

**January 15th, 2019**

**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 December 11th, 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>		
	December Detailed Revenue & Expense Report (action)(available at meeting)	4A-4E
	December Detailed Balance Sheet (action)(available at meeting)	5A-5C
<b>6 Approval of Checks (Green) (5 minutes)(7:19pm)</b>		
	December Check Disbursement Report (action)(available at meeting)	6A-6G
<b>7 Committee Reports (10 minutes)(7:29pm)</b>		
<b>8 New Business</b>		6A
	Draft Budget for FY 2019-2020 (5 minutes)(7:34pm)	7A-7M
	Annual Report from Intergovernmental Agreement Committee (action)(5 minutes)(7:39pm)	8A
	Revised Checkout Policy (action)(10 minutes)(7:49pm)	9A
<b>9 Old Business</b>		
	Fundraising and Building Project (5 minutes)(7:54pm)	
<b>10 Director's Report (5 minutes)(7:59pm)</b>		
	Librarian's Narrative Report	10A
<b>11 Executive Session(s)</b>		
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment (1 minute)(8:00pm)</b>		
<b>14 Attachments</b>		
	Statistics for November, 2018	11A
	Statistics for December 2018	12A
	Friends Meeting Dates for 2019	13A
	LakeForestLeader Article on Centennial	14A-14B
	LakeForestLeader End of Year Article	15A
	Old Library Photos	
	Miniature Library Photos	

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, January 15<sup>th</sup>, 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. 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 December 11<sup>th</sup>, 2018 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. December 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)(available at meeting)**
  - a. December Detailed Revenue & Expense Report
  - b. December Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)(available at meeting)**
  - a. November Monthly Checks (13814-13823, 13825-13846)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm)**
  - a. Bylaw and Policy Committee **(CHAIR: Stroh. MEMBERS: Schons.)**
  - b. Finance Committee **(CHAIR: Kregor. MEMBERS: Butler.)**
  - c. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
  - d. Long Range Planning Committee **(CHAIR: Jackson. MEMBERS: Kregor and Schons.) (Did not meet)**
  - e. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
  - f. Human Resources Committee **(CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)**
  - g. Outreach Committee **(CHAIR: Kregor. Members: Jackson.)**
- 8. New Business**
  - a. Draft Budget for FY 2019-2020 **(5 minutes)(7:34pm)**
  - b. Annual Report from Intergovernmental Agreement Committee **(action) (5 minutes)(7:39pm)**
  - c. Revised Checkout Policy **(action)(10 minutes)(7:49pm)**

**9. Old Business**

- a. Fundraising and Building Project (5 minutes)(7:54pm)

**10. Director's Report (5 minutes)(7:59pm)**

- 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)(8:00pm)****Attachments:**

Statistics for November, 2018

Statistics for December, 2018

Friends Meeting Dates for 2019

LakeForestLeader Article on Centennial

LakeForestLeader End of Year Article

Old Library Photos

Miniature Library Photos

**Upcoming Board Meetings: February 19, March 19, and April 16, 2019.**

**Lake Bluff Public Library**  
**Board Library Trustees Meeting Minutes**  
**Tuesday, December 11th, 2018 at 7:00 PM**  
 123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:05 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** No others present
4. **Introduction to New Staff Member Jillian Chapman:** Bailey introduced Trustees to Chapman; both Bailey and she spoke about her background and qualifications. Chapman has already begun work for the Library Centennial in 2019.
5. **Approval of Minutes:** Meierhoff requested that in item 8, the second sentence be removed. Also, in item 5, the word 'next' was misspelled. Oops. Stroh moved, and Butler seconded, a motion to accept the minutes from the November 11<sup>th</sup>, 2018 Board Meeting as amended; all voted aye.
6. **November 2018 Financial Reports:** Bailey noted that, allowing for roof expenses, we are on track for the budget. Butler moved and Stroh 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 Stroh seconded a motion to approve the November monthly checks numbered 13773-13785, 13787-13813; all voted aye.
8. **Committee Reports:**  
**(Did Not Meet)**
  - a. Finance (Chair: Kregor. Member: Butler.)
  - b. Building and Grounds (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
  - c. Bylaw and Policy Committee (Chair: Stroh. Member: Schons.)
  - d. Human Resources (Chair: Butler. Members: Jerch and Meierhoff.)
  - e. Intergovernmental (Chair: Bailey. Members: Jerch and Stroh.)
  - f. Long Range Planning (Chair: Jackson. Members: Kregor and Schons.)
  - g. Outreach (Chair: Kregor. Member: Jackson.)
 Committee chairpersons are asked to have goals updates to Bailey in January 2019.
9. **New Business:**
  - a. Bailey said that the Per Capita Grant, the application for which is due by Jan. 15<sup>th</sup>, 2019, for the coming year will be spent with a focus on public service. One of the requirements for receiving the grant is that a member of the Board "attend" a webinar; Stroh performed that duty in November. The webinar was provided by RAIL and covered methods to better serve patrons with autism.
  - b. Trustees signed up for the Friends of the Library meetings scheduled for 2019. Meierhoff will attend in January, Kregor in February, Stroh in March, Butler in April, Jackson in May, Butler in June, Kregor in August, Jerch in September, Jackson in October, and Meierhoff in November.
10. **Old Business:** Updates will be coming soon regarding the Fundraising and Building project.

**11. Director's Report:**

- a. The VoteLakeBluff nominating committee held two meetings last week. Meierhoff and Jerch appeared at the meeting and were nominated for a third and a second term, respectively, along with Jon Heintzeman, who was nominated for the opening on the Library Board. He will replace Carl Schons, who will not seek another term.
- b. The Holiday Luncheon for Library staff members will be this Thursday, December 13<sup>th</sup>, starting at 12:30. Please come and share good times and good food with the staff!
- c. Bailey is starting the budgeting process for the next fiscal year by gathering information and suggestions from staff members.
- d. Lillian LaValle, Head of Circulation and Reference, has tendered her resignation to take a position with the University of Wisconsin-Eau Claire. Her contributions will be greatly missed.
- e. In addition to the upcoming Centennial celebration, we have at least eight other ongoing projects to enhance all aspects of the Library in 2019.

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

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

**13. Adjournment:** Butler moved and Kregor seconded a motion to adjourn; all voted aye. The meeting adjourned at 7:55 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	YTD BALANCE 12/31/2017 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	0.00	0.00	919,780.64	895,340.08	921,475.00	99.82
PROPERTY TAX		0.00	0.00	919,780.64	895,340.08	921,475.00	99.82
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	136.45	225.36	1,423.20	1,457.73	2,100.00	67.77
080-300-34250	NON-RESIDENT FEES	102.56	32.00	4,121.16	4,104.37	7,000.00	58.87
080-300-34260	PASSPORT FEES	525.00	0.00	3,675.00	0.00	5,000.00	73.50
SERVICES		764.01	257.36	9,219.36	5,562.10	14,100.00	65.39
FINES							
080-300-35700	RENTAL FINES	922.73	824.31	7,019.91	7,800.35	12,500.00	56.16
FINES		922.73	824.31	7,019.91	7,800.35	12,500.00	56.16
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	8,558.22	0.00	7,900.00	108.33
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	390.00	0.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	12.78	1,008.30	9,490.78	5,912.11	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	2,818.57	1,212.79	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	2,159.36	0.00	0.00
080-300-38900	MISCELLANEOUS INCOME	71.40	81.91	1,158.45	1,224.47	2,000.00	57.92
MISCELLANEOUS REVENUE		84.18	1,090.21	22,416.02	10,508.73	11,450.00	195.77
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	1,406.58	885.79	9,837.74	5,528.49	5,000.00	196.75
INTEREST EARNINGS		1,406.58	885.79	9,837.74	5,528.49	5,000.00	196.75
Total Dept 300 - REVENUE		3,177.50	3,057.67	968,273.67	924,739.75	964,525.00	100.39
TOTAL REVENUES		3,177.50	3,057.67	968,273.67	924,739.75	964,525.00	100.39
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	YTD BALANCE 12/31/2017 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	19,586.19	19,548.44	160,239.45	162,586.24	246,000.00	65.14
080-603-40030	STAFF SALARIES	22,412.03	22,709.98	183,809.53	171,373.13	274,000.00	67.08
SALARIES		41,998.22	42,258.42	344,048.98	333,959.37	520,000.00	66.16
BENEFITS							
080-603-40400	MEDICAL INSURANCE	6,519.85	5,201.43	49,007.32	41,997.20	70,000.00	70.01
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	275.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,158.50	3,025.74	25,905.82	24,908.38	37,000.00	70.02
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,058.70	3,288.25	24,119.11	26,437.45	38,000.00	63.47
BENEFITS		12,737.05	11,515.42	99,032.25	93,618.03	145,250.00	68.18
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	4,761.27	1,250.59	36,701.40	23,756.84	24,000.00	152.92
080-603-41020	ELEVATOR MAINTENANCE	0.00	30.00	364.00	1,444.74	1,500.00	24.27
080-603-41050	MAINTENANCE-GROUNDS	1,040.00	1,084.50	2,841.74	3,428.94	6,000.00	47.36
080-603-41300	COMPUTER SERVICES	3,130.00	3,130.00	12,520.00	13,220.00	13,000.00	96.31
080-603-41313	COPIER MAINTENANCE/SUPPLIES	349.79	65.82	2,224.35	1,773.13	4,500.00	49.43
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	36.00	1,600.00	13,883.75	12,348.32	1,000.00	1,388.3
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		9,317.06	7,160.91	70,005.24	57,131.97	80,275.00	87.21
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	945.00	1,824.00	2,000.00	47.25
080-603-42440	DUES	287.00	760.00	1,960.14	2,117.31	2,500.00	78.41
080-603-43230	UTILITIES	1,701.04	1,851.28	8,998.37	9,220.04	14,000.00	64.27
080-603-43300	POSTAGE	40.20	147.00	1,270.58	1,184.72	2,500.00	50.82
080-603-43410	PRINTING/E-NEWSLETTER	2,027.99	0.00	5,772.32	4,332.89	8,000.00	72.15
080-603-43550	OFFICE SUPPLIES	321.37	567.86	4,049.43	3,557.68	5,000.00	80.99
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	188.39	938.05	1,160.00	2,000.00	46.90
080-603-43668	TECHNICAL SERVICES SUPPLIES	548.03	272.79	3,100.95	3,093.03	4,500.00	68.91
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	48.71	352.45	113.76	812.40	500.00	22.75
080-603-43710	ADULT PROGRAM SUPPLIES	84.92	934.46	3,535.80	4,767.12	6,000.00	58.93
080-603-43720	JUVENILE PROGRAM SUPPLIES	533.46	490.35	4,835.27	3,890.62	6,000.00	80.59
080-603-43730	OUTREACH SUPPLIES	(0.78)	38.98	756.05	366.24	1,000.00	75.61
080-603-43740	TEEN PROGRAM SUPPLIES	31.90	25.97	624.43	1,156.64	1,500.00	41.63
COMMODITIES		5,623.84	5,629.53	36,900.15	37,482.69	55,500.00	66.49
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	27.20	26.10	1,562.20	530.52	2,000.00	78.11
PROGRAM EXPENSES		27.20	26.10	1,562.20	530.52	2,000.00	78.11



