

September 17th, 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 August 20th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5 Financial Reports (White and Yellow) (5 minutes)(7:14pm)		
	August Detailed Revenue & Expense Report (action)	4A-4E
	August Detailed Balance Sheet (action)	5A-5C
6 Approval of Checks (Green) (5 minutes)(7:19pm)		
	August Check Disbursement Report (action)	6A-6G
7 Committee Reports (10 minutes)(7:29pm)		
8 New Business		7A
	Closings for Calendar Year 2019 (action)(5 minutes)(7:34pm)	8A-8B
	Long Range Plan Draft (15 minutes)(7:49pm)	9A-9Y
9 Old Business		
	Update on Fundraising (5 minutes)(7:54pm)	
10 Director's Report (5 minutes)(7:59pm)		
	Librarian's Narrative Report	10A-10B
11 Executive Session(s)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:00pm)		
14 Attachments		
	Statistics for August, 2019	11A-11B
	Friends Meeting Dates for 2019	12A
	August 2019 Centennial Update	13A-13G
	List of Staff Members	14A-14F
	Flora Cutler Coen Article	15A-15B
	Library Journal Article: More Service than Circ	16A-16C

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, September 17th, 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 August 20th, 2019 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. August 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. August Detailed Revenue & Expense Report
 - b. August Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. August Monthly Checks (14108-14112, 14114-14144)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm) (Met)**
 - a. Building and Grounds Committee **(CHAIR: Jerch. MEMBERS: Meierhoff, and Stroh.)**
 - b. Long Range Planning Committee **(CHAIR: Heintzelman. MEMBERS: Hayes and Jackson.)**

(Did not meet)

 - a. Finance Committee **(CHAIR: Butler. MEMBERS: Hayes, and Meierhoff.)**
 - b. Human Resources Committee **(CHAIR: Butler. MEMBERS: Heintzelman and Jerch.)**
 - c. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jackson and Stroh.)**
 - d. Outreach Committee **(CHAIR: Jackson. Members: Jerch.)**
- 8. New Business**
 - a. Closings for Calendar Year 2020 **(action)(5 minutes)(7:34pm)**
 - b. Long Range Plan Draft **(action)(15 minutes)(7:49pm)**
- 9. Old Business**
 - a. 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 August 2019

Friends Meeting Dates for 2019

August 2019 Centennial Update

Library Journal Article

Library Bulletin Article from Flora Cutler Coen

Long Range Plan Draft

Proposed Closings for Calendar Year 2020

Staff Org Chart

List of Staff Responsibilities

Upcoming Board Meetings: October 15, November 12, and December 10, 2019.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, August 20, 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 7:06 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Kate Jackson, Janie Jerch, Cal Stroh, Library Director Eric Bailey, and Library Employees Jillian Chapman, Eliza Jarvi, and Katie Horner.
2. **Additions & Corrections to the Agenda:** None
3. **Opportunity for Public to Address the Board:** No one came forward.
4. **Approval of Minutes:** Meierhoff suggested that the phrase "... which was extensive" be stricken from item 8b in the minutes from the July 16th, 2019 meeting minutes due to its ambiguity. Jackson moved and Butler seconded a motion to approve the minutes of July 16, 2019 as amended; all voted aye.
5. **June 2019 Financial Reports:** Butler moved and Stroh seconded a motion to accept the July 2019 Detailed Revenue & Expense Report and Detailed Balance Sheet; all voted aye.
6. **Approval of Checks:** Butler moved and Stroh seconded a motion to approve the July monthly checks numbered 14070, 14072-14107; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that the committee has convened twice to share ideas with Joe Huberty and Sarah Ponto of Engberg Anderson.
 - b. **Finance** (Chair: Butler. Members: Hayes and Meierhoff.) Finance met jointly with HR at 6:15, right before the regularly scheduled meeting, to finalize the Library Director's annual review, which is now complete. Bill Hayes has agreed to take on the Chair position of the Finance Committee.
 - c. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) (See above) Butler stated that this committee is going back to the old way of evaluating the Director's performance, i.e. soliciting trustees' input, in an effort to get the review completed in a more timely manner. He also stated that this committee still needs to meet to establish goals for the current FY 19-20.
 - (Did Not Meet)
 - d. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.) Bailey is working on setting up a meeting.
 - e. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.) Jackson reported that goals are in progress. Butler stated that he attended the last Friends of the Library meeting, and that they were appreciative of the Resolution of Thanks.
 - f. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.)
 - g. **Bylaw and Policy** (Stroh and Heintzelman.)
8. **New Business:**
 - a. Butler moved and Meierhoff seconded a motion that the Resolution of Thanks to the Lake Bluff Garden Club be approved in recognition of their underwriting the expense of moving the geese sculpture; all voted aye.
 - b. Bailey requested that Trustees respond to Doodle Polls for upcoming committee meetings within 48 hours to facilitate scheduling meetings, and he also agreed to send out a weekly email of the coming week's meetings.
 - c. Butler moved and Stroh seconded a motion to approve the Intergovernmental Agreement with District 65 to provide Library services to students residing in unincorporated Lake Bluff and attending D65 schools; all voted aye.

d. Butler moved and Jackson seconded a motion to approve the Intergovernmental Agreement with District 115 to provide Library services to students residing in unincorporated Lake Bluff and attending D115 schools; all voted aye.

9. Old Business:

a. **Update on Fundraising:** Heintzelman, Meierhoff, and Bailey all met with Mr. Robert Feinberg of Highwood, who has applied to be the Library Foundation's Director of Development. He is recently semi-retired, and a very strong candidate.

10. Director's Report Highlights:

- The Block Party is this Saturday evening beginning at 5 pm; Library staff will be there selling raffle tickets for a variety of prizes. Proceeds will benefit the Library.
- Trivia Night at Bernie's Book Bank is going to be Nov. 16; tickets will be \$55 each, which will include dinner and a drink; teams of 8 people should register together. This is also a fundraiser for the Library.
- Activities at the Library have been mentioned and/or photographed in 7 articles in the past month, so we have been getting great local press!
- We received a gift of a Little Free Library, and hope to install it in a park somewhere in the community.
- We hope to get some STEAM boxes soon for the Children's Activity Area.

11. Executive Session: Jackson moved, and Hayes seconded a motion to enter into Executive Session, which began at 8:13 pm; all voted aye. Motion to adjourn the Executive Session was made by Butler and seconded by Jerch; all voted aye. Executive Session adjourned at 8:18 pm.

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

13. Adjournment: Jackson moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:19 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4A

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/19 INCR (DECR)	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	YTD BALANCE 08/31/2019 NORM (ABNORM)	YTD BALANCE 08/31/2018 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	14,394.88	31,391.94	517,626.79	580,764.75	964,117.00	53.69
	PROPERTY TAX	14,394.88	31,391.94	517,626.79	580,764.75	964,117.00	53.69
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	194.50	270.50	716.19	747.35	2,100.00	34.10
080-300-34250	NON-RESIDENT FEES	113.58	362.40	2,515.18	2,804.48	7,000.00	35.93
080-300-34260	PASSPORT FEES	595.00	735.00	2,730.00	735.00	9,000.00	30.33
	SERVICES	903.08	1,367.90	5,961.37	4,286.83	18,100.00	32.94
FINES							
080-300-35700	RENTAL FINES	973.67	1,227.32	3,461.29	3,811.79	10,500.00	32.96
	FINES	973.67	1,227.32	3,461.29	3,811.79	10,500.00	32.96
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	8,558.22	8,550.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	1,604.46	9,416.37	21,050.30	9,449.29	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	115.46	1.00	356.82	2,518.50	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	40.10	151.02	143.90	739.88	2,000.00	7.20
	MISCELLANEOUS REVENUE	1,760.02	9,568.39	21,551.02	21,265.89	12,100.00	178.11
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	833.38	1,244.40	2,769.55	4,144.80	10,000.00	27.70
	INTEREST EARNINGS	833.38	1,244.40	2,769.55	4,144.80	10,000.00	27.70
Total Dept 300 - REVENUE		18,865.03	44,799.95	551,370.02	614,274.06	1,014,817.00	54.33
TOTAL REVENUES		18,865.03	44,799.95	551,370.02	614,274.06	1,014,817.00	54.33
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4B

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/19 INCR (DECR)	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	YTD BALANCE 08/31/2019 NORM (ABNORM)	YTD BALANCE 08/31/2018 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	17,655.58	20,231.08	63,859.31	80,583.00	137,000.00	46.61
080-603-40030	STAFF SALARIES	27,327.73	24,138.30	112,090.91	95,176.69	349,000.00	32.12
SALARIES		44,983.31	44,369.38	175,950.22	175,759.69	486,000.00	36.20
BENEFITS							
080-603-40400	MEDICAL INSURANCE	7,744.85	5,469.43	35,606.60	21,877.72	95,000.00	37.48
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,361.68	3,346.88	13,142.05	13,256.11	36,000.00	36.51
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,729.49	3,124.25	10,456.26	12,391.64	36,000.00	29.05
BENEFITS		13,836.02	11,940.56	59,204.91	47,525.47	167,250.00	35.40
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,178.52	4,279.25	16,145.94	23,765.50	30,000.00	53.82
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	19.00	0.00	1,500.00	1.27
080-603-41050	MAINTENANCE-GROUNDS	320.00	527.49	1,385.00	1,176.99	6,000.00	23.08
080-603-41300	COMPUTER SERVICES	0.00	0.00	6,520.00	6,260.00	13,000.00	50.15
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	74.04	1,105.50	1,132.38	4,000.00	27.64
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	6.00	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	0.00	0.00	1,790.68	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		2,498.52	4,886.78	29,273.12	44,539.67	65,847.00	44.46
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	397.24	945.00	3,000.00	13.24
080-603-42440	DUES	244.00	73.00	995.09	763.14	2,500.00	39.80
080-603-43230	UTILITIES	1,654.93	1,465.64	5,259.34	4,809.05	13,000.00	40.46
080-603-43300	POSTAGE	401.43	80.40	1,315.42	375.04	2,500.00	52.62
080-603-43410	PRINTING/E-NEWSLETTER	1,702.99	1,895.58	4,612.96	3,527.58	8,000.00	57.66
080-603-43550	OFFICE SUPPLIES	959.59	552.52	1,950.54	2,255.46	6,000.00	32.51
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	79.26	28.60	527.89	537.85	2,000.00	26.39
080-603-43668	TECHNICAL SERVICES SUPPLIES	284.71	333.31	1,326.40	1,527.67	5,000.00	26.53
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	78.78	34.36	159.11	44.36	500.00	31.82
080-603-43710	ADULT PROGRAM SUPPLIES	95.05	(249.40)	1,726.73	1,712.90	7,000.00	24.67
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,117.85	1,155.01	3,432.90	3,033.54	7,000.00	49.04
080-603-43730	OUTREACH SUPPLIES	662.78	213.62	2,131.61	576.17	10,000.00	21.32
080-603-43740	TEEN PROGRAM SUPPLIES	89.99	163.64	713.95	544.97	1,500.00	47.60
COMMODITIES		7,371.36	5,746.28	24,549.18	20,652.73	68,000.00	36.10
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	196.30	26.90	479.25	1,341.40	2,000.00	23.96
PROGRAM EXPENSES		196.30	26.90	479.25	1,341.40	2,000.00	23.96

