March 19, 2024 Board Meeting

agenda item	DOCUMENT	Section
1,2,3,4	**CTO, Roll Call, Pledge, Additions (5 min)**	
	Agenda	2
	Opportunity to Address Board (5 min)	
	Approval of Minutes (ACTION) (5 minutes)	
	Regular Board Minutes	3
	Director's Updates (10 minutes)	
	Director's Report	4
	March 2024 FY Statistics Graphs	5
	March 2024 3 Year Comparisons Statistics	6
	Committee Reports (15 minutes)	
	March Financial Reports (ACTION) **(2 minutes)**	
	March 2024 Detailed Revenue/Expenditures Report	7
	Approval of Checks (ACTION) (2 minutes)	
	March 2024 Check Disbursement Report	8
	New Business (ACTIONS) (1 hr. 30 min)	
	CVI Security Systems Project Plan and Timeline	9
	Camera Management Software Product Overview	10
	ACTION: CVI Quote: Indoor Security Cameras	11
	ACTION: CVI Quote: Outdoor Security Cameras	12
	Outdoor Security Camera Property Coverage	13
	Outdoor Security Multisensor Camera	14
	Outdoor Security Bullet Camera	15
	ACTION: CVI Quote: Door Access Control System	16
	Door Access Control Software Product Overview	17
	Engberg Anderson Project Plan	18
	Johnson Carpet Marked Up Drawings	19
	Johnson Carpet Analysis Pricing	20
	Hours Pilot March 2024 Report	21
	JanFebMarch Heat Map	22
	Library Correspondence (5 minutes)	
	Correspondence 1: Board Retreat: Insider's Look	23
	Correspondence 2: Village NLW Proclamation	24
	Correspondence 3: Legislation HB 4567	25
	Correspondence 4: American Libraries 2024 Report	26
	Correspondence 5: RAILS MLI Grant Award	27
	Any and All Other Business (5 minutes)	
	Executive Session(s) if needed	
	Adjournment (1 minute)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, March 19, 2024 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

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. 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.

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?omn=83591937324
Meeting ID: 206 959 8344
One tap mobile
+13092053325,,2069598344# US
+13126266799,,2069598344# US (Chicago)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US (Washington DC)
+1 646 558 8656 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 720 707 2699 US (Denver)

Meeting ID: 206 959 8344
Find your local number:
https://us06web.zoom.us/u/kbdF5On7zq

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. **ACTION: Approval of March 19, 2024 Board Meeting Minutes (3 min)**
7. **Library Director Updates (10 min)**
   a. Library Director's Report
   b. Monthly Statistics Reports
8. **Committee Reports (25 min)**
   (Met)
   a. Building and Grounds Committee (**CHAIR:** Jerch **MEMBERS:** Jardine, Shaul)
   b. Human Resources Committee (**CHAIR**: Graziano **MEMBERS:** Jerch and Shaul)
   (Did Not Meet)
   c. Bylaws & Policy Committee (**CHAIR:** Friedeman **Members**: Zaute)
   d. Engagement Committee (**CHAIR:** Jardine **MEMBERS:** Graziano)
   e. Finance and Technology Committee (**CHAIR:** Hayes **MEMBERS:** Shaul, Zaute)
   f. Long Range Planning Committee (**CHAIR:** Shaul **MEMBERS:** Friedeman)
   g. Intergovernmental Committee (**MEMBERS**: Jerch, Grassi)
9. **March 2024 Financial Reports (5 min)**
   a. ACTION: Approve March 2024 Detailed Revenue & Expense Report
   b. ACTION: Approve March 2024 Monthly Check Disbursement (15970-15994)
10. **New Business**

a. ACTIONS: Grant-Funded Security Project with CVI
    i. Director Presentation of Project Plan, Timeline and Equipment
    ii. ACTION: Approve CVI Quote: Indoor Security Cameras
    iii. ACTION: Approve CVI Quote: Outdoor Security Cameras
    iv. ACTION: Approve CVI Quote: Door Access Control System
b. Discussion: Vliet Contribution and Village Intergovernmental Agreement
c. Presentation and Discussion: Johnson Carpet Analysis Report
d. Presentation: Master Plan Project Plan and Updates
e. Presentation and Discussion: Hours Pilot Report – Month 3, Mar. 2024

11. Library Correspondence (7 min)

a. Correspondence 1: Library Board Retreat: An Insider's Look
b. Correspondence 2: Village Lake Bluff Proclamation for National Library Week
c. Correspondence 3: Legislation HB 4567
d. Correspondence 4: State of American Libraries 2024 Report
e. Correspondence 5: RAILS MLI Grant Award Letter

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

a. Statement of Economic Interest Due May 1, 2024

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. Adjournment (1 minute)

Attachments

- Regular Board Minutes
- Directors Report March 2024
- March 2024 FY Statistics
- March 2024 3 Year Comparison
- March 2024 Revenue and Expenditures Report
- March 2024 Check Disbursement Report
- CVI Security Systems Project Plan and Timeline
- Camera Management Software Product Overview
- CVI Quote: Indoor Security Cameras
- CVI Quote: Exterior Security Cameras
- Outdoor Security Camera Property Coverage
- Outdoor Security Multisensor Camera
- Outdoor Security Bullet Camera
- CVI Quote: Door Access Control System
- Door Access Control Software Product Overview
- Engberg Anderson Project Plan
- Johnson Carpet Marked Up Drawings
- Johnson Carpet Analysis Pricing
- March 2024 Hours Pilot Monthly Report
- JanFebMarch 2024 Heat Map
- Recommended Hours of Service by Population ILA Standards 4.0
- Correspondence 1: Board Retreat: Insider's Look
- Correspondence 2: Village NLW Proclamation
- Correspondence 3: Legislation HB 4567
- Correspondence 4: American Libraries 2024 Report
- Correspondence 5: RAILS MLI Grant Award Letter

Upcoming Board Meetings

- April 16, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- May 21, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- June 18, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, March 19th 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 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**: Board President Bonnie Shaul called the meeting to order at 7:03 pm.
2. **Roll Call**: Trustees Friedeman, Jardine, Zaute, Graziano, Hayes, and Shaul were present; Trustee Jerch was absent. Martha Trotter (CPA, Sikich LLP) and Bettina O'Connoll (Finance Director, Village of Lake Bluff) were also in attendance. Library Director Renee Grassi and library staff member Eliza Jarvi were present.
3. **Additions & Corrections to the Agenda:**
    a. Trustee Friedeman requested the addition of the minutes from the January 24, 2024 meeting to the Approval of Board Meeting Minutes section. These meeting minutes did not pass at the February Board meeting due to absences and abstentions.
4. **Opportunity for Public to Address the Board**: There was none.
5. **Approval of Board Meeting Minutes**
    a. Trustee Jardine moved to approve the Board meeting minutes from February 20, 2024, Trustee Graziano seconded; Trustees Shaul, Graziano, Zaute, Friedeman, and Jardine voted aye; Trustees Hayes abstained.
    b. Trustee Shaul moved to approve the Board Retreat meeting minutes from February 24, 2024, Trustee Zaute seconded; Trustees Shaul, Graziano, Zaute, Friedeman, and Jardine voted aye; Trustees Hayes abstained.
    c. Trustee Hayes moved to approve the Board meeting minutes from January 24, 2024, Trustee Jardine seconded; Trustees Zaute, Hayes, Friedeman, and Jardine voted aye; Trustees Shaul and Graziano abstained.
6. **2023 Final Audit Report for Lake Bluff Library**: Martha Trotter of Sikich LLP presented the 2023 Final Audit Report for the Library for 2022-2023. Ms. Trotter reported that the Library received a clean audit. Bettina O'Connoll presented a Library Funds Summary that mirrors the audit's presentation of the General and Grant Funds in the Library's budget.
    a. Trustee Zaute moved to approve the 2023 Final Audit Report presented by Sikich, LLP, Trustee Hayes seconded; all voted aye.
7. **Library Director Updates**:

a. **Director's Report:** Library Director Grassi provided an overview of February 2024 happenings at the library. She highlighted the outcomes from the Board retreat on February 24th, which will go live on the Library website next week. Director Grassi reported on staffing challenges due to one full-time staff member taking emergency 12-week leave and a part-time staff member taking indefinite leave. The Library applied for multiple grants in February to secure funding for community engagement, accessibility change and per capita funds. The Library has also identified a technology grant that is being pursued with a due date at the end of March.

b. **Monthly Statistics Report**: Director Grassi provided a Library usage overview, noting that the Library visitor and website page counts were incorrect due to an issue with Google Analytics and Libcal. Once this issue is resolved, the report will be rerun.

8. **Committee Reports**

(Met)

a. **Bylaws & Policy Committee** (CHAIR: Friedeman. MEMBERS: Zaute): The Bylaws & Policy Committee revised the Governance and Organizational Structure Policy to reflect new hours and the combination of the Finance & Technology committee. This revision is being presented to the full Board for review and approval tonight. The committee also reviewed a sample compensation policy to be added to Section 4 of the Personnel Policy. Renee will bring this revision to the committee next month.

b. **Building & Grounds Committee** (CHAIR: Jerch. MEMBERS: Berg, Shaul): The Building & Grounds Committee discussed the Engberg Anderson Master Plan Proposal, air quality testing report and possible part-time maintenance support.

c. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul)**:** The HR Committee met to review the Library Director's annual review.

d. **Long Range Planning Committee** (CHAIR: Shaul. MEMBERS: Friedeman): The Long Range Planning Committee met after the Board retreat to discuss the initial draft of the long range planning timeline. Phase I (board review of final reports) and II (board retreat) of the long range planning process are complete. The committee is entering Phase III of the process, which includes the engagement of a strategic planning consultant (April-June). Phase IV is formal long range planning that incorporates all aforementioned elements (June-December). A subset of Phase IV is community engagement work, which will be concentrated in September-November 2024. Phase V will be the presentation of the final long range plan presented in December 2024-February 2025.

e. **Engagement Committee** (CHAIR: Jardine. MEMBERS: Graziano): The Engagement Committee has put together a calendar of onboarding tasks for Trustees. The committee also discussed developing a cohesive message for engagement with other community groups.

f. **Special Topics Committee** (MEMBERS: Zaute, Shaul and Jerch): The special topics committee met to finalize the report stemming from the October 2022 violation of the Library's Computer Use Policy.

(Did Not Meet)

g. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute)
h. **Technology Committee** (CHAIR: Berg. MEMBERS: Graziano)
i. **Intergovernmental Committee** (MEMBERS: Jerch, Grassi)

9. **February 2024 Financial Reports**:
    a. **February 2024 Detailed Revenue & Expense Report:** Trustee Zaute moved to approve the February 2024 revenue and expense report, Trustee Jardine seconded; all voted aye.
    b. **February Monthly Check Disbursement (15941-15969)**: The Board reviewed all checks from February 2024. Trustee Zaute moved to approve checks numbered 15941-15969, Trustee Hayes seconded; all voted aye.
10. **New Business:**
    a. **Engberg Anderson Proposal for Master Plan**: The Board reviewed the proposal from Engberg Anderson for a facility master plan, which includes a three-tier approach to planning that would take approximately 150 days to complete. The Board reviewed the proposal from Engberg Anderson and discussed the proposed cost and scope of the project. Trustee Shaul requested that Engberg Anderson compile a one page project plan that summarizes Parts 1-6 of the proposal. Director Grassi will request this from Shaun Kelly.
        i. Trustee Hayes moved to approve the Engberg Anderson Master Plan proposal not to exceed $18,500 upon the receipt of a one-page summary that details community engagement and timeline, Trustee Zaute seconded; all voted aye.
    b. **Discuss and vote to approve proposed policy update to Library's Governance and Organizational Structure Policy**
        i. Trustee Zaute moved to approve the policy update to the Library's Governance and Organizational Structure Policy with the addition of Friday hours from 10 am to 5 pm, Trustee Friedeman seconded; all voted aye.
    c. **Discuss and vote to approve CVI two-year LAN Contract**
        i. Trustee Zaute moved to approve the CVI two-year LAN Contract, Trustee Hayes seconded; all voted aye.
    d. **Discuss and vote to approve CVI Quote for a Security Server**: The Board reviewed a quote for hardware and software to support a future security & camera system, which would be funded by a grant secured in 2019.
        i. Trustee Friedeman moved to approve the CVI Quote for the Security Server, Trustee Jardine seconded; all voted aye.
    e. **Hours Pilot Report – Month 2, Feb. 2024**: Library Director Grassi reported visit counts, staff leave, and library services. Next month marks a halfway point in the pilot and survey results will be available for consideration.
11. **Library Correspondence:** Director Grassi provided an overview of patron correspondence, including Board President Bonnie Shaul's letter to the public, comment cards, patron feedback letter and an ALA press release regarding a 92% increase in book challenges across the country.

12. **Any and all other business which may come before the Board**:
    a. Director Grassi reminded Board members that the Statement of Economic Interest is due May 1, 2024. Trustee Jardine shared a statement that can be included on page 2 of the Statement of Economic Interest if Trustees desire - “Completed following guidance by the Illinois Municipal League.”
    b. Senator Julie Morrison signed on as a co-sponsor to increasing the purchasing limit, per the Board’s resolution from last month.
13. **Executive Session(s) if needed**: There was none.
14. **Adjournment:** Trustee Zaute moved to adjourn, Trustee Hayes seconded; all voted aye. The meeting adjourned at 9:30 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary

Director's Report
March, 2024

Administration and Human Resources

- Starting March 18, 2024, the Library's fulltime Adult Services and Technology Manager Martha O'Hara began a 12 week medical leave; expected return date June 11, 2024. Responsibilities were shifted to address staffing and projects were deprioritized or finely scoped. Martha's direct reports have been temporarily reassigned to other managers. Reference and Circulation Manager Katie Horner, Youth Services Manager Eliza Jarvi and Director Grassi created a new rotating schedule to address desk coverage with monthly planning meetings to discuss a library-wide approach to staffing. Thank you to all staff who have assisted in various ways with these staffing needs.
- Throughout the month of March, the Library's part time Cataloging Librarian took extended leave due. To support this organizational need, the Library's Technical Association Rachel Yancey worked additional hours and took on major roles and responsibilities to support cataloging, processing, acquisitions, and other technical services related work to ensure there was no disruption in service for patrons. Other collections projects were put on hold. Thank you so much, Rachel, for your excellent work assuming these responsibilities and helping the Library!
- In March, Library Managers began the annual performance evaluation process. Director Grassi implemented a newly updated and streamlined evaluation form for library staff that aligns with each employee's new job description and mirrors the Director's performance evaluation form. This process improvement has been well received by staff and managers.
- With regard to Passport Services, patron satisfaction continues to be high with the quality of our services, although need far exceeds our overall availability. With Martha O'Hara on medical leave, Reference and Circulation Manager Katie Horner remains the only staff member to facilitate passport transactions due to staff capacity. Patrons are requesting more availability overall, but are particularly interested in weekend appointments, which we can't provide with our passport agents' schedules.
- Reference and Circulation Manager Katie Horner developed and presented staff training on money handling and cash drawer procedures at the March staff meeting. This training included a review of closing count procedures, strategies for accurate record keeping, and updated more thorough written procedures. The goal of this training was to continue to support the 4 recently hired employees with onboarding and skill building in this area, but also give reminders to staff.
- **Passport applications processed: 28**
- **Notary transactions completed: 21**

Grants

- The Library received an award letter that its application for the RAILS (Reaching Across Illinois Library System) "My Library Is" grant was accepted. This $5000 grant will fund engagement strategies with the Lake Bluff Public Library community in support of the Library's upcoming Long Range Planning process.
- The Library expects to hear from T-Mobile on the status of its $50,000 grant proposal by the end of May, 2024.
- The Library received an invitation to attend FY24 Public Library Construction Grant Review Committee Virtual Meeting hosted by Illinois State Library on April 25. This meeting will include a review of all applications for the Remodeling for Accessibility Grant. The Library submitted a $45,000 grant proposal for this grant and is one among eight applicants who applied in this FY.

Attending this meeting will also be helpful to observe the process for Illinois State Library's issue of the annual Library Construction Grants, which the Library aims to apply for in the near future.

Collections

- The Library's digital circulation through Hoopla and Libby/OverDrive continues to be high. The average wait time for an in-demand item on Libby/Overdrive continues to increase and is now approximately 50+ days. To help address this, the Library's annual Per Capita Grant funding was used to purchase more titles requested by Lake Bluff residents and decrease hold lists.
- March Library Displays:
    - Women's History – adult and youth
    - "A Wee Bit Irish" and Books with Green Covers
    - Disability Awareness
    - Spring Holidays: Easter, Ramadan, Holi, St. Patrick's Day, Year of the Dragon
    - International Trans Day of Visibility
    - Bee Kind to Yourself –mental health topics to support Reading Between the Ravines
    - Space and Eclipse themed reads – adult and youth

Communications

- As of March 18, Director Renee Grassi became the library's point person for all library communication efforts, including website updates, news posts, Lake Bluff Letter submissions, and social media. Because of two Communication Team members' medical leaves, communication efforts were streamlined significantly to align with Director capacity. For example, the Library did not issue a digital newsletter in the month of April.
- Director Grassi assumed the role of Summer 2024 newsletter developer and is coordinating the schedule and review of all summer newsletter content submissions. Despite staffing limitations, the Summer 2024 print newsletter remains on time with an expected delivery date to Lake Bluff residences by June 1, 2024 for no disruption of service.

Events, Programming and Outreach

- Teen Volunteers Monthly Statistics
    - Total Number of Volunteers: 4
    - Total Hours Volunteered: 8.5
    - Total Number of Activities: 5
- In March, Youth Services Librarians Vanessa Howland and Mary Webber presented a total of four storytimes to the Park District Preschool to a total of 118 children.
- Library Associate Lizzie Crampton Seed Library has assumed the new responsibility of being point person for the Library's Seed Library managing the seed collection, developing orders, creating seed packets, and helping manage library restocking. Because of her planning efforts throughout winter months and additional work responsibilities taken on, the Library did not experience any disruption of service and launched the Seed Library on day that was planned. The launch of the Library's Seed Library has been quite popular this year with 226 packets taken, and 7 online seed requests made between 3/15-3/31. Thank you, Lizzie, for your excellent work!
- In March, Adult Services Librarian Anna Fifhause hosted a successful in-person event entitled Celebrating the Cherry Blossom Festival with 13 people attending. She also collaborated with Library Associate Lizzie Crampton and developed two grab-and-go crafts designed for teens and adults. Thank you, Anna, for supporting new and engaging ways to support adult programming!

- The Youth Services Department offered passive programming opportunities for kids and families throughout the month of March. Passive programs are drop-in engagement and enrichment opportunities that optimize staffing, are more flexible for families' personal schedules and encourage library visits. For example, the Super Silly Egg Hunt had a total of 158 participants and the Library's Lego Free Play Day welcomed 23 participants. Great work, Youth Services!
- Reference and Circulation Manager Katie Horner has assumed the responsibility of being point person coordinating program preparation the Library's monthly trivia program series. Director Grassi attended the March trivia program to support staffing.
- In March, Youth Library Associate Julie Mrowiec launched a new monthly drop-in weekend program for families called Messy Crafts on a Saturday morning. March's craft saw 23 participants! This helps address requests from patrons for more weekend programming for kids.
- In March, Director Grassi and Anna Fifhause reviewed and analyzed adult programming trends to establish goals for programming that match staff capacity, reflect patron preferences for formats (in-person vs online), and follow attendance trends throughout the year. This evaluation and planning will help the Library budget for adult programming efforts in the next fiscal year.
- Total Youth Services Grab and Go Crafts distributed this month: 176

Technology Updates

- In March, the Library transitioned from Mango Languages to Rosetta Stone as its primary language learning database. After usage data analysis by Adult Services Librarian Anna Fifhause, it was evident Mango Languages' usage was not performing at expected rates. In addition, Rosetta Stone was able to offer the Library a more competitive price for cost-savings compared to Mango's increasing rates. Rosetta is well-known as a long-standing language learning resource and with that established name recognition, it will promote usage to the community.
- Reference and Circulation Manager Katie Horner assumed the role of point person for technology troubleshooting and IT tickets to the Library's vendor CVI, due to Martha's leave.

Building and Maintenance Updates

- Due to inclement weather in March, Gary Levin's appointment to clean windows (exterior and interior), clean gutters and replace light bulbs was rescheduled several times. These tasks are now rescheduled to Thursday, April 18.
- Director Grassi met with the Indoor Air Quality engineer for a comprehensive meeting and receive the full report from the vendor. The report was shared with the Building and Grounds Committee at the March meeting, but the discussion and presentation was deferred to April. All areas of the library were found to be in normal and safe levels for all tests and are consistent with results from tests at similarly sized buildings. More updates to follow next month. The IAQ testing was quite comprehensive, which included the following:
    - Airborne spore trap testing up to 12 samples
    - 5 airborne Formaldehyde samples
    - TVOC monitoring throughout facility
    - Particulate testing throughout facility
    - Carbon Monoxide and Carbon Dioxide monitoring throughout facility
- The Library collected three quotes and proposals from three vendors for an Environmental Report—all vendors were recommended by Engberg Anderson. This report is required by to identify the location(s) of lead based paint and asbestos in the building. This, in turn, allows the Library to plan costs for any potential abatement as building planning moves forward. The winning bid was Midwest Consulting Environmental Services for $3,300.

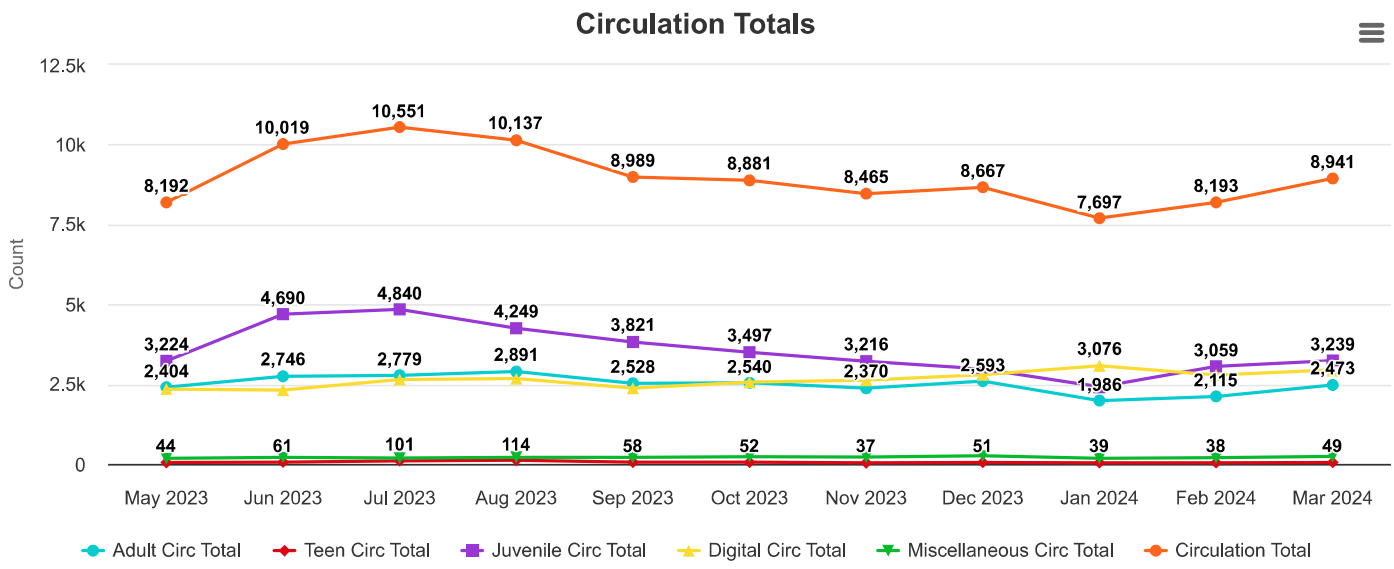
Home / Dashboards / FY 23-24 Graphs

FY 23-24 Graphs

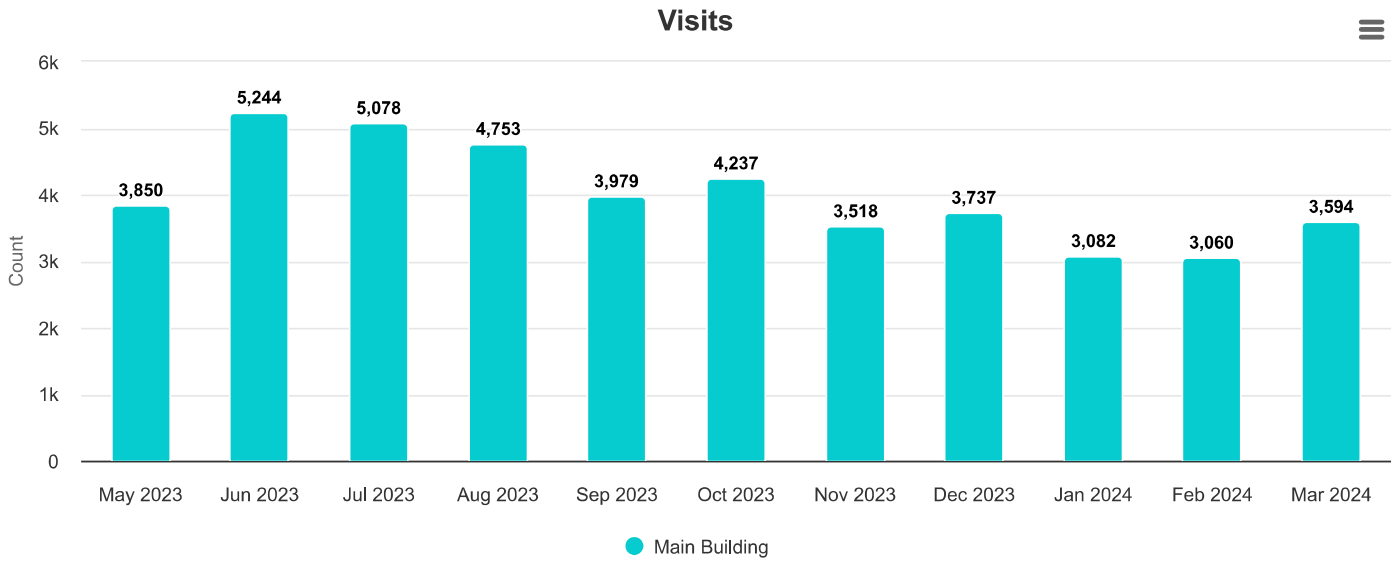
Select row type | Add New Row | Preview | Edit Dashboard Settings | Back to Dashboards List

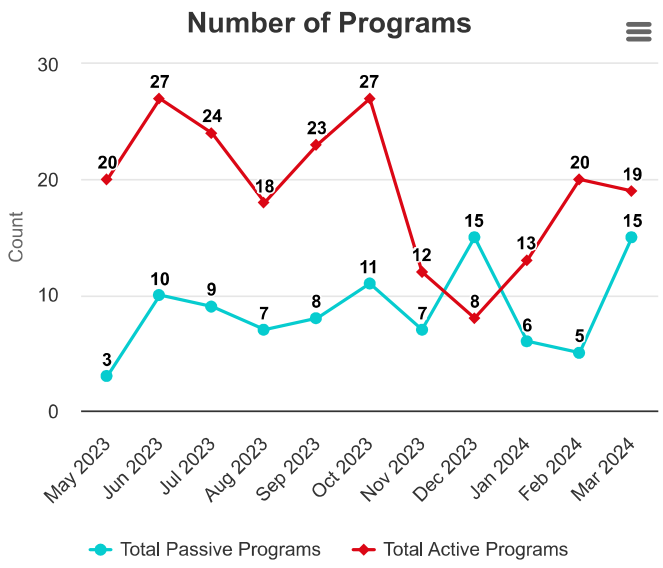
FY 23-24 Circulation Totals (#73)

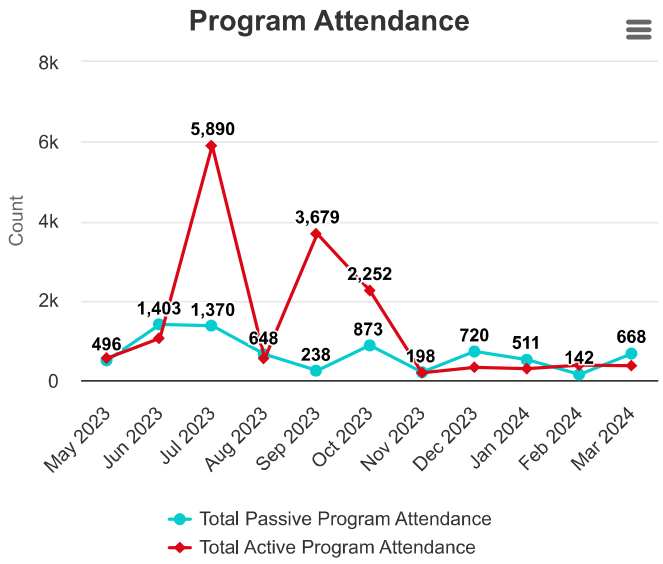
98,732
TOTAL CIRCS

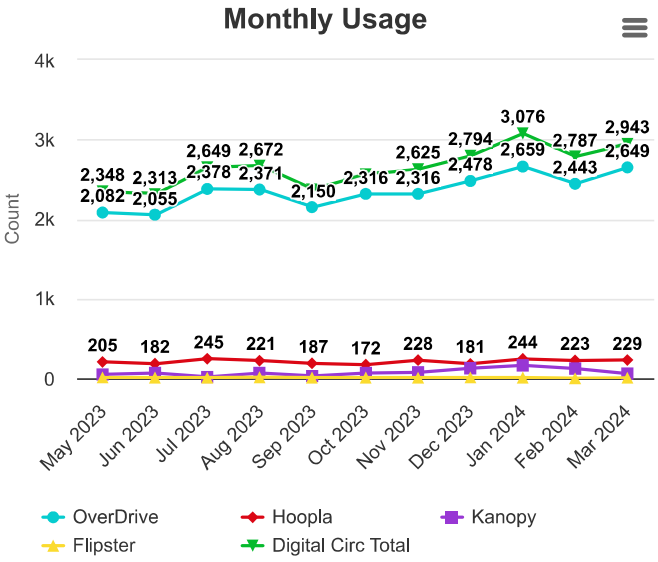


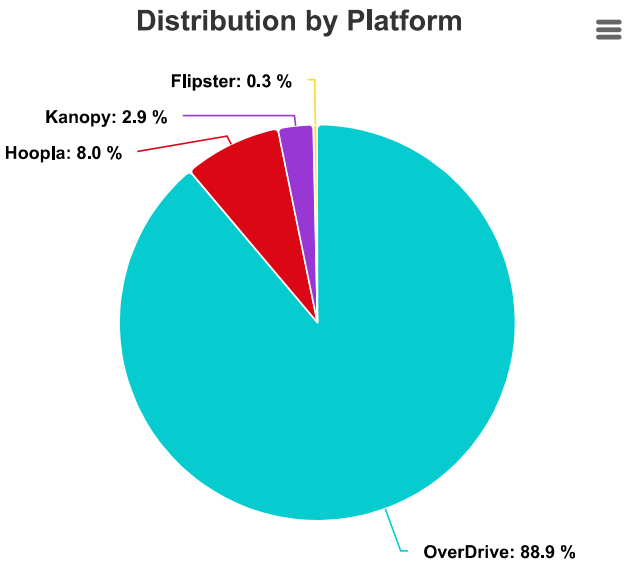
44,132
TOTAL VISITS



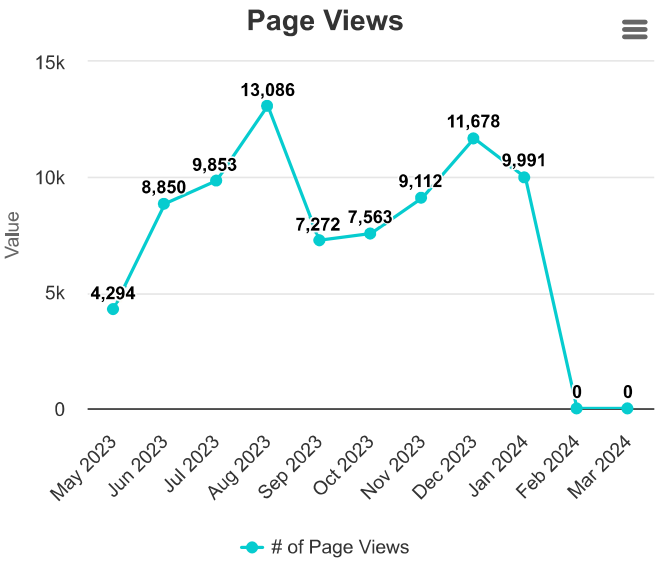

Number of Programs
30
20
10
0
Count
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
Mar 2024
20
27
24
18
23
27
12
8
13
20
19
3
10
9
7
8
11
7
15
6
5
15
Total Passive Programs
Total Active Programs

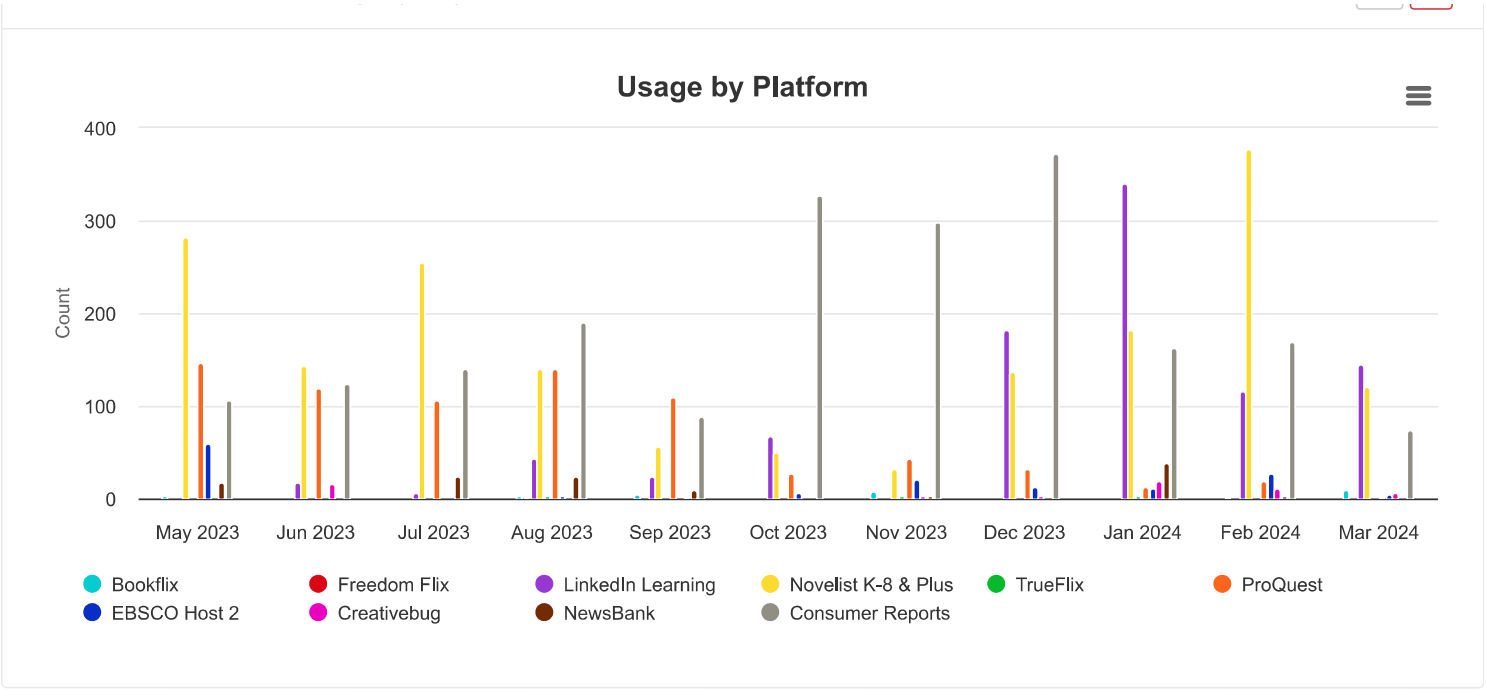

Program Attendance
8k
6k
4k
2k
0
Count
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
Mar 2024
496
1,403
5,890
1,370
648
3,679
2,252
238
873
198
720
511
142
668
Total Passive Program Attendance
Total Active Program Attendance


Monthly Usage
4k
3k
2k
1k
0
Count
2,348
2,082
2,313
2,055
2,649
2,378
2,672
2,371
2,150
2,316
2,316
2,625
2,794
2,478
3,076
2,659
2,787
2,443
2,943
2,649
205
182
245
221
187
172
228
181
244
223
229
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
Jan 2024
Feb 2024
Mar 2024
OverDrive
Hoopla
Kanopy
Flipster
Digital Circ Total


Distribution by Platform
Flipster: 0.3 %
Kanopy: 2.9 %
Hoopla: 8.0 %
OverDrive: 88.9 %

37,978
TOTAL SESSIONS





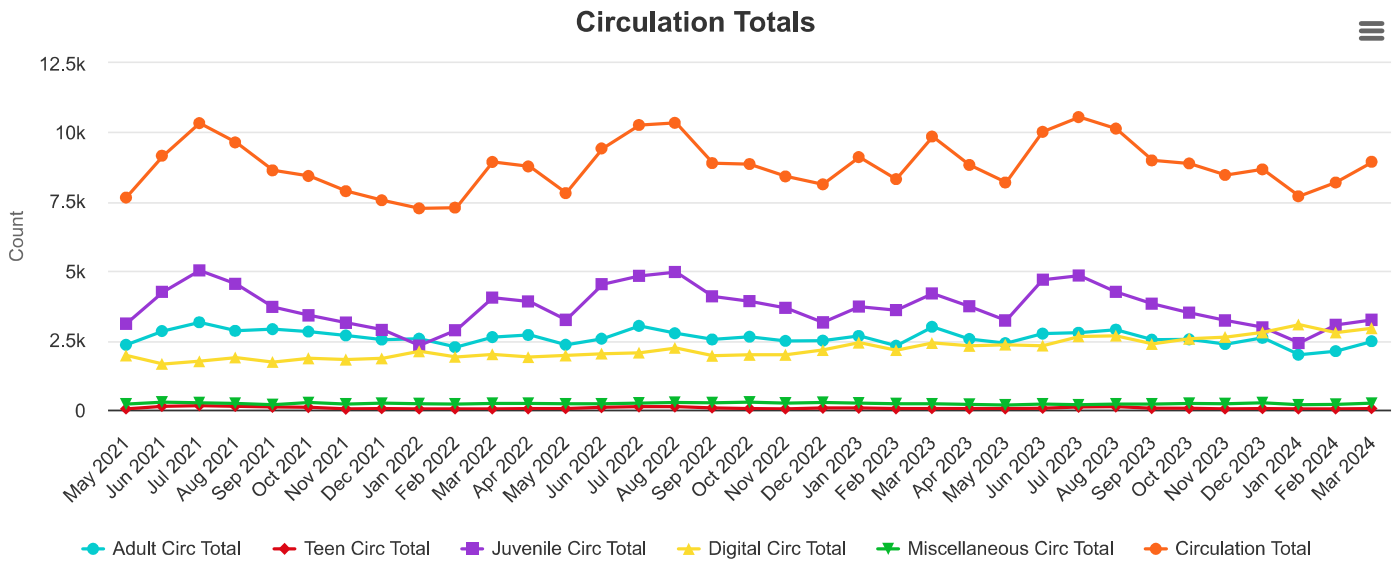
Powered by Springshare

Home / Dashboards / 3 Year Comparison Graphs

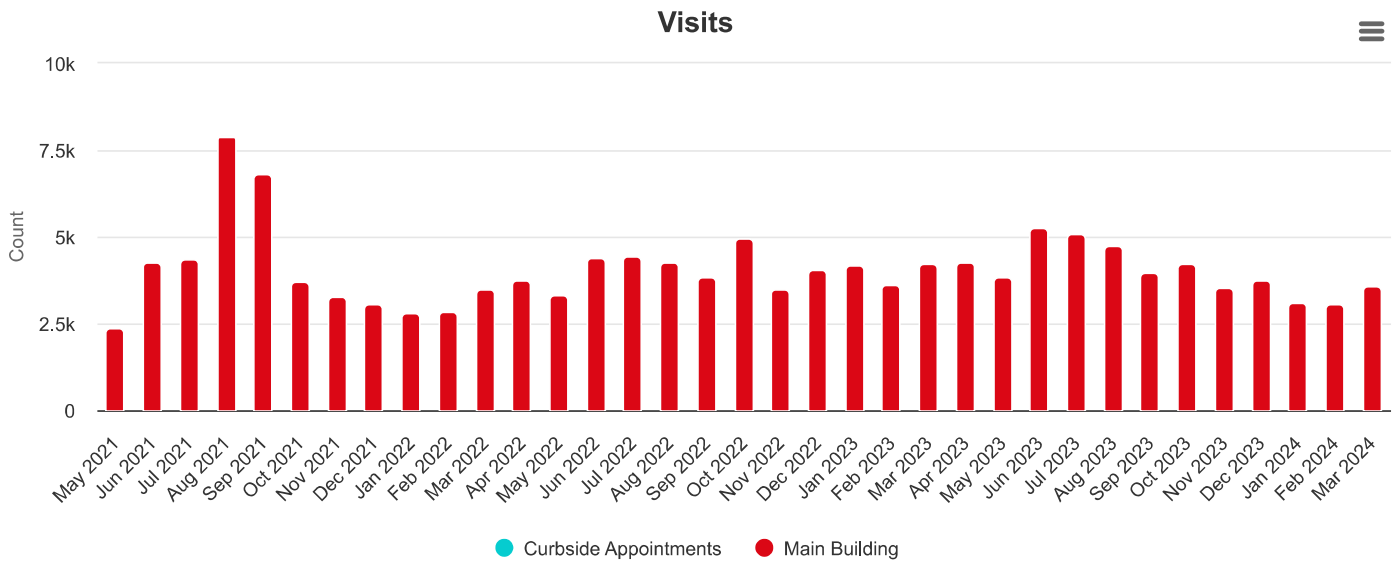
3 Year Comparison Graphs

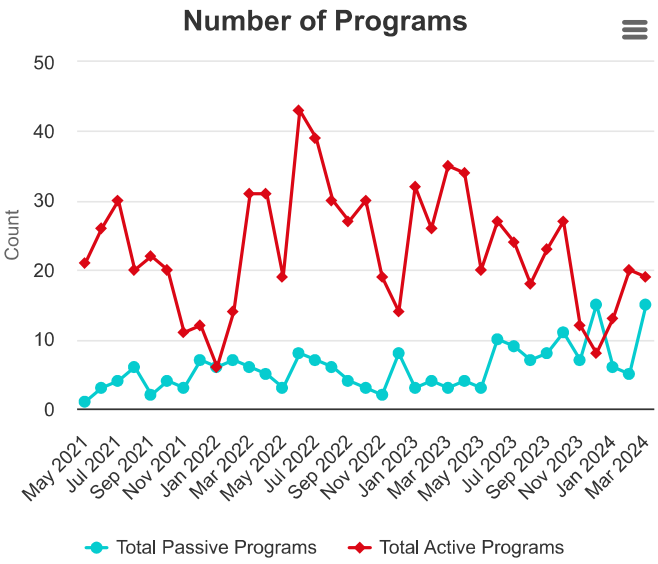
Select row type | Add New Row | Preview | Edit Dashboard Settings | Back to Dashboards List

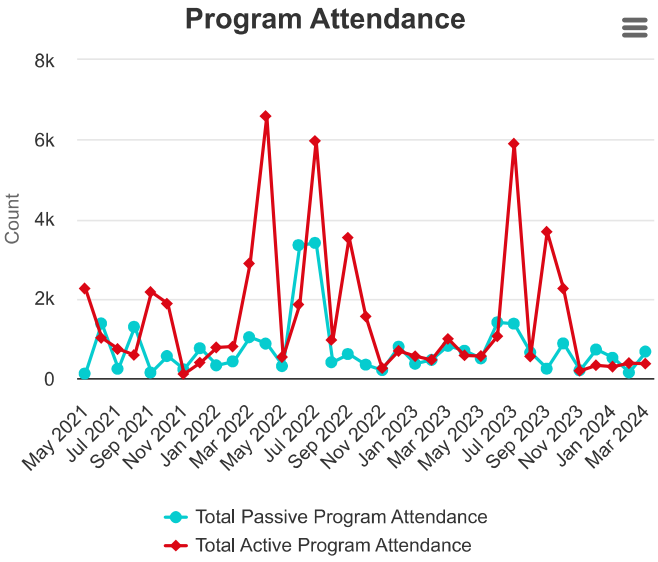
3 Year Circulation Totals (#46)

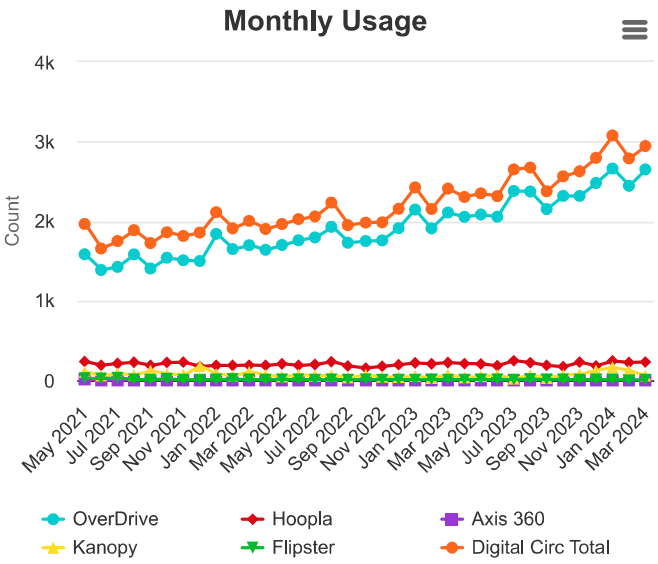


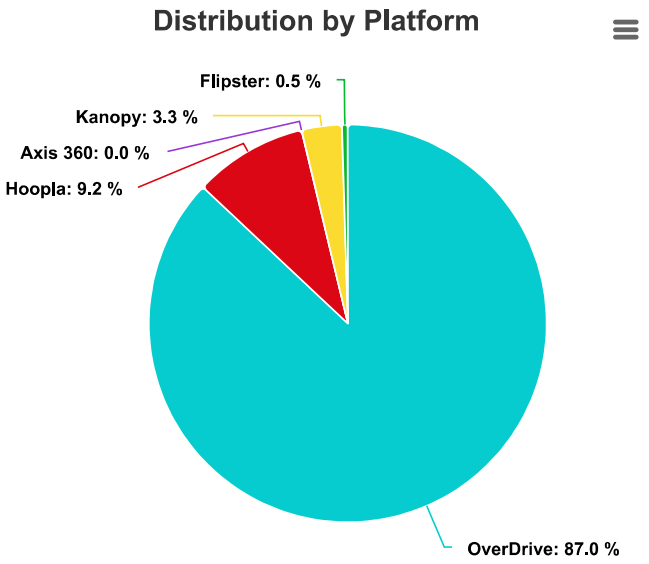
3 Year Visits (#48)

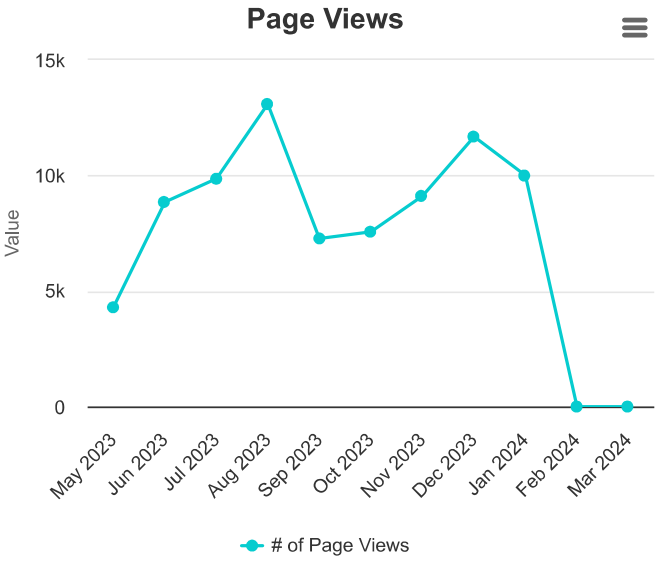



Number of Programs
50
40
30
20
10
0
Count
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
Jul 2023
Sep 2023
Nov 2023
Jan 2024
Mar 2024
Total Passive Programs
Total Active Programs

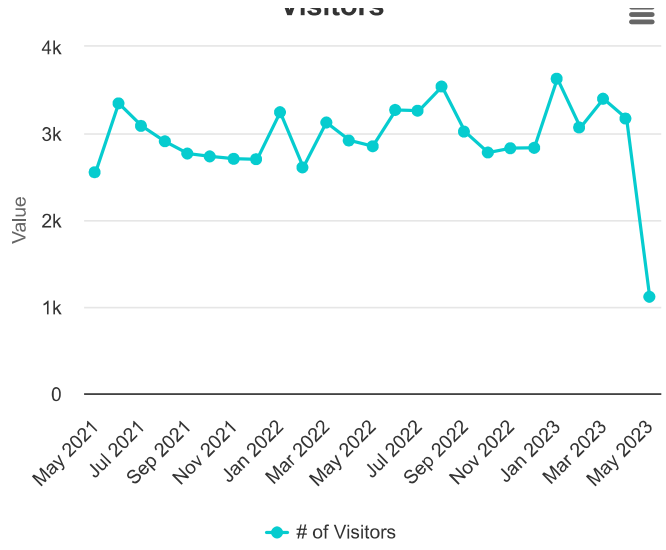

Program Attendance
8k
6k
4k
2k
0
Count
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
Jul 2023
Sep 2023
Nov 2023
Jan 2024
Mar 2024
Total Passive Program Attendance
Total Active Program Attendance

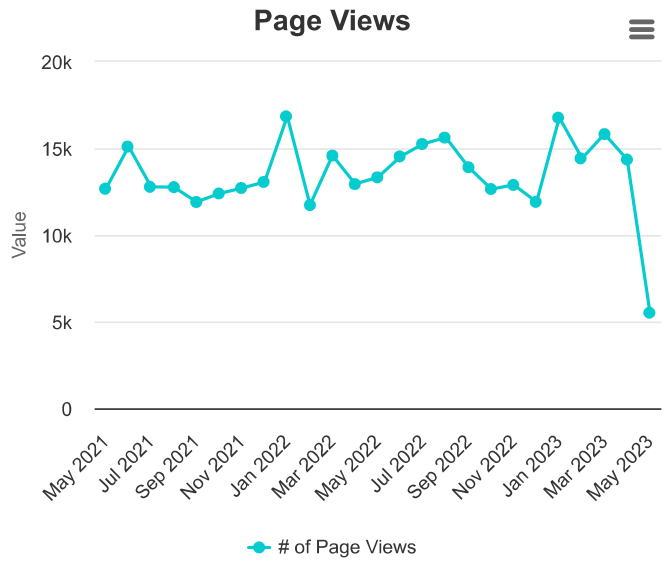

Monthly Usage
4k
3k
2k
1k
0
Count
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
Jul 2023
Sep 2023
Nov 2023
Jan 2024
Mar 2024
OverDrive
Hoopla
Axis 360
Kanopy
Flipster
Digital Circ Total

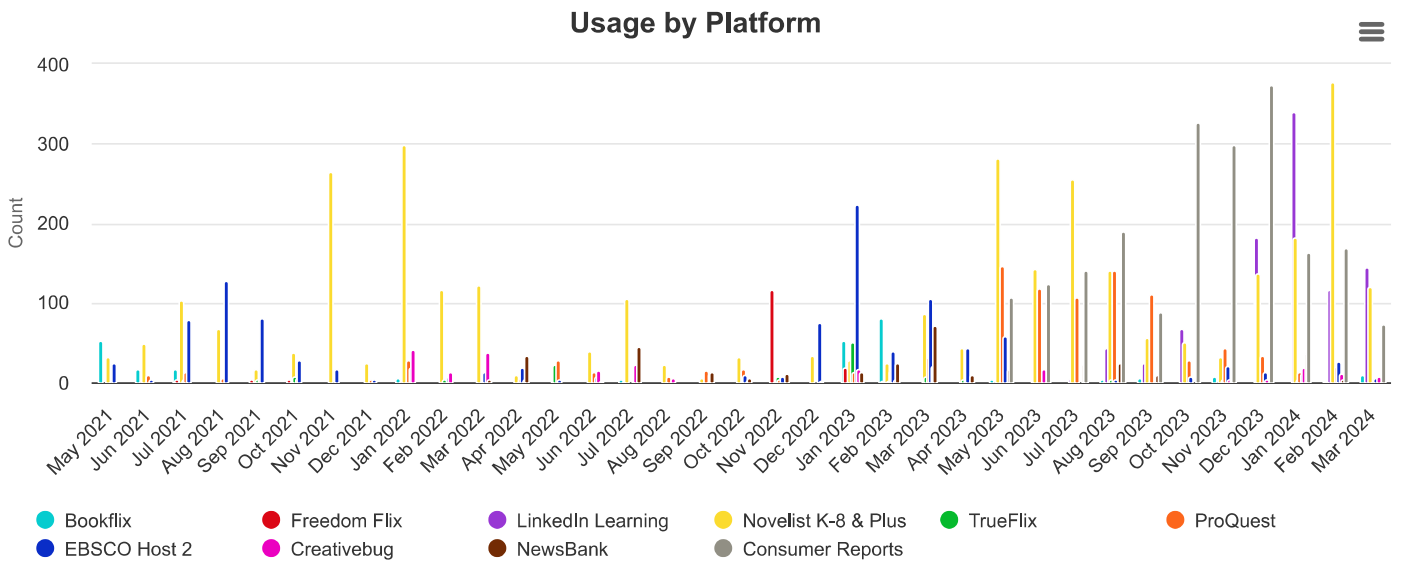

Distribution by Platform
Flipster: 0.5 %
Kanopy: 3.3 %
Axis 360: 0.0 %
Hoopla: 9.2 %
OverDrive: 87.0 %



3 Year Website Usage (Original Google Analytics) (#47)


4k
3k
2k
1k
0
Value
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
# of Visitors


Page Views
20k
15k
10k
5k
0
Value
May 2021
Jul 2021
Sep 2021
Nov 2021
Jan 2022
Mar 2022
May 2022
Jul 2022
Sep 2022
Nov 2022
Jan 2023
Mar 2023
May 2023
# of Page Views



Powered by [Springshare]

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/24 INCR (DECR)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	YTD BALANCE 03/31/2024 NORM (ABNORM)	YTD BALANCE 03/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	0.00	12,316.79	1,076,098.71	1,034,156.96	1,084,364.00	99.24
PROPERTY TAXES		0.00	12,316.79	1,076,098.71	1,034,156.96	1,084,364.00	99.24
OTHER TAXES							
080-300-30200	PERSONAL PROPERTY REPLACE TAX	407.48	0.00	5,330.99	0.00	0.00	100.00
OTHER TAXES		407.48	0.00	5,330.99	0.00	0.00	100.00
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	204.60	164.93	2,111.88	1,675.99	2,000.00	105.59
080-300-34250	NON-RESIDENT FEES	447.95	236.97	5,497.92	5,948.14	6,000.00	91.63
080-300-34260	PASSPORT FEES	1,089.07	2,350.40	13,791.26	29,395.26	20,000.00	68.96
080-300-34265	PASSPORT POSTAGE REIMB	0.00	0.00	0.00	0.00	0.00	0.00
CHARGE FOR SERVICES		1,741.62	2,752.30	21,401.06	37,019.39	28,000.00	76.43
FINES/FORFEITS							
080-300-35700	LIBRARY FEES	61.09	75.83	1,536.84	1,394.08	1,000.00	153.68
FINES/FORFEITS		61.09	75.83	1,536.84	1,394.08	1,000.00	153.68
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	10.00	790.00	790.00	1.27
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,500.00	1,500.00	1,550.00	96.77
080-300-38300	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	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	203.98	31.98	(102.10)	39.15	500.00	(20.42)
080-300-38900	MISCELLANEOUS INCOME	137.34	543.45	85,834.53	5,391.19	3,000.00	2,861.15
MISCELLANEOUS		341.32	575.43	87,242.43	7,720.34	16,073.00	542.79
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	3,126.73	2,646.08	45,089.73	18,536.80	20,000.00	225.45
INVESTMENT INCOME		3,126.73	2,646.08	45,089.73	18,536.80	20,000.00	225.45
Total Dept 300 - REVENUE		5,678.24	18,366.43	1,236,699.76	1,098,827.57	1,158,721.00	106.73
TOTAL REVENUES		5,678.24	18,366.43	1,236,699.76	1,098,827.57	1,158,721.00	106.73
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/24 INCR (DECR)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	YTD BALANCE 03/31/2024 NORM (ABNORM)	YTD BALANCE 03/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	21,987.94	21,401.08	242,190.88	198,637.40	220,557.00	109.81
080-603-40030	STAFF SALARIES	28,551.75	23,796.12	317,215.70	307,437.01	379,800.00	83.52
SALARIES		50,539.69	45,197.20	559,406.58	506,074.41	600,357.00	93.18
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	4,999.99	7,328.79	68,887.39	73,749.98	95,000.00	72.51
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		4,999.99	7,328.79	68,887.39	73,749.98	95,250.00	72.32
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,819.70	3,422.47	42,377.19	38,334.04	44,000.00	96.31
080-603-40980	IMRF RETIREMENT CONTRIBUTION	1,493.01	1,495.65	17,632.76	23,899.34	30,000.00	58.78
RETIREMENT		5,312.71	4,918.12	60,009.95	62,233.38	74,000.00	81.09
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	1,568.00	2,774.22	67,355.59	32,506.74	41,000.00	164.28
080-603-41020	ELEVATOR MAINTENANCE	300.00	0.00	1,314.00	1,247.00	1,750.00	75.09
080-603-41050	MAINTENANCE-GROUNDS	0.00	0.00	8,325.00	5,440.00	9,000.00	92.50
080-603-41300	COMPUTER SERVICES	0.00	0.00	15,085.00	14,385.00	15,000.00	100.57
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	418.88	114.70	9,259.74	3,219.65	4,000.00	231.49
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	2,646.15	0.00	23,821.03	6,640.07	10,000.00	238.21
080-603-41345	MARKETING	0.00	0.00	1,073.94	545.28	1,000.00	107.39
080-603-41350	LEGAL SERVICES	0.00	0.00	7,702.25	1,350.00	1,500.00	513.48
080-603-42400	PROFESSIONAL DEVELOPMENT	160.00	0.00	4,596.14	2,956.19	4,500.00	102.14
CONTRACTUAL		5,093.03	2,888.92	138,532.69	68,289.93	87,750.00	157.87
COMMODITIES							
080-603-42440	DUES	0.00	0.00	1,633.04	1,856.27	2,500.00	65.32
080-603-43230	UTILITIES	756.01	1,022.02	10,688.15	8,040.63	13,000.00	82.22
080-603-43300	POSTAGE	178.20	999.78	4,933.95	7,503.33	7,000.00	70.49
080-603-43410	PRINTING/E-NEWSLETTER	29.99	2,315.99	11,796.11	12,695.89	12,500.00	94.37
080-603-43520	PASSPORT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
080-603-43550	OFFICE SUPPLIES	613.12	586.64	6,830.09	7,165.36	7,000.00	97.57
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	275.81	115.41	4,968.34	1,483.35	1,750.00	283.91
080-603-43668	TECHNICAL SERVICES SUPPLIES	392.67	220.77	4,653.80	3,414.28	5,500.00	84.61
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	41.47	0.00	1,857.84	855.55	1,000.00	185.78
080-603-43710	ADULT PROGRAM SUPPLIES	25.00	29.84	6,158.95	6,459.49	8,000.00	76.99
080-603-43720	JUVENILE PROGRAM SUPPLIES	108.21	171.21	6,918.87	6,266.73	7,000.00	98.84
080-603-43730	OUTREACH SUPPLIES	(121.43)	50.00	2,808.83	2,915.02	6,000.00	46.81
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	827.09	315.60	1,250.00	66.17
080-603-46100	MISCELLANEOUS EXPENSES	549.10	374.10	3,054.98	3,047.10	3,000.00	101.83
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		2,848.15	5,885.76	67,130.04	62,018.60	75,500.00	88.91
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	444.83	1,189.13	11,695.99	11,648.72	17,000.00	68.80
080-603-45100	ADULT FICTION BOOKS	1,586.11	1,404.43	15,192.33	15,050.82	15,500.00	98.02
080-603-45110	ADULT LARGE PRINT MATERIAL	47.99	17.94	656.99	445.55	700.00	93.86
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,561.24	1,224.47	10,900.01	10,546.65	15,500.00	70.32
080-603-45220	ADULT REFERENCE/E-REFER	500.43	566.28	20,522.63	17,098.74	21,000.00	97.73

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/24 INCR (DECR)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	YTD BALANCE 03/31/2024 NORM (ABNORM)	YTD BALANCE 03/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45400	JUVENILE NON-FICTION	181.45	1,161.99	9,103.95	7,960.13	12,000.00	75.87
080-603-45410	PICTURE BOOKS, READERS	988.94	593.39	7,608.67	8,429.56	8,000.00	95.11
080-603-45420	JUVENILE FICTION	874.84	107.39	7,001.05	4,329.08	8,000.00	87.51
080-603-45430	JUVENILE AUDIO-VISUAL	125.72	0.00	2,157.21	482.64	3,000.00	71.91
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,337.00	1,378.00	1,500.00	89.13
080-603-45445	JUVENILE KITS & DEVICES	0.00	0.00	720.40	453.35	3,000.00	24.01
080-603-45450	TEEN BOOKS	179.09	0.00	1,982.80	1,783.31	2,500.00	79.31
080-603-45460	E-BOOKS	1,762.12	2,309.48	19,184.84	17,467.66	21,000.00	91.36
080-603-45470	GRAPHIC NOVELS	0.00	204.63	207.46	304.28	750.00	27.66
080-603-45500	PERIODICALS	200.41	147.94	7,640.56	7,854.65	7,350.00	103.95
080-603-45510	VIDEO GAMES	724.22	611.27	3,317.73	3,241.92	3,500.00	94.79
080-603-45520	TRENDING TITLES	89.49	0.00	542.68	734.28	2,000.00	27.13
080-603-45600	PATRON & STAFF SOFTWARE	19.99	14.99	8,359.24	6,196.89	15,550.00	53.76
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		9,286.87	9,553.33	150,631.54	137,906.23	182,850.00	82.38
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	6,769.00	3,451.57	21,188.74	6,000.00	57.53
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	16,180.00	0.00	6,000.00	269.67
080-603-58100	COMPUTER EQUIPMENT	0.00	15.84	13,706.83	17,470.98	10,000.00	137.07
080-603-58270	OTHER EQUIPMENT	0.00	0.00	33.99	332.22	1,000.00	3.40
CAPITAL EXPENSES		0.00	6,784.84	33,372.39	38,991.94	23,000.00	145.10
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		78,080.44	82,556.96	1,077,970.58	949,264.47	1,158,707.00	93.03
TOTAL EXPENDITURES		78,080.44	82,556.96	1,077,970.58	949,264.47	1,158,707.00	93.03
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		5,678.24	18,366.43	1,236,699.76	1,098,827.57	1,158,721.00	106.73
TOTAL EXPENDITURES		78,080.44	82,556.96	1,077,970.58	949,264.47	1,158,707.00	93.03
NET OF REVENUES & EXPENDITURES		(72,402.20)	(64,190.53)	158,729.18	149,563.10	14.00	1,133,77

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/24 INCR (DECR)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	YTD BALANCE 03/31/2024 NORM (ABNORM)	YTD BALANCE 03/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT 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	0.00	8,283.60	8,283.60	8,284.00	100.00
INTERGOVERNMENTAL		0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	20.65	2.10	3,158.49	2,008.85	98.00	3,222.95
082-300-38315	RESTRICTED DONATIONS	6,842.51	1,094.15	42,145.32	91,927.72	65,000.00	64.84
MISCELLANEOUS		6,863.16	1,096.25	45,303.81	93,936.57	65,098.00	69.59
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		6,863.16	1,096.25	53,587.41	102,220.17	73,382.00	73.03
TOTAL REVENUES		6,863.16	1,096.25	53,587.41	102,220.17	73,382.00	73.03
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	1,576.79	2,405.66	6,797.67	7,079.14	8,284.00	82.06
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		1,576.79	2,405.66	6,797.67	7,079.14	8,284.00	82.06
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	18,026.59	772.11	55,968.84	88,659.52	65,098.00	85.98
Unclassified		18,026.59	772.11	55,968.84	88,659.52	65,098.00	85.98
Total Dept 603 - LIBRARY ADMINISTRATION		19,603.38	3,177.77	62,766.51	95,738.66	73,382.00	85.53
TOTAL EXPENDITURES		19,603.38	3,177.77	62,766.51	95,738.66	73,382.00	85.53
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		6,863.16	1,096.25	53,587.41	102,220.17	73,382.00	73.03
TOTAL EXPENDITURES		19,603.38	3,177.77	62,766.51	95,738.66	73,382.00	85.53
NET OF REVENUES & EXPENDITURES		(12,740.22)	(2,081.52)	(9,179.10)	6,481.51	0.00	100.00
TOTAL REVENUES - ALL FUNDS		12,541.40	19,462.68	1,290,287.17	1,201,047.74	1,232,103.00	104.72
TOTAL EXPENDITURES - ALL FUNDS		97,683.82	85,734.73	1,140,737.09	1,045,003.13	1,232,089.00	92.59

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/24 INCR (DECR)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	YTD BALANCE 03/31/2024 NORM (ABNORM)	YTD BALANCE 03/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
NET OF REVENUES & EXPENDITURES		(85,142.42)	(66,272.05)	149,550.08	156,044.61	14.00	1,068,21

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 03/19/2024 - 04/17/2024
Banks: LIBCK

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/10/2024	LIBCK	15970	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR MARCH 2024/OFFICE SUPPLIES/BUILDING MAINTEN	080-603-43550	16.99
		15970		AMAZON PURCHASES FOR MARCH 2024/OFFIC	080-603-43660	86.51
		15970		AMAZON PURCHASES FOR MARCH 2024/HOSPI	080-603-43700	41.47
		15970		AMAZON PURCHASES FOR MARCH 2024/JUV A	080-603-43720	7.99
		15970		AMAZON PURCHASES FOR MARCH 2024/HOSPI	080-603-43730	128.57
		15970		AMAZON PURCHASES FOR MARCH 2024/ADULT	080-603-45100	22.99
		15970		AMAZON PURCHASES FOR MARCH 2024/ADULT	080-603-45200	492.39
		15970		AMAZON PURCHASES FOR MARCH 2024/JUV A	080-603-45420	42.45
		15970		AMAZON PURCHASES FOR MARCH 2024/JUV A	080-603-45430	125.72
		15970		AMAZON PURCHASES FOR MARCH 2024/VIDEO	080-603-45510	724.22
		15970		AMAZON PURCHASES FOR MARCH 2024/TREND	080-603-45520	89.49
		15970		AMAZON PURCHASES FOR MARCH 2024/HOSPI	080-603-46100	499.00
		15970		AMAZON PURCHASES FOR MARCH 2024/JUV A	082-603-99999	391.15
						2,668.94
04/10/2024	LIBCK	15971	BAKER & TAYLOR ENTERTAINMENT	PICTURE BOOKS/TECHNICAL SERVICES SUPPLIES	080-603-43668	315.17
		15971		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-45000	444.83
		15971		ADULT FICTION/TECHNICAL SERVICES SUPP	080-603-45100	1,563.12
		15971		LARGE PRINT BOOKS	080-603-45110	47.99
		15971		JUVENILE NON-FICTION/TECHNICAL SERVIC	080-603-45400	181.45
		15971		PICTURE BOOKS/TECHNICAL SERVICES SUPP	080-603-45410	988.94
		15971		JUVENILE FICTION/TECHNICAL SERVICES S	080-603-45420	832.39
		15971		TEEN BOOKS/TECHNICAL SERVICES SUPPLIE	080-603-45450	179.09
						4,552.98
04/10/2024	LIBCK	15972	COLLEY ELEVATOR COMPANY	ELEVATOR/INSPECTION FEES FOR NO-LOAD HYDRAULIC PRESSURE RELIEF TEST	080-603-41020	300.00
04/10/2024	LIBCK	15973	COMPLETE CLEANING COMPANY, INC.	BUILDING MAINTENANCE/CLEANING SERVICES FOR APRIL 2024	080-603-41000	1,460.00
04/10/2024	LIBC	15974	COMPUTER VIEW, INC.	USE OF DONATIONS/INFRASTRUCTURE FOR S	082-603-99999	16,979.50
04/10/2024	LIBC	15975	FIRST BANKCARD	PRINTING-NEWSLETTER	080-603-43410	29.99
04/10/2024	LIBC	15976	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT/REACHING FOR	080-603-42400	160.00
04/10/2024	LIBC	15977	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES/USE OF DONA	080-603-43720	30.29
		15977		JUVENILE PROGRAM SUPPLIES/USE OF DONA	082-603-99999	218.50

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						248.79
04/10/2024	LIBC	15978	FIRST BANKCARD	UTILITIES/OTHER PROFESSIONAL/PERIODIC	080-603-41314	2,261.15
		15978		UTILITIES/OTHER PROFESSIONAL/PERIODIC	080-603-43230	317.85
		15978		UTILITIES/OTHER PROFESSIONAL/PERIODIC	080-603-45500	64.99
		15978		UTILITIES/OTHER PROFESSIONAL/PERIODIC	082-603-99999	118.74
						2,762.73
04/10/2024	LIBC	15979	FIRST BANKCARD	BUILDING MAINTENANCE/PATRON & STAFF S	080-603-41000	108.00
		15979		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-43300	178.20
		15979		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-43710	25.00
		15979		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-45600	19.99
		15979		BUILDING MAINTENANCE/PATRON & STAFF S	080-603-46100	50.10
						381.29
04/10/2024	LIBCK	15980	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR MARCH 2024	080-603-43230	438.16
04/10/2024	LIBCK	15981	GREATAMERICA FINANCIAL SVCS.	COPIER MAINTENANCE/COPIER LEASES FOR 05-15-2024 TO 06-14-2024	080-603-41313	589.79
04/10/2024	LIBCK	15982	IMPACT NETWORKING, LLC	COPIER MAINTENANCE/OVERAGE CHARGE FROM 9/15/2023 TO 3/14/2024	080-603-41313	418.88
04/10/2024	LIBC	15983	KANOPY, INC.	ADULT E-REF/KANOPY MARCH 2024	080-603-45220	57.00
04/10/2024	LIBC	15984	MERISTEM ADVISORS LLC	OTHER PROFESSIONAL SERVICES/BUDGET AN	080-603-41314	385.00
04/10/2024	LIBC	15985	MIDWEST TAPE LLC	ADULT AV/AUDIOBOOKS	080-603-45200	1,068.85
		15985		ADULT E-REF/HOOPLA MARCH 2024	080-603-45220	443.43
						1,512.28
04/10/2024	LIBC	15986	NEWS-SUN	PERIODICALS/LAKE COUNTY NEWS-SUN RENE	080-603-45500	116.43
04/10/2024	LIBC	15987	OTC BRANDS, INC.	JUVENILE PROGRAM SUPPLIES	080-603-43720	69.93
04/10/2024	LIBC	15988	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	1,762.12
		15988		PER CAPITA GRANT/E-BOOKS/E-AUDIOBOOKS	082-603-44810	1,576.79
						3,338.91
04/10/2024	LIBC	15989	PIONEER PRESS	PERIODICALS/LAKE FORESTER RENEWAL THR	080-603-45500	18.99

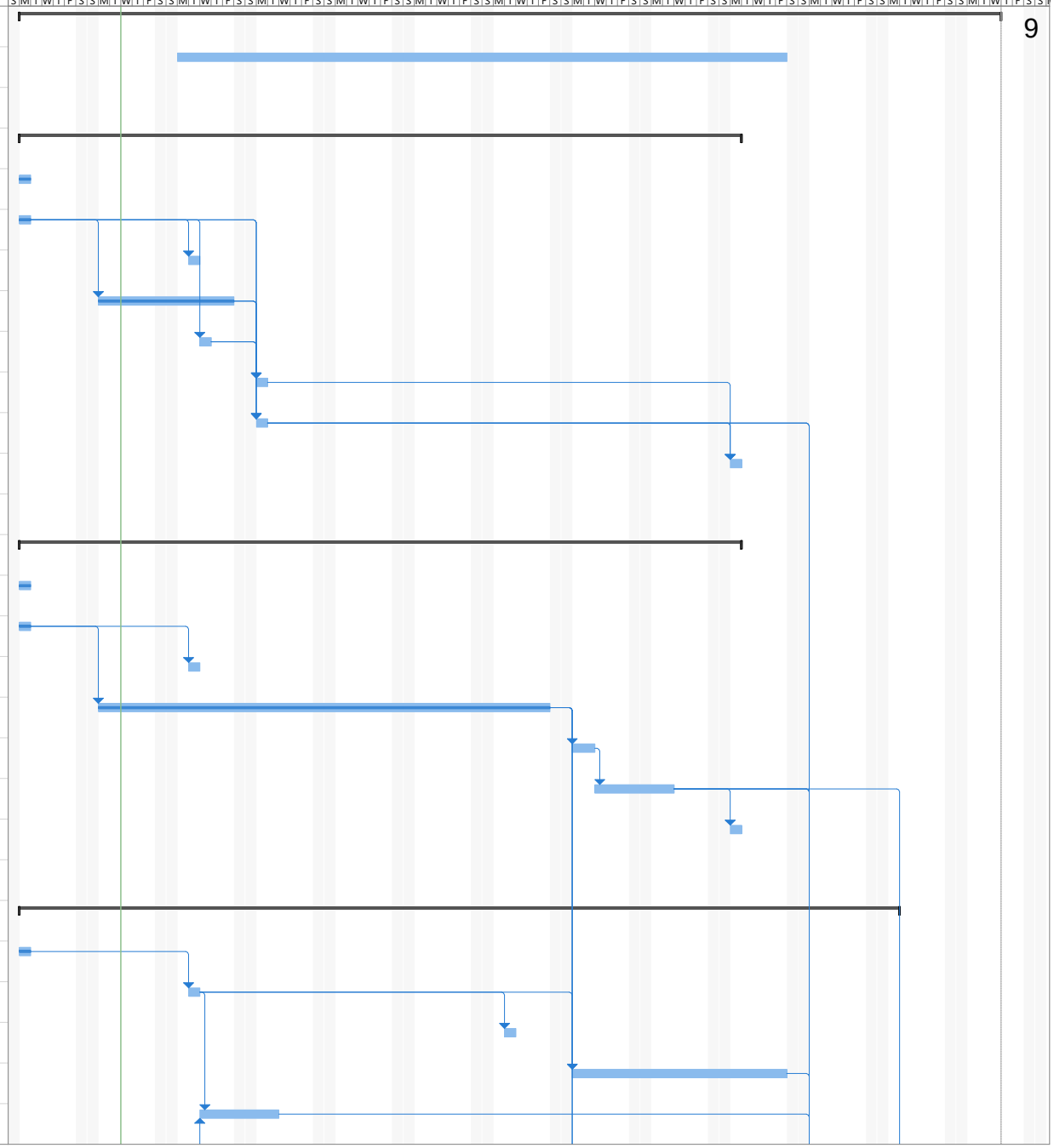
Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/10/2024	LIBC	15990	PLAYAWAY PRODUCTS LLC	USE OF DONATIONS FROM KIWANIS/JUVENIL	082-603-99999	318.70
04/10/2024	LIBC	15991	QUILL LLC	OFFICE SUPPLIES/TECHNICAL SERVICES SU	080-603-43550	128.56
		15991		OFFICE SUPPLIES/TECHNICAL SERVICES SU	080-603-43668	77.50
						206.06
04/10/2024	LIBC	15992	STAPLES	BUILDING MAINT SUPPL/PAPER TOWELS/TOI	080-603-43660	189.30
04/10/2024	LIBC	15993	USA TODAY	PERIODICALS/USA TODAY FOR MAY 2024	080-603-45500	29.36
04/10/2024	LIBC	15994	VILLAGE OF LAKE BLUFF	MED INSUR/DENTAL/VISION/LIFE INSUR/IM	080-100-11580	44,895.73
			TOTAL - ALL FUNDS	TOTAL OF 25 CHECKS		82,128.74

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	44,895.73
080-603-41000	MAINTENANCE-BUILDING	1,568.00
080-603-41020	ELEVATOR MAINTENANCE	300.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	1,008.67
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	2,646.15
080-603-42400	PROFESSIONAL DEVELOPMENT	160.00
080-603-43230	UTILITIES	756.01
080-603-43300	POSTAGE	178.20
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	145.55
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	275.81
080-603-43668	TECHNICAL SERVICES SUPPLIES	392.67
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	41.47
080-603-43710	ADULT PROGRAM SUPPLIES	25.00
080-603-43720	JUVENILE PROGRAM SUPPLIES	108.21
080-603-43730	OUTREACH SUPPLIES	128.57
080-603-45000	ADULT NON-FICTION BOOKS	444.83
080-603-45100	ADULT FICTION BOOKS	1,586.11
080-603-45110	ADULT LARGE PRINT MATERIAL	47.99
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,561.24
080-603-45220	ADULT REFERENCE/E-REFER	500.43
080-603-45400	JUVENILE NON-FICTION	181.45
080-603-45410	PICTURE BOOKS, READERS	988.94
080-603-45420	JUVENILE FICTION	874.84
080-603-45430	JUVENILE AUDIO-VISUAL	125.72
080-603-45450	TEEN BOOKS	179.09
080-603-45460	E-BOOKS	1,762.12
080-603-45500	PERIODICALS	229.77
080-603-45510	VIDEO GAMES	724.22
080-603-45520	TRENDING TITLES	89.49
080-603-45600	PATRON & STAFF SOFTWARE	19.99
080-603-46100	MISCELLANEOUS EXPENSES	549.10

Check Date	Bank	Check #	Payee	Description	GL #	Amount
082-603-44810				PER CAPITAL GRANT EXPENDITURES		1,576.79
082-603-99999				USE OF DONATIONS/TEMPORARY EXP		18,026.59
				TOTAL		82,128.74

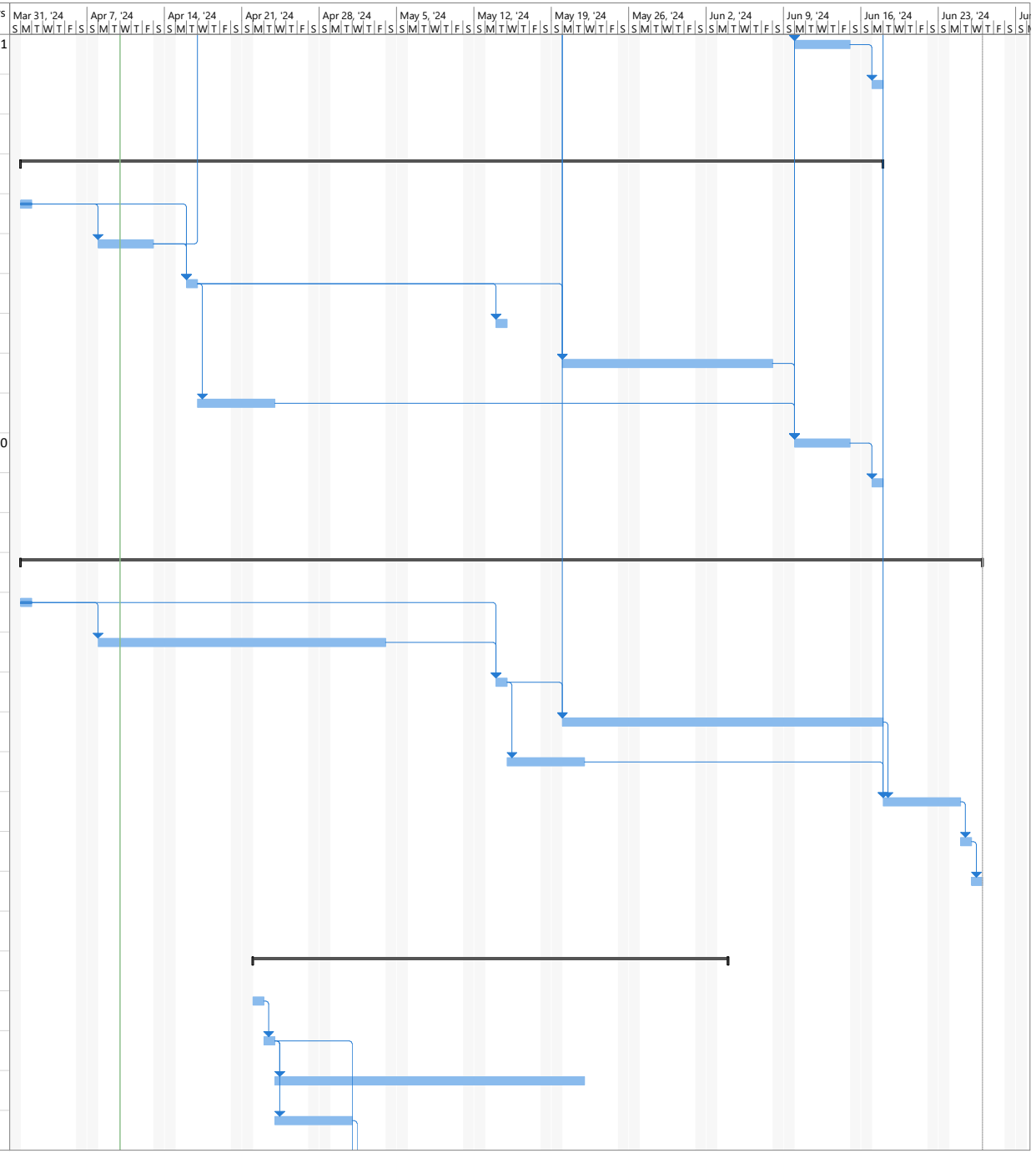
ID	Task Name	Duration	Start	Finish	Predecessors
1	**Security and Safety Grant Project**	**63 days**	**Mon 4/1/24**	**Wed 6/26/24**	
2	Asbestos Abatemant	40 days	Mon 4/15/24	Fri 6/7/24	
3					
4	**Infrastructure**	**46 days**	**Mon 4/1/24**	**Mon 6/3/24**	
5	Scope	1 day	Mon 4/1/24	Mon 4/1/24	
6	Quote approved	1 day	Mon 4/1/24	Mon 4/1/24	
7	Down payment	1 day	Tue 4/16/24	Tue 4/16/24	6
8	Order equipment	10 days	Mon 4/8/24	Fri 4/19/24	6
9	Equipment rack changes	1 day	Wed 4/17/24	Wed 4/17/24	6
10	Install UPS/EBM/PDU	1 day	Mon 4/22/24	Mon 4/22/24	9,6,8
11	Install Switch Module	1 day	Mon 4/22/24	Mon 4/22/24	6,9,8
12	Final Payment Submit	1 day	Mon 6/3/24	Mon 6/3/24	10,11
13					
14	**Security Server**	**46 days**	**Mon 4/1/24**	**Mon 6/3/24**	
15	Scope	1 day	Mon 4/1/24	Mon 4/1/24	
16	Quote approved	1 day	Mon 4/1/24	Mon 4/1/24	
17	Down payment	1 day	Tue 4/16/24	Tue 4/16/24	16
18	Order equipment	30 days	Mon 4/8/24	Fri 5/17/24	16
19	Installation	2 days	Mon 5/20/24	Tue 5/21/24	18
20	Configuration	5 days	Wed 5/22/24	Tue 5/28/24	19
21	Final Payment Submit	1 day	Mon 6/3/24	Mon 6/3/24	20
22					
23	**Indoor Cameras**	**56 days**	**Mon 4/1/24**	**Mon 6/17/24**	
24	Scope	1 day	Mon 4/1/24	Mon 4/1/24	
25	Quote approved	1 day	Tue 4/16/24	Tue 4/16/24	24
26	Down payment	1 day	Tue 5/14/24	Tue 5/14/24	25
27	Order equipment	15 days	Mon 5/20/24	Fri 6/7/24	25,18
28	Cabling	5 days	Wed 4/17/24	Tue 4/23/24	25,34



Project: LBPL Security Project v2
Date: Wed 4/10/24

Task
Split
Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Deadline
Progress
Manual Progress

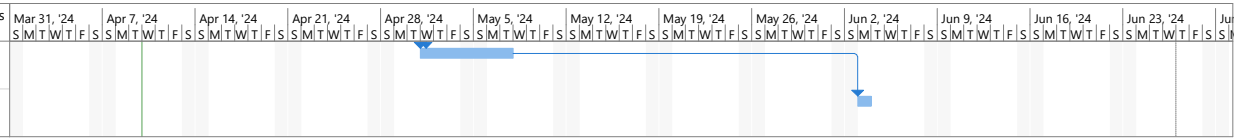
ID	Task Name	Duration	Start	Finish	Predecessors
29	Installation	5 days	Mon 6/10/24	Fri 6/14/24	28,27,20,11
30	Final Payment Submit	1 day	Mon 6/17/24	Mon 6/17/24	29
31					
32	**Outdoor Cameras**	**56 days**	**Mon 4/1/24**	**Mon 6/17/24**	
33	Scope	1 day	Mon 4/1/24	Mon 4/1/24	
34	ARB	5 days	Mon 4/8/24	Fri 4/12/24	33
35	Quote Approved	1 day	Tue 4/16/24	Tue 4/16/24	33,34
36	Down payment	1 day	Tue 5/14/24	Tue 5/14/24	35
37	Order equipment	15 days	Mon 5/20/24	Fri 6/7/24	35,18
38	Cabling	5 days	Wed 4/17/24	Tue 4/23/24	35
39	Installation	5 days	Mon 6/10/24	Fri 6/14/24	38,37,11,20
40	Final Payment Submit	1 day	Mon 6/17/24	Mon 6/17/24	39
41					
42	**Door Access Control**	**63 days**	**Mon 4/1/24**	**Wed 6/26/24**	
43	Scope	1 day	Mon 4/1/24	Mon 4/1/24	
44	Fire Code Loft Door, Elevator Door Access	20 days	Mon 