

April 16th, 2019

agenda

item	DOCUMENT	Section
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 New Staff Member Katie McLain Horner (5 minutes)(7:07pm)		
4 Opportunity to Address Board (5 minutes per community member)(7:12pm)		
5 Consent Agenda		
	Minutes of March 19th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:14pm)	3A-3B
6 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:19pm)		
	March Detailed Revenue & Expense Report (action)	4A-4E
	March Detailed Balance Sheet (action)	5A-5C
7 Approval of Checks (Green) (5 minutes)(7:24pm)		
	March Check Disbursement Report (action)	6A-6F
8 Committee Reports (10 minutes)(7:34pm)		
9 New Business		
	Vote of Thanks to Tim Kregor (action)(5 minutes)(7:39pm)	7A-7B
	Vote of Thanks to Carl Schons (action)(5 minutes)(7:44pm)	8A-8B
	Potential Development Position (15 minutes)(7:59pm)	9A-9B
	Contract for LAN Maintenance (action)(10 minutes)(8:09pm)	10A-10M
10 Old Business		
	UPDATE: Opening on Board of Library Trustees (10 minutes)(8:19pm)	
11 Director's Report (5 minutes)(8:24pm)		
	Librarian's Narrative Report	11A-11B
12 Executive Session(s)		
13 Any and All Other Business ...		
14 Adjournment (1 minute)(8:25pm)		
15 Attachments		
	Statistics for March, 2019 (Potentially Available at Meeting)	12
	Friends Meeting Dates for 2019	13A
	April 2019 Centennial Update	14A-14B
	Draft of Opening Sections of Long Range Plan	15A-15D

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, April 16th, 2019 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. New Staff Member Katie McLain Horner (5 minutes)(7:07pm)**
- 4. Opportunity for Public to Address the Board (5 minutes)(7:12pm)** (limit 5 minutes per person per meeting)
- 5. Approval of Minutes**
 - a. Approval of Minutes of March 19th, 2019 Board Meeting **(action)(2 minutes)(7:14pm)**
- 6. March 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:19pm)**
 - a. March Detailed Revenue & Expense Report
 - b. March Detailed Balance Sheet
- 7. Approval of checks (Green Pages) (5 minutes)(7:24pm)**
 - a. March Monthly Checks (13915-13922, 13924-13946)**(action)**
- 8. Committee Reports (10 minutes)(7:34pm) (Met)**
 - a. Finance Committee **(CHAIR: Butler. MEMBERS: None.) (Did not meet)**
 - b. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - c. Bylaw and Policy Committee **(CHAIR: Stroh. MEMBERS: Schons.)**
 - d. Human Resources Committee **(CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)**
 - e. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
 - f. Long Range Planning Committee **(CHAIR: Jackson. MEMBERS: Schons.)**
 - g. Outreach Committee **(CHAIR: Jackson. Members: None.)**
- 9. New Business**
 - a. Vote of Thanks to Tim Kregor **(action)(5 minutes)(7:39pm)**
 - b. Vote of Thanks to Carl Schons **(action)(5 minutes)(7:44pm)**
 - c. Potential Development Position **(15 minutes)(7:59pm)**

- d. Contract for LAN Maintenance **(action)(10 minutes)(8:09pm)**

10. Old Business

- a. UPDATE: Opening on Board of Library Trustees **(action)(10 minutes)(8:19pm)**

11. Director's Report (5 minutes)(8:24pm)

- a. Director's Narrative Report

12. Executive Session(s)

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

13. Any and all other business which may properly come before the Board

14. Adjournment (1 minute)(8:25pm)

Attachments:

Statistics for March, 2019 (Probably Available at Meeting)

Friends Meeting Dates for 2019

April 2019 Centennial Update

Opening Sections of Long Range Plan

Contract for LAN Maintenance

Resolution of Thanks to Carl Schons

Resolution of Thanks to Tim Kregor

Upcoming Board Meetings: May 21, June 18, and July 16, 2019.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, March 19th, 2019 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 7:05 pm. Present were Trustees Scot Butler, Janie Jerch, Carl Schons, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman. Kathy Meierhoff and Kate Jackson were absent.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** None.
4. **Approval of Minutes:** Butler moved and Stroh seconded a motion to approve the minutes of the February 19th, 2019 Board meeting; all voted aye.
5. **January 2019 Financial Reports:** Bailey noted the final payment for the roof and other associated work was made, in the amount of \$23,495, bringing the total cost of the project, including the services of Engberg, Anderson to \$291,168. Butler moved and Schons seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Butler moved and Schons seconded a motion to approve the February monthly checks numbered 13878-13887, 13889-13914; all voted aye.
7. **Committee Reports: No committees met this month**
 - a. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
 - b. **Finance** (Chair: Kregor. Member: Butler.)
 - c. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.)
 - d. **Bylaw and Policy** (Chair: Stroh. Member: Schons.)
 - e. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.)
 - f. **Long Range Planning** (Chair: Jackson. Members: Kregor and Schons.)
 - g. **Outreach** (Chair: Kregor. Member: Jackson.)
8. **New Business:**
 - Jillian Chapman has taken the reins on the Centennial Project.
 - We will be seeking sponsors to help fund the activities, but have money in the budget to cover any necessary expenses.
 - There will be a block party jointly sponsored by the Brewery and the Library on August 24, 2019. Save the date!
 -
9. **Old Business:**
 - a. There are small but significant differences between the proposed Budget for FY19-20 and the proposal discussed last month; they are as follows:
 - Under Personnel Services, there is less that was budgeted in FY18-19, but there are significant increases in Medical Insurance costs. However, there is still the same number of staff members, both full and part-time.
 - Under Capital Outlay, we now have more specific numbers for some of the furnishings that need replacing, and a quote to replace the old entrance doors.

- Under Computer Equipment, a more realistic amount reflects the need to purchase new machines that can run the latest Windows operating system.
- Bailey noted that a new line item, "Transferred to Reserve", was added to enhance transparency as we work to build up reserves.

b. Tim Kregor has resigned from the Library Board. Schons has agreed to spearhead the search for prospective candidates to fill out his term, which runs through April 2021. Bailey provided information on filling an open position, including a form to be filled out by prospective replacement trustees. He noted that the Trustees will interview these prospective trustees, and asked that we send him any questions beyond those asked on the application form to him by March 26.

10. Director's Report: Bailey reported that the Deep Freeze Read, which was sponsored by the Lake Bluff and Lake Forest Libraries, the Open Lands Association, and the Lake Forest-Lake Bluff History Society, was a huge success, with *The Death and Life of the Great Lakes* author Dan Egan's talks not only interesting but well-attended. We are already planning another collaboration with the Lake Forest Library for next winter.

Katie McLain started in her new position last week.

CPR recertification classes were held for Library staff last week.

We have a mock draft of the website to review, and hope to have the new finished site up and running soon.

11. Executive Session: There was none.

12. Any and All Other Business which may properly come before the Board: Some changes were noted to the Friends of the Library schedule. We also briefly discussed how to get the Library Foundation off the ground; it was suggested that a Library staff member be appointed as the liaison between the Library and the Foundation as a part of his or her job description, with that person's hours spent on this job paid for by the Foundation. Bailey is researching this possibility at Meierhoff's request.

