

August 18, 2020 Board Meeting

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 July 21, 2020 Board of Trustees Meeting (action)(2 minutes)(7:09pm)(available at meeting)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	July Detailed Revenue & Expense Report (action)	4A-4E
	July Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	July Check Disbursement Report (action)	6A-6D
7	Committee Reports (10 minutes)(7:29pm)	
8	New Business	
	Vote of Thanks - Scot Butler (action)(5 minutes)(7:34pm)	7A-7B
	Vote of Thanks - Marlene Scheibl (action)(5 minutes)(7:39pm)	8A-8B
	D65 Agreement Renewal (action)(10 minutes)(7:49pm)	9A-9E
	D115 Agreement Renewal (action)(10 minutes)(7:59pm)	10A-10E
9	Old Business	
	Values Statement (action)(10 minutes)(8:09pm)	11A
	Capital Project Update (5 minutes)(8:14pm)	
10	Director's Report (5 minutes)(8:19pm)	
	Librarian's Narrative Report	12A-12B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:20pm)	
14	Attachments	
	Friends Meeting Dates	13A
	July Usage Statistics (Available at Meeting)	14
	Budget Variance Document (Available at Meeting)	15

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 18th, 2020 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

NOTICE: The meeting of the Board of Library Trustees of the Lake Bluff Public Library will be held without a quorum of Trustees physically present. The Trustees will conduct the Board meeting with Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

In keeping with guidelines on meetings and social distancing, there will be no physical gathering of Trustees or the Public at the Library. The meeting is open to attendance by the public by the following:

Join Zoom Meeting

<https://zoom.us/j/91322915914?pwd=ZnQ5bUttVjVwTXp3d3U0TG91enlhZD09>

Meeting ID: 913 2291 5914

Passcode: 315537

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Find your local number: <https://zoom.us/u/adnDIKxUwD>

Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey ebailey@lakeblufflibrary.org The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Library Director Eric Bailey at 847-401-4952 or ebailey@lakeblufflibrary.org

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 July 21st, 2020 Board Meeting **(action)(2 minutes)(7:09pm)**
5. **July 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. July Detailed Revenue & Expense Report
 - b. July Detailed Balance Sheet
6. **Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. July Monthly Checks (14468-14498)**(action)**
7. **Committee Reports (10 minutes)(7:29pm) (Did Not Meet)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - c. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)
 - d. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
 - e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes.)
 - g. Outreach Committee (**CHAIR:** Butler. **Members:** Jerch.)
8. **New Business**
 - a. Vote of Thanks – Scot Butler **(action)(5 minutes)(7:34pm)**
 - b. Vote of Thanks – Marlene Scheibl **(action)(5 minutes)(7:39pm)**
 - c. D65 Agreement Renewal **(action)(10 minutes)(7:49pm)**
 - d. D115 Agreement Renewal **(action)(10 minutes)(7:59pm)**
9. **Old Business**
 - a. Values Statement **(action)(10 minutes)(8:09pm)**
 - b. Capital Project Update **(5 minutes)(8:14pm)**
10. **Director’s Report (5 minutes)(8:19pm)**
 - 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)(8:20pm)

Attachments:

Friends Meetings for 2020

Values Statement

Resolution of Thanks for Scot Butler

Resolution of Thanks for Marlene Scheibl

D65 Renewal Agreement

D115 Renewal Agreement

Upcoming Board Meetings: August 18, September 15, and October 20, 2020.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, July 21st, 2020 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held without a quorum of Trustees physically present. The Trustees conducted the Board meeting with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published prior to the meeting so that members of the public could log in.

1. **Call to Order:** Library Director Eric Bailey called the meeting to order at 7:30 pm because Trustee Jerch was having technical difficulties. Again, my apologies. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Janie Jerch, and Cal Stroh. Library Employees Martha O'Hara, Eliza Jarvi, Katie Horner, and Jillian Chapman were also present. Trustee and Board President Kathy Meierhoff was absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** No one wished to speak.
4. **Approval of Minutes from May 18, 2020:** In item 10b, Bailey noted that the minutes misstated information about non-resident fees; that the \$16 fee only applied to residents of apartments and mobile homes in unincorporated Lake Bluff. He stated that the minutes should be revised to drop everything after "Student Non-Resident program". Stroh moved and Butler seconded a motion to approve the minutes of May 18, 2020; all voted aye.
5. **April and May 2020 Financial Reports:** Bailey noted that the first deposit of property tax revenue came in May and the second in June, with another big deposit expected in October, that a payment to Nicki Snoblin was for delivery and administration of the new website, and that printing costs were substantially lower because there have been no programs. Additionally, to date, the Library has lost only about \$4500 in typical revenue from passports, fees, etc. due to closing, but that office supply expenses have been high from purchases of PPE, cleaning equipment, etc. We are also buying books again, which is a positive sign! Stroh moved and Butler seconded a motion to approve the May and June 2020 Detailed Balance and Revenue/Expense Reports; all voted aye.
6. **Approval of May and June 2020 Checks:** Some expenses in May worth noting were to Ebsco for all of our periodicals, payment to the new benefits group which requires that as members, we pay annually for the first five years to fund a pool of money for insurance payouts and that we have 2 more payments until this expense goes away. June noteworthy expenses included repairs to doors on the east side of the building, main floor and basement levels, and that the check written to Eric was for Lysol wipes, which had to be purchased piecemeal by some of his family members due to stores limiting those purchases. Stroh moved and Butler seconded a motion to approve the May monthly checks numbered 14406-14432 and the June monthly checks numbered 14433-14467; all voted aye.
7. **Committee Reports:** Surprise! No committees met!
 - (Did Not Meet)
 - a. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
 - b. **Bylaw and Policy Committee:** (Stroh and Heintzelman.)
 - c. **Finance** (Hayes, Butler and Meierhoff)
 - d. **Human Resources** (Butler, Heintzelman, and Jerch.)
 - e. **Intergovernmental** (Bailey, Meierhoff, and Stroh.)
 - f. **Long Range Planning** (Heintzelman and Hayes.)
 - g. **Outreach / Community Engagement** (Butler and Jerch.)

