

November 12th, 2019

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of September 17th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	September Detailed Revenue & Expense Report (action)	4A-4E
	September Detailed Balance Sheet (action)	5A-5C
	October Detailed Revenue & Expense Report (action)	6A-6E
	October Detailed Balance Sheet (action)	7A-7C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	September Check Disbursement Report (action)	8A-8G
	October Check Disbursement Report (action)	9A-9F
7	Committee Reports (10 minutes)(7:29pm)	
8	New Business	
	Meetings for Calendar Year 2020 (action)(5 minutes)(7:34pm)	10A
	Levy for Fiscal Year 2020-2021 (action)(10 minutes)(7:44pm)	11A
	Date for Holiday Luncheon (action)(5 minutes)(7:49pm)	12A
9	Old Business	
	Long Range Plan Draft (10 minutes)(7:59pm)	13A-13Y
	Update on Fundraising (5 minutes)(8:04pm)	
10	Director's Report (5 minutes)(8:09pm)	
	Librarian's Narrative Report	14A-14C
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:10pm)	
14	Attachments	
	Statistics for September, 2019 (Available at Meeting)	15A-15B
	Statistics for October, 2019 (Available at Meeting)	16A-16B
	Friends Meeting Dates for 2019	17A
	October 2019 Centennial Update	18A-18C
	Article on Little Free Library	19A
	New Schedule for Director's Review	20A
	Committee Goal Summary Document	21A-21B

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 12th, 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 September 17th, 2019 Board Meeting (action)(2 minutes)(7:09pm)
- 5. September and October 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. September Detailed Revenue & Expense Report
 - b. September Detailed Balance Sheet
 - c. October Detailed Revenue & Expense Report
 - d. October Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. September Monthly Checks (14145-14154, 14156-14179)(action)
 - b. October Monthly Checks (14180-14188, 14190-14212)(action)
- 7. Committee Reports (10 minutes)(7:29pm) (Met)**
 - a. Building and Grounds Committee (CHAIR: Jerch. MEMBERS: Meierhoff, and Stroh.)
 - b. Finance Committee (CHAIR: Hayes. MEMBERS: Butler, and Meierhoff.)
 - c. Human Resources Committee (CHAIR: Butler. MEMBERS: Heintzelman and Jerch.)**(Did not meet)**
 - a. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jackson and Stroh.)
 - b. Long Range Planning Committee (CHAIR: Heintzelman. MEMBERS: Hayes and Jackson.)
 - c. Outreach Committee (CHAIR: Jackson. Members: Jerch.)
- 8. New Business**
 - a. Meetings for Calendar Year 2020 (action)(5 minutes)(7:34pm)
 - b. Levy for Fiscal Year 2020-2021 (action)(10 minutes)(7:44pm)
 - c. Date for Holiday Luncheon (action)(5 minutes)(7:49pm)

9. Old Business

- a. Long Range Plan Draft (action)(10 minutes)(7:59pm)
- b. Update on Fundraising (5 minutes)(8:04pm)

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

- a. Director's Narrative Report

11. Executive Session(s)

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

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:05pm)****Attachments:**

Statistics for September 2019
Statistics for October 2019
Friends Meeting Dates for 2019
October 2019 Centennial Update
List of Board Meeting Dates for Calendar Year 2020
Article on Little Free Library
Committee Goal Summary Document
Proposed Schedule for Director's Evaluation
Long Range Plan Document
Proposal for Levy

Upcoming Board Meetings: December 10, 2019, January 21, 2020, and February 18, 2020.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, September 17, 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 7:04 pm. Present were Trustees Bill Hayes, Jon Heintzelman, Kate Jackson, Janie Jerch, Cal Stroh, Library Director Eric Bailey, and Library Employees Eliza Jarvi and Katie Horner. Scot Butler was absent.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** No one came forward.
4. **Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of August 20th, 2019; all voted aye.
5. **August 2019 Financial Reports:** Bailey stated that interest earnings were higher than last month due to the arrival of property tax funds last month. Jackson asked about correlating books and materials expenses to circulation numbers. Jarvi said that such an analysis is part of the upcoming Long-Range Planning. Stroh moved and Heintzelman seconded a motion to approve the August 2019 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of August 2019 Checks:** Stroh moved and Heintzelman seconded a motion to approve the August monthly checks numbered 14108-14112, 14114-14144; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that the committee has convened two more times since last month's general board meeting to discuss Phase 1 renovation plans in more detail. More work needs to be done, especially the hard task of prioritizing and cost-cutting, since the current plan came in at a higher dollar figure than we expected. Bailey received a finer breakdown of costs from Engberg Anderson today, and we already have a meeting scheduled for Sept. 24 at 4 pm to discuss details and options. Any and all are welcome to attend.
 - b. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.) Heintzelman reported that the first draft of the plan is in our packets and ready to be discussed.
 - (Did Not Meet)
 - c. **Finance** (Chair: Hayes. Members: Butler and Meierhoff)
 - d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.)
 - e. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
 - f. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)
 - g. **Bylaw and Policy** (Stroh and Heintzelman.)
8. **New Business:**
 - a. **Closings for Calendar Year 2020:** Bailey surveyed other local libraries about whether or not they close on President's Day and Martin Luther King Day. In the past those two days have been vacation days for all staff, but Bailey said that if we are to remain open on those days, as other area libraries do, employees can be compensated for the loss of two vacation days by adding two floating vacation days to each employee's schedule. Heintzelman moved and Jackson seconded a motion that the proposed list of holiday closings for 2020, as amended to remove President's Day and Martin Luther King Jr. Day, and the proposed amendment to Section 5.5: Holidays of the Personnel Manual, both be approved; all voted aye.

b. **Long-Range Plan Draft:** The new plan encompasses 2019-2022 and is meant to be not only a guide but also a living, functioning document. An overview of the LRP 3-year plan is that it provides for a steering committee composed of members of the staff, the board, and the public, and that its planned implementation date is January 1, 2020. Trustees are to read the document and prepare comments for the next general board meeting.

9. Old Business:

a. **Update on Fundraising:** Jackson reported that she attended the recent Friends of the Library meeting and that she made three funding requests for: (1) A winter reading program, (2) mobile slat walls to attach to shelving end-caps for rotating displays, and (3) a flat dollar amount to be used for various programs. She assured the FoL that we would then provide them with regular reports on how the funds are being spent.

10. Director's Report Highlights:

- Bailey participated in a group to establish criteria for the new District 65 superintendent as they conduct their search.
- Districts 65 and 115 both renewed the Inter-Governmental Agreement for library card services.
- A small leak developed on the Museum side of the building along one of the beams; the contractor re-sealed the area and so far, no more leaks. B&G will look into a more long-term solution.
- Jarvi will be taking a few weeks of pre-planned leave.
- Tickets for the Trivia Night fundraiser are selling well. Kudos to the staff for getting us such good press for this as well as other recent activities.
- Bailey provided an organizational chart and a list of duties/responsibilities for all Library Employees.

11. Executive Session: Without actually entering into Executive Session, we considered what to do with closed meeting minutes. Since they all concern current staff members, we decided to keep them closed. Heintzelman moved and Stroh seconded a motion to keep current Executive Session meeting minutes closed; all voted aye.

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

13. Adjournment: Stroh moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:43 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 09/30/2019

4A

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2019 NORM (ABNORM)	YTD BALANCE 09/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	400,342.73	318,612.55	917,969.52	899,377.30	964,117.00	95.21
PROPERTY TAX		400,342.73	318,612.55	917,969.52	899,377.30	964,117.00	95.21
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	224.95	245.25	941.14	992.60	2,100.00	44.82
080-300-34250	NON-RESIDENT FEES	561.46	165.24	3,076.64	2,969.72	7,000.00	43.95
080-300-34260	PASSPORT FEES	875.00	665.00	3,605.00	1,400.00	9,000.00	40.06
SERVICES		1,661.41	1,075.49	7,622.78	5,362.32	18,100.00	42.11
FINES							
080-300-35700	RENTAL FINES	531.84	593.80	3,993.13	4,405.59	10,500.00	38.03
FINES		531.84	593.80	3,993.13	4,405.59	10,500.00	38.03
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	8,558.22	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	390.00	0.00	390.00	0.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	121.95	15.90	21,172.25	9,465.19	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	66.17	356.82	2,584.67	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	27.20	270.78	171.10	1,010.66	2,000.00	8.56
MISCELLANEOUS REVENUE		149.15	742.85	21,700.17	22,008.74	12,100.00	179.34
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	686.50	1,117.36	3,456.05	5,262.16	10,000.00	34.56
INTEREST EARNINGS		686.50	1,117.36	3,456.05	5,262.16	10,000.00	34.56
Total Dept 300 - REVENUE		403,371.63	322,142.05	954,741.65	936,416.11	1,014,817.00	94.08
TOTAL REVENUES		403,371.63	322,142.05	954,741.65	936,416.11	1,014,817.00	94.08

Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4B

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2019 NORM (ABNORM)	YTD BALANCE 09/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	16,182.62	20,231.08	80,041.93	100,814.08	137,000.00	58.42
080-603-40030	STAFF SALARIES	25,514.31	21,295.31	137,605.22	116,472.00	349,000.00	39.43
SALARIES		<u>41,696.93</u>	<u>41,526.39</u>	<u>217,647.15</u>	<u>217,286.08</u>	<u>486,000.00</u>	<u>44.78</u>
BENEFITS							
080-603-40400	MEDICAL INSURANCE	7,744.85	7,752.45	43,351.45	29,630.17	95,000.00	45.63
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,123.67	3,129.38	16,265.72	16,385.49	36,000.00	45.18
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,667.02	2,901.71	13,123.28	15,293.35	36,000.00	36.45
BENEFITS		<u>13,535.54</u>	<u>13,783.54</u>	<u>72,740.45</u>	<u>61,309.01</u>	<u>167,250.00</u>	<u>43.49</u>
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	7,274.71	5,706.03	23,420.65	29,471.53	30,000.00	78.07
080-603-41020	ELEVATOR MAINTENANCE	0.00	345.00	19.00	345.00	1,500.00	1.27
080-603-41050	MAINTENANCE-GROUNDS	250.00	240.25	1,635.00	1,417.24	6,000.00	27.25
080-603-41300	COMPUTER SERVICES	3,260.00	3,130.00	9,780.00	9,390.00	13,000.00	75.23
080-603-41313	COPIER MAINTENANCE/SUPPLIES	365.93	292.70	1,471.43	1,425.08	4,000.00	36.79
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	0.00	312.00	10,734.80	5,000.00	6.24
080-603-41350	LEGAL SERVICES	0.00	0.00	1,995.00	1,470.00	3,000.00	66.50
080-603-44810	PER CAPITAL GRANT EXPENDITURES	100.00	0.00	1,890.68	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		<u>11,250.64</u>	<u>9,713.98</u>	<u>40,523.76</u>	<u>54,253.65</u>	<u>65,847.00</u>	<u>61.54</u>
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	1,170.50	0.00	1,567.74	945.00	3,000.00	52.26
080-603-42440	DUES	606.17	100.00	1,601.26	863.14	2,500.00	64.05
080-603-43230	UTILITIES	979.22	871.20	6,238.56	5,680.25	13,000.00	47.99
080-603-43300	POSTAGE	226.10	182.15	1,541.52	557.19	2,500.00	61.66
080-603-43410	PRINTING/E-NEWSLETTER	29.99	186.76	4,642.95	3,714.34	8,000.00	58.04
080-603-43550	OFFICE SUPPLIES	494.25	548.40	2,444.79	2,803.86	6,000.00	40.75
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	232.03	96.27	759.92	634.12	2,000.00	38.00
080-603-43668	TECHNICAL SERVICES SUPPLIES	685.26	393.83	2,011.66	1,921.50	5,000.00	40.23
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	97.84	0.00	256.95	44.36	500.00	51.39
080-603-43710	ADULT PROGRAM SUPPLIES	44.61	33.58	1,771.34	1,746.48	7,000.00	25.30
080-603-43720	JUVENILE PROGRAM SUPPLIES	343.80	261.84	3,776.70	3,295.38	7,000.00	53.95
080-603-43730	OUTREACH SUPPLIES	416.43	43.00	2,548.04	619.17	10,000.00	25.48
080-603-43740	TEEN PROGRAM SUPPLIES	237.85	47.56	951.80	592.53	1,500.00	63.45
COMMODITIES		<u>5,564.05</u>	<u>2,764.59</u>	<u>30,113.23</u>	<u>23,417.32</u>	<u>68,000.00</u>	<u>44.28</u>
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	48.06	26.60	527.31	1,368.00	2,000.00	26.37
PROGRAM EXPENSES		<u>48.06</u>	<u>26.60</u>	<u>527.31</u>	<u>1,368.00</u>	<u>2,000.00</u>	<u>26.37</u>

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 09/30/2019

40

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2019 NORM (ABNORM)	YTD BALANCE 09/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	34,900.00	0.00
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	34,900.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	913.34	1,061.63	6,132.86	7,975.96	17,000.00	36.08
080-603-45100	ADULT FICTION BOOKS	1,065.94	904.71	6,722.57	6,191.81	15,500.00	43.37
080-603-45110	ADULT LARGE PRINT MATERIAL	37.23	85.74	139.40	174.04	600.00	23.23
080-603-45200	ADULT AUDIO VISUAL MATERIAL	965.88	892.76	5,201.04	5,347.36	15,500.00	33.56
080-603-45220	ADULT REFERENCE/E-REFER	1,500.00	0.00	10,713.78	8,949.78	22,000.00	48.70
080-603-45400	JUVENILE NON-FICTION	2,112.83	2,345.16	5,236.20	3,418.46	10,000.00	52.36
080-603-45410	PICTURE BOOKS, READERS	302.99	49.56	1,472.51	1,420.20	6,000.00	24.54
080-603-45420	JUVENILE FICTION	634.12	778.34	3,222.10	3,328.10	13,000.00	24.79
080-603-45430	JUVENILE AUDIO-VISUAL	62.30	29.94	635.08	460.05	2,500.00	25.40
080-603-45440	JUVENILE E-REFERENCE	399.00	0.00	399.00	0.00	500.00	79.80
080-603-45450	TEEN BOOKS	22.79	402.36	912.59	1,138.47	2,750.00	33.19
080-603-45460	E-BOOKS	1,535.90	0.00	4,474.53	0.00	15,000.00	29.83
080-603-45470	GRAPHIC NOVELS	0.00	0.00	15.25	0.00	500.00	3.05
080-603-45500	PERIODICALS	416.00	364.00	4,980.01	5,274.87	6,750.00	73.78
080-603-45510	VIDEO GAMES	59.99	460.64	844.60	909.27	3,500.00	24.13
080-603-45520	TRENDING TITLES	151.02	95.90	466.05	427.18	2,000.00	23.30
080-603-45600	PATRON & STAFF SOFTWARE	249.49	9.95	5,472.42	3,269.38	6,500.00	84.19
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	21,532.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	0.00	14.74	0.00	736.86	4,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	11,520.40	16.99	25,152.93	16.99	24,000.00	104.80
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		21,949.22	7,512.42	103,724.92	70,570.78	190,600.00	54.42
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	9,809.31	1,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	9,809.31	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		94,044.44	75,327.52	465,276.82	438,014.15	1,015,597.00	45.81
TOTAL EXPENDITURES		94,044.44	75,327.52	465,276.82	438,014.15	1,015,597.00	45.81
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		403,371.63	322,142.05	954,741.65	936,416.11	1,014,817.00	94.08
TOTAL EXPENDITURES		94,044.44	75,327.52	465,276.82	438,014.15	1,015,597.00	45.81
NET OF REVENUES & EXPENDITURES		309,327.19	246,814.53	489,464.83	498,401.96	(780.00)	62,751.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

