

**May 21st, 2019**

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Oath of Office for Jon Heintzelman (2 minutes)(7:04pm)</b>	
<b>4</b>	<b>Election of Secretary Pro Tempore (action)(5 minutes)(7:09pm)</b>	
<b>5</b>	<b>Election of Board Officers and Selection of Committees (action)(10 minutes)(7:19pm)</b>	3A-3B
<b>6</b>	<b>Opportunity to Address Board (5 minutes per community member)(7:24pm)</b>	
<b>7</b>	<b>Consent Agenda</b>	
	Minutes of April 16th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:26pm)	4A-4B
<b>8</b>	<b>Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:31pm)</b>	
	April Detailed Revenue & Expense Report (action)	5A-5E
	April Detailed Balance Sheet (action)	6A-6C
<b>9</b>	<b>Approval of Checks (Green) (5 minutes)(7:36pm)</b>	
	April Check Disbursement Report (action)	7A-7G
<b>10</b>	<b>Committee Reports (10 minutes)(7:46pm)</b>	
<b>11</b>	<b>New Business</b>	8A
	Trustee Vacancy (action)(10 minutes)(7:56pm)	
	Quote for New Computers (action)(10 minutes)(8:06pm)	9A-9B
	Possible Hiring for Architectural Design (10 minutes)(8:16pm)	10A
	Nonresident Card Program Participation (action)(5 minutes)(8:21pm)	11A-11B
	Resolution Adopting Prevailing Wage Ordinance (action)(5 minutes)(8:26pm)	12A-12B
<b>12</b>	<b>Old Business</b>	
	Update on Fundraising (5 minutes)(8:31pm)	
<b>13</b>	<b>Director's Report (5 minutes)(8:36pm)</b>	
	Librarian's Narrative Report	13A-13B
<b>14</b>	<b>Executive Session(s)</b>	
<b>15</b>	<b>Any and All Other Business ...</b>	
<b>16</b>	<b>Adjournment (1 minute)(8:37pm)</b>	
<b>17</b>	<b>Attachments</b>	
	Statistics for April, 2019	14A-14C
	Friends Meeting Dates for 2019	15A
	May 2019 Centennial Update	16A-16D
	Trustee Vacancy Information	15A

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, May 21<sup>st</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. **Oath of Office for Jon Heintzelman (2 minutes)(7:04pm)**
4. **Election of Secretary Pro Tempore (action)(5 minutes)(7:09pm)**
5. **Election of Board Officers and Selection of Committee Members (action)(10 minutes)(7:19pm)**
6. **Opportunity for Public to Address the Board (5 minutes)(7:24pm) (limit 5 minutes per person per meeting)**
7. **Approval of Minutes**
  - a. **Approval of Minutes of April 16<sup>th</sup>, 2019 Board Meeting (action)(2 minutes)(7:26pm)**
8. **April 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:31pm)**
  - a. **April Detailed Revenue & Expense Report**
  - b. **April Detailed Balance Sheet**
9. **Approval of checks (Green Pages) (5 minutes)(7:36pm)**
  - a. **April Monthly Checks (13947-13953, 13955-13979)(action)**
10. **Committee Reports (10 minutes)(7:46pm) (Met)**
  - a. **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**

**(Did not meet)**

  - 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.)**

**11. New Business**

- a. Trustee Vacancy **(action)(10 minutes)(7:56pm)**
- b. Quote for New Computers **(action)(10 minutes)(8:06pm)**
- c. Possible Hiring for Architectural Design **(10 minutes)(8:16pm)**
- d. Nonresident Card Program Participation **(action)(5 minutes)(8:21pm)**
- e. Resolution Adopting Prevailing Wage Ordinance **(action)(5 minutes)(8:26pm)**

**12. Old Business**

- a. Update on Fundraising **(5 minutes)(8:31pm)**

**13. Director's Report (5 minutes)(8:36pm)**

- a. Director's Narrative Report

**14. 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)

**15. Any and all other business which may properly come before the Board****16. Adjournment (1 minute)(8:37pm)****Attachments:**

Statistics for April 2019

Friends Meeting Dates for 2019

May 2019 Centennial Update

Trustee Vacancy Information

Quote from CVI for New Computers

**Upcoming Board Meetings: June 18, July 16, and August 20, 2019.**

## Officers and Committees

The Board selects its officers and committee members for the year ahead at the May meeting. If only a single individual is running for each position, the entire slate can be approved with a single vote. Any contested position requires a separate vote. Below is the description of each position and committee from the Board's bylaws:

### 1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- **President** – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library's representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President's attendance counts towards a quorum.
- **Vice President** – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- **Treasurer** – The Treasurer shall serve as the Board's financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- **Secretary** – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

## 1.6 Board Committees

### 1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Community Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the 'Reaching Across Illinois Library System' (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.
- Finance Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library's investment policy.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.
- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- Technology Committee – Responsibilities include assessing the Library's technology needs and making recommendations to the Board.

Respectfully submitted,

Eric Scott Bailey

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, April 16th, 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 6:56 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Carl Schons, Cal Stroh, Library Director Eric Bailey, Library Employees Martha O'Hara, Eliza Jarvi, Katie McLain Horner, and Jillian Chapman, as well as trustee-elect Jon Heintzelman.
2. **Additions & Corrections to the Agenda:** None
3. **New Staff Member Katie McLain Horner:** Board members introduced themselves. Horner was enthusiastic about how happy she is to be working at the Lake Bluff Library, to everyone's delight.
4. **Opportunity for Public to Address the Board:** Jarvi encouraged everyone to attend the Phyllis Fox awards ceremony on April 17 at Lake Bluff Elementary School.
5. **Approval of Minutes:** Bailey pointed out that Tim Kregor's name should be stricken from the various committees. Also, in item 9b, it is Kregor's vacancy, not Schons'. Butler moved and Schons seconded a motion to approve the amended minutes of the March 19th, 2019 Board meeting; all voted aye.
6. **February 2019 Financial Reports:** Bailey noted that we are in a good position for the approaching end of the fiscal year. Stroh moved and Butler seconded a motion to accept the Detailed Revenue & Expense Report and the Detailed Balance Sheet; all voted aye.
7. **Approval of Checks:** Butler moved and Jackson seconded a motion to approve the March monthly checks numbered 13915-13922, 13924-13946; all voted aye.
8. **Committee Reports:**
  - (Met)
    - a. **Finance** (Chair: Butler. Member: None.) The contract for the LAN maintenance was reviewed. We will bid it out to other service providers when it next comes up for renewal in 2021. Butler moved, and Stroh seconded, a motion to accept the contract from Computer View Inc. totaling \$13,040 for two years of Local Area Network (LAN) management service. All voted aye.
  - (Did Not Meet)
    - b. **Building and Grounds** (Chair: Schons. Members: Jerch, Meierhoff, and Stroh.)
    - c. **Human Resources** (Chair: Butler. Members: Jerch and Meierhoff.)
    - d. **Bylaw and Policy** (Chair: Stroh. Member: Schons.)
    - e. **Intergovernmental** (Chair: Bailey. Members: Jerch and Stroh.)
    - f. **Long Range Planning** (Chair: Jackson. Members: Schons.)
    - g. **Outreach** (Chair: Jackson. Member: None.)
9. **New Business:**
  - a. Butler moved and Stroh seconded a motion to approve a Resolution of Thanks to Tim Kregor for his six and one half years of service to the Village of Lake Bluff as a Library Trustee. All voted aye.
  - b. Butler moved and Jackson seconded a motion to approve a Resolution of Thanks to Carl Schons for his six years of service to the Village of Lake Bluff as a Library Trustee. All voted aye.

- c. A potential Development Coordinator Position, to be a part-time Library Staff member whose wages would be paid by the Lake Bluff Library Foundation, was discussed. Butler moved and Stroh seconded a motion to accept the agreement for reimbursement between the Lake Bluff Public Library and the Lake Bluff Public Library Foundation for reimbursement of the costs associated with the employment of a part-time employee. All voted aye except for Jackson, who voted no.
- d. Contract for LAN maintenance was discussed during Committee reports.

**10. Old Business:**

There has been only one application for the opening on the Board of Trustees. The deadline for submitting applications has been extended in an effort to get more applicants.

- 11. Director's Report:** Bailey reminded us that the Phyllis Fox Memorial Writing and Bookmark Contest Award Ceremony is tomorrow, April 17, at the Lake Bluff East Elementary School, and that award-winning author Rebecca Makkai will be present to say a few words and assist in handing out awards. Ms. Makkai was herself a winner of the awards as a child growing up in Lake Bluff. Bailey also noted that the Lake Bluff Library had the cover of the March 25<sup>th</sup> issue of the Lake Forest Leader with a photo of Margaret Abel at the gardening presentation earlier that month.

