

June 18th, 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	Oath of Office for William Hayes (2 minutes)(7:04pm)	
4	Opportunity to Address Board (5 minutes per community member)(7:09pm)	
5	Consent Agenda	
	Minutes of May 21st, 2019 Board of Trustees Meeting (action)(2 minutes)(7:11pm)	3A-3B
6	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:16pm)	
	May Detailed Revenue & Expense Report (action)	4A-4E
	May Detailed Balance Sheet (action)	5A-5C
7	Approval of Checks (Green) (5 minutes)(7:21pm)	
	May Check Disbursement Report (action)	6A-6G
8	Committee Reports (10 minutes)(7:31pm)	
9	New Business	
	Summary of Program Cost and Attendance for FY2017-2018 (10 minutes)(7:41pm)	7A-7L
10	Old Business	
	Possible Hiring for Architectural Design (action)(10 minutes)(7:51pm)	8A-8G
	HVAC Maintenance Contract (action)(10 minutes)(8:01pm)	9A-9G
	Update on Fundraising (5 minutes)(8:06pm)	
11	Director's Report (5 minutes)(8:11pm)	
	Librarian's Narrative Report	10A-10B
12	Executive Session(s)	
13	Any and All Other Business ...	
14	Adjournment (1 minute)(8:12pm)	
15	Attachments	
	Statistics for May, 2019	11A-11B
	Friends Meeting Dates for 2019	12A
	May 2019 Centennial Update	13A-13B
	FY2019-2020 Board Contacts	14A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, June 18th, 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. Oath of Office for William Hayes (2 minutes)(7:04pm)**
- 4. Opportunity for Public to Address the Board (5 minutes)(7:09pm)** (limit 5 minutes per person per meeting)
- 5. Approval of Minutes**
 - a. Approval of Minutes of May 21st, 2019 Board Meeting **(action)(2 minutes)(7:11pm)**
- 6. May 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:16pm)**
 - a. May Detailed Revenue & Expense Report
 - b. May Detailed Balance Sheet
- 7. Approval of checks (Green Pages) (5 minutes)(7:21pm)**
 - a. May Monthly Checks (13980-13997, 13999-14029)**(action)**
- 8. Committee Reports (10 minutes)(7:31pm) (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 **(MEMBERS: Hayes, Heintzelman, and Meierhoff.) (Did not meet)**
 - d. Human Resources Committee **(CHAIR: Butler. MEMBERS: Heintzelman and Jerch.)**
 - e. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jackson and Stroh.)**
 - f. Outreach Committee **(Members: Jackson and Jerch.)**
- 9. New Business**
 - a. Summary of Program Cost and Attendance for FY2017-2018 **(10 minutes)(7:41pm)**
- 10. Old Business**
 - a. Possible Hiring for Architectural Design **(action)(10 minutes)(7:51pm)**
 - b. HVAC Maintenance Contract **(action)(10 minutes)(8:01pm)**
 - c. Update on Fundraising **(5 minutes)(8:06pm)**

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

- a. Director's Narrative Report

12. Executive Session(s)

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

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

14. Adjournment (1 minute)(8:12pm)

Attachments:

Statistics for May 2019

Friends Meeting Dates for 2019

June 2019 Centennial Update

Summary of Program Cost and Attendance

Contract for Hiring Architectural Designer

HVAC Maintenance Contract

Upcoming Board Meetings: July 16, August 20, and September 17, 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 7:19 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Cal Stroh, Trustee-Elect Jon Heintzelman, Library Director Eric Bailey, Library Employees Martha O’Hara, Eliza Jarvi, and Jillian Chapman.
2. **Additions & Corrections to the Agenda:** None
3. **Oath of Office for Jon Heintzelman:** The Library Trustee Oath of Office was administered by Bailey and sworn by Heintzelman.
4. **Election of Secretary Pro Tempore:** Stroh moved and Butler seconded a motion to appoint Jerch as Secretary Pro Tempore; all voted aye.
5. **Election of Board Officers and Selection of Committee Members:** Stroh moved and Heintzelman seconded a motion to elect the following Trustee positions: President, Kathy Meierhoff; Vice-President, Cal Stroh; Treasurer, Scot Butler; Secretary, Janie Jerch, and to fill the standing committees as follows:
 - Building and Grounds: Meierhoff, Jerch, and Stroh.
 - Community Engagement (formerly Outreach): Jackson, Jerch.
 - Finance: Butler, Meierhoff, and Hayes (after being sworn in).
 - Human Resources: Butler, Heintzelman, Jerch.
 - Intergovernmental: Stroh, Jackson.
 - Long Range Planning: Jackson, Heintzelman, Hayes.
 - Bylaw and Policy: Stroh, Heintzelman.
 - Technology: inactive until such time as it is needed.

All voted aye on the above appointments, with committee chairs to be determined at the June meeting.
6. **Opportunity for Public to Address the Board:** There were none wishing to speak.
7. **Approval of Minutes:** The April 16th, 2019 minutes contained one error in item 9c. The Development Coordinator position, whose wages would be paid by the “Lake Bluff Library *and be reimbursed by the Foundation*” is how it should be stated. Jackson moved and Butler seconded a motion to approve the April 16th, 2019 meeting minutes as amended; all voted aye.
8. **April 2019 Financial Reports:** Bailey noted that our position at the end of FY18-19 is good and that the new FY will begin in a better position than what we had anticipated. Butler moved and Stroh seconded a motion to accept the April 2019 Detailed Revenue & Expense Report and Detailed Balance Sheet; all voted aye.
9. **Approval of Checks:** Butler moved and Jackson seconded a motion to approve the April monthly checks numbered 13947-13953, 13955-13979; all voted aye.
10. **Committee Reports:**

(Met)

 - a. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Meierhoff reported that the committee met to discuss the new HVAC Maintenance contract and the Engberg Anderson renovation proposal. Both need further analysis before making a recommendation to the Board.

(Did Not Meet)

- b. **Bylaw and Policy** (Chair: Stroh. Member: Schons.)
- c. **Finance** (Chair: Butler. Member: None.)
- d. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.)
- e. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.)
- f. **Long Range Planning** (Chair: Jackson. Member: Schons.)
- g. **Outreach** (Chair: Jackson. Member: None.)

11. New Business:

- a. **Trustee Vacancy:** William Hayes was selected by the Board to fill the vacancy.
- b. **Quote for New Computers:** Stroh moved and Butler seconded a motion that the quote for \$22,893.00 from Computer View Inc. for the purchase, setup, and installation of 13 new desktop computers be approved; all voted aye.
- c. **Possible Hiring for Architectural Design:** This is to go through a Finance Committee review before making a decision at the June meeting.
- d. **Nonresident Card Program Participation:** We revisit this yearly. Butler moved and Heintzelman seconded a motion to approve the proposal to offer Nonresident Cards to the unincorporated parts of the Library's service area from July 1, 2019 to June 30, 2020; all voted aye.
- e. **Resolution Adopting Prevailing Wage Ordinance:** Jackson moved and Butler seconded a motion to approve the Prevailing Wage resolution (no.2019-03) and charge the Library Director with handling the posting and notification requirements; all voted aye.

12. Old Business: There was little to report on Fundraising for this month.

13. Director's Report: Bailey had several items to highlight.

- Friends of the Library have generously approved funding of the new laptops for \$11,900 and new water fountains for \$5,100.
- Banners showcasing the Lake Bluff Library's 100-year anniversary have been ordered and will be displayed uptown this summer.
- The Deerfield Library is switching over to auto-renewals.
- Meierhoff asked Heintzelman to sign up to attend one of the Friends' meetings.
- The statistics reports are in transition with Lyndy Jensen and Bailey taking over the reports.

12. Executive Session: Butler moved and Stroh seconded a motion to enter Executive Session; all voted aye. Bailey and other Library employees left the room. The Executive Session began at 8:33 pm for the purpose of discussion of the performance review and compensation for Library Director Eric Bailey. Butler moved and Heintzelman seconded a motion to end the Executive Session, all voted aye. The session ended at 8:58 pm.

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

13. Adjournment: Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 9:00 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 05/31/2019

4A

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	ACTIVITY FOR MONTH 05/31/18 INCR (DECR)	YTD BALANCE 05/31/2019 NORM (ABNORM)	YTD BALANCE 05/31/2018 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	0.00	190,517.95	0.00	190,517.95	964,117.00	0.00
PROPERTY TAX		0.00	190,517.95	0.00	190,517.95	964,117.00	0.00
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	159.60	190.15	159.60	190.15	2,100.00	7.60
080-300-34250	NON-RESIDENT FEES	267.92	644.30	267.92	644.30	7,000.00	3.83
080-300-34260	PASSPORT FEES	630.00	0.00	630.00	0.00	9,000.00	7.00
SERVICES		1,057.52	834.45	1,057.52	834.45	18,100.00	5.84
FINES							
080-300-35700	RENTAL FINES	717.07	712.81	717.07	712.81	10,500.00	6.83
FINES		717.07	712.81	717.07	712.81	10,500.00	6.83
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	8,558.22	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	17,229.11	5.00	17,229.11	5.00	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	200.00	2,517.50	200.00	2,517.50	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	26.00	273.60	26.00	273.60	2,000.00	1.30
MISCELLANEOUS REVENUE		17,455.11	11,354.32	17,455.11	11,354.32	12,100.00	144.26
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	458.88	673.05	458.88	673.05	10,000.00	4.59
INTEREST EARNINGS		458.88	673.05	458.88	673.05	10,000.00	4.59
Total Dept 300 - REVENUE		19,688.58	204,092.58	19,688.58	204,092.58	1,014,817.00	1.94
TOTAL REVENUES		19,688.58	204,092.58	19,688.58	204,092.58	1,014,817.00	1.94

Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 05/31/2019

4B

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	ACTIVITY FOR MONTH 05/31/18 INCR (DECR)	YTD BALANCE 05/31/2019 NORM (ABNORM)	YTD BALANCE 05/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGDG USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	15,618.85	19,681.43	15,618.85	19,681.43	137,000.00	11.40
080-603-40030	STAFF SALARIES	27,484.15	23,890.63	27,484.15	23,890.63	349,000.00	7.88
SALARIES		43,103.00	43,572.06	43,103.00	43,572.06	486,000.00	8.87
BENEFITS							
080-603-40400	MEDICAL INSURANCE	12,372.05	5,469.43	12,372.05	5,469.43	95,000.00	13.02
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,217.85	3,285.88	3,217.85	3,285.88	36,000.00	8.94
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,521.97	3,047.50	2,521.97	3,047.50	36,000.00	7.01
BENEFITS		18,111.87	11,802.81	18,111.87	11,802.81	167,250.00	10.83
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	6,450.12	6,352.44	6,450.12	6,352.44	30,000.00	21.50
080-603-41020	ELEVATOR MAINTENANCE	19.00	0.00	19.00	0.00	1,500.00	1.27
080-603-41050	MAINTENANCE-GROUNDS	0.00	349.50	0.00	349.50	6,000.00	0.00
080-603-41300	COMPUTER SERVICES	3,260.00	3,130.00	3,260.00	3,130.00	13,000.00	25.08
080-603-41313	COPIER MAINTENANCE/SUPPLIES	602.76	0.00	602.76	0.00	4,000.00	15.07
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	100.00	0.00	100.00	0.00	5,000.00	2.00
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	3,000.00	0.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	940.09	0.00	940.09	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		11,371.97	9,831.94	11,371.97	9,831.94	65,847.00	17.27
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	120.00	0.00	120.00	0.00	3,000.00	4.00
080-603-42440	DUES	194.95	0.00	194.95	0.00	2,500.00	7.80
080-603-43230	UTILITIES	1,638.37	1,615.17	1,638.37	1,615.17	13,000.00	12.60
080-603-43300	POSTAGE	189.80	28.89	189.80	28.89	2,500.00	7.59
080-603-43410	PRINTING/E-NEWSLETTER	2,849.99	1,632.00	2,849.99	1,632.00	8,000.00	35.62
080-603-43550	OFFICE SUPPLIES	106.88	677.62	106.88	677.62	6,000.00	1.78
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	145.29	298.02	145.29	298.02	2,000.00	7.26
080-603-43668	TECHNICAL SERVICES SUPPLIES	677.79	626.93	677.79	626.93	5,000.00	13.56
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	550.00	1,122.49	550.00	1,122.49	7,000.00	7.86
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,392.01	989.36	1,392.01	989.36	7,000.00	19.89
080-603-43730	OUTREACH SUPPLIES	535.98	25.00	535.98	25.00	10,000.00	5.36
080-603-43740	TEEN PROGRAM SUPPLIES	52.65	213.88	52.65	213.88	1,500.00	3.51
COMMODITIES		8,453.71	7,229.36	8,453.71	7,229.36	68,000.00	12.43
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.30	1,043.10	26.30	1,043.10	2,000.00	1.32
PROGRAM EXPENSES		26.30	1,043.10	26.30	1,043.10	2,000.00	1.32

