

November 13th, 2018

agenda

item	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 Discussion of FY 19-20 Levy and FY 17-18 Auditor's Report (CAFR) with Bettina O'Connell and Marlene Scheibl from Village Hall (action)(20 minutes)(7:22pm)		
4 Opportunity to Address Board (5 minutes per community member)(7:27pm)		
5 Consent Agenda		
	Minutes of October 16th, 2018 Board of Trustees Meeting (action)(2 minutes)(7:29pm)	3A-3B
	Minutes of November 2nd, 2018 Special Board of Trustees Meeting (action)(2 minutes)(7:31pm)	4A
6 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:36pm)		
	October Detailed Revenue & Expense Report (action)	5A-5E
	October Detailed Balance Sheet (action)	6A-6C
7 Approval of Checks (Green) (5 minutes)(7:41pm)		
	October Check Disbursement Report (action)	7A-7F
8 Committee Reports (10 minutes)(7:51pm)		
9 New Business		
	Website Contract (action)(10 minutes)(8:01pm)	8A-8R
	Holiday Luncheon (10 minutes)(8:11pm)	
10 Old Business		
	Fundraising and Building Project (5 minutes)(8:16pm)	
11 Director's Report (5 minutes)(8:21pm)		
	Librarian's Narrative Report	9A-9B
12 Executive Session(s)		
13 Any and All Other Business ...		
14 Adjournment (1 minute)(8:22pm)		
15 Attachments		
	Friends Attendees for Calendar Year 2018	10A
	Statistics for October, 2018	11A
	Communication to Village November 7, 2018	12A-12B

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 13th, 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. Discussion of FY 19-20 Levy and FY 17-18 Auditor's Report (CAFR) with Bettina O'Connell and Marlene Scheibl from Village Hall (action)(20 minutes)(7:22pm)**
- 4. Opportunity for Public to Address the Board (5 minutes)(7:27pm)** (limit 5 minutes per person per meeting)
- 5. Approval of Minutes**
 - a. Approval of Minutes of October 16th, 2018 Board Meeting (action)(2 minutes)(7:29pm)
 - b. Approval of Minutes of November 2nd, 2018 Board Meeting (action)(2 minutes)(7:31pm)
- 6. October 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:36pm)**
 - a. October Detailed Revenue & Expense Report
 - b. October Detailed Balance Sheet
- 7. Approval of checks (Green Pages) (5 minutes)(7:41pm)**
 - a. October Monthly Checks (13743-13749, 13751-13772)(action)
- 8. Committee Reports (10 minutes)(7:51pm) (Met)**
 - a. Finance Committee (CHAIR: Kregor. MEMBERS: Butler.)
(Did not meet)
 - b. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)
 - c. Bylaw and Policy Committee (CHAIR: Stroh. MEMBERS: Schons.)
 - d. Human Resources Committee (CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)
 - e. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)
 - f. Long Range Planning Committee (CHAIR: Jackson. MEMBERS: Kregor and Schons.)
 - g. Outreach Committee (CHAIR: Kregor. Members: Jackson.)

9. New Business

- a. Website Contract (action)(10 minutes)(8:01pm)
- b. Holiday Luncheon (10 minutes)(8:11pm)

10. Old Business

- a. Fundraising and Building Project (5 minutes)(8:16pm)

11. Director's Report (5 minutes)(8:21pm)

- a. Director's Narrative Report

12. 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)

13. Any and all other business which may properly come before the Board**14. Adjournment (1 minute)(8:22pm)****Attachments:**

Upcoming Friends Meetings

October Statistics Report

Contract for NextWord Communications

Communication to Village November 7, 2018

Upcoming Board Meetings: December 11, 2018, January 15, 2019, and February 19, 2019.

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, October 16th, 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 and Library Director Eric Bailey, Library Employees Martha O'Hara and Eliza Jarvi.
2. **Additions & Corrections to the Agenda:** None.
3. **Opportunity for Public to Address the Board:** None present.
4. **Approval of Minutes:** Stroh moved and Schons seconded a motion to accept the minutes of the September 18th, 2018 meeting as written; all voted aye.
5. **September 2018 Financial Reports:** Bailey noted that 97.6% of expected tax revenues have been received, that interest earnings have been above what was expected, that the percentage of the yearly budget expended is on track, but that we will soon be receiving a big invoice for the roof work. Butler moved, and Stroh seconded, a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Stroh moved, and Butler seconded, a motion to approve the September monthly checks numbered 13711-13718, 13720-13742; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. Finance (Chair: Kregor. Member: Butler.) The committee discussed the tax levy and is considering raising the levy to renew reserve funds after paying for the new roof and other related repairs. They will be consulting the Village and plan to make a recommendation to the Library Board at the November meeting.
 - (Did Not Meet)
 - b. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
 - c. Bylaw and Policy Committee (Chair: Stroh. Member: Schons.)
 - d. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)
 - e. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)
 - f. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.)
 - g. Outreach (Chair: Kregor. Member: Jackson.)
8. **New Business:**
 - a. Tax levy for FY2019-2020: Done earlier in meeting.
 - b. Alcohol policy: Glen Cole suggested some additions to the alcohol policy that clarified some points, and his suggestions were included in the Alcohol Policy. Jackson moved, and Schons seconded, a motion that the changes to the Alcohol Policy be approved as drafted; all voted aye.
 - c. The list of Library closings for the Calendar Year 2019 was briefly discussed, particularly that our closing dates are in line with the majority of local libraries. Butler moved, and Stroh seconded, a motion to accept the proposed list of Library closings ; all voted aye.
 - d. The list of Board Meetings for Calendar Year 2019 was considered. Stroh moved, and Butler seconded, a motion to accept the proposed Library Board meeting dates; all voted aye.
 - e. The current Library website is at least 10 years old and we have sent out RFP's for the design of a new website. We will wait one more month to consider the proposals after the Finance Committee reviews them.

- 9. Old Business:** Not much to report, but that the Foundation has met a couple of times and has a positive outlook for future endeavors.
- 10. Director's Report:** The high points were that Jillian Chapman has been hired as our new Outreach director, along with Alicia Streightiff and Lauren Moody as Youth Service assistants. The roof work has commenced, and the Book Bike has been delivered. Future events include the Mini-Golf event that will be sponsored by the Friends of the Library, and partnering with the Lake Forest Library, among other local organizations, for a community-wide book read of *The Death and Life of the Great Lakes* that will culminate in a visit from its author, Dan Egan.
- 11. Executive Session:** There was none.
- 12. Any and All Other Business which may properly come before the Board:** There was none.
- 13. Adjournment:** Stroh moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 7:59 pm.

Respectfully Submitted,

Janie Jerch

**Lake Bluff Public Library
Board Library Trustees Special Meeting Minutes
Friday, November 2nd, 2018 at 4:00 PM
123 E. Scranton Ave, Lake Bluff, IL, 60044**

