

**September 18th, 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 August 14th, 2018 Board of Trustees Meeting (action)(2 minutes)(7:09pm)		3A-3B
<b>5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:14pm)</b>		
August Detailed Revenue & Expense Report (action)		4A-4E
August Detailed Balance Sheet (action)		5A-5C
<b>6 Approval of Checks (Green) (5 minutes)(7:19pm)</b>		
August Check Disbursement Report (action)		6A-6H
<b>7 Committee Reports (10 minutes)(7:29pm)</b>		
<b>8 New Business</b>		7A
Rebid for Roof and Masonry Work (action)(20 minutes)(7:49pm)		8A-8H
Alcohol Policy (action)(10 minutes)(7:59pm)		9A-9D
Vote of Thanks to Gloria Newton (action)(5 minutes)(8:04pm)		10A-10B
Statistics Comparison and Analysis (10 minutes)(8:14pm)		11A-11F
Discussion of Intergovernmental Agreements (5 minutes)(8:19pm)		12A-12J
<b>9 Old Business</b>		
Fundraising and Building Project (5 minutes)(8:24pm)		
<b>10 Director's Report (5 minutes)(8:29pm)</b>		
Librarian's Narrative Report		13A
<b>11 Executive Session(s)</b>		
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment (1 minute)(8:30pm)</b>		
<b>14 Attachments</b>		
Friends Attendees for Calendar Year 2018		14A
Statistics for August, 2018		15A-15C

**Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, September 18<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 August 14<sup>th</sup>, 2018 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. August 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
  - a. August Detailed Revenue & Expense Report
  - b. August Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
  - a. August Monthly Checks (13666,13668-13679,13681-13709)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm) (Met)**
  - a. Building and Grounds Committee (**CHAIR:** Schons. **MEMBERS:** Jerch, Meierhoff, and Stroh.)  
**(Did not meet)**
  - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Schons.)
  - c. Finance Committee (**CHAIR:** Kregor. **MEMBERS:** Butler.)
  - 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. Rebid for Roof and Masonry Work **(action)(20 minutes)(7:49pm)**
  - b. Alcohol Policy **(action)(10 minutes)(7:59pm)**
  - c. Vote of Thanks to Gloria Newton **(action)(5 minutes)(8:04pm)**
  - d. Statistics Comparison and Analysis **(10 minutes)(8:14pm)**
  - e. Discussion of Intergovernmental Agreements **(5 minutes)(8:19pm)**

**9. Old Business**

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

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

- a. Director's Narrative Report

**11. Executive Session(s)**

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

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(8:30pm)****Attachments:**

Upcoming Friends Meetings

August Statistics Report

Roof and Masonry Work Recommendations from Engberg Anderson

Draft Statistics Analysis

Resolution of Thanks to Gloria Newton

Letter From Community Member

**Upcoming Board Meetings: October 16, November 13, and December 11, 2018.**

**Lake Bluff Public Library**  
**Board Library Trustees Meeting Minutes**  
**Tuesday, August 14, 2018 at 7:00 PM**  
 123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Vice President Cal Stroh called the meeting to order at 7:01 pm. Present were Trustees Scot Butler, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh and Library Director Eric Bailey, Library Employees Martha O'Hara and Eliza Jarvi. Also present was Sean Kelly, Roof Project Manager from Enbgerg Anderson. Kate Jackson and Kathy Meierhoff 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 briefly went over the bids, then Kelly stated that he had received additional information, since the B&G meeting the day before, which would impact our decision. Kelly said that while this rarely happens, two of the three bids had serious mistakes in them, and since the third was so much higher than the amount of the lowest bid, it would be necessary to consider alternatives. Once again, after much discussion and many clarifications from Kelly and Bailey, we chose to reject all three bids, modify our RFP, and send out for bids a second time, this time allowing a shorter window to submit bids. We also chose to separate out the roof work from the masonry repair work, since having that in our first RFP seemed to discourage some potential bidders.  
 Jerch moved, and Schons seconded, a motion to reject the current bids and rebid it as two projects, the first project to include the base bid minus the masonry repair work, but including alternates 3 (asphalt shingles) and 5 (gutters and downspouts), the second project to include the masonry repair and alternate 6 (brick repair). All voted aye. We also discussed Kelly's charging us an additional \$3000 for re-writing, submitting, and evaluating the new bids. We felt that this was a reasonable price to pay in order to have better bids from which to choose.
4. **Opportunity for Public to Address the Board:** None present.
5. **Approval of Minutes:** Schons moved and Kregor seconded a motion to accept the minutes of the July 17, 2018 meeting as written; all voted aye.
6. **July 2018 Financial Reports:** Bailey noted that the expenses for July were higher than normal due to the final payment being made to TWB and the order of the book bike, while noting that the Friends of the Library is providing funds for the book bike. Schons moved and Butler seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
7. **Approval of Checks:** Butler moved and Schons seconded a motion to approve the July monthly checks numbered 13629-13665; all voted aye.
8. **Committee Reports:**
  - (Met)
    - a. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Schons reported that the meeting yesterday was about the roof project; discussion and recommendations were covered already.
    - b. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.) Committee members met to discuss input for the Long Range Plan.
  - (Did Not Meet)
    - 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. Contract for Roof Work: Done earlier in meeting.
- b. D65 Intergovernmental Agreement: Schons moved and Kregor seconded a motion to approve the D65 Intergovernmental Agreement; all voted aye.
- c. D115 Intergovernmental Agreement: Kregor moved and Schons seconded a motion to approve the D115 Intergovernmental Agreement; all voted aye.
- d. Executive Summary of Programming: Head of Youth Services Jarvi, Head of Circulation and Reference LaValle, and Staff Member Carter prepared a document with their observations and conclusions about programs running in the last fiscal year. Programs that worked included trivia at the brewery, reading clubs, special events, book club, cookbook club, Chicago history, craft programs, cooking programs, and wellness/meditation programs. Those that were not so successful were genealogy, which seems to be better as individual tutorials rather than as classes. They concluded that program resources are limited and carefully deployed, but at times it is difficult to assess why some offerings are not well attended. They indicated that no program is sustained for long if it continues to underperform.

**10. Old Business:** Nothing to report.

- 11. Director's Report:** Two staff members resigned in July. Gloria Newton, employed since 2007, resigned because of family responsibilities and Brittany Hinkle, Community Engagement Coordinator, resigned due to a difficult commute. An RFP for work on a new website is underway with help from Nicki Snoblin of NextWord Communications; we hope to have a new website up and running by early 2019. The passport program is up and running. The Lake Bluff Brewery gave us \$650 as our portion of the proceeds for their "Totally Booked" beer, and are planning another library-themed brew. Last month's stats showed a significant number of decreases again. Bailey noted that the number of active users of the library is actually going up, while the rate of use is going down. Butler suggested considering the stats over different time periods that might show trends more clearly.

**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 Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:26 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 08/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	YTD BALANCE 08/31/2018 NORM (ABNORM)	YTD BALANCE 08/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	31,391.94	37,070.68	580,764.75	499,453.80	921,475.00	63.03
PROPERTY TAX		31,391.94	37,070.68	580,764.75	499,453.80	921,475.00	63.03
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	270.50	238.00	747.35	657.25	2,100.00	35.59
080-300-34250	NON-RESIDENT FEES	362.40	458.39	2,804.48	2,877.52	7,000.00	40.06
080-300-34260	PASSPORT FEES	735.00	0.00	735.00	0.00	5,000.00	14.70
SERVICES		1,367.90	696.39	4,286.83	3,534.77	14,100.00	30.40
FINES							
080-300-35700	RENTAL FINES	1,227.32	921.45	3,811.79	4,516.23	12,500.00	30.49
FINES		1,227.32	921.45	3,811.79	4,516.23	12,500.00	30.49
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	9,416.37	3,405.06	9,449.29	4,874.17	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	1.00	0.00	2,518.50	915.00	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	2,159.36	0.00	0.00
080-300-38900	MISCELLANEOUS INCOME	151.02	83.00	739.88	798.35	2,000.00	36.99
MISCELLANEOUS REVENUE		9,568.39	3,488.06	12,707.67	8,746.88	11,450.00	110.98
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	1,244.40	1,308.65	4,144.80	2,124.32	5,000.00	82.90
INTEREST EARNINGS		1,244.40	1,308.65	4,144.80	2,124.32	5,000.00	82.90
Total Dept 300 - REVENUE		44,799.95	43,485.23	605,715.84	518,376.00	964,525.00	62.80
TOTAL REVENUES		44,799.95	43,485.23	605,715.84	518,376.00	964,525.00	62.80

Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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		PERIOD ENDING 08/31/2018					
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	YTD BALANCE 08/31/2018 NORM (ABNORM)	YTD BALANCE 08/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	20,231.08	19,548.44	80,583.00	84,392.48	246,000.00	32.76
080-603-40030	STAFF SALARIES	24,138.30	21,823.12	95,176.69	81,572.67	274,000.00	34.74
SALARIES		44,369.38	41,371.56	175,759.69	165,965.15	520,000.00	33.80
BENEFITS							
080-603-40400	MEDICAL INSURANCE	5,469.43	3,644.67	21,877.72	20,191.48	70,000.00	31.25
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,346.88	3,105.92	13,256.11	12,425.94	37,000.00	35.83
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,124.25	3,230.81	12,391.64	13,333.18	38,000.00	32.61
BENEFITS		11,940.56	9,981.40	47,525.47	45,950.60	145,250.00	32.72
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	4,279.25	3,655.57	23,765.50	15,633.65	24,000.00	99.02
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	0.00	38.00	1,500.00	0.00
080-603-41050	MAINTENANCE-GROUNDS	527.49	200.00	1,176.99	1,279.94	6,000.00	19.62
080-603-41300	COMPUTER SERVICES	0.00	0.00	6,260.00	6,260.00	13,000.00	48.15
080-603-41313	COPIER MAINTENANCE/SUPPLIES	74.04	0.00	1,132.38	832.91	4,500.00	25.16
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6.00	15.00	10,734.80	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
CONTRACTS		4,886.78	3,870.57	44,539.67	25,340.50	80,275.00	55.48
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	773.00	945.00	1,574.00	2,000.00	47.25
080-603-42440	DUES	73.00	0.00	763.14	817.31	2,500.00	30.53
080-603-43230	UTILITIES	1,465.64	1,515.88	4,809.05	5,032.47	14,000.00	34.35
080-603-43300	POSTAGE	80.40	5.94	375.04	243.60	2,500.00	15.00
080-603-43410	PRINTING/E-NEWSLETTER	1,895.58	0.00	3,527.58	2,319.89	8,000.00	44.09
080-603-43550	OFFICE SUPPLIES	552.52	722.30	2,255.46	1,873.45	5,000.00	45.11
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	28.60	0.00	537.85	409.96	2,000.00	26.89
080-603-43668	TECHNICAL SERVICES SUPPLIES	333.31	258.17	1,527.67	1,856.15	4,500.00	33.95
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	34.36	0.00	44.36	231.82	500.00	8.87
080-603-43710	ADULT PROGRAM SUPPLIES	(249.40)	809.49	1,712.90	2,636.99	6,000.00	28.55
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,155.01	207.11	3,033.54	2,679.92	6,000.00	50.56
080-603-43730	OUTREACH SUPPLIES	213.62	19.99	576.17	124.95	1,000.00	57.62
080-603-43740	TEEN PROGRAM SUPPLIES	163.64	163.96	544.97	1,001.81	1,500.00	36.33
COMMODITIES		5,746.28	4,475.84	20,652.73	20,802.32	55,500.00	37.21
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.90	48.92	1,341.40	360.27	2,000.00	67.07
PROGRAM EXPENSES		26.90	48.92	1,341.40	360.27	2,000.00	67.07