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4C

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/19 INCR (DECR)	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	YTD BALANCE 08/31/2019 NORM (ABNORM)	YTD BALANCE 08/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	34,900.00	0.00
INTERFUND OUT		0.00	0.00	0.00	0.00	34,900.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	941.71	2,156.90	5,219.52	6,914.33	17,000.00	30.70
080-603-45100	ADULT FICTION BOOKS	872.90	1,084.88	5,656.63	5,287.10	15,500.00	36.49
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	34.68	102.17	88.30	600.00	17.03
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,119.13	2,187.38	4,235.16	4,454.60	15,500.00	27.32
080-603-45220	ADULT REFERENCE/E-REFER	430.78	430.78	9,213.78	8,949.78	22,000.00	41.88
080-603-45400	JUVENILE NON-FICTION	0.00	147.36	3,123.37	1,073.30	10,000.00	31.23
080-603-45410	PICTURE BOOKS, READERS	54.23	712.46	1,169.52	1,370.64	6,000.00	19.49
080-603-45420	JUVENILE FICTION	463.14	652.37	2,587.98	2,549.76	13,000.00	19.91
080-603-45430	JUVENILE AUDIO-VISUAL	98.26	319.30	572.78	430.11	2,500.00	22.91
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	500.00	0.00
080-603-45450	TEEN BOOKS	325.41	0.00	889.80	736.11	2,750.00	32.36
080-603-45460	E-BOOKS	2,938.63	0.00	2,938.63	0.00	15,000.00	19.59
080-603-45470	GRAPHIC NOVELS	0.00	0.00	15.25	0.00	500.00	3.05
080-603-45500	PERIODICALS	364.00	169.00	4,564.01	4,910.87	6,750.00	67.61
080-603-45510	VIDEO GAMES	242.51	340.76	784.61	448.63	3,500.00	22.42
080-603-45520	TRENDING TITLES	30.07	72.67	315.03	331.28	2,000.00	15.75
080-603-45600	PATRON & STAFF SOFTWARE	369.83	369.83	5,222.93	3,259.43	6,500.00	80.35
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	25.82	0.00	722.12	4,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	13,632.53	0.00	24,000.00	56.80
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		8,250.60	8,704.19	81,775.70	63,058.36	190,600.00	42.90
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	3,938.09	0.00	9,809.31	1,000.00	0.00
CAPITAL BUILDING		0.00	3,938.09	0.00	9,809.31	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION							
		77,136.11	79,612.18	371,232.38	362,686.63	1,015,597.00	36.55
TOTAL EXPENDITURES							
		77,136.11	79,612.18	371,232.38	362,686.63	1,015,597.00	36.55
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		18,865.03	44,799.95	551,370.02	614,274.06	1,014,817.00	54.33
TOTAL EXPENDITURES		77,136.11	79,612.18	371,232.38	362,686.63	1,015,597.00	36.55
NET OF REVENUES & EXPENDITURES		(58,271.08)	(34,812.23)	180,137.64	251,587.43	(780.00)	23,094.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

40

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/19 INCR (DECR)	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	YTD BALANCE 08/31/2019 NORM (ABNORM)	YTD BALANCE 08/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD 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	7,152.50	0.00	7,152.50	7,152.50	0.00
GRANTS		0.00	7,152.50	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	7,152.50	0.00	7,152.50	26,152.50	0.00
TOTAL REVENUES		0.00	7,152.50	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	5,212.68	1,707.24	12,614.09	10,224.57	18,000.00	70.08
PROGRAM EXPENSES		5,212.68	1,707.24	12,614.09	10,224.57	18,000.00	70.08
Total Dept 603 - LIBRARY ADMINISTRATION		5,212.68	1,707.24	17,980.94	14,667.83	26,153.00	68.75
TOTAL EXPENDITURES		5,212.68	1,707.24	17,980.94	14,667.83	26,153.00	68.75
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	7,152.50	0.00	7,152.50	26,152.50	0.00
TOTAL EXPENDITURES		5,212.68	1,707.24	17,980.94	14,667.83	26,153.00	68.75
NET OF REVENUES & EXPENDITURES		(5,212.68)	5,445.26	(17,980.94)	(7,515.33)	(0.50)	3,596.1

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 08/31/2019

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/19 INCR (DECR)	ACTIVITY FOR MONTH 08/31/18 INCR (DECR)	YTD BALANCE 08/31/2019 NORM (ABNORM)	YTD BALANCE 08/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		18,865.03	51,952.45	551,370.02	621,426.56	1,040,969.50	52.97
TOTAL EXPENDITURES - ALL FUNDS		82,348.79	81,319.42	389,213.32	377,354.46	1,041,750.00	37.36
NET OF REVENUES & EXPENDITURES		(63,483.76)	(29,366.97)	162,156.70	244,072.10	(780.50)	20,776.0

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	155,866.83
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(129.79)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	398,551.40
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	17,640.26
	CASH/INVESTMENTS	389,185.61	572,080.50
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(15,048.39)	(15,048.39)
	DUE TO OTHER FUNDS	(15,048.39)	(15,048.39)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	Total Assets	1,325,317.58	1,526,053.41
*** 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	30,948.04
	ACCOUNTS PAYABLE	10,349.85	30,948.04
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	1,016,177.43
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE	558,904.97	558,904.97
	UNRESERVED FUND BALANCE	558,904.97	558,904.97
	Total Fund Balance	558,904.97	558,904.97
	Beginning Fund Balance - 18-19		558,904.97
	Net of Revenues VS Expenditures - 18-19		(229,166.63)
	*18-19 End FB/19-20 Beg FB	329,738.34	
	Net of Revenues VS Expenditures - Current Year		180,137.64
	Ending Fund Balance		509,875.98
	Total Liabilities And Fund Balance		1,526,053.41

* Year Not Closed

50

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.50	7,152.50
	A/R - OTHER	<u>7,152.50</u>	<u>7,152.50</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(42,692.91)	(57,003.67)
	CASH/INVESTMENTS	<u>(42,692.91)</u>	<u>(57,003.67)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	15,048.39	15,048.39
	DUE TO OTHER FUNDS	<u>15,048.39</u>	<u>15,048.39</u>
	Total Assets	<u>(20,492.02)</u>	<u>(34,802.78)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	1,542.50	5,212.68
	ACCOUNTS PAYABLE	<u>1,542.50</u>	<u>5,212.68</u>
	Total Liabilities	<u>1,542.50</u>	<u>5,212.68</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(7,761.33)	(7,761.33)
	NET POSITION/FUND BALANCE	<u>(7,761.33)</u>	<u>(7,761.33)</u>
	Total Fund Balance	<u>(7,761.33)</u>	<u>(7,761.33)</u>
	Beginning Fund Balance - 18-19		(7,761.33)
	Net of Revenues VS Expenditures - 18-19		(14,273.19)
	*18-19 End FB/19-20 Beg FB	(22,034.52)	
	Net of Revenues VS Expenditures - Current Year		(17,980.94)
	Ending Fund Balance		(40,015.46)
	Total Liabilities And Fund Balance		(34,802.78)

* Year Not Closed

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/21/2019 - 09/18/2019

GA

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/23/2019	LIBCK	14108	COM081219	COMCAST	UTILITIES	080-603-43230	244.85
08/23/2019	LIBCK	14109	CHI1313499T2019	CONSUMERS' CHECKBOOK	ADULT REFERENCE/E-REFER	080-603-45220	200.00
08/23/2019	LIBCK	14110	4092101	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	30.18
09/13/2019	LIBCK	14111	4203922	ACCESS ONE, INC.	UTILITIES	080-603-43230	732.84
09/13/2019	LIBCK	14112	495436564833	AMAZON	TECHNICAL SERVICES SUPPLIES	080-603-43668	13.00
		14112	674733399376		ADULT PROGRAM SUPPLIES	080-603-43710	25.98
		14112	934689778579		JUVENILE PROGRAM SUPPLIES	080-603-43720	41.23
		14112	489388443534		JUVENILE PROGRAM SUPPLIES	080-603-43720	15.00
		14112	673473366547		JUVENILE PROGRAM SUPPLIES	080-603-43720	10.73
		14112	589558799688		JUVENILE PROGRAM SUPPLIES	080-603-43720	42.99
		14112	553358837363		JUVENILE PROGRAM SUPPLIES/SR	080-603-43720	4.99
		14112	548899355577		JUVENILE PROGRAM SUPPLIES	080-603-43720	8.39
		14112	935466887848		JUVENILE PROGRAM SUPPLIES	080-603-43720	25.01
		14112	946966673433		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.99
		14112	464858379633		JUVENILE PROGRAM SUPPLIES	080-603-43720	13.97
		14112	933566459735		OUTREACH SUPPLIES	080-603-43730	69.82
		14112	553358837363		TEEN PROGRAM SUPPLIES/PLASTI	080-603-43740	9.99
		14112	443449744846		ADULT NON-FICTION BOOKS	080-603-45000	52.98
		14112	453364593479		ADULT NON-FICTION BOOKS	080-603-45000	13.11
		14112	439938454668		ADULT NON-FICTION BOOKS	080-603-45000	17.71
		14112	739955533365		ADULT NON-FICTION BOOKS	080-603-45000	19.35
		14112	473948868876		ADULT FICTION BOOKS	080-603-45100	15.60
		14112	887769757953		ADULT FICTION BOOKS	080-603-45100	12.74
		14112	445396389936		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.98
		14112	749564647558		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.52
		14112	833596463346		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.59
		14112	756367459673		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.94
		14112	897783447487		ADULT AUDIO VISUAL MATERIAL	080-603-45200	80.90
		14112	773597794939		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.84
		14112	889688793556		ADULT AUDIO VISUAL MATERIAL	080-603-45200	92.45
		14112	939537985945		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.98
		14112	445647987866		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		14112	449995584354		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.66
		14112	754894656773		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		14112	635947639766		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.49
		14112	437967335378		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14112	449968487768		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.88

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 08/21/2019 - 09/18/2019
 Banks: LIBCK, LIBEP

6B

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
14112			469743895977		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.90
14112			457586645794		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.27
14112			434755394958		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
14112			435494854535		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
14112			473566738858		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
14112			465688643487		ADULT AUDIO VISUAL MATERIAL	080-603-45200	88.98
14112			498338669396		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
14112			459744383753		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.96
14112			463453755653		ADULT AUDIO VISUAL MATERIAL	080-603-45200	100.06
14112			495366864399		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.82
14112			744546884944		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
14112			767386977638		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
14112			578573776777		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
14112			864458759889		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.11)
14112			439388377863		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.02)
14112			453563859597		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.94)
14112			787785896639		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(0.74)
14112			477985374598		JUVENILE FICTION	080-603-45420	2.50
14112			587634344584		JUVENILE FICTION	080-603-45420	6.99
14112			776663374487		JUVENILE FICTION	080-603-45420	19.95
14112			434358973474		JUVENILE AUDIO-VISUAL	080-603-45430	14.40
14112			439783656858		JUVENILE AUDIO-VISUAL	080-603-45430	9.99
14112			795756573338		JUVENILE AUDIO-VISUAL	080-603-45430	7.99
14112			453695463874		JUVENILE AUDIO-VISUAL	080-603-45430	42.92
14112			788833995574		JUVENILE AUDIO-VISUAL	080-603-45430	22.96
14112			756844548455		TEEN BOOKS	080-603-45450	15.88
14112			473653385455		VIDEO GAMES	080-603-45510	49.94
14112			464954844765		VIDEO GAMES	080-603-45510	59.99
14112			844756379944		VIDEO GAMES	080-603-45510	132.58
14112			988588495484		TRENDING TITLES	080-603-45520	13.04
14112			564457858355		USE OF DONATIONS/TEMPORARY E	082-603-99999	16.36

1,602.29

09/13/2019	LIBCK 14113			VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From	Check Run Process		
09/13/2019	LIBCK 14114	ALA090519		AMERICAN LIBRARY ASSOCI	DUES	080-603-42440	145.00
09/13/2019	LIBCK 14115	2034729079		BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	11.45
		14115	2034730243		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.30
		14115	2034735857		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.20

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/21/2019 - 09/18/2019

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14115	2034739457		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14115	2034746764		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.10
		14115	2034746939		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.10
		14115	2034750730		TECHNICAL SERVICES SUPPLIES	080-603-43668	34.30
		14115	2034756935		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.70
		14115	2034756986		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14115	2034757333		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14115	2034759201		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14115	2034761708		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.30
		14115	2034762384		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.90
		14115	2034767880		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14115	2034768485		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.50
		14115	2034768158		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.10
		14115	2034771007		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14115	2034746882		JUVENILE PROGRAM SUPPLIES	080-603-43720	271.97
		14115	2034760392		JUVENILE PROGRAM SUPPLIES	080-603-43720	38.84
		14115	2034773079		JUVENILE PROGRAM SUPPLIES	080-603-43720	141.87
		14115	2034735857		ADULT NON-FICTION BOOKS	080-603-45000	154.58
		14115	2034746939		ADULT NON-FICTION BOOKS	080-603-45000	48.74
		14115	2034756935		ADULT NON-FICTION BOOKS	080-603-45000	380.62
		14115	2034756986		ADULT NON-FICTION BOOKS	080-603-45000	16.46
		14115	2034757333		ADULT NON-FICTION BOOKS	080-603-45000	15.90
		14115	2034762384		ADULT NON-FICTION BOOKS	080-603-45000	119.60
		14115	2034767880		ADULT NON-FICTION BOOKS	080-603-45000	47.70
		14115	2034768158		ADULT NON-FICTION BOOKS	080-603-45000	54.96
		14115	2034729079		ADULT FICTION BOOKS	080-603-45100	163.74
		14115	2034746764		ADULT FICTION BOOKS	080-603-45100	351.94
		14115	2034761708		ADULT FICTION BOOKS	080-603-45100	328.88
		14115	2034739457		PICTURE BOOKS, READERS	080-603-45410	13.56
		14115	2034771007		PICTURE BOOKS, READERS	080-603-45410	40.67
		14115	2034730243		JUVENILE FICTION	080-603-45420	15.57
		14115	2034750730		JUVENILE FICTION	080-603-45420	418.13
		14115	2034768485		TEEN BOOKS	080-603-45450	309.53
		14115	2034759201		TRENDING TITLES	080-603-45520	17.03
							3,089.74
09/13/2019	LIBCK	14116	BBB082619	BERNIE'S BOOK BANK	USE OF DONATIONS/TEMPORARY E	082-603-99999	73.00
09/13/2019	LIBCK	14117	HIN082019	BRITTANY HINKLE	JUVENILE PROGRAM SUPPLIES	080-603-43720	100.00
09/13/2019	LIBCK	14118	CHI080919	CHICAGO TRIBUNE	PERIODICALS	080-603-45500	364.00