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 4:00 pm.
2. **Roll Call:** Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, and Library Director Eric Bailey. Trustees Carl Schons and Cal Stroh were absent.
3. **Levy for FY2019-2020:** The Finance Committee met on Oct. 16 and on Oct. 29; in addition to those meetings, the issue of the tax levy has been extensively discussed with representatives of the Village of Lake Bluff. There has been a significant drain on the Library's reserves for the new roof and accompanying repair work. The Trustees feel that it is necessary to replenish the reserve fund, even though the remaining reserves should still be slightly above the legally required 25% of the FY2018-2019 budget. A tax levy increase of 4.6276% for just the FY2019-2020 would add an additional \$20,000 that the Library would use to replenish reserves. This represents a levy increase from \$921,475 in FY2019-2019 to \$944,117 in FY2019-2020. Please note that this is a one-time request to increase the tax levy in order to replenish reserve funds.
Butler moved, and Meierhoff seconded, a motion to request a tax levy in the amount of \$944,117 for FY2019-2020; all voted aye.
4. **Any and All Other Business which may properly come before the Board:** There was none.
5. **Adjournment:** Butler moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 4:37 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 10/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	YTD BALANCE 10/31/2018 NORM (ABNORM)	YTD BALANCE 10/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	8,356.39	12,021.44	907,733.69	880,598.07	921,475.00	98.51
PROPERTY TAX		8,356.39	12,021.44	907,733.69	880,598.07	921,475.00	98.51
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	178.35	184.77	1,170.95	1,047.22	2,100.00	55.76
080-300-34250	NON-RESIDENT FEES	636.09	523.74	3,605.81	3,822.88	7,000.00	51.51
080-300-34260	PASSPORT FEES	735.00	0.00	2,135.00	0.00	5,000.00	42.70
SERVICES		1,549.44	708.51	6,911.76	4,870.10	14,100.00	49.02
FINES							
080-300-35700	RENTAL FINES	944.02	1,028.95	5,349.61	6,280.01	12,500.00	42.80
FINES		944.02	1,028.95	5,349.61	6,280.01	12,500.00	42.80
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	8,558.22	0.00	7,900.00	108.33
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	390.00	0.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	0.00	100.00
080-300-38310	CONTRIBUTIONS/DONATIONS	6.76	15.98	9,471.95	4,901.35	1,550.00	0.00
080-300-38315	RESTRICTED DONATIONS	233.90	297.79	2,818.57	1,212.79	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	2,159.36	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	50.39	67.15	1,061.05	950.70	2,000.00	53.05
MISCELLANEOUS REVENUE		291.05	380.92	22,299.79	9,224.20	11,450.00	194.76
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	1,673.34	906.65	6,935.50	3,791.51	5,000.00	138.71
INTEREST EARNINGS		1,673.34	906.65	6,935.50	3,791.51	5,000.00	138.71
Total Dept 300 - REVENUE		12,814.24	15,046.47	949,230.35	904,763.89	964,525.00	98.41
TOTAL REVENUES		12,814.24	15,046.47	949,230.35	904,763.89	964,525.00	98.41
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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		PERIOD ENDING 10/31/2018							
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2018-19	% BDGT		
		MONTH 10/31/18	MONTH 10/31/17	10/31/2018	10/31/2017				
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET			USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY									
Expenditures									
Dept 603 - LIBRARY ADMINISTRATION									
SALARIES									
080-603-40025	LIBRARIAN SALARIES	20,231.08	19,548.44	121,045.16	123,489.36	246,000.00	49.21		
080-603-40030	STAFF SALARIES	21,076.89	21,530.23	137,548.89	124,901.16	274,000.00	50.20		
SALARIES		41,307.97	41,078.67	258,594.05	248,390.52	520,000.00	49.73		
BENEFITS									
080-603-40400	MEDICAL INSURANCE	6,337.45	(48.30)	35,967.62	20,989.88	70,000.00	51.38		
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	275.00	0.00	275.00	250.00	0.00		
080-603-40970	EMPLOYER FICA TAX	3,091.75	3,088.49	19,477.24	18,623.42	37,000.00	52.64		
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,741.85	3,143.20	18,035.20	19,832.84	38,000.00	47.46		
BENEFITS		12,171.05	6,458.39	73,480.06	59,721.14	145,250.00	50.59		
CONTRACTS									
080-603-41000	MAINTENANCE-BUILDING	1,739.56	769.60	31,211.09	20,792.73	24,000.00	130.05		
080-603-41020	ELEVATOR MAINTENANCE	19.00	0.00	364.00	1,084.24	1,500.00	24.27		
080-603-41050	MAINTENANCE-GROUNDS	275.00	550.00	1,692.24	1,829.94	6,000.00	28.20		
080-603-41300	COMPUTER SERVICES	0.00	0.00	9,390.00	9,390.00	13,000.00	72.23		
080-603-41313	COPIER MAINTENANCE/SUPPLIES	449.48	237.64	1,874.56	1,642.08	4,500.00	41.66		
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	612.32	10,734.80	10,748.32	1,000.00	1,073.4		
080-603-41350	LEGAL SERVICES	0.00	0.00	1,470.00	0.00	3,000.00	49.00		
080-603-70000	CONTINGENCY	0.00	0.00	0.00	1,160.00	27,275.00	0.00		
CONTRACTS		2,483.04	2,169.56	56,736.69	46,647.31	80,275.00	70.68		
COMMODITIES									
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	250.00	945.00	1,824.00	2,000.00	47.25		
080-603-42440	DUES	395.00	250.00	1,258.14	1,067.31	2,500.00	50.33		
080-603-43230	UTILITIES	244.85	922.94	5,925.10	6,982.13	14,000.00	42.32		
080-603-43300	POSTAGE	67.00	3.16	624.19	282.97	2,500.00	24.97		
080-603-43410	PRINTING/E-NEWSLETTER	0.00	0.00	3,714.34	3,954.89	8,000.00	46.43		
080-603-43550	OFFICE SUPPLIES	327.40	310.04	3,131.26	2,554.81	5,000.00	62.63		
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	91.94	176.21	726.06	913.36	2,000.00	36.30		
080-603-43668	TECHNICAL SERVICES SUPPLIES	141.81	416.21	2,063.31	2,516.53	4,500.00	45.85		
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	44.36	446.27	500.00	8.87		
080-603-43710	ADULT PROGRAM SUPPLIES	13.40	860.80	1,759.88	3,497.79	6,000.00	29.33		
080-603-43720	JUVENILE PROGRAM SUPPLIES	192.22	445.37	3,487.60	3,258.51	6,000.00	58.13		
080-603-43730	OUTREACH SUPPLIES	42.29	43.00	661.46	302.26	1,000.00	66.15		
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	11.98	592.53	1,084.45	1,500.00	39.50		
COMMODITIES		1,515.91	3,689.71	24,933.23	28,685.28	55,500.00	44.92		
PROGRAM EXPENSES									
080-603-46100	MISCELLANEOUS EXPENSES	65.10	53.10	1,433.10	439.87	2,000.00	71.66		
PROGRAM EXPENSES		65.10	53.10	1,433.10	439.87	2,000.00	71.66		

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 10/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)	YTD BALANCE 10/31/2018 NORM (ABNORM)	YTD BALANCE 10/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,183.06	2,401.77	9,159.02	8,039.25	17,000.00	53.88
080-603-45100	ADULT FICTION BOOKS	587.50	1,301.14	6,779.31	8,127.15	15,500.00	43.74
080-603-45110	ADULT LARGE PRINT MATERIAL	34.96	70.13	209.00	228.45	500.00	41.80
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,326.99	1,736.97	6,674.35	6,578.61	15,500.00	43.06
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	8,949.78	8,200.78	22,000.00	40.68
080-603-45400	JUVENILE NON-FICTION	1,478.38	1,856.82	4,896.84	2,215.37	7,000.00	69.95
080-603-45410	PICTURE BOOKS, READERS	475.40	791.02	1,895.60	4,337.73	4,500.00	42.12
080-603-45420	JUVENILE FICTION	191.61	252.93	3,519.71	4,056.99	10,000.00	35.20
080-603-45430	JUVENILE AUDIO-VISUAL	119.71	607.74	579.76	1,057.88	2,500.00	23.19
080-603-45440	JUVENILE E-REFERENCE	0.00	334.33	0.00	334.33	500.00	0.00
080-603-45450	TEEN BOOKS	0.00	0.00	1,138.47	1,529.07	2,750.00	41.40
080-603-45460	E-BOOKS	0.00	895.84	0.00	5,026.49	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	430.99	379.60	5,705.86	5,505.74	6,750.00	84.53
080-603-45510	VIDEO GAMES	479.72	574.38	1,388.99	2,193.59	3,500.00	39.69
080-603-45520	TRENDING TITLES	167.13	127.49	594.31	650.26	2,000.00	29.72
080-603-45600	PATRON & STAFF SOFTWARE	369.83	369.83	3,639.21	3,139.21	5,000.00	72.78
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	47.40	20.00	784.26	264.99	4,000.00	19.61
080-603-58100	COMPUTER EQUIPMENT	0.00	3,245.00	16.99	6,972.80	6,000.00	0.28
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	3,603.16	1,000.00	0.00
CAPITAL EQUIPMENT		6,892.68	14,964.99	77,463.46	93,005.49	161,500.00	47.96
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	132,842.50	0.00	142,651.81	0.00	100,000.00	142.65
CAPITAL BUILDING		132,842.50	0.00	142,651.81	0.00	100,000.00	142.65
Total Dept 603 - LIBRARY ADMINISTRATION		197,278.25	68,414.42	635,292.40	476,889.61	1,064,525.00	59.68
TOTAL EXPENDITURES		197,278.25	68,414.42	635,292.40	476,889.61	1,064,525.00	59.68
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		12,814.24	15,046.47	949,230.35	904,763.89	964,525.00	98.41
TOTAL EXPENDITURES		197,278.25	68,414.42	635,292.40	476,889.61	1,064,525.00	59.68
NET OF REVENUES & EXPENDITURES		(184,464.01)	(53,367.95)	313,937.95	427,874.28	(100,000.00)	313.94