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 08/31/2018

4C

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	YTD. BALANCE 08/31/2018 NORM (ABNORM)	YTD BALANCE 08/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	2,156.90	1,382.96	6,914.33	4,897.33	17,000.00	40.67
080-603-45100	ADULT FICTION BOOKS	1,084.88	1,320.91	5,287.10	5,199.14	15,500.00	34.11
080-603-45110	ADULT LARGE PRINT MATERIAL	34.68	74.01	88.30	158.32	500.00	17.66
080-603-45200	ADULT AUDIO VISUAL MATERIAL	2,187.38	871.83	4,454.60	3,595.09	15,500.00	28.74
080-603-45220	ADULT REFERENCE/E-REFER	430.78	230.78	8,949.78	8,200.78	22,000.00	40.68
080-603-45400	JUVENILE NON-FICTION	147.36	316.28	1,073.30	358.55	7,000.00	15.33
080-603-45410	PICTURE BOOKS, READERS	712.46	60.47	1,370.64	2,991.17	4,500.00	30.46
080-603-45420	JUVENILE FICTION	652.37	747.49	2,549.76	3,165.44	10,000.00	25.50
080-603-45430	JUVENILE AUDIO-VISUAL	319.30	120.50	430.11	440.18	2,500.00	17.20
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45450	TEEN BOOKS	0.00	0.00	736.11	1,198.10	2,750.00	26.77
080-603-45460	E-BOOKS	0.00	4,000.65	0.00	4,000.65	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	169.00	(14.00)	4,910.87	5,126.14	6,750.00	72.75
080-603-45510	VIDEO GAMES	340.76	488.25	448.63	984.75	3,500.00	12.82
080-603-45520	TRENDING TITLES	72.67	0.00	331.28	442.82	2,000.00	16.56
080-603-45600	PATRON & STAFF SOFTWARE	369.83	369.83	3,259.43	2,759.43	5,000.00	65.19
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	25.82	0.00	722.12	164.99	4,000.00	18.05
080-603-58100	COMPUTER EQUIPMENT	0.00	3,543.04	0.00	3,727.80	6,000.00	0.00
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	14.81	1,000.00	0.00
CAPITAL EQUIPMENT		8,704.19	13,513.00	63,058.36	68,369.13	161,500.00	39.05
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	3,938.09	0.00	9,809.31	0.00	100,000.00	9.81
CAPITAL BUILDING		3,938.09	0.00	9,809.31	0.00	100,000.00	9.81
Total Dept 603 - LIBRARY ADMINISTRATION							
		79,612.18	73,261.29	362,686.63	326,787.97	1,064,525.00	34.07
TOTAL EXPENDITURES							
		79,612.18	73,261.29	362,686.63	326,787.97	1,064,525.00	34.07
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		44,799.95	43,485.23	605,715.84	518,376.00	964,525.00	62.80
TOTAL EXPENDITURES		79,612.18	73,261.29	362,686.63	326,787.97	1,064,525.00	34.07
NET OF REVENUES & EXPENDITURES		(34,812.23)	(29,776.06)	243,029.21	191,588.03	(100,000.00)	243.03



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4D

PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	YTD BALANCE 08/31/2018 NORM (ABNORM)	YTD BALANCE 08/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	3,253.40	5,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	7,152.50	0.00	7,152.50	0.00	4,411.00	162.15
GRANTS		7,152.50	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		7,152.50	0.00	7,152.50	3,253.40	25,411.00	28.15
TOTAL REVENUES		7,152.50	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	1,707.24	97.63	10,224.57	3,489.11	16,000.00	63.90
PROGRAM EXPENSES		1,707.24	97.63	10,224.57	3,489.11	16,000.00	63.90
Total Dept 603 - LIBRARY ADMINISTRATION		1,707.24	97.63	14,667.83	3,489.11	25,411.00	57.72
TOTAL EXPENDITURES		1,707.24	97.63	14,667.83	3,489.11	25,411.00	57.72
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		7,152.50	0.00	7,152.50	3,253.40	25,411.00	28.15
TOTAL EXPENDITURES		1,707.24	97.63	14,667.83	3,489.11	25,411.00	57.72
NET OF REVENUES & EXPENDITURES		5,445.26	(97.63)	(7,515.33)	(235.71)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
PERIOD ENDING 08/31/2018

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4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	YTD BALANCE 08/31/2018 NORM (ABNORM)	YTD BALANCE 08/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		51,952.45	43,485.23	612,868.34	521,629.40	989,936.00	61.91
TOTAL EXPENDITURES - ALL FUNDS		81,319.42	73,358.92	377,354.46	330,277.08	1,089,936.00	34.62
NET OF REVENUES & EXPENDITURES		(29,366.97)	(29,873.69)	235,513.88	191,352.32	(100,000.00)	235.51

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			
	A/R - OTHER	(1,811.55)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	152,048.34
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(101.24)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	717,384.20
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	13,715.59
	CASH/INVESTMENTS	585,829.97	883,198.69
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>1,524,740.75</b>	<b>1,789,628.64</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	36,166.18
	ACCOUNTS PAYABLE	14,257.50	36,166.18
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	(50.00)
	A/P - OTHER	0.00	(50.00)
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

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BALANCE SHEET FOR LAKE BLUFF VILLAGE  
Period Ending 08/31/2018

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Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
<b>Total Liabilities</b>		<b>957,305.00</b>	<b>979,163.68</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>17,112.83</b>
<b>*17-18 End FB/18-19 Beg FB</b>		<b>567,435.75</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>			<b>243,029.21</b>
<b>Ending Fund Balance</b>			<b>810,464.96</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,789,628.64</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	4,410.80	4,410.80
	A/R - OTHER	4,410.80	4,410.80
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(22,465.50)	(35,643.06)
	CASH/INVESTMENTS	(22,465.50)	(35,643.06)
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		(10,158.81)	(16,183.87)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	1,834.49
	ACCOUNTS PAYABLE	344.22	1,834.49
Total Liabilities		344.22	1,834.49
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	(11,231.55)	(11,231.55)
Total Fund Balance		(11,231.55)	(11,231.55)
Beginning Fund Balance - 17-18			(11,231.55)
Net of Revenues VS Expenditures - 17-18			728.52
*17-18 End FB/18-19 Beg FB		(10,503.03)	
Net of Revenues VS Expenditures - Current Year			(7,515.33)
Ending Fund Balance			(18,018.36)
Total Liabilities And Fund Balance			(16,183.87)

\* Year Not Closed

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/15/2018 - 09/19/2018

Banks: LIBCK, LIBEP

GA

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/27/2018	LIBCK	13666	496356343586	AMAZON	MAINTENANCE-GROUNDS	080-603-41050	12.49
		13666	436964643473		JUVENILE PROGRAM SUPPLIES	080-603-43720	31.96
		13666	889743488353		JUVENILE PROGRAM SUPPLIES	080-603-43720	25.35
		13666	655486544485		JUVENILE PROGRAM SUPPLIES	080-603-43720	10.70
		13666	897748644586		JUVENILE PROGRAM SUPPLIES	080-603-43720	8.55
		13666	437355796659		JUVENILE PROGRAM SUPPLIES	080-603-43720	3.99
		13666	469763459665		OUTREACH SUPPLIES	080-603-43730	69.99
		13666	749345445944		OUTREACH SUPPLIES	080-603-43730	25.99
		13666	889743488353		TEEN PROGRAM SUPPLIES	080-603-43740	150.00
		13666	464986476887		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.25
		13666	468976745637		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.96
		13666	468875653336		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.49
		13666	739968939664		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13666	446353766933		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13666	734474737743		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		13666	446749997833		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		13666	447934445668		ADULT AUDIO VISUAL MATERIAL	080-603-45200	72.09
		13666	845894483676		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13666	567986883675		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13666	436984379465		ADULT AUDIO VISUAL MATERIAL	080-603-45200	28.93
		13666	465583536463		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13666	467534967366		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.78
		13666	566439354765		ADULT AUDIO VISUAL MATERIAL	080-603-45200	53.01
		13666	939394439595		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.95
		13666	645488343466		ADULT AUDIO VISUAL MATERIAL	080-603-45200	139.81
		13666	756557658647		ADULT AUDIO VISUAL MATERIAL	080-603-45200	46.81
		13666	556533844935		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		13666	794335385445		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.39
		13666	553743563987		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.18
		13666	578495784845		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.98
		13666	989797568646		ADULT AUDIO VISUAL MATERIAL	080-603-45200	110.95
		13666	635969373574		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.99
		13666	434464674535		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.40
		13666	976445736547		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.99
		13666	949856873433		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.96
		13666	638796863676		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13666	837876567799		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.99
		13666	885389477869		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.92
		13666	783996695368		ADULT AUDIO VISUAL MATERIAL	080-603-45200	103.74
		13666	443774833559		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.09)



## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/15/2018 - 09/19/2018

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13666	437355796659		JUVENILE NON-FICTION	080-603-45400	14.82
		13666	897748644586		JUVENILE FICTION	080-603-45420	15.95
		13666	496356343586		JUVENILE AUDIO-VISUAL	080-603-45430	22.99
		13666	897748644586		JUVENILE AUDIO-VISUAL	080-603-45430	14.99
		13666	635439758345		VIDEO GAMES	080-603-45510	119.63
		13666	746944955559		VIDEO GAMES	080-603-45510	95.98
		13666	783996695368		TRENDING TITLES	080-603-45520	39.92
							<b>1,686.68</b>
08/27/2018	LIBCK	13667		VOID	** VOIDED **		
				Void Reason: Created From	Check Run Process		** VOIDED **
08/27/2018	LIBCK	13668	S37596	BOOKPAGE	PERIODICALS	080-603-45500	30.00
08/27/2018	LIBCK	13669	003636082	CHICAGO TRIBUNE MEDIA G	PRINTING/E-NEWSLETTER	080-603-43410	168.58
08/27/2018	LIBCK	13670	COM081218	COMCAST CABLE	UTILITIES	080-603-43230	244.85
08/27/2018	LIBCK	13671	CRA080718	CRAINS CHICAGO BUSINESS	PERIODICALS	080-603-45500	139.00
08/27/2018	LIBCK	13672	121-38617	FASTSIGNS	USE OF DONATIONS/TEMPORARY E	082-603-99999	127.25
08/27/2018	LIBCK	13673	REY081118	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	270.00
08/27/2018	LIBCK	13674	1357886	KAPCO	TECHNICAL SERVICES SUPPLIES	080-603-43668	77.36
08/27/2018	LIBCK	13675	KAM081118	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	285.00
08/27/2018	LIBCK	13676	8125339196	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	74.04
08/27/2018	LIBCK	13677	102620044	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	50.00
09/14/2018	LIBCK	13678	3654874	ACCESS ONE, INC.	UTILITIES	080-603-43230	633.37
09/14/2018	LIBCK	13679	959396354575	AMAZON	ADULT PROGRAM SUPPLIES	080-603-43710	23.70
		13679	466989334687		JUVENILE PROGRAM SUPPLIES	080-603-43720	6.36
		13679	646486447977		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.19
		13679	665579784996		JUVENILE PROGRAM SUPPLIES	080-603-43720	36.92
		13679	555965668784		JUVENILE PROGRAM SUPPLIES	080-603-43720	11.88
		13679	547754773835		JUVENILE PROGRAM SUPPLIES	080-603-43720	16.87
		13679	458639345859		ADULT NON-FICTION BOOKS	080-603-45000	12.57
		13679	785775354335		ADULT NON-FICTION BOOKS	080-603-45000	19.47
		13679	745349334446		ADULT NON-FICTION BOOKS	080-603-45000	19.98
		13679	457494469857		ADULT NON-FICTION BOOKS	080-603-45000	10.19
		13679	989748633944		ADULT NON-FICTION BOOKS	080-603-45000	17.84
		13679	886786394458		ADULT NON-FICTION BOOKS	080-603-45000	16.20



## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/15/2018 - 09/19/2018

Banks: LIBCK, LIBEP

6C

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13679	437945379588		ADULT FICTION BOOKS	080-603-45100	19.95
		13679	834369964637		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.88
		13679	466696948977		ADULT AUDIO VISUAL MATERIAL	080-603-45200	117.25
		13679	679857686549		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.98
		13679	557796457844		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		13679	874488688376		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.95
		13679	439767867888		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.51
		13679	735548677356		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.62
		13679	444994646774		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.97
		13679	855737843467		ADULT AUDIO VISUAL MATERIAL	080-603-45200	206.85
		13679	886973836545		ADULT AUDIO VISUAL MATERIAL	080-603-45200	155.52
		13679	669349488768		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.96
		13679	448768353473		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13679	464884776494		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.99
		13679	855483766667		ADULT AUDIO VISUAL MATERIAL	080-603-45200	143.46
		13679	437474654899		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.99
		13679	875534949979		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.84
		13679	453834444369		ADULT AUDIO VISUAL MATERIAL	080-603-45200	33.74
		13679	684967469548		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.14
		13679	447355995583		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(8.72)
		13679	558486445397		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		13679	435647636738		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.00)
		13679	554975586347		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(4.02)
		13679	463344655644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(8.19)
		13679	544486483575		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.57)
		13679	466989334687		JUVENILE FICTION	080-603-45420	26.99
		13679	665579784996		JUVENILE FICTION	080-603-45420	24.99
		13679	466989334687		JUVENILE AUDIO-VISUAL	080-603-45430	33.63
		13679	665579784996		JUVENILE AUDIO-VISUAL	080-603-45430	37.79
		13679	445773673788		VIDEO GAMES	080-603-45510	31.99
		13679	796745653355		VIDEO GAMES	080-603-45510	93.16
		13679	874488688376		TRENDING TITLES	080-603-45520	17.99

**1,371.73**

09/14/2018 LIBCK 13680

VOID

\*\* VOIDED \*\*

\*\* VOIDED \*\*

Void Reason: Created From Check Run Process

09/14/2018	LIBCK 13681	2033892590	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.30
		13681		TECHNICAL SERVICES SUPPLIES	080-603-43668	45.30
		13681		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.60
		13681		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.30

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
CHECK DATE FROM 08/15/2018 - 09/19/2018  
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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13681	2033909986		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.15
		13681	2033912812		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.80
		13681	2033906711		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13681	2033936253		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.30
		13681	2033928561		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.60
		13681	2033928733		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13681	2033925494		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.15
		13681	2033848916		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.60
		13681	2033847983		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13681	2033937129		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.65
		13681	2033942905		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13681	2033942873		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13681	2033940285		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.50
		13681	2033942867		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.75
		13681	2033953307		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.75
		13681	2033959733		TECHNICAL SERVICES SUPPLIES	080-603-43668	22.80
		13681	2033958911		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		13681	2033968973		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.95
		13681	2033963616		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13681	2033959742		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.65
		13681	2033972149		JUVENILE PROGRAM SUPPLIES	080-603-43720	311.80
		13681	2033904190		ADULT NON-FICTION BOOKS	080-603-45000	387.08
		13681	2033909986		ADULT NON-FICTION BOOKS	080-603-45000	224.88
		13681	2033925494		ADULT NON-FICTION BOOKS	080-603-45000	342.17
		13681	2033942905		ADULT NON-FICTION BOOKS	080-603-45000	31.23
		13681	2033942867		ADULT NON-FICTION BOOKS	080-603-45000	269.09
		13681	2033953307		ADULT NON-FICTION BOOKS	080-603-45000	257.65
		13681	2033958911		ADULT NON-FICTION BOOKS	080-603-45000	109.06
		13681	2033968973		ADULT NON-FICTION BOOKS	080-603-45000	249.86
		13681	2033959742		ADULT NON-FICTION BOOKS	080-603-45000	189.63
		13681	2033912812		ADULT FICTION BOOKS	080-603-45100	182.25
		13681	2033936253		ADULT FICTION BOOKS	080-603-45100	412.49
		13681	2033959733		ADULT FICTION BOOKS	080-603-45100	470.19
		13681	2033892590		ADULT LARGE PRINT MATERIAL	080-603-45110	34.68
		13681	2033904712		JUVENILE NON-FICTION	080-603-45400	132.54
		13681	2033906711		PICTURE BOOKS, READERS	080-603-45410	13.56
		13681	2033928733		PICTURE BOOKS, READERS	080-603-45410	13.56
		13681	2033848916		PICTURE BOOKS, READERS	080-603-45410	349.43
		13681	2033847983		PICTURE BOOKS, READERS	080-603-45410	10.21
		13681	2033937129		PICTURE BOOKS, READERS	080-603-45410	312.90

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/15/2018 - 09/19/2018

Banks: LIBCK, LIBEP

GE

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13681	2033963616		PICTURE BOOKS, READERS	080-603-45410	12.80
		13681	2033899048		JUVENILE FICTION	080-603-45420	292.95
		13681	2033928561		JUVENILE FICTION	080-603-45420	56.65
		13681	2033940285		JUVENILE FICTION	080-603-45420	234.84
		13681	2033942873		TRENDING TITLES	080-603-45520	14.76
							<b>5,172.21</b>
09/14/2018	LIBCK	13682	HIN090718	BRITTANY HINKLE	JUVENILE PROGRAM SUPPLIES	080-603-43720	100.00
09/14/2018	LIBCK	13683	CHE072018	CHESS WIZARDS INC.	JUVENILE PROGRAM SUPPLIES	080-603-43720	260.00
09/14/2018	LIBCK	13684	CHI1313499T2018	CONSUMERS' CHECKBOOK	ADULT REFERENCE/E-REFER	080-603-45220	200.00
09/14/2018	LIBCK	13685	25532	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
09/14/2018	LIBCK	13686	467420	DORMAKABA USA, INC	MAINTENANCE-BUILDING	080-603-41000	276.00
09/14/2018	LIBCK	13687	1000086911-1	EBSCO INFORMATION SERVI	ADULT REFERENCE/E-REFER	080-603-45220	230.78
09/14/2018	LIBCK	13688	14235703-02	ENGBERG ANDERSON, INC.	EXT BUILDING IMPROVEMENTS	080-603-51200	3,938.09
09/14/2018	LIBCK	13689	265091	FINDAWAY WORLD LLC	JUVENILE AUDIO-VISUAL	080-603-45430	209.90
		13689	265091		USE OF DONATIONS/TEMPORARY E	082-603-99999	1,200.00
							<b>1,409.90</b>
09/14/2018	LIBCK	13690	ELI082818	FIRST BANKCARD	HOSPITALITY PROGRAM SUPPLIES	080-603-43700	34.36
		13690	ELI082818		JUVENILE PROGRAM SUPPLIES	080-603-43720	149.99
		13690	ELI082818		TEEN PROGRAM SUPPLIES	080-603-43740	13.64
							<b>197.99</b>
09/14/2018	LIBCK	13691	LYN082818	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	(12.97)
		13691	LYN082818		LIBRARY FURNISHINGS	080-603-50100	25.82
							<b>12.85</b>
09/14/2018	LIBCK	13692	CAR082818	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	26.90
09/14/2018	LIBCK	13693	ERI082818	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	83.00
		13693	ERI082818		MISCELLANEOUS EXPENSES	080-603-46100	26.90
		13693	ERI082818		USE OF DONATIONS/TEMPORARY E	082-603-99999	127.25
							<b>237.15</b>
09/14/2018	LIBCK	13694	BRI082818	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	79.64
09/14/2018	LIBCK	13695	9MCO082818	FIRST BANKCARD	POSTAGE	080-603-43300	80.40

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13695	9MCO082818		JUVENILE PROGRAM SUPPLIES	080-603-43720	41.45
		13695	9MCO082818		OUTREACH SUPPLIES	080-603-43730	38.00
		13695	9MCO082818		PATRON & STAFF SOFTWARE	080-603-45600	369.83
		13695	9MCO082818		USE OF DONATIONS/TEMPORARY E	082-603-99999	29.99
							<b>559.67</b>
09/14/2018	LIBCK	13696	FIS082718	FISH PLANET	JUVENILE PROGRAM SUPPLIES	080-603-43720	30.00
09/14/2018	LIBCK	13697	PINV1580553	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	54.20
		13697	PINV1588946		OFFICE SUPPLIES	080-603-43550	78.37
		13697	PINV1593098		OFFICE SUPPLIES	080-603-43550	51.31
		13697	PINV1588946		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	28.60
							<b>212.48</b>
09/14/2018	LIBCK	13698	HP2018-607	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	6.00
09/14/2018	LIBCK	13699	NAG091118	HOLLY NAGEL	USE OF DONATIONS/TEMPORARY E	082-603-99999	350.00
09/14/2018	LIBCK	13700	ILL092018	ILLINOIS LABOR LAW POST	OFFICE SUPPLIES	080-603-43550	79.50
09/14/2018	LIBCK	13701	REY090718	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	245.00
09/14/2018	LIBCK	13702	LFG081418	LFGSM TOASTMASTERS	DUES	080-603-42440	73.00
09/14/2018	LIBCK	13703	KAM090818	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	30.00
09/14/2018	LIBCK	13704	96383328	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	244.94
		13704	96403663		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.99
							<b>279.93</b>
09/14/2018	LIBCK	13705	SVC00016727	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,674.93
09/14/2018	LIBCK	13706	556791	RAVINIA PLUMBING & HEAT	MAINTENANCE-BUILDING	080-603-41000	298.29
09/14/2018	LIBCK	13707	ERI082718	SARA ERIKSEN	JUVENILE PROGRAM SUPPLIES	080-603-43720	100.00
09/14/2018	LIBCK	13708	102627785	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	50.00
09/14/2018	LIBCK	13709	VIL080918	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE MED INS	080-100-11580	5,590.23
		13709	VIL080918		DUE FROM THE VILLAGE LIFE IN	080-100-11580	52.50
		13709	VIL080918		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	2,998.30
		13709	VIL080918		DUE FROM THE VILLAGE CONTR	080-100-11580	(8,558.22)
		13709	VIL080918		DUE FROM THE VILLAGE DEN/VIS	080-100-11580	446.08
		13709	VIL080918		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	1,474.59
		13709	VIL083018		DUE FROM THE VILLAGE MED INS	080-100-11580	5,590.23



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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13709	VIL083018		DUE FROM THE VILLAGE DEN/VIS	080-100-11580	446.08
		13709	VIL083018		DUE FROM THE VILLAGE LIFE	080-100-11580	52.50
		13709	VIL083018		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	1,536.53
		13709	VIL083018		DUE FROM THE VILLAGE IMRF 'E	080-100-11580	3,124.25
		13709	VIL083018		DUE FROM THE VILLAGE PROP TA	080-100-11580	0.01
		13709	VIL082918		UTILITIES	080-603-43230	587.42
							<b>13,340.50</b>
09/14/2018	LIBCK	13710	13693	VOUGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,727.00
				TOTAL - ALL FUNDS	TOTAL OF 45 CHECKS (2 voided)		38,000.67

## --- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	12,753.08
080-200-20245	ICMA 457 PLAN PAYABLE	100.00
080-603-41000	MAINTENANCE-BUILDING	4,279.25
080-603-41050	MAINTENANCE-GROUNDS	527.49
080-603-41313	COPIER MAINTENANCE/SUPPLIES	74.04
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6.00
080-603-42440	DUES	73.00
080-603-43230	UTILITIES	1,465.64
080-603-43300	POSTAGE	80.40
080-603-43410	PRINTING/E-NEWSLETTER	1,895.58
080-603-43550	OFFICE SUPPLIES	263.38
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	28.60
080-603-43668	TECHNICAL SERVICES SUPPLIES	333.31
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	34.36
080-603-43710	ADULT PROGRAM SUPPLIES	50.60
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,155.01
080-603-43730	OUTREACH SUPPLIES	213.62
080-603-43740	TEEN PROGRAM SUPPLIES	163.64
080-603-45000	ADULT NON-FICTION BOOKS	2,156.90
080-603-45100	ADULT FICTION BOOKS	1,084.88
080-603-45110	ADULT LARGE PRINT MATERIAL	34.68
080-603-45200	ADULT AUDIO VISUAL MATERIAL	2,187.38
080-603-45220	ADULT REFERENCE/E-REFER	430.78
080-603-45400	JUVENILE NON-FICTION	147.36
080-603-45410	PICTURE BOOKS, READERS	712.46
080-603-45420	JUVENILE FICTION	652.37
080-603-45430	JUVENILE AUDIO-VISUAL	319.30
080-603-45500	PERIODICALS	169.00
080-603-45510	VIDEO GAMES	340.76
080-603-45520	TRENDING TITLES	72.67
080-603-45600	PATRON & STAFF SOFTWARE	369.83
080-603-46100	MISCELLANEOUS EXPENSES	26.90
080-603-50100	LIBRARY FURNISHINGS	25.82

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-51200				EXT BUILDING IMPROVEMENTS	3,938.09		
082-603-99999				USE OF DONATIONS/TEMPORARY EXP	1,834.49		
				TOTAL	38,000.67		

## New Business

### Rebid for Roof and Masonry Work

At the August 14<sup>th</sup>, 2018 Board meeting, the Board voted not to accept any of the bids received for roof work. 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 for both bids on September 5<sup>th</sup>, 2018, and Shaun Kelly of Engberg Anderson has prepared a recommendation for each. The Building and Grounds Committee will review the recommendations (which are included in your packet) at 6:00pm on September 18<sup>th</sup>, 2018. If they have approved the recommendations from Mr. Kelly, the suggested motion is as follows:

**SUGGESTED MOTION:** I move 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 accepted, and that the bid for masonry work for Grove Masonry for \$44,000 (plus a contingency of \$4,400) be accepted.

