

**October 15th, 2019**

**agenda**

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>	
<b>4</b>	<b>Consent Agenda</b>	
	Minutes of September 17th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
<b>5</b>	<b>Financial Reports (White and Yellow) (5 minutes)(7:14pm)</b>	
	September Detailed Revenue & Expense Report (action)	4A-4E
	September Detailed Balance Sheet (action)	5A-5C
<b>6</b>	<b>Approval of Checks (Green) (5 minutes)(7:19pm)</b>	
	September Check Disbursement Report (action)	6A-6G
<b>7</b>	<b>Committee Reports (10 minutes)(7:29pm)</b>	
<b>8</b>	<b>New Business</b>	
	Meetings for Calendar Year 2020 (action)(5 minutes)(7:34pm)	7A
<b>9</b>	<b>Old Business</b>	
	Long Range Plan Draft (15 minutes)(7:49pm)	8A-8X
	Update on Fundraising (5 minutes)(7:54pm)	
<b>10</b>	<b>Director's Report (5 minutes)(7:59pm)</b>	
	Librarian's Narrative Report	9A-9B
<b>11</b>	<b>Executive Session(s)</b>	
<b>12</b>	<b>Any and All Other Business ...</b>	
<b>13</b>	<b>Adjournment (1 minute)(8:00pm)</b>	
<b>14</b>	<b>Attachments</b>	
	Statistics for September, 2019 (Available at Meeting)	10
	Friends Meeting Dates for 2019	11A
	September 2019 Centennial Update	12A-12B

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, October 15<sup>th</sup>, 2019 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
4. **Approval of Minutes**
  - a. Approval of Minutes of September 17<sup>th</sup>, 2019 Board Meeting **(action)(2 minutes)(7:09pm)**
5. **September 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
6. **Approval of checks (Green Pages) (5 minutes)(7:19pm)**
  - a. September Monthly Checks (14145-14154, 14156-14179)**(action)**
7. **Committee Reports (10 minutes)(7:29pm) (Met)**
  - a. Building and Grounds Committee **(CHAIR: Jerch. MEMBERS: Meierhoff, and Stroh.) (Did not meet)**
  - a. Finance Committee **(CHAIR: Hayes. MEMBERS: Butler, and Meierhoff.)**
  - b. Human Resources Committee **(CHAIR: Butler. MEMBERS: Heintzelman and Jerch.)**
  - c. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jackson and Stroh.)**
  - d. Long Range Planning Committee **(CHAIR: Heintzelman. MEMBERS: Hayes and Jackson.)**
  - e. Outreach Committee **(CHAIR: Jackson. Members: Jerch.)**
8. **New Business**
  - a. Meetings for Calendar Year 2020 **(action)(5 minutes)(7:34pm)**
9. **Old Business**
  - a. Long Range Plan Draft **(action)(15 minutes)(7:49pm)**
  - b. Update on Fundraising **(5 minutes)(7:54pm)**

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

- a. Director's Narrative Report

**11. Executive Session(s)**

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

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

**13. Adjournment (1 minute)(8:00pm)**

**Attachments:**

Statistics for September 2019

Friends Meeting Dates for 2019

September 2019 Centennial Update

List of Board Meeting Dates for Calendar Year 2020

**Upcoming Board Meetings: November 12, 2019, December 10, 2019, and January 21, 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	% BDGT 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  
 PERIOD ENDING 09/30/2019

43

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		41,696.93	41,526.39	217,647.15	217,286.08	486,000.00	44.78
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		13,535.54	13,783.54	72,740.45	61,309.01	167,250.00	43.49
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		11,250.64	9,713.98	40,523.76	54,253.65	65,847.00	61.54
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		5,564.05	2,764.59	30,113.23	23,417.32	68,000.00	44.28
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	48.06	26.60	527.31	1,368.00	2,000.00	26.37
PROGRAM EXPENSES		48.06	26.60	527.31	1,368.00	2,000.00	26.37