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

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

- 13. Adjournment:** Stroh moved and Butler 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

5A

PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	YTD BALANCE 04/30/2019 NORM (ABNORM)	YTD BALANCE 04/30/2018 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	7.92	919,783.53	895,536.36	921,475.00	99.82
PROPERTY TAX		0.00	7.92	919,783.53	895,536.36	921,475.00	99.82
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	236.04	267.07	2,169.63	2,243.15	2,100.00	103.32
080-300-34250	NON-RESIDENT FEES	539.69	451.32	5,914.98	6,067.33	7,000.00	84.50
080-300-34260	PASSPORT FEES	805.00	0.00	7,385.00	0.00	5,000.00	147.70
SERVICES		1,580.73	718.39	15,469.61	8,310.48	14,100.00	109.71
FINES							
080-300-35700	RENTAL FINES	639.26	1,026.32	9,666.83	10,664.79	12,500.00	77.33
FINES		639.26	1,026.32	9,666.83	10,664.79	12,500.00	77.33
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	8,558.22	0.00	7,900.00	108.33
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	790.00	390.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,500.00	50.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	8.81	2,218.03	11,868.63	9,967.35	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	15.82	0.00	2,844.39	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	330.94	631.13	1,593.09	2,033.60	2,000.00	79.65
MISCELLANEOUS REVENUE		355.57	2,849.16	27,154.33	15,813.10	11,450.00	237.16
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	583.49	809.66	13,236.36	8,904.81	5,000.00	264.73
INTEREST EARNINGS		583.49	809.66	13,236.36	8,904.81	5,000.00	264.73
Total Dept 300 - REVENUE		3,159.05	5,411.45	985,310.66	939,229.54	964,525.00	102.16
TOTAL REVENUES		3,159.05	5,411.45	985,310.66	939,229.54	964,525.00	102.16
Expenditures							



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 04/30/2019

5B

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	YTD BALANCE 04/30/2019 NORM (ABNORM)	YTD BALANCE 04/30/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	13,331.94	21,394.10	228,023.69	242,625.66	246,000.00	92.69
080-603-40030	STAFF SALARIES	26,817.29	22,134.42	271,062.54	259,296.07	274,000.00	98.93
SALARIES		40,149.23	43,528.52	499,086.23	501,921.73	520,000.00	95.98
BENEFITS							
080-603-40400	MEDICAL INSURANCE	6,755.85	5,469.43	76,659.68	66,374.92	70,000.00	109.51
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	175.00	275.00	250.00	70.00
080-603-40970	EMPLOYER FICA TAX	3,040.39	3,129.69	37,551.81	37,109.11	37,000.00	101.49
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,349.84	2,874.96	33,476.10	38,210.84	38,000.00	88.10
BENEFITS		12,146.08	11,474.08	147,862.59	141,969.87	145,250.00	101.80
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	97.99	6,241.51	49,944.11	38,453.03	24,000.00	208.10
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	184.50	530.00	7,056.24	6,793.94	6,000.00	117.60
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	242.66	386.75	3,656.21	3,298.92	4,500.00	81.25
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	9.00	13,898.75	12,372.32	1,000.00	1,389.8
080-603-41350	LEGAL SERVICES	0.00	0.00	1,470.00	2,835.00	3,000.00	49.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	1,160.00	27,275.00	0.00
CONTRACTS		525.15	7,167.26	89,837.96	80,483.95	80,275.00	111.91
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	120.00	0.00	1,210.00	1,983.00	2,000.00	60.50
080-603-42440	DUES	127.95	(48.00)	2,088.09	2,319.31	2,500.00	83.52
080-603-43230	UTILITIES	360.96	0.00	12,008.65	12,028.66	14,000.00	85.78
080-603-43300	POSTAGE	114.47	66.62	1,925.68	1,745.39	2,500.00	77.03
080-603-43410	PRINTING/E-NEWSLETTER	29.99	45.38	7,641.28	7,645.27	8,000.00	95.52
080-603-43550	OFFICE SUPPLIES	581.74	386.08	6,043.70	5,924.83	5,000.00	120.87
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	104.32	98.87	1,482.84	1,877.77	2,000.00	74.14
080-603-43668	TECHNICAL SERVICES SUPPLIES	168.53	73.75	4,822.57	5,529.80	4,500.00	107.17
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	315.41	812.40	500.00	63.08
080-603-43710	ADULT PROGRAM SUPPLIES	37.78	664.14	5,357.56	5,904.70	6,000.00	89.29
080-603-43720	JUVENILE PROGRAM SUPPLIES	642.08	539.82	6,299.94	4,960.33	6,000.00	105.00
080-603-43730	OUTREACH SUPPLIES	94.48	221.66	996.50	911.49	1,000.00	99.65
080-603-43740	TEEN PROGRAM SUPPLIES	434.85	2.89	1,179.16	1,297.16	1,500.00	78.61
COMMODITIES		2,817.15	2,051.21	51,371.38	52,940.11	55,500.00	92.56
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	27.12	25.90	2,368.70	653.97	2,000.00	118.44
PROGRAM EXPENSES		27.12	25.90	2,368.70	653.97	2,000.00	118.44

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

50

PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	YTD BALANCE 04/30/2019 NORM (ABNORM)	YTD BALANCE 04/30/2018 NORM (ABNORM)	2018-19 AMENDED BUDGET	% BGDG USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,517.86	465.59	17,463.25	16,019.62	17,000.00	102.73
080-603-45100	ADULT FICTION BOOKS	530.14	100.09	15,095.10	13,697.74	15,500.00	97.39
080-603-45110	ADULT LARGE PRINT MATERIAL	89.40	18.17	507.58	499.44	500.00	101.52
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,295.65	2,009.15	13,082.63	15,519.23	15,500.00	84.40
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	15,991.61	21,095.38	22,000.00	72.69
080-603-45400	JUVENILE NON-FICTION	30.26	31.30	8,039.11	6,934.41	7,000.00	114.84
080-603-45410	PICTURE BOOKS, READERS	107.95	0.00	3,797.02	5,582.55	4,500.00	84.38
080-603-45420	JUVENILE FICTION	88.00	324.08	9,174.01	7,542.91	10,000.00	91.74
080-603-45430	JUVENILE AUDIO-VISUAL	80.91	37.95	2,180.52	1,520.13	2,500.00	87.22
080-603-45440	JUVENILE E-REFERENCE	189.00	0.00	189.00	334.33	500.00	37.80
080-603-45450	TEEN BOOKS	32.31	0.00	2,650.71	2,742.85	2,750.00	96.39
080-603-45460	E-BOOKS	1,734.16	1,380.64	12,916.55	12,001.46	13,000.00	99.36
080-603-45470	GRAPHIC NOVELS	14.94	8.94	480.89	508.97	500.00	96.18
080-603-45500	PERIODICALS	0.00	(315.66)	7,152.02	7,000.91	6,750.00	105.96
080-603-45510	VIDEO GAMES	0.00	317.00	3,442.96	3,617.77	3,500.00	98.37
080-603-45520	TRENDING TITLES	107.67	280.00	1,372.33	1,442.56	2,000.00	68.62
080-603-45600	PATRON & STAFF SOFTWARE	98.95	98.95	4,287.06	4,766.71	5,000.00	85.74
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	787.73	0.00	1,953.68	264.99	4,000.00	48.84
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	258.58	7,077.74	6,000.00	4.31
080-603-58270	OTHER EQUIPMENT	0.00	0.00	229.92	3,603.16	1,000.00	22.99
CAPITAL EQUIPMENT		6,704.93	4,756.20	141,796.53	152,677.86	161,500.00	87.80
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	291,168.18	0.00	100,000.00	291.17
CAPITAL BUILDING		0.00	0.00	291,168.18	0.00	100,000.00	291.17
Total Dept 603 - LIBRARY ADMINISTRATION		62,369.66	69,003.17	1,223,491.57	930,647.49	1,064,525.00	114.93
TOTAL EXPENDITURES		62,369.66	69,003.17	1,223,491.57	930,647.49	1,064,525.00	114.93
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		3,159.05	5,411.45	985,310.66	939,229.54	964,525.00	102.16
TOTAL EXPENDITURES		62,369.66	69,003.17	1,223,491.57	930,647.49	1,064,525.00	114.93
NET OF REVENUES & EXPENDITURES		(59,210.61)	(63,591.72)	(238,180.91)	8,582.05	(100,000.00)	238.18