### Alcohol Policy

In certain, specific, instances (such as a fundraiser or for a cultural event) it may be desirable for the Library (or another organization meeting on Library property with permission) to serve alcohol. Per Illinois State Law, a Board approved policy that covers some specific questions is required. The attached proposed policy is based on a rough draft made available by the Reaching Across Illinois Library System (RAILS) for use by member libraries.

**SUGGESTED MOTION:** I move that the proposed Alcohol Policy be approved.

### Vote of Thanks to Gloria Newton

Prior to her retirement at the end of July, Gloria had been a key member of the Library staff since 2007. Her primary responsibilities included work on the library's finances, purchasing of office supplies, repair of damaged materials, and management of our periodicals collection. Additionally, Gloria provided excellent service to patrons. I have prepared a resolution thanking Gloria for her service to the community.

**SUGGESTED MOTION:** I move that the proposed resolution of thanks to former staff member Gloria Newton be approved.

### Statistical Comparison

Attached is an analysis comparing usage trends over the past five (5) years with usage trends at 26 neighboring libraries. No motion or action is needed.

### Communication Regarding Intergovernmental Agreements

A letter was received on August 23<sup>rd</sup>, 2018 from community member Janice Schnobrich, expressing concern over the Library's intergovernmental agreements with School Districts 65 and 115. This letter was forwarded via email to the Board, along with the Director's reply. Both documents are included in the packet, and time is available for discussion if so desired. No motion or action is needed.





September 7, 2018

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

RE: Bid for the Lake Bluff Library Roofing BP1

Dear Eric,

### RECEIPT OF BIDS

Bids for the Roof Replacement of the Lake Bluff Public Library were received and opened on Wednesday September 5, 2018 at 2:00 pm by Engberg Anderson and the Library. These bids were solicited, received and opened in a manner consistent with the procedures established by Library and in conformance with applicable state statutes. A total of 5 bids were received and are itemized on the attached Bid Tabulation Form. The lowest of these are summarized here:

**TABLE 1 - LOWEST APPARENT BIDS**

BID TABULATION	MIDWEST SERVICES AND DEVELOPMENT	WEATHERGUARD ROOFING	WAUKEGAN ROOFING
Base Bid	\$ 139,000	\$ 238,900	\$243,639

### NOTICE OF BID IRREGULARITIES

Midwest Services and Development did not fill out all sections of the bid form. However, these areas were minor and would not have affected the bid.

There is a significant gap of about \$100,000 between Midwest Services and Development's bid and other 4 bidders. During the scope review with Midwest Services and Development it became apparent that they had misunderstood the scope of the sheet metal and flashing on the project as well as the allowances for the roof repair. After an additional internal review of their bid, Midwest Service and Development has requested their bid be withdrawn from consideration. Engberg Anderson is in agreement that Midwest Services and Development misunderstood the scope of work and recommends the Lake Bluff Public Library release them from the obligations of the public bidding process without penalty. We have attached the withdrawal request from Midwest Services and Development.

No Irregularities were observed in either Weatherguard Roofing's bid or Waukegan Roofing's bid.

## EVALUATION OF BIDDER'S QUALIFICATIONS

Engberg Anderson performed a scope review of both Midwest Services and Development as well as Weatherguard Roofing. Based on the scope review noted in the Irregularities section above, we recommend disqualifying Midwest Services and Development. This would make Weatherguard Roofing the lowest apparent bidder. Weatherguard Roofing has indicated that they understood the scope of the project and included all items indicated in the base bid.

Engberg Anderson also contacted the references provided for Weatherguard Roofing along with Construction Managers in the Chicago Area. All references and discussions of Weatherguard Roofing were positive. They indicated having good experiences, repeat work, fair pricing, and a timely installation. They also have done a significant amount of public work in facilities which need to remain open and operational during construction. Our review of contractor references as provided with the Bid suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish Weatherguard Roofing as a responsible bidder.

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

## REQUEST FOR OWNER AUTHORIZATIONS

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

**TABLE 2 – PROPOSED PROJECT COSTS**

Base Bid	\$ 238,900
Contingency – 10%	\$ 23,900
<b>Total Project</b>	<b>\$ 262,800</b>

In addition to the contract amount, we recommend that the library maintain a 10% contingency based on the project type and scale. The contingency amount would be \$23,900. This would be overseen and managed by the Library (with the assistance of Engberg Anderson) separate from the construction contractor. This cost is included in the table above.

We request that the Library authorize the construction of the Roof Replacement Project for an amount of \$262,800. Please advise us of the Library's decisions in these matters.

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

Sincerely,

**Shaun Kelly**  
Principal

Copied **Joe Huberty** | Partner

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

Midwest Services and Development

5280 N. Lawler, Chicago, IL, 60630

midwestservices2010@gmail.com

September 07 2018

Mr. Shaun Kelly

Based on our conversation, your astute observations and inside conversations with the estimator and revising the bid proposal for Lake Bluff Public Library Roofing Installation Project, Midwest Services and Development is requesting the withdrawal of the bid submitted.

Obviously, this is because Midwest Services Development misunderstood the scope of work, specifically the extend of sheet metal and flashing.

Midwest Services & development is truthfully apologizing for the error, and is appreciating the graciousness and understanding of the Lake Bluff Library Board and Engberg Anderson Architects.

Respectfully:

Constantin Bontas-CEO

A handwritten signature in black ink, appearing to read 'Bontas', with a stylized, cursive script.



## Bid Tabulation Sheet

Lake Bluff Public Library

EA Project No 142357

Bid Opening

September 5, 2018

**CONTRACT 01 - Roof Replacement**

BASE BIDS		Unit Prices		Addendum Acknowledged	Bond Included	Signature	
1		1	2				
Base Bid		Deck Replace	Deck Repair				
<b>Bidder 1:</b> Waukegan Roofing							
\$ 243,639.00		\$ 323.10	\$ 25.00		X	X	X
<b>Bidder 2:</b> All American Exterior Solutions							
\$ 254,500.00		\$ 300.00	\$ 75.00		X	X	X
<b>Bidder 3:</b> Midwest Services and Development							
\$ 139,000.00		\$ 12.00	\$ 40.00		X	X	X
<b>Bidder 4:</b> G.E. Riddiford Company							
\$ 292,350.00		\$ 255.00	\$ 18.50		X	X	X
<b>Bidder 5:</b> Weatherguard Roofing							
\$ 238,900.00		\$ 300.00	\$ 20.00		X	X	X



September 7, 2018

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

RE: Bid for the Lake Bluff Library Masonry BP2

Dear Eric,

## RECEIPT OF BIDS

Bids for the masonry repair and replacement of the Lake Bluff Public Library were received and opened on Wednesday September 5, 2018 at 2:00 pm by Engberg Anderson and the Library. These bids were solicited, received and opened in a manner consistent with the procedures established by Library and in conformance with applicable state statutes. A total of 3 bids were received and are itemized on the attached Bid Tabulation Form. The lowest of these are summarized here:

**TABLE 1 - LOWEST APPARENT BIDS**

BID TABULATION	GROVE MASONRY	JLJ CONTRACTING
Base Bid	\$ 44,000	\$ 55,545

## NOTICE OF BID IRREGULARITIES

No Irregularities were observed in either Groves Masonry's bid or JLJ Contracting bid.

## EVALUATION OF BIDDER'S QUALIFICATIONS

Engberg Anderson performed a scope review the low bidder. Grove Masonry indicated that they understood the scope of the project and included all items indicted in the base bid.

Engberg Anderson also contacted the references provided for Grove Masonry along with Construction Managers in the Chicago Area. All references and discussions of Grove Masonry were positive. They indicated having good experiences, repeat work, fair pricing, and a timely installation. They also have done a significant amount of public work in facilities which need to remain open and operational during construction. Our review of contractor references as provided with the Bid suggests that past general performance on projects of similar or larger scale and similar or more complex construction is sufficient to establish Grove Masonry as a responsible bidder.

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

## REQUEST FOR OWNER AUTHORIZATIONS

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

**TABLE 2 – PROPOSED PROJECT COSTS**

Base Bid	\$ 44,000
Contingency – 10%	\$ 4,400
<b>Total Project</b>	<b>\$ 48,400</b>

In addition to the contract amount, we recommend that the library maintain a 10% contingency based on the project type and scale. The contingency amount would be \$4,400. This would be overseen and managed by the Library (with the assistance of Engberg Anderson) separate from the construction contractor. This cost is included in the table above.

We request that the Library authorize the construction of the Masonry Repair and Replacement Project for an amount of \$48,400. Please advise us of the Library's decisions in these matters.

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

Sincerely,

**Shaun Kelly**  
Principal

Copied **Joe Huberty | Partner**

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





## Bid Tabulation Sheet

<b>Lake Bluff Public Library</b> EA Project No      142357                      Bid Opening      September 5, 2018										
<b>CONTRACT 02 -      Masonry Repair &amp; Replacement</b>										
<b>BASE BIDS</b>  1  Base Bid		<b>Unit Prices</b>  1                      2  Masonry Repair      Masonry Repointing		Addendum Acknowledged  Bond Included  Signature						
<b>Bidder 1:      Midwest Services and Development Corporation</b>										
\$	73,000.00		\$	30.00	\$	18.00		X	X	X
<b>Bidder 2:      JLJ Contracting, Inc</b>										
\$	55,545.00		\$	85.00	\$	9.00		X	X	X
<b>Bidder 3:      Grove Masonry Maintenance, Inc</b>										
\$	44,000.00		\$	30.00	\$	15.00		X	X	X

## 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? \_\_\_\_\_

Please attach certificate of dram shop liability insurance in maximum insurance coverage limits so as to save harmless the Library from all financial loss, damage, or harm.

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):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

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

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

*For Office Use Only:*

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

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

**RESOLUTION NO. 2018-05****Resolution of Thanks to Gloria Newton****Lake Bluff Public Library**

**WHEREAS**, Gloria Newton joined the staff of the Lake Bluff Public Library in 2007, handling the Library's finances since 2008.; and

**WHEREAS**, Ms. Newton retired after 11 years of service on July 26<sup>th</sup>, 2018.; and

**WHEREAS**, Ms. Newton has provided reading recommendations, amazing assistance, and been a welcoming presence at the Main Desk in her years of service.; and

**WHEREAS**, Ms. Newton's attention to detail and diligence in her work on finance, purchase of office supplies, and selection of periodicals exemplify the high levels of transparency and responsibility for which the Lake Bluff Public Library strives.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees as follows:

**SECTION 1: RECOGNITION AND THANKS**

The Board of Trustees hereby recognizes and thanks Gloria Newton for 11 years of service to the Village of Lake Bluff.

**SECTION 2: NOTIFICATION OF RESOLUTION**

The Board hereby directs the Library Director to provide Ms. Newton with a signed copy of this resolution and a Certificate of Thanks

**SECTION 3: EFFECTIVE DATE**

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 18th day of September 18<sup>th</sup>, 2018 by a

vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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Kathy Meierhoff, President  
The Board of Library Trustees of the  
Lake Bluff Public Library

ATTEST:

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Janie Jerch, Secretary  
The Board of Library Trustees of the  
Lake Bluff Public Library

(SEAL)



## Statistical Trend Analysis

September 18<sup>th</sup>, 2018

**GOAL:** To provide a five (5) year comparative analysis of circulation at the Lake Bluff Public Library against 26 peer libraries located within 15 miles of Lake Bluff.