40

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2019 NORM (ABNORM)	YTD BALANCE 09/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDDT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	7,152.50	7,152.50	0.00
GRANTS		0.00	0.00	0.00	7,152.50	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	16,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	18,000.00	0.00
Total Dept 300 - REVENUE							
		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL REVENUES							
		0.00	0.00	0.00	7,152.50	26,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
CONTRACTS		0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	2,175.67	1,546.49	14,789.76	11,771.06	18,000.00	82.17
PROGRAM EXPENSES		2,175.67	1,546.49	14,789.76	11,771.06	18,000.00	82.17
Total Dept 603 - LIBRARY ADMINISTRATION							
		2,175.67	1,546.49	20,156.61	16,214.32	26,153.00	77.07
TOTAL EXPENDITURES							
		2,175.67	1,546.49	20,156.61	16,214.32	26,153.00	77.07
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL EXPENDITURES		2,175.67	1,546.49	20,156.61	16,214.32	26,153.00	77.07
NET OF REVENUES & EXPENDITURES		(2,175.67)	(1,546.49)	(20,156.61)	(9,061.82)	(0.50)	4,031.3

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 09/30/2019

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2019 NORM (ABNORM)	YTD BALANCE 09/30/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		403,371.63	322,142.05	954,741.65	943,568.61	1,040,969.50	91.72
TOTAL EXPENDITURES - ALL FUNDS		96,220.11	76,874.01	485,433.43	454,228.47	1,041,750.00	46.60
NET OF REVENUES & EXPENDITURES		307,151.52	245,268.04	469,308.22	489,340.14	(780.50)	60,129.1

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			
	A/R - OTHER	(17,840.94)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	134,988.19	151,815.65
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(150.19)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	737,551.21
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	18,037.07
	CASH/INVESTMENTS	389,185.61	907,405.54
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(15,048.39)	(22,200.89)
	DUE TO OTHER FUNDS	(15,048.39)	(22,200.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	Total Assets	1,325,317.58	1,854,225.95
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,110.09	21,110.09
	ACCRUED PAYROLL	21,110.09	21,110.09
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	10,349.85	49,793.39
	ACCOUNTS PAYABLE	10,349.85	49,793.39
A/P - OTHER			
	A/P - OTHER	0.00	0.00
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-24000	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	Total Liabilities	995,579.24	1,035,022.78
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	Total Fund Balance	329,738.34	329,738.34
	Beginning Fund Balance		329,738.34
	Net of Revenues VS Expenditures		489,464.83
	Ending Fund Balance		819,203.17
	Total Liabilities And Fund Balance		1,854,225.95

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Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
	A/R - OTHER	7,152.50	0.00
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(42,692.91)	(62,216.35)
	CASH/INVESTMENTS	(42,692.91)	(62,216.35)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	15,048.39	22,200.89
	DUE TO OTHER FUNDS	15,048.39	22,200.89
	Total Assets	(20,492.02)	(40,015.46)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	1,542.50	2,175.67
	ACCOUNTS PAYABLE	1,542.50	2,175.67
	Total Liabilities	1,542.50	2,175.67
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(22,034.52)	(22,034.52)
	NET POSITION/FUND BALANCE	(22,034.52)	(22,034.52)
	Total Fund Balance	(22,034.52)	(22,034.52)
	Beginning Fund Balance		(22,034.52)
	Net of Revenues VS Expenditures		(20,156.61)
	Ending Fund Balance		(42,191.13)
	Total Liabilities And Fund Balance		(40,015.46)

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

6A

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/19 INCR (DECR)	ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	YTD BALANCE 10/31/2019 NORM (ABNORM)	YTD BALANCE 10/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	18,766.33	8,356.39	936,735.85	907,733.69	964,117.00	97.16
PROPERTY TAX		<u>18,766.33</u>	<u>8,356.39</u>	<u>936,735.85</u>	<u>907,733.69</u>	<u>964,117.00</u>	<u>97.16</u>
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	199.90	178.35	1,141.04	1,170.95	2,100.00	54.34
080-300-34250	NON-RESIDENT FEES	567.75	636.09	3,644.39	3,605.81	7,000.00	52.06
080-300-34260	PASSPORT FEES	1,085.00	735.00	4,690.00	2,135.00	9,000.00	52.11
SERVICES		<u>1,852.65</u>	<u>1,549.44</u>	<u>9,475.43</u>	<u>6,911.76</u>	<u>18,100.00</u>	<u>52.35</u>
FINES							
080-300-35700	RENTAL FINES	742.19	944.02	4,735.32	5,349.61	10,500.00	45.10
FINES		<u>742.19</u>	<u>944.02</u>	<u>4,735.32</u>	<u>5,349.61</u>	<u>10,500.00</u>	<u>45.10</u>
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	8,558.22	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	390.00	0.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	27.21	6.76	21,199.46	9,471.95	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	2,000.00	233.90	2,356.82	2,818.57	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	22.00	50.39	193.10	1,061.05	2,000.00	9.66
MISCELLANEOUS REVENUE		<u>2,049.21</u>	<u>291.05</u>	<u>23,749.38</u>	<u>22,299.79</u>	<u>12,100.00</u>	<u>196.28</u>
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	1,178.07	1,673.34	4,634.12	6,935.50	10,000.00	46.34
INTEREST EARNINGS		<u>1,178.07</u>	<u>1,673.34</u>	<u>4,634.12</u>	<u>6,935.50</u>	<u>10,000.00</u>	<u>46.34</u>
Total Dept 300 - REVENUE		<u>24,588.45</u>	<u>12,814.24</u>	<u>979,330.10</u>	<u>949,230.35</u>	<u>1,014,817.00</u>	<u>96.50</u>
TOTAL REVENUES		<u>24,588.45</u>	<u>12,814.24</u>	<u>979,330.10</u>	<u>949,230.35</u>	<u>1,014,817.00</u>	<u>96.50</u>
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/19 INCR (DECR)	ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	YTD BALANCE 10/31/2019 NORM (ABNORM)	YTD BALANCE 10/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	15,720.72	20,231.08	95,762.65	121,045.16	137,000.00	69.90
080-603-40030	STAFF SALARIES	27,504.32	21,076.89	165,109.54	137,548.89	349,000.00	47.31
SALARIES		43,225.04	41,307.97	260,872.19	258,594.05	486,000.00	53.68
BENEFITS							
080-603-40400	MEDICAL INSURANCE	7,744.85	6,337.45	51,096.30	35,967.62	95,000.00	53.79
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,253.95	3,091.75	19,519.67	19,477.24	36,000.00	54.22
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,695.08	2,741.85	15,818.36	18,035.20	36,000.00	43.94
BENEFITS		13,693.88	12,171.05	86,434.33	73,480.06	167,250.00	51.68
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	1,642.80	1,739.56	25,063.45	31,211.09	30,000.00	83.54
080-603-41020	ELEVATOR MAINTENANCE	0.00	19.00	19.00	364.00	1,500.00	1.27
080-603-41050	MAINTENANCE-GROUNDS	40.73	275.00	1,675.73	1,692.24	6,000.00	27.93
080-603-41300	COMPUTER SERVICES	0.00	0.00	9,780.00	9,390.00	13,000.00	75.23
080-603-41313	COPIER MAINTENANCE/SUPPLIES	489.30	449.48	1,960.73	1,874.56	4,000.00	49.02
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	7,512.00	0.00	7,824.00	10,734.80	5,000.00	156.48
080-603-41350	LEGAL SERVICES	0.00	0.00	1,995.00	1,470.00	3,000.00	66.50
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	1,890.68	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		9,684.83	2,483.04	50,208.59	56,736.69	65,847.00	76.25
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	1,567.74	945.00	3,000.00	52.26
080-603-42440	DUES	0.00	395.00	1,601.26	1,258.14	2,500.00	64.05
080-603-43230	UTILITIES	456.14	244.85	6,694.70	5,925.10	13,000.00	51.50
080-603-43300	POSTAGE	106.31	67.00	1,647.83	624.19	2,500.00	65.91
080-603-43410	PRINTING/E-NEWSLETTER	29.99	0.00	4,672.94	3,714.34	8,000.00	58.41
080-603-43550	OFFICE SUPPLIES	464.32	327.40	2,909.11	3,131.26	6,000.00	48.49
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	52.92	91.94	812.84	726.06	2,000.00	40.64
080-603-43668	TECHNICAL SERVICES SUPPLIES	142.38	141.81	2,154.04	2,063.31	5,000.00	43.08
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	256.95	44.36	500.00	51.39
080-603-43710	ADULT PROGRAM SUPPLIES	2,011.35	13.40	3,782.69	1,759.88	7,000.00	54.04
080-603-43720	JUVENILE PROGRAM SUPPLIES	91.16	192.22	3,867.86	3,487.60	7,000.00	55.26
080-603-43730	OUTREACH SUPPLIES	72.95	42.29	2,620.99	661.46	10,000.00	26.21
080-603-43740	TEEN PROGRAM SUPPLIES	12.19	0.00	963.99	592.53	1,500.00	64.27
COMMODITIES		3,439.71	1,515.91	33,552.94	24,933.23	68,000.00	49.34
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	10.10	65.10	537.41	1,433.10	2,000.00	26.87
PROGRAM EXPENSES		10.10	65.10	537.41	1,433.10	2,000.00	26.87

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2019-20	% BDGT
		MONTH 10/31/19	MONTH 10/31/18	10/31/2019	10/31/2018		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	34,900.00	0.00
INTERFUND OUT		0.00	0.00	0.00	0.00	34,900.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,457.10	1,183.06	7,589.96	9,159.02	17,000.00	44.65
080-603-45100	ADULT FICTION BOOKS	847.82	587.50	7,570.39	6,779.31	15,500.00	48.84
080-603-45110	ADULT LARGE PRINT MATERIAL	34.36	34.96	173.76	209.00	600.00	28.96
080-603-45200	ADULT AUDIO VISUAL MATERIAL	728.51	1,326.99	5,929.55	6,674.35	15,500.00	38.26
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	10,713.78	8,949.78	22,000.00	48.70
080-603-45400	JUVENILE NON-FICTION	0.00	1,478.38	5,236.20	4,896.84	10,000.00	52.36
080-603-45410	PICTURE BOOKS, READERS	41.43	475.40	1,513.94	1,895.60	6,000.00	25.23
080-603-45420	JUVENILE FICTION	23.10	191.61	3,245.20	3,519.71	13,000.00	24.96
080-603-45430	JUVENILE AUDIO-VISUAL	118.59	119.71	753.67	579.76	2,500.00	30.15
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	399.00	0.00	500.00	79.80
080-603-45450	TEEN BOOKS	394.93	0.00	1,307.52	1,138.47	2,750.00	47.55
080-603-45460	E-BOOKS	0.00	0.00	4,474.53	0.00	15,000.00	29.83
080-603-45470	GRAPHIC NOVELS	0.00	0.00	15.25	0.00	500.00	3.05
080-603-45500	PERIODICALS	0.00	430.99	4,980.01	5,705.86	6,750.00	73.78
080-603-45510	VIDEO GAMES	622.70	479.72	1,467.30	1,388.99	3,500.00	41.92
080-603-45520	TRENDING TITLES	80.64	167.13	546.69	594.31	2,000.00	27.33
080-603-45600	PATRON & STAFF SOFTWARE	369.83	369.83	5,842.25	3,639.21	6,500.00	89.88
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	21,532.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	42.96	47.40	42.96	784.26	4,000.00	1.07
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	25,152.93	16.99	24,000.00	104.80
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		4,761.97	6,892.68	108,486.89	77,463.46	190,600.00	56.92
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	132,842.50	0.00	142,651.81	1,000.00	0.00
CAPITAL BUILDING		0.00	132,842.50	0.00	142,651.81	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		74,815.53	197,278.25	540,092.35	635,292.40	1,015,597.00	53.18
TOTAL EXPENDITURES		74,815.53	197,278.25	540,092.35	635,292.40	1,015,597.00	53.18
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		24,588.45	12,814.24	979,330.10	949,230.35	1,014,817.00	96.50
TOTAL EXPENDITURES		74,815.53	197,278.25	540,092.35	635,292.40	1,015,597.00	53.18
NET OF REVENUES & EXPENDITURES		(50,227.08)	(184,464.01)	439,237.75	313,937.95	(780.00)	56,312.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

60

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/19 INCR (DECR)	ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	YTD BALANCE 10/31/2019 NORM (ABNORM)	YTD BALANCE 10/31/2018 NORM (ABNORM)	2019-20 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	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	7,152.50	7,152.50	0.00
GRANTS		0.00	0.00	0.00	7,152.50	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	16,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	18,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
CONTRACTS		0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	49.81	1,230.99	14,839.57	13,002.05	18,000.00	82.44
PROGRAM EXPENSES		49.81	1,230.99	14,839.57	13,002.05	18,000.00	82.44
Total Dept 603 - LIBRARY ADMINISTRATION		49.81	1,230.99	20,206.42	17,445.31	26,153.00	77.26
TOTAL EXPENDITURES		49.81	1,230.99	20,206.42	17,445.31	26,153.00	77.26
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL EXPENDITURES		49.81	1,230.99	20,206.42	17,445.31	26,153.00	77.26
NET OF REVENUES & EXPENDITURES		(49.81)	(1,230.99)	(20,206.42)	(10,292.81)	(0.50)	4,041.2

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

GE

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2019-20	% BDGT
		MONTH 10/31/19	MONTH 10/31/18	10/31/2019	10/31/2018		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		24,588.45	12,814.24	979,330.10	956,382.85	1,040,969.50	94.08
NET OF REVENUES & EXPENDITURES		74,865.34	198,509.24	560,298.77	652,737.71	1,041,750.00	53.78
		(50,276.89)	(185,695.00)	419,031.33	303,645.14	(780.50)	53,687.5

7A

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
	A/R - OTHER	(17,840.94)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	134,988.19	149,134.17
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(164.81)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	662,467.71
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	18,348.02
	CASH/INVESTMENTS	389,185.61	829,936.89
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(15,048.39)	(22,200.89)
	DUE TO OTHER FUNDS	(15,048.39)	(22,200.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	Total Assets	1,325,317.58	1,776,757.30
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,110.09	21,110.09
	ACCRUED PAYROLL	21,110.09	21,110.09
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	10,349.85	21,920.17
	ACCOUNTS PAYABLE	10,349.85	21,920.17
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	631.65
	A/P - OTHER	0.00	631.65
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
Total Liabilities		995,579.24	1,007,781.21
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	NET POSITION/FUND BALANCE	329,738.34	329,738.34
Total Fund Balance		329,738.34	329,738.34
Beginning Fund Balance			329,738.34
Net of Revenues VS Expenditures			439,237.75
Ending Fund Balance			768,976.09
Total Liabilities And Fund Balance			1,776,757.30

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
	A/R - OTHER	7,152.50	0.00
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(42,692.91)	(64,392.02)
	CASH/INVESTMENTS	(42,692.91)	(64,392.02)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	15,048.39	22,200.89
	DUE TO OTHER FUNDS	15,048.39	22,200.89
	Total Assets	(20,492.02)	(42,191.13)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	1,542.50	49.81
	ACCOUNTS PAYABLE	1,542.50	49.81
	Total Liabilities	1,542.50	49.81
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(22,034.52)	(22,034.52)
	NET POSITION/FUND BALANCE	(22,034.52)	(22,034.52)
	Total Fund Balance	(22,034.52)	(22,034.52)
	Beginning Fund Balance		(22,034.52)
	Net of Revenues VS Expenditures		(20,206.42)
	Ending Fund Balance		(42,240.94)
	Total Liabilities And Fund Balance		(42,191.13)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 09/18/2019 - 10/16/2019

