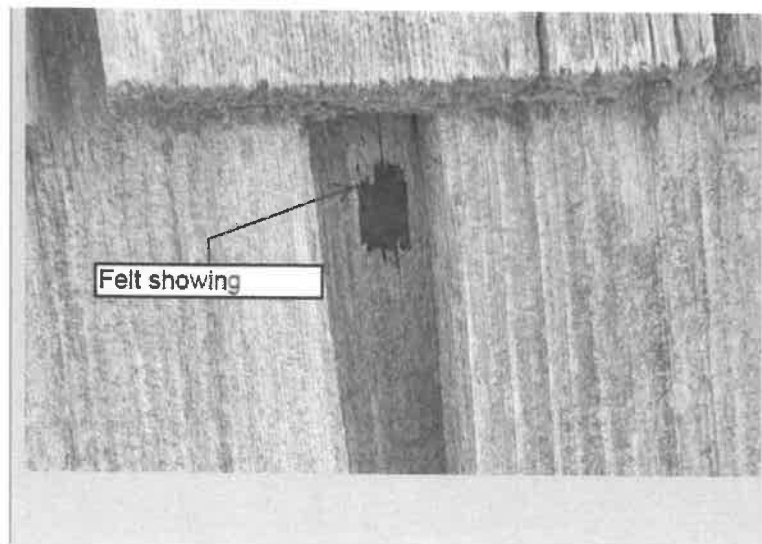
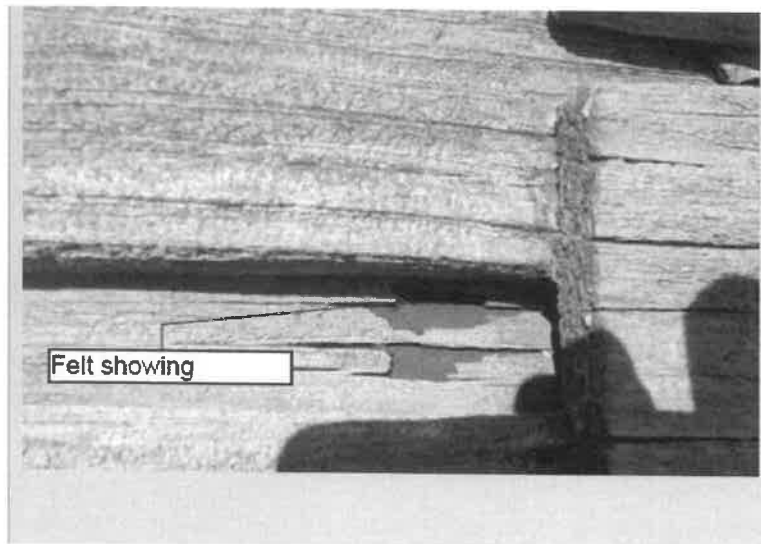
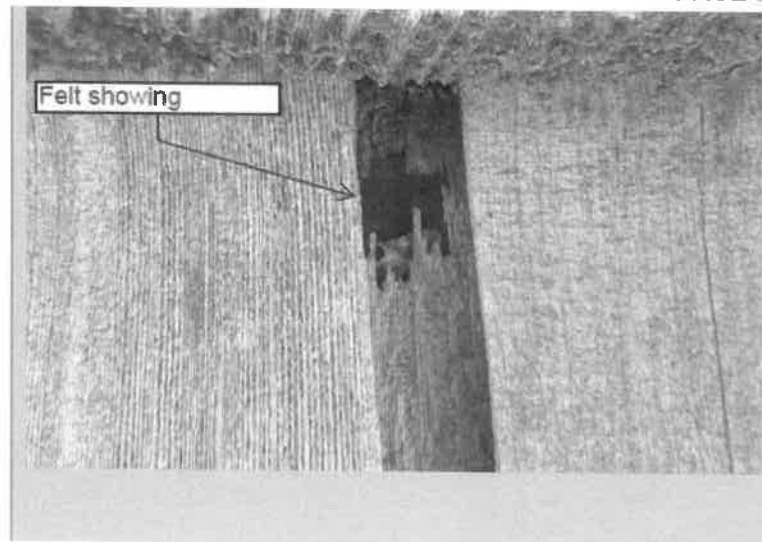
gap in south side  
Library window.  
Caulked April 5.