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	YTD BALANCE 12/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,516.99	759.62	11,840.56	9,784.57	17,000.00	69.65
080-603-45100	ADULT FICTION BOOKS	1,624.38	1,055.73	10,302.36	9,725.58	15,500.00	66.47
080-603-45110	ADULT LARGE PRINT MATERIAL	136.76	0.00	382.03	246.06	500.00	76.41
080-603-45200	ADULT AUDIO VISUAL MATERIAL	956.70	1,369.89	8,741.63	9,262.72	15,500.00	56.40
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	8,949.78	11,650.78	22,000.00	40.68
080-603-45400	JUVENILE NON-FICTION	392.34	279.53	5,302.13	2,584.71	7,000.00	75.74
080-603-45410	PICTURE BOOKS, READERS	57.88	0.00	2,394.85	4,337.73	4,500.00	53.22
080-603-45420	JUVENILE FICTION	1,320.01	761.03	5,749.06	4,818.02	10,000.00	57.49
080-603-45430	JUVENILE AUDIO-VISUAL	772.57	22.99	1,424.28	1,158.81	2,500.00	56.97
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	334.33	500.00	0.00
080-603-45450	TEEN BOOKS	309.74	0.00	1,761.33	1,818.49	2,750.00	64.05
080-603-45460	E-BOOKS	1,867.01	2,002.39	6,450.00	7,028.88	13,000.00	49.62
080-603-45470	GRAPHIC NOVELS	242.76	0.00	242.76	314.86	500.00	48.55
080-603-45500	PERIODICALS	0.00	506.20	6,428.14	5,997.81	6,750.00	95.23
080-603-45510	VIDEO GAMES	859.49	181.28	2,963.78	3,001.47	3,500.00	84.68
080-603-45520	TRENDING TITLES	59.44	0.00	817.52	761.55	2,000.00	40.88
080-603-45600	PATRON & STAFF SOFTWARE	9.95	9.95	3,659.11	3,159.11	5,000.00	73.18
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	0.00	0.00	784.26	264.99	4,000.00	19.61
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	16.99	6,972.80	6,000.00	0.28
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	3,603.16	1,000.00	0.00
CAPITAL EQUIPMENT		10,126.02	6,948.61	99,742.57	107,731.43	161,500.00	61.76
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	20,809.82	0.00	163,461.63	0.00	100,000.00	163.46
CAPITAL BUILDING		20,809.82	0.00	163,461.63	0.00	100,000.00	163.46
Total Dept 603 - LIBRARY ADMINISTRATION							
		100,639.21	73,538.99	814,753.02	630,454.01	1,064,525.00	76.54
TOTAL EXPENDITURES							
		100,639.21	73,538.99	814,753.02	630,454.01	1,064,525.00	76.54
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		3,177.50	3,057.67	968,273.67	924,739.75	964,525.00	100.39
TOTAL EXPENDITURES		100,639.21	73,538.99	814,753.02	630,454.01	1,064,525.00	76.54
NET OF REVENUES & EXPENDITURES		(97,461.71)	(70,481.32)	153,520.65	294,285.74	(100,000.00)	153.52



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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GL NUMBER	DESCRIPTION	PERIOD ENDING 12/31/2018		YTD BALANCE 12/31/2018 NORM (ABNORM)	YTD BALANCE 12/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
		ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)				
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	3,253.40	5,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	7,152.50	0.00	4,411.00	162.15
GRANTS		0.00	0.00	7,152.50	3,253.40	9,411.00	76.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	7,152.50	3,253.40	25,411.00	28.15
TOTAL REVENUES		0.00	0.00	7,152.50	3,253.40	25,411.00	28.15
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	4,443.26	0.00	4,411.00	100.73
CONTRACTS		0.00	0.00	4,443.26	0.00	4,411.00	100.73
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	1,368.00	29.99	14,513.84	6,196.95	16,000.00	90.71
PROGRAM EXPENSES		1,368.00	29.99	14,513.84	6,196.95	16,000.00	90.71
Total Dept 603 - LIBRARY ADMINISTRATION		1,368.00	29.99	18,957.10	6,196.95	25,411.00	74.60
TOTAL EXPENDITURES		1,368.00	29.99	18,957.10	6,196.95	25,411.00	74.60
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	7,152.50	3,253.40	25,411.00	28.15
TOTAL EXPENDITURES		1,368.00	29.99	18,957.10	6,196.95	25,411.00	74.60
NET OF REVENUES & EXPENDITURES		(1,368.00)	(29.99)	(11,804.60)	(2,943.55)	0.00	100.00

User: EBAILEY  
DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
PERIOD ENDING 12/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	YTD BALANCE 12/31/2017 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		3,177.50	3,057.67	975,426.17	927,993.15	989,936.00	98.53
TOTAL EXPENDITURES - ALL FUNDS		102,007.21	73,568.98	833,710.12	636,650.96	1,089,936.00	76.49
NET OF REVENUES & EXPENDITURES		(98,829.71)	(70,511.31)	141,716.05	291,342.19	(100,000.00)	141.72

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## 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	(10,369.77)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	141,070.50
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(161.90)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	659,996.93
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	14,479.12
	CASH/INVESTMENTS	585,829.97	815,536.45
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(7,895.89)	(15,048.39)
	DUE TO OTHER FUNDS	(7,895.89)	(15,048.39)
PREPAID ITEMS			
	PREPAID ITEMS	27,139.88	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
	<b>Total Assets</b>	<b>1,516,182.53</b>	<b>1,721,966.40</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	14,230.06	66,493.28
	ACCOUNTS PAYABLE	14,230.06	66,493.28
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
UNAVAILABLE PROPERTY TAXES			

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BALANCE SHEET FOR LAKE BLUFF VILLAGE  
Period Ending 12/31/2018

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Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
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>957,277.56</b>	<b>1,009,540.78</b>
*** 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
<b>Total Fund Balance</b>		<b>558,904.97</b>	<b>558,904.97</b>
<b>Beginning Fund Balance</b>			<b>558,904.97</b>
<b>Net of Revenues VS Expenditures</b>			<b>153,520.65</b>
<b>Ending Fund Balance</b>			<b>712,425.62</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,721,966.40</b>

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Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.50	7,152.50
	A/R - OTHER	7,152.50	7,152.50
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(22,465.50)	(41,766.82)
	CASH/INVESTMENTS	(22,465.50)	(41,766.82)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	7,895.89	15,048.39
	DUE TO OTHER FUNDS	7,895.89	15,048.39
Total Assets		(7,417.11)	(19,565.93)
*** Liabilities ***			
ACCOUNTS PAYABLE			
	ACCOUNTS PAYABLE	344.22	0.00
Total Liabilities		344.22	0.00
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(7,761.33)	(7,761.33)
	NET POSITION/FUND BALANCE	(7,761.33)	(7,761.33)
Total Fund Balance		(7,761.33)	(7,761.33)
Beginning Fund Balance			(7,761.33)
Net of Revenues VS Expenditures			(11,804.60)
Ending Fund Balance			(19,565.93)
Total Liabilities And Fund Balance			(19,565.93)

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 12/12/2018 - 01/16/2019

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/19/2018	LIBCK	13814	3770900	ACCESS ONE, INC.	UTILITIES	080-603-43230	714.84
12/19/2018	LIBCK	13815	COM121218	COMCAST CABLE	UTILITIES	080-603-43230	244.85
12/19/2018	LIBCK	13816	6507646	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	109.24
		13816	6507289		TECHNICAL SERVICES SUPPLIES	080-603-43668	101.74
							<b>210.98</b>
12/19/2018	LIBCK	13817	REY121118	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	1,040.00
12/19/2018	LIBCK	13818	HAM120618	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	150.00
12/19/2018	LIBCK	13819	2255402	ROSE PEST SOLUTIONS	MAINTENANCE-BUILDING	080-603-41000	225.00
12/19/2018	LIBCK	13820	18067832	SCHOLASTIC LIBRARY PUBL	USE OF DONATIONS/TEMPORARY E	082-603-99999	1,368.00
12/19/2018	LIBCK	13821	8126175487	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	72.34
01/11/2019	LIBCK	13822	3808911	ACCESS ONE, INC.	UTILITIES	080-603-43230	741.35
01/11/2019	LIBCK	13823	465348859764	AMAZON	OFFICE SUPPLIES	080-603-43550	25.53
		13823	993479346445		TECHNICAL SERVICES SUPPLIES/	080-603-43668	(0.10)
		13823	993479346445		TECHNICAL SERVICES SUPPLIES	080-603-43668	57.00
		13823	567833694796		ADULT PROGRAM SUPPLIES	080-603-43710	9.99
		13823	645776738659		ADULT PROGRAM SUPPLIES	080-603-43710	5.85
		13823	689667474687		ADULT PROGRAM SUPPLIES	080-603-43710	15.56
		13823	893955936633		ADULT PROGRAM SUPPLIES	080-603-43710	46.12
		13823	776347557438		ADULT PROGRAM SUPPLIES	080-603-43710	7.40
		13823	448885658536		JUVENILE PROGRAM SUPPLIES	080-603-43720	53.46
		13823	588535738855		TEEN PROGRAM SUPPLIES	080-603-43740	31.90
		13823	579655873498		ADULT NON-FICTION BOOKS	080-603-45000	15.57
		13823	443599493463		ADULT NON-FICTION BOOKS	080-603-45000	12.23
		13823	868435349884		ADULT NON-FICTION BOOKS	080-603-45000	23.62
		13823	973697377535		ADULT NON-FICTION BOOKS	080-603-45000	15.91
		13823	965367546683		ADULT NON-FICTION BOOKS	080-603-45000	25.16
		13823	576754678384		ADULT NON-FICTION BOOKS	080-603-45000	43.70
		13823	447779676577		ADULT AUDIO VISUAL MATERIAL	080-603-45200	98.89
		13823	68483379658		ADULT AUDIO VISUAL MATERIAL	080-603-45200	33.88
		13823	689443367657		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.95
		13823	934388588967		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		13823	998477947733		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.92
		13823	465966769387		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.88
		13823	465966769387		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(12.59)

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
13823			438979837854				
13823			438979837854		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(11.29)
13823			893864486577		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.88
13823			465875656375		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.80
13823			667665337948		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.49
13823			765768494478		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.59
13823			863946377584		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
13823			448598836694		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
13823			437836696889		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.76
13823			456745573867		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
13823			497856764784		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.89
13823			667458468979		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.97
13823			436873794447		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.85
13823			879774698594		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.97
13823			879774698594		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.35)
13823			884459346445		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
13823			967387385638		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.88
13823			456766334378		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.88
13823			933553796846		ADULT AUDIO VISUAL MATERIAL	080-603-45200	107.19
13823			958567769596		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.98
13823			464437989759		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
13823			443353749765		ADULT AUDIO VISUAL MATERIAL	080-603-45200	33.95
13823			463946669564		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.88
13823			494666468789		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.91)
13823			499747374985		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(1.03)
13823			464874545744		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.03)
13823			448869946385		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(1.32)
13823			463397976998		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.03)
13823			633797598647		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.03)
13823			648654396793		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.03)
13823			448885658536		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.03)
13823			474567896997		JUVENILE NON-FICTION	080-603-45400	67.26
13823			638589698864		JUVENILE NON-FICTION	080-603-45400	11.72
13823			537984946636		JUVENILE AUDIO-VISUAL	080-603-45430	29.94
13823			438678688866		JUVENILE AUDIO-VISUAL	080-603-45430	47.86
13823			843857877483		JUVENILE AUDIO-VISUAL	080-603-45430	9.99
13823			888483569538		VIDEO GAMES	080-603-45510	295.10
13823			956737998873		VIDEO GAMES	080-603-45510	47.75
13823			438975599799		VIDEO GAMES	080-603-45510	47.90
13823			536477668876		VIDEO GAMES	080-603-45510	29.93
					VIDEO GAMES	080-603-45510	59.49