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
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  
 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 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

4E

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2019-20	% BGDG
		MONTH 09/30/19	MONTH 09/30/18	09/30/2019	09/30/2018		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
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
	<b>Total Assets</b>	<b>1,325,317.58</b>	<b>1,854,225.95</b>
*** 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

5B

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
	<b>Total Liabilities</b>	<b>995,579.24</b>	<b>1,035,022.78</b>
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	<b>Total Fund Balance</b>	<b>329,738.34</b>	<b>329,738.34</b>
	<b>Beginning Fund Balance</b>		<b>329,738.34</b>
	<b>Net of Revenues VS Expenditures</b>		<b>489,464.83</b>
	<b>Ending Fund Balance</b>		<b>819,203.17</b>
	<b>Total Liabilities And Fund Balance</b>		<b>1,854,225.95</b>

50

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
<b>Total Assets</b>		<b>(20,492.02)</b>	<b>(40,015.46)</b>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	1,542.50	2,175.67
	ACCOUNTS PAYABLE	1,542.50	2,175.67
<b>Total Liabilities</b>		<b>1,542.50</b>	<b>2,175.67</b>
*** 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)
<b>Total Fund Balance</b>		<b>(22,034.52)</b>	<b>(22,034.52)</b>
<b>Beginning Fund Balance</b>			<b>(22,034.52)</b>
<b>Net of Revenues VS Expenditures</b>			<b>(20,156.61)</b>
<b>Ending Fund Balance</b>			<b>(42,191.13)</b>
<b>Total Liabilities And Fund Balance</b>			<b>(40,015.46)</b>

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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

Banks: LIBCK, LIBEP

6A

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

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

Banks: LIBCK, LIBEP

63

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

14156

14156

2034777605

2034779068

2034786359

BAKER & TAYLOR ENTERTAI

TECHNICAL SERVICES SUPPLIES 080-603-43668

TECHNICAL SERVICES SUPPLIES 080-603-43668

TECHNICAL SERVICES SUPPLIES 080-603-43668

2.45

15.70

1.27

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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

Banks: LIBCK, LIBEP

66

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



## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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

Banks: LIBCK, LIBEP

60

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		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
							<b>3,493.18</b>
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
							<b>14,706.50</b>
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
							<b>2,217.06</b>
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/INTER	080-603-46100	10.54
		14162	KAT092619		MISCELLANEOUS EXPENSES/OVERL	080-603-46100	39.00
							<b>1,108.71</b>
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
							<b>146.86</b>
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/SIGN LITTL	080-603-43730	90.29
		14164	JIL092619		OUTREACH SUPP/BOOKS FOR LITT	080-603-43730	57.00
		14164	JIL092619		OUTREACH SUPP/SCALLOPS LITTL	080-603-43730	42.94
		14164	JIL092619		OUTREACH SUPP/DECAL FOR LITT	080-603-43730	22.22
		14164	JIL092619		OUTREACH SUPPLIES/CREDIT	080-603-43730	(5.53)
		14164	JIL092619		OUTREACH SUPPLIES/LITTLE FRE	080-603-43730	33.56
		14164	JIL092619		OUTREACH SUPPLIES/PAINT	080-603-43730	6.99

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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