13. Adjournment: Butler moved and Stroh seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:44 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	YTD BALANCE 03/31/2019 NORM (ABNORM)	YTD BALANCE 03/31/2018 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	0.00	0.00	919,780.64	895,528.44	921,475.00	99.82
PROPERTY TAX		0.00	0.00	919,780.64	895,528.44	921,475.00	99.82
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	224.79	193.15	1,933.59	1,976.08	2,100.00	92.08
080-300-34250	NON-RESIDENT FEES	913.67	793.77	5,375.29	5,616.01	7,000.00	76.79
080-300-34260	PASSPORT FEES	840.00	0.00	6,580.00	0.00	5,000.00	131.60
SERVICES		1,978.46	986.92	13,888.88	7,592.09	14,100.00	98.50
FINES							
080-300-35700	RENTAL FINES	614.57	561.91	9,027.57	9,638.47	12,500.00	72.22
FINES		614.57	561.91	9,027.57	9,638.47	12,500.00	72.22
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	8,558.22	0.00	7,900.00	108.33
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	790.00	390.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,500.00	50.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	1,008.11	1,319.29	11,859.82	7,749.32	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	10.00	0.00	2,828.57	1,212.79	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	2,159.36	0.00	0.00
080-300-38900	MISCELLANEOUS INCOME	22.70	47.00	1,262.15	1,402.47	2,000.00	63.11
MISCELLANEOUS REVENUE		1,040.81	1,366.29	26,798.76	12,963.94	11,450.00	234.05
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	769.41	854.58	12,652.87	8,095.15	5,000.00	253.06
INTEREST EARNINGS		769.41	854.58	12,652.87	8,095.15	5,000.00	253.06
Total Dept 300 - REVENUE		4,403.25	3,769.70	982,148.72	933,818.09	964,525.00	101.83
TOTAL REVENUES		4,403.25	3,769.70	982,148.72	933,818.09	964,525.00	101.83
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	YTD BALANCE 03/31/2019 NORM (ABNORM)	YTD BALANCE 03/31/2018 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	14,900.06	19,548.44	214,691.75	221,231.56	246,000.00	87.27
080-603-40030	STAFF SALARIES	20,450.56	20,578.31	244,245.25	237,161.65	274,000.00	89.14
SALARIES		35,350.62	40,126.75	458,937.00	458,393.21	520,000.00	88.26
BENEFITS							
080-603-40400	MEDICAL INSURANCE	6,954.79	5,469.43	69,903.83	60,905.49	70,000.00	99.86
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	175.00	275.00	250.00	70.00
080-603-40970	EMPLOYER FICA TAX	2,651.56	3,022.32	34,511.42	33,979.42	37,000.00	93.27
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,036.33	2,871.02	31,126.26	35,335.88	38,000.00	81.91
BENEFITS		11,642.68	11,362.77	135,716.51	130,495.79	145,250.00	93.44
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	6,957.12	3,439.12	49,846.12	32,211.52	24,000.00	207.69
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,292.65	2,350.74	1,500.00	86.18
080-603-41050	MAINTENANCE-GROUNDS	0.00	0.00	6,871.74	6,263.94	6,000.00	114.53
080-603-41300	COMPUTER SERVICES	0.00	0.00	12,520.00	13,220.00	13,000.00	96.31
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	73.06	3,413.55	2,912.17	4,500.00	75.86
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6.00	6.00	13,898.75	12,363.32	1,000.00	1,389.8
080-603-41350	LEGAL SERVICES	0.00	0.00	1,470.00	2,835.00	3,000.00	49.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	1,160.00	27,275.00	0.00
CONTRACTS		6,963.12	3,518.18	89,312.81	73,316.69	80,275.00	111.26
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	80.00	0.00	1,090.00	1,983.00	2,000.00	54.50
080-603-42440	DUES	0.00	140.00	1,960.14	2,367.31	2,500.00	78.41
080-603-43230	UTILITIES	881.02	1,136.38	11,647.69	12,028.66	14,000.00	83.20
080-603-43300	POSTAGE	158.73	465.87	1,811.21	1,678.77	2,500.00	72.45
080-603-43410	PRINTING/E-NEWSLETTER	29.99	0.00	7,611.29	7,599.89	8,000.00	95.14
080-603-43550	OFFICE SUPPLIES	325.85	540.58	5,461.96	5,538.75	5,000.00	109.24
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	67.16	102.75	1,378.52	1,778.90	2,000.00	68.93
080-603-43668	TECHNICAL SERVICES SUPPLIES	408.19	593.90	4,654.04	5,456.05	4,500.00	103.42
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	315.41	812.40	500.00	63.08
080-603-43710	ADULT PROGRAM SUPPLIES	233.46	(127.61)	5,319.78	5,240.56	6,000.00	88.66
080-603-43720	JUVENILE PROGRAM SUPPLIES	123.58	258.42	5,657.86	4,420.51	6,000.00	94.30
080-603-43730	OUTREACH SUPPLIES	114.97	298.59	902.02	689.83	1,000.00	90.20
080-603-43740	TEEN PROGRAM SUPPLIES	41.48	0.00	744.31	1,294.27	1,500.00	49.62
COMMODITIES		2,464.43	3,408.88	48,554.23	50,888.90	55,500.00	87.49
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	225.38	26.10	2,341.58	628.07	2,000.00	117.08
PROGRAM EXPENSES		225.38	26.10	2,341.58	628.07	2,000.00	117.08

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 03/31/2019

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	YTD BALANCE 03/31/2019 NORM (ABNORM)	YTD BALANCE 03/31/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,511.32	2,766.41	15,945.39	15,554.03	17,000.00	93.80
080-603-45100	ADULT FICTION BOOKS	1,438.20	2,189.49	14,564.96	13,597.65	15,500.00	93.97
080-603-45110	ADULT LARGE PRINT MATERIAL	36.15	201.13	418.18	481.27	500.00	83.64
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,203.33	1,577.42	11,786.98	13,510.08	15,500.00	76.05
080-603-45220	ADULT REFERENCE/E-REFER	5,000.00	6,000.00	15,991.61	21,095.38	22,000.00	72.69
080-603-45400	JUVENILE NON-FICTION	1,515.67	1,452.25	8,008.85	6,903.11	7,000.00	114.41
080-603-45410	PICTURE BOOKS, READERS	360.36	529.85	3,689.07	5,582.55	4,500.00	81.98
080-603-45420	JUVENILE FICTION	777.78	899.45	9,086.01	7,218.83	10,000.00	90.86
080-603-45430	JUVENILE AUDIO-VISUAL	74.77	121.86	2,099.61	1,482.18	2,500.00	83.98
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	334.33	500.00	0.00
080-603-45450	TEEN BOOKS	307.77	194.68	2,618.40	2,742.85	2,750.00	95.21
080-603-45460	E-BOOKS	1,872.20	2,554.44	11,182.39	10,620.82	13,000.00	86.02
080-603-45470	GRAPHIC NOVELS	223.19	185.17	465.95	500.03	500.00	93.19
080-603-45500	PERIODICALS	359.88	364.00	7,152.02	7,316.57	6,750.00	105.96
080-603-45510	VIDEO GAMES	139.97	0.00	3,442.96	3,300.77	3,500.00	98.37
080-603-45520	TRENDING TITLES	250.35	242.56	1,264.66	1,162.56	2,000.00	63.23
080-603-45600	PATRON & STAFF SOFTWARE	183.95	1,306.95	4,188.11	4,667.76	5,000.00	83.76
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	44.95	0.00	1,165.95	264.99	4,000.00	29.15
080-603-58100	COMPUTER EQUIPMENT	191.60	0.00	258.58	7,077.74	6,000.00	4.31
080-603-58270	OTHER EQUIPMENT	0.00	0.00	229.92	3,603.16	1,000.00	22.99
CAPITAL EQUIPMENT		15,491.44	20,585.66	135,091.60	147,921.66	161,500.00	83.65
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	291,168.18	0.00	100,000.00	291.17
CAPITAL BUILDING		0.00	0.00	291,168.18	0.00	100,000.00	291.17
Total Dept 603 - LIBRARY ADMINISTRATION		72,137.67	79,028.34	1,161,121.91	861,644.32	1,064,525.00	109.07
TOTAL EXPENDITURES		72,137.67	79,028.34	1,161,121.91	861,644.32	1,064,525.00	109.07
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		4,403.25	3,769.70	982,148.72	933,818.09	964,525.00	101.83
TOTAL EXPENDITURES		72,137.67	79,028.34	1,161,121.91	861,644.32	1,064,525.00	109.07
NET OF REVENUES & EXPENDITURES		(67,734.42)	(75,258.64)	(178,973.19)	72,173.77	(100,000.00)	178.97

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	YTD BALANCE 03/31/2019 NORM (ABNORM)	YTD BALANCE 03/31/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	3,253.40	5,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	7,152.50	0.00	4,411.00	162.15
GRANTS		0.00	0.00	7,152.50	3,253.40	9,411.00	76.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	200.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	(315.00)	0.00	0.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	(315.00)	0.00	200.00	16,000.00	0.00
Total Dept 300 - REVENUE		0.00	(315.00)	7,152.50	3,453.40	25,411.00	28.15
TOTAL REVENUES		0.00	(315.00)	7,152.50	3,453.40	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	0.00	207.85	15,439.93	6,823.45	16,000.00	96.50
PROGRAM EXPENSES		0.00	207.85	15,439.93	6,823.45	16,000.00	96.50
Total Dept 603 - LIBRARY ADMINISTRATION		0.00	207.85	19,883.19	6,823.45	25,411.00	78.25
TOTAL EXPENDITURES		0.00	207.85	19,883.19	6,823.45	25,411.00	78.25
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	(315.00)	7,152.50	3,453.40	25,411.00	28.15
TOTAL EXPENDITURES		0.00	207.85	19,883.19	6,823.45	25,411.00	78.25
NET OF REVENUES & EXPENDITURES		0.00	(522.85)	(12,730.69)	(3,370.05)	0.00	100.00

04/12/2019 03:55 PM
User: EBAILEY
DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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GL NUMBER	DESCRIPTION	PERIOD ENDING 03/31/2019		YTD BALANCE 03/31/2019 NORM (ABNORM)	YTD BALANCE 03/31/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
		ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)				
TOTAL REVENUES - ALL FUNDS		4,403.25	3,454.70	989,301.22	937,271.49	989,936.00	99.94
TOTAL EXPENDITURES - ALL FUNDS		72,137.67	79,236.19	1,181,005.10	868,467.77	1,089,936.00	108.36
NET OF REVENUES & EXPENDITURES		(67,734.42)	(75,781.49)	(191,703.88)	68,803.72	(100,000.00)	191.70

