

## September 20, 2023 Board Meeting

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2,3,4	<b>CTO, Roll Call, Pledge, Additions (5 minutes)</b>	
	Agenda	2
	<b>Opportunity to Address Board (5 minutes)</b>	
	<b>Approval of Minutes (action) (5 minutes)</b>	3
	Regular Minutes 2023August15	
	<b>Staff Presentation (5 minutes)</b>	
	<b>Director's Updates (7 minutes)</b>	
	Director's Report	4
	August FY Statistics Graphs	5
	August Statistics 3 Year Graphs	6
	<b>Committee Reports (5 minutes)</b>	
	<b>July Financial Reports (action) (5 minutes)</b>	
	August Detailed Revenue/Expenditures Report	7
	<b>Approval of Checks (action) (5 minutes)</b>	
	August 2023 Check Disbursement	8
	<b>New Business (action) (5 minutes)</b>	
	2024 Closing Dates	9
	23-24 IGA Contract D115	10
	Leveraging Lake Bluff Public Library's Social Media Presence	11
	<b>Library Correspondence (5 minutes)</b>	
	Recognition	12
	Hours	13
	Suggestions	14
	<b>Executive Session(s) if needed</b>	
	<b>Any and All Other Business (5 minutes)</b>	
	2023 Birthday Bash flyer	15
	Book Challenges on the Rise virtual event flyer	16
	Eclipse Glasses flyer	17
	Fall 2023 Community Engagement Opportunities	18
	<b>Adjournment (1 minute)</b>	

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Wednesday, September 20, 2023 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

2

The in-person meeting will be simulcast for any members of the public who do not wish to attend the meeting in-person at the Lake Bluff Public Library building. Questions related to the Library agenda can be sent before or during the meeting to Library Director Renee Grassi at [rgrassi@lakeblufflibrary.org](mailto:rgrassi@lakeblufflibrary.org). The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or [rgrassi@lakeblufflibrary.org](mailto:rgrassi@lakeblufflibrary.org).

NOTICE: Members of the public may attend in-person or participate in the meeting remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/2069598344>

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**Agenda**

- 1. Call to Order**
- 2. Roll Call (1 min)**
- 3. Pledge of Allegiance (1 min)**
- 4. Additions & Corrections to the Agenda (2 min)**
- 5. Opportunity for Public to Address the Board (5 min)**
- 6. Approval of Board Meeting Minutes (5 min)**
  - a. ACTION: Approval of Minutes of August 15, 2023 Regular Board Meeting
- 7. Staff Presentation: Share Your Story Initiative by Anna Fifhouse (5 min)**
- 8. Library Director Updates (7 min)**
  - a. Director's Report
  - b. Monthly Statistics Reports
- 9. Committee Reports (10 min)**  
**(Met)**
  - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Jerch, Berg, Shaul.)
  - b. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)  
**(Did Not Meet)**
  - c. Finance Committee (**CHAIR:** TBD. **MEMBERS:** Shaul, Zaute.)
  - d. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute.)
  - e. Bylaws & Policy Committee (**CHAIR:** Friedeman. **Members:** Graziano and Zaute.)
  - f. Community Engagement Committee (**CHAIR:** TBD. **MEMBERS:** Berg, Graziano.)
  - g. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
  - h. Long Range Planning Committee (**CHAIR:** TBD. **MEMBERS:** Friedeman, Shaul)
  - i. Special Topics Committee (AD HOC. Committee membership is assigned by topic.)
- 10. August 2023 Financial Reports (10 min)**
  - a. ACTION: Approve August Detailed Revenue & Expense Report

- b. ACTION: Approve August Monthly Check Disbursement (15721-15750)

**11. New Business**

- a. Schedule of Closings and Special Hours **(5 min)**
  - i. ACTION: Vote to Confirm Proposed Schedule of Closing Dates for 2024
- b. D115 Intergovernmental Agreement **(5 min)**
  - i. ACTION: Vote for Approve the D115 Intergovernmental Agreement
- c. Leveraging Lake Bluff Public Library's Social Media Presence **(5 min)**

**12. Library Correspondence (10 min)**

- a. Correspondence #1: Recognition
- b. Correspondence #2: Library Hours
- c. Correspondence #3: Suggestions

**13. Executive Session(s) if needed**

- 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)

**14. Any and all other business which may properly come before the Board (10 min)**

- a. Library Reminders
  - i. 2023 Birthday Bash
  - ii. Book Challenges on the Rise Virtual Event
  - iii. Eclipse Glasses
  - iv. Fall 2023 Board of Trustees Engagement Opportunities
- b. Other

**15. Adjournment (1 minute)**

**Attachments**

- Regular Minutes 2023Aug15
- Director's Report
- August FY Statistics Graph
- August Statistics 3 Year Graphs
- August Revenue and Expenditures Report
- August Check Disbursement Report
- 2024 Closing Dates
- 23-24 IGA Contract D115
- Leveraging Lake Bluff Public Library's Social Media Presence
- Correspondence Recognition
- Correspondence Hours
- Correspondence Suggestions
- 2023 Birthday Bash flyer
- Book Challenges on the Rise Virtual event
- Eclipse Glasses
- Fall 2023 Community Engagement Opportunities

**Upcoming Board Meetings:**

- October 17, 2023: IN PERSON
- November 21, 2023: IN PERSON
- December 12, 2023: IN PERSON



**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Tuesday, August 15, 2023 at 7 PM**  
123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was conducted with six attending Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. **Call to Order:** Library Director Renee Grassi called the meeting to order at 7:01 pm.
2. **Roll Call:** Trustees Zaute, Shaul, Hayes, Graziano, Jerch and Friedeman were present; Trustee Berg was absent. Library Director Renee Grassi and library staff members Martha O'Hara, Katie Horner and Jillian Chapman were also present.
3. **Pledge of Allegiance**
4. **Additions & Corrections to the Agenda:** There were none.
5. **Opportunity for Public to Address the Board:** There was none.
6. **Approval of Board Meeting Minutes**
  - a. Approval of Minutes of July 18, 2023 Regular Board Meeting: Trustee Jerch moved to approve the minutes of the July 13th Regular Board Meeting, Trustee Graziano seconded; all voted aye.
7. **Library Director Updates**
  - a. Director's Report: Director Grassi provided an update on the library from July 2023. Highlights included the hiring of a new Library Associate, a Learning Garden website update and replacement of a malfunctioning workstation.
  - b. Monthly Statistics Report: Director Grassi provided an overview of the July 2023 usage statistics, highlighting that July 2023 brought the highest circulation levels at Lake Bluff Library than there has been in the past three years. Visitor counts remain similar to June 2023 and are driven by the many events and community outreach opportunities facilitated by staff. There has been increased and sustained usage of ProQuest (major daily papers) over the past three months. Trustee Zaute inquired about the comparison of digital circulation totals between 2018 and 2023 to understand the impact of COVID on patron circulation preferences.
8. **Committee Reports**  
(Met)
  - a. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute): Trustee Hayes provided an overview from the most recent committee meeting. Many facility needs have arisen in



the past few months in terms of maintenance management and copier issues, with a discussion regarding moving money from the reserve to cover these costs. The committee has recommended combining the Finance and Tech committees due to the duplicative nature of the membership and crossover of functions. The Bylaws & Policy Committee will check this request against bylaws and make a recommendation to the full Board. Trustee Shaul inquired with the Village regarding where library reserves are held and suggested the Board add the consideration of a capital reserves account to the agenda for September.

- b. **Technology Committee** (CHAIR: TBD. MEMBERS: Hayes, Zaute): The committee discussed security cameras and system installation. Library Director Grassi provided a brief overview of a possible funding avenue (PPRT), that the Library may be eligible for to fund this project.
- c. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul): Trustee Graziano thanked the staff, Board and Director for participation in the 6 month Director review process. The committee is creating a form for sharing comments and feedback with the Director.

(Did Not Meet)

- d. **Bylaws & Policy Committee** (CHAIR: Friedeman. Members: Zaute)
- e. **Building and Grounds Committee** (CHAIR: TBD. MEMBERS: Jerch, Berg)
- f. **Community Engagement Committee** (CHAIR: TBD. MEMBERS: Berg, Graziano)
- g. **Intergovernmental Committee** (MEMBERS: Jerch, Grassi)
- h. **Long Range Planning Committee** (CHAIR: TBD. MEMBERS: Friedeman, Shaul)
- i. **Special Topics Committee** (AD HOC. Committee membership is assigned by topic.)

#### 9. **July 2023 Financial Reports**

- a. **July Detailed Revenue & Expense Report:** Trustee Jerch moved to approve the Revenue and Expense Report from July 2023, Trustee Zaute seconded; all voted aye.
- b. **July Monthly Check Disbursement (15692-15720):** Trustee Jerch moved to approve checks numbered 15692-15720, Trustee Zaute seconded; all voted aye.

#### 10. **New Business**

- a. **Schedule of Regular Board Meetings:** Trustee Zaute moved to change the September Regular Board Meeting date from Tuesday, September 19th to Wednesday, September 20th, Trustee Friedeman seconded; all voted aye.
- b. **All-Day Staff In-Service:** Trustee Jerch moved to approve a Library Closure for Friday, November 17, 2023 to support in-service, Trustee Graziano seconded; all voted aye.
- c. **Building and Maintenance Needs of the Library**
  - i. The Board reviewed the draft job description for a contracted, short-term Buildings Project Manager. The Board discussed opportunities for funding to support additional projects prioritized for building and facilities and a position to oversee them with input from the Finance Committee.



1. Trustee Jerch moved to grant approval to Library Director Grassi to overspend by \$40,000 in maintenance/building and grounds for necessary facility repairs and overspend by \$10,000 in contracted services for a Buildings Project Manager, Trustee Hayes seconded; all voted aye.
- ii. **Staff and Public Copier Machines**
  1. Trustee Jerch moved to approve an agreement for copier leasing with Impact Networking pending that the vendor can either agree to a fixed rate term greater than 24 months or the monthly cost is reduced to \$600, Trustee Hayes seconded; all voted aye.
11. **Library Correspondence:** Director Grassi provided an overview of library correspondence from the past month including media coverage of the Stroh Reading Room, an open letter to librarians from former President Barack Obama and the new cover for Fall 2023's *Off the Shelf* "Banned Books Week."
12. **Executive Session(s) if needed:** There was none.
13. **Any and all other business which may properly come before the Board**
  - a. **Fall 2023 Board of Trustees Engagement Opportunities:** Community engagement opportunities will be provided on a quarterly basis. Upcoming opportunities include Lake Bluff Birthday Bash, Trunk or Treat and Halloween at the Library.
  - b. **Trustee Email Correspondence and Open Meetings Act:** Director Grassi provided a reminder to use BCC when emailing more than one member of the Board to ensure compliance with OMA.
14. **Adjournment:** Trustee Hayes moved to adjourn, Trustee Zaute seconded; all voted aye. The meeting adjourned at 9:02 pm.