Banks: LIBCK, LIBEP

GE

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14164	JIL092619		OUTREACH SUPPLIES/PAINT LITT	080-603-43730	31.58
		14164	JIL092619		MISCELLANEOUS EXPENSES/REIMB	080-603-46100	(35.00)
		14164	JIL092619		MISCELLANEOUS EXPENSES/REIMB	080-603-46100	(3.20)
		14164	JIL092619		MISCELLANEOUS EXPENSES/INTER	080-603-46100	5.19
							<b>264.13</b>
10/11/2019	LIBCK	14165	ERI092619	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	90.00
		14165	ERI092619		POSTAGE	080-603-43300	4.05
		14165	ERI092619		POSTAGE/PASSPORT	080-603-43300	7.35
		14165	ERI092619		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	48.96
		14165	ERI092619		MISCELLANEOUS EXPENSES/PAYFL	080-603-46100	26.40
							<b>176.76</b>
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		MAINT SUPPLIES-BUILDING/T-5	080-603-43660	55.32
		14166	LYN092619		MAINT SUPPLIES-BUILDING/CAN	080-603-43660	7.97
		14166	LYN092619		MAINTENANCE SUPP-BUILDING/PA	080-603-43660	41.34
		14166	LYN092619		TECHNICAL SERVICES SUPPL/PLA	080-603-43668	216.05
		14166	LYN092619		PATRON & STAFF SOFTWARE/MACR	080-603-45600	239.54
							<b>613.12</b>
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/STAMPS	080-603-43300	111.80
		14167	MCO092619		POSTAGE/PASSPORTS	080-603-43300	95.55
		14167	MCO092619		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14167	MCO092619		OUTREACH SUPPLIES/TRIVIA PRI	080-603-43730	25.00
		14167	MCO092619		OUTREACH SUPPLIES.GO WIFI	080-603-43730	2.25
		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)
							<b>947.17</b>
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

6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							<b>156.78</b>
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
							<b>12,586.90</b>
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
							<b>4,193.37</b>
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
							<b>1,535.90</b>
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)							<b>53,862.28</b>

