

**October 16th, 2018**

**agenda**

<b><u>item</u></b>	<b><u>DOCUMENT</u></b>	<b><u>Section</u></b>
<b>1,2 CTO, Additions (2 minutes)(7:02pm)</b>		
Document Summary		1A
Agenda		2A-2B
<b>3 Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>		
<b>4 Consent Agenda</b>		
Minutes of September 18th, 2018 Board of Trustees Meeting (action)(2 minutes)(7:09pm)		3A-3C
<b>5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:14pm)</b>		
September Detailed Revenue & Expense Report (action)		4A-4E
September Detailed Balance Sheet (action)		5A-5C
<b>6 Approval of Checks (Green) (5 minutes)(7:19pm)</b>		
September Check Disbursement Report (action)		6A-6F
<b>7 Committee Reports (10 minutes)(7:29pm)</b>		
<b>8 New Business</b>		7A
Tax Levy for FY 2019-2020 (action)(10 minutes)(7:39pm)		9A-9E
Alcohol Policy (action)(5 minutes)(7:44pm)		10A-10E
Library Closings for Calendar Year 2019 (action)(5 minutes)(7:49pm)		11A
Board Meetings for Calendar Year 2019 (action)(5 minutes)(7:54pm)		12A
Website Contract (action)(10 minutes)(8:04pm)		13A-13P
<b>9 Old Business</b>		
Fundraising and Building Project (5 minutes)(8:09pm)		
<b>10 Director's Report (5 minutes)(8:14pm)</b>		
Librarian's Narrative Report		14A-14B
<b>11 Executive Session(s)</b>		
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment (1 minute)(8:15pm)</b>		
<b>14 Attachments</b>		
Friends Attendees for Calendar Year 2018		15A
Statistics for September, 2018		16A

**Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, October 16<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)(7:07pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
  - a. Approval of Minutes of September 18<sup>th</sup>, 2018 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. September 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
  - a. September Detailed Revenue & Expense Report
  - b. September Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
  - a. September Monthly Checks (13711-13718, 13720-13742)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm) (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.)**
- 8. New Business**
  - a. Tax Levy for FY 2019-2020 **(action)(10 minutes)(7:39pm)**
  - b. Alcohol Policy **(action)(5 minutes)(7:44pm)**
  - c. Library Closings for Calendar Year 2019 **(action)(5 minutes)(7:49pm)**
  - d. Board Meetings for Calendar Year 2019 **(action)(5 minutes)(7:54pm)**
  - e. Website Contract **(action)(10 minutes)(8:04pm)**

**9. Old Business**

- a. Fundraising and Building Project (5 minutes)(8:09pm)

**10. Director's Report (5 minutes)(8:14pm)**

- a. Director's Narrative Report

**11. Executive Session(s)**

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

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(8:15pm)****Attachments:**

Upcoming Friends Meetings  
September Statistics Report  
Tax Levy Information from Village  
Revised Alcohol Policy  
Library Closings for 2019  
Board Meetings for 2019  
Contract from NextWord Communications

**Upcoming Board Meetings: November 13, 2018, December 11, 2018, and January 15, 2019.**

**Lake Bluff Public Library**  
**Board Library Trustees Meeting Minutes**  
**Tuesday, September 18<sup>th</sup>, 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 Kate Jackson, Tim Kregor, Carl Schons, and Cal Stroh. Library Director Eric Bailey, and Library Employee Martha O'Hara were also present. Also present was Sean Kelly, Roof Project Manager from Engberg Anderson. Trustees Janie Jerch and Scot Butler were absent.
2. **Additions & Corrections to the Agenda:** We moved item 8a, contract for roof work, to #3 so that Mr. Kelly would not have to wait.
3. **Contract for Roof Work:** Bailey reviewed that at the August 14<sup>th</sup>, 2018 Board meeting, the Board voted not to accept any of the bids received for roof work. That it was decided instead to rebid the project as two (2) simplified bids, one (1) for roof work and the other for the masonry portion of the project. We were successful in attracting more bidders, with only a single instance of significant errors in a bid. Bidding closed on September 5<sup>th</sup>, 2018, and Shaun Kelly of Engberg Anderson checked references and ensured that bids had been properly submitted. Mr. Kelly stated that the apparent low bidder for the roof project, Midwest Services and Development, had made significant errors in preparing their bid and had asked that their bid be withdrawn. This made Weatherguard Roofing the low responsible bidder for the roof project and Grove Masonry the low responsible bidder for masonry work. The bid information, references, and work history of both were good, and Mr. Kelly recommended that these bids be accepted with an allowance for a 10% contingency for each project. **Schons moved and Stroh seconded that the request for withdrawal of bid by Midwest Services and Development be accepted, that the bid for roof work from Weatherguard Roofing for \$238,900 (plus a contingency of \$23,900) be approved, and that the bid for masonry work for Grove Masonry for \$44,000 (plus a contingency of \$4,400) be approved. AYES: All.**
4. **Opportunity for Public to Address the Board:** None present.
5. **Approval of Minutes:** Stroh moved and Schons seconded a motion to accept the minutes of the August 14<sup>th</sup>, 2018 meeting as written. AYES: All.
6. **August 2018 Financial Reports:** Bailey mentioned that passport revenue is now over \$1,000 for August and September. Bailey also noted that interest earnings continue to be strong, and that a cancelled program had led to a negative balance for the Adult Programming budget line for August. Per Capita Grant funds for FY2018-2019 have arrived, and the last big lump of property tax revenue will be arriving on October and November. At 34% of the budget expended 33% of the way through the FY, we are on course with regular expenses. **Stroh moved and Jackson seconded that the financial reports be accepted. AYES: All.**
7. **Approval of Checks:** Bailey noted that there were checks for \$276 for Dorma for repair of an automatic door, and that the payment for Engberg Anderson for rebid services was also shown. The annual Village payment for \$8,558.22 for exterior building maintenance for FY17-18 was reflected in the checks. **Stroh moved and Schons seconded a motion to approve the August monthly checks numbered 13666, 13668-13379, 13681-13709). AYES: All.**
8. **Committee Reports:**  
 (Met)  
 a. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Schons reported that the meeting earlier in the day was about the roof project; discussion and recommendations were covered already.  
 (Did Not Meet)

b. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.) Input from Trustees has been received, and Bailey is working on a second draft of the Long Range Plan. This will go before the Long Range Planning Committee and Staff before presentation to the Board. Ideally at the October Board Meeting.

**(No Report)**

- c. Bylaw and Policy Committee (Chair: Stroh. Member: Schons.)
- d. Finance (Chair: Kregor. Member: Butler.)
- e. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)
- f. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)
- g. Outreach (Chair: Kregor. Member: Jackson.)

**9. New Business:**

- a. Rebid for Roof and Masonry Work:

Done earlier in meeting.

- b. Alcohol Policy:

Bailey stated that in certain instances (such as a fundraiser or a cultural event) it may be desirable for the Library to have alcohol served. Per Illinois State Law, a Board approved policy that covers some specific questions is required. Bailey stated that the policy would be of help over the next month, and would follow up with the Village and with the Library's attorney and report back at the next Board meeting. **Stroh moved and Schons seconded that the policy be approved pending feedback from the Village and from legal counsel, with a report to be made at the October Board meeting. AYES: All.**

- c. Vote of Thanks to Gloria Newton:

Bailey stated that prior to her retirement in July of 2018, Gloria had been a key member of the Library staff since 2007. A resolution of thanks for her years of service was read. **Stroh moved and Jackson seconded that the proposed resolution of thanks to former staff member Gloria Newton be approved. AYES: All.**

- d. Statistical Comparison:

Bailey provided a summary of circulation and visits for the past 5 years at the Lake Bluff Public Library versus the last 5 years at 26 area libraries. Circulation trends at LBPL are similar to those seen elsewhere. Bailey emphasized that staff members are always working to maximize the usefulness of the Library's collections, regardless of trends.

- e. Discussion of Intergovernmental Agreements:

A letter from a community member was received regarding the Intergovernmental Agreements with School Districts 65 and 115. There was no discussion.

**10. Old Business:**

- a. Fundraising and Building Project

Bailey stated that the Foundation had been formed and that submission to the IRS for tax exempt status was pending.