Felt showing &  
Loose shingle

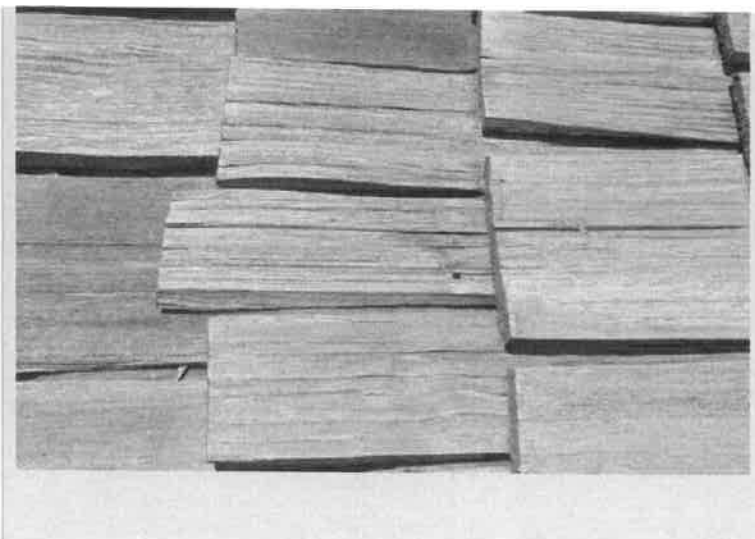
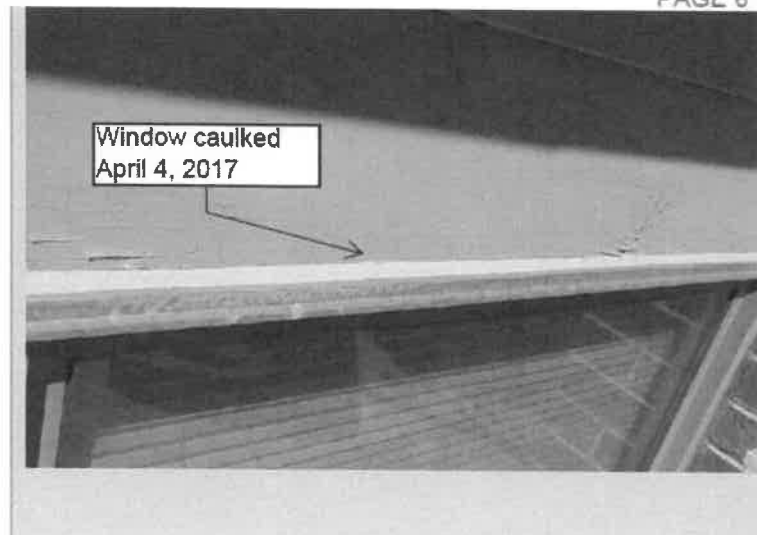
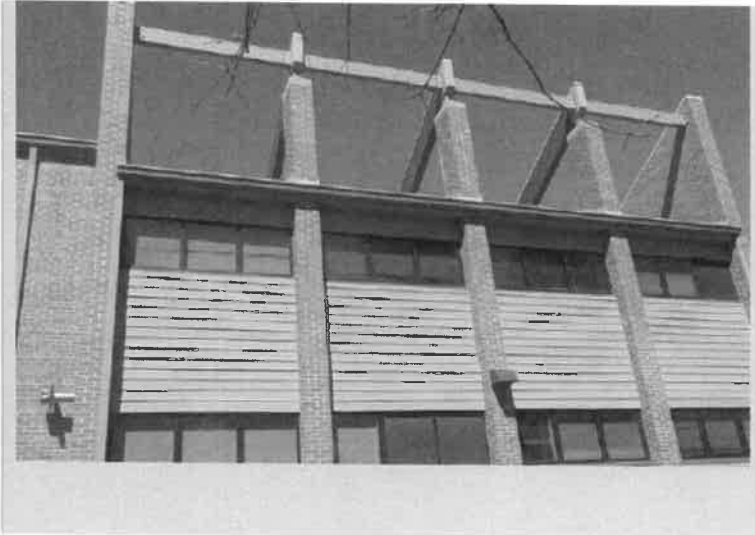
Photos taken by Cedar Roofing April 7, 2017

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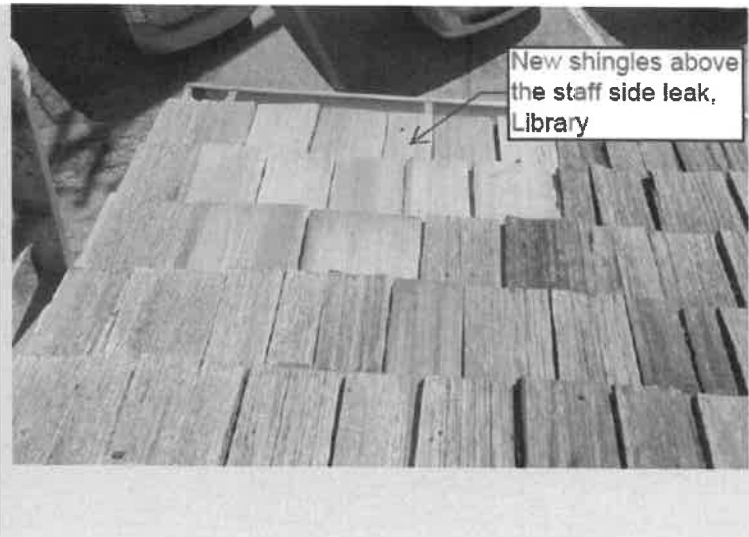
Photos taken by Cedar Roofing April 7, 2017

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Photos taken by Cedar Roofing April 7, 2017

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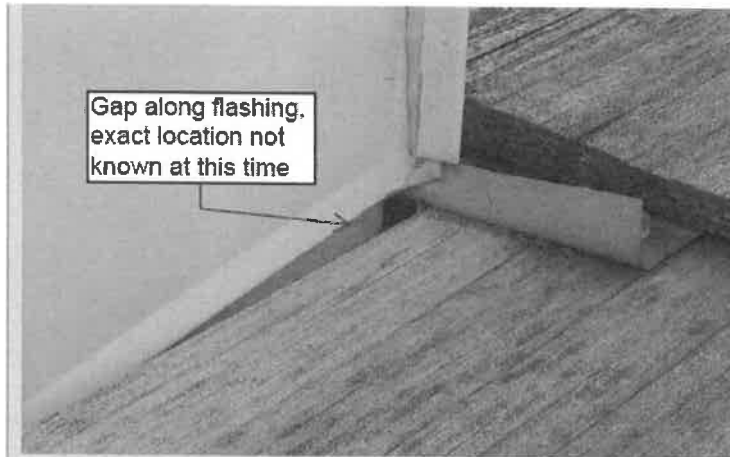