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE  
 PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	YTD BALANCE 04/30/2019 NORM (ABNORM)	YTD BALANCE 04/30/2018 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	7,152.50	7,152.50	7,152.50	4,411.00	162.15
GRANTS		0.00	7,152.50	7,152.50	10,405.90	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	0.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	200.00	16,000.00	0.00
Total Dept 300 - REVENUE		0.00	7,152.50	7,152.50	10,605.90	25,411.00	28.15
TOTAL REVENUES		0.00	7,152.50	7,152.50	10,605.90	25,411.00	28.15
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	4,443.26	0.00	4,411.00	100.73
CONTRACTS		0.00	0.00	4,443.26	0.00	4,411.00	100.73
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	1,542.50	344.22	16,982.43	7,167.67	16,000.00	106.14
PROGRAM EXPENSES		1,542.50	344.22	16,982.43	7,167.67	16,000.00	106.14
Total Dept 603 - LIBRARY ADMINISTRATION		1,542.50	344.22	21,425.69	7,167.67	25,411.00	84.32
TOTAL EXPENDITURES		1,542.50	344.22	21,425.69	7,167.67	25,411.00	84.32
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	7,152.50	7,152.50	10,605.90	25,411.00	28.15
TOTAL EXPENDITURES		1,542.50	344.22	21,425.69	7,167.67	25,411.00	84.32
NET OF REVENUES & EXPENDITURES		(1,542.50)	6,808.28	(14,273.19)	3,438.23	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

5E

GL NUMBER	DESCRIPTION	PERIOD ENDING 04/30/2019		YTD BALANCE	YTD BALANCE	2018-19 AMENDED BUDGET	% EDGT USED
		ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	04/30/2019 NORM (ABNORM)	04/30/2018 NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		3,159.05	12,563.95	992,463.16	949,835.44	989,936.00	100.26
TOTAL EXPENDITURES - ALL FUNDS		63,912.16	69,347.39	1,244,917.26	937,815.16	1,089,936.00	114.22
NET OF REVENUES & EXPENDITURES		(60,753.11)	(56,783.44)	(252,454.10)	12,020.28	(100,000.00)	252.45

6A

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)	(26,818.09)
	A/R - OTHER	(10,369.77)	(26,818.09)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	46,443.70	133,793.51
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	527,548.84	238,281.23
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	11,685.63	15,721.99
	CASH/INVESTMENTS	585,829.97	387,948.53
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(7,895.89)	(15,048.39)
	DUE TO OTHER FUNDS	(7,895.89)	(15,048.39)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	27,139.88	4,902.00
	PREPAID ITEMS	27,139.88	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	921,478.34	964,119.30
	PROPERTY TAX RECEIVABLE	921,478.34	964,119.30
	<b>Total Assets</b>	<b>1,516,182.53</b>	<b>1,315,103.35</b>
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,569.16	21,110.09
	ACCRUED PAYROLL	21,569.16	21,110.09
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,230.06	9,149.90
	ACCOUNTS PAYABLE	14,230.06	9,149.90
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	964,119.30
	UNAVAILABLE PROPERTY TAXES	921,478.34	964,119.30
<b>Total Liabilities</b>		<b>957,277.56</b>	<b>994,379.29</b>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	558,904.97	558,904.97
	NET POSITION/FUND BALANCE	558,904.97	558,904.97
<b>Total Fund Balance</b>		<b>558,904.97</b>	<b>558,904.97</b>
<b>Beginning Fund Balance</b>			<b>558,904.97</b>
<b>Net of Revenues VS Expenditures</b>			<b>(238,180.91)</b>
<b>Ending Fund Balance</b>			<b>320,724.06</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,315,103.35</b>

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Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.50	7,152.50
	A/R - OTHER	<u>7,152.50</u>	<u>7,152.50</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(22,465.50)	(42,692.91)
	CASH/INVESTMENTS	<u>(22,465.50)</u>	<u>(42,692.91)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	7,895.89	15,048.39
	DUE TO OTHER FUNDS	<u>7,895.89</u>	<u>15,048.39</u>
<b>Total Assets</b>		<u><b>(7,417.11)</b></u>	<u><b>(20,492.02)</b></u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	344.22	1,542.50
	ACCOUNTS PAYABLE	<u>344.22</u>	<u>1,542.50</u>
<b>Total Liabilities</b>		<u><b>344.22</b></u>	<u><b>1,542.50</b></u>
*** 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>
<b>Total Fund Balance</b>		<u><b>(7,761.33)</b></u>	<u><b>(7,761.33)</b></u>
<b>Beginning Fund Balance</b>			<b>(7,761.33)</b>
<b>Net of Revenues VS Expenditures</b>			<b>(14,273.19)</b>
<b>Ending Fund Balance</b>			<b>(22,034.52)</b>
<b>Total Liabilities And Fund Balance</b>			<b>(20,492.02)</b>

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 04/17/2019 - 05/22/2019

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/26/2019	LIBCK	13947	COM041219	COMCAST	UTILITIES	080-603-43230	244.85
04/26/2019	LIBCK	13948	WIL041819	DONNA WILLIAMS	CHECKING ACCT - LF BANK & TR	080-100-10000	94.19
04/26/2019	LIBCK	13949	4007338	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	116.11
04/26/2019	LIBCK	13950	8127021609	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	75.70
05/09/2019	LIBCK	13951	4046929	ACCESS ONE, INC.	UTILITIES	080-603-43230	633.24
05/09/2019	LIBCK	13952	BOO041619	ALA/BOOKLIST	PERIODICALS	080-603-45500	169.50
05/09/2019	LIBCK	13953	447457696486	AMAZON	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	22.99
		13953	457458556843		TECHNICAL SERVICES SUPPLIES	080-603-43668	39.90
		13953	577799795389		TECHNICAL SERVICES SUPPLIES	080-603-43668	43.38
		13953	453664873776		ADULT PROGRAM SUPPLIES	080-603-43710	9.49
		13953	467463584538		ADULT PROGRAM SUPPLIES	080-603-43710	12.31
		13953	433346753588		JUVENILE PROGRAM SUPPLIES	080-603-43720	29.28
		13953	445594793459		OUTREACH SUPPLIES	080-603-43730	66.48
		13953	953686645948		ADULT NON-FICTION BOOKS	080-603-45000	28.49
		13953	445596385839		ADULT NON-FICTION BOOKS	080-603-45000	14.79
		13953	446365565895		ADULT NON-FICTION BOOKS	080-603-45000	33.78
		13953	854387874638		ADULT NON-FICTION BOOKS	080-603-45000	48.02
		13953	764486355445		ADULT NON-FICTION BOOKS	080-603-45000	44.41
		13953	448835567989		ADULT NON-FICTION BOOKS	080-603-45000	14.99
		13953	867437347564		ADULT FICTION BOOKS	080-603-45100	35.00
		13953	775459883788		ADULT FICTION BOOKS	080-603-45100	26.99
		13953	434766775686		ADULT LARGE PRINT MATERIAL	080-603-45110	36.99
		13953	436684553539		ADULT AUDIO VISUAL MATERIAL	080-603-45200	84.93
		13953	467798343598		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13953	886475548479		ADULT AUDIO VISUAL MATERIAL	080-603-45200	50.06
		13953	456897989766		ADULT AUDIO VISUAL MATERIAL	080-603-45200	47.47
		13953	886988755685		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.04
		13953	438669685568		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.03
		13953	448876333989		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.24
		13953	457767895648		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.81
		13953	433439534855		ADULT AUDIO VISUAL MATERIAL	080-603-45200	72.69
		13953	468387489756		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		13953	673546943648		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.99
		13953	465946377348		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		13953	788747949583		ADULT AUDIO VISUAL MATERIAL	080-603-45200	33.59
		13953	958447874354		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.56



CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 04/17/2019 - 05/22/2019

Banks: LIBCK, LIBEP

FB

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13953	457833743798		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13953	559345834799		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.98
		13953	986967369383		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13953	989797439436		ADULT AUDIO VISUAL MATERIAL	080-603-45200	72.50
		13953	436677656469		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.29
		13953	437776887774		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.58
		13953	758559344398		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		13953	4735877553578		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.98
		13953	636339476786		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.11
		13953	994595933696		ADULT AUDIO VISUAL MATERIAL	080-603-45200	127.84
		13953	643837678458		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13953	845869484533		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.86
		13953	793868334848		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.94
		13953	468478646555		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.27
		13953	855754883693		ADULT AUDIO VISUAL MATERIAL	080-603-45200	75.90
		13953	935444769994		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.33
		13953	835578347493		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13953	777764939348		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		13953	434557987788		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.03)
		13953	455876578747		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.02)
		13953	445849694793		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.02)
		13953	683697695955		JUVENILE NON-FICTION	080-603-45400	26.10
		13953	446836557687		PICTURE BOOKS, READERS	080-603-45410	18.97
		13953	683697695955		PICTURE BOOKS, READERS	080-603-45410	14.99
		13953	438596579646		PICTURE BOOKS, READERS	080-603-45410	25.90
		13953	943675354633		PICTURE BOOKS, READERS	080-603-45410	7.15
		13953	443987668663		JUVENILE AUDIO-VISUAL	080-603-45430	22.96
		13953	469683933963		JUVENILE AUDIO-VISUAL	080-603-45430	19.99
		13953	533339488887		JUVENILE AUDIO-VISUAL	080-603-45430	22.96
		13953	936889863877		TRENDING TITLES	080-603-45520	19.99
		13953	693348657487		TRENDING TITLES	080-603-45520	19.96
		13953	597945943455		TRENDING TITLES	080-603-45520	35.95
		13953	443769853934		USE OF DONATIONS/TEMPORARY E	082-603-99999	39.95
		13953	5443844379778		USE OF DONATIONS/TEMPORARY E	082-603-99999	32.89
		13953	938975474839		USE OF DONATIONS/TEMPORARY E	082-603-99999	13.94