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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13823	669458663397		VIDEO GAMES	080-603-45510	
		13823	793973856468		TRENDING TITLES	080-603-45520	239.35
		13823	453799868745		TRENDING TITLES	080-603-45520	22.99
							19.99
							<b>2,024.94</b>
01/11/2019	LIBCK	13824		VOID	** VOIDED **		
				Void Reason: Created From	Check Run Process		** VOIDED **
01/11/2019	LIBCK	13825	2034173608	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		13825	2034174659		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.90
		13825	2034181625		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		13825	2034187519		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13825	2034190981		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.40
		13825	2034199957		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		13825	2034200555		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.90
		13825	2034204307		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13825	2034195296		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13825	2034204807		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.95
		13825	2034207635		TECHNICAL SERVICES SUPPLIES	080-603-43668	31.50
		13825	2034207618		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.05
		13825	2034200690		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.05
		13825	2034200861		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13825	2034169127		TECHNICAL SERVICES SUPPLIES	080-603-43668	40.00
		13825	2034216580		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.70
		13825	2034221412		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.80
		13825	2034221438		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13825	2034221461		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.10
		13825	2034213251		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.75
		13825	2034225184		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13825	2034226697		TECHNICAL SERVICES SUPPLIES	080-603-43668	29.85
		13825	2034236821		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		13825	2034236693		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.60
		13825	2034248535		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.00
		13825	2034245910		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13825	2034245714		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.80
		13825	2034252197		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.85
		13825	2034253811		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.15
		13825	2034253906		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.45
		13825	2034256859		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.55
		13825	2034257912		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13825	2034181625		ADULT NON-FICTION BOOKS	080-603-45000	138.15

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		13825	2034190981		ADULT NON-FICTION BOOKS	080-603-45000	237.34
		13825	2034199957		ADULT NON-FICTION BOOKS	080-603-45000	127.68
		13825	2034204807		ADULT NON-FICTION BOOKS	080-603-45000	40.34
		13825	2034216580		ADULT NON-FICTION BOOKS	080-603-45000	140.65
		13825	2034221461		ADULT NON-FICTION BOOKS	080-603-45000	75.41
		13825	2034245714		ADULT NON-FICTION BOOKS	080-603-45000	199.78
		13825	2034253811		ADULT NON-FICTION BOOKS	080-603-45000	265.13
		13825	2034256859		ADULT NON-FICTION BOOKS	080-603-45000	156.32
		13825	2034200555		ADULT NON-FICTION BOOKS	080-603-45000	97.91
		13825	2034207635		ADULT FICTION BOOKS	080-603-45100	552.54
		13825	2034221412		ADULT FICTION BOOKS	080-603-45100	101.83
		13825	2034221438		ADULT FICTION BOOKS	080-603-45100	30.61
		13825	2034236693		ADULT FICTION BOOKS	080-603-45100	363.70
		13825	2034248535		ADULT FICTION BOOKS	080-603-45100	294.02
		13825	2034253906		ADULT FICTION BOOKS	080-603-45100	183.77
		13825	2034170779		ADULT FICTION BOOKS	080-603-45100	62.63
		13825	2034195296		ADULT LARGE PRINT MATERIAL	080-603-45110	19.14
		13825	2034257912		ADULT LARGE PRINT MATERIAL	080-603-45110	54.99
		13825	2034174659		ADULT LARGE PRINT MATERIAL	080-603-45110	289.32
		13825	2034200861		JUVENILE NON-FICTION	080-603-45400	12.71
		13825	2034228115		JUVENILE NON-FICTION	080-603-45400	11.33
		13825	2034173608		JUVENILE NON-FICTION	080-603-45400	14.39
		13825	2034225184		PICTURE BOOKS, READERS	080-603-45410	30.69
		13825	2034245910		PICTURE BOOKS, READERS	080-603-45410	12.80
		13825	2034200690		PICTURE BOOKS, READERS	080-603-45410	100.48
		13825	2034169127		JUVENILE FICTION	080-603-45420	514.02
		13825	2034226697		JUVENILE FICTION	080-603-45420	450.26
		13825	2034252197		JUVENILE FICTION	080-603-45420	164.30
		13825	2034187519		JUVENILE FICTION	080-603-45420	10.78
		13825	2034213251		TEEN BOOKS	080-603-45450	265.48
		13825	2034236821		TEEN BOOKS	080-603-45450	33.48
		13825	2034207618		TEEN BOOKS	080-603-45450	226.89
		13825	2034233624		GRAPHIC NOVELS	080-603-45470	15.87
		13825	2034204307		GRAPHIC NOVELS	080-603-45470	16.46
					TRENDING TITLES	080-603-45520	
							5,591.35
01/11/2019	LIBCK	13826	QMC1257	CDW GOVERNMENT, INC.	COPIER MAINTENANCE/SUPPLIES	080-603-41313	201.42
		13826	QMK1534		COPIER MAINTENANCE/SUPPLIES	080-603-41313	76.03
							277.45

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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/11/2019	LIBCK	13827	28115	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,130.00
01/11/2019	LIBCK	13828	25763	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
01/11/2019	LIBCK	13829	14235702-04	ENGBERG ANDERSON, INC.	EXT BUILDING IMPROVEMENTS	080-603-51200	1,853.82
01/11/2019	LIBCK	13830	LIL122818	FIRST BANKCARD	VIDEO GAMES	080-603-45510	139.97
01/11/2019	LIBCK	13831	ERI122818	FIRST BANKCARD	MAINTENANCE-BUILDING/STORAGE	080-603-41000	90.00
		13831	ERI122818		PRINTING/E-NEWSLETTER	080-603-43410	371.00
		13831	ERI122818		MISCELLANEOUS EXPENSES/PAYPA	080-603-46100	27.20
							<b>488.20</b>
01/11/2019	LIBCK	13832	ELI122818	FIRST BANKCARD	JUVENILE FICTION	080-603-45420	90.95
		13832	ELI122818		JUVENILE AUDIO-VISUAL	080-603-45430	202.91
							<b>293.86</b>
01/11/2019	LIBCK	13833	LYN122818	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	31.20
		13833	LYN122818		MAINTENANCE-BUILDING/CREDIT	080-603-41000	(26.31)
		13833	LYN122818		OTHER PROFESSIONAL/BUSINESS	080-603-41314	20.00
		13833	LYN122818		OFFICE SUPPLIES/8.5X14 PAPER	080-603-43550	13.40
		13833	LYN122818		OFFICE SUPPLIES/MOUSE PADS	080-603-43550	20.34
		13833	LYN122818		OTHER EQUIPMENT/PRINTER/CRED	080-603-58270	(240.97)
		13833	LYN122818		OTHER EQUIPMENT/PRINTER/INK	080-603-58270	240.97
							<b>58.63</b>
01/11/2019	LIBCK	13834	MCO122818	FIRST BANKCARD	DUES/ALA MEMBERSHIP	080-603-42440	287.00
		13834	MCO122818		POSTAGE/PASSPORT	080-603-43300	40.20
		13834	MCO122818		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		13834	MCO122818		OUTREACH SUPPLIES/CENTENIAL	080-603-43730	(3.78)
		13834	MCO122818		OUTREACH SUPPLIES/WIFI	080-603-43730	3.00
		13834	MCO122818		PATRON & STAFF SOFTWARE	080-603-45600	9.95
							<b>366.36</b>
01/11/2019	LIBCK	13835	HP2018-1078	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	6.00
01/11/2019	LIBCK	13836	MEI122018	KATHLEEN MEIERHOFF	HOSPITALITY PROGRAM SUPPLIES	080-603-43700	48.71
01/11/2019	LIBCK	13837	OHA121218	MARTHA O'HARA	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	10.00
01/11/2019	LIBCK	13838	96781495	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	174.95
		13838	96753968		ADULT AUDIO VISUAL MATERIAL	080-603-45200	74.98
		13838	96724321		JUVENILE AUDIO-VISUAL	080-603-45430	143.94

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF  
CHECK DATE FROM 12/12/2018 - 01/16/2019  
Banks: LIBCK, LIBEP

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GF

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13838	96753967				
		13838	96781494		JUVENILE AUDIO-VISUAL	080-603-45430	209.96
		13838	96813240		JUVENILE AUDIO-VISUAL	080-603-45430	79.98
					JUVENILE AUDIO-VISUAL	080-603-45430	47.99
							<b>731.80</b>
01/11/2019	LIBCK	13839	SVC00018411	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,585.00
01/11/2019	LIBCK	13840	01018CO18221036	OVERDRIVE , INC	E-BOOKS	080-603-45460	360.14
		13840	01018CO18231752		E-BOOKS	080-603-45460	1,506.87
							<b>1,867.01</b>
01/11/2019	LIBCK	13841	567526	RAVINIA PLUMBING & HEAT	MAINTENANCE-BUILDING	080-603-41000	779.38
01/11/2019	LIBCK	13842	2606488	SWANK MOVIE LICENSING U	JUVENILE PROGRAM SUPPLIES	080-603-43720	330.00
01/11/2019	LIBCK	13843	313325	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	432.00
01/11/2019	LIBCK	13844	VIL113018	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE/LIFE IN	080-100-11580	55.70
		13844	VIL113018		DUE FROM THE VILLAGE/'ER' CO	080-100-11580	3,025.21
		13844	VIL113018		DUE FROM THE VILLAGE/DENT/VI	080-100-11580	449.50
		13844	VIL113018		DUE FROM THE VILLAGE/'EE' CO	080-100-11580	1,487.82
		13844	VIL113018		DUE FROM THE VILLAGE/MED INS	080-100-11580	6,725.23
		13844	VIL123118		DUE FROM THE VILLAGE/IMRF 'E	080-100-11580	3,058.70
		13844	VIL123118		DUE FROM THE VILLAGE/IMRF 'E	080-100-11580	1,504.30
		13844	VIL123118		DUE FROM THE VILLAGE/MED INS	080-100-11580	6,725.23
		13844	VIL123118		DUE FROM THE VILLAGE/DENT/VI	080-100-11580	449.50
		13844	VIL123118		DUE FROM THE VILLAGE/LIFE IN	080-100-11580	55.70
							<b>23,536.89</b>
01/11/2019	LIBCK	13845	14082	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,627.00
01/11/2019	LIBCK	13846	WEA010319	WEATHERGUARD ROOFING CO	EXT BUILDING IMPROVEMENTS	080-603-51200	18,956.00
				TOTAL - ALL FUNDS	TOTAL OF 33 CHECKS (1 voided		70,546.73
--- GL TOTALS ---							
080-100-11580				DUE FROM THE VILLAGE			
080-603-41000				MAINTENANCE-BUILDING		23,536.89	
080-603-41050				MAINTENANCE-GROUNDS		4,761.27	
080-603-41300				COMPUTER SERVICES		1,040.00	
080-603-41313				COPIER MAINTENANCE/SUPPLIES		3,130.00	
080-603-41314				OTHER PROFESSIONAL/CONTRACTUAL		349.79	
080-603-42440				DUES		36.00	
080-603-43230				UTILITIES		287.00	
						1,701.04	