Photos taken by Cedar Roofing April 7, 2017

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LIBRARY SIDE



MUSEUM SIDE



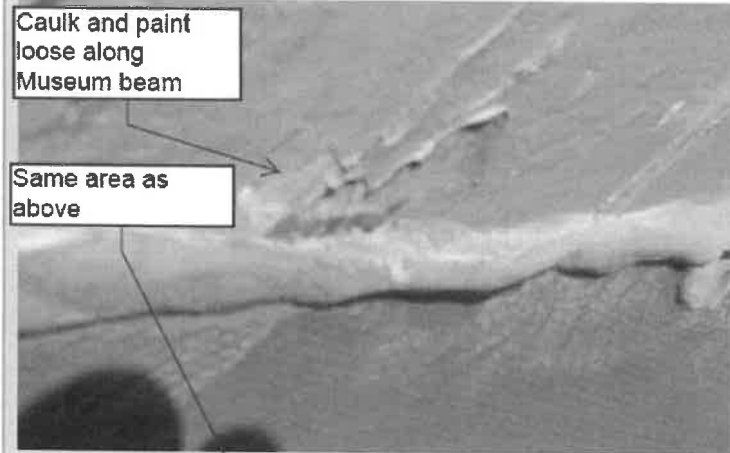
LIBRARY SIDE



MUSEUM SIDE

Photos taken by Cedar Roofing, April 7, 2017

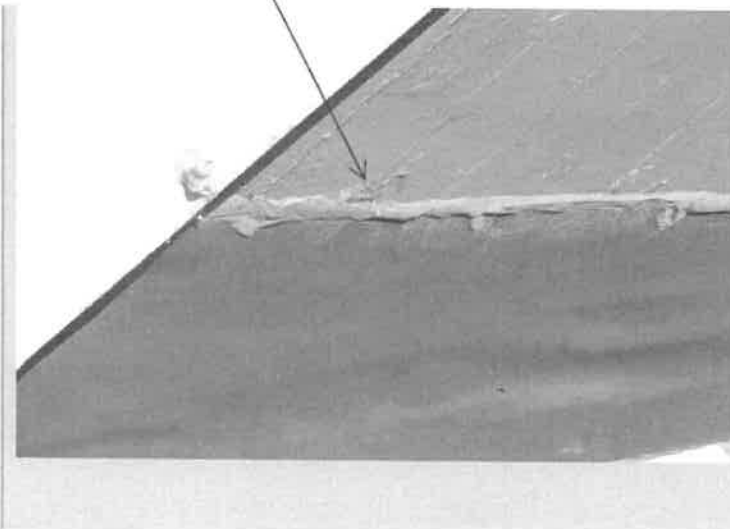
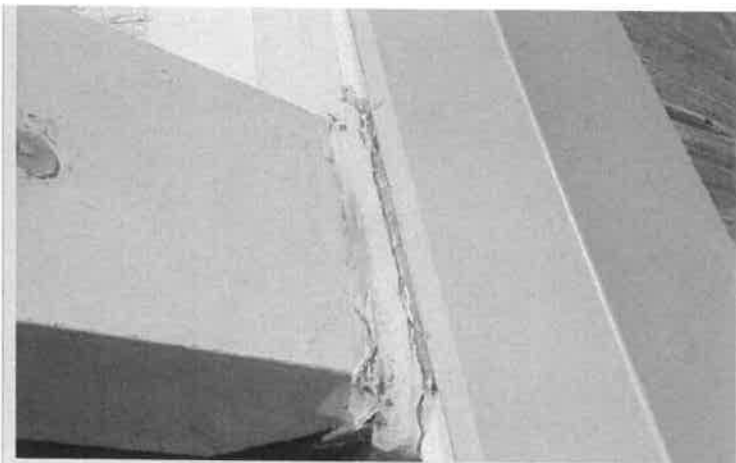
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Caulk and paint loose along Museum beam