--- 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

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

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

DB: Lake Bluff

Banks: LIBCK, LIBEP

66

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

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

## 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 mission, vision, core values

The Lake Bluff Library's 2018 - 2022 goals

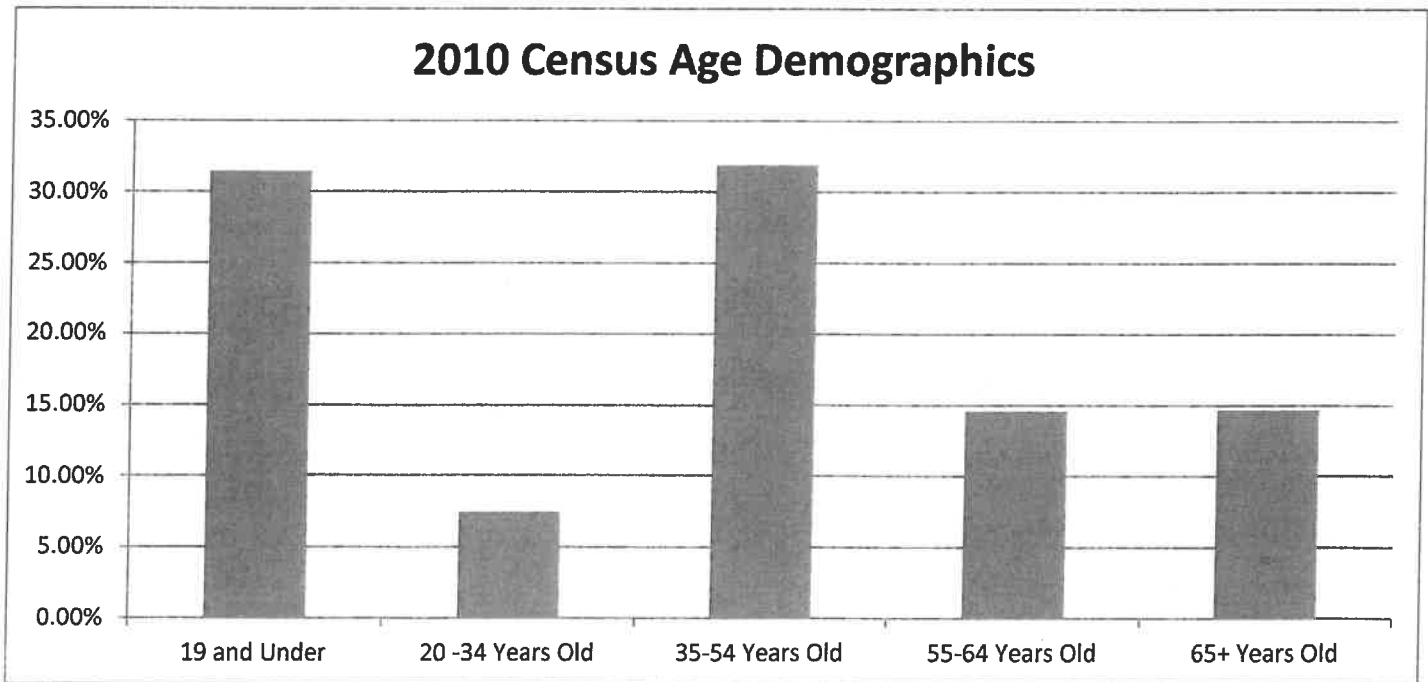
**COMMUNITY PROFILE**

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



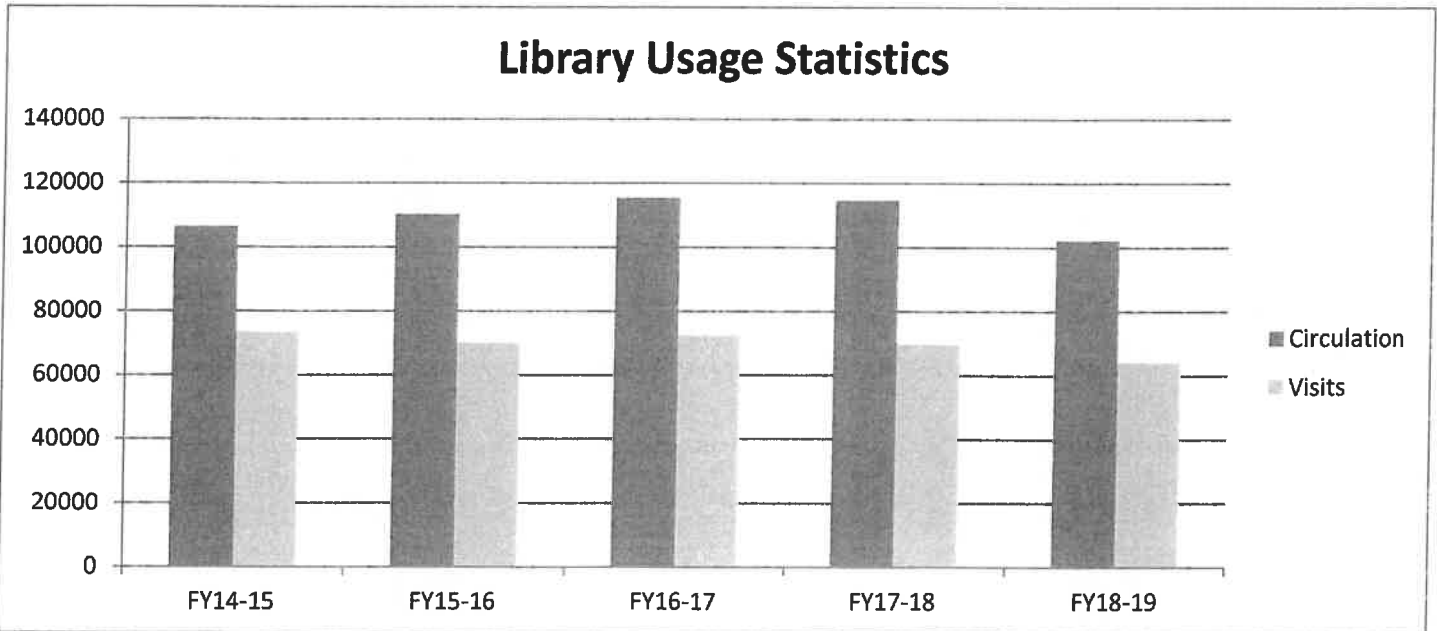
Even though the population is on the decline, wealth is on the rise. According to *Bloomberg*, Lake Bluff is one of the richest towns in the U.S. with an average annual household income of \$200,525. From 2014 to 2015, annual household income grew by 9% in Lake Bluff. <sup>1</sup>