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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DB: Lake Bluff

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GL NUMBER	DESCRIPTION	PERIOD ENDING 10/31/2018		YTD BALANCE 10/31/2018 NORM (ABNORM)	YTD BALANCE 10/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
		ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)				
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	3,253.40	5,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	7,152.50	0.00	4,411.00	162.15
GRANTS		0.00	0.00	7,152.50	3,253.40	9,411.00	76.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	7,152.50	3,253.40	25,411.00	28.15
TOTAL REVENUES		0.00	0.00	7,152.50	3,253.40	25,411.00	28.15
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	4,443.26	0.00	4,411.00	100.73
CONTRACTS		0.00	0.00	4,443.26	0.00	4,411.00	100.73
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	1,230.99	2,198.86	13,002.05	5,997.19	16,000.00	81.26
PROGRAM EXPENSES		1,230.99	2,198.86	13,002.05	5,997.19	16,000.00	81.26
Total Dept 603 - LIBRARY ADMINISTRATION		1,230.99	2,198.86	17,445.31	5,997.19	25,411.00	68.65
TOTAL EXPENDITURES		1,230.99	2,198.86	17,445.31	5,997.19	25,411.00	68.65
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	7,152.50	3,253.40	25,411.00	28.15
TOTAL EXPENDITURES		1,230.99	2,198.86	17,445.31	5,997.19	25,411.00	68.65
NET OF REVENUES & EXPENDITURES		(1,230.99)	(2,198.86)	(10,292.81)	(2,743.79)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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GL NUMBER	DESCRIPTION	PERIOD ENDING 10/31/2018		YTD BALANCE 10/31/2018 NORM (ABNORM)	YTD BALANCE 10/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
		ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	ACTIVITY FOR MONTH 10/31/17 INCR (DECR)				
TOTAL REVENUES - ALL FUNDS		12,814.24	15,046.47	956,382.85	908,017.29	989,936.00	96.61
TOTAL EXPENDITURES - ALL FUNDS		198,509.24	70,613.28	652,737.71	482,886.80	1,089,936.00	59.89
NET OF REVENUES & EXPENDITURES		(185,695.00)	(55,566.81)	303,645.14	425,130.49	(100,000.00)	303.65

GA

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
ACCRUED INTEREST		0.00	0.00
ACCOUNTS RECEIVABLE			
ACCOUNTS RECEIVABLE		0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(10,369.77)	(11,320.74)
A/R - OTHER		(10,369.77)	(11,320.74)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	132,381.05
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(144.78)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	885,098.56
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	14,186.18
CASH/INVESTMENTS		585,829.97	1,031,672.81
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(7,895.89)	(15,048.39)
DUE TO OTHER FUNDS		(7,895.89)	(15,048.39)
PREPAID ITEMS			
PREPAID ITEMS		27,139.88	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
PROPERTY TAX RECEIVABLE		921,478.34	921,478.34
Total Assets		1,516,182.53	1,926,782.02
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,569.16	21,569.16
ACCRUED PAYROLL		21,569.16	21,569.16
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,230.06	110,891.60
ACCOUNTS PAYABLE		14,230.06	110,891.60
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

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Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
Total Liabilities		957,277.56	1,053,939.10
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	558,904.97	558,904.97
	NET POSITION/FUND BALANCE	558,904.97	558,904.97
Total Fund Balance		558,904.97	558,904.97
Beginning Fund Balance			558,904.97
Net of Revenues VS Expenditures			313,937.95
Ending Fund Balance			872,842.92
Total Liabilities And Fund Balance			1,926,782.02

Fund 082 LIBRARY GRANTS & GIFTS FUND

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GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.50	7,152.50
A/R - OTHER		7,152.50	7,152.50
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(22,465.50)	(39,024.04)
CASH/INVESTMENTS		(22,465.50)	(39,024.04)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	7,895.89	15,048.39
DUE TO OTHER FUNDS		7,895.89	15,048.39
Total Assets		(7,417.11)	(16,823.15)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	1,230.99
ACCOUNTS PAYABLE		344.22	1,230.99
Total Liabilities		344.22	1,230.99
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(7,761.33)	(7,761.33)
NET POSITION/FUND BALANCE		(7,761.33)	(7,761.33)
Total Fund Balance		(7,761.33)	(7,761.33)
Beginning Fund Balance			(7,761.33)
Net of Revenues VS Expenditures			(10,292.81)
Ending Fund Balance			(18,054.14)
Total Liabilities And Fund Balance			(16,823.15)

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
10/24/2018	LIBCK	13743	SPE101118	CARRIE SPEZZANO	JUVENILE PROGRAM SUPPLIES	080-603-43720	18.99
10/24/2018	LIBCK	13744	COM101218	COMCAST CABLE	UTILITIES	080-603-43230	244.85
10/24/2018	LIBCK	13745	14235702-02	ENGBERG ANDERSON, INC.	EXT BUILDING IMPROVEMENTS	080-603-51200	730.00
10/24/2018	LIBCK	13746	2965	GROVE MASONRY MAINTENAN	EXT BUILDING IMPROVEMENTS	080-603-51200	44,255.00
10/24/2018	LIBCK	13747	MOR101518	MORGAN'S LAKE FOREST HA	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	10.74
10/24/2018	LIBCK	13748	8125755885	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	64.90
11/09/2018	LIBCK	13749	438535435654	AMAZON	JUVENILE PROGRAM SUPPLIES	080-603-43720	40.07
		13749	797849484955		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.98
		13749	796846364884		JUVENILE PROGRAM SUPPLIES	080-603-43720	3.99
		13749	467336536457		JUVENILE PROGRAM SUPPLIES	080-603-43720	29.98
		13749	759883598399		ADULT NON-FICTION BOOKS	080-603-45000	17.99
		13749	435497535386		ADULT NON-FICTION BOOKS	080-603-45000	14.71
		13749	434789847674		ADULT FICTION BOOKS	080-603-45100	16.00
		13749	457448564574		ADULT FICTION BOOKS	080-603-45100	19.95
		13749	466493946578		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13749	487548554495		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13749	444676693693		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.99
		13749	585493983367		ADULT AUDIO VISUAL MATERIAL	080-603-45200	162.46
		13749	983896964356		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.99
		13749	459697475993		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.69
		13749	434487983763		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.87
		13749	438489948979		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13749	445476766467		ADULT AUDIO VISUAL MATERIAL	080-603-45200	69.83
		13749	444654853496		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13749	448659949477		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		13749	449337583598		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.96
		13749	458734663766		ADULT AUDIO VISUAL MATERIAL	080-603-45200	95.02
		13749	473566446433		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.87
		13749	598964398947		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		13749	753659638568		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.85
		13749	889957943849		ADULT AUDIO VISUAL MATERIAL	080-603-45200	28.16
		13749	693964974596		ADULT AUDIO VISUAL MATERIAL	080-603-45200	36.31
		13749	447688756685		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.94
		13749	437469538679		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		13749	657853689894		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.59
		13749	953473939887		ADULT AUDIO VISUAL MATERIAL	080-603-45200	96.98

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		13749	975949788559				
		13749	736739945555		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.19
		13749	688936638478		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.95
		13749	469588788695		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.19
		13749	458439779889		ADULT AUDIO VISUAL MATERIAL	080-603-45200	69.90
		13749	893775984755		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.96
		13749	983894358488		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13749	768343973896		ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.95
		13749	447454768868		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.37
		13749	444589634974		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		13749	466598976543		ADULT AUDIO VISUAL MATERIAL	080-603-45200	190.05
		13749	444846996495		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13749	444756395737		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(6.67)
		13749	469859698659		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.97)
		13749	773493899999		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.02)
		13749	433997464877		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.11)
		13749	965676869348		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		13749	897379869665		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		13749	467336536457		JUVENILE AUDIO-VISUAL	080-603-45430	58.80
		13749	936555435477		JUVENILE AUDIO-VISUAL	080-603-45430	14.99
		13749	689889389579		JUVENILE AUDIO-VISUAL	080-603-45430	45.92
		13749	444954433835		VIDEO GAMES	080-603-45510	299.75
		13749	434894356698		VIDEO GAMES	080-603-45510	119.98
		13749	445359644369		VIDEO GAMES	080-603-45510	59.99
		13749	466678575375		TRENDING TITLES	080-603-45520	24.99
		13749	968467994686		TRENDING TITLES	080-603-45520	24.96
		13749	448639493347		LIBRARY FURNISHINGS	080-603-50100	47.40
		13749	649655435437		USE OF DONATIONS/TEMPORARY E	082-603-99999	85.00
		13749	886488679784		USE OF DONATIONS/TEMPORARY E	082-603-99999	72.83
		13749	436879965464		USE OF DONATIONS/TEMPORARY E	082-603-99999	6.99
		13749	445458895764		USE OF DONATIONS/TEMPORARY E	082-603-99999	83.52
		13749	897379869665		USE OF DONATIONS/TEMPORARY E	082-603-99999	8.99
		13749	469994555648		USE OF DONATIONS/TEMPORARY E	082-603-99999	31.98
							5.63
							2,391.40