**RESEARCH:** Statistics reported to the state through IPLAR were used for comparative purposes. When examining all 26 libraries, which serve over a million individuals, most events (like renovations) are limited in effect and broad trends become visible.

### RESULTS:

- **TOTAL CIRCULATION:**
  - Reporting libraries show a 17.42% decrease in circulation from 2014-2018.
  - Our reporting shows a 3.17% increase, but the numbers overall show that we have fluctuated around a circulation total between 106,000 to 115,000 per year.
  - **SUMMARY:** Lake Bluff outperforms the peer group average on this metric.
- **MATERIAL TYPES:**
  - DVD and Blu-ray materials have decreased by 28.12% for the survey area, versus 28.78% decrease at LBPL.
  - Print materials have decreased by 13.03% in the survey area, and increased locally by 2.33%.
  - Physical audio materials decreased by 35.67% in the survey area, and decreased locally by 65.20%.
  - Periodicals decreased by 29.87% in the survey area, and decreased locally by 29.10%.
  - Electronic materials increased in usage by 96.42% in the survey area, and increased locally by 135.75%.
  - **SUMMARY:** Decreases in periodicals and DVDs are comparable to peer libraries. Usage of print materials has declined at area libraries, but it has increased at Lake Bluff. Lake Bluff has also seen greater increases in usage of eMaterials than area libraries.
- **VISITS:**
  - In-person visits decreased by 8.27% for the survey area, and by 10.92% locally.
  - **SUMMARY:** The percentage decrease is a bit larger than average, but close to the change experienced by other libraries in the area.

### RECOMMENDATIONS:

- Our results are in keeping with local trends, and within the fluctuations we've experienced our circulation has been, overall, more consistent and positive than that for most libraries in the area. The experienced and professional staff members at the Lake Bluff Public Library continue to be committed to careful and deliberate collection management based off these and other trends.
- Print remains the most popular format, in general and in Lake Bluff in particular. We should avoid reducing collection space for print overall.

- Although usage of video formats has decreased substantially in the past five (5) years, they are easily the second most popular format in our collection. Additionally, both the DVD and Blu-ray have extremely high rates of usage—well over 95 percent of the titles in these collections circulated in the last two years. We want to continue to be conscious of the changing needs of our community, as well as competition from streaming services, but this is a collection that continues to be in high demand.
- Audio collections have been shrinking over the past several years, as their usage has decreased. As this trend continues, we may reach a critical low number that necessitates reevaluation of the collection and the space it occupies.
- Periodicals are phasing themselves out, as more and more newspapers and magazines go online or out of business. We do have a number of subscriptions that continue to be very popular, but this is another collection that has been shrinking. Given that eMaterials allow us to work around our significant space limitations, it is unsurprising that we've seen a greater surge in their usage locally. We should continue to invest in resources and technology that grow these collections and promote their usage.

**CONCLUSION:** Recent decreases in usage reflect trends beyond the Village of Lake Bluff. Library staff have, and will continue, to make deliberate and thoughtful decisions regarding collections in order to meet changing needs and maximize usage within our user community.

Respectfully submitted,

Eric Scott Bailey

Library	Population	Print Circulation				
		2018	2017	2016	2015	2014
Arlington Heights	75,101	1,012,605	1,066,496	741,824	1,130,260	1,145,965
Cook Memorial	59,842	693,060	703,923	723,106	727,497	754,058
Deerfield	19,000	239,147	231,453	235,611	276,808	170,901
Ela Area	34,462	490,154	453,948	462,913	450,768	489,435
Fremont	37,499	390,105	407,026	418,686	468,152	470,011
Glencoe	8,723	131,271	112,789	116,812	124,903	128,339
Glenview	44,692	612,110	613,282	596,043	640,440	664,725
Grayslake	28,172	276,325	301,301	316,551	320,847	340,915
Highland Park	29,763	292,022	316,878	306,673	319,789	351,292
Highwood	5,405	7,274	10,612	14,008	15,206	15,081
Indian Trails	67,010	457,237	374,967	458,453	552,229	611,472
Lake Forest	19,375	215,228	258,514	258,557	244,096	228,220
Lake Villa	40,276	405,244	408,216	392,197	421,661	435,808
Mount Prospect	54,167	565,270	578,795	576,377	660,583	661,694
North Chicago	32,574	6,205	10,687	14,120	14,434	16,071
Northbrook	33,170	528,198	529,796	528,572	526,599	558,874
Palatine	88,983	764,227	782,987	826,110	843,036	909,340
Prospect Heights	14,073	154,535	161,840	125,917	122,933	123,380
Round Lake	20,200	167,031	142,517	150,841	153,265	170,268
Vernon Area	41,055	538,884	571,689	587,707	592,589	577,728
Warren Newport	66,690	448,931	488,856	532,785	597,968	633,530
Wauconda	27,246	239,149	216,006	231,997	235,770	285,097
Waukegan	89,000	151,231	206,504	237,738	250,076	283,863
Wilmette	27,219	436,182	480,479	469,638	500,992	503,177
Winnetka-Northfield	25,000	229,755	255,212	278,557	284,328	290,992
Zion Benton	42,403	85,653	116,143	125,358	129,148	145,950
<b>SUM</b>	<b>1,031,100</b>	<b>9,537,033</b>	<b>9,800,916</b>	<b>9,727,151</b>	<b>10,604,377</b>	<b>10,966,186</b>
<b>Change 2018-2014</b>			<b>-13.03%</b>			
<b>Lake Bluff</b>	<b>5,722</b>	<b>61,661</b>	<b>60,200</b>	<b>56,130</b>	<b>56,675</b>	<b>60,256</b>
			<b>2.33%</b>			

DVD/Blu-ray Circulation				
2018	2017	2016	2015	2014
603,014	670,773	480,601	787,737	882,433
387,178	434,883	475,078	429,317	543,774
119,362	127,463	128,160	139,321	93,438
179,470	190,494	212,561	238,047	268,612
195,984	206,074	215,139	235,147	259,907
33,049	31,262	29,803	35,121	38,295
76,893	83,818	88,528	97,117	114,534
116,377	123,918	127,386	132,298	137,939
138,402	163,815	184,880	205,808	241,510
3,453	1,595	1,741	2,096	2,081
256,946	257,432	347,338	406,914	520,066
48,408	50,710	53,718	62,698	74,420
243,538	246,497	211,199	223,604	249,953
204,805	216,924	217,035	250,174	291,287
2,631	4,670	4,621	2,035	2,505
112,292	145,635	161,100	106,737	101,627
308,702	346,272	373,906	406,075	451,164
61,012	73,097	56,323	59,143	73,087
73,185	61,839	42,247	75,045	84,012
174,897	191,920	207,751	207,664	206,329
241,275	282,927	320,910	364,350	373,477
153,063	154,828	175,072	188,721	200,299
130,491	167,134	174,076	183,357	210,553
119,621	131,084	135,092	149,892	161,297
86,444	90,400	100,997	97,337	95,212
35,762	78,234	93,317	57,140	34,858
<b>4,106,254</b>	<b>4,533,698</b>	<b>4,618,579</b>	<b>5,142,895</b>	<b>5,712,669</b>
	<b>-28.12%</b>			
<b>24,439</b>	<b>26,510</b>	<b>28,464</b>	<b>29,756</b>	<b>34,313</b>
	<b>-28.78%</b>			

## Audio Circulation

2018	2017	2016	2015	2014
145,560	167,165	125,083	205,699	231,578
74,233	86,258	99,332	115,568	124,821
27,891	31,453	37,251	40,581	30,894
54,255	61,485	63,935	72,430	88,204
33,108	55,035	62,590	89,641	84,760
12,874	13,106	15,133	26,693	21,654
60,778	69,337	66,924	77,173	80,360
35,517	39,557	48,858	54,960	59,593
37,636	51,262	59,591	64,107	81,208
168	89	176	140	77
35,446	33,223	61,303	73,699	79,184
31,459	34,564	37,414	42,190	46,849
65,154	65,781	66,583	106,221	110,398
105,179	106,479	45,241	55,787	61,964
138	188	274	471	760
78,331	83,080	95,181	105,101	115,088
84,918	94,393	108,056	126,115	142,076
20,376	20,675	20,171	20,538	25,313
23,020	17,375	47,823	25,634	30,179
47,160	55,297	66,112	70,876	74,559
63,666	73,491	84,421	102,520	113,869
32,170	33,153	40,281	43,542	51,641
14,722	16,253	21,793	23,736	31,695
65,211	71,820	76,050	92,556	97,469
20,087	23,326	25,691	28,875	28,002
11,025	17,480	20,284	21,124	22,359

1,180,082	1,321,325	1,395,551	1,685,977	1,834,554
	-35.67%			

3,423	4,082	4,532	9,957	9,837
	-65.20%			

## Periodical Circulation

2018	2017	2016	2015	2014
52,455	50,690	36,608	55,610	58,410
22,616	24,654	26,742	30,320	33,089
6,500	6,245	7,388	13,405	4,764
19,489	18,924	21,362	24,241	29,109
6,228	6,235	6,989	10,902	10,537
437	358	440	1,575	652
12,075	11,957	14,524	16,525	19,814
6,919	7,861	9,960	10,443	10,277
5,656	8,893	6,940	7,587	7,924
221	75	110	135	65
5,109	7,081	8,891	10,861	12,680
9,082	7,975	5,926	8,943	6,767
6,384	7,425	6,564	13,028	15,522
10,129	11,377	12,250	17,227	16,629
9	4	0	50	22
3,420	2,711	4,892	5,662	4,458
14,015	13,668	14,160	16,665	19,966
3,964	4,341	4,387	4,437	4,722
3,217	2,499	3,993	5,069	5,919
15,615	19,234	15,191	14,617	14,357
17,743	19,225	19,996	24,024	27,100
3,745	3,167	3,620	3,235	4,168
2,232	3,613	4,471	5,126	5,358
5,763	6,378	7,221	12,485	13,444
1,435	7,737	697	7,490	6,723
1,653	2,189	2,894	3,998	4,177

236,111	254,516	246,216	323,660	336,653
	-29.87%			

2,834	2,383	2,761	3,590	3,997
	-29.10%			

## Other Physical Materials

2018	2017	2016	2015	2014
102,230	104,316	78,845	271,306	247,334
53,648	54,124	53,729	173,293	122,743
1,813	867	8,892	9,215	4,701
21,202	23,952	28,478	115,078	67,756
35,604	17,870	17,968	16,180	15,998
6,855	5,966	5,564	12,137	16,701
13,246	21,778	21,884	25,473	27,574
12,733	11,591	11,984	33,055	27,332
2,529	7,529	13,605	18,007	15,148
9	30	45	0	0
14,204	10,146	9,124	44,660	38,225
4,473	10	3,674	52,925	94,620
80,269	84,225	104,396	95,144	91,645
8,897	8,415	64,984	50,305	53,150
75	0	0	4	2
13,085	14,576	2,160	68,581	55,242
19,125	16,994	15,034	67,682	56,448
4,946	4,864	3,957	19,627	13,333
21,268	6,593	10,720	10,610	12,863
22,626	13,051	13,605	111,557	11,076
13,857	14,901	60,134	62,753	60,272
19,992	9,807	14,589	31,422	28,221
5,782	9,432	8,997	9,286	11,174
250	276	507	0	0
1,153	6,554	826	3,465	2,991
3,597	5,253	8,675	8,417	6,763