1,839.72

05/09/2019 LIBCK 13954

VOID  
Void Reason: Created From Check Run Process

\*\* VOIDED \*\*

\*\* VOIDED \*\*

05/09/2019 LIBCK 13955

2034457248

BAKER & TAYLOR ENTERTAI TECHNICAL SERVICES SUPPLIES 080-603-43668

0.65

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 04/17/2019 - 05/22/2019

Banks: LIBCK, LIBEP

7C

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13955	2034463426		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		13955	2034458671		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.45
		13955	2034461923		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.20
		13955	2034461778		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.40
		13955	2034474662		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.90
		13955	2034473653		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13955	2034473568		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13955	2034482685		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13955	2034479491		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		13955	2034479488		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.00
		13955	2034482760		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		13955	2034486935		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13955	2034493798		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13955	2034490997		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.10
		13955	2034490968		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.20
		13955	2034498054		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.75
		13955	2034504628		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.20
		13955	2034506368		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.80
		13955	2034511299		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13955	2034518427		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		13955	2034518375		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.45
		13955	2034518489		TECHNICAL SERVICES SUPPLIES	080-603-43668	45.60
		13955	2034458671		ADULT NON-FICTION BOOKS	080-603-45000	277.44
		13955	2034474662		ADULT NON-FICTION BOOKS	080-603-45000	104.10
		13955	2034479491		ADULT NON-FICTION BOOKS	080-603-45000	43.73
		13955	2034482760		ADULT NON-FICTION BOOKS	080-603-45000	41.40
		13955	2034490997		ADULT NON-FICTION BOOKS	080-603-45000	119.81
		13955	2034490968		ADULT NON-FICTION BOOKS	080-603-45000	149.39
		13955	2034498054		ADULT NON-FICTION BOOKS	080-603-45000	407.61
		13955	2034504628		ADULT NON-FICTION BOOKS	080-603-45000	189.90
		13955	2034463426		ADULT FICTION BOOKS	080-603-45100	63.02
		13955	2034461923		ADULT FICTION BOOKS	080-603-45100	255.42
		13955	2034479488		ADULT FICTION BOOKS	080-603-45100	149.71
		13955	2034506368		ADULT FICTION BOOKS	080-603-45100	173.81
		13955	2034462341		ADULT LARGE PRINT MATERIAL	080-603-45110	52.41
		13955	2034473568		JUVENILE NON-FICTION	080-603-45400	4.16
		13955	2034462294		PICTURE BOOKS, READERS	080-603-45410	16.60
		13955	2034486935		PICTURE BOOKS, READERS	080-603-45410	24.34
		13955	2034511299		PICTURE BOOKS, READERS	080-603-45410	23.96
		13955	2034461778		JUVENILE FICTION	080-603-45420	78.35

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 04/17/2019 - 05/22/2019

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13955	2034493798		JUVENILE FICTION	080-603-45420	9.65
		13955	2034518489		JUVENILE FICTION	080-603-45420	729.58
		13955	2034457248		TEEN BOOKS	080-603-45450	32.31
		13955	2034518427		TEEN BOOKS	080-603-45450	53.92
		13955	2034518375		TEEN BOOKS	080-603-45450	243.17
		13955	2034465609		GRAPHIC NOVELS	080-603-45470	14.94
		13955	2034473653		TRENDING TITLES	080-603-45520	15.33
		13955	2034482685		TRENDING TITLES	080-603-45520	16.44
		13955	2034458671		USE OF DONATIONS/WOMEN'S CLU	082-603-99999	15.82
							<b>3,467.97</b>
05/09/2019	LIBCK	13956	HIN011619	BRITTANY HINKLE	JUVENILE PROGRAM SUPPLIES	080-603-43720	100.00
05/09/2019	LIBCK	13957	71344	CHICAGO SPRINKLER COMPA	MAINTENANCE-GROUNDS	080-603-41050	184.50
05/09/2019	LIBCK	13958	28205	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,260.00
		13958	28224		PATRON & STAFF SOFTWARE	080-603-45600	1,284.00
		13958	28225		PATRON & STAFF SOFTWARE	080-603-45600	690.00
							<b>5,234.00</b>
05/09/2019	LIBCK	13959	25990	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
05/09/2019	LIBCK	13960	HER041819	DONNA HERULA	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
05/09/2019	LIBCK	13961	284505	FINDAWAY WORLD LLC	USE OF DONATIONS/TEMPORARY E	082-603-99999	1,439.90
05/09/2019	LIBCK	13962	KAT042619	FIRST BANKCARD	DUES	080-603-42440	15.00
05/09/2019	LIBCK	13963	ELI042619	FIRST BANKCARD	POSTAGE	080-603-43300	8.30
		13963	ELI042619		JUVENILE PROGRAM SUPPLIES	080-603-43720	146.59
		13963	ELI042619		TEEN PROGRAM SUPPLIES	080-603-43740	417.70
		13963	ELI042619		JUVENILE AUDIO-VISUAL	080-603-45430	15.00
		13963	ELI042619		JUVENILE E-REFERENCE	080-603-45440	189.00
		13963	ELI042619		LIBRARY FURNISHINGS	080-603-50100	154.81
							<b>931.40</b>
05/09/2019	LIBCK	13964	LYN042619	FIRST BANKCARD	MAINTENANCE-BUILDING/FRONT D	080-603-41000	7.99
		13964	LYN042619		POSTAGE	080-603-43300	7.98
		13964	LYN042619		OFFICE SUPPLIES	080-603-43550	30.13
		13964	LYN042619		LIBRARY FURNISHINGS/FRIDGE	080-603-50100	607.00
		13964	LYN042619		LIBRARY FURNISHINGS/STAIN FO	080-603-50100	4.98
		13964	LYN042619		LIBRARY FURNISHINGS/SUPPL FO	080-603-50100	20.94

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 04/17/2019 - 05/22/2019

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							<b>679.02</b>
05/09/2019	LIBCK	13965	ERI042619	FIRST BANKCARD	MAINTENANCE-BUILDING/STORAGE	080-603-41000	90.00
		13965	ERI042619		PROFESSIONAL DEVELOPMENT	080-603-42400	120.00
		13965	ERI042619		DUES/NOTARY PKG	080-603-42440	112.95
		13965	ERI042619		POSTAGE	080-603-43300	2.64
		13965	ERI042619		MISCELLANEOUS EXPENSES/PAYFL	080-603-46100	26.40
							<b>351.99</b>
05/09/2019	LIBCK	13966	MCO042619	FIRST BANKCARD	POSTAGE/PASSPORT	080-603-43300	95.55
		13966	MCO042619		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		13966	MCO042619		OUTREACH SUPPLIES/TRIVIA PRI	080-603-43730	25.00
		13966	MCO042619		OUTREACH SUPPLIES/GO WIFI MO	080-603-43730	3.00
		13966	MCO042619		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		13966	MCO042619		PATRON & STAFF SOFTWARE/WEBS	080-603-45600	89.00
							<b>252.49</b>
05/09/2019	LIBCK	13967	PINV1714302	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	21.46
		13967	PINV1721531		OFFICE SUPPLIES/COPY PAPER	080-603-43550	69.80
		13967	PINV1714302		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	81.33
							<b>172.59</b>
05/09/2019	LIBCK	13968	1413669	IMPACT NETWORKING, INC	COPIER MAINTENANCE/SUPPLIES	080-603-41313	166.96
05/09/2019	LIBCK	13969	INV-INC20889	INNOVATIVE INTERFACES,	LIBRARY AUTOMATION SOFTWARE	080-603-45610	21,532.00
05/09/2019	LIBCK	13970	JIG011619	JIGGLEJAM PRODUCTIONS	USE OF DONATIONS/TEMPORARY E	082-603-99999	300.00
05/09/2019	LIBCK	13971	97231816	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		13971	97262837		ADULT AUDIO VISUAL MATERIAL	080-603-45200	244.93
		13971	97327271		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
							<b>304.91</b>
05/09/2019	LIBCK	13972	BAR041819	NINA BARRETT	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
05/09/2019	LIBCK	13973	NSEBC040919	NORTH SUBURBAN EMPLOYEE	MEDICAL INSURANCE	080-603-40400	3,818.20
05/09/2019	LIBCK	13974	01018C019078672	OVERDRIVE , INC	E-BOOKS	080-603-45460	1,734.16
05/09/2019	LIBCK	13975	043019	PETTY CASH	ADULT PROGRAM SUPPLIES	080-603-43710	15.98
		13975	043019		JUVENILE PROGRAM SUPPLIES/SR	080-603-43720	58.23
		13975	043019		TEEN PROGRAM SUPPLIES/CRAFTS	080-603-43740	17.15
		13975	043019		MISCELLANEOUS EXPENSES/FINE	080-603-46100	0.72