5A

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(10,369.77)	(15,716.91)
	A/R - OTHER	(10,369.77)	(15,716.91)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	131,904.17
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(261.95)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	312,727.81
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	15,569.85
	CASH/INVESTMENTS	585,829.97	460,091.68
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			
080-100-12000	PREPAID EXPENSES	27,139.88	4,902.00
	PREPAID ITEMS	27,139.88	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
Total Assets		1,516,182.53	1,355,706.72
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,569.16	21,569.16
	ACCRUED PAYROLL	21,569.16	21,569.16
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,230.06	32,727.44
	ACCOUNTS PAYABLE	14,230.06	32,727.44
A/P - OTHER			
	A/P - OTHER	0.00	0.00
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

5B

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
Total Liabilities		957,277.56	975,774.94
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	558,904.97	558,904.97
	NET POSITION/FUND BALANCE	558,904.97	558,904.97
Total Fund Balance		558,904.97	558,904.97
Beginning Fund Balance			558,904.97
Net of Revenues VS Expenditures			(178,973.19)
Ending Fund Balance			379,931.78
Total Liabilities And Fund Balance			1,355,706.72

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
082-100-11360	A/R - OTHER GRANTS RECEIVABLE	7,152.50	7,152.50
	A/R - OTHER	7,152.50	7,152.50
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(22,465.50)	(42,692.91)
	CASH/INVESTMENTS	(22,465.50)	(42,692.91)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	7,895.89	15,048.39
	DUE TO OTHER FUNDS	7,895.89	15,048.39
Total Assets		(7,417.11)	(20,492.02)
*** Liabilities ***			
	ACCOUNTS PAYABLE		
	ACCOUNTS PAYABLE	344.22	0.00
Total Liabilities		344.22	0.00
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(7,761.33)	(7,761.33)
	NET POSITION/FUND BALANCE	(7,761.33)	(7,761.33)
Total Fund Balance		(7,761.33)	(7,761.33)
Beginning Fund Balance			(7,761.33)
Net of Revenues VS Expenditures			(12,730.69)
Ending Fund Balance			(20,492.02)
Total Liabilities And Fund Balance			(20,492.02)

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Banks: LIBCK, LIBEP

GA

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
03/25/2019	LIBCK	13915	524495	BRODART CO.	LIBRARY FURNISHINGS	080-603-50100	44.95
03/25/2019	LIBCK	13916	RLM7251	CDW GOVERNMENT, INC.	COMPUTER EQUIPMENT	080-603-58100	191.60
03/25/2019	LIBCK	13917	COM031219	COMCAST	UTILITIES	080-603-43230	244.85
03/25/2019	LIBCK	13918	SVC00020194	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,970.82
03/25/2019	LIBCK	13919	WEI031919	WEI DENG	MISCELLANEOUS EXPENSES	080-603-46100	35.00
04/12/2019	LIBCK	13920	4009895	ACCESS ONE, INC.	UTILITIES	080-603-43230	636.17
04/12/2019	LIBCK	13921	STR040519	ALICIA STREIGHTIFF	JUVENILE PROGRAM SUPPLIES	080-603-43720	63.62
04/12/2019	LIBCK	13922	493755995449	AMAZON	OFFICE SUPPLIES	080-603-43550	14.99
		13922	777987543496		OFFICE SUPPLIES	080-603-43550	9.25
		13922	695454847757		TECHNICAL SERVICES SUPPLIES	080-603-43668	21.69
		13922	435474494496		ADULT PROGRAM SUPPLIES	080-603-43710	64.18
		13922	743867365434		ADULT PROGRAM SUPPLIES	080-603-43710	65.58
		13922	447773993583		ADULT PROGRAM SUPPLIES	080-603-43710	74.91
		13922	757879856776		ADULT PROGRAM SUPPLIES	080-603-43710	13.80
		13922	455335544486		ADULT PROGRAM SUPPLIES	080-603-43710	14.99
		13922	546687937843		JUVENILE PROGRAM SUPPLIES	080-603-43720	84.95
		13922	456994669537		JUVENILE PROGRAM SUPPLIES/CR	080-603-43720	(24.99)
		13922	457943636337		OUTREACH SUPPLIES	080-603-43730	7.99
		13922	865764973665		OUTREACH SUPPLIES	080-603-43730	38.98
		13922	634635476733		ADULT NON-FICTION BOOKS	080-603-45000	32.30
		13922	994834637365		ADULT NON-FICTION BOOKS	080-603-45000	15.00
		13922	469455669944		ADULT NON-FICTION BOOKS	080-603-45000	13.49
		13922	778766969345		ADULT NON-FICTION BOOKS	080-603-45000	10.56
		13922	455746655736		ADULT FICTION BOOKS	080-603-45100	8.79
		13922	779359834849		ADULT FICTION BOOKS	080-603-45100	10.37
		13922	455864478338		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		13922	583884386794		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.28
		13922	453345654567		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13922	459933698798		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.92
		13922	463476883458		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.87
		13922	468566739745		ADULT AUDIO VISUAL MATERIAL	080-603-45200	67.23
		13922	673597498497		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.81
		13922	867349968585		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13922	436586539434		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.31
		13922	576363797846		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.97
		13922	665985845834		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.95

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13922	756784447465		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.19
		13922	888765968477		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.98
		13922	448748556373		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		13922	446943374399		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.99
		13922	494684398998		ADULT AUDIO VISUAL MATERIAL	080-603-45200	90.33
		13922	556484364857		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13922	594669984545		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.96
		13922	954643373653		ADULT AUDIO VISUAL MATERIAL	080-603-45200	46.51
		13922	447886997355		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.96
		13922	455567457666		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.88
		13922	795849498466		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.80
		13922	989443397843		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.98
		13922	564359736954		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		13922	696954595746		ADULT AUDIO VISUAL MATERIAL	080-603-45200	137.77
		13922	443435753599		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.59
		13922	746355748997		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.58
		13922	955463897436		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.12
		13922	655599868734		ADULT AUDIO VISUAL MATERIAL	080-603-45200	81.64
		13922	463447688937		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.11)
		13922	453647889355		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(1.81)
		13922	473575635939		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(2.86)
		13922	875934964675		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.36)
		13922	943439968454		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	15.98
		13922	457647544575		JUVENILE FICTION	080-603-45420	19.99
		13922	493755995449		JUVENILE FICTION	080-603-45420	24.98
		13922	457647544575		JUVENILE AUDIO-VISUAL	080-603-45430	24.96
		13922	943439968454		JUVENILE AUDIO-VISUAL	080-603-45430	27.98
		13922	457647544575		TEEN BOOKS	080-603-45450	15.19
		13922	464584785673		TEEN BOOKS	080-603-45450	139.97
		13922	788749594454		VIDEO GAMES	080-603-45510	19.96
		13922	568333358563		TRENDING TITLES	080-603-45520	24.96
		13922	458634787895		TRENDING TITLES	080-603-45520	19.96
							1,728.17
04/12/2019	LIBCK	13923		VOID	** VOIDED **		
				Void Reason: Created From	Check Run Process		** VOIDED **
04/12/2019	LIBCK	13924	110471	APPLE BOOKS	JUVENILE NON-FICTION	080-603-45400	746.10
04/12/2019	LIBCK	13925	2034397027	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	11.70
		13925	2034399308		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
13925			2034406021		TECHNICAL SERVICES SUPPLIES	080-603-43668	
13925			2034396419		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.10
13925			2034407333		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.55
13925			2034406045		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
13925			2034413633		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.90
13925			2034417020		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.35
13925			2034413646		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.55
13925			2034416892		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
13925			2034412906		TECHNICAL SERVICES SUPPLIES	080-603-43668	21.95
13925			2034438159		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.75
13925			2034416876		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
13925			2034417012		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.05
13925			2034428637		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.15
13925			2034430148		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
13925			2034430079		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.00
13925			2034430207		TECHNICAL SERVICES SUPPLIES	080-603-43668	23.00
13925			2034417025		TECHNICAL SERVICES SUPPLIES	080-603-43668	48.50
13925			2034436695		TECHNICAL SERVICES SUPPLIES	080-603-43668	36.20
13925			2034438150		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.45
13925			2034441647		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.00
13925			2034444964		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.90
13925			2034396419		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
13925			2034406045		ADULT NON-FICTION BOOKS	080-603-45000	293.19
13925			2034413633		ADULT NON-FICTION BOOKS	080-603-45000	292.10
13925			2034417025		ADULT NON-FICTION BOOKS	080-603-45000	441.87
13925			2034438150		ADULT NON-FICTION BOOKS	080-603-45000	10.84
13925			2034406021		ADULT NON-FICTION BOOKS	080-603-45000	401.97
13925			2034417012		ADULT FICTION BOOKS	080-603-45100	211.62
13925			2034417025		ADULT FICTION BOOKS	080-603-45100	85.89
13925			2034436695		ADULT FICTION BOOKS	080-603-45100	645.48
13925			2034438275		ADULT FICTION BOOKS	080-603-45100	460.76
13925			2034416892		ADULT LARGE PRINT MATERIAL	080-603-45110	36.15
13925			2034444964		JUVENILE NON-FICTION	080-603-45400	285.21
13925			2034397027		JUVENILE NON-FICTION	080-603-45400	31.61
13925			2034412906		PICTURE BOOKS, READERS	080-603-45410	252.95
13925			2034438159		PICTURE BOOKS, READERS	080-603-45410	67.49
13925			2034407333		PICTURE BOOKS, READERS	080-603-45410	39.92
13925			2034416876		JUVENILE FICTION	080-603-45420	49.29
13925			2034430079		JUVENILE FICTION	080-603-45420	72.00
13925			2034430207		JUVENILE FICTION	080-603-45420	80.42
					JUVENILE FICTION	080-603-45420	540.10

