

January 21st, 2020

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 December 10th, 2019 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	December Detailed Revenue & Expense Report (action)	4A-4E
	December Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	December Check Disbursement Report (action)	6A-6G
7	Committee Reports (10 minutes)(7:29pm)	
8	New Business	7A
	First Reading: Budget for FY2020-2021 (5 minutes)(7:34pm)	8A-8K
	Draft of Potential New Policy on Computer Usage (action)(10 minutes)(7:44pm)	9A-9G
	Update of Policies to Maintain Compliance with Cannabis Laws (action)(10 minutes)(7:54pm)	10A-10E
	Proposal for Aluminum Cladding of Beams (action)(10 minutes)(8:04pm)	11A-11E
9	Old Business	
	Capital Project Update (10 minutes)(8:14pm)	
10	Director's Report (5 minutes)(8:19pm)	
	Librarian's Narrative Report	13A-13B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:20pm)	
14	Attachments	
	Statistics for December, 2019 (Available at Meeting)	14
	Area Educator Resources and Relationships	15A-15C
	Friends Meeting Dates	16A
	Lake Forest Leader Article	17A

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, January 21st, 2020 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 December 10th, 2019 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. December 2019 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. December Detailed Revenue & Expense Report
 - b. December Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. December Monthly Checks (14251-14267, 14269, 14271-14289)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm) (Met)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)

(Did Not Meet)

 - 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:** Jackson and Stroh.)
 - f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Jackson.)
 - g. Outreach Committee (**CHAIR:** Jackson. **Members:** Jerch.)
- 8. New Business**
 - a. First Reading: Budget for FY2020-2021 **(5 minutes)(7:34pm)**
 - b. Draft of Potential New Policy on Computer Usage **(action)(10 minutes)(7:44pm)**
 - c. Update of Policies to Maintain Compliance with Cannabis Laws **(action)(10 minutes)(7:54pm)**
 - d. Proposal for Aluminum Cladding of Beams **(action)(10 minutes)(8:04pm)**

9. Old Business

- a. Capital Project Update (10 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:**

Statistics for December 2019 (Available at Meeting)

Friends Meetings for 2020

Area Educator Resources and Relationships

Lake Forest Leader Article

Budget Draft for FY2020-2021

Draft of New Computer Policy

Proposed Changes to Personnel Manual and Patron Behavior Policy

Contract for Aluminum Cladding of Beams

Upcoming Board Meetings: February 18, March 17, and April 21, 2020.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, December 10th, 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 7:03 pm. Present were Trustees Bill Hayes, Jon Heintzelman, Kate Jackson, and Janie Jerch. Cal Stroh and Scot Butler were absent. Library Director Eric Bailey, and Library Employees Katie Horner and Eliza Jarvi, and Marlene Scheibl from the Village of Lake Bluff were also present.
2. **Additions & Corrections to the Agenda:** Item 3 was moved to Item 2 to accommodate Ms. Scheibl.
3. **Discussion of Audit with Ms. Scheibl:** Scheibl said that the Sikich company, who prepared the audit, has done our audits since 2009 and that the process went smoothly, especially since the auditors worked directly with Bailey rather than going through the Village. She then walked us through the highlights of the report. Heintzelman moved and Jackson seconded the motion to accept the Annual Report as prepared by Sikich for the FY ending April 30, 2019 and all voted aye.
4. **Opportunity for Public to Address the Board:** None came forward.
5. **Approval of Minutes:** Jackson moved and Heintzelman seconded a motion to approve the minutes of November 12th, 2019; all voted aye.
6. **November 2019 Financial Reports:** Bailey noted that there were no big projects or expenses this month, and that with 60.44% of our budget expended, we are right on track, and also that 98.3% of our property tax revenue has come in. Hayes moved and Heintzelman seconded a motion to approve the November 2019 Detailed Balance and Revenue/Expense Report; all voted aye.
7. **Approval of November 2019 Checks:** Heintzelman moved and Jackson seconded a motion to approve the November monthly checks numbered 14213-14220, 14222-14250; all voted aye.
8. **Committee Reports:**

(Met)

 - a. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh.) Two topics of discussion at the Nov. 18th meeting were the proposed work on the roof of the Wood Building and the planting of a Trail Tree. A long-term solution to the persistent leaking caused by a design flaw on the roof of the Wood Building will need to go through the PCZBA because it will cause a slight change in the appearance of the building, according to Mike Croak and Jeff Hansen from the VLB. As for the Trail Tree, Cathy McKechney of the History Museum suggested that it be planted on North Avenue, near the site of one of the original Trail Trees. Bailey said that he will reach out to Jake Terlap, VLB forestry guru.

(Did Not Meet)

 - b. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
 - c. **Finance** (Chair: Hayes. Members: Butler and Meierhoff.)
 - d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch)
 - e. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.)
 - f. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
9. **New Business:**
 - a. **Friends of the Library Meetings for Calendar Year 2020:** Trustees signed up to attend meetings scheduled through June; later meetings will be considered as we progress through 2020.
 - b. **Draft of Potential New Policy on Computer Usage:** There was a robust discussion of how patrons can check out the new laptops; we made suggestions to the proposal with the intent for approval next month.

c. Per Capita Grant Application: Bailey stated that the application is due on or before Jan. 15, 2020 and requires materials to be brought before the Trustees. There was a fruitful discussion about safety issues, etc.

10. Old Business:

a. Capital Project Update: Kathy Siebert, newly hired General Development Coordinator for the Library Foundation, has been working hard to upload data from our various sources into the fund-raising management program, Little Green Light, so that all pertinent info will be in one easily accessible data base. Both Siebert and the program have been working out well. Also, both the artistic renderings and the donations schedule (for those wanting to sponsor specific purchases) for the planned renovation are complete.

11. Director's Report Highlights:

- Trivia Night was a huge success, and we netted approx. \$7,300 for the evening. Kudos all around and especially to Jillian Chapman, Katie Horner, Martha O'Hara, Anna Fifhouse, Kathi Siebert, Eliza Jarvi, Eileen Laack, and Kathy Meierhoff.
- The Library is helping Gorton Center with their "Fill a Heart for Kids" holiday campaign for the first time this year, with gift wishes as ornaments on a "tree", aka a column near the upstairs circulation desk, that donors can take to fulfill those wishes.
- Mr. and Mrs. Eric Bailey are expecting another baby! Heartiest Congratulations!

12. Executive Session: There was none.

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

14. Adjournment: Heintzelman moved and Jackson seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:47 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 12/31/2019

4A

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2019 NORM (ABNORM)	YTD BALANCE 12/31/2018 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	10,364.33	0.00	961,133.31	919,780.64	964,117.00	99.69
	PROPERTY TAX	10,364.33	0.00	961,133.31	919,780.64	964,117.00	99.69
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	183.10	136.45	1,494.24	1,423.20	2,100.00	71.15
080-300-34250	NON-RESIDENT FEES	325.19	102.56	4,620.26	4,121.16	7,000.00	66.00
080-300-34260	PASSPORT FEES	735.00	525.00	5,775.00	3,675.00	9,000.00	64.17
	SERVICES	1,243.29	764.01	11,889.50	9,219.36	18,100.00	65.69
FINES							
080-300-35700	RENTAL FINES	643.87	922.73	5,966.23	7,019.91	10,500.00	56.82
	FINES	643.87	922.73	5,966.23	7,019.91	10,500.00	56.82
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	8,558.22	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	390.00	0.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	9.05	12.78	21,319.97	9,490.78	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	332.84	0.00	4,125.66	2,818.57	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	30.60	71.40	245.90	1,158.45	2,000.00	12.30
	MISCELLANEOUS REVENUE	372.49	84.18	25,691.53	22,416.02	12,100.00	212.33
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	849.06	1,406.58	6,421.64	9,837.74	10,000.00	64.22
	INTEREST EARNINGS	849.06	1,406.58	6,421.64	9,837.74	10,000.00	64.22
Total Dept 300 - REVENUE							
		13,473.04	3,177.50	1,011,102.21	968,273.67	1,014,817.00	99.63
TOTAL REVENUES							
		13,473.04	3,177.50	1,011,102.21	968,273.67	1,014,817.00	99.63
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2019 NORM (ABNORM)	YTD BALANCE 12/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	15,959.12	19,586.19	127,867.14	160,239.45	137,000.00	93.33
080-603-40030	STAFF SALARIES	25,772.78	22,412.03	218,232.41	183,809.53	349,000.00	62.53
SALARIES		41,731.90	41,998.22	346,099.55	344,048.98	486,000.00	71.21
BENEFITS							
080-603-40400	MEDICAL INSURANCE	7,744.85	6,519.85	66,586.00	49,007.32	95,000.00	70.09
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,139.73	3,158.50	25,934.05	25,905.82	36,000.00	72.04
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,613.84	3,058.70	21,137.73	24,119.11	36,000.00	58.72
BENEFITS		13,498.42	12,737.05	113,657.78	99,032.25	167,250.00	67.96
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	522.00	4,761.27	26,334.23	36,701.40	30,000.00	87.78
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	19.00	364.00	1,500.00	1.27
080-603-41050	MAINTENANCE-GROUNDS	765.00	1,040.00	2,900.73	2,841.74	6,000.00	48.35
080-603-41300	COMPUTER SERVICES	0.00	3,130.00	9,780.00	12,520.00	13,000.00	75.23
080-603-41313	COPIER MAINTENANCE/SUPPLIES	82.69	349.79	2,508.42	2,224.35	4,000.00	62.71
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	7,500.00	36.00	15,333.00	13,883.75	5,000.00	306.66
080-603-41350	LEGAL SERVICES	0.00	0.00	1,995.00	1,470.00	3,000.00	66.50
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	1,890.68	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		8,869.69	9,317.06	60,761.06	70,005.24	65,847.00	92.28
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	1,627.74	945.00	3,000.00	54.26
080-603-42440	DUES	0.00	287.00	1,941.26	1,960.14	2,500.00	77.65
080-603-43230	UTILITIES	1,759.89	1,701.04	9,998.67	8,998.37	13,000.00	76.91
080-603-43300	POSTAGE	400.55	40.20	2,292.28	1,270.58	2,500.00	91.69
080-603-43410	PRINTING/E-NEWSLETTER	407.99	2,027.99	6,874.92	5,772.32	8,000.00	85.94
080-603-43550	OFFICE SUPPLIES	361.48	321.37	3,780.49	4,049.43	6,000.00	63.01
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	(21.48)	0.00	934.26	938.05	2,000.00	46.71
080-603-43668	TECHNICAL SERVICES SUPPLIES	0.00	548.03	2,460.25	3,100.95	5,000.00	49.21
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	163.75	48.71	420.70	113.76	500.00	84.14
080-603-43710	ADULT PROGRAM SUPPLIES	44.52	84.92	4,077.78	3,535.80	7,000.00	58.25
080-603-43720	JUVENILE PROGRAM SUPPLIES	102.34	533.46	4,758.71	4,835.27	7,000.00	67.98
080-603-43730	OUTREACH SUPPLIES	103.00	(0.78)	3,464.72	756.05	10,000.00	34.65
080-603-43740	TEEN PROGRAM SUPPLIES	21.36	31.90	998.13	624.43	1,500.00	66.54
COMMODITIES		3,343.40	5,623.84	43,629.91	36,900.15	68,000.00	64.16
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	100.70	27.20	659.32	1,562.20	2,000.00	32.97
PROGRAM EXPENSES		100.70	27.20	659.32	1,562.20	2,000.00	32.97

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 12/31/2019

4C

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2019 NORM (ABNORM)	YTD BALANCE 12/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	34,900.00	0.00
INTERFUND OUT		0.00	0.00	0.00	0.00	34,900.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	0.00	1,516.99	8,333.66	11,840.56	17,000.00	49.02
080-603-45100	ADULT FICTION BOOKS	0.00	1,624.38	8,840.78	10,302.36	15,500.00	57.04
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	136.76	239.62	382.03	600.00	39.94
080-603-45200	ADULT AUDIO VISUAL MATERIAL	0.00	956.70	7,192.78	8,741.63	15,500.00	46.41
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	10,713.78	8,949.78	22,000.00	48.70
080-603-45400	JUVENILE NON-FICTION	0.00	392.34	5,236.20	5,302.13	10,000.00	52.36
080-603-45410	PICTURE BOOKS, READERS	0.00	57.88	2,065.38	2,394.85	6,000.00	34.42
080-603-45420	JUVENILE FICTION	0.00	1,320.01	4,128.42	5,749.06	13,000.00	31.76
080-603-45430	JUVENILE AUDIO-VISUAL	22.99	772.57	874.63	1,424.28	2,500.00	34.99
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	399.00	0.00	500.00	79.80
080-603-45450	TEEN BOOKS	0.00	309.74	1,350.20	1,761.33	2,750.00	49.10
080-603-45460	E-BOOKS	0.00	1,867.01	7,074.81	6,450.00	15,000.00	47.17
080-603-45470	GRAPHIC NOVELS	0.00	242.76	29.91	242.76	500.00	5.98
080-603-45500	PERIODICALS	546.00	0.00	5,702.29	6,428.14	6,750.00	84.48
080-603-45510	VIDEO GAMES	0.00	859.49	1,693.24	2,963.78	3,500.00	48.38
080-603-45520	TRENDING TITLES	0.00	59.44	651.34	817.52	2,000.00	32.57
080-603-45600	PATRON & STAFF SOFTWARE	9.95	9.95	5,862.15	3,659.11	6,500.00	90.19
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	21,532.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	42.96	784.26	4,000.00	1.07
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	25,152.93	16.99	24,000.00	104.80
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		578.94	10,126.02	117,116.08	99,742.57	190,600.00	61.45
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	20,809.82	0.00	163,461.63	1,000.00	0.00
CAPITAL BUILDING		0.00	20,809.82	0.00	163,461.63	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION							
		68,123.05	100,639.21	681,923.70	814,753.02	1,015,597.00	67.15
TOTAL EXPENDITURES							
		68,123.05	100,639.21	681,923.70	814,753.02	1,015,597.00	67.15
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES							
		13,473.04	3,177.50	1,011,102.21	968,273.67	1,014,817.00	99.63
TOTAL EXPENDITURES							
		68,123.05	100,639.21	681,923.70	814,753.02	1,015,597.00	67.15
NET OF REVENUES & EXPENDITURES							
		(54,650.01)	(97,461.71)	329,178.51	153,520.65	(780.00)	42,202.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4D

PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2019 NORM (ABNORM)	YTD BALANCE 12/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	7,152.50	7,152.50	0.00
GRANTS		0.00	0.00	0.00	7,152.50	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	16,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	18,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
CONTRACTS		0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	1,436.00	1,368.00	24,200.19	14,513.84	18,000.00	134.45
PROGRAM EXPENSES		1,436.00	1,368.00	24,200.19	14,513.84	18,000.00	134.45
Total Dept 603 - LIBRARY ADMINISTRATION		1,436.00	1,368.00	29,567.04	18,957.10	26,153.00	113.05
TOTAL EXPENDITURES		1,436.00	1,368.00	29,567.04	18,957.10	26,153.00	113.05
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL EXPENDITURES		1,436.00	1,368.00	29,567.04	18,957.10	26,153.00	113.05
NET OF REVENUES & EXPENDITURES		(1,436.00)	(1,368.00)	(29,567.04)	(11,804.60)	(0.50)	5,913.4

User: EBAILEY
DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4E

GL NUMBER	DESCRIPTION	PERIOD ENDING 12/31/2019		YTD BALANCE 12/31/2019 NORM (ABNORM)	YTD BALANCE 12/31/2018 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
		ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)				
TOTAL REVENUES - ALL FUNDS		13,473.04	3,177.50	1,011,102.21	975,426.17	1,040,969.50	97.13
TOTAL EXPENDITURES - ALL FUNDS		69,559.05	102,007.21	711,490.74	833,710.12	1,041,750.00	68.30
NET OF REVENUES & EXPENDITURES		(56,086.01)	(98,829.71)	299,611.47	141,716.05	(780.50)	38,387.1

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	(17,840.94)	(25,150.96)
	A/R - OTHER	(17,840.94)	(25,150.96)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	134,988.19	141,688.83
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(198.91)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	564,601.88
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	18,792.77
	CASH/INVESTMENTS	389,185.61	725,036.37
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(15,048.39)	(22,200.89)
	DUE TO OTHER FUNDS	(15,048.39)	(22,200.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	Total Assets	1,325,317.58	1,646,705.82
*** 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	1,792.85
	ACCOUNTS PAYABLE	10,349.85	1,792.85
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	766.73
	A/P - OTHER	0.00	766.73
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	964,119.30	964,119.30
	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	Total Liabilities	995,579.24	987,788.97
*** Fund Balance ***			
	NET POSITION/FUND BALANCE		
080-290-29000	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	Total Fund Balance	329,738.34	329,738.34
	Beginning Fund Balance		329,738.34
	Net of Revenues VS Expenditures		329,178.51
	Ending Fund Balance		658,916.85
	Total Liabilities And Fund Balance		1,646,705.82

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
	A/R - OTHER	7,152.50	0.00
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(42,692.91)	(73,802.45)
	CASH/INVESTMENTS	(42,692.91)	(73,802.45)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	15,048.39	22,200.89
	DUE TO OTHER FUNDS	15,048.39	22,200.89
Total Assets		(20,492.02)	(51,601.56)
*** Liabilities ***			
ACCOUNTS PAYABLE			
	ACCOUNTS PAYABLE	1,542.50	0.00
Total Liabilities		1,542.50	0.00
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(22,034.52)	(22,034.52)
	NET POSITION/FUND BALANCE	(22,034.52)	(22,034.52)
Total Fund Balance		(22,034.52)	(22,034.52)
Beginning Fund Balance			(22,034.52)
Net of Revenues VS Expenditures			(29,567.04)
Ending Fund Balance			(51,601.56)
Total Liabilities And Fund Balance			(51,601.56)

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 12/11/2019 - 01/22/2020
Banks: LIBCK, LIBEP

GA

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/17/2019	LIBCK	14251	4325894	ACCESS ONE, INC.	UTILITIES	080-603-43230	813.95
12/17/2019	LIBCK	14252	COM121219	COMCAST	UTILITIES	080-603-43230	244.85
12/17/2019	LIBCK	14253	19305200-02	ENGBERG ANDERSON, INC.	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	7,500.00
12/17/2019	LIBCK	14254	7484	LIBRARIES FIRST	MISCELLANEOUS EXPENSES	080-603-46100	75.00
12/17/2019	LIBCK	14255	NYT120119	NEW YORK TIMES	PERIODICALS	080-603-45500	546.00
12/17/2019	LIBCK	14256	REY121319	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	765.00
12/17/2019	LIBCK	14257	20594787	SCHOLASTIC INC.	USE OF DONATIONS/TEMPORARY E	082-603-99999	1,436.00
12/17/2019	LIBCK	14258	8128739776	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	82.69
12/17/2019	LIBCK	14259	315346	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	432.00
01/14/2020	LIBCK	14260	4363928	ACCESS ONE, INC.	UTILITIES	080-603-43230	701.09
01/14/2020	LIBCK	14261	JIL123019	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	100.00
01/14/2020	LIBCK	14262	KAT123019	FIRST BANKCARD	POSTAGE/RETURN TO AMAZON	080-603-43300	7.35
		14262	KAT123019		ADULT PROGRAM SUPPLIES/CRAFT	080-603-43710	28.98
		14262	KAT123019		ADULT PROGRAM SUPPL/DRINKS C	080-603-43710	15.54
							51.87
01/14/2020	LIBCK	14263	MCO123019	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	80.85
		14263	MCO123019		PRINTING/E-NEWSLETTER	080-603-43410	29.99
		14263	MCO123019		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14263	MCO123019		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
							123.79
01/14/2020	LIBCK	14264	ERI123019	FIRST BANKCARD	MAINT-BUILDING/METRO SELF ST	080-603-41000	90.00
		14264	ERI123019		PRINTING/E-NEWSLETTER	080-603-43410	378.00
		14264	ERI123019		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	163.75
		14264	ERI123019		MISCELLANEOUS EXPENSES/PAYPA	080-603-46100	25.70
							657.45
01/14/2020	LIBCK	14265	LYN123019	FIRST BANKCARD	OFFICE SUPPLIES/BATTERIES	080-603-43550	33.44
		14265	LYN123019		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	(21.48)
							11.96
01/14/2020	LIBCK	14266	ELI123019	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	102.34
		14266	ELI123019		TEEN PROGRAM SUPPLIES/SNACKS	080-603-43740	21.36

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14266	ELI123019		JUVENILE AUDIO-VISUAL	080-603-45430	22.99
							146.69
01/15/2020	LIBCK	14267	635353836796	AMAZON	ADULT PROGRAM SUPPLIES	080-603-43710	36.96
		14267	897983854933		ADULT PROGRAM SUPPLIES	080-603-43710	2.49
		14267	658937688959		JUVENILE PROGRAM SUPPLIES	080-603-43720	41.55
		14267	735743336386		JUVENILE PROGRAM SUPPLIES	080-603-43720	31.60
		14267	776844975897		JUVENILE PROGRAM SUPPLIES	080-603-43720	49.41
		14267	486938879444		ADULT NON-FICTION BOOKS	080-603-45000	45.84
		14267	639464855973		ADULT NON-FICTION BOOKS	080-603-45000	29.52
		14267	983967846783		ADULT NON-FICTION BOOKS	080-603-45000	27.95
		14267	489547356635		ADULT NON-FICTION BOOKS	080-603-45000	129.71
		14267	456945756436		ADULT NON-FICTION BOOKS	080-603-45000	117.34
		14267	799474747996		ADULT NON-FICTION BOOKS	080-603-45000	15.19
		14267	835596667455		ADULT NON-FICTION BOOKS	080-603-45000	18.99
		14267	463774789394		ADULT AUDIO VISUAL MATERIAL	080-603-45200	100.90
		14267	844583847554		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14267	494463978644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.59
		14267	548569797344		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.29
		14267	486744576976		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14267	4655446		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14267	534664554373		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.82
		14267	576385335639		ADULT AUDIO VISUAL MATERIAL	080-603-45200	103.71
		14267	955797548857		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.94
		14267	984898384956		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.28
		14267	449376964675		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.82
		14267	478988965473		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.82
		14267	646393455647		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.98
		14267	875678736443		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.95
		14267	945937773968		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		14267	565849583568		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.64
		14267	434596454937		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14267	437593883669		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.48
		14267	487775699953		ADULT AUDIO VISUAL MATERIAL	080-603-45200	59.94
		14267	456677595584		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.00
		14267	485568747785		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		14267	569883543589		ADULT AUDIO VISUAL MATERIAL	080-603-45200	53.75
		14267	755494848487		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14267	454935877935		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14267	438759556433		ADULT AUDIO VISUAL MATERIAL	080-603-45200	122.86

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14267	498454359338		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.88
		14267	576554456596		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.00)
		14267	487544797476		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.11)
		14267	544475377796		JUVENILE AUDIO-VISUAL	080-603-45430	44.78
		14267	465364554733		JUVENILE AUDIO-VISUAL	080-603-45430	4.00
		14267	473869958946		JUVENILE AUDIO-VISUAL	080-603-45430	9.99
		14267	679873438799		VIDEO GAMES	080-603-45510	101.88
		14267	978734757564		VIDEO GAMES	080-603-45510	59.99
		14267	656656893856		TRENDING TITLES	080-603-45520	34.98
		14267	764598565733		TRENDING TITLES	080-603-45520	47.95
							1,720.55

01/15/2020 LIBCK 14268

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

** VOIDED **

01/15/2020	LIBCK	14269	2034953812	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	27.25
		14269	2034976205		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.00
		14269	2034954535		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.40
		14269	2034980607		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		14269	2034962712		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.50
		14269	2034984755		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.10
		14269	2034990913		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14269	2034977405		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		14269	2034994692		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.65
		14269	2034980697		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.00
		14269	2034980620		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.60
		14269	2034979610		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		14269	2034944008		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		14269	2034998500		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.10
		14269	2034988999		TECHNICAL SERVICES SUPPLIES	080-603-43668	43.05
		14269	2034987149		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.95
		14269	2034999790		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		14269	2035003991		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.95
		14269	2034998533		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		14269	2035004013		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		14269	2035011468		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		14269	2035003351		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		14269	2035015092		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		14269	2035011656		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		14269	2035009926		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.20
		14269	2035018383		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.80

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
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Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14269	2035025225		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.85
		14269	2035022578		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		14269	2035036087		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14269	2035033565		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14269	2035032551		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		14269	2035029387		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.80
		14269	2035036964		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		14269	2035033329		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		14269	2035033629		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.75
		14269	2035036632		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		14269	2034953812		ADULT NON-FICTION BOOKS	080-603-45000	396.17
		14269	2034962712		ADULT NON-FICTION BOOKS	080-603-45000	193.08
		14269	2034984755		ADULT NON-FICTION BOOKS	080-603-45000	82.88
		14269	2034980620		ADULT NON-FICTION BOOKS	080-603-45000	66.23
		14269	2034979610		ADULT NON-FICTION BOOKS	080-603-45000	101.94
		14269	2034944008		ADULT NON-FICTION BOOKS	080-603-45000	102.19
		14269	2034998500		ADULT NON-FICTION BOOKS	080-603-45000	149.99
		14269	2035003991		ADULT NON-FICTION BOOKS	080-603-45000	49.35
		14269	2035009926		ADULT NON-FICTION BOOKS	080-603-45000	160.22
		14269	2035025225		ADULT NON-FICTION BOOKS	080-603-45000	161.25
		14269	2035036964		ADULT NON-FICTION BOOKS	080-603-45000	92.39
		14269	2035033329		ADULT NON-FICTION BOOKS	080-603-45000	158.69
		14269	2035033629		ADULT NON-FICTION BOOKS	080-603-45000	64.39
		14269	2034976205		ADULT FICTION BOOKS	080-603-45100	282.87
		14269	2034954535		ADULT FICTION BOOKS	080-603-45100	87.33
		14269	2034980607		ADULT FICTION BOOKS	080-603-45100	30.09
		14269	2034998533		ADULT FICTION BOOKS	080-603-45100	35.43
		14269	2035004013		ADULT FICTION BOOKS	080-603-45100	53.86
		14269	2035018383		ADULT FICTION BOOKS	080-603-45100	309.89
		14269	2035029387		ADULT FICTION BOOKS	080-603-45100	331.94
		14269	2035036632		ADULT FICTION BOOKS	080-603-45100	65.10
		14269	2035033629		ADULT LARGE PRINT MATERIAL	080-603-45110	16.95
		14269	2035015092		JUVENILE NON-FICTION	080-603-45400	54.97
		14269	2034990913		PICTURE BOOKS, READERS	080-603-45410	10.21
		14269	2034977405		PICTURE BOOKS, READERS	080-603-45410	31.98
		14269	2034994692		PICTURE BOOKS, READERS	080-603-45410	280.69
		14269	2035011656		PICTURE BOOKS, READERS	080-603-45410	21.88
		14269	2035036087		PICTURE BOOKS, READERS	080-603-45410	14.31
		14269	2034988999		JUVENILE FICTION	080-603-45420	654.56
		14269	2035011468		JUVENILE FICTION	080-603-45420	20.43

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14269	2035032551		JUVENILE FICTION	080-603-45420	17.27
		14269	2034987149		TEEN BOOKS	080-603-45450	153.61
		14269	2034938654		TEEN BOOKS	080-603-45450	187.45
		14269	2035003351		TEEN BOOKS	080-603-45450	10.75
		14269	2035022578		TEEN BOOKS	080-603-45450	5.97
		14269	2034980697		GRAPHIC NOVELS	080-603-45470	257.33
		14269	2034999790		GRAPHIC NOVELS	080-603-45470	10.75
		14269	2035033565		TRENDING TITLES	080-603-45520	14.76
							4,976.70
01/15/2020	LIBCK	14270		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From	Check Run Process		
01/15/2020	LIBCK	14271	COM011220	COMCAST	UTILITIES	080-603-43230	244.85
01/15/2020	LIBCK	14272	28516	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,260.00
01/15/2020	LIBCK	14273	CRA121719	CRAINS CHICAGO BUSINESS	PERIODICALS	080-603-45500	64.00
01/15/2020	LIBCK	14274	26453	CRYSTAL MAINTENANCE SER	MAINTENANCE-BUILDING	080-603-41000	645.00
01/15/2020	LIBCK	14275	6748538	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	74.94
01/15/2020	LIBCK	14276	309375	FINDAWAY WORLD LLC	JUVENILE AUDIO-VISUAL	080-603-45430	69.99
01/15/2020	LIBCK	14277	PINV1833464	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES/THERMAL ROLL	080-603-43550	73.01
		14277	PINV1836427		OFFICE SUPPLIES/WIPES	080-603-43550	9.35
		14277	PINV1842302		OFFICE SUPPLIES	080-603-43550	13.79
		14277	PINV1842535		OFFICE SUPPLIES/WIPES	080-603-43550	12.34
		14277	PINV1842535		OFFICE SUPPLIES/STAPLER	080-603-43550	14.88
		14277	PINV1842535		OFFICE SUPPLIES/CARD STOCK P	080-603-43550	38.40
		14277	PINV1833464		MAINT SUPPLIES-BUILDING/MULT	080-603-43660	28.60
		14277	PINV1844014		MAINT SUPP-BUILDING/MULTI FO	080-603-43660	28.60
		14277	PINV1844014		MAINT SUPPLIES-BUILDING/BATH	080-603-43660	45.90
		14277	PINV1844014		MAINT SUPPLIES-BUILDING/HAND	080-603-43660	24.19
		14277	PINV1836427		TECHNICAL SERVICES SUPP/BOOK	080-603-43668	54.90
							343.96
01/15/2020	LIBCK	14278	1667760	IMPACT NETWORKING, INC	COPIER MAINT/BASE RATE 1/17/	080-603-41313	214.00
01/15/2020	LIBCK	14279	KDEP-5529	KANOPY LLC	ADULT REFERENCE/E-REFER	080-603-45220	1,000.00
01/15/2020	LIBCK	14280	SLI102219	KRISTYN SLICK	ADULT PROGRAM SUPPLIES	080-603-43710	245.00
01/15/2020	LIBCK	14281	VIL120619	VILLAGE OF LAKE BLUFF	VISION INSUR NOVEMBER 2019	080-100-11580	42.96

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 12/11/2019 - 01/22/2020
Banks: LIBCK, LIBEP

6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14281	VIL120619		IMRF EE CONTRIB NOVEMBER 201	080-100-11580	1,506.78
		14281	VIL120619		DENTAL INSUR NOVEMBER 2019	080-100-11580	646.00
		14281	VIL120619		LIFE INSUR NOVEMBER 2019	080-100-11580	41.34
		14281	VIL120619		IMRF ER CONTRIB NOVEMBER 201	080-100-11580	2,705.53
		14281	VIL120619		MED INSUR NOVEMBER 2019	080-100-11580	7,704.23
		14281	VIL123119		MED INSUR/DECEMBER 2019	080-100-11580	7,704.23
		14281	VIL123119		IMRF ER CONTRIB/DECEMBER 201	080-100-11580	2,613.84
		14281	VIL123119		DENTAL INSUR/DECEMBER 2019	080-100-11580	646.00
		14281	VIL123119		VISION INSUR/DECEMBER 2019	080-100-11580	42.96
		14281	VIL123119		LIFE INSUR/DECEMBER 2019	080-100-11580	41.34
		14281	VIL123119		IMRF EE CONTRIB/DECEMBER 201	080-100-11580	1,455.75
							25,150.96
01/15/2020	LIBCK	14282	INV006215	MANGO LANGUAGES	ADULT REFERENCE/E-REFER	080-603-45220	2,143.92
01/15/2020	LIBCK	14283	98319454	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	69.98
01/15/2020	LIBCK	14284	MC00007620	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,437.50
01/15/2020	LIBCK	14285	4198118	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	172.87
01/15/2020	LIBCK	14286	01018CO20001271	OVERDRIVE , INC	E-BOOKS	080-603-45460	1,506.63
01/15/2020	LIBCK	14287	REY010620	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	365.00
01/15/2020	LIBCK	14288	2791070	SWANK MOVIE LICENSING U	JUVENILE PROGRAM SUPPLIES	080-603-43720	347.00
01/15/2020	LIBCK	14289	VP121819	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	503.13
TOTAL - ALL FUNDS					TOTAL OF 39 CHECKS (2 voided		59,244.32

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	25,150.96
080-200-20245	ICMA 457 PLAN PAYABLE	503.13
080-603-41000	MAINTENANCE-BUILDING	3,604.50
080-603-41050	MAINTENANCE-GROUNDS	1,130.00
080-603-41300	COMPUTER SERVICES	3,260.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	296.69
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	7,500.00
080-603-43230	UTILITIES	2,177.61
080-603-43300	POSTAGE	88.20
080-603-43410	PRINTING/E-NEWSLETTER	407.99
080-603-43550	OFFICE SUPPLIES	195.21
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	105.81
080-603-43668	TECHNICAL SERVICES SUPPLIES	367.39
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	163.75

01/17/2020 02:11 PM

User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 12/11/2019 - 01/22/2020

Banks: LIBCK, LIBEP

66

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-43710				ADULT PROGRAM SUPPLIES			328.97
080-603-43720				JUVENILE PROGRAM SUPPLIES			571.90
080-603-43730				OUTREACH SUPPLIES			103.00
080-603-43740				TEEN PROGRAM SUPPLIES			21.36
080-603-45000				ADULT NON-FICTION BOOKS			2,163.31
080-603-45100				ADULT FICTION BOOKS			1,196.51
080-603-45110				ADULT LARGE PRINT MATERIAL			16.95
080-603-45200				ADULT AUDIO VISUAL MATERIAL			940.41
080-603-45220				ADULT REFERENCE/E-REFER			3,143.92
080-603-45400				JUVENILE NON-FICTION			54.97
080-603-45410				PICTURE BOOKS, READERS			359.07
080-603-45420				JUVENILE FICTION			692.26
080-603-45430				JUVENILE AUDIO-VISUAL			151.75
080-603-45450				TEEN BOOKS			357.78
080-603-45460				E-BOOKS			1,506.63
080-603-45470				GRAPHIC NOVELS			268.08
080-603-45500				PERIODICALS			610.00
080-603-45510				VIDEO GAMES			161.87
080-603-45520				TRENDING TITLES			97.69
080-603-45600				PATRON & STAFF SOFTWARE			9.95
080-603-46100				MISCELLANEOUS EXPENSES			100.70
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			1,436.00
				TOTAL			59,244.32

New Business – January 2020

First Reading – Budget for Fiscal Year 2020-2021

The budget for FY2020-21 has some exciting elements included. It addresses two issues that have been an increasing impact on Library usage, auto renewals and fines. The Finance Committee has not been able to meet yet to discuss, so this presentation is VERY preliminary. **RECOMMENDATION:** As this is a preliminary document, detailed discussion is not advised. All Trustees are encouraged to read through the budget and send questions and comments to the Director ahead of the February meeting.

Draft of Computer Usage Policy

The Bylaw and Policy Committee will meet on January 20th to discuss the new computer usage policy. If approval is recommended by the Bylaw Committee, I recommend approval by the Board. **RECOMMENDED MOTION:** That the revised Computer Usage Policy be approved.

Update of Policy to Maintain Compliance with New Cannabis Laws

At the recommendation of our attorneys, we are making an assortment of minor changes to both the Personnel Manual and the Patron Behavior Policy to reflect that marijuana is now legal in the State of Illinois. These policy changes will also be reviewed by the Bylaw and Policy Committee on January 20th, and can be approved if so recommended by the Bylaw Committee. **RECOMMENDED MOTION:** That the revisions to the Personnel Manual and the Patron Behavior Policy be approved.

Proposal for Aluminum Covering of Beams

As previously reported, we have continued to have minor leaks in the Wood Building related to a design issue with the beams that stick out above the roof of the structure. The proposed solution, from Shaun Kelly at Engberg Anderson, is to provide an aluminum cladding for the beams to keep water from continuing to infiltrate them. The Building and Grounds Committee will be meeting on January 21st to provide a final recommendation, and the contract can be approved if they recommend. **RECOMMENDED MOTION:** That the contract for \$8,595 from Excellence and Quality Sheet Metal for cladding the three (3) beams above the Wood Building roof in aluminum be accepted.

Respectfully submitted,

Eric Scott Bailey

Significant Budget Considerations – Fiscal Year 2020-2021

1. **Increased Cost of eBooks**
Most publishers have now moved to a 'metered' system where purchase of an ebook or eaudiobook title only provides a certain set number of checkouts. This introduces additional costs, renewing/repurchasing popular titles after they hit that checkout limit.
2. **Increasing Wages**
Illinois passed a law last year increasing minimum wage in the State to \$15 by January 1, 2025. After the increase to \$10 effective January 1, 2020, the rate will increase by \$1 each year. Besides increasing our rates, we had previously started our Library Assistants and Associates at \$11 and \$14 per hour. These rates need to increase as well.
3. **Repair of Beams**
The beams above the Wood Building roof need to be covered in the next year.
4. **Sunday Hours**
Most libraries, including our neighbors and most recently Lake Forest PL, are open on Sundays in the summer. This has become a patron expectation. A review of recent LACONI survey respondents showed 88 libraries open all year round on Sundays and only 16 closed during the summer on that day. Looking locally, of our twelve (12) library local respondent group only two (2) still close for summer Sundays.
5. **Auto Renewal**
Neighboring libraries already are, and the interest and requests have been increasing from patrons. We have not previously, as the effect at other libraries has been to push down fine revenue by around 70-80%.
6. **Fine Free**
There has been a huge surge in this trend in recent years. There were only a couple a few years ago, a dozen or so more in the area, and during 2019 a wave. Other than North Chicago, we're now surrounded by fine free libraries. When meeting with other Village leaders recently, I was asked when we would be going fine free. This has rapidly become an expectation, and we need to map out our path to meeting this community expectation.

SUMMARY: All of these opportunities, and our answer to them, are included in this year's budget. I look forward to another extraordinary year in 2020, already reflected in our next budget.

Respectfully submitted,

Eric Scott Bailey

Notes on Revenue and Expense Lines for Rough Draft of FY20-21 Budget

REVENUE

30000 – Property Taxes – Property taxes make up 95.3% of projected Library revenue, up from 95.0% in FY2019-2020. The PTELL increase for the FY18-19 levy is 2.447%, resulting in a levy extension of \$987,711.

35700 – Fines – The current year’s estimate of \$10,500 brought in from fines is high given that our fine incoming has been shrinking. Auto-renewal has now been implemented by a majority of Libraries on the North Shore, and most also having moved to a Fine Free model. I recommend implementing Auto Renewal in FY2020-2021 with the intention of going fine free in FY2021-2022.

34235 – Photocopy Charges – Annual photocopying charges have remained steadily between \$2,100 and \$2,200. A total of \$2,100 is conservatively budgeted.

34260 – Passport Fees – The passport services implemented in 2018 will net at least \$8,500 in new revenue for the Library in FY2019-2020. A total of \$9,000 is budgeted for FY2020-2021.

34250 – Nonresident Fees – The FY 2018-2019 budgeted number of \$7,000 remains adequate.

37020 – D65 and D115 Agreements – The total revenue from our agreements for service to nonresident youth is \$1,550.

37000 – Village Contribution – These are funds owed to the Library annually from the Village as part of the Intergovernmental Agreement between the Museum, Library, and Village. Funds received in FY2018-2019 are \$8,558, and should be slightly more in the coming Fiscal Years.

37500 – Interest Income – Interest rates remain high, but we have less money in interest bearing accounts than in previous years. Interest revenue is projected to reach \$9,500 this FY. With slightly more funds in interest bearing accounts, revenue of \$10,000 is conservatively budgeted for FY20-21.

38900 – Miscellaneous Income – Funds from the sale of flash drives and ear buds, the charge for sending a fax, and other miscellaneous charges. Charges have been lower in recent years, projected revenue conservatively estimated at \$1,000.

PERSONNEL

40025 & 40030 – Librarian and Staff Salaries – The proposed staff salary budgets for FY 2020-2021 amount to \$510,000, an increase of \$24K from the previous Fiscal Year. This represents ongoing increases to comply with movement towards a \$15/hour minimum wage, and performance increases. It also includes funds for the Library to remain open on Sundays during the summer, something that is now the norm for public libraries.

80.
40400 – Medical Insurance – Insurance costs increased significantly this year, more than expected, and are projected to do so again in FY20-21. A total of \$95,000.

40900 – Other Employee Benefits – This line provides flu vaccines for Library staff members. The amount budgeted this year is sufficient.

40980 – IMRF – The amount budgeted for Illinois Municipal Retirement Fund contributions, \$39,000, is sufficient.

40970 – Social Security – Employer Social Security transactions remain adequately supported at \$38,000.

CONTRACT SERVICES/COMMODITIES

41000 – Building Maintenance – This line reflects known contracts for emergency sprinkler system maintenance, janitorial service, window cleaning, and misc. maintenance. In addition to consistently needing to spend more on maintenance per year, we have committed to an annual deep cleaning of the building. A total of \$30,000 is budgeted.

41020 – Elevator Maintenance – Maintenance of the elevator, based off our current contract and the amount spent on non-contract repairs in the past. A total of \$1,000 is sufficient based off of previous year's expenses.

41050 – Grounds Maintenance – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes. Since switching, annual costs have regularly come in under budget. This line is always be a bit variable due to snowfall. The total in FY 19/20 is projected to be under budget, but it was over budget in FY 18-19. Maintaining \$6,500 is recommended for this budget line.

41313 – Copier Maintenance – This line reflects our known contract with Impact for maintenance; copier breakdowns are difficult to predict. With a new printer that will need less maintenance, and a new copier in Youth Services, the total of \$4,000 budgeted presently is sufficient for FY20-21.

41314 – Other Professional Services – The \$5,000 budgeted is for the maintenance, and likely some of the final development, of a new website. Other professional services are not anticipated at this time.

41300 – Computer Services – This line reflects the known expenses of Computer View's maintenance of our Local Area Network. We have another year under the current contract, so \$13,000 remains sufficient.

41350 – Legal and Accounting – Given recent per annum legal expenses, a total of \$2,000 remains sufficient.

42400 – Professional Development – This line reflects money for continuing education and tuition reimbursement. The ALA annual conference in June 2020 is in Chicago; a total of \$3,000 is budgeted.

- 42440 – Dues** – These funds pay for the organizational membership of the Library and its staff. It is calculated based on previous year's expenditures. The total of \$2,5000 continues to be adequate.
- 43230 – Utilities** – These funds pay for those utilities that are the Library's responsibility. Utilities costs increased in FY2019-2020, with an increase of \$2,000 to \$15,000 budgeted for FY2020-2021.
- 43300 – Postage** – Money used for the purchase of stamps. The cost of mailings for Passport service has had its full impact, with an increase to \$3,500 forecast to cover the increase.
- 43410 – Printing/eNewsletter** – Using an in-house template has made for a noticeable decrease in printing costs. An increase of \$1,000 is projected to cover the addition of a pullout insert for the summer reading club.
- 43550 – Office Supplies** – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent). The total of \$6,000 presently budgeted is sufficient to meet needs.
- 43660 – Building and Grounds Supplies** – Supplies to maintain the grounds. Predicted based off previous expenses. The \$2,000 per FY currently budgeted is sufficient.
- 43668 – Technical Services Supplies** – Book covers, tape, and other supplies used in cataloging and processing materials. This line also covers the preprocessing of materials ordered from Baker and Taylor. A total of \$5,000 is budgeted based off past expenses and known future expenses.
- 43700 – Hospitality Program Services** – Supplies for meetings and programs. Predicted based off previous expenses. The \$500 budgeted this FY is sufficient.
- 43730 – Outreach Supplies** – The cost of increasing the Library's visibility within the community and to identify and target underserved segments of the community. Additional opportunities are available in the community, per Jillian Chapman, and Outreach has been highlighted as a critical goal for the Library moving forward. A budget of \$5,000 is listed for next Fiscal Year.
- 43710 – Adult Program Supplies** – Funds for Adult Programs. Carol Carter does a great job with the current budget; Carol has indicated that the current budget of \$7,000 is sufficient.
- 43720 – Juvenile Program Supplies** – Funds for Juvenile Programs. Per Eliza Jarvi, this budget line can be one of the more difficult to predict as programming covers a surprisingly varied amount of expenses. She indicates that \$7,000 is sufficient at this time, and requested this amount.
- 43740 – Teen Program Supplies** – Funds for Teen Programming. Eliza Jarvi has indicated that \$1,250 is sufficient for Teen Programming, and this is what is budgeted. More focused than Juvenile Programming, its expenses fall within a much tighter range.

45000 – Adult Non-Fiction – Funds for purchasing adult non-fiction books. Per Carol Carter, the number budgeted for this FY is adequate for the next year.

45100 – Adult Fiction – Funds for purchasing adult fiction books. Katie Horner, who purchases with this budget line, indicates that the current budget of \$15,500 allows her to strike the right balance between new acquisitions and replacement copies within the available shelf space.

45110 – Adult Large Print – Funds for purchasing large print books. Per Carol Carter, \$600 is sufficient for next year.

45200 – Adult Audio Visual Materials – Funds for music, blu-rays, DVD's, and audiobooks for adults. Per Carol Carter, the budget allocated this FY is adequate for next year.

45220 – Adult eReference – Databases aimed towards an adult audience. The focus is primarily on increasing usage and visibility for core databases. This budget line has a small decrease to \$20,000.

45400 – Juvenile Non-Fiction – Funds for purchasing print Juvenile Non-fiction. Per Eliza Jarvi and Regina Ruocco, the 'weeding' project in the collection has been finished but replenishment is ongoing. An increase to \$11,500 is budgeted for next year to support this continued project.

45410 – Juvenile Picture Books – Funds for purchasing print picture books. Per Eliza Jarvi, the new budget line for FY19-20 of \$6,000 is in a 'comfortable zone' and should be continued for next year.

45420 – Juvenile Fiction – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. Per Eliza Jarvi, the replacement of some aging classic series was completed in FY19-20. With that completed, she recommends a return to the baseline of \$10,000 for the budget.

45430 – Juvenile Audio Visual – Funds for juvenile DVD's, Blu-rays, Music, and Audiobooks. Eliza Jarvi has requested an additional \$1,750 (\$4,000 total) to provide ongoing new titles and replacements for our popular Launchpad collection.

45440 – Juvenile eReference – Databases aimed towards a younger audience. Per Eliza Jarvi, coverage for our new and popular Scholastic Databases requires an increase to \$2,000.

45460 – eBooks – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. Per collection manager Anna Fifhouse, usage continues to increase (up 18.5% in the past year, with a 40.5% increase in usage of our local Advantage collection) and most publishers have moved to a 'metered' access model in the past year. This requires titles being repurchased after a certain number of checkouts. An increase of \$2,000 to \$17,000 is budgeted.

45470 – Graphic Novels – Money to purchase adult graphic novels. Per Martha O’Hara and Eliza Jarvi, Teen Graphic Novels and Adult Graphic Novels have been consolidated. As a result, \$250 is moving from Teen Books to Graphic Novels for the next FY.

45450 – Teen Books – Money to purchase teen books. Per Martha O’Hara and Eliza Jarvi, Teen Graphic Novels and Adult Graphic Novels have been consolidated. As a result, \$250 is moving from Teen Books to Graphic Novels for the next FY.

45500 – Periodicals – Money to pay for magazine subscriptions. Jen Horan requests the same budget, \$6,750, for next FY as the line had in FY19-20.

45510 – Video Games – Video games in a wide variety of formats. Katie Horner reports the current budget, now supplemented by funds raised selling some titles as trade-ins, is sufficient for next Fiscal Year as well.

45520 – Hot Picks – Funds for DVDs, Blu-rays, and books for the Trending Titles collection. The budget for this FY is adequate for next year.

45600 – Public and Staff PC Software – Licenses for software used by the staff and/or the public. There was an increase to \$6,500 last FY to account for new software subscriptions; this was slightly more than was needed and the budget is lowered by \$500 to \$6,000 for next year.

45610 – Library Automation Software – This line covers the cost of the Library’s Integrated Library System. The cost of our Sierra subscription for 2020-2021 is \$21,950. The \$22,000 budgeted is sufficient.

45900 – Miscellaneous Expenditure – Funds to cover minor purchases that do not fit elsewhere. This is based primarily on past experience and expense. The current budget is adequate.

CAPITAL OUTLAY

50100 – Library Furnishings – Money for interior furnishings. A total of \$1,000 is budgeted for misc. repairs, other purchases can be allocated once specific quotes are received.

51200 – Exterior Building Improvements – Money for exterior improvements. Last year, the Board determined to wait until work on the upcoming renovation/expansion was done before resurfacing the parking lot given the likely wear that will result from the work when underway. Work is needed on the beams above the Wood Building and patching some holes in the parking lot. A total of \$10,000 is budgeted.

58100 – Computer Equipment – Money budgeted for special or regularly scheduled updating of the Library’s computer network. With laptops and staff PC’s having arrived in FY19-20, only a small amount of money is needed here for FY20-21. Mostly for replacement of accessory computer components.

58270 – Library Equipment – Miscellaneous equipment, such as book carts or projector screens. A total of \$1,000 is budgeted for unexpected expenses.

71000 – Transferred to Reserve – Funds earmarked to head to General Reserve at the end of the Fiscal Year. The total budgeted is \$25,000.

70000 – Contingency – Money set aside to handle any significant expenses that arise during the fiscal year.

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES

080-300-

CODE/LINE ITEM	ACTUAL FY 16/17	ACTUAL FY 17/18	ACTUAL FY 18/19	BUDGET FY 19/20	ESTIMATED FY 19/20	BUDGET FY20/21	BUDGET FY21/22	% CHANGE EST ACTUAL TO BUDGET FY20 TO FY21	\$ CHANGE
TAXES									
30000 Property Taxes	885,648	895,536	919,784	964,117	961,133	987,711	987,711	2.8%	26,578
TOTAL TAXES	885,648	895,536	919,784	964,117	961,133	987,711	987,711	2.8%	26,578
FINES & FORFEITURES									
35700 Fines	12,507	10,664	9,667	10,500	8,949	3,000	3,000	-66.5%	(5,949)
TOTAL FINES & FORFEITURES	12,507	10,664	9,667	10,500	8,949	3,000	3,000	-66.5%	(5,949)
CHARGE FOR SERVICES									
34235 Photocopy Charges	2,137	2,243	2,170	2,100	2,241	2,100	2,100	-6.3%	(141)
34260 Passport Fees	0	0	7,385	9,000	8,663	9,000	9,000	3.9%	338
34250 Non-Resident Fees	6,565	6,067	5,915	7,000	6,930	7,000	7,000	1.0%	70
TOTAL CHARGE FOR SERVICES	8,702	8,310	15,470	18,100	17,834	18,100	18,100	1.5%	266
OTHER									
37020 District 65+115 Agreements	0	1,550	1,500	1,550	1,550	1,550	1,550	0.0%	0
37000 Village Contribution	7,900	8,466	8,558	8,550	8,550	8,550	8,550	0.0%	0
38310 Vliet Operating Cost Contrib	0	390	790	780	780	780	780	0.0%	0
37500 Interest Income	3,909	8,902	13,236	10,000	9,632	10,000	10,000	3.8%	368
38800 Naperville/Impact Fees	4,319	2,159	0	0	0	0	0	—	0
38900 Miscellaneous Income	2,468	158	1,593	2,000	411	1,000	1,000	143.5%	589
TOTAL OTHER	18,596	21,625	25,678	22,880	20,923	21,880	21,880	4.6%	957
TOTAL REVENUES	925,452	936,135	970,598	1,015,597	1,008,840	1,030,691	1,030,691	2.2%	21,851
FUND BALANCE RESERVES	59,000	34,000	100,000	0	0	0	0	—	0
LIBRARY FUND REVENUE	984,452	970,135	1,070,598	1,015,597	1,008,840	1,030,691	1,030,691	2.2%	21,851

TOTAL FUND BALANCE:

May 1

April 30

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	ACTUAL FY 18/19	BUDGET FY 19/20	ESTIMATED FY 19/20	BUDGET FY 20-21	BUDGET FY 21-22	% CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	\$ CHANGE FY 20 TO FY21	% CHANGE BUDGET TO BUDGET FY 20 TO FY21	\$ CHANGE FY 20 TO FY21
PERSONNEL SERVICES												
40025 Librarian Salaries	296,341	260,439	242,626	228,024								
40030 Staff Salaries	188,381	229,596	259,296	271,063	137,000	191,867	196,000	194,000	2.2%	4,133	-44.3%	(106,000)
40400 Medical Insurance	65,795	71,900	66,375	76,660	349,000	322,232	314,000	312,000	-2.6%	(8,232)	27.4%	75,000
40900 Other Employee Benefit	160	215	275	175	95,000	94,879	95,000	95,000	0.1%	121	35.7%	25,000
40980 IL Municipal Retire Fund	43,665	36,332	38,211	33,476	250	250	250	250	0.0%	0	0.0%	0
40970 Social Security (Note 1)	36,330	42,026	37,109	37,552	36,000	31,707	39,000	39,000	23.0%	7,293	-5.3%	(2,000)
TOTAL PERSONNEL SERVICES	630,672	640,508	643,892	646,949	653,250	679,836	682,250	678,250	0.4%	2,414	-1.8%	(132,000)
CONTRACT, SERVICES/COMMODITIES												
41000 Building Maintenance	19,188	28,719	38,482	49,944	30,000	31,294	30,000	30,000	-4.1%	(1,294)	25.0%	6,000
41020 Elevator Maintenance	1,167	982	2,351	1,293	1,500	1,000	1,000	1,000	0.0%	0	0.0%	0
41050 Grounds Maintenance	5,541	5,495	6,794	7,056	6,000	4,351	6,500	6,500	49.4%	2,149	0.0%	0
41313 Copier Maintenance	4,941	4,424	3,299	3,656	4,000	3,783	4,000	4,000	6.3%	237	-11.1%	(500)
41314 Other Professional Service	517	57	12,372	13,899	5,000	15,333	5,000	5,000	-67.4%	(10,333)	400.0%	4,000
41300 Computer Services	12,215	11,865	13,220	12,520	13,000	13,040	13,000	13,000	-0.3%	(40)	0.0%	0
41350 Legal & Accounting	3,842	2,528	2,835	1,470	3,000	1,995	2,000	2,000	0.3%	5	0.0%	0
42400 Professional Development	725	1,962	1,983	1,210	3,000	2,442	3,000	3,000	22.9%	558	50.0%	1,000
42440 Dues	2,117	2,294	2,367	2,088	2,500	1,941	2,500	2,500	28.8%	559	0.0%	0
43230 Utilities	11,596	12,789	12,029	12,009	13,000	14,998	15,000	15,000	0.0%	2	-7.1%	(1,300)
43300 Postage	2,399	2,113	1,745	1,926	2,500	3,438	3,500	3,500	1.8%	62	0.0%	0
43410 Printing/E-Newsletter	8,742	9,107	7,645	7,641	8,000	9,167	9,000	9,000	-1.8%	(167)	0.0%	0
43550 Office Supplies	4,821	6,023	5,925	6,044	6,000	5,671	6,000	6,000	5.8%	329	20.0%	1,000
43660 Building & Grounds Supplies	1,535	1,914	1,848	1,483	2,000	1,401	2,000	2,000	42.7%	599	0.0%	0
43668 Technical Services Supplies	3,675	3,632	5,530	4,823	5,000	3,690	5,000	5,000	35.5%	1,310	11.1%	500
43700 Hospitality Program Supplies	376	412	812	315	500	500	500	500	0.0%	0	0.0%	0
43730 Outreach Supplies	966	917	222	222	10,000	5,197	5,000	5,000	-3.8%	(197)	900.0%	9,000
43710 Adult Program Supplies	5,185	3,867	5,905	5,358	7,000	7,000	7,000	7,000	0.0%	0	16.7%	1,000
43720 Juvenile Program Supplies	5,664	4,781	5,233	6,300	7,000	7,000	7,000	7,000	0.0%	0	16.7%	1,000
43740 Teen Program Supplies	819	1,172	1,297	1,179	1,500	1,500	1,250	1,250	-16.7%	(250)	0.0%	0
45000 Adult Nonfiction	16,461	14,211	15,970	17,463	17,000	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	14,043	13,751	13,698	15,095	15,500	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	580	499	499	508	600	600	600	600	0.0%	0	20.0%	100
45200 Adult Audio-Visual	15,086	14,854	14,821	13,083	15,500	15,500	15,500	15,500	0.0%	0	0.0%	0
45220 Adult E-Reference	20,653	17,498	21,095	15,992	22,000	16,071	20,000	20,000	24.5%	3,929	0.0%	0
45400 Juvenile Non-fiction	6,612	8,632	6,934	8,039	10,000	10,000	11,500	11,500	15.0%	1,500	42.9%	3,000
45410 Picture Books, Readers	4,941	5,003	5,583	3,797	6,000	6,000	6,000	6,000	0.0%	0	33.3%	1,500
45420 Juvenile Fiction	7,829	7,358	7,543	9,174	13,000	13,000	10,000	10,000	-23.1%	(3,000)	30.0%	3,000
45430 Juvenile Audio-Visual	1,598	1,191	1,520	2,181	2,500	2,500	4,000	4,000	60.0%	1,500	0.0%	0
45440 Juvenile eReference	334	334	334	189	500	500	2,000	2,000	300.0%	1,500	0.0%	0
45460 Ebooks	6,406	10,002	12,001	12,917	15,000	15,000	17,000	17,000	13.3%	2,000	15.4%	2,000
45470 Graphic Novels	505	469	509	481	500	500	750	750	50.0%	250	0.0%	0
45450 Teen Books	2,583	2,728	2,743	2,651	2,750	2,750	2,500	2,500	-9.1%	(250)	0.0%	0
45500 Periodicals	5,873	6,339	7,317	7,152	6,750	6,750	6,750	6,750	0.0%	0	0.0%	0
45510 Video Games	3,411	4,010	3,570	3,443	3,500	3,500	3,500	3,500	0.0%	0	0.0%	0
45520 Trending Titles	0	0	1,386	1,372	2,000	2,000	2,000	2,000	0.0%	0	0.0%	0
45600 Public & Staff PC Software	2,985	4,527	4,767	4,287	6,500	5,862	6,000	6,000	2.4%	138	30.0%	1,500
45610 Library Automation Software	22,043	20,297	20,905	21,532	22,000	21,532	22,000	22,000	2.2%	468	0.0%	0
45900 Minor Equipment	0	0	0	0	0	0	0	0	---	0	---	0
46100 Miscellaneous Expenditure	1,856	896	654	2,369	2,000	989	2,000	2,000	102.2%	1,011	0.0%	0
TOTAL CONTRACT/COMM.	229,832	237,650	274,434	282,158	294,100	290,275	292,850	292,850	0.9%	2,575	-34.8%	(0)
CAPITAL OUTLAY												
50100 Library Furnishings	0	33,806	265	1,954	4,000	43	1,000	1,000	2227.7%	957	0.0%	0
51200 Exterior Bldg Improvements	0	0	0	291,168	1,000	0	10,000	4,000	---	10,000	-99.0%	(96,000)
58100 Computer Equipment	706	8,306	7,078	259	24,000	25,153	1,000	1,000	-96.0%	(24,153)	300.0%	18,000
58270 Library Equipment	14,966	26,015	3,603	230	1,000	0	1,000	1,000	---	1,000	0.0%	0
71000 Transferred to Reserve	0	0	0	0	34,900	12,562	25,000	25,000	99.0%	12,438	---	34,900
70000 Contingency	3,270	10,000	1,160	0	3,347	0	17,591	3,796	---	17,591	-87.7%	(13,826)

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COMPONENT UNIT OF VILLAGE

**LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES**

FY 2020-2021

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	ACTUAL FY 18/19	BUDGET FY 19/20	ESTIMATED FY 19/20	BUDGET FY 20-21	BUDGET FY 21-22	% CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	\$ CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	% CHANGE BUDGET TO BUDGET FY 20 TO FY21	\$ CHANGE BUDGET TO BUDGET FY 20 TO FY21
TOTAL CAPITAL OUTLAY	18,942	78,126	12,106	293,610	68,247	37,758	55,591	35,706	47.2%	17,833	-50.6%	(79,028)
LIBRARY TOTAL	879,446	956,284	930,431	1,222,717	1,015,597	1,007,869	1,030,691	1,006,896	2.3%	22,822	-4.6%	(48,928)



COMPONENT UNIT OF VILLAGE

FY 2020-2021

CODE/LINE ITEM	ACTUAL FY 17/18	ACTUAL FY 18/19	ACTUAL FY 19/20	BUDGET FY 19/20	ESTIMATED		BUDGET FY 21/22	% CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY20 TO FY21	\$ CHANGE	
					ACTUAL FY 19/20	BUDGET FY 20/21						
REVENUES 82-40-603												
GRANTS												
36263 Per Capita Grant	4,411	4,411	7,153	7,153	7,153	7,153	7,153	0.0%	0	0.0%	0	
36200 Miscellaneous Grants	0	5,000	0	1,000	0	1,000	1,000	---	1,000	0.0%	1,000	
TOTAL GRANTS	4,411	9,411	7,153	8,153	7,153	8,153	8,153	14.0%	1,000	0.0%	1,000	
DONATIONS												
38300 Unrestricted Donations	10,167	1,000	11,869	16,000	21,320	15,000	15,000	-29.6%	(6,320)	-6.3%	(5,320)	
38315 Restricted Donations	1,213	15,000	2,844	2,000	4,126	2,000	2,000	-51.5%	(2,126)	0.0%	(2,126)	
TOTAL DONATIONS	11,380	16,000	14,713	18,000	25,446	17,000	17,000	-33.2%	(8,446)	-5.6%	(7,446)	
75000 Interest Earnings								---	0	---	0	
TOTAL FUND REVENUES	15,791	25,411	21,866	26,153	32,598	25,153	25,153	-22.8%	(7,446)	-3.8%	(6,446)	

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44810 Per Capita Grant Expend	4,411	4,411	4,443	7,153	5,367	7,153	7,153	33.3%	1,786	0.0%	1,786
44825 Misc Grant Expenditures	0	5,000	0	1,000	0	1,000	1,000	---	1,000	0.0%	1,000
99999 Use of Unrestrict Donation	9,803	1,000	14,138	16,000	24,200	15,000	15,000	-38.0%	(9,200)	-6.3%	(8,200)
99999 Use of Restricted Donations	2,426	15,000	2,844	2,000	0	2,000	2,000	---	2,000	0.0%	2,000
	16,640	25,411	21,426	26,153	29,567	25,153	25,153	-14.9%	(4,414)	-3.8%	(3,414)
TOTAL EXPENDITURES	16,640	25,411	21,426	26,153	29,567	25,153	25,153	-14.9%	(4,414)	-3.8%	(3,414)

CURRENT POLICY**INF-3: Use of Library-Provided Personal Computers**

The Library provides computers for public use and a wireless hub for use of personal computers in the Library. The following guidelines apply to use of the Library's computers and related services:

- A. Computer use is available in the Adult Computer Area by sign-up or reservation, and in the Children's Department on a first-come first-serve basis.
- B. Computers will be available when the Library opens up until 15 minutes before the Library closes.
- C. Patrons in the Adult Computer Area may use the computers for a maximum of 240 minutes each day, with a minimum of two login sessions per patron per day. Each login session in the Adult Computer Area lasts a maximum 120 minutes; at which time, if no patrons are waiting to use the computer, the system may automatically grant further time. If another patron is waiting to use the computer, the patron will not be offered further time and will be automatically logged out when their time expires.
- D. If deemed necessary, staff may make permanent adjustments to the time and sessions available for all patrons in the Adult Computer Area. Such changes in service will be posted well in advance and fairly applied to all patrons.
- E. If a patron requires more time than is available for their session, they may ask the staff member at the Reference Desk for an extended session. The staff member will grant extra time as deemed appropriate given how busy the computers are and the reason for the request.
- F. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.
- G. If a computer in the Adult Computer Area is idle for longer than 10 minutes, the computer system will ask the user to verify that they are still using the workstation. If the patron does not provide verification, the session will be automatically terminated and the computer made available to another patron.
- H. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Flash drives will be available for sale at the Adult Reference Desk while supplies last.
- I. All library computers are set up to prevent any file from being added to the hard drive. Any items that may be added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
- J. Software use is limited to that provided by the Library. Use of programs with sound, regardless of their source, requires the use of headphones.
- K. Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited. The Library enforces laws regarding the privacy of library users in Illinois, and the confidentiality policies of the American Library Association. Further, we ask that computer users be sensitive to the use of computers in a public environment, which is used by people of all ages.
- L. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules which include asking a computer user to leave the premises and/or to contact law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting if the concern is placed

by the patron on the meeting agenda 48 hours prior to the meeting, in accordance with Illinois Open Meeting laws.

- M. The Library may provide scheduled computer classes or training upon request, and Library staff members may provide limited individual instruction at their own discretion during times of low volume in the Library. Full documentation for each software application will be available, and patrons are expected to consult the documentation and use self-guided tutorials.
- N. The Library reserves the right to charge for printing, at a cost of \$.10 per page for black and white documents, and \$1.00 per page for color documents.
- O. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics. These statistics will not identify individual users or the nature of their computer use, provided that the patron has not violated the policies of the library, or any State, Federal, or Local law.
- P. Patrons are responsible for complying with copyright laws and licensing agreements while using Library computers, and for paying to use any fee-based services not provided by the Library.
- Q. The Library assumes no responsibility for accuracy, timeliness, bias or potential offensiveness of any Internet-based content.
- R. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. Filters are installed on public computers in the Children's Department and in the Adult Department, though the filters on the computers in the Adult Department provide wider access. The Library does not limit children's Internet access or restrict their computer usage to Children's Department computers only. Filters will be removed by staff at the request of any user and the discretion of library staff. Parents who want their children to use computers with the greatest amount of filtering may wish to advise their children to use computers in the Children's Department for Internet access.
- S. Children have first priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without the specific permission of the Library Director or his/her designee.

Proposed New Policy

A. INF-3: Use of Library-Provided Personal Computers

The Library provides **laptop and desktop computers** for public use and a wireless hub for use of personal computers in the Library. The following guidelines apply to use of the Library's computers and related services

- A. Computer use is available on the main floor by signup or reservation, and in the Children's Department on a first-come, first-served basis.
- B. **Adult patrons must have a registered library card or a valid photo ID in order to use a public laptop. ~~Children~~ Persons under 14 years of age may check out a laptop only if all of the computers in the Children's Department are in use. If a child does not have a registered library card, a parent or guardian must provide a valid photo ID in order to allow laptop access. Patrons who do not have a library card or a valid photo ID may use a guest pass at one of the public desktop computers. If no desktop computers are available, ~~they~~ patrons can make a reservation for the next available computer.**
- C. Computers will be available when the Library opens up until 15 minutes before the Library closes.
- D. Patrons ~~using laptop or desktop computers in the Adult Computer Area or using laptops~~ may use the computers for a maximum of 240 minutes each day, **with a minimum of two login sessions per patron per day.** Each login session ~~in the Adult Computer Area~~ lasts a maximum 120 minutes; ~~at which time once 120 minutes have elapsed, if no patrons are waiting to use the computer,~~ the system may automatically grant ~~additional~~ further time ~~if no patrons are waiting to use the computer.~~ If another patron is waiting to use the computer, the ~~patron~~ current computer user will not be offered further time and will be automatically logged out when their time expires.
- E. **Patrons who use a public laptop agree to the following terms and conditions:**
 - a. **The patron is responsible for the laptop and all related equipment. If the laptop or any related equipment is lost, stolen, or damaged, the patron is responsible for the replacement cost, which is determined by the Library.**
 - b. **The patron must keep the laptop with them at all times. If they need to step away for any reason, they must bring the laptop to the service desk.**
 - c. **Laptops are available for in-house use only.**
 - ~~c.d.~~ **Laptops cannot be used outside the Library building on the Library property.**
 - e. **Laptops may only be used by the person who checked it out. Laptops cannot be lent to another person, and**
 - ~~d.f.~~ **Patrons may not check out a laptop for someone else to use.**
 - ~~e.g.~~ **Laptop users must abide by all of the library's policies, including Use of Library-Provided Personal Computers, Use of Library-Provided Wireless Network, and Library User Conduct.**
- F. If deemed necessary, staff may make permanent adjustments to the time and sessions available for ~~all patrons in the Adult Computer Area or using a public laptop~~ **all public laptops or desktops.** Such changes in service will be posted well in advance and fairly applied to all patrons.
- G. If a patron requires more time than is available for their session, they may ask the staff member at the Reference Desk for an extended session. The staff member will grant extra time as deemed appropriate given how busy the computers are and the reason for the request.

- H. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.
- I. If a **laptop or public computer** is idle for longer than 10 minutes, the computer system will ask the user to verify that they are still using the workstation. If the patron does not provide verification, the session will be automatically terminated and the computer made available to another patron.
- J. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Flash drives will be available for sale at the Adult Reference Desk while supplies last.
- K. All library computers are set up to prevent any file from being added to the hard drive. Any items that may be added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
- L. Software use is limited to that provided by the Library. Use of programs with sound, regardless of their source, requires the use of headphones.
- M. Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited. The Library enforces laws regarding the privacy of library users in Illinois, and the confidentiality policies of the American Library Association. Further, we ask that computer users be sensitive to the use of computers in a public environment, which is used by people of all ages.
- N. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules, up to and including ~~which include~~ asking a computer user to leave the premises and/or to contacting law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting. In accordance with the Illinois Open Meetings Act, grievances must be added to the meeting agenda by the patron 48 hours prior to the meeting. ~~if the concern is placed by the patron on the meeting agenda 48 hours prior to the meeting, in accordance with Illinois Open Meeting laws.~~
- O. The Library may provide scheduled computer classes or training upon request, and Library staff members may provide limited individual instruction at their own discretion during times of low volume in the Library. Full documentation for each software application will be available, and patrons are expected to consult the documentation and use self-guided tutorials.
- P. The Library reserves the right to charge for printing, at a cost of \$.10 per page for black and white documents, and \$.30 per page for color documents with cost set per policy.
- Q. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics. These statistics will not identify individual users ~~Lake Bluff Public Library Computer Use Policy~~ or the nature of their computer use, provided that the patron has not violated the policies of the Library, or any State, Federal, or Local law.
- R. Patrons are responsible for complying with copyright laws and licensing agreements while using Library computers, and for paying to use any fee-based services not provided by the Library.
- S. The Library assumes no responsibility for accuracy, timeliness, bias or potential offensiveness of any Internet-based content.
- T. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. Filters are installed on public computers in the Children's Department and in the Adult Department, though the filters on the computers in the Adult Department provide wider access. The Library does not limit children's Internet access or restrict their computer usage to Children's Department computers only. Filters will be removed

by staff at the request of any user and the discretion of library staff. Parents who want their children to use computers with the greatest amount of filtering may wish to advise their children to use computers in the Children's Department for Internet access.

- U. Children have **first** priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without the specific permission of the Library Director or his/her designee.

Proposed New Policy – Clean Version

A. INF-3: Use of Library-Provided Personal Computers

The Library provides laptop and desktop computers for public use and a wireless hub for use of personal computers in the Library. The following guidelines apply to use of the Library's computers and related services

- A. Computer use is available on the main floor by signup or reservation, and in the Children's Department on a first-come, first-served basis.
- B. Adult patrons must have a registered library card or a valid photo ID in order to use a public laptop. Persons under 14 years of age may check out a laptop only if all of the computers in the Children's Department are in use. If a child does not have a registered library card, a parent or guardian must provide a valid photo ID in order to allow laptop access. Patrons who do not have a library card or a valid photo ID may use a guest pass at one of the public desktop computers. If no desktop computers are available, patrons can make a reservation for the next available computer.
- C. Computers will be available when the Library opens up until 15 minutes before the Library closes.
- D. Patrons using laptop or desktop computers may use the computers for a maximum of 240 minutes each day, ~~with a minimum of two login sessions per patron per day.~~ Each login session ~~in the Adult Computer Area~~ lasts a maximum 120 minutes; once 120 minutes have elapsed, the system may automatically grant additional time if no patrons are waiting to use the computer. If another patron is waiting to use the computer, the current computer user will not be offered further time and will be automatically logged out when their time expires.
- E. Patrons who use a public laptop agree to the following terms and conditions:
 - a. The patron is responsible for the laptop and all related equipment. If the laptop or any related equipment is lost, stolen, or damaged, the patron is responsible for the replacement cost, which is determined by the Library.
 - b. The patron must keep the laptop with them at all times. If they need to step away for any reason, they must bring the laptop to the service desk.
 - c. Laptops are available for in-house use only.
 - d. Laptops cannot be used outside the Library building on the Library property.
 - e. Laptops may only be used by the person who checked it out. Laptops cannot be lent to another person.
 - f. Patrons may not check out a laptop for someone else to use.
 - g. Laptop users must abide by all of the library's policies, including Use of Library-Provided Personal Computers, Use of Library-Provided Wireless Network, and Library User Conduct.
- F. If deemed necessary, staff may make permanent adjustments to the time and sessions available for all public laptops or desktops. Such changes in service will be posted well in advance and fairly applied to all patrons.
- G. If a patron requires more time than is available for their session, they may ask the staff member at the Reference Desk for an extended session. The staff member will grant extra time as deemed appropriate given how busy the computers are and the reason for the request.
- H. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.
- I. If a laptop or public computer is idle for longer than 10 minutes, the computer system will ask the user to verify that they are still using the workstation. If the patron does not provide verification, the session will be automatically terminated and the computer made available to another patron.

- J. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Flash drives will be available for sale at the Adult Reference Desk while supplies last.
- K. All library computers are set up to prevent any file from being added to the hard drive. Any items that may be added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
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- N. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules, up to and including asking a computer user to leave the premises and/or contacting law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting. In accordance with the Illinois Open Meetings Act, grievances must be added to the meeting agenda by the patron 48 hours prior to the meeting.
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- Q. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics. These statistics will not identify individual users or the nature of their computer use, provided that the patron has not violated the policies of the Library, or any State, Federal, or Local law.
- R. Patrons are responsible for complying with copyright laws and licensing agreements while using Library computers, and for paying to use any fee-based services not provided by the Library.
- S. The Library assumes no responsibility for any Internet-based content.
- T. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. Filters are installed on public computers in the Children's Department and in the Adult Department, though the filters on the computers in the Adult Department provide wider access. The Library does not limit children's Internet access or restrict their computer usage to Children's Department computers only. Filters will be removed by staff at the request of any user and the discretion of library staff. Parents who want their children to use computers with the greatest amount of filtering may wish to advise their children to use computers in the Children's Department for Internet access.
- U. Children have priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without the specific permission of the Library Director or his/her designee.

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G. Confidentiality

The Library will maintain the confidentiality of the parties involved to the fullest extent practical. The scope of any investigation – including when information should be shared and with whom – is determined at the discretion of the Library.

H. The EEOC, State and Local Agencies

Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity Commission
500 West Madison Street, Suite 2800
Chicago, Illinois 60661-2511
(312) 353-2713

2.3 Reasonable Accommodations for Disabilities and Religious Observance

The Library is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. Depending on the circumstances, reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures. The Library is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements. Any employee who believes he or she needs accommodation based on disability or religion is responsible for bringing the matter to the attention of Library Director. In the case of disability, the employee may be required to provide medical documentation establishing the existence of a disability, any job related restrictions, and the estimated length of time for which accommodation is needed. The Library will keep all medical information confidential to the greatest extent practicable.

2.4 Drug, Cannabis, and Alcohol Free Workplace Policy

Employees are prohibited from reporting to work while under the influence of alcohol, cannabis, or any controlled substance and are further prohibited from possessing or distributing such substances on Library property. Violation of this policy may result in discipline up to and including termination of employment. To the extent permitted by law, the Library reserves the right to require appropriate testing for alcohol, cannabis, or controlled substances whenever there is a reasonable suspicion that an employee is under the influence of those substances. Refusal to undergo testing or positive results on a drug, cannabis, or alcohol test may also result in discipline up to and including termination of employment.

2.5 Use of the Library's Electronic Communications and Technology System

The Library maintains an electronic communications and technology system to facilitate the work of the Library and to assist Library employees in the efficient performance of their work. This includes, but is

Individuals who have begun their employment with the Library and are convicted of a criminal violation must notify the Library Director within five (5) days of the conviction. Failure to report a conviction is grounds for discipline up to and including termination of employment or non-selection of an applicant. If the Library intends to use the results of a criminal history background check as grounds for disqualification of an applicant or employee for a position, the Library will provide the applicant or employee with a copy of the report.

SECTION 3 - WORKPLACE CONDUCT AND ENVIRONMENT

3.1 Attendance

The Library depends on employees to come to work each day, to arrive on time, and not to leave work earlier than scheduled. Regular and timely attendance is an expected and essential part of every position at the Library. Absent prior authorization from a Department Head and the Library Director or an approved absence such as a prearranged vacation day or leave of absence, employees are expected to be at work every day. Excessive absenteeism, tardiness, or leaving work early, or a suspicious pattern of such conduct (e.g., repeated absences on a particular day of the week, sick days repeatedly coupled with a regular day off), may result in disciplinary action.

3.2 Dress Guidelines

Library staff members are to dress in a manner consistent with being seen by and serving the public. "Business casual" is appropriate for on-the-job attire. Providing a written definition of "Business casual dress," so that employees are aware of expectations and so that Department Heads and the Library Director can consistently hold employees accountable, is the responsibility of the Library Director. If the Library Director determines that an employee is inappropriately dressed for work, the employee may be sent home to change. If inappropriate dress continues, the employee may be subject to disciplinary action.

3.3 Professional Conduct

The orderly and efficient operation of the Library requires that employees maintain standards of proper conduct and adhere to Library policies and practices. To that end, the Library has established rules of professional conduct that must be followed. The Library considers commission of any of the following or similar acts serious and grounds for discipline, up to and including termination. While this list provides examples of conduct that will result in discipline, it is not all-inclusive. The Library Director and/or the Board retain discretion to determine appropriate discipline, up to and including termination, at all times. Examples of conduct that will result in discipline include:

- Supplying false or misleading information when applying for employment or at any time during your employment;
- Altering, falsifying or improperly utilizing or disclosing Library documents or patron records;
- Theft or improper use or possession of Library property;
- Possessing, using, or being under the influence of alcohol, cannabis, or illegal drugs at any time while on Library premises or conducting Library business;
- Refusing or failing to perform assigned work or to follow a supervisor's instructions or committing any other act of insubordination;
- Violating any Library policy, including without limitation the Antidiscrimination/Harassment Policy;

The maximum capacity of the Spruth Room is 50 people.

Groups using the Spruth Room are responsible for any costs incurred by the Library as a result of their use.

If a meeting is to start or extend beyond normal hours of operation of the Library, permission must be obtained from the Library Director or designee. A staff member of the Library or designee must be present for the opening and closing activities if the Spruth Room is in use outside of normal business hours. Meeting requests may be denied if no such appropriate person is available.

Groups using the Spruth Room must clean it up when vacated. Furniture is to be left undisturbed unless arrangements are made in advance. Library staff is responsible for taking down library owned audiovisual equipment used.

Only light snacks may be served. No facilities are available for cooking meals. No dishwashing facilities are available.

All activities will be confined to the Spruth Room, and must not interfere with regular Library operation.

Restrictions:

There will be no ~~smoking or use of alcohol~~ use of tobacco, cannabis, alcohol, or vaping devices in the Library or on its premises.

The Library shall not be responsible for lost or stolen property.

The name and/or address of the Library may not be used as the official address or headquarters of any individual or organization using the Spruth Room.

The Spruth Room may not be reserved for:

- A. Private social gatherings
- B. Private or political fundraising or money-making purposes by groups other than Library-related organizations
- C. Political meetings of a partisan nature.

During a meeting or program that is open to the public, no admission fee or donation requests are permitted. No items may be sold unless for the profit of the Library or approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, hand outs, craft making supplies, refreshments, etc. Arrangements for any such fees have to be approved at the time of booking the room reservation.

The Library may, on occasion, sponsor classes offering instruction in skills. Fees to cover costs of supplies may be charged.

The Library complies with the Americans with Disabilities Act (ADA). If requested, groups using the Spruth Room must provide accommodations for persons with disabilities. Groups unable to provide needed accommodations will not be allowed to meet.

- I. Shirts and shoes must be worn on library property.
- J. Smoking is prohibited in the library and within twenty five-feet (25') of all library entrances, windows that open, or ventilation intakes.
- K. Campaigning, soliciting, or petitioning is not permitted on library premises.
- L. Animals, other than service animals, are not allowed in the building without the approval of the Library Director or his/her designee.
- M. Patrons are responsible for their personal property. Property left unattended for longer than 30 minutes may be moved to the Library's "Lost and Found" area. Any unattended personal property left in a location that obstructs patron or staff use of the library will be moved immediately.
- N. Bicycles, rollerblades, skateboards, scooters, or similar equipment may not be used in the building or the parking lot. Bicycles should be left in the racks outside the building.
- O. Patrons must exit the library at or before the designated closing time or as otherwise directed by library staff.
- P. Use of tobacco, cannabis, vaping devices, or any controlled substance by patrons on Library property is prohibited. Alcohol may only be used on Library property in keeping with the Library's policy on alcohol at Library events and programs.

Patrons are asked to cooperate with the Library staff members who interpret and enforce these rules and regulations, which will help promote excellence in Library service for everyone.

USE-2: Suspension or Limitation of Library Privileges

Suspension or limitation of Library privileges of patrons may occur for (i) violation of the Library User Conduct policy, or (ii) excessive fines, lost or damaged items on a patron's record greater than the blocking threshold decided by the Library Director and approved by the Trustees.

The nature of the limitation or suspension of Library privileges may include: (i) loss of borrowing rights; (ii) prohibition from using items of equipment if such equipment was being abused; and (iii) physical removal from the Library premises if the person involved engages in behavior that damages Library property, intimidates or threatens other patrons or staff, or refuses to act in accordance with the other provisions of the Library User Conduct policy. The suspension will last for a period of time designated by the Library Director, which will be communicated to the patron by written notice if possible.

In the event of a suspension greater than three days, the patron may appeal the decision to the Library Board of Trustees at a regularly scheduled meeting, provided that the appeal is submitted in writing at least 48 hours prior to the meeting, according to the Open Meetings Act of Illinois.

USE-3: Unattended Children

The Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver and not with Library staff members. Public libraries, by their nature, are not necessarily safe for unattended children.



*Excellence & Quality
Architectural Sheet Metal Inc.
4541 Prime Pkwy. McHenry, IL 60050
Phone: 815~578~4560 Fax: 815~578~4561*

*Date: January 17, 2020
WeatherGuard Roofing Company
Elgin IL. 60121
Attn: Sam Newman
Re: Lake Bluff Library
Lake Bluff, IL.*

Page 1 of 1

*Sheet metal Scope of work:
We will **fabricate** and install using prefinished aluminum from Petersen in standard non-premium colors only.*

(3) Side Beam Cladding: (Mansard Brown)
Approximately: 45 lf of .050 prefinished (Mansard Brown from Petersen) aluminum shop fabricated 24" x 7" beam cladding with (Slate Gray) coping at (3) beams. (Detail NONE)
The above work to be performed for the sum of (taxes excluded) \$8,595.00

Front Beam Cladding:
Approximately: 40 lf of .050 prefinished (Slate Gray) aluminum shop fabricated 12" x 7" beam cladding with (Slate Gray) coping at (4) sections. (Detail NONE)
The above work to be performed for the sum of (taxes excluded) \$5,560.00

**Inclusions: 1) 20 year finish warranty on all prefinished materials & 1-year workmanship.
2) All necessary items required for completion of work described above.**

We exclude: Custom or premium colors, wood blocking, perimeter sealant at drip edge, manufactured materials (ALL shop fabricated), welded miters/end caps, and anything not described in scope of work above.

Respectfully submitted,

Cory Diehl

11B

DETAIL #3
TYP. @
TRANSITION

DETAIL #1
TYP. @ SIDE
BEAM

DETAIL #2
TYP. @ FRONT
BEAM

EXCELLENCE & QUALITY



JOB: LAKE BLUFF PUBLIC LIBRARY REBID

DETAIL: PARTIAL ROOF PLAN

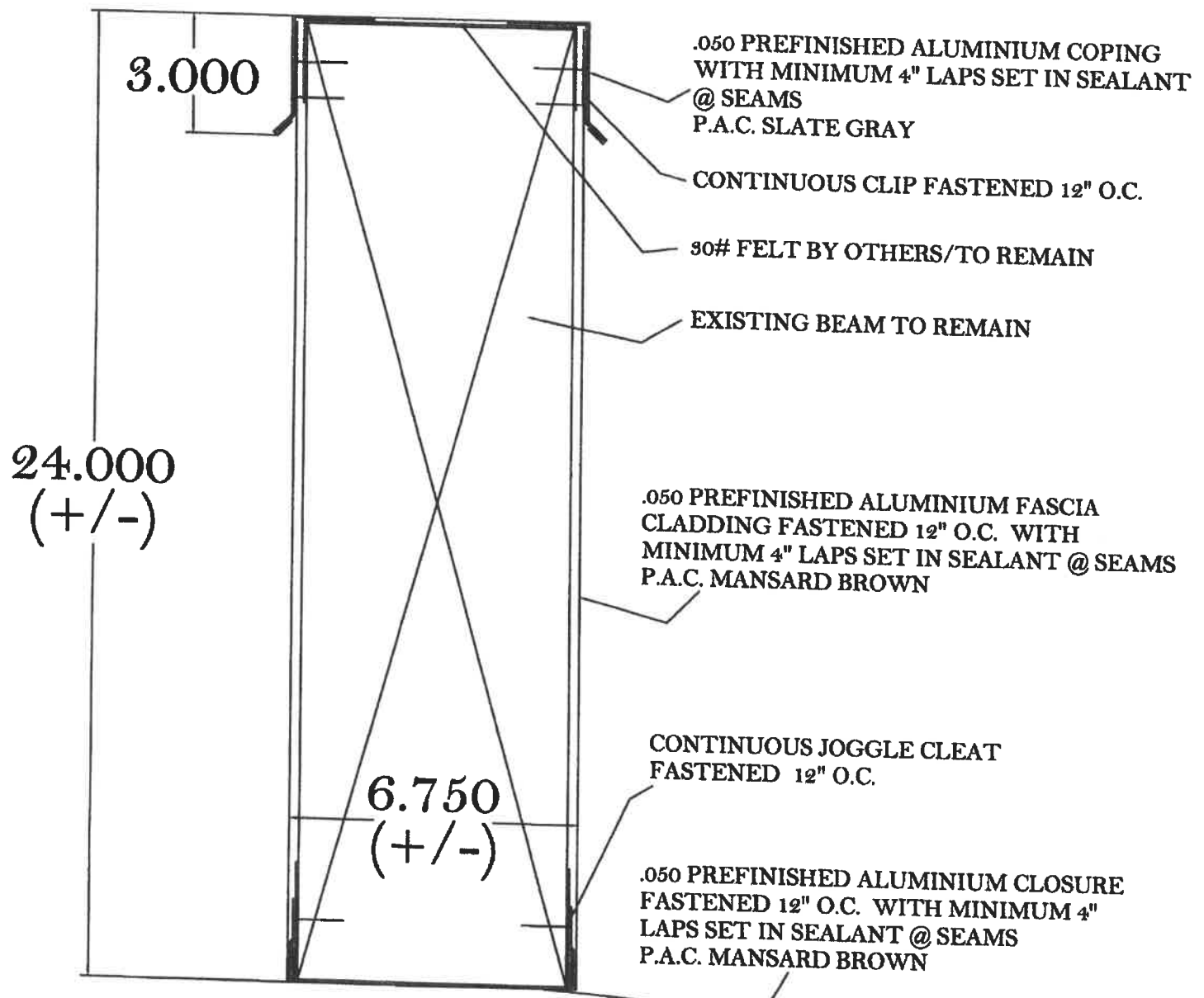
ARCH: ENGBERG ANDERSON

REF: 1/A101

PAGE: 1

SCALE: N.T.S.

HC



ALL DIMENSIONS TO BE V.I.F.

EXCELLENCE & QUALITY



JOB: LAKE BLUFF PUBLIC LIBRARY REBID

ARCH: ENGBERG ANDERSON

PAGE: 2

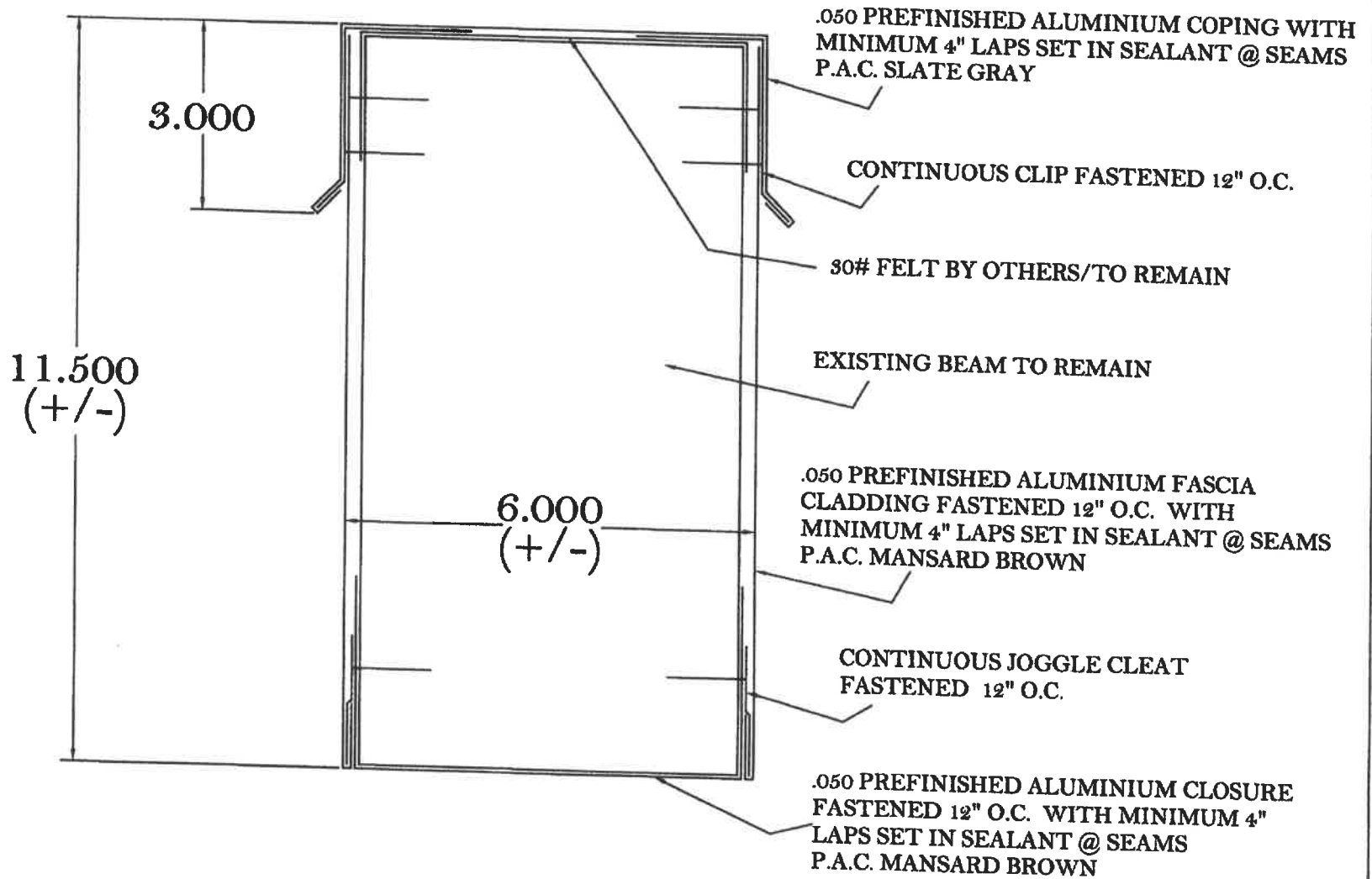
DET: 1

DETAIL: SIDE BEAM CLADDING

REF: PHOTOS

SCALE: N.T.S.

HD



ALL DIMENSIONS TO BE V.I.F.

EXCELLENCE & QUALITY



JOB: LAKE BLUFF PUBLIC LIBRARY REBID

DETAIL: FRONT BEAM CLADDING

ARCH: ENGBERG ANDERSON

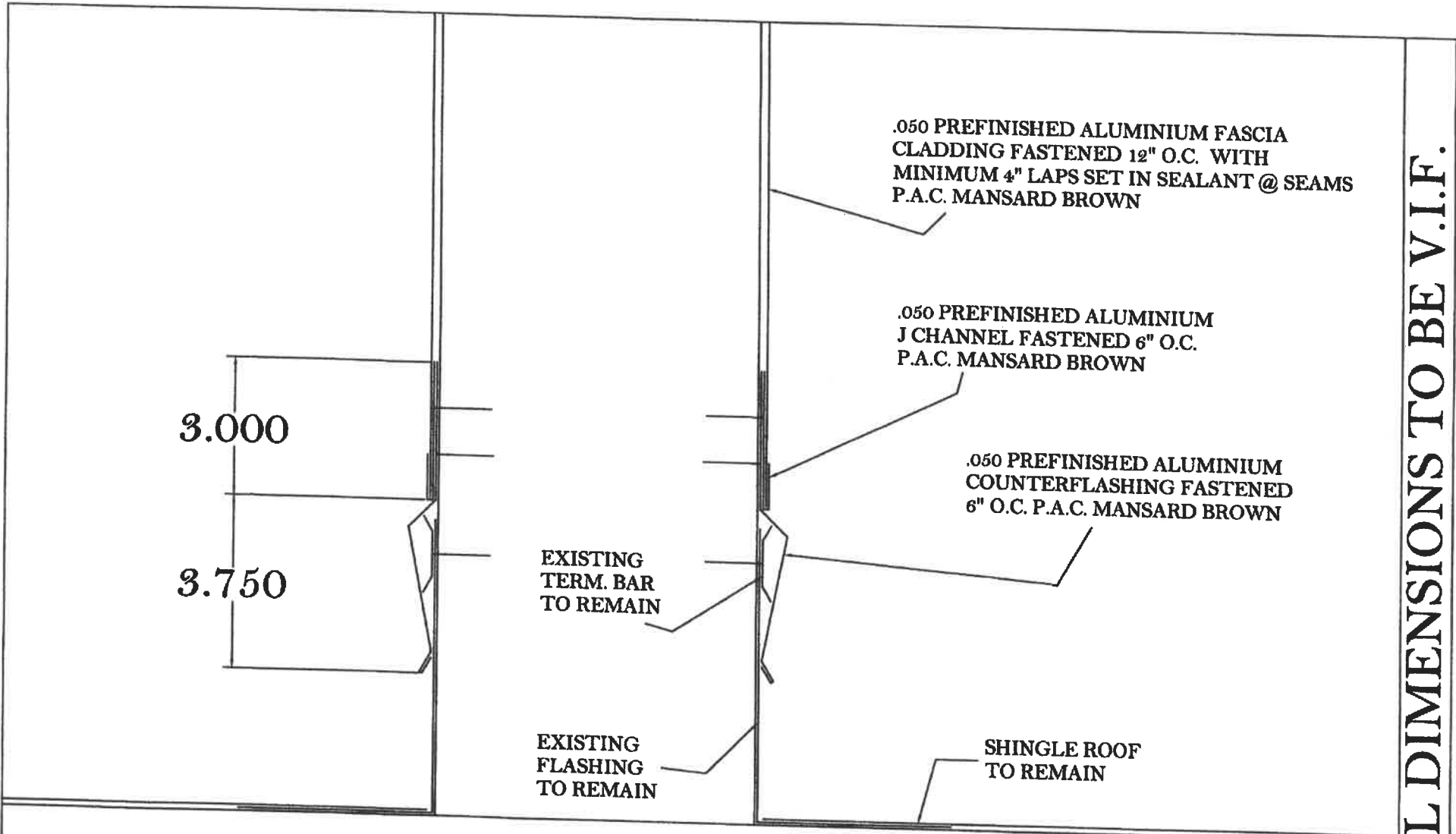
REF: PHOTOS

PAGE: 3

DET: 2

SCALE: N.T.S.

11E



ALL DIMENSIONS TO BE V.I.F.

EXCELLENCE & QUALITY



JOB: LAKE BLUFF PUBLIC LIBRARY REBID

DETAIL: COUNTERFLASHING @ TRANSITION

ARCH: ENGBERG ANDERSON

REF: PHOTOS

PAGE: 4

DET: 3

SCALE: N.T.S.

Director's Report – January 2020

Programming

- Martha O'Hara reports that the Winter Reading Club is off to a good start. We've had a little over 20 submissions for adults, which is higher than normal, especially for the first month. Eliza Jarvi reports that children's has already had more submissions than last year. Martha believes the newsletter log was helpful—they're definitely being used. Martha reports a couple submissions using the new online form as well.
- Carol Carter hosted a program about the Elizabeth Holmes/Theranos scandal that was standing room only—we actually had people standing in the back of the room. Total attendance was around 46. Rave reviews from everyone as they left.
- Eliza Jarvi reports that we had a fantastic turnout for 'It's a Wonderful Life.' Open House events usually bring pretty big numbers, and having it in conjunction with the rest of the village helps too!
- Eliza also reports that we ended up opening the Youth Activity Room several times for high schoolers who were at the library to study for their finals. They took over almost every table in the library.
- We are gearing up for our annual Craft Swap, where patrons can bring in their extra craft supplies and take home extras left by others, to kick off on February 5th.
- The next meeting of Carrie Spezzano's popular Cookbook Book Club is scheduled for January 29th.

Little Free Library Update

Jillian Chapman reports that we've dropped off 75 books at the Little Free Library since it began in October. She decorated it with some little bird friends and lights for the holiday.

Prospectus Under Construction

Martha O'Hara is working on a draft of the prospectus for the fundraising project. To assist in quantifying the changes library usage has undergone Martha contacted the Illinois State Library to obtain data from 1972-1979 to get a better sense of what usage looked like when this building was built. Some highlights:

- When our building was designed and built, annual circulation ranged from approximately 50,000-60,000; annual circulation is now regularly over 100,000 and has been for approximately the last 10 years.
- When we moved into the building, our collection was approximately 30,000 titles and almost exclusively print. A newspaper article about the new building indicates that the building itself was designed to hold a maximum of 40,000 titles (the same article also states that we would have this maximum capacity along with "ample seating space," which is, of course, decidedly not the case today!). I ran some reports for the collections

stored in the original building and found that as of the end of fiscal year 2018-2019, we exceeded our maximum capacity by 1,300 volumes. As weeding is an ongoing activity, this indicates that our collection continues to hover at or just above capacity.

- We added a music collection in FY 1975-1976; we did not have any kind of film collection for the remainder of the 1970s, so the collection then was a lot less diverse in terms of format than it is today.

End of Year Lake Forest Leader Article

Martha O'Hara reports that we appeared in the Lake Forest Leader for their End of the Year article, which she and Jillian Chapman co-wrote. The article is appended to the packet, though some of the lines are cut off at the end.

School Support

We are always looking for ways to better support our local educators. A discussion at a recent Alliance for Excellence meeting was brought to our attention, and we used the opportunity to see if we had a new opportunity to help. We also took the opportunity to review what we currently do. Information is included in your packet from Head of Youth Services Eliza Jarvi.

Fill a Heart 4 Kids

Per Head of Circulation and Reference Katie Horner, the Library's partnership with Fill a Heart 4 Kids over the holidays was immensely successful. The display was only up for a couple weeks, but an estimated 25 name tags were selected to purchase Christmas gifts for. Patrons kept asking about the display all month, and we were consistently filling in empty spots with new name tags. We very much hope to partner with Fill a Heart next year, and hopefully have the display up earlier to reach even more kids.

New D65 Superintendent

News was released early in January that Dr. Lisa Leali had been selected as the new superintendent for District 65. She is the current Chief Education Officer for Kennilworth District 38. I have been in touch with current superintendent Dr. Jean Sophie regarding the schedule for meeting the new appointee. More information is available here: <http://www.lb65.org/news/1671325/dr-lisa-leali-named-as-next-superintendent-of-schools>

Thank You Card

The holiday luncheon was a big hit again this year; a thank you card was circulated amongst the staff and will be delivered to the Board at the meeting.

Respectfully submitted,

Eric Scott Bailey

Lake Bluff & Area School Relationships

All Lake Bluff Schools

- Educator cards for teachers, once we have updated information at the beginning of the school year of who currently works there. Cards get teachers six week checkouts, no overdue fines. They would only have to pay for books get lost or need to be replaced.
- If a teacher contacts us, we'll pull a stack of books on a specific subject or at a specific reading level, such as picture books on rain for a preschool unit, or juvenile nonfiction books about the Revolutionary War for a fourth grade unit.

LFHS

- Varsity Reading Club with LFHS Librarian Katie Pausch, including ILL multiple copies of the monthly title.
- ILL for various teachers via Katie Pausch.

LBMS

- 8th Grade Reading Group, monthly with Reading Specialist Buffy Stauffer.
- Ongoing annual Caudill programming with LBMS librarian.
- Occasional drop in programming over lunch breaks at LBMS.
- Working relationship with Mallory Jorgensen, LBMS librarian, and Susan Van Boening, who is covering while Mallory is on Maternity Leave.

LBES

- Annual programs with the school: Back to school bash, summer kickoff party.
- Emails a few times a year to all teachers communicating Educator Resources at the beginning of the year, Phyllis Fox Contest in late spring, and the Summer Reading Club video to promote SRC at the end of the school year.
- Support their Summer READO program via a large dedicated display, constant organization, READO boards always available, and reader's advisory.
- We attend literacy night and math night as a representative of the Lake Bluff Public Library.
- The library is part of the kindergarten 'Around Town' Tour.
- We use their multi use room annually for our Phyllis Fox Award Ceremony.
- Working relationships with Paige Soule, LBES librarian, and Buffy Stauffer, Reading Specialist for District 65.

Lake Bluff Preschool/Park District

- One semester of monthly storytimes at the preschool, by Carrie Spezzano and Regina Ruocco.
- Marketing: send home programming flyers with students.
- Working relationship with Dana Hansen, Preschool Director.
- For the summer camp, we are a resource for Marcine, pulling books on weekly themes.

- Two annual art displays coordinated with Sheila Thompsen, displaying art work by kids on specific themes.

Forest Bluff Montessori

- We are the primary library for Forest Bluff Montessori. We regularly see groups of students here doing research for various school projects.

Montessori School of Lake Forest

- Summer storytimes adhering to Montessori literary guidelines at the Montessori school.

First Pres Preschool

- Occasional contributions for the newsletter of notable new picture books.
- Upon request, pulling books on a specific theme.

Educator Resources

AT THE LAKE BLUFF PUBLIC LIBRARY



1) EDUCATOR CARDS

Every teacher has an educator card through the schools. With these cards, educators can check out books from the Lake Bluff Public Library for their classroom, have books we don't own sent in from other libraries, and much more! Books check out for six weeks, and do not accrue overdue fines.

2) REQUEST BOOKS

Want us to pull books on a subject for your classroom unit? Give us a call or send an email. Do you need a title we don't own? We can have it sent in from another library or purchase it. <http://www.lakeblufflibrary.org/requestanitem.html>



3) DIGITAL ACCESS

Library cards give you access to all of the digital resources the library has to offer as well. Check out our ebooks and eaudiobooks to your smartphones or tablets, or use our databases. Check out <http://www.lakeblufflibrary.org/digitalresources.htm> for more information.

4) SEND US YOUR READING LISTS

Send us a copy of your syllabus or reading lists, and we'll do our best to have copies of the books on our shelves.



5) OTHER

Have an idea for a collaboration, or a question that isn't answered here? Reach out! Call the library or send an email.

CONTACT US:

Eliza Jarvi, Head of Youth Services: ejarvi@lakeblufflibrary.org



Lake Bluff Public Library
123 E. Scranton Ave.
847-234-2540
www.lakeblufflibrary.org

Friends Meeting Dates 2020

January 18 – Kate Jackson

February 15 – Jon Heintzelman

March 21 – Janie Jerch

April 18 – William Hayes

May 16 – Kathy Meierhoff

June 20 – Kate Jackson

August 15

September 19

October 17

November 21

Respectfully submitted,

Eric Scott Bailey

Anniversary marks eventful year for LB Library



MARTHA O'HARA
HEAD OF ADULT SERVICES
Lake Bluff Library



JILLIAN CHAPMAN
COMMUNITY ENGAGEMENT COORDINATOR
Lake Bluff Library

This was a special year for the Lake Bluff Public Library: 2019 marked our 100th year of service to the Lake Bluff community. In the past 100 years, the

library has grown from a one-room collection of 500 books housed in Village Hall into a vibrant public space with a collection of approximately 50,000 phys-

ical materials, thousands of eMaterials, and a busy calendar with hundreds of programs for all ages. 2019 was all about celebrating that journey, as well as looking forward to what the library can be in the future.

You only turn 100 once, so we tried to celebrate our 100th as much as possible. We gave away \$1 fine vouchers on the 19th of every month. We had a 100 item checkout challenge. Our centennial logo was showcased on the Village vehicle stickers for the year. And — of course — we had to throw a birthday

party with birthday cookies. In August, the Lake Bluff Brewing Company was kind enough to let us serve as a special guest host of one of the block parties. During this event, Holly Nagel created fantastical balloon animals, we passed out centennial cookies, and we raised over \$1,000 selling raffle tickets for unique prizes such as gift cards to local business, a slime party, and even the magical sequined dragon head that had been designed for the Summer Reading Club.

We also tried some new things in 2019. We extend-

ed our loan period from two weeks to three weeks for books in the regular collection and loans for TV series were extended from one week to two weeks. A donation from Pasquesi Home and Gardens allowed us to open a seed library and a donation from Lynn Miller and Grandpa Scallion allowed us to open our first Little Free Library at Blair Park with the support of the Park District. We took the book bike to the Farmer's Market and had some storytimes at Artesian Park. We partnered with Lake Forest Library

for Deep Freeze Read, a two community book club. Thanks to generous donations from the Friends of the Lake Bluff Library, we were able to include reading logs for both Summer and Winter Reading Clubs in our newsletter.

2019 was also a pivotal year in planning for the library's future. The library building was built and designed in 1975 to accommodate a very different level of activity and house a smaller collection.

For the full story, visit LakeForestLeaderDaily.com.

LF Library prioritizes teens, community partnerships and high-quality programming



CATHERINE LEMMER
DIRECTOR
Lake Forest Library

It was a fun and fulfilling year at Lake Forest Library with new events, new materials, and renewed spaces. Highlights of 2019 include creating a larger, more functional Teen Space, expanding our outreach efforts to schools, kicking off a new joint nonfiction reading program with Lake Bluff Public Library, and hosting nonprofit organizations from across Lake Forest and Lake County during our first-ever Volunteer Fest.

In 2019, the Library held

more than 900 events (a 25 percent increase from last year) attended by more than 23,000 people! Programs were offered for all ages and interests, including a successful Ride Bikes, Read Books summer reading program, a Harry Potter birthday party, a new foreign-policy focused Great Decisions Discussion Group led by the League of Women Voters and record numbers of teens studying at the Library during Exam Escape.


The library continued its tradition of hosting high quality author events throughout the year, including: Rebecca Makkai, author of "The Great Believers," during the seventh annual Lake Forest Reads: Ragdale; Dan Egan, author of "The Death and Life of the Great Lakes," for the first annual Read Between the Ravines; Marianne Malone, author of "The Sixty-Eight

Rooms" series, for a Q&A over Skype in the Children's Library; and Kraig Moreland, author of "The Furnace Girl," during an after-hours book club reception in the library Reading Room.

To create more room for patrons and materials, we reorganized and repurposed spaces this year. The new Teen Space features an enhanced collection of Young Adult books, audiobooks, graphic novels, and test prep guides; more space for teen programming; additional tables for studying and tutoring; and two dozen new electrical outlets (quite an achievement in a historic building!). The new Audio Room (formerly the Business Office) makes it easier to browse the growing collection of audiobooks and Playaways.

For the full story, visit LakeForestLeaderDaily.com.

Join us Monday through Friday
Closed Sunday



Froggy's French Cafe

January Specials*
Lunch or Dinner \$19⁹⁵ BEFORE 6pm

Salad or Choice of Soup:

- Mushrooms Creme
~ OR ~
- Butternut Squash
~ OR ~
- Gazapatcho

Choice of Entrée:

- Dover Sole Almondine
~ OR ~
- Classic Chicken Braised in Red Wine (Coq Au Vin)
~ OR ~
- Beef Tenderloin Tail Au Poivre with French Fries
~ OR ~
- Grilled Vegetable Plate with Fresh Fettucini

All main courses are served with three vegetables and a starch

FOR RESERVATIONS CALL 847.433.7080
WWW.FROGGYSRESTAURANT.COM
306 GREEN BAY ROAD, HIGHWOOD

*Not available with any other offer. RESERVATIONS ONLY by phone 847.433.7080