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## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 12/12/2018 - 01/16/2019

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-43300					POSTAGE		
080-603-43410					PRINTING/E-NEWSLETTER		40.20
080-603-43550					OFFICE SUPPLIES		2,027.99
080-603-43668					TECHNICAL SERVICES SUPPLIES		59.27
080-603-43700					HOSPITALITY PROGRAM SUPPLIES		548.03
080-603-43710					ADULT PROGRAM SUPPLIES		48.71
080-603-43720					JUVENILE PROGRAM SUPPLIES		84.92
080-603-43730					OUTREACH SUPPLIES		533.46
080-603-43740					TEEN PROGRAM SUPPLIES		(0.78)
080-603-45000					ADULT NON-FICTION BOOKS		31.90
080-603-45100					ADULT FICTION BOOKS		1,516.99
080-603-45110					ADULT LARGE PRINT MATERIAL		1,624.38
080-603-45200					ADULT AUDIO VISUAL MATERIAL		136.76
080-603-45400					JUVENILE NON-FICTION		956.70
080-603-45410					PICTURE BOOKS, READERS		392.34
080-603-45420					JUVENILE FICTION		57.88
080-603-45430					JUVENILE AUDIO-VISUAL		1,320.01
080-603-45450					TEEN BOOKS		772.57
080-603-45460					E-BOOKS		309.74
080-603-45470					GRAPHIC NOVELS		1,867.01
080-603-45510					VIDEO GAMES		242.76
080-603-45520					TRENDING TITLES		859.49
080-603-45600					PATRON & STAFF SOFTWARE		59.44
080-603-46100					MISCELLANEOUS EXPENSES		9.95
080-603-51200					EXT BUILDING IMPROVEMENTS		27.20
080-603-58270					OTHER EQUIPMENT		20,809.82
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		0.00
					TOTAL		1,368.00
							70,546.73

66

## New Business

January 15<sup>th</sup>, 2019

### Draft Budget for FY 2019-2020

The attached draft budget is presented for consideration and a first reading. The budget is to have its final vote at the February 19<sup>th</sup>, 2019 Board meeting. Answers to questions that were sent to the Director in advance or were posed at the Finance Committee meeting will be made available, and any additional questions will be recorded and answered after the meeting. The Finance Committee will meet again before the February 19<sup>th</sup> meeting as necessary.

**RECOMMENDATION:** That the draft budget be discussed, no action is needed.

### Annual Report from Intergovernmental Agreement Committee

The Intergovernmental Agreement Committee met on January 7<sup>th</sup>, 2019 and considered and approved the attached summary of collaboration between the two (2) organizations over 2018, as required by the Intergovernmental Agreement document.

**RECOMMENDATION:** That the Board vote to accept the document.

### Revised Checkout Policy

The Bylaw and Policy Committee met on January 15<sup>th</sup>, 2019 to consider a revised checkout policy that would extend checkout times. The revised policy was recommended to the Board for approval. A revised policy that would have implemented automatic renewals was considered, but was not recommended at this time.

**RECOMMENDATION:** That the Board approve the policy on revised Loan periods, to go into effect on February 1<sup>st</sup>, 2019.

Respectfully submitted,

Eric Scott Bailey

## Notes on Revenue and Expense Lines for Rough Draft of FY19-20 Budget

### REVENUE

**30000 – Property Taxes** – Property taxes make up 95.0% of Library revenue, down from 95.6% in FY2018-2019. The PTELL increase for the FY18-19 levy is 4.6276%, resulting in a levy extension of \$964,117.

**35700 – Fines** – The current year's estimate of \$12,500 brought in from fines is high given that our fine incoming has been shrinking. A reduced revenue budget of \$10,500 is suggested.

**34235 – Photocopy Charges** – Annual photocopying charges have remained steadily between \$2,100 and \$2,200. A total of \$2,100 is conservatively budgeted.

**34260 – Passport Fees** – The passport services implemented in 2018 will net at least \$5,000 in new revenue for the Library. Considering that the service was first offered in August of 2018, \$8,000 is conservatively budgeted for FY 2019-2020.

**34250 – Nonresident Fees** – The FY 2018-2019 budgeted number of \$7,000 remains adequate.

**37020 – D65 and D115 Agreements** – The total revenue from our agreements for service to nonresident youth is \$1,550.

**37000 – Village Contribution** – These are funds owed to the Library annually from the Village as part of the Intergovernmental Agreement between the Museum, Library, and Village. Funds received in FY2018-2019 are \$8,550, and should be slightly more next FY.

**37500 – Interest Income** – Interest rates have improved dramatically over the last year and a half. Interest revenue is projected to reach \$14,000 this FY. Revenue of \$10,000 is conservatively budgeted for FY19-20.

**38900 – Miscellaneous Income** – Funds from the sale of flash drives and ear buds, the charge for sending a fax, and other miscellaneous charges. Projected revenue conservatively estimated at \$2,000.

### PERSONNEL

**40025 & 40030 – Librarian and Staff Salaries** – The proposed staff salary budgets for FY 2019-2020 amount to \$505,000, less than the \$520,000 budgeted last year. This includes 1-4% performance based raises. Changes in staffing and staff turnover are the reasons for the decrease.

**40400 – Medical Insurance** – Insurance costs increased significantly this year, more than expected, and are projected to do so again in FY19-20. A total of \$87,000 is budgeted.

**40900 – Other Employee Benefits** – This line provides flu vaccines for Library staff members. The amount budgeted this year is sufficient.



**40980 – IMRF** – The amount budgeted for IMRF, \$38,000, is sufficient.

**40970 – Social Security** – The current number in this line is slightly low at \$37,000. A total of \$38,000 is budgeted for next FY.

#### **CONTRACT SERVICES/COMMODITIES**

**41000 – Building Maintenance** – This line reflects known contracts for emergency sprinkler system maintenance, janitorial service, window cleaning, and misc. maintenance. In addition to consistently needing to spend more on maintenance per year, we have committed to an annual deep cleaning of the building. An increase to \$30,000 is budgeted.

**41020 – Elevator Maintenance** – Maintenance of the elevator, based off our current contract and the amount spent on non-contract repairs in the past. A total of \$1,500 remains sufficient.

**41050 – Grounds Maintenance** – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes. Since switching, annual costs have regularly come in under budget. This line will always be a bit variable due to snowfall. A budget of \$6,000 remains sufficient.

**41313 – Copier Maintenance** – This line reflects our known contract with Impact for maintenance; copier breakdowns are difficult to predict. With a new printer that will need less maintenance, and a new copier in Youth Services, this total can be revised downward to \$4,000.

**41314 – Other Professional Services** – The \$5,000 budgeted is for the maintenance, and likely some of the final development, of a new website.

**41300 – Computer Services** – This line reflects the known expenses of Computer View's maintenance of our Local Area Network. A total of \$13,000 is sufficient.

**41350 – Legal and Accounting** – The total of \$3,000 remains adequate.

**42400 – Professional Development** – This line reflects money for continuing education and tuition reimbursement. As there will be an ALA conference in Chicago in the year ahead, an increase to \$3,000 for the year ahead is budgeted.

**42440 – Dues** – These funds pay for the organizational membership of the Library and its staff. It is calculated based on previous year's expenditures. The total of \$2,500 continues to be adequate.

**43230 – Utilities** – These funds pay for those utilities that are the Library's responsibility. Utilities costs decreased in FY18-19, so a small decrease to \$13,000 is budgeted.

**43300 – Postage** – Money used for the purchase of stamps. The amount currently budgeted, \$2,500, is sufficient for next FY as well.

**43410 – Printing/eNewsletter** – Using an in-house template has made for a noticeable decrease in printing costs. The reduced total budgeted for FY 18-19, of \$8,000, is sufficient for FY 19-20.

**43550 – Office Supplies** – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent). Ross Shanley-Roberts, who took over for Gloria Newton, is exceptionally diligent in his purchasing. An increase to \$6,000 is budgeted to reflect the reality of increased spending.

**43660 – Building and Grounds Supplies** – Supplies to maintain the grounds. Predicted based off previous expenses. The \$2,000 per FY currently budgeted is sufficient.

**43668 – Technical Services Supplies** – Book covers, tape, and other supplies used in cataloging and processing materials. This line also covers the preprocessing of materials ordered from Baker and Taylor. An increase of \$500 is budgeted for next FY.

**43700 – Hospitality Program Services** – Supplies for meetings and programs. Predicted based off previous expenses. The \$500 budgeted this FY is sufficient.

**43730 – Outreach Supplies** – The cost of increasing the Library's visibility within the community and to identify and target underserved segments of the community. This budget line is increased to \$10,000 for this Fiscal Year only, to provide funds for Centennial events.

**43710 – Adult Program Supplies** – Funds for Adult Programs. Carol Carter does a great job with the current budget; costs and demand are increasing, hence an increase to \$7,000.

**43720 – Juvenile Program Supplies** – Funds for Juvenile Programs. Per Eliza Jarvi, the \$6,000 budgeted this FY is becoming tight for meeting all demands. An increase to \$7,000 is budgeted.

**43740 – Teen Program Supplies** – Funds for Teen Programming. Per Eliza Jarvi, the \$1,500 budgeted this FY is sufficient for next year.

**45000 – Adult Non-Fiction** – Funds for purchasing adult non-fiction books. Per Carol Carter, the number budgeted for this FY is adequate for the next year.

**45100 – Adult Fiction** – Funds for purchasing adult fiction books. The \$15,500 budgeted this FY is sufficient for next year.

**45110 – Adult Large Print** – Funds for purchasing large print books. Per Carol Carter, a needed increase \$600 is budgeted for the next FY.

**45200 – Adult Audio Visual Materials** – Funds for music, blu-rays, DVD's, and audiobooks for adults. Per Carol Carter, the budget allocated this FY is adequate for next year.

**45220 – Adult eReference** – Databases aimed towards an adult audience. The amount budgeted this FY is sufficient for next year.

**45400 – Juvenile Non-Fiction** – Funds for purchasing print Juvenile Non-fiction. Per Eliza Jarvi and Regina Ruocco, the collection needs updating in some sections and development in others to better match current local curriculum. An increase to \$10,000 is budgeted.

**45410 – Juvenile Picture Books** – Funds for purchasing print picture books. Per Donna Williams, there is a need to replace some aging portions of the collection. An increase to \$6,000 is budgeted.

**45420 – Juvenile Fiction** – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. Per Eliza Jarvi, the amount budgeted this FY is sufficient for next year.

**45430 – Juvenile Audio Visual** – Funds for juvenile DVD's, Blu-rays, Music, and Audiobooks. Per Eliza Jarvi, the amount budgeted is adequate.

**45440 – Juvenile eReference** – Databases aimed towards a younger audience. Per Eliza Jarvi, the amount budgeted this FY is sufficient for next year.

**45460 – eBooks** – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. Per Martha O'Hara, eBooks and eAudiobooks continue to have high costs, high demand, high prices, and terrible licensing terms set by the publisher. The demand is present and space is not an issue for this collection. An increase to \$15,000 is budgeted.

**45470 – Graphic Novels** – Money to purchase adult graphic novels. Per Martha O'Hara, the current budget is adequate.

**45450 – Teen Books** – Money to purchase teen books. Per Eliza Jarvi, the current budget level is adequate.

**45500 – Periodicals** – Money to pay for magazine subscriptions. The current budget amount is sufficient.

**45510 – Video Games** – Video games in a wide variety of formats. The current budget is adequate for new purchases and replacements. Space is the chief issue.