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/12/2019	LIBCK	13935	PINV1700329	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES/NOTE PADS	080-603-43550	2.64
		13935	PINV1707150		OFFICE SUPPLIES/COPY PAPER	080-603-43550	34.90
		13935	PINV1708959		OFFICE SUPPLIES	080-603-43550	5.65
		13935	PINV1700329		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	67.16
		13935	PINV1700329		TECHNICAL SERVICES SUPPLIES/	080-603-43668	41.16
		13935	PINV1707150		TECHNICAL SERVICES SUPPLIES/	080-603-43668	27.45
							178.96
04/12/2019	LIBCK	13936	HP2019-163	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	6.00
04/12/2019	LIBCK	13937	JOH040119	JOHNS HOPKINS UNIVERSIT	PERIODICALS	080-603-45500	120.00
04/12/2019	LIBCK	13938	MAH040519	JON MAHONEY	MISCELLANEOUS EXPENSES	080-603-46100	164.28
04/12/2019	LIBCK	13939	10110703983	LINKEDIN CORPORATION	ADULT REFERENCE/E-REFER	080-603-45220	2,500.00
04/12/2019	LIBCK	13940	97168679	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	112.97
		13940	97205687		ADULT AUDIO VISUAL MATERIAL	080-603-45200	172.95
		13940	97216435		ADULT REFERENCE/E-REFER	080-603-45220	1,000.00
							1,285.92
04/12/2019	LIBCK	13941	SVC00020399	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,286.30
		13941	SVC00020397REV		MAINTENANCE-BUILDING	080-603-41000	909.00
							3,195.30
04/12/2019	LIBCK	13942	01018CO19058780	OVERDRIVE , INC	E-BOOKS	080-603-45460	1,872.20
04/12/2019	LIBCK	13943	76206255	RECORDED BOOKS, LLC	ADULT REFERENCE/E-REFER	080-603-45220	1,500.00
04/12/2019	LIBCK	13944	10532	TEAM SOFTWARE SOLUTIONS	PATRON & STAFF SOFTWARE	080-603-45600	125.00
04/12/2019	LIBCK	13945	313888	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	1,056.00
04/12/2019	LIBCK	13946	VIL022819	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE/MED INS	080-100-11580	5,926.23
		13946	VIL022819		DUE FROM THE VILLAGE/LIFE IN	080-100-11580	55.70
		13946	VIL022819		DUE FROM THE VILLAGE/DENTAL/	080-100-11580	556.21
		13946	VIL022819		DUE FROM THE VILLAGE/IMRF EE	080-100-11580	1,365.75
		13946	VIL022819		DUE FROM THE VILLAGE/IMRF ER	080-100-11580	2,452.26
							10,356.15
TOTAL - ALL FUNDS					TOTAL OF 32 CHECKS (1 voided		35,242.10

--- GL TOTALS ---

080-100-11580

DUE FROM THE VILLAGE

10,356.15

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-41000				MAINTENANCE-BUILDING			
080-603-41314				OTHER PROFESSIONAL/CONTRACTUAL	6,957.12		
080-603-42400				PROFESSIONAL DEVELOPMENT	6.00		
080-603-43230				UTILITIES	80.00		
080-603-43300				POSTAGE	881.02		
080-603-43410				PRINTING/E-NEWSLETTER	158.73		
080-603-43550				OFFICE SUPPLIES	29.99		
080-603-43660				MAINTENANCE SUPPLIES-BUILDING	67.43		
080-603-43668				TECHNICAL SERVICES SUPPLIES	67.16		
080-603-43710				ADULT PROGRAM SUPPLIES	408.19		
080-603-43720				JUVENILE PROGRAM SUPPLIES	233.46		
080-603-43730				OUTREACH SUPPLIES	123.58		
080-603-43740				TEEN PROGRAM SUPPLIES	114.97		
080-603-45000				ADULT NON-FICTION BOOKS	41.48		
080-603-45100				ADULT FICTION BOOKS	1,511.32		
080-603-45110				ADULT LARGE PRINT MATERIAL	1,438.20		
080-603-45200				ADULT AUDIO VISUAL MATERIAL	36.15		
080-603-45220				ADULT REFERENCE/E-REFER	1,203.33		
080-603-45400				JUVENILE NON-FICTION	5,000.00		
080-603-45410				PICTURE BOOKS, READERS	1,515.67		
080-603-45420				JUVENILE FICTION	360.36		
080-603-45430				JUVENILE AUDIO-VISUAL	777.78		
080-603-45450				TEEN BOOKS	74.77		
080-603-45460				E-BOOKS	307.77		
080-603-45470				GRAPHIC NOVELS	1,872.20		
080-603-45500				PERIODICALS	223.19		
080-603-45510				VIDEO GAMES	359.88		
080-603-45520				TRENDING TITLES	139.97		
080-603-45600				PATRON & STAFF SOFTWARE	250.35		
080-603-46100				MISCELLANEOUS EXPENSES	183.95		
080-603-50100				LIBRARY FURNISHINGS	225.38		
080-603-58100				COMPUTER EQUIPMENT	44.95		
				TOTAL	191.60		
					35,242.10		

RESOLUTION NO. 2019-02_____**Resolution of Thanks to Tim Kregor****Lake Bluff Public Library**

WHEREAS, Tim Kregor joined the Board of Trustees of the Lake Bluff Public Library in August 2012 by appointment, and was elected to subsequent 4 year terms in 2013 and 2017.; and

WHEREAS, Mr. Kregor left the Board of Trustees on February 22nd, 2019; and

WHEREAS, Mr. Kregor brought management experience, a knowledge of marketing and statistics, and a keen eye for finance to the Board, and;

WHEREAS, Mr. Kregor discharged his responsibilities faithfully and in the spirit of service to the community.

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 Tim Kregor for six and a half years of service to the Village of Lake Bluff as a Library Trustee.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Mr. Kregor 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 16th Day of April, 2019 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

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

(SEAL)

RESOLUTION NO. 2019-01_____**Resolution of Thanks to Carl Schons****Lake Bluff Public Library**

WHEREAS, Carl Schons joined the Board of Trustees of the Lake Bluff Public Library in 2013 by appointment, and was elected to a subsequent 4 year term in 2015.; and

WHEREAS, Mr. Schons will be leaving the Board of Trustees on April 30th, 2019; and

WHEREAS, Mr. Schons has brought intelligence, knowledge of the community, and a keen eye for the essentials of any discussion to matters discussed by the Library Board, and;

WHEREAS, Mr. Schons has discharged his responsibilities not only capably but with a positive attitude and good humor.

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 Carl Schons for 6 years of service to the Village of Lake Bluff as a Library Trustee.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Mr. Schons 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 16th Day of April, 2019 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

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

(SEAL)

Potential Development Coordinator Position

SUMMARY: As requested, I have been researching the possibility of adding a Philanthropic Development Coordinator to the Library's staff. This position would be responsible for guiding the development of philanthropic prospects, the coordination of fundraising activities, and the completion of administrative responsibilities for the Foundation. The Foundation has proposed covering the cost of this person's employment.