09/13/2019 03:43 PM
User: EBAILEY
DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 08/21/2019 - 09/18/2019
Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
09/13/2019	LIBCK	14119	26217	CRYSTAL MAINTENANCE SER	MAINTENANCE-BUILDING	080-603-41000	645.00
09/13/2019	LIBCK	14120	1000111062-1	EBSKO INFORMATION SERVI	ADULT REFERENCE/E-REFER	080-603-45220	230.78
09/13/2019	LIBCK	14121	JIL082719	FIRST BANKCARD	ADULT PROGRAM SUPPLIES/ADULT	080-603-43710	69.07
		14121	JIL082719		JUVENILE PROGRAM SUPPLIES/CL	080-603-43720	2.89
		14121	JIL082719		OUTREACH SUPPLIES	080-603-43730	398.00
		14121	JIL082719		MISCELLANEOUS EXPENSES/LATE	080-603-46100	38.20
							508.16
09/13/2019	LIBCK	14122	ELI082719	FIRST BANKCARD	POSTAGE/DAMAGED LAUNCHPAD RE	080-603-43300	8.30
		14122	ELI082719		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	21.78
		14122	ELI082719		JUVENILE PROGRAM SUPPLIES	080-603-43720	39.98
		14122	ELI082719		TEEN PROGRAM SUPPLIES/SRC PR	080-603-43740	80.00
							150.06
09/13/2019	LIBCK	14123	KAT082719	FIRST BANKCARD	MISCELLANEOUS EXPENSES	080-603-46100	2.47
09/13/2019	LIBCK	14124	ERI082719	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	90.00
		14124	ERI082719		POSTAGE/PASSPORTS	080-603-43300	7.35
		14124	ERI082719		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	57.00
		14124	ERI082719		MISC EXPENSES/PAYFLOW/PAYPAL	080-603-46100	26.50
							180.85
09/13/2019	LIBCK	14125	LYN082719	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	16.38
		14125	LYN082719		MAINTENANCE-BUILDING/CREDIT	080-603-41000	(5.94)
		14125	LYN082719		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	13.58
		14125	LYN082719		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	8.48
		14125	LYN082719		MISC EXPENSES/OVERLIMIT FEE+	080-603-46100	74.00
		14125	LYN082719		MISCELLANEOUS EXPENSES/INTER	080-603-46100	10.56
							117.06
09/13/2019	LIBCK	14126	MCO082719	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	73.50
		14126	MCO082719		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14126	MCO082719		OUTREACH SUPPLIES/TRIVIA PRI	080-603-43730	25.00
		14126	MCO082719		OUTREACH SUPPLIES/GO WIFI	080-603-43730	10.50
		14126	MCO082719		OUTREACH SUPP/FOOD FOR SIDEW	080-603-43730	24.46
		14126	MCO082719		OUTREACH SUPPLIES/SIGNS FOR	080-603-43730	135.00
		14126	MCO082719		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		14126	MCO082719		STAFF SOFTWARE/ADOBE CREATIV	080-603-45600	359.88
		14126	MCO082719		MISCELLANEOUS EXPENSES/LATE	080-603-46100	44.57

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/21/2019 - 09/18/2019

Banks: LIBCK, LIBEP

68

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							712.85
09/13/2019	LIBCK	14127	PINV1772559	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES/POST IT NOTE	080-603-43550	10.56
		14127	PINV1776425		OFFICE SUPPLIES	080-603-43550	19.20
		14127	PINV1772559		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	28.60
		14127	PINV1783927		MAINT SUPPLIES-BUILDING/MULT	080-603-43660	28.60
		14127	PINV1783927		TECHNICAL SERVICES SUPPLIES/	080-603-43668	54.90
							141.86
09/13/2019	LIBCK	14128	A13135785944	ILLINOIS LABOR LAW POST	OFFICE SUPPLIES	080-603-43550	79.50
09/13/2019	LIBCK	14129	1385668	KAPCO	TECHNICAL SERVICES SUPPLIES	080-603-43668	77.36
09/13/2019	LIBCK	14130	VIL083119	VILLAGE OF LAKE BLUFF	IMRF 'EE' CONTRIB AUGUST 201	080-100-11580	1,520.13
		14130	VIL083119		MED INSUR AUGUST 2019	080-100-11580	7,704.23
		14130	VIL083119		DENTAL INSUR AUGUST 2019	080-100-11580	646.00
		14130	VIL083119		VISION INSUR AUGUST 2019	080-100-11580	42.96
		14130	VIL083119		LIFE INSUR AUGUST 2019	080-100-11580	41.34
		14130	VIL083119		IMRF 'ER' CONTRIB AUGUST 201	080-100-11580	2,729.49
		14130	VIL082919		UTILITIES	080-603-43230	647.06
							13,331.21
09/13/2019	LIBCK	14131	000054	LFGSM TOASTMASTERS	DUES	080-603-42440	99.00
09/13/2019	LIBCK	14132	HAM082019	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	150.00
09/13/2019	LIBCK	14133	97779387	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		14133	97798712		ADULT AUDIO VISUAL MATERIAL	080-603-45200	154.96
		14133	97846118		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		14133	97883642		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		14133	97912921		ADULT AUDIO VISUAL MATERIAL	080-603-45200	79.98
							354.91
09/13/2019	LIBCK	14134	56674	MINUTEMAN PRESS OF GURN	OFFICE SUPPLIES	080-603-43550	101.75
		14134	56675		OFFICE SUPPLIES	080-603-43550	205.49
							307.24
09/13/2019	LIBCK	14135	MC00006797	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,242.08
09/13/2019	LIBCK	14136	01018C019159485	OVERDRIVE , INC	E-BOOKS	080-603-45460	2,938.63
09/13/2019	LIBCK	14137	PER070919	PEREZ HARDWOOD&HANDYMAN	MAINTENANCE-BUILDING	080-603-41000	75.00

09/13/2019 03:43 PM
 User: EBAILEY
 DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 08/21/2019 - 09/18/2019
 Banks: LIBCK, LIBEP

67

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
09/13/2019	LIBCK	14138	597125	RAVINIA PLUMBING & HEAT	USE OF DONATIONS/TEMPORARY E	082-603-99999	5,080.86
09/13/2019	LIBCK	14139	REY090619	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	320.00
09/13/2019	LIBCK	14140	VRA082019	SCOTTY VRABLIK	JUVENILE PROGRAM SUPPLIES	080-603-43720	200.00
09/13/2019	LIBCK	14141	SHE082619	SHEDD AQUARIUM	USE OF DONATIONS/TEMPORARY E	082-603-99999	42.46
09/13/2019	LIBCK	14142	314852	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	116.00
09/13/2019	LIBCK	14143	VP08302019	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	1,277.51
09/13/2019	LIBCK	14144	15229	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,673.00
					TOTAL - ALL FUNDS	TOTAL OF 37 CHECKS (1 voided	36,635.75

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	12,684.15
080-200-20245	ICMA 457 PLAN PAYABLE	1,277.51
080-603-41000	MAINTENANCE-BUILDING	2,178.52
080-603-41050	MAINTENANCE-GROUNDS	320.00
080-603-42440	DUES	244.00
080-603-43230	UTILITIES	1,654.93
080-603-43300	POSTAGE	89.15
080-603-43410	PRINTING/E-NEWSLETTER	1,702.99
080-603-43550	OFFICE SUPPLIES	416.50
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	79.26
080-603-43668	TECHNICAL SERVICES SUPPLIES	284.71
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	78.78
080-603-43710	ADULT PROGRAM SUPPLIES	95.05
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,117.85
080-603-43730	OUTREACH SUPPLIES	662.78
080-603-43740	TEEN PROGRAM SUPPLIES	89.99
080-603-45000	ADULT NON-FICTION BOOKS	941.71
080-603-45100	ADULT FICTION BOOKS	872.90
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,119.13
080-603-45220	ADULT REFERENCE/E-REFER	430.78
080-603-45410	PICTURE BOOKS, READERS	54.23
080-603-45420	JUVENILE FICTION	463.14
080-603-45430	JUVENILE AUDIO-VISUAL	98.26
080-603-45450	TEEN BOOKS	325.41
080-603-45460	E-BOOKS	2,938.63
080-603-45500	PERIODICALS	364.00
080-603-45510	VIDEO GAMES	242.51
080-603-45520	TRENDING TITLES	30.07
080-603-45600	PATRON & STAFF SOFTWARE	369.83
080-603-46100	MISCELLANEOUS EXPENSES	196.30
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	5,212.68

09/13/2019 03:43 PM

User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 08/21/2019 - 09/18/2019

Banks: LIBCK, LIBEP

66

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
			TOTAL				36,635.75

New Business

September 17, 2019

Closings for Calendar Year 2020

In preparation for this recommendation, I reviewed closings at neighboring public libraries. Most of our holiday closings match up with those of our neighbors. We are, however, closed on Presidents Day and Martin Luther King Jr. Day when most of our neighbors are open.

RECOMMENDATION: The Board should discuss whether continuing to close on the two (2) aforementioned holidays is desirable.

RECOMMENDED MOTION: That the Closings for Calendar Year 2020 be approved as written (or as amended).

Long Range Plan Draft

At a meeting on September 10, 2019 the Long Range Planning Committee voted to send the current draft to the attention of the full Board. Information regarding the plan will be presented at the Tuesday meeting. The plan is intended to be a working document, a starting point for a Long Range Plan Steering Committee to work from and add to.

RECOMMENDATION: The Board should discuss and either approve or provide guidance towards a next step.

RECOMMENDED MOTION: That the Long Range Plan be approved.

Respectfully submitted,

Eric Scott Bailey

Proposed Library Closings for Calendar Year 2020

New Year's Day - Wednesday, January 1, 2020

Martin Luther King Jr. Day – Monday, January 20, 2020

President's Day – Monday, February 17, 2020

Easter – Sunday, April 12, 2020

Memorial Day – Sunday, May 24 and Monday, May 25, 2020

Closed all Sundays Memorial Day weekend until after Labor Day weekend.

Independence Day – Saturday, July 4, 2020

Labor Day – Monday, September 7, 2020

Thanksgiving – Thursday, November 26, 2020

Christmas Eve – Thursday, December 24, 2020

Christmas Day – Friday, December 25, 2020

New Year's Eve – Thursday, December 31, 2020

New Year's Day – Friday, January 1, 2021

Respectfully submitted,

Eric Scott Bailey

Comparison of Holiday Closures

	New Year's Eve	New Year's Day	Martin Luther King Jr. Day	President's Day	Easter	Memorial Day	Independence Day	Labor Day	Thanksgiving	Christmas Eve	Christmas Day
Lake Bluff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Arlington Heights	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Cook Memorial	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Deerfield	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Ela Area	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Fremont Public	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Glencoe	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Grayslake	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Highland Park	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Indian Trails	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Lake Forest	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Northbrook	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Palatine	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Prospect Heights	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Round Lake	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Vernon Area	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Waukegan	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Wilmette	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Winnetka Northfield	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Zion Benton	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Total Closed	20	20	1	3	19	20	20	20	20	20	20

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

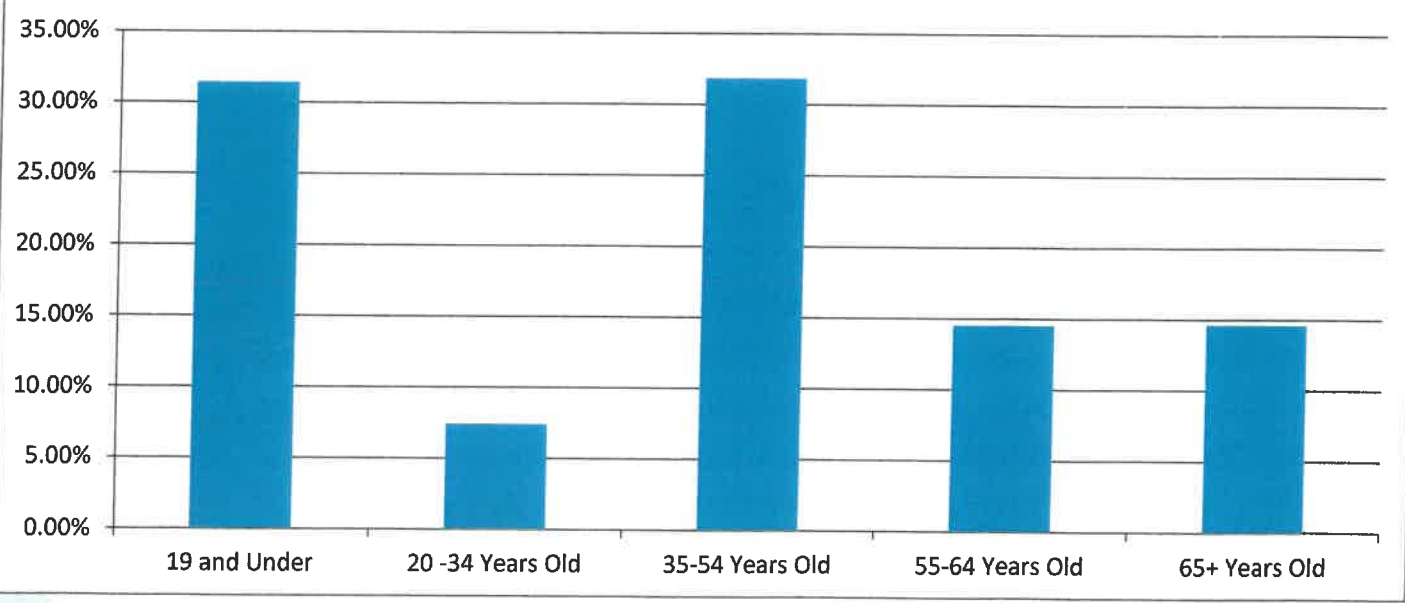
Lake Bluff has a four square mile footprint on the very northernmost end of the North Shore. The U.S. Census Bureau predicts that the total population of Lake Bluff will continue to decline by roughly 1% each year; it has declined from 6,056 in 2010 to 5,662 in 2016.