**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)

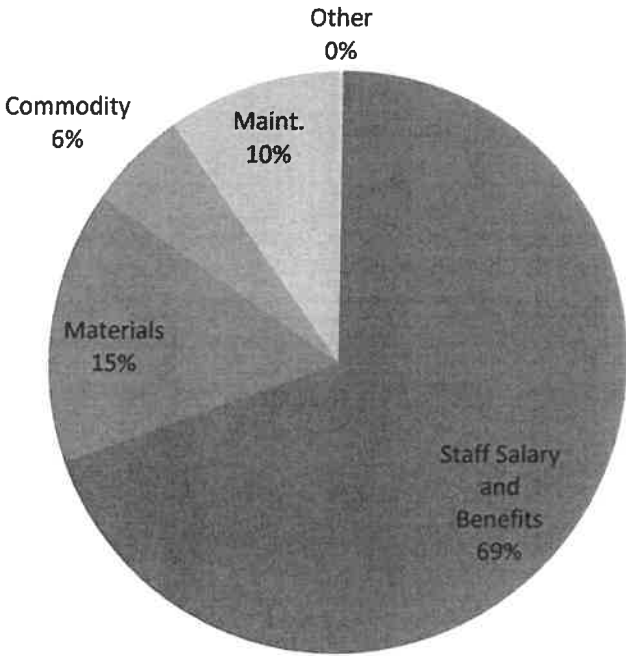
Print materials such as adult fiction, adult nonfiction, juvenile fiction, and picture books continue to be popular. Digital collections continue to gain in popularity.

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.