8. New Business:

- a. Our Values Statement, referenced from the Long-Range Plan from 2019, strategy a1, was bumped up on the 'to-do' list due to 2020 being so disrupted. In the ensuing discussion, Butler wanted to add 'courtesy', possibly under Service, and 'transparency', possibly under Stewardship. Bailey and O'Hara will look at possible revision and will bring it to the next Board meeting.
- b. The "abridged" version of Lake Bluff Library's opening will allow 25 patrons in at a time, not including museum or library staff, and that kids will be more closely regulated than normal. Monday, July 20th, was the first "open" day, and it went well. The current schedule will be MWF open 2 pm-6 pm, TuThSat curbside pick up only, hours 2 pm-6pm Th-Th, and 1 pm-5 pm Sat. Mornings will be reserved for behind-the-scenes staff work. We hope to be able to expand those hours in the near future!

9. Old Business:

- a. Capital Project Update: Nothing new to report.

10. Director's Report Highlights:

- The Summer 2019 issue of the Lake Bluff Library's quarterly newsletter, called "Reading is Magic", received the ALA PR Xchange Award; kudos to Martha O'hara and Jillian Chapman!
- Marlene Scheibl is leaving her position with the Village of Lake Bluff, but Bettina O'Connor will be staying, and Tom Dunn will be filling in for Marlene in the short term. Library staff will plan some recognition for Marlene in August.

11. Executive Session: There was none.**12. Any and All Other Business which may properly come before the Board:** Stroh agreed to attend the Friends of the Library Zoom meeting in August, Butler in September, and Hayes in October. Also, Bailey requested that the trustees look over the budget variance document prior to the next meeting. Upcoming Board meetings are August 18, September 15, and October 20, 2020.**13. Adjournment:** Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:34 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BGD USED
		MONTH 07/31/20 INCR (DECR)	MONTH 07/31/19 INCR (DECR)	07/31/2020 NORM (ABNORM)	07/31/2019 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	62,199.04	25,600.10	461,274.83	503,231.91	987,711.00	46.70
PROPERTY TAX		62,199.04	25,600.10	461,274.83	503,231.91	987,711.00	46.70
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	8.87	167.85	8.87	521.69	2,100.00	0.42
080-300-34250	NON-RESIDENT FEES	416.22	1,142.57	874.89	2,401.60	7,000.00	12.50
080-300-34260	PASSPORT FEES	0.00	455.00	0.00	2,135.00	10,000.00	0.00
SERVICES		425.09	1,765.42	883.76	5,058.29	19,100.00	4.63
FINES							
080-300-35700	RENTAL FINES	88.60	741.57	138.30	2,487.62	2,000.00	6.92
FINES		88.60	741.57	138.30	2,487.62	2,000.00	6.92
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	780.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,500.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	2,206.52	100.00	19,445.84	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	16.36	3,021.00	241.36	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	3.70	42.50	3.70	103.80	1,000.00	0.37
MISCELLANEOUS REVENUE		3.70	2,265.38	3,124.70	19,791.00	11,830.00	26.41
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	105.49	1,065.27	356.90	1,936.17	10,000.00	3.57
INTEREST EARNINGS		105.49	1,065.27	356.90	1,936.17	10,000.00	3.57
Total Dept 300 - REVENUE		62,821.92	31,437.74	465,778.49	532,504.99	1,030,641.00	45.19
TOTAL REVENUES		62,821.92	31,437.74	465,778.49	532,504.99	1,030,641.00	45.19
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/20 INCR (DECR)	ACTIVITY FOR MONTH 07/31/19 INCR (DECR)	YTD BALANCE 07/31/2020 NORM (ABNORM)	YTD BALANCE 07/31/2019 NORM (ABNORM)	2020-21 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,294.58	15,024.24	38,030.61	46,203.73	182,000.00	20.90
080-603-40030	STAFF SALARIES	29,044.14	26,639.75	80,945.07	84,763.18	317,000.00	25.53
SALARIES		41,338.72	41,663.99	118,975.68	130,966.91	499,000.00	23.84
BENEFITS							
080-603-40400	MEDICAL INSURANCE	0.00	7,744.85	16,695.78	27,861.75	95,000.00	17.57
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,109.65	3,107.76	8,943.35	9,780.37	38,000.00	23.54
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,496.14	2,541.75	10,385.93	7,726.77	39,000.00	26.63
BENEFITS		6,605.79	13,394.36	36,025.06	45,368.89	172,250.00	20.91
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	1,791.50	1,410.00	9,558.00	13,967.42	35,000.00	27.31
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	0.00	19.00	1,000.00	0.00
080-603-41050	MAINTENANCE-GROUNDS	600.00	225.00	825.00	1,065.00	6,500.00	12.69
080-603-41300	COMPUTER SERVICES	0.00	0.00	6,520.00	6,520.00	13,000.00	50.15
080-603-41313	COPIER MAINTENANCE/SUPPLIES	368.05	426.36	830.40	1,105.50	4,000.00	20.76
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	150.00	200.00	7,250.00	312.00	5,000.00	145.00
080-603-41350	LEGAL SERVICES	1,462.50	1,995.00	1,462.50	1,995.00	2,000.00	73.13
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	42.11	3,733.49	1,790.68	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	6,041.00	0.00
CONTRACTS		4,372.05	4,298.47	30,179.39	26,774.60	72,541.00	41.60
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	277.24	0.00	397.24	3,000.00	0.00
080-603-42440	DUES	206.14	556.14	206.14	751.09	2,500.00	8.25
080-603-43230	UTILITIES	825.31	1,029.55	4,015.74	3,604.41	15,000.00	26.77
080-603-43300	POSTAGE	0.00	59.75	558.74	913.99	3,500.00	15.96
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	1,201.98	2,909.97	10,000.00	12.02
080-603-43550	OFFICE SUPPLIES	906.81	433.91	3,217.28	990.95	6,000.00	53.62
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	130.66	173.76	448.63	2,000.00	8.69
080-603-43668	TECHNICAL SERVICES SUPPLIES	82.01	280.00	514.75	1,041.69	5,000.00	10.30
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	40.82	0.00	80.33	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	1,500.00	1,069.63	2,947.30	1,631.68	7,000.00	42.10
080-603-43720	JUVENILE PROGRAM SUPPLIES	0.00	195.64	1,069.85	2,315.05	7,000.00	15.28
080-603-43730	OUTREACH SUPPLIES	108.26	713.75	114.26	1,468.83	5,000.00	2.29
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	218.88	0.00	623.96	1,250.00	0.00
COMMODITIES		3,658.52	5,035.96	14,019.80	17,177.82	67,750.00	20.69
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	128.44	111.35	297.74	282.95	2,000.00	14.89
PROGRAM EXPENSES		128.44	111.35	297.74	282.95	2,000.00	14.89