Same area as above

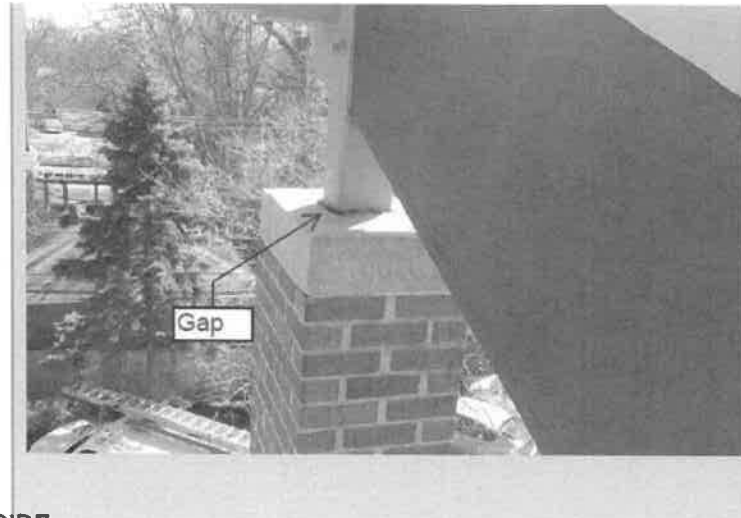
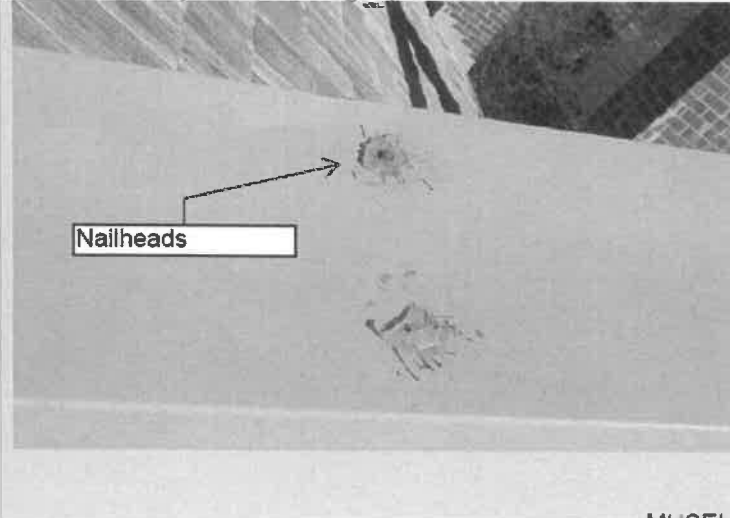
MUSEUM SIDE



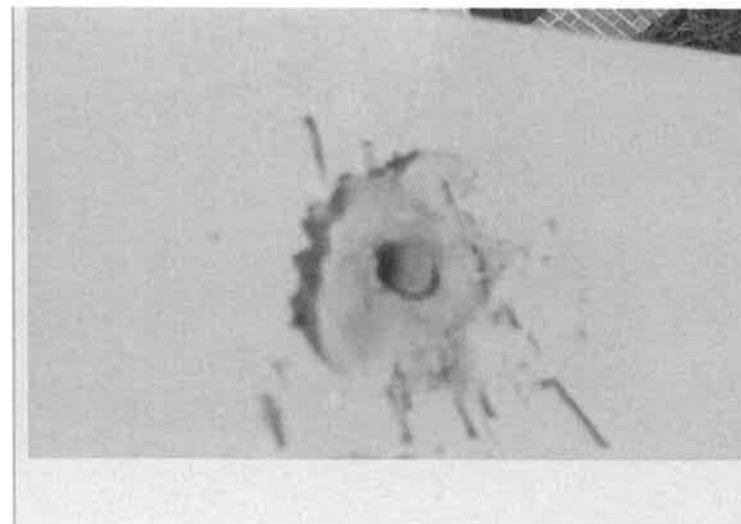
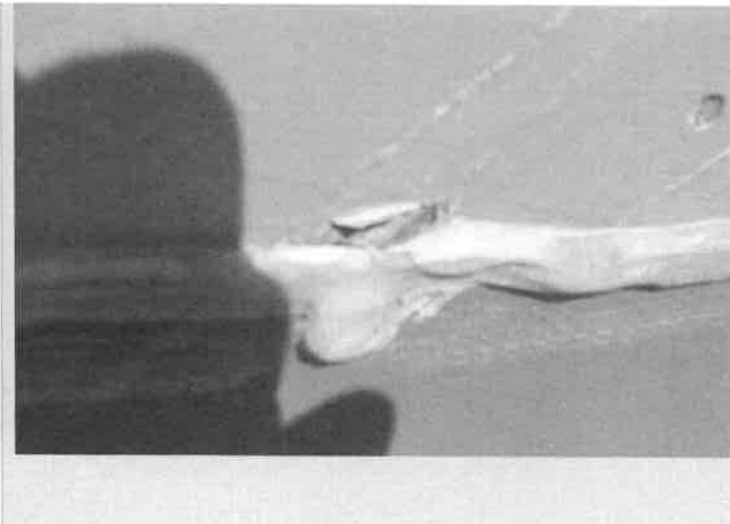
MUSEUM SIDE