**11. Director's Report:**

Intergovernmental Agreements with D65 and D115 have been approved by the Boards at both school districts. Ghost Walk planning is under way, and the 'My Cat From Heaven' segment filmed at the Library earlier this year will air sometime this fall on Animal Planet. Levy information will be received soon from Bettina O'Connell, Village Finance Director, and the discussion of the levy amount for next year will begin. 'Putting Through the Pages' will be a big fall festival sponsored by the Friends; Martha O'Hara invited Board members to participate as volunteers.

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

13. **Any and All Other Business which may properly come before the Board:** There was none.

14. **Adjournment:** Schons moved and Stroh seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:11 pm.

Respectfully Submitted,

Eric Scott Bailey

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

Page: 1/5

4A

GL NUMBER	DESCRIPTION	PERIOD ENDING 09/30/2018		YTD BALANCE 09/30/2018 NORM (ABNORM)	YTD BALANCE 09/30/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
		ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	ACTIVITY FOR MONTH 09/30/17 INCR (DECR)				
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	318,612.55	369,122.83	899,377.30	868,576.63	921,475.00	97.60
PROPERTY TAX		318,612.55	369,122.83	899,377.30	868,576.63	921,475.00	97.60
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	245.25	205.20	992.60	862.45	2,100.00	47.27
080-300-34250	NON-RESIDENT FEES	165.24	421.62	2,969.72	3,299.14	7,000.00	42.42
080-300-34260	PASSPORT FEES	665.00	0.00	1,400.00	0.00	5,000.00	28.00
SERVICES		1,075.49	626.82	5,362.32	4,161.59	14,100.00	38.03
FINES							
080-300-35700	RENTAL FINES	593.80	734.83	4,405.59	5,251.06	12,500.00	35.24
FINES		593.80	734.83	4,405.59	5,251.06	12,500.00	35.24
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	390.00	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	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	15.90	11.20	9,465.19	4,885.37	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	66.17	0.00	2,584.67	915.00	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	2,159.36	0.00	0.00
080-300-38900	MISCELLANEOUS INCOME	270.78	85.20	1,010.66	883.55	2,000.00	50.53
MISCELLANEOUS REVENUE		742.85	96.40	22,008.74	8,843.28	11,450.00	192.22
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	1,117.36	760.54	5,262.16	2,884.86	5,000.00	105.24
INTEREST EARNINGS		1,117.36	760.54	5,262.16	2,884.86	5,000.00	105.24
Total Dept 300 - REVENUE		322,142.05	371,341.42	936,416.11	889,717.42	964,525.00	97.09
TOTAL REVENUES		322,142.05	371,341.42	936,416.11	889,717.42	964,525.00	97.09
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
PERIOD ENDING 09/30/2018

Page: 2/5

4B

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	ACTIVITY FOR MONTH 09/30/17 INCR (DECR)	YTD BALANCE 09/30/2018 NORM (ABNORM)	YTD BALANCE 09/30/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	20,231.08	19,548.44	100,814.08	103,940.92	246,000.00	40.98
080-603-40030	STAFF SALARIES	21,295.31	21,798.26	116,472.00	103,370.93	274,000.00	42.51
		41,526.39	41,346.70	217,286.08	207,311.85	520,000.00	41.79
BENEFITS							
080-603-40400	MEDICAL INSURANCE	7,752.45	846.70	29,630.17	21,038.18	70,000.00	42.33
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,129.38	3,108.99	16,385.49	15,534.93	37,000.00	44.29
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,901.71	3,356.46	15,293.35	16,689.64	38,000.00	40.25
		13,783.54	7,312.15	61,309.01	53,262.75	145,250.00	42.21
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	5,706.03	4,389.48	29,471.53	20,023.13	24,000.00	122.80
080-603-41020	ELEVATOR MAINTENANCE	345.00	1,046.24	345.00	1,084.24	1,500.00	23.00
080-603-41050	MAINTENANCE-GROUNDS	240.25	0.00	1,417.24	1,279.94	6,000.00	23.62
080-603-41300	COMPUTER SERVICES	3,130.00	3,130.00	9,390.00	9,390.00	13,000.00	72.23
080-603-41313	COPIER MAINTENANCE/SUPPLIES	292.70	571.53	1,425.08	1,404.44	4,500.00	31.67
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	10,000.00	10,734.80	10,136.00	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
		9,713.98	19,137.25	54,253.65	44,477.75	80,275.00	67.58
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	945.00	1,574.00	2,000.00	47.25
080-603-42440	DUES	100.00	0.00	863.14	817.31	2,500.00	34.53
080-603-43230	UTILITIES	871.20	1,026.72	5,680.25	6,059.19	14,000.00	40.57
080-603-43300	POSTAGE	182.15	36.21	557.19	279.81	2,500.00	22.29
080-603-43410	PRINTING/E-NEWSLETTER	186.76	1,635.00	3,714.34	3,954.89	8,000.00	46.43
080-603-43550	OFFICE SUPPLIES	548.40	371.32	2,803.86	2,244.77	5,000.00	56.08
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	96.27	327.19	634.12	737.15	2,000.00	31.71
080-603-43668	TECHNICAL SERVICES SUPPLIES	393.83	244.17	1,921.50	2,100.32	4,500.00	42.70
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	214.45	44.36	446.27	500.00	8.87
080-603-43710	ADULT PROGRAM SUPPLIES	33.58	0.00	1,746.48	2,636.99	6,000.00	29.11
080-603-43720	JUVENILE PROGRAM SUPPLIES	261.84	133.22	3,295.38	2,813.14	6,000.00	54.92
080-603-43730	OUTREACH SUPPLIES	43.00	134.31	619.17	259.26	1,000.00	61.92
080-603-43740	TEEN PROGRAM SUPPLIES	47.56	70.66	592.53	1,072.47	1,500.00	39.50
		2,764.59	4,193.25	23,417.32	24,995.57	55,500.00	42.19
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.60	26.50	1,368.00	386.77	2,000.00	68.40
		26.60	26.50	1,368.00	386.77	2,000.00	68.40



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 09/30/2018

4C

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	ACTIVITY FOR MONTH 09/30/17 INCR (DECR)	YTD BALANCE 09/30/2018 NORM (ABNORM)	YTD BALANCE 09/30/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,061.63	740.15	7,975.96	5,637.48	17,000.00	46.92
080-603-45100	ADULT FICTION BOOKS	904.71	1,626.87	6,191.81	6,826.01	15,500.00	39.95
080-603-45110	ADULT LARGE PRINT MATERIAL	85.74	0.00	174.04	158.32	500.00	34.81
080-603-45200	ADULT AUDIO VISUAL MATERIAL	892.76	1,246.55	5,347.36	4,841.64	15,500.00	34.50
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	2,345.16	0.00	3,418.46	358.55	7,000.00	48.84
080-603-45410	PICTURE BOOKS, READERS	49.56	555.54	1,420.20	3,546.71	4,500.00	31.56
080-603-45420	JUVENILE FICTION	778.34	638.62	3,328.10	3,804.06	10,000.00	33.28
080-603-45430	JUVENILE AUDIO-VISUAL	29.94	9.96	460.05	450.14	2,500.00	18.40
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45450	TEEN BOOKS	402.36	330.97	1,138.47	1,529.07	2,750.00	41.40
080-603-45460	E-BOOKS	0.00	130.00	0.00	4,130.65	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	364.00	0.00	5,274.87	5,126.14	6,750.00	78.15
080-603-45510	VIDEO GAMES	460.64	634.46	909.27	1,619.21	3,500.00	25.98
080-603-45520	TRENDING TITLES	95.90	79.95	427.18	522.77	2,000.00	21.36
080-603-45600	PATRON & STAFF SOFTWARE	9.95	9.95	3,269.38	2,769.38	5,000.00	65.39
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	14.74	80.00	736.86	244.99	4,000.00	18.42
080-603-58100	COMPUTER EQUIPMENT	16.99	0.00	16.99	3,727.80	6,000.00	0.28
080-603-58270	OTHER EQUIPMENT	0.00	3,588.35	0.00	3,603.16	1,000.00	0.00
CAPITAL EQUIPMENT		7,512.42	9,671.37	70,570.78	78,040.50	161,500.00	43.70
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	9,809.31	0.00	100,000.00	9.81
CAPITAL BUILDING		0.00	0.00	9,809.31	0.00	100,000.00	9.81
Total Dept 603 - LIBRARY ADMINISTRATION		75,327.52	81,687.22	438,014.15	408,475.19	1,064,525.00	41.15
TOTAL EXPENDITURES		75,327.52	81,687.22	438,014.15	408,475.19	1,064,525.00	41.15
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		322,142.05	371,341.42	936,416.11	889,717.42	964,525.00	97.09
TOTAL EXPENDITURES		75,327.52	81,687.22	438,014.15	408,475.19	1,064,525.00	41.15
NET OF REVENUES & EXPENDITURES		246,814.53	289,654.20	498,401.96	481,242.23	(100,000.00)	498.40