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDDT
		MONTH 07/31/20	MONTH 07/31/19	07/31/2020	07/31/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,421.52	1,327.31	3,605.80	4,277.81	17,000.00	21.21
080-603-45100	ADULT FICTION BOOKS	148.74	1,703.38	3,064.00	4,783.73	15,500.00	19.77
080-603-45110	ADULT LARGE PRINT MATERIAL	164.22	49.55	235.69	102.17	600.00	39.28
080-603-45200	ADULT AUDIO VISUAL MATERIAL	316.40	1,002.50	1,502.94	3,116.03	15,500.00	9.70
080-603-45220	ADULT REFERENCE/E-REFER	2,000.00	500.00	11,987.74	8,783.00	16,500.00	72.65
080-603-45400	JUVENILE NON-FICTION	0.00	5.99	24.85	3,123.37	11,500.00	0.22
080-603-45410	PICTURE BOOKS, READERS	10.21	214.37	672.55	1,115.29	6,000.00	11.21
080-603-45420	JUVENILE FICTION	289.05	755.20	827.98	2,124.84	10,000.00	8.28
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	206.00	0.00	474.52	4,000.00	0.00
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	2,000.00	0.00
080-603-45450	TEEN BOOKS	0.00	122.87	159.00	564.39	2,500.00	6.36
080-603-45460	E-BOOKS	2,047.67	0.00	5,961.88	0.00	17,000.00	35.07
080-603-45470	GRAPHIC NOVELS	0.00	15.25	0.00	15.25	750.00	0.00
080-603-45500	PERIODICALS	0.00	17.05	3,705.73	4,200.01	6,750.00	54.90
080-603-45510	VIDEO GAMES	343.54	194.41	343.54	542.10	3,500.00	9.82
080-603-45520	TRENDING TITLES	68.31	131.84	134.13	284.96	2,000.00	6.71
080-603-45600	PATRON & STAFF SOFTWARE	901.96	1,387.70	6,048.15	4,853.10	6,000.00	100.80
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,950.00	21,532.00	22,000.00	99.77
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	3,175.00	0.00	1,000.00	317.50
080-603-58100	COMPUTER EQUIPMENT	40.75	2,090.00	40.75	13,632.53	40,000.00	0.10
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		7,752.37	9,723.42	63,439.73	73,525.10	201,100.00	31.55
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		63,855.89	74,227.55	262,937.40	294,096.27	1,035,641.00	25.39
TOTAL EXPENDITURES		63,855.89	74,227.55	262,937.40	294,096.27	1,035,641.00	25.39
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		62,821.92	31,437.74	465,778.49	532,504.99	1,030,641.00	45.19
TOTAL EXPENDITURES		63,855.89	74,227.55	262,937.40	294,096.27	1,035,641.00	25.39
NET OF REVENUES & EXPENDITURES		(1,033.97)	(42,789.81)	202,841.09	238,408.72	(5,000.00)	056.82

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/20 INCR (DECR)	ACTIVITY FOR MONTH 07/31/19 INCR (DECR)	YTD BALANCE 07/31/2020 NORM (ABNORM)	YTD BALANCE 07/31/2019 NORM (ABNORM)	2020-21 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	0.00	0.00	0.00	7,152.50	0.00
GRANTS		0.00	0.00	0.00	0.00	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	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	17,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	5,366.85	7,152.50	0.00
CONTRACTS		0.00	0.00	0.00	5,366.85	7,152.50	0.00
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	1,467.19	182.56	4,827.25	7,401.41	17,000.00	28.40
PROGRAM EXPENSES		1,467.19	182.56	4,827.25	7,401.41	17,000.00	28.40
Total Dept 603 - LIBRARY ADMINISTRATION		1,467.19	182.56	4,827.25	12,768.26	25,152.50	19.19
TOTAL EXPENDITURES		1,467.19	182.56	4,827.25	12,768.26	25,152.50	19.19
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL EXPENDITURES		1,467.19	182.56	4,827.25	12,768.26	25,152.50	19.19
NET OF REVENUES & EXPENDITURES		(1,467.19)	(182.56)	(4,827.25)	(12,768.26)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDT
		MONTH 07/31/20	MONTH 07/31/19	07/31/2020	07/31/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		62,821.92	31,437.74	465,778.49	532,504.99	1,055,793.50	44.12
TOTAL EXPENDITURES - ALL FUNDS		65,323.08	74,410.11	267,764.65	306,864.53	1,060,793.50	25.24
NET OF REVENUES & EXPENDITURES		(2,501.16)	(42,972.37)	198,013.84	225,640.46	(5,000.00)	3,960.28