Photos taken by Cedar Roofing, April 7, 2017

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MUSEUM SIDE

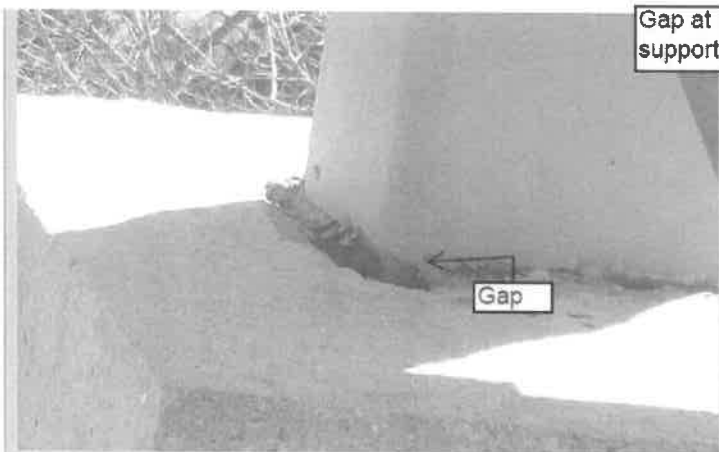


MUSEUM SIDE



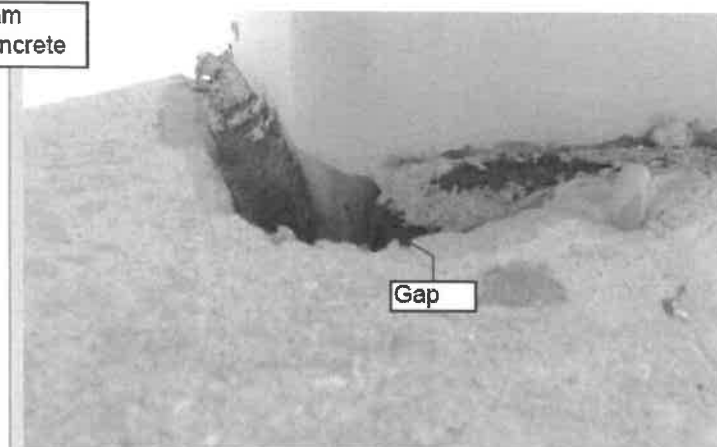


Chipped brick



Gap at Beam support, concrete

Gap

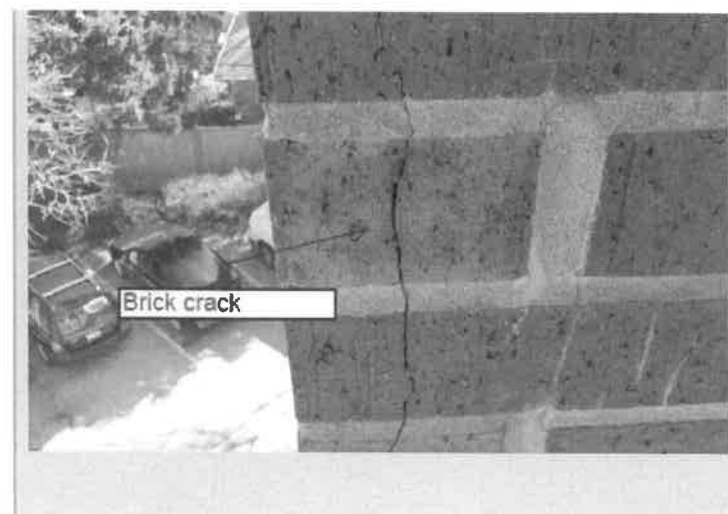
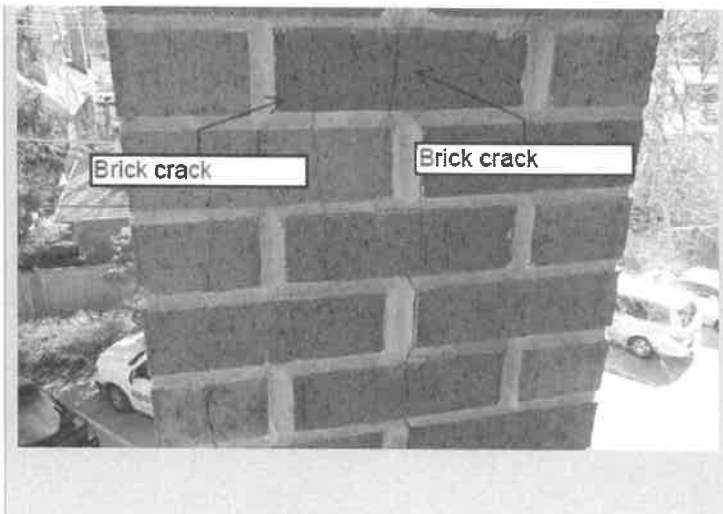
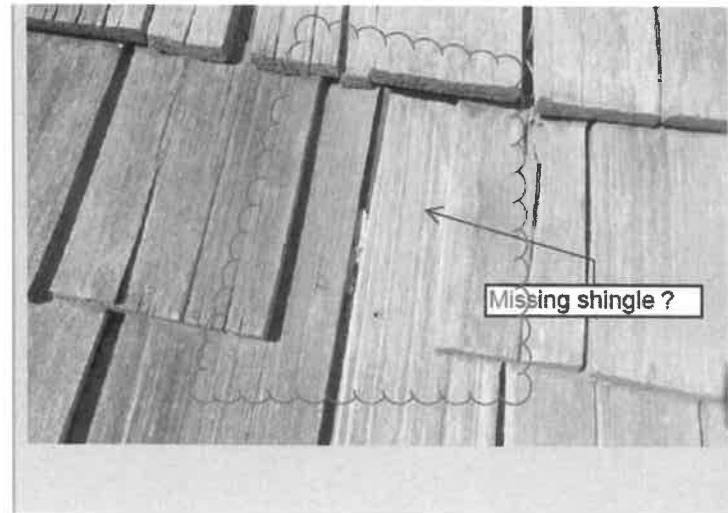
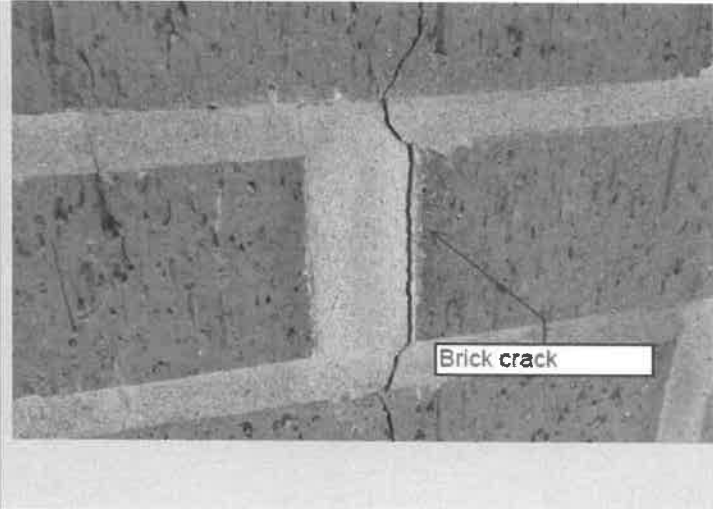