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 09/30/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	ACTIVITY FOR MONTH 09/30/17 INCR (DECR)	YTD BALANCE 09/30/2018 NORM (ABNORM)	YTD BALANCE 09/30/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	3,253.40	5,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	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	1,546.49	309.22	11,771.06	3,798.33	16,000.00	73.57
PROGRAM EXPENSES		1,546.49	309.22	11,771.06	3,798.33	16,000.00	73.57
Total Dept 603 - LIBRARY ADMINISTRATION		1,546.49	309.22	16,214.32	3,798.33	25,411.00	63.81
TOTAL EXPENDITURES		1,546.49	309.22	16,214.32	3,798.33	25,411.00	63.81
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		1,546.49	309.22	16,214.32	3,798.33	25,411.00	63.81
NET OF REVENUES & EXPENDITURES		(1,546.49)	(309.22)	(9,061.82)	(544.93)	0.00	100.00

10/12/2018 06:18 PM  
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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

Page: 5/5

4E

GL NUMBER	DESCRIPTION	PERIOD ENDING 09/30/2018		YTD BALANCE 09/30/2018 NORM (ABNORM)	YTD BALANCE 09/30/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
		ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	ACTIVITY FOR MONTH 09/30/17 INCR (DECR)				
TOTAL REVENUES - ALL FUNDS		322,142.05	371,341.42	943,568.61	892,970.82	989,936.00	95.32
TOTAL EXPENDITURES - ALL FUNDS		76,874.01	81,996.44	454,228.47	412,273.52	1,089,936.00	41.67
NET OF REVENUES & EXPENDITURES		245,268.04	289,344.98	489,340.14	480,697.30	(100,000.00)	489.34

5A

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(10,369.77)	305,911.94
	A/R - OTHER	(10,369.77)	305,911.94
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	142,427.62
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(124.31)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	648,480.30
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	13,818.15
	CASH/INVESTMENTS	585,829.97	804,753.56
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
<b>Total Assets</b>		<b>1,516,182.53</b>	<b>2,017,095.45</b>
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,569.16	21,569.16
	ACCRUED PAYROLL	21,569.16	21,569.16
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,257.50	16,771.57
	ACCOUNTS PAYABLE	14,257.50	16,771.57
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	(3.11)
	A/P - OTHER	0.00	(3.11)
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
<b>Total Liabilities</b>		<b>957,305.00</b>	<b>959,815.96</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 - 17-18</b>			<b>550,322.92</b>
<b>Net of Revenues VS Expenditures - 17-18</b>			<b>8,554.61</b>
<b>*17-18 End FB/18-19 Beg FB</b>		<b>558,877.53</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>			<b>498,401.96</b>
<b>Ending Fund Balance</b>			<b>1,057,279.49</b>
<b>Total Liabilities And Fund Balance</b>			<b>2,017,095.45</b>

\* Year Not Closed

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	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)	(37,477.55)
	CASH/INVESTMENTS	(22,465.50)	(37,477.55)
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)	(15,276.66)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	1,546.49
	ACCOUNTS PAYABLE	344.22	1,546.49
Total Liabilities		344.22	1,546.49
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(11,199.56)	(11,199.56)
	NET POSITION/FUND BALANCE	(11,199.56)	(11,199.56)
Total Fund Balance		(11,199.56)	(11,199.56)
Beginning Fund Balance - 17-18			(11,199.56)
Net of Revenues VS Expenditures - 17-18			3,438.23
*17-18 End FB/18-19 Beg FB		(7,761.33)	
Net of Revenues VS Expenditures - Current Year			(9,061.82)
Ending Fund Balance			(16,823.15)
Total Liabilities And Fund Balance			(15,276.66)

\* Year Not Closed



10/12/2018 06:10 PM

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 09/19/2018 - 10/17/2018

Page: 1/6

GA

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
09/21/2018	LIBCK	13711	CHI090518	CHICAGO TRIBUNE	PERIODICALS	080-603-45500	364.00
09/21/2018	LIBCK	13712	000962991000	CHICAGO TRIBUNE MEDIA G	PRINTING/E-NEWSLETTER	080-603-43410	186.76
09/21/2018	LIBCK	13713	COM091218	COMCAST CABLE	UTILITIES	080-603-43230	244.85
09/21/2018	LIBCK	13714	6830	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	1,733.40
09/21/2018	LIBCK	13715	178163	SUBURBAN ELEVATOR COMPA	ELEVATOR MAINTENANCE	080-603-41020	345.00
09/21/2018	LIBCK	13716	312757	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	160.00
10/12/2018	LIBCK	13717	3694932	ACCESS ONE, INC.	UTILITIES	080-603-43230	626.35
10/12/2018	LIBCK	13718	453699768454	AMAZON	OFFICE SUPPLIES	080-603-43550	11.49
		13718	638979547677		OFFICE SUPPLIES	080-603-43550	19.99
		13718	446698598893		ADULT PROGRAM SUPPLIES	080-603-43710	33.58
		13718	449738367595		JUVENILE PROGRAM SUPPLIES	080-603-43720	17.08
		13718	463538444334		JUVENILE PROGRAM SUPPLIES	080-603-43720	8.99
		13718	967986865739		JUVENILE PROGRAM SUPPLIES	080-603-43720	21.03
		13718	453699768454		JUVENILE PROGRAM SUPPLIES	080-603-43720	17.28
		13718	436375677334		JUVENILE PROGRAM SUPPLIES	080-603-43720	19.94
		13718	937956879757		JUVENILE PROGRAM SUPPLIES	080-603-43720	82.64
		13718	449738367595		TEEN PROGRAM SUPPLIES	080-603-43740	9.69
		13718	765598969798		ADULT NON-FICTION BOOKS	080-603-45000	33.38
		13718	565573835354		ADULT FICTION BOOKS	080-603-45100	19.95
		13718	565778353374		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.27
		13718	884787389483		ADULT AUDIO VISUAL MATERIAL	080-603-45200	47.56
		13718	674684386376		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.60
		13718	857767644539		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.97
		13718	943577744859		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.49
		13718	487444749974		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.75
		13718	783964986448		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.00
		13718	785546937955		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.91
		13718	787696445596		ADULT AUDIO VISUAL MATERIAL	080-603-45200	55.88
		13718	536468775576		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.95
		13718	433548473485		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.69
		13718	554983595969		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.66
		13718	457374759738		ADULT AUDIO VISUAL MATERIAL	080-603-45200	74.71
		13718	835773799898		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		13718	934436797637		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.97
		13718	599696854568		ADULT AUDIO VISUAL MATERIAL	080-603-45200	128.83
		13718	765497799834		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.43