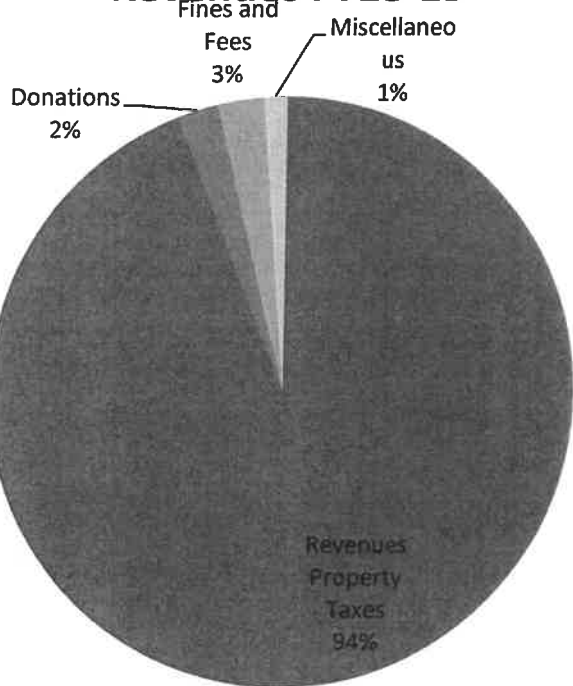
**BUDGET AND REVENUE**

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.<sup>4</sup> Likewise, most public libraries spend 11% on collections per year.<sup>5</sup> 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%).<sup>6</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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.	Eric Bailey
	A.2.1	Establish the Lake Bluff Public Library Foundation as a permanent entity for the support of capital projects.	Eric Bailey
	A.5.1	Hire a Development Coordinator to organize and lead a capital campaign by the Library's foundation.	Eric Bailey
	A.5.2	Launch an initial campaign to raise funds for Phase 1 renovation.	Eric Bailey
	A.6	Establish Long Range Plan steering team.	Eric Bailey
	B.5.3	Create floor plan of the non-fiction area.	Eric Bailey
	C.1.1	Establish what needs the collection developers have in statistics reports.	Lyndy Jensen
	D.1.1	Identify gaps in existing services & staff training using patron satisfaction survey results, general feedback, and	Eliza Jarvi
	D.1.5	Implement digital resource training for all staff members.	Katie Horner
	D.1.6	Implement ongoing reader's advisory opportunities for all staff.	Katie Horner
	E.1.3	Assess programming resources to determine sustainability for both youth and adult programming.	Katie Horner
	E.2.2	Solicit feedback from program participants on topics of interest and program improvement	Eliza Jarvi and Martha O'Hara
	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.	Eric Bailey
C.3.1		Work on redrafting and updating the Collection Development Policy.	Lyndy Jensen
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.	Eliza Jarvi
E.3.2		Research existing programming at other area libraries to identify opportunities for new programming.	Katie Horner
03/2020	A.1.2	Gather relevant community input from available sources, such as surveys, patron comments, and usage data.	Eliza Jarvi and Martha O'Hara
	A.3.1	Identify tasks that can be performed by volunteers.	Eric Bailey
	B.2.1	Evaluate magazine usage, possibly weed unused titles.	Eric Bailey
	B.2.2	Measure periodical collection footprint for possible relocation.	Lyndy Jensen and Jen Horan
	C.1.1	Work on establishing statistics reports that meet the need of the collection developers.	Lyndy Jensen and Jen Horan
	C.3.1	Present draft of the Collection Development Policy to the board for approval.	Eliza Jarvi
	C.1.1	Establish a calendar of how frequently statistics reports should be run and sent to collection developers.	Eliza Jarvi
04/2020	A.3	Rough draft of policy and procedure for recruitment and management of volunteers presented.	Eliza Jarvi
	C.2	Establish and more robust procedure for identifying, repairing, and replacing damaged materials.	Eric Bailey
	D.2.1	Work with Adult Services staff to implement programming opportunities related to digital resources, reader's advisory, or other relevant topics.	Eliza Jarvi
05/2020	A.2.2	Comparison of annual collaborations to those of previous years.	Katie Horner
	A.2.3	Comparison of annual sponsorships.	Eric Bailey
	A.2.4	Annual review of revenue strategies at neighboring libraries.	Eric Bailey
	A.4.2	Minimum \$25K added to General Reserve from FY19-20 budget.	Eric Bailey
	A.5.3	Start of Phase 1 renovation project.	Eric Bailey
	C.1.3	Creat workflow for tracking in house use on first and second floors	Eric Bailey
	E.2.1	Use 2020 census data to create an updated community profile.	Eliza Jarvi
	E.2.3	Create program specific questions for 2020 satisfaction survey.	Eric Bailey
			Martha O'Hara

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		Jillian Chapman
	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.	Eliza Jarvi
	F.1.2	Identify the strengths and weaknesses currently present with Library's outreach efforts	Eric Bailey and Jillian Chapman
	F.1.3	Create and develop a community assessment to aid in identifying and delineate a greater understanding of the community's needs	Eric Bailey and Jillian Chapman
	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
	C.1.2	Evaluate Collection Development Tools such as Collection HQ and other resources to see if they could streamline Collection D	Eliza Jarvi
10/2020	A.1.3	Completion of vision plan.	Eric Bailey
	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.	Eliza Jarvi
	D.1.1	Identify gaps in existing services & staff training using patron satisfaction survey results, general feedback, and Library policies. <b>(Same as for 01/2020, but using most recent patron satisfaction survey data)</b>	Katie Horner
	E.1.1	Use patron satisfaction survey results, staff and patron feedback, and Library attendance to identify and evaluate gaps in programming.	Martha O'Hara and Eliza Jarvi
11/2020	A.1.4	Provide access to the vision statement and goals through the Library's website.	Eric Bailey
	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.	Eliza Jarvi
	E.1.3	Assess programming resources to determine sustainability for both youth and adult programming.	Martha O'Hara and Eliza Jarvi
	E.1.2	Create a prioritization schedule that addresses both immediate and long-term needs, while allowing for annual re-evaluation and re-prioritization.	Martha O'Hara and Eliza Jarvi
01/2021	A.3.3	Launch of volunteer recruitment campaign.	Eric Bailey
	A.5.4	Launch of capital campaign for construction of expansion.	Eric Bailey
	C.1	Based on audit results, establish some collection development projects.	Eliza Jarvi
	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.	Katie Horner
	F.4.1	Identify current outreach practices and needs of the patrons.	Jillian Chapman
	F.4.2	Formalize and review procedures and/or policies to address outreach needs.	Eric Bailey and Jillian Chapman
02/2021	A.4.1	Ensure minimum of \$20K budgeted to General Reserve in FY21-22 budget.	Eric Bailey
05/2021	A.2.2	Comparison of annual collaborations to those of previous years.	Eric Bailey

