

July 16th, 2019

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 Opportunity to Address Board (5 minutes per community member)(7:07pm)		
4 Consent Agenda		
	Minutes of June 18th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5 Financial Reports (White and Yellow) (5 minutes)(7:14pm)		
	June Detailed Revenue & Expense Report (action)(available at meeting)	4A-4E
	June Detailed Balance Sheet (action)(available at meeting)	5A-5C
6 Approval of Checks (Green) (5 minutes)(7:19pm)		
	June Check Disbursement Report (action)(available at meeting)	6A-6G
7 Committee Reports (10 minutes)(7:29pm)		
8 New Business		
	eRead Illinois Intergovernmental Agreement (action)(5 minutes)(7:34pm)	7A-7H
	Summary of Gifts Received, FY2018-2019 (5 minutes)(7:39pm)	8A-8B
	Resolution of Thanks to the Friends of the Library (action)(5 minutes)(7:44pm)	9A-9B
9 Old Business		
	Possible Hiring for Architectural Design (action)(10 minutes)(7:54pm)	10A-10F
	Update on Fundraising (5 minutes)(7:59pm)	
10 Director's Report (5 minutes)(8:04pm)		
	Librarian's Narrative Report	11A-11B
11 Executive Session(s)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:05pm)		
14 Attachments		
	Statistics for June, 2019	12A-12B
	Friends Meeting Dates for 2019	13A
	June 2019 Centennial Update	14A-14B
	News and Photos	15A-15B

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, July 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. 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 June 18th, 2019 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. June 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. June Detailed Revenue & Expense Report
 - b. June Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. June Monthly Checks (14030-14043, 14045-14069)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm) (Met)**
 - a. Building and Grounds Committee **(CHAIR: Jerch. MEMBERS: Meierhoff, and Stroh.)**
 - b. Finance Committee **(CHAIR: Butler. MEMBERS: Hayes, and Meierhoff.)**
 - c. Long Range Planning Committee **(CHAIR: Heintzelman. MEMBERS: Hayes and Jackson.)**
 - d. Outreach Committee **(CHAIR: Jackson. Members: Jerch.)**

(Did not meet)

 - e. Human Resources Committee **(CHAIR: Butler. MEMBERS: Heintzelman and Jerch.)**
 - f. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jackson and Stroh.)**
- 8. New Business**
 - a. eRead Illinois Intergovernmental Agreement **(action)(5 minutes)(7:34pm)**
 - b. Summary of Gifts Received, FY2018-2019 **(5 minutes)(7:39pm)**
 - c. Resolution of Thanks to the Friends of the Library **(action)(5 minutes)(7:44pm)**
- 9. Old Business**
 - a. Possible Hiring for Architectural Design **(action)(10 minutes)(7:54pm)**
 - b. Update on Fundraising **(5 minutes)(7:59pm)**

10. Director's Report (5 minutes)(8:04pm)

- 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)(8:05pm)****Attachments:**

Statistics for June 2019

Friends Meeting Dates for 2019

July 2019 Centennial Update

Summary of Gifts Received and Expended, FY2018-2019

Contract for Hiring Architectural Designer

Resolution of Thanks to the Friends of the Library

eRead Illinois Intergovernmental Agreement

Upcoming Board Meetings: August 20, September 17, and October 15, 2019.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, May 21st, 2019 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, Bill Hayes, Jon Heintzelman, Library Director Eric Bailey, Library Employees Eliza Jarvi and Jillian Chapman. Cal Stroh was absent.
2. **Additions & Corrections to the Agenda:** None
3. **Oath of Office for Bill Hayes:** The Library Trustee Oath of Office was administered by Bailey and sworn by Hayes at the Outreach Committee meeting earlier this evening, at 6 pm on May 21st, rendering this agenda item unnecessary.
4. **Opportunity for Public to Address the Board:** Jillian Chapman stated that representatives of the Library will be walking in the 4th of July Parade and that all board members are welcome to join.
5. **Approval of Minutes:** Butler moved and Heintzelman seconded a motion to approve the May 21st, 2019 Special Meeting minutes; all voted aye. Then Heintzelman moved and Jackson seconded a motion to approve the May 21st, 2019 Regular Meeting minutes; all voted aye.
6. **May 2019 Financial Reports:** Butler moved and Heintzelman seconded a motion to accept the May 2019 Detailed Revenue & Expense Report and Detailed Balance Sheet; all voted aye.
7. **Approval of Checks:** Butler moved and Heintzelman seconded a motion to approve the May monthly checks numbered 13980-13997, 13999-14029; all voted aye.
8. **Committee Reports:**
 - (Met)
 - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch, forgetting that she is now committee chair, scrambled to report that the committee met to discuss the Engberg Anderson architectural design proposal and contract. Also, further discussion about the HVAC maintenance contract with Murphy and Miller took place. We concluded that both contracts needed to go to the Board for approval.
 - b. **Finance** (Chair: Butler. Members: Hayes and Meierhoff.) Butler stated that the Finance Committee had also discussed both contracts mentioned above and possibilities to fund them.
 - c. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.) Heintzelman reported that the Committee came up with seven (7) major goals for the next three years, and that they want to have one more meeting to refine these goals before bringing them to the Board in July or August.
 - (Did Not Meet)
 - d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Butler noted that Bailey's performance review would be finished well before the next meeting.
 - e. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)
 - f. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
 - g. **Bylaw and Policy** (Stroh and Heintzelman.)
9. **New Business:**
 - a. Bailey went over the Summary of Program Cost and Attendance for FY18-19, which Jarvi and Carter prepared at the end of the fiscal year. Notable were the lists of programs that worked and those that didn't. The conclusions drawn from the report will prove key to future programming decisions and planning.

10. Old Business:

a. **Architectural Design Contract:** We discussed the contract with Engberg Anderson for architectural design of the Youth Services, Adult Computer Room, and Circulation Desk remodeling that will be compatible with future expansion work. Butler moved and Heintzelman seconded a motion that the contract for \$15,000 with Engberg Anderson for architectural design services be accepted before July 16, 2019, contingent upon payment from (in order of desirability) either A) the Village of Lake Bluff pending discussions later this month, or B) a grant from the State of Illinois. All voted aye.

b. **HVAC Maintenance Contract:** After some discussion, and since our HVAC maintenance costs appear to be trending upward, Heintzelman moved and Jackson seconded a motion that the Full Maintenance Contract for the HVAC with Murphy and Miller for \$9,750 be approved. All voted aye.

c. **Fundraising Update:** The filing for the Lake Bluff Library Foundation's tax-exempt status has been approved. The Library has posted a job listing for a Development Coordinator for the fundraising campaign, but there have been no applicants, so the posting will be re-drafted and posted again. We were notified on June 4 that we will be receiving \$100K for renovation and expansion as part of the "Rebuild Illinois" program from the State of Illinois.

11. Director's Report Highlights:

- All summer reading programs are up and running.
- George Russell completed the display case for the model of the former Library; it is on the main floor.
- The Seed Library is ready for action, complete with Jillian Chapman's loan of an antique display for the seed packets; it is in the lobby.
- The second annual deep clean happened recently, with excellent results.

12. Executive Session: There was none.

13. Any and All Other Business which may properly come before the Board: The recent letter from Jan Schnobrich was an informational document about how local governmental boards were and are filled.

14. Adjournment: Butler moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 9:45 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 06/30/2019