10/12/2018 06:10 PM

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 09/19/2018 - 10/17/2018

Page: 2/6

63

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13718	487995865334		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.95
		13718	453445444835		ADULT AUDIO VISUAL MATERIAL	080-603-45200	68.91
		13718	944458554936		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.95
		13718	456899674569		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		13718	898358747668		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.46
		13718	495643855643		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.96
		13718	775885539855		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.95
		13718	988478593795		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.96
		13718	439347399379		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		13718	459584999648		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		13718	678694757573		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		13718	988363689735		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.84
		13718	448466978739		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.95)
		13718	438868646838		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(7.00)
		13718	686675495394		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(6.71)
		13718	458474883749		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.97)
		13718	953943798597		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.97)
		13718	448487335997		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.03)
		13718	434337334748		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.10)
		13718	967986865739		JUVENILE AUDIO-VISUAL	080-603-45430	29.94
		13718	857756767957		VIDEO GAMES	080-603-45510	50.81
		13718	877378589566		VIDEO GAMES	080-603-45510	119.70
		13718	936579539373		VIDEO GAMES	080-603-45510	290.13
		13718	439395766567		TRENDING TITLES	080-603-45520	40.92
		13718	756449748859		TRENDING TITLES	080-603-45520	19.96
		13718	535436787978		TRENDING TITLES	080-603-45520	17.99
		13718	756865669596		COMPUTER EQUIPMENT	080-603-58100	16.99
							<b>1,744.25</b>
10/12/2018	LIBCK	13719		VOID	** VOIDED **		
				Void Reason: Created From Check Run Process			** VOIDED **
10/12/2018	LIBCK	13720	FIF092018	ANNA FIFHAUSE	USE OF DONATIONS/TEMPORARY E	082-603-99999	28.04
10/12/2018	LIBCK	13721	2033967288	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	12.20
		13721	2033970348		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.05
		13721	2033979382		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13721	2033977766		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.20
		13721	2033987269		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.45
		13721	2033982383		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.15
		13721	2033996143		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65



10/12/2018 06:10 PM

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 09/19/2018 - 10/17/2018

Page: 3/6

66

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13721	2033995291		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13721	2033996768		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		13721	2033993375		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.65
		13721	2033993425		TECHNICAL SERVICES SUPPLIES	080-603-43668	29.90
		13721	2034017272		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		13721	2034013538		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		13721	2034023187		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13721	2034017774		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.85
		13721	2034016736		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.25
		13721	2034026615		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.50
		13721	2034025870		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.40
		13721	2034029273		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		13721	2034005693		TECHNICAL SERVICES SUPPLIES	080-603-43668	37.03
		13721	2033977766		JUVENILE PROGRAM SUPPLIES	080-603-43720	303.00
		13721	2033993375		ADULT NON-FICTION BOOKS	080-603-45000	243.56
		13721	2034017272		ADULT NON-FICTION BOOKS	080-603-45000	86.81
		13721	2034016736		ADULT NON-FICTION BOOKS	080-603-45000	249.40
		13721	2034029273		ADULT NON-FICTION BOOKS	080-603-45000	145.48
		13721	2033987269		ADULT NON-FICTION BOOKS	080-603-45000	161.59
		13721	2033982383		ADULT FICTION BOOKS	080-603-45100	57.30
		13721	2034013538		ADULT FICTION BOOKS	080-603-45100	300.71
		13721	2034026615		ADULT FICTION BOOKS	080-603-45100	34.64
		13721	2033995291		ADULT FICTION BOOKS	080-603-45100	51.10
		13721	2034023187		ADULT LARGE PRINT MATERIAL	080-603-45110	49.56
		13721	2033996768		ADULT LARGE PRINT MATERIAL	080-603-45110	306.40
		13721	2033970348		PICTURE BOOKS, READERS	080-603-45410	423.99
		13721	2033993425		JUVENILE FICTION	080-603-45420	47.95
		13721	2034025870		JUVENILE FICTION	080-603-45420	192.65
		13721	2033967288		JUVENILE FICTION	080-603-45420	10.78
		13721	2033996143		TEEN BOOKS	080-603-45450	198.93
		13721	2033996143		TEEN BOOKS	080-603-45450	17.03
		13721	2034017774		TEEN BOOKS	080-603-45450	14.12
		13721	2033979382		TRENDING TITLES	080-603-45520	
		13721	2034029273		USE OF DONATIONS/TEMPORARY E	082-603-99999	
							<b>3,467.04</b>
10/12/2018	LIBCK	13722	TAT100918	BEN TATAR MUSIC, LLC	USE OF DONATIONS/TEMPORARY E	082-603-99999	225.00
10/12/2018	LIBCK	13723	PDM8692	CDW GOVERNMENT, INC.	COPIER MAINTENANCE/SUPPLIES	080-603-41313	292.70
10/12/2018	LIBCK	13724	28033	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,130.00

10/12/2018 06:10 PM

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 09/19/2018 - 10/17/2018

Banks: LIBCK, LIBEP

Page: 4/6

6D

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
10/12/2018	LIBCK	13725	25589	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
10/12/2018	LIBCK	13726	6449113	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	20.04
10/12/2018	LIBCK	13727	LIL092718	FIRST BANKCARD	OFFICE SUPPLIES	080-603-43550	59.90
10/12/2018	LIBCK	13728	ERI092718	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	83.00
		13728	ERI092718		MISCELLANEOUS EXPENSES	080-603-46100	26.60
							<b>109.60</b>
10/12/2018	LIBCK	13729	ELI092718	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	57.85
		13729	ELI092718		TEEN PROGRAM SUPPLIES	080-603-43740	37.87
		13729	ELI092718		USE OF DONATIONS/TEMPORARY E	082-603-99999	63.00
							<b>158.72</b>
10/12/2018	LIBCK	13730	LYN092718	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	12.74
		13730	LYN092718		MAINTENANCE-GROUNDS	080-603-41050	(9.75)
		13730	LYN092718		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	24.90
		13730	LYN092718		LIBRARY FURNISHINGS	080-603-50100	14.74
							<b>42.63</b>
10/12/2018	LIBCK	13731	MCO092718	FIRST BANKCARD	DUES	080-603-42440	100.00
		13731	MCO092718		POSTAGE	080-603-43300	182.15
		13731	MCO092718		OUTREACH SUPPLIES	080-603-43730	43.00
		13731	MCO092718		PATRON & STAFF SOFTWARE	080-603-45600	9.95
		13731	MCO092718		USE OF DONATIONS/TEMPORARY E	082-603-99999	329.33
							<b>664.43</b>
10/12/2018	LIBCK	13732	PINV1603061	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	104.39
		13732	PINV1608815		OFFICE SUPPLIES	080-603-43550	57.53
		13732	PINV1604717		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	57.20
		13732	PINV1608815		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	14.17
		13732	PINV1608815		TECHNICAL SERVICES SUPPLIES	080-603-43668	32.94
							<b>266.23</b>
10/12/2018	LIBCK	13733	0117310-IN	ID LABEL, INC.	TECHNICAL SERVICES SUPPLIES	080-603-43668	171.00
10/12/2018	LIBCK	13734	REY100518	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	250.00
10/12/2018	LIBCK	13735	96422260	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.99
10/12/2018	LIBCK	13736	SVC00017143	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,899.91
		13736	MC00005302		MAINTENANCE-BUILDING	080-603-41000	1,171.98

10/12/2018 06:11 PM  
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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
CHECK DATE FROM 09/19/2018 - 10/17/2018  
Banks: LIBCK, LIBEP

Page: 5/6

6E

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							3,071.89
10/12/2018	LIBCK	13737	RSL130993L	ROSEN PUBLISHING &	JUVENILE NON-FICTION	080-603-45400	1,718.86
10/12/2018	LIBCK	13738	3390318271	STAPLES ADVANTAGE	OFFICE SUPPLIES	080-603-43550	33.09
10/12/2018	LIBCK	13739	NA141531	THE CHILD'S WORLD	JUVENILE NON-FICTION	080-603-45400	626.30
10/12/2018	LIBCK	13740	102633449	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	50.00
10/12/2018	LIBCK	13741	VIL100918	VILLAGE OF LAKE BLUFF	USE OF DONATIONS/TEMPORARY E	082-603-99999	200.00
10/12/2018	LIBCK	13742	13816	VOGUE PRINTERS	USE OF DONATIONS/TEMPORARY E	082-603-99999	687.00
TOTAL - ALL FUNDS					TOTAL OF 32 CHECKS (1 voided		21,352.07