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

2010 Census Age Demographics



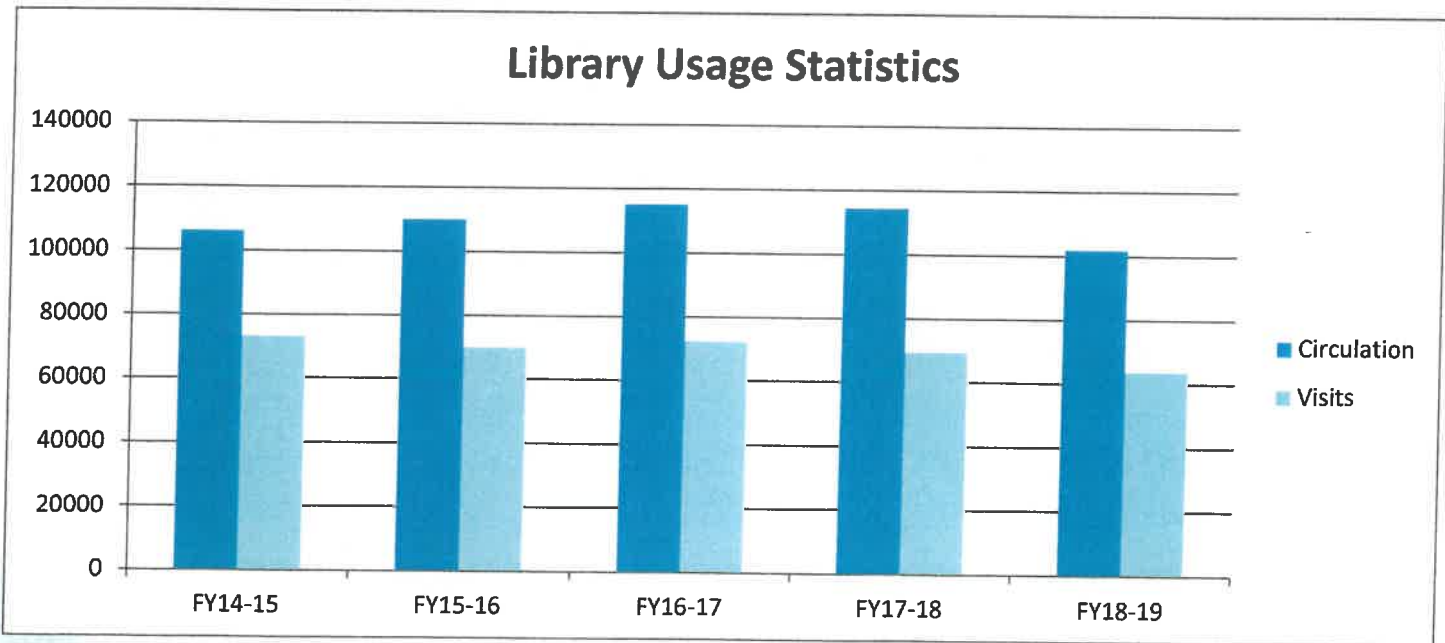
Even though the population is on the decline, wealth is on the rise. According to *Bloomberg*, Lake Bluff is one of the richest towns in the U.S. with an average annual household income of \$200,525. From 2014 to 2015, annual household income grew by 9% in Lake Bluff. ¹

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)

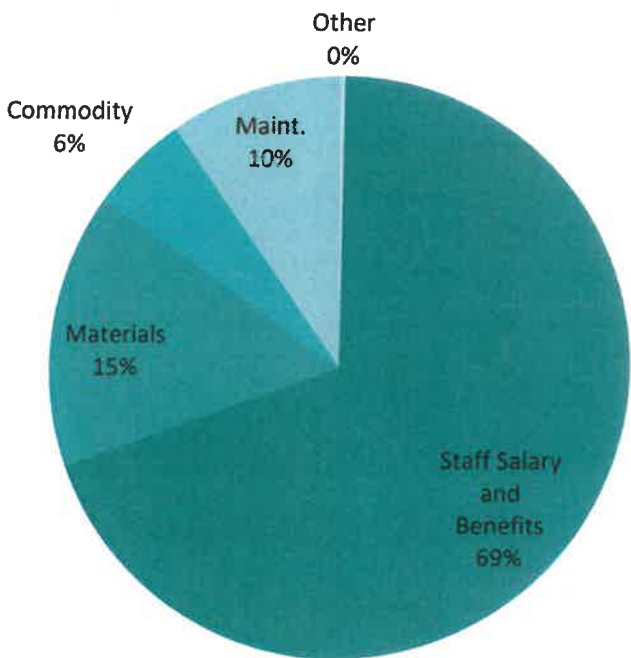
Print materials such as adult fiction, adult nonfiction, juvenile fiction, and picture books continue to be popular. Digital collections continue to gain in popularity.

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.

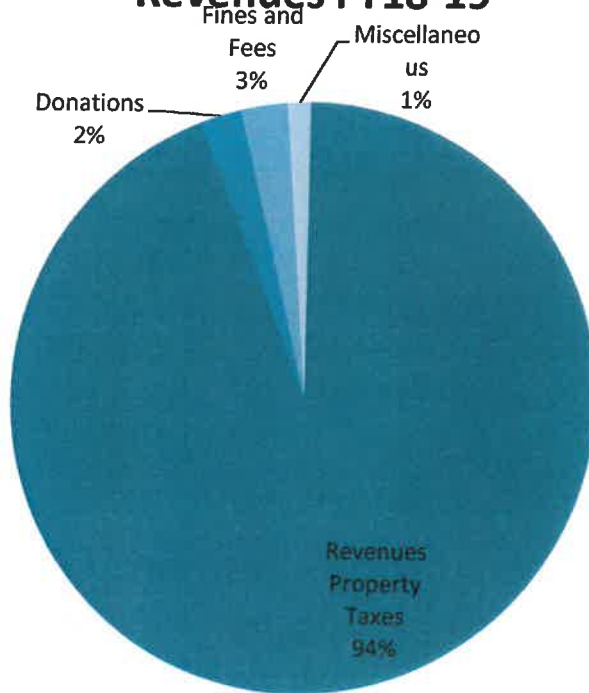
BUDGET AND REVENUE

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

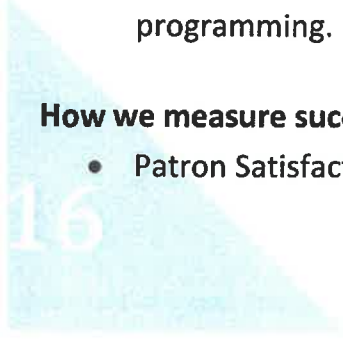
Experiment with new programming based on underserved or specialized areas regularly selected by Library staff including emerging areas of discovery.

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 existin branding and develop a formal marketing/branding strategythat 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.	Lyndy Jensen
	C.1.1	Establish what needs the collection developers have in statistics reports.	Eliza Jarvi
	D.1.1	Identify gaps in existing services & staff training using patron satisfaction survey results, general feedback, and	Katie Horner
	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.	Eliza Jarvi and Martha O'Hara
	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 budget.
B.1.3		Brainstorm usage ideas for the existing room with staff and public via annual survey.	Lyndy Jensen
C.3.1		Work on redrafting and updating the Collection Development Policy.	Eliza Jarvi
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.	Katie Horner
E.3.2		Research existing programming at other area libraries to identify opportunities for new programming.	Eliza Jarvi and Martha O'Hara
03/2020	A.1.2	Gather relevant community input from available sources, such as surveys, patron comments, and usage data.	Eric Bailey
	A.3.1	Identify tasks that can be performed by volunteers.	Eric Bailey
	B.2.1	Evaluate magazine usage, possibly weed unused titles.	Lyndy Jensen and Jen Horan
	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.	Eliza Jarvi
	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.	Eric Bailey
	C.2	Establish and more robust procedure for identifying, repairing, and replacing damaged materials.	Eliza Jarvi
	D.2.1	Work with Adult Services staff to implement programming opportunities related to digital resources, reader's advisory, or other relevant topics.	Katie Horner
05/2020	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.4.2	Minimum \$25K added to General Reserve.	Eric Bailey
	A.5.3	Start of Phase 1 renovation project.	Eric Bailey
	C.1.3	Create workflow for tracking in house use on first and second floors	Eliza Jarvi
	E.2.1	Use 2020 census data to create an updated community profile.	Eric Bailey
	E.2.3	Create program specific questions for 2020 satisfaction survey.	Martha O'Hara

9W

06/2020	C.1.3	Establish a report for tracking in house use statistics.	Eliza Jarvi
	F.1.1	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.	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. (Same as for 01/2020, but using most recent patron satisfaction survey data)	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 budget.	Eric Bailey
05/2021	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.	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
02/2022	A.4.1	Ensure minimum of \$20K budgeted to General Reserve in budget.	Eric Bailey
	E.3.1	Identify topics of interest on patron feedback.	Eric Bailey and Martha O'Hara
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
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.	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

Metrics for Regular Reporting

- **Budget:**
 - General Reserve Balance
 - General Reserve Balance Change
 - Percentage of Non-Property-Tax Revenue
- **Fundraising:**
 - Capital Campaign
 - Annual Fund
- **Monthly Report:**
 - Checkouts
 - Visits
 - Website Usage
 - Collection Additions and Deletions
 - Program Attendance
 - Social Media Usage
- **Outreach:**
 - Number of Volunteers
 - Number of Sponsorships and Partnerships

Respectfully submitted,

Eric Scott Bailey

Director's Report – September 2019

Programming Update

- Adult Summer Reading Club – Jen Horan reports that the final numbers for the Adult Summer Reading Club are very strong. We had 76 total entries this year, which is the most we've had in the last three years and possibly the most we've had for Adult SRC, ever. We had several people use the logs that we sent in the newsletter, which is excellent. Jen did a wonderful job coordinating SRC this year and Anna Fifhouse's amazing decorations made the library look fantastic.

Block Party Update

We had the block party on August 24 and it was a big success! Thanks to Martha O'Hara, Katie Horner, Eliza Jarvi, Carrie Spezzano, Anna Fifhouse, and all other staff who worked this event. Particular thanks is due to Jillian Chapman, our Community Engagement Coordinator. Jillian coordinated this event and made sure that everything ran smoothly. Our raffle in particular went very well—we made just over \$1,100 from ticket sales. We also secured a sponsorship from Heinen's, which helped offset some of the cost of the lovely centennial birthday cookies that we gave out. The Library also received some great front-page press in the Lake Forest Leader and in the Lake Forester for this event.

Seed Library Update

The Seed Library is winding down for the summer as of September 15ish. In total, 248 seed packets were 'checked out' from the Seed Library this summer. Jillian did an amazing job getting the Seed Library up and running.

Trivia Fundraiser – Initial Sales

Tickets for the Trivia Fundraiser went on sale on September 1. So far, we have sold 38 tickets out of 120, which has earned a net profit of \$1903.80 for the LBPL Foundation (\$2090.00 gross profit). Most of the people who have purchased tickets so far are Trivia regulars.