4A

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/19 INCR (DECR)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	YTD BALANCE 06/30/2019 NORM (ABNORM)	YTD BALANCE 06/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	477,631.81	348,017.08	477,631.81	538,535.03	964,117.00	49.54
PROPERTY TAX		<u>477,631.81</u>	<u>348,017.08</u>	<u>477,631.81</u>	<u>538,535.03</u>	<u>964,117.00</u>	<u>49.54</u>
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	194.24	144.45	353.84	334.60	2,100.00	16.85
080-300-34250	NON-RESIDENT FEES	991.11	681.38	1,259.03	1,325.68	7,000.00	17.99
080-300-34260	PASSPORT FEES	1,050.00	0.00	1,680.00	0.00	9,000.00	18.67
SERVICES		<u>2,235.35</u>	<u>825.83</u>	<u>3,292.87</u>	<u>1,660.28</u>	<u>18,100.00</u>	<u>18.19</u>
FINES							
080-300-35700	RENTAL FINES	1,028.98	951.00	1,746.05	1,663.81	10,500.00	16.63
FINES		<u>1,028.98</u>	<u>951.00</u>	<u>1,746.05</u>	<u>1,663.81</u>	<u>10,500.00</u>	<u>16.63</u>
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	8,558.22	8,550.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	10.21	18.75	17,239.32	23.75	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	25.00	0.00	225.00	2,517.50	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	35.30	224.20	61.30	497.80	2,000.00	3.07
MISCELLANEOUS REVENUE		<u>70.51</u>	<u>242.95</u>	<u>17,525.62</u>	<u>11,597.27</u>	<u>12,100.00</u>	<u>144.84</u>
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	412.02	946.42	870.90	1,619.47	10,000.00	8.71
INTEREST EARNINGS		<u>412.02</u>	<u>946.42</u>	<u>870.90</u>	<u>1,619.47</u>	<u>10,000.00</u>	<u>8.71</u>
Total Dept 300 - REVENUE		<u>481,378.67</u>	<u>350,983.28</u>	<u>501,067.25</u>	<u>555,075.86</u>	<u>1,014,817.00</u>	<u>49.38</u>
TOTAL REVENUES		<u>481,378.67</u>	<u>350,983.28</u>	<u>501,067.25</u>	<u>555,075.86</u>	<u>1,014,817.00</u>	<u>49.38</u>
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/19 INCR (DECR)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	YTD BALANCE 06/30/2019 NORM (ABNORM)	YTD BALANCE 06/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	15,560.64	20,439.41	31,179.49	40,120.84	137,000.00	22.76
080-603-40030	STAFF SALARIES	30,639.28	25,036.81	58,123.43	48,927.44	349,000.00	16.65
SALARIES		46,199.92	45,476.22	89,302.92	89,048.28	486,000.00	18.38
BENEFITS							
080-603-40400	MEDICAL INSURANCE	7,744.85	5,469.43	20,116.90	10,938.86	95,000.00	21.18
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,454.76	3,431.56	6,672.61	6,717.44	36,000.00	18.54
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,663.05	3,221.59	5,185.02	6,269.09	36,000.00	14.40
BENEFITS		13,862.66	12,122.58	31,974.53	23,925.39	167,250.00	19.12
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	6,107.30	8,101.82	12,557.42	14,454.26	30,000.00	41.86
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	19.00	0.00	1,500.00	1.27
080-603-41050	MAINTENANCE-GROUNDS	840.00	300.00	840.00	649.50	6,000.00	14.00
080-603-41300	COMPUTER SERVICES	3,260.00	3,130.00	6,520.00	6,260.00	13,000.00	50.15
080-603-41313	COPIER MAINTENANCE/SUPPLIES	76.38	665.38	679.14	665.38	4,000.00	16.98
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	12.00	100.00	112.00	100.00	5,000.00	2.24
080-603-41350	LEGAL SERVICES	0.00	1,470.00	0.00	1,470.00	3,000.00	0.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	808.48	0.00	1,748.57	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		11,104.16	13,767.20	22,476.13	23,599.14	65,847.00	34.13
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	945.00	120.00	945.00	3,000.00	4.00
080-603-42440	DUES	0.00	0.00	194.95	0.00	2,500.00	7.80
080-603-43230	UTILITIES	936.49	864.54	2,574.86	2,479.71	13,000.00	19.81
080-603-43300	POSTAGE	664.44	225.00	854.24	253.89	2,500.00	34.17
080-603-43410	PRINTING/E-NEWSLETTER	29.99	0.00	2,879.98	1,632.00	8,000.00	36.00
080-603-43550	OFFICE SUPPLIES	450.16	579.34	557.04	1,256.96	6,000.00	9.28
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	172.68	211.23	317.97	509.25	2,000.00	15.90
080-603-43668	TECHNICAL SERVICES SUPPLIES	83.90	258.95	761.69	885.88	5,000.00	15.23
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	39.51	0.00	39.51	0.00	500.00	7.90
080-603-43710	ADULT PROGRAM SUPPLIES	12.05	177.82	562.05	1,300.31	7,000.00	8.03
080-603-43720	JUVENILE PROGRAM SUPPLIES	727.40	781.20	2,119.41	1,770.56	7,000.00	30.28
080-603-43730	OUTREACH SUPPLIES	219.10	171.31	755.08	196.31	10,000.00	7.55
080-603-43740	TEEN PROGRAM SUPPLIES	352.43	0.00	405.08	213.88	1,500.00	27.01
COMMODITIES		3,688.15	4,214.39	12,141.86	11,443.75	68,000.00	17.86
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	145.30	244.70	171.60	1,287.80	2,000.00	8.58
PROGRAM EXPENSES		145.30	244.70	171.60	1,287.80	2,000.00	8.58

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 06/30/2019

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/19 INCR (DECR)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	YTD BALANCE 06/30/2019 NORM (ABNORM)	YTD BALANCE 06/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDTG USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	34,900.00	0.00
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	34,900.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	605.97	1,748.35	2,950.50	3,853.52	17,000.00	17.36
080-603-45100	ADULT FICTION BOOKS	908.35	1,400.49	3,080.35	3,153.67	15,500.00	19.87
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	53.62	52.62	53.62	600.00	8.77
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,398.45	1,244.02	2,113.53	2,031.17	15,500.00	13.64
080-603-45220	ADULT REFERENCE/E-REFER	6,827.00	6,619.00	8,283.00	8,019.00	22,000.00	37.65
080-603-45400	JUVENILE NON-FICTION	74.12	466.47	3,117.38	588.50	10,000.00	31.17
080-603-45410	PICTURE BOOKS, READERS	48.29	366.91	900.92	631.07	6,000.00	15.02
080-603-45420	JUVENILE FICTION	106.40	682.49	1,369.64	846.73	13,000.00	10.54
080-603-45430	JUVENILE AUDIO-VISUAL	63.10	110.81	268.52	110.81	2,500.00	10.74
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45450	TEEN BOOKS	120.03	175.01	441.52	291.88	2,750.00	16.06
080-603-45460	E-BOOKS	0.00	0.00	0.00	0.00	15,000.00	0.00
080-603-45470	GRAPHIC NOVELS	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45500	PERIODICALS	176.28	0.00	4,182.96	4,741.87	6,750.00	61.97
080-603-45510	VIDEO GAMES	147.87	107.87	347.69	107.87	3,500.00	9.93
080-603-45520	TRENDING TITLES	30.66	61.87	153.12	162.66	2,000.00	7.66
080-603-45600	PATRON & STAFF SOFTWARE	1,293.95	9.95	3,465.40	1,981.90	6,500.00	53.31
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	21,532.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	0.00	696.30	4,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	14.99	0.00	11,542.53	0.00	24,000.00	48.09
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		11,815.46	13,046.86	63,801.68	48,802.57	190,600.00	33.47
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		86,815.65	88,871.95	219,868.72	198,106.93	1,015,597.00	21.65
TOTAL EXPENDITURES		86,815.65	88,871.95	219,868.72	198,106.93	1,015,597.00	21.65
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		481,378.67	350,983.28	501,067.25	555,075.86	1,014,817.00	49.38
TOTAL EXPENDITURES		86,815.65	88,871.95	219,868.72	198,106.93	1,015,597.00	21.65
NET OF REVENUES & EXPENDITURES		394,563.02	262,111.33	281,198.53	356,968.93	(780.00)	36,051.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 06/30/2019

40

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/19 INCR (DECR)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	YTD BALANCE 06/30/2019 NORM (ABNORM)	YTD BALANCE 06/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	7,152.50	0.00
GRANTS		0.00	0.00	0.00	0.00	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	16,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	18,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	0.00	26,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	26,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	5,366.85	4,443.26	5,366.85	4,443.26	7,153.00	75.03
CONTRACTS		5,366.85	4,443.26	5,366.85	4,443.26	7,153.00	75.03
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	163.52	1,374.93	7,218.85	2,781.09	18,000.00	40.10
PROGRAM EXPENSES		163.52	1,374.93	7,218.85	2,781.09	18,000.00	40.10
Total Dept 603 - LIBRARY ADMINISTRATION		5,530.37	5,818.19	12,585.70	7,224.35	26,153.00	48.12
TOTAL EXPENDITURES		5,530.37	5,818.19	12,585.70	7,224.35	26,153.00	48.12
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	26,152.50	0.00
TOTAL EXPENDITURES		5,530.37	5,818.19	12,585.70	7,224.35	26,153.00	48.12
NET OF REVENUES & EXPENDITURES		(5,530.37)	(5,818.19)	(12,585.70)	(7,224.35)	(0.50)	2,517.1

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 06/30/2019

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/19 INCR (DECR)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	YTD BALANCE 06/30/2019 NORM (ABNORM)	YTD BALANCE 06/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDE USED
TOTAL REVENUES - ALL FUNDS		481,378.67	350,983.28	501,067.25	555,075.86	1,040,969.50	48.13
TOTAL EXPENDITURES - ALL FUNDS		92,346.02	94,690.14	232,454.42	205,331.28	1,041,750.00	22.31
NET OF REVENUES & EXPENDITURES		389,032.65	256,293.14	268,612.83	349,744.58	(780.50)	34,415.4