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4C

PERIOD ENDING 05/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	ACTIVITY FOR MONTH 05/31/18 INCR (DECR)	YTD BALANCE 05/31/2019 NORM (ABNORM)	YTD BALANCE 05/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD 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	2,344.53	2,105.17	2,344.53	2,105.17	17,000.00	13.79
080-603-45100	ADULT FICTION BOOKS	2,172.00	1,753.18	2,172.00	1,753.18	15,500.00	14.01
080-603-45110	ADULT LARGE PRINT MATERIAL	52.62	0.00	52.62	0.00	600.00	8.77
080-603-45200	ADULT AUDIO VISUAL MATERIAL	715.08	787.15	715.08	787.15	15,500.00	4.61
080-603-45220	ADULT REFERENCE/E-REFER	1,456.00	1,400.00	1,456.00	1,400.00	22,000.00	6.62
080-603-45400	JUVENILE NON-FICTION	3,043.26	122.03	3,043.26	122.03	10,000.00	30.43
080-603-45410	PICTURE BOOKS, READERS	852.63	264.16	852.63	264.16	6,000.00	14.21
080-603-45420	JUVENILE FICTION	1,263.24	164.24	1,263.24	164.24	13,000.00	9.72
080-603-45430	JUVENILE AUDIO-VISUAL	205.42	0.00	205.42	0.00	2,500.00	8.22
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45450	TEEN BOOKS	321.49	116.87	321.49	116.87	2,750.00	11.69
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	4,006.68	4,741.87	4,006.68	4,741.87	6,750.00	59.36
080-603-45510	VIDEO GAMES	199.82	0.00	199.82	0.00	3,500.00	5.71
080-603-45520	TRENDING TITLES	122.46	100.79	122.46	100.79	2,000.00	6.12
080-603-45600	PATRON & STAFF SOFTWARE	2,171.45	1,971.95	2,171.45	1,971.95	6,500.00	33.41
080-603-45610	LIBRARY AUTOMATION SOFTWARE	21,532.00	21,532.00	21,532.00	21,532.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	0.00	696.30	0.00	696.30	4,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	11,527.54	0.00	11,527.54	0.00	24,000.00	48.03
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		51,986.22	35,755.71	51,986.22	35,755.71	190,600.00	27.28
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		133,053.07	109,234.98	133,053.07	109,234.98	1,015,597.00	13.10
TOTAL EXPENDITURES		133,053.07	109,234.98	133,053.07	109,234.98	1,015,597.00	13.10
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		19,688.58	204,092.58	19,688.58	204,092.58	1,014,817.00	1.94
TOTAL EXPENDITURES		133,053.07	109,234.98	133,053.07	109,234.98	1,015,597.00	13.10
NET OF REVENUES & EXPENDITURES		(113,364.49)	94,857.60	(113,364.49)	94,857.60	(780.00)	14.57

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 05/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	ACTIVITY FOR MONTH 05/31/18 INCR (DECR)	YTD BALANCE 05/31/2019 NORM (ABNORM)	YTD BALANCE 05/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BD. 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	0.00	0.00	0.00	0.00	7,153.00	0.00
	CONTRACTS	0.00	0.00	0.00	0.00	7,153.00	0.00
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	7,055.33	1,406.16	7,055.33	1,406.16	18,000.00	39.20
	PROGRAM EXPENSES	7,055.33	1,406.16	7,055.33	1,406.16	18,000.00	39.20
Total Dept 603 - LIBRARY ADMINISTRATION							
		7,055.33	1,406.16	7,055.33	1,406.16	26,153.00	26.98
TOTAL EXPENDITURES							
		7,055.33	1,406.16	7,055.33	1,406.16	26,153.00	26.98
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	26,152.50	0.00
TOTAL EXPENDITURES		7,055.33	1,406.16	7,055.33	1,406.16	26,153.00	26.98
NET OF REVENUES & EXPENDITURES		(7,055.33)	(1,406.16)	(7,055.33)	(1,406.16)	(0.50)	1,411.0

06/14/2019 05:44 PM
 User: EBÄILEY
 DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 05/31/2019

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	ACTIVITY FOR MONTH 05/31/18 INCR (DECR)	YTD BALANCE 05/31/2019 NORM (ABNORM)	YTD BALANCE 05/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
TOTAL REVENUES - ALL FUNDS		19,688.58	204,092.58	19,688.58	204,092.58	1,040,969.50	1.89
TOTAL EXPENDITURES - ALL FUNDS		140,108.40	110,641.14	140,108.40	110,641.14	1,041,750.00	13.45
NET OF REVENUES & EXPENDITURES		(120,419.82)	93,451.44	(120,419.82)	93,451.44	(780.50)	15,428.5

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(26,818.09)	(39,988.16)
	A/R - OTHER	(26,818.09)	(39,988.16)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	134,888.19	119,970.06
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(8.46)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	163,708.59
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	16,320.51
	CASH/INVESTMENTS	389,085.61	300,142.50
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	1,316,240.43	1,214,127.25
*** 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	7,819.83	19,071.14
	ACCOUNTS PAYABLE	7,819.83	19,071.14
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

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	UNAVAILABLE PROPERTY TAXES	<u>964,119.30</u>	<u>964,119.30</u>
Total Liabilities		993,049.22	1,004,300.53
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	558,904.97	558,904.97
	NET POSITION/FUND BALANCE	<u>558,904.97</u>	<u>558,904.97</u>
Total Fund Balance		558,904.97	558,904.97
Beginning Fund Balance - 18-19			558,904.97
Net of Revenues VS Expenditures - 18-19			(235,713.76)
*18-19 End FB/19-20 Beg FB		323,191.21	
Net of Revenues VS Expenditures - Current Year			(113,364.49)
Ending Fund Balance			209,826.72
Total Liabilities And Fund Balance			1,214,127.25

* Year Not Closed

50

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)	(50,643.03)
	CASH/INVESTMENTS	<u>(42,692.91)</u>	<u>(50,643.03)</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)	(28,442.14)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	817.50	(77.29)
	ACCOUNTS PAYABLE	<u>817.50</u>	<u>(77.29)</u>
	Total Liabilities	817.50	(77.29)
*** 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		(13,548.19)
	*18-19 End FB/19-20 Beg FB	(21,309.52)	
	Net of Revenues VS Expenditures - Current Year		(7,055.33)
	Ending Fund Balance		(28,364.85)
	Total Liabilities And Fund Balance		(28,442.14)

* Year Not Closed

06/14/2019 05:41 PM
User: EBAILEY
DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 05/22/2019 - 06/19/2019
Banks: LIBCK, LIBEP

6A

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/29/2019	LIBCK	13980	4IM050819	4IMPRINT, INC	USE OF DONATIONS/TEMPORARY E	082-603-99999	265.12
05/29/2019	LIBCK	13981	INV-1949	APEX	PER CAPITAL GRANT EXPENDITUR	080-603-44810	900.00
05/29/2019	LIBCK	13982	CAL318298I	CAVENDISH SQUARE PUBLIS	JUVENILE NON-FICTION	080-603-45400	65.85
05/29/2019	LIBCK	13983	COM051219	COMCAST	UTILITIES	080-603-43230	244.85
05/29/2019	LIBCK	13984	28265	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	187.50
		13984	28260		COMPUTER EQUIPMENT	080-603-58100	11,446.50
		13984	28292		USE OF DONATIONS/TEMPORARY E	082-603-99999	5,842.50
							17,476.50
05/29/2019	LIBCK	13985	1578191	EBSCO SUBSCRIPTION SERV	PERIODICALS	080-603-45500	3,583.18
05/29/2019	LIBCK	13986	GRL501584I	GREENHAVEN PUBLISHING L	JUVENILE NON-FICTION	080-603-45400	207.40
05/29/2019	LIBCK	13987	REY052119	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	335.00
05/29/2019	LIBCK	13988	LCC050219	LAKE COUNTY CLERK	DUES	080-603-42440	10.00
05/29/2019	LIBCK	13989	MUM051619	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,100.00
05/29/2019	LIBCK	13990	01018MAI1908258	OVERDRIVE , INC	E-BOOKS	080-603-45460	87.00
05/29/2019	LIBCK	13991	IN4041476	RHODE ISLAND NOVELTY	JUVENILE PROGRAM SUPPLIES	080-603-43720	131.20
05/29/2019	LIBCK	13992	RSL138619I	ROSEN PUBLISHING &	JUVENILE NON-FICTION	080-603-45400	805.30
05/29/2019	LIBCK	13993	NA143725	THE CHILD'S WORLD	JUVENILE NON-FICTION	080-603-45400	279.35
05/29/2019	LIBCK	13994	USA052219	USA TODAY	PERIODICALS	080-603-45500	254.00
05/29/2019	LIBCK	13995	VIL052419	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	118.72
06/14/2019	LIBCK	13996	4086938	ACCESS ONE, INC.	UTILITIES	080-603-43230	641.56
06/14/2019	LIBCK	13997	448375894748	AMAZON	TECHNICAL SERVICES SUPPLIES/	080-603-43668	12.92
		13997	467556588543		TECHNICAL SERVICES SUPPLIES	080-603-43668	135.00
		13997	448696368863		JUVENILE PROGRAM SUPPLIES	080-603-43720	7.99
		13997	853666647788		JUVENILE PROGRAM SUPPLIES	080-603-43720	21.60
		13997	448375894748		JUVENILE PROGRAM SUPPLIES/AW	080-603-43720	14.99
		13997	674339543983		ADULT NON-FICTION BOOKS	080-603-45000	17.32
		13997	958699688868		ADULT NON-FICTION BOOKS	080-603-45000	18.30
		13997	957698574584		ADULT NON-FICTION BOOKS	080-603-45000	32.90
		13997	757698743445		ADULT NON-FICTION BOOKS	080-603-45000	15.65
		13997	456664379834		ADULT FICTION BOOKS	080-603-45100	15.91

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 05/22/2019 - 06/19/2019
 Banks: LIBCK, LIBEP

GB

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
13997			473636634384		ADULT AUDIO VISUAL MATERIAL	080-603-45200	100.83
13997			456959374467		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.00
13997			584575449334		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.75
13997			688369536443		ADULT AUDIO VISUAL MATERIAL	080-603-45200	51.96
13997			579969795749		ADULT AUDIO VISUAL MATERIAL	080-603-45200	54.72
13997			598744734896		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
13997			573574377375		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.96
13997			796958395536		ADULT AUDIO VISUAL MATERIAL	080-603-45200	51.18
13997			456993667768		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.55
13997			453446748888		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
13997			463573433499		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.45
13997			767769736586		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.47
13997			789874379965		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
13997			877933697846		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.57
13997			443354947853		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.99
13997			743595373497		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
13997			443533948568		ADULT AUDIO VISUAL MATERIAL	080-603-45200	41.99
13997			486493339469		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
13997			449576456773		ADULT AUDIO VISUAL MATERIAL	080-603-45200	72.09
13997			439339394358		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.98
13997			473948653988		ADULT AUDIO VISUAL MATERIAL	080-603-45200	6.28
13997			497649965675		ADULT AUDIO VISUAL MATERIAL	080-603-45200	189.43
13997			765593696475		ADULT AUDIO VISUAL MATERIAL	080-603-45200	4.19
13997			436833463844		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.29
13997			844665897843		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.27)
13997			986536577484		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(19.99)
13997			798989668547		PICTURE BOOKS, READERS	080-603-45410	12.95
13997			993833487687		JUVENILE FICTION	080-603-45420	9.08
13997			686375558487		JUVENILE AUDIO-VISUAL	080-603-45430	7.99
13997			439758654684		JUVENILE AUDIO-VISUAL	080-603-45430	13.00
13997			593648683975		JUVENILE AUDIO-VISUAL	080-603-45430	180.43
13997			483957865739		VIDEO GAMES	080-603-45510	199.82
13997			795354367578		TRENDING TITLES	080-603-45520	8.45
13997			648979999579		TRENDING TITLES	080-603-45520	26.09