483,468	453,120	562,376	1,310,182	1,081,312
	-55.29%			

2,008	2,419	3,609	3,657	4,377
	-54.12%			

eMaterials					Total Circulation					Visits		
2018	2017	2016	2015	2014	2018	2017	2016	2015	2014	2018	2017	2016
196,089	206,864	104,911	145,178	104,742	2,111,953	2,266,304	1,567,872	2,595,790	2,670,462	1,038,782	1,037,096	654,467
100,081	91,416	134,092	128,435	85,119	1,330,816	1,395,258	1,512,079	1,604,430	1,663,604	591,972	615,467	604,001
53,528	38,491	35,982	32,995	20,241	448,241	435,972	453,284	512,325	324,939	242,370	243,228	242,144
49,215	43,362	41,013	114,748	58,030	813,785	792,165	830,262	1,015,312	1,001,146	313,054	381,224	421,366
40,987	35,944	46,767	43,321	34,719	702,016	728,184	768,139	863,343	875,932	248,010	290,557	270,235
127,969	126,379	19,395	17,112	10,036	312,455	289,860	187,147	217,541	215,677	97,346	109,406	108,094
69,091	49,361	45,238	38,557	28,112	844,193	849,533	833,141	895,285	935,119	398,652	418,510	429,833
38,562	42,934	28,495	23,875	20,743	486,433	527,162	543,234	575,478	596,799	173,793	186,118	204,964
49,331	48,038	34,863	28,141	22,297	525,576	596,415	606,552	643,439	719,379	286,910	309,582	303,681
803	0	1,193	0	0	11,928	12,401	17,273	17,577	17,304	30,344	33,750	37,732
85,357	60,832	0	58,303	52,406	854,299	743,681	885,109	1,146,666	1,314,033	442,233	274,149	302,217
25,951	24,371	24,272	24,055	22,575	334,601	376,144	383,561	434,907	473,451	412,679	418,754	440,357
40,521	33,513	46,572	39,955	35,817	841,110	845,657	827,511	899,613	939,143	207,628	181,336	190,000
50,924	44,560	52,432	78,583	55,664	945,204	966,550	968,319	1,112,659	1,140,388	459,859	462,828	458,747
54	0	0	1,061	0	9,112	15,549	19,015	18,055	19,360	60,385	32,500	42,500
66,464	56,024	44,929	37,315	29,566	801,790	831,822	836,834	849,995	864,855	373,474	436,344	457,116
106,695	95,328	86,137	72,227	52,587	1,297,682	1,349,642	1,423,403	1,531,800	1,631,581	500,033	509,452	532,365
31,979	35,772	23,553	15,739	10,719	276,812	300,589	234,308	242,417	250,554	129,886	158,447	134,113
15,604	15,167	11,918	11,224	9,209	303,325	245,990	267,542	280,847	312,450	184,035	187,609	170,085
124,652	99,837	94,334	98,072	69,830	923,834	951,028	984,700	1,095,375	953,879	329,781	338,941	315,252
58,486	54,030	42,615	40,591	32,984	843,958	933,430	1,060,861	1,192,206	1,241,232	380,711	407,252	428,764
20,278	26,254	22,457	21,001	28,221	468,397	443,215	488,016	523,691	597,647	244,124	238,416	243,883
6,871	6,576	6,581	5,419	11,174	311,329	409,512	453,656	477,000	553,817	310,452	335,716	325,014
163,494	123,161	52,889	46,932	0	790,521	813,198	741,397	802,857	775,387	347,552	330,458	330,462
39,301	62,369	35,020	27,965	2,991	378,175	445,598	441,788	449,460	426,911	240,000	234,381	220,144
17,983	18,769	18,166	15,787	6,763	155,673	238,068	268,694	235,614	220,870	204,759	174,589	190,310

1,580,270	1,439,352	1,053,824	1,166,591	804,545
	96.42%			

20,616	11,953	11,322	9,673	8,745
	135.75%			

17,123,218	17,802,927	17,603,697	20,233,682	20,735,919
	-17.42%			

114,981	115,349	110,164	106,238	111,452
	3.17%			

8,248,824	8,346,110	8,057,846
	-8.34%	

69,790	72,581	71,956
	-10.92%	

2015

2014

1,034,488	910,655
589,239	578,397
246,448	115,529
358,776	362,498
260,474	357,000
114,469	111,202
444,945	440,319
240,675	224,723
299,070	361,047
49,611	53,124
348,563	374,941
435,245	465,032
240,000	300,000
464,000	510,265
42,950	42,753
399,047	420,049
549,511	558,558
124,079	115,047
162,964	180,643
296,042	327,147
439,345	468,521
221,937	209,812
316,800	615,556
346,920	372,335
248,500	327,335
218,270	196,981

8,492,368	8,999,469
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70,229	78,344
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The Village of Lake Bluff, Lake Bluff Public Library and Lake Bluff Elementary School District 65:  
Free Library Cards 2015-2018

Eighteen years ago, the Village of Lake Bluff Board of Trustees terminated a Lake Bluff Public Library program that had given limited free public library privileges to elementary and high school students living in the unincorporated areas of the Lake Bluff Elementary School District 65. During the 2015-2016 school year, the Lake Bluff Public Library initiated a free library card program for non-resident Lake Bluff Elementary School District students enrolled in the public schools. In the following two years, the program was continued for the non-resident elementary school students and expanded to include high school students.

The Lake Bluff Public Library is a dedicated taxing district with boundaries coterminous with the Village of Lake Bluff. The Village levies for property taxes on behalf of the Library and manages its finances. Households outside of the Village, but in District 65 schools pay no taxes in support of the Library. The free library card program was implemented by the Lake Bluff Library Board in an agreement with the Lake Bluff Elementary School District 65, and later with Lake Forest High School District 115 school boards. The license for the initiative was based on a 2015 library survey. This survey received 200 responses all in favor of initiation, a return number that falls short of the 5% considered a fair sampling for a government library unit.

The following paper gives a brief history of the interrelations of the four separate taxing bodies involved in the recent free library card program (Village, Library, Elementary School and High School districts). Further, it examines the management of the program, the program's results and the program's financial liabilities. From the limited data gleaned after three years of implementation, questions have continued to rise about the justifications for funding the program at the Village taxpayers' expense, the purpose of the program and its academic merits. After three years of data collection, it has been concluded that the free library card programs did not show real purpose or justify their costs to the taxpayers who had to contribute to its support.

Janice Schnobrich  
August 2018

**The Village of Lake Bluff, Lake Bluff Public Library and Lake Bluff Elementary School District 65:  
Free Library Cards 2015 - 2018**

Below is a 2017 chart showing the number of households in Lake Bluff School District 65.

**Households in Lake Bluff Elementary School District 65 by Area 2017**

Area	Households	% of Area Households (rounded)
Village of Lake Bluff	2,097	77%
Knollwood (unincorporated)	465	17%
Arden Shores South (unincorporated)	87	4%
Arden Shores North (unincorporated)	55	2%
Shore Acres	5	<01%
Total Households	2,709	100%

Over three-fourths of the District 65's households are in the Village of Lake Bluff; less than one-fourth are in the unincorporated areas. All District 65's property owners pay property taxes to support the its schools.

Prior to 1999, all students registered in the District 65 schools received complimentary library cards from the Lake Bluff Public Library. The students only had to go to the library to sign up for a card. In the late 1980's through the early 1990's, interlibrary services were introduced, along with internet capabilities for use in-house and between regional libraries. Lake Bluff students and adults were allowed full use of the inter-library system. However, the unincorporated areas' students had restricted privileges and only were allowed access to the library's in-house services. In the early Internet years, services were restricted to staff only use. If a patron wanted website information, the librarians conducted the search. Later, in the late 1990's, Lake Bluff's library patrons could access the internet on computers made available for their use. Assistance by librarians trained in computer technology was given.

The library's staff was charged with the duty to police the circulation practices of the students not residing within the district to insure signed-out textual material was age and content appropriate. It has been reported that, from time-to-time, abuses did occur. Parents and guardians of the students with restricted privileges would use their children's cards to gain access to adult reading material.

The years 2000-2015 saw many, many changes in the structure of the Library facilities and service offerings. A large addition was built on the east side of the building. On the first and second floors, this addition housed what is now called the Lake Bluff History Museum. The lower floor (basement area) doubled the original children's activity area. Computer stations were added in both the adult and children's sections. The library's listings of holdings could be viewed on-line while at home, and on-line books could be accessed on one's own electronic device(s) through the library's service system. Circulation services had become digital and the library's monthly news and announcements could be viewed on personal electronic devices.

Sometime prior to the 2015-2016 school year, the free library card program was conceived by the director of the public library based on a model implemented by the Peoria Public Schools and the Peoria Public Library. In a letter dated August 14, 2017, the following statement was made by the Library's



director, "Following community feedback gathered for the Library's Long- Range Plan, the Library Board of Trustees charged (the) Director...with researching ways to remove an obstacle to both library access and collaboration between the school and the library. District 65 and library staff members provided input during the process, as did legal counsel for both organizations.... The Long-Range Plan approved by the Library Board on June 16, 2015 listed an intergovernmental agreement with District 65 as a goal." Further, the letter stated, "The resources offered by public libraries are an important addition to those offered through the school. Also, as teachers cannot take for granted that all their students have or can easily get a library card, this can be an obstacle to collaboration between school and library", and "...The stated goal is to remove a barrier preventing greater efficiency and effectiveness in Lake Bluff's education system...". The actions taken in the implementation of the intergovernmental agreement by the Library and the Elementary School seem to have been based on the assumptions that all students residing in the unincorporated areas live in households where the adults are unable to provide their children with the same out-of-school learning opportunities as those adults living in Lake Bluff. However, the acts of "charity" promoted by the Library did not entice all students from eligible households to take part in the program. Instead, it seemed to have further stigmatized the students living in the unincorporated areas as being "deprived" due to home location and assumed economic status. Further, the actions taken have made the assumption that by issuing free library cards to non-Lake Bluff-resident elementary school students there would be greater efficiency and effectiveness in the educational system. The library program has been up and running for three years, and no data exists to show that there has been greater efficiency and effectiveness in District 65's programming because of it.

No actions on the part of the library administration and board were taken in consideration of those pursued by the Village as stated above. No thought was given to the formation of a Special Service Area to cover costs. Further, District 65 paid the Library \$1,000 of taxpayer receipts to implement the program and \$1,000 to extend it for each of the subsequent school years. The program was made available to Lake Forest High School District 115 students during the 2016-2017 and 2017-2018 school years. District 115 paid the Library \$1,000 for each of those years to implement the program.

**Free Lake Bluff Public Library Cards for School Districts' 65 & 115 Students Living  
in the Unincorporated Areas abutting Lake Bluff**

FY	Dist. 65 No. of Students	No. Eligible	No. Receiving		No. of Households Eligible	No. of Households Applying	% Receiving
2015- 2016	871		163		140	79	56%
2016- 2017	914	245 27%	154 63%		152	97	64%
2017- 2018	887	258 29%	167 19%		171	114	67%

	Dist. 115 No. of Students	No. Eligible	No. Receiving		No. of Households Eligible	No. of Households Applying	% Receiving
2016- 2017	1667 LB-516 (31%)	93 18%	7 7.5%		80	6	7.5%
2017- 2018	1618 LB-502 (31%)	108 22%	24 22%		89	23	26%

#### Students Eligible for Free and Reduced Lunch Programs in School Districts 65

FY	Students	Households	
District 65--2015-2016	871/69 = 7.9%	42	
District 65--2016-2017	914/87 = 9.5%	53	
District 65--2017-2018	887/72 = 8.1%	48	

During 2015-2016 school year, the Lake Bluff Public Library gave out **163 free library cards** to District 65 students living in **79 of 140 eligible households**. During the 2016-2017 school year, **97 of 152 eligible households** participated in the program. During the 2017-2018 school, **114 of 171 eligible households participated**. The Library's director stated that many middle school students did not show much interest in participating in the "free" library card program. It is possible that this is because middle school students have unlimited use of free "on-loan" computers during the time they are enrolled at the school. District 65 paid the public library \$1,000 of taxpayer receipts each of the three years to manage the free library card program.

During 2016-2017 school year, **7 free library cards** were given to high school students living in **6 of 80 eligible households** and during the 2017-2018 school year, **23 of 89 eligible households** had student participation in the program. The high school district paid the public library \$1,000 of taxpayer receipts each of the two years to manage the free public library card program.