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
09/25/2019	LIBCK	14145	TVJ1843	CDW GOVERNMENT, INC.	COPIER MAINTENANCE/SUPPLIES	080-603-41313	285.00
09/25/2019	LIBCK	14146	COM091219	COMCAST	UTILITIES	080-603-43230	244.85
09/25/2019	LIBCK	14147	6682451	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	271.95
09/25/2019	LIBCK	14148	HEI091919	JON HEINTZELMAN	HOSPITALITY PROGRAM SUPPLIES	080-603-43700	48.88
09/25/2019	LIBCK	14149	599317	RAVINIA PLUMBING & HEAT	MAINTENANCE-BUILDING	080-603-41000	274.50
09/25/2019	LIBCK	14150	8128102529	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	80.93
09/25/2019	LIBCK	14151	96715	TUMBLEWEED PRESS INC	JUVENILE E-REFERENCE	080-603-45440	399.00
09/25/2019	LIBCK	14152	VP091319	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	253.75
10/11/2019	LIBCK	14153	4243910	ACCESS ONE, INC.	UTILITIES	080-603-43230	734.37
10/11/2019	LIBCK	14154	767969945678	AMAZON	OFFICE SUPPLIES	080-603-43550	24.65
		14154	646384656775		OFFICE SUPPLIES	080-603-43550	11.18
		14154	787543433557		OFFICE SUPPLIES	080-603-43550	20.61
		14154	464375634487		ADULT PROGRAM SUPPLIES	080-603-43710	29.98
		14154	444353745736		ADULT PROGRAM SUPPLIES	080-603-43710	12.71
		14154	463554974764		ADULT PROGRAM SUPPLIES	080-603-43710	6.99
		14154	684583446699		JUVENILE PROGRAM SUPPLIES	080-603-43720	26.46
		14154	763465533556		JUVENILE PROGRAM SUPPLIES	080-603-43720	28.99
		14154	537934487439		JUVENILE PROGRAM SUPPLIES	080-603-43720	14.38
		14154	443448948489		JUVENILE PROGRAM SUPPLIES	080-603-43720	17.25
		14154	455979478654		JUVENILE PROGRAM SUPPLIES	080-603-43720	22.95
		14154	463736756766		JUVENILE PROGRAM SUPPLIES	080-603-43720	4.95
		14154	666935374787		JUVENILE PROGRAM SUPPLIES	080-603-43720	14.18
		14154	546983938743		JUVENILE PROGRAM SUPPLIES	080-603-43720	5.86
		14154	435838775853		JUVENILE PROGRAM SUPPLIES	080-603-43720	43.82
		14154	433446988663		OUTREACH SUPPLIES	080-603-43730	29.99
		14154	654884839344		OUTREACH SUPPLIES	080-603-43730	5.30
		14154	464959778595		OUTREACH SUPPLIES	080-603-43730	69.95
		14154	769699649786		OUTREACH SUPPLIES	080-603-43730	4.89
		14154	444373476479		TEEN PROGRAM SUPPLIES	080-603-43740	199.00
		14154	454539868693		TEEN PROGRAM SUPPLIES	080-603-43740	15.69
		14154	457578765745		ADULT NON-FICTION BOOKS	080-603-45000	25.74
		14154	448585768453		ADULT NON-FICTION BOOKS	080-603-45000	34.25
		14154	875375737348		ADULT FICTION BOOKS	080-603-45100	21.36
		14154	837857898575		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14154	937944869599		ADULT AUDIO VISUAL MATERIAL	080-603-45200	110.85
		14154	459378768663		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.20
		14154	787888444863		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.95
		14154	439643839939		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.96
		14154	484543473658		ADULT AUDIO VISUAL MATERIAL	080-603-45200	89.69
		14154	997534473543		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.95
		14154	473375958356		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.27
		14154	596835937657		ADULT AUDIO VISUAL MATERIAL	080-603-45200	36.77
		14154	635843584597		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14154	456954637835		ADULT AUDIO VISUAL MATERIAL	080-603-45200	65.84
		14154	966398493568		ADULT AUDIO VISUAL MATERIAL	080-603-45200	83.90
		14154	866633765486		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14154	734769698387		ADULT AUDIO VISUAL MATERIAL	080-603-45200	46.77
		14154	744899665886		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.13
		14154	864434487536		ADULT AUDIO VISUAL MATERIAL	080-603-45200	102.80
		14154	444978994358		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14154	878887398735		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.59
		14154	468964849538		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
		14154	677646894735		ADULT AUDIO VISUAL MATERIAL	080-603-45200	67.38
		14154	776736337637		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.45
		14154	467776788545		ADULT AUDIO VISUAL MATERIAL	080-603-45200	124.57
		14154	864566678938		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		14154	437459734784		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		14154	656836858993		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.00)
		14154	448398477783		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.00)
		14154	999749575474		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.02)
		14154	468436687679		JUVENILE AUDIO-VISUAL	080-603-45430	14.96
		14154	456956449798		JUVENILE AUDIO-VISUAL	080-603-45430	13.97
		14154	463665667583		JUVENILE AUDIO-VISUAL	080-603-45430	33.37
		14154	656975455957		VIDEO GAMES	080-603-45510	59.99
		14154	855359888355		TRENDING TITLES	080-603-45520	15.96
		14154	8336986		TRENDING TITLES	080-603-45520	22.96
		14154	939449536837		COMPUTER EQUIPMENT	080-603-58100	73.90
							1,892.12

10/11/2019 LIBCK 14155

VOID ** VOIDED **
 Void Reason: Created From Check Run Process

** VOIDED **

10/11/2019	LIBCK 14156	2034777605	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		14156	2034779068	TECHNICAL SERVICES SUPPLIES	080-603-43668	15.70
		14156	2034786359	TECHNICAL SERVICES SUPPLIES	080-603-43668	1.27

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
14156			2034785733		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.35
14156			2034796103		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.85
14156			2034786312		TECHNICAL SERVICES SUPPLIES	080-603-43668	38.15
14156			2034795147		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.85
14156			2034784685		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.60
14156			2034796180		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
14156			2034802809		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
14156			2034803267		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
14156			2034806916		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
14156			2034812526		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
14156			2034821634		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.80
14156			2034819554		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.20
14156			2034812337		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.60
14156			2034838017		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
14156			2034827629		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
14156			2034832981		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
14156			2034827639		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
14156			2034837396		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.25
14156			2034805720		JUVENILE PROGRAM SUPPLIES	080-603-43720	28.12
14156			2034786359		ADULT NON-FICTION BOOKS	080-603-45000	261.81
14156			2034796103		ADULT NON-FICTION BOOKS	080-603-45000	177.98
14156			2034796180		ADULT NON-FICTION BOOKS	080-603-45000	17.02
14156			2034803267		ADULT NON-FICTION BOOKS	080-603-45000	79.43
14156			2034806916		ADULT NON-FICTION BOOKS	080-603-45000	36.35
14156			2034821634		ADULT NON-FICTION BOOKS	080-603-45000	218.29
14156			2034827629		ADULT NON-FICTION BOOKS	080-603-45000	62.47
14156			2034795147		ADULT FICTION BOOKS	080-603-45100	139.62
14156			2034784685		ADULT FICTION BOOKS	080-603-45100	360.90
14156			2034812337		ADULT FICTION BOOKS	080-603-45100	322.16
14156			2034837396		ADULT FICTION BOOKS	080-603-45100	221.90
14156			2034817739		ADULT LARGE PRINT MATERIAL	080-603-45110	34.36
14156			2034844725		ADULT LARGE PRINT MATERIAL	080-603-45110	37.23
14156			2034779068		JUVENILE NON-FICTION	080-603-45400	228.52
14156			2034802809		JUVENILE NON-FICTION	080-603-45400	26.38
14156			2034832981		JUVENILE NON-FICTION	080-603-45400	12.77
14156			2034785733		PICTURE BOOKS, READERS	080-603-45410	269.43
14156			2034812526		PICTURE BOOKS, READERS	080-603-45410	23.77
14156			2034837785		PICTURE BOOKS, READERS	080-603-45410	9.79
14156			2034777605		JUVENILE FICTION	080-603-45420	38.56
14156			2034786312		JUVENILE FICTION	080-603-45420	519.38

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		14156	2034819554		JUVENILE FICTION	080-603-45420	76.18
		14156	2034798338		TEEN BOOKS	080-603-45450	16.22
		14156	2034838017		TEEN BOOKS	080-603-45450	6.57
		14156	2034827639		TRENDING TITLES	080-603-45520	112.10
							3,493.18
10/11/2019	LIBCK	14157	SUN100719	CHICAGO SUN-TIMES	PERIODICALS	080-603-45500	416.00
10/11/2019	LIBCK	14158	176498	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	1,845.16
10/11/2019	LIBCK	14159	28416	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,260.00
		14159	28407		COMPUTER EQUIPMENT	080-603-58100	11,446.50
							14,706.50
10/11/2019	LIBCK	14160	26277	CRYSTAL MAINTENANCE SER	MAINTENANCE-BUILDING	080-603-41000	645.00
10/11/2019	LIBCK	14161	6686443	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	41.39
		14161	6690626		USE OF DONATIONS/TEMPORARY E	082-603-99999	2,175.67
							2,217.06
10/11/2019	LIBCK	14162	KAT092619	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT/TRA	080-603-42400	995.00
		14162	KAT092619		DUES/PUBLIC LIBRARY ASSOCIAT	080-603-42440	64.17
		14162	KAT092619		MISCELLANEOUS EXPENSES/OVERL	080-603-46100	39.00
		14162	KAT092619		MISCELLANEOUS EXPENSES/INTER	080-603-46100	10.54
							1,108.71
10/11/2019	LIBCK	14163	ELI092619	FIRST BANKCARD	POSTAGE/PASSPORT	080-603-43300	7.35
		14163	ELI092619		OFFICE SUPPLIES/LAMINATE POU	080-603-43550	48.72
		14163	ELI092619		JUV PROGRAM SUPPLIES/HALLOWE	080-603-43720	67.63
		14163	ELI092619		TEEN PROGRAM SUPPLIES/SNACKS	080-603-43740	23.16
							146.86
10/11/2019	LIBCK	14164	JIL092619	FIRST BANKCARD	OFFICE SUPPLIES/COPY PAPER	080-603-43550	23.16
		14164	JIL092619		ADULT PROGRAM SUPPLIES/CRAFT	080-603-43710	(69.07)
		14164	JIL092619		ADULT PROGRAM SUPPLIES/CRAFT	080-603-43710	64.00
		14164	JIL092619		OUTREACH SUPPLIES/CREDIT	080-603-43730	(5.53)
		14164	JIL092619		OUTREACH SUPP/DECAL FOR LITT	080-603-43730	22.22
		14164	JIL092619		OUTREACH SUPPLIES/SIGN LITTL	080-603-43730	90.29
		14164	JIL092619		OUTREACH SUPPLIES/LITTLE FRE	080-603-43730	33.56
		14164	JIL092619		OUTREACH SUPPLIES/PAINT	080-603-43730	6.99
		14164	JIL092619		OUTREACH SUPPLIES/PAINT LITT	080-603-43730	31.58
		14164	JIL092619		OUTREACH SUPP/BOOKS FOR LITT	080-603-43730	57.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14164	JIL092619		OUTREACH SUPP/SCALLOPS LITTL	080-603-43730	42.94
		14164	JIL092619		MISCELLANEOUS EXPENSES/REIMB	080-603-46100	(3.20)
		14164	JIL092619		MISCELLANEOUS EXPENSES/INTER	080-603-46100	5.19
		14164	JIL092619		MISCELLANEOUS EXPENSES/REIMB	080-603-46100	(35.00)
							264.13
10/11/2019	LIBCK	14165	ERI092619	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	90.00
		14165	ERI092619		POSTAGE/PASSPORT	080-603-43300	7.35
		14165	ERI092619		POSTAGE	080-603-43300	4.05
		14165	ERI092619		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	48.96
		14165	ERI092619		MISCELLANEOUS EXPENSES/PAYFL	080-603-46100	26.40
							176.76
10/11/2019	LIBCK	14166	LYN092619	FIRST BANKCARD	MAINT SUPP-BUILDING/PAINT FR	080-603-43660	12.98
		14166	LYN092619		MAINT SUPPLIES-BUILDING/T-5	080-603-43660	39.92
		14166	LYN092619		MAINTENANCE SUPP-BUILDING/PA	080-603-43660	41.34
		14166	LYN092619		MAINT SUPPLIES-BUILDING/T-5	080-603-43660	55.32
		14166	LYN092619		MAINT SUPPLIES-BUILDING/CAN	080-603-43660	7.97
		14166	LYN092619		TECHNICAL SERVICES SUPPL/PLA	080-603-43668	216.05
		14166	LYN092619		PATRON & STAFF SOFTWARE/MACR	080-603-45600	239.54
							613.12
10/11/2019	LIBCK	14167	MCO092619	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT/ECO	080-603-42400	175.50
		14167	MCO092619		DUES/ILA MEMBERSHIP	080-603-42440	100.00
		14167	MCO092619		DUES/ALA+RUSA+PLA MEMBERSHIP	080-603-42440	292.00
		14167	MCO092619		POSTAGE/PASSPORTS	080-603-43300	95.55
		14167	MCO092619		POSTAGE/STAMPS	080-603-43300	111.80
		14167	MCO092619		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14167	MCO092619		OUTREACH SUPPLIES.GO WIFI	080-603-43730	2.25
		14167	MCO092619		OUTREACH SUPPLIES/TRIVIA PRI	080-603-43730	25.00
		14167	MCO092619		PER CAPITAL GRANT EXP/FAMILY	080-603-44810	100.00
		14167	MCO092619		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		14167	MCO092619		MISCELLANEOUS EXPENSES/REIMB	080-603-46100	(5.57)
		14167	MCO092619		MISCELLANEOUS EXPENSES/OVERL	080-603-46100	39.00
		14167	MCO092619		MISCELLANEOUS EXPENSES/INTER	080-603-46100	10.70
		14167	MCO092619		MISCELLANEOUS EXPENSES/REIMB	080-603-46100	(39.00)
							947.17
10/11/2019	LIBCK	14168	PINV1791140	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	82.28
		14168	PINV1800016		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	74.50

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 09/18/2019 - 10/16/2019

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							156.78
10/11/2019	LIBCK	14169	7113	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	690.00
10/11/2019	LIBCK	14170	170454	ILLINOIS LIBRARY ASSOCI	DUES	080-603-42440	150.00
10/11/2019	LIBCK	14171	VIL100719	VILLAGE OF LAKE BLUFF	DENTAL INSUR SEP 2019	080-100-11580	646.00
		14171	VIL100719		VISION INSUR SEP 2019	080-100-11580	42.96
		14171	VIL100719		LIFE INSUR SEP 2019	080-100-11580	41.34
		14171	VIL100719		IMRF EE CONTRIB SEP 2019	080-100-11580	1,485.35
		14171	VIL100719		MEDICAL INSUR SEP 2019	080-100-11580	7,704.23
		14171	VIL100719		IMRF ER CONTRIN SEP 2019	080-100-11580	2,667.02
							12,586.90
10/11/2019	LIBCK	14172	98020788	MIDWEST TAPE	ADULT REFERENCE/E-REFER	080-603-45220	1,500.00
10/11/2019	LIBCK	14173	SVC00023121	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,755.87
		14173	MC00007150		MAINTENANCE-BUILDING	080-603-41000	2,437.50
							4,193.37
10/11/2019	LIBCK	14174	698321828-01	OTC BRANDS, INC.	JUVENILE PROGRAM SUPPLIES	080-603-43720	69.21
10/11/2019	LIBCK	14175	01018CO19179478	OVERDRIVE , INC	E-BOOKS	080-603-45460	1,507.91
		14175	01018MA19185939		E-BOOKS	080-603-45460	27.99
							1,535.90
10/11/2019	LIBCK	14176	601221	RAVINIA PLUMBING, HEATI	MAINTENANCE-BUILDING	080-603-41000	1,250.84
10/11/2019	LIBCK	14177	REY100919	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	250.00
10/11/2019	LIBCK	14178	315027	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	131.00
10/11/2019	LIBCK	14179	VP10082019	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	283.28
TOTAL - ALL FUNDS TOTAL OF 35 CHECKS (1 voided)							53,862.28

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	12,586.90
080-200-20245	ICMA 457 PLAN PAYABLE	537.03
080-603-41000	MAINTENANCE-BUILDING	7,274.71
080-603-41050	MAINTENANCE-GROUNDS	250.00
080-603-41300	COMPUTER SERVICES	3,260.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	365.93
080-603-42400	PROFESSIONAL DEVELOPMENT	1,170.50
080-603-42440	DUES	606.17
080-603-43230	UTILITIES	979.22