Updates to eNewsletter

Jillian made some changes to the appearance of the eNewsletter. It is a lot easier to read on mobile devices and is fairly cleaned up from what we were sending before. We will also be assessing publicity procedures in general for efficiency in the upcoming weeks.

Little Free Library

One of the Friends of the Library, Lynn Miller, donated a Little Free Library that she was unable to use at her home. After some discussion with Park District Director Ron Salski, the LFL will be placed at Blair Park Recreation Center. Jillian has been working on repainting the Little Free Library with some of our logo colors and Lyndy has been helping with caulking and a few other minor repairs.

Centennial Research

Jillian has been working on creating a list of all of the female Board Members in LBPL history for the LF/LB Women Voters. She has found some interesting historical documents, including the first mention of the geese statue in the 1973 minutes. Martha O'Hara was also able to locate a letter submitted to a librarian bulletin by Flora Cutler Coen, the first librarian of the Lake Bluff Public Library. In it, Ms. Coen describes a customized registration system that she used at LBPL. Martha reports that, "What I love about this article is that the personalized customer service that she describes is exactly what we strive for today."

"The librarian in a small town knows her people by name" and "your graciousness is the backbone of the library" were two of the lines that stand out in the article.

Collaboration with Ragdale

On Thursday, September 12th Jillian and I met with Laura Kramer of Ragdale to discuss potential collaborations. Many options were discussed, and the prospects look good for partnering with that organization in the year ahead.

Roof Update

Over the past month and a half, the roof of the Wood Building has twice had a small leak. Both times, Weatherguard promptly sent someone out to examine and work on the problem. The roof did not leak during the storms that arrived the week of September 9th. While this remedies the problem in the short term, leaks along the wooden beams have been a recurring problem that goes back to shortly after the Wood Annex was completed in 2003. Lyndy Jensen and I have been discussing long-term solutions with Weatherguard and Shaun Kelly of Engberg Anderson, and anticipate bringing our findings and recommendation to the Building and Grounds Committee in the next few weeks.

New Hires

Contracted hours of availability for some of our staff members created a shortage of Sunday staff. Former staff member Kate Youdell, recently returned to the area from College, and enthusiastic volunteer Sarah Mack have joined our staff. They will alternate on Sundays, and will have an opportunity to pick up lots of additional shifts as the holiday season descends upon us.

Library Journal Article: More Service Than Circ

Included in your packet is an article from Library Journal that crossed my desk this month. It provides an excellent breakdown of circulation and funding trends visible nationwide.

Staff Responsibilities

I have received requests for information on staff responsibilities and an org chart. Both documents are kept up to date and are always available; copies have been included in the packet.

Respectfully submitted,
Eric Scott Bailey

Monthly Statistics Summary August 2019

Library Usage Summary

Total August Circulation

FY	Total	Avg. Circ/Hour	%Change
19-20	8,215	31.96	-18.24%
18-19	10,048	38.35	-12.59%
17-18	11,495	43.38	0.00%

Total August Visits

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	6,140	23.89	-1.16%
18-19	6,212	23.71	-16.58%
17-18	7,447	28.10	0.00%

Total August Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	24	0.00%	434	-10.52%
18-19	24	14.29%	485	-23.26%
17-18	21	0.00%	632	0.00%

Online Access

Total August eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	462	211	0	26	-12.95%
18-19	388	22	367	26	-33.25%
17-18	441	35	722	5	0.00%
	0	0	0	0	%

Total August Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	7,738	-4.77%	5254	-1.44%
18-19	8,126	-10.10%	5331	-15.10%
17-18	9,039	0.00%	6279	0.00%

Total August Database Usage

FY	Research	Novelist	Tumblebooks	%Change
19-20	503	25	0	433.33%
18-19	64	35	0	-57.33%
17-18	202	23	7	0.00%

Other Services

Total August Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	4	118	41	10
18-19	0	151	38	1
17-18	7	118	28	0

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
19-20	37,037	36.06	-8.54%
18-19	40,494	39.24	-9.70%
17-18	44,846	43.97	0.00%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
19-20	25,255	24.59	8.36%
18-19	23,307	22.58	-16.02%
17-18	27,753	27.21	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	126	4.13%	3,891	29.83%
18-19	121	21.00%	2,997	-19.02%
17-18	100	0.00%	3,701	0.00%

Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
19-20	1,828	745	0	40	-32.22%
18-19	1,637	453	1,712	53	-14.26%
17-18	1,611	92	2,749	44	0.00%
	0	0	0	0	%

Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
19-20	30,327	6.65%	20,585	6.19%
18-19	28,436	-11.70%	19,385	-11.79%
17-18	32,205	0.00%	21,976	0.00%

Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
19-20	1,323	125	1	214.32%
18-19	296	109	56	-87.78%
17-18	660	3,004	108	0.00%

Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
19-20	13	505	167	24
18-19	13	507	172	24
17-18	12	446	139	22

Monthly Statistics Summary August 2019

Adult Services Summary

Total August Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	813	864	1,207	2,884	-27.77%
18-19	1,081	1,264	1,648	3,993	-8.46%
17-18	1,169	1,052	2,141	4,362	0.00%

Total August Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	7	-36.36%	59	-74.01%
18-19	11	57.14%	227	80.16%
17-18	7	0.00%	126	0.00%

Teen Services Summary

Total August Circulation

FY	Total	%Change
19-20	154	-8.33%
18-19	168	-14.72%
17-18	197	0.00%

Total August Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	2	0.00%	5	-37.50%
18-19	2	-50.00%	8	-86.44%
17-18	4	0.00%	59	0.00%

Youth Services Summary

Total August Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	2,380	472	513	3,365	-17.50%
18-19	2,865	648	566	4,079	-15.44%
17-18	3,405	647	772	4,824	0.00%

Total August Programs

FY	# of Programs	%Change	Attendance	%Change
19-20	15	36.36%	370	48.00%
18-19	11	10.00%	250	-44.07%
17-18	10	0.00%	447	0.00%

Technical Services Summary

Total August Activity

FY	Acquisitions	Deletions
19-20	441	222
18-19	618	464
17-18	580	153

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	3,366	4,074	5,485	12,925	-15.80%
18-19	4,082	4,700	6,569	15,351	-10.42%
17-18	4,457	4,244	8,435	17,136	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	33	-17.50%	394	-35.62%
18-19	40	17.65%	612	18.38%
17-18	34	0.00%	517	0.00%

Total Circulation Fiscal Year to Date

FY	Total	%Change
19-20	754	-5.28%
18-19	796	-8.40%
17-18	869	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	19	35.71%	508	464.44%
18-19	14	0.00%	90	-18.92%
17-18	14	0.00%	111	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
19-20	11,119	1,801	2,268	15,188	-7.89%
18-19	11,918	2,367	2,204	16,489	-12.99%
17-18	13,418	2,514	3,019	18,951	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
19-20	74	10.45%	2,989	30.24%
18-19	67	28.85%	2,295	-25.32%
17-18	52	0.00%	3,073	0.00%

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
19-20	2,269	4,599
18-19	2,229	1,233
17-18	2,321	1,451

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 Gregor

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 – Janie Jerch

October 19 at 10:00am – Kate Jackson

November 16 at 10:00am – Kathy Meierhoff

Respectfully submitted,

Eric Scott Bailey

Library Director

Centennial Plans for 2019

Centennial Block Party

The Centennial Block Party was a great success. We raffled off five prizes: Large Red Dragon head from Summer Reading Club, two separate Donati's Gift Cards, Gift Basket from Lake Bluff Brewing Co., a Slime Party at the Library, and a LF/LB Chamber Gift Certificate to Chamber affiliated businesses. We had thirteen volunteers and additional staff that helped out: Eric Bailey, Anna Fifhouse, Katie Horne, Eliza Jarvi, Alicia Streightiff, Carrie Spezzano and Regina Ruocco.



We were able to reserve the community sign boards for the Village of Lake Bluff with Glen Cole's help. Holly Nagel was at the event making balloon animals and always had people in line waiting. We also gave away frosted cookies from Heinen's that said, "Party Like It's 1919!"

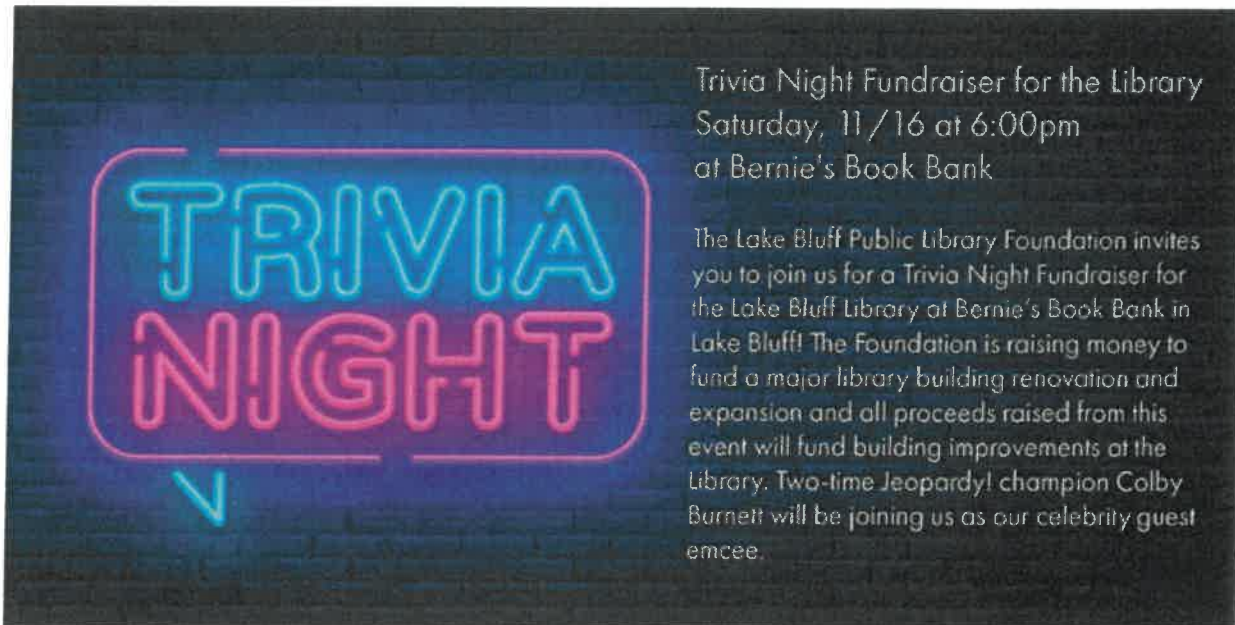


Library History

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, every member between the years 2000 - 2019 has been cataloged and she has gone to the Library's storage unit to collect the remaining information from past Board Meeting Minutes. Through this process we have collected further information 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 two Trivia Night Fundraiser Meetings discussing the setup and logistics of the event. Lake Bluff Brewing Co. has been confirmed as well as Berne's Book Bank. We are still waiting to hear back from Graffiti Grill as the potential caterer and details about the linens/plates/silverware to be confirmed. Heinen's has been approached, requesting they donate the desserts for the event and Lake Bluff Brewing Co. to possibly donate part of their proceeds. Martha spoke with Colby Burnett (two time *Jeopardy!* Champion) and he will be joining us as the celebrity guest emcee. The Eventbrite ticket page has been setup and went live on September 1st: <https://tinyurl.com/lbpltriviafundraiser>. As of September 5th, we have sold 22 tickets out of 104. Information about the event have been posted on the Library website, Facebook page, Instagram page and printed in our Newsletter.



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!

CHARTER APPROVED
Compensation committee will discuss payment of shared staff, Page 3



UNITED FRONT
Caregivers, memory loss patients come together, Page 8



BACK TO SCHOOL BASH
Lake Forest celebrates new school year, Page 12



THE LAKE FOREST LEADER™

LAKE FOREST AND LAKE BLUFFS HOMETOWN NEWSPAPER LakeForestLeader.com • August 29, 2019 • Vol. 5 No. 29 • \$1 A Century PUBLICATION



CENTENNIAL CELEBRATION

Lake Bluff Library celebrates 100 years, Page 4

The Lake Bluff Library celebrated its 100th anniversary with a block party on Saturday, Aug. 24. ALEX NEWNAM/22ND CENTURY MEDIA

SECRET SALES! MORE INFORMATION AT **RAVINIA.ORG** (847) 476-7474

AUGUST 31 SAT

QUEEN LATIFAH COMMON

NEW PRICE! PAVILION \$75!