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VOID

** VOIDED **

Void Reason: Created From Check Run Process

** VOIDED **

11/09/2018 LIBCK 13751 109317

13751 109394

13751 109493

APPLE BOOKS

JUVENILE NON-FICTION 080-603-45400 713.65

JUVENILE NON-FICTION 080-603-45400 660.26

JUVENILE NON-FICTION 080-603-45400 77.97

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		13751	109497		JUVENILE NON-FICTION	080-603-45400	19.70
							1,471.58
11/09/2018	LIBCK	13752	2034034489	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	7.00
		13752	2034043574		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13752	2034044061		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.15
		13752	2034049461		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.90
		13752	2034060462		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13752	2034051621		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.30
		13752	2034064040		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		13752	2034060992		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.10
		13752	2034061864		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		13752	2034061884		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		13752	2034061862		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.65
		13752	2034085812		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.10
		13752	2034072510		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.10
		13752	2034101136		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		13752	2034079142		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.15
		13752	2034034489		TECHNICAL SERVICES SUPPLIES	080-603-43668	158.92
		13752	2034044061		ADULT NON-FICTION BOOKS	080-603-45000	242.82
		13752	2034049461		ADULT NON-FICTION BOOKS	080-603-45000	97.67
		13752	2034060992		ADULT NON-FICTION BOOKS	080-603-45000	146.94
		13752	2034061884		ADULT NON-FICTION BOOKS	080-603-45000	70.61
		13752	2034087294		ADULT NON-FICTION BOOKS	080-603-45000	159.73
		13752	2034085812		ADULT NON-FICTION BOOKS	080-603-45000	273.67
		13752	2034051621		ADULT NON-FICTION BOOKS	080-603-45000	195.12
		13752	2034061862		ADULT FICTION BOOKS	080-603-45100	173.45
		13752	2034072510		ADULT FICTION BOOKS	080-603-45100	133.58
		13752	2034101136		ADULT FICTION BOOKS	080-603-45100	49.40
		13752	2034064040		ADULT FICTION BOOKS	080-603-45100	34.96
		13752	2034064040		ADULT FICTION BOOKS	080-603-45100	6.80
		13752	2034051882		ADULT LARGE PRINT MATERIAL	080-603-45110	13.56
		13752	2034043574		JUVENILE NON-FICTION	080-603-45400	6.74
		13752	2034060462		PICTURE BOOKS, READERS	080-603-45410	455.10
		13752	2034067036		PICTURE BOOKS, READERS	080-603-45410	191.61
		13752	2034079142		PICTURE BOOKS, READERS	080-603-45410	66.40
		13752	2034061864		JUVENILE FICTION	080-603-45420	50.78
		13752	2034088858		TRENDING TITLES	080-603-45520	11.30
		13752	2034044061		TRENDING TITLES	080-603-45520	42.29
		13752	2034061884		USE OF DONATIONS/TEMPORARY E	082-603-99999	22.60
		13752	2034085812		USE OF DONATIONS/ H. SHELLI	082-603-99999	
					USE OF DONATIONS/TEMPORARY E	082-603-99999	

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		13752	2034072510		USE OF DONATIONS/TEMPORARY E	082-603-99999	150.33
							2,842.58
11/09/2018	LIBCK	13753	SUN101118	CHICAGO SUN-TIMES	PERIODICALS	080-603-45500	416.00
11/09/2018	LIBCK	13754	25647	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
11/09/2018	LIBCK	13755	6478825	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	53.61
11/09/2018	LIBCK	13756	14235702-03	ENGBERG ANDERSON, INC.	EXT BUILDING IMPROVEMENTS/PR	080-603-51200	2,436.50
11/09/2018	LIBCK	13757	CAR103018	FIRST BANKCARD	DUES	080-603-42440	145.00
11/09/2018	LIBCK	13758	LIL103018	FIRST BANKCARD	ADULT PROGRAM SUPPLIES/CRAFT	080-603-43710	13.40
		13758	LIL103018		PERIODICALS/GAME INFORMER	080-603-45500	14.99
							28.39
11/09/2018	LIBCK	13759	ERI103018	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	83.00
		13759	ERI103018		POSTAGE/PASSPORTS	080-603-43300	20.10
		13759	ERI103018		MISCELLANEOUS EXPENSES/PAYFL	080-603-46100	26.10
							129.20
11/09/2018	LIBCK	13760	ELI103018	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	89.21
		13760	ELI103018		USE OF DONATIONS/TEMPORARY E	082-603-99999	158.09
							247.30
11/09/2018	LIBCK	13761	MCO103018	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	46.90
		13761	MCO103018		OUTREACH SUPPLIES/KARMA GO W	080-603-43730	3.00
		13761	MCO103018		PATRON & STAFF SOFTWARE	080-603-45600	369.83
		13761	MCO103018		MISCELLANEOUS EXPENSES/OVERL	080-603-46100	39.00
		13761	MCO103018		USE OF DONATIONS/TEMPORARY E	082-603-99999	521.45
		13761	MCO103018		USE OF DONATIONS/FRIENDS ADO	082-603-99999	29.99
							1,010.17
11/09/2018	LIBCK	13762	PINV1623423	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	71.08
		13762	PINV1620980		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	81.20
							152.28
11/09/2018	LIBCK	13763	6889	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	703.00
11/09/2018	LIBCK	13764	154767	ILLINOIS LIBRARY ASSOCI	DUES	080-603-42440	150.00
11/09/2018	LIBCK	13765	1243412	IMPACT NETWORKING, INC	COPIER MAINTENANCE/SUPPLIES/	080-603-41313	162.15
		13765	1243412		COPIER MAINTENANCE/SUPP/OVER	080-603-41313	62.79

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		13765	1248078				
		13765	1250928		COPIER MAINTENANCE/SUPPLIES	080-603-41313	5.59
					COPIER MAINTENANCE/SUPPLIES	080-603-41313	154.05
							384.58
11/09/2018	LIBCK	13766	REY110718	ISAURO REYES	MAINTENANCE-GROUNDS/OCTOBER	080-603-41050	275.00
11/09/2018	LIBCK	13767	LAC110118	LACONI, INC	DUES	080-603-42440	100.00
11/09/2018	LIBCK	13768	OHA110518	MARTHA O'HARA	OUTREACH SUPPLIES/HALLOWEEN	080-603-43730	39.29
11/09/2018	LIBCK	13769	96549928	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	79.98
11/09/2018	LIBCK	13770	VIL101618	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE DENT VI	080-100-11580	449.50
		13770	VIL101618		DUE FROM THE VILLAGE LIFE IN	080-100-11580	62.10
		13770	VIL101618		DUE FROM THE VILLAGE IMRF EE	080-100-11580	1,427.07
		13770	VIL101618		DUE FROM THE VILLAGE IMRF ER	080-100-11580	2,901.71
		13770	VIL101618		DUE FROM THE VILLAGE MED INS	080-100-11580	6,725.23
		13770	VIL101618		DUE FROM THE VILLAGE MED INS	080-100-11580	1,135.00
		13770	0000000179		ELEVATOR MAINTENANCE	080-603-41020	19.00
							12,719.61
11/09/2018	LIBCK	13771	I047213	WAUKEGAN.GURNEE GLASS C	MAINTENANCE-BUILDING	080-603-41000	308.56
11/09/2018	LIBCK	13772	WEA102918	WEATHERGUARD ROOFING CO	EXT BUILDING IMPROVEMENTS	080-603-51200	85,421.00
				TOTAL - ALL FUNDS	TOTAL OF 30 CHECKS (1 voided		157,474.51
--- GL TOTALS ---							
080-100-11580				DUE FROM THE VILLAGE			
080-603-41000				MAINTENANCE-BUILDING		12,700.61	
080-603-41020				ELEVATOR MAINTENANCE		1,739.56	
080-603-41050				MAINTENANCE-GROUNDS		19.00	
080-603-41313				COPIER MAINTENANCE/SUPPLIES		275.00	
080-603-42440				DUES		449.48	
080-603-43230				UTILITIES		395.00	
080-603-43300				POSTAGE		244.85	
080-603-43550				OFFICE SUPPLIES		67.00	
080-603-43660				MAINTENANCE SUPPLIES-BUILDING		71.08	
080-603-43668				TECHNICAL SERVICES SUPPLIES		91.94	
080-603-43710				ADULT PROGRAM SUPPLIES		141.81	
080-603-43720				JUVENILE PROGRAM SUPPLIES		13.40	
080-603-43730				OUTREACH SUPPLIES		192.22	
080-603-45000				ADULT NON-FICTION BOOKS		42.29	
080-603-45100				ADULT FICTION BOOKS		1,183.06	
080-603-45110				ADULT LARGE PRINT MATERIAL		587.50	
080-603-45200				ADULT AUDIO VISUAL MATERIAL		34.96	
						1,326.99	