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(18,589.14)	(5,005.99)
	A/R - OTHER	(18,589.14)	(5,005.99)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	143,424.31
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	477,772.89
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,815.76	20,802.02
	CASH/INVESTMENTS	448,961.15	642,151.02
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(20,604.89)	(20,604.89)
	DUE TO OTHER FUNDS	(20,604.89)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	987,714.19	987,714.19
	PROPERTY TAX RECEIVABLE	987,714.19	987,714.19
	Total Assets	1,402,383.31	1,609,156.33
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	18,670.63	18,670.63
	ACCRUED PAYROLL	18,670.63	18,670.63
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,260.55	15,624.31
	ACCOUNTS PAYABLE	14,260.55	15,624.31
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	1,878.49
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	689.68
	A/P - OTHER	0.00	2,568.17
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	OTHER LIABILITIES	0.00	0.00
	UNAVAILABLE PROPERTY TAXES		
080-200-24000	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	Total Liabilities	1,020,645.37	1,024,577.30
*** Fund Balance ***			
	NET POSITION/FUND BALANCE		
080-290-29000	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	Total Fund Balance	329,738.34	329,738.34
	Beginning Fund Balance - 19-20		329,738.34
	Net of Revenues VS Expenditures - 19-20		51,999.60
	*19-20 End FB/20-21 Beg FB	381,737.94	
	Net of Revenues VS Expenditures - Current Year		202,841.09
	Ending Fund Balance		584,579.03
	Total Liabilities And Fund Balance		1,609,156.33

* Year Not Closed

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
082-100-11360	A/R - OTHER GRANTS RECEIVABLE	7,152.20	7,152.20
	A/R - OTHER	7,152.20	7,152.20
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(73,952.28)	(77,312.34)
	CASH/INVESTMENTS	(73,952.28)	(77,312.34)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
	DUE TO OTHER FUNDS	20,604.89	20,604.89
	Total Assets	(46,195.19)	(49,555.25)
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	0.00	1,467.19
	ACCOUNTS PAYABLE	0.00	1,467.19
	Total Liabilities	0.00	1,467.19
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(22,034.52)	(22,034.52)
	NET POSITION/FUND BALANCE	(22,034.52)	(22,034.52)
	Total Fund Balance	(22,034.52)	(22,034.52)
	Beginning Fund Balance - 19-20		(22,034.52)
	Net of Revenues VS Expenditures - 19-20		(24,160.67)
	*19-20 End FB/20-21 Beg FB	(46,195.19)	
	Net of Revenues VS Expenditures - Current Year		(4,827.25)
	Ending Fund Balance		(51,022.44)
	Total Liabilities And Fund Balance		(49,555.25)

* Year Not Closed

User: EBAILEY

CHECK DATE FROM 07/22/2020 - 08/19/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/13/2020	LIBCK	14468	4627908	ACCESS ONE, INC.	UTILITIES	080-603-43230	825.31
08/13/2020	LIBCK	14469	796645598833	AMAZON	OFFICE SUPPLIES	080-603-43550	37.99
		14469	664969889476		ADULT NON-FICTION BOOKS	080-603-45000	9.83
		14469	554664837369		ADULT NON-FICTION BOOKS	080-603-45000	23.39
		14469	454357784833		ADULT NON-FICTION BOOKS	080-603-45000	21.82
		14469	484368348658		ADULT NON-FICTION BOOKS	080-603-45000	153.32
		14469	836755439344		ADULT NON-FICTION BOOKS	080-603-45000	24.95
		14469	745335477343		ADULT NON-FICTION BOOKS	080-603-45000	64.18
		14469	834475758469		ADULT NON-FICTION BOOKS	080-603-45000	9.29
		14469	954856388957		ADULT NON-FICTION BOOKS	080-603-45000	33.93
		14469	687956633397		ADULT NON-FICTION BOOKS	080-603-45000	10.98
		14469	453468743545		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.58
		14469	455364984794		ADULT AUDIO VISUAL MATERIAL	080-603-45200	40.75
		14469	855669637864		ADULT AUDIO VISUAL MATERIAL	080-603-45200	151.21
		14469	456479794846		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14469	468956874557		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		14469	849564945589		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.97
		14469	997333755669		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.96
		14469	459977553486		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.97
		14469	454596695538		ADULT AUDIO VISUAL MATERIAL/C	080-603-45200	(0.01)
		14469	445335969498		VIDEO GAMES	080-603-45510	59.95
		14469	773498745957		VIDEO GAMES	080-603-45510	223.60
		14469	974846343478		VIDEO GAMES	080-603-45510	59.99
							1,024.63
08/13/2020	LIBCK	14470	ERI062720	ERIC BAILEY	OFFICE SUPPLIES/WIPES	080-603-43550	9.97
08/13/2020	LIBCK	14471	2035295131	BAKER & TAYLOR ENTERTAIN	TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		14471	2035294646		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14471	2035294593		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.45
		14471	2035294635		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.52
		14471	2035359434		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.42
		14471	2035324339		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.14
		14471	2035356597		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14471	2035307284		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.84
		14471	2035320286		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14471	2035340492		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14471	2035367914		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.53
		14471	2035392399		TECHNICAL SERVICES SUPPLIES	080-603-43668	29.55