--- GL TOTALS ---

080-200-20245	ICMA 457 PLAN PAYABLE	50.00
080-603-41000	MAINTENANCE-BUILDING	5,706.03
080-603-41020	ELEVATOR MAINTENANCE	345.00
080-603-41050	MAINTENANCE-GROUNDS	240.25
080-603-41300	COMPUTER SERVICES	3,130.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	292.70
080-603-42440	DUES	100.00
080-603-43230	UTILITIES	871.20
080-603-43300	POSTAGE	182.15
080-603-43410	PRINTING/E-NEWSLETTER	186.76
080-603-43550	OFFICE SUPPLIES	286.39
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	96.27
080-603-43668	TECHNICAL SERVICES SUPPLIES	393.83
080-603-43710	ADULT PROGRAM SUPPLIES	33.58
080-603-43720	JUVENILE PROGRAM SUPPLIES	261.84
080-603-43730	OUTREACH SUPPLIES	43.00
080-603-43740	TEEN PROGRAM SUPPLIES	47.56
080-603-45000	ADULT NON-FICTION BOOKS	1,061.63
080-603-45100	ADULT FICTION BOOKS	904.71
080-603-45110	ADULT LARGE PRINT MATERIAL	85.74
080-603-45200	ADULT AUDIO VISUAL MATERIAL	892.76
080-603-45400	JUVENILE NON-FICTION	2,345.16
080-603-45410	PICTURE BOOKS, READERS	49.56
080-603-45420	JUVENILE FICTION	778.34
080-603-45430	JUVENILE AUDIO-VISUAL	29.94
080-603-45450	TEEN BOOKS	402.36
080-603-45500	PERIODICALS	364.00
080-603-45510	VIDEO GAMES	460.64
080-603-45520	TRENDING TITLES	95.90
080-603-45600	PATRON & STAFF SOFTWARE	9.95
080-603-46100	MISCELLANEOUS EXPENSES	26.60

10/12/2018 06:11 PM

User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 09/19/2018 - 10/17/2018

Banks: LIBCK, LIBEP

Page: 6/6

6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-50100				LIBRARY FURNISHINGS	14.74		
080-603-58100				COMPUTER EQUIPMENT	16.99		
082-603-99999				USE OF DONATIONS/TEMPORARY EXP	1,546.49		
				TOTAL	21,352.07		

## New Business – October, 2018

### Tax Levy for FY 2019-2020

The Finance Committee will be meeting at 4pm on October 16<sup>th</sup> to discuss the levy for FY 2019-2020. The information provided by Village Finance Director Bettina O'Connell is included in your packet. A final decision on the levy is needed no later than the November 13<sup>th</sup> Board Meeting. The Village Finance Committee has recommended to the Village Board that they approve a PTELL rate levy increase of 2.457%. **RECOMMENDATION:** I recommend consideration of any motion forwarded from the Finance Committee.

### Alcohol Policy

I reviewed the policy with legal counsel and with the Assistant Village Administrator Glen Cole as requested at the last meeting. Legal counsel did not have any substantial recommendations, and Glen suggested that some of the existing verbiage be expanded. As I felt Glen's suggestions better elucidated a couple points, I believe them worth including. The policy was also reviewed to ensure that it is not in conflict with Village policy. Changes from the previous policy are highlighted in yellow. **RECOMMENDED MOTION:** That the changes to the Alcohol Policy be approved as drafted.

### Library Closings for Calendar Year 2019

The proposed library closings for 2019 are attached. The dates we are closed continue to be in line with practice by other libraries on the North Shore. **RECOMMENDED MOTION:** That the list of proposed closings for calendar year 2019 be approved.

### Board Meetings for Calendar Year 2019

Proposed meeting dates for calendar year 2019 are included in the packet. As with this year, meetings will occur on the third Tuesday of the month unless events interfere. This is limited to November and December 2019, where meetings are proposed to be held earlier in the month on the second Tuesday. **RECOMMENDED MOTION:** That the list of proposed Board Meeting dates for calendar year 2019 be approved.

### Website Contract

The bid process for a web developer closed on Wednesday, October 10<sup>th</sup> at 2pm. The apparent low bidder is NextWord Communications of Lake Bluff. The Finance Committee will consider the bid at its 4pm meeting on October 16<sup>th</sup>. **RECOMMENDATION:** I recommend consideration of any motion forwarded from the Finance Committee.

Respectfully submitted,

Eric Scott Bailey



## VILLAGE OF LAKE BLUFF

## MEMORANDUM

TO: Chairman and Finance Committee Members  
Kathleen O'Hara, Village President  
R. Drew Irvin, Village Administrator

CC: Marlene Scheibl, Assistant Finance Director

FROM: Bettina K. O'Connell, Finance Director

DATE: September 17, 2018

SUBJECT: 2018 Property Tax Levy Estimate



The attached packet includes supporting schedules (i) estimating the 2018 property tax maximum levy under the Property Tax Limitation Act (PTELL) and (ii) a 2018 property tax levy increasing the levy based on the new construction added to the tax rolls without the CPI-U factor of 2.1%.

**Levy Calculation and Estimates – Attachments A and B**

**Attachment A** of the package shows the calculation of the tax levy based on the maximum non-referendum tax levy which takes into account the CPI factor and estimated new construction.

**Attachment B** of the package shows the calculation of the tax levy based without CPI.

The CPI factor is 2.1% which is the same as last year. The EAV for 2018 is projected at 105% of the 2017 amount and new construction is estimated at \$2.1 million based on preliminary data from the Lake County Assessor.

The estimated maximum amount under the PTELL that could be levied is \$4,323,227 (including the Library portion) representing a 2.45% increase. While the Village is not legally limited by the tax caps since becoming home rule, the Village Board passed a resolution pledging to not increase the aggregate levy in excess of the amount that is allowed under the PTELL. Last year the Village Board and the Library levied the PTELL maximum. The estimated levy amount foregoing the CPI factor for both the Village and the Library is \$4,234,306 or 0.35% over the 2017 tax extension.

Below is a table showing the last 10 years' total (Village and Library) tax extension and the current estimated levy under both scenarios.

Tax Collection Yr.	Levy Year	Tax Extension	New Dollars	Equalized Assessed Value	Blended Tax Rate	Inc/(Dec) in EAV	Inc/(Dec) in Levy
<u>2019-20 [1]</u>	2018	4,323,227	103,676	602,691,745	0.7173	4.77%	2.45%
<u>2019-20 [2]</u>	2018	4,234,306	14,755	602,691,745	0.7026	4.77%	0.35%
2018-19	2017	4,219,552	111,512	573,943,859	0.7221	3.50%	2.71%
2017-18	2016	4,108,007	28,518	554,529,066	0.741	6.27%	0.70%
2016-17	2015	4,079,489	55,876	521,831,574	0.782	8.82%	1.39%
2015-16	2014	4,023,613	76,386	479,518,737	0.839	-0.98%	1.94%
2014-15	2013	3,947,227	96,685	484,263,512	0.815	-4.39%	2.51%
2013-14	2012	3,850,542	126,832	506,500,163	0.673	-8.12%	3.41%
2012-13	2011	3,723,710	80,146	551,254,954	0.678	-5.91%	2.20%
2011-12	2010	3,643,564	147,321	585,899,834	0.624	-7.14%	4.21%
2010-11	2009	3,496,243	49,014	630,953,018	0.556	-2.59%	1.20%
2009-10	2008	3,447,229	194,015	647,740,985	0.532	3.20%	5.96%

[1] Year 2018 Levy, EAV, rate and percentage changes are estimates and based on the PTELL calculation.

[2] This is the Levy estimate for 2018 without the CPI factor.

Part III, of Attachments A and B details the new dollars received, the percentage increase, and the tax rate changes compared to the 2017 extension for the Village and the Library separately. Under the PTELL levy, the levy would increase \$103,676 while the **blended** tax rate would decrease from \$.721 to \$.717 per \$100 of EAV. By not utilizing the CPI factor the aggregate levy would increase by \$14,755 and the rate would decrease from \$.721 to \$.702 per \$100 of EAV.

#### **Levy Breakdown by Fund/Purpose – Attachments C and D**

**Attachment C** shows the breakdown of the levy by fund/purpose with a comparison to previous years. The shaded column shows the effect of the 2018 levy on the Village funds. Attachment D shows the total new dollars under both calculations (CPI/no CPI). Of the total new dollars projected under the PTELL levy, the General fund would realize an increase of \$82,729 over the 2017 extension. If the Finance Committee recommends not using the CPI factor, then the General Fund would realize an increase of \$13228 from the 2017 extension.