1,601.70

06/14/2019 LIBCK 13998

VOID
 Void Reason: Created From Check Run Process

** VOIDED **

** VOIDED **

06/14/2019 LIBCK 13999

FIF051219

ANNA FIFHAUSE

USE OF DONATIONS/TEMPORARY E 082-603-99999

23.04

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 05/22/2019 - 06/19/2019

Banks: LIBCK, LIBEP

66

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
06/14/2019	LIBCK	14000	110939	APPLE BOOKS	JUVENILE NON-FICTION	080-603-45400	1,009.50
06/14/2019	LIBCK	14001	2034521922	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	3.10
		14001	2034521896		TECHNICAL SERVICES SUPPLIES	080-603-43668	23.15
		14001	2034521918		TECHNICAL SERVICES SUPPLIES	080-603-43668	40.30
		14001	2034529349		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.25
		14001	2034537457		TECHNICAL SERVICES SUPPLIES	080-603-43668	22.60
		14001	2034537461		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.10
		14001	2034540090		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.95
		14001	2034543236		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14001	2034542971		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.95
		14001	2034548313		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14001	2034549429		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.55
		14001	2034559096		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.30
		14001	2034559154		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.80
		14001	2034573267		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		14001	2034576505		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14001	2034570293		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		14001	2034573512		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14001	2034570268		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.45
		14001	2034543273		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14001	2034575991		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.55
		14001	2034570254		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.75
		14001	2034570324		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.60
		14001	2034575933		TECHNICAL SERVICES SUPPLIES	080-603-43668	21.85
		14001	2034580926		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.10
		14001	2034578581		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.45
		14001	2034581578		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14001	2034578660		TECHNICAL SERVICES SUPPLIES	080-603-43668	36.45
		14001	2034588695		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14001	2034588592		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14001	2034588543		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.35
		14001	2034593574		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.35
		14001	2034592713		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.60
		14001	2034596750		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.30
		14001	2034595210		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.40
		14001	2034521896		ADULT NON-FICTION BOOKS	080-603-45000	557.29
		14001	2034537461		ADULT NON-FICTION BOOKS	080-603-45000	240.18
		14001	2034540090		ADULT NON-FICTION BOOKS	080-603-45000	213.38
		14001	2034559096		ADULT NON-FICTION BOOKS	080-603-45000	259.73

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 05/22/2019 - 06/19/2019
 Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14001	2034570293		ADULT NON-FICTION BOOKS	080-603-45000	19.04
		14001	2034570254		ADULT NON-FICTION BOOKS	080-603-45000	141.78
		14001	2034570324		ADULT NON-FICTION BOOKS	080-603-45000	215.30
		14001	2034580926		ADULT NON-FICTION BOOKS	080-603-45000	250.59
		14001	2034588695		ADULT NON-FICTION BOOKS	080-603-45000	3.39
		14001	2034588592		ADULT NON-FICTION BOOKS	080-603-45000	58.48
		14001	2034588543		ADULT NON-FICTION BOOKS	080-603-45000	169.79
		14001	2034593574		ADULT NON-FICTION BOOKS	080-603-45000	154.94
		14001	2034521918		ADULT FICTION BOOKS	080-603-45100	734.46
		14001	2034542971		ADULT FICTION BOOKS	080-603-45100	192.87
		14001	2034559154		ADULT FICTION BOOKS	080-603-45100	348.46
		14001	2034576505		ADULT FICTION BOOKS	080-603-45100	46.56
		14001	2034570268		ADULT FICTION BOOKS	080-603-45100	327.23
		14001	2034592713		ADULT FICTION BOOKS	080-603-45100	332.70
		14001	2034578581		ADULT LARGE PRINT MATERIAL	080-603-45110	52.62
		14001	2034575991		ADULT AUDIO VISUAL MATERIAL	080-603-45200	73.18
		14001	2034578660		JUVENILE NON-FICTION	080-603-45400	675.86
		14001	2034529349		PICTURE BOOKS, READERS	080-603-45410	341.01
		14001	2034537457		PICTURE BOOKS, READERS	080-603-45410	191.15
		14001	2034549429		PICTURE BOOKS, READERS	080-603-45410	144.52
		14001	2034573267		PICTURE BOOKS, READERS	080-603-45410	54.98
		14001	2034595210		PICTURE BOOKS, READERS	080-603-45410	84.06
		14001	2034548313		JUVENILE FICTION	080-603-45420	14.19
		14001	2034575933		JUVENILE FICTION	080-603-45420	365.35
		14001	2034596750		JUVENILE FICTION	080-603-45420	154.12
		14001	2034573512		TEEN BOOKS	080-603-45450	14.19
		14001	2034543273		TEEN BOOKS	080-603-45450	10.21
		14001	2034521922		TRENDING TITLES	080-603-45520	55.55
		14001	2034543236		TRENDING TITLES	080-603-45520	15.34
		14001	2034581578		TRENDING TITLES	080-603-45520	17.03
		14001	2034588695		USE OF DONATION FR LB WOMEN'	082-603-99999	25.00
							6,882.33
06/14/2019	LIBCK	14002	HIN060319	BRITTANY HINKLE	JUVENILE PROGRAM SUPPLIES	080-603-43720	100.00
06/14/2019	LIBCK	14003	CAR051319	CAROL CARTER	MISCELLANEOUS EXPENSES	080-603-46100	100.00
06/14/2019	LIBCK	14004	SMB7573	CDW GOVERNMENT, INC.	COMPUTER EQUIPMENT	080-603-58100	49.13
06/14/2019	LIBCK	14005	26045	CRYSTAL MAINTENANCE SER	MAINTENANCE-BUILDING	080-603-41000	645.00
		14005	26016		MAINTENANCE-BUILDING	080-603-41000	2,510.00

06/14/2019 05:41 PM
 User: EBAILEY
 DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 05/22/2019 - 06/19/2019
 Banks: LIBCK, LIBEP

6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
06/14/2019	LIBCK	14013	PINV1730570	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES/WRITING PADS	080-603-43550	19.20
		14013	PINV1730570		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	45.90
		14013	PINV1730570		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	38.56
		14013	PINV1730570		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	28.60
		14013	PINV1730570		TECHNICAL SERVICES SUPPLIES/	080-603-43668	21.96
		14013	PINV1737210		TECHNICAL SERVICES SUPPLIES	080-603-43668	54.90
							209.12
06/14/2019	LIBCK	14014	RUS061019	GEORGE RUSSELL	OUTREACH SUPPLIES	080-603-43730	198.06
06/14/2019	LIBCK	14015	0627774-00	GOODMAN ELECTRIC SUPPLY	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	21.05
06/14/2019	LIBCK	14016	106491	HENRICHSEN'S FIRE & SAF	MAINTENANCE-BUILDING	080-603-41000	264.70
06/14/2019	LIBCK	14017	NAG052019	HOLLY NAGEL	USE OF DONATIONS/TEMPORARY E	082-603-99999	350.00
06/14/2019	LIBCK	14018	9304	HR SOURCE	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	100.00
06/14/2019	LIBCK	14019	10529A19	IMAGE SYSTEMS & BUSINES	COPIER MAINTENANCE/SUPPLIES	080-603-41313	375.00
06/14/2019	LIBCK	14020	1408568	IMPACT NETWORKING, INC	COPIER MAINT/SUPP/OVERAGE 1/	080-603-41313	41.76
		14020	1408568		COPIER MAINT/SUPP/BASE RATE	080-603-41313	186.00
							227.76
06/14/2019	LIBCK	14021	BUR060319	KAREN BURRIS	JUVENILE PROGRAM SUPPLIES	080-603-43720	300.00
06/14/2019	LIBCK	14022	103	MARCO MENDOZA	PROFESSIONAL DEVELOPMENT	080-603-42400	120.00
06/14/2019	LIBCK	14023	HAM060319	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	150.00
06/14/2019	LIBCK	14024	97359357	MIDWEST TAPE	ADULT NON-FICTION BOOKS	080-603-45000	44.99
		14024	97389055		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		14024	97477319		ADULT AUDIO VISUAL MATERIAL	080-603-45200	252.94
							337.92
06/14/2019	LIBCK	14025	MC00006393	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,195.42
06/14/2019	LIBCK	14026	696660686-01	OTC BRANDS, INC.	JUV PROGRAM SUPPLIES/SRC CRA	080-603-43720	149.72
		14026	696660686-01		USE OF DONATION/FRIENDS DON.	082-603-99999	21.62
							171.34
06/14/2019	LIBCK	14027	444930	POSTNET IL106	JUVENILE PROGRAM SUPPLIES	080-603-43720	98.01
06/14/2019	LIBCK	14028	ROB060319	ROBOTHINK, LLC	JUVENILE PROGRAM SUPPLIES	080-603-43720	250.00
06/14/2019	LIBCK	14029	14881	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	2,820.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 05/22/2019 - 06/19/2019

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
				TOTAL - ALL FUNDS	TOTAL OF 50 CHECKS (1 voided)		48,112.34
--- GL TOTALS ---							
080-603-41000				MAINTENANCE-BUILDING			5,805.12
080-603-41050				MAINTENANCE-GROUNDS			335.00
080-603-41313				COPIER MAINTENANCE/SUPPLIES			602.76
080-603-41314				OTHER PROFESSIONAL/CONTRACTUAL			100.00
080-603-42400				PROFESSIONAL DEVELOPMENT			120.00
080-603-42440				DUES			194.95
080-603-43230				UTILITIES			1,005.13
080-603-43300				POSTAGE			189.80
080-603-43410				PRINTING/E-NEWSLETTER			2,849.99
080-603-43550				OFFICE SUPPLIES			112.75
080-603-43660				MAINTENANCE SUPPLIES-BUILDING			145.29
080-603-43668				TECHNICAL SERVICES SUPPLIES			601.39
080-603-43720				JUVENILE PROGRAM SUPPLIES			1,321.60
080-603-43730				OUTREACH SUPPLIES			535.98
080-603-43740				TEEN PROGRAM SUPPLIES			52.65
080-603-44810				PER CAPITAL GRANT EXPENDITURES			940.09
080-603-45000				ADULT NON-FICTION BOOKS			2,413.05
080-603-45100				ADULT FICTION BOOKS			1,998.19
080-603-45110				ADULT LARGE PRINT MATERIAL			52.62
080-603-45200				ADULT AUDIO VISUAL MATERIAL			1,217.42
080-603-45400				JUVENILE NON-FICTION			3,043.26
080-603-45410				PICTURE BOOKS, READERS			828.67
080-603-45420				JUVENILE FICTION			542.74
080-603-45430				JUVENILE AUDIO-VISUAL			226.41
080-603-45450				TEEN BOOKS			24.40
080-603-45460				E-BOOKS			87.00
080-603-45500				PERIODICALS			3,837.18
080-603-45510				VIDEO GAMES			199.82
080-603-45520				TRENDING TITLES			122.46
080-603-45600				PATRON & STAFF SOFTWARE			197.45
080-603-46100				MISCELLANEOUS EXPENSES			126.30
080-603-58100				COMPUTER EQUIPMENT			11,527.54
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			6,755.33
TOTAL							48,112.34

Programming for FY2018-2019: Executive Summary

PURPOSE: To provide a brief summary of highlights of programming in the Fiscal Year running from May 1, 2018 to April 30, 2019.

RESEARCH: Head of Youth Services Eliza Jarvi and staff member Carol Carter provided the attached information on programming numbers, costs and results. Data were sought from annual reports.

OBSERVATIONS:

By the Numbers:

- There were 132 adult programs offered, with attendance of 1,791. This is a 12% increase in attendance from the previous year.
- There were 37 teen programs offered, with attendance of 146. This is a 21.9% decrease in attendance from the previous year.
- There were 224 youth services programs offered, with attendance of 4,852. This is a 4.09% decrease in attendance from the previous year.

Programs that worked:

- Trivia at the brewery continues to be the marquee program for adults
- Book clubs, book talks, and history programs are, Carol reports, next in popularity for adults
- One-woman performances are a solid afternoon attraction for adults
- Story Time and PAWS for a Tale continue to be big draws in Youth Services
- Slime making programs have been a popular addition in Youth Services
- LEGO club has built up a following in Youth Services
- STEAM programs often draw good attendance in Youth Services, but can be among the more expensive programs

Programs that have not worked:

- Finance programs usually have low interest for adults, but do touch on important subject matter
- Some programs that despite high professed interest, very engaging programs, and happy participants, actual attendance can be variable. Wrong time of day for the target audience, conflict with other events, bad weather, and low media interest can all work to push turnout down despite interest.
- Considerations of additional prep and staff time are also considered when deciding whether to repeat a program and how often.

CONCLUSION: Resources for programming are limited and carefully deployed. Programmers are tasked with assessing the reasons for why a program did or did not meet expectations, and adjusting accordingly. Depending on cost, level of community interest, and staff time available a program that did not meet expectations may or may not be repeated. No program is sustained for long if it continues to underperform, and programmers build on identified interest and opportunity to minimize chances for subpar program performance.

Summer: May 2018-August 2018

Date Location Total Program

5/31/18	Andrew C Head	\$400.00	Andy Head
6/20/18	Target	\$6.88	PJ ST
5/31/18	Robothink	\$250.00	
6/4/18	amazon	\$46.26	
6/27/18	Amazon	\$10.70	Multi Lingual ST
6/27/18	Amazon	\$8.55	Multi Lingual ST
	Total	\$19.25	

Program and Attendance

Date	Program	Attendance	Approx. Cost	Cost per Person
ACTIVE				
5/1/18	Tot Time	7	\$0.00	\$0.00
5/7/18	STEM Scramble Chal	11	\$0.00	\$0.00 Sara was still on staff
5/8/18	Tot Time	6	\$0.00	\$0.00
5/15/18	Tot Time	4	\$0.00	\$0.00
5/16/18	PJ ST	18	\$0.00	\$0.00
5/22/18	Tot Time	13	\$0.00	\$0.00
5/29/18	Tot Time	7	\$0.00	\$0.00
	Total Attendance	66		
PASSIVE				
5/31/18	Drop In Crafts	19	\$0.00	\$0.00
ACTIVE				
6/1/18	K visits SRC	85	\$0.00	\$0.00 Outreach
6/8/18	ST on the Green	60	\$0.00	\$0.00
6/9/18	Andy Head	60	\$400.00	\$6.67
6/11/18	Paws for a Tale	7	\$0.00	\$0.00
6/15/18	ST on the Green	60	\$0.00	\$0.00
6/16/18	Dads & Donuts	25	\$127.36	\$5.09 Sponsored by the Friends
6/18/18	Paws for a Tale	9	\$0.00	\$0.00
6/19/18	STEM Scramble Chal	22	\$0.00	\$0.00 Sara was still on staff
6/20/18	Splash Into Summer	70	\$0.00	\$0.00 Joint Program with LBES
6/20/18	PJ ST	0	\$6.88	\$6.88
6/22/18	ST on the Green	0	\$0.00	\$0.00 Cancelled due to weather
6/25/18	Paws for a Tale	9	\$0.00	\$0.00
6/26/18	Montessori ST	12	\$0.00	\$0.00
6/26/18	Robothink	21	\$125.00	\$5.95
6/29/18	ST on the Green	30	\$0.00	\$0.00
6/30/18	SRC	548	\$771.62	\$1.41
	Total Attendance	1018		
PASSIVE				
6/11/18	MMM #1	15	\$3.33	\$0.22
6/13/18	WW #1	4	\$20.48	\$5.12
6/18/18	MMM #2	15	\$3.33	\$0.22
6/20/18	WW #2	9	\$20.48	\$2.28
6/25/18	MMM #3	11	\$3.33	\$0.30
6/27/18	WW #3	11	\$20.48	\$1.86
6/30/18	Contest #1	150	\$46.26	\$0.31
	Total Attendance	215		
ACTIVE				
7/3/18	Summer School ST #	26	\$0.00	\$0.00 Outreach
7/3/18	Summer School ST #	20	\$0.00	\$0.00 Outreach
7/6/18	ST on the Green	50	\$0.00	\$0.00
7/7/18	Multi Lingual ST	26	\$9.63	\$0.37
7/9/18	Paws for a Tale	4	\$0.00	\$0.00
7/10/18	Summer School ST #	25	\$0.00	\$0.00

7C

6/27/18 Amazon	\$15.95 P/C Book Group	7/10/18 Summer School ST #	25	\$0.00	\$0.00
		7/10/18 Montessori ST	12	\$0.00	\$0.00
		7/13/18 ST on the Green	50	\$0.00	\$0.00
		7/14/18 Multi Lingual ST	33	\$9.63	\$0.29
		7/16/18 Paws for a Tale	8	\$0.00	\$0.00
		7/17/18 P/C Book Group	12	\$15.95	\$1.33
		7/18/18 PJ ST	18	\$0.00	\$0.00
		7/20/18 ST on the Green	61	\$0.00	\$0.00
		7/23/18 Paws for a Tale	9	\$0.00	\$0.00
		7/24/18 Montessori ST	12	\$0.00	\$0.00
		7/24/18 Robothink	15	\$125.00	\$8.33
		7/24/18 P/C Book Group	0	\$14.85	\$14.85
		7/28/18 Theatre Workshop	22	\$100.00	\$4.55
		7/28/18 SRC	389	\$771.62	\$1.98
Total Attendance		817			
PASSIVE					
		7/2/18 MMM #4	8	\$3.33	\$0.42
		7/9/18 MMM #5	5	\$3.33	\$0.67
		7/11/18 WW #4	12	\$20.48	\$1.71
		7/16/19 MMM #6	4	\$3.33	\$0.83
		7/18/18 WW #5	17	\$20.48	\$1.20
		7/21/18 Contest #2	72	\$0.00	\$0.00
		7/25/18 WW #6	4	\$20.48	\$5.12
ACTIVE					
		8/2/18 Video Games	2	\$0.00	\$0.00
		8/3/18 ST on the Green	50	\$0.00	\$0.00
		8/7/18 Montessori ST	10	\$0.00	\$0.00
		8/9/18 Video Games	0	\$0.00	\$0.00
		8/10/18 ST on the Green	55	\$0.00	\$0.00
		8/15/18 PJ ST	14	\$0.00	\$0.00
		8/16/18 Video Games	0	\$0.00	\$0.00
		8/17/18 ST on the Green	43	\$0.00	\$0.00
		8/23/18 Video Games	4	\$0.00	\$0.00
		8/30/18 Video Games	0	\$0.00	\$0.00
Total Attendance		178			
PASSIVE					
8/1/18 Amazon	\$11.88 Magic Tree House	8/31/18 Magic Tree House	62	\$11.88	\$0.19
		8/31/18 Coloring Sheets	10	\$0.00	\$0.00

FD

Autumn: Sept 2018-Nov 2018

Date	Location	Total	Program
------	----------	-------	---------

10/11/18	Target	\$18.99	Lego Club
9/27/18	Amazon	\$16.99	Lego Club
	Total	\$35.98	Lego Club

10/10/18	Amazon	\$7.99	Slime Workshop
10/10/18	Amazon	\$44.15	Slime Workshop
10/19/18	Target	\$27.74	Slime Workshop

10/10/18	Oriental Trading	\$50.31	Halloween Open House
10/24/18	Target	\$57.95	Halloween Open House

Program and Attendance

Date	Program	Attendance	Approx. Cost	Cost per Person
ACTIVE				
9/12/18	Movie	6	\$15.71	\$0.00
9/15/18	Princess Ballerina ST	26	\$0.00	\$0.00
9/18/18	ST 2's	21	\$2.14	\$0.00
9/18/18	ST 3-5's	0	\$2.14	\$0.00
9/19/18	PJ ST	14	\$0.00	\$0.00
9/20/18	Back to School Bash	60	\$0.00	\$0.00
9/22/18	1, 2, Tie Your Shoe	24	\$0.00	\$0.00
9/25/18	ST 2's	25	\$2.14	\$0.00
9/25/18	ST 3-5's	0	\$2.14	\$0.00
9/25/18	STEM Scramble Chal	8	\$100.00	\$12.50
	Total	184		
PASSIVE				
9/10/18	Make it Monday	9	\$0.00	\$0.00
9/17/18	Make it Monday	7	\$0.00	\$0.00
9/24/18	Make it Monday	0	\$0.00	\$0.00
9/30/18	Coloring Sheets	43	\$0.00	\$0.00
	Total	59		
ACTIVE				
10/1/18	PAWS for a Tale	10	\$0.00	\$0.00
10/2/18	ST 2's	31	\$2.14	\$0.00
10/2/18	ST 3-5's	4	\$2.14	\$0.00
10/6/18	Theatre Workshop	30	\$0.00	\$0.00
10/8/18	PAWS for a Tale	4	\$0.00	\$0.00
10/9/18	ST 2's	18	\$2.14	\$0.12
10/9/18	ST 3-5's	9	\$2.14	\$0.24
10/9/18	P/C Book Club	3	\$0.00	\$0.00
10/10/18	Movie	20	\$15.71	\$0.00
10/11/18	Lego Club	12	\$5.14	\$0.43
10/15/18	PAWS for a Tale	6	\$0.00	\$0.00
10/16/18	ST 2's	22	\$2.14	\$0.00
10/16/18	ST 3-5's	5	\$2.14	\$0.43
10/16/18	P/C Book Club	0	\$15.54	\$15.54
10/17/18	PJ ST	15	\$0.00	\$0.00
10/20/18	Ben Tatar	36	\$225.00	\$6.25 *sponsored by the Friends
10/22/18	PAWS for a Tale	0	\$0.00	\$0.00 cancelled
10/23/18	ST 2's	25	\$2.14	
10/23/18	ST 3-5's	5	\$2.14	
10/24/18	Slime Workshop	18	\$79.88	\$4.44
10/25/18	Halloween Movie	0	\$15.71	
10/29/18	PAWS for a Tale	8		
10/30/18	Halloween Open Hou	80	\$108.26	\$1.35
	Total	361		
PASSIVE				
10/1/18	Make it Monday	5	\$0.00	\$0.00
10/8/18	Make it Monday	12	\$0.00	\$0.00

7E

i

10/15/18 Make it Monday	4	\$0.00	\$0.00
10/22/18 Make it Monday	4	\$0.00	\$0.00
10/29/18 Make it Monday	2	\$0.00	\$0.00
10/31/18 Coloring Sheets	63		
Total	90		

ACTIVE

11/1/18 Video Games	4		
11/5/18 Paws for a Tale	11		
11/6/18 Tot Time	22		
11/8/18 Lego Club	13	\$5.14	\$0.40
11/10/18 Chess Wizards	14	\$260.00	\$18.57
11/13/18 Tot Time	30		
11/14/18 Movie	7	\$15.71	
11/15/18 PJ ST	35		
11/20/18 Tot Time	13		
11/27/18 Tot Time	2		
11/29/18 Video Games	0		
Total	94		

PASSIVE

11/5/18 Make it Monday	2	\$0.00	\$0.00
11/12/18 Make it Monday	0		
11/19/18 Make it Monday	12		
11/26/18 Make it Monday	0		
11/30/18 Coloring Sheets	85		

8/31/18 Chess Wizards

\$260.00 Chess Wizards

7F

Winter: December '18-February '19

Date	Location	Total	Program
11/14/18	Target	\$23.88	Elf Day
11/20/18	Oriental Trading	\$20.17	Elf Day
11/16/18	Oriental Trading	\$45.14	Elf Day
12/27/18	Game Stop	\$20.00	Smash Bros Tournament
12/31/18	Swank Movie Licensing	\$330.00	
1/9/19	Target	\$8.37	Movie
12/31/18	Mark Hamilton	\$150.00	Chess Club
1/16/19	JoAnn	\$24.74	Knitting w/Eliza
12/20/18	Amazon	\$12.95	Slime Workshop
12/28/18	amazon	\$8.84	passive program prize
2/1/19	Target	\$20.43	Snow Day Movies

Program and Attendance

Date	Program	Attendance	Approx. Cost	Cost per Person
ACTIVE				
12/1/18	Elf Day	70	\$89.19	\$1.27
12/4/18	Tot Time	14	\$0.00	\$0.00
12/11/18	Tot Time	15	\$0.00	\$0.00
12/12/18	Movie	12	\$15.71	\$1.31
12/13/18	Lego Club	6	\$5.14	\$0.86
12/15/18	Robothink	15	\$125.00	\$8.33
12/18/18	Tot Time	11	\$0.00	\$0.00
12/18/18	Tinker Tuesdays	4	\$15.71	\$3.93
12/19/18	PJ ST	21	\$15.71	\$0.75
12/27/18	Smash Bros Tournan	8	\$20.00	\$2.50
	Total	176		
PASSIVE				
12/28/18	Coloring/Crafts	142	\$0.00	\$0.00
12/28/18	Winter Reading Club	28	\$45.08	\$1.61
12/28/18	Board Games	6	\$0.00	\$0.00
	Total	176		
ACTIVE				
1/8/19	St 2's	11	\$2.14	\$0.19
1/8/19	ST 3-5's	5	\$2.14	\$0.43
1/9/19	Movie	24	\$15.71	\$0.65
1/10/19	Lego Club	6	\$5.14	\$0.86
1/12/19	Chess Club	14	\$150.00	\$10.71
1/15/19	St 2's	13	\$2.14	\$0.16
1/15/19	ST 3-5's	4	\$2.14	\$0.54
1/15/19	Tinker Tuesdays	0	\$0.00	\$0.00
1/15/19	P/C Book Group	8	\$14.85	\$1.86
1/16/19	PJ ST	18	\$0.00	\$0.00
1/17/19	Knitting w/Eliza	5	\$6.19	\$1.24
1/19/19	Snowflake Dance	0	\$0.00	\$0.00 Cancelled due to weather
1/22/19	St 2's	12	\$2.14	\$0.18
1/22/19	ST 3-5's	6	\$2.14	\$0.36
1/23/19	Slime Workshop	15	\$36.62	\$2.44
1/24/19	Knitting w/Eliza	5	\$6.19	\$1.24
1/26/19	Robothink	12	\$125.00	\$10.42
1/29/19	St 2's	12	\$2.14	\$0.18
1/29/19	ST 3-5's	0	\$2.14	\$2.14
1/31/19	Knitting w/Eliza	6	\$6.19	\$1.03
	Total	176		
PASSIVE				
1/31/19	Coloring/Crafts	87	\$8.84	\$0.10
1/31/19	Winter Reading Club	21	\$33.81	\$1.61
	Total	108		
ACTIVE				
2/1/19	Snow Day Movie 1	4	\$25.93	\$0.00
2/1/19	Snow Day Movie 2	7	\$15.71	\$0.00

76

2/5/19 ST 2's	1	\$2.14	\$0.00
2/5/19 ST 3-5's	6	\$2.14	\$0.00
2/6/19 LBMS Book Club	5	\$0.00	\$0.00 Outreach
2/7/19 Preschool ST	60	\$0.00	\$0.00 Outreach
2/7/19 Knitting w/Eliza	6	\$6.19	\$0.00
2/7/19 Writing Workshop	3	\$9.86	\$3.29
2/9/19 Theatre Workshop	6	\$100.00	\$16.67
2/12/19 ST 2's	9	\$2.14	\$0.24
2/12/19 ST 3-5's	5	\$2.14	\$0.43
2/13/19 Movie	0	\$15.71	\$15.71
2/13/19 PJ ST	16	\$0.00	\$0.00
2/14/19 Lego Club	0	\$5.14	\$5.14
2/15/19 Movie	8	\$15.71	\$1.96
2/19/19 Tinker Tuesdays	1	\$0.00	\$0.00
2/21/19 Writing Workshop	1	\$0.00	\$0.00
2/21/19 Math Night @ LBES	25	\$0.00	\$0.00
2/27/19 LBMS Caudill Voting	15	\$0.00	\$0.00
TOTAL	178		
PASSIVE			
2/28/19 Coloring/Crafts	63	\$18.57	\$0.29
2/28/19 Winter Reading Club	18	\$28.98	\$1.61
	81		
Quarterly Total	895	\$1,007.56	\$1.13

11/20/18 Oriental Trading

\$18.57 Valentines Crafts

HF

Spring: March '19-May '19

Date	Location	Total	Program
1/22/19	Amazon	\$52.14	Spring Break Movies
1/31/19	Mark Hamilton	\$150.00	Chess Club
4/11/19	Post Net	\$254.36	PF Ceremony
4/17/19	Target	\$62.30	PF Ceremony
4/17/19	Lovin' Oven	\$84.29	PF Ceremony
3/31/19	Alicia Streightiff	\$63.62	Earth Day
4/12/19	Amazon	\$27.51	Slime Workshop
4/18/19	Amazon	\$21.60	Slime Workshop
4/18/19	Amazon	\$7.99	Slime Workshop

Program and Attendance

Date	Program	Attendance	Approx. Cost	Cost per Person
ACTIVE				
3/1/19	Snow Day Movie	7	\$15.71	2.24
3/5/19	Tot Time	14	\$0.00	0.00
3/12/19	Tot Time	10	\$0.00	0.00
3/13/19	Movie	9	\$15.71	1.75
3/14/19	Lego Club	7	\$5.14	0.73
3/15/19	PF Writing Contest	31	\$300.00	14.29
3/15/19	Bookmark Contest E	54	\$0.00	0.00
3/19/19	Tot Time	12	\$0.00	0.00
3/20/19	PJ ST	18	\$0.00	0.00
3/23/19	Mad Hatters	42	\$0.00	0.00
3/25/19	Movie	11	\$28.75	2.61
3/26/19	Tot Time	18	\$0.00	0.00
3/26/19	Movie	7	\$28.75	4.11
3/27/19	Movie	4	\$28.75	1.00
3/28/19	Movie	0	\$28.75	3.43
3/29/19	Super Smash Bros Tc	11	\$20.00	1.82
	Total	255		
PASSIVE				
3/31/19	Coloring/Crafts	80	\$0.00	0.00
3/31/19	Easter Crafts	6	\$0.00	0.00
	Total	86		
ACTIVE				
4/2/19	ST 2's	26	\$2.14	0.00
4/2/19	ST 3-5's	6	\$2.14	0.00
4/4/19	Preschool ST	80	\$0.00	0.00 Outreach
4/8/19	Chess Club	7	\$150.00	21.43
4/9/19	ST 2's	17	\$2.14	0.00
4/9/19	ST 3-5's	7	\$2.14	0.31
4/10/19	Movie	9	\$15.71	1.75
4/11/19	Lego Club	6	\$5.14	0.86
4/16/19	ST 2's	17	\$2.14	0.00
4/16/19	ST 3-5's	7	\$2.14	0.31
4/16/19	P/C Book Group 3-5	14	\$0.00	0.00
4/17/19	LBMS Book Group	5	\$0.00	0.00
4/17/19	PJ ST	14	\$32.60	2.33
4/17/19	PF Ceremony	100	\$400.95	4.01
4/20/19	Earth Day Drop in	15	\$63.62	4.24
4/23/19	ST 2's	21	\$2.14	0.10
4/23/19	ST 3-5's	10	\$2.14	0.21
4/24/19	Slime Workshop	18	\$80.77	4.49
4/30/19	ST 2's	21	\$2.14	0.10
4/30/19	ST 3-5's	8	\$2.14	0.27
4/30/19	STEM Scramble Chal	0	\$0.00	0.00 cancelled
	Total	408		
PASSIVE				
4/30/19	Coloring/Crafts	50	\$0.00	0.00
4/30/19	Games	6	\$0.00	0.00
	Total	56		
Quarter Total		805	\$1,241.76	1.54

still have a good amount of materials left to do another Slime Workshop

Adult Programs	May 1, 2018-April 31, 2019	\$6,000	Totals
MAY			
1-May Quilts/Marg Edwards	10	175	
7-May Trivia	54	0	
8-May Meditation	12	0	
8-May Sr. Center Bkclub	3	0	
8-May Craft plants	18	0	
10-May Knitwits	4	0	
11-May Brad Schnieder Rep	2	0	
15-May Bkclub/Nothing to Envy	15	0	
24-May Resiliency/Chad Hinkle	12	0	
31-May St. James Church Book Talk	12	0	
	10	142	175
			175
JUNE			
5-Jun Meditation/Petra	6	0	
8-Jun ASRC begins	0	0	
11-Jun Trivia	43	0	
12-Jun Sr. Center Bkclub/Last Days	4	0	
13-Jun craft/mesh tote	8	0	
14-Jun Knitwits	4	0	
19-Jun Book Club/ <i>Handmaid's Tale</i>	13	0	
21-Jun Peter, Paul and Mary/Steve Justman	15	175	
	8	93	175
			350
JULY			
10-Jul Feed the Brain/Heinens/Talia	7	0	
11-Jul Craft/Book Cover	6	0	
12-Jul Career Counseling	15	0	
17-Jul Meditation/Petra	20	0	
18-Jul Cookbook Book Club/Carrie	8	0	
19-Jul Photography/Mike Trahan	12	0	
24-Jul Book Club/Americanah	11	0	
26-Jul Chocolate/Leslie Goddard	Cancelled	0	
26-Jul Knitwits	0	0	
30-Jul Al Capone/Bill Hazelgrove	22	200	
	9	101	200
			550
AUGUST			
2-Aug Encore Book Talk	25	0	
2-Aug Harry Potter	36	50	
6-Aug Vagabond Travel/ Brian Michalski	6	160	
7-Aug Meditation/Petra	15	0	
8-Aug Craft/lunch bag	6	0	
9-Aug Super Heros	3	0	
13-Aug Trivia	48	0	

16-Aug Knitwits	0	0	
21-Aug Book Club	13	0	
23-Aug Social Security	15	0	
31-Aug ASRC ends	60	0	
	10	227	210
			760

SEPTEMBER

7-Sep Letterboxing	2	33.58	
10-Sep Peace Corps/Stacie Stubbendick	8	0	
11-Sep Sr. Center Book Club	2	0	
12-Sep Crafts: pendants	9	0	
13-Sep Teachers Teach/Pat Harkins 10:15am	2	0	
13-Sep Knitwits	4	0	
17-Sep Trivia	53		
18-Sep Book Club	11	0	
20-Sep College Finances/Joe Orsolini	4	0	
24-Sep Giants of the Park/Krista August	6	175	
27-Sep For the Love of Tidy/Kristyn Ivey	17	250	
	11	118	458.58
			1218.58

OCTOBER

4-Oct Actress Rusty Schwimmer	17	0	
8-Oct Origins & Evolution of Islamic Civilization	28	0	
9-Oct Sr. Center Book Club	1	0	
10-Oct Crafts	4	0	
10-Oct Cookbook BkClub/Carrie	8	0	
11-Oct Knitwits	2	0	
12-Oct Letterboxing	1	0	
10-Oct Crafts	4		
16-Oct Book Club <i>Beartown</i>	15	0	
18-Oct Amy Larson	7	0	
22-Oct Media Prpresentations & Negative Sterotypes	21	0	
18-Oct Clicker/pointer	0	13.79	
24-Oct ESL	7		
25-Oct Arthritis and Stem Cells/Bruce Hamming	12	0	
29-Oct Paranormal	11	100	
	15	138	113.79
			1332.37

NOVEMBER

1-Nov Letterboxing	1	0	
5-Nov Women in Afghanistan/Mahila Chisti	25	0	
7-Nov ESL	4	0	
8-Nov Knitwits	2	0	
11-Nov Mollie's War/History Museum	10	100	
12-Nov Trivia	59	0	
14-Nov Craft	5	0	
13-Nov Book Club <i>Before We Were Yours</i>	9	0	

20-Nov Sr. Center Book Club	6	0	
29-Nov ESL	3	0	
10	124	100	1032.37

DECEMBER

6-Dec Chicago Holiday Traditions/Krista August	6	175	
11-Dec Book Club <i>Fiela's Child</i>	15	0	
13-Dec Knitwits	1	0	
13-Dec Make Ahead Pastries/Cherise	16	325	
19-Dec Craft: Snow Globes	10	0	
December Countdown	48	0	
6	96	500	1932.37

JANUARY

9-Jan Movie: Big Miracle	4	0	
10-Jan Knitwits	2	0	
10-Jan Pharmacy Students	10	0	
14-Jan Common Core/Pat Harkins	6	0	
15-Jan Book Club: Zenzele	15	0	
16-Jan Craft: Snow Flakes	6	0	
16-Jan Book Club: Carrie	10	9.77	
17-Jan Reducing Debt/Mike Adams	0	0	
22-Jan Yoga/Marian McNair	2	0	
23-Jan Movie: March of the Penguins	3	0	
24-Jan Mindfulness: Chris George	7	100	
28-Jan Trivia	51	0	
29-Jan Susan Maddox/Winer Soups	12	300	
30-Jan Knitting	Cancelled	0	
30-Jan Craft Swap: Drop off	22	0	
14	150	409.77	2342.14

FEBRUARY

1-Feb Craft: Pick up	51	0	
4-Feb Madam President/Hazelgrove	24	200	
6-Feb Knitting	7	0	
7-Feb Chi's Candy History/Goddard	24	0	
7-Feb Furnace Girl/Kraig Moreland	14	0	
12-Feb Book Club <i>Girl Waits w/Gun</i>	11	0	
13-Feb Knitting	6	0	
14-Feb Knitwits	2	0	
13-Feb Game Club	6	0	
15-Feb Raffle	16	0	
20-Feb Craft Notebook	4	0	
20-Feb Knitting	5	0	
21-Feb Dentistry/Fauzia Khan	4	0	
25-Feb Trivia	58	0	
26-Feb Martina Mathison Cleopatra	12	300	

27-Feb Knitting	3	0	
28-Feb Oscars/Bochenek	3	200	
28-Feb Guess the Oscars	26	14.99	
18	276	714.99	3057.04
MARCH			
7-Mar Attracting Songbirds/Tim Joyce	10	175	
13-Mar Real Estate	10	0	
14-Mar Knitwits	5	0	
14-Mar Colleen Moore's Doll Houses	10	250	
12-Mar Rep. Bob Morgan	5	0	
15-Mar crafts	2	0	
18-Mar Women of WWII/BarbDeane	10	100	
19-Mar Book Club <i>Chilbury Ladies Choir</i>	14	0	
21-Mar Spring Vegetables	25	0	
9	91	525	3582.04
APRIL			
2-Apr PEO Book Talk	25	0	
4-Apr Health Care in Retirement	6	0	
8-Apr Steve Justman/Johnny Cash	12	175	
11-Apr Knitwits	4	0	
12-Apr Jane Addams/Betsey Means	18	250	
16-Apr Cookbook Book Club	6	0	
16-Apr Book Club: <i>Georgia</i>	11	0	
22-Apr Andrew Carnegie/Jim Gibbons	25	275	
24-Apr Craft: Garden Club	20	0	
25-Apr Circling Lake Michigan/McCully	6	195	
22-Apr Natl. Library Week	25	0	
11	158	895	4477.04
Craft Supplies		759.47	5236.51

Recommendation on Architectural Designer

June 18th, 2019

SUMMARY: At the May Board of Library Trustees meeting, I provided a summary of the discussion regarding the need for an architectural designer for the Phase 1 renovation. Since the May meeting, both the Finance and Building and Grounds Committees have met and discussed.

NEED AS PRESENTED: The need for an architectural designer, as summarized for the full Board.

1. Needed for Project
 - a. Project will involve furnishings, electronics, masonry, dry wall, electrical, and more
 - b. It is in the interest of the Library to ensure that work is not made redundant with Phase 2 renovation and expansion
 - c. We worked with an architect and project manager on the 2011 renovation, and it was observed that this made the work faster and more efficient
2. Needed for Fundraising
 - a. An accurate cost estimate is needed for fundraising purposes
 - i. The final total for all work is needed, but also costs broken out by areas that could be sponsored by donors
 - b. The involvement of a firm with a history of working with libraries on the North Shore will create confidence in the management of the work
 - c. Graphics that show what will be done in Phase 1 (we have some excellent graphics for the full project, but have not yet commissioned any for Phase 1 alone)
3. Timing of Project
 - a. The Lake Bluff Library Foundation received a substantial multi-year donation in January, and the Library received in early June a contribution of \$100,000 from the State of Illinois. Congressman Brad Schneider's office has also been involved in finalizing 501C3 status for the Foundation.
 - b. This represents momentum that it would be advantageous to build on.

FINANCE: The Finance Committee discussed three ways to potentially cover the \$15,000 cost, in order of desirability. These are:

1. PLAN A: On June 24th, 2019 representatives of the Library Foundation will appear before the Village Finance Committee with a request for the Village to cover the \$15,000 as a contribution to the start of the project.
2. PLAN B: A portion of the \$100K received from the State will be used to cover the cost.
3. PLAN C: Emphasizing that Plan C runs a distant third in terms of desirability, the Library can cover the cost from the operating budget if it is necessary to do so. The current budget is tight, and as an expense this would limit our flexibility and options later in the Fiscal Year, but it could be done. Information on Plan C is included.

RECOMMENDATION: This is an expense necessary to raising the funds and seeing that renovations are begun. Both the Building and Grounds and Finance Committees recommend proceeding.

RECOMMENDED MOTION: That the contract for \$15,000 with Engberg Anderson for architectural design services be accepted, with payment (in order of desirability) from A) The Village of Lake Bluff pending discussions later this month, B) A grant from the State of Illinois, or C) Payment from Library operating budget.

Respectfully submitted,
Eric Scott Bailey

Plan C: Proposal for Covering \$15K Cost of Engberg Anderson from Library Operating Budget

Budget Line	Amount	Note
Other Professional Services	\$3,750.00	Of the \$5K budgeted, \$1,250 is for web development.
Misc. Expenses	\$1,000.00	This represents half the budgeted amount.
Building Maintenance	\$4,000.00	Conservatively, we will pick up \$4K in efficiency with our new HVAC agreement.
Contingency	\$2,000.00	This is about 2/3rds of the Contingency budget.
		We do not budget toward the expectation of receiving the Per Capita Grant. In
Per Capita Grant	\$2,000.00	spending the funds we have been awarded, we can free up budget space for other
Library Furnishings	\$2,250.00	expenses.
		This represents about half of the unassigned furnishings budget.
Total	\$15,000.00	



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.

5600 River Rd, Suite 819 | Rosemont, IL 60018 | (847) 704-1300 | www.engberganderson.com

MILWAUKEE

MADISON

TUCSON

CHICAGO

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

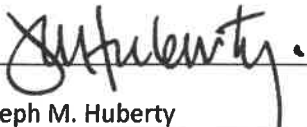
ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of the signed copy.

For

Engberg Anderson

Board of Library Trustees
of the Lake Bluff Public Library,
Lake County Illinois

Signature 

Name Joseph M. Huberty

Title Partner, Secretary

Date May 10, 2019

Signature _____

Name _____

Title _____

Date _____

Copied [name] , [title] | [organization]

EA File Name: P:\Chicago\2019 3005\193052 Lake Bluff PL Reno\1-Project Administration\1-Contracts & Fees\1-Client\Agreement PFSD.Docx

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

Recommendation Regarding Contract with Murphy and Miller

June 18th, 2019

SUMMARY: This document will summarize the information presented to the Building and Grounds Committee, and forward that committee's recommendation.

RESEARCH:

Eric Bailey and Lyndy Jensen performed a study of work (and attendant costs) related to the Library's HVAC system in the past three years.

- Over that time, \$45,075.28 has been spent on HVAC maintenance.
- Bailey and Jensen met with representatives from Murphy and Miller, who perform HVAC preventative maintenance for the Library. Costs and needs were reviewed.
 - The current contract is focused on prevention, rather than upkeep.
 - With the Wood Building HVAC 16 years old and the Library HVAC 13 years old, both systems are entering the second half of their life expectancy.
 - Given the increased needs of the system as it ages, Murphy and Miller recommend a Full Maintenance contract.

Information was sought from Dave Kilinskis of Murphy and Miller on which of our prior expenses over the past three years would have been covered by the agreement under discussion.

- \$36,207.00 would have been covered by the proposed agreement, though there is some inexactness to doing this retroactively.
- \$29,250.00 would have been the full service contract over the past three Fiscal Years.
- This would have represented a reduced cost of \$6,957 over the past three Fiscal Years.
- The difference is particularly notable in each of the past two Fiscal Years, where we would have seen \$4,000 in reduced costs each year.

The current budget was examined to determine the impact that a changed contract would have.

- The most recent preventative maintenance contract was for \$2,344 with Murphy and Miller for FY2018-2019.
- The proposed full maintenance agreement is for \$9,750 for a single year (FY2019-2020).
- Building Maintenance is budgeted for \$30,000, with \$15,000 projected for HVAC support and maintenance. Funds were budgeted for what we had been spending, including and beyond the contract.
- The budget for FY19-20 can therefore handle the additional cost, and should see a decrease in HVAC expenses.

CONCLUSION: The numbers highlight the reality of our current HVAC system, which is approaching 20 years old. As with any aging machinery, the quantity of needed maintenance and repairs can be expected to increase. The benefits of being more proactive with maintenance are also increased. These considerations are born out by the numbers analyzed. Additionally, this expense has become increasingly variable; controlling it in this manner will reduce uncertainty. On June 14th, 2019 the Building and Grounds Committee met and discussed, and recommends approval to the full Board.

RECOMMENDED MOTION: That the Full Maintenance Contract for the HVAC with Murphy and Miller for \$9,750 be approved.

Respectfully submitted,

Eric Scott Bailey



FULL COVERAGE MAINTENANCE AND REPAIR AGREEMENT

Customer's Billing Name & Address:

LAKE BLUFF PUBLIC LIBRARY
123 EAST SCRANTON
LAKE BLUFF, IL 60044

Service To Be Provided At:

SAME

Effective Date & Term : 12 MOS BEGINNING _____
Anniversary Date
Agreement Amount : \$9,750.00
Payment Schedule : \$2,437.50 PER QUARTER

Sale Representative : Mr. Mike Kilinskis
Proposal Date : 05/24/2019
M&M customer/Site Code: LAK013/1
Contract Number : 000218

M&M agrees to maintain the equipment listed on the attached pages in good operating condition by making mechanical adjustments and/or repairs as required.

Replacement repair parts : Included
Emergency Overtime Labor : Included
EPA refrigerant recovery : Included

Compressor repair : Included
Compressor replacement : Included

M&M will make the following number of Preventive Maintenance Inspections over a total of the following scheduled site visits during each term of this Agreement. The air conditioning and heating Inspections include equipment startup and shutdown.

Air Conditioning : 2 inspections
Equipment Controls : 0 inspections
Building Automation : 0 inspections

Refrigeration : 0 inspections
Heating : 2 inspections
Filters : 4 changes

M&M Inspection activities will be scheduled by M&M and will be based on manufacturers' recommendations; equipment location, application and type; and Murphy & Miller's 83 years of HVAC experience. You will be informed of our maintenance and repair work, and a service report detailing work done will be presented after each service call for your records.

Beginning with the effective date, you agree to pay, in advance, for the services described herein according to the payment schedule shown above.

This Agreement shall continue in effect unless and until you give written notice of your intention not to renew and it is received by M&M a minimum of thirty days prior to the anniversary date. Renewals of this Agreement will be invoiced on the basis of prices in effect at each renewal date. This Agreement is not valid or binding until accepted by Murphy & Miller, Inc.

LAKE BLUFF PUBLIC LIBRARY

MURPHY & MILLER, INC.

Signature

Signature

Printed Name and Title

Printed Name and Title

Date

Date

Murphy & Miller, Inc./600 West Taylor/Chicago, IL 60607-4429



EQUIPMENT COVERAGE SERVICES

<u>Included</u>	<u>Not Included</u>
X	
X	
X	
X	
X	
	X

FULL COVERAGE/LABOR ONLY CONTRACT SERVICES

- Replacement repair parts
- Compressor repair
- Compressor replacement
- EPA Refrigerant recovery
- Emergency Overtime Labor
- Cranes

<u>Included</u>	<u>Not Included</u>	<u>N/A</u>
X		
X		

HUMIDIFIER SERVICES

- Modulating Steam Humidifier
- Electric Element Humidifier
- Infra-red Humidifier
- Evaporative Humidifier
- Electric Cell Humidifier -- Total no. of cells:
- Cell replacement on Electric Cell Humidifiers is limited to one change per year.

<u>Included</u>	<u>Not Included</u>	<u>N/A</u>
		X
		X
		X
		X

WATER TREATMENT SERVICES

- Tower Water
- Chilled Water
- Boiler Water
- Humidifiers

<u>Included</u>	<u>Not Included</u>	<u>N/A</u>
X		

CONTROL SERVICES

1. Controls installed by the manufacturer on equipment covered by this Agreement
2. Built up control systems and controlling devices on equipment covered by this Agreement
 - X Electric control systems
 - X Electronic control systems
 - X Pneumatic control systems
3. Automatic control valve operators on equipment covered by this Agreement, excluding valve bodies
4. Control system air compressors
5. Control system air driers

<u>Included</u>	<u>Not Included</u>	<u>N/A</u>
X		
		X
		X
		X
		X
		X
		X

AIR FILTER SERVICES

CHANGES PER YEAR

- Filter media
 - Throw-away filters
 - High-efficiency filters
 - Roll-A-Matic filters
 - Bag filters
 - Charcoal filters
 - Washable filters
- FOUR (4)**

All metal filter frames furnished by Murphy & Miller under the terms of this Agreement will remain the property of Murphy & Miller. Murphy & Miller reserves the right to remove its frames should this Agreement be cancelled or expire.



TERMS AND CONDITIONS

1. The identification, detection, encapsulation, removal or disposal of asbestos or products or materials containing other hazardous substances is beyond the scope of this Agreement and Murphy & Miller is not required to perform same.
2. The redesign, repair, or adaptation of any equipment due to the obsolescence or unavailability of refrigerants is beyond the scope of this Agreement and Murphy & Miller is not required to perform same.
3. Murphy & Miller's maximum liability based upon any legal claim or cause of action (except for personal injury), shall not exceed the yearly contract price of this Agreement.
4. Customer shall permit free and timely access to the building and equipment, permit use of the building services, allow Murphy & Miller to start and stop the equipment as necessary, keep areas adjacent to the equipment free of extraneous materials; and move or alter any stock, fixtures, walls, or partitions as needed to perform the work under this Agreement.
5. Murphy & Miller warrants that labor provided under this Agreement will be performed in a workmanlike manner. However, no claim for defective workmanship may be brought upon any cause of action, unless customer has provided Murphy & Miller with written notice of such defects within the ninety day period following the termination date of this Agreement.
6. Murphy & Miller will not be responsible for labor, material or replacement parts for items or components not normally mechanically maintainable such as the following: painting, cabinet interior or exterior, hardware, door glass or gaskets, drain lines which are not part of the mechanical equipment covered under this Agreement, air balancing, duct cleaning, heat exchangers, boiler tubes or sections, flues or stacks, radiators or their components, combustion chambers, pump mechanical seals, control valve bodies, roof structures, registers, louvers, diffusers, electrical disconnects, cooling tower fill, ductwork, condensers, evaporators, rusted out drain pans, refrigerant service valve/ isolation valves, refrigerant relief valves, electric heating elements, boiler relief valves, blower wheels and housing and refrigerant leaks in evaporators or condensers. Murphy & Miller will not be responsible for repair work or replacement of parts or equipment caused by low water pressure, low voltage, power failure or blown fuses. Murphy & Miller is not responsible for repairs to water, steam, gas, plumbing, electrical lines or refrigerant lines outside of equipment enclosures.
7. Murphy & Miller will not be responsible for any labor or material required due to work performed by the Customer or others.
8. Murphy & Miller shall not be required to furnish any items of equipment or labor recommended or required by Insurance Companies, Government, State, Municipal or other Authorities, unless paid for by the Customer.
9. In the event of termination by the Customer, Customer agrees to pay for all work performed since the last contract renewal date (or if no renewal, since inception) at Murphy & Miller's labor and material rates prevailing at the time of termination. The Customer's contract payments for the period since renewal (or if no renewal, since inception) shall be credited against Murphy & Miller's labor and material bill and the Customer shall pay for any shortfall or receive any refund due on the difference between the amount paid and the amount billed due to termination.
10. Customer warrants that it is either the owner of the Premises or the owner's duly authorized agent empowered to enter into this Agreement on the owner's behalf. If the Customer is not the owner, it agrees to provide the owner with an executed copy of this Agreement.
11. Customer agrees to pay interest on any sums outstanding and past due computed at 2% per annum over the current prime rate of interest set by libor.
12. Customer agrees to pay all of Murphy & Miller's costs and expenses incurred in enforcing Murphy & Miller's rights or remedies hereunder or any of the terms hereof, including but not limited to, Murphy & Miller's reasonable attorneys' fees and court costs.
13. Murphy & Miller shall not be required under this Agreement to replace parts and components that are permanently unavailable or listed as obsolete by the manufacturers or to replace coils and condensers that are beyond repair in Murphy & Miller's judgement. Replacement or substitution for such parts shall be done by Customer's authorization and expense, in addition to regular maintenance fees hereunder. Murphy & Miller charges shall be its prevailing rates for labor and materials.
14. Customer agrees to pay as an extra to this Agreement for service rendered due to nuisance calls such as power failures, low voltage or blown main fuses, improperly set thermostats, or turned off disconnect switches.
15. Customer agrees to abide by the decisions of Murphy & Miller with respect to the best means and methods employed for any corrective or repair work necessary.
16. Murphy & Miller's time to perform its obligations hereunder shall be extended as necessary if Murphy & Miller's performance is partially or wholly delayed by parts or equipment unavailability, strikes, lockouts or other labor difficulties of any kind; transportation delays; casualty; war, rebellion, or riot, acts of God or government or any cause whatsoever beyond Murphy & Miller's reasonable control. Murphy & Miller's duty to perform any work delayed for the above reasons ceases upon termination of this Agreement.



- 17. Murphy & Miller shall not be liable to correct defects in or damage to the Customer's equipment caused by casualty, including fire, theft, or flooding; erosion; corrosion; action of the elements, including water damage, freezing, or rusting; Customer's negligence or improper maintenance and operation; any party other than Murphy & Miller working on the equipment; or any other cause beyond Murphy & Miller's reasonable control. Murphy & Miller shall not be liable for any incidental, special, indirect or consequential damages suffered by the Customer including (without limiting the foregoing) loss of business or profits, loss of use, increased operating or maintenance expenses, claims of Customer's tenants or clients, food spoilage, damage to the Customer's premises, or loss of business opportunity.
- 18. Murphy & Miller is only responsible for equipment itemized on the attached equipment list. With respect to the equipment listed in this Agreement, the Customer agrees to have service or repairs not covered by this Agreement done promptly so as not to interfere with Murphy & Miller's performance hereunder. Any work not covered by this Agreement and performed by Murphy & Miller shall be at its prevailing material and labor rates.
- 19. Corrections of the design or installation of Customer's equipment is beyond the scope of this Agreement and Murphy & Miller is not required to perform same.
- 20. Deliming or cleaning of water cooling towers, evaporative condensers, or water cooled condensers, is not covered by this Agreement unless specified as part of the Agreement.
- 21. The equipment listed in this Agreement is being accepted with the understanding that the equipment is in good operating condition. Oil and refrigerant samples will be analyzed before any acceptance of centrifugal refrigeration systems. Should any repairs be found necessary upon initial inspection or start-up, a charge will be made for those repairs governed by Murphy & Miller's prevailing labor and material rates.
- 22. The following is beyond the scope of this Agreement: 1) disposal or reclamation of customer's refrigerants and waste oil, 2) Repair or replacement of starters, soft starters or frequency drives. Murphy & Miller will perform such services at their prevailing labor and material rates.
- 23. Customer shall make available to Murphy & Miller's personnel all pertinent material safety data sheets (MSDS) pursuant to OSHA's hazard communications standard regulations.
- 24. If, for any reason, the Customer requests work, other than emergency service, to be done before or after Murphy & Miller's regular working hours, such as Saturdays, Sundays, and Holidays, the Customer agrees to reimburse Murphy & Miller for any labor costs above those applicable to regular working hours.
- 25. No other Agreement, oral or written, expressed or implied, shall limit or qualify the terms of this Agreement, unless such an additional Agreement is accepted by both parties in writing.
- 26. Murphy & Miller is entitled to discontinue its performance under this Agreement at any time payments are past due.
- 27. DUE TO THE ESCALATING FEDERAL TAXES AND PRODUCTION QUOTAS ON REFRIGERANT, MURPHY & MILLER'S MAXIMUM LIABILITY FOR THE REPLACEMENT OF REFRIGERANT IS LIMITED TO 10% OF THE TOTAL AGREEMENT AMOUNT SHOWN AT THE TOP OF PAGE ONE.

ADDITIONAL PROVISIONS:

FILTERS TO BE CHANGED FOUR (4) TIMES PER YEAR

BELTS TO BE CHANGED ONCE (1) TIME PER YEAR

OUTDOOR CONDENSERS TO BE POWERWASHED ONCE (1) TIME PER YEAR

ADD ENERGY MANAGEMENT TO CONTRACT COST \$3,000.00



EQUIPMENT COVERED UNDER THIS CONTRACT

QTY	UNIT MAKE	DESCRIPTION	MODEL #	SERIAL #	LOCATION
1	MODINE	VENTILATION AIR HANDLING UNIT	DFP300TMRNN 24A1	0917095015- 8240	MECHANICAL ROOM- LIBRARY
1	MODINE	VENTILATION AIR HANDLING UNIT	DF300TMRNN24 A1	0917095015- 823P	MECHANICAL LIBRARY ROOM
1	BRUCKNER	SUPPLY FAN MOTOR	015180P3E254T	UNKNOWN	MECHANICAL ROOM- LIBRARY
1	YASKAWA	VARIABLE FREQUENCY DRIVE	E7LVD046GXY	4W068780755 0001	MECHANICAL ROOM- LIBRARY
1	NORTEC	STEAM JET HUMIDIFIER	GSTC-100	2010371GS1A1 06	MECHANICAL ROOM- LIBRARY
1	CARRIER	AIR CONDENSER AIR COOLED	38AH028-5- A1C1AC	4206005617	OUTSIDE
1	CARRIER	CONDENSER FAN MOTOR	38HDC060521	2801X13348	OUTSIDE
1	CARRIER	VENTILATION AIR HANDLING UNIT	40RM-012- B610YC	3801F12051	CLOSET MUSEUM
1	CARRIER	SUPPLY FAN MOTOR	38AKS014-521	1608G30084	CLOSET MUSEUM
1	STERLING	HEATING UNIT HEATER	M12011873670 01001	UNKNOWN	CLOSET MUSEUM
1	CARRIER	AIR CONDENSER AIR COOLED	38HDC060521	2801X13347	OUTSIDE
14	TITUS	VAV BOXES	DES	UNKNOWN	LIBRARY BUILDING
1	CARRIER	AIR COND SPLIT SYSTEM W/AIR HANDLERS	58 MCA-100- B/38HDC060-A	UNKNOWN	CLOSET-MUSEUM/OUTSIDE
1	CARRIER	FURNACE	58MCA-100- B/38HDC060-A	4301A11490	LOFT-MUSEUM/OUTSIDE
1	UNKNOWN	SUPPLY FAN MOTOR	UNKNOWN	UNKNOWN	LOFT-MUSEUM/OUTSIDE

Director's Report – June 2019

Programs of Note

- The Adult Summer Reading Club is underway. Staff member Jen Horan designed the log, and staff members Jillian Chapman and Anna Fifhouse led the creation of decorations for the Main Floor. Head of Circulation Katie Horner joined the staff mid-way through planning, but gamely jumped in to help. Prizes include: Custom library tote bag, custom Reading is Magic buttons, 2 prepub books, and raffle ticket for a Samsung Galaxy tablet. Multiple logs can be completed for more buttons, prepub books and raffle ticket. The funds from our partnership with the Lake Bluff Brewery from 2018 (\$600) went to support this year's prizes.
- The Youth Summer Reading Club is underway, and has had record participation thus far. The decorations, assembled by Eliza Jarvi, Anna Fifhouse, Alicia Streightiff, Lauren Moody, and Regina Ruocco are fantastic. We have moved to a 'minutes based' model rather than page based, and the reading club has been simplified and streamlined from a staff perspective. All without taking away any of the fun or hoopla for the kids! Moving to minutes will hopefully encourage struggling and younger readers.
- Lake Bluff Middle School is changing their summer reading assignment, and as a result the Assistant Principal Kellie Bae reached out and set up classroom visits for all 7th and 8th grade English classes. We had 192 Middle Schoolers visit in over eight groups. Anna Fifhouse and Regina Ruocco led a brief tour of the library, Eliza Jarvi walked the groups through some of the digital resources that the kids have access to with their library cards (My Media Mall, Hoopla, Freedom Flix, Truth Flix, and Mango), and then helped them check their accounts and find a book. The Teen Collection will definitely see a circulation spike in June (not in this current board packet), we sent home applications for kids who never have had cards, several IGA applications for cards that had never been picked up, and many books got checked out.
- Prizes are also available rewarding participation in reading clubs by the whole family. If the whole family completes a reading club, they will be entered in a drawing for a gift certificate to a local family restaurant. Concurrent programs are also scheduled, such as a Slime Workshop for kids and a DIY Spa Craft for adults.
- The first 200 Summer Reading Club entrants receive a yard sign to put up, and reading logs for all reading clubs were included in the summer newsletter.

Foundation Granted Tax Exempt Status

In early June, the Lake Bluff Public Library Foundation received notification that its application for tax exempt status had been accepted. This followed some questions made on our behalf by Congressman Brad Schneider's office. His office was very helpful, and the Congressman himself called to congratulate us after we reported that our application had been accepted.

Grant from State

On June 4, 2019 we received notice from Senator Julie Morrison's office that the recently passed HB 62 (more commonly known as Rebuild Illinois) included \$100K for renovation and expansion at the Lake Bluff Public Library. I am working with the Senator's office to define limitations, timing, and expectations regarding this grant.

Model Library

George Russell completed the case for the model of the former Library, and the model is now on display on the Main Floor. The detail on the model is fantastic, and George did a great job with the case. It is presently next to the

New Materials display, though unfortunately this means it cannot be plugged in (it has built in lights). I am exploring the option of swapping our Native American wooden statue for the Library model.

Seed Library

On June 15, 2019, we are going live with our Seed Library. Jillian Chapman has done a great job setting up procedures, creating materials, and organizing this new collection. Jillian has also loaned us a wonderful antique display for seed packets; I encourage Trustees to check it out in the foyer! We have already begun receiving donations and requests.

Deep Clean Completed

Our second annual deep clean took place over Memorial Day weekend, with excellent results.

Collection Shifting in Youth Services

The Juvenile nonfiction weed is complete! Regina Ruocco has been working hard to get it done before the Summer Reading Club kickoff. She is working on updating several areas in the collection. She also freed up several bookcases, and the space was used to move Juvenile Series into the main room of the Children's Department. Juvenile Series has been a very cramped collection, but also hard to weed due to its perennial popularity. Now it has a little breathing room. Book bundles (pre-made storytimes on a specific subject), Launchpads, and our small but growing Spanish collection moved to the bookcase that is directly across from the elevator.

Library-School Partnership

Eliza Jarvi and Regina Ruocco met with Buffy Stauffer (District 65 Reading Specialist) and Paige Soule (LBES librarian) before school let out for summer, to discuss plans for summer and the next school year. Paige is interested in pursuing a grant via RAILS to do a joint STEM program for the K-2 grades, which we will begin to pursue in the fall.

Adult Fiction Project

Head of Circulation and Reference Katie Horner reports that we've almost finished with weeding the Adult Fiction collection. Staff member Claire Osada has been very helpful in assisting with record deletion, and scheduling pickups for the Salvation Army. Katie's hope is to have the main weeding finished by the end of June/beginning of July, and then working with Circ & Reference staff to keep up with weeding every 3-6 months. Ideally, this can be turned into an ongoing desk project, but it may take a little time to work up to that point and get everyone trained.

New Procedure Manual

Katie Horner reports that she has been training new cataloger Lara Leaf on circulation and reference procedure. She has used the training opportunity to create a physical Customer Service/Reference procedure manual, using Martha O'Hara's excellent existing procedure documents, and updating/expanding where needed.

Digital Media Training

Katie reports that we kicked off a brief digital materials training session during the May staff meeting, with the idea that this will be an ongoing staff meeting feature, since this is an area that a lot of staff members have said they'd like more training on.

Respectfully submitted, Eric Scott Bailey

Monthly Statistics Summary May 2019

Library Usage Summary

Total May Circulation

FY	Total	Avg. Circ/Hour	%Change
19-20	7,384	26.56	-13.40%
18-19	7,441	26.48	-16.53%
17-18	8,915	33.52	0.00%

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
19-20	7,384	26.56	-13.40%
18-19	7,441	26.48	-16.53%
17-18	8,915	33.52	0.00%

- .76%

Total May Visits

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	5,052	18.17	-2.07%
18-19	5,159	18.36	-12.81%
17-18	5,917	22.24	0.00%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	5,052	18.17	-2.07%
18-19	5,159	18.36	-12.81%
17-18	5,917	22.24	0.00%

Total May Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	34	61.90%	321	34.87%
18-19	21	75.00%	238	12.26%
17-18	12	0.00%	212	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	34	61.90%	321	34.87%
18-19	21	75.00%	238	12.26%
17-18	12	0.00%	212	0.00%

Online Access

Total May eMaterial Circulation

+39.5%

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	940	116	0	7	-83.86%
18-19	325	102	329	6	-30.03%
17-18	345	4	712	28	0.00%
	0	0	0	0	%

Total eMaterial Circulation Fiscal Year to Date

+39.5%

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	940	116	0	7	-83.86%
18-19	325	102	329	6	-30.03%
17-18	345	4	712	28	0.00%
	0	0	0	0	%

Total May Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	7,553	19.98%	4944	13.16%
18-19	6,295	-21.21%	4369	-17.71%
17-18	7,990	0.00%	5309	0.00%

Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	7,553	19.98%	4,944	13.16%
18-19	6,295	-21.21%	4,369	-17.71%
17-18	7,990	0.00%	5,309	0.00%

Total May Database Usage

FY	Research	Novelist	Tumblebooks	%Change
19-20	193	23	1	50.69%
18-19	64	29	51	-87.73%
17-18	212	879	83	0.00%

Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
19-20	193	23	1	50.69%
18-19	64	29	51	-87.73%
17-18	212	879	83	0.00%

Other Services

Total May Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	1	101	45	6
18-19	4	143	43	4
17-18	1	92	39	9

Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	1	101	45	6
18-19	4	143	43	4
17-18	1	92	39	9

Monthly Statistics Summary May 2019

Adult Services Summary

Total May Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	710	1,012	1,366	3,088	-9.79%
18-19	881	1,072	1,470	3,423	-11.28%
17-18	934	954	1,970	3,858	0.00%

Total May Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	10	0.00%	123	-13.38%
18-19	10	25.00%	142	100.00%
17-18	8	0.00%	71	0.00%

Teen Services Summary

Total May Circulation

FY	Total	%Change
19-20	74	-7.50%
18-19	80	-36.00%
17-18	125	0.00%

Total May Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	5	66.67%	8	-27.27%
18-19	3	50.00%	11	0.00%
17-18	2	0.00%	11	0.00%

Youth Services Summary

Total May Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	2,006	310	394	2,710	20.87%
18-19	1,550	359	333	2,242	-26.23%
17-18	2,060	416	563	3,039	0.00%

Total May Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	19	137.50%	190	123.53%
18-19	8	300.00%	85	-34.62%
17-18	2	0.00%	130	0.00%

Technical Services Summary

Total May Activity

FY	Acquisitions	Deletions
19-20	870	2,274
18-19	503	312
17-18	710	612

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	710	1,012	1,366	3,088	-9.79%
18-19	881	1,072	1,470	3,423	-11.28%
17-18	934	954	1,970	3,858	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	10	0.00%	123	-13.38%
18-19	10	25.00%	142	100.00%
17-18	8	0.00%	71	0.00%

Total Circulation Fiscal Year to Date

FY	Total	%Change
19-20	74	-7.50%
18-19	80	-36.00%
17-18	125	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	5	66.67%	8	-27.27%
18-19	3	50.00%	11	0.00%
17-18	2	0.00%	11	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	2,006	310	394	2,710	20.87%
18-19	1,550	359	333	2,242	-26.23%
17-18	2,060	416	563	3,039	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	19	137.50%	190	123.53%
18-19	8	300.00%	85	-34.62%
17-18	2	0.00%	130	0.00%

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
19-20	870	2,274
18-19	503	312
17-18	710	612

Friends of the Library Meeting Dates

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

2019 Meeting Dates

January 19 at 10:00am – Kathy Meierhoff

February 16 at 10:00am – Tim Kregor

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

April 13 at 10:00am - CANCELLED

May 18 at 10:00am – Kate Jackson

June 15 at 10:00am – Jon Heintzelman

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



With the birthday theme well under way for the parade we have some updates: We have ordered and received ratchets, horns, balloons and clappers for the parade. We will be filling the balloons on July 3rd at the Lake Forest Hardware Store and on July Fourth we will be providing Einstein Bagels, coffee and juice to parade walkers. We will of course have water available for the

walkers and pass out candy to the public. On June 20th, Jillian and Eliza are hosting a teen's decoration party to turn the book bike into a large birthday cake. Should be a lot of fun and we have had a lot of interest.



- **Centennial Fundraiser**

Jillian will be presenting a proposal to the Friends of the Lake Bluff Library on Saturday, June 15th, asking them to sponsor a Centennial Trivia Night Fundraiser at Bernie's Book Bank in the month of November.

- **Centennial Banners**

The Centennial Banners will be on display in downtown Lake Bluff after August 12th. Just in time for the Centennial Block Party. Lyndy will be placing grommets in the sides so they are protected from being stolen from the posts.

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!