User: EBAILEY

CHECK DATE FROM 07/22/2020 - 08/19/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14471	2035294646		ADULT NON-FICTION BOOKS	080-603-45000	30.95
		14471	2035294593		ADULT NON-FICTION BOOKS	080-603-45000	49.70
		14471	2035359434		ADULT NON-FICTION BOOKS	080-603-45000	141.26
		14471	2035307284		ADULT NON-FICTION BOOKS	080-603-45000	26.07
		14471	2035340492		ADULT NON-FICTION BOOKS	080-603-45000	32.90
		14471	2035367914		ADULT NON-FICTION BOOKS	080-603-45000	210.14
		14471	2035392399		ADULT NON-FICTION BOOKS	080-603-45000	578.81
		14471	2035294635		ADULT FICTION BOOKS	080-603-45100	132.84
		14471	2035320286		ADULT FICTION BOOKS	080-603-45100	15.90
		14471	2035295131		ADULT LARGE PRINT MATERIAL	080-603-45110	53.70
		14471	2035295696		ADULT LARGE PRINT MATERIAL	080-603-45110	110.52
		14471	2035356597		PICTURE BOOKS, READERS	080-603-45410	10.21
		14471	2035324339		JUVENILE FICTION	080-603-45420	289.05
		14471	2035294593		TRENDING TITLES	080-603-45520	52.49
		14471	2035359434		TRENDING TITLES	080-603-45520	15.82
							1,832.37
08/13/2020	LIBCK	14472	GOO071720	CLARENCE GOODMAN	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
08/13/2020	LIBCK	14473	26892	CRYSTAL MAINTENANCE	SERVBUILDG MAINT/CLEANING SERVICE	080-603-41000	645.00
08/13/2020	LIBCK	14474	MYE071720	DANIEL MYERS	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
08/13/2020	LIBCK	14475	569167	DORMAKABA USA, INC	MAINTENANCE-BUILDING	080-603-41000	296.00
08/13/2020	LIBCK	14476	INV-US-48615	ENVISIONWARE, INC.	PATRON & STAFF SOFTWARE	080-603-45600	522.75
08/13/2020	LIBCK	14477	ERI072820	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO ST	080-603-41000	90.00
		14477	ERI072820		PATRON & STAFF SOFTWARE/ADOBE	080-603-45600	15.93
		14477	ERI072820		MISCELLANEOUS EXPENSES/PAYFLC	080-603-46100	25.60
							131.53
08/13/2020	LIBCK	14478	ELI072820	FIRST BANKCARD	OFFICE SUPPL/MICROFIBER CLOTH	080-603-43550	32.53
08/13/2020	LIBCK	14479	MCO072820	FIRST BANKCARD	PRINTING/E-NEWSLETTER/ADOBE S	080-603-43410	29.99
		14479	MCO072820		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14479	MCO072820		PATRON & STAFF SOFTWARE/ZOOM	080-603-45600	29.98
		14479	MCO072820		PATRON & STAFF SOFTWARE/ONLIN	080-603-45600	39.99
		14479	MCO072820		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		14479	MCO072820		PATRON & STAFF SOFTWARE/ZOOM	080-603-45600	283.36
							396.27
08/13/2020	LIBCK	14480	LYN072820	FIRST BANKCARD	COMPUTER EQUIPMENT	080-603-58100	67.55

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 07/22/2020 - 08/19/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
08/13/2020	LIBCK	14494	60483	PEREGRINE, STIME, NEWMAN	LEGAL SERVICES	080-603-41350	1,462.50
08/13/2020	LIBCK	14495	REY072020	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	600.00
08/13/2020	LIBCK	14496	8059052133	STAPLES	OFFICE SUPPLIES/POST-IT NOTES	080-603-43550	14.38
		14496	8059052133		OFFICE SUPPLIES/COPY PAPER	080-603-43550	32.99
		14496	8059052133		OFFICE SUPPLIES/MAGIC TAPE	080-603-43550	18.49
		14496	8059052133		OFFICE SUPPLIES/BATTERIES	080-603-43550	44.78
							110.64
08/13/2020	LIBCK	14497	LYN071720	TERRENCE LYNCH	ADULT PROGRAM SUPPLIES	080-603-43710	300.00
08/13/2020	LIBCK	14498	122093681	ULINE	OFFICE SUPPLIES	080-603-43550	171.98
TOTAL - ALL FUNDS					TOTAL OF 31 CHECKS		17,091.50

--- GL TOTALS ---

080-603-41000	MAINTENANCE-BUILDING	1,791.50
080-603-41050	MAINTENANCE-GROUNDS	600.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	368.05
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	150.00
080-603-41350	LEGAL SERVICES	1,462.50
080-603-42440	DUES	206.14
080-603-43230	UTILITIES	825.31
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	619.74
080-603-43668	TECHNICAL SERVICES SUPPLIES	82.01
080-603-43710	ADULT PROGRAM SUPPLIES	1,500.00
080-603-43730	OUTREACH SUPPLIES	108.26
080-603-45000	ADULT NON-FICTION BOOKS	1,421.52
080-603-45100	ADULT FICTION BOOKS	148.74
080-603-45110	ADULT LARGE PRINT MATERIAL	164.22
080-603-45200	ADULT AUDIO VISUAL MATERIAL	316.40
080-603-45220	ADULT REFERENCE/E-REFER	2,000.00
080-603-45410	PICTURE BOOKS, READERS	10.21
080-603-45420	JUVENILE FICTION	289.05
080-603-45460	E-BOOKS	2,047.67
080-603-45510	VIDEO GAMES	343.54
080-603-45520	TRENDING TITLES	68.31
080-603-45600	PATRON & STAFF SOFTWARE	901.96
080-603-46100	MISCELLANEOUS EXPENSES	128.44
080-603-58100	COMPUTER EQUIPMENT	40.75
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	1,467.19
	TOTAL	17,091.50

New Business

Resolution of Thanks for Scot Butler

On July 24, 2020 Scot Butler notified the Library that his address had changed to one outside of incorporated Lake Bluff. As confirmed by the County Clerk's Office, this precludes Scot's continued service on the Board, even in a temporary capacity. Scot has been a mainstay as a trustee and officer of the Board of the Lake Bluff Public Library since 2013. A Resolution of Thanks for his years of service is included in the packet. **RECOMMENDATION:** That the resolution be approved and delivered to Scot Butler once signed, along with a certificate of thanks.

Resolution of Thanks for Marlene Scheibl

Marlene Scheibl, who had been Assistant Finance Director since 2008, worked her last day for the Village of Lake Bluff on July 24th, 2020. She is the new Finance Director for Villa Park. As the financial officer most involved with the library's finances, she has been an incredible asset to the Library. She will be missed. A Resolution of Thanks is included in the packet. **RECOMMENDATION:** That the resolution be approved and delivered to Marlene Scheibl once signed, along with a certificate of thanks.

Intergovernmental Agreement with District 65

The Intergovernmental Agreement with District 65 to provide library access for students resident in unincorporated Lake Bluff continues to be essential to the growing relationship between D65 and the Library. Head of Youth Services Eliza Jarvi has continued to grow this relationship over the past year. New District 65 Superintendent Lisa Leali is a supporter of such collaboration and will be recommending approval to the D65 School Board. During what is certain to be a challenging school year, the agreement is more important than ever. **RECOMMENDATION:** That the agreement, for school year 2020-2021, be approved pending an affirmative vote by the School Board at their September meeting.