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	(17,840.94)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	134,988.19	122,357.78
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(58.45)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	561,721.51
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	16,836.29
	CASH/INVESTMENTS	389,185.61	701,008.93
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(15,048.39)	(15,048.39)
	DUE TO OTHER FUNDS	(15,048.39)	(15,048.39)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	Total Assets	1,325,317.58	1,654,981.84
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,110.09	21,110.09
	ACCRUED PAYROLL	21,110.09	21,110.09
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	10,349.85	58,275.26
	ACCOUNTS PAYABLE	10,349.85	58,275.26
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	540.32
	A/P - OTHER	0.00	540.32
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

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Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-24000	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
Total Liabilities		995,579.24	1,044,044.97
*** 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 - 18-19			558,904.97
Net of Revenues VS Expenditures - 18-19			(229,166.63)
*18-19 End FB/19-20 Beg FB		329,738.34	
Net of Revenues VS Expenditures - Current Year			281,198.53
Ending Fund Balance			610,936.87
Total Liabilities And Fund Balance			1,654,981.84

* Year Not Closed

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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	<u>7,152.50</u>	<u>7,152.50</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(42,692.91)	(51,290.74)
	CASH/INVESTMENTS	<u>(42,692.91)</u>	<u>(51,290.74)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	15,048.39	15,048.39
	DUE TO OTHER FUNDS	<u>15,048.39</u>	<u>15,048.39</u>
Total Assets		(20,492.02)	(29,089.85)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	1,542.50	5,530.37
	ACCOUNTS PAYABLE	<u>1,542.50</u>	<u>5,530.37</u>
Total Liabilities		1,542.50	5,530.37
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(7,761.33)	(7,761.33)
	NET POSITION/FUND BALANCE	<u>(7,761.33)</u>	<u>(7,761.33)</u>
Total Fund Balance		(7,761.33)	(7,761.33)
Beginning Fund Balance - 18-19			(7,761.33)
Net of Revenues VS Expenditures - 18-19			(14,273.19)
*18-19 End FB/19-20 Beg FB		(22,034.52)	
Net of Revenues VS Expenditures - Current Year			(12,585.70)
Ending Fund Balance			(34,620.22)
Total Liabilities And Fund Balance			(29,089.85)

* Year Not Closed

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 06/19/2019 - 07/17/2019

Banks: LIBCK, LIBEP

GA

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
06/26/2019	LIBCK	14030	COM061219	COMCAST	UTILITIES	080-603-43230	244.85
06/26/2019	LIBCK	14031	28312	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	1,284.00
06/26/2019	LIBCK	14032	10231	DOORS DONE RIGHT, INC.	MAINTENANCE-BUILDING	080-603-41000	3,504.00
06/26/2019	LIBCK	14033	1000104664-1	EBSICO SUBSCRIPTION SERV	ADULT REFERENCE/E-REFER	080-603-45220	4,396.00
06/26/2019	LIBCK	14034	HP2019-402	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	6.00
06/26/2019	LIBCK	14035	SVC00021452	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,167.07
06/26/2019	LIBCK	14036	NEW060519	NEWS-SUN	PERIODICALS	080-603-45500	176.28
06/26/2019	LIBCK	14037	696772628-01	OTC BRANDS, INC.	JUVENILE PROGRAM SUPPLIES	080-603-43720	123.29
06/26/2019	LIBCK	14038	REY061819	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	540.00
06/26/2019	LIBCK	14039	033554900	SAFEGUARD BUSINESS SYST	OFFICE SUPPLIES	080-603-43550	203.60
06/26/2019	LIBCK	14040	8127455646	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	76.38
07/12/2019	LIBCK	14041	POS062019	POSTMASTER	POSTAGE	080-603-43300	235.00
07/12/2019	LIBCK	14042	4124881	ACCESS ONE, INC.	UTILITIES	080-603-43230	691.64
07/12/2019	LIBCK	14043	473567893796	AMAZON	OFFICE SUPPLIES	080-603-43550	20.95
		14043	466446945884		OFFICE SUPPLIES/BINDER	080-603-43550	19.99
		14043	443885848448		OFFICE SUPPLIES	080-603-43550	(20.95)
		14043	436953337757		ADULT PROGRAM SUPPLIES	080-603-43710	12.05
		14043	445673355595		JUVENILE PROGRAM SUPPLIES	080-603-43720	110.41
		14043	459797644433		JUVENILE PROGRAM SUPPLIES	080-603-43720	53.46
		14043	444754698476		JUVENILE PROGRAM SUPPLIES	080-603-43720	11.95
		14043	737996564769		JUVENILE PROGRAM SUPPLIES	080-603-43720	12.99
		14043	444747975887		JUVENILE PROGRAM SUPPLIES	080-603-43720	17.99
		14043	463774575485		JUVENILE PROGRAM SUPPLIES	080-603-43720	7.99
		14043	747586838369		JUVENILE PROGRAM SUPPLIES	080-603-43720	42.37
		14043	883894489856		JUVENILE PROGRAM SUPPLIES	080-603-43720	70.94
		14043	466446945884		JUVENILE PROGRAM SUPPLIES	080-603-43720	7.99
		14043	558853957644		PER CAPITAL GRANT EXPENDITUR	080-603-44810	44.99
		14043	468949458939		ADULT NON-FICTION BOOKS	080-603-45000	16.80
		14043	958843593937		ADULT NON-FICTION BOOKS	080-603-45000	20.36
		14043	877985546789		ADULT NON-FICTION BOOKS	080-603-45000	19.36
		14043	468649445433		ADULT NON-FICTION BOOKS	080-603-45000	6.95
		14043	533963843879		ADULT NON-FICTION BOOKS	080-603-45000	15.60

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 06/19/2019 - 07/17/2019

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
14043			989538565774		ADULT NON-FICTION BOOKS	080-603-45000	24.99
14043			733583634433		ADULT FICTION BOOKS	080-603-45100	23.75
14043			896776385799		ADULT FICTION BOOKS	080-603-45100	22.48
14043			439593758397		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.87
14043			449354395659		ADULT AUDIO VISUAL MATERIAL	080-603-45200	59.95
14043			454384396446		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.73
14043			466878745567		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.12
14043			935887675785		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.98
14043			469887498955		ADULT AUDIO VISUAL MATERIAL	080-603-45200	86.16
14043			445537867594		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.81
14043			455659545855		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.96
14043			935994698767		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.72
14043			469388869459		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.99
14043			745335664564		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.97
14043			437549546757		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.48
14043			439567847968		ADULT AUDIO VISUAL MATERIAL	080-603-45200	184.08
14043			456744436589		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.49
14043			943958367434		ADULT AUDIO VISUAL MATERIAL	080-603-45200	58.47
14043			564973743458		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.94
14043			444537755633		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
14043			638367449899		ADULT AUDIO VISUAL MATERIAL	080-603-45200	52.08
14043			477699875448		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.79
14043			433765755949		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.29
14043			648585689567		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.29
14043			973836458535		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.59
14043			447633959567		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.97
14043			435783379869		ADULT AUDIO VISUAL MATERIAL	080-603-45200	76.96
14043			538637337566		ADULT AUDIO VISUAL MATERIAL	080-603-45200	43.94
14043			454439767648		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.93
14043			459995975485		ADULT AUDIO VISUAL MATERIAL	080-603-45200	79.03
14043			485649534445		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.58
14043			856495965378		ADULT AUDIO VISUAL MATERIAL	080-603-45200	66.68
14043			795866389856		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
14043			968394587558		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.97)
14043			995639365363		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.32)
14043			445638633759		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.96)
14043			948538594599		JUVENILE NON-FICTION	080-603-45400	74.12
14043			467677979959		JUVENILE FICTION	080-603-45420	11.00
14043			685877335648		JUVENILE AUDIO-VISUAL	080-603-45430	29.24
14043			957568339477		JUVENILE AUDIO-VISUAL	080-603-45430	24.96