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 04/17/2019 - 05/22/2019

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							92.08
05/09/2019	LIBCK	13976	442783	POSTNET IL106	JUVENILE PROGRAM SUPPLIES	080-603-43720	254.36
		13976	443083		JUVENILE PROGRAM SUPPLIES	080-603-43720	153.62
							<u>407.98</u>
05/09/2019	LIBCK	13977	70566557	PROQUEST, LLC	ADULT REFERENCE/E-REFER	080-603-45220	1,456.00
05/09/2019	LIBCK	13978	0000000247	VILLAGE OF LAKE BLUFF	ELEVATOR MAINTENANCE	080-603-41020	19.00
05/09/2019	LIBCK	13979	HAZ041819	WILLIAM HAZELGROVE	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
				TOTAL - ALL FUNDS	TOTAL OF 33 CHECKS (1 voided		47,028.46

--- GL TOTALS ---

080-100-10000	CHECKING ACCT - LF BANK & TRST	94.19
080-603-40400	MEDICAL INSURANCE	3,818.20
080-603-41000	MAINTENANCE-BUILDING	742.99
080-603-41020	ELEVATOR MAINTENANCE	19.00
080-603-41050	MAINTENANCE-GROUNDS	184.50
080-603-41300	COMPUTER SERVICES	3,260.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	242.66
080-603-42400	PROFESSIONAL DEVELOPMENT	120.00
080-603-42440	DUES	127.95
080-603-43230	UTILITIES	994.20
080-603-43300	POSTAGE	114.47
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	121.39
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	104.32
080-603-43668	TECHNICAL SERVICES SUPPLIES	244.93
080-603-43710	ADULT PROGRAM SUPPLIES	587.78
080-603-43720	JUVENILE PROGRAM SUPPLIES	742.08
080-603-43730	OUTREACH SUPPLIES	94.48
080-603-43740	TEEN PROGRAM SUPPLIES	434.85
080-603-45000	ADULT NON-FICTION BOOKS	1,517.86
080-603-45100	ADULT FICTION BOOKS	703.95
080-603-45110	ADULT LARGE PRINT MATERIAL	89.40
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,315.64
080-603-45220	ADULT REFERENCE/E-REFER	1,456.00
080-603-45400	JUVENILE NON-FICTION	30.26
080-603-45410	PICTURE BOOKS, READERS	131.91
080-603-45420	JUVENILE FICTION	817.58
080-603-45430	JUVENILE AUDIO-VISUAL	80.91
080-603-45440	JUVENILE E-REFERENCE	189.00
080-603-45450	TEEN BOOKS	329.40
080-603-45460	E-BOOKS	1,734.16
080-603-45470	GRAPHIC NOVELS	14.94

05/17/2019 04:53 PM

User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 04/17/2019 - 05/22/2019

Banks: LIBCK, LIBEP

76

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45500				PERIODICALS			169.50
080-603-45520				TRENDING TITLES			107.67
080-603-45600				PATRON & STAFF SOFTWARE			2,072.95
080-603-45610				LIBRARY AUTOMATION SOFTWARE			21,532.00
080-603-46100				MISCELLANEOUS EXPENSES			27.12
080-603-50100				LIBRARY FURNISHINGS			787.73
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			1,842.50
				TOTAL			47,028.46

## New Business

### Trustee Vacancy

Candidates for the Trustee vacancy will be present to be interviewed at the 5:30pm May 21<sup>st</sup> Special Meeting of the Library Board. Discussion and a decision regarding whom to offer the position to is set for the regular meeting. Copies of applications will be available at the 5:30pm meeting, and information from law and bylaws regarding a vacancy is included in the packet. **RECOMMENDATION:** The vacancy can be filled by majority vote, should agreement on a candidate exist.

### Quote for New Computers

As previously reported to the Library Board, it is necessary to replace the 13 computers on the LAN used by the staff. These include 9 new desktops, and 4 desktop workstations with increased performance for running graphic design software such as Adobe Creative. In addition to being unable to run Windows 10, current staff computers have become erratic in performance. Following the changeover, a new replacement schedule will be created. Ideally, such a schedule will allow us to avoid the need for a similar large-scale replacement in the future. **RECOMMENDATION:** That the quote for \$22,893 from Computer View Inc. for the purchase, setup, and installation of 13 new desktop computers be approved.

### Architectural Design Consultant

In review of the many items involved in the upcoming Phase 1 renovation project, I have determined that it will be necessary to hire a consultant. Engberg Anderson (EA), who drafted the plan we are working towards completing, are the logical choice. They are familiar with the facilities and our goals, and are positioned to ensure that we add furnishings and fixtures that will not be rendered unnecessary or redundant by the Phase 2 expansion. I have obtained a quote for architectural design service from Engberg Anderson that has a cost of \$15,000. In analyzing the budget, we can afford this expense without relying on reserves or funds intended for reserve at the end of the FY. **RECOMMENDATION:** I am aware that this is a new request. It is presented to the Board as an item in progress, and as an opportunity to ask questions and discuss. It was discussed at the Building and Grounds Committee meeting, with follow up questions for Joe Huberty at EA identified and pursued. I anticipate having this available for discussion and a vote at the June Board meeting.

**Nonresident Card Program Participation**

Offering nonresident cards to surrounding unincorporated areas is not required by the State. If a Library chooses to offer cards to nonresidents in the area it is responsible for voting to affirm this each year. The Board's approval, along with a copy of the nonresident policies of the Lake Bluff Public Library, is then submitted to the area Library System. In our case, this is RAILS.

**RECOMMENDED MOTION:** That the proposal to offer Nonresident Cards to the unincorporated parts of the Library's service area from July 1, 2019 to June 30, 2020 be approved.

**Resolution Adopting Prevailing Wage Ordinance**

The Library Board is legally required by the State of Illinois to pass this resolution each year and to provide public notice that it has done so. The resolution affirms that when hiring contractors the Library will pay at minimum what has been determined to be the Prevailing Wage in Lake County for the service rendered. **RECOMMENDATION:** Passing the resolution is a legal requirement. I recommend that the Board of Library Trustees vote to approve the resolution and charge the Library Director with handling the posting and notification requirements.

Respectfully submitted,  
Eric Scott Bailey





# COMPUTER VIEW INC.

**Computer View, Inc.**  
 2035 S Arlington Heights Rd  
 Suite 121  
 Arlington Heights, Illinois  
 United States  
<http://www.cview.net>  
 (P) 847-290-9286  
 (F) 847-290-9602

## Quotation (Open)

**Date**  
 May 14, 2019 01:36 PM  
 CDT

**Modified Date**  
 May 15, 2019 10:11 AM  
 CDT

**Doc #**  
 201817 - rev 1 of 1

**Description**  
 Desktop Replacements

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

**Customer Contact**  
 Jensen, Lyndy  
 (P) 847-234-2540  
 (F) 847-234-2649  
[ljensen@lakeblufflibrary.org](mailto:ljensen@lakeblufflibrary.org)

### Customer

Lake Bluff Public  
 Library (LBL0001)  
 Jensen, Lyndy  
 123 E. Scranton Ave.  
 Lake Bluff, IL 60044  
 United States  
 (P) 847-234-2540  
 (F) 847-234-2649

### Bill To

Lake Bluff Public Library  
 Jensen, Lyndy  
 123 E. Scranton Ave.  
 Lake Bluff, IL 60044  
 United States  
 (P) 847-234-2540  
 (F) 847-234-2649  
[ljensen@lakeblufflibrary.org](mailto:ljensen@lakeblufflibrary.org)

### Ship To

Lake Bluff Public Library  
 Jensen, Lyndy  
 123 E. Scranton Ave.  
 Lake Bluff, IL 60044  
 United States  
 (P) 847-234-2540  
 (F) 847-234-2649  
[ljensen@lakeblufflibrary.org](mailto:ljensen@lakeblufflibrary.org)

**Customer PO:**

**Terms:**  
 Undefined

**Ship Via:**  
 UPS Ground

**Special Instructions:**

**Carrier Account #:**

#	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	9	\$1,030.00	\$9,270.00
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	9	\$60.00	\$540.00
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	9	\$169.00	\$1,521.00
<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	4	\$1,335.00	\$5,340.00
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	4	\$119.00	\$476.00
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	4	\$199.00	\$796.00

9B

#	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: \$22,893.00**  
Shipping: \$0.00  
**Total: \$22,893.00**

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.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

**Recommendation on Architectural Designer**

May 16<sup>th</sup>, 2019

**SUMMARY:** Work is ongoing by Library staff on identifying needed changes as part of the Phase 1 renovation. As part of this work, the question has arisen: should the Library hire an architectural designer?