**45520 – Hot Picks** – Funds for DVDs, Blu-rays, and books for the Trending Titles collection. The budget for this FY is adequate for next year.

**45600 – Public and Staff PC Software** – Licenses for software used by the staff and/or the public. The number reflects past trends and known expenses; we have added additional subscriptions this year, most notably to Adobe. An increase to \$6,500 is budgeted.

**45610 – Library Automation Software** – This line covers the cost of the Library's Integrated Library System. The cost of our Sierra subscription for 2018-2019 is \$21,532. The \$22,000 budgeted is sufficient.

**45900 – Miscellaneous Expenditure** – Funds to cover minor purchases that do not fit elsewhere. This is based primarily on past experience and expense. The current budget is adequate.

### **CAPITAL OUTLAY**

**50100 – Library Furnishings** – Money for interior furnishings. A total of \$10,000 of reserve funds is budgeted to be spent on updated furnishings in Youth Services.

**51200 – Exterior Building Improvements** – Money for exterior improvements. A total of \$25,000 of reserve funds is budgeted to be spent on resurfacing the parking lot.

**58100 – Computer Equipment** – Money budgeted for special or regularly scheduled updating of the Library's computer network. Support for Windows 7 is ending in 2020, and most of our PC's do not support Windows 10. A total of \$25,000 is budgeted for the replacement of staff and public computers.

**58270 – Library Equipment** – Miscellaneous equipment, such as book carts or projector screens. A total of \$1,000 is budgeted for unexpected expenses.

**70000 – Contingency** – Money set aside to handle any significant expenses that arise during the fiscal year.

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - REVENUES**

080-300-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE
<b>TAXES</b>								
30000 Property Taxes	872,666	885,648	895,536	921,475	921,475	964,117	4.6%	42,642
<b>TOTAL TAXES</b>	872,666	885,648	895,536	921,475	921,475	964,117	4.6%	42,642
<b>FINES &amp; FORFEITURES</b>								
35700 Fines	11,755	12,507	10,664	12,500	10,452	10,500	0.5%	48
<b>TOTAL FINES &amp; FORFEITURES</b>	11,755	12,507	10,664	12,500	10,452	10,500	0.5%	48
<b>CHARGE FOR SERVICES</b>								
34235 Photocopy Charges	2,218	2,137	2,243	2,100	2,208	2,100	-4.8%	(106)
34260 Passport Fees	0	0	0	5,000	7,000	8,000	14.3%	1,000
34250 Non-Resident Fees	7,083	6,565	6,067	7,000	6,889	7,000	1.6%	111
<b>TOTAL CHARGE FOR SERVICES</b>	9,301	8,702	8,310	14,100	16,095	17,100	69.7%	1,005
<b>OTHER</b>								
37020 District 65+115 Agreements	1,000	0	1,550	1,550	1,550	1,550	0.0%	0
37000 Village Contribution	7,900	7,900	8,466	7,900	8,558	8,550	-0.1%	(8)
38310 Vliet Operating Cost Contrib	780	0	390	0	780	780	0.0%	0
37500 Interest Income	968	3,909	8,902	5,000	14,453	10,000	-30.8%	(4,453)
38800 Naperville/Impact Fees	6,478	4,319	2,159	0	0	0	---	0
38900 Miscellaneous Income	3,154	2,468	158	2,000	1,864	2,000	7.3%	136
<b>TOTAL OTHER</b>	20,280	18,596	21,625	16,450	27,205	22,880	-15.9%	(4,325)
<b>TOTAL REVENUES</b>	<b>914,002</b>	<b>925,452</b>	<b>936,135</b>	<b>964,525</b>	<b>975,227</b>	<b>1,014,597</b>	<b>4.0%</b>	<b>39,370</b>
<b>FUND BALANCE RESERVES</b>		59,000	34,000	100,000	100,000	80,000	-40.0%	(40,000)
<b>LIBRARY FUND REVENUE</b>	<b>914,002</b>	<b>984,452</b>	<b>970,135</b>	<b>1,064,525</b>	<b>1,075,227</b>	<b>1,074,597</b>	<b>-0.1%</b>	<b>(630)</b>

**TOTAL FUND BALANCE:**

May 1

551,143

April 30

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19	% CHANGE BUDGET TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19
<b>PERSONNEL SERVICES</b>										
40025 Librarian Salaries	296,341	260,439	242,626	246,000	241,120	190,000	-21.2%	(51,120)	-22.8%	(56,000)
40030 Staff Salaries	188,381	229,596	259,296	274,000	276,681	315,000	13.8%	38,319	15.0%	41,000
40400 Medical Insurance	65,795	71,900	66,375	70,000	78,000	87,000	11.5%	9,000	24.3%	17,000
40900 Other Employee Benefit	160	215	275	250	250	250	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	43,665	36,332	38,211	38,000	36,104	38,000	5.3%	1,896	0.0%	0
40970 Social Security (Note 1)	36,330	42,026	37,109	37,000	36,995	38,000	-2.6%	(995)	2.7%	1,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>630,672</b>	<b>640,508</b>	<b>643,892</b>	<b>665,250</b>	<b>671,150</b>	<b>668,250</b>	<b>-0.4%</b>	<b>(2,900)</b>	<b>0.5%</b>	<b>3,000</b>
<b>CONTRACT SERVICES/COMMODITIES</b>										
41000 Building Maintenance	19,188	28,719	38,482	24,000	44,207	30,000	-32.1%	(14,207)	25.0%	6,000
41020 Elevator Maintenance	1,167	982	2,351	1,500	624	1,500	140.4%	876	0.0%	0
41050 Grounds Maintenance	5,541	5,495	6,794	6,000	3,089	6,000	94.3%	2,911	0.0%	0
41313 Copier Maintenance	4,941	4,424	3,299	4,500	3,214	4,000	24.5%	786	-11.1%	(500)
41314 Other Professional Service	517	57	12,372	1,000	13,848	5,000	-63.9%	(8,848)	400.0%	4,000
41300 Computer Services	12,215	11,865	13,220	13,000	12,520	13,000	3.8%	480	0.0%	0
41350 Legal & Accounting	3,842	2,528	2,835	3,000	2,520	3,000	19.0%	480	0.0%	0
42400 Professional Development	725	1,962	1,983	2,000	1,620	3,000	85.2%	1,380	50.0%	1,000
42440 Dues	2,117	2,294	2,367	2,500	2,868	2,500	-12.8%	(368)	0.0%	0
43230 Utilities	11,596	12,789	12,029	14,000	12,510	13,000	3.9%	490	-7.1%	(1,000)
43300 Postage	2,399	2,113	1,745	2,500	2,109	2,500	18.5%	391	0.0%	0
43410 Printing/E-Newsletter	8,742	9,107	7,645	8,000	7,489	8,000	6.8%	511	0.0%	0
43550 Office Supplies	4,821	6,023	5,925	5,000	6,391	6,000	-6.1%	(391)	20.0%	1,000
43660 Building & Grounds Supplies	1,535	1,914	1,848	2,000	1,608	2,000	24.4%	392	0.0%	0
43668 Technical Services Supplies	3,675	3,632	5,530	4,500	4,376	5,000	14.2%	624	11.1%	500
43700 Hospitality Program Supplies	376	412	812	500	112	500	348.4%	388	0.0%	0
43730 Outreach Supplies	966	917	911	1,000	1,297	10,000	670.8%	8,703	900.0%	9,000
43710 Adult Program Supplies	5,185	3,867	5,905	6,000	6,000	7,000	16.7%	1,000	16.7%	1,000
43720 Juvenile Program Supplies	5,664	4,781	5,233	6,000	6,000	7,000	16.7%	1,000	16.7%	1,000
43740 Teen Program Supplies	819	1,172	1,297	1,500	1,500	1,500	0.0%	0	0.0%	0
45000 Adult Nonfiction	16,461	14,211	15,970	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	14,043	13,751	13,698	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	580	499	499	500	500	600	20.0%	100	20.0%	100
45200 Adult Audio-Visual	15,086	14,854	14,821	15,500	15,500	15,500	0.0%	0	0.0%	0
45220 Adult E-Reference	20,653	17,498	21,095	22,000	21,479	22,000	2.4%	521	0.0%	0
45400 Juvenile Non-fiction	6,612	8,632	6,934	7,000	7,000	10,000	42.9%	3,000	42.9%	3,000
45410 Picture Books, Readers	4,941	5,003	5,583	4,500	4,500	6,000	33.3%	1,500	33.3%	1,500
45420 Juvenile Fiction	7,829	7,358	7,543	10,000	10,000	10,000	0.0%	0	0.0%	0
45430 Juvenile Audio-Visual	1,598	1,191	1,520	2,500	2,500	2,500	0.0%	0	0.0%	0
45440 Juvenile eReference	334	334	334	500	500	500	0.0%	0	0.0%	0
45460 Ebooks	6,406	10,002	12,001	13,000	13,000	15,000	15.4%	2,000	15.4%	2,000
45470 Graphic Novels	505	469	509	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,583	2,728	2,743	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	5,873	6,339	7,317	6,750	6,750	6,750	0.0%	0	0.0%	0
45510 Video Games	3,411	4,010	3,570	3,500	3,500	3,500	0.0%	0	0.0%	0
45520 Trending Titles	0	0	1,386	2,000	2,000	2,000	0.0%	0	0.0%	0
45600 Public & Staff PC Software	2,985	4,527	4,767	5,000	6,256	6,500	3.9%	244	30.0%	1,500
45610 Library Automation Software	22,043	20,297	20,905	22,000	20,905	22,000	5.2%	1,095	0.0%	0
45900 Minor Equipment	0	0	0	0	0	0	—	0	—	0
46100 Miscellaneous Expenditure	1,856	896	654	2,000	2,631	2,000	-24.0%	(631)	0.0%	0
<b>TOTAL CONTRACT/COMM.</b>	<b>229,832</b>	<b>237,650</b>	<b>274,434</b>	<b>281,000</b>	<b>286,673</b>	<b>291,100</b>	<b>1.5%</b>	<b>4,427</b>	<b>-62.6%</b>	<b>(0)</b>

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19	% CHANGE BUDGET TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19
<b>CAPITAL OUTLAY</b>										
50100 Library Furnishings	0	33,806	265	4,000	1,768	10,000	465.5%	8,232	150.0%	6,000
51200 Exterior Bldg Improvements	0	0	0	100,000	280,000	25,000	-91.1%	(255,000)	-75.0%	(75,000)
58100 Computer Equipment	706	8,306	7,078	6,000	17	25,000	NA	24,983	316.7%	19,000
58270 Library Equipment	14,966	26,015	3,603	1,000	0	1,000	---	1,000	0.0%	0
70000 Contingency	3,270	10,000	1,160	27,275	0	44,347	---	44,347	62.6%	17,072
<b>TOTAL CAPITAL OUTLAY</b>	18,942	78,126	12,106	138,275	281,785	105,347	-62.6%	(176,438)	-23.8%	(32,928)
<b>LIBRARY TOTAL</b>	879,446	956,284	930,431	1,064,525	1,239,609	1,074,597	-13.3%	(165,012)	0.9%	10,072