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 06/19/2019 - 07/17/2019

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14043	467677979959				
		14043	454478349556		JUVENILE AUDIO-VISUAL	080-603-45430	8.90
		14043	455976734694		VIDEO GAMES	080-603-45510	147.87
		14043	679553757986		USE OF DONATIONS/TEMPORARY	E 082-603-99999	5.90
		14043	837649847755		USE OF DONATIONS/TEMPORARY	E 082-603-99999	11.46
		14043	993498559495		USE OF DONATIONS/TEMPORARY	E 082-603-99999	34.44
		14043	468765758687		USE OF DONATIONS/TEMPORARY	E 082-603-99999	46.96
					USE OF DONATIONS/TEMPORARY	E 082-603-99999	21.93
							2,018.74
07/12/2019	LIBCK	14044		VOID	** VOIDED **		
				Void Reason: Created From	Check Run Process		** VOIDED **
07/12/2019	LIBCK	14045	2034612912	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	17.10
		14045	2034603309		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		14045	2034604854		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14045	2034616866		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14045	2034622916		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		14045	2034618123		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.80
		14045	2034624500		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.85
		14045	2034632884		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.10
		14045	2034635693		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.55
		14045	2034635689		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		14045	2034635842		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		14045	2034646570		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		14045	2034646633		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		14045	2034641957		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14045	2034603309		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14045	2034618123		ADULT NON-FICTION BOOKS	080-603-45000	67.47
		14045	2034632884		ADULT NON-FICTION BOOKS	080-603-45000	97.45
		14045	2034635693		ADULT NON-FICTION BOOKS	080-603-45000	160.42
		14045	2034612912		ADULT NON-FICTION BOOKS	080-603-45000	176.57
		14045	2034603309		ADULT FICTION BOOKS	080-603-45100	343.74
		14045	2034622916		ADULT FICTION BOOKS	080-603-45100	29.89
		14045	2034618123		ADULT FICTION BOOKS	080-603-45100	31.79
		14045	2034632884		ADULT FICTION BOOKS	080-603-45100	73.31
		14045	2034635693		ADULT FICTION BOOKS	080-603-45100	202.46
		14045	2034635689		ADULT FICTION BOOKS	080-603-45100	93.58
		14045	2034646570		ADULT FICTION BOOKS	080-603-45100	62.46
		14045	2034616866		ADULT FICTION BOOKS	080-603-45100	24.89
		14045	2034641957		PICTURE BOOKS, READERS	080-603-45410	34.73
		14045	2034624500		PICTURE BOOKS, READERS	080-603-45410	13.56
					JUVENILE FICTION	080-603-45420	91.04

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 06/19/2019 - 07/17/2019

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
07/12/2019	LIBCK	14054	MCO062719	FIRST BANKCARD	POSTAGE/PASSPORT	080-603-43300	117.60
		14054	MCO062719		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14054	MCO062719		JUVENILE PROGRAM SUPPLIES/DA	080-603-43720	48.65
		14054	MCO062719		OUTREACH SUPPLIES/GO WIFI	080-603-43730	25.50
		14054	MCO062719		OUTREACH SUPPLIES/TRIVIA PRI	080-603-43730	25.00
		14054	MCO062719		PER CAPITAL GRANT EXP/SEEDS	080-603-44810	110.72
		14054	MCO062719		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		14054	MCO062719		USE OF DONATIONS/FRIENDS	082-603-99999	42.83
							410.24
07/12/2019	LIBCK	14055	CAC062719	FIRST BANKCARD	MISCELLANEOUS EXPENSES	080-603-46100	119.00
07/12/2019	LIBCK	14056	PINV1743358	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES/CARD STOCK/M	080-603-43550	35.79
		14056	PINV1753757		OFFICE SUPPLIES/COPY PAPER/R	080-603-43550	70.92
		14056	PINV1743358		MAINT SUPPLIES-BUILDG/TRASH	080-603-43660	56.08
		14056	PINV1753757		MAINT SUPPLIES-BUILDING/TRI-	080-603-43660	28.60
							191.39
07/12/2019	LIBCK	14057	0628015-00	GOODMAN ELECTRIC SUPPLY	MAINTENANCE-BUILDING	080-603-41000	19.88
07/12/2019	LIBCK	14058	HP2019-446	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	6.00
07/12/2019	LIBCK	14059	KAM070119	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	60.00
		14059	KAM070119		JUVENILE PROGRAM SUPPLIES	080-603-43720	75.00
							135.00
07/12/2019	LIBCK	14060	VIL033119	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE/PROPERT	080-100-11580	(2.89)
		14060	VIL033119		MED INSUR MARCH 2019	080-100-11580	6,955.23
		14060	VIL033119		MED INSUR/PREPAID TO NSEBC	080-100-11580	4,902.00
		14060	VIL033119		VISION INSUR MARCH 2019	080-100-11580	13.26
		14060	VIL033119		IMRF EE CONTRIB MARCH 2019	080-100-11580	1,134.11
		14060	VIL033119		DENTAL INSUR MARCH 2019	080-100-11580	649.00
		14060	VIL033119		LIFE INSUR MARCH 2019	080-100-11580	26.98
		14060	VIL043019		IMRF ER CONTRIB MARCH 2019	080-100-11580	2,036.33
		14060	VIL043019		MED INSUR APRIL 2019	080-100-11580	6,955.23
		14060	VIL043019		DENTAL INSUR APRIL 2019	080-100-11580	406.00
		14060	VIL043019		VISION INSUR APRIL 2019	080-100-11580	42.96
		14060	VIL043019		IMRF EE CONTRIB APRIL 2019	080-100-11580	1,308.70
		14060	VIL043019		DUE FROM THE VILL/CONTRIB TO	080-100-11580	(8,977.15)
		14060	VIL043019		LIFE INSUR APRIL 2019	080-100-11580	41.34
		14060	VIL043019		IMRF ER CONTRIB APRIL 2019	080-100-11580	2,349.84

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 06/19/2019 - 07/17/2019

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14060	VIL053119		IMRF EE CONTRIB MAY 2019	080-100-11580	1,404.57
		14060	VIL053119		MED INSUR MAY 2019	080-100-11580	8,453.23
		14060	VIL053119		DENTAL INSUR MAY 2019	080-100-11580	706.00
		14060	VIL053119		VISION INSUR MAY 2019	080-100-11580	42.96
		14060	VIL053119		LIFE INSUR MAY 2019	080-100-11580	41.34
		14060	VIL063019		IMRF ER CONTRIB MAY 2019	080-100-11580	2,521.97
		14060	VIL063019		VISION INSUR JUNE 2019	080-100-11580	42.96
		14060	VIL063019		IMRF 'EE' CONTRIB JUNE 2019	080-100-11580	1,483.12
		14060	VIL063019		LIFE INSUR JUNE 2019	080-100-11580	41.34
		14060	VIL063019		IMRF 'ER' CONTRIB JUNE 2019	080-100-11580	2,663.05
		14060	VIL063019		MED INSUR JUNE 2019	080-100-11580	7,704.23
		14060	VIL063019		DENTAL INSUR JUNE 2019	080-100-11580	646.00
							43,591.71
07/12/2019	LIBCK	14061	97510850	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.99
		14061	97537371		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.99
		14061	97601173		ADULT AUDIO VISUAL MATERIAL	080-603-45200	294.92
							359.90
07/12/2019	LIBCK	14062	MCO070919	MARTHA O'HARA	OUTREACH SUPPLIES	080-603-43730	83.94
07/12/2019	LIBCK	14063	01018CO19122565	OVERDRIVE , INC	PER CAPITAL GRANT EXPENDITUR	082-603-44810	332.95
		14063	01018CO19122510		PER CAPITAL GRANT EXPENDITUR	082-603-44810	5,033.90
							5,366.85
07/12/2019	LIBCK	14064	445386	POSTNET IL106	JUVENILE PROGRAM SUPPLIES	080-603-43720	70.98
07/12/2019	LIBCK	14065	5764	RAILS	ADULT REFERENCE/E-REFER	080-603-45220	2,431.00
07/12/2019	LIBCK	14066	593791	RAVINIA PLUMBING & HEAT	MAINTENANCE-BUILDING	080-603-41000	226.40
07/12/2019	LIBCK	14067	REY071019	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	300.00
07/12/2019	LIBCK	14068	RUO062419	REGINA RUOCCO	TEEN PROGRAM SUPPLIES	080-603-43740	157.43
07/12/2019	LIBCK	14069	314479	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	307.00
					TOTAL - ALL FUNDS	TOTAL OF 40 CHECKS (1 voided	75,527.10

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	43,591.71
080-603-41000	MAINTENANCE-BUILDING	6,107.30
080-603-41050	MAINTENANCE-GROUNDS	840.00
080-603-41300	COMPUTER SERVICES	3,260.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 06/19/2019 - 07/17/2019

Banks: LIBCK, LIBEP

66

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-41313					COPIER MAINTENANCE/SUPPLIES		76.38
080-603-41314					OTHER PROFESSIONAL/CONTRACTUAL		12.00
080-603-43230					UTILITIES		936.49
080-603-43300					POSTAGE		352.60
080-603-43410					PRINTING/E-NEWSLETTER		29.99
080-603-43550					OFFICE SUPPLIES		413.95
080-603-43660					MAINTENANCE SUPPLIES-BUILDING		172.68
080-603-43668					TECHNICAL SERVICES SUPPLIES		83.90
080-603-43700					HOSPITALITY PROGRAM SUPPLIES		39.51
080-603-43710					ADULT PROGRAM SUPPLIES		12.05
080-603-43720					JUVENILE PROGRAM SUPPLIES		727.40
080-603-43730					OUTREACH SUPPLIES		219.10
080-603-43740					TEEN PROGRAM SUPPLIES		352.43
080-603-44810					PER CAPITAL GRANT EXPENDITURES		808.48
080-603-45000					ADULT NON-FICTION BOOKS		605.97
080-603-45100					ADULT FICTION BOOKS		908.35
080-603-45200					ADULT AUDIO VISUAL MATERIAL		1,398.45
080-603-45220					ADULT REFERENCE/E-REFER		6,827.00
080-603-45400					JUVENILE NON-FICTION		74.12
080-603-45410					PICTURE BOOKS, READERS		48.29
080-603-45420					JUVENILE FICTION		106.40
080-603-45430					JUVENILE AUDIO-VISUAL		63.10
080-603-45450					TEEN BOOKS		120.03
080-603-45500					PERIODICALS		176.28
080-603-45510					VIDEO GAMES		147.87
080-603-45520					TRENDING TITLES		30.66
080-603-45600					PATRON & STAFF SOFTWARE		1,293.95
080-603-46100					MISCELLANEOUS EXPENSES		145.30
080-603-58100					COMPUTER EQUIPMENT		14.99
082-603-44810					PER CAPITAL GRANT EXPENDITURES		5,366.85
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		163.52
					TOTAL		75,527.10

eRead Illinois

eRead Illinois is a database of eBooks and eAudiobooks similar to, and functioning on the same principle as, Digital Library (until recently named MyMediaMall). A consortium of libraries has contributed to create a mutually accessible collection of 30,000+ titles. eRead has put more time into support for popular titles, so that they have a 3:1 holds to copies ratio. Digital Library's ratio is much higher, in the case of some titles as high as 30 or more to 1. For the following reasons, we have joined the eRead consortium:

- At \$975 per year, it is cheap to join. The database is managed by the Reaching Across Illinois Library System (RAILS), which keeps overhead lower.
- The availability of bestselling titles is better than with Digital Library, and cheaper than with Hoopla.
- With SimplyE in development, the prospect of a single access point for all eMaterials should be near.
- Digital Library (formerly MyMediaMall) is going through a transition phase, away from oversight by Libraries First to management by RAILS. Having another digital collection available over the coming year will supplement available titles during any slip in service through Digital Library, and if the new arrangements there prove unsustainable we will have an established membership with a replacement collection. Once both are up and running, interest and usability can be weighed in considering which subscription, either or both, to renew in future.

On July 9, 2019 I was informed by Steve Rossi at RAILS that approval of an intergovernmental agreement was necessary as a final step to joining. Setup is otherwise substantially complete. I have provided that agreement in your packet. While this is smaller than other database agreements we regularly enter into as part of the selection process, an intergovernmental agreement is the purview of the Board.

RECOMMENDED MOTION: That the intergovernmental agreement between the Reaching Across Illinois Library System and the Lake Bluff Public Library for participation in eRead Illinois be approved.

Respectfully submitted,

Eric Scott Bailey

eRead Illinois Agreement with Participating Library

THIS AGREEMENT is entered into as of date of final executing signature, by and between the Reaching Across Illinois Library System (RAILS), a body politic and corporate (hereinafter referred to as “System”) and Lake Bluff Public Library (“Library”), hereinafter collectively referred to as the “Parties.”

WHEREAS, System is a regional Illinois library system established pursuant to the Illinois Library System Act, 75 ILCS 10/1.1; and

WHEREAS, Library is a local library established pursuant to the Local Library Act, 75 ILCS 5/1-0.1, *et seq.*, a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 *et seq.*, a school district established pursuant to the Illinois School Code, 105 ILCS 5/1-1 *et seq.*, or another entity with a library; and

WHEREAS, System and Library desire to enter into this Agreement to improve e-book access to Illinois libraries and residents, and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Act provide authority for intergovernmental cooperation, and Section 5 of the Act, 5 ILCS 220/5, specifically provides authority for the formation and execution of intergovernmental contracts; and

WHEREAS, Section 7(6) of the Illinois Library System Act, 75 ILCS 10/7(6), authorizes the System Board to contract for the providing or receiving of library services as contained within the provisions herein agreed to; and

WHEREAS, System and Library have each authorized the execution of this Agreement pursuant to the authority granted to them by the Illinois Constitution and the Intergovernmental Cooperation Act.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and promises set forth in this Agreement, the Parties do hereby agree as follows:

Section 1: Incorporation of Recitals

The foregoing recitals are hereby incorporated herein and made a part of this Agreement.

Section 2. Term and Termination of Agreement

This Agreement shall be effective as of date of final executing signature and will be in place through June 30, 2020, unless terminated by mutual written consent of both Parties or by either Party upon sixty (60) days written notice to the other Party.

A renewal process will occur each April. During this period, participating libraries will submit updated collection budget and population information. The library’s submission of updated collection budget and population information to eRead Illinois indicates their desire to renew.

Either Party shall have the right to prevent renewal by giving written notice of termination to the other Party at least sixty (60) days prior to expiration of the then current term.

Section 3: Participation in eRead Illinois

On behalf of participating libraries, System has contracted with one or more vendors for an e-book platform and shared collection. System shall make all reasonable efforts to facilitate use of the e-book platform and shared collection by participating libraries.

While this Agreement is in effect, Library and its authorized users (patrons) shall have access to and use of the e-book platform and shared collection for which the System has contracted. Termination of the Agreement shall result in loss of said access and use; Library acknowledges that it does not own the content and cannot transfer content to a different platform.

Library also agrees to:

- Accept the provisions of contractual agreements made by System with vendors on behalf of participating libraries
- Maintain compliance with all policies adopted by the eRead Illinois Advisory Committee
- Provide accurate information for calculation of its membership fee
- Pay all financial obligations arising from eRead Illinois participation
- Ensure library staff participation at appropriate training and meetings
- Allow System and the e-book platform vendor to list Library as a participant in the eRead Illinois shared collection and project

Section 4: Membership Fee

Library shall pay System an annual membership fee that includes three (3) components: (1) a base fee amount, (2) a fee amount based on Library's service population, and (3) a fee amount based on the Library's total regular collection budget (including all formats, but excluding special grants and endowments). Libraries with a service population of less than 1,000 shall pay only the base fee. The membership fee shall be prorated if the Agreement period is greater than or less than 12 months.

The membership fee is for the use of the e-book platform and shared collection and in no way shall be considered a purchase.

Current rates for each fee component are listed in Appendix A. To ensure a sustainable project, rates may change when the Agreement renews. System will provide the Library with a preliminary revised quote no later than May 1 prior to the next renewal period, and the revised fee will take effect upon renewal July 1 of that following year. If the notices of nonrenewal due by June 1 each year require further review of the preliminary quote, System will endeavor to notify Library no later than June 15.

The Library's fee for the initial Agreement through June 30, 2020 is listed in Appendix B.

Beginning in July 2017, System shall invoice Library periodically for services in advance.

Section 5: Limitation of Liability/Damages

- A. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER THE LIBRARY SYSTEM NOR ITS OFFICERS, BOARD MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE LIBRARY FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO REALIZE EXPECTED SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.
- B. NEITHER PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, BOARD MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.
- C. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN ONE YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.
- D. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY THE LIBRARY SYSTEM.
- E. THE TERMS AND CONDITIONS IN THIS SECTION 5 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

Section 6: Assignment

Neither Party shall have the right to assign their respective rights or obligations under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

Section 7: Amendments; Waivers

This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Section 12: Successors

This Agreement shall be binding upon and inure to the benefit of, the successors of the Parties.

Section 13: Authority

Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Section 14: Execution in Counterparts

This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly designated officers on the day and year set forth on the first page hereof.

Lake Bluff Public Library

**REACHING ACROSS ILLINOIS
LIBRARY SYSTEM**

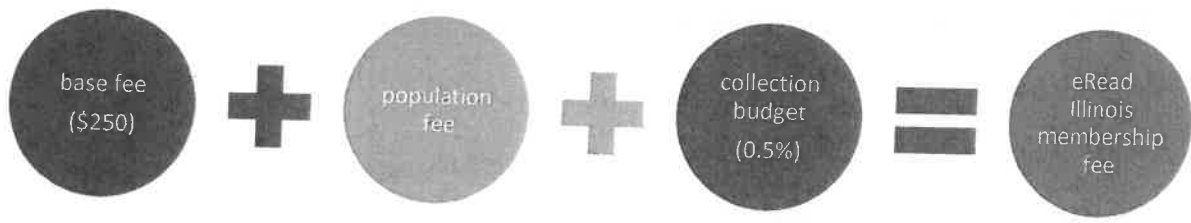
{Printed name}
{Title}

Deirdre Brennan
Executive Director

Date: _____

Date: _____

Appendix A Membership Fee Structure and Rates through June 30, 2020



Population Served	Population Fee
Less than 1,000*	\$0 Libraries serving populations less than 1,000 pay <i>only</i> the \$250 base fee (no population or collection budget component)
1,000-9,999	\$100
10,000-19,999	\$200
20,000-29,999	\$300
30,000-39,999	\$400
40,000-49,999	\$500
50,000-59,999	\$600
60,000-69,999	\$700
70,000-79,999	\$800
80,000-89,999	\$900
90,000 and over	\$1,000

For RAILS Libraries and IHLS Libraries not in SHARE			
Library Type	Population Definition	Axis 360 Considerations	Collection Definition
Public	Population residing in tax base (Use the latest official federal census figure). Please use latest IPLAR figure	Public libraries with circulation more than 1 million will be required to purchase a separate Axis 360 platform to participate in the Axis 360 shared collection	Total budget for books, periodicals, audiovisual, CDs and e-resources
Academic & School	Full-time equivalents (FTEs) where FTE includes faculty and students, but not support staff	Academic and school libraries with FTE greater than 25,000 will be required to purchase a separate Axis 360 platform to participate in the shared collection	Total budget for books, periodicals, audiovisual, CDs and e-resources
Special	Full-time equivalents (FTEs) where FTE includes staff and affiliates served by the library and who are eligible to borrow materials	Only government and not-for-profit special libraries are eligible to participate in the Axis 360 shared collection	Total budget for books, periodicals, audiovisual, CDs and e-resources

In addition, Baker & Taylor is offering discounted pricing for its Unbound program, which allows libraries participating in eRead Illinois to purchase their own Axis 360 platform and collection. Contact RAILS for more information.