11/09/2018 03:43 PM

User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/17/2018 - 11/14/2018

Banks: LIBCK, LIBEP

Page: 6/6

7F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45400				JUVENILE NON-FICTION			1,478.38
080-603-45410				PICTURE BOOKS, READERS			475.40
080-603-45420				JUVENILE FICTION			191.61
080-603-45430				JUVENILE AUDIO-VISUAL			119.71
080-603-45500				PERIODICALS			430.99
080-603-45510				VIDEO GAMES			479.72
080-603-45520				TRENDING TITLES			167.13
080-603-45600				PATRON & STAFF SOFTWARE			369.83
080-603-46100				MISCELLANEOUS EXPENSES			65.10
080-603-50100				LIBRARY FURNISHINGS			47.40
080-603-51200				EXT BUILDING IMPROVEMENTS			132,842.50
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			1,230.99
				TOTAL			157,474.51

Analysis of Possibilities for Website

Date: November 13th, 2018

SUMMARY: From September 4 to October 2, 2018 the Library posted a request for proposal for the design of a new web site. The lowest responsible bidder is NextWord Communications. In considering whether to sign with NextWord for redesign and maintenance, an analysis of hiring a development firm versus doing the work in-house.

RESEARCH: The following items were researched as relevant to a recommendation:

1. Staff Skills
 - a. Existing Library staff members do have the skills to design and develop a new website. Staff members Eric Bailey and Martha O'Hara have done web design in the past, and staff member Ross Shanley-Roberts has previously used Drupal to create websites for not for profit organizations.
 - b. Web development skills, particularly skills with Drupal, may not always be present.
2. Staff Time
 - a. Regardless of whether a developer is hired, significant staff time will be needed during the development phase.
 - b. The savings in staff time would be realized after the website had been completed, due to the implementation of a Content Management System (CMS) and external hosting.
3. Hosting and Maintenance
 - a. Current website host CVI, which does not charge us for hosting our website, is not capable of hosting a Drupal website. CVI does not charge for hosting services.
 - b. NextWord charges an annual fee of \$1,250 for hosting and maintenance, on a system with strong Drupal support. Additional development would be available at \$75 per hour.
 - c. The lack of any ongoing partnership with the designer of the current website proved to be a problem, and over the year's in-house time and talent has not always been equal to our needs.
4. Previous Development Experiences
 - a. In 2016 the Library selected a new logo, color scheme, and set of fonts. Doing this project in-house proved to be a challenge, and the bulk ended up outsourced.
 - b. The Newsletter template was successfully redeveloped in house using the new logo, fonts, and colors. The development of the website itself is more similar to the Newsletter, but the website would require more ongoing technical maintenance than the development of the newsletter template.
5. Importance of Website
 - a. More library activity goes through our website every year. This includes accessing eResources, signing up for services, registering for programs, learning about the library, contacting staff, searching library holdings, and much else. The website is increasingly essential to how the Library is perceived.

- b. As a core piece of how the Library is perceived, a professional and up to date website is essential.
- 6. Transparency and Accountability
 - a. A contract with a third party provides a consistent guarantee of functionality and service. Relevant staff members can leave for other positions, creating a skill vacuum.
 - b. A contract represents transparency in the maintenance of a critical resource. The amount of staff time used, in development and maintenance, would be more difficult to measure.
- 7. Funding
 - a. Funds are available in the operating budget to cover the \$8,325 cost of the development of a new website, and an initial quarterly payment for hosting and maintenance.
 - b. Funds are available in the budget next year to cover the cost of maintenance and hosting.
- 8. Staff Workflows
 - a. The Library is definitely not short of things for staff to work on.

RECOMMENDATION: While we could definitely take advantage of our current in-house skills to develop a new website, establishment of a relationship/contract with a developer who will provide hosting and maintenance is important given that the Library cannot guarantee that the essential skills will always be present. Additionally, our overabundance of projects means that we should consider outsourcing to a professional where affordable and possible and focus on those projects that must be done in-house.

RECOMMENDED MOTION: That the contract with NextWord Communications for \$8,325 be accepted.



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PROPOSAL PREPARED FOR LAKE BLUFF PUBLIC LIBRARY

Proposal prepared October 6, 2018

Valid through December 31, 2018

Eric Bailey, Director
Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, IL 60044
By email

Dear Eric:

I was pleased to review the RFP for developing a new website for the library. The Lake Bluff Library has been a treasured part of my family's life for many years, and I'm excited by the prospect of creating a new website to highlight the library's forward-thinking goals and assets.

I have evaluated your project requirements and prepared the attached proposal for your consideration. Given my experience and expertise with a wide variety of websites, I am confident that I can work with you to create a highly functional, professional website that will effectively meet your goals.

I anticipate being able to meet or exceed all of the project requirements listed in your RFP. Please let me know if you have any questions. I look forward to hearing from you.

Sincerely,

Nicki Snoblin
NextWord Communications
nicki@nextwordmail.com



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NextWord Communications

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Who we are and what we do

About NextWord Communications

For more than 10 years we've been providing a wide range of web design and other technical and communications services. Our team approach allows us to offer comprehensive custom web and communications solutions at a fraction of the cost of some firms. Together, our team members and partners provide a unique blend of skills and experience that serve the needs of our many diverse clients.

Nicki Snoblin, owner of NextWord, has a strong background in communications, which forms our focus as we build effective websites and other projects for our clients. She guides clients through the content development process, helping them to frame their content concisely and clearly. Nicki handles the discovery process, graphic design, site architecture, user experience design, and site building. In addition, she has many years of experience in writing, editing, design, and production of print publications.

Other team members and select partners have extensive expertise in information technology, business system architecture, database design, programming languages, graphic design, search engine optimization (SEO), and information security. This is key to offering our clients cost-effective services.

Why should you choose NextWord for your communication needs?

- We listen to you and help you define what you need.
- We'll provide just the right solution – not too much and not too little.
- Because our focus is *communication*, we speak to you in plain English, not technical jargon.
- We handle all the technical details, allowing you to focus on what you do best: your business.
- Our websites are user-friendly and easy to navigate – we hear this from our clients all the time.
- Our designs are truly unique. Instead of following design fads, we watch trends and incorporate only those elements and approaches that enhance a website's usability and aesthetic appeal.
- Our fees are very reasonable, and we deliver a high-quality product without unnecessary gimmicks.
- We also offer integrated email marketing services at competitive prices, with completely custom designs, no third-party branding, and top-of-the-line analytics.



The services we provide

Custom websites

We build most of our websites on the Drupal content management system (CMS) framework, which gives us ultimate flexibility to include the features you need — and keep it user-friendly. We also provide domain name registration and state-of-the-art hosting, with daily backup and constant security monitoring. Our websites are device-responsive and come with SSL at no additional charge; visitors will be assured of your site's security by the lock symbol in the address bar.

At NextWord, as our name implies, we're pretty handy with words. We can assist you with every aspect of content strategy.