## COMPONENT UNIT OF VILLAGE

FY 2019-2020

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CODE/LINE ITEM		ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED		% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	% CHANGE BUDGET TO BUDGET FY18 TO FY19	\$ CHANGE BUDGET TO BUDGET FY18 TO FY19
						ACTUAL FY 18/19	BUDGET FY 19/20				
<b>REVENUES 82-40-603</b>											
<b>GRANTS</b>											
36263	Per Capita Grant	7,153	4,411	4,411	4,411	7,153	7,153	0.0%	(0)	62.2%	2,742
36200	Miscellaneous Grants	0	0	0	5,000	0	1,000	---	5,000	-80.0%	(4,000)
TOTAL GRANTS		7,153	4,411	4,411	9,411	7,153	8,153	113.3%	5,000	-13.4%	(1,258)
<b>DONATIONS</b>											
38300	Unrestricted Donations	990	1,537	10,167	1,000	16,248	16,000	-90.2%	(9,167)	1500.0%	15,000
38315	Restricted Donations	16,766	11,619	1,213	15,000	4,832	2,000	1136.8%	13,787	-86.7%	(13,000)
TOTAL DONATIONS		17,756	13,156	11,380	16,000	21,080	18,000	40.6%	4,620	12.5%	2,000
75000	Interest Earnings	0						---	0	---	0
TOTAL FUND REVENUES		24,909	17,566	15,791	25,411	28,232	26,153	60.9%	9,620	2.9%	742

**EXPENDITURES 82-60-001****OTHER/GRANT PROGRAMS**

44810 Per Capita Grant Expend	7,153	4,411	4,411	4,411	7,153	7,153	0.0%	0	62.2%	2,742
44825 Misc Grant Expenditures	0	0	0	5,000	0	1,000	---	5,000	-80.0%	(4,000)
99999 Use of Unrestrict Donation	990	1,537	9,803	1,000	16,248	16,000	-89.8%	(8,803)	1500.0%	15,000
99999 Use of Restricted Donations	16,766	11,619	2,426	15,000	4,832	2,000	518.3%	12,574	-86.7%	(13,000)
	<b>24,909</b>	<b>17,566</b>	<b>16,640</b>	<b>25,411</b>	<b>28,233</b>	<b>26,153</b>	<b>52.7%</b>	<b>8,771</b>	<b>2.9%</b>	<b>742</b>
<b>TOTAL EXPENDITURES</b>	<b>24,909</b>	<b>17,566</b>	<b>16,640</b>	<b>25,411</b>	<b>28,233</b>	<b>26,153</b>	<b>52.7%</b>	<b>8,771</b>	<b>2.9%</b>	<b>742</b>

# Lake Bluff Public Library -- FY 18/19 Versus FY 17/18 Budget Discussion -- Page 1

ITEM	% DIFFERENCE					Notes
	18/19	18/19	19/20	FY'19 BUDGET VS	FY '19 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'18 Est.	FY '18 BUDGET	
Salaries	520,000	517,801	505,000	-2.5%	-2.9%	Raise range 2%-4.5%.
Medical Insurance	70,000	78,000	87,000	11.5%	24.3%	Significant increases in cost of insurance, this year and last.
Other Employee Benefits	250	250	250	0.0%	0.0%	Provides flu vaccines for all employees
IL Municipal Retirement Fund	38,000	36,104	38,000	5.3%	0.0%	Budget based on salaries + new rate of 9.15%
Social Security	<u>37,000</u>	<u>38,995</u>	<u>38,000</u>	<u>-2.6%</u>	<u>2.7%</u>	Costs based on current salaries and recent increase trends
<b>TOTAL PERSONEL COST</b>	<b>665,250</b>	<b>671,150</b>	<b>668,250</b>	<b>-0.4%</b>	<b>0.5%</b>	
Building Maintenance	24,000	44,207	30,000	-32.1%	25.0%	Reflects known contracts, and unexpected repairs
Elevator Maintenance	1,500	624	1,500	140.4%	0.0%	Current contract and non-contract repairs
Grounds Maintenance	6,000	3,089	6,000	94.2%	0.0%	Based on recent costs, expenses vary based on weather
Copier Maintenance	<u>4,500</u>	<u>3,214</u>	<u>4,000</u>	<u>24.5%</u>	<u>-11.1%</u>	Reflects new copier with lower costs
<b>TOTAL MAINTENANCE COST</b>	<b>36,000</b>	<b>51,134</b>	<b>41,500</b>	<b>-18.8%</b>	<b>15.3%</b>	
Other Professional Services	1,000	13,848	5,000	-63.9%	400.0%	Expected web development services
Computer Services	13,000	12,520	13,000	3.8%	0.0%	Reflects known contract
Legal & Accounting	3,000	2,520	3,000	19.0%	0.0%	Sufficient for needs
Professional Development	2000	1,620	3,000	85.2%	50.0%	No longer any library students on staff
Dues	2,500	2,868	2,500	-12.8%	0.0%	Funds pay for Organization Membership of library and staff
Utilities	14,000	12,510	13,000	3.9%	-7.1%	Primarily covers costs of water, phone and internet service
Postage	2,500	2,200	2,500	13.6%	0.0%	Covers the cost of stamps and mailings
Printing/E-Newsletter	<u>8,000</u>	<u>7,489</u>	<u>8,000</u>	<u>6.8%</u>	<u>0.0%</u>	In-house design has resulted in a cost decrease
<b>TOTAL 8 ITEMS</b>	<b>46,000</b>	<b>55,575</b>	<b>50,000</b>	<b>-10.0%</b>	<b>8.7%</b>	
<b>TOTAL 17 ITEMS</b>	<b>747,250</b>	<b>777,859</b>	<b>759,750</b>	<b>-2.3%</b>	<b>1.7%</b>	

# Lake Bluff Public Library -- FY 19/20 Versus FY 18/19 Budget Discussion -- Page 2

Item	% DIFFERENCE					Notes
	18/19	18/19	19/20	FY'19 BUDGET VS	FY '19 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'18 EST.	FY '18 BUDGET	
Office Supplies	5,000	6,391	6,000	-6.1%	20.0%	Raised to reflect reality of expenses
B&G Supplies	2,000	1,608	2,000	24.4%	0.0%	Based on previous expenses
Tech Service Supplies	4,500	4,376	5,000	14.3%	11.1%	Small increase for increased processing costs
Hospitality Prog. Supplies	500	112	500	346.4%	0.0%	Supplies for meetings and programs
Outreach Supplies	1,000	1,297	10,000	671.0%	900.0%	Increase is for Centennial celebrations
Adult Program Supplies	6,000	6,000	7,000	16.7%	16.7%	Increased need
Juvenile Program Supplies	6,000	6,000	7,000	16.7%	16.7%	Increased need
Teen Program Supplies	1,500	1,500	1,500	0.0%	0.0%	Per programmers, total is sufficient
<b>TOTAL SUPPLIES COST</b>	<b>26,500</b>	<b>27,284</b>	<b>39,000</b>	<b>42.9%</b>	<b>47.2%</b>	
Adult Non Fiction	17,000	17,000	17,000	0.0%	0.0%	Current budget is sufficient
Adult Fiction	15,500	15,500	15,500	0.0%	0.0%	Current budget is sufficient
Adult Large Print	500	500	600	20.0%	20.0%	Increased need
Adult Audio Visula	15,500	15,500	15,500	0.0%	0.0%	Current budget is sufficient
Adult eReference	22,000	21,479	22,000	2.4%	0.0%	Current budget is sufficient
<b>TOTAL ADULT</b>	<b>70,500</b>	<b>69,979</b>	<b>70,600</b>	<b>0.9%</b>	<b>0.1%</b>	
Juvenile Non-Fiction	7,000	7,000	10,000	42.9%	42.9%	Increased for replacement and updating of collection
Juvenile Picture Books	4,500	4,500	6,000	33.3%	33.3%	Increased to refresh parts of collection
Juvenile Fiction	10,000	10,000	10,000	0.0%	0.0%	Current funding is adequate
Juvenile Audio-Visual	2,500	2,500	2,500	0.0%	0.0%	Current funding is adequate
Juvenile eReference	500	500	500	0.0%	0.0%	Current funding is adequate
<b>TOTAL JUVENILE</b>	<b>24,500</b>	<b>24,500</b>	<b>29,000</b>	<b>18.4%</b>	<b>18.4%</b>	
<b>TOTAL 18 ITEMS</b>	<b>121,500</b>	<b>121,763</b>	<b>138,600</b>	<b>13.8%</b>	<b>14.1%</b>	

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## Lake Bluff Public Library -- FY 19/20 Versus FY 18/19 Budget Discussion -- Page 3

Item	% DIFFERENCE					Notes
	<u>18/19</u>	<u>18/19</u>	<u>19/20</u>	FY'19 BUDGET VS	FY '19 BUDGET VS	
	<u>BUDG \$</u>	<u>EST \$</u>	<u>BUDG \$</u>	FY'18 EST.	FY '18 Budget	
Ebooks	13,000	13,000	15,000	15.4%	15.4%	Costs remain high, and popularity is increasing
Graphic Novels	500	500	500	0.0%	0.0%	Current budget is adequate
Teen Books	2,750	2,750	2,750	0.0%	0.0%	Current budget is adequate
Periodicals	6,750	6,750	6,750	0.0%	0.0%	Cost of subscriptions, prices going up but number decreasing
Video Games	3,500	3,500	3,500	0.0%	0.0%	Current budget is adequate. Space is an ongoing issue
Hot Picks	2,000	2,000	2,000	0.0%	0.0%	Current budget is adequate
Public/Staff PC Software	5,000	6,256	6,500	3.9%	30.0%	Additional staff licenses and increased costs
Library Automation Software	22,000	20,905	22,000	5.2%	0.0%	Cost of Integrated Library System
Miscellaneous Expenditure	<u>2,000</u>	<u>2,631</u>	<u>2,000</u>	-24.0%	0.0%	Covers minor costs not presently anticipated
<b>SUB TOTAL 10 ITEMS</b>	<b>57,500</b>	<b>58,292</b>	<b>61,000</b>	<b>4.6%</b>	<b>6.1%</b>	
<b>SUB TOTAL ALL PREVIOUS ITEMS</b>	<b>926,250</b>	<b>957,914</b>	<b>959,350</b>	<b>0.1%</b>	<b>3.6%</b>	
Library Furnishings	4,000	1,768	10,000	465.6%	150.0%	Furnishings for Youth Services budgeted from reserve
Exterior Building Improve.	100,000	280,000	25,000	-91.1%	-75.0%	Budgeted from reserve for parking lot replacement
Computer Equipment	6,000	17	25,000	146958.8%	316.7%	Need to replace most public and staff PCs', using reserves
Library Equipment	1,000	7,206	1,000	-86.1%	0.0%	Misc. equipment
Contingency	27,275	0	44,347	NA	62.6%	Covers other capital expenses that may arise
<b>SUB TOTAL 5 ITEMS</b>	<b>138,275</b>	<b>288,991</b>	<b>105,347</b>	<b>-63.5%</b>	<b>-23.8%</b>	
<b>TOTAL ALL ITEMS</b>	<b>1,064,525</b>	<b>1,246,905</b>	<b>1,064,697</b>	<b>-14.6%</b>	<b>0.0%</b>	

## Intergovernmental Agreement Committee Annual Report

January 1 – December 31, 2018

Submitted by Eric Bailey, Library Director

The Intergovernmental Committee met once in 2018, and the museum and library worked together closely on many programs and events.