**Appendix B
Library Membership Fee**

For July 1, 2019 through June 30, 2020, the Lake Bluff Public Library's eRead Illinois membership fee shall be \$975, based on the following information:

Annual Membership Fee

The total annual membership fee is \$975 based on the following components.

- 1. Base fee component = \$250
- 2. Population = 5722; population fee component= \$100
- 3. Total regular collection budget = \$125,000; collection budget fee component = \$625

The eRead Illinois annual membership fee will be prorated to reflect the date the Library's site is live on the eRead Illinois Axis 360 platform.

Executive Summary
FY2018-2019 Donations

The following are items of note regarding the end of FY 2018-2019 donations report:

- Donations totaling \$3,200 had been received at the very end of FY 2017-2018 and were then spent in FY 2018-2019. Hence the negative balance here.
- No significant donated funds received in FY 2018-2019 are awaiting expense.
- Standard practice is to provide a note of thanks to donors upon receipt of funds.
- Depending on the donation, a second note showing how the funds were used is common.
- For FY 2017-2018 this report showed \$8,294 received in donations from 6 sources.
- For FY 2018-2019 this report shows \$13,233 received in donations from 7 sources.
- The sources of donations in 2018-2019 include:
 - Friends of the Lake Bluff Library
 - Lake Bluff Garden Club
 - Lake Bluff Brewery
 - Bruce and Mary Hamming
 - Sanctuary Book Club
 - Lake Bluff Women's Club
 - Mary Mahoney
- Items covered by donations in FY 2018-2019 include:
 - Don Nagel, Balloon Sculpting
 - Donuts for Dads Program
 - ASRC Prizes
 - Jiggle Jam Program
 - Relocation of Geese Statue
 - Book Bike
 - Launchpads (20)
 - Holly Nagel Balloon Program
 - Mini Golf Program
 - New Storytime Rug
 - New Scholastic Databases
 - New Book Bags
 - Gardening Programs
 - Contributions to Adult Fiction and Nonfiction Collection

Respectfully submitted,

Eric Scott Bailey

Donations to the Library in Fiscal Year 2018-2019

Received	Donor	Memorial For/Donation For	Amount	Used For	Check Number
5/31/2019	Lake Bluff Garden Club	Relocating Geese	\$2,517.50		
			-\$179.66	Adult Fiction	
			-\$350.00	Don Nagel, Balloon Sculpting	13506
			-\$23.51	Memorial	13517
			-\$29.99	Donuts for Dads	13556
			-\$823.00	Adult Summer Reading Club Prizes	13567
			-\$100.00	Donuts for Dads	13567
			-\$269.99	Adult Summer Reading Club Prizes	13587
			-\$350.00	Jiggie Jam	13597
			-\$800.00	Cement Base for Geese Statue	13609
			-\$1,570.00	Relocation of Geese Statue	13600
			-\$127.25	Plaque for Geese Statue	13660
8/8/2018	Lake Bluff Brewing Company	Collaboration	\$650.00		13672
8/18/2018	Friends of the Library	Bike Cart	\$3,659.00		
			-\$3,659.00	Book Bike	
8/18/2018	Friends of the Library	Golf Event	\$3,500.00		13654
8/18/2018	Friends of the Library	Ben Tatar Musician	\$225.00		
			-\$1,200.00	Launchpads for Youth Services	
			-\$350.00	Holly Nagel Balloon Program	13689
10/2/2018	Friends of the Library	Linda Schwartz, Mary Dahlmann	\$33.90		13699
10/22/2018	Sanctuary Book Club	H. Shellist	\$200.00		
			-\$11.30	Shellist Memorial	
			-\$42.29	Shellist Memorial	13752
			-\$22.60	Donation for Dahlman By Friends	13752
			-\$150.33	Shellist Memorial	13752
			-\$7.38	Shellist Memorial	13752
12/22/2018	Bruce and Mary Hamming	None	\$100.00		13788
			-\$2,254.59	Mini Golf Program	
			-\$1,368.00	Scholastic Databases	Various
1/29/2019	Friends of the Library	Storytime Rug, Bags	\$1,245.00		13820
			-\$479.00	New Storytime Rug	
			-\$415.15	New Book Bags	13861
3/4/2019	Mary Mahoney	John Sheppard Jr. Memorial	\$1,000.00		13870
3/26/2019	Lake Bluff Women's Club	Memorial	\$15.82		
4/24/2019	Lake Bluff Garden Club	Craft Program	\$86.78		
			-\$31.94	Garden Program Expenses	13896
			-\$86.78	Garden Program Expenses	13953
			-\$15.82	Women's Club Memorial	13955
			-\$1,439.90	Launchpads	13961
Balance					
Encumbered			-\$2,924.48		
Unencumbered			\$0.00		
			-\$2,924.48		
Total Received			\$13,233.00		
Total Spent			-\$16,157.48		

RESOLUTION NO. _2019-04_____**Resolution of Thanks to the Friends of the Lake Bluff Public Library****Lake Bluff Public Library**

WHEREAS, the Friends of the Lake Bluff Public Library's mission is to support and promote the Lake Bluff Public Library; and

WHEREAS, the Friends annually raise funds that enable projects that enhance the Library facilities and experience available to the community; and

WHEREAS, between May 1, 2018 and April 30, 2019 the Friends donated \$8,662.90 to the Library for two balloon sculpting programs, Donuts for Dads program, Adult Summer Reading Club prizes, a book bike, Launchpad portal devices for Youth Services, a new Storytime rug, replacement circulating bags, and a Minigolf program; and

WHEREAS, since May 1, 2019 the Friends have donated \$17,215.86 for an insert in the summer newsletter, replacement drinking fountains, and laptops to replace Adult Services computers.

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 thank the Friends of the Lake Bluff Public Library for their hard work and dedication in support of Lake Bluff and its Library.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide the President of the Friends with a signed copy of this resolution and a Letter 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 July, 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)

Recommendation Regarding Hiring of Architectural Designer

Date: 7-16-2019

SUMMARY: The following provides information related to the Finance Committee's recommendation on hiring an architectural designer for Phase 1 renovations.

RESEARCH:

- On June 21st, Trustee Cal Stroh and Director Bailey presented information about the upcoming project to the Village Finance Committee. While support for the \$15K requested was not provided, the verdict of the Committee was to continue the discussion.
- On June 19th, communication from Senator Julie Morrison's office and the Department of Commerce and Economic Opportunity (which will be administering the grant) confirmed that:
 - The money CAN be used for planning related to the 'expansion and renovation project.'
 - Such an expense CAN occur before receipt of the funds and still be covered, provided that the expense happens after July 1, 2019 when HB 62 went into effect.

RECOMMENDATION:

At the July 1, 2019 meeting of the Finance Committee, the Committee voted to recommend approval of the agreement with Engberg Anderson to the full board. Points discussed include:

- The date for receiving the money is still not definite, but it is now certain that it can be put to this expense when it arrives.
- Support from the Village is still desirable, however the Village is not moving quickly regarding the request made.
- Finally, it is desirable to sustain momentum and begin speaking with prospects at the end of the summer (September). A number of potential donors head out of state as autumn progresses.

RECOMMENDED MOTION: That the contract for \$15,000 for architectural design services with Engberg Anderson be approved.

Respectfully submitted,

Eric Scott Bailey



May 10, 2019

AGREEMENT FOR ARCHITECTURAL DESIGN SERVICES LAKE BLUFF PUBLIC LIBRARY | PHASE 1 INTERIOR RENOVATION

between
Board of Library Trustees of the
Lake Bluff Public Library of
Lake County, Illinois
123 E Scranton Av
Lake Bluff, IL 60044

and
Engberg Anderson
5600 N River Rd, Suite 800
Rosemont, IL 60018

c/o Eric Bailey, Library Director

Engberg Anderson Project No. 193052

Dear Eric,

Engberg Anderson is pleased to submit this proposal for architectural design services. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard. If the proposal is acceptable, please sign both copies and return one for our records.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Lake Bluff Public Library seeks to implement select portions of its strategic renovation and expansion masterplan. The first piece of the implementation of the masterplan is to renovate the Youth Services area, the Circulation Desk area, and the current Computer Lab. Collectively this work is referred to hereafter as the Phase 1 Renovation. This work will set the stage for future renovations and ultimately the expansion of the building.