RESEARCH

- Financial Support from the Foundation for Operational Support from the Library
 - The Foundation HAS received an initial donation of \$45,000, to be made over 5 years. A total of \$9K has already been received by the Foundation in addition to \$1,500 in donations that had previously been made. The Foundation does therefore have funds to provide support for a philanthropic development coordinator.
 - The Foundation, however, lacks the HR infrastructure that the Library has. Aside from the cost of a new hire's salary and benefits, there is minimal cost to the Library in adding new staff members.
- Precedent in Other Libraries
 - There is precedent for this in other area libraries such as Fremont, Waukegan, and Aurora that employ staff to work on Foundation business. While the libraries in question handle all of the attendant expenses with their operating funds, other area governmental entities, such as the Lake County Forest Preserve, have a cost sharing agreement of some type in place with their Foundation.
 - In consideration of whether it would be legal to do this, legal counsel stated that it would indeed be legal.
- Impact on the Audit of Library Finances
 - Dan Berg of Sikich, who leads the Lake Bluff audit team, has been contacted regarding potential impact of this closer affiliation. Dan stated that it would make no difference from the auditor's perspective.
 - The reason for this is that the Foundation states in its bylaws that it will support only the Library and that any funds it has will go to the Library upon dissolution. Due to this, it is already considered materially relevant by the auditors. The Friends of the Library are considered relevant each year for the same reason.
 - When an entity like the Foundation or Friends exceeds \$35K in funds, it is included in the full audit. The Friends have never done so, and therefore have never been included. The auditors make a point of checking on the financial situation of the Friends each year.
- Relevance of FOIA and OMA
 - In discussing the proposal with legal counsel Mark Ritzman, he suggested that FOIA (but probably not OMA) might become applicable to the Foundation with a closer connection.

- Director Selina Gomez-Beloz at Waukegan Public Library informed me that the Foundation there is not subject to OMA, and FOIA would be superfluous. Most all documents, in particularly financial documents, are handled for the Foundation by the Library and are therefore available via FOIA request to that entity.
- Mr. Ritzman stated that he would do research and clarify the applicability of OMA and FOIA for us. He also made clear that this was a question of being appropriately aware, rather than something that represented an obstacle.
- Need for Contract
 - A Director I spoke with who works with a Foundation at their Library stated that they did not have a contract between the Library and Foundation regarding employment of someone for philanthropic development. This had become a source of concern, as no capital campaign was under way and the Foundation was presently bringing in fewer funds per year than were being expended on development staff.
 - Legal counsel stated that an agreement is advised given that an exchange, funds expended on staffing to be reimbursed by the Foundation, would be taking place. Besides being legally a good idea, it would clarify details of the arrangement and result in a more harmonious undertaking.
- A Genuine Need
 - It is my recommendation that someone in such a capacity is necessary to keep forward momentum. The Foundation has been incorporated, filed for tax exemption, created letterhead, and conducted limited initial fundraising through the work of Trustees and Library Staff. As they are not fundraisers, learning what to do before work begins has been a necessity. What has been done thus far is admirable, but more is needed to fully launch a capital campaign.

RECOMMENDED NEXT STEPS

- Mark Ritzman will provide additional information regarding FOIA and OMA.
- I have asked Mark Ritzman to create a draft agreement for the above. It is not available for inclusion in the packet, but should be available for the Board Meeting.

Respectfully submitted,

Eric Scott Bailey

RECOMMENDATION REGARDING LAN MAINTENANCE CONTRACT

Summary: Our LAN maintenance contract with Computer View Inc. (CVI) is up on April 30, 2019. A new contract is needed.

Background:

- The current contract with CVI was for two years (May 1, 2017 to April 30, 2019).
 - The Library has contracted with CVI for LAN maintenance for at least 13 years.
- The Library last went out to bid for LAN maintenance service in 2015.
 - Other responding companies were competitive in terms of service, but not in terms of price.

Research:

- CVI's service the past two years has been good.
 - Network issues are a rarity.
 - Those issues that have occurred (including the need for a partial restore from backup after an unfortunate malware incident) have been handled quickly and competently.
- CVI has some weaknesses as a service provider.
 - Their chief weakness is in assistance with tech planning, particularly on a large scale.
 - Because we are not a large operation and do not have an especially complicated network, this isn't a strong need for us overall and tends not to be a problem.
- Head of Technical Services Lyndy Jensen contacted local LAN maintenance companies to gauge service and cost.
 - While service was still competitive or better to CVI, Lyndy found that the price of service from other firms was significantly higher. Other companies continue to be at minimum \$10K to \$20K per year in contract expenses.
 - A review of options in the area has not identified any similarly priced options.
- On request, Roxy Poluchowicz of CVI has provided a contract for continued service for a further two years (May 1, 2017 to April 30, 2019).
 - The contract is for \$13,040 per year (12 months service), an increase of \$520 from the previous annual contract of \$12,520 for the same service.
 - Additionally worth noting, we rarely have additional charges related to LAN maintenance. Low contracts are sometimes a sign that a vendor will be liberal in

billing for additional service, but this has never been the case with CVI. We pay for changes and new implementation, but the contract very effectively covers what we need for annual LAN maintenance.

Recommendation:

- Given that:
 - We went out to bid in 2015 and several times in the years immediately before that.
 - Testing the waters of the market continues to show the same gap in cost.
 - CVI provides the Library with quality service that effectively meets our needs as a small organization.
 - The cost of the service received remains VERY competitive.
- My recommendation is that we accept the two-year contract offered by CVI and go out to bid in two years. Even if we continue to find the same price gap, six (6) years with a vendor is a good point at which to go out to bid for best practice. We can begin scoping our needs and preparing the bid docs now. We can then go out to bid far enough in advance that any potential transition would have a long timetable for completion.

Suggested Resolution:

That the contract from Computer View Inc. totaling \$13,040 for two years of Local Area Network (LAN) management service be accepted.

Respectfully submitted,

Eric Scott Bailey



COMPUTER VIEW INC.
NETWORKING & SYSTEMS INTEGRATION

Comprehensive Remote LAN Management Agreement

This Agreement is entered into at Arlington Heights, Illinois on March 22, 2019 between Computer View, Inc. (CVI), an Illinois corporation and Lake Bluff Public Library (the "Customer") an Illinois public institution located at 123 Scranton Avenue, Lake Bluff, Illinois. This Agreement covers the twenty-four (24) month time period commencing May 1, 2019 and ending on April 30, 2021 (the "Agreement Term") and will remain in effect as outlined in Section 6.

1. Equipment Covered

All existing computer and networking equipment as described in Attachment A will be covered by this Agreement subject to any vendor and/or warranty limitations.

2. Service Provided

Attachment A defines the total inventory supported, the frequency and description of proactive system management activities to be performed by CVI, the service level agreement, the service charge summary and any equipment coverage exceptions.

Subject to all terms of this Agreement, CVI will provide to Customer the following services for the computer and networking equipment as described in Attachment A, including but not necessarily limited to:

- A. System management of the Customer's LAN environment consisting of the hardware, software and network resources listed in Appendix A.
- B. Consulting and system planning services
- C. Diagnosis and resolution of Local Area Network (LAN) or component issues
- D. Routine preventative maintenance of network equipment
- E. Telephone technical support
- F. End User application support

CVI will provide limited end-user application support when possible. CVI can only ensure successful operation in the networked environment, subject to vendor support or system compatibility, for any particular application.

- G. Repair equipment pickup and delivery
- H. An Hours Allowance for Move/Add/Change (MAC) Work Requests to be scheduled mutually between Customer and CVI

3. Optional Services

The following services are outside the scope of this Agreement but can be performed under this Agreement for an additional fee:

- A. Installation and configuration of major system or component upgrades
- B. Staff training of LAN administration, management or application software
- C. Software/Internet programming services
- D. Data recovery if backup system is not properly maintained by the Customer
- E. Equipment and/or service costs not covered by vendor/manufacture warranty
- F. Technical support for issues created by the Customer or other third parties

4. Customer Responsibilities

A. Access to Equipment and Facilities

Customer must provide CVI with access to the equipment covered under this Agreement which is convenient and timely for CVI, adequate working space and facilities within reasonable distance of the equipment, and access to and use of all information, internal resources and facilities determined necessary by CVI to service the network.

Any CVI software, equipment or consulting, programming, or management tools which may be furnished or utilized by CVI in the performance of these services shall remain the property of CVI and shall be returned to CVI upon its request or upon termination of the Agreement at a mutually convenient time which shall not be less than 7 days after termination of this Agreement.

B. Key Contact

Customer must appoint a key contact person with whom CVI technicians can communicate. The current key contact person is specified in Attachment A.

C. Routine Operating Procedures

Customer must follow routine operating procedures for the network, with regards to periodic backups, physical and access security, and periodic capacity monitoring as defined by CVI.

D. Issue Resolution

Customer must follow CVI's problem reporting procedure as defined in the CVI Solutions Guide and may be required to conduct preliminary diagnostic procedures prior to a CVI technician being dispatched to the Customer's facility.

CVI will review, prioritize and perform preliminary diagnosis of problems within 4 hours of receipt in CVI's office. CVI will resolve problems per the specified Service Level in Attachment A, plus any additional time that may be required from third-party vendors, such as parts or software suppliers.

E. Onsite Visit

Once CVI determines that an onsite visit is required to resolve an issue, a technician will be dispatched within 4 hours for critical issues, after all necessary hardware, software and/or network components become available. Critical issues include operations failure of major network components such as a server, switch, router, circuit, or other critical components as specified in Attachment A.