The Police Pension Board will meet on October 18<sup>th</sup> to discuss the Fund's levy requirement and will likely request a levy consistent with the actuary's recommendation. The 2018 actuarial valuation, prepared by the actuarial firm of MWM Consulting, calculates a recommended minimum Village contribution of \$728,089 up 2.6% from the contribution last year of \$709,784. The actuarial recommended levy is based on the Entry Age Normal (EANC) funding method and more conservative assumptions than the minimum levy required by statute. The recommended amount is designed to reduce the unfunded liability each year, to produce a levy that is about 51.5% of covered payroll, and to achieve 95% funding by 2040 (90% funding is required by law.) The plan is 58.32% funded as of May 1, 201 up from 57.08% at May 1, 2017 under the EANC method. The complete actuarial valuation report is attached. The Illinois Municipal Retirement Fund and Social Security (FICA) levy allocations are based on a projection of the costs for FY2019-20. The Village is mandated to contribute 10.07% and 9.15% for 2017 and 2018 respectively, and an estimated 8.08% for 2019, of salaries for IMRF covered employees. The Village pays 6.2% of salaries up to the annual maximum and 1.45% on total salaries for FICA and Medicare income taxes for all employees.

#### **Impact on a \$750,000 Market Value Home**

The impact on a home that has a market value of \$750,000 (assuming the estimated change in the EAV from 2017 to 2018) is a decrease of \$10.00 under the PTELL levy estimate and a decrease of \$46.75 under the non-CPI levy estimate.

#### **Library Property Tax Levy**

The Library Board has not formally submitted its levy request yet and has the authority to request an amount that exceeds the PTELL due to the Lake Bluff's home rule status. Since 2006 the Library Board has requested a levy consistent with the PTELL with the exception of the 2010 levy (FY2012) when they held the levy flat.

#### **Abatement of both the 2011 Refunding Bonds and 2012 Refunding Bonds**

As has been past practice, this levy does not include an amount for these bond payments. This debt requires an abatement ordinance to request that the County NOT levy this tax because Ordinances 2011-19 and 2012-13 are filed with the County. These ordinances require the County tax extension office to levy the annual bond payment amount unless the Village abates the levy each year. This abatement ordinance will be submitted to the Board for approval in conjunction with the levy ordinance.

**General Information and Tax Levy Legal Adoption Requirements**

The Village is required by Statute to prepare a resolution estimating the property tax levy which will be on the November 12<sup>th</sup> agenda. The first reading of the Levy Ordinance, Debt Abatement Ordinance, and Public Hearing will be held on November 26<sup>th</sup> with final adoption of the levy on December 10<sup>th</sup>. The levy must be filed with the County Clerk by the last Tuesday in December.  
**Truth-In-Taxation Law Compliance Is Not Required**

The truth in taxation law requires that the corporate authorities comply with specific publication and public hearing requirements if the aggregate tax levy is estimated to be more than 105% of the amount extended the prior year. At this time, the Village and the Library levies are in compliance with the tax cap amount, therefore, compliance with the provisions of this law is not required. However, the Village will hold a public hearing on the budget at the November 26<sup>th</sup> Board meeting in accordance with past practice. The public hearing notice will be posted on the Village Hall bulletin board, the website, and printed in a local newspaper the week of November 12<sup>th</sup>.



VILLAGE OF LAKE BLUFF

10/8/2018

ATTACHMENT D

COMPARISON OF PROPERTY TAX LEVIES BY FUND 2017 to 2018  
PTELL MAXIMUM, NO CPI FACTOR AND NO CPI FACTOR

FUND TITLE		PROPERTY TAX 2017 EXT (FY18-19)	PTELL MAX	NO CPI	Change Increase/(Decrease)		Change Increase/(Decrease)	
			PROPERTY TAX 2018 LEVY (FY29-20)	PROPERTY TAX 2018 LEVY (FY19-20)	\$	%	\$	%
					2017-Extension to 2018 Levy - PTELL		2017 Extension to 2018 Levy W/NO CPI	
01	General Fund	\$2,213,292	\$2,296,021	\$2,226,520	\$82,729	3.74%	\$13,228	0.60%
	Debt Service Abate	\$0	\$0	\$0	\$0	N/A	\$0	N/A
	General Fund Total	\$2,213,292	\$2,296,021	\$2,226,520	\$82,729	3.74%	\$13,228	0.60%
07	IL Municipal Retirement	175,000	145,000	145,000	(\$30,000)	-17.14%	(\$30,000)	-17.14%
14	Social Security Fund	200,000	210,000	210,000	\$10,000	5.00%	\$10,000	5.00%
62	Police Pension Fund	709,784	728,089	728,089	\$18,305	2.58%	\$18,305	2.58%
	Subtotal - Village	\$3,298,076	\$3,379,110	\$3,309,609	\$81,034	2.46%	\$11,533	0.35%
80	Library Fund	837,975	869,117	849,697	\$31,142	3.72%	\$11,722	1.40%
80	Library IMRF	46,500	38,000	38,000	(\$8,500)	-18.28%	(\$8,500)	-18.28%
80	Library FICA	37,000	37,000	37,000	\$0	N/A	\$0	N/A
	Subtotal - Library	\$921,475	\$944,117	\$924,697	\$22,642	2.46%	\$3,222	0.35%
TOTAL EXTENSION/LEVY		\$4,219,551	\$4,323,227	\$4,234,306	\$103,676	2.46%	\$14,755	0.35%

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## VILLAGE OF LAKE BLUFF

## ATTACHMENT A

## 2018 PROPERTY TAX LEVY PRELIMINARY LEVY

## I. Calculation of 2018 Estimated EAV &amp; Historical Data

	2013	2014	2015	2016	2017	2018 Estimate
Village EAV	463,295,419	458,754,118	500,638,069	532,150,075	551,599,505	\$579,118,452
Sanctuary EAV	20,968,093	20,764,619	21,193,805	22,378,991	22,344,354	\$23,573,293
<b>Total Village EAV</b>	<b>\$484,263,512</b>	<b>\$479,518,737</b>	<b>\$521,831,874</b>	<b>\$554,529,066</b>	<b>\$573,943,859</b>	<b>\$602,691,745</b>
Shield's Township EAV	\$1,781,099,584	\$1,690,026,662	\$1,733,267,357	\$1,829,818,385	\$1,921,309,304	\$2,017,374,769
Village % of Township	27.19%	28.37%	30.11%	30.31%	29.87%	29.88%
Village New Construction	\$2,877,031	\$1,378,812	\$2,937,369	\$7,542,595	\$2,545,595	\$2,100,000
Township New Construct			\$6,154,906	\$17,573,176		
Property Tax Extension	\$3,789,757	\$3,862,737	\$3,926,394	\$3,954,934	\$4,067,737	
Sanctuary Extension	\$157,470	\$160,876	\$153,095	\$153,073	\$151,814	
<b>Total Village Extension</b>	<b>\$3,947,227</b>	<b>\$4,023,613</b>	<b>\$4,079,489</b>	<b>\$4,108,007</b>	<b>\$4,219,552</b>	<b>\$0</b>
Tax Rate	0.818	0.842	0.784	0.743	0.737	0.000
Sanctuary Rate	0.751	0.775	0.722	0.684	0.679	0.000

## II. Calculation of Maximum Tax Levy

## A. Tax Cap Calculation - PTELL MAXIMUM

## YEAR 2018 ESTIMATE

		<b>CPI Factor 2.1%</b>	2.10%		
<b>STEP 1:</b> Prior year Extension less debt * CPI factor					
2017 Extension	\$4,219,552	\$4,308,163			
<b>STEP 2:</b> Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New Construction		\$600,591,745			
<b>STEP 3:</b> Maximum Tax Rate with CPI (Step 1 divided by Step 2)		0.7173 PTELL Limiting Rate			
<b>STEP 4:</b> Rate * Total EAV = Total levy (less debt)					
		\$4,323,227 MAXIMUM	2.457%	% Increase	
<b>STEP 5:</b> Total Maximum Levy		\$4,323,227	2.457%	% Increase	
<b>STEP 6:</b> Add G.O. Debt Payments	ABATED	\$0			
<b>STEP 7:</b> Total Maximum Levy & Tax Rate		<b>\$4,323,227</b>	<b>0.7173</b>		