The scope of this agreement is the schematic design work related to the Phase 1 Renovation and will include architectural design; HVAC and electrical schematic narratives; a sequencing narrative; a construction cost estimate; furnishings plan, evaluations, and selections; furnishings estimate, and presentation drawings for use in securing funding for the project

PROJECT PARAMETERS

Budget

The budget for this project is to be established as part of the work covered by this agreement.

Schedule

The library desires to complete the work of this agreement in a timely manner. Subsequent design, engineering, bidding and construction administration services will be covered by a separate agreement.

Reviews and Approvals

Preliminary discussions with the Village of Lake Bluff will be conducted to affirm the requirements of the Village for permitting, plan review, code compliance, protection of occupants during construction, and site access for the various construction forces.

Owner Supplied Information/Responsibilities

The Owner needs to be an active participant in the process. Staff and trustees are expected to be available to the consultant team as needed to render timely decisions.

The Owner will need to supply information not already on the possession of the architect during the project to support the design and construction efforts:

- Existing Building and Site Drawings
- Environmental Assessments or Hazardous Materials Report
- Program
- Budget and budget updates as they become available
- Schedule updates as they become available

DELIVERABLES

Within this approach we will produce the following:

- Presentation quality site plan
- Presentation quality floor plan(s), including furnishings
- Presentation quality building elevations
- One exterior rendering (by the architect)
- Construction cost estimate (prepared by cost estimating consultant)
- Furnishings cost estimate

The materials will be prepared by Engberg Anderson in a professional manner acceptable to the Owner.

During the design process, Engberg Anderson may develop additional drawings or study models for the purpose of further communicating the design intent to both the library and the cost estimating consultant. These materials will be made available to the library for their use. Engberg Anderson will also work with the library to develop an overall project cost estimate that will include costs not included in the construction and furnishings estimates, e.g. data cabling, equipment, telephones, photo copiers, fees, reimbursable expenses, etc.

FEE PROPOSAL**FEE**

Based on the current project understanding, we propose to complete the outlined services for a fixed fee of \$15,000 Inclusive of cost estimating and interior design services.

As with all agreements, if the scope of the work or parameters under which the work is performed are modified, we reserve the right to review the fees related to these modifications and make mutually agreeable adjustments.

PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 et seq.)

Time & Materials Rate Schedule

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced to the project based on the attached *Current Rate Schedule* up to the limits specified for each service.

REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client in accordance with the attached *Reimbursable Expenses Exhibit*. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expenses shall be invoiced at 1.1 times our cost.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the *Insurance Coverages Exhibit*.

OTHER TERMS

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ATTACHMENTS

The following Exhibits are made part of this agreement:

- Exhibit: Current Rate Schedule
- Exhibit: Reimbursable Expenses
- Exhibit: Insurance Coverages

EXHIBITS

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Partner	\$160	Project Production	\$75 - \$110
Principal	\$120 - \$140	Senior Interior Designer	\$110
Project Team Leader	\$100 - \$120	Interior Designer	\$90-\$110
Project Architect	\$100 - \$120	Administrative/Graphics	\$75 - \$110
Project Designer	\$100 - \$120		

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
 - Mileage is calculated using the prevailing IRS reimbursement rates.
 - Airfare, if needed and authorized by the client, is purchased at coach rates, prices as available with 14-day advance purchase. Last minute meetings are purchased at the best available commercial prices for the date and time chosen for the meeting.
 - Lodging, if needed and authorized by the client, is limited to \$125/night maximum.
 - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:

INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate; \$4,000,000 Products/Completed Operations Aggregate; \$1,000,000 Personal Injury
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.
- Workers Compensation: To meet statutory requirements, Coverage A
- Employers Liability: \$1,000,000 per Accident/ \$1,000,000 Disease – Policy limits; \$1,000,000 Disease – Each Employee
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$2,000,000 per Claim; \$2,000,000 Annual Aggregate

Director's Report – July 2019

Programs of Note

- Dr. Sean O'Hara gave a presentation on the New Horizons missions to Pluto. It was well attended with approximately 20 people.
- SUMMER READING CLUB:
 - Staff member Eliza Jarvi reports that Youth Summer Reading Club is in full swing. We are hearing great feedback from patrons, who love the decorations and attention to detail.
 - Eliza also reports that our overall sign-ups are pretty similar to what they have been in recent years, but our check-ins are booming due to the transition to finishing 20 minutes (or more) of reading to qualify for check-in, versus finishing an entire book for check-in eligibility. This is why our programming stats are up by ~250. The 500 minutes of reading has proven to be on the easy side for all of the gifted readers in town. Next year we're going to add some 'stretch goals' for our more gifted readers, where once they've finished the original goal of 500 minutes, they'll have some additional goals to hopefully keep them motivated to keep up with summer reading.
- Staff member Carrie Spezzano has reprised her Montessori Storytime this summer, going to Lake Forest Montessori to do an educational storytime during their Summer School.

Book Drop Damage

On July 4th, a community member backed into the exterior drop box. As happened last time, the metal at the base of the box ripped free of its anchor. The top of the box also sustained damage. The driver contacted the police, and a report was filed. Components of the box not being for sale, it will need to be replaced again. Discussions are under way with the driver's insurance company. One of the occupants of the car assisted Lyndy in performing some triage, which is allowing the box to continue to be used. Initially, it was not possible to open the door to the drop to get anything out.

Visits from Lake Bluff Elementary School (LBES)

Jen Prozument, the ESL specialist from LBES, has been coming over on Mondays with an open invitation to the families that she works with during the school year, bringing them into the library, getting the kids to use their IGA cards, and generally improving their engagement. They generally spend at least 2 hours utilizing the resources in the department.

4th of July Parade

We marched in the 4th of July Parade. Our theme was a centennial birthday party, which included party hats, centennial t-shirts with the slogan "Party Like It's 1919" on the back, and the book bike decorated like a giant cake. Staff member Jillian Chapman did a wonderful job putting everything together and we are very appreciative of those who took the time to march with us. Anna also did a great job crafting the costume for the book bike.

One of the Parade committee folks stopped by the book bike at the Farmer's Market and told staff member Martha O'Hara how much the committee loved our entry and that they'd been screaming and cheering when we walked by the viewing stand. He concluded his statement with a big smile and said "I just love you guys."

Book Bike Update

Martha and Jillian have been going to the Farmer's Market on Fridays with the book bike. It has been well received and many people have said how cool it is that we do this and how much they love the book bike. When Martha was riding the bike to the market this past Friday, she kept hearing people excitedly exclaim "There's the book bike!" on the way and one lady pointed at the bike and said "best place in town!"

We've also received many comments on how much people like what the Library is doing. We have done quite a few signups for Summer Reading Club and people have checked out books every time we have been there. We have also done a few storytimes at Artesian Park with the book bike. Feedback has been good.

Seed Library Update

The Seed Library has been going really well. Jillian reports that last week (first week of July) was our busiest yet. So far, we have "checked out" 121 seed packets and received 14 packets in donations. Jillian has done a wonderful job putting together the Seed Library and managing it.

New Name for MyMediaMall

Effective July 1, 2019, the name of the MyMediaMall collection has been changed to Digital Library of Illinois. The root of this is that the administrative body for the consortium, the Electronic Content Consortium, opted to move away from management by third party administrator Library's First. The Reaching Across Illinois Library System (RAILS) is the new administrator for the consortium; Library's First owned the rights to the name MyMediaMall and refused to relinquish them. Hence the change in name.

Video Games

Staff member Katie Horner reports that she, with the help of staff member Caryn Spanos, has just completed a weed of the video game collection. While deaccessioning is ongoing throughout the Library, this one is noteworthy for the handling of the departing items. We have begun selling the items that leave our collection to Game Stop, where we buy most of our titles. The 50 items recently weeded netted us \$200 in store credit.