F. Emergency Visit

An emergency visit is an on-site technician visit outside CVI's normal business hours of operation (9:00AM-5:00PM Monday-Friday, except CVI holidays). If initiated by CVI to meet the Service Level Agreement (SLA) specified in Attachment A, there is no additional charge to the Customer. If requested by Customer when it is not required by the SLA, CVI's then current Emergency Visit rates, as documented in Attachment A, will apply.

G. Software Costs and Licensing

CVI will license all necessary remote management software on behalf of Customer, and such fees will be integrated into the fees charged by CVI. In the event of early contract termination, Customer will separately pay for all such fees paid by CVI on Customer's behalf. CVI will track Customer's remote management software.

Customer is responsible for all other software license and license upgrade fees. Customer is also responsible for ensuring that all software, including future version upgrades, has been properly licensed and registered in the Customer's name. Customer is responsible for all software tracking, except CVI remote management software as noted above.

H. Network Software

CVI provides support only for the current and immediately preceding versions of network software, and only to the extent such software is supported by the manufacturer. CVI is not liable for the performance and non-performance of software products or the manufacturer's technical support services.

I. Hardware Costs

Customer is responsible for all hardware costs including all equipment, cables, connectors, accessories and interfaces.

J. Indemnity

The Customer agrees to indemnify and hold CVI harmless against all claims, demands, damages, costs, expenses, attorney fees, actions and causes of action

except those arising solely and directly from the services provided by CVI hereunder.

5. Service Fees

The contract fee will be as specified in Attachment A. Contract fees will be billed quarterly in advance. A summary of activities performed and issues resolved under this Agreement will be reviewed with Customer on a quarterly basis.

6. Term, Termination and Renewal

A. Term

This Agreement covers the time period as specified in Attachment A.

B. Termination

Except for non-payment of an invoice from Computer View, any party to this Agreement shall not be deemed in default, breach or in non-compliance with any term or provision of this Agreement and no action shall be taken regarding any default, breach or non-compliance unless all of the following have occurred:

- (a) Non breaching party shall send breaching party a written notice setting forth in detail any default, breach or non-compliance; specifying what act or omission of breaching party caused said default, breach or non-compliance; when said act or omission occurred; what provision or term of said Agreement is involved; and what acts breaching party must perform to cure default, breach or non-compliance.
- (b) Said notice must be sent regular and certified mail, return receipt requested, addressee only with postage prepaid to the breaching party at the address set forth herein;
- (c) Thirty (30) days must elapse from the time said notice is received by breaching party;
- (d) Breaching party has not cured said default, breach or non-compliance within said thirty (30) days.

Upon termination of this Agreement by either party, each party shall promptly return to the other all data, materials and properties of the other held by it.

C. Duration and Renewal

Unless terminated as provided above, CVI will continue Service for the duration of this Agreement and after the expiration date of this Agreement. Use of the Service after a prepaid term, or after this Agreement has expired will constitute acceptance and renewal of this Agreement for a new twelve (12) month Agreement Term with the service rates in effect at the time of renewal, unless

Customer gives Computer View 5 days written notice prior to any usage of the Service that Customer will not renew this Agreement.

7. Non-Solicitation

Customer and CVI agree that during the term of this Agreement and for a period of twelve (12) months thereafter, neither party will hire, employ or contract with an employee of the other. In the event of a breach of the provisions of this Section 7, the breaching party agrees to pay to the non-breaching party upon demand liquidated damages in the amount of Twenty Thousand dollars (\$20,000.00) per person.

8. Customer Location

CVI is not responsible to the Customer for the cost or expense of administrative, technical, emergency and support personnel at the Customer's location necessary for activities relating to the Service.

9. Warranties

CVI warrants that, in performing the Service:

- i. The Services will not be in violation of any applicable law, rule or regulation, and CVI will have obtained all permits to comply with such laws and regulations;
- ii. The Services will not violate or in any way infringe upon the rights of third parties, including property, contractual, employment, trade secrets, proprietary information and non-disclosure rights, or any trademark, copyright or patent rights;
- iii. The Services will be performed in accordance with generally acceptable standards in the industry.

In the event of a breach of this warranty, or otherwise, CVI's liability (whether founded in contract, tort, or otherwise) shall be limited to re-performing services hereunder as required or, at CVI's option, to an adjustment of fees to be no more than the reasonable value of the Services actually provided hereunder.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

10. Limitation of Liability

Neither party shall be liable to the other for any loss, damage, liability, claim or expense arising out of or in relation to this Agreement, other than for fees due under Section 5 and 17 and for indemnification under Section 4, however caused, whether ground in contract, tort, strict liability or otherwise, or for gross negligence.

11. No Assignment

The Customer shall not sell, transfer or assign this Agreement without the prior written consent of CVI. Any act in derogation of the foregoing shall be null and void, and the Customer will remain obligated under this Agreement.

12. Severability

Each section, part, term, and provision of this Agreement shall be considered severable. If, for any reason, any section, part, term or provision is herein determined to be invalid and contrary to, or in conflict with, any existing or future law or regulation of a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining portions, sections, parts, terms, or provisions of this Agreement, and the latter will continue to be given full force and effect and bind the parties hereto. The invalid section, part, term or provision shall be deemed not to be part of this Agreement.

13. Descriptive Headings

Descriptive headings contained in this Agreement are inserted only as a matter of convenience and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof.

14. Construction of Agreement

CVI and Customer agree and acknowledge that all provisions of this Agreement have been negotiated by both CVI and Customer at arms length and that neither CVI nor Customer shall be deemed the drafter of this Agreement. This Agreement shall not be construed against either party by reason of the authorship of any provision in this Agreement.

15. Corporate Parties

CVI and Customer warrant and represent to each other that (a) CVI and Customer are Illinois domestic corporations or organizations in good standing in the State of Illinois, not dissolved and duly qualified to do business in the State of Illinois at the time of entering this Agreement and will remain so until at least after the Agreement Term; (b) CVI and Customer are duly authorized to execute and deliver this Agreement, perform the covenants on its part contained in this Agreement, consummate the transactions contemplated by this Agreement and execute, deliver and perform all documents and instruments to be executed and delivered pursuant to this Agreement; (c) neither CVI nor Customer are subject to any restriction, agreement, law, judgment or decree which would prohibit or be violated by the execution, delivery and performance of this Agreement.

16. Entire Agreement

This Agreement and the documents referred to herein shall be the entire, full and complete Agreement between the parties concerning the subject matter hereof, and shall supersede all prior agreements. No representations, warranties, inducements, promises, or agreements, oral or otherwise, exist which are not embodied herein. No amendments, changes or variances from this Agreement shall be binding on either party unless the same is in writing and executed by the parties hereto.

Both parties acknowledge that they have read and understand this Agreement and agree to be bound by its items.

17. Jurisdiction

This Agreement shall be governed by, construed and enforced pursuant to the laws of the State of Illinois without regard to the conflicts of law provisions of the State of Illinois. The venue for all litigation pertaining to this Agreement shall be Cook County, Illinois. The prevailing party in any litigation shall be entitled to reimbursement for attorney's fees, costs and other expenses pertaining to said litigation and said attorney's fees, costs, and other expenses shall become a part of any judgment, verdict or decree.

18. Notices

All notices and other communications provided for by this Agreement shall be made in writing (1) either by actual delivery of the notice into the hands of the parties entitled thereto, or (2) by the mailing of the notice in the U.S. Mail to the last known address of the parties entitled thereto, registered or certified mail, return receipt requested. The notice shall be deemed to be received if delivered on the date of its actual receipt by the party entitled thereto, and if mailed on the date of its mailing. Notice shall be sent to:

Seller: Computer View, Inc.
2035 S. Arlington Heights Road Suite 121
Arlington Heights, IL 60005

Customer: Lake Bluff Public Library
123 Scranton Avenue
Lake Bluff, IL 60044

19. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their legal representatives, conservators, guardians, heirs, administrators, executors, successors and assigns.

20. Executed Copies Deemed Originals

All executed copies of this instrument shall be deemed to be the original even though physically produced by the use of automatic, printing or copy machines.

Any signed document including the Agreement may be transmitted by facsimile machine (fax) and shall be considered an original document and an original signature for all purposes. At the request of any party, any document which has been faxed shall be re-signed by the original party in an original form. Neither party shall raise the use of a fax as a defense to this Agreement.

21. Waiver of Breach

The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

22. Further Actions

Each party agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

23. Force Majeure

Neither party shall be responsible to the other for damages or delays caused by force majeure, acts of God nor other events beyond the control of the other party and which could not have been reasonably foreseen or prevented. Such acts shall include but are not limited to unusual weather, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations and the inability, with reasonable diligence, to supply personnel, equipment or material.