## III. Comparison 2017 &amp; 2018 Levy - VILLAGE

	2017 Tax Ext	2018 Max Tax	2018 Estimate	\$ Change	% Change
<b>A. PTELL Maximum</b>					
Levy w/o Police Pension	\$2,588,292	\$2,651,021	\$2,581,520	\$62,729	-0.262%
Police Pension Levy	\$709,784	\$728,089	\$728,089	\$18,305	2.579%
<b>Total Village Levy</b>	<b>\$3,298,076</b>	<b>\$3,379,110</b>	<b>\$3,309,609</b>	<b>\$81,034</b>	<b>0.350%</b>

## IV. Library Levy Estimates

	2017 Extension	2018 Max Tax	2018 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$921,475	\$944,117	\$924,697	\$22,642	2.457%
<b>TOTAL MAXIMUM LEVY</b>	<b>\$4,219,551</b>	<b>\$4,323,227</b>	<b>\$4,234,306</b>	<b>\$103,676</b>	<b>0.350%</b>

## Lake Bluff Public Library Alcohol Policy

### I. Introduction

This Alcohol Policy ("**Policy**") is adopted pursuant to the Illinois Liquor Control Act of 1934, 235 ILCS 5/1 *et seq.* ("**Act**"), to allow the delivery and sale of alcoholic liquors at any building owned by the Lake Bluff Public Library ("**Library**") during fundraising events or programs of a cultural or educational nature, with advance approval by the Library Director. The Act authorizes the delivery and sale of alcoholic liquor in a building owned by the Library ("**Building**") in accordance with this Policy. This Policy governs when and under what circumstances alcoholic liquors may be delivered to and sold at retail in Library Buildings.

### II. Application

Persons or entities interested in hosting a fundraising event or program of a cultural or educational nature ("**Applicant**") may apply to the Library Director for permission to authorize the delivery or sale of alcohol in a Library Building, using the application form attached hereto as *Exhibit 1*. The Library Director is authorized to approve the applications for alcohol delivery and sales that conform to the requirements of this Policy.

### III. General Terms and Conditions

The following regulations apply to the delivery and sale of alcoholic liquor in any Library Building:

- A. The delivery and sale of alcoholic beverages in Library Buildings is limited to fundraising events or programs of a cultural or educational nature.
- B. The Library reserves the right for its staff, contractors, and representatives to refuse the distribution or sale of alcohol to any guest who appears to be intoxicated, inebriated or impaired due to alcohol consumption.
- C. The delivery, sale, and consumption of alcohol must take place in a restricted area in the Library Building that is inaccessible to the general public during the event or program.
- D. Alcohol may not be removed from the restricted area.
- E. The delivery or sale of alcohol to persons under the age of 21 is prohibited.
- F. Attendees are prohibited from bringing outside beverages to the event.

#### **IV. Insurance**

Any Applicant authorized to sell alcoholic liquors at events held in any Library Building must maintain dram shop liability insurance in maximum insurance coverage limits so as to hold harmless the Library from all financial loss, damage, or harm.

#### **V. Under Age Enforcement**

To prevent underage drinking, the Applicant will check acceptable forms of identification which will include the following: a valid current driver's license or photo ID card issued by the Illinois Secretary of State's Office or any other State; a valid Armed Forces ID; a valid U.S. passport or foreign passport (with U.S. travel visa) containing the holder's photograph; or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.

#### **VI. Compliance with Laws, Including State and Local Licensing Laws**

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail. The Applicant must comply with all federal, state, and local laws, and obtain any required state or local liquor licenses.

**EXHIBIT 1****Application for Delivery and Sale Alcohol in Library Building**

1. Applicant Name: \_\_\_\_\_
2. Applicant Address: \_\_\_\_\_
3. Applicant City/State/Zip: \_\_\_\_\_
4. Applicant Phone/Email: \_\_\_\_\_
5. Proposed Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Date/Start Time/End Time: \_\_\_\_\_

Is proposed event a fundraising event? \_\_\_\_\_

Is proposed event a program of a cultural or educational nature? \_\_\_\_\_

In addition to any other insurance required for third-party use of Library facilities Applicants approved to sell liquor must provide host liquor liability ("dram shop") insurance at the coverage level set annually by the State of Illinois or the maximum amount required by law, whichever is greater. The Applicant must attach a certificate demonstrating that:

- The Lake Bluff Public Library, its officials, employees, agents, and volunteers are additional insured.
- The Applicant's insurance coverage is primary and non-contributory as respects the Lake Bluff Public Library, its officials, employees, agents, and volunteers.

The Library's risk pool, the Intergovernmental Risk Management Agency, has partners who offer general and liquor liability insurance designed for the needs of special event hosts. More information can be found at <http://www.irmarisk.org/About-IRMA/TULIP.aspx>

Please attach copy of state and local liquor licenses.

Please state how Applicant will restrict the sale, distribution, or consumption of alcoholic in any area of the Library Building accessible to the general public during the event or program (attach additional pages if necessary):

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Please state how the Applicant will prohibit the removal of alcoholic liquor from the venue during the event (attach additional pages if necessary):

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Please state how the Applicant will prevent the sale or distribution of alcoholic liquor to persons under the age of 21 (attach additional pages if necessary):

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The undersigned Applicant fully understands and agrees to comply with the Library Alcohol Policy and, all federal, state, and local laws. Applicants must agree to the following liability waiver and hold harmless agreement:

The Applicant also agrees to waive and relinquish any and all claims it may have against the Library arising out of, connected with, or in any way associated with the special event. The Applicant hereby fully releases and discharges the Lake Bluff Public Library, its officers, agents, employees, and volunteers from any and all claims from injuries, including death, damage, or loss which the Applicant may have, or which may occur in connection with the special event.

The Applicant further agrees to indemnify, hold harmless, and defend the Lake Bluff Public Library, its officers, agents, employees, and volunteers from any and all claims from injuries,

including death, damages and losses sustained by the Applicant or any other person arising out of, connected with, or in any way associated with the special event.

Print Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

*For Office Use Only:*

Approved by Library Director: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Information Regarding Liquor Licensing**

Both the Village of Lake Bluff and the State of Illinois independently license liquor sales within Lake Bluff, including those occurring at Library Buildings.

**Village Liquor License.** Common license types sought for special events include:

- Class L (Non-Profit Special Event) Picnics, outing, or festivals by non-profit organizations \$30 per event
- Class W (Caterer's Single Event) Private events not available to the general public \$50 per event

**State Liquor License.** Applicants must also be licensed with the State of Illinois. A Special Event Retailer's Liquor License may be available for non-profit organizations for a \$25 fee. Applicants should consult with the Liquor Control Commission to determine the license appropriate for their event.

**This statement is provided for informational use only.** This statement is not legal advice. It is the Applicant's responsibility to comply with all applicable laws concerning the sale of liquor. The above licensing authorities may be contacted at:

- Illinois Liquor Control Commission (312) 814 – 2206 ILCC.Illinois.gov
- Village of Lake Bluff (847) 234 – 0774 lakebluff.org



**Proposed Library Closings for Calendar Year 2019**

**New Year's Day - Tuesday, January 1, 2018**

**Martin Luther King Jr. Day – Monday, January 21, 2019**

**President's Day – Monday, February 18, 2019**

**Easter – Sunday, April 21, 2019**

**Memorial Day – Sunday, May 26 and Monday, May 27, 2019**

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

**Independence Day – Thursday, July 4, 2019**

**Labor Day – Monday, September 2, 2019**

**Thanksgiving – Thursday, November 28, 2019**

**Christmas Eve – Tuesday, December 24, 2019**

**Christmas Day – Wednesday, December 25, 2019**

**New Year's Eve – Tuesday, December 31, 2019**

**New Year's Day – Wednesday, January 1, 2020**

**Respectfully submitted,**

**Eric Scott Bailey**



## Board Meeting Dates for Calendar Year 2019

January 15, 2019

February 19, 2019

March 19, 2019

April 16, 2019

May 21, 2019

June 18, 2019

July 16, 2019

August 20, 2019

September 17, 2019

October 15, 2019

November 12, 2019 (Second Tuesday)

December 10, 2019 (Second Tuesday)

All dates are the third Tuesday of the month unless otherwise indicated. Meetings to be held at the Library at 7:00pm.