### Activities

Some highlights from the last year include:

- The museum hosted Santa Claus during the 'It's a Wonderful Life' December 3 festivities, while library elves read stories to children.
- The museum held the Ghost Walk, the Annual Lake Bluff Auto Show, the 'Uptown' walking tour, a Crab Tree Farms tour, an 'Historic Christmas Home Tour,' and a 'Camp Meetings, Chautauquas, and Anarchists' Walking Tour' among other programs.
- The Library and Museum have collaborated on the research of Library history, with the Library's centennial to be celebrated in 2019.
- The Museum and Library jointly hosted a program, Molly's War, for Veterans Day 2018.

### Facilities

Highlights of facilities issues:

- The roof was replaced in the fall of 2018, with only a few small items still to be completed as of the end of the year.
- Window frames on the second floor of the Library, and in the Preschool Room needed to be replaced.
- The Library will be replacing the bulk of its PC's next year, necessitated by the impending lack of support for Windows 7. Most current machines are not capable of running Windows 10.
- Replacement of some Library furnishings and the renovation of the bathroom facilities (those in the original Library building) are planned.
- The Library has taken careful steps to ensure that its finances continue to be sufficient to meet the challenge of an aging building.

### Recommendations

- Continued collaboration is to the benefit of both organizations, and additional opportunities should be sought.

Respectfully submitted,

Eric Bailey

Library Director

Lake Bluff Public Library

## **Loan Periods**

### **CURRENT POLICY**

#### **CIR-11: Loan Periods**

Standard loan periods for physical materials are as follows:

2 weeks: Books, audiobooks, music CDs, and book bags

1 week: DVDs, Blu-rays, Video Games, designated popular collections, and periodicals

Loan periods for Interlibrary Loan materials are determined by the lending library. Loan periods for digital items are determined by the software license or other agreements with the vendor.

#### **CIR-12: Renewals**

Each title may be renewed up to 3 times provided that no one is on hold for the item. Patrons who exhaust the renewal limit are encouraged to return the item to the Library shelves for a period of 24 hours before checking the item out again.

### **PROPOSED POLICY**

#### **CIR-11: Loan Periods**

Standard loan periods for physical materials are as follows:

**1 week:** Trending Titles, Magazines, DVDs/Blu-Rays, Video Games

**2 weeks:** TV series, new books

**3 weeks:** books (not new), audiobooks, CDs, book bags

Loan periods for Interlibrary Loan materials are determined by the lending library. Loan periods for digital items are determined by the software license or other agreements with the vendor.

#### **CIR-12: Renewals**

Each title may be renewed up to 2 times provided that no one is on hold for the item. Patrons who exhaust the renewal limit are encouraged to return the item to the Library shelves for a period of 24 hours before checking the item out again.

Respectfully submitted,

Eric Scott Bailey

## Director's Report – January 2019

### New Staff Member

Caryn Spanos has joined us as the newest member of our staff. She is off to a great start! Please say hi and introduce yourself if you run into her at the Library.

### Centennial Display

Staff member Jillian Chapman put together a display about the history of the Library in honor of our Centennial. A reporter from the Lake Forest Leader stopped by and wrote a connected story.

### Vehicle Stickers and Banners

The design presented for the 2019 Village of Lake Bluff vehicle stickers is in the final stages of approval with the Village. Anna Fifhouse did a great job putting this together. Anna is now working on a set of banners that can be hung from the light poles in the downtown area.

### ADP Upgrade for Payroll

We are in the process of implementing an update from ADP that will allow us to use our payroll system to track hours worked, benefits available and used, and leave requested. At present, we use an assortment of spreadsheets and paper to accomplish this.

### Covering Responsibilities

Following the departure of Liliana LaValle, many thanks to Carol Carter, Jillian Chapman, Martha O'Hara, Jen Horan, and Anna Fifhouse for picking up her responsibilities until a replacement is hired.

### Update on Website

Development of a new website is under way, with the next meeting between developer Nicki Snoblin and our website team on January 18<sup>th</sup>.

### Update on Passport Revenue

Martha O'Hara reports that as of Friday, January 11<sup>th</sup> we have exceeded \$4,000 in passport revenue.

### Library Beer

Following the success of last year's Totally Booked, we are partnering with the Lake Bluff Brewery on a sequel. Appropriately named Totally Booked 2: The Sequel, it will be available mid-January with \$1 of each sale going to support the Library. The batch this time is an 'extra special bitter.' The batch will also be larger, offering the opportunity for more revenue from the event.

Respectfully submitted,

Eric Scott Bailey



11A

Measure	This month		Past 6 months		Past 12 months		FY to date	
<b>Points of Service</b>	<b>20,214</b>	<b>-16.32%</b>	<b>156,376</b>	<b>-10.21%</b>	<b>299,529</b>	<b>-12.50%</b>	<b>177,927</b>	<b>-12.02%</b>
Database Interactions	163	-91.16%	11,963	-15.07%	22,889	-37.02%	13,556	-24.75%
Patron Interactions	12,850	-7.47%	88,981	-8.51%	170,860	-9.37%	101,518	-9.71%
Circulation	7,201	-14.53%	55,432	-11.76%	105,780	-9.94%	62,853	-12.45%
<b>Circulation</b>	<b>7,201</b>	<b>-14.53%</b>	<b>55,432</b>	<b>-11.76%</b>	<b>105,780</b>	<b>-9.94%</b>	<b>62,853</b>	<b>-12.45%</b>
Books and Magazines	4,021	-14.94%	34,002	-7.93%	60,581	-7.30%	38,231	-8.40%
Electronic	1,114	-27.90%	8,785	-12.20%	19,276	-4.48%	10,114	-12.79%
AV	2,066	-4.04%	12,645	-20.40%	25,923	-18.79%	14,508	-21.39%
<b>Patron Interactions</b>	<b>12,850</b>	<b>-7.47%</b>	<b>88,981</b>	<b>-8.51%</b>	<b>170,860</b>	<b>-9.37%</b>	<b>101,518</b>	<b>-9.71%</b>
Website Visits	6,920	-9.51%	42,683	-11.03%	86,154	-11.60%	48,978	-12.48%
In-Person Visits	5,930	-4.98%	46,298	-6.06%	84,706	-6.99%	52,540	-6.96%
<b>Books and Magazines</b>	<b>4,021</b>	<b>-14.94%</b>	<b>34,002</b>	<b>-7.93%</b>	<b>60,581</b>	<b>-7.30%</b>	<b>38,231</b>	<b>-8.40%</b>
Adult	1,997	-4.90%	13,951	-2.51%	27,150	1.16%	16,191	-2.00%
Teen	94	-5.05%	951	-10.54%	1,525	-20.86%	1,031	-13.00%
Children	1,930	-23.66%	19,100	-11.40%	31,906	-12.80%	21,009	-12.58%
<b>Electronic</b>	<b>1,114</b>	<b>-27.90%</b>	<b>8,785</b>	<b>-12.20%</b>	<b>19,276</b>	<b>-4.48%</b>	<b>10,114</b>	<b>-12.79%</b>
Adult	969	-33.13%	7,899	-9.76%	17,468	-2.78%	9,056	-10.73%
Teen	97	94.00%	482	16.43%	918	9.68%	555	18.09%
Children	48	4.35%	404	-51.85%	890	-35.32%	503	-48.83%
<b>AV</b>	<b>2,066</b>	<b>-4.04%</b>	<b>12,645</b>	<b>-20.40%</b>	<b>25,923</b>	<b>-18.79%</b>	<b>14,508</b>	<b>-21.39%</b>
Adult	1,620	-2.35%	9,606	-18.89%	20,299	-16.94%	11,136	-19.58%
Teen	2	100.00%	10	66.67%	10	-28.57%	10	11.11%
Children	444	-9.94%	3,029	-24.95%	5,614	-24.82%	3,362	-26.90%
<b>In-Person Visits</b>	<b>5,930</b>	<b>-4.98%</b>	<b>46,298</b>	<b>-6.06%</b>	<b>84,706</b>	<b>-6.99%</b>	<b>52,540</b>	<b>-6.96%</b>
Programming	382	95.90%	4,254	-6.09%	6,590	-4.06%	4,492	-5.27%
Attendees								
Adult	122	7.02%	926	19.64%	1,817	17.15%	1,068	26.39%
Teen	2	-80.00%	96	-31.43%	143	-28.86%	107	-29.14%
Children	258	263.38%	3,232	-10.62%	4,630	-9.52%	3,317	-11.45%
<b>Other In-Person Visits</b>	<b>5,548</b>	<b>-8.24%</b>	<b>42,044</b>	<b>-6.06%</b>	<b>78,116</b>	<b>-7.23%</b>	<b>48,048</b>	<b>-7.12%</b>

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

12A

Measure	This month		Past 6 months		Past 12 months		FY to date	
<b>Points of Service</b>	19,893	-18.63%	146,308	-12.51%	294,960	-13.37%	197,765	-12.74%
Database Interactions	315	-81.00%	9,619	-27.26%	21,548	-37.55%	13,871	-29.49%
Patron Interactions	12,331	-10.05%	85,369	-8.80%	169,483	-9.67%	113,849	-9.75%
Circulation	7,247	-20.20%	51,318	-15.04%	103,931	-12.18%	70,045	-13.34%
<b>Circulation</b>	7,247	-20.20%	51,318	-15.04%	103,931	-12.18%	70,045	-13.34%
Books and Magazines	3,965	-2.15%	30,784	-8.81%	60,479	-7.68%	42,141	-7.88%
Electronic	1,208	-54.99%	8,144	-26.90%	17,800	-16.38%	11,322	-20.72%
AV	2,074	-11.56%	12,390	-20.07%	25,652	-18.68%	16,582	-20.28%
<b>Patron Interactions</b>	12,331	-10.05%	85,369	-8.80%	169,483	-9.67%	113,849	-9.75%
Website Visits	6,434	-10.04%	42,200	-11.05%	85,436	-11.61%	55,412	-12.20%
In-Person Visits	5,897	-10.05%	43,169	-6.49%	84,047	-7.61%	58,437	-7.28%
<b>Books and Magazines</b>	3,965	-2.15%	30,784	-8.81%	60,479	-7.68%	42,141	-7.88%
Adult	1,971	-2.43%	13,427	-2.29%	27,086	0.75%	18,107	-2.09%
Teen	91	1.11%	764	-16.68%	1,526	-16.34%	1,122	-12.00%
Children	1,903	-2.01%	16,593	-13.12%	31,867	-13.41%	22,912	-11.79%
<b>Electronic</b>	1,208	-54.99%	8,144	-26.90%	17,800	-16.38%	11,322	-20.72%
Adult	1,062	-58.39%	7,272	-26.37%	15,978	-16.37%	10,118	-20.31%
Teen	105	36.36%	501	13.86%	946	14.25%	660	20.66%
Children	41	-25.45%	371	-54.98%	876	-35.25%	544	-47.59%
<b>AV</b>	2,074	-11.56%	12,390	-20.07%	25,652	-18.68%	16,582	-20.28%
Adult	1,690	-11.29%	9,565	-18.25%	20,084	-16.91%	12,826	-18.58%
Teen	2	0.00%	10	66.67%	12	-14.29%	12	33.33%
Children	382	-13.18%	2,815	-25.80%	5,556	-24.53%	3,744	-25.70%
<b>In-Person Visits</b>	5,897	-10.05%	43,169	-6.49%	84,047	-7.61%	58,437	-7.28%
Programming Attendees	404	-32.78%	3,447	-7.24%	6,393	-7.90%	4,896	-8.37%
Adult	48	-22.58%	832	22.35%	1,803	16.40%	1,116	23.04%
Teen	4	-50.00%	52	-59.69%	139	-31.53%	111	-30.19%
Children	352	-33.71%	2,563	-11.83%	4,451	-14.22%	3,669	-14.22%
Other In-Person Visits	5,493	-7.76%	39,722	-6.42%	77,654	-7.59%	53,541	-7.18%

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

## 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

April 20 at 10:00am – Scot Butler

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

## NEWS COVER STORY

14A

# LB Library celebrates centennial year in 2019

ALYSSA GROH, Editor

With the start of a new year, the Lake Bluff Public Library began celebrating its 100th year in existence. At the beginning of 2019, the Lake Bluff Public Library brought out its display case put together by Jillian Chapman, the community engagement coordinator, which was filled with photos, articles, a time line and memorabilia of the past 100 years in the library.