*****CAR-RT WSH**C 002
 580 00-00-00 326 4P 2S
 LAKE BLUFF PUBLIC LIBRARY
 128 E SCRANTON AVE
 LAKE BLUFF IL 60044-2570
 00000121

COVER STORY

LB Library marks 100 years in community

LILY ABROMEIT
Freelance Reporter

This year, the Lake Bluff Public Library is celebrating 100 years of serving the village and many community members did not miss a chance to celebrate the milestone Saturday.

While attending the weekend's Lake Bluff Brewing Company Summer Block Party, Lake Bluff residents had a chance to recognize the library's impact on the community, show their support for the institution and learn more about programs and activities offered.

"I think it kind of rounds out what you need in a community," Mike Fickes, a Lake Bluff resident, said of the library and the programming and services it offers.

Since opening in 1919, the library has been a staple institution in downtown Lake Bluff, adapting to the needs of the community.

"The role of libraries continues to expand," Library Director Eric Bailey said in an email. "Our traditional services and collections continue to be popular, while many new ones have been added."

As the needs in the community have changed, so



The Lake Bluff Library sold raffle tickets on Saturday, Aug. 24 for its 100th anniversary celebration. PHOTOS BY ALEX NEWMAN/22ND CENTURY MEDIA

has the library.

"I think that between the economy and social media culture, libraries have had to adapt to fit our patrons needs and part of that is community outreach and showing that it's about more than just books," said Jillian Chapman, the community engagement coordinator for the Lake Bluff Library. "A library means a lot more to a community."

The library now offers

and notary services, a seed exchange, over 30 databases and many programs for all ages. And, of course, books, music, movies, audiobooks and downloadable books.

"The library continues to be busier than we've been in our history," Bailey said. "At times it can be a challenge ... but it's a great challenge to have."

"I'd rather have a lot of needs than wonder if we're still relevant."

This dedication to the community does not go unnoticed.

"They're not a passive organization, which is nice," said Cynthia McClamroch, a Lake Bluff resident. "They continue to be such an anchor in the community."

McClamroch was one of many residents in attendance at the block party over the weekend. Community members chowed down on hot dogs and sipped beer from Lake Bluff Brewing Company as they mingled.

Chapman said she was not surprised to see so many people at the event as well as showing their support for the library.

"I wish I could say it was something special, but Lake Bluff is just like this," she said. "Lake Bluff is a very community-oriented village, so I'm not surprised that we have a great turnout."

Bailey said they have



Holly Nagel makes balloon animals for children at the Lake Bluff Library's centennial block party on Saturday, Aug. 24.

big plans to continue to increase the library's involvement in the community in the future.

"We are currently planning a capital campaign to raise the funds for much needed renovations and a modest expansion of the facilities," he said in an email. "My hope is that we are able to complete what is a necessary and impactful project."

The initial renovations will focus on areas such as the Children's Department, the front desk and the adult computer facilities. In the future, Bailey said they hope to increase the size of the physical space as well.

"[We're] happy to be celebrating our centennial and at the same time looking forward to the future,"

Bailey said.



"Bird Dog" enjoys reading at the Lake Bluff Library's centennial celebration on Saturday, Aug. 24. "Bird Dog" was painted by Sandle Bacon.

All Are Welcome!

Christian Science Society

NOW MEETING AT GORTON CENTER
400 E. Illinois Rd., Lake Forest

Sunday Morning Service, 10:30 a.m. (upstairs in the Friends' Room)
Wednesday Evening Testimony Meeting, 7:30 p.m. (first Wednesday of each month)

Join together for prayer, hymns, and readings from the Bible, with related passages from the Christian Science textbook, *Science and Health with Keys to the Scriptures*, by Mary Baker Eddy. On Wednesday evenings, participants will share their own healings and inspiration.

To those learning on the sustaining minutes, today is big with blessings!

Christian Science Society | 847.234.0820 | cssocietylakeforest@gmail.com | www.ChristianScience.com

NEWS

Lake Bluff library marks 100 years

Future to involve modernization for public institution

BY DANIEL I. DORFMAN

While recently honoring their 100-year-old past with a community block party, officials at the Lake Bluff Public Library also are looking ahead to the future with a plan to modernize.

Adults, children and a number of their dogs helped celebrate the library's 100th anniversary Aug. 24 outside the Lake Bluff Brewing Company.

While block parties have become traditions in Lake Bluff on Saturday nights, the recent event marked the first time the Lake Bluff library has organized one, said Library Director Eric Bailey.

Officials said the library's history can be traced back to 1919, when the Lake Bluff Women's Club founded the library as a tribute to World War I veterans. At the time, the library had 800 books and other materials largely thanks to a donation of 500 books by local poet William Roundy, Bailey said.

In the century since the library began, the local institution has called four different locations home, starting with the basement of village hall. Since 1975, library patrons have used the current location, 123 E. Scranton Avenue.

It also now contains approximately 45,000 physical items with access to another 250,000 digital and audiobooks, Bailey said.

As for the future, officials are hoping they can rely on the community's support and raise roughly \$2.5 million for a major renovation that would begin with a makeover of the children's department, main desk and adult computer room, Bailey said.

Other parts of the project include an expansion of the western part of the Scranton Avenue building and the



ROS DICKER/PIONEER PRESS PHOTOS

Members of the band the Wichita Jacks entertain the crowd during the Lake Bluff Public Library's 100th anniversary celebration.



Sisters Shelly Marks, left, of Lake Forest, and Dana Raabe, of Chicago, swing 6-year-old Moss Marks as they enjoy the music of The Wichita Jacks at the library celebration.



Charli Ann Eads, 18 months, of Great Lakes, shares a cookie with her dad, David, during the library celebration.

addition of private working spaces for patrons — an increasingly common feature that is now available at libraries such as Skokie and Northbrook, officials said.

The project is meant to modernize the library to meet customers' demands

now and into the future Bailey said, adding how many libraries are moving away from the traditional model of being a place where people simply can rent out books.

"Libraries are doing more for the community than

they did 30 years ago, and that is a good challenge," Bailey said. "I am excited that we are still very relevant to the community."

Of the project's estimated \$2.5 million total, officials, so far, have put aside \$150,000, including a

\$100,000 grant from the state's new infrastructure plan called Rebuild Illinois.

Library officials has asked the village for additional funding, while they're also planning to start a larger fundraising campaign later this fall, Bailey said.

The recent block party, meanwhile, was filled with good vibes, as area residents ate, drank, socialized and took in live music from the band Wichita Jacks.

Matt Stauffer, who grew up in Lake Bluff and at-

tended the event alongside his wife, Buffy and their daughter, Lilly, said events like the library's anniversary celebration are great ideas for the village.

"We love the block parties. This is something we didn't have growing up here," Stauffer said as he ate a pulled pork sandwich. "Lake Bluff was a ghost town on a Saturday night. Now, you can't find parking, which is great."

Daniel I. Dorfman is a freelance reporter for Pioneer Press.



SUNDAY BREAKFAST
Why a Highland Park High School student is a "good influencer." P22

SPORTS
Hooked-on-golf Danny Fisher (LFHS, '19) ready for slice of Division-I life at Miami University in Ohio. P20

SOCIAL SCENE
Lake Forest Women's Club hosts spring benefit. P14



NO. 357 | A JWC MEDIA PUBLICATION

FOLLOW US:

NEWS

Centennial Celebration

LAKE BLUFF LIBRARY HOSTS A SUMMER BLOCK PARTY.

BY ELIZABETH PORTER
THE NORTH SHORE WEEKEND

Put your books away and your party hats on and get ready to celebrate Lake Bluff Library's 100th birthday. The library is teaming up with Lake Bluff Brewing Company for their Summer Block Party on Saturday, August 24 from 5 to 10 p.m. to celebrate 100 years serving the community.

The festivities will include food and drinks from the Lake Bluff Brewing Company, Maevry Public House, and Donati's Pizza.

Griffith, Gaurt & Lackie will sponsor hot dogs from The Left Bank. The event promises fun for the whole family, with balloon artist Holly Nagel twisting up impressive balloon creations from 5 to 7 p.m. and live music by Wichita Jacks from 6:30 to 7 p.m. and 9:30 to 10 p.m. There will also be raffle prizes and special birthday treats.

While you enjoy the final glorious weeks of summer in Lake Bluff with friends and family, take a moment to appreciate the library's mission of providing a haven for learning, studying, and communicating in a shared, respectful space dedicated to the enrichment of the community.

From the summer reading club and story time on the green to new mom Mondays and adult crafts, the library serves as far more than a place to check out books.

Founded by the Lake Bluff Women's Club in 1919 as a memorial to the veterans of World War I, it has remained a fixture of the community ever since.

For more information, visit library.com/centennial-block-party.

LOCAL POSTAL CUSTOMER
ECRWS

DREAM WEEK

A NEWLY MINTED HIGHWOOD DESIGN DISTRICT LAUNCHES WITH A DESIGN WEEK PARTY, SHOWCASE, AND EXPO.

BY MONICA KASS ROGERS
THE NORTH SHORE WEEKEND

Whether you are a design professional or a North Shore resident looking for fresh inspiration for the home you are building or remodeling, the Highwood Chamber of Commerce's (HCC) new Highwood Design District is for you.

Officially launching during the first annual Highwood Design Week—presented by Sherwin-Williams—the Highwood Design District kickoff party is at 28 Mile Vodka on Thursday, September 5. The party will be followed by a Design Professionals Showcase on September 6, and public Design Expo on September 7.

A consortium of design industry, art, home improvement, and landscaping businesses, the Highwood Design District, "makes it easier for area residents, design enthusiasts, and industry professionals to connect around the wealth of design-focused businesses located in Highwood," says Carolyn Cerf, Executive Director of the Highwood Chamber of Commerce.

"Highwood is very well known for its restaurant, bar, and entertainment industry," Cerf explains, "but we also have a very well-developed home, interior design, landscaping and building industry here. By launching the Highwood Design District, we wanted to draw attention to that and



George Harkoutzas, owner of The ABL Group and President of the Highwood Chamber; Tanya Pretulski, President of Street Level Studio and Highwood Chamber Board Member; Carolyn Cerf, Executive Director, Highwood Chamber of Commerce; Julie Drupion, owner, the Silk Thumb and Highwood Chamber Board Member. PHOTOGRAPHY BY MONICA KASS ROGERS

Continued on PG 10

Port Clinton Art Festival

Responsibilities – September 2019

Adult Services

Martha O'Hara – Department Head (Salaried – 40 Hours)

Supervision of Adult Services Staff and Activities

Reference Desk (2 Hours)

Collection Manager: Adult Graphic Novels and MyMediaMall Advantage Materials

Secondary: Reference and Circulation Manager (backup)

Primary: Website Maintenance (Content)

Secondary: Adult Reader's Advisory

Secondary: eNewsletter (backup)

Secondary: Newsletter (backup)

Secondary: Website Maintenance (regular)

NOTARY PUBLIC

VOTER REGISTRAR

PASSPORT AGENT

Carol Carter – Library Associate (32 Hours)

Collection Manager: Adult Audio Visual and Adult Nonfiction

Circulation Desk (4 Hours)

Creation/Gathering of Publicity for Adult Programming

Primary: Adult Programming

Primary: Adult Services Displays

Secondary: Publicity Distribution (backup)

Jillian Chapman – Library Associate (28 Hours)

Reference (6 Hours)

Primary: Publicity Distribution

Community Engagement

Primary: eNewsletter

Primary: Newsletter

VOTER REGISTRAR

Anna Fifhouse – Library Assistant (13.25 Hours)

Reference (2 Hours)

Circulation (7 Hours)

Secondary: Adult Reader's Advisory (regular)

Primary: Processing of Library Applications

Primary: Nonresident Information
Secondary: Cataloging (backup)
Secondary: Teen Programming
PASSPORT AGENT

Circulation and Reference

Katie McLain Horner – Department Head (40 Hours)

Circulation (2 Hours)
Reference (4 Hours)
Collection Management: Adult Fiction
Collection Manager: Video Games
Primary: Reference and Circulation Manager
Primary: Adult Reader’s Advisory
Secondary: eNewsletter
Secondary: Newsletter
Secondary: Adult Programming (regular)
VOTER REGISTRAR (pending)
NOTARY PUBLIC (pending)
PASSPORT AGENT (pending)

Jen Horan – Library Assistant (13.5 Hours)

Circulation (8 Hours)
Reference (2 Hours)
Collection Management: Periodicals
Secondary: Displays (regular)
VOTER REGISTRAR

Terry McKinnon – Library Assistant (17 Hours)

Circulation (9 Hours)
Secondary: Interlibrary Loan (regular)
VOTER REGISTRAR

Claire Osada – Library Associate (15.5 Hours)

Reference Desk (2 Hours)
Circulation (13 Hours)
Primary: Overdues
Primary: Public Bulletin Board
Primary: Blog Maintenance