**RESEARCH:**

1. Scope of Proposed Phase 1 Renovation
  - a. Relocation and replacement of Main Desk, renovation of current desk location, transition of current Adult Computer Room to multi-use meeting room, and renovation of Youth Services Department.
  - b. Aspects of Phase 1:
    - i. Extension of LAN connections and electrical, for both patrons and staff.
    - ii. Acquisition and installation of furnishings, furniture, electronics, and technology.
    - iii. Establishment of cohesive design for renovation, to be built upon during the later Phase 2 expansion.
    - iv. Estimate of cost of work to be carried out approximately 6 months to a year in the future.
    - v. Compliance with appropriate building codes and regulations.
2. Timing of Project
  - a. The Library has an excellent staff, and I have faith that for most items we could find the information eventually. Research, however, would be time consuming and would not replace the experience offered by a professional.
  - b. This would make the launch of a fundraising campaign in the second half of 2019 difficult.
3. Common Practice
  - a. In talking with other Libraries in the area, hiring a designer for significant renovations is common practice. In our Library visits, we have not yet encountered a significant project that was handled solely by Library staff.
4. Optics
  - a. The lack of a professional to guide the project would make for a higher number of missteps, as staff would be operating outside their expertise, with the attendant increases in cost and time. For a project relying on philanthropy, the optics would also not be ideal.
5. Contract for Architectural Design
  - a. For \$15,000, Engberg Anderson can provide the architectural design services needed for the project and the fundraising campaign that will make it possible. As the firm responsible for drafting the plan we are working towards completing, they are familiar with the current Library situation and where we want to get to.
6. Cost
  - a. While an additional cost is not ideal, it is manageable. The budget is most flexible at the start of the Fiscal Year, and I have identified multiple opportunities to make this feasible within the operating budget (without use of Reserve funds).

**RECOMMENDATION:** This does represent an additional expense, which is not desirable. However, in developing the plans for Phase 1 and the fundraising campaign to make it possible, it is a necessary one. I am aware this is a new request, and I am not requesting approval at this time. I intend for it to be ready for the June Board meeting.

Respectfully submitted, Eric Scott Bailey

## Statement of Participation in Nonresident Card Program

Whereas, **Title 23, Subtitle B, Chapter 1, Part 3050** (hereinafter referred to as 'the code'), **Section 3050.20(a)** of the **Illinois Administrative Code** requires that Public Libraries in the state of Illinois annually take action to decide whether or not to issue nonresident library cards, and;

Whereas, it is the intention of the Lake Bluff Public Library to participate in the non-resident program and offer service to individuals fitting the criteria established in **Section 3050.25** of the Code;

### **The Board of Library Trustees affirms the following:**

The Lake Bluff Public Library will provide service to nonresidents owning property in incorporated Lake Bluff, according to **Section 3050.70** of the Code and in accordance with policy **CIR-2** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident homeowners not paying taxes to support any library and who fit the requirements of **Section 3050.25** using the Tax Bill Method as provided for by **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of single family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code. The formula to be used shall be the Tax Bill Method listed in **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of multiple family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising it's own formula as allowed in **Section 3050.60(b)(2)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees. The library shall charge a flat rate of **\$16.00** per household.

Payment of a nonresident fee shall entitle all individuals who can meet the library's requirements for establishing permanent residency to a card. Nonresident cards shall be valid for one year from the date of payment if the card has expired or the non-resident is applying for the first time, or one year from the date of expiration of a current nonresident card if the nonresident is paying in advance to avoid a lapse in service. The Lake Bluff Public Library will place no restriction on the access of nonresident cardholders to whom it has issued a library card. Nonresident cards from other participating libraries will be honored with the same restrictions as are placed on all Reciprocal Borrowers by the library.

**Approved by the Board of Library Trustees of the Lake Bluff Public Library on May 21, 2019, and in effect from July 1, 2019 until June 30, 2020.**

## Lake Bluff Public Library Nonresident Card Policies

### **CIR-3: Non-Resident Library Cards**

Non-Resident Library Cards may be purchased by residents of unincorporated Lake Bluff properties that do not pay property taxes to specifically fund any local library. The cost of library service for residents outside the boundaries of incorporated Lake Bluff is determined by the taxable valuation of the property multiplied by the 26 current tax rate for library service for Lake Bluff taxpayers. Non-Resident fees are charged on an annual basis and provide library cards for the entire household. When necessary, the Library Board of Trustees may make adjustments to that formula within the extent allowed by law. By law non-Resident Cards are valid for one year from the date of payment. Non-Resident cardholders are entitled to the same privileges and access as Resident cardholders.

#### **CIR-3.1: Applicants Who Own Unincorporated Lake Bluff Property, But Do Not Live in Lake Bluff**

Individuals who own eligible unincorporated Lake Bluff properties but do not reside in Lake Bluff may purchase a Non-Resident card. Applicants must meet the requirements listed in CIR-1 and CIR-2.1. By law only one such card will be issued for each parcel of property and will be valid for one year

**RESOLUTION NO. 2019-03****Resolution Adopting Prevailing Wage Rates****Lake Bluff Public Library**

**WHEREAS**, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01, et seq.; and

**WHEREAS**, the Act requires that the Board of Library Trustees ascertain the prevailing rate of wages in the locality of the Library for laborers, mechanics and other workers performing construction of public works for the Library.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees as follows:

**SECTION 1:** The general prevailing rate of wages in this locality is hereby ascertained to be the same as the prevailing wage rate for construction work in Lake County as determined by the Department of Labor of the State of Illinois.

**SECTION 2:** The Board Secretary shall:

- a) Keep this Resolution available for inspection in the main office of the Library;
- b) Promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library action;
- d) Mail a copy of this Resolution to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

**SECTION 3:** This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 21<sup>st</sup> day of May, 2019 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

---

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

ATTEST:

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

(SEAL)

## Director's Report – May 2019

### Programs of Note

- Youth Services offered a Slime workshop this month, which is always exhausting fun.
- Staff member Alicia Streightiff led a fun drop in program the Saturday before Earth Day, where patrons could plant a mini herb garden.
- The Phyllis Fox Award Ceremony was April 17. Rebecca Makkai said a few words at the beginning, two board members (Janie Jerch and Cal Stroh) were present, and we had about 100 people in attendance in the Multi-Use Room at Lake Bluff Elementary School. Alicia Streightiff was instrumental in putting on the award ceremony, it went very well and we had great feedback. Several parents said that their kids had felt rather casual about actually entering the contest, but when they won they were very proud and excited. Here's hoping it sparked a little something in the winners!
- Eliza Jarvi's involvement with the Lake Forest High School Book Club continues. The next book will be *Crazy Rich Asians* by Kevin Kwan, and to finish off the school year, the high schoolers will be coming to the library to watch the movie and have a pizza party!
- Jillian Chapman led a special edition of Adult Crafts sponsored by the Garden Club in April. It was well attended and everyone had a lovely time.
- We had two gardening programs led by Marissa Hopkins, an urban farmer. The spring crops program brought in 20 people and we were featured in the Lake Forest Leader.
- Jen Horan, Martha O'Hara, and Eliza Jarvi, with the help of many other staff, have ensured that we have a better integrated Summer Reading Club than ever before. What does this mean? It means better than ever collaboration with the schools, parallel activities so that family members of different ages can be working on Reading Club completion together, and a single theme for all clubs. The goal is to encourage the whole family to get involved, with prizes available to those families who are.

### New Loan Rules

Katie Horner and Martha O'Hara worked together on the roll out of the new loan rules, which went into effect on May 1, 2019. Patron response has been very positive.

### Newsletter for the Summer

Martha reports that the newsletter that will be arriving in Lake Bluff homes on June 1, 2019 will be a special edition. The format will be different, with a Reading is Magic theme to match our summer reading clubs. This is the first time that we have done this. The Friends of the Library also provided the funds for an added section to the newsletter, a perforated tear-out section that contains readings logs for the Youth, Teen, and Adult reading clubs.

### READ Posters

For National Library Week, staff member Jillian Chapman took pictures of local elected officials, luminaries, and leaders posing with their favorite title. These have been a big hit with patrons, both in the Library and on our Instagram account.



### Banners for Downtown

The Centennial Banners for display in the downtown have been ordered! Anna Fifhouse, with some help from Jillian Chapman and feedback from other staff members, did a fantastic job designing these.