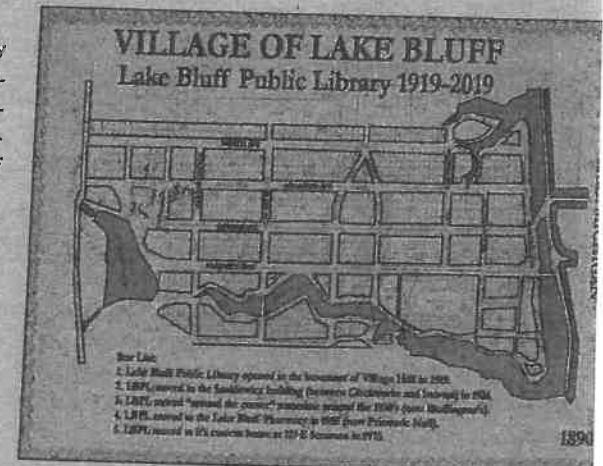
"It is very exciting to be celebrating 100 years, it is a big milestone for any organization," said Eric Bailey, the library director. "For us we are very much in addition to celebrating the last 100 years, we are also looking forward to the future as well. Libraries are a very different world today than 100 years ago. We are very excited about what the future holds."

Bailey, who joined the library in 2005 and became director in 2012, has seen the library grow in just the past 14 years.

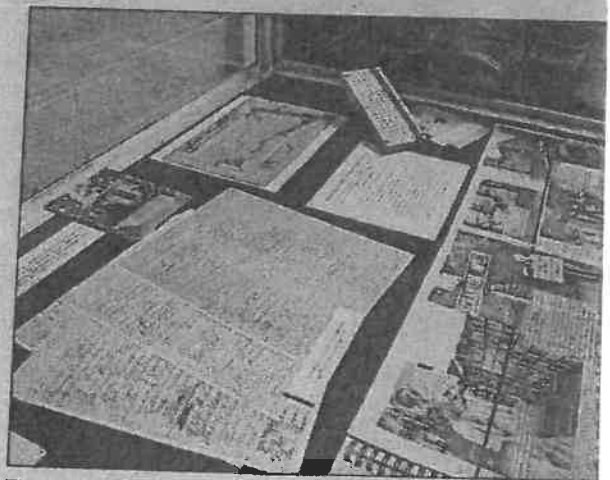
While noting some of the changes he has personally seen, he also shared some of the biggest milestones of the library since its inception in 1919.

The Lake Bluff Public Library was founded in 1919 by the Lake Bluff Woman's Club and Bailey said the reason behind the founding was a memorial for the Veterans of the Great War, which had just wrapped up at that time.

A few years later in



This map shows each location the Lake Bluff Library has been at. PHOTO SUBMITTED BY LAKE BLUFF HISTORY MUSEUM



The Lake Bluff Library put together a few artifacts and history items to commemorate its 100th anniversary. The items can be seen inside the display case at the library. ALYSSA GROH/22ND CENTURY MEDIA

1926, the library finally received tax payer support. Prior to that, it was a library that functioned on volunteers and donations of materials.

With the support of taxpayers, Bailey said the library was able to take a look a regular collections, budget and getting into regular facilities.

Eventually, between

1920 and 1975 the library moved around to a few different locations in the downtown area. One of the locations was the bottom level of a residential home that turned into a pharmacy.

Soon after, the library's needs were not being met and it was time to build a new building for the li-

Please see LAKE, 9

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N TEXT

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child or perhaps an adult with special needs for a short period of time—like an evening or weekend.

Date Night Boutique services enable a couple or caregiver to go out on

could help an overburdened parent in a number of ways—from caring for children in the traditional manner to doing grocery shopping, or getting a car's oil changed, to picking up

arose."

McManus, a New Trier grad, studied painting and art education at the Art Institute of Chicago and taught private art lessons to children.

ties not normally expected of them. This is where a family assistant could come in and help."

McManus added most traditional nannies are expected to work Mon-

became their North Shore liaison. To make ends meet, I started a side job of being a date night sitter. The demand for high quality but less traditional sitters became more than I

when fulfilling a request because every family is unique."

For more information on Date Night Boutique, email [info@datenightboutique.com](mailto:info@datenightboutique.com).

## LAKE

From Page 4

brary.

"With the community growing and the needs of the community growing likewise, the 1970s began to look to build a dedicated library building. Through a land swap, the library acquired a plot of land where the library is currently at 123 E. Scranton Ave.

Later in 2002-03, the Lake Bluff History Museum annex was added onto the building, offering a permanent home for the Lake Bluff History Museum, while also expanding the children's department.

After more than 30 years of wear and tear, the library did a big renovation in 2011, which Bailey was witness to.

"The renovation really

brightened up the facilities," he said. "The ability to do renovations was wonderful because we were able to implement a lot of big exciting things that were really important for the library and the old facility."

While the celebration of the centennial anniversary is already underway with the display case, there is much more in store for the year.

Bailey said the library has coordinated with the Village of Lake Bluff to be integrated into the 2019 vehicle sticker.

The children's department will do monthly centennial challenges. For the month of January children will be tasked with seeing what they can build using 100 LEGOs.

Also, every Thursday the library will do a #throwbackthursday

on its blog called "What We Were Reading". It is a look back on article clippings from the 1930s and what was being read at the time. To view the throwbacks, visit [www.lakebluffra.wordpress.com](http://www.lakebluffra.wordpress.com).

Bailey said there will be more celebration events in the summer and fall of this year.

And while the library is excited about this milestone, Bailey said its success could not be possible without the community.

"The Lake Bluff Library is fortunate for the community of Lake Bluff," he said. "Lake Bluff is really a fantastic community with a very strong spirited community of involvement as well as continuing education. I think those values of the community shine through in the library."

## Annual Carpet Cleaning SALE



**KASHIAN BROS.**  
FLOORING  
Wilmette, Lake Forest  
847-251-1200  
[KashianBros.com](http://KashianBros.com)

14B

# A year of firsts for Lake Bluff Public Library



MARTHA O'HARA  
HEAD OF ADULT SERVICES  
Lake Bluff Public Library

To put it simply: 2018 was kind of a big deal for the Lake Bluff Public Library.

We began the year with an unexpected first: we made our national television debut on Animal Planet. For many years, we've partnered with the Lake County chapter of Paws on a Leash to offer

Paws for a Tale, a program where elementary school children can sign up to read to a certified therapy dog or to Max, the coolest, calmest cat you will ever meet. Jackson Galaxy and the crew from My Cat From Hell came to the Library to film Max for a segment called My Cat From Heaven, which features cats who do inspiring work. You can see Max hard at work in the Library at the end of the episode "Baby the Bully" (S10, E8).

We also debuted several new services this year, beginning with remote registration and checkout at the Farmers' Market. Once the weather starts warming up again, you can expect to see us bringing the library to

different locations in Lake Bluff – and on wheels. In October, the Friends of the Library generously funded the purchase of a library book bike. The book bike will allow us to travel and easily transport books around the community. We are looking forward to officially rolling it out to some locations around the community in 2019. In July, we became a designated Passport Acceptance Facility. As of this writing, we have processed just over 100 passports and earned over \$3,500 in additional revenue.

After 3 years of working with the Lake Bluff Brewing Company on Trivia Nights, we added an exciting new project to our on-

going partnership: Totally Booked, a Lake Bluff Library beer. This was a special batch of beer that was on sale for a limited time this summer. \$1 of every pint sold was generously donated to the Library by the Brewing Company.

2018 brought some changes to the Library building. Our iconic geese statue, which was donated by the Lake Bluff Garden Club in 1975, was finally relocated to the new Library entrance. The Garden Club generously donated the funds for this long-awaited geese migration. The other significant building project was a full replacement of the Library roof earlier this fall.

October brought another

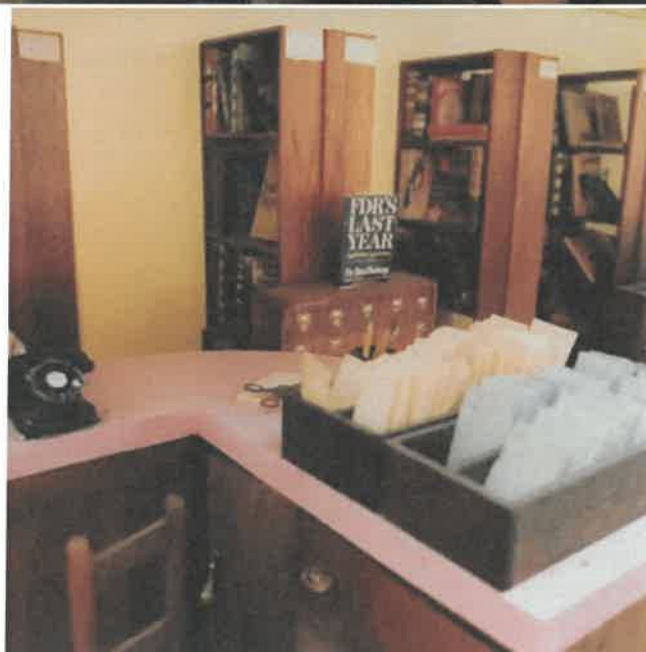
notable first for the Library: we hosted Putting through the Pages, a 9-hole book-themed mini golf course sponsored by the Friends of the Library. We have never done an event quite like this one and it was such a fun opportunity to see patrons explore the library in a brand new way.

2018 was not just a busy year for us: it was the final year in our first century of service to the Lake Bluff community. In 2019, we will be celebrating our centennial year and we've already got a lot of exciting projects in the works: changes to our circulation policy, a new long range plan, a new library website, and more. We look forward to seeing you in 2019.

### Library Dollhouse

Background: We used to have a model of the Library's former location on display in what is now the computer lab. I believe this was made for us by one of our patrons. It was given to the Museum at some point in the early 2000s, most likely as a result of space.

It recently came to my attention that not only does this model open, it has teeny tiny library furniture. I requested that Eric forward this important matter to the Trustees for your review.





Library Dollhouse







Taken in 1975; The empty lot at Scranton and Oak, future home of LBPL. The man nailing the sign into the ground is Henry C. Spruth, the Board President during the construction of the building.



Taken in 1975: A photo of the Library in its old location. Note the books stacked on top of the shelves—it seems that we've always had space issues!



Taken in 1975: Head Librarian Ann Beck on the last day in the old library.