Intergovernmental Agreement with District 115

The Intergovernmental Agreement with District 115 to provide library access for students resident in unincorporated Lake Bluff allows students who have acquired cards through the agreement with District 65 to keep their cards through High School. Again, the challenging school year ahead increases the importance of the agreement and the collaboration it makes possible. **RECOMMENDATION:** That the agreement, for school year 2020-2021, be approved pending an affirmative vote by the School Board at their September meeting.

Respectfully submitted,

Eric Scott Bailey

RESOLUTION NO. 2020-03**Resolution of Thanks to Scot Butler****Lake Bluff Public Library**

WHEREAS, Scot Butler joined the Board of Trustees of the Lake Bluff Public Library in May 2013, and was elected to a second 4 year terms in 2017.; and

WHEREAS, Mr. Butler left the Board of Trustees on July 24th, 2020; and

WHEREAS, Mr. Butler brought experience in marketing, management, and finance along with a spirit of collaboration of fair play to the Library Board, and

WHEREAS, Mr. Butler sought to build connections between the Village and Library and bring greater clarity to financial reporting during his tenure as Treasurer for the Board of Trustees, and;

WHEREAS, Mr. Butler discharged his responsibilities faithfully and in the spirit of service to the community.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Scot Butler for seven and a half years of service to the Village of Lake Bluff as a Library Trustee.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Mr. Butler with a signed copy of this resolution and a Certificate of Thanks

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 18th Day of August, 2020 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

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

(SEAL)

RESOLUTION NO. 2020-04**Resolution of Thanks to Marlene Scheibl****Lake Bluff Public Library**

WHEREAS, Marlene Scheibl has served the Village of Lake Bluff as Assistant Finance Director since 2008.; and

WHEREAS, Ms. Scheibl left for the position of Finance Director of Villa Park on July 24th, 2020; and

WHEREAS, Ms. Scheibl has been essential in seeing that the Lake Bluff Public Library's finances are well kept, and that the questions and concerns of five different Library Director's and many different Library Boards were answered and allayed.; and

WHEREAS, Ms. Scheibl has contributed in action and advice, as Assistant Finance Director and beyond, to the wellbeing and growth of the community of Lake Bluff and its residents.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Marlene Scheibl for 12 years of service to the Village of Lake Bluff.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. Scheibl with a signed copy of this resolution and a Certificate of Thanks.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 18th day of August, 2020 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

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

(SEAL)

**INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

This Intergovernmental Agreement (IGA) For Library Services is made this 30th day of September, 2020 by and between the Board of Education of Lake Bluff School District No. 65 (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

RECITALS

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act, (5 ILCS 220/1 et seq.), and the Illinois Local Library Act (75 ILCS 5/4-7(8)), the LIBRARY and the SCHOOL are authorized to enter into intergovernmental agreements for library services; and

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those Pre-K through 8th grade students attending Lake Bluff Elementary School and Lake Bluff Middle School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the “STUDENTS”); and

WHEREAS, in exchange for the provision of library services to the Students, the SCHOOL wishes to grant the LIBRARY access to use its facilities during term of this IGA, in accordance with the terms set forth herein.

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY’s policies and the terms herein. The LIBRARY will issue library cards designated as “IGA cards” solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY’s services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from the Lake Bluff Elementary School or Lake Bluff Middle School.

2. Term and Renewal of IGA.

This IGA is effective October 1, 2020, and ends September 30, 2021, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of One Thousand Dollars (\$1,000) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2019, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Facilities Use.

In exchange for the library services provided to the STUDENTS, the SCHOOL grants the LIBRARY access to its facilities during the regular school year and regularly staffed hours, at no charge, on three dates to be mutually agreed upon by the Parties during the term of this IGA. The LIBRARY, however, shall be responsible for reimbursing the SCHOOL for any expenses it incurs in connection with the LIBRARY'S use of SCHOOL facilities, including, but not limited to any additional security costs. The LIBRARY'S requests for the use of the SCHOOL'S facilities shall be made in writing using the form(s) prescribed by the SCHOOL and shall be made at least thirty (30) days in advance of the date requested. The LIBRARY agrees to abide by the SCHOOL'S facilities use and visitor policies. The LIBRARY shall pay the cost of repair for any damages beyond normal wear and tear which occur in connection with its use of the SCHOOL'S facilities, including, but not limited to, damage to buildings, equipment, supplies, or fixtures. In the event an unforeseen scheduling conflict arises for the SCHOOL for any reason, the SCHOOL shall notify the LIBRARY of such conflict, and the LIBRARY shall make reasonable efforts to identify and reserve an alternate location for its event. If such an alternative location is not found, the LIBRARY agrees to reschedule or cancel the activity or program.

5. Equipment.

The LIBRARY shall provide all equipment and supplies necessary to operate its programs at the SCHOOL'S facilities, which equipment and supplies shall be in good working order.

6. Indemnification.

To the fullest extent permitted by law, the LIBRARY shall indemnify, and hold the SCHOOL, its board members, officers, administrators, employees, volunteers, and agents (“Library Indemnitees”), harmless against any and all liability, loss, expense, including reasonable attorneys’ fees, or claims for injury or damages arising out of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the Library Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq.*, or otherwise provided by law.

To the fullest extent permitted by law, the SCHOOL shall indemnify, and hold the LIBRARY, its board members, officers, administrators, employees, volunteers, and agents (“School Indemnitees”), harmless against any and all liability, loss, expense, including reasonable attorneys’ fees, or claims for injury or damages arising out of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the School Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq.*, or otherwise provided by law.”

The indemnification obligations set forth herein shall survive expiration or termination of this IGA.

7. Insurance.

Each Party shall keep in force at all times during the term of this IGA Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and excess or umbrella insurance in the amount of \$5,000,000. At all times, said insurance coverages shall name the other Party’s indemnitees identified in Paragraph 6 above as additional insureds. In addition, each Party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 30 day notice of cancellation or reduction in limits.

8. Amendments to this IGA.

Any amendment to this IGA must be reduced to writing and signed by authorized representatives of the LIBRARY and the SCHOOL.