Gap

MUSEUM SIDE

Photos taken by Cedar Roofing April 7, 2017

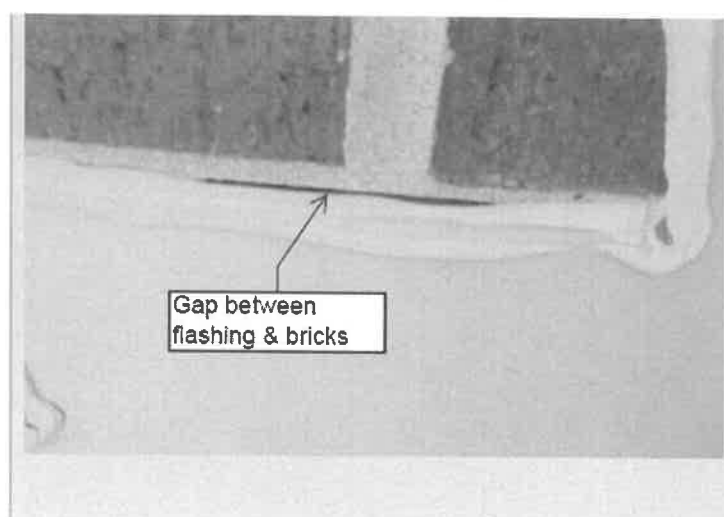
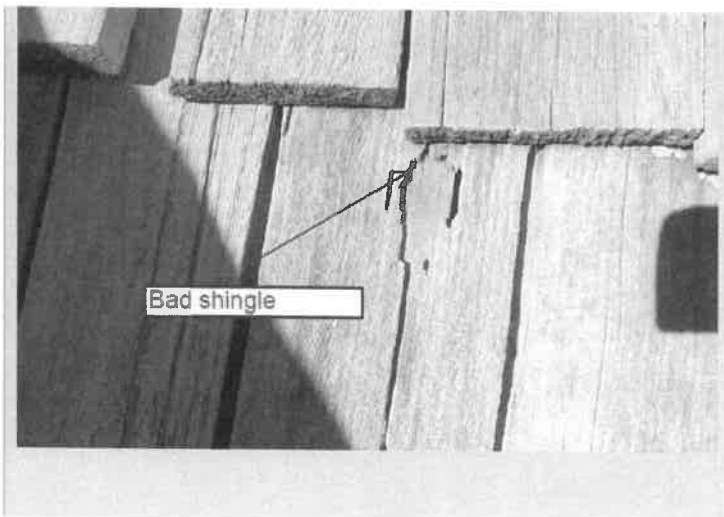
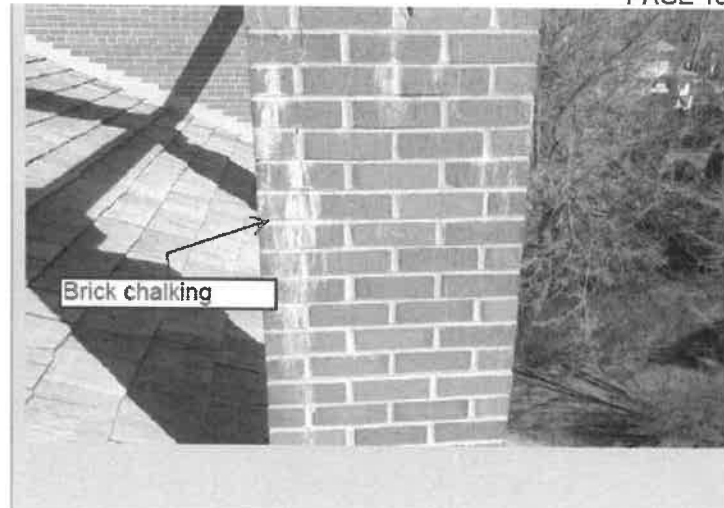
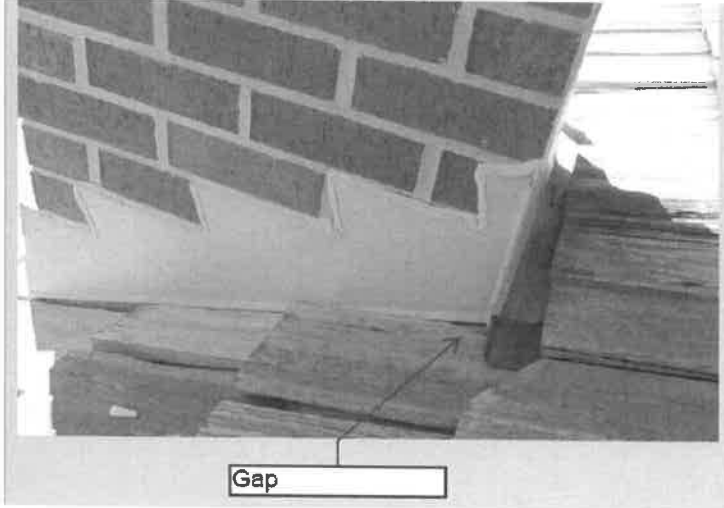
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MUSEUM SIDE