Primary: Social Media

VOTER REGISTRAR

PASSPORT AGENT

Caryn Spanos – Library Assistant (17.25 Hours)

Circulation (16 Hours)

Sarah Mack – Library Assistant (4 Hours)

Circulation (4 Hours)

Kate Youdell – Library Assistant (4 Hours)

Circulation (4 Hours)

Children’s Department

Eliza Jarvi – Head of Youth Services (40 Hours)

Supervision of Youth Services Staff and Activities

Reference (2 Hours)

Collection Development: Teen Collections

Collection Development: Most Children’s Collections

Primary: Teen Programming

Primary: Children’s Programming

Children’s Department Desk

VOTER REGISTRAR

Caroline Gillen (1.5 Hours)

Shelving of Children’s Materials

Lauren Moody – Library Assistant (14.25 Hours)

Children’s Department Desk

Circulation (4 Hours)

VOTER REGISTRAR (pending)

Regina Ruocco – Library Assistant (17.75 Hours)

Collection Development: Juvenile Nonfiction

Collection Development: Juvenile Series

Children's Department Desk
Misc. Children's Department Projects
Primary: Youth Deletions
Secondary: Cataloging (backup)

Carrie Spezzano – Library Assistant (8.5 Hours)

Children's Story time
Children's Department Desk
Misc. Children's Department Projects

Alicia Streightiff – Library Assistant (13 Hours)

Children's Department Desk
Reference (2 Hours)
Circulation (4 Hours)
VOTER REGISTRAR

Donna Williams – Library Assistant (4 Hours)

Collection Development: Picture Books
Secondary: Children's Programming
Children's Department Desk

Technical Services Department

Lyndy Jensen – Head of Technical Services and Facilities (32 Hours)

Supervision of Technical Services Staff and Activities
Network Maintenance
Facilities Maintenance
Collection Development: eReference
Reference (5 Hours)
Acquisition of Office Supplies
Primary: Statistics

Laurence Sacherer – Library Associate (28 Hours)

Reference (2 Hours)
Acquisition of Library Supplies
Collection Development: Magazines and Periodicals
Primary: Accounting and Bookkeeping
Primary: Book Repair

VOTER REGISTRAR

Lara Leaf – Cataloger (28 Hours)

Primary: Cataloger

Primary: Receiving

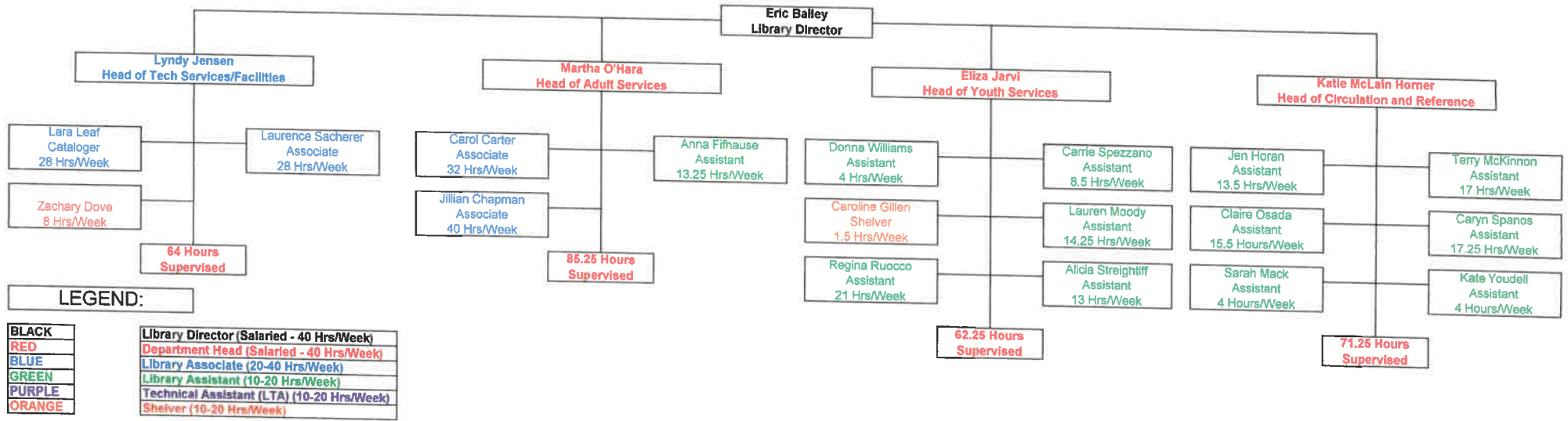
Primary: Deletions

Primary: Acquisitions

Zachary Dove – Shelver (8 Hours)

Shelving

Organizational Flow Chart for the Lake Bluff Public Library w/Hours Worked Per Week



The Mail Bag

[EDITOR'S NOTE: The correspondence columns of the *Wilson Bulletin* are open to all our readers for debate and comment. The Editor is not responsible for opinions expressed in these columns.]

Book Boners

To the Editor:

The October Number of *Wilson Bulletin* contained an interesting article by Evelyn Robinson, Librarian, Junior Room, Memorial Hall Library, Andover, Mass. Miss Robinson described an experiment she had conducted in the form of a Book Game.

As librarian of Foundation Junior High School Reading Room, Berea College, I repeated the experiment and I want to share with other Librarians some of the unique answers I received from our students.

1. In what book does Sidney Carton appear?
Oregon Trail
2. Who tried to charge a windmill?.....R. L. Stevenson
3. Who was Scrooge?.....A man who was very tight till he had a dream.
4. Who organized the Knights of The Round Table?.....Red Fox
5. Who was the outlaw that befriended the poor?
Al Capone
6. The name of the last Newberry Award winner?
Helen Keller
7. Who traveled from place to place with her grandfather?.....Robinson Crusoe

In addition to the above priceless information, I was told that Daniel Boone was one of the Musketeers, that Old King Cole and King Midas each ate 169 pancakes, and I was particularly amazed to hear that the *Canterbury Tales* were written by O. Henry, Aesop, and Dickens.

In spite of these amusing replies I feel that much was accomplished by the Book Game. I followed it up by asking our teachers to cooperate by listing three books that they had greatly enjoyed during their junior high school days. These lists were autographed and made into Christmas booklets that were distributed among the students. Now each of our 500 students has a reading list, and the standard of reading is going up and up.

MRS. A. M. BARNETT, *Supervisor
Foundation Junior High
Reading Room
Berea, Kentucky*

Caveat Emptor

To the Editor:

Last spring Mr. Norman Kennedy, Claremont, N.H., visited the library with a plan to print book jackets for the library. This service was to be financed by selling advertising space

to local firms. For this purpose he collected money from local advertisers, but the contract has never been completed. The printing work was given to a printer in Sharon, Pa., who tells me that it has never been paid for, and for this reason he will not complete or release the jackets.

The library has no financial stake in the project, but we feel considerably discredited with the local advertisers who have apparently lost their money thru our connection and endorsement of Mr. Kennedy's plan.

ALICE M. STERLING, *Librarian
New Castle, Pa.*

Registration in a Small Library

To the Editor:

For some time I have wanted to tell other librarians the easy plan I have worked out in regard to registration of library members, and the plea of Nellie Cowdell "of northeastern U.S." (December, page 276) for help for a small library brings me to the point of putting it on paper.

I write with the full knowledge of detail work both in large and in small libraries, for I have held responsible positions in the largest library in the country, in a medium-sized library, and at present I am the only member on the staff of a library in a town of about fifteen hundred population.

Envisage a small-town library, all you who have never been there, and you have missed the most exacting work of your career if you have not. No mail delivery, but you call at the post-office, and on this fact almost your whole adult circulation depends!

Give a borrower the type of membership card that has a date for each book taken stamped on it, and in going to the postoffice he decides he wants a book, or in waiting at the library for the mail train to come in he becomes interested in a title and wishes to take it home. His card is home in another book. Can you afford to refuse him? Your graciousness is the backbone of the small library. You look up his number and let him have the book. His card then becomes inaccurate and a useless record.

I then tried the identification cards with adults. These small cards have no dates on them and are supposed to be carried with you. Results were no better. The man had on a different suit, and the lady carried a different bag.

I found that many people learned their registration numbers, and that I also learned a great many, but with so many numbers can

you depend on memory alone? It is so easy to invert them and one book mischarged is the very one that is never returned.

And so this, my last and I think ideal, solution of the problem came to me. Each family is assigned one number, and this keeps the numbers one-half or more lower. Give Mrs. the plain number, as 25, for she uses the library more than her husband. Then let Mr. have 25m, John 25j, Dorothy 25d, and so on.

Of course when Billy, Betty and Bob all come in together you catch your breath a minute, then you realize Billy is w, Betty either b or e, and Bob is r. There are duplicates, but you can use the middle or last initial or the second letter of the first name. And Mary can never have m which belongs to Mr., so give her 25a.

The librarian in a small town knows her people by name and very soon learns the family number by constant repetition. Adults need no cards and feel free to take a book at any time. If memory fails, to verify the number takes no longer than to withdraw a borrower's card from a file.

I still use cards with the children thru the eighth grade. Their reading time is limited and the number of books borrowed should be regulated by their ability, by the book stock, and by their access to the library. Children are proud of their membership cards and can tell at a glance whether they have one or two books to return. When they enter high school you can say, "Both you and I know your number now and you may borrow what books you need without a card." The card is destroyed and one more membership is deducted from the juvenile and transferred to the adult count.

Any change in registration system is really enjoyed by the public, and people who have not borrowed a book in some time will come just to see how the new plan works.

The saving in filing space is considerable. No adult cards to file, with time saved too. And the registration file by number can be shortened by entering a whole family on one card, with Mrs. at the top. Think of the saving in cards and the joy of having one file where a whole family is grouped together. If John reports he has moved, you can change the address of the whole family by a correction on only one card.

In larger libraries this system of numbering could be a life-saver to keep families properly identified thru the changing addresses of hundreds of Smiths or Cohens. But some kind of card should be presented when withdrawing books.

FLORA CUTLER COEN

Lake Bluff Public Library
Lake Bluff, Ill.

The First Reading Institute

To the Editor:

In your December issue, we note in the School Libraries Section an article about the Reading Laboratory Institute conducted during the Summer Session of 1937 at Peabody College. It is there stated that this was the first such institute to be held in the United States. Lest it should be generally thought that California has lost its educational pep, I call attention to the Reading Conference which was conducted by the Department of Education of Claremont Colleges during the Summer Session of 1936, which was followed by a second Conference in the Summer Session of 1937. A mimeographed volume of the papers of the first Conference was published, amounting to something over 150 pages. The papers of the Second Conference, about 120 pages, are also being published. The topics discussed were quite similar to those at the Peabody Institute, and the proceedings included demonstration in the use of instruments. The Conference was arranged by Dr. Peter L. Spencer, of the Department of Education, Claremont Colleges.

WILLIS KERR, *Librarian*
Claremont College Library
Claremont, Calif.

[Professor Ullin W. Leavell of Peabody College, in a note addressed to Mr. Kerr, replies:

"I note with interest your statement regarding a reading conference which was held in your institution in 1936.

"While I do not want to appear to quibble over terms, I think there is a fundamental difference between such a conference as you refer to, and which is a type that has frequently been held in this institution and others throughout the United States, and a laboratory institute. In our institute here last summer, we not only discussed problems related to reading instruction from all points of view, but we presented various types of scientific instrumentation and gave actual practice in the operation of these instruments. It was to this latter phase of work that we gave particular emphasis. The entire afternoon program was devoted to laboratory practice in the technique of operation of instruments and the interpretation of data developed therefrom. It was the opinion of the specialists of the American Optical Company, Western Electric Company, Keystone View Company and other firms whose instruments we used that this institute was novel in its emphasis upon training superintendents, supervisors, teachers and reading specialists in this work.

"We hope to have a second institute next July 7-16."]

MORE SERVICE THAN CIRC

LJ's 2019 Budgets and Funding survey shows less lending but more programming, patron amenities, and outreach

By Lisa Peet

In keeping with the trends of the past few years—and showing some incremental improvements—the 318 libraries that responded to *LJ's* 2019 Budgets and Funding survey reported a steady average increase in their budgets for operations, materials, and personnel. Gains have leveled off somewhat from their encouraging climb during the initial part of the decade, but in most areas, libraries of all sizes maintained an upward course.

Total operating budgets averaged \$7,046,700, a rise of 3.5%, compared with 2017, though different libraries report each year, making such comparisons subject to variations in the sample. This bested both last year's 2.8% and 2016's 3.4% gains. Slightly fewer libraries saw their operating budgets grow—76%, down from last year's 77%—but those that did saw a larger increase.

Materials budgets grew by 2.4%, representing modest but continual progress when compared with 2017's 2.5%. Just over half of the responding libraries (56%) increased materials spending, with one quarter reporting a contraction in materials outlay. Funding for staff increased as well, with 83% of the libraries reporting an increase in personnel funds.