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DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-43300				POSTAGE			226.10
080-603-43410				PRINTING/E-NEWSLETTER			29.99
080-603-43550				OFFICE SUPPLIES			210.60
080-603-43660				MAINTENANCE SUPPLIES-BUILDING			232.03
080-603-43668				TECHNICAL SERVICES SUPPLIES			685.26
080-603-43700				HOSPITALITY PROGRAM SUPPLIES			97.84
080-603-43710				ADULT PROGRAM SUPPLIES			44.61
080-603-43720				JUVENILE PROGRAM SUPPLIES			343.80
080-603-43730				OUTREACH SUPPLIES			416.43
080-603-43740				TEEN PROGRAM SUPPLIES			237.85
080-603-44810				PER CAPITAL GRANT EXPENDITURES			100.00
080-603-45000				ADULT NON-FICTION BOOKS			913.34
080-603-45100				ADULT FICTION BOOKS			1,065.94
080-603-45110				ADULT LARGE PRINT MATERIAL			71.59
080-603-45200				ADULT AUDIO VISUAL MATERIAL			965.88
080-603-45220				ADULT REFERENCE/E-REFER			1,500.00
080-603-45400				JUVENILE NON-FICTION			2,112.83
080-603-45410				PICTURE BOOKS, READERS			302.99
080-603-45420				JUVENILE FICTION			634.12
080-603-45430				JUVENILE AUDIO-VISUAL			62.30
080-603-45440				JUVENILE E-REFERENCE			399.00
080-603-45450				TEEN BOOKS			22.79
080-603-45460				E-BOOKS			1,535.90
080-603-45500				PERIODICALS			416.00
080-603-45510				VIDEO GAMES			59.99
080-603-45520				TRENDING TITLES			151.02
080-603-45600				PATRON & STAFF SOFTWARE			249.49
080-603-46100				MISCELLANEOUS EXPENSES			48.06
080-603-58100				COMPUTER EQUIPMENT			11,520.40
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			2,175.67
				TOTAL			53,862.28

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/16/2019 - 11/13/2019

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
10/25/2019	LIBCK	14180	FIF101619	ANNA FIFHAUSE	ADULT PROGRAM SUPPLIES	080-603-43710	6.17
		14180	FIF101719		TEEN PROGRAM SUPPLIES	080-603-43740	12.19
							18.36
10/25/2019	LIBCK	14181	COM101219	COMCAST	UTILITIES	080-603-43230	244.85
10/25/2019	LIBCK	14182	6698473	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	30.73
10/25/2019	LIBCK	14183	19305200-01	ENGBERG ANDERSON, INC.	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	7,500.00
10/25/2019	LIBCK	14184	HP2019-859	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	12.00
10/25/2019	LIBCK	14185	1584942	IMPACT NETWORKING, INC	COPIER MAINT/OVERAGE 07/17/1	080-603-41313	46.94
		14185	1584942		COPIER MAINT/BASE RATE 10/17	080-603-41313	186.00
							232.94
10/25/2019	LIBCK	14186	KAM102219	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	150.00
10/25/2019	LIBCK	14187	8128311749	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	82.35
11/08/2019	LIBCK	14188	448935663576	AMAZON	OFFICE SUPPLIES	080-603-43550	58.26
		14188	453634744668		OFFICE SUPPLIES	080-603-43550	22.74
		14188	664699889947		OFFICE SUPPLIES	080-603-43550	11.25
		14188	997795645436		OFFICE SUPPLIES	080-603-43550	59.99
		14188	645553545464		ADULT PROGRAM SUPPLIES	080-603-43710	20.18
		14188	457554467448		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.95
		14188	949734497645		JUVENILE PROGRAM SUPPLIES	080-603-43720	20.98
		14188	745387338434		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.69
		14188	756983483855		JUVENILE PROGRAM SUPPLIES	080-603-43720	14.44
		14188	465785838638		ADULT NON-FICTION BOOKS	080-603-45000	16.99
		14188	577488646744		ADULT NON-FICTION BOOKS	080-603-45000	17.20
		14188	453553597394		ADULT NON-FICTION BOOKS	080-603-45000	71.36
		14188	459995988344		ADULT NON-FICTION BOOKS	080-603-45000	17.95
		14188	434877656853		ADULT NON-FICTION BOOKS	080-603-45000	13.49
		14188	453969646937		ADULT FICTION BOOKS	080-603-45100	10.97
		14188	544586494958		ADULT FICTION BOOKS	080-603-45100	62.83
		14188	949969978759		ADULT FICTION BOOKS	080-603-45100	21.60
		14188	485553869685		ADULT AUDIO VISUAL MATERIAL	080-603-45200	33.48
		14188	465333474897		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.55
		14188	449545633388		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.70
		14188	565355656434		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.65
		14188	574637434973		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
		14188	657837983985		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 10/16/2019 - 11/13/2019
Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14188	895666778764		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.47
		14188	556977666845		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.79
		14188	753978835644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14188	838595363655		ADULT AUDIO VISUAL MATERIAL	080-603-45200	144.65
		14188	465848973745		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.47
		14188	876976654349		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		14188	885365365755		ADULT AUDIO VISUAL MATERIAL	080-603-45200	105.58
		14188	458969367368		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		14188	466753989733		ADULT AUDIO VISUAL MATERIAL	080-603-45200	28.57
		14188	737446565849		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.58
		14188	655767978939		ADULT AUDIO VISUAL MATERIAL	080-603-45200	53.50
		14188	456465873444		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.96
		14188	899348555986		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		14188	476839897363		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.98
		14188	459934886766		ADULT AUDIO VISUAL MATERIAL	080-603-45200	7.36
		14188	964438684864		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.96
		14188	853377574876		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.18
		14188	459568858483		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.39
		14188	459986865886		ADULT AUDIO VISUAL MATERIAL	080-603-45200	47.88
		14188	467655998453		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.09
		14188	479567893796		ADULT AUDIO VISUAL MATERIAL	080-603-45200	0.90
		14188	888346953678		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.03)
		14188	459347544877		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.06)
		14188	686574575955		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.97)
		14188	995699958556		JUVENILE AUDIO-VISUAL	080-603-45430	23.98
		14188	449679947587		JUVENILE AUDIO-VISUAL	080-603-45430	14.96
		14188	687467894686		JUVENILE AUDIO-VISUAL	080-603-45430	54.66
		14188	448694655555		VIDEO GAMES	080-603-45510	149.43
		14188	735979577597		VIDEO GAMES	080-603-45510	49.94
		14188	466876978788		VIDEO GAMES	080-603-45510	59.99
		14188	449898757974		VIDEO GAMES	080-603-45510	59.15
		14188	897554768988		VIDEO GAMES	080-603-45510	112.33
		14188	965673563583		VIDEO GAMES	080-603-45510	191.86
		14188	468449958994		TRENDING TITLES	080-603-45520	16.80
		14188	787434734867		TRENDING TITLES	080-603-45520	22.88
		14188	844634853978		TRENDING TITLES	080-603-45520	22.96
		14188	936439464843		TRENDING TITLES	080-603-45520	18.00

1,985.32

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/16/2019 - 11/13/2019

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
Void Reason: Created From Check Run Process							
11/08/2019	LIBCK	14190	2034856150	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.30
		14190	2034875667		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.35
		14190	2034865610		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14190	2034838905		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.10
		14190	2034860281		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.70
		14190	2034888531		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.80
		14190	2034884668		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.30
		14190	2034857942		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.70
		14190	2034893345		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.50
		14190	2034890152		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.05
		14190	2034889629		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.40
		14190	2034906654		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		14190	2034839328		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.90
		14190	2034875667		ADULT NON-FICTION BOOKS	080-603-45000	201.59
		14190	2034838905		ADULT NON-FICTION BOOKS	080-603-45000	261.22
		14190	2034860281		ADULT NON-FICTION BOOKS	080-603-45000	404.38
		14190	2034884668		ADULT NON-FICTION BOOKS	080-603-45000	170.51
		14190	2034893345		ADULT NON-FICTION BOOKS	080-603-45000	181.40
		14190	2034906654		ADULT NON-FICTION BOOKS	080-603-45000	101.01
		14190	2034888531		ADULT FICTION BOOKS	080-603-45100	311.17
		14190	2034857942		ADULT FICTION BOOKS	080-603-45100	251.71
		14190	2034889629		ADULT FICTION BOOKS	080-603-45100	97.58
		14190	2034839328		ADULT FICTION BOOKS	080-603-45100	91.96
		14190	2034865610		PICTURE BOOKS, READERS	080-603-45410	41.43
		14190	2034856150		JUVENILE FICTION	080-603-45420	23.10
		14190	2034890152		TEEN BOOKS	080-603-45450	394.93
		14190	2034884668		USE OF DONATIONS/FRIENDS/FOR	082-603-99999	10.11
							2,653.75
11/08/2019	LIBCK	14191	543178	BRODART CO.	USE OF DONATIONS/TEMPORARY E	082-603-99999	39.70
11/08/2019	LIBCK	14192	GOO103119	CLARENCE GOODMAN	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
11/08/2019	LIBCK	14193	26337	CRYSTAL MAINTENANCE SER	MAINTENANCE-BUILDING	080-603-41000	645.00
11/08/2019	LIBCK	14194	KRI102219	ELIZABETH KRISTAN	ADULT PROGRAM SUPPLIES	080-603-43710	75.00
11/08/2019	LIBCK	14195	MCO102819	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	95.55
		14195	MCO102819		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14195	MCO102819		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 10/16/2019 - 11/13/2019
 Banks: LIBCK, LIBEP

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Amount

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14195	MCO102819		PATRON & STAFF SOFTWARE/ILL/	080-603-45600	(0.87)
		14195	MCO102819		PATRON & STAFF SOFTWARE/ILL	080-603-45600	10.82
		14195	MCO102819		PATRON&STAFF SOFTWARE/ADOBE	080-603-45600	359.88
		14195	MCO102819		MISC EXPENSES/CREDIT/REIMB F	080-603-46100	(10.70)
							487.67
11/08/2019	LIBCK	14196	ELI102819	FIRST BANKCARD	JUV PROGRAM SUPP/BORAX/MODEL	080-603-43720	36.10
		14196	ELI102819		OUTREACH SUPP/HALLOWEEN DECO	080-603-43730	13.99
							50.09
11/08/2019	LIBCK	14197	ERI102819	FIRST BANKCARD	MAINT-BUILDING/METRO STORAGE	080-603-41000	90.00
		14197	ERI102819		MISC EXPENSES/PAWFLOW/PAYPAL	080-603-46100	26.10
							116.10
11/08/2019	LIBCK	14198	LYN102819	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	9.94
		14198	LYN102819		MAINTENANCE-BUILDING/CREDIT	080-603-41000	(16.66)
		14198	LYN102819		MAINTENANCE-BUILDING/WHEELS/	080-603-41000	20.96
		14198	LYN102819		MAINTENANCE-BUILDING/SCREWS	080-603-41000	12.56
		14198	LYN102819		MAINTENANCE-GROUNDS/BURLAP	080-603-41050	32.94
		14198	LYN102819		MAINTENANCE-GROUNDS/STAKES	080-603-41050	7.79
		14198	LYN102819		POSTAGE/AMAZON RETURN	080-603-43300	10.76
		14198	LYN102819		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	(3.98)
		14198	LYN102819		MISC EXP/REIMB FEES/CREDIT	080-603-46100	(5.30)
		14198	LYN102819		LIBRARY FURNISHINGS/HOOK RAI	080-603-50100	42.96
							111.97
11/08/2019	LIBCK	14199	PINV1803694	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	10.65
		14199	PINV1804156		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	56.90
							67.55
11/08/2019	LIBCK	14200	GIB102219	JIM GIBBONS	ADULT PROGRAM SUPPLIES	080-603-43710	275.00
11/08/2019	LIBCK	14201	1590548	IMPACT NETWORKING, INC	COPIER MAINT/SUPP/BASE RATE	080-603-41313	154.05
		14201	1590548		COPIER MAINT/SUPP/OVERAGE 7/	080-603-41313	19.96
							174.01
11/08/2019	LIBCK	14202	ELI110619	ELIZA JARVI	JUVENILE AUDIO-VISUAL	080-603-45430	24.99
11/08/2019	LIBCK	14203	SLI102219	KRISTYN SLICK	ADULT PROGRAM SUPPLIES	080-603-43710	245.00
11/08/2019	LIBCK	14204	VIL103119	VILLAGE OF LAKE BLUFF	LIFE INSUR	080-100-11580	41.34
		14204	VIL103119		IMRF EE CONTRIB	080-100-11580	1,500.97

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CHECK DATE FROM 10/16/2019 - 11/13/2019

Banks: LIBCK, LIBEP

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Amount

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14204	VIL103119		IMRF ER CONTRIB	080-100-11580	2,695.08
		14204	VIL103119		MED INSUR	080-100-11580	7,704.23
		14204	VIL103119		VISION INSUR	080-100-11580	42.96
		14204	VIL103119		DENTAL INSUR	080-100-11580	646.00
							12,630.58
11/08/2019	LIBCK	14205	KEY102219	LAURA KEYES	ADULT PROGRAM SUPPLIES	080-603-43710	230.00
11/08/2019	LIBCK	14206	GOD102219	LESLIE GODDARD	ADULT PROGRAM SUPPLIES	080-603-43710	325.00
11/08/2019	LIBCK	14207	BAU102219	LINDA SUE BAUGH	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
11/08/2019	LIBCK	14208	MAT102219	MARTINA MATHISEN	ADULT PROGRAM SUPPLIES	080-603-43710	300.00
11/08/2019	LIBCK	14209	4153388	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	211.29
11/08/2019	LIBCK	14210	MOH101319	MARTHA O'HARA	OUTREACH SUPPLIES	080-603-43730	55.96
11/08/2019	LIBCK	14211	1046-F021041	USA FIRE PROTECTION, IN	MAINTENANCE-BUILDING	080-603-41000	731.00
11/08/2019	LIBCK	14212	LAC102219	ZSARINA LORNA LACSON	ADULT PROGRAM SUPPLIES	080-603-43710	185.00
TOTAL - ALL FUNDS					TOTAL OF 33 CHECKS (1 voided)		30,241.21

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	12,630.58
080-603-41000	MAINTENANCE-BUILDING	1,642.80
080-603-41050	MAINTENANCE-GROUNDS	40.73
080-603-41313	COPIER MAINTENANCE/SUPPLIES	489.30
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	7,512.00
080-603-43230	UTILITIES	456.14
080-603-43300	POSTAGE	106.31
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	162.89
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	52.92
080-603-43668	TECHNICAL SERVICES SUPPLIES	142.38
080-603-43710	ADULT PROGRAM SUPPLIES	2,011.35
080-603-43720	JUVENILE PROGRAM SUPPLIES	91.16
080-603-43730	OUTREACH SUPPLIES	72.95
080-603-43740	TEEN PROGRAM SUPPLIES	12.19
080-603-45000	ADULT NON-FICTION BOOKS	1,457.10
080-603-45100	ADULT FICTION BOOKS	847.82
080-603-45200	ADULT AUDIO VISUAL MATERIAL	728.51
080-603-45410	PICTURE BOOKS, READERS	41.43
080-603-45420	JUVENILE FICTION	23.10
080-603-45430	JUVENILE AUDIO-VISUAL	118.59
080-603-45450	TEEN BOOKS	394.93

11/08/2019 03:10 PM

User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 10/16/2019 - 11/13/2019

Banks: LIBCK, LIBEP

Page: 6/6

LF
9F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45510				VIDEO GAMES			622.70
080-603-45520				TRENDING TITLES			80.64
080-603-45600				PATRON & STAFF SOFTWARE			369.83
080-603-46100				MISCELLANEOUS EXPENSES			10.10
080-603-50100				LIBRARY FURNISHINGS			42.96
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			49.81
				TOTAL			30,241.21

New Business – November, 2019

Board Meeting Dates for 2020

Per Illinois State Law, the Board is required to approve its regular meeting dates and times a year ahead. The meeting dates proposed reflect the meetings held in 2019, with meetings on the third Tuesday of the month except in November and December.

RECOMMENDED MOTION: That the proposed meeting dates for calendar year 2020 be approved.

Levy for Fiscal Year 2020-2021

The PTELL increase to the levy for Fiscal Year 2020-2021 is 2.447%, resulting in a proposed levy of \$987,711. The Finance Committee met in October and voted to recommend a PTELL increase for FY2020-2021.

RECOMMENDED MOTION: That the proposed levy increase of 2.261% for a levy of \$987,711 for FY2020-2021 be approved.

Date for 2019 Holiday Luncheon

The Board of Trustees each year holds a holiday luncheon for Library staff. In review, dates that would work well would be Wednesday, December 4, Thursday, December 5, Wednesday, December 11, and Thursday, December 12.