### Passport Update

At the end of the Fiscal Year, our final total for passport revenue was \$7,770. In the 272 days we offered the service, we completed 222 applications. The feedback has been very positive; thanks to Martha O'Hara and Anna Fifhouse, who, along with myself, have been the main passport agents. Katie Horner is now certified as well, and Jillian Chapman will be certified soon.

### Seed Library/Exchange

The Library has received a \$200 donation from Pasquesi's Lawn and Garden for the creation of a Seed Library. Patrons will be able to take seeds home to plant, and will be encouraged to bring in seeds they have at home to share with others. The initial collection of seeds will include heirloom varieties from around the world for the adventurous, prairie plants to highlight local ecology, and basic seeds for new gardeners. Jillian has begun connecting with local organizations regarding contributions/joint programming. Jillian is also loaning the Library a wonderful antique seed display to host the collection.

### Circulating Launchpads

Launchpads are a portable electronic device loaded with educational software. We've been making them available in Youth Services this past year, and thanks to a donation of \$1,000 in February we were able to increase the size of the collection to allow checkouts as well. The devices are very popular; Katie Horner has been instrumental, working with Eliza, in sorting out the logistics of circulating the devices.

### Update on Website

Work continues on the new website. A second 'draft' will be available soon, incorporating feedback from staff members. We have sorted out the architecture for the new site and are in the process of defining the size and format for rotating featured-display areas on the site.

### Update on Long Range Plan

A lot of work has been done on drafting goals for the Long Range Plan since the April Board Meeting, with the result being a single goal document. Work was slowed a bit by some unexpected staff absences for bereavement and illness, and review and editing is ongoing. It should be ready for the June meeting.

### New Database

We are in the process of setting up access to eRead Illinois, an eBook and eAudiobook consortium similar to MyMediaMall. The cost was very affordable, and eRead has far more manageable wait list times. The Reaching Across Library System (RAILS) is a participant in a grant developing the SimplyE app created by New York Public Library for use by its member libraries. SimplyE provides a single access point for multiple online eMaterial collections, which we are very excited to see implemented.

Respectfully submitted, Eric Scott Bailey

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## Monthly Statistics Summary April 2019

### Library Usage Summary

#### Total April Circulation

FY	Total	Avg. Circ/Hour	%Change
18-19	7,646	28.32	-11.12%
17-18	8,603	33.22	-9.34%
16-17	9,489	37.36	0.00%

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
18-19	102,009	32.94	-10.99%
17-18	114,603	37.27	-0.65%
16-17	115,349	40.22	0.00%

#### Total April Visits

FY	Total Visits	Avg. Visits/Hour	%Change
18-19	4,168	15.44	-21.49%
17-18	5,309	20.50	1.63%
16-17	5,224	20.57	0.00%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
18-19	64,094	20.70	-8.16%
17-18	69,790	22.70	-3.85%
16-17	72,581	25.31	0.00%

#### Total April Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	33	17.86%	473	10.77%
17-18	28	0.00%	427	-5.53%
16-17	28	0.00%	452	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	393	32.32%	6,789	-0.75%
17-18	297	-11.61%	6,840	-6.58%
16-17	336	0.00%	7,322	0.00%

### Online Access

#### Total April eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
18-19	456	126	0	11	-48.92%
17-18	488	180	491	2	-26.19%
16-17	291	4	1,278	0	0.00%
	0	0	0	0	%

#### Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
18-19	4,484	1,745	2,656	169	-34.54%
17-18	4,870	567	8,224	170	9.91%
16-17	3,694	36	8,632	222	0.00%
	0	0	0	0	%

#### Total April Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
18-19	7,452	4.87%	5082	1.72%
17-18	7,106	-6.66%	4996	2.13%
16-17	7,613	0.00%	4892	0.00%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
18-19	86,171	-7.48%	57,505	-9.69%
17-18	93,142	-9.12%	63,676	-0.76%
16-17	102,490	0.00%	64,161	0.00%

#### Total April Database Usage

FY	Research	Novelist	Tumblebooks	%Change
18-19	768	21	18	311.73%
17-18	113	35	48	-76.10%
16-17	43	753	24	0.00%

#### Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
18-19	2,279	315	377	-51.37%
17-18	2,102	3,289	719	-51.48%
16-17	1,963	10,534	95	0.00%

### Other Services

#### Total April Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
18-19	0	138	46	0
17-18	3	112	57	3
16-17	0	111	33	2

#### Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
18-19	18	1,497	537	53
17-18	22	1,436	533	61
16-17	22	1,499	524	64

## Monthly Statistics Summary April 2019

### Adult Services Summary

#### Total April Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	644	1,110	1,375	3,129	-12.72%
17-18	824	1,175	1,586	3,585	-3.89%
16-17	994	885	1,851	3,730	0.00%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	10,163	12,973	18,619	41,755	-9.89%
17-18	11,526	12,197	22,614	46,337	-3.22%
16-17	11,899	10,973	25,005	47,877	0.00%

#### Total April Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	11	-15.38%	158	-33.61%
17-18	13	8.33%	238	103.42%
16-17	12	0.00%	117	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	132	21.10%	1,791	12.36%
17-18	109	-17.42%	1,594	2.05%
16-17	132	0.00%	1,562	0.00%

### Teen Services Summary

#### Total April Circulation

FY	Total	%Change
18-19	74	-8.64%
17-18	81	-12.90%
16-17	93	0.00%

#### Total Circulation Fiscal Year to Date

FY	Total	%Change
18-19	1,548	-8.29%
17-18	1,688	-19.92%
16-17	2,108	0.00%

#### Total April Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	3	50.00%	2	-66.67%
17-18	2	-50.00%	6	0.00%
16-17	4	0.00%	6	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	37	0.00%	146	-21.93%
17-18	37	-36.21%	187	-0.53%
16-17	58	0.00%	188	0.00%

### Youth Services Summary

#### Total April Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	1,850	564	434	2,848	5.79%
17-18	1,699	484	509	2,692	-17.85%
16-17	2,223	571	483	3,277	0.00%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
18-19	26,398	5,959	5,548	37,905	-9.28%
17-18	29,074	5,856	6,851	41,781	-3.05%
16-17	29,344	5,876	7,875	43,095	0.00%

#### Total April Programs

FY	# of Programs	%Change	Attendance	%Change
18-19	19	46.15%	313	71.04%
17-18	13	8.33%	183	-44.38%
16-17	12	0.00%	329	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
18-19	224	48.34%	4,852	-4.09%
17-18	151	3.42%	5,059	-9.21%
16-17	146	0.00%	5,572	0.00%