These numbers were not evenly distributed across large and small libraries, however. Libraries serving populations of 250,000 to 499,999 reported the largest boost in operating budget dollars, which rose by a full 5%. Those same midsize libraries, however, saw one of the smallest increases in materials budgets, at 0.5%—second only to the smallest libraries. The largest, serving one million or more, were well above the average with regard to growth in their materials budgets but saw the least gain of all library sizes in personnel and operating budgets.

The data was weighted by population served to even out

fluctuations in respondent sample sizes each year. When analyzed in terms of customers served, the average per capita funding for 2018 was \$50.68, down from the previous year's \$55.80; per capita materials funding dropped to \$5.54 from \$6.09. Although these figures could reflect 2017's sampling of above-average funded libraries, the drop in per capita circulation can't be so easily explained: it dipped to an average of 8.25 items—the lowest in nine years of tracking. And these findings echo those of the separate sample of librarians who responded to *LJ's* Materials Survey and also saw a drop in circulation. For more details, see Barbara Hoffert's "Circ Shift," p. 42.

PER CAPITA CIRC TRENDRNG

SURVEY YEAR	PER CAPITA CIRCULATION
2010	10.17
2011	10.19
2012	9.94
2013	10.00
2014	9.97
2015	9.32
2016	8.70
2017	10.10
2018	8.25

Trending is based on different libraries responding each year, but is weighted to even fluctuations by population served.

SOURCE: *LJ* BUDGETS & FUNDING SURVEY 2019

PER PERSON

For the most part, libraries in the American Midwest continued last year's trend of boasting the highest average funding, with those in the South typically trending well below the national average. Actual per capita total funding dwindled noticeably, however—down to \$64.03 from 2017's \$66.67 in the Midwest and in the South \$31.78, nearly \$2 a head down from last year's \$33.76. Suburban libraries saw the highest per capita funding averages at \$63.63, with those in small towns trailing at \$39.75.

Per capita materials funding saw a 9% drop from last year's numbers. And while this is cause for some concern, it should also be taken in context of 2017's anomalous spike, when those dollars jumped 11.9% from the year before. Given that

per capita materials dipped 2.5% in 2016 after rising 2.2% the year before, 2018's downturn can be seen as an expected adjustment to 2017's 11.9% jump. Following the general regional trend, per capita materials funding in Midwestern libraries was 29% higher than the national average and 34% below in the South.

Per capita circulation also saw a spike last year, although not as pronounced as that in materials funding, jumping

Lisa Peet is Associate News Editor, *LJ*

briefly to an average of 10.10 items per person—numbers more typical of the immediate postrecession in 2010 and 2011.

MATERIAL WORLD

Materials circulation is not dropping drastically, but even large, thriving urban systems saw their numbers decline. “It keeps inching down,” says Misty Jones, director of the 36-branch San Diego Public Library. “Visitor statistics are up, and program statistics are up—everything else is up, except people just aren’t checking out as many books.”

When it came to book and media circulation, the total average of 1,203,800 was down more than 100,000 items from the previous year. Numbers were highest in Midwest and suburban libraries, with about ten to 11 circulated items per person. Spending on materials was up, at 66¢ per circ on average, compared to 60¢ the year before. Rural libraries spent the most per individual circ, as did those in the Northeast.

There are a number of possible explanations for the drop, including a rise in usage of e-materials that may not be counted side-by-side with physical materials; ebooks that are part of vendor packages may also be considered database materials when circulation is assessed. And materials lent by other libraries under consortial agreements are not rolled into the borrowing library’s ILS statistics.

In addition, although recent studies have focused on the question of whether library lending has cut into ebook sales, the reverse may also be true: patrons accustomed to the ease and relatively low cost of online ebook purchasing and instantaneous delivery may bypass long holds lists on popular new releases for the immediacy of one-click ordering—particularly if a library’s budget can’t keep pace with the demand for best sellers. “It’s so convenient and cheap now to order off Amazon,” explains Jones, “when somebody wants to read a new book, we’ll have a hold list of 700 people. Some will wait; a lot of people will just buy it themselves.”

BRINGING THEM IN

Another answer to the question of dropping circulation may involve increases in programming, in-library amenities such as Wi-Fi and Maker spaces, and outreach such as mobile Maker labs. Although this year’s survey did not ask specifically about programming dollars, anecdotal responses indicate that the abundant options open to library visitors have drawn the focus away from checkouts at the same time as materials funding has dipped slightly. Libraries spent an average of nearly \$305,000 on technology, with 42% of respondents reporting an increase in tech spending over the previous year (and an equal percentage who said their tech spending remained unchanged).

About half of the libraries surveyed spent money on outreach last year, averaging \$53,500. A quarter said this was an increase over the previous year. The larger the library, the more likely it was to dedicate money to outreach, with all of the libraries serving more than one million answering in the affirmative.

All of these strategies serve the community and bring increasing numbers of people in the door but don’t necessarily translate into borrowing.

“While we have seen some softness in checkout of physical materials, we are noticing very strong checkout of e-content, especially streaming e-content,” says Ray Baker, director of the Miami-Dade Public Library System, FL. “More important, we are seeing increased attendance at our library locations, programs, and events and even seeing a higher number of new library cards being issued. It may be overly simplistic, and something that we all already know, but people are enjoying the library in different ways.”

In response to an open question on the survey about what has influenced public support for the library over the last two years, many noted that augmented programming has increased goodwill from stakeholders.

“Our branch library, the Museum of Heritage and Arts, has art and history exhibits as well as our Southwest history

OUTREACH AND TECH SPENDING

POPULATION SERVED	% MADE TECHNOLOGY PURCHASES	AVERAGE TECHNOLOGY SPENDING	% MADE OUTREACH PURCHASES	AVERAGE OUTREACH SPENDING
Under 10,000	96	\$9,800	41	\$2,700
10,000–24,999	94	\$37,300	32	\$6,500
25,000–49,999	97	\$67,600	48	\$17,000
50,000–99,999	94	\$111,600	50	\$31,100
100,000–499,999	100	\$398,200	60	\$78,400
500,000–999,999	100	\$1,477,500	50	\$183,700
1 million or more	100	\$2,298,900	100	\$311,800

SOURCE: LJ BUDGETS & FUNDING SURVEY 2019

collection and genealogy research,” says Cynthia Shetter, director of the Village of Los Lunas Public Library, NM. “We have also taken on tourism by utilizing the municipal minibuses to take people on tours within a two-hour drive of Los Lunas. This [enabled] the library/museum to be part of the tourism task force the village created this past year. Local government officials recognized that we were not only contributing to the economic development of the community...but [serving] as an ecotourism ambassador for the community as well.”

STAFF, HOURS UNCHANGED

Personnel budgets rose by 3.8%, leveling off somewhat from 2017’s 4.5% boost. Staffing itself, however, is largely flat, with an average increase of only 0.7 full-time employees reported by respondents. Fifty-six percent reported no change in staff size from 2017 to 2018, and only 10% had downsized. But as this year’s average of 64.2 FTE demonstrated, the hoped-for rebound to prerecession numbers is still far on the horizon.

Close to half of library staff are employed full-time, with urban libraries and those in the South most likely to provide full-time employment. Under one-fifth of employees—18.6%—hold MLIS degrees; urban and suburban libraries and those in the Northeast and larger libraries employ a higher percentage of credentialed librarians. Government-funded libraries employ slightly more full-time staff than those in independent tax districts; the difference in credentialed librarians by funding source is negligible.

About 96% of libraries devoted money to professional development for their staffers, ranging from \$1,900 at the

smallest libraries to just over \$104,000 at the largest. This was an increase over the previous year for 35% of the libraries surveyed; roughly half reported no change.

Open hours also showed little change, although up slightly from 2010 levels. The average number of open hours per location is 51.6 per week; responding libraries averaged 4.7 locations, with over half (53%) operating a single branch. Suburban and Midwestern facilities reported the most open hours per location; rural libraries and those in the West/Mountain region the fewest; none had a net decrease in hours this year.

FIGHTING ANTITAX SENTIMENT

While the 2018 midterm elections did not produce the groundswell of support promised by 2017's elections (see John Chrastka & Samantha Mairson's "Stable Support," p. 37), funding at both the state and local level has remained solid, with both up from 2017.

Taxing distribution of the libraries surveyed was nearly identical to last year. Two-thirds of the libraries surveyed were subject to a local budget appropriation, averaging operating budgets of more than \$5.7 million in 2018. The 27% of respondents funded through independent taxing districts brought in nearly twice as much, averaging just over \$10.5 million.

Yet while tax dollars are reliable sources of income, they are also seeing some backlash from antitax sentiment among voters. The state of Kentucky, for example, has weathered

has an organized group of advocates whom it can mobilize for future campaigns.

FUNDING FROM ALL CORNERS

Local funding, while up only moderately from 2017, still represents an increase of 2.4% over last year's dollar amounts. Some 62% of the libraries surveyed reported an increase in local funding, with the greatest gains reported for libraries serving populations of 10,000 to 24,999, and the least seen by the smallest libraries. Locally funded libraries in the Northeast saw significantly less than other regions—possibly because they represented smaller libraries, as per capita funding in the Northeast was not comparably low. Urban libraries, on the other hand, brought in healthy pieces of the pie, nearly tripling the average of both locally appropriated and independent tax dollars.

On a larger scale, successful statewide measures such as New Mexico's General Obligation (GO) Bond Issue B, which passed in November by more than 68% and will provide \$12.876 million in aid to libraries statewide, helped drive state funding up this year by 1.3% after a three-year turndown. Those dollars were not evenly allocated across the board, however. The largest libraries, serving 500,000 residents or more, saw their state funding drop by more than 7%, and libraries on the smaller end of the spectrum experienced shrinkage as well. Those serving populations of 100,000 to 499,999, on the other hand, saw a gain of 7.5%. Midwestern libraries accounted for much of that increase, while state funding for libraries in the Northeast dropped by 2.4%.

Nearly all libraries receive donation money, which covers some 1.8% of their total operating budgets. Individual and foundation purse strings were tighter this year; the average donation of \$123,000 was down from last year's \$143,000. Grant money, on the other hand, was up significantly, averaging more than \$107,000 over 2017's \$70,000—which had represented a nearly 40% drop from the year before.

In a year noted for challenges that included floods, wildfires, and violence, a number of libraries received additional donations through relief funds to help rebuild or as gestures of sympathy—although many damaged libraries are still struggling to reopen. After an active shooting event in August 2017 in which two staff members lost their lives, notes Margaret Hinchee, director of the Clovis-Carver Public Library, NM, "There was an outpouring of support (through memorial donations as well as emotional support) throughout the year."

Budget offices predict a 2.1% increase in total operating budgets for next year. Most libraries are reasonably optimistic, predicting a nominal increase—with the exception of the largest, which anticipate a .5% drop in their total budget. The next smallest size, serving 500,000–999,999, have the brightest outlook, forecasting a larger-than-average uptick of 4.2%.

As many libraries move away from the traditional lending model toward new, often necessary models of engagement, they are reallocating budget dollars toward programming and services—as well as outreach, marketing, professional development, and other proactive requirements. Circulation numbers may be going down, but rather than be a cause for alarm, the 2018 statistics demonstrate how libraries are continually redefining their offerings to benefit their constituents. ■

GRANTS AND DONATIONS

POPULATION SERVED	% RECEIVED GRANTS	AVERAGE GRANT RECEIVED	% RECEIVED DONATIONS	AVERAGE DONATION RECEIVED
Under 10,000	77	\$10,475	100	\$10,382
10,000–24,999	79	\$14,725	97	\$53,578
25,000–49,999	77	\$21,713	99	\$32,590
50,000–99,999	82	\$42,122	98	\$95,670
100,000–499,999	78	\$110,649	89	\$118,743
500,000–999,999	87	\$402,688	100	\$667,601
1 million or more	100	\$2,139,346	100	\$1,081,791

SOURCE: LJ BUDGETS & FUNDING SURVEY 2019

nearly six years of lawsuits over property tax collection for libraries, notes Julie Maruskin, director of the Clark County Public Library, Winchester, with opponents persistently citing two typical issues. "The first of these is duplication of services; many detractors feel that such a large percentage of the population have access to the Internet that libraries are no longer necessary, at least as a publicly supported entity," says Maruskin. "The second is that library facilities simply should not be supported as a taxing district by those who do not use the services, or who feel that the library serves an inordinately high percentage of the population that the detractor perceives as a tax burden in other ways."

In last November's elections, New York's Woodstock Public Library rallied residents to defeat a community group-led ballot question that would have dissolved the library's tax district and its governance, incorporating the library under the town board. The silver lining, notes board president Dorothea Marcus, is that the library now