Getting the website you've always wanted doesn't have to be a headache! We'll walk you through it, every step of the way.

Email marketing

Sending emails that look beautiful and get read is no simple thing. We use cutting-edge technologies to make sure your emails look great on mobile and desktop alike, in a myriad of email clients. And we track and implement current research on improving open rates and click-throughs.

- Our designs are created for contemporary technology and are fully device-responsive.
- We ensure that our clients' email campaigns comply with anti-spam laws.
- Our emails contain NO outside branding or advertising from the email service.
- You can add content and send email campaigns yourself through our simple, intuitive portal, or we can do it for you.

Graphics

We are experienced at creating custom graphics and manipulating images. Our graphics services include making images for social media, as well as online ads. We also do Photoshop work on photos for a variety of uses.

Print

We love the web. But there are times when you really have to have printed materials, and we do that too. Newsletters, brochures, flyers, posters, signs ... just ask us.



The process, from proposal to completion

Step 1. Listening to the client

First we meet with the prospective client to discuss the goals of the project, the audience, branding, content, what's involved in launching and maintaining a website, and what additional services the client may need.

Step 2. Developing a written proposal

Next we develop a written proposal, which usually specifies the following:

- The anticipated scope of the project
- What is expected of the client
- An estimated total fee for the basic project
- The cost of any "extras," such as special graphics or email template design
- An hourly rate for ongoing website updating, if applicable
- An annual, quarterly, or monthly retainer fee that typically covers web hosting, domain name registration and renewal, and maintaining the CMS framework

The proposal is accompanied by a list of standard specifications, with details on fees, copyright, terms of the agreement, and more.

Step 3. Acceptance and deposit

To accept the proposal, the authorized signer returns a signed copy to NextWord along with a deposit as specified in the proposal (typically one-third of the estimated total fee).

Step 4. Website development and approval

As soon as the client has accepted the proposal, sent the deposit, provided the initial content (if applicable), and made any necessary decisions about colors or logos, the work of designing and building the website begins. The client will be asked for approval at a few stages along the way, such as after design of the website mockup. The total time frame from signing of the proposal to website launch is typically 6 to 12 weeks.

Step 5. Launch of the website and ongoing upkeep

Once final approval is received from the client, the site is launched and the client is billed for the balance. After that point, any updating or changes to the website are billed at an hourly rate. Orientation and training is also billed hourly (after the first hour, which is complimentary) for clients who will be managing their own website.



Scope of work

Strategy and first steps

- Understand project goals, vision, and user personas
- Develop content models (types of content the website will have)
- Develop information architecture (how users will navigate the site)

Visual design

- Create the graphic theme of the website
- Submit graphic design mockup for review and approval
- Create custom graphic elements as required by design

Content creation

- Conduct content inventory/audit
- Write new content as needed

Back-end work

- Install core content management system and modules needed for desired functionality
- Configure site framework
- Program custom content types and view modes
- Configure responsive navigation to optimize functionality on all device sizes
- Set up Google Analytics for site traffic statistics

Front-end work

- Create custom stylesheets and build templates for visual interface
- Create and test stylesheets for viewscreens of all sizes
- Place and edit content and images

Quality assurance and usability testing

- Test all links
- Make final adjustments for optimal performance

Launch

- Direct primary domain name to website
- Activate Google Analytics
- Submit site to Google for indexing



Project timeline

The following timeline assumes a project start date of approximately November 1, 2018. All dates are subject to change.

Task	Goal completion date	Client feedback by
Design concept	11/19/2018	11/30/2018
Content inventory*	11/19/2017	NA
Content audit*	11/30/2018	NA
Content development*	Ongoing	Ongoing
Develop site architecture	12/7/2017	12/14/2017
Site building	Ongoing	Ongoing
Site building - initial client review	1/11/2019	1/18/2019
Site testing	2/8/2019	2/15/2019
Launch	2/25/2019	NA

*See Appendix B, Content Development Strategy. These steps may be carried out by client, NextWord, or jointly.



Fees

Line-item time estimates

Item	Hours	Fee
Strategy & research	12	
Content revision/creation	24	
Design	18	
Back end	20	
Front end	30	
Quality assurance	4	
Launch	3	
Total	111	\$8,325.00

Website design, building, and implementation fee

The fee for creating and launching the website according to the scope defined in this proposal is estimated to be **\$8,325.00**. The final fee will be based on time and materials. You will be kept apprised of progress in relation to the budget.

Retainer fee

Our Drupal websites are hosted on Pantheon (pantheon.io), which provides industry-leading security, page load time, and features at an affordable price. All dynamic websites require ongoing maintenance to ensure that the associated applications are functioning properly and that CMS upgrades and security updates are installed as appropriate. **A retainer fee of \$1,250.00 will be assessed annually** to cover hosting and maintenance. Quarterly payments are available on request.

Update fee

An hourly fee of \$75 is billed for changes in the website content or design after the initial launch, and for staff inquiries or requests that require more than a brief phone call.



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Completion time and payment

Completion time

I estimate that the project can be completed within 12 to 16 weeks from the date the contract is executed. This is contingent on (1) no significant changes in the scope of the project and (2) prompt and complete website content and feedback from the client when needed.

Payment plan

A deposit of **\$3,000.00** will be required on signature and return of this proposal. The balance, plus the first year's retainer fee (unless other payment intervals have been arranged), will be invoiced on launch of the website and payable within 15 days.

References and additional materials

References

Kristin Keramidas

Youth and Family Counseling
 kkeramidas@counselingforall.org
 (847) 367-5991 x 30
 www.counselingforall.org
 (due for redesign shortly)

Gail Hodges

Family Service of Lake County
 ghodges@famservice.org
 (847) 432-4981 x115
 www.famservice.org

Janice Hack

History Center Lake Forest-
 Lake Bluff
 jhack@lflbhistory.org
 (847) 234-5253
 www.lflbhistory.org

Selected Projects

<https://www.juliemorrisonforstatesenate.com/> - Website for a current political campaign
<https://www.bestholeinone.com/> - Website for marketing golf contests
<https://www.lwv-lflb.org/> - Local League of Women Voters website
<https://www.lungevity.org/> - Midsize nonprofit's website

Attachments

Appendix A: RFP Requirements

Appendix B: Content Development Strategy

Appendix C: NextWord Standard Specifications



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Next steps

My experience and comprehensive, personal approach are well suited to helping you achieve your goals.

If you have any questions about this proposal, please feel free to call me at 847-802-9059 or email me at nicki@nextwordmail.com. To accept this proposal, please sign below and return the signed page to me with your deposit. **Please also see the attached Standard Specifications document, which is incorporated into this proposal by reference (Appendix C).**

Thanks! I look forward to hearing from you soon and hope to work with you on this project.

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payment will be made as follows: deposit of **\$3,000.00** before work begins; balance due and payable per invoice sent on completion of work.

Signature _____ Date _____

Name _____ Title _____



APPENDIX A: RFP REQUIREMENTS

1. Reference information for at least three (3) clients including web address of their active websites

Please see page 9.

2. A description of your experience in producing websites for library, non-profit, and/or community focused projects

Most of my clients are nonprofits and/or community-focused; it's what I specialize in.

3. An overview of your development process

Please see page 5.

4. A proposed timeline

Please see page 7.

5. An introduction to your team and their qualifications, and details on the portions of the project you may outsource

Please see page 3. I do not anticipate needing to outsource any portion of this project. If I do need development support, I have an on-call arrangement with a firm of experienced developers who specialize in Drupal websites.

6. Clearly itemized pricing and total cost of this project

Please see page 8.

7. Separate optional pricing for usability testing, with an explanation of what type(s) of testing you would do and number of users

I would recommend a field test using about six current library patrons, ideally three who are occasional or frequent users of your current website and three who have not used it. I would develop several tasks for each group to attempt to complete, and a questionnaire to assess their experience.

I am also a fan of ongoing usability assessment with Hotjar (hotjar.com), a user analysis tool.

The estimated cost of usability testing could range from \$400 to \$1,000 or more, depending on my role (e.g., only developing the tasks and questionnaire vs. overseeing in-person testing).



APPENDIX B: CONTENT DEVELOPMENT STRATEGY

Who is the site for?

Developing **user personas** is a way to characterize the types of people who will interact with your website. They should include the site owner, editor, and one or more types of website users. Ideally, these personas should be developed through interviews or focus groups rather than assigning stereotypes. User personas are about *how* people use a website and *what* they expect from it.