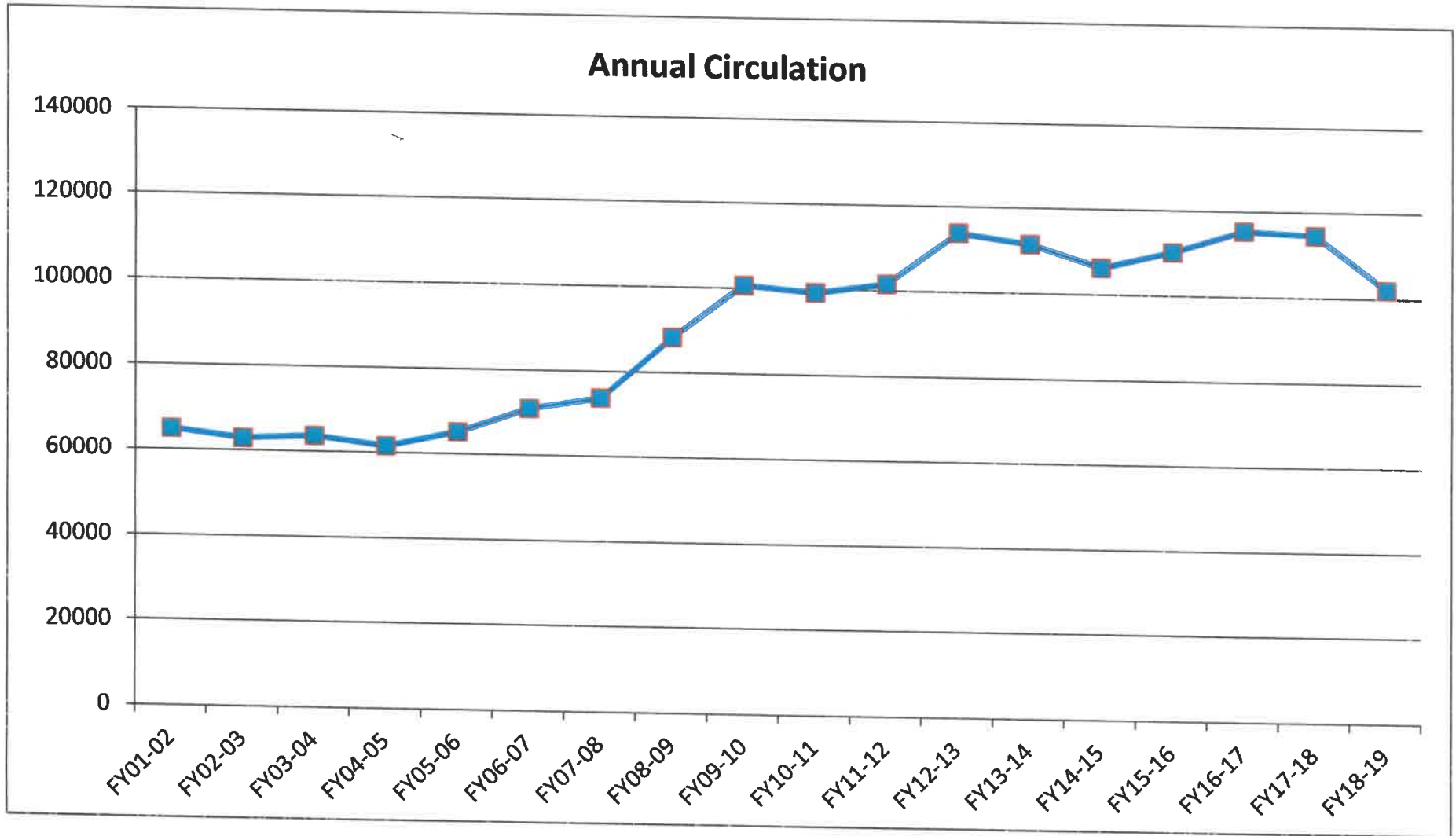
### Technical Services Summary

#### Total April Activity

FY	Acquisitions	Deletions
18-19	620	1,595
17-18	645	202
16-17	811	246

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
18-19	7,119	6,851
17-18	7,261	4,270
16-17	7,118	7,354



## Friends of the Library Meeting Dates

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

### 2019 Meeting Dates

January 19 at 10:00am – Kathy Meierhoff

February 16 at 10:00am – Tim Kregor

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

April 13 at 10:00am - CANCELLED

May 18 at 10:00am – Kate Jackson

June 15 at 10:00am – Scot Butler

August 17 at 10:00am – Tim Kregor

September 21 at 10:00am – Janie Jerch

October 19 at 10:00am – Kate Jackson

November 16 at 10:00am – Kathy Meierhoff

Respectfully submitted,

Eric Scott Bailey

Library Director

## Centennial Plans for 2019

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



We are officially registered for the Fourth of July Parade. The Centennial committee met May 10<sup>th</sup> to discuss the theme for this year's Fourth of July Parade. It will be a birthday theme with party hats, noise makers, the book bike, and cross promotion for the Summer Block party on August 24<sup>th</sup> with the Lake Bluff Brewing Company. Megan Paszczykowski wrote a wonderful article on

behalf of the Lake Bluff Library for the parade:

### Lake Bluff Library Celebrates 100 Years

The Lake Bluff Public Library is not only the nucleus of what expands us as individuals – learning, imagination, exposure – it's connective tissue for our community. From vivid, colorful story times on the rug to thoughtful, author-led discussions of the issues facing our village, nation, and planet, everyone can find growth at the Library. This year, the Lake Bluff Library celebrates its Centennial, and offers patrons a chance to reflect on its rich history of literacy and community. The Library was founded by the Lake Bluff Women's Club, as a memorial to its veterans of the war. Since then, it has taken many forms in many locations – starting in Village Hall with a mere 500 books, donated by W.N. Roundy. Today the Library remains in the center of town – only now on Scranton Avenue – and is considered an essential stop for countless Lake Bluff residents as they move through their day.

*"After a long day at school, it's great to read and relax at the Library."* - Grace

### The Freedom of Literacy

Since inception, libraries have been the great equalizers – their doors open to the *public*, regardless of age, socio-economics, chosen language, or literacy level. They serve as safe havens for learning, studying and communicating in a shared, respectful space dedicated to absorbing new information. The power of literacy brings possibility to what seems impossible and can transport us to places we never imagined.

*"I like books about the solar system."* – RJ

The Lake Bluff library's distinct role in reading and learning can certainly be attributed to the inviting, playful children's library, where kids can create their own puppet show, utilize learning devices, and even read to soft, cuddly (incredibly tolerant) service dogs. Yet, the guiding force in the growth of its young readers stems from the infectious curiosity and enthusiasm of the Library staff. Rarely stumped by a question or request, they're known to share their thoughts on the greatest stories and storytellers, often challenging kids to test their literacy limits. Even brief discussions with the staff illuminates the diversity and breadth of their knowledge (and pure love) of books.

*It's one of my favorite places in Lake Bluff, because I love reading, especially in the rocking chair!" – Hannah*

Whether reminiscing with parents about the formative books of their childhood or celebrating a new release of a favorite series with kids, the Library's role in literacy and reading is elevated by the staff. While the Library places emphasis on youth services, there are growth opportunities for all ages and stages. *"Being able to find stories, facts, and data is THE essential ability in the Information Age, said Eric Bailey, Library Director. "No skill helps you do that better than reading, which is why today's readers are tomorrow's leaders."*

### **Future-Proof, 100 Years Later**

Today's Lake Bluff Library has evolved to embrace digitization and new ways of learning. Supported by the Friends of the Library fundraising efforts, the Library offers both desktop and mobile device access to conduct research, or play fun, engaging learning games. Library programs, developed by the energetic staff, touch varying levels of aptitudes and interests, and include a cookbook club, adult and youth reading clubs, LEGO club, pajama story time, guest author discussions, and so much more. Last year, the Friends of the Library generously donated the Book Bicycle, which was designed to facilitate book checkouts outside the building. The Book Bicycle can be found at various events around town, particularly the Lake Bluff Farmers Market on Fridays. *"Fundraising by the Friends of the Library is essential to evolving with the changing times and ensuring we are growing along with patron needs," said Eileen Laack, President. "The Book Bicycle is a perfect metaphor for our role in community literacy; reading can take you anywhere."*

At 100 years old, the Lake Bluff Public Library remains the intellectual heart of Lake Bluff. No doubt, it thrives on the continued support of our tightly woven community. As the world spins rapidly around us in this age of endless information, what's old is new again; you can always gather at the Library.

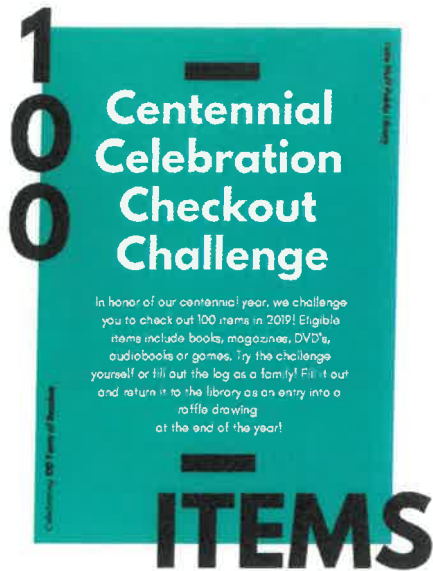
Below, is our full page advertisement in the Parade Book for \$385:

**CELEBRATING A CENTURY OF READERS**

**FUTURE SITE OF THE LAKE BLUFF LIBRARY.**

**100 LAKE BLUFF PUBLIC LIBRARY est. 1919**

Friends of the Lake Bluff Public Library, 100th Anniversary, 1919-2019. Photo by Eileen Laack, President, Friends of the Lake Bluff Public Library, 2019.



- **Centennial Inspired Pillar Display:  
Centennial Celebration Checkout Challenge**

*In honor of our centennial year, we challenge you to check out 100 items in 2019! Eligible items include books, magazines, DVD's, audiobooks or games. Try the challenge yourself or fill out the log as a family! Fill it out and return it to the library as an entry into a raffle drawing at the end of the year!*

- **Updated Timeline**

Eric recently discovered some Library documents that establish a more accurate timeline of the previous locations for the Lake Bluff Library. The Library was officially in five locations:

**1919- Village Hall** **April 1933-** The Library was moved into the two stores at 36 and 38 Center Ave., then occupied by the Old Post Shop and the Frame Forum (now near Inovasi)

**April 30, 1944-** The Library was moved to 113 Scranton Ave., in the store that was occupied by the Lake Bluff Laundromat (now Bluffington's) **September 2, 1958-** The Library had moved its 8,000 volumes with the aid of volunteers and opened for business at 40 Center Ave (the cottage library)

**July 13, 1975-** Moving books and equipment into the new building began with volunteer help. The new building was opened and Dr. Victor Sleeter checked out the first book (our current location)



Current LB Library Location



Bluffington's Location





Lake Bluff Pharmacy prior to the Library move in 1958



LB Library after move in 1958

- **Centennial Banners**
- Anna Fifhouse has ordered the Banners from Stickerbanners.com. The total cost was \$309.92

#### **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!*

## **Filling an Open Trustee Position**

### **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.