9. Savings Clause.

All agreements and covenants are severable. In the event any agreements or covenants shall be held invalid by a court of competent jurisdiction, this IGA shall be interpreted as if such invalid agreement or covenant were not contained herein.

10. Publicity.

Any statements or materials regarding the provision of services under this IGA shall be made jointly by the LIBRARY and SCHOOL. Neither Party shall unreasonably delay its approval of any such statements or materials.

11. Notice.

Any notice must be sent by U.S. Postal Service first-class mail, postage at the following addresses, return receipt requested, addressed to the President of the Library Board or the School Board. Notice shall be deemed serviced upon deposit with the U.S. Postal Service.

To the Library:

Lake Bluff Public Library
Attention: Library Director
123 E. Scranton Avenue
Lake Bluff, IL 60044

To the School:

Lake Bluff Elementary School District 65
Attn: Superintendent
900 North Shore Drive
Suite #220
Lake Bluff, IL 60044

With a Copy To:

Debra H. Jacobson
Hodges, Loizzi, Eisenhammer,
Rodick & Kohn LLP
3030 Salt Creek Lane, Ste. 202
Arlington Heights, IL 60005

12. Compliance with Laws. Each party hereto shall comply with all applicable laws, rules and regulations with regard the provision of the services and property use hereunder, including, but not limited to, human rights and anti-discrimination laws.

13. Governing Law. This IGA shall be governed by the laws of the State of Illinois.

-SIGNATURE PAGE FOLLOWS-

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their duly authorized representatives on the dates set forth below.

LIBRARY:

BOARD OF TRUSTEES OF
LAKE BLUFF PUBLIC LIBRARY

By: _____

Kathy Meierhoff

Its: President

Date: _____

ATTEST:

By: _____

Janie Jerch

Its: Secretary

Date: _____

SCHOOL:

BOARD OF EDUCATION OF
LAKE BLUFF SCHOOL
DISTRICT NO. 65

By: _____

Mark Barry

Its: President

Date: _____

ATTEST:

By: _____

Leigh Ann Charlot

Its: Secretary

Date: _____

**INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

The term of This Intergovernmental Agreement (IGA) For Library Services is from September 1, 2020, and ends August 30, 2021, unless sooner terminated, by and between the Board of Education of Lake Forest High School District No. 115 (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

RECITALS

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act, (5 ILCS 220/1 et seq.), and the Illinois Local Library Act (75 ILCS 5/4-7(8)), the LIBRARY and the SCHOOL are authorized to enter into intergovernmental agreements for library services; and

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those 9th through 12th grade students attending Lake Forest High School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the “STUDENTS”); and

WHEREAS, in exchange for the provision of library services to the Students, the SCHOOL wishes to grant the LIBRARY access to use its facilities during term of this IGA, in accordance with the terms set forth herein.

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY’s policies and the terms herein. The LIBRARY will issue library cards designated as “IGA cards” solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY’s services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from the Lake Bluff Elementary School or Lake Bluff Middle School.

2. Term and Renewal of IGA.

This IGA is effective September 1, 2020, and ends August 30, 2021, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of Five Hundred Dollars (\$500) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2020, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Facilities Use

In exchange for the library services provided to the STUDENTS, the SCHOOL grants the LIBRARY access to its facilities during the regular school year and regularly staffed hours, at no charge, on three dates to be mutually agreed upon by the Parties during the term of this IGA. The LIBRARY, however, shall be responsible for reimbursing the SCHOOL for any expenses it incurs in connection with the LIBRARY'S use of SCHOOL facilities, including, but not limited to any additional security costs. The LIBRARY'S requests for the use of the SCHOOL'S facilities shall be made in writing using the form(s) prescribed by the SCHOOL and shall be made at least thirty (30) days in advance of the date requested. The LIBRARY agrees to abide by the SCHOOL'S facilities use and visitor policies. The LIBRARY shall pay the cost of repair for any damages beyond normal wear and tear which occur in connection with its use of the SCHOOL'S facilities, including, but not limited to, damage to buildings, equipment, supplies, or fixtures. If the Library does not repair the damage within 14 days after receiving written notice from the SCHOOL, or a lesser time if the SCHOOL determines the damage creates an emergency situation, the SCHOOL may repair the damage and the LIBRARY shall reimburse the SCHOOL for the costs the SCHOOL incurs within 14 days after the SCHOOL provides a written invoice to the LIBRARY. In the event an unforeseen scheduling conflict arises for the SCHOOL for any reason, the SCHOOL shall notify the LIBRARY of such conflict, and the LIBRARY shall make reasonable efforts to identify and reserve an alternate location for its event. If such an alternative location is not found, the LIBRARY agrees to reschedule or cancel the activity or program.

5. Equipment.

The LIBRARY shall provide all equipment and supplies necessary to operate its programs at the

SCHOOL'S facilities, which equipment and supplies shall be in good working order.

6. Indemnification.

To the fullest extent permitted by law, the LIBRARY shall indemnify, and hold the SCHOOL, its board members, officers, administrators, employees, volunteers, and agents ("Library Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the LIBRARY's use of the SCHOOL's facilities; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the Library Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law.

To the fullest extent permitted by law, the SCHOOL shall indemnify, and hold the LIBRARY, its board members, officers, administrators, employees, volunteers, and agents ("School Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the LIBRARY providing library services pursuant to Section 1 of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the School Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law."

The indemnification obligations set forth herein shall survive expiration or termination of this IGA.

7. Insurance.

Each Party shall keep in force at all times during the term of this IGA Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and excess or umbrella insurance in the amount of \$5,000,000. At all times, said insurance coverages shall name the other Party's indemnitees identified in Paragraph 6 above as additional insureds. In addition, each Party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 30 day notice of cancellation or reduction in limits.

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11. Notice.

Any notice must be sent by U.S. Postal Service first-class mail, postage at the following addresses, return receipt requested, addressed to the President of the Library Board or the School Board. Notice shall be deemed serviced upon deposit with the U.S. Postal Service.