What content do you have on hand?

A **content inventory** takes an objective look at all potential content that is currently available. The content inventory should include current website content (if any), brochures and other printed materials, ads, and images. If no content is available, you can create a content inventory based on perceived content needs.

How good is your current content?

A **content audit** determines whether what is currently available is worth keeping, editing, or removing. Ask the following questions about the content gathered from a content inventory.

- Is the content too long, too short, or just right? Can longer content be cut into shorter chunks and still make sense?
- Does each piece get to the point quickly?
- Is the content relevant and important?
- Is there a clear call to action?

After asking these questions about each piece of content, figure out where the gaps are. All content should fall into one of four categories:

- Keep as is
- Revise and edit to tighten it up
- Delete because it's irrelevant, not useful, or outdated
- Create new where existing content doesn't meet current business goals. New content types may be gleaned from the needs discovered in user interviews.

**Start writing!**

It can help to look at other websites for ideas, but **NEVER** take content verbatim from somewhere else.

- Keep it brief – even though the concept of “above the fold” is of debatable relevance, content should always be concise.
- Make a list of key words (think of what you want Google to find about your business) and use them *as often as appropriate* in your content.
- Be realistic about how much time you can spend keeping the website up to date; don’t assume you’ll always be able to have a timely post on the home page.
- Include plenty of calls to action: make it clear how people can make a purchase, ask for more information, sign up for emails, weigh in on a survey – whatever you can offer to keep people engaged and ultimately make a sale (or receive a donation).
- Edit – and proofread ... repeatedly! If this isn’t your strength, ask someone else to do it.

Here’s some good advice from Google: “Provide high-quality content on your pages, especially your homepage. **This is the single most important thing to do.** ... In creating a helpful, information-rich site, write pages that clearly and accurately describe your topic. Think about the words users would type to find your pages and include those words on your site.”



APPENDIX C: STANDARD SPECIFICATIONS

1. Compensation and Term

The Client named in any attached proposal retains NextWord Communications (Contractor), and Contractor agrees to perform the services outlined in the proposal, which may include designing, building, implementing, and maintaining a website and/or other communications services.

The agreement shall commence on the date the accompanying proposal is signed and accepted by the Client and shall remain in effect until all obligations under the agreement have been properly completed. After completion of the design, programming, and implementation of the website, and after payment in full for such services has been made and received, the agreement may be terminated by either party with 30 days' written notice.

The Client is responsible for supplying website materials in file format unless otherwise arranged, except that Contractor will supply stock photos as needed.

The following fees shall apply:

- **Web design, programming, and implementation fee:** This will be either a flat fee or hourly charges, as specified in the accompanying proposal. A deposit of approximately one-third, as specified in the proposal, will be due at the time the proposal acceptance is signed (after initial consultation and before work is begun). The remaining amount will be invoiced and payable when work is completed and shall be received within 15 days after website is uploaded to its final destination.
- **Updating fees:** Such fees are assessed at the hourly rates specified in the accompanying proposal and billed at monthly intervals.
- **Retainer fee:** If the Contractor is responsible for providing hosting for the website and maintaining any associated applications such as email plans or content management system, a quarterly or annual retainer fee is charged as specified in the proposal. The annual fee, if applicable, will be invoiced at launch of the website and in subsequent years during the anniversary month of the agreement.
- **Additional service-related fees:** The Client agrees to pay any reasonable fees associated with services required to fulfill the specifications of the project. These may include, but are not limited to, subscription fees for online payment services, fees for sending mass emails, and fees for donation management services. Contractor will apprise Client of these fees before contracting for any such services.

Changes in scope that could cause the project not to be completed within the estimated budget include, but are not limited to, the Client requiring additional work or services not initially agreed upon; additional functions or features of the website not originally anticipated (including but not limited to extra graphics or animation); or multiple design drafts or repeated changes that would significantly increase work required of Contractor. Contractor will keep the Client informed of additional charges that may be incurred.



2. Warranties by Contractor

Contractor represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional and competent manner; and that it has the power to enter into and perform this Agreement. However, Client will not determine or exercise control as to general procedures, formats, or subcontracting necessary to have these services meet Client's satisfaction.

3. Independent Contractor

Contractor acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that this undertaking is not a joint venture.

4. Confidentiality

Contractor recognizes and acknowledges that this Agreement creates a confidential relationship between Contractor and Client and that information concerning Client's business, contributors, vendors, finances, methods of operation, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information."

5. Nondisclosure

Contractor agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to Client any documents, papers, and other matter in its possession or control that may have been provided by Client.

6. Copyrights and Trademarks

Client represents to Contractor an unconditional guarantee that all elements of text, graphics, photos, designs, trademarks, or other artwork furnished to Contractor for inclusion on website are owned by Client, or that Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Contractor from any claim or suit arising from the use of such elements furnished by the Client.

7. Copyright to Web Pages

Copyright to the assembled work of web pages produced by Contractor is owned by Contractor. Upon final payment of the web design, programming, and implementation fee, all rights owned by Contractor as to the content of this website are assigned to Client; however, Contractor retains the right to display and reproduce the work in Contractor's print and online portfolios. Rights to photos, graphics, and programs that were not owned by Contractor are limited to Client's use only; the products themselves remain the property of their respective owners.



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8. Services Rendered

The Contractor agrees to design, build, install, and maintain a website for Client according to agreed-upon specifications in the proposal, including validated HTML, link check, custom graphics, header or logo as specified, and all pages and links necessary to display products and/or services of Client. Contractor shall also prepare the site for basic search engine optimization, which shall include analysis of text for keyword content, alt tags for images, and preparation and installation of content meta tags. Contractor does not guarantee listings on search engines, as the search engines alone determine what they will list.

9. Web Hosting and Backup

Website hosting is provided by Contractor through a major reliable host. Client pays for web hosting via a retainer fee paid to Contractor. All website files and databases are backed up every 24 hours and are fully retrievable for a minimum of 7 days.

Director's Report – November 13th, 2018

Progress on Roof Project

Roof work has progressed and is nearing completion. The decking on the eaves on the northwest portion of the roof proved to be rotten and required replacing. Shaun Kelly of Engberg Anderson has been making site visits to ensure that work is being performed as expected, and has signed off on any pay requests before they are submitted to the Library. He also reviewed the decking and made the determination that it needed replacing. It was very loud inside the Library during the month of October, and staff members are looking forward to not having pounding overhead.

Adult Winter Reading Club

Staff member Jen Horan is working on assembling the Adult Winter Reading Club (AWRC). The theme will be the centennial, so the log will be a timeline of the history of the Lake Bluff Public Library with pictures of the Library over the years.

Library Visits

Department Heads Martha O'Hara, Liliana LaValle, Lyndy Jensen and I visited the Winnetka branch of the Winnetka-Northfield Public Library. The catalyst for the visit was interest in their replacement of desktop PC's for the public with laptops, and we got a full tour while we were there. They have excellent facilities, and we came away with a lot of ideas. On Thursday, November 8th I also toured the new North Chicago Public Library along with other area director's. Their new facilities are VERY impressive and have many great features.

Baker and Taylor Presentation

On Tuesday, October 23rd we received a presentation from Amandeep Kochar, Michael Bills, and Todd Litzsinger of Follett/Baker and Taylor regarding Pop Up Libraries that can provide access to digital collections at strategic locations around the community.

Launchpads

Head of Youth Services Eliza Jarvi reports that our new Launchpads are gaining use and popularity. Staff member Ross Shanley-Roberts created a very user friendly web interface for checking them out, and all children's staff has been trained in the procedure. Since they have launched, they have been used 70 times. Patrons are establishing favorites and we have received positive feedback that they are very easy to use.

New Electronic Resources

With feedback from Buffy Stauffer of District 65, Head of Youth Services Eliza Jarvi identified a set of Scholastic digital resources that fit well with the school's curriculum. Eliza also met with Lake Bluff Middle School librarian Mallory Jorgensen to set up times to show LBMS teachers how to access Library digital collections.

First Presbyterian Preschool

Head of Youth Services Eliza Jarvi also reports that we have begun working more closely with First Presbyterian Preschool. We have been providing picture book recommendations, and have also begun sending them our programming schedule.

Ghost Walk Success

The return of the Ghost Walk was a big hit, which we were excited to have a role in. The portions at the Library came off with minimal disruption and hiccups. I also had the chance to sing in the outhouse scene. Hopefully, the Walk will return again in two (2) years' time.