Photos taken by Cedar Roofing April 7, 2017

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MUSEUM SIDE

# WHEN TO REPLACE

- ▶ When should replacement occur?
  - ▶ Consultation with Village Engineers George Russell and Mike Croak to gauge timing
    - ▶ Both recommended that the roof be replaced soon rather than waiting for a potential building project
  - ▶ Joe Huberty of Engberg Anderson was consulted regarding cost and timing
    - ▶ Joe stated that it would be cheaper to replace the roof as part of a building project, but that increased building costs over the next 2-3 years would likely erase any money saved by doing a joint project. And water invasion and damage would be a problem over that time span.
    - ▶ Impact of potential build-out on new roof should not be, in Joe's estimation, substantial.
  - ▶ **RECOMMENDATION:** The recommendation to the Building and Grounds Committee on March 9<sup>th</sup>, 2018 and to the Board is to seek replacement in 2018.

# REPLACEMENT PROCESS

- ▶ Feedback from Village Engineers Mike Croak and George Russell was sought on how to proceed with a roof project.
  - ▶ Per George Russell: “Given the complexity of the library building roof it is a good idea to use a firm to develop specific bid documents for roofing work. The library has a rather complex roof and an additional level of expertise is advisable.”
  - ▶ George and Mike further recommended that the firm be retained to manage the project.
  - ▶ The Village engaged a Project Manager for their roof project despite having engineers on staff. We do not have trained engineers on staff.
- ▶ **RECOMMENDATION:** That a firm be hired to provide specific bid documents, aide in the selection of alternative roofing materials, and provide project oversight for installation.

# PROPOSED TIMELINE

- ▶ March-April: Gathering of bids for project management firm
- ▶ Early April: Presentation of bids to Building and Grounds Committee with recommendation of a particular bidder
- ▶ April 20, 2018: Presentation of bid for project management firm to Library Board
- ▶ Late May 2018: Completion of bid documents, Presentation to Architectural Board of Review
- ▶ Early June 2018: Posting of Request for Proposal (RFP) for roof work
- ▶ Early July 2018: Close of RFP, discussion by Building and Grounds Committee
- ▶ July 17, 2018: Presentation of bid for roof work to Library Board
- ▶ August-September 2018: Roof work to be completed

## Director's Report – March, 2018

### Shelving Strategy Shift

Of the five (5) weekdays when most shelving is performed, on two (2) of the days nearly all the shelving is now done by volunteers. The plan is to continue to build on what our volunteers can do for the Library.

### Statistics for February, 2018

Library usage had another down month in February, and with two (2) consecutive down months I took some time to consider causative factors. The main factor appears to be the severity of this year's flu season, which stands as the worst in 15 years. Whether a patron is sick themselves, covering responsibilities for sick family, or avoiding public spaces in the hopes of staying healthy the net result is lower Library usage. Similar dips in Library usage occurred in January-February of 2014-2015 and 2009-2010, both of which were also marked by worse than normal flu seasons.

### Deep Clean Planned

In discussion amongst staff members following the recent focus group meeting, the need for an annual 'deep cleaning' of the Library was recognized. I have gathered together staff feedback on the particulars of what needs doing (cobwebs, cleaning carpet, cleaning upholstery, etc.) and Lyndy Jensen is handling implementation of the cleaning with our cleaning crew.

### Phyllis Fox Award's Ceremony

The Award's Ceremony for this year's Phyllis Fox Writing Contest will be held on Wednesday, May 9<sup>th</sup> at 7pm. The venue this year will be the Lake Bluff Elementary School; let's make a strong impression with a good turnout!

### Fundraising Feasibility Study

Letters to potential study participants were sent out in three (3) batches roughly two weeks apart. The follow up phone calls I have made have gone well, with sixteen (16) interviews scheduled already. Thirteen (13) of the sixteen (16) have already occurred. Interest in participating in the study has been strong. Getting ahold of participants who are traveling or out of state at this time of the year has been the principal challenge.

### PEO Book Talk

Carol Carter and Liliana LaValle provided a book talk for the local PEO chapter, which has become an annual event. And one that is much appreciated and very well received.

### Craft Supply Swap

This year's Craft Supply Swap again saw big turnout with lots of materials contributed. Fewer patrons came in to pick out supplies to leave with, however; remaining donations are donated to a local school at the end of the event.

### Innovative Displays

Staff member Jen Horan has been creating innovative and interactive displays. One that attracted particular was for the Adult Winter Reading Club (AWRC) and encouraged visitors to write and leave short reading recommendations on a poster near the Main Desk.

### Youth Programming

Highlights for youth programming over the past month include our Aces Laces program, which drew 20 children and parents in learning how to tie shoes. Brittany Hinkle also led a well-attended event, Valentine's Theatre, which introduced children to writing and performing their own play based on the story *Mr. Goat's Valentine*. Story times for 2 year olds and 3-5 year olds are under way, as is our Pajama Storytime.

### Scanning of Board Packets

With a new volunteer in need of work, the process of scanning old Board packets for inclusion on the website is under way. Future volunteers will continue the work, and I have uploaded those packets scanned onto the website. This allows us to rely on digital storage that is more transparent and takes up far less physical space.