24. Payment

Any payment not received within ten (10) days after the date it is due shall incur a late charge equal to five percent (5%) of the payment. Any payment not received when due and all late charges shall accrue interest from the date due until the date paid at the rate of one and one-half percent (1 ½ %) per month.

25. Confidentiality

Customer and CVI agree to hold this Agreement and any services performed pursuant to this Agreement and all information and communications pertaining to this Agreement in strict confidence and shall not disclose or provide to any person or entity any such information, communications or Agreement. Disclosure of said

information, communications or Agreement in violation of this Agreement is a material breach of this Agreement and shall require the breaching party to pay the non-breaching party all damages proximately caused by said violation. The portion of this Agreement pertaining to disclosure of information, communications and this Agreement shall expire two (2) years after the termination or cancellation of this Agreement. Customer and CVI shall not be responsible or liable under this Agreement for disclosure of said information, communications or this Agreement if the information, communications and this Agreement:

- a. Are required to be disclosed by any law or in response to any subpoena, court order, summons, judicial or governmental requirement or other legal process, provided that the party making the disclosure gives the other party adequate written notice of potential disclosure.
- b. Become generally available to the public other than by disclosure of the party seeking to enforce a remedy under this Agreement.
- c. Was or become available to the party not seeking to enforce a remedy under this Agreement on a non-confidential basis prior to disclosure by a party.
- d. Is disclosed pursuant to the prior written consent of the other party.

In Witness Whereof, the parties have entered into this Agreement as of the date set forth below:

Authorized Customer Representative/Title	

Customer Signature	Date

Customer Purchase Order Number	

Authorized CVI Representative	

CVI Representative Signature	Date

ATTACHMENT A

To Comprehensive Remote LAN Management Agreement

Customer	Lake Bluff Public Library
Agreement Term	May 1, 2019 – April 30, 2021 (24 months)
Customer Contact Person	Eric Bailey / Lyndy Jensen
Contact Phone	(847) 234-2540
Contact E-mail	e Bailey@lakeblufflibrary.org; targetvideo@hotmail.com; ljensen@lakeblufflibrary.org;

Inventory Supported	<u>6</u> Servers (4 virtual) <u>28</u> Desktop Computers <u>1</u> Firewall <u>1</u> Notebook Computer <u>3</u> Network Printers <u>2</u> Network Devices <u>1</u> Wireless Network
TOTAL	42 Devices

System Management Activities to be performed for Supported Inventory

Annually	Technology planning consultation
Quarterly	Resolved issue report and trend analysis
Monthly	O/S, firmware and driver updates Review system error logs Validate system backups Review system capacity
As Required	Diagnostics and problem resolution Telephone technical support Repair equipment pickup and delivery Move/add/change requests – up to Hours Allowance

Hours Allowance for Move/Add/Change Work Requests	12 hours per year, 24 hours per contract
--	--

Service Level Agreement for Supported Inventory

Review, Prioritize and Perform Initial Diagnostic	4 hours
Issue Response – Major Severity (Failure of major LAN network component severely impacting Customer's business operations)	4 hours
Issue Response – Medium Severity (Failure of important LAN network component; Customer's business operations continue in a degraded state)	1 business day
Issue Response – Minor Severity (Failure of non-critical LAN network component; Minor impact on Customer's business operations)	2 business days
Move/Add/Change Work Requests	Scheduled for mutual convenience during CVI's normal business hours of operation (9AM-5:00PM Monday-Friday excluding CVI holidays)

Service Charge Summary

Comprehensive Remote Management of Installed Inventory	\$13,040 per 12 month term, with \$3,260 billed quarterly in advance
Hourly Rate – After Hours Allowance Exceeded for Move/Add/Change Service Requests	\$178 per hour
Emergency Visit Weekdays After Hours and/or Weekends CVI Holidays	\$356 per hour (double time) – 3 hours minimum \$534 per hour (triple time) – 3 hours minimum

Coverage Exclusions

Move/Add/Change Requests	Exceeding Hours Allowance specified above
Training	Applications or operations training for Customer's staff
Programming	Software or website programming and/or modifications
Data recovery	If backup system not properly maintained by Customer
Equipment / service costs	If equipment is outside manufacturer warranty
Emergency visit	For Move/Add/Change Request, or per Customer request for Issue Resolution at a higher severity level than specified by CVI

Director's Report – April 2019

Programs of Note

- Head of Youth Services Eliza Jarvi reports that we offered movies every day of Spring Break. Attendance varied depending on the weather. On the final day of Spring Break, we offered another Super Smash Bros Tournament. Eliza reports that capacity for these programs is about 12, but they are very well received and we had good feedback from the kids and parents. In summer, we will offer a Mario Kart tournament to get a little variation.
- The Phyllis Fox Memorial Writing Contest wrapped up this month. We had 31 story entries, and 54 bookmark entries. One of the bookmark options was to celebrate the library centennial, and we received several bookmarks that did just that! Eliza passed copies of those along to Jillian Chapman in case they are useful for the Centennial.
- Staff member Alicia Streightiff has been displaying some of the creations of Lego Club at the main CD desk, which has been getting a good response from patrons, kids and adults alike. We average 6-7 kids at that program. Alicia has been doing a great job coordinating Club activities.

Phyllis Fox Memorial Writing and Bookmark Contest Award Ceremony

The award ceremony will be at Lake Bluff Elementary School at 7pm on April 17th. We will have award-winning author Rebecca Makkai on hand to say a few words. Trustees are strongly encouraged to come, if possible.

National Library Week

Staff member Jillian Chapman put together a fun Scavenger Hunt and Raffle for National Library Week. Prizes include \$5 fine vouchers, USB phone chargers, a \$20 chamber certificate, and some fun book related items.

National Library Week Luncheon

As in previous years, the Friends of the Library provided a luncheon for staff during National Library Week. The food from Graffiti Grill was delicious, and the Friends were gracious hosts.

Fundraising and Foundation Update

As part of the development of plans for a new multi-use space, new Main Desk, and renovated Youth Services the Director and Department Heads visited public libraries in Glencoe, Highland Park, and North Chicago. All three (3) provided great insights. The goal is to have a draft plan for improvements ready by early summer, to provide the Foundation with something to show prospective donors regarding the initial phases of the expansion and renovation project.

Long Range Planning Update

One of the takeaways from Glencoe Public Library was a copy of their excellent Long Range Strategic Plan. For each goal, the plan breaks out Strategies, Tactics, and Performance Targets. The Long Range Plan Team has decided to adopt this framework for goals. The team has discussed and defined goal areas, and set two (2) person teams for each. Each team is responsible for researching the needs and potential goals of their assigned area and crafting the Strategies, Tactics, and Performance Goals for the draft document. Work and meetings are well under way, and staff input has been solicited at the past two (2) monthly staff meetings. A draft copy of the first portion of the Long Range Plan, the section before the goals, is provided as part of the Board Packet.

Annual Deep Cleaning

The Second Annual Deep Cleaning of the Library will be taking place this May. Lyndy Jensen is coordinating this, using the list we provided to the cleaners last year as a starting point. Staff feedback was sought regarding what areas might need additional attention, on top of what is already planned.

Statistics Report for April 2019

A snag was hit in running the statistics report, with an additional 1,590,000 visits being added for the month. It should be available by the Tuesday meeting. We are down slightly for March, principally by the amount that eMusic circulated last year at this time. Evideos (Kanopy) are growing in checkouts but are not rising at the rate that eMusic went down.

Respectfully submitted,

Eric Scott Bailey

Friends of the Library Meeting Dates

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

2019 Meeting Dates

January 19 at 10:00am – Kathy Meierhoff

February 16 at 10:00am – Tim Kregor

March 16 at 10:00am – Cal Stroh and Scot Butler

April 13 at 10:00am - CANCELLED

May 18 at 10:00am – Kate Jackson

June 15 at 10:00am – Scot Butler

August 17 at 10:00am – Tim Kregor

September 21 at 10:00am – Janie Jerch

October 19 at 10:00am – Kate Jackson

November 16 at 10:00am – Kathy Meierhoff

Respectfully submitted,

Eric Scott Bailey

Library Director

Centennial Plans for 2019

- **Lake Bluff Fourth of July Parade: Theme is 'FREEDOM on PARADE'**



The Centennial committee will be meeting on April 12th to discuss the theme for this year's Fourth of July Parade. We were contacted by Megan Paszczykowski, who is writing an article about the parade and our Centennial. We sent her images from years past, our Centennial timeline and images of the book bike for her article.