To the Library:

Lake Bluff Public Library
Attention: Library Director
123 E. Scranton Avenue
Lake Bluff, IL 60044

To the School:

Lake Forest High School District 115
300 S.Waukegan Road
Lake Forest, IL 60045

12. Compliance with Laws. Each party hereto shall comply with all applicable laws, rules and regulations with regard the provision of the services and property use hereunder, including, but not limited to, human rights and anti-discrimination laws.

13. Governing Law. This IGA shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Lake County, Illinois, or the federal district court for the Northern District of Illinois..

14. Effective Date. This IGA shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their duly authorized representatives on the dates set forth below.

<p>LIBRARY:</p> <p>BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY</p> <p>By: _____ Kathy Meierhoff Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____ Janie Jerch Its: Secretary</p> <p>Date: _____</p>	<p>SCHOOL:</p> <p>BOARD OF EDUCATION OF LAKE FOREST HIGH SCHOOL DISTRICT NO. 115, LAKE COUNTY, ILLINOIS</p> <p>By: _____ Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____</p> <p>Its: Secretary</p> <p>Date: _____</p>
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Strategy A.1 of the Long Range Plan approved in 2019 provides for the creation of a set of library values. This has, as such, been on the 'to do' list for Library staff members. Many of the events that have dominated 2020 have been very disruptive socially. This has highlighted the value (pun intended) of a statement regarding what the Library holds essential. The results of the staff's work were first reviewed at the July Board meeting, and are presented here with requested changes. **RECOMMENDATION:** That the Value Statement be approved.

The Lake Bluff Public Library is a community service organization that provides materials, services, physical space, and programming to meet the educational and entertainment needs of the community. The Library holds the following values to be at the heart of what we do:

- Accountability – Responsible use of taxpayer funds and transparent communication about financial and operational activities is of critical importance to the Library.
- Accessibility – Information in a wide range of formats is made available to all patrons.
- Conversation – Discussion with individuals and organizations in the community is essential to perfecting and expanding what we currently offer.
- Customer Service – The Library strives to provide high quality, friendly, and courteous customer service to all patrons.
- Democracy – The Library provides equal access to materials and an equal voice for all.
- Diversity – The Library strives to include diverse perspectives on major issues, a range of voices and views from many different countries and ethnicities, and a carefully curated core of materials in each subject and collection.
- Intellectual Freedom – Materials are not censored or restricted based on content, and all efforts to censor, remove, or restrict materials are resisted.
- Privacy – The Library collects the minimum amount of personal identifying information that it needs to operate and certain information—such as individual checkout history—is never collected. Any patron data that the Library retains is confidential.
- Service – Guidance with collection usage, research, and technology are among the many services available.

The Lake Bluff Public Library rejects views of exclusivity as antithetical to its mission and values, including censorship, racism, and prejudice. We strive to make the Library a safe and welcoming place for all patrons; we hope that this affirmation of our values further supports that effort.

Director's Report – August 2020

Programming

- Ongoing programs:
 - Graphic Novel book club led by staff member Lauren Moody.
 - Storytime with Miss Regina, held most of the Tuesdays in July.
 - Afternoon Book Club with Carol Carter, held the third Tuesday of the month.
 - Knitwits, for knitting and chatting, is held on the second Thursday of the month.
 - Teen Advisory Board continues to meet on the third Thursday of the month.
 - Family Pajama Storytime continues to meet on the third Wednesday of the month.
 - Summer Reading Club, conducted mostly online using Beanstack software, will wrap up on August 31.
- Presenter Leslie Goddard led a program on Typhoid Mary which drew 79 registrations.
- On July 28 American Overdose author Chris McGreal and Lake County State's Attorney Michael Nerheim discussed aspects of the opioid crisis as part of the 2020 Read Between the Ravines joint program between Lake Forest Public Library and Lake Bluff Public Library.
- On July 31, the Library held Harry Potter Trivia Night.
- The Library had 26 registrations for the August 7th program 'Digging Deeper: The Foundations of Chicago's Architecture presented by David Clark.'
- The Library had 18 registrations for the August 13th program 'Baking Scones with Bill the Baker.'

Exterior Book Drops

Exterior book drops are open again! Several weeks of accepting returns at the door brought down the sizeable number of materials checked out to a level where our drops could manage once again without fear of overflow. Katie Horner and Martha O'Hara, with support and input from other staff, were responsible for this smooth transition.

Lake Bluff Strong

A further meeting, this time including Drew Irvin from Village Hall along with Kathy O'Hara, Deb Fischer, Adrienne Fawcett, and Jillian Chapman, occurred in late July. It is agreed that there is a great need at present for local reporting, and that Lake Bluff Strong could step in to fit this need. However, it is also agreed that this would require a formal level of support that isn't currently available, as exclusive volunteer support isn't sustainable long-term. As there is also a desire to ensure that any longstanding local news agency would remain free of obligations to local government, the future of LBS at this time is unclear but under continued investigation.

Take 10

We rolled out our new 'Take 10' service, allowing patrons to request up to 10 items be selected for them based off format and genre preferences they provide. This has been very well received; credit is due to Katie Horner and Anna Fifhouse for getting this organized and up and running.

Quasqui Art Update

In the past month, two of the 'Dogs on the Bluff' painted statues have been stolen. While both were eventually found and returned, no culprits have been identified. We are keeping a close watch on the dogs present on the Library property, none of whom are among those that wandered.

Next Service Steps

Ongoing curbside service, the return of limited open hours, and ongoing online programming take up a sizeable chunk of staff time and talent. However, we continue to be committed to ensuring that our services are adaptable and evolving during this very fluid situation. The next step will be the return of computer access for the public. After this there are a variety of options for increasing and expanding service that we can pursue; we will shortly be sending out a short poll to help gauge what would be most impactful for the community.

Respectfully submitted,

Eric Scott Bailey

Friends Meeting Dates 2020

January 18 – Kate Jackson

February 15 – Jon Heintzeman

March 21 – Janie Jerch

April 18 – William Hayes

May 16 – Kathy Meierhoff

June 20 – CANCELLED

August 15 - CANCELLED

September 19 - NONE

October 17 – William Hayes

November 21

Respectfully submitted,

Eric Scott Bailey