### Staff Member on Leave

Head of Youth Services Eliza Jarvi is presently on leave following the arrival of her baby. Christine Johnson is taking on the responsibilities of acting Head of Youth Services in Eliza's absence. Eliza has done an amazing job preparing for her temporary departure, and the transition has thus far been seamless.

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

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

Measure	Statistics Report February 2018							
	This month		Past 6 months		Past 12 months		FY to date	
<b>Points of Service</b>	<b>22,254</b>	<b>-17.89%</b>	<b>147,841</b>	<b>-10.91%</b>	<b>330,615</b>	<b>22.44%</b>	<b>273,520</b>	<b>-7.36%</b>
Database Interactions	1,888	-44.55%	10,568	-48.31%	30,708	-27.77%	23,291	-32.46%
Patron Interactions	12,750	-14.00%	85,866	-8.08%	184,139	64.21%	153,776	-6.63%
Circulation	7,616	-14.16%	51,607	-1.33%	115,768	0.34%	96,453	0.41%
<b>Circulation</b>	<b>7,616</b>	<b>-14.16%</b>	<b>51,607</b>	<b>-1.33%</b>	<b>115,768</b>	<b>0.34%</b>	<b>96,453</b>	<b>0.41%</b>
Books and Magazines	4,376	-4.68%	27,727	-1.06%	64,671	1.88%	54,566	2.02%
Electronic	1,092	-31.71%	10,318	18.39%	20,491	11.69%	16,723	11.46%
AV	2,148	-19.91%	13,562	-12.87%	30,606	-8.78%	25,164	-8.72%
<b>Patron Interactions</b>	<b>12,750</b>	<b>-14.00%</b>	<b>85,866</b>	<b>-8.08%</b>	<b>184,139</b>	<b>64.21%</b>	<b>153,776</b>	<b>-6.63%</b>
Website Visits	7,044	-12.42%	46,350	-9.18%	94,712	-9.69%	78,554	-8.58%
In-Person Visits	5,706	-15.88%	39,316	-6.76%	89,427	1,132.80%	75,222	-4.50%
<b>Books and Magazines</b>	<b>4,376</b>	<b>-4.68%</b>	<b>27,727</b>	<b>-1.06%</b>	<b>64,671</b>	<b>1.88%</b>	<b>54,566</b>	<b>2.02%</b>
Adult	2,118	8.73%	12,733	3.76%	27,189	2.98%	22,777	4.18%
Teen	95	-18.10%	615	-31.21%	1,730	-19.65%	1,478	-19.85%
Children	2,163	-14.40%	14,379	-3.22%	35,752	2.38%	30,311	1.79%
<b>Electronic</b>	<b>1,092</b>	<b>-31.71%</b>	<b>10,318</b>	<b>18.39%</b>	<b>20,491</b>	<b>11.69%</b>	<b>16,723</b>	<b>11.46%</b>
Adult	983	-31.83%	9,085	15.79%	18,356	11.36%	14,865	10.35%
Teen	67	-23.86%	413	-6.14%	809	-20.84%	685	-18.55%
Children	42	-39.13%	820	91.14%	1,326	57.48%	1,173	69.75%
<b>AV</b>	<b>2,148</b>	<b>-19.91%</b>	<b>13,562</b>	<b>-12.87%</b>	<b>30,606</b>	<b>-8.78%</b>	<b>25,164</b>	<b>-8.72%</b>
Adult	1,746	-15.86%	10,755	-10.95%	23,659	-6.75%	19,332	-7.04%
Teen	0	0.00%	3	-50.00%	11	-15.38%	9	-10.00%
Children	402	-33.77%	2,804	-19.49%	6,936	-15.09%	5,823	-13.89%
<b>In-Person Visits</b>	<b>5,706</b>	<b>-15.88%</b>	<b>39,316</b>	<b>-6.76%</b>	<b>89,427</b>	<b>1,132.80%</b>	<b>75,222</b>	<b>-4.50%</b>
Programming Attendees	290	-16.91%	2,325	-7.96%	6,924	-4.55%	6,026	-6.20%
Adult	159	0.00%	745	-9.26%	1,578	-2.29%	1,262	1.28%
Teen	10	11.11%	68	-28.42%	197	-5.29%	179	5.29%
Children	121	-33.15%	1,512	-6.09%	5,149	-5.19%	4,585	-8.45%
Other In-Person Visits	5,416	-15.82%	36,991	-6.68%	82,503	0.00%	69,196	-4.35%

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

## Recommended Review Procedure for Library Director

The following is a recommended plan for completing the Library Director's review.

1. February Board Meeting – Closed session discussion by full board regarding annual performance of Library Director. Accomplishments list and past review provided by Director.
2. Before March Meeting – Human Resources Committee meets and drafts performance evaluation.
3. March Board Meeting – Human Resources Committee notifies Board that review has been prepared. Review is available to rest of Board on request.
4. Beginning of April – Chair of Human Resources Committee or Board President delivers evaluation to Library Director.
5. Mid-April – Library Director meets with Human Resources Committee to set goals for the coming year.
6. October – Library Director meets with Human Resources Committee to discuss progress in meeting goals and performance.
7. January – Second meeting between Library Director and Human Resources Committee to discuss progress in meeting goals and performance.

Respectfully submitted;

Eric Scott Bailey