- **Centennial Themed National Library Week Scavenger Hunt**

This year National Library Week Theme is "Libraries = Strong Communities". To celebrate this as well as our Centennial year we will be giving away \$5 fine vouchers and phone chargers to those who have completed the scavenger hunt. *Explore the Library and discover curiosities of the unknown. Magic, intrigue and just good fun will be had. Pick up your clue sheet at the circulation desk and make your way around the Library to find the answers. When you are finished, turn it in at the circulation desk to receive your prize!*



- **Centennial Inspired Pillar Display: The Chicago Bears Turn 100!**



Catch a Ball! The organization that eventually became the Chicago Bears, the Decatur Staleys, was originally conceived by the A.E. Staley food starch company of Decatur, Illinois, in 1919 as a company team. The company hired George Halas and Edward "Dutch" Sternaman in 1920 to run the team, and turned over full control of the team to them in 1921. On October 3, 1920, the Staleys played their first NFL game. The Staleys moved to Chicago from Decatur, Illinois in 1921. The Staleys Company gave Halas \$5,000 to keep the team name, after their move, for another year. In the 1921 season, the Chicago Staleys finished first in the league and captured their first league championship. In 1922, Halas changed the team name to the Bears to reflect baseball's Chicago Cubs, who hosted the Bears at Wrigley Field from 1921 till 1970.

- **Centennial Banners**

Anna Fifhouse has designed our banners for our Centennial year. We hope to hang them this fall around the time of the block party but until they are printed we won't know the exact dates of when they will be on display. We will be ready to print them when the new fiscal year begins.

- Jillian spoke with Lyndy and Kathy O'Hara about perusing a digital archive of the Library's press clippings and documents located in the LB History Museum. They have agreed to allow us to scan their documents with some restrictions but otherwise they are happy to give us access.

Year Round Promotion

- **#ThrowBackThursday "What We Were Reading"** is a look back into the Lake Bluff Library's history during the 1930's. Every week the Library published a list of books and events going on in the *Lake Forester* newspaper, similar to how we post here on our blog. This is a fun retrospective as we celebrate our centennial anniversary.
- **100 Challenge in the Children's Department**
March: Can you do 100 Jumping Jacks? Or Jog in place for 100 seconds? Show us!
The Lake Bluff Library turns 100 years old in 2019 and we're celebrating all year long! Try out this month's Centennial Challenge.
- **Fine Voucher Giveaway**
It's not every year that the Library has a milestone birthday and we fully intend to celebrate our 100th year for all of 2019, starting with: a monthly fine voucher giveaway. On the 19th of every month, we will be giving away \$1 vouchers good for fines or copies at the front desk (while supplies last). Are you excited? We're excited! Thank you for your timeless support!
- **Centennial Celebration Checkout Challenge Started March 1st**
In honor of our centennial year, we challenge you to checkout 100 items in 2019! Join us for the Centennial Celebration Checkout Challenge. Pick up a log, fill it out and return it to the library as an entry into a raffle drawing in March 2021!

INTRODUCTION

Since its founding in 1919, the Lake Bluff Public Library has provided library services to all residents of Lake Bluff, Illinois. Founding the Library was a truly optimistic act, an affirmation of the importance of learning, community building, and literacy. As we enter our centennial year, we want to honor and learn from our past even as we evolve to meet the needs of our community today and into the future.

Our library is a welcoming space and gateway into something much bigger, connecting us to a larger world. Put simply, the Library is more than just a building with books: it is a dynamic space where people of all ages can learn, grow, and discover the world around them through books, programming, and technology.

The last strategic plan, ending May 2018, guided our work and the direction of the library over the last three years. The new 2019—2022 Lake Bluff Library Strategic Plan serves as a map for how the library is going to continue to grow and evolve and help us navigate how to serve our community as we embark on our next century. At its core, this strategic plan challenges us to sharpen and enhance what makes our Village Library so special.

The plan was created by the Lake Bluff Library's Board of Trustees — seven Lake Bluff residents committed to preserving and improving this amazing institution so that it is even better for those who come after us. The legacy of the Lake Bluff Public Library is a representation of some of the best qualities of its citizens: a commitment to community, volunteerism, and learning. As we prepare to begin our next century of service, these foundational values should continue to be at the center of who we are and what we do.

Finding our way into the future is a collaborative act, which is why this 2019—2022 strategic plan includes comprehensive and inclusive inputs from the 2016 and 2018 Patron Satisfaction Surveys, U.S. Census demographics, and focus groups with Lake Bluff residents ages five to eighty-five.

We have engaged key stakeholders throughout the development of this strategic plan. Families, children, retirees, library staff, Lake Bluff and Lake Forest community and school leaders contributed insights and ideas via community listening sessions held throughout 2017 and 2018. A thriving community can find fresh ideas from its newest and youngest members. Together, we set forth the goals and actions to propel our library forward over the next three years and beyond.

Our library is constantly evolving and should serve not only our present day community, but also generations to follow. We owe our community nothing less.

In this document, you will find:

Lake Bluff demographic data

Lake Bluff residents' assessment of the library

2018 budget and revenue data

The Lake Bluff Library's mission, vision, core values

The Lake Bluff Library's 2018 - 2022 goals

COMMUNITY PROFILE

Lake Bluff has a four square mile footprint on the very northernmost end of the North Shore. The U.S. Census Bureau predicts that the total population of Lake Bluff will continue to decline by roughly 1% each year; it has declined from 6,056 in 2010 to 5,662 in 2016.

Resident Demographics

The median age of Lake Bluff residents is 45.8 years. The age distribution has not changed significantly from 2010 to 2015.

- Residents are highly educated: 77% of Lake Bluff residents have a Bachelor's degree or higher
- Residents are primarily Caucasian (89.8%), though this percentage is decreasing
- A total of 8.5% of residents are foreign born, due in part to international recruiting by local companies such as Abbott and Abbvie

*The data used for the community profile are 2016 estimates from the 2010—2015 American Community Survey 5-Year Estimates

Even though the population is on the decline, wealth is on the rise. According to *Bloomberg*, Lake Bluff is one of the richest towns in the U.S. with an average annual household income of \$200,525. From 2014 to 2015, annual household income grew by 9% in Lake Bluff.¹

LIBRARY ASSESSMENT

The 2018 Patron Satisfaction Survey indicates that the majority of patrons are satisfied with the library:

Eighty-seven percent are *satisfied or highly satisfied with the library* overall (a 3% decline from the 2016 Patron Satisfaction Survey)

Ninety-six percent are *satisfied or highly satisfied with library staff* (a 2% increase from the 2016 Patron Satisfaction Survey)

Eighty-seven percent are *satisfied or very satisfied with the library's physical collection* (a 1% decline from the 2016 Patron Satisfaction Survey)

Seventy-eight percent are *very satisfied or satisfied with the current building* (a 5% decline from the 2016 Patron Satisfaction Survey)

Poor aesthetics and a lack of comfort were the most frequently cited reasons for dissatisfaction with the building

The library averages 71,139 visits annually.² Fluctuations in circulation and in-person visits are evidenced in the chart below. We will keep an eye on and be responsive to these trends.

Per the 2018 Patron Satisfaction Survey the most popular interactions with the library year-over-year are:

- Checking out library materials
- Attending a library program (6,840 individuals attended programming in FY2017—18)

Print materials such as adult fiction, adult nonfiction, juvenile fiction, and picture books continue to be popular. Digital collections continue to gain in popularity.

Patrons showed a high interest in the library becoming a more pleasant place to spend longer periods of time for a variety of uses. The top four choices for improvements from the 2018 Patron Satisfaction Survey were: 1) Quiet Reading Area, 2) More Space for Collections, 3) Additional Seating, and 4) Quiet Study Space.

BUDGET AND REVENUE

The Lake Bluff Public Library is in a strong financial position. In FY2017–2018, the library's operating expenses were \$930,431. Local property tax accounts for most of the library's revenue. Although the library depends almost solely on local property taxes for its revenue, the library represents only 2% of Lake Bluff residents' annual property tax bills.³

The Library falls well within spending norms. Like most US public libraries, personnel expenses represent the largest portion of the budget. According to the American Library Association, 68% of library budgets are spent on staff.⁴ Likewise, most public libraries spend 11% on collections per year.⁵ Again, our library is well within public library spending norms.

Diversifying revenue sources is an important goal for public libraries in 2018. At present, US public libraries receive 84% from local sources (whereas our library receives 95%) and 8% from gifts and other sources (whereas our library receives only 5%).⁶ This is partly due to what revenue sources are available in the State of Illinois; a survey of 13 neighboring libraries shows that on average 94.9% of their revenue is from property taxes. Some area libraries have lowered the property tax percentage to nearly 90%.

MISSION, VISION, CORE VALUES

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Mission

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

Vision

To provide high-quality, thought-provoking materials and programs to all Lake Bluff residents.

Core Values

Core values define the culture and character of a library, and guide how we behave and make decisions. Lake Bluff Public Library's core values are:

- First class patron service
- Fiscal responsibility, transparency, and integrity
- Intellectual freedom and discourse
- Appealing, inviting, and comfortable community space at the heart of the Village
- A learning commons where residents of all ages gather to be inspired, create, and learn
- Two-way, open feedback with the community