The intergovernmental program, managed by the public library, did create greater collaboration between school and library as was suggested in the original proposal. The library staff promoted free library card sign-ups, within the elementary schools during parent night sessions. The circulation of children's literature and other media greatly improved. Not all school district's students were involved, and not all those involved frequented the public library's services on a regular basis. The most that can be gleaned from the data acquired from the library is that the children's department circulation improved. There is absolutely no evidence that there was any improvement in the efficiency and effectiveness in the Lake Bluff's (schools) educational system during the three years of the program's operation.

Local public libraries have been created to meet specific needs and interests of the communities they serve. The Lake Bluff Public Library is basically a recreational library. Prior to the 1990's, the Lake Bluff Library was a principal source of hard copy information on history, science, literature, social and government policy, etc., as well as reading-for-pleasure material. It served as the out-of-school information resource for students and adults alike. The advancement of Information Technology (IT)

changed the importance of the community library as an extension of the "school", and as key learning center.

The free library card program will not be continued in the 2018-2019 school year. The library and school boards' intentions for collaboration to benefit the districts' student were honorable. The program as presented was dated and out of "sync" with the educational resources available to the community's students. It was also an unwelcomed and unnecessary burden to the Village of Lake Bluff's taxpayers. They bore the brunt of loss of income from former unincorporated area patrons. They also bore the costs of a part-time librarian to administer the program and front-desk employees to monitor the circulation of textual and other materials. Further, there were costs for off-site non-resident recruiting efforts.

The Lake Bluff Public Library is a recreational library and a wonderful resource to those who live in the Village and to those who do not, but, do pay their fair share to use it. School media centers embrace all students within their districts. The school districts are responsible for student learning and are legally responsible for monitoring progress. Let the schools do their job and let the public library continue to be a community recreational resource.

Janice Schnobrich  
August 2018



**LAKE BLUFF**  
PUBLIC LIBRARY

## LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Ave. • Lake Bluff, IL 60044  
Phone: 847-234-2540 • Fax: 847-234-2649  
[www.lakeblufflibrary.org](http://www.lakeblufflibrary.org)

August 24<sup>th</sup>, 2018

Jan Schnobrich  
766 Mawman Avenue  
Lake Bluff, IL 60044

Ms. Schnobrich,

The following is in response to your letter received via email on Thursday, August 23<sup>rd</sup>, 2018. We appreciate your interest in the Intergovernmental Agreements for nonresident card service to local youth. Public interest and involvement allows local government to function at its best. As you had requested, your letter has been delivered to the Board of Library Trustees and will be discussed at the upcoming September 18<sup>th</sup>, 2018 Board Meeting. Regarding your letter, it is my intention to inform the Board that I disagree on the following:

**Regarding Actions Taken in 2000-2001:**

- **"Eighteen years ago, the Village of Lake Bluff Board of Trustees terminated a Lake Bluff Public Library program that had given limited free public library privileges to elementary and high school students living in the unincorporated areas of the Lake Bluff Elementary School District 65." (Page 1)**
  - The Village Board voted against an effort to create a Knollwood Special Service Area in 2000 that would have provided Library service to all Knollwood residents, which did not represent termination of the student 'courtesy card' program. Following this action by the Village Board, the 'courtesy card' program remained in place until it was ended by the Library Board the next year. I am not aware of, and have been able to find no record of, instruction from the Village to end the 'courtesy card' program.
  - The Library Board voted at its April 10, 2001 meeting to discontinue issuing 'Courtesy Cards' to residents of unincorporated Lake Bluff attending District 65 and District 115 schools. The decision was made after consultation with Library legal counsel, with the goal of ensuring compliance with new (at that time) and existing law. Legal counsel had advised cancellation of the program.
  - Actions taken by the Library and both school districts have been carefully considered, legally and fiscally vetted, with updates made available to the Village throughout the process.

#### Regarding 'Free' Library Cards

- **"During the 2015-2016 school year, the Lake Bluff Public Library initiated a free library card program for non-resident Lake Bluff Elementary School District students enrolled in the public schools." (Page 1)**
  - No library card is freely available, including those offered through the agreements under discussion. The agreement between District 65 and the Lake Bluff Library, and District 115 and the Lake Bluff Library, are contracts; the Library receives payment from Districts 65 and 115 for services provided.

#### Regarding the Assumption of Economic Disadvantage

- **"The actions taken in the implementation of the intergovernmental agreement by the Library and the Elementary School seem to have been based on the assumptions that all students residing in the unincorporated areas live in households where the adults are unable to provide their children with the same out-of-school learning opportunities as those adults living in Lake Bluff. However, the acts of "charity" promoted by the Library did not entice all students from eligible households to take part in the program. Instead, it seemed to have further stigmatized the students living in the unincorporated areas as being "deprived" due to home location and assumed economic status." (Page 3)**
  - The Library has made no assumption that all students residing in unincorporated areas live in households that are economically disadvantaged. Service obtained through payment is by definition not charity.
  - Since the implementation of the first agreement in 2015 I have not heard from any families that felt stigmatized by the agreement. Rather, the feedback to date continues to be overwhelmingly positive from residents of both incorporated and unincorporated Lake Bluff. As always, the Library Trustees and I are happy to speak with anyone who has concerns regarding this or any other action taken by the Library.

#### Statistics on Card Issuance:

- **"Cards for School Districts 65 & 115 Students Living in the Unincorporated Areas Abutting Lake Bluff." (Page 3)**
  - The numbers presented represent those available on April 18, 2018 when they were requested. Those numbers represent only eight (8) months of the program year, and skip the busy summer season.
  - Additionally, the metric that we use to measure program impact and success includes both IGA cardholders and students whose families opted out of the IGA program and purchased non-resident cards instead.
  - The near final numbers from August are as follows:

## District 65

Total Eligible Students

258

### Knollwood/Unincorporated LB Students with Library Cards

	# Students with Cards	Eligible Students	% of Eligible Students
Before IGA	43	225	19%
2015-2016	153	225	68%
2016-2017	205	244	84%
2017-2018	222	258	86%

\*includes both NR and IGA cards

## District 115

Total Eligible Students

107

### Knollwood/Unincorporated LB Students with Library Cards

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

\*includes both NR and IGA cards

### Regarding the Success of the Program:

- "There is absolutely no evidence that there was any improvement in the efficiency of Lake Bluff's (schools) educational system during the three years of the program's operation." (Page 4)
  - Success or failure of the program is tracked through measurable and comparable statistics. These are Circulation by Cardholders, Cards Issued, and Collaboration Between School and Library. As your report acknowledged, and per the numbers, we have seen increase and improvement from year to year in each category.

### Regarding Middle School Participation:

- "The Library's director stated that many middle school students did not show much interest in participating in the 'free' library card program. It is possible that this is because middle school students have unlimited use of free 'on-loan' computers during the time they are enrolled at the school."
  - This is not an accurate assessment of current levels of participation. In the first year of the program, participation from the middle school was lower than expected. However, participation increased dramatically in the following two years. At the end of the 2017-2018 school year, 88% of middle school students had cards; only 9 students did not have cards. This is a higher level of participation than that of the elementary school, at 85%.

Regarding the costs paid by District 115

- **"The high school district paid the public library \$1,000 of taxpayer receipts each of the two years to manage the free public library card program."**
  - In 2016-2017, the fee for District 115 was lowered to \$500, owing to the fact that District 115 has a smaller number of non-resident students.

Regarding the Library as a 'Recreational' Library:

- **"The Lake Bluff Public Library is basically a recreational library." (Page 4)**
  - Per its Mission Statement, the Lake Bluff Public Library provides "materials and services that enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction."
  - It is true that physical holdings at the Library have shifted more toward recreational reading, and that, like most public libraries, we no longer possess any significant number of the indices and fast-fact tomes that once dominated reference collections. However, it is inaccurate to say that technology has made the Library's role as an out-of-school information resource obsolete. To the contrary, technology has made it possible to provide access to far more materials and information than at any time in the history of the Lake Bluff Public Library. Of the approximately 300,000 items currently in the Library's collections (books, sound recordings, and visual recordings), 250,000 are digital. EBSCOHost alone provides Lake Bluff Library cardholders with access to full text articles for 3,900 peer reviewed journals. Technology has not eliminated the Library's reference collection: it has expanded it tremendously.
  - Closer collaboration between Library staff and District 65 teachers and librarians has resulted in collections being more finely tuned to the needs of students. The joint development of an ESL collection for the Library is a prime example of this.
  - Studies have also shown that recreational reading is a boon to both youth and adults. To quote educator Jerry Diakiw in his article, "Reading and Life Success" ([https://www.huffingtonpost.ca/jerry-diakiw/reading-and-life-success\\_b\\_16404148.html](https://www.huffingtonpost.ca/jerry-diakiw/reading-and-life-success_b_16404148.html)): "One of the least expected predictors of life success is one's reading ability in primary school. Reading with pleasure, and especially reading fiction, is far more important than we have ever imagined. Finding ways to develop engaged readers is important for every child."

Regarding the Continuance of the Program:

- **"The free library card program will not be continued in the 2018-2019 school year." (Page 5)**
  - The decision to continue or end either program rests with the Library Board and the School Boards of Districts 65 and 115. The Library voted in favor of continuing both programs at its August 14<sup>th</sup> meeting.

Regarding the Cost to the Library:

- **"It was also an unwelcomed and unnecessary burden to the Village of Lake Bluff's taxpayers. They bore the brunt of loss of income from former unincorporated area patrons. They also bore the costs of a part-time librarian to administer the program and front-desk employees to monitor the circulation of textual and other materials." (Page 5)**
  - As shown by the table below, which details the relevant expense lines for the past four (4) Fiscal Years, revenue from fines and nonresident fees have been stable. As the intent of the Library has been to defray its expenses related to the program through compensation received from the school districts, this stability represents success.
  - As I mentioned earlier in this letter and in previous letters, feedback on the program—from both Village taxpayers and non-residents—has been overwhelmingly positive.
  - No part-time staff person has been hired to run the program and no existing part-time staff member has been designated to regularly monitor it. Per my letter to you in November of 2017, a review by the staff member responsible for administering the program (Martha O'Hara) showed that a total of 38 out of 23,000 staff hours per year were spent administering the program.

	FY14-15	FY15-16	FY16-17	FY17-18
<b>Fines</b>	<b>\$11,242</b>	<b>\$11,755</b>	<b>\$12,507</b>	<b>\$10,665</b>
<b>Nonresident Fees</b>	<b>\$7,470</b>	<b>\$7,083</b>	<b>\$6,565</b>	<b>\$6,067</b>
<b>D65 and D115 Agreements</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$2,000</b>	<b>\$1,500</b>
<b>TOTAL</b>	<b>\$18,712</b>	<b>\$19,838</b>	<b>\$21,072</b>	<b>\$18,232</b>

Due to the above considerations, I respectfully disagree with the final recommendation made in your letter that the Intergovernmental Agreements should not be renewed for a further year. Discussion and examination of the agreement between Districts 65 and 115 and the Lake Bluff Library should and will continue annually, as is our goal for all programs and services we provide. As we do so, I look forward to a continuing dialogue with community members, such as you, regarding the program.

Sincerely,

  
Eric Bailey

Library Director

Lake Bluff Public Library



## Director's Report – September 18<sup>th</sup>, 2018

### Website

The RFP for the development of a new website has been posted, and passed along to local developers. I expect a solid response; bid opening is at the start of October.

### Passports

We've officially made over \$1,000 from our new passport service. It has been very well received, and the level of traffic thus far has been manageable.

### Foundation Update

The Lake Bluff Library Foundation is officially incorporated, with bylaws approved. Filing with the IRS for tax exempt status and with the Illinois Attorney General are under way.

### D65 and D115 Agreements

The intergovernmental agreement with District 65 was reviewed and approved for another year by the School Board at its August meeting. The District 115 School Board will consider the proposed 2018-2019 agreement at its September 17<sup>th</sup>, 2018 meeting.

### LEGO Club

Due to popular demand, we have started a LEGO club! To get the necessary multicolored bricks, we solicited donations and have received quite a batch from a number of very gracious community members.

### Hiring for Open Positions

We are presently hiring for a new Community Engagement Coordinator and two (2) Youth Services staff members. Interviews will be starting the week of September 17<sup>th</sup>.