Respectfully submitted,

Alexandra Friedeman  
Secretary

### **Administration and Human Resources**

- Library Director Renee Grassi attended Illinois Directors University, an intensive three-day library leadership conference held in Springfield, Illinois. Seminar topics included library & employment law, library policies, budgeting and finance, Library Board/Director relations, leadership, and system competencies. This conference was intended for first-time public library directors.
- In August, a multitude of Chicagoland libraries began receiving anonymous bomb threats through their chat reference service, as well as online web forms. In response to this, the Library Director began issuing regular communication and updates to staff, Trustees and prominent community partners, such as the Village Administrator. Lake Bluff Police Chief Matt Smizinski shared the most recent guidance from the federal government about bomb threats, which is also what the Lake Bluff public schools follow. The Library Director disseminated this information to all staff. In addition, a new bomb threat checklist resource, which was also shared by Officer Smizinski, was sent to staff and posted at all service desks. Information about the Village's Employee Assistance Program (EAP) was shared, as were other online resources for support. On August 30, the Library Director worked with the K9 Reading Buddies of the North Shore to offer a therapy dog activity to provide staff with emotional and mental respite and comfort given the stress and burden of current environment. Staff responded positively to the experience; the group will be invited to the November 2023 Staff Day event.
- In the beginning of August, Youth Services staff member Regina Ruocco resigned. Regina has been an incredibly valuable member of the Youth Services Department and the Library, presenting storytimes and outreach events; launching the library's Teen Volunteer Program, managing the picture book collections, and more. Lake Bluff Public Library will miss her—thank you, Regina, for your years of service!
- With the support of the Library's Finance Committee, the Library was able to increase hours, add limited benefits, and create a Youth Services Librarian position to replace Regina's vacant position. Because more than one employee on staff was already eligible for the position, the decision was made to move forward with an internal interview process. Interviews were held at the end of August.
- Library Associate Marina Dove had her first official day on August 7. By end of August, Marina completed circulation & reference training and now works the service desk. Welcome to the team, Marina!
- Reference and Circulation Manager Katie Horner planned and finalized a new schedule of Saturday desk coverage rotation for Circulation and Reference. Informed by the availability of Reference/Circulation staff members, this rotating schedule now shares Saturday desk coverage responsibilities equitably across the department. The new rotation will be implemented at the beginning of September. Thank you to all of the Reference and Circulation staff for your flexibility and understanding as the Library continues to assess its needs and process improve procedures. This change allows the Library to reduce manager workflow, improve communication, reduce redundancies when seeking coverage, set expectations, track requests, and more equitably share workload. Huge thanks to Katie for her management of this important work.
- Because of planned and unplanned absences due to such things as illness and planned vacation, staffing and desk coverage was difficult throughout the month of August. Strain on staffing continues to be experienced. Thank you to staff and managers who worked extra shifts to fill the gaps in the schedule.
- Passport applications processed in August, 2023: 62; passport appointment requests continue to exceed the Library's current staffing availability.



### **Communications & Marketing**

- The Library team met to begin planning Winter Reading Club, which will take place in early 2024.
- Adult Programming Coordinator Anna Fifhouse proposed an idea to the Library Director for a marking and communication initiative called Share Your Story. The goal of this initiative is to elevate community voices and engage patrons in conversation about the impact of libraries. This initiative will officially launch after Banned Books Week and will last throughout the month of November.



## **Technology Updates**

- The first month of LinkedIn Learning usage proved to be strong, with 44 videos accessed in August. Staff member Anna Fifhouse will monitor engagement of the new resource and evaluate usage trends.
- The Library Director worked with Impact on the acquisition of the Library's two new copier machines.
- Library Managers planned and hosted two training sessions for staff to support the implementation of Microsoft Outlook for staff calendar needs. All staff transitioned to Outlook officially on the first day of September. As a result of this project, the library's schedules are integrated with the library's email program. The desk schedule for Youth Services and Reference/Circulation are fully integrated as well, allowing managers to tag staff for their desk shifts. This improves communication and reduces redundancies. Thank you to Katie, Eliza, Jill and Martha who showed extraordinary commitment, organization, planning, problem solving skills, tenacity, and patience throughout this project.
- Library patrons continue to have intermittent issues with accessing their online library accounts through our catalog. Even after sending multiple messages about the issue in the past months, our vendor Innovative has not yet found the source of the problem. Staff continue to help patrons find workarounds when they report issues accessing their accounts. Thank you to Reference and Circulation Manager Katie Horner for continuing to manage the issue and sharing updates with Innovative as new information emerges.

## **Social Media Highlights**

- This month's most engaged post featured Director Renee Grassi and Lake Forest Library Director Ishwar Laxminarayan—both were attendees at the statewide leadership conference [Directors University](#). The post garnered 32 likes and 1 share on Instagram and 87 likes Facebook with 4 comments, 2 shares and 1.3k overall views, making it the post with highest engagement since statistics were kept.

## **Collections**

- The Communications Team collaborated with staff to develop plans for the Library's Banned Books Week displays.
- August displays include End of Summer Blues in the Adult Fiction section and Back to School Books in Youth Services.
- Ebook circulation continues to be steady for OverDrive and Hoopla, with the addition of Per Capita funds bolstering OverDrive access on in-demand titles for Lake Bluff residents.

## **Events, Programming and Outreach**

- The Youth Services Department extends their gratitude to the local businesses and organizations that donated prizes for this year's Summer Reading Club: Potbelly's; The Silo; Dunkin Donuts; Suzy's Swirl; Brookfield Zoo; and the Museum of Science and Industry.
- The Youth Services Department distributed 171 Grab & Go Crafts throughout the month of August, 2023.
- Mary had a Scavenger Hunt around town, encouraging kids to be outside and look at their town in a slightly different way than usual.
- The Youth Department's 1000 Books Before Kindergarten program had 30 badges earned this month, which is a higher level of engagement than is typical this time of year.
- The Library partnered with Gorton Center for a Friends sponsored Movie Night event. Gorton offers a series of summer movies hosted at their John Hughes theater. The Lake Bluff Public Library's partnership allows Gorton to provide free access to attend one of the movie nights for free. Community Engagement Management Jillian Chapman coordinates this event with Gorton staff, who say it's always their best





attended night. This year's Friends of the Lake Bluff Library sponsored movie was Disney's *Encanto* attended by a total of 99 people.

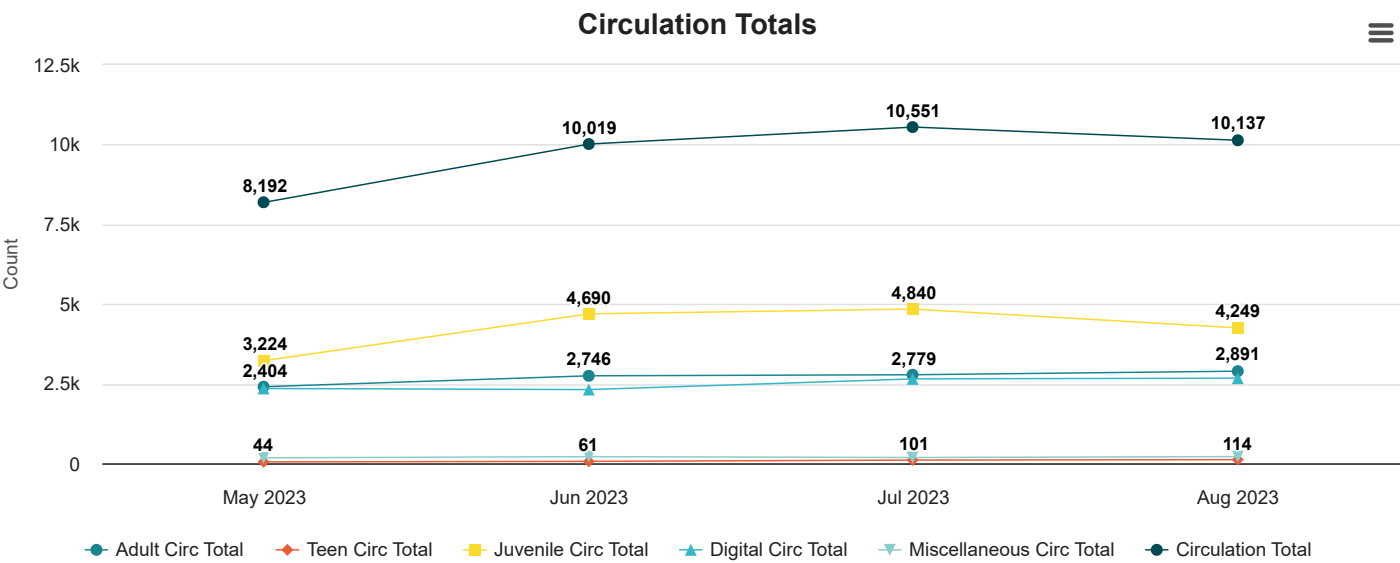
- At the end of August, the Seed Library officially closed for the season. Throughout this 6 month "growing season," the Library distributed a total of 1,686 seed packets. This is a staggering increase of 497.87% from the Library's Year One's total distribution of 282 packets. Special thanks to staff members Lizzie Crampton, Caryn Spanos and Jillian Chapman for their management of such a successful and in-demand service to the Lake Bluff community.
- In collaboration with the Lake Bluff Park District and originally sponsored by the Friends of the Lake Bluff Library, a Little Free Library managed by Library staff provides free access reading materials at the Park District. This August, Jillian Chapman reinstituted visits to the site, with the goal of refreshing the collection and adding recently discarded books from the Library collection. Because of this, staff have observed usage of the Little Free Library increase with the injection of new materials. Both Youth Services and Adult Services have come together to pull discarded books for the Little Free Library. Thank you to all staff who have helped support this important partnership.
- The Adult Summer Reading Club experienced a stupendous response this summer, with a total of 100 adults participating, with 55 completing the program and a total of 829 badges earned. Participants recorded a total of 530 books read. This level of participation far surpassed any expectations. Staff will be learning from this summer's success to improve and enhance future reading programs.
- At the end of August, the Library concluded its participation in the Lake Bluff Farmers' Market. During each visit, staff connect with residents and promote library services, programming, collections, and library card access. The most frequently asked question during these interactions is about library card access. A significant portion of Farmers' Market attendees reside outside Lake Bluff, so staff promote reciprocal borrowing. Community Engagement and Communications Manager Jillian Chapman coordinates planning and development of the Library's Book Bike participation at the Farmers' Market. Participation would have been on par with 2022 statistics, except 3 events were cancelled due to inclement weather. There are already ideas for process improvements for next year's participation. In total, staff engaged with 261 people throughout the summer during Book Bike Farmers' Market events. Huge thanks to Library staff Vanessa Howland, Anna Fifhouse, Mary Webber, Eliza Jarvi, Sophia Zar, Julie Mrowiec, and Laurence Sacherer for contributing to the success of the Book Bike at this summer's Farmers' Market.