RECOMMENDATION: That a date be selected for the holiday luncheon.

Respectfully submitted,

Eric Scott Bailey

Board Meeting Dates for Calendar Year 2020

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 16, 2020

July 21, 2020

August 18, 2020

September 15, 2020

October 20, 2020

November 10, 2020 (Second Tuesday)

December 8, 2020 (Second Tuesday)

All dates are the third Tuesday of the month unless otherwise indicated. Meetings to be held at the Library at 7:00pm.

Respectfully submitted,

Eric Scott Bailey

Recommendation Regarding Levy FY2020-2021
November 12, 2019

SUMMARY: The purpose of this document is to offer a summary of information relevant to setting a levy for FY 2020-2021 and recommend where that levy should be set.

RESEARCH:

Information from Village

- Finance Director Bettina O'Connell has calculated a PTELL increase for FY20-21 of 2.447%. **This would result in an increase of \$23,594 to \$987,711.**
- The Village process is expected to be straightforward, with a straight PTELL increase approved. The Village has seen a boom in recent years in sales tax revenue, which has allowed the tackling of various public works.

Budgetary Considerations

- An initial rough draft was created to determine if the PTELL increase would be adequate to meeting library needs in FY20-21.
- The rough draft shows that the Library is able to meet its operational goals and set aside \$25K in funds for general reserve.
- In presenting to the Village Board in 2018 regarding the FY19-20 levy, it was stated that we did not intend to exceed the PTELL limit in future years unless unforeseen emergencies needed to be addressed. None has occurred to this point.

RECOMMENDATION:

That the levy for FY20-21 of \$987,711, representing a 2.447% increase of \$23,594 be approved.

Respectfully submitted,

Eric Scott Bailey

Long Range Plan Draft
November 12th, 2019

The Long Range Plan draft has been vetted by the Long Range Planning Committee, and was presented to the Board at the September 17, 2019 meeting. Feedback was sought following that meeting; the document is ready to be approved by the Library Board.

RECOMMENDATION: That the Long Range Plan draft be approved, with an effective date of January 1, 2020.

Respectfully submitted,

Eric Scott Bailey

INTRODUCTION

Since its founding in 1919, the Lake Bluff Public Library has provided library services to all residents of Lake Bluff, Illinois. Founding the Library was a truly optimistic act, an affirmation of the importance of learning, community building, and literacy. As we enter our centennial year, we want to honor and learn from our past even as we evolve to meet the needs of our community today and into the future.

Our library is a welcoming space and gateway into something much bigger, connecting us to a larger world. Put simply, the Library is more than just a building with books: it is a dynamic space where people of all ages can learn, grow, and discover the world around them through books, programming, and technology.

The last strategic plan, ending May 2018, guided our work and the direction of the library over the last three years. The new 2019—2022 Lake Bluff Library Strategic Plan serves as a map for how the library is going to continue to grow and evolve and help us navigate how to serve our community as we embark on our next century. At its core, this strategic plan challenges us to sharpen and enhance what makes our Village Library so special.

The plan was created by Lake Bluff Public Library staff and Trustees. It was approved by the Lake Bluff Library's Board of Trustees — seven Lake Bluff residents committed to preserving and improving this amazing institution so that it is even better for those who come after us. The legacy of the Lake Bluff Public Library is a representation of some of the best qualities of its citizens: a commitment to community, volunteerism, and learning. As we prepare to begin our next century of service, these foundational values should continue to be at the center of who we are and what we do.

Finding our way into the future is a collaborative act, which is why this 2019—2022 strategic plan includes comprehensive and inclusive inputs from the 2016 and 2018 Patron Satisfaction Surveys, U.S. Census demographics, and focus groups with Lake Bluff residents ages five to eighty-five.

We have engaged key stakeholders throughout the development of this strategic plan. Families, children, retirees, library staff, Lake Bluff and Lake Forest community and school leaders contributed insights and ideas via community listening sessions held throughout 2017 and 2018. A thriving community can find fresh ideas from its newest and youngest members. Together, we set forth the goals and actions to propel our library forward over the next three years and beyond.

Our library is constantly evolving and should serve not only our present day community, but also generations to follow. We owe our community nothing less.

In this document, you will find:

Lake Bluff demographic data

Lake Bluff residents' assessment of the library

2018 budget and revenue data

The Lake Bluff Library's 2018 - 2022 goals

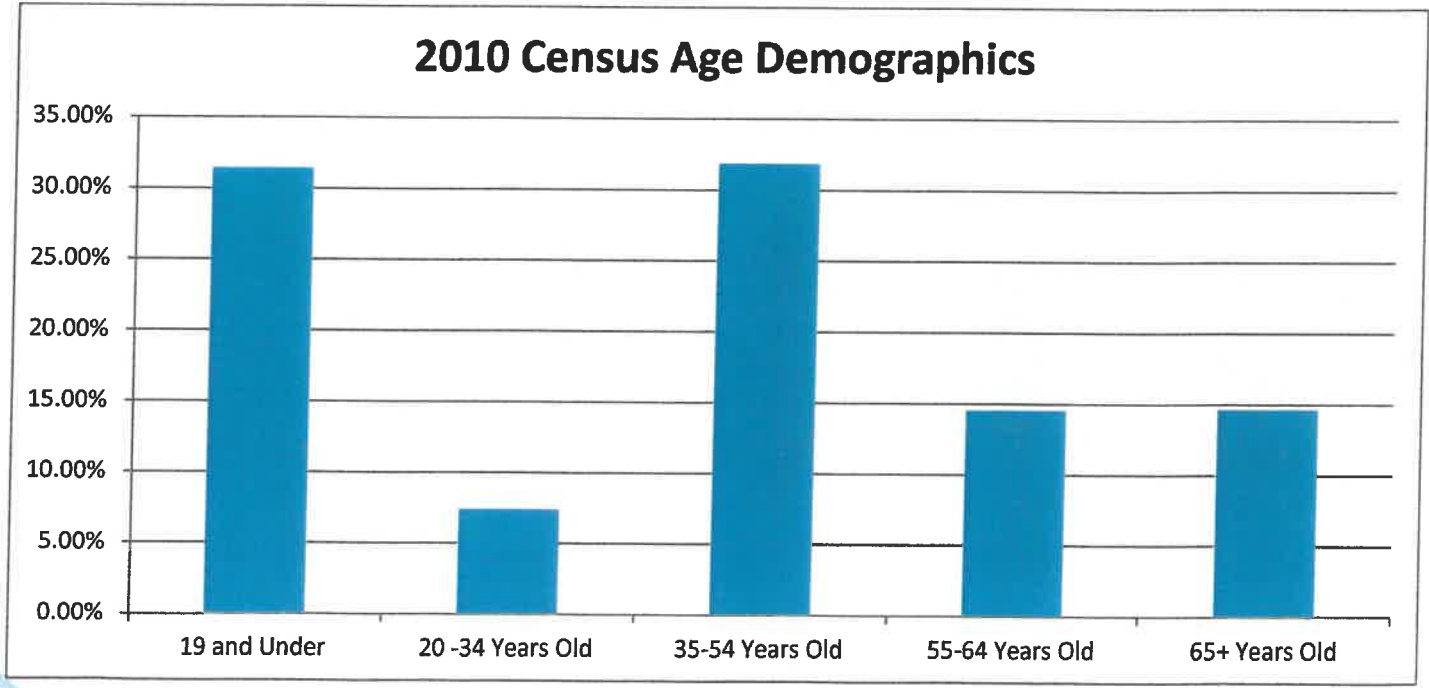
COMMUNITY PROFILE

Lake Bluff has a four square mile footprint on the very northernmost end of the North Shore. The U.S. Census Bureau predicts that the total population of Lake Bluff will continue to decline by roughly 1% each year; it has declined from 6,056 in 2010 to 5,662 in 2016.

Resident Demographics

The median age of Lake Bluff residents is 45.8 years. The age distribution has not changed significantly from 2010 to 2015.

- Residents are highly educated: 77% of Lake Bluff residents have a Bachelor's degree or higher
- Residents are primarily Caucasian (89.8%), though this percentage is decreasing
- A total of 8.5% of residents are foreign born, due in part to international recruiting by local companies such as Abbott and Abbvie



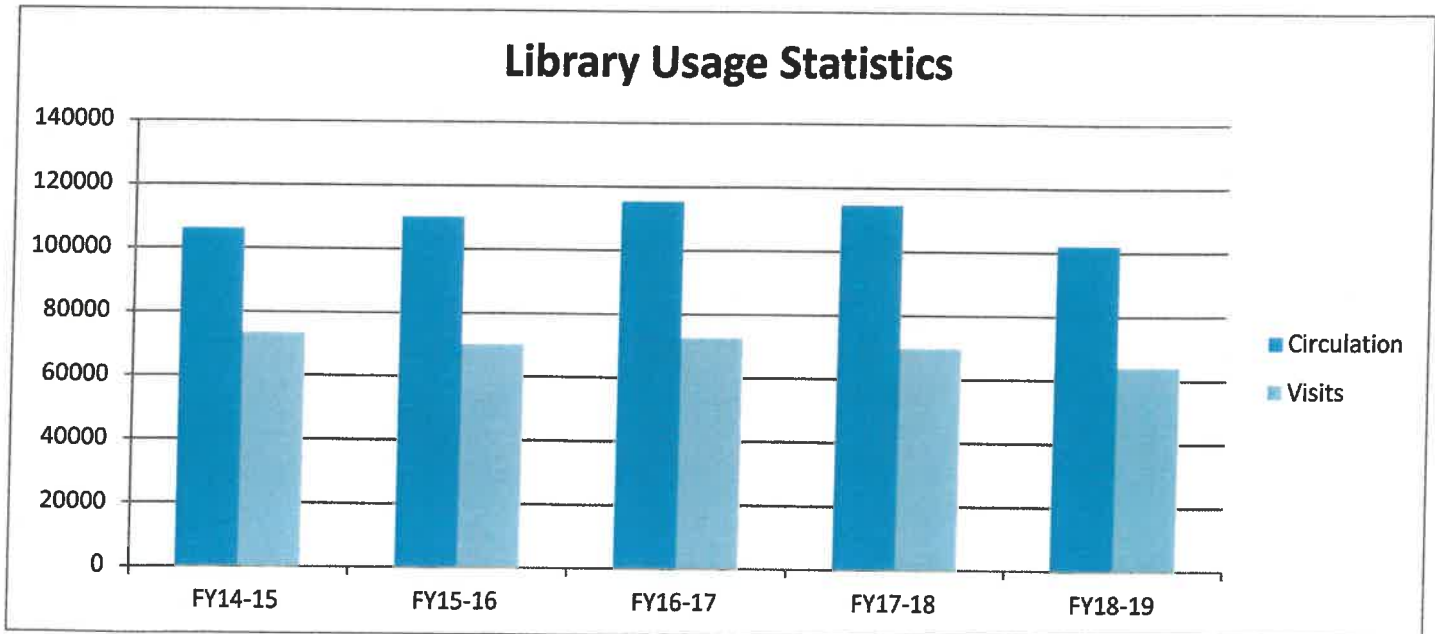
Even though the population is on the decline, wealth is on the rise. According to *Bloomberg*, Lake Bluff is one of the richest towns in the U.S. with an average annual household income of \$200,525. From 2014 to 2015, annual household income grew by 9% in Lake Bluff. ¹

LIBRARY ASSESSMENT

The 2018 Patron Satisfaction Survey indicates that the majority of patrons are satisfied with the library:

- Eighty-seven percent are *satisfied or highly satisfied with the library overall* (a 3% decline from the 2016 Patron Satisfaction Survey)
- Ninety-six percent are *satisfied or highly satisfied with library staff* (a 2% increase from the 2016 Patron Satisfaction Survey)
- Eighty-seven percent are *satisfied or very satisfied with the library’s physical collection* (a 1% decline from the 2016 Patron Satisfaction Survey)
- Seventy-eight percent are *very satisfied or satisfied with the current building* (a 5% decline from the 2016 Patron Satisfaction Survey)
- *Poor aesthetics and a lack of comfort were the most frequently cited reasons for dissatisfaction with the building*

The library has average 70,016 visits and 109,689 checkouts annually over the past 5 fiscal years. Fluctuations in circulation and in-person visits are evidenced in the chart below. We will keep an eye on and be responsive to these trends.



Per the 2018 Patron Satisfaction Survey the most popular interactions with the library year-over-year are:

- Checking out library materials
- Attending a library program (6,840 individuals attended programming in FY2017—18)

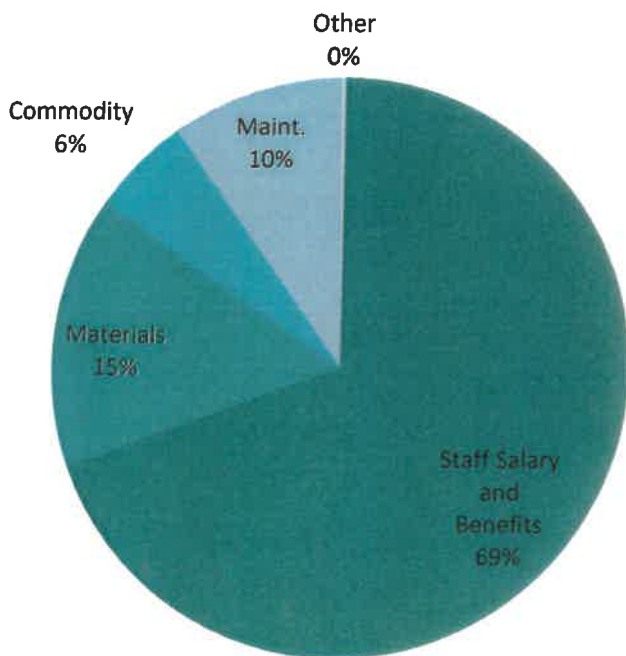
Print materials such as adult fiction, adult nonfiction, juvenile fiction, and picture books continue to be popular. Digital collections continue to gain in popularity.

Patrons showed a high interest in the library becoming a more pleasant place to spend longer periods of time for a variety of uses. The top four choices for improvements from the 2018 Patron Satisfaction Survey were: 1) Quiet Reading Area, 2) More Space for Collections, 3) Additional Seating, and 4) Quiet Study Space.

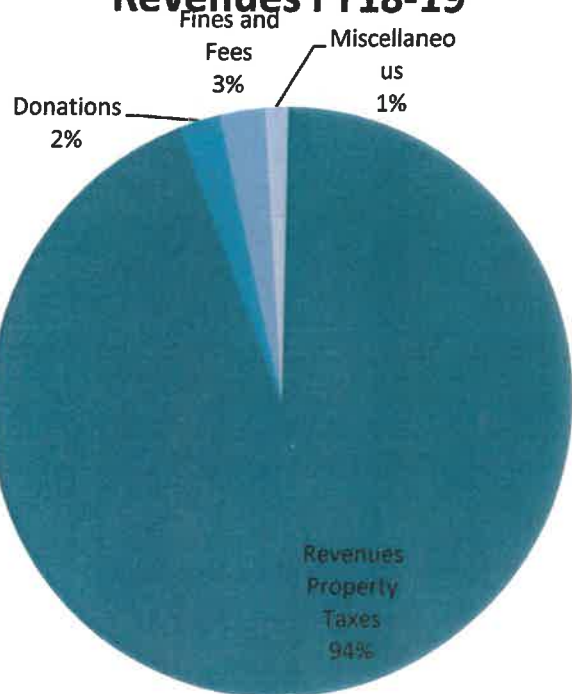
BUDGET AND REVENUE

The Lake Bluff Public Library is in a strong financial position. In FY2017–2018, the library's operating expenses were \$930,431. Local property tax accounts for most of the library's revenue. Although the library depends almost solely on local property taxes for its revenue, the library represents only 2% of Lake Bluff residents' annual property tax bills.

Expenditures FY18-19



Revenues FY18-19



The Library falls well within spending norms. Like most US public libraries, personnel expenses represent the largest portion of the budget. According to the American Library Association, 68% of library budgets are spent on staff.⁴ Likewise, most public libraries spend 11% on collections per year.⁵ Again, our library is well within public library spending norms.

Diversifying revenue sources is an important goal for public libraries in 2018. At present, US public libraries receive 84% from local sources (whereas our library receives 95%) and 8% from gifts and other sources (whereas our library receives only 5%).⁶ This is partly due to what revenue sources are available in the State of Illinois; a survey of 13 neighboring libraries shows that on average 94.9% of their revenue is from property taxes. Some area libraries have lowered the property tax percentage to nearly 90%.

GOALS, STRATEGIES, ACTIONS, AND MEASURABLES

Goals, Strategies, Actions, and Measurables are the outcome of our data-gathering process and comprise the core of our strategic plan.

Goals

The goals guide actions in allocating financial resources and staff time. They are not meant to limit the scope of the Library's work, but are intended to identify the areas where maximum effort is to be directed.

Our FY 2019—2022 Strategic Plan focuses on goals in seven major categories:

- A) Efficient Administration
- B) Improve Building
- C) Collection Enhancement
- D) Excellent Customer Service
- E) Engaging Programming
- F) Increased Outreach
- G) Effective Marketing and Communication

Strategies

Each Strategy highlights a plan of action designed to aid in achieving the goal to which it is attached.

Actions

Actions represent the specific actions that will be undertaken to ensure that Strategies are accomplished.

How We Will Measure Success

Each goal area concludes with a set of metrics that will be measured to determine the impact of Strategies and the completion of Actions.

GOAL A: EFFICIENT ADMINISTRATION

Improve the management and governance of the Library, to offer new or increased resources for collections and services for the community.

As available resources are limited, any time and funding that can be made available through improved efficiency is useful. In addition, careful and effective decision making minimizes time spent on decisions and maximizes execution of planning and services.

Strategy A.1

With Staff and Board input, create a Vision Plan to set a vision and values for the future of the Library.

Actions

1. Establish a team comprised of representatives from both the Board and Staff.
2. Gather relevant community input from available sources, such as surveys, patron comments, and usage data.
3. Establish a vision for the future of the Library with a group of core values to provide a clear framework for the consideration of new opportunities, collections, and services.
4. Provide access to the vision statement and goals through the Library's website.
5. Create a new strategic plan in 2022 that reflects the vision and values established.

Strategy A.2

Identify new revenue sources to increase funds available to the Library.

Actions

1. Establish the Lake Bluff Public Library Foundation as a permanent entity for the support of capital projects.
2. Increase collaborations with community members, organizations, and businesses.
3. Increase the number of sponsorships.
4. Annually review the revenue strategies of local and relevant non-local public libraries with an eye toward identifying and utilizing viable strategies for diversifying revenue.
5. Increase support through annual fund.

Strategy A.3

Evaluate and implement a robust volunteer program to engage the community and effectively support the work of paid Library staff members.

Actions

1. Identify tasks that can be performed by volunteers.
2. Draft policy and procedure for recruitment and management of volunteers.
3. Undertake a volunteer recruitment campaign.

Strategy A.4

Rebuild the General Reserve in order to provide funds for future capital repairs and to potentially support funds made available through fundraising.

Actions

1. Ensure funds are budgeted for General Reserve each year.
2. Add to funds budgeted for General Reserve by identifying new efficiencies and savings in the annual operating budget.

Strategy A.5

Raise the funds needed for improvements to the facilities.

Actions

1. Launch an initial campaign targeting specific renovation projects, including the Main Desk, the Adult Computer Room, and the Youth Services department.
2. Build credibility, relationships, and awareness through initial fundraising and completion of projects.
3. Launch a campaign for the full renovation/expansion of the facilities as detailed in Plan 3+ of the space usage analysis provided by Engberg Anderson.
4. Create a marketing strategy in support of the capital campaign to engage possible donors.

Strategy A.6

Establish a Long Range Plan Steering Team to establish baselines for metrics, monitor progress, and set new goals

Actions

1. Establish a Long Range Plan Steering Team.
2. Provide at minimum quarterly updates on progress and metrics to the Library Board.

How we will measure success:

- The increase in funds available in reserve.
- The amount of funds headed to reserve at the end of the Fiscal Year.

- The number of volunteers retained.
- The number of volunteer hours worked.
- The number of sponsorships and partnerships in a fiscal year.
- Amount of non-property tax revenue in the annual budget.
- Completion of visioning process.
- Approval of a Vision Statement and list of Core Values by the Library Board of Trustees.
- Inclusion of vision statement and values on the Library's website and in the next strategic plan.
- Amount of funds raised for the capital campaign.
- Capital campaign projects completed.
- Contributions to the annual fund.

GOAL B: IMPROVE / ENHANCE BUILDING EXPERIENCE

Make the most efficient use of the Library's current physical space, consistent with the Renovation Project.

Strategy B.1

Identify various uses for the public PC room.

Actions

1. Determine new location of the PC/scanner and one other desktop public PC.
2. Create floor plan of public PC room.
3. Brainstorm possible layout with staff and public via annual survey.
4. Purchase furniture based on feedback from public and staff.
5. Acquire laptops for public use to improve flexibility.

Strategy B.2

Evaluate current periodical collection needs in relation to space, growth, and usage.

Actions

1. Evaluate magazine usage and eliminate unused titles.
2. Measure periodical collection footprint for possible relocation.

Strategy B.3

Purchase new front desk for the adult and youth departments.

Actions

1. Create bid specs for new adult / youth service desks.
2. Create floor plan of periodical collection / adult service desk area.
3. Create floor plan for youth service desk area.
4. Determine best location for desks.
5. Consult with E/Anderson regarding Renovation Project.

Strategy B.4

Evaluate current non-fiction collection needs in relation to space, growth, and usage.

Actions

1. Determine which sections have the highest circulation and which sections are stagnant. (Growth/no growth).

2. Determine net gain in floor area.
3. Create a floor plan outlining gross sum total.
4. If there is a net gain, identify what that area can be used for.
5. Delete areas of no growth and consolidate collection, leaving room for the high growth.

How We Will Measure Success

1. The number of laptops loaned
2. Patron Satisfaction Survey
3. Current statistics
4. Staff feedback
5. Periodical circulation

GOAL C: COLLECTION ENHANCEMENT

The Library's collections are the core of what we offer the public. Collection managers strive to create collections uniquely tailored to meet the needs of patrons and the community. Using feedback from collection managers, create tools to evaluate the general "health" of each collection. "Health" will be determined by circulation records, current physical space and condition of collection, and relevance of collection to our patrons.

Strategy C.1

Evaluate circulation and space requirements of all Library collections.

Actions

1. Create more detailed statistics reports for collection developers to help them evaluate use of their collection. Establish a calendar to periodically disperse statistical reports to collection developers.
2. Evaluate collection development tools, such as those offered by Baker & Taylor or collection HQ.
3. Establish workflow for gathering statistics on in-house use on the 1st and 2nd floors. Lack of data for browsing collections such as magazines prevents developer(s) from effectively evaluating in-house use.
4. Evaluate average cost per item to determine whether budget lines are sufficient.
5. Evaluate weeding schedule to make sure collections are up to date and accurately reflects the use and needs of the patrons. Have each collection determine the average length of non-circulation to qualify for deletion.

Strategy C.2

Create a more structured and robust procedure for identifying, repairing, and replacing damaged materials.

1. Audit collections for materials with water damage, spine damage, faded labels.
2. Evaluate labeling system and explore a potential updated system that may fade less quickly. Evaluate areas in the library that receive fading the fastest and create a timeframe for relabeling in these areas.

Strategy C.3

Evaluate Collection Development Policy to make sure that it is fully up to date in its commitment to diversity and representation.

1. Work on updating the Collection Development Policy to include a more explicit commitment to diversity and representation.

2. Perform audits on key collections to ensure that they are representative of our commitment to curating a diverse collection.

How we will measure success:

- Circulation statistics.
- Patron feedback.
- Updated methods to evaluate collection use.
- Results from the 2020 patron satisfaction survey.

GOAL D: EXCELLENT CUSTOMER SERVICE

The quality of the Library's customer service has been highly regarded for a long time by patrons and community members, so it's essential that the Library not only continue to provide high-quality service, but identify ways in which its customer service can be expanded and improved.

Assess and update existing customer service-related policies and documentation, identify training gaps for Library staff, and implement all-staff training on topics that would enhance the patrons' experience.

Strategy D.1

Identify gaps in current customer service and related training for staff members, and implement relevant training opportunities.

Actions

1. Identify gaps in existing services & staff training using patron satisfaction survey results, general feedback, and Library policies.
2. Develop a list of essential skills and competencies for any staff with patron-facing responsibilities.
3. Create essential skill/competency training sessions & materials for all staff members.
4. Incorporate essential skills/competencies into job descriptions (as needed), job postings, and training for new staff.
5. Implement digital resource training for all staff members.
6. Implement ongoing reader's advisory opportunities for all staff.

Strategy D.2

Foster collaboration between departments to identify programming and technology opportunities that build on the training and patron needs identified in Strategy D1.

Actions

1. Implement programming opportunities related to digital resources, reader's advisory, or other relevant topics.
2. Evaluate existing patron technology and identify possible additions or improvements to current technology that are within the Library's budget.

Strategy D.3

Evaluate and update Library's customer service-related policies and procedures.

Actions

1. Evaluate existing customer service-related policies and documentation.
2. Survey area libraries to identify best practices, as well as new and innovative ways to improve customer service for Lake Bluff patrons.
3. Bring proposed policy changes to the Library Board for approval.

How we will measure success:

- 2020 and 2022 patron satisfaction survey.
- Increase in circulation for digital materials.
- Increase in circulation for physical materials.
- Staff/patron feedback on new services and available training.

GOAL E: ENGAGING PROGRAMMING

Evaluate current programs and identify barriers in order to increase patron participation and foster a sense of discovery.

The Library serves as a literacy and educational resource as well as a vital community center that offers a variety of innovative programs for its patrons. By expanding its current programming the Library can strengthen its ties to the community and reach a wider range of age groups and demographics.

Strategy E.1

Grow and refine current Library programming.

Actions

1. Use patron satisfaction survey results, staff and patron feedback, and Library attendance to identify and evaluate gaps in programming.
2. Create a prioritization schedule that addresses both immediate and long-term needs, while allowing for annual re-evaluation and re-prioritization. Assess programming resources to determine sustainability for both youth and adult programming, as well as ability to meet goals outlined in prioritization schedule.

Strategy E.2

Understanding and identifying gaps in targeted demographics for Library users and non-Library users.

Actions

1. Audit current Library programming to identify demographics of current program offerings and gaps.
2. Solicit feedback from program participants on topics of interest and program improvements.
3. Evaluate and refine program specific questions for 2020 satisfaction survey.

Strategy E.3

Experiment with new programming based on underserved or specialized areas regularly selected by Library staff including emerging areas of discovery.

Actions

1. Identify topics of interest based on patron feedback.
2. Research existing programming at other area libraries to identify opportunities for new programming.

How we measure success:

- Patron Satisfaction surveys

- Survey patrons after programming to receive feedback
- Analyze statistics for patron attendance

GOAL F: INCREASED COMMUNITY OUTREACH

Expanding community connections to the Library that will foster greater awareness and education of our services.

The heart of the Lake Bluff Public Library is the Village of Lake Bluff and unincorporated Lake Bluff. The Library recognizes that it can achieve more in the community when it connects education with teachable events but also create innovative programming outside of the Library to further the community's experience with the Library. By taking a deliberate and thoughtful approach to initiating and expanding community partnerships, we can reach more non-library users within the Lake Bluff thereby enriching public awareness of the Library's resources, services and programs to fulfil the Lake Bluff Public Library mission.

Strategy F.1

Understanding and identifying gaps in services in the community.

Actions

1. Assess the Library's current overall outreach efforts by mapping trends, identifying strengths and weaknesses, and reaching out to the Board of Trustees, the Friends of the Lake Bluff Library, and key players within Lake Bluff for input on the Library's visibility and participation within the community.
2. Create and develop a community assessment to aid in identifying and delineating a greater understanding of the community's needs.

Strategy F.2

Seek collaborations with community organizations to further increase the Library's presence within the community.

Actions

1. Assess existing resources, assets and organizations to support the Library's outreach efforts.
 - a) Local residents: their skills, experiences, passions, capacities and willingness to contribute to community outreach.
 - b) Local voluntary associations, clubs, and networks: e.g., all of the athletic, cultural, social, faith-based groups powered by volunteer members including the Friends of Lake Bluff Library as well as the Lake Bluff Public Library Foundation – which might contribute to outreach efforts.
 - c) Local institutions: e.g., public institutions such as schools, libraries, parks, police stations, village hall along with local businesses and non-profits – which might contribute to community outreach.
 - d) Physical assets: e.g., the land, the buildings, the infrastructure, transportation, etc. which might contribute to community outreach.
 - e) Economic assets: e.g., what people produce and consume, businesses, informal economic exchanges, barter relationships – which might contribute to community outreach.

2. Evaluate existing collaborations and prioritize new collaborations annually to ensure continued alignment with the Library's mission.

Strategy F.3

Expand annual community outreach programs to increase large event attendance.

Actions

1. Assess the feasibility and cost of expanding partnerships with outside organizations to offer author visits and other special programs.
2. Develop outreach events at local schools and build a greater connection with education through teachable events.

Strategy F.4

Reach out to patrons who may not visit the Library, but who can utilize Library resources.

Actions

1. Formalize and review procedures and/or policies to address outreach needs.

How we will measure success:

- Number of outreach program attendees.
- Number of successful collaborations.
- Number of active partner organizations.

GOAL G: EFFECTIVE MARKETING AND COMMUNICATIONS

Strengthen and increase patron engagement by redeveloping Library communications, promotional tools, and branding.

Connecting with patrons and the greater community will raise awareness of the critical role the Lake Bluff Public Library serves in the Village of Lake Bluff especially in the areas of education, early literacy, expanding technological resources and facilitate civic interaction. By furthering patron awareness with our services we can better serve the community.

Strategy G.1

Audit the Library's brand, materials and communication tools.

Actions

1. Assess internal processes and structure of materials and tools used for communication and promotion.
2. Gather census data and identify areas of potential new engagement or that require improvement and determine level of modification.
3. Prioritize modifications to effectively meet needs on cost and impact bases.
4. Refine existing branding and develop a formal marketing/branding strategy that will include promotional materials, advertising and the Library's website.
5. Incorporate capital campaign in website.

Strategy G.2

Increase discovery of materials and resources through creative promotion and display of collections and programs within the Library as well as out in the community.

Actions

1. Research best practices for display and discovery, exploring current Library practices as well as practices for retail merchandising and promotion for fundraising opportunities.
2. Assess publicity resources that are available to the Library but that are not being used to their full extent, as well as potential publicity resources not currently available to the Library.
3. Determine practices that can be applied using available resources, including evaluating current display methods, and allocate additional resources to improving promotion and display if necessary.
4. Implement a plan for display and promotion, using best practices determined in (3.) including displays or promotional material in the community.
5. Assess efficacy of changes to promotion and display by tracking and comparing use of Library services and collections that are promoted through an increase of publicity Actions.

How We Measure

- Website/social media statistics on patron engagement
- Patron feedback within the Library as well as interaction with the displays.
- Updated questions within the Patron Satisfaction Survey to measure patron interaction with Library publicity.

Goals and Metric Reporting for the 2020-2022 Long Range Plan

Date MM/YYYY	Location in PI Task	Project Lead
01/2020	A.1.1	Establish a team comprised of representatives from both the Board and Staff.
	A.2.1	Establish the Lake Bluff Public Library Foundation as a permanent entity for the support of capital projects.
	A.5.1	Hire a Development Coordinator to organize and lead a capital campaign by the Library's foundation.
	A.5.2	Launch an initial campaign to raise funds for Phase 1 renovation.
	A.6	Establish Long Range Plan steering team.
	B.5.3	Create floor plan of the non-fiction area.
	C.1.1	Establish what needs the collection developers have in statistics reports.
	D.1.1	Identify gaps in existing services & staff training using patron satisfaction survey results, general feedback, and
	D.1.5	Implement digital resource training for all staff members.
	D.1.6	Implement ongoing reader's advisory opportunities for all staff.
	E.1.3	Assess programming resources to determine sustainability for both youth and adult programming.
	E.2.2	Solicit feedback from program participants on topics of interest and program improvement
02/2020	A.4.1	Ensure minimum of \$20K budgeted to General Reserve in FY21-22 budget.
	B.1.3	Brainstorm usage ideas for the existing room with staff and public via annual survey.
	C.3.1	Work on redrafting and updating the Collection Development Policy.
	D.2.2	Work with Tech Services/Facilities to evaluate existing patron technology and identify possible additions or improvements to current technology that are within the library's budget.
	E.3.2	Research existing programming at other area libraries to identify opportunities for new programming.
03/2020	A.1.2	Gather relevant community input from available sources, such as surveys, patron comments, and usage data.
	A.3.1	Identify tasks that can be performed by volunteers.
	B.2.1	Evaluate magazine usage, possibly weed unused titles.
	B.2.2	Measure periodical collection footprint for possible relocation.
	C.1.1	Work on establishing statistics reports that meet the need of the collection developers.
	C.3.1	Present draft of the Collection Development Policy to the board for approval.
04/2020	C.1.1	Establish a calendar of how frequently statistics reports should be run and sent to collection developers.
	A.3	Rough draft of policy and procedure for recruitment and management of volunteers presented.
	C.2	Establish and more robust procedure for identifying, repairing, and replacing damaged materials.
	D.2.1	Work with Adult Services staff to implement programming opportunities related to digital resources, reader's advisory, or other relevant topics.
05/2020	A.2.2	Comparison of annual collaborations to those of previous years.
	A.2.3	Comparison of annual sponsorships.
	A.2.4	Annual review of revenue strategies at neighboring libraries.
	A.4.2	Minimum \$25K added to General Reserve from FY19-20 budget.
	A.5.3	Start of Phase 1 renovation project.
	C.1.3	Crear workflow for tracking in house use on first and second floors
	E.2.1	Use 2020 census data to create an updated community profile.
	E.2.3	Create program specific questions for 2020 satisfaction survey.

06/2020	C.1.3	Establish a report for tracking in house use statistics. Assess the Library's current overall outreach efforts by mapping trends, reaching out to the Board of Trustees, the Friends of LBPL, and key players within the Village of LB for input on the Library's visibility and participation with the community.	Eliza Jarvi
	F.1.1		
	F.2.1	Assess existing resources, assets and organizations to support the Library's outreach efforts.	Jillian Chapman
	F.2.2	Develop and update a centralized repository that covers all community outreach, e.g. satellite libraries within public buildings to expand our visibility and services in the community.	Jillian Chapman
	F.2.3	Evaluate existing collaborations and prioritize new collaborations annually to ensure continued alignment with the Library's mission.	Jillian Chapman
	F.3.1	Develop outreach events at local schools and build a greater connection with education through teachable events.	Jillian Chapman
07/2020	C.2.1	Have volunteers audit collections for materials with water damage, spine damage, faded labels, etc.	Jillian Chapman
	F.1.2	Identify the strengths and weaknesses currently present with Library's outreach efforts Create and develop a community assessment to aid in identifying and delineate a greater understanding of the community's needs	Eliza Jarvi Eric Bailey and Jillian Chapman
	F.1.3		
	F.1.4	Enhance our understanding of the community needs and trends that affect Library services	Eric Bailey and Jillian Chapman
09/2020	A.3.2	Approve policy for recruitment and management of volunteers.	Eric Bailey and Jillian Chapman
	C.1.2	Evaluate Collection Development Tools such as Collection HQ and other resources to see if they could streamline Collection D	Eric Bailey
10/2020	A.1.3	Completion of vision plan.	Eliza Jarvi
	C.1	Establish a rubric of collection audit: how many items are in each collection, average circulation statistics, date of last weed, date of items pulled at last weed, etc.	Eric Bailey
	D.1.1	Identify gaps in existing services & staff training using patron satisfaction survey results, general feedback, and Library policies. (Same as for 01/2020, but using most recent patron satisfaction survey data) Use patron satisfaction survey results, staff and patron feedback, and Library attendance to identify and evaluate gaps in programming.	Eliza Jarvi Katie Horner
	E.1.1		
11/2020	A.1.4	Provide access to the vision statement and goals through the Library's website.	Martha O'Hara and Eliza Jarvi
	A.5.3	Completion of renovation project.	Eric Bailey
12/2020	A.5.5	Completion of marketing strategy for capital campaign.	Eric Bailey
	C.1.2	If a Collection Development tool is found useful, evaluate budget to purchase it in the new fiscal year.	Eric Bailey
	E.1.3	Assess programming resources to determine sustainability for both youth and adult programming. Create a prioritization schedule that addresses both immediate and long-term needs, while allowing for annual re-evaluation and re-prioritization.	Eliza Jarvi Martha O'Hara and Eliza Jarvi
	E.1.2		
01/2021	A.3.3	Launch of volunteer recruitment campaign.	Martha O'Hara and Eliza Jarvi
	A.5.4	Launch of capital campaign for construction of expansion.	Eric Bailey
	C.1	Based on audit results, establish some collection development projects.	Eric Bailey
	C.1	Based on updated Collection Development Policy, audit key collections to ensure they are representative of our commitment to curating a diverse collection.	Eliza Jarvi
	D.3.2	Survey area libraries to identify best practices, as well as new and innovative ways to improve customer service for Lake Bluff patrons.	Eliza Jarvi
	F.4.1	Identify current outreach practices and needs of the patrons.	Katie Horner
	F.4.2	Formalize and review procedures and/or policies to address outreach needs.	Jillian Chapman
02/2021	A.4.1	Ensure minimum of \$20K budgeted to General Reserve in FY21-22 budget.	Eric Bailey and Jillian Chapman
05/2021	A.2.2	Comparison of annual collaborations to those of previous years.	Eric Bailey

	A.2.3	Comparison of annual sponsorships.	
	A.2.4	Annual review of revenue strategies at neighboring libraries.	Eric Bailey
	A.3.3	Comparison of volunteer hours and numbers.	Eric Bailey
	A.4.2	Minimum \$25K added to General Reserve from FY20-21 budget.	Eric Bailey
	C.1.2	If a Collection Development tool is selected, start contract in new fiscal year.	Eric Bailey
	C.1.2	Train staff on use of new Collection Development tool.	Eliza Jarvi Eliza Jarvi
03/2021	D.1.2	Develop a list of essential skills and competencies needed for any staff members with patron-facing responsibilities.	Katie Horner
04/2021	D.3.1	Evaluate existing customer service-related policies and documentation.	
05/2021	C.1.2	If a Collection Development tool is selected, start contract in new fiscal year.	Katie Horner
	C.1.2	Train staff on use of new Collection Development tool.	Eliza Jarvi
09/2021	D.1.3	Create essential skill/competency training sessions & materials for all staff members.	Eliza Jarvi Katie Horner
10/2021	B.5.5	Delete areas of no growth and consolidate non-fiction collection, leaving enough room for the high growth.	Lyndy Jensen and Carol Carter
	B.5.7	Purchase new furniture for area created in non-fiction area, if weeding option is selected.	Lyndy Jensen and Carol Carter
11/2021	D.3.3	Bring proposed policy changes to the Library Board for approval.	Lyndy Jensen and Carol Carter
12/2021	E.1.3	Assess programming resources to determine sustainability for both youth and adult programming.	Katie Horner
01/2022	D.1.4	Incorporate essential skills/competencies into job descriptions (as needed), job postings, and training for new staff.	Martha O'Hara and Eliza Jarvi
02/2022	A.4.1	Ensure minimum of \$20K budgeted to General Reserve in FY22-23 budget.	Katie Horner
	E.3.1	Identify topics of interest on patron feedback.	Eric Bailey
05/2022	A.2.2	Comparison of annual collaborations to those of previous years.	Eric Bailey and Martha O'Hara
	A.2.3	Comparison of annual sponsorships.	Eric Bailey
	A.2.4	Annual review of revenue strategies at neighboring libraries.	Eric Bailey
	A.3.3	Comparison of volunteer hours and numbers.	Eric Bailey
	A.4.2	Minimum \$25K added to General Reserve from FY21-22 budget.	Eric Bailey
12/2022	A.1.5	Create a new strategic plan in 2022 that reflects the vision and values established.	Eric Bailey
	E.1.3	Assess programming resources to determine sustainability for both youth and adult programming.	Eric Bailey Martha O'Hara and Eliza Jarvi

Programs

- Katie Horner, Jen Horan, and Martha O'Hara are working on setting up the Adult Winter Reading Club, which will have the theme 'Cozy Up with a Good Book.' Some of the mechanics will be adjusted.
- We partnered with Buffy Stauffer of District 65 on a back to school program with the theme 'Get Into Gear.' Eliza Jarvi reports that it was a big hit; we were also able to partner with local cycling store Hub & Cycle for some gears and chains for kids to manipulate as part of the program.
- When the school was closed last month due to flooding, the Children's Department offered a movie and some impromptu programming.
- The program 1, 2, Tie Your Shoe is back by popular demand. It was initially proposed by board member Kate Jackson. We offer it annually, and have always had interest.
- In discussion with Mike Dorneker at the Lake Bluff Brewing Company, we are adjusting our trivia night schedule. Presently we do 8 a year, two in each quarter. Going forward we will do 9-10 a year, skipping usually quiet months for trivia such as August and July.
- We had good turnout for Trick or Treat at the Library—despite the weather.

eBooks – Changing Responsibilities

Anna Fifhouse will be the collection manager for the eBook collection going forward. Martha O'Hara has done a great job getting her set up.

Tornado Warning

A tornado warning sounded on September 11th, 2019 in Lake Bluff; it was a great opportunity to run through our tornado drill with, fortunately, no actual tornado.

New Computers Installed

New staff computers have been installed, with CVI on site for a couple days to troubleshoot problems as they cropped up. The change has been appreciated by staff members.

Instagram

We now have over 800 followers on Instagram. Martha O'Hara deserves a lot of credit for the work that she has put in to make this such a success.

Trivia Fundraiser

As of my writing all 120 available tickets for the trivia fundraiser event have been sold. We have secured a few sponsorships from local businesses as well. Huge thanks to Martha O'Hara, Eliza Jarvi, Katie Horner, Kathy Meierhoff, and especially Jillian Chapman for their hard work on this.

Seed Exchange

The Seed Exchange has closed down for the year. In our first year, we circulated approximately 250 seed packets and Jillian Chapman did a great job organizing things. We partnered on programs this fall with Erika Vernon of Elawa Farms on putting your garden to bed in autumn, and with Lake Bluff Open Lands Association on harvesting native seeds. We plan to reopen the exchange in February 2020; Sharon Taylor of the Garden Club is storing our extra seeds for us.

Little Free Library

The Little Free Library we received in donation from Friends of the Library member Lynn Miller is now in place at Blair Park. Jillian Chapman did a fantastic job sprucing it up and stocking it. We're very excited to be launching this partnership with the park district. This was featured in The Lake Forest Leader on October 17, which I have included in your packet.

Meeting with Ragdale

Eric Bailey and Jillian Chapman had a meeting with the donor relations manager at Ragdale to discuss potential partnerships for 2020. Ragdale often has previous author-residents who approach about doing programs in the area, but has limited space on-site to play host. This could represent a good opportunity for both organizations, as we have space and would love to host authors.

Second Year of Book Club with Lake Forest Library

Jillian Chapman is coordinating with Michelle Doshi of Lake Forest Public Library on our joint book club for spring 2020. The book selected is *American Overdose* by Chris McGreal, and the name of the program has been changed to 'Read Between the Ravines.'

Grant Application

Eliza Jarvi reports that we'll be pursuing a \$5,000 grant in tandem with District 65 from the Reaching Across Illinois Library System (RAILS) to start a joint collection of early coding supplies, with which we plan to do joint programming, aimed at young kids (ages 3-7). The grant is due in November.

Staff Leave

We had two (2) staff members out on unscheduled medical leave this month; kudos to the staff in general and Regina Ruocco and Martha O'Hara in particular for filling in.

Questions on Fine Free and Auto Renewal

We've been getting questions on whether we will be going fine free or implementing auto renewal; most of our neighbors have, or will be, making the switch.

New Hire

Kathi Siebert has been hired to fill the General Development Coordinator position. I will be getting her up to speed this week, and plan to have her present at a future meeting of the Board.

Levy Process

Information on the levy has been received from Bettina O'Connell, Village Finance Director, and will be presented to the Finance Committee at an upcoming meeting. Bettina and Assistant Finance Director Marlene Scheibl will be present at the November meeting of the Board.

Trunk or Treat

This year, we participated in Trunk or Treat, which is an event put on by the Park District. Participants decorate the trunk of their car and hand out candy to trunk-or-treaters who come by. We won a trophy in the "Best

Community/Business" category. Jillian did an amazing job putting together the decorations for our spider-themed trunk (pictures below). We got a ton of positive feedback from people who were there—lots of "look, it's the library! We love the library!"

Slatwall Displays

The new slatwall displays purchased by the Friends of the Library arrived much sooner than anticipated. Assuming there aren't any major issues, Katie reports we should have them up and ready to go shortly. They will be up soon after the Board meeting, if they are not up already!

Website Update

In September developer Nicki Snoblin was provided with additional information on the appearance and format that she had requested. Unfortunately, we ran into an additional delay in a busy fall season for Ms. Snoblin. Work on finalizing the new website is anticipated over the next two months.

Laptop Implementation

The laptops intended to replace the existing adult computers on the Main Floor have arrived; final implementation will occur once the procedure for their use is finalized.

Respectfully submitted,

Eric Scott Bailey

Monthly Statistics Summary September 2019

Library Usage Summary

Total September Circulation

FY	Total	Avg. Circ/Hour	%Change
19-20	6,637	25.24	-10.27%
18-19	7,397	28.67	-20.83%
17-18	9,343	37.83	0.00%

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
19-20	43,674	33.86	-8.81%
18-19	47,891	37.12	-11.62%
17-18	54,189	42.77	0.00%

Total September Visits

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	5,415	20.59	1.61%
18-19	5,329	20.66	-4.92%
17-18	5,605	22.69	0.00%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	30,670	23.78	7.10%
18-19	28,636	22.20	-14.16%
17-18	33,358	26.33	0.00%

Total September Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	11	-59.26%	128	-64.35%
18-19	27	-6.90%	359	9.12%
17-18	29	0.00%	329	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	137	-7.43%	4,019	19.76%
18-19	148	14.73%	3,356	-16.72%
17-18	129	0.00%	4,030	0.00%

Online Access

Total September eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	186	197	0	0	-48.03%
18-19	301	57	365	14	-34.78%
17-18	392	31	707	0	0.00%
	0	0	0	0	%

Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	2,014	942	0	40	-34.76%
18-19	1,938	510	2,077	67	-18.38%
17-18	2,003	123	3,456	44	0.00%
	0	0	0	0	%

Total September Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	8,271	26.27%	5756	26.37%
18-19	6,550	-18.16%	4555	-18.31%
17-18	8,003	0.00%	5576	0.00%

Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	38,598	10.32%	26,341	10.03%
18-19	34,986	-12.99%	23,940	-13.11%
17-18	40,208	0.00%	27,552	0.00%

Total September Database Usage

FY	Research	Novelist	Tumblebooks	%Change
19-20	216	4,038	0	2,048.48%
18-19	182	6	10	-68.92%
17-18	121	39	477	0.00%

Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
19-20	1,539	4,163	1	765.40%
18-19	478	115	66	-85.05%
17-18	781	3,043	585	0.00%

Other Services

Total September Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	1	161	49	5
18-19	1	130	61	2
17-18	4	117	32	4

Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	14	666	216	29
18-19	14	637	233	26
17-18	16	563	171	26

Monthly Statistics Summary September 2019

Adult Services Summary

Total September Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	742	805	1,167	2,714	-12.71%
18-19	782	993	1,334	3,109	-14.14%
17-18	916	879	1,826	3,621	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	4,108	4,879	6,652	15,639	-15.28%
18-19	4,864	5,693	7,903	18,460	-11.07%
17-18	5,373	5,123	10,261	20,757	0.00%

Total September Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	11	0.00%	128	8.47%
18-19	11	-8.33%	118	-21.37%
17-18	12	0.00%	152	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	44	-13.73%	522	-28.49%
18-19	51	10.87%	730	9.12%
17-18	46	0.00%	669	0.00%

Teen Services Summary

Total September Circulation

FY	Total	%Change
19-20	76	2.70%
18-19	74	-36.75%
17-18	117	0.00%

Total Circulation Fiscal Year to Date

FY	Total	%Change
19-20	830	-4.60%
18-19	870	-11.76%
17-18	986	0.00%

Total September Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	0	-100.00%	0	-100.00%
18-19	3	0.00%	6	-60.00%
17-18	3	0.00%	15	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	19	11.76%	508	429.17%
18-19	17	0.00%	96	-23.81%
17-18	17	0.00%	126	0.00%

Youth Services Summary

Total September Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	1,871	423	390	2,684	0.56%
18-19	2,005	346	318	2,669	-16.67%
17-18	2,280	404	519	3,203	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	12,990	2,224	2,658	17,872	-6.71%
18-19	13,923	2,713	2,522	19,158	-13.52%
17-18	15,698	2,918	3,538	22,154	0.00%

Total September Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	0	-100.00%	0	-100.00%
18-19	13	-7.14%	235	45.06%
17-18	14	0.00%	162	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	74	-7.50%	2,989	18.14%
18-19	80	21.21%	2,530	-21.79%
17-18	66	0.00%	3,235	0.00%

Technical Services Summary

Total September Activity

FY	Acquisitions	Deletions
19-20	630	711
18-19	646	134
17-18	639	648

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
19-20	2,899	5,310
18-19	2,875	1,367
17-18	2,960	2,099

Monthly Statistics Summary October 2019

Library Usage Summary

Total October Circulation

FY	Total	Avg. Circ/Hour	%Change
19-20	6,590	23.45	-15.37%
18-19	7,787	27.71	-14.85%
17-18	9,145	33.38	0.00%

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
19-20	50,264	31.99	-9.72%
18-19	55,678	35.44	-12.09%
17-18	63,334	41.10	0.00%

Total October Visits

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	3,811	13.56	-47.10%
18-19	7,204	25.64	20.91%
17-18	5,958	21.74	0.00%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	34,481	21.95	-3.79%
18-19	35,840	22.81	-8.84%
17-18	39,316	25.51	0.00%

Total October Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	42	-12.50%	349	-53.71%
18-19	48	60.00%	754	45.84%
17-18	30	0.00%	517	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	179	-8.67%	4,368	6.28%
18-19	196	23.27%	4,110	-9.61%
17-18	159	0.00%	4,547	0.00%

Online Access

Total October eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	149	80	0	0	-75.32%
18-19	328	176	414	10	-2.01%
17-18	398	27	497	25	0.00%
	0	0	0	0	%

Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	2,163	1,022	0	40	-41.58%
18-19	2,266	686	2,491	77	-16.02%
17-18	2,401	150	3,953	69	0.00%
	0	0	0	0	%

Total October Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	7,841	10.87%	5537	15.55%
18-19	7,072	-12.81%	4792	-13.25%
17-18	8,111	0.00%	5524	0.00%

Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	46,439	10.42%	31,878	10.95%
18-19	42,058	-12.96%	28,732	-13.13%
17-18	48,319	0.00%	33,076	0.00%

Total October Database Usage

FY	Research	Novelist	Tumblebooks	%Change
19-20	131	19	0	-22.28%
18-19	176	9	8	-55.73%
17-18	374	38	24	0.00%

Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
19-20	1,670	4,182	1	586.97%
18-19	654	124	74	-82.41%
17-18	1,155	3,081	609	0.00%

Other Services

Total October Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	0	155	40	2
18-19	0	131	53	6
17-18	0	129	42	1

Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	14	821	256	31
18-19	14	768	286	32
17-18	16	692	213	27

Monthly Statistics Summary October 2019

Adult Services Summary

Total October Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	750	815	1,194	2,759	-11.49%
18-19	857	911	1,349	3,117	-16.97%
17-18	951	1,048	1,755	3,754	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	4,858	5,694	7,846	18,398	-14.73%
18-19	5,721	6,604	9,252	21,577	-11.97%
17-18	6,324	6,171	12,016	24,511	0.00%

Total October Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	12	-20.00%	86	-60.19%
18-19	15	66.67%	216	248.39%
17-18	9	0.00%	62	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	56	-15.15%	608	-35.73%
18-19	66	28.00%	946	29.41%
17-18	55	0.00%	731	0.00%

Teen Services Summary

Total October Circulation

FY	Total	%Change
19-20	51	-32.00%
18-19	75	-30.56%
17-18	108	0.00%

Total Circulation Fiscal Year to Date

FY	Total	%Change
19-20	881	-6.77%
18-19	945	-13.62%
17-18	1,094	0.00%

Total October Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	3	0.00%	7	-22.22%
18-19	3	-40.00%	9	-40.00%
17-18	5	0.00%	15	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	22	10.00%	515	390.48%
18-19	20	-9.09%	105	-25.53%
17-18	22	0.00%	141	0.00%

Youth Services Summary

Total October Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	1,914	506	417	2,837	-0.07%
18-19	1,992	451	396	2,839	-17.88%
17-18	2,443	446	568	3,457	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	14,904	2,730	3,075	20,709	-5.86%
18-19	15,915	3,164	2,918	21,997	-14.11%
17-18	18,141	3,364	4,106	25,611	0.00%

Total October Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	27	-10.00%	256	-51.61%
18-19	30	87.50%	529	20.23%
17-18	16	0.00%	440	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	101	-8.18%	3,245	6.08%
18-19	110	34.15%	3,059	-16.76%
17-18	82	0.00%	3,675	0.00%

Technical Services Summary

Total October Activity

FY	Acquisitions	Deletions
19-20	484	555
18-19	512	250
17-18	658	243

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
19-20	3,383	5,865
18-19	3,387	1,617
17-18	3,618	2,342

Friends of the Library Meeting Dates

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

2019 Meeting Dates

January 19 at 10:00am – Kathy Meierhoff

February 16 at 10:00am – Tim Kregor

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

April 13 at 10:00am - CANCELLED

May 18 at 10:00am – Kate Jackson

June 15 at 10:00am – Jon Heintzeman

August 17 at 10:00am – Scot Butler

September 14 at 10:00am – Kate Jackson

October 19 at 10:00am – Janie Jerch

November 16 at 10:00am – Kathy Meierhoff

Respectfully submitted,

Eric Scott Bailey

Library Director

Centennial Plans for 2019

Library History

We received a request from Ann Grant, on behalf of the League of Women Voters, to compile a list of all the female Lake Bluff Library Board of Trustees. Jillian is currently making a spread sheet of all the past Board of Trustee Members instead. Currently, we are missing Board Meeting Notes from 1919-1926, 1935-1941, and 1945-1958. She will be returning to the storage unit in hopes to find this information. She will then spend a day organizing the storage unit chronologically so documents will be easier to find in the future.

Through this process we have collected further information and dates about who our past Board Presidents were as well as correct years for past Library Directors.

Lake Bluff Library Foundation Trivia Night Fundraiser

There has been three Trivia Night Fundraiser Meetings discussing the setup and logistics of the event. Lake Bluff Brewing Co., Bernie's Book Bank and Graffiti Grill have been confirmed for the event. We have sold 66 tickets as of 10/4/19. Tickets can be purchased on <https://tinyurl.com/lbpltriviafundraiser> for \$55 each. Jillian (with Martha's help) has created a press release to go out in October advertising the event to local media groups asking them to attend the event as well as publicize it.



Little Free Library

A Little Free Library was donated by Lynn Miller to the Lake Bluff Library. Eric coordinated with the Lake Bluff Park District to install it at Blair Park. Jillian spent the last month painting it a dark teal, decorated it with scallops with the help of her father, Richard Chapman, installed a charter

sign from *LittleFreeLibrary.org* so it can be registered on their website, created a decal for the Plexiglas window and collected children's book from LB Library discards as well as from the LF Library Book sale to stock it initially. The charter sign says:

LittleFreeLibrary.org
 Lake Bluff Public Library
 Celebrating a Century of Readers 2019
 TAKE A BOOK, SHARE A BOOK

It will be installed the week of October 7th. A press release has been created and will be sent to local media outlets. Jillian will continually check on its progress and see how it is holding up as well as restock the books.



Centennial Library Displays

The Lake Bluff Library Centennial display has returned to the Spruth Room Display case for the month of September. There is also a new display up on the pillar, on the first floor, marking a 100th Anniversary of the 19th Amendment. Historical images of suffragettes, the women's movement from the 2016 election and books about women's rights can be found on this display. It also ties in with Tuesday, September 24th being National Voter Registration Day.



Year Round Promotion

- **#ThrowBackThursday “What We Were Reading”** is a look back into the Lake Bluff Library’s history during the 1930’s. Every week the Library published a list of books and events going on in the *Lake Forester* newspaper, similar to how we post here on our blog. This is a fun retrospective as we celebrate our centennial anniversary. (June is a light month. Flora G. Coen was our first librarian and I think she went on vacation in June.)
- **Fine Voucher Giveaway**
It’s not every year that the Library has a milestone birthday and we fully intend to celebrate our 100th year for all of 2019, starting with: a monthly fine voucher giveaway. On the 19th of every month, we will be giving away \$1 vouchers good for fines or copies at the front desk (while supplies last). Are you excited? We’re excited! Thank you for your timeless support!
- **Centennial Celebration Checkout Challenge Started March 1st**
In honor of our centennial year, we challenge you to checkout 100 items in 2019! Join us for the Centennial Celebration Checkout Challenge. Pick up a log, fill it out and return it to the library as an entry into a raffle drawing in March 2021!

Lake Bluff launches Little Free Library

PETER KASPARI, Editor

The Lake Bluff Library has started its own Little Free Library in collaboration with the Lake Bluff Park District.

The Little Free Library, located at the Lake Bluff Recreation Center, was installed the morning of Wednesday, Oct. 9.

Eric Bailey, Lake Bluff Library director, said the Little Free Library provides an opportunity for people to pick up a book and donate their own.

"Basically there's a small collection that starts out in the box and folks that stop by and check out materials that are there are encouraged to take an item and also drop off items if they have any that they would like to share that they're done with in their own home," Bailey said.

The concept of a Little Free Library isn't new, and Bailey said the Lake Bluff Library has actually had similar programs over the years.

"We've got a rack of books down on the train station," he said. "We've done that for a few years now, as well as a collection of these here at the library that functions on the same principle."

The idea for the Little Free Library came from a member of the Friends of the Lake Bluff Library who had one of her own, but it was too big for her to use on her own property. So Bailey said she asked around and eventually, with the help of the library's outreach coordinator, Jillian Chapman, it was decided to have the Lake Bluff Library adopt the idea.

"We've always got a lot of materials that we receive as donations, there

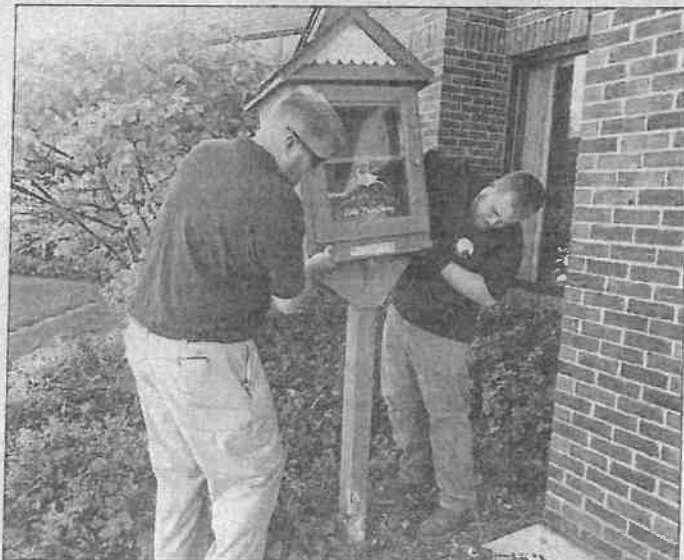


The Little Free Library, located outside the Lake Bluff Recreation Center, made its debut on Wednesday, Oct. 9. It allows people to pick up books as well as donate their own books. PHOTOS SUBMITTED



ABOVE: Some of the books available at the Lake Bluff Little Free Library are shown in this photo.

BELOW: Workers with the Lake Bluff Park District install the Little Free Library.



The Citadel presents 'Winnie the Pooh Kids'

SUBMITTED CONTENT

The Citadel Theatre has debuted "Winnie the Pooh Kids," which began last Saturday, Oct. 12, and will continue on Saturday, Oct. 26 and Sunday, Oct. 27 at the Gorton Community Center.

The show is based on the characters created by A.A. Milne and the 2011 Disney animated feature film, "Winnie the Pooh." It features favorite songs from the film, as well as new hits by the Academy Award-winning Robert and Kristen Lopez, who may be most famous for Disney's "Frozen."

Welcome to the Hundred Acre Wood, where Winnie the Pooh is once again in search of honey. Along the way, he meets his pals, Tigger, Piglet, Rabbit and Owl, but soon discovers that Christopher Robin has been captured by the mysterious Backson! As they prepare for a rescue operation, the animals learn about teamwork, friendship and, of course... sharing snacks.

"Winnie the Pooh Kids" is directed by Gregg Dennhardt, with music adapted and arranged by Will Van Dyke, who also provided additional music. It's based on the book by Cheryl Davis.

Remaining performances are at 11 a.m. and 1 p.m. on Saturday, Oct. 26 and Sunday, Oct. 27 at the Gorton Community Center, 400 E. Illinois Road, Lake Forest.

Tickets can be purchased online at citadeltheatre.org.

Library Director Review Process

- Early February - HR Committee Input -- using previous year Review.
- February Board Meeting - sharing HR Committee Input.
- End of February - Board members input received.
- March - preliminary draft created.
- Late March - draft shared with HR Committee.
- End of March - revisions and final draft.
- Early April - Review shared with Director (Board President & Committee Chair).
- April Board Meeting - Director's goals shared with the Board.

Summary of Goals for Committees

November 12, 2019

Building and Grounds Committee

- Goal 1: Complete the assessment of the facilities and the creation of a capital maintenance plan and timeline, and create a list of contracts with the last date that the work was put out to bid.
- Goal 2: Coordinate with Joe Huberty of Engberg Anderson on the development of a renovation plan for Phase 1.
- Goal 3: Act as the liaison between the Lake Bluff Public Library Foundation and the Library.

Finance Committee

- Generate at least three new ideas to reduce existing costs, with a goal of at least \$5,000 in reductions to operating expenses.
- Ensure at minimum \$10K heads to General Reserve at the end of the Fiscal Year, in addition to the \$20K budgeted to head to reserve.
- In collaboration with the Outreach Committee, oversee pursuit and acquisition of at least three sponsorships from local organizations and/or businesses for Library programs, projects, and services.

Human Resources Committee

- Establish succession plan for Library Director. Note: Bailey has been working on this, and already has succession plans for all department heads.
- Complete Director's evaluation prior to May 1, 2020. Note: Butler wants to get trustee feedback by the end of February, first draft of the evaluation to the Board by the beginning of April, and complete the process by the end of April 2020.
- Draft and approve a Volunteer Policy. Note: Bailey is working on this; it will need to be approved by the Bylaws Committee.
- Implement exit interviews for any employee who resigns. Note: Bailey does this already in hopes of discovering why the employee is leaving and what, if anything, we could have done to convince them to stay. Butler suggested having a small committee conduct of "*post-mortem*" of these interviews.
- Create orientation session and materials for new Library Trustees. Note: Bailey already has the necessary data and an organization flow chart, which includes who reports to whom and each position's job description, which he keeps up-to-date. He can send this information to the Trustees. We also brought up the idea of including photos of employees.

Long Range Planning Committee

- Oversee the approval and implementation of the new Long Range Strategic Plan.
- Assist in creation of Long Range Plan Steering Team and direct its activities as needed.

Outreach Committee

- In collaboration with the Finance Committee, oversee pursuit and acquisition of at least three sponsorships from local businesses and/or organizations for Library programs, projects, and services.
- Determine needs for, and how to create and manage, a volunteer program at the Library.
- Collect and manage a list of local connections for future networking.

Respectfully submitted,

Eric Scott Bailey