### Visit from Congressman Brad Schneider

Congressman Schneider has been visiting area libraries to talk to staff and drop off book donations from the Library of Congress. He stopped by to visit us on August 21<sup>st</sup>, and received a quick tour of the Library.

Respectfully submitted,

Eric Scott Bailey

## Friends of the Library Meeting Dates

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

### 2018 Meeting Dates

January 20 at 10:00am – KATHY MEIERHOFF

February 17 at 10:00am – KATE JACKSON

April 21 at 10:00am – JANIE JERCH

May 19 at 10:00am – TIM KREGOR

June 16 at 10:00am – KATE JACKSON

August 18 at 10:00am – TIM KREGOR

September 15 at 10:00am – SCOT BUTLER

October 20 at 10:00am – KATHLEEN MEIERHOFF

November 17 at 10:00am – CAL STROH

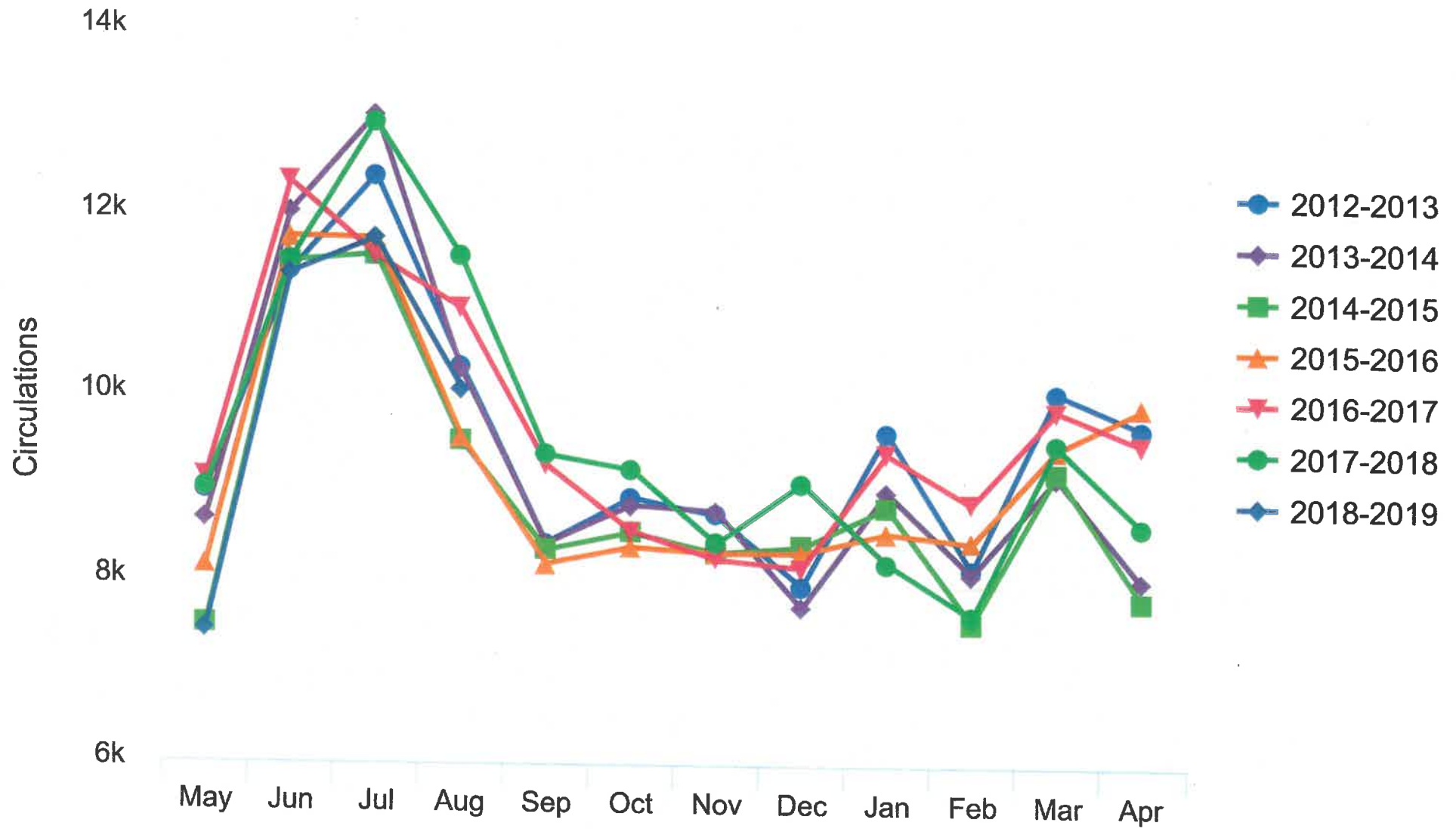
Respectfully submitted,

Eric Scott Bailey

Library Director

# Total Circulation by Month

Lake Bluff Public Library



Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	29,363	-7.06%	159,822	-12.59%	307,729	-11.76%	109,656	-12.80%
Database Interactions	3,235	85.17%	13,934	-30.81%	24,502	-39.63%	9,877	-22.37%
Patron Interactions	16,031	-12.48%	87,278	-11.37%	172,944	-9.77%	59,277	-12.97%
Circulation	10,097	-12.44%	58,610	-8.76%	110,283	-5.33%	40,502	-9.84%
Circulation	10,097	-12.44%	58,610	-8.76%	110,283	-5.33%	40,502	-9.84%
Books and Magazines	6,441	-5.98%	34,717	-6.11%	62,398	-3.92%	25,195	-6.24%
Electronic	1,402	-19.05%	10,228	0.11%	20,658	9.12%	6,348	-1.57%
AV	2,254	-23.54%	13,665	-19.83%	27,227	-16.51%	8,959	-22.78%
Patron Interactions	16,031	-12.48%	87,278	-11.37%	172,944	-9.77%	59,277	-12.97%
Website Visits	8,126	-10.10%	43,021	-11.04%	89,371	-10.09%	28,436	-11.70%
In-Person Visits	7,905	-14.79%	44,257	-11.68%	83,573	-9.43%	30,841	-14.11%
Books and Magazines	6,441	-5.98%	34,717	-6.11%	62,398	-3.92%	25,195	-6.24%
Adult	2,764	6.19%	14,822	2.31%	27,509	3.01%	10,120	0.44%
Teen	164	-16.33%	991	-11.12%	1,606	-20.06%	790	-8.46%
Children	3,513	-13.30%	18,904	-11.55%	33,283	-8.14%	14,285	-10.34%
Electronic	1,402	-19.05%	10,228	0.11%	20,658	9.12%	6,348	-1.57%
Adult	1,256	-20.76%	9,219	-1.03%	18,416	7.31%	5,684	-2.40%
Teen	80	3.90%	475	19.95%	888	6.22%	327	20.22%
Children	66	-5.71%	534	5.53%	1,354	44.81%	337	-4.53%
AV	2,254	-23.54%	13,665	-19.83%	27,227	-16.51%	8,959	-22.78%
Adult	1,684	-22.57%	10,427	-19.20%	21,182	-15.21%	6,749	-21.31%
Teen	4	300.00%	6	-25.00%	9	-35.71%	6	0.00%
Children	566	-26.68%	3,232	-21.78%	6,036	-20.74%	2,204	-27.00%
In-Person Visits	7,905	-14.79%	44,257	-11.68%	83,573	-9.43%	30,841	-14.11%
Programming	485	-23.26%	3,811	-17.13%	6,136	-13.88%	2,997	-19.02%
Attendees								
Adult	227	80.16%	944	13.33%	1,689	2.12%	612	18.38%
Teen	8	-86.44%	98	-24.03%	166	-25.89%	90	-18.92%
Children	250	-44.07%	2,769	-23.87%	4,281	-18.41%	2,295	-25.32%
Other In-Person Visits	7,420	-14.17%	40,446	-11.13%	77,437	-9.06%	27,844	-13.54%

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

Lake Bluff Public Library		August 2018		August 2017		August 2016		August 2015		August 2014	
Measure		FY to date		FY to date		FY to date		FY to date		FY to date	
Points of Service		109,656	-12.80%	125,755	-2.78%	129,355	0.49%	128,729	14.06%	112,861	-14.25%
Database Interactions		9,877	-22.37%	12,723	-9.37%	14,038	27.42%	11,017	330.69%	2,558	1,179.00%
Patron Interactions		59,277	-12.97%	68,110	-4.74%	71,496	-6.81%	76,722	8.93%	70,430	-19.56%
Circulation		40,502	-9.84%	44,922	2.51%	43,821	6.91%	40,990	2.80%	39,873	-9.08%
Circulation		40,502	-9.84%	44,922	2.51%	43,821	6.91%	40,990	2.80%	39,873	-9.08%
Books and Magazines		25,195	-6.24%	26,871	5.25%	25,530	3.70%	24,620	4.71%	23,513	-6.67%
Electronic		6,348	-1.57%	6,449	2.56%	6,288	57.12%	4,002	32.78%	3,014	7.76%
AV		8,959	-22.78%	11,602	-3.34%	12,003	-2.95%	12,368	-7.33%	13,346	-15.89%
Patron Interactions		59,277	-12.97%	68,110	-4.74%	71,496	-6.81%	76,722	8.93%	70,430	-19.56%
Website Visits		28,436	-11.70%	32,204	-7.71%	34,895	-15.14%	41,122	16.63%	35,260	-18.32%
In-Person Visits		30,841	-14.11%	35,906	-1.90%	36,601	2.81%	35,600	1.22%	35,170	-20.76%
Books and Magazines		25,195	-6.24%	26,871	5.25%	25,530	3.70%	24,620	4.71%	23,513	-6.67%
Adult		10,120	0.44%	10,076	4.32%	9,659	-5.23%	10,192	5.81%	9,632	-7.60%
Teen		790	-8.46%	863	-9.16%	950	42.86%	665	-37.97%	1,072	-8.92%
Children		14,285	-10.34%	15,932	6.78%	14,921	8.41%	13,763	7.45%	12,809	-5.76%
Electronic		6,348	-1.57%	6,449	2.56%	6,288	57.12%	4,002	32.78%	3,014	7.76%
Adult		5,684	-2.40%	5,824	3.54%	5,625	72.65%	3,258	25.84%	2,589	3.35%
Teen		327	20.22%	272	-32.17%	401	-4.30%	419	94.88%	215	43.33%
Children		337	-4.53%	353	34.73%	262	-19.38%	325	54.76%	210	47.89%
AV		8,959	-22.78%	11,602	-3.34%	12,003	-2.95%	12,368	-7.33%	13,346	-15.89%
Adult		6,749	-21.31%	8,577	-1.64%	8,720	0.20%	8,703	-4.74%	9,136	-18.49%
Teen		6	0.00%	6	50.00%	4	-33.33%	6	-75.00%	24	0.00%
Children		2,204	-27.00%	3,019	-7.93%	3,279	-10.39%	3,659	-12.59%	4,186	-10.15%
In-Person Visits		30,841	-14.11%	35,906	-1.90%	36,601	2.81%	35,600	1.22%	35,170	-20.76%
Programming Attendees		2,997	-19.02%	3,701	-5.05%	3,898	4.25%	3,739	-5.63%	3,962	-3.11%
Adult		612	18.38%	517	21.65%	425	-5.97%	452	21.18%	373	16.56%
Teen		90	-18.92%	111	48.00%	75	-39.52%	124	11.71%	111	-5.13%
Children		2,295	-25.32%	3,073	-9.56%	3,398	7.43%	3,163	-9.06%	3,478	-4.76%
Other In-Person Visits		27,844	-13.54%	32,205	-1.52%	32,703	2.64%	31,861	2.09%	31,208	-22.55%

• "Past 6 months" covers the time period from just 2018 inclusive.

- The percentages reflect the changes between
  - "This month": August 2018 - August 2017
  - "Past 6 months": (March 2018 ... August 2017)
  - "Past 12 months": (September 2017 ... August 2018)
  - "FY to date": (May 2018 ... August 2018)

August 2017 inclusive.

August 2016 inclusive.

August 2015 inclusive.

August 2014 inclusive.