### **Building and Maintenance Updates**

- Recommended by the Library's Building and Maintenance crew, the Library contracted with a new electrician to evaluate the building's electrical needs. In August, the Library Director and the electrician performed an assessment of the interior and exterior of the building and property, with special attention to public and staff safety. The following is an overview of the work scoped:
  - Provide and install replacement wall pack lights on the rear of building for parking lot lighting.
  - Provide and install replacement wall pack lights for the side of the building and the entry way.
  - Provide and install replacement timers for the outdated existing timer system. New timers will be hardwired into the old timers locations and will provide customer with WiFi capabilities adding better control and dependability to the lighting system. New system will not require access to the timers decreasing the hazard for accidental electrical shock.
  - Make repairs to emergency light that is hanging in the hallway.
  - Provide and install breaker cover plates or metal plate over exposed openings.
  - Label and update existing panel upstairs so that breakers are readily identifiable as needed.
  - Provide and install a new outlet location using existing power.
  - Provide and install a new location outlet above entryway door for new door counter equipment.
  - Inspect, clean, and replace each light bulb on the exterior post lights.
  - Make repairs to existing post lights that are currently not anchored to the ground.
  - Secure and rehang smoke alarm in lower level bathroom off the Children's Department.
- The Library Director secured a quote for an exterior painting project to be completed in October, 2023. The goal is to repaint all of the wood planks on the southern exposure of the building—a project that is overdue having been deferred by the Library for several years.

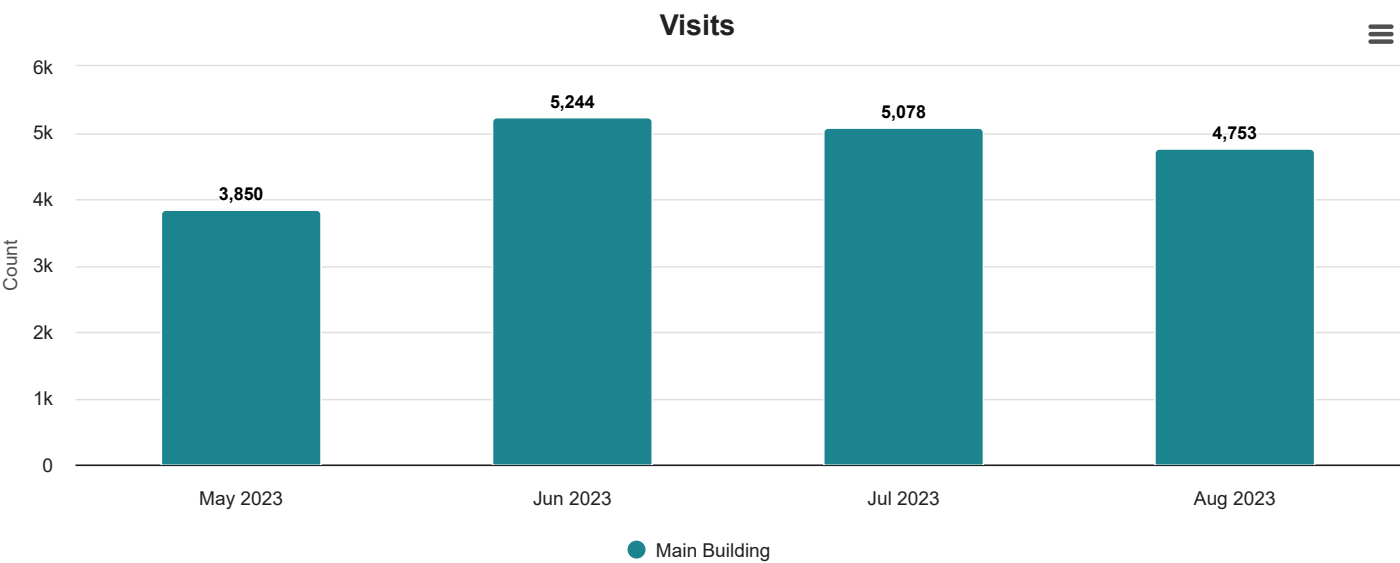
FY 23-24 Circulation Totals

38,899  
TOTAL CIRCS

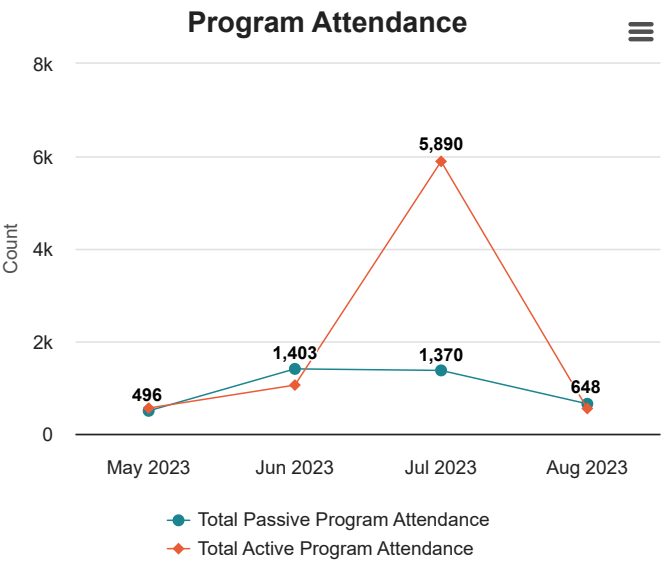
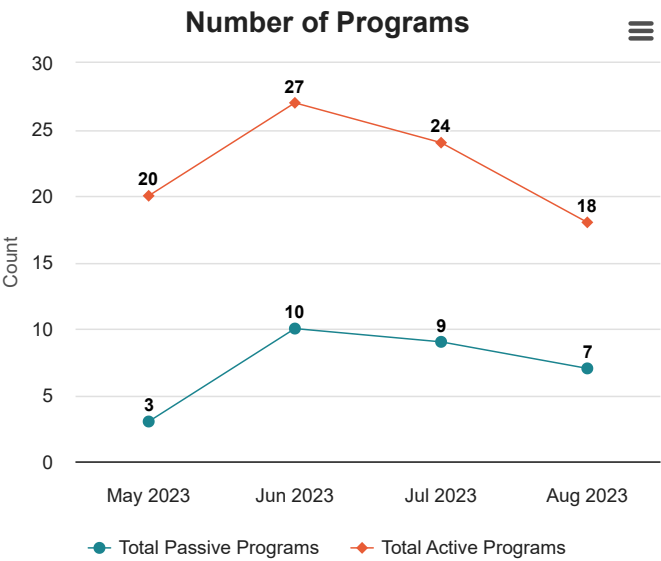


FY 23-24 Visits

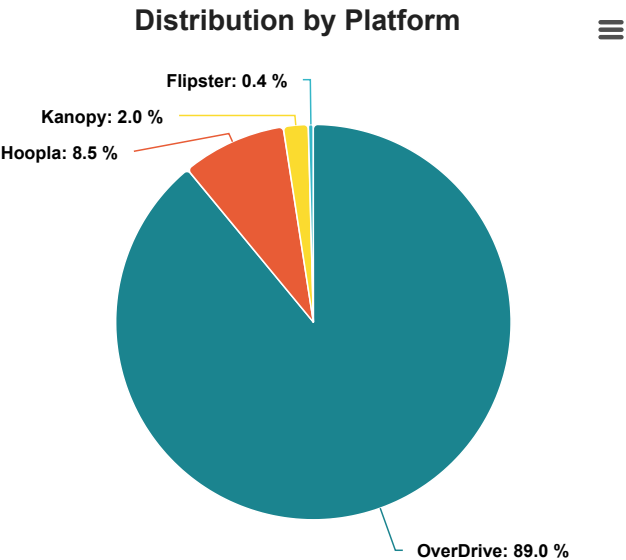
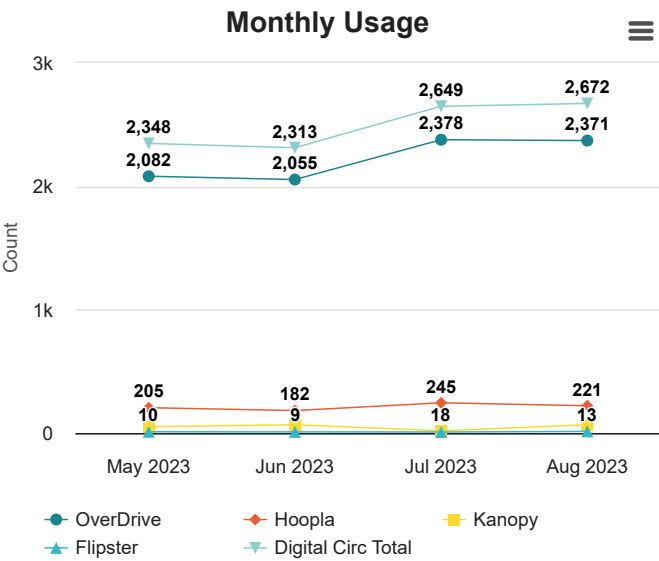
18,925  
TOTAL VISITS



FY 23-24 Programming

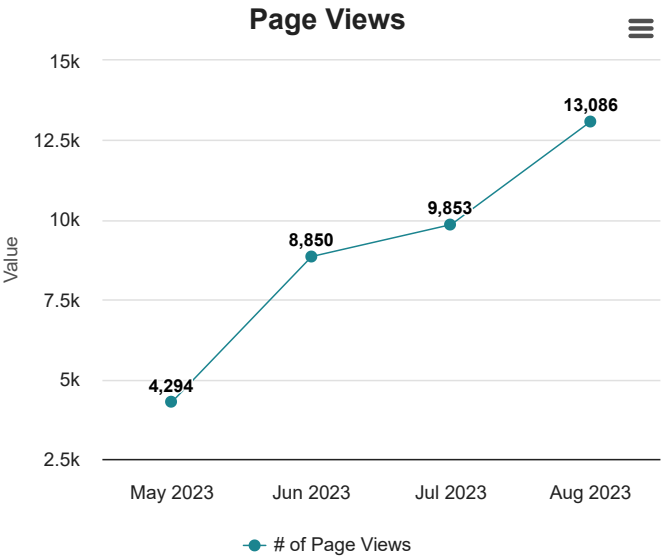
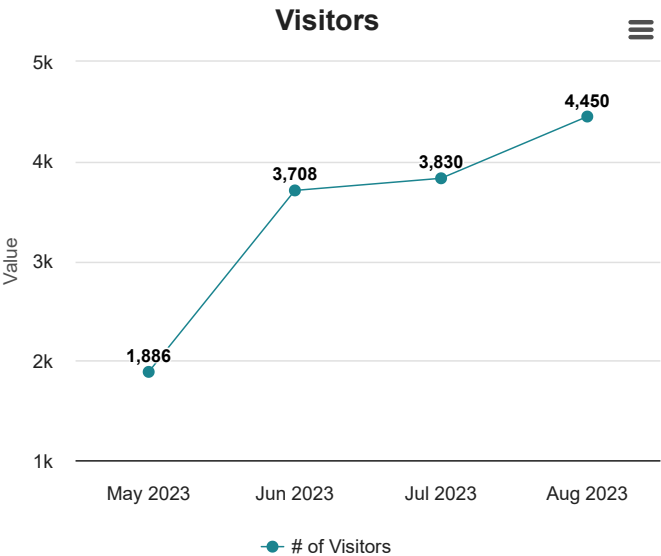


FY 23-24 Digital Collections

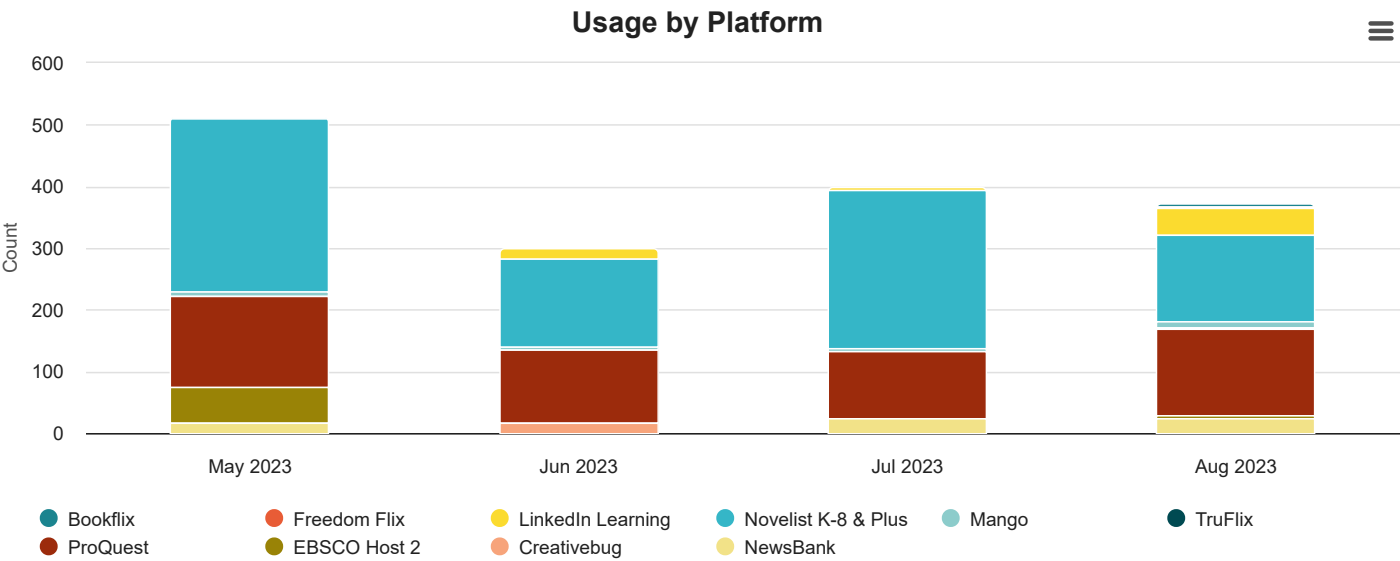


FY 23-24 Website Usage

16,715  
TOTAL SESSIONS



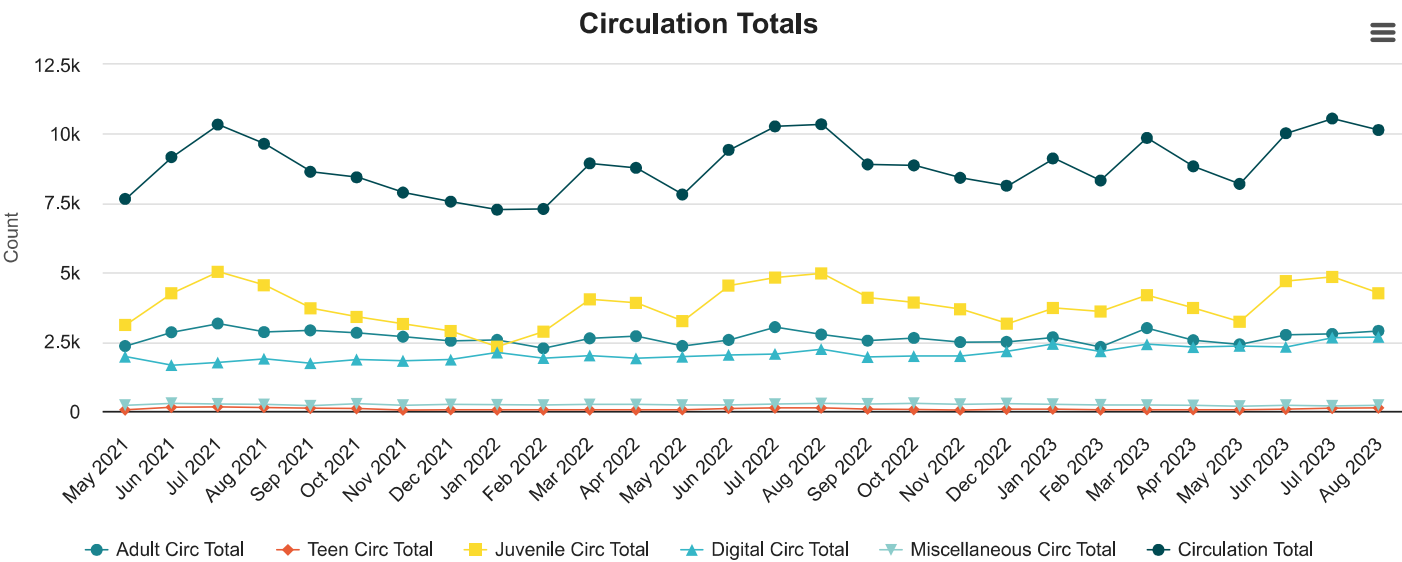
FY 23-24 Database Usage



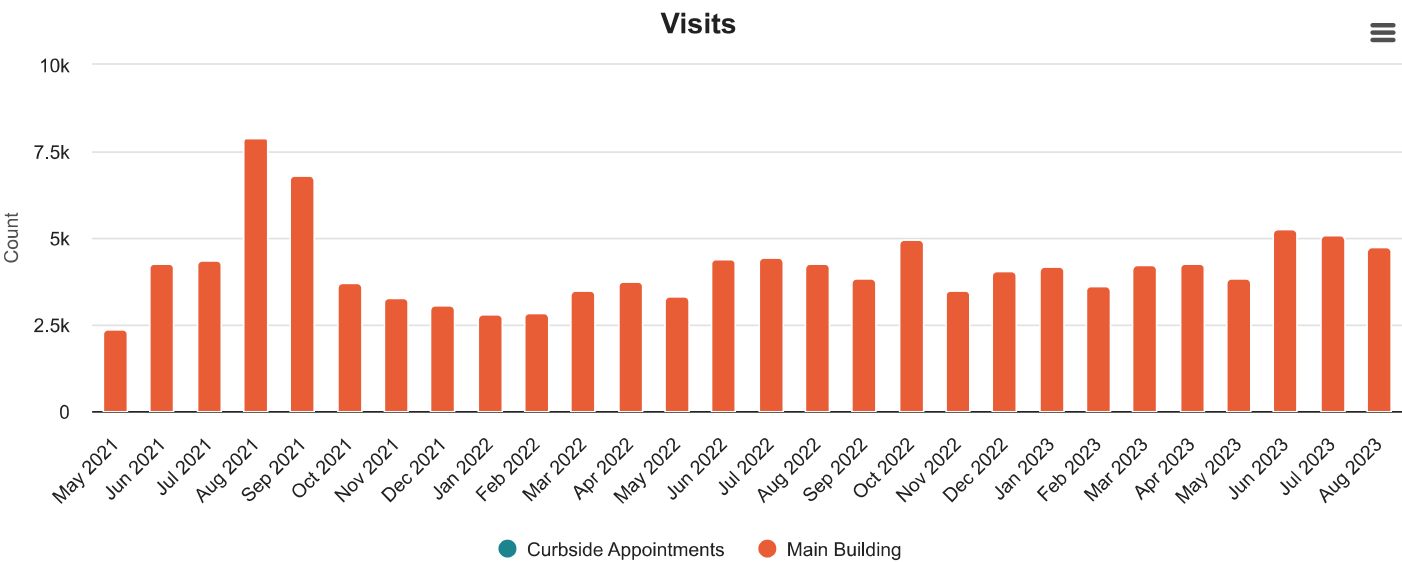
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3 Year Comparison Graphs

3 Year Circulation Totals

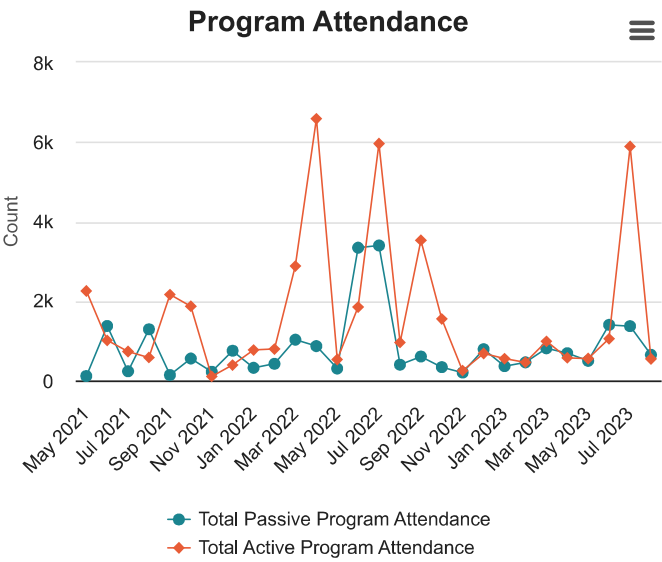
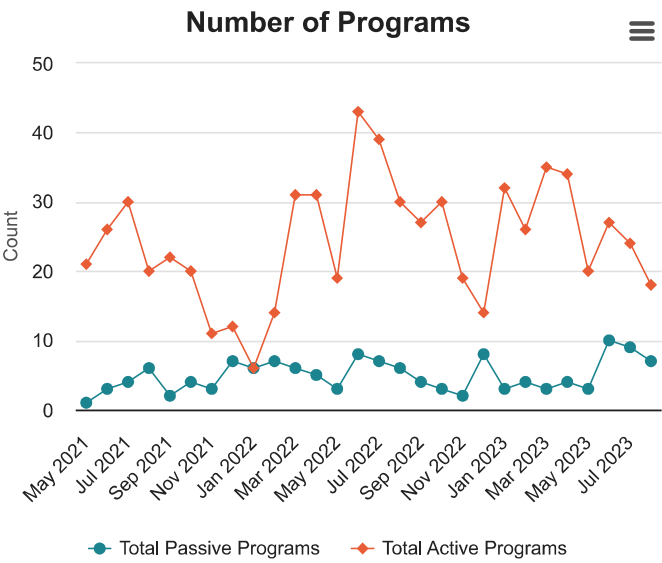


3 Year Visits

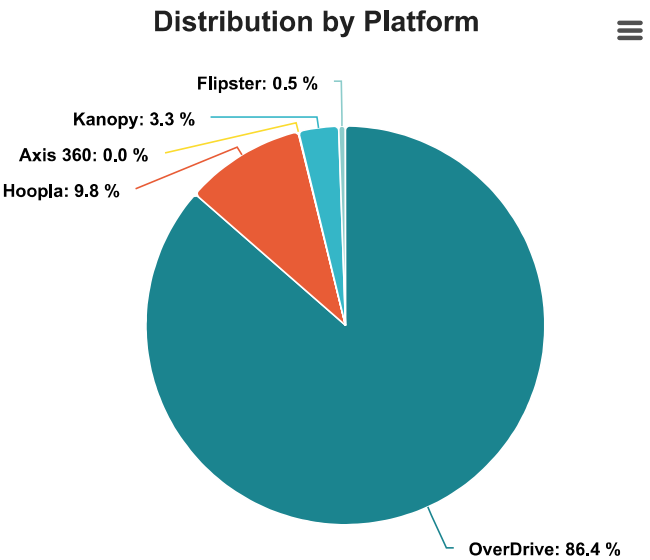
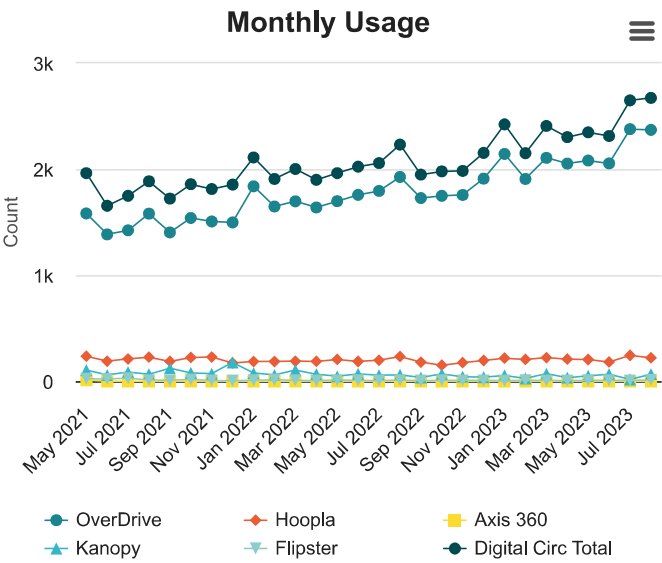




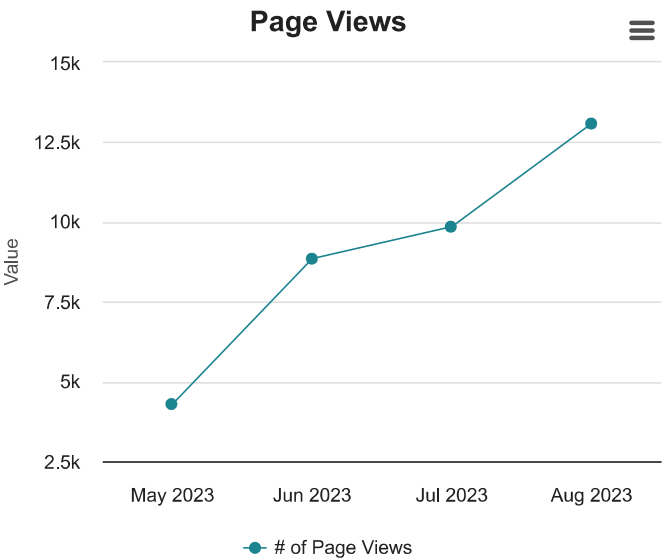
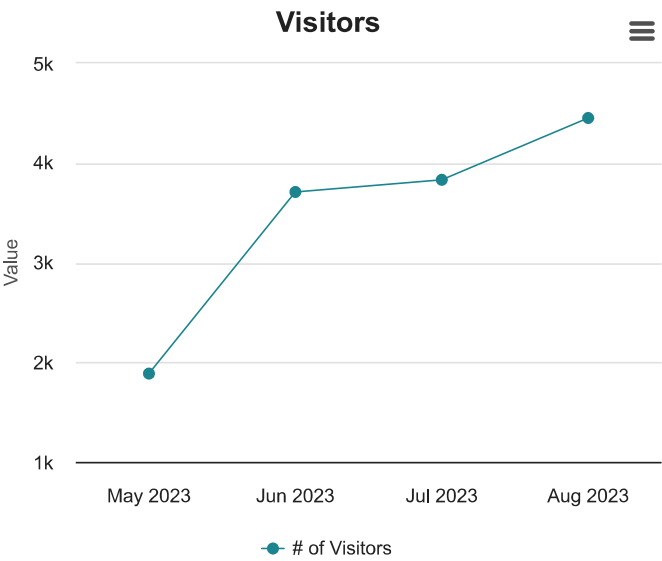
### 3 Year Programming



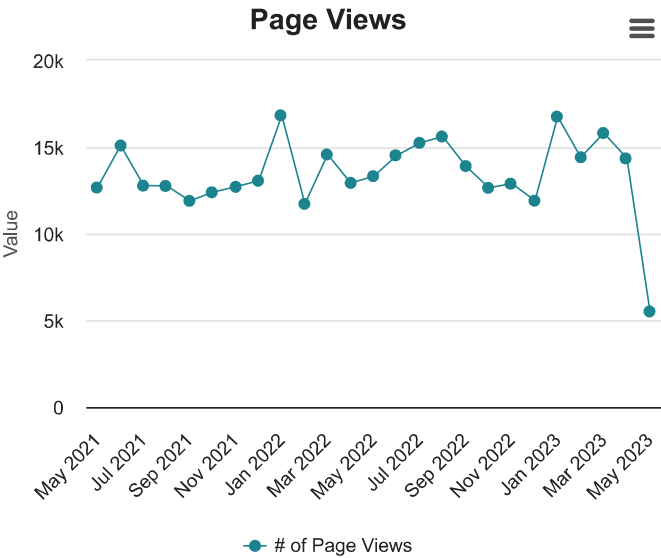
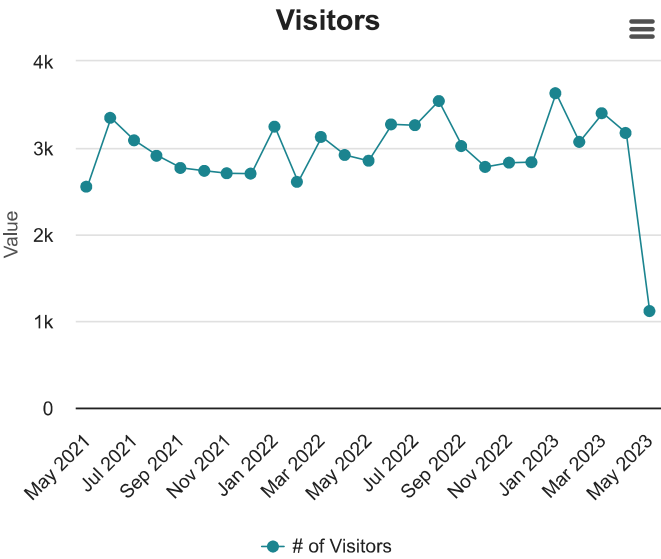
3 Year Digital Collections



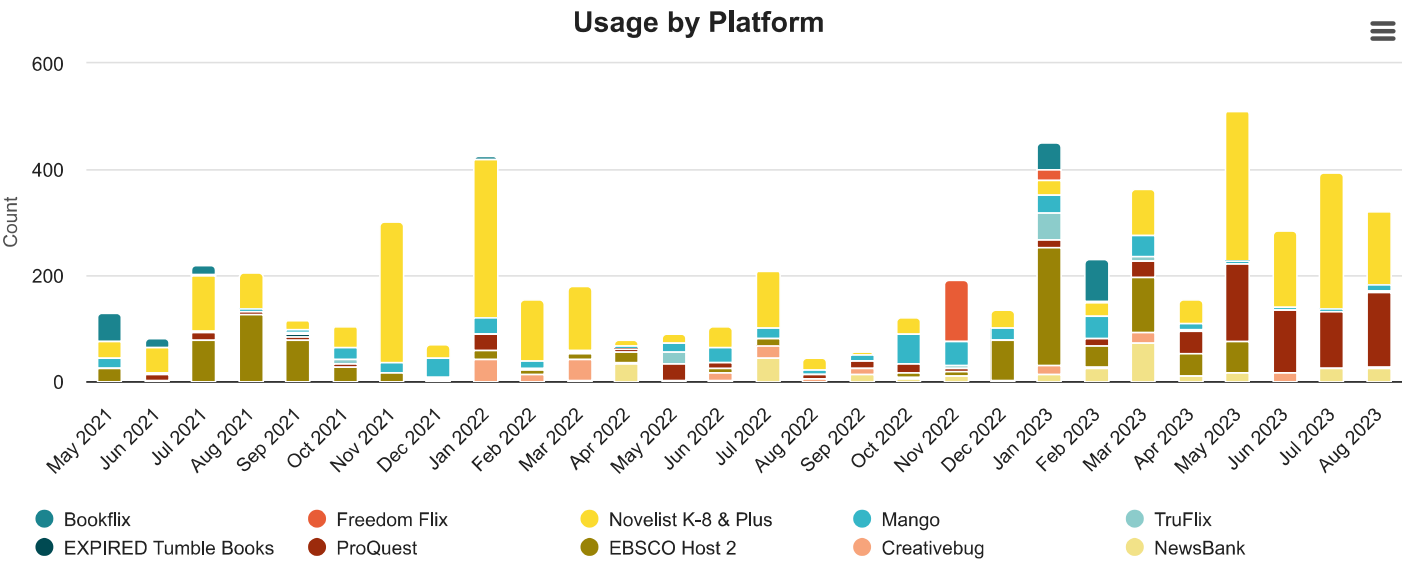
### 3 Year Website Usage (Google Analytics 4)



### 3 Year Website Usage (Original Google Analytics)



3 Year Database Usage



Powered by [Springshare](#)

```
User: rgrassi
DB: Lake Bluff
```

PERIOD ENDING 08/31/2023

7

		ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE		
GL NUMBER	DESCRIPTION	MONTH 08/31/23	MONTH 08/31/22	08/31/2023	08/31/2022	2023-24	% BDGT
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	8,651.40	49,136.09	571,233.42	569,480.33	1,084,364.00	52.68
PROPERTY TAXES		8,651.40	49,136.09	571,233.42	569,480.33	1,084,364.00	52.68
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	189.02	166.46	753.71	648.15	2,000.00	37.69
080-300-34250	NON-RESIDENT FEES	880.32	367.11	2,563.86	2,134.16	6,000.00	42.73
080-300-34260	PASSPORT FEES	2,108.63	2,261.26	8,318.52	7,761.50	20,000.00	41.59
CHARGE FOR SERVICES		3,177.97	2,794.83	11,636.09	10,543.81	28,000.00	41.56
FINES/FORFEITS							
080-300-35700	RENTAL FINES	75.78	284.50	601.75	676.83	1,000.00	60.18
FINES/FORFEITS		75.78	284.50	601.75	676.83	1,000.00	60.18
INTERGOVERNMENTAL							
080-300-36200	MISC GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	8,284.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	9,284.00	0.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	10,233.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	790.00	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	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	10.46	12.69	28.69	40.84	500.00	5.74
080-300-38900	MISCELLANEOUS INCOME	78.57	136.01	1,047.94	784.91	3,000.00	34.93
MISCELLANEOUS		89.03	148.70	1,076.63	825.75	16,073.00	6.70
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	3,356.40	994.20	11,260.51	2,337.63	20,000.00	56.30
INVESTMENT INCOME		3,356.40	994.20	11,260.51	2,337.63	20,000.00	56.30
Total Dept 300 - REVENUE		15,350.58	53,358.32	595,808.40	583,864.35	1,158,721.00	51.42
TOTAL REVENUES		15,350.58	53,358.32	595,808.40	583,864.35	1,158,721.00	51.42
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	21,502.56	25,950.78	85,459.51	75,970.14	220,557.00	38.75
080-603-40030	STAFF SALARIES	27,766.38	29,083.59	111,884.45	120,769.93	379,800.00	29.46
SALARIES		49,268.94	55,034.37	197,343.96	196,740.07	600,357.00	32.87

09/18/2023 10:59 AM

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

Page: 2/5

User: rgrassi

DB: Lake Bluff

PERIOD ENDING 08/31/2023

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/23 INCR (DECR)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	YTD BALANCE 08/31/2023 NORM (ABNORM)	YTD BALANCE 08/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40400	MEDICAL INSURANCE	7,328.79	5,399.16	29,315.16	29,327.19	95,000.00	30.86
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		7,328.79	5,399.16	29,315.16	29,327.19	95,250.00	30.78
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,733.96	4,173.89	14,959.39	14,857.71	44,000.00	34.00
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	3,077.14	4,583.51	10,714.06	30,000.00	15.28
RETIREMENT		3,733.96	7,251.03	19,542.90	25,571.77	74,000.00	26.41
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	7,268.58	3,860.62	27,072.28	15,979.87	41,000.00	66.03
080-603-41020	ELEVATOR MAINTENANCE	19.00	0.00	263.00	479.00	1,750.00	15.03
080-603-41050	MAINTENANCE-GROUNDS	600.00	700.00	1,760.00	1,425.00	9,000.00	19.56
080-603-41300	COMPUTER SERVICES	0.00	0.00	7,350.00	7,000.00	15,000.00	49.00
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	114.43	19.50	2,277.56	1,228.67	4,000.00	56.94
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	1,197.00	0.00	1,547.00	785.77	10,000.00	15.47
080-603-41345	MARKETING	89.88	0.00	555.75	34.85	1,000.00	55.58
080-603-41350	LEGAL SERVICES	0.00	0.00	1,076.25	0.00	1,500.00	71.75
080-603-42400	PROFESSIONAL DEVELOPMENT	1,388.64	400.00	2,810.65	400.00	4,500.00	62.46
CONTRACTUAL		10,677.53	4,980.12	44,712.49	27,333.16	87,750.00	50.95
COMMODITIES							
080-603-42440	DUES	400.00	240.00	1,016.04	565.27	2,500.00	40.64
080-603-43230	UTILITIES	1,788.32	1,153.22	3,997.07	2,934.06	13,000.00	30.75
080-603-43300	POSTAGE	877.83	899.99	2,958.27	2,647.12	7,000.00	42.26
080-603-43410	PRINTING/E-NEWSLETTER	2,362.99	2,038.99	6,422.96	5,923.96	12,500.00	51.38
080-603-43550	OFFICE SUPPLIES	688.11	760.57	2,755.82	2,853.60	7,000.00	39.37
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	167.71	925.14	482.25	1,750.00	52.87
080-603-43668	TECHNICAL SERVICES SUPPLIES	533.93	252.48	1,527.97	1,299.51	5,500.00	27.78
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	(15.95)	0.00	123.86	0.00	1,000.00	12.39
080-603-43710	ADULT PROGRAM SUPPLIES	167.05	98.49	4,519.32	3,430.68	8,000.00	56.49
080-603-43720	JUVENILE PROGRAM SUPPLIES	688.49	804.79	5,246.04	3,796.44	7,000.00	74.94
080-603-43730	OUTREACH SUPPLIES	53.43	17.49	1,577.11	1,477.90	6,000.00	26.29
080-603-43740	TEEN PROGRAM SUPPLIES	53.96	104.41	501.99	251.60	1,250.00	40.16
080-603-46100	MISCELLANEOUS EXPENSES	464.78	25.30	2,207.16	314.40	3,000.00	73.57
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		8,062.94	6,563.44	33,778.75	25,976.79	75,500.00	44.74
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	1,050.70	1,042.06	4,212.72	3,907.35	17,000.00	24.78
080-603-45100	ADULT FICTION BOOKS	1,741.71	1,335.22	7,138.88	6,865.94	15,500.00	46.06
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	189.20	91.76	700.00	27.03
080-603-45200	ADULT AUDIO VISUAL MATERIAL	854.36	538.19	4,652.97	3,083.69	15,500.00	30.02
080-603-45220	ADULT REFERENCE/E-REFER	578.24	545.10	12,026.54	9,108.72	21,000.00	57.27
080-603-45400	JUVENILE NON-FICTION	482.15	32.10	3,977.88	1,586.30	12,000.00	33.15
080-603-45410	PICTURE BOOKS, READERS	1,038.95	534.51	2,250.95	1,778.05	8,000.00	28.14
080-603-45420	JUVENILE FICTION	197.01	39.15	2,490.13	1,644.13	8,000.00	31.13



09/18/2023 10:59 AM

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

Page: 3/5

User: rgrassi

PERIOD ENDING 08/31/2023

DB: Lake Bluff

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/23 INCR (DECR)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	YTD BALANCE 08/31/2023 NORM (ABNORM)	YTD BALANCE 08/31/2022 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	47.79	1,522.87	205.03	3,000.00	50.76
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,500.00	0.00
080-603-45445	JUVENILE KITS & DEVICES	65.04	0.00	534.31	242.64	3,000.00	17.81
080-603-45450	TEEN BOOKS	88.42	27.90	896.76	494.67	2,500.00	35.87
080-603-45460	E-BOOKS	1,930.34	695.64	7,566.57	5,087.65	21,000.00	36.03
080-603-45470	GRAPHIC NOVELS	69.55	0.00	100.62	0.00	750.00	13.42
080-603-45500	PERIODICALS	254.41	190.94	4,788.75	5,161.54	7,350.00	65.15
080-603-45510	VIDEO GAMES	209.97	94.98	1,318.71	1,083.64	3,500.00	37.68
080-603-45520	TRENDING TITLES	17.03	0.00	176.58	173.63	2,000.00	8.83
080-603-45600	PATRON & STAFF SOFTWARE	624.75	398.30	7,310.62	5,004.89	15,550.00	47.01
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		9,202.63	5,521.88	83,655.06	68,019.63	182,850.00	45.75
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	2,636.57	506.76	6,000.00	43.94
080-603-51200	EXT BUILDING IMPROVEMENTS	2,000.00	0.00	2,000.00	0.00	6,000.00	33.33
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	1,594.99	7,902.00	10,000.00	15.95
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	0.00	1,000.00	3.40
CAPITAL EXPENSES		2,000.00	0.00	6,265.55	8,408.76	23,000.00	27.24
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		90,274.79	84,750.00	414,613.87	381,377.37	1,158,707.00	35.78
TOTAL EXPENDITURES		90,274.79	84,750.00	414,613.87	381,377.37	1,158,707.00	35.78
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		15,350.58	53,358.32	595,808.40	583,864.35	1,158,721.00	51.42
TOTAL EXPENDITURES		90,274.79	84,750.00	414,613.87	381,377.37	1,158,707.00	35.78
NET OF REVENUES & EXPENDITURES		(74,924.21)	(31,391.68)	181,194.53	202,486.98	14.00	1,294.24

DB: Lake Bluff		PERIOD ENDING 08/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 08/31/23	MONTH 08/31/22	08/31/2023	08/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	8,283.60	8,283.60	8,283.60	8,284.00	100.00
INTERGOVERNMENTAL		0.00	8,283.60	8,283.60	8,283.60	8,284.00	100.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	5.29	807.71	48.05	907.47	98.00	49.03
082-300-38315	RESTRICTED DONATIONS	2,421.59	33,000.00	30,968.85	34,593.20	65,000.00	47.64
MISCELLANEOUS		2,426.88	33,807.71	31,016.90	35,500.67	65,098.00	47.65
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 300 - REVENUE		2,426.88	42,091.31	39,300.50	43,784.27	73,382.00	53.56
TOTAL REVENUES		2,426.88	42,091.31	39,300.50	43,784.27	73,382.00	53.56
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,278.05	3,454.19	8,284.00	39.57
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	3,278.05	3,454.19	8,284.00	39.57
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	211.89	243.87	4,354.61	45,036.31	65,098.00	6.69
Unclassified		211.89	243.87	4,354.61	45,036.31	65,098.00	6.69
Total Dept 603 - LIBRARY ADMINISTRATION		211.89	243.87	7,632.66	48,490.50	73,382.00	10.40
TOTAL EXPENDITURES		211.89	243.87	7,632.66	48,490.50	73,382.00	10.40
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		2,426.88	42,091.31	39,300.50	43,784.27	73,382.00	53.56
TOTAL EXPENDITURES		211.89	243.87	7,632.66	48,490.50	73,382.00	10.40
NET OF REVENUES & EXPENDITURES		2,214.99	41,847.44	31,667.84	(4,706.23)	0.00	100.00
TOTAL REVENUES - ALL FUNDS		17,777.46	95,449.63	635,108.90	627,648.62	1,232,103.00	51.55
TOTAL EXPENDITURES - ALL FUNDS		90,486.68	84,993.87	422,246.53	429,867.87	1,232,089.00	34.27

DB: Lake Bluff		PERIOD ENDING 08/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 08/31/23	MONTH 08/31/22	08/31/2023	08/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
NET OF REVENUES & EXPENDITURES		(72,709.22)	10,455.76	212,862.37	197,780.75	14.00	1,520.44

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/12/2023	LIBC	15721	CONSTANCE MARTIN L.	USE OF DONATIONS FROM FRIENDS FOR PRO	082-603-99999	350.00
09/13/2023	LIBC K	15722	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR AUGUST 2023/OFFICE SUPPLIES	080-603-43550	185.51
		15722		AMAZON PURCHASES FOR AUGUST 2023/ADUL	080-603-43710	107.05
		15722		AMAZON PURCHASES FOR AUGUST 2023/JUVE	080-603-43720	575.08
		15722		AMAZON PURCHASES FOR AUGUST 2023/OUTR	080-603-43730	19.97
		15722		AMAZON PURCHASES FOR AUGUST 2023/ADUL	080-603-43740	43.96
		15722		AMAZON PURCHASES FOR AUGUST 2023/ADUL	080-603-45000	122.52
		15722		AMAZON PURCHASES FOR AUGUST 2023/ADUL	080-603-45100	182.25
		15722		AMAZON PURCHASES FOR AUGUST 2023/ADUL	080-603-45200	433.45
		15722		AMAZON PURCHASES FOR AUGUST 2023/JUVE	080-603-45420	135.95
		15722		AMAZON PURCHASES FOR AUGUST 2023/JUVE	080-603-45445	65.04
		15722		AMAZON PURCHASES FOR AUGUST 2023/ADUL	080-603-45510	209.97
		15722		AMAZON PURCHASES FOR AUGUST 2023/OUTR	082-603-99999	169.95
						2,250.70
09/13/2023	LIBC K	15723	BAKER & TAYLOR ENTERTAINMENT	COMPUTER SERVICES/TS360 GRIDS 11/1/2022-10/31/2023	080-603-41300	385.00
		15723		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-43668	312.12
		15723		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-45000	928.18
		15723		ADULT FICTION/TECHNICAL SERVICES SUPP	080-603-45100	1,559.46
		15723		JUVENILE NON-FICTION/TECHNICAL SERVIC	080-603-45400	482.15
		15723		PICTURE BOOKS/TECHNICAL SERVICES SUPP	080-603-45410	1,038.95
		15723		JUVENILE FICTION/TECHNICAL SERVICES S	080-603-45420	61.06
		15723		TEEN BOOKS/TECHNICAL SERVICES SUPPLIE	080-603-45450	88.42
		15723		GRAPHIC NOVELS/TECHNICAL SERVICES SUP	080-603-45470	69.55
		15723		TRENDING TITLES/TECHNICAL SERVICES SU	080-603-45520	17.03
						4,941.92
09/13/2023	LIBC K	15724	CRYSTAL MAINTENANCE SERVICES CORP	BUILDING MAINT/CLEANING SERVICES FOR SEPTEMBER 2023	080-603-41000	710.00
09/13/2023	LIBC	15725	DEMCO, INC	TECHNICAL SERVICES SUPPLIES/COLOR COD	080-603-43668	221.81
09/13/2023	LIBC	15726	DORMAKABA USA, INC	BUILDING MAINTENANCE/LIBRARY DOORS RE	080-603-41000	420.00
09/13/2023	LIBC K	15727	EVANSTON PUBLIC LIBRARY	ILL REPLACEMENT-MY MOTHER'S SECRET	080-603-46100	30.01
09/13/2023	LIBC	15728	FIRST BANKCARD	PATRON & STAFF SOFTWARE/ADULT PROGRAM	080-603-43710	50.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		15728		PATRON & STAFF SOFTWARE/ADULT PROGRAM	080-603-45600	244.88
						294.88
09/13/2023	LIBC	15729	FIRST BANKCARD	JUV PROGRAM SUPPLIES/ADULT PROGRAM SU	080-603-41000	6.65
		15729		JUV PROGRAM SUPPLIES/ADULT PROGRAM SU	080-603-43710	10.00
		15729		JUV PROGRAM SUPPLIES/ADULT PROGRAM SU	080-603-43720	25.00
		15729		JUV PROGRAM SUPPLIES/ADULT PROGRAM SU	080-603-43740	10.00
						51.65
09/13/2023	LIBC	15730	FIRST BANKCARD	OUTREACH/USE OF DONATIONS/OFFICE SUPP	080-603-41345	89.88
		15730		OUTREACH/USE OF DONATIONS/OFFICE SUPP	080-603-43550	24.95
		15730		OUTREACH/USE OF DONATIONS/OFFICE SUPP	080-603-43730	33.46
		15730		OUTREACH/USE OF DONATIONS/OFFICE SUPP	082-603-99999	41.94
						190.23
09/13/2023	LIBC	15731	FIRST BANKCARD	PRINTING-NEWSLETTER/PATRON & STAFF SO	080-603-43410	29.99
		15731		PRINTING-NEWSLETTER/PATRON & STAFF SO	080-603-45600	359.88
		15731		PRINTING-NEWSLETTER/PATRON & STAFF SO	080-603-46100	40.63
						430.50
09/13/2023	LIBC	15732	FIRST BANKCARD	PERIODICALS/UTILITIES/BUILDING MAINTEN	080-603-41000	1,000.00
		15732		PERIODICALS/UTILITIES/BUILDING MAINTEN	080-603-41314	1,197.00
		15732		PERIODICALS/UTILITIES/BUILDING MAINTEN	080-603-42400	1,349.64
		15732		PERIODICALS/UTILITIES/BUILDING MAINTEN	080-603-43230	309.85
		15732		PERIODICALS/UTILITIES/BUILDING MAINTEN	080-603-45500	54.99
		15732		PERIODICALS/UTILITIES/BUILDING MAINTEN	080-603-46100	369.04
						4,280.52
09/13/2023	LIBC	15733	FIRST BANKCARD	MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41000	108.00
		15733		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41313	114.43
		15733		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-42400	39.00
		15733		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43300	471.65
		15733		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-45600	19.99
		15733		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-46100	25.10
						778.17
09/13/2023	LIBC	15734	GARY LEVIN	BUILDING MAINTENANCE/REPLACED LIGHT I	080-603-41000	115.00
		15734		EXTERIOR BUILDING IMPROVEMENTS/PAINTI	080-603-51200	2,000.00

--- GL TOTALS ---

Check Date	Bank	Check #	Payee	Description	GL #	Amount
080-603-41000			MAINTENANCE-BUILDING			7,268.58
080-603-41020			ELEVATOR MAINTENANCE			19.00
080-603-41050			MAINTENANCE-GROUNDS			600.00
080-603-41300			COMPUTER SERVICES			385.00
080-603-41313			COPIER MAINTENANCE/SUPPLIES			114.43
080-603-41314			OTHER PROFESSIONAL/CONTRACTUAL			1,197.00
080-603-41345			MARKETING			89.88
080-603-42400			PROFESSIONAL DEVELOPMENT			1,388.64
080-603-42440			DUES			400.00
080-603-43230			UTILITIES			1,788.32
080-603-43300			POSTAGE			471.65
080-603-43410			PRINTING/E-NEWSLETTER			2,362.99
080-603-43550			OFFICE SUPPLIES			257.91
080-603-43668			TECHNICAL SERVICES SUPPLIES			533.93
080-603-43710			ADULT PROGRAM SUPPLIES			167.05
080-603-43720			JUVENILE PROGRAM SUPPLIES			846.64
080-603-43730			OUTREACH SUPPLIES			133.42
080-603-43740			TEEN PROGRAM SUPPLIES			53.96
080-603-45000			ADULT NON-FICTION BOOKS			1,050.70
080-603-45100			ADULT FICTION BOOKS			1,741.71
080-603-45200			ADULT AUDIO VISUAL MATERIAL			854.36
080-603-45220			ADULT REFERENCE/E-REFER			578.24
080-603-45400			JUVENILE NON-FICTION			482.15
080-603-45410			PICTURE BOOKS, READERS			1,038.95
080-603-45420			JUVENILE FICTION			197.01
080-603-45445			JUVENILE KITS & DEVICES			65.04
080-603-45450			TEEN BOOKS			88.42
080-603-45460			E-BOOKS			1,930.34
080-603-45470			GRAPHIC NOVELS			69.55
080-603-45500			PERIODICALS			254.41
080-603-45510			VIDEO GAMES			209.97
080-603-45520			TRENDING TITLES			17.03
080-603-45600			PATRON & STAFF SOFTWARE			624.75
080-603-46100			MISCELLANEOUS EXPENSES			464.78
080-603-51200			EXT BUILDING IMPROVEMENTS			2,000.00
082-603-99999			USE OF DONATIONS/TEMPORARY EXP			561.89
			TOTAL			30,307.70



### **Holidays & Special Hours**

- Monday, January 1, 2024: New Year's Day – CLOSED
- Friday, January 19, 2024: Open late at 12 pm (Staff In-Service)
- Friday, February 16, 2024: Open late at 12 pm (Staff In-Service)
- Friday, March 15, 2024: Open late at 12 pm (Staff In-Service)
- Sunday, March 31, 2024: Easter – CLOSED
- Friday, April 19, 2024: Open late at 12 pm (Staff In-Service)
- Friday, May 17, 2024: Open late at 12 pm (Staff In-Service)
- Sunday, May 26, 2024: Memorial Day weekend – CLOSED
- Monday, May 27, 2024: Memorial Day - CLOSED
- Sunday, June 2, 2024: Summer Sunday – CLOSED
- Sunday, June 9, 2024: Summer Sunday – CLOSED
- Sunday, June 16, 2024: Summer Sunday – CLOSED
- Sunday, June 23, 2024: Summer Sunday – CLOSED
- Sunday, June 30, 2024: Summer Sunday – CLOSED
- Wednesday, July 3, 2024: Day Before 4<sup>th</sup> of July – Close at 5 pm
- Thursday, July 4, 2024: Fourth of July – CLOSED
- Sunday, July 7, 2024: Summer Sunday – CLOSED
- Sunday, July 14, 2024: Summer Sunday – CLOSED
- Sunday, July 21, 2024: Summer Sunday – CLOSED
- Sunday, July 28, 2024: Summer Sunday – CLOSED

- Sunday, August 4, 2024: Summer Sunday – CLOSED
- Sunday, August 11, 2024: Summer Sunday – CLOSED
- Sunday, August 18, 2024: Summer Sunday – CLOSED
- Sunday, August 25, 2024: Summer Sunday – CLOSED
- Sunday, September 1, 2024: Day Before Labor Day – CLOSED
- Monday, September 2, 2024: Labor Day – CLOSED
- Friday, September 20, 2024: Open late at 12 pm (Staff In-Service)
- Friday, October 18, 2024: Open late at 12 pm (Staff In-Service)
- Friday, November 15, 2024: Staff Training Day – CLOSED
- Wed., November 27, 2024: Day Before Thanksgiving – CLOSED
- Thursday, November 28, 2024: Thanksgiving Day – CLOSED
- Friday, December 13, 2024: Open late at 12 pm (Staff In-Service)
- Tuesday, Dec. 24, 2024: Christmas Eve – CLOSED
- Wednesday, Dec. 25, 2024: Christmas Day – CLOSED
- Tuesday, Dec. 31, 2024: New Year's Eve – CLOSED

## INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

**The term of This Intergovernmental Agreement (IGA) For Library Services** is from October 1, 2023, and ends September 30, 2024, unless sooner terminated, by and between the Board of Education of Lake Forest High School District No. 115 ("SCHOOL") and the Board of Trustees of Lake Bluff Public Library ("LIBRARY")(collectively, the "Parties" or individually, "Party").

### RECITALS

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

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

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

**NOW, THEREFORE**, the Parties agree as follows:

#### **1. Library Services.**

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

#### **2. Term and Renewal of IGA.**

This IGA is effective October 1, 2023, and ends September 30, 2024, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty

upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

### **3. Financial**

The SCHOOL shall pay to the LIBRARY an annual fee of Five Hundred Dollars (\$500) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2023, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

### **4. Facilities Use**

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

### **5. Equipment.**

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

### **6. Indemnification.**

To the fullest extent permitted by law, the LIBRARY shall indemnify, and hold the SCHOOL, its board members, officers, administrators, employees, volunteers, and agents ("Library

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

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

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

**7. Insurance.**

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

**8. Amendments to this IGA.**

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

**9. Savings Clause.**

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

**10. Publicity.**

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

**11. Notice.**

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

To the Library:

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

To the School:

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

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

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

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

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

<b>LIBRARY:</b>  BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY  By: _____ Bonnie Shaul Its: President  Date: _____  ATTEST:  By: _____ Alexandra Friedeman Its: Secretary  Date: _____	<b>SCHOOL:</b>  BOARD OF EDUCATION OF LAKE FOREST HIGH SCHOOL DISTRICT NO. 115, LAKE COUNTY, ILLINOIS  By: _____ John Noble Its: President  Date: <u>9/12/2023</u>  ATTEST:  By: _____ John Venson Its: Secretary  Date: <u>9/12/2023</u>
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# Leveraging Lake Bluff Library's Social Media Presence

Jillian Chapman, Community Engagement and Communications Coordinator

## ***What is the importance of social media for libraries?***

Social media plays a crucial role for libraries in several ways. It serves as a powerful tool to expand its community engagement through platforms like Facebook and Instagram. Libraries can connect with its patrons, share upcoming events, and keep the community informed about new resources and services. Additionally, social media allows libraries to showcase its personality and unique offerings. It can use humor, creativity, and visually appealing content to draw people in and create a sense of excitement around library activities.

## ***How is the Lake Bluff Library striving to be unique from other libraries?***

- Our focus is on the people and activities here at the Library.
- We actively engage in conversation with local businesses, School Districts 65 and 115, and other area library accounts.
- We avoid over-posting. This gives visitors an opportunity to engage with our account without feeling overwhelmed or being inundated with content.
- We share local and vital news pertaining to libraries in the state or nationwide.

## ***How is the Library creating an accessible social media experience?***

- Providing alt text on individual photos or videos on Library accounts.
- Including creative image or video descriptions for screen readers.
- Using high contrast colors to provide an easier reading experience on graphics.
- Being mindful of best EDI practices when sharing on social media.

## ***How can Library Trustees promote the Library through social media use?***

- Follow us on Facebook and Instagram @lakebluffpubliclibrary.
- Like, share, or comment on Library posts.
- Join our upcoming fall campaign "Share Your Story." We will be sharing short videos of staff, Board Members, and Friends about what makes the Lake Bluff Public Library special to them.
- Suggest an idea! To get involved, please reach out to Jillian Chapman at [jchapman@lakeblufflibrary.org](mailto:jchapman@lakeblufflibrary.org).

## WE WANT TO HEAR FROM YOU!

Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.

I think that the idea  
of a Book Ban Week  
is an excellent idea.

If you would like a response, please provide us with:

Name MARGE KRAUS

Phone or Email RYANM60@MSN.COM

 Lake Bluff Library | LakeBluffLibrary.org

## WE WANT TO HEAR FROM YOU!

Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.


Re: Sensory Storytime Sept 23'

Mrs Vanessa was excellent.  
very welcoming & provided  
an inclusive environment for our son  
Cooper. He was great. Will come again

If you would like a response, please provide us with:

Name LEWIS BRIEN

Phone or Email

 Lake Bluff Library | LakeBluffLibrary.org

## WE WANT TO HEAR FROM YOU!

Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.

I love the  
Library!

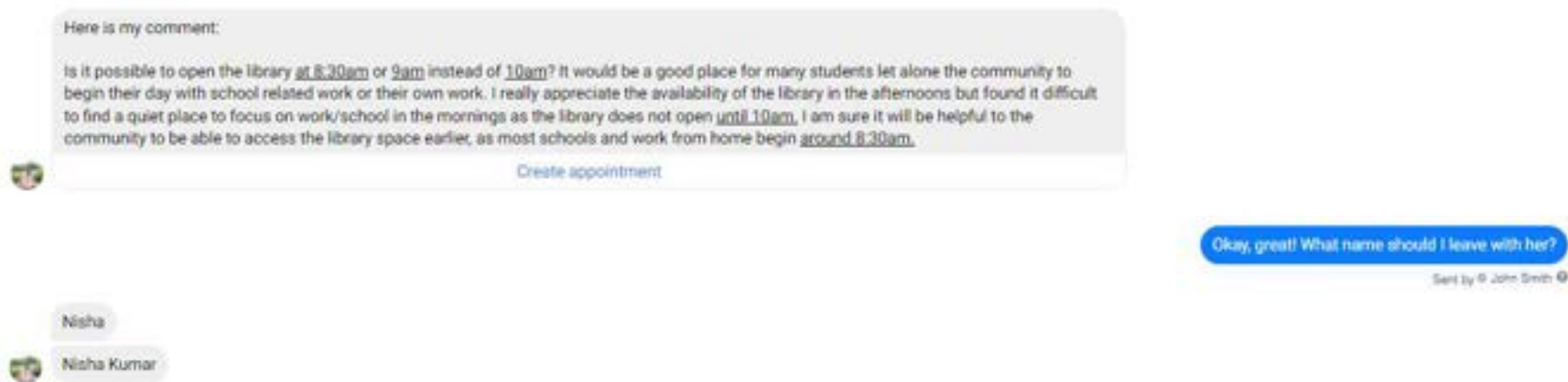
If you would like a response, please provide us with:

Name

Phone or Email

 Lake Bluff Library | LakeBluffLibrary.org

Received via the Library's Facebook Messenger on August 23, 2023.



## WE WANT TO HEAR FROM YOU!

Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.

Just I would love to find spanish books for adults! It will be great!

If you would like a response, please provide us with:

Name Diana Gabriela Potosi  
Phone or Email dianag-94@hotmail.com

 Lake Bluff Library | [LakeBluffLibrary.org](http://LakeBluffLibrary.org)

## WE WANT TO HEAR FROM YOU!


Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.

14

We should have library of things like telescope for kids to borrow. Or have a collaboration to borrow from other library.

If you would like a response, please provide us with:

Name ASHISH MISHRA  
Phone or Email 2244136374

 Lake Bluff Library | [LakeBluffLibrary.org](http://LakeBluffLibrary.org)

## WE WANT TO HEAR FROM YOU!

Thank you for taking a few moments of your time to let us know how we are doing. Your comments and suggestions are important to us.

Banned Book Club Theme

If you would like a response, please provide us with:

Name \_\_\_\_\_  
Phone or Email \_\_\_\_\_

 Lake Bluff Library | [LakeBluffLibrary.org](http://LakeBluffLibrary.org)

## Comments

bring back Wednesday overflow! You sold out in under a minute!

I know you guys were short-handed - but please don't keep the faster question speed. If anything, I'd prefer slower speed + more breaks to pee / socialize



Lake Bluff Public Library  
847-234-2540 | [www.lakeblufflibrary.org](http://www.lakeblufflibrary.org)



**FIREWORKS @ 7:30PM**  
**SPONSORED BY ELCO MUTUAL**



# LAKE BLUFF BIRTHDAY BASH

**FIREWORKS / MUSIC**  
**FOOD / DRINKS**

# SATURDAY

**9/23 @ 4PM, BLAIR PARK**

## FIREWORKS SPONSOR



**ELCO MUTUAL**  
 LIFE & ANNUITY

## PARTY SPONSOR

**Northwestern**  
 Medicine®

**LAKE FOREST BANK**  
 & TRUST COMPANY, N.A.®

A WINTRUST COMMUNITY BANK



COMPASS



**LAWRENCE**  
 INTERIORS, INC.

**Rotary**  
 Club of Lake Forest  
 Lake Bluff



LAKE BLUFF  
 HISTORY MUSEUM



# BOOK CHALLENGES ON THE RISE

## SUPPORT YOUR FREEDOM TO READ

Join a panel of experts to learn about the current state of book challenges, Illinois' legislative response, and the implications of censorship on communities.

10/2 @ 7PM  
ON ZOOM  
REGISTRATION REQUIRED



PANELIST

**Alexi Giannoulias**

Illinois Secretary of State  
and State Librarian



MODERATOR

**Heidi Stevens**

Chicago Tribune  
columnist



PANELIST

**Jasmine Warga**

Author of challenged  
books



PANELIST

**Monica Harris**

Reaching Across Illinois Library  
System Executive Director



PANELIST

**Jarrett Dapier**

Author of challenged  
books

This presentation is cohosted by multiple Chicago-area libraries.



Lake Bluff Library | [LakeBluffLibrary.org](http://LakeBluffLibrary.org)





# *Eclipse Glasses*

10/2 @ 10AM      Registration Opens

10/9 - 10/12      Order Pick Up

10/13      First come, first served  
while supplies last



## Fall 2023 Community Engagement Opportunities Lake Bluff Public Library's Board of Trustees

### **Village of Lake Bluff Birthday Bash**

Description: The Birthday Bash is a festive event with live music, food, and fireworks! Staff and volunteers will be at this event helping with parking, handing out cookies and glow sticks.

Date: 9/23

Time: 4pm-8pm

Location: Blair Park, 355 W Washington, Lake Bluff, IL 60044

### **Trunk or Treat**

Description: The Library will once again be handing out candy and prizes at this year's Trunk or Treat! Staff and volunteers will need help with setup, general event help, and clean up.

Date: 10/20

Time: 5:00pm – 8pm (time includes setup and cleanup)

Location: Blair Park, 355 W Washington, Lake Bluff, IL 60044

### **Trick or Treat at the Library**

Description: Halloween is just around the corner and we are excited to participate at this time honored tradition! Staff and volunteers will have a table out front of the Library handing out candy to passersby. General setup and cleanup also appreciated.

Date: 10/31

Time: 3:30pm-8pm (time includes setup and cleanup)

Location: Lake Bluff Library

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### ***What is the role of a Board Member at a community event?***

- Engage with residents who interact with Library staff
- Strike up conversation about people's experiences with the Library
- Ask about ideas people have for the Library
- Help promote any upcoming library events of interest to the general community; as the Library staff person onsite if there is anything to promote (ex. Birthday Bash, Friends of the Library annual donation letter, Summer Reading, etc.)
- Support Library staff with small tasks, if needed

### ***How much time should a Board Member sign up for?***

Ultimately, it's your preference. Some Trustees have commented that 60 – 90 minute shifts are reasonable and easy to accommodate in their personal schedules. Library staff will take on the responsibilities to staff and manage the activities for the entire length of the event.

### ***Who should a Board Member contact if they are interested in participating in a community engagement event?***

Email Jillian Chapman, Community Engagement and Communications Coordinator at Lake Bluff Public Library at [jchapman@lakeblufflibrary.org](mailto:jchapman@lakeblufflibrary.org). She will respond and can coordinate a time for your arrival.