Respectfully submitted,

Eric Scott Bailey

Monthly Statistics Summary June 2019

Library Usage Summary

Total June Circulation

FY	Total	Avg. Circ/Hour	%Change
19-20	10,858	45.62	-4.04%
18-19	11,315	46.00	-1.32%
17-18	11,466	45.68	0.00%

Total June Visits

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	6,907	29.02	5.10%
18-19	6,572	26.72	-6.99%
17-18	7,066	28.15	0.00%

Total June Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	29	-17.14%	1,582	30.64%
18-19	35	20.69%	1,211	-14.42%
17-18	29	0.00%	1,415	0.00%

Online Access

Total June eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	481	116	0	7	-46.45%
18-19	510	216	392	10	2.17%
17-18	390	22	683	9	0.00%
	0	0	0	0	%

Total June Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	7,605	9.95%	5073	3.59%
18-19	6,917	-9.97%	4897	-3.43%
17-18	7,683	0.00%	5071	0.00%

Total June Database Usage

FY	Research	Novelist	Tumblebooks	%Change
19-20	216	40	0	216.05%
18-19	46	35	0	-91.72%
17-18	91	869	18	0.00%

Other Services

Total June Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	3	128	36	6
18-19	7	111	53	11
17-18	1	112	43	3

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
19-20	18,239	35.35	-2.76%
18-19	18,756	35.59	-7.97%
17-18	20,381	39.42	0.00%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	12,215	23.67	4.13%
18-19	11,731	22.26	-9.64%
17-18	12,983	25.11	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	63	12.50%	1,903	31.33%
18-19	56	36.59%	1,449	-10.94%
17-18	41	0.00%	1,627	0.00%

Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	924	232	0	14	-38.10%
18-19	835	318	721	16	-13.82%
17-18	735	26	1,395	37	0.00%
	0	0	0	0	%

Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	15,158	14.73%	10,017	8.10%
18-19	13,212	-15.70%	9,266	-10.73%
17-18	15,673	0.00%	10,380	0.00%

Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
19-20	409	63	1	110.22%
18-19	110	64	51	-89.54%
17-18	303	1,748	101	0.00%

Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	4	229	81	12
18-19	11	254	96	15
17-18	2	204	82	12

Monthly Statistics Summary June 2019

Adult Services Summary

Total June Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	914	1,082	1,322	3,318	-13.19%
18-19	1,026	1,109	1,687	3,822	-9.73%
17-18	1,092	1,138	2,004	4,234	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	1,624	2,094	2,688	6,406	-11.58%
18-19	1,907	2,181	3,157	7,245	-10.47%
17-18	2,026	2,092	3,974	8,092	0.00%

Total June Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	9	-10.00%	139	-2.11%
18-19	10	11.11%	142	-8.97%
17-18	9	0.00%	156	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	19	-5.00%	262	-7.75%
18-19	20	17.65%	284	25.11%
17-18	17	0.00%	227	0.00%

Teen Services Summary

Total June Circulation

FY	Total	%Change
19-20	266	-5.00%
18-19	280	18.64%
17-18	236	0.00%

Total Circulation Fiscal Year to Date

FY	Total	%Change
19-20	340	-5.56%
18-19	360	-0.28%
17-18	361	0.00%

Total June Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	6	50.00%	192	300.00%
18-19	4	0.00%	48	152.63%
17-18	4	0.00%	19	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	11	57.14%	200	238.98%
18-19	7	16.67%	59	96.67%
17-18	6	0.00%	30	0.00%

Youth Services Summary

Total June Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	3,260	441	629	4,330	-13.50%
18-19	3,751	659	596	5,006	-1.50%
17-18	3,700	700	682	5,082	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	5,266	751	1,023	7,040	-2.87%
18-19	5,301	1,018	929	7,248	-10.75%
17-18	5,760	1,116	1,245	8,121	0.00%

Total June Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	14	-33.33%	1,251	22.53%
18-19	21	31.25%	1,021	-17.66%
17-18	16	0.00%	1,240	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	33	13.79%	1,441	30.29%
18-19	29	61.11%	1,106	-19.27%
17-18	18	0.00%	1,370	0.00%

Technical Services Summary

Total June Activity

FY	Acquisitions	Deletions
19-20	573	1,400
18-19	579	334
17-18	649	435

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
19-20	1,443	3,674
18-19	1,082	646
17-18	1,359	1,047

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 Gregor

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 – Jon Heintzleman

August 17 at 10:00am – Scot Butler

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 Library Fourth of July Parade:** Theme is 'Celebrating a Century of Readers'



With the birthday theme well under way for the parade was a success: On June 20th, Jillian and Anna organized a teen's decoration party to turn the book bike into a large birthday cake. We had about nine participants. We ordered / received ratchets, horns, balloons, clappers for the parade and candy. We purchased balloons from the Lake Forest Hardware store as well as designed custom centennial birthday shirts for the parade. Anna decorated the book bike to be a birthday cake which Martha was able to ride through the parade. We also provided breakfast and coffee for the parade walkers. We had about nineteen parade walkers (and two dogs) in the parade and we won the *Judges' Choice Award* for our entry.

- **Dunn Museum Visit** Jillian went to the Dunn Museum to go through their entire LB History files to see if they had anything on LB Library history. They didn't have anything we didn't already know.

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. (June is a light month. Flora G. Coen was our first librarian and I think she went on vacation in June.)
- **100 Challenge in the Children's Department**
- *The Lake Bluff Library turns 100 years old in 2019 and we're celebrating all year long! Try out this month's Centennial Challenge.*
May & June: If you had to eat the same thing for 100 days, what would it be?

Draw your meal!



- **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!

Lake County Coroner shares strong message at library talk

ALAN P. HENRY
Finance Reporter

Lake County Coroner Dr. Howard Coughter speaks frequently with groups of students about drugs, and his primary message is a straightforward one: "Make good choices."

"We get out and talk to as many kids as we can," he told an audience Thursday, May 30, at the Lake Bluff Library, where he had been invited to speak about his office.

"I say to them, 'if at any point you say to yourselves, 'is this a good idea?' It isn't. If you ever ask yourself that question, it is not a good idea. Don't do it.'"

Cooper sees the end result of drug usage across Lake County on a daily basis.

"It is everywhere," he said, and many areas all ages.

Drug overdose deaths have risen from 68 in 2016 to 97 in 2018, including 75 from opioids. With 2019 less than half over, his office already has 50 pending cases, he said.

Fentanyl "are the big thing that is coming through now," Cooper said.

Cooper also speaks more broadly to the audience about the nation's drug culture and created for them a chilling scenario.

"We are a pill popping society. You go to your doctor, you are told what you want and you're going to leave with a prescription probably 95 percent of the time," he said. "When I talk to families and there was a heroin overdose I ask 'how did this start?'"

Cooper went on to explain many times it happens after a teenager is injured and is prescribed pain killers.

After an injury or surgery, the teenager typically takes medicine as prescribed to help with the pain. When the prescription runs out and the teenager goes back to the doctor,

Cooper said sometimes kids realize how much the medicine helps and ask for another prescription.

"He might not even really know he is addicted, but he knows he needs the pills, then he goes back a third time and says 'I need another script' and at this point the doctor says 'oh my God you are addicted. I am not giving you these drugs,'" Cooper said. "We see this time and time again, and now the kid has to try to figure out where he is going to get the drugs from."

Cooper went on to explain kids will turn to parents' medicine cabinets and if parents don't have the pills they are looking for, they will try and find some at school. But at school they need money, so the kid has to find ways to pay for it.

Cooper added that eventually someone at school will then about heroin.

"The first thing he is going to say is, 'Well, I don't want to inject myself,' and then will say 'oh, you don't have to, you can smoke it or you can snort it.' 'Oh, that seems easy,' so then they take it," Cooper said. "The first time you take heroin it changes something in your brain, so most people will spend the rest of their lives trying to get rid of that drug."

"It is not to say people can't get off it. People do, but it is really hard and we see that over and over. And now with fentanyl it is even worse because fentanyl can be 100 times more potent than heroin."



This car was featured at the Lake Bluff History Museum's Auto Show in 2018. The event will take place from 3-5 p.m. June 22. PHOTO SUBMITTED

Lake Bluff History Museum Auto Show to return this J

SUBMITTED BY LAKE BLUFF HISTORY MUSEUM

The 7th annual Lake Bluff History Museum Auto Show will take place on June 22 in downtown Lake Bluff. What started as a small gathering of car aficionados showcasing a dozen classic automobiles in 2013 has grown into an event attracting more than 100 beautifully maintained classic cars from the early 1900s through the 1980s.

Featured vehicles include the Museum's restored 1931 Lake Bluff Ice Truck plus Corvettes, Mustangs, Chevys and Birds, Packards, Wmills, Jaguars, Rolls Royce, GTOs, Chevrolets, Buicks and a monster truck or two, but not, I imagine, the occasional Ferrari and more.

The event attracts hundreds of car collectors and enthusiasts from all along the North Shore

and beyond. The Auto Show takes place from 3-5 p.m. June 22 at the Lake Bluff Station parking lot.

The fun includes:

- Best in Show award
- The ever-popular Bull Eye Truck delicious snack!
- Food and fun available for purchase from area merchants.

- Local businesses for guests to explore, during and after the show.

The Last Detail as the Auto Show sponsor for the 7th in a row and will several of its items at the show: a new The Last Detail services and restores cars and classic cars in two Chicago-area shops.

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June 2019 Monthly Report
Submitted by Martha O'Hara

Here are some photos of things we've been doing:

