

**March 19th, 2019**

**agenda**

<b><u>item</u></b>	<b><u>DOCUMENT</u></b>	<b><u>Section</u></b>
<b>1,2 CTO, Additions (2 minutes)(7:02pm)</b>		
Document Summary		1A
Agenda		2A-2B
<b>3 Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>		
<b>4 Consent Agenda</b>		
Minutes of February 19th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:09pm)		3A-3B
<b>5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:14pm)</b>		
February Detailed Revenue & Expense Report (action)		4A-4E
February Detailed Balance Sheet (action)		5A-5C
<b>6 Approval of Checks (Green) (5 minutes)(7:19pm)</b>		
February Check Disbursement Report (action)		6A-6F
<b>7 Committee Reports (10 minutes)(7:29pm)</b>		
<b>8 New Business</b>		
Centennial Sponsorships (5 minutes)(7:34pm)		8A-8D
<b>9 Old Business</b>		
Final Reading of Budget for FY 19-20 (action)(10 minutes)(7:44pm)		9A-9G
Opening on Board of Library Trustees (10 minutes)(7:54pm)		10A-10D
<b>10 Director's Report (5 minutes)(7:59pm)</b>		
Librarian's Narrative Report		11A-11B
<b>11 Executive Session(s)</b>		
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment (1 minute)(8:00pm)</b>		
<b>14 Attachments</b>		
Statistics for February, 2019		12A-12B
Friends Meeting Dates for 2019		13A
March 2019 Centennial Update		14A-14C
Dan Egan Author Visit		15A-15B

**Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, March 19<sup>th</sup>, 2019 at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance**

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
  - a. Approval of Minutes of February 19<sup>th</sup>, 2019 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. February 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
  - a. February Detailed Revenue & Expense Report
  - b. February Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
  - a. February Monthly Checks (13878-13887, 13889-13914)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm) (Did not meet)**
  - a. Building and Grounds Committee (**CHAIR:** Schons. **MEMBERS:** Jerch, Meierhoff, and Stroh.)
  - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Schons.)
  - c. Finance Committee (**CHAIR:** Butler. **MEMBERS:** None.)
  - d. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Jerch and Meierhoff.)
  - e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Stroh.)
  - f. Long Range Planning Committee (**CHAIR:** Jackson. **MEMBERS:** Schons.)
  - g. Outreach Committee (**CHAIR:** Jackson. **Members:** None.)
- 8. New Business**
  - a. Centennial Sponsorships **(5 minutes)(7:34pm)**
- 9. Old Business**
  - a. Final Reading of Budget for FY19-20 **(action)(10 minutes)(7:44pm)**
  - b. Opening on Board of Library Trustees **(5 minutes)(7:54pm)**

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

- a. Director's Narrative Report

**11. Executive Session(s)**

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

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(8:00pm)****Attachments:**

Statistics for February, 2019  
Friends Meeting Dates for 2019  
March 2019 Centennial Update  
Dan Egan Author Visit

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

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, February 19th, 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 7:03 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Cal Stroh, Library Director Eric Bailey, Library Employees Martha O'Hara and Jillian Chapman. Carl Schons was absent.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** None.
4. **Approval of Minutes:** Butler moved and Stroh seconded a motion to approve the minutes of the January 15<sup>th</sup>, 2019 Board meeting; all voted aye.
5. **January 2019 Financial Reports:** Bailey noted the property tax revenue has all been received and that revenue from passports has been strong. Stroh moved and Butler seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Butler moved and Stroh seconded a motion to approve the December monthly checks numbered 13847-13852, 13854-13877; all voted aye.
7. **Committee Reports:**
  - a. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.) Bailey reported that the B&G committee discussed prioritizing three projects to improve the library. Renovation of the main desk, renovation of the adult computer room, and improvement of the children's area were pinpointed as meaningful improvements that would be visible to the public.
  - b. **Finance** (Chair: Kregor. Member: Butler.) Kregor said that the budget is still under consideration and that it should be finalized by the March meeting.
  - c. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.) Butler noted that there has been an increase in staff turnover in the past 14 months; employees have resigned for a variety of reasons. He also noted that our salaries are lower than those at surrounding libraries and that we need to be aware of this. Jackson suggested that exit interviews be done by members of the HR committee in addition to those done by Bailey.  
 (Did not meet)
  - d. **Bylaw and Policy** (Chair: Stroh. Member: Schons.)
  - e. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.)
  - f. **Long Range Planning** (Chair: Jackson. Members: Kregor and Schons.)
  - g. **Outreach** (Chair: Kregor. Member: Jackson.)
8. **New Business:**
  - a. Draft Budget for FY2018-2019: This was discussed during the Finance Committee report.
9. **Old Business:**
  - a. Revised Checkout Policy: The decision was made not to offer automatic renewals, and to delay the implementation of the new Checkout Policy until May 1, the beginning of the new fiscal year. Jerch moved and Stroh seconded a motion to approve the corrected version of the policy as written on addendum 9A; all voted aye.

b. Fundraising and Building Project: There was nothing new to report.

**10. Director's Report:** Bailey has hired Katie McLain to replace Lilliana LaValle; she will start within the next two weeks. He also noted that we have new book bags to check out and lots of new programs on our calendar. It was noted that though we were closed, other area libraries were open on Martin Luther King Day and President's Day. Should we be open, and perhaps offer some children's programs? Also, what can we be doing with our usage stats, besides looking at them to see what's gone up or down? Can we use them in a more proactive way?

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

**12. Any and All Other Business which may properly come before the Board:** None.

**13. Adjournment:** Stroh moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:02 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4A

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	YTD BALANCE 02/28/2019 NORM (ABNORM)	YTD BALANCE 02/28/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	919,780.64	895,528.44	921,475.00	99.82
PROPERTY TAX		0.00	0.00	919,780.64	895,528.44	921,475.00	99.82
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	148.65	172.70	1,708.80	1,782.93	2,100.00	81.37
080-300-34250	NON-RESIDENT FEES	190.88	440.12	4,461.62	4,822.24	7,000.00	63.74
080-300-34260	PASSPORT FEES	1,085.00	0.00	5,740.00	0.00	5,000.00	114.80
SERVICES		1,424.53	612.82	11,910.42	6,605.17	14,100.00	84.47
FINES							
080-300-35700	RENTAL FINES	568.14	556.67	8,413.00	9,076.56	12,500.00	67.30
FINES		568.14	556.67	8,413.00	9,076.56	12,500.00	67.30
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	8,558.22	0.00	7,900.00	108.33
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	790.00	390.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	1,500.00	50.00	1,500.00	50.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	5.83	505.66	10,851.71	6,430.03	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	2,818.57	1,212.79	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	2,159.36	0.00	0.00
080-300-38900	MISCELLANEOUS INCOME	35.30	39.00	1,239.45	1,355.47	2,000.00	61.97
MISCELLANEOUS REVENUE		1,541.13	594.66	25,757.95	11,597.65	11,450.00	224.96
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	799.89	800.84	11,883.46	7,240.57	5,000.00	237.67
INTEREST EARNINGS		799.89	800.84	11,883.46	7,240.57	5,000.00	237.67
Total Dept 300 - REVENUE		4,333.69	2,564.99	977,745.47	930,048.39	964,525.00	101.37
TOTAL REVENUES		4,333.69	2,564.99	977,745.47	930,048.39	964,525.00	101.37
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 02/28/2019

4B

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	YTD BALANCE 02/28/2019 NORM (ABNORM)	YTD BALANCE 02/28/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,695.76	19,548.44	199,791.69	201,683.12	246,000.00	81.22
080-603-40030	STAFF SALARIES	19,786.17	23,815.30	223,794.69	216,583.34	274,000.00	81.68
SALARIES		39,481.93	43,363.74	423,586.38	418,266.46	520,000.00	81.46
BENEFITS							
080-603-40400	MEDICAL INSURANCE	5,684.86	5,757.43	62,949.04	55,436.06	70,000.00	89.93
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	175.00	275.00	250.00	70.00
080-603-40970	EMPLOYER FICA TAX	2,955.08	3,269.94	31,859.86	30,957.10	37,000.00	86.11
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,452.26	3,060.46	29,089.93	32,464.86	38,000.00	76.55
BENEFITS		11,092.20	12,087.83	124,073.83	119,133.02	145,250.00	85.42
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	4,473.60	2,097.00	42,889.00	28,772.40	24,000.00	178.70
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,292.65	2,350.74	1,500.00	86.18
080-603-41050	MAINTENANCE-GROUNDS	1,610.00	2,010.00	6,871.74	6,263.94	6,000.00	114.53
080-603-41300	COMPUTER SERVICES	0.00	0.00	12,520.00	13,220.00	13,000.00	96.31
080-603-41313	COPIER MAINTENANCE/SUPPLIES	353.77	271.41	3,413.55	2,839.11	4,500.00	75.86
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	9.00	0.00	13,892.75	12,357.32	1,000.00	1,389.2
080-603-41350	LEGAL SERVICES	0.00	0.00	1,470.00	2,835.00	3,000.00	49.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	1,160.00	27,275.00	0.00
CONTRACTS		6,446.37	4,378.41	82,349.69	69,798.51	80,275.00	102.58
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	25.00	1,010.00	1,983.00	2,000.00	50.50
080-603-42440	DUES	0.00	73.00	1,960.14	2,227.31	2,500.00	78.41
080-603-43230	UTILITIES	975.74	1,260.15	10,766.67	10,892.28	14,000.00	76.90
080-603-43300	POSTAGE	121.65	28.18	1,652.48	1,212.90	2,500.00	66.10
080-603-43410	PRINTING/E-NEWSLETTER	1,778.99	1,632.00	7,581.30	7,599.89	8,000.00	94.77
080-603-43550	OFFICE SUPPLIES	715.59	591.95	5,136.11	4,998.17	5,000.00	102.72
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	327.41	455.62	1,311.36	1,676.15	2,000.00	65.57
080-603-43668	TECHNICAL SERVICES SUPPLIES	371.00	313.84	4,245.85	4,862.15	4,500.00	94.35
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	315.41	812.40	500.00	63.08
080-603-43710	ADULT PROGRAM SUPPLIES	1,497.80	13.83	5,086.32	5,368.17	6,000.00	84.77
080-603-43720	JUVENILE PROGRAM SUPPLIES	223.45	208.10	5,534.28	4,162.09	6,000.00	92.24
080-603-43730	OUTREACH SUPPLIES	28.00	0.00	787.05	391.24	1,000.00	78.71
080-603-43740	TEEN PROGRAM SUPPLIES	45.65	102.17	702.83	1,294.27	1,500.00	46.86
COMMODITIES		6,085.28	4,703.84	46,089.80	47,480.02	55,500.00	83.04
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	527.80	45.65	2,116.20	601.97	2,000.00	105.81
PROGRAM EXPENSES		527.80	45.65	2,116.20	601.97	2,000.00	105.81

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4C

		PERIOD ENDING 02/28/2019					
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	YTD BALANCE 02/28/2019 NORM (ABNORM)	YTD BALANCE 02/28/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,171.64	914.84	14,434.07	12,787.62	17,000.00	84.91
080-603-45100	ADULT FICTION BOOKS	792.05	173.52	13,126.76	11,408.16	15,500.00	84.69
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	16.14	382.03	280.14	500.00	76.41
080-603-45200	ADULT AUDIO VISUAL MATERIAL	925.12	1,691.54	10,583.65	11,932.66	15,500.00	68.28
080-603-45220	ADULT REFERENCE/E-REFER	2,041.83	0.00	10,991.61	15,095.38	22,000.00	49.96
080-603-45400	JUVENILE NON-FICTION	14.31	1,440.71	6,493.18	5,450.86	7,000.00	92.76
080-603-45410	PICTURE BOOKS, READERS	84.80	65.40	3,328.71	5,052.70	4,500.00	73.97
080-603-45420	JUVENILE FICTION	1,287.25	364.70	8,308.23	6,319.38	10,000.00	83.08
080-603-45430	JUVENILE AUDIO-VISUAL	555.48	97.14	2,024.84	1,360.32	2,500.00	80.99
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	334.33	500.00	0.00
080-603-45450	TEEN BOOKS	226.24	296.57	2,310.63	2,548.17	2,750.00	84.02
080-603-45460	E-BOOKS	1,936.32	149.00	9,310.19	8,066.38	13,000.00	71.62
080-603-45470	GRAPHIC NOVELS	0.00	0.00	242.76	314.86	500.00	48.55
080-603-45500	PERIODICALS	364.00	0.00	6,792.14	6,952.57	6,750.00	100.62
080-603-45510	VIDEO GAMES	309.72	279.71	3,302.99	3,300.77	3,500.00	94.37
080-603-45520	TRENDING TITLES	131.43	41.96	1,014.31	920.00	2,000.00	50.72
080-603-45600	PATRON & STAFF SOFTWARE	57.95	9.95	4,004.16	3,360.81	5,000.00	80.08
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	20,905.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	271.75	0.00	1,121.00	264.99	4,000.00	28.03
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	66.98	7,077.74	6,000.00	1.12
080-603-58270	OTHER EQUIPMENT	0.00	0.00	229.92	3,603.16	1,000.00	22.99
CAPITAL EQUIPMENT		10,169.89	5,541.18	119,600.16	127,336.00	161,500.00	74.06
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	23,495.00	0.00	291,168.18	0.00	100,000.00	291.17
CAPITAL BUILDING		23,495.00	0.00	291,168.18	0.00	100,000.00	291.17
Total Dept 603 - LIBRARY ADMINISTRATION		97,298.47	70,120.65	1,088,984.24	782,615.98	1,064,525.00	102.30
TOTAL EXPENDITURES		97,298.47	70,120.65	1,088,984.24	782,615.98	1,064,525.00	102.30
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		4,333.69	2,564.99	977,745.47	930,048.39	964,525.00	101.37
TOTAL EXPENDITURES		97,298.47	70,120.65	1,088,984.24	782,615.98	1,064,525.00	102.30
NET OF REVENUES & EXPENDITURES		(92,964.78)	(67,555.66)	(111,238.77)	147,432.41	(100,000.00)	111.24



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 02/28/2019

4D

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	YTD BALANCE 02/28/2019 NORM (ABNORM)	YTD BALANCE 02/28/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	3,253.40	5,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	7,152.50	0.00	4,411.00	162.15
GRANTS		0.00	0.00	7,152.50	3,253.40	9,411.00	76.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	200.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	315.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	515.00	16,000.00	0.00
Total Dept 300 - REVENUE							
		0.00	0.00	7,152.50	3,768.40	25,411.00	28.15
TOTAL REVENUES							
		0.00	0.00	7,152.50	3,768.40	25,411.00	28.15
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	4,443.26	0.00	4,411.00	100.73
CONTRACTS		0.00	0.00	4,443.26	0.00	4,411.00	100.73
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	31.94	88.66	15,439.93	6,615.60	16,000.00	96.50
PROGRAM EXPENSES		31.94	88.66	15,439.93	6,615.60	16,000.00	96.50
Total Dept 603 - LIBRARY ADMINISTRATION							
		31.94	88.66	19,883.19	6,615.60	25,411.00	78.25
TOTAL EXPENDITURES							
		31.94	88.66	19,883.19	6,615.60	25,411.00	78.25
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES							
		0.00	0.00	7,152.50	3,768.40	25,411.00	28.15
TOTAL EXPENDITURES							
		31.94	88.66	19,883.19	6,615.60	25,411.00	78.25
NET OF REVENUES & EXPENDITURES							
		(31.94)	(88.66)	(12,730.69)	(2,847.20)	0.00	100.00

03/15/2019 02:48 PM  
User: EBAILEY  
DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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4E

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	YTD BALANCE 02/28/2019 NORM (ABNORM)	YTD BALANCE 02/28/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		4,333.69	2,564.99	984,897.97	933,816.79	989,936.00	99.49
TOTAL EXPENDITURES - ALL FUNDS		97,330.41	70,209.31	1,108,867.43	789,231.58	1,089,936.00	101.74
NET OF REVENUES & EXPENDITURES		(92,996.72)	(67,644.32)	(123,969.46)	144,585.21	(100,000.00)	123.97

5A

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(10,369.77)	(10,356.15)
	A/R - OTHER	(10,369.77)	(10,356.15)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	142,964.63
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(211.80)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	391,988.39
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	15,134.68
	CASH/INVESTMENTS	585,829.97	550,027.70
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(7,895.89)	(15,048.39)
	DUE TO OTHER FUNDS	(7,895.89)	(15,048.39)
PREPAID ITEMS			
	PREPAID ITEMS	27,139.88	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
	PROPERTY TAX RECEIVABLE	921,478.34	921,478.34
<b>Total Assets</b>		<b>1,516,182.53</b>	<b>1,446,101.50</b>
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,569.16	21,569.16
	ACCRUED PAYROLL	21,569.16	21,569.16
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,230.06	55,387.80
	ACCOUNTS PAYABLE	14,230.06	55,387.80
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

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Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
	UNAVAILABLE PROPERTY TAXES	921,478.34	921,478.34
Total Liabilities		957,277.56	998,435.30
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	558,904.97	558,904.97
	NET POSITION/FUND BALANCE	558,904.97	558,904.97
Total Fund Balance		558,904.97	558,904.97
Beginning Fund Balance			558,904.97
Net of Revenues VS Expenditures			(111,238.77)
Ending Fund Balance			447,666.20
Total Liabilities And Fund Balance			1,446,101.50

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Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.50	7,152.50
	A/R - OTHER	7,152.50	7,152.50
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(22,465.50)	(42,660.97)
	CASH/INVESTMENTS	(22,465.50)	(42,660.97)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	7,895.89	15,048.39
	DUE TO OTHER FUNDS	7,895.89	15,048.39
Total Assets		(7,417.11)	(20,460.08)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	31.94
	ACCOUNTS PAYABLE	344.22	31.94
Total Liabilities		344.22	31.94
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(7,761.33)	(7,761.33)
	NET POSITION/FUND BALANCE	(7,761.33)	(7,761.33)
Total Fund Balance		(7,761.33)	(7,761.33)
Beginning Fund Balance			(7,761.33)
Net of Revenues VS Expenditures			(12,730.69)
Ending Fund Balance			(20,492.02)
Total Liabilities And Fund Balance			(20,460.08)

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02/26/2019	LIBCK	13878	DEA022219	BARBARA LOUISE DEANE	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
02/26/2019	LIBCK	13879	RBS7520	CDW GOVERNMENT, INC.	COPIER MAINTENANCE/SUPPLIES	080-603-41313	135.52
		13879	RCL8964		COPIER MAINTENANCE/SUPPLIES	080-603-41313	73.77
							209.29
02/26/2019	LIBCK	13880	COM021219	COMCAST	UTILITIES	080-603-43230	244.85
02/26/2019	LIBCK	13881	SVC00019537	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,718.95
02/26/2019	LIBCK	13882	MUS022619	MUSEUM OF SCIENCE AND I	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
02/26/2019	LIBCK	13883	8126593439	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	76.72
02/26/2019	LIBCK	13884	JOY022219	TIM JOYCE	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
03/13/2019	LIBCK	13885	3913878	ACCESS ONE, INC.	UTILITIES	080-603-43230	562.92
03/13/2019	LIBCK	13886	1022272	ALLIED 100	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	199.99
03/13/2019	LIBCK	13887	468445473989	AMAZON	OFFICE SUPPLIES	080-603-43550	22.35
		13887	437389644937		OFFICE SUPPLIES	080-603-43550	18.98
		13887	784437864595		OFFICE SUPPLIES	080-603-43550	15.99
		13887	457678689643		TECHNICAL SERVICES SUPPLIES	080-603-43668	143.88
		13887	448937377777		ADULT PROGRAM SUPPLIES	080-603-43710	8.99
		13887	466339587795		ADULT PROGRAM SUPPLIES	080-603-43710	32.98
		13887	466849535574		ADULT PROGRAM SUPPLIES	080-603-43710	9.99
		13887	436486735855		ADULT PROGRAM SUPPLIES	080-603-43710	43.85
		13887	534885983573		ADULT PROGRAM SUPPLIES	080-603-43710	6.99
		13887	733389384894		ADULT PROGRAM SUPPLIES	080-603-43710	9.97
		13887	433943965877		JUVENILE PROGRAM SUPPLIES	080-603-43720	65.97
		13887	755835363875		JUVENILE PROGRAM SUPPLIES	080-603-43720	52.14
		13887	556975696434		JUVENILE PROGRAM SUPPLIES	080-603-43720	18.95
		13887	755835363875		JUVENILE PROGRAM SUPPLIES/TA	080-603-43720	21.98
		13887	885746495644		TEEN PROGRAM SUPPLIES	080-603-43740	16.81
		13887	599745866664		ADULT NON-FICTION BOOKS	080-603-45000	16.77
		13887	448754964869		ADULT NON-FICTION BOOKS	080-603-45000	36.15
		13887	775953483933		ADULT NON-FICTION BOOKS	080-603-45000	25.45
		13887	794943743793		ADULT NON-FICTION BOOKS	080-603-45000	16.99
		13887	755869933483		ADULT NON-FICTION BOOKS	080-603-45000	7.39
		13887	698864553488		ADULT FICTION BOOKS	080-603-45100	12.91
		13887	885746495644		ADULT FICTION BOOKS	080-603-45100	17.99
		13887	876679657867		ADULT FICTION BOOKS	080-603-45100	11.02



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		13887	738579863866		ADULT FICTION BOOKS	080-603-45100	15.60
		13887	934937733579		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.87
		13887	534748556558		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.96
		13887	463789696838		ADULT AUDIO VISUAL MATERIAL	080-603-45200	90.76
		13887	967853966984		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.94
		13887	964468478588		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.20
		13887	434959353739		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.28
		13887	469879955774		ADULT AUDIO VISUAL MATERIAL	080-603-45200	104.81
		13887	453935938987		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13887	438558849533		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.97
		13887	465785967645		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.88
		13887	988875978334		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.39
		13887	479937744976		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.39
		13887	437935548798		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		13887	687788643958		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.55
		13887	695475968698		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.88
		13887	844644949534		ADULT AUDIO VISUAL MATERIAL	080-603-45200	56.58
		13887	449749339535		ADULT AUDIO VISUAL MATERIAL	080-603-45200	97.59
		13887	878443386476		ADULT AUDIO VISUAL MATERIAL	080-603-45200	45.02
		13887	954564463558		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.08
		13887	964845795596		ADULT AUDIO VISUAL MATERIAL	080-603-45200	137.11
		13887	957377398577		ADULT AUDIO VISUAL MATERIAL	080-603-45200	89.25
		13887	974793899939		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.96
		13887	965335358694		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.96
		13887	458577583983		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.49
		13887	464763473486		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.98
		13887	448885965358		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.93)
		13887	459935946766		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.93)
		13887	853563838899		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	13.99
		13887	556975696434		JUVENILE FICTION	080-603-45420	43.62
		13887	473788669475		JUVENILE AUDIO-VISUAL	080-603-45430	59.99
		13887	747595586534		VIDEO GAMES	080-603-45510	9.99
		13887	498355449746		VIDEO GAMES	080-603-45510	119.76
		13887	573683978983		VIDEO GAMES	080-603-45510	119.98
		13887	546789899335		VIDEO GAMES	080-603-45510	17.68
		13887	558866758367		TRENDING TITLES	080-603-45520	19.96
		13887	773856844556		TRENDING TITLES	080-603-45520	39.95
		13887	687788643958		TRENDING TITLES	080-603-45520	33.85
		13887	867794754559		TRENDING TITLES	080-603-45520	19.99

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03/13/2019	LIBCK	13888		VOID			2,106.84
				VOID	** VOIDED **		
				Void Reason: Created From Check Run Process		** VOIDED **	
03/13/2019	LIBCK	13889	2034333757	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13889	2034334567		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.75
		13889	2034334576		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13889	2034345853		TECHNICAL SERVICES SUPPLIES	080-603-43668	29.35
		13889	2034344607		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13889	2034355303		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		13889	2034357188		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.30
		13889	2034357216		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		13889	2034361910		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.00
		13889	2034361924		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.40
		13889	2034361887		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		13889	2034374866		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.40
		13889	2034377744		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.00
		13889	2034374876		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		13889	2034374824		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.10
		13889	2034376053		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.60
		13889	2034377739		TECHNICAL SERVICES SUPPLIES	080-603-43668	46.80
		13889	2034384446		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13889	2034396345		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.85
		13889	2034334567		ADULT NON-FICTION BOOKS	080-603-45000	77.96
		13889	2034355303		ADULT NON-FICTION BOOKS	080-603-45000	160.52
		13889	2034361910		ADULT NON-FICTION BOOKS	080-603-45000	181.18
		13889	2034361924		ADULT NON-FICTION BOOKS	080-603-45000	296.50
		13889	2034361887		ADULT NON-FICTION BOOKS	080-603-45000	62.97
		13889	2034374876		ADULT NON-FICTION BOOKS	080-603-45000	29.07
		13889	2034374824		ADULT NON-FICTION BOOKS	080-603-45000	243.88
		13889	2034334576		ADULT FICTION BOOKS	080-603-45100	14.19
		13889	2034357188		ADULT FICTION BOOKS	080-603-45100	338.87
		13889	2034374866		ADULT FICTION BOOKS	080-603-45100	244.68
		13889	2034396345		ADULT FICTION BOOKS	080-603-45100	136.79
		13889	2034344607		JUVENILE NON-FICTION	080-603-45400	14.31
		13889	2034333757		PICTURE BOOKS, READERS	080-603-45410	23.75
		13889	2034357216		PICTURE BOOKS, READERS	080-603-45410	40.67
		13889	2034384446		PICTURE BOOKS, READERS	080-603-45410	20.38
		13889	2034345853		JUVENILE FICTION	080-603-45420	593.97
		13889	2034376053		JUVENILE FICTION	080-603-45420	86.49



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		13889	2034377739		JUVENILE FICTION	080-603-45420	592.80
		13889	2034377744		TEEN BOOKS	080-603-45450	226.24
							<b>3,568.42</b>
03/13/2019	LIBCK	13890	MEA022219	BETSEY MEANS WILLS	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
03/13/2019	LIBCK	13891	RHG0945	CDW GOVERNMENT, INC.	COPIER MAINTENANCE/SUPPLIES	080-603-41313	67.76
03/13/2019	LIBCK	13892	CHI022319	CHICAGO TRIBUNE	PERIODICALS	080-603-45500	364.00
03/13/2019	LIBCK	13893	25872	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
03/13/2019	LIBCK	13894	6561683	DEMCO, INC	LIBRARY FURNISHINGS	080-603-50100	249.79
03/13/2019	LIBCK	13895	JAR030119	ELIZA JARVI	JUVENILE PROGRAM SUPPLIES	080-603-43720	20.00
		13895	JAR022819		JUVENILE AUDIO-VISUAL	080-603-45430	27.99
							<b>47.99</b>
03/13/2019	LIBCK	13896	JIL022619	FIRST BANKCARD	USE OF DONATIONS/ADULT PRGR/	082-603-99999	11.98
		13896	JIL022619		USE OF DONATIONS/ADULT PRGR/	082-603-99999	19.96
							<b>31.94</b>
03/13/2019	LIBCK	13897	ERI022619	FIRST BANKCARD	MAINTENANCE-BUILDING/STORAGE	080-603-41000	90.00
		13897	ERI022619		POSTAGE	080-603-43300	4.05
		13897	ERI022619		MISCELLANEOUS EXPENSES/PAYFL	080-603-46100	27.80
							<b>121.85</b>
03/13/2019	LIBCK	13898	ELI022619	FIRST BANKCARD	OFFICE SUPPLIES	080-603-43550	17.23
		13898	ELI022619		JUVENILE PROGRAM SUPPLIES/SN	080-603-43720	20.43
		13898	ELI022619		JUVENILE PROGRAM SUPPLIES/FI	080-603-43720	35.99
		13898	ELI022619		OUTREACH SUPPLIES	080-603-43730	25.00
		13898	ELI022619		TEEN PROGRAM SUPPLIES/SNACKS	080-603-43740	23.67
		13898	ELI022619		JUVENILE AUDIO-VISUAL	080-603-45430	24.99
							<b>147.31</b>
03/13/2019	LIBCK	13899	LYN022619	FIRST BANKCARD	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	41.73
		13899	LYN022619		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	50.94
		13899	LYN022619		LIBRARY FURNISHINGS/CART WHE	080-603-50100	21.96
							<b>114.63</b>
03/13/2019	LIBCK	13900	MCO022619	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	117.60
		13900	MCO022619		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		13900	MCO022619		OUTREACH SUPPLIES/GO WIFI SE	080-603-43730	3.00

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		13900	MCO022619				
		13900	MCO022619		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
					PATRON & STAFF SOFTWARE/WORD	080-603-45600	48.00
							<b>208.54</b>
03/13/2019	LIBCK	13901	PINV1682816	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	23.77
		13901	PINV1685555		OFFICE SUPPLIES	080-603-43550	59.15
		13901	PINV1687945		OFFICE SUPPLIES/NOTE PADS	080-603-43550	9.60
		13901	PINV1685672		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	34.75
		13901	PINV1687945		TECHNICAL SERVICES SUPPLIES/	080-603-43668	43.92
							<b>171.19</b>
03/13/2019	LIBCK	13902	HP2019-88	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	9.00
03/13/2019	LIBCK	13903	REY030819	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	1,610.00
03/13/2019	LIBCK	13904	GIB022219	JIM GIBBONS	ADULT PROGRAM SUPPLIES	080-603-43710	275.00
03/13/2019	LIBCK	13905	100	LAKE FOREST LIBRARY	MISCELLANEOUS EXPENSES	080-603-46100	500.00
03/13/2019	LIBCK	13906	INV004482	MANGO LANGUAGES	ADULT REFERENCE/E-REFER	080-603-45220	2,041.83
03/13/2019	LIBCK	13907	97007076	MIDWEST TAPE	JUVENILE AUDIO-VISUAL	080-603-45430	44.99
		13907	97042880		JUVENILE AUDIO-VISUAL	080-603-45430	276.93
		13907	97074892		JUVENILE AUDIO-VISUAL	080-603-45430	136.96
							<b>458.88</b>
03/13/2019	LIBCK	13908	SVC00019889	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,019.65
03/13/2019	LIBCK	13909	MCC022219	NANCY B MCCULLY	ADULT PROGRAM SUPPLIES	080-603-43710	195.00
03/13/2019	LIBCK	13910	01018CO19034618	OVERDRIVE , INC	E-BOOKS	080-603-45460	1,936.32
03/13/2019	LIBCK	13911	JUS022219	STEVEN JUSTMAN	ADULT PROGRAM SUPPLIES	080-603-43710	175.00
03/13/2019	LIBCK	13912	VIL021319	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE/MED INS	080-100-11580	7,248.23
		13912	VIL021319		DUE FROM THE VILLAGE/LIFE IN	080-100-11580	55.70
		13912	VIL021319		DUE FROM THE VILLAGE/IMRF 'E	080-100-11580	1,402.66
		13912	VIL021319		DUE FROM THE VILLAGE/IMRF 'E	080-100-11580	2,518.56
		13912	VIL021319		DUE FROM THE VILLAGE/FLU SHO	080-100-11580	175.00
		13912	VIL021319		DUE FROM THE VILLAGE/DENTAL/	080-100-11580	556.21
		13912	VIL022719		UTILITIES	080-603-43230	167.97
							<b>12,124.33</b>
03/13/2019	LIBCK	13913	14430	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,749.00

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DB: Lake Bluff

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 02/20/2019 - 03/20/2019

Banks: LIBCK, LIBEP

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6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
03/13/2019	LIBCK	13914	WEA022519	WEATHERGUARD ROOFING CO	EXT BUILDING IMPROVEMENTS	080-603-51200	23,495.00
TOTAL - ALL FUNDS					TOTAL OF 37 CHECKS (1 voided)		58,196.99
--- GL TOTALS ---							
080-100-11580				DUE FROM THE VILLAGE			
080-603-41000				MAINTENANCE-BUILDING	11,956.36		
080-603-41050				MAINTENANCE-GROUNDS	4,473.60		
080-603-41313				COPIER MAINTENANCE/SUPPLIES	1,610.00		
080-603-41314				OTHER PROFESSIONAL/CONTRACTUAL	353.77		
080-603-43230				UTILITIES	9.00		
080-603-43300				POSTAGE	975.74		
080-603-43410				PRINTING/E-NEWSLETTER	121.65		
080-603-43550				OFFICE SUPPLIES	1,778.99		
080-603-43660				MAINTENANCE SUPPLIES-BUILDING	167.07		
080-603-43668				TECHNICAL SERVICES SUPPLIES	327.41		
080-603-43710				ADULT PROGRAM SUPPLIES	371.00		
080-603-43720				JUVENILE PROGRAM SUPPLIES	1,497.80		
080-603-43730				OUTREACH SUPPLIES	223.45		
080-603-43740				TEEN PROGRAM SUPPLIES	28.00		
080-603-45000				ADULT NON-FICTION BOOKS	45.65		
080-603-45100				ADULT FICTION BOOKS	1,171.64		
080-603-45200				ADULT AUDIO VISUAL MATERIAL	792.05		
080-603-45220				ADULT REFERENCE/E-REFER	957.99		
080-603-45400				JUVENILE NON-FICTION	2,041.83		
080-603-45410				PICTURE BOOKS, READERS	14.31		
080-603-45420				JUVENILE FICTION	84.80		
080-603-45430				JUVENILE AUDIO-VISUAL	1,287.25		
080-603-45450				TEEN BOOKS	555.48		
080-603-45460				E-BOOKS	226.24		
080-603-45500				PERIODICALS	1,936.32		
080-603-45510				VIDEO GAMES	364.00		
080-603-45520				TRENDING TITLES	309.72		
080-603-45600				PATRON & STAFF SOFTWARE	131.43		
080-603-46100				MISCELLANEOUS EXPENSES	57.95		
080-603-50100				LIBRARY FURNISHINGS	527.80		
080-603-51200				EXT BUILDING IMPROVEMENTS	271.75		
082-603-99999				USE OF DONATIONS/TEMPORARY EXP	23,495.00		
TOTAL					31.94		
					58,196.99		

## Plan for Sponsorships for the 2019 Centennial Events

**GOAL:** To identify sponsors for the 2019 Library Centennial events. This will defray expenses and build relationships with supportive community members, organizations, and businesses. This is presented for informational purposes and does not require action.

**POTENTIAL SPONSORSHIP OPPORTUNITIES:** The following list is not exhaustive, but does detail some items that have the potential to be sponsored. We may not find a sponsor for everything below, and not everything sponsored will be on the list.

- Block Party
  - Band
  - Advertising
  - Birthday Cake
- Trivia Night
  - Prizes
  - Venue
  - (Potential fundraising event)
- 4<sup>th</sup> of July
  - T-Shirts
  - Balloons
  - Banner
  - Candy/Items to Hand Out
- Centennial Library Cards
  - Printing
- Plexi Glass Box for Miniature House
  - TIME DONATED BY GEORGE RUSSELL
  - Materials

**METHOD:** How will we seek sponsors?

- Sponsors will be sought early enough, whenever possible, that they can be highlighted in the newsletter and other media.
- Sponsors will be sought to provide financial and/or material support.
- Sponsors in the Village of Lake Bluff will be given preference.
- Letters requesting support will be used, as will face to face discussions.

**SUMMARY:** We have an excellent opportunity to find sponsors for many of the items attached to our Centennial. Like much of our work on the Centennial, staff turnover in the autumn of 2018 has led to a slower than hoped for start. The pace will be quickened to take advantage of available opportunities. As we have been asking for support for the Summer Reading Clubs, and as the Friends and Foundation may be planning some fundraising activities over the next six months, care must also be taken to avoid confusion as work progresses.

Respectfully submitted,

Eric Scott Bailey

# Centennial 2019

Total Current Estimate for Centennial: \$6,500  
 \$1,500 for Contingency  
 \$2,000 for Outreach  
**\$10,000**

## Events

<b>Block Party</b>		Estimate \$2,500
\$500 for a band	Estimate \$2,000 for paid advertising and supplies	
Village Permit		
Food/Refreshments	Sell Bottled Water (If hot outside)	
	Half Sheet Birthday Cake from Bent Fork in Highwood is \$76 per cake for 66 people	
	with printed logo on top	
	Basic White/Yellow/or Chocolate Cake	
<b>Centennial Themed Trivia Night at The Gallery</b>		Estimate \$800
Potential Fundraising idea		
Estimate \$200 for prize (team of 6)		
DipJar for credit card donations is \$400		
<b>Centennial Mini Golf Event</b>		
Potentially get the Friend's of LBPL to sponsor		
<b>Lake Bluff Fourth of July Parade</b>		Estimate \$1,499
Book Bike		
T-Shirts	Friend's of LBPL are potentially donating an umbrella with our logo	
100 LBPL LOGO Balloons	\$825 for 100 4-color t-shirts	<a href="http://www.legendapparelusa.com/">http://www.legendapparelusa.com/</a>
	\$95 for custom printing	<a href="https://www.4imprint.com/tag/310/Balloons?gclid=EAlaIqObChMI3czhlpWH4AIV3brACh06JgYwEAAAYAiAAEgKgIfD BwE&amp;fs=ProductionTime&amp;csd=ASC&amp;mkid=1tn1_01_08&amp;s_kwid=AL!4167!3!177109031719!e!!g!!custom%20balloons&amp;efid=EAlaIqObChMI3czhlpWH4AIV3brACh06JgYwEAAAYAiAAEgKgIfD BwE:G:s">https://www.4imprint.com/tag/310/Balloons?gclid=EAlaIqObChMI3czhlpWH4AIV3brACh06JgYwEAAAYAiAAEgKgIfD BwE&amp;fs=ProductionTime&amp;csd=ASC&amp;mkid=1tn1_01_08&amp;s_kwid=AL!4167!3!177109031719!e!!g!!custom%20balloons&amp;efid=EAlaIqObChMI3czhlpWH4AIV3brACh06JgYwEAAAYAiAAEgKgIfD BwE:G:s</a>

Walking Banner	\$1.49 to purchase a balloon with helium or \$1.49 to bring in a balloon and fill with helium from Jewel Osco = \$149 total	<a href="https://www.vistaprint.com/signs-posters/vinyl-banners?mk=parade+banners&amp;ad=e&amp;crtv=291565232841&amp;device=c&amp;psloc=9021454&amp;pstid=kw d-1803870679&amp;psite=mkwid%7cfhCrieWpy&amp;pscid=41134159&amp;psagid=35654677617&amp;psint=&amp;psfid=&amp;psnet=g&amp;pspos=1t1&amp;psp1=%249.99&amp;psp2=25%25&amp;psaceid=&amp;gclid=EAlaIqobChMlJm7w6KH4AIVAhFpCh2IAwjSEAAAYASAAEgKdDPD_BwE&amp;">https://www.vistaprint.com/signs-posters/vinyl-banners?mk=parade+banners&amp;ad=e&amp;crtv=291565232841&amp;device=c&amp;psloc=9021454&amp;pstid=kw d-1803870679&amp;psite=mkwid%7cfhCrieWpy&amp;pscid=41134159&amp;psagid=35654677617&amp;psint=&amp;psfid=&amp;psnet=g&amp;pspos=1t1&amp;psp1=%249.99&amp;psp2=25%25&amp;psaceid=&amp;gclid=EAlaIqobChMlJm7w6KH4AIVAhFpCh2IAwjSEAAAYASAAEgKdDPD_BwE&amp;</a>
Parade Book	\$80 for a 4ft x 8ft walking banner	
Candy to Hand Out	Estimate \$300	
\$100		
Centennial Library Cards	<a href="https://www.dasherprinting.com/card-key-tags/">https://www.dasherprinting.com/card-key-tags/</a>	\$1,345
\$1,345 for 2500 Library Cards (including shipping) <a href="https://www.dasherprinting.com/children-library-cards/">https://www.dasherprinting.com/children-library-cards/</a>		Requirements: The card is the same size as a standard credit card ( 2 1/8" x 3 3/8") so it will fit in a wallet or purse designed for a credit card and the key tag is 1 1/8" x 2 5/8" with 1/8" between the card and the key tag.
Centennial Village Banners	To have up for Centennial Party / Potentially National Library Week 13 Banners 2ft wide by 4ft long	
\$23.84 each printed double sided on vinyl from <a href="https://stickersbanners.com/">https://stickersbanners.com/</a>		Estimate \$309 plus shipping
Village Recommendation LB History Museum		/

Requirements: The banners are 2' by 4'.  
See attached diagram. They require top  
and bottom pole pockets (for mounting) as  
well as a single grommet on the lower  
inside corner (for an anti-theft lock). It  
won't be an issue to get the grommet, but  
it will probably be a special request of your  
vendor to do both the pockets and  
grommet – so make sure you work with a  
rep.

Plexi Glass Box for Model Library

Donated time and materials by George Russell

Centennial Fine Voucher forgiveness

No cost except for time and cardstock

#ThrowBackThursday "What We Were Reading"

No cost except for time

Centennial Logo

No cost except for time

Village of Lake Bluff Vehicle Sticker

No cost except for time

Digital Archives of Lake Bluff Library History

No cost except for time

Centennial Display in the Spruth Room

No cost except for time

## Record of Changes to Draft Budget FY2019-2020 – February 19<sup>th</sup> to March 19<sup>th</sup>, 2019

### PERSONNEL

- Librarian Salaries (40025) and Staff Salaries (40030)
  - Librarian salaries are those with exempt status, and with Ross' departure there is one fewer person on staff in that category.
  - Staff salaries are all hourly staff members, full time and part time.
  - In total, these represent \$34,000 LESS budgeted in salaries for next FY. This is done following shifting of responsibilities made possible by turnover; it reflects the same number of full time staff members.
- Medical Insurance (40400)
  - Firstly, health insurance has gone from an unknown to a known quantity as we have filled our open positions.
  - Second, we had entered the group with the expectation that we would pay in additional funds the first years we were a part of NSEBC but were not billed accordingly. The result of the under-billing is that, after May 1<sup>st</sup>, 2019, we will have to pay \$13,000 into NSEBC. This added expense is factored into the amount budgeted.
- IL Municipal Retirement Fund (40980)
  - Revised slightly downward, since this is calculated as a percentage of salaries.
- Social Security
  - Revised slightly downward, since this is calculated as a percentage of salaries.

**SUMMARY:** Personnel expenses are budgeted for \$12,000 less in FY2019-2020 versus the FY2018-2019 budget.

### CONTRACTS/COMMODITIES

- There are no changes between drafts in commodities and contracts.

**SUMMARY:** Contracts and Commodities expenses increased by \$33,100 from the FY18-19 budget to the FY19-20 budget. Planning for the centennial (\$9,000), ongoing building maintenance costs (\$6,000), and refreshing juvenile collections (\$7,500) are the biggest contributors to the change.

### CAPITAL OUTLAY

- Library Furnishings (50100)
  - Since the last Finance Committee meeting, we received a quote to replace the doors at the old entrance to the building. These are wood, and are decaying and splintering as even treated wood eventually does. The quote to replace with steel doors is \$3,504.
- Computer Equipment (58100)
  - Revised quote, plus moving the expense of the laptops to Gifts and Donations.
- Transferred to Reserve (NEW)
  - In conversation with Bettina O'Connell and Dan Berg of Sikich, it was determined that a budget line specifically labelled as 'Funds For Reserve' would be feasible and more transparent. Such a line has been added. The budget will still function the same way, for this and all other lines; revenue gathered in excess of expenditures will be added to the reserve at the end of the Fiscal Year.
- Contingency (70000)
  - Set modestly, given the creation of a Transferred to Reserve line in the budget to better show expenses.

**SUMMARY:** The draft budget for FY 19-20 is \$80,000 lower than the budget for FY 18-19.



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

080-300-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE
<b>TAXES</b>								
30000 Property Taxes	872,666	885,648	895,536	921,475	921,475	964,117	4.6%	42,642
<b>TOTAL TAXES</b>	<b>872,666</b>	<b>885,648</b>	<b>895,536</b>	<b>921,475</b>	<b>921,475</b>	<b>964,117</b>	<b>4.6%</b>	<b>42,642</b>
<b>FINES &amp; FORFEITURES</b>								
35700 Fines	11,755	12,507	10,664	12,500	10,452	10,500	0.5%	48
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>11,755</b>	<b>12,507</b>	<b>10,664</b>	<b>12,500</b>	<b>10,452</b>	<b>10,500</b>	<b>0.5%</b>	<b>48</b>
<b>CHARGE FOR SERVICES</b>								
34235 Photocopy Charges	2,218	2,137	2,243	2,100	2,206	2,100	-4.8%	(106)
34260 Passport Fees	0	0	0	5,000	7,000	9,000	28.6%	2,000
34250 Non-Resident Fees	7,083	6,565	6,067	7,000	6,889	7,000	1.6%	111
<b>TOTAL CHARGE FOR SERVICES</b>	<b>9,301</b>	<b>8,702</b>	<b>8,310</b>	<b>14,100</b>	<b>16,095</b>	<b>18,100</b>	<b>69.7%</b>	<b>2,005</b>
<b>OTHER</b>								
37020 District 65+115 Agreements	1,000	0	1,550	1,550	1,550	1,550	0.0%	0
37000 Village Contribution	7,900	7,900	8,466	7,900	8,558	8,550	-0.1%	(8)
38310 Vliet Operating Cost Contrib	780	0	390	0	780	780	0.0%	0
37500 Interest Income	968	3,909	8,902	5,000	14,453	10,000	-30.8%	(4,453)
38800 Naperville/Impact Fees	6,478	4,319	2,159	0	0	0	—	0
38900 Miscellaneous Income	3,154	2,468	158	2,000	1,864	2,000	7.3%	136
<b>TOTAL OTHER</b>	<b>20,280</b>	<b>18,596</b>	<b>21,625</b>	<b>16,450</b>	<b>27,205</b>	<b>22,880</b>	<b>-15.9%</b>	<b>(4,325)</b>
<b>TOTAL REVENUES</b>	<b>914,002</b>	<b>925,452</b>	<b>936,135</b>	<b>964,525</b>	<b>975,227</b>	<b>1,015,597</b>	<b>4.1%</b>	<b>40,370</b>
<b>FUND BALANCE RESERVES</b>		59,000	34,000	100,000	100,000	0	-100.0%	(100,000)
<b>LIBRARY FUND REVENUE</b>	<b>914,002</b>	<b>984,452</b>	<b>970,135</b>	<b>1,064,525</b>	<b>1,075,227</b>	<b>1,015,597</b>	<b>-5.5%</b>	<b>(59,630)</b>

**TOTAL FUND BALANCE:**

May 1

551,143

April 30

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

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19	% CHANGE BUDGET TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19
<b>PERSONNEL SERVICES</b>										
40025 Librarian Salaries	296,341	260,439	242,626	246,000	241,120	137,000	-43.2%	(104,120)	-44.3%	(109,000)
40030 Staff Salaries	188,381	229,596	259,296	274,000	276,681	349,000	26.1%	72,319	27.4%	75,000
40400 Medical Insurance	65,795	71,900	66,375	70,000	78,000	95,000	21.8%	17,000	35.7%	25,000
40900 Other Employee Benefit	160	215	275	250	250	250	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	43,665	36,332	38,211	38,000	36,104	36,000	-0.3%	(104)	-5.3%	(2,000)
40970 Social Security (Note 1)	36,330	42,026	37,109	37,000	38,995	36,000	-7.7%	(2,995)	-2.7%	(1,000)
<b>TOTAL PERSONNEL SERVICES</b>	630,672	640,508	643,892	665,250	671,150	653,250	-2.7%	(17,900)	-1.8%	(12,000)
<b>CONTRACT. SERVICES/COMMODITIES</b>										
41000 Building Maintenance	19,188	28,719	38,482	24,000	44,207	30,000	-32.1%	(14,207)	25.0%	6,000
41020 Elevator Maintenance	1,167	982	2,351	1,500	624	1,500	140.4%	876	0.0%	0
41050 Grounds Maintenance	5,541	5,495	6,794	6,000	3,089	6,000	94.3%	2,911	0.0%	0
41313 Copier Maintenance	4,941	4,424	3,299	4,500	3,214	4,000	24.5%	786	-11.1%	(500)
41314 Other Professional Service	517	57	12,372	1,000	13,848	5,000	-63.9%	(8,848)	400.0%	4,000
41300 Computer Services	12,215	11,865	13,220	13,000	12,520	13,000	3.8%	480	0.0%	0
41350 Legal & Accounting	3,842	2,528	2,835	3,000	2,520	3,000	19.0%	480	0.0%	0
42400 Professional Development	725	1,962	1,983	2,000	1,620	3,000	85.2%	1,380	50.0%	1,000
42440 Dues	2,117	2,294	2,367	2,500	2,868	2,500	-12.8%	(368)	0.0%	0
43230 Utilities	11,596	12,789	12,029	14,000	12,510	13,000	3.9%	490	-7.1%	(1,000)
43300 Postage	2,399	2,113	1,745	2,500	2,109	2,500	18.5%	391	0.0%	0
43410 Printing/E-Newsletter	8,742	9,107	7,645	8,000	7,489	8,000	6.8%	511	0.0%	0
43550 Office Supplies	4,821	6,023	5,925	5,000	6,391	6,000	-6.1%	(391)	20.0%	1,000
43660 Building & Grounds Supplies	1,535	1,914	1,848	2,000	1,608	2,000	24.4%	392	0.0%	0
43668 Technical Services Supplies	3,675	3,632	5,530	4,500	4,376	5,000	14.2%	624	11.1%	500
43700 Hospitality Program Supplies	376	412	812	500	112	500	348.4%	388	0.0%	0
43730 Outreach Supplies	966	917	911	1,000	1,297	10,000	670.8%	8,703	900.0%	9,000
43710 Adult Program Supplies	5,185	3,867	5,905	6,000	6,000	7,000	16.7%	1,000	16.7%	1,000
43720 Juvenile Program Supplies	5,664	4,781	5,233	6,000	6,000	7,000	16.7%	1,000	16.7%	1,000
43740 Teen Program Supplies	819	1,172	1,297	1,500	1,500	1,500	0.0%	0	0.0%	0
45000 Adult Nonfiction	16,461	14,211	15,970	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	14,043	13,751	13,698	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	580	499	499	500	500	600	20.0%	100	20.0%	100
45200 Adult Audio-Visual	15,086	14,854	14,821	15,500	15,500	15,500	0.0%	0	0.0%	0
45220 Adult E-Reference	20,653	17,498	21,095	22,000	21,479	22,000	2.4%	521	0.0%	0
45400 Juvenile Non-fiction	6,612	8,632	6,934	7,000	7,000	10,000	42.9%	3,000	42.9%	3,000
45410 Picture Books, Readers	4,941	5,003	5,583	4,500	4,500	6,000	33.3%	1,500	33.3%	1,500
45420 Juvenile Fiction	7,829	7,358	7,543	10,000	10,000	13,000	30.0%	3,000	30.0%	3,000
45430 Juvenile Audio-Visual	1,598	1,191	1,520	2,500	2,500	2,500	0.0%	0	0.0%	0
45440 Juvenile eReference	334	334	334	500	500	500	0.0%	0	0.0%	0
45460 Ebooks	6,406	10,002	12,001	13,000	13,000	15,000	15.4%	2,000	15.4%	2,000
45470 Graphic Novels	505	469	509	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,583	2,728	2,743	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	5,873	6,339	7,317	6,750	6,750	6,750	0.0%	0	0.0%	0
45510 Video Games	3,411	4,010	3,570	3,500	3,500	3,500	0.0%	0	0.0%	0
45520 Trending Titles	0	0	1,386	2,000	2,000	2,000	0.0%	0	0.0%	0
45600 Public & Staff PC Software	2,985	4,527	4,767	5,000	6,256	6,500	3.9%	244	30.0%	1,500
45610 Library Automation Software	22,043	20,297	20,905	22,000	20,905	22,000	5.2%	1,095	0.0%	0
45900 Minor Equipment	0	0	0	0	0	0	---	0	---	0
46100 Miscellaneous Expenditure	1,856	896	654	2,000	2,631	2,000	-24.0%	(631)	0.0%	0
<b>TOTAL CONTRACT/COMMOD.</b>	229,832	237,650	274,434	261,000	286,673	294,100	2.6%	7,427	-77.7%	(0)

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

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	BUDGET FY 18/19	ESTIMATED FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 18 TO FY19	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY 18 TO FY19	\$ CHANGE
<b>CAPITAL OUTLAY</b>										
50100 Library Furnishings	0	33,806	265	4,000	1,768	4,000	126.2%	2,232	0.0%	0
51200 Exterior Bldg Improvements	0	0	0	100,000	280,000	1,000	-99.6%	(279,000)	-99.0%	(99,000)
58100 Computer Equipment	706	8,306	7,078	6,000	17	24,000	NA	23,983	300.0%	18,000
58270 Library Equipment	14,966	26,015	3,603	1,000	0	1,000	---	1,000	0.0%	0
NEW Transferred to Reserve	0	0	0	0	0	25,000	---	25,000	---	25,000
70000 Contingency	3,270	10,000	1,160	27,275	0	3,347	---	3,347	-87.7%	(23,928)
<b>TOTAL CAPITAL OUTLAY</b>	18,942	78,126	12,106	138,275	281,785	58,347	-79.3%	(223,438)	-57.8%	(79,928)
<b>LIBRARY TOTAL</b>	879,446	956,284	930,431	1,064,525	1,239,609	1,015,597	-18.1%	(224,012)	-4.6%	(48,928)

## COMPONENT UNIT OF VILLAGE

FY 2019-2020

9E

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

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

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



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**Quotation (Open)**

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**Modified Date**  
 Feb 15, 2019 11:23 AM  
 CST

**Doc #**  
 201729 - rev 1 of 1

**Description**  
 Desktop Replacements

**SalesRep**  
 Poluchowicz, Roxy  
 (P) 847-290-9286 ext. 114  
 (F) 847-290-9602

**Customer Contact**  
 Jensen, Lyndy  
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[ljensen@lakeblufflibrary.org](mailto:ljensen@lakeblufflibrary.org)

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 Library (LBL0001)  
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**Bill To**  
 Lake Bluff Public Library  
 Jensen, Lyndy  
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 United States  
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**Ship To**  
 Lake Bluff Public Library  
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 Lake Bluff, IL 60044  
 United States  
 (P) 847-234-2540  
 (F) 847-234-2649  
[ljensen@lakeblufflibrary.org](mailto:ljensen@lakeblufflibrary.org)

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#	Description	Part #	Qty	Unit Price	Total
<b>Desktop Replacements</b>					
1	HP EliteDesk 800 G4 Mini desktop - 1 x Core i7 8700T / 2.4 GHz - RAM 8 GB - SSD 256 GB - NVMe - UHD Graphics 630 - GigE, Bluetooth 5.0 - WLAN: 802.11a/b/g/n/ac, Bluetooth 5.0 - Win 10 Pro 64-bit - vPro - monitor: none - keyboard: US	4CB16UT#ABA	10	\$1,030.00	\$10,300.00
2	HP Integrated Work Center Stand Monitor/desktop stand - 17"-24" - black - for HP 260 G2, t430, t530, t628, V206, Z24; Chromebox G2; EliteDesk 705 G3; ProDesk 600 G3	G1V61AT	10	\$60.00	\$600.00
3	HP EliteDisplay E243 LED monitor - 23.8" - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m <sup>2</sup> - 1000:1 - 5 ms - HDMI, VGA, DisplayPort - silver bezel, silver frame, black (rear cover) - Smart Buy	1FH47A8#ABA	10	\$169.00	\$1,690.00
<b>Graphics Workstations</b>					
4	HP Workstation Z2 Mini G4 Performance Mini - 1 x Core i7 8700 / 3.2 GHz - RAM 8 GB - SSD 256 GB - HP Z Turbo Drive G2, NVMe - Quadro P600 - GigE, Bluetooth 5.0 - WLAN: 802.11a/b/g/n/ac, Bluetooth 5.0 - Win 10 Pro 64-bit - vPro - monitor: none	5DU74UT#ABA	3	\$1,335.00	\$4,005.00
5	HP DDR4 - 8 GB - SO-DIMM 260-pin - 2666 MHz / PC4-21300 - 1.2 V - unbuffered - non-ECC - promo - for Workstation Z2 Mini G4 Entry, Z2 Mini G4 Performance	3TQ35AT	3	\$119.00	\$357.00
6	HP Z24nf G2 LED monitor - 23.8" (23.8" viewable) - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m <sup>2</sup> - 1000:1 - 5 ms - HDMI, VGA, DisplayPort - black pearl - promo	1JS07A8#ABA	3	\$199.00	\$597.00

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#	Description	Part #	Qty	Unit Price	Total
7	Installation / configuration	INST	1	\$4,950.00	\$4,950.00

N.B.: This project requires a 50% deposit

Subtotal: \$22,499.00  
 Shipping: \$0.00  
**Total: \$22,499.00**

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

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Lake Bluff Library Trustee  
Petition Candidate Nomination Process  
Trustee Candidate Qualifications

The purpose of this selection process is to choose, by current Board appointment, a replacement Board Trustee to complete the current trustee term vacancy on the Board created by the recent resignation of Trustee Tim K.

The term to be filled is from 5/2019 to 04/21.

The Board will seek petition candidates who are dedicated to the purposes and goals of the Lake Bluff Library; able and willing to accept the legal and fiduciary responsibilities of a Library Board Trustee; able and willing to dedicate sufficient personal time to Board duties; able to think and plan strategically and politically; aware of critical Lake Bluff Library issues; knowledgeable about the structure and operations of the Library, able and willing to deal with the broad range of issues that come before the Board.

The Board of Trustees, composed of 7 elected volunteers, is the governing body of the Lake Bluff Library.

The Board has the responsibility and authority to oversee all staff and volunteer activities of the Library, to establish the Library's priorities and internal policies and to adopt and implement the annual budget. The Board elects the Library Board officers.

Candidate(s) statements will be reviewed prior to interviews. The selection process cannot verify all assertions in each statement, which is ultimately the responsibility of the candidate.



## **Filling an Open Trustee Position**

**GOAL:** This and the accompanying documents aim to provide information regarding policy, law, and procedure for filling a vacancy on the Board of Library Trustees.

### **LIBRARY POLICY**

#### **1.3.5 Trustee Vacancies**

When a Trustee vacancy occurs the Library Director shall notify the Lake County Clerk's office. The Board will act to fill the position forthwith by selecting a qualified candidate by majority vote to fill the vacant position until the next regular library election at which Library Trustees are scheduled to be elected under the consolidated schedule of elections under the general election law. At this election a Trustee will be elected to serve the remainder of the term at the next regular Board meeting.

### **ILLINOIS STATE LAW**

#### **(75 ILCS 5/4-4) (from Ch. 81, par. 4-4) Local Library Act**

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified. Vacancies shall be filled forthwith.



## RESEARCH

- Procedure regarding past openings was reviewed.
- After notifying the Lake County Clerk's office of the vacancy, it was confirmed that the person appointed would serve until the end of the vacancies term (April 30, 2021).
- I discussed the opening with Kathleen Meierhoff and Carl Schons. Carl has agreed to serve as the Trustee coordinating the process.

## TIMELINE

- **March 19-26** – Solicit Board feedback regarding the most pertinent questions for candidate applications.
- **March 26** – Post advertisement. Also seek recommendations regarding potentially interested persons from:
  - Caucus
  - Staff
  - Trustees
  - Village Hall
- **April 16<sup>th</sup> at 5:00pm** – A Board meeting will be scheduled ahead of the regular meeting, to meet with and interview applicants.
- **April 16<sup>th</sup> at 7:00pm** – The Board will make a final selection to fill the position at the regular April Board Meeting.
- **May 21<sup>st</sup> at 7:00pm** – The newly appointed Trustee will be officially seated, officially joining the Board.

**RECOMMENDATION:** Feedback is sought on what questions to ask the candidates in the application. The old application is attached. No formal motions are needed at this time.

Lake Bluff Public Library  
Board of Trustees vacancy | January 2012-April 2013

There is a vacancy on the Lake Bluff Public Library's Board of Trustees. The Board will appoint a replacement Trustee to serve until the April 2013 election. Please respond to the following questions to help the Board evaluate your potential contributions as a trustee.

Please return the application to the checkout desk by January 15, 2012.

Name:	
Address:	
Phone:	
Email:	

1. Describe your interest in serving on the Lake Bluff Public Library's Board of Trustees
2. What are your professional and personal strengths that would equip you for assuming the role of Library Trustee?
3. Describe your use of the Lake Bluff Public Library.
4. Describe your work with other community organizations or public offices.
5. Would you consider running for the permanent seat in the April 2013 election?

## Director's Report – March 2019

### January Programs of Note

- Guess the Oscars – We had one winner for our Guess the Oscars program this year. Jen Horan did a great job coordinating this event.
- Musical Tickets – We raffled off tickets to Junie B Jones the Musical at Citadel Theatre. Thanks to Jillian Chapman for coordinating this.
- Snow Day Programs – With the snow/cold days happening so frequently this year, the Children's Department started offering casual drop in movie programs when the schools closed, to give local kids some opportunities for activities out of the house.
- LEGO Club – Alicia Streightiff will be taking over Lego Club moving forward, and she has some exciting ideas for the program.

### Deep Freeze Read – Dan Egan and *The Life and Death of the Great Lakes*

We partnered with Lake Forest Library to offer Deep Freeze Read, a winter reading program centered around the book *The Death and Life of the Great Lakes* by Dan Egan. On March 6, Mr. Egan joined us at Gorton for an author visit that attracted over 300 people; the event at Lake Forest College brought in 98. The programs were very well received. Many thanks to Jillian Chapman for all of her work on this. Jill was hired right in the middle of planning this event and she did a great job jumping in and working with Lake Forest on this event.

### CPR Certification

Staff members Eric Bailey, Martha O'Hara, and Jillian Chapman completed CPR and AED certification, which was made available to the Library through the Village. Other full time members of the staff will also complete training in the future.

### Outreach at Math Night

Eliza Jarvi and Martha O'Hara attended Math Night at LBES and offered remote checkout/registration.

### Early Works of Famous Author Available at LBPL

Martha O'Hara and Eliza Jarvi discovered that Rebecca Makkai, author of *The Great Believers*, which was a finalist for the National Book Award, was a three-time winner of the Phyllis Fox Memorial Writing Contest when she was in grade school. We are the only library in the world that owns examples of Ms. Makkai's early writing.

### Book Club and Outreach

Lake Forest High School Varsity Book Club has a steady group of about 7 teens at the high school. February was Brian K. Vaughn's *Paper Girls Vol. 1* graphic novel. Emmy Neal, new teen librarian for LFPL, was also in attendance in February. Subsequently, Emmy Neal and Eliza Jarvi had a chance to meet and talk one on one. They are working together on a joint program, hosted by both libraries, for this summer. The Teen Summer Reading Clubs of both libraries were discussed. The plan is to revamp them so that they look/function similar to each other, and can thus both mesh with what Lake Forest High School is doing with minimal confusion. Eliza reports that she is very enthusiastic for this new beginning for a relationship with LFPL.

### New Magazine Display

Eliza Jarvi acquired a new and more efficient magazine display for Youth Services, allowing the space that they had formerly occupied to be used as the new location of New Arrivals.

### Ragdale Preview Night

On March 13<sup>th</sup>, staff member Jillian Chapman and I attended the preview event for Ragdale's annual Novel Affair event/fundraiser. In addition to seeing which authors would be visiting the community for the event, we were able to talk to representatives of Ragdale. Local author Rebecca Makkai was one of the presenters, and we had the chance to meet her face to face as well.

### Long Range Planning

Goals and Actions for the Long Range Plan were discussed at the February 22<sup>nd</sup> Staff Meeting. Great feedback was gathered and a Long Range Planning Team was formed. The team has broken up into five groups, each assigned to one of the five goal areas. Gathering information and feedback from staff, and combining that with input gathered from the community, each group will provide a list of specific goals and measurable targets. The team is presently meeting weekly, with the intention of providing a draft document to the Board by May 2019.

### Newspaper Collection Drive

The Library is doing a newspaper collection drive for Lake Forest Country Day School.

### New Staff Member

Katie McLain Horner has officially started her employment at the Lake Bluff Public Library. She joins us from Waukegan Public Library, and is already proving a great fit. Please say hello if you meet her at the Library. She will also be attending the April Board Meeting.

Respectfully submitted,

Eric Scott Bailey

## Monthly Statistics Summary February 2019

### Library Usage Summary

#### Total February Circulation

FY	Total	Avg. Circ/Hour	%Change
18-19	7,818	31.91	2.85%
17-18	7,601	32.07	-14.07%
16-17	8,846	37.32	0.00%

#### Total February Visits

FY	Total Visits	Avg. Visits/Hour	%Change
18-19	4,524	18.47	0.22%
17-18	4,514	19.05	-16.69%
16-17	5,418	22.86	0.00%

#### Total February Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	43	104.76%	542	86.90%
17-18	21	-8.70%	290	-16.91%
16-17	23	0.00%	349	0.00%

### Online Access

#### Total February eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
18-19	338	187	0	26	-19.91%
17-18	278	47	336	27	-36.88%
16-17	289	9	785	7	0.00%
	0	0	0	0	%

#### Total February Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
18-19	7,680	9.03%	4890	6.21%
17-18	7,044	-12.42%	4604	-11.05%
16-17	8,043	0.00%	5176	0.00%

#### Total February Database Usage

FY	Research	Novelist	Tumblebooks	%Change
18-19	243	46	261	191.01%
17-18	138	51	0	-83.20%
16-17	131	994	0	0.00%

### Other Services

#### Total February Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
18-19	0	114	42	2
17-18	0	135	47	8
16-17	0	105	39	4

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
18-19	85,800	33.50	-11.12%
17-18	96,533	37.96	0.54%
16-17	96,012	41.10	0.00%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
18-19	54,499	21.28	-7.94%
17-18	59,201	23.28	-3.53%
16-17	61,368	26.27	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	332	37.76%	5,958	-1.13%
17-18	241	-14.23%	6,026	-6.20%
16-17	281	0.00%	6,424	0.00%

#### Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
18-19	3,604	1,426	2,656	147	-30.88%
17-18	3,902	281	6,994	156	14.66%
16-17	3,069	29	6,583	203	0.00%
	0	0	0	0	%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
18-19	71,038	-9.57%	47,324	-11.61%
17-18	78,557	-9.01%	53,537	-0.46%
16-17	86,332	0.00%	53,784	0.00%

#### Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
18-19	1,402	263	337	-64.89%
17-18	1,824	3,232	646	-46.35%
16-17	1,887	8,698	43	0.00%

#### Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
18-19	18	1,205	446	52
17-18	18	1,194	420	49
16-17	20	1,250	432	54

## Monthly Statistics Summary February 2019

### Adult Services Summary

#### Total February Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	740	1,054	1,516	3,310	-5.72%
17-18	859	926	1,726	3,511	-5.97%
16-17	815	848	2,071	3,734	0.00%

#### Total February Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	18	80.00%	276	73.58%
17-18	10	-9.09%	159	0.00%
16-17	11	0.00%	159	0.00%

### Teen Services Summary

#### Total February Circulation

FY	Total	%Change
18-19	118	24.21%
17-18	95	-18.10%
16-17	116	0.00%

#### Total February Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	3	0.00%	16	60.00%
17-18	3	50.00%	10	11.11%
16-17	2	0.00%	9	0.00%

### Youth Services Summary

#### Total February Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	1,707	599	402	2,708	5.58%
17-18	1,763	400	402	2,565	-18.16%
16-17	2,078	449	607	3,134	0.00%

#### Total February Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	22	175.00%	250	106.61%
17-18	8	-20.00%	121	-33.15%
16-17	10	0.00%	181	0.00%

### Technical Services Summary

#### Total February Activity

FY	Acquisitions	Deletions
18-19	536	247
17-18	562	44
16-17	470	179

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	8,733	10,745	15,692	35,170	-9.25%
17-18	9,810	9,855	19,090	38,755	-2.80%
16-17	9,873	9,206	20,793	39,872	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	112	30.23%	1,542	22.19%
17-18	86	-18.10%	1,262	1.28%
16-17	105	0.00%	1,246	0.00%

#### Total Circulation Fiscal Year to Date

FY	Total	%Change
18-19	1,358	-8.68%
17-18	1,487	-19.80%
16-17	1,854	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	33	-2.94%	138	-22.91%
17-18	34	-33.33%	179	5.29%
16-17	51	0.00%	170	0.00%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	22,335	4,969	4,573	31,877	-11.78%
17-18	25,363	4,948	5,823	36,134	-1.11%
16-17	24,900	4,879	6,762	36,541	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	187	54.55%	4,278	-6.70%
17-18	121	-3.20%	4,585	-8.45%
16-17	125	0.00%	5,008	0.00%

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
18-19	5,961	4,169
17-18	5,908	3,390
16-17	5,545	6,842

## 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 – Scot Butler**

April 20 at 10:00am – Cal Stroh

May 18 at 10:00am – Kate Jackson

June 15 at 10:00am – Scot Butler

August 17 at 10:00am – Tim Kregor

September 21 at 10:00am – Janie Jerch

October 19 at 10:00am – Kate Jackson

November 16 at 10:00am – Kathy Meierhoff

Respectfully submitted,

Eric Scott Bailey

Library Director



## Centennial Plans for 2019

- **Block Party (August 24th)**- The Lake Bluff Brewing Company has asked us to move the date from August 10<sup>th</sup> to August 24<sup>th</sup> due to a conflict with another organization they are partnering with. I had originally reserved the community sign boards for August 5<sup>th</sup> in Lake Bluff and July 29<sup>th</sup> in Lake Forest to promote the Block Party. We will be able to reserve the sign boards for August 12<sup>th</sup> in Lake Forest and I am waiting to hear back from Lake Bluff.
- **Lake Bluff Fourth of July Parade:** Theme is '**FREEDOM on PARADE**'



The Centennial committee thought it would be fun to honor banned books in the parade and to highlight our Centennial year. *"In 2019, schooling in Lake Bluff, the Lake Bluff Alliance for Excellence and the Lake Bluff Public Library are all celebrating anniversaries. We chose 'FREEDOM on PARADE' as this year's theme to recognize these institutions and organizations and to reflect on the power of learning to read*

*and the benefits of receiving a quality education. Simply put, reading and learning provide knowledge and power and prove the path to freedom, independence and choice in life."*

—Al Trefts, President, Lake Bluff 4<sup>th</sup> of July Committee

- **Potential Fundraiser Trivia Night at The Gallery OR Centennial Themed Mini Golf**  
The Committee has decided that it might be a better plan to do either Mini Golf or a Fundraiser Trivia Night. Carrie Spezzano reported back that the LB Golf Course is no longer renting their tent space to organizations. She has followed up with Rob Douglas to see if we could use the basement space under the Lake Bluff Brewing Company for a fundraising trivia night. The February Friend's meeting was cancelled and the next one is Saturday, March 16<sup>th</sup>. We will ask if they have a preference on either event and if they would like to sponsor it.

- **Centennial Themed National Library Week Scavenger Hunt**  
This year National Library Week Theme is "Libraries = Strong Communities". To celebrate this as well as our Centennial year we will be raffling off \$40 Gift Certificate from the Lake Forest – Lake Bluff Chamber of Commerce.

*Explore the Library and discover curiosities of the unknown. Magic, intrigue and just good fun will be had. Pick up your clue sheet at the circulation desk and make your way around the Library to find the answers. When you are finished, turn it in at the circulation desk to receive your prize!*



- **Centennial Inspired Pillar Display: The Grand Canyon Turns 100!**



*Take a Walk! On February 26, 2019, the Grand Canyon celebrates 100 years since it's designation as a national park. A UNESCO World Heritage Site, Grand Canyon welcomes approximately six million domestic and international visitors each year. After 100 years, whether it's hiking a corridor trail, taking a stroll on*



*the rim or enjoying the landscape from an overlook, Grand Canyon continues to provide a space for all visitors to connect with the outdoors.*

- **Centennial Banners**

Anna Fifhouse has designed our banners for our Centennial year. We hope to hang them this spring and around the time of the block party but until they are printed we won't know the exact dates of when they will be on display. Some people on the committee thought it would be beneficial to sell the banners after we don't need them this year and reprint new ones for next year.

- **Model of Cottage Library**

Progress has been made on the plexiglass box for the model library owned by the Lake Bluff History Museum. George Russell has taken measurements and has started construction of the box. He will be including a wooden frame to cover the edges to hide any imperfections.

## Year Round Promotion

- **#ThrowBackThursday "What We Were Reading"** is a look back into the Lake Bluff Library's history during the 1930's. Every week the Library published a list of books and events going on in the *Lake Forester* newspaper, similar to how we post here on our blog. This is a fun retrospective as we celebrate our centennial anniversary.
- **100 Challenge in the Children's Department**  
March: Can you do 100 Jumping Jacks? Or Jog in place for 100 seconds? Show us!  
*The Lake Bluff Library turns 100 years old in 2019 and we're celebrating all year long! Try out this month's Centennial Challenge.*
- **Fine Voucher Giveaway**  
*It's not every year that the Library has a milestone birthday and we fully intend to celebrate our 100<sup>th</sup> year for all of 2019, starting with: a monthly fine voucher giveaway. On the 19<sup>th</sup> 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 1<sup>st</sup>**  
*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!*
- **New Lake Bluff Library Website**  
During the planning stages of the new website we will feature the Centennial information on the homepage as well as on its own internal page within the website. Promotion on the current website is located on the calendar. We will also be including the Library's history under the 'About' section of the website.

Lake Bluff Public Library Centennial  
Celebrating 100 Years of Readers

# *Take a walk*

On February 26, 2019, the Grand Canyon celebrates 100 years since it's designation as a national park. A UNESCO World Heritage Site, Grand Canyon welcomes approximately six million domestic and international visitors each year. After 100 years, whether its hiking a corridor trail, taking a stroll on the rim or enjoying the landscape from an overlook, Grand Canyon continues to provide a space for all visitors to connect with the outdoors.



## Lake Forest, IL

Local News

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Events

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## Lake Forest and Lake Bluff libraries host writer Dan Egan

Dan Egan's book, *The Death and Life of the Great Lakes*, was the featured book for this year's winter reading program, Deep Freeze Read

By [Lake Forest Library](#) | Mar 12, 2019 5:22 pm ET | Updated Mar 12, 2019 5:37 pm ET

*This post was contributed by a community member.*

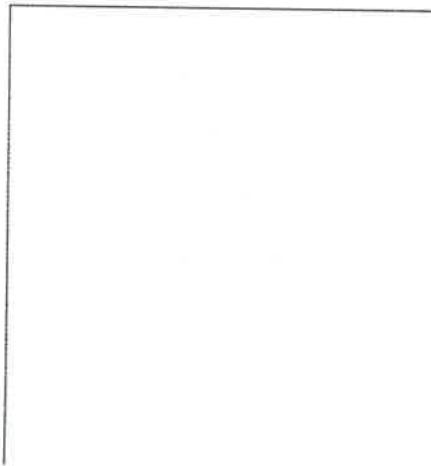




15B

Jillian Chapman, Glenn Adelson, Dan Egan, and Michelle Doshi at Lake Forest College

Reporter and author Dan Egan visited Lake Forest on Wednesday, March 6, 2019, and spoke at two events attended by over 400 people as part of Deep Freeze Read, the new winter reading program from Lake Forest and Lake Bluff libraries. This year's selection was Egan's book, *The Death and Life of the Great Lakes*.



This two-community, one-book reading program centers on a nonfiction book that is locally relevant, with the purpose of inspiring discussion around real-world issues. Throughout January and February, Lake Forest Library and Lake Bluff


Public Library each held numerous events related to *The Death and Life of the Great Lakes*. Events included a seafaring movie series, eco-friendly art projects, a green energy seminar, and a presentation by Lake Forest Open Lands Association, all building up to Dan Egan's visit to Lake Forest College and Gorton Community Center in March.

### Subscribe

At Lake Forest College, Egan was interviewed by Glenn Adelson, Associate Professor of Environmental Studies. Approximately 40 students and 60 members of the public came to hear Egan speak about the environmental, economic, and sociological impact of changes affecting the Great Lakes.

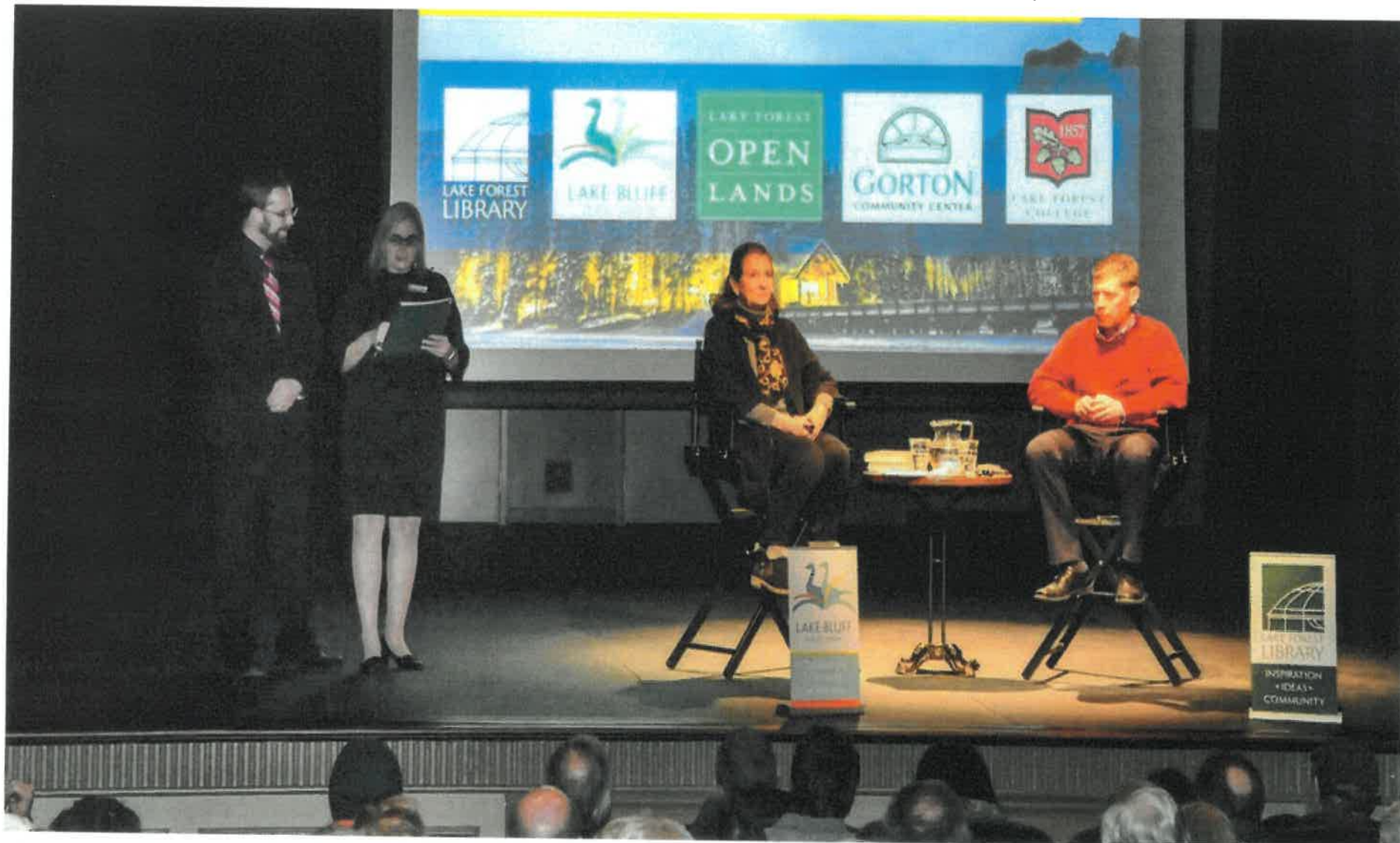
At Gorton, Egan was interviewed by Susie Hoffmann, Director of Education at Lake Forest Open Lands. More than 300 members of the community were in attendance to hear Egan discuss the ongoing changes to the Great Lakes and their implications on our local environment, including ramifications on the fishing industry, the edibility of fish in Lake Michigan, the ebb and flow of water levels, and alterations to our local coastline. Hoffman also inquired about Egan's next project: a book about phosphorus and its connections to our waterways, agriculture, and daily lives.

Thank you to Dan Egan, our Deep Freeze Read partners (Lake Forest Open Lands Association, Gorton Community Center, and Lake Forest College), our booksellers (Follett's College Bookstore and Lake Forest Book Store), the local community, and everyone who helped make this inaugural year of Deep Freeze Read a success! For more details about the program, [visit www.deepfreezeread.org](http://www.deepfreezeread.org).



Thank You to our Partners





Eric Bailey, Catherine A. Lemmer, Susie Hoffmann, and Dan Egan (Jillian Chapman)

*The views expressed in this post are the author's own. Want to post on Patch? [Register for a user account.](#)*

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More from Lake Forest, IL Patch

## 16 Early Voting Sites Open Monday in Lake County

<https://patch.com/illinois/lakeforest/amp/27964728/lake-forest-and-lake-bluff-libraries-host-writer-dan-egan>