Mini-Golf Success

Despite the cool weather for the event, the mini-golf event ('Putting through the Pages') was a big hit. Attendance was 157, with traffic constant for the first couple hours. It was a big success, with opportunities to make a subsequent event even better. Staff members Eliza Jarvi, Anna Fifhouse, Jen Horan, Jillian Chapman, Carrie Spezzano, Lauren Moody, and Alicia Streightiff were instrumental in planning and executing the event. Trustees Tim Kregor, Kathy Meierhoff, and Cal Stroh also volunteered time, as did many of the Friends of the Library. I cannot express how impressed I am with the work Martha O'Hara put in on this event.

Passports

Our new passport service continues to be very well received, and as of Friday, November 9th it has brought in over \$2,500 in new revenue. We've been a big hit with the parents of the LFHS youth traveling to Europe in the spring of 2019. There are a few procedural bumps to iron out, but overall the program is running well.

Library Instagram

We continue to get a lot of great feedback on our Instagram account, which is now up to 561 followers.

Respectfully submitted,

Eric Scott Bailey

Friends of the Library Meeting Dates

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

2018 Meeting Dates

January 20 at 10:00am – KATHY MEIERHOFF

February 17 at 10:00am – KATE JACKSON

April 21 at 10:00am – JANIE JERCH

May 19 at 10:00am – TIM KREGOR

June 16 at 10:00am – KATE JACKSON

August 18 at 10:00am – TIM KREGOR

September 15 at 10:00am – SCOT BUTLER

October 6 at 10:00am – KATE JACKSON

November 10 at 10:00am – CAL STROH

Respectfully submitted,

Eric Scott Bailey

Library Director

Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	24,557	-9.21%	157,747	-11.44%	303,459	-11.98%	157,747	-11.44%
Database Interactions	636	-72.43%	13,393	-17.18%	24,570	-34.35%	13,393	-17.18%
Patron Interactions	16,098	3.71%	88,668	-10.02%	171,898	-9.57%	88,668	-10.02%
Circulation	7,823	-15.13%	55,686	-12.18%	106,991	-8.77%	55,686	-12.18%
Circulation	7,823	-15.13%	55,686	-12.18%	106,991	-8.77%	55,686	-12.18%
Books and Magazines	4,617	-13.99%	34,244	-7.59%	61,274	-5.85%	34,244	-7.59%
Electronic	1,424	-5.94%	9,000	-10.47%	19,707	-0.71%	9,000	-10.47%
AV	1,782	-23.72%	12,442	-23.68%	26,010	-19.58%	12,442	-23.68%
Patron Interactions	16,098	3.71%	88,668	-10.02%	171,898	-9.57%	88,668	-10.02%
Website Visits	7,072	-12.80%	42,058	-12.95%	86,881	-11.71%	42,058	-12.95%
In-Person Visits	9,026	21.78%	46,610	-7.21%	85,017	-7.27%	46,610	-7.21%
Books and Magazines	4,617	-13.99%	34,244	-7.59%	61,274	-5.85%	34,244	-7.59%
Adult	2,099	-11.51%	14,228	-1.64%	27,240	1.08%	14,228	-1.64%
Teen	75	-29.91%	937	-13.72%	1,530	-21.58%	937	-13.72%
Children	2,443	-15.44%	19,079	-11.28%	32,504	-10.16%	19,079	-11.28%
Electronic	1,424	-5.94%	9,000	-10.47%	19,707	-0.71%	9,000	-10.47%
Adult	1,286	-7.22%	8,087	-6.99%	17,948	1.75%	8,087	-6.99%
Teen	71	14.52%	458	9.05%	871	3.94%	458	9.05%
Children	67	1.52%	455	-51.44%	888	-35.14%	455	-51.44%
AV	1,782	-23.72%	12,442	-23.68%	26,010	-19.58%	12,442	-23.68%
Adult	1,386	-21.56%	9,516	-21.92%	20,338	-17.93%	9,516	-21.92%
Teen	0	-100.00%	8	0.00%	9	-43.75%	8	0.00%
Children	396	-30.28%	2,918	-28.93%	5,663	-24.95%	2,918	-28.93%
In-Person Visits	9,026	21.78%	46,610	-7.21%	85,017	-7.27%	46,610	-7.21%
Programming Attendees	754	45.84%	4,110	-9.61%	6,403	-10.21%	4,110	-9.61%
Adult	216	248.39%	946	29.41%	1,809	12.92%	946	29.41%
Teen	9	-40.00%	105	-25.53%	151	-23.74%	105	-25.53%
Children	529	20.23%	3,059	-16.76%	4,443	-16.66%	3,059	-16.76%
Other In-Person Visits	8,272	19.97%	42,500	-6.97%	78,614	-7.02%	42,500	-6.97%

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



LAKE BLUFF PUBLIC LIBRARY

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

November 7, 2018

Village of Lake Bluff
 ATTN: Finance Director, Bettina O'Connell
 40 E. Center Avenue
 Lake Bluff, IL 60044

Ms. O'Connell,

On behalf of the Lake Bluff Public Library, please levy funds totaling \$964,117 for the Fiscal Year May 1, 2019 to April 30, 2020. This represents an increase of 4.6276% from the levy for FY 2018-2019, and \$42,642 in additional funds. The levy was approved by a vote of five (5) in favor, none against, and two (2) absent at the Special Board Meeting held on November 2, 2018 at 4:00pm.

The primary considerations for the Library Board were:

- **FY2018-2019 EXPENSES**

- The contracts for the current roof project total \$282,900. With work nearing final stages, it does not appear that the Library will be coming in substantially over or under that number.
- This reduces funds in reserve to \$268,243, or 27.81% of the Library operating budget.
- The Library has committed to keeping a minimum of 25% of its operating budget in reserve for the following reasons:
 - Addressing emergencies not covered by insurance.
 - Providing funds during the early months of the Fiscal Year before the arrival of the levy.

- **FUTURE EXPENSES**

- In 10-15 years, the Library will need to replace the HVAC system, a project that will cost approximately the same as this year's roof replacement. The Library will need to add funds to the special reserve fund in order to pay for this known expense, as well as maintain the minimum required balance.
- Aging, worn, and in some cases broken furniture needs to be replaced throughout the Library, particularly in the Youth Services Department. Replacing the shelving original to the building is a key ongoing safety issue that needs to be addressed. Updated signage and covering the Library's still numerous painted cinderblock and poured concrete walls with drywall are additional building issues that need to be addressed.
- The Library also has a number of technology needs that need to be addressed. The imminent end of support for Windows 7 means that delayed replacement of staff and patron computers (the majority of which are not capable of running Windows 10) needs to be completed. A redesigned Library website with mobile and tablet compatibility is also needed.

- **BUDGETARY FACTORS**

- The property tax levy constitutes 95% of annual Library revenue, which is typical for public libraries in the state of Illinois; opportunities to address funding through other avenues are minimal.
- Successes in careful management of the budget (\$37,356 in personnel costs saved in FY 2018-2019, estimated \$8K additional revenue from passports) have been overshadowed by other demands.
- Beginning to rebuild reserve funds for the next expected major capital project now rather than later is more fiscally responsible than delaying the process and potentially creating a situation that would require more drastic and expensive action to meet the same goal.

- **CHANGING SCOPE OF LIBRARY SERVICE**

- The landscape of library service continues to shift. New services such as digital collections and programming have seen a surge of popularity, but we have not seen a commensurate decrease in the need for our traditional services: circulation of print materials actually increased by 2.33% from FY2012-2013 to FY2017-2018. While expanding interest in our services and collections is good, it does still represent a challenge, particularly in terms of finding funds for the improvements and growth that are necessary for staying relevant to the community.

Given the above points, the Board of Trustees of the Lake Bluff Public Library has voted to increase the levy for FY2019-2020 by an additional \$20,000. Beginning with FY 2019-2020, the additional \$20,000 levied will go into a Special Reserve for specific large capital projects. While the Library has an overabundance of needs, the Board of Trustees continues to be committed to tax rate increases at or below the PTELL rate unless absolutely necessary. The only past increase beyond PTELL for the Library was for FY 2006-2007, and it is not anticipated an increase in excess of the PTELL rate will be necessary in upcoming years.

Respectfully submitted,



Eric Bailey
Library Director
Lake Bluff Public Library