Respectfully submitted,

Eric Scott Bailey



NextWord Communications  
www.nextwordcommunications.com

## PROPOSAL PREPARED FOR LAKE BLUFF PUBLIC LIBRARY

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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



NextWord Communications  
www.nextwordcommunications.com

## Table of contents

Who We Are and What We Do	3
The Services We Provide	4
The Process, from Proposal to Completion	5
Scope of Work	6
Project Timeline	7
Fees	8
Completion Time and Payment	9
References and Additional Materials	9
Next Steps	10
Appendix A: RFP Requirements	11
Appendix B: Content Development Strategy	12
Appendix C: Standard Specifications	14



## 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.



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### 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.



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### 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.





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### 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	
<b>Total</b>	<b>111</b>	<b>\$8,325.00</b>

#### 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

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**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

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### 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.



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### 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.





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### 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 – October 16<sup>th</sup>, 2018

### Hiring for Open Positions

Three (3) new staff members joined us this past month. Alicia Streightiff and Lauren Moody were hired as Youth Services Assistants. Jillian Chapman joins as our new Community Engagement Coordinator. Jillian is a local who has worked with the Deerpath Art League in a similar capacity. If you run into any of our new staff, please introduce yourself!

### Partnership with Garden Club

The Garden Club wants to host their April meeting here and then co-sponsor a craft program that their members and the general public can attend. They have chosen a craft from options staff member Liliana LaValle gave them and they will be donating up to \$100 for supplies. Liliana will host the program as the April craft. The Garden Club will hold their meeting and their usual luncheon in the Spruth room before the program.

### Possible Extension of Loan Times, Plus Auto-Renewal

Liliana LaValle is researching the possibility of an extended checkout time for print (and many other) materials, three (3) weeks instead of the current two (2) weeks. Implementing auto-renewals, which is also being considered, would mean that available renewals would be used automatically for items without a hold request until the renewal limit was reached. These changes were discussed at the September staff meeting, with a goal of creating a road map to put the changes in effect in 2019. Longer loan times are a popular request from our patrons.

### Progress on Roof Project

On Friday, October 12<sup>th</sup> Engberg Anderson project manager Shaun Kelly reviewed the 'punch list' of items to be completed with Grove Masonry for the masonry portion of the roof project. The review of the list is part of wrapping up a project. A few items were identified as needing further attention, and will be addressed on Monday, October 15<sup>th</sup>. Inspection of the core of the masonry columns, once the cracked brick was taken down, did not reveal that the problems were structural as had been feared might be the case. Rather, the wrong mortar appears to have been used during construction. The mortar in question was intended for warm weather usage in places without the significant freeze/thaw cycle of Illinois, and thus did not provide enough 'give' to the bricks in place. Without that, the bricks cracked more than expected, which let in water. The structure of the soffits on the columns, intended to let the area behind the bricks breathe, may also have been letting water in under sufficiently windy conditions. Both issues have been addressed, and the columns should be less prone to cracking and fracture in the future. Roof work by Weatherguard starts on Monday, October 14<sup>th</sup>.

### Mini-Golf Event

Martha O'Hara, Liliana LaValle, and Eliza Jarvi have, along with a cadre of volunteers from the Friends of the Library and the Library Board, put in a lot of work on the Friends fall festival. An indoor literary-themed mini-golf course will be the center of the event, along with programming, other games, and food trucks. Should be a blast! The unveiling of the book bike donated by the Friends will be the crowning moment of the event.

### Book Bike Arrives

Our custom built book bike has arrived, and I cannot wait to take it for a test drive! It is beautiful and surprisingly light, with a compartment on the front that unfolds to provide access to a collection of materials. The unfolding sides also provide surfaces for a laptop for remote checkouts. We are already scheming on all the ways we can make use of it around town.

### HVAC Issue

The Library experienced a problem with one of the library's two (2) furnaces when the heating system started up with the arrival of cold weather. The issue was not a major one, and has now been fixed, but did cause a brief disruption to service on two days the week of September 24<sup>th</sup> when a strong smell of natural gas suffused the building.

### Partnership with Lake Forest Library

We are on track to have a two-community book read in spring of 2019, as a partnership between the Lake Forest and Lake Bluff Public Libraries. The book in question will be *The Death and Life of the Great Lakes* by Dan Egan. It looks like we should be able to arrange a visit by the author. Gorton Community Center, Lake Forest-Lake Bluff History Museum, and Lake Forest Open Lands are on board as partners. I am working on bringing the Lake Bluff Park District and Lake Bluff Open Lands on board as well. The goal will be to have a set of programs centered around the theme of the book, a.k.a 'that big puddle down the street from the Library.' The Reaching Across Illinois Library System (RAILS) has grants available for municipal partnerships and partnerships between libraries, which we intend to apply for.

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 17 at 10:00am – CAL STROH

Respectfully submitted,

Eric Scott Bailey

Library Director

16A

Measure	This month		Past 6 months		Past 12 months		FY to date	
<b>Points of Service</b>	23,615	-7.14%	157,807	-11.88%	305,941	-11.42%	133,226	-11.86%
Database Interactions	2,880	152.41%	14,864	-17.64%	26,241	-31.35%	12,757	-7.98%
Patron Interactions	13,289	-10.90%	86,417	-11.20%	171,322	-10.09%	72,570	-12.59%
Circulation	7,446	-20.58%	56,526	-11.30%	108,378	-7.07%	47,899	-11.73%
<b>Circulation</b>	7,446	-20.58%	56,526	-11.30%	108,378	-7.07%	47,899	-11.73%
Books and Magazines	4,517	-8.23%	34,248	-6.92%	62,017	-3.85%	29,663	-6.61%
Electronic	1,228	-41.22%	9,436	-10.79%	19,797	0.14%	7,576	-11.27%
AV	1,701	-28.05%	12,842	-21.47%	26,564	-17.90%	10,660	-23.67%
<b>Patron Interactions</b>	13,289	-10.90%	86,417	-11.20%	171,322	-10.09%	72,570	-12.59%
Website Visits	6,550	-18.15%	42,092	-11.98%	87,919	-11.13%	34,986	-12.98%
In-Person Visits	6,739	-2.52%	44,325	-10.45%	83,403	-8.97%	37,584	-12.23%
<b>Books and Magazines</b>	4,517	-8.23%	34,248	-6.92%	62,017	-3.85%	29,663	-6.61%
Adult	2,094	-1.32%	14,486	1.19%	27,505	3.09%	12,165	-0.01%
Teen	72	-37.93%	943	-11.87%	1,562	-20.71%	862	-11.95%
Children	2,351	-12.41%	18,819	-12.10%	32,950	-8.09%	16,636	-10.64%
<b>Electronic</b>	1,228	-41.22%	9,436	-10.79%	19,797	0.14%	7,576	-11.27%
Adult	1,117	-24.78%	8,493	-8.05%	18,048	2.85%	6,801	-6.95%
Teen	60	-30.23%	462	14.64%	862	1.77%	387	8.10%
Children	51	-90.15%	481	-48.67%	887	-35.44%	388	-55.45%
<b>AV</b>	1,701	-28.05%	12,842	-21.47%	26,564	-17.90%	10,660	-23.67%
Adult	1,381	-25.11%	9,803	-20.44%	20,719	-16.71%	8,130	-21.98%
Teen	2	100.00%	8	-11.11%	10	-33.33%	8	14.29%
Children	318	-38.73%	3,031	-24.62%	5,835	-21.82%	2,522	-28.72%
<b>In-Person Visits</b>	6,739	-2.52%	44,325	-10.45%	83,403	-8.97%	37,584	-12.23%
Programming Attendees	359	9.12%	3,783	-15.60%	6,166	-11.89%	3,356	-16.72%
Adult	118	-22.37%	968	23.16%	1,655	0.55%	730	9.12%
Teen	6	-60.00%	102	-22.73%	157	-27.65%	96	-23.81%
Children	235	45.06%	2,713	-23.88%	4,354	-15.21%	2,530	-21.79%
Other In-Person Visits	6,380	-3.10%	40,542	-9.93%	77,237	-8.73%	34,228	-11.76%

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