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	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 FY20-21 budget.	Eric Bailey
	C.1.2	If a Collection Development tool is selected, start contract in new fiscal year.	Eliza Jarvi
	C.1.2	Train staff on use of new Collection Development tool.	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.	Katie Horner
05/2021	C.1.2	If a Collection Development tool is selected, start contract in new fiscal year.	Eliza Jarvi
	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.	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.	Katie Horner
12/2021	E.1.3	Assess programming resources to determine sustainability for both youth and adult programming.	Martha O'Hara and Eliza Jarvi
01/2022	D.1.4	Incorporate essential skills/competencies into job descriptions (as needed), job postings, and training for new staff.	Katie Horner
02/2022	A.4.1	Ensure minimum of \$20K budgeted to General Reserve in FY22-23 budget.	Eric Bailey
	E.3.1	Identify topics of interest on patron feedback.	Eric Bailey and Martha O'Hara
05/2022	A.2.2	Comparison of annual collaborations to those of previous years.	Eric Bailey
	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.	Martha O'Hara and Eliza Jarvi

## Director's Report – October 2019

### 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.

### eBooks – Changing Responsibilities

Anna Fifhause 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 11<sup>th</sup>, 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 we are just short of 100 tickets sold of the 120 available for the trivia fundraiser event.

### 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.

### 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.

Respectfully submitted,

Eric Scott Bailey

## Friends of the Library Meeting Dates

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

### 2019 Meeting Dates

January 19 at 10:00am – Kathy Meierhoff

February 16 at 10:00am – Tim Kregor

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

April 13 at 10:00am - CANCELLED

May 18 at 10:00am – Kate Jackson

June 15 at 10:00am – Jon Heintzelman

August 17 at 10:00am – Scot Butler

September 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.



Trivia Night Fundraiser for the Library  
Saturday, 11/16 at 6:00pm  
at Bernie's Book Bank

The Lake Bluff Public Library Foundation invites you to join us for a Trivia Night Fundraiser for the Lake Bluff Library at Bernie's Book Bank in Lake Bluff! The Foundation is raising money to fund a major library building renovation and expansion and all proceeds raised from this event will fund building improvements at the Library. Two-time Jeopardy! champion Colby Burnett will be joining us as our celebrity guest emcee.

### 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 7<sup>th</sup>. 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 100<sup>th</sup> Anniversary of the 19<sup>th</sup> 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 24<sup>th</sup> 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 100<sup>th</sup> year for all of 2019, starting with: a monthly fine voucher giveaway. On the 19<sup>th</sup> of every month, we will be giving away \$1 vouchers good for fines or copies at the front desk (while supplies last). Are you excited? We’re excited! Thank you for your timeless support!*
- **Centennial Celebration Checkout Challenge Started March 1<sup>st</sup>**  
*In honor of our centennial year, we challenge you to checkout 100 items in 2019! Join us for the Centennial Celebration Checkout Challenge. Pick up a log, fill it out and return it to the library as an entry into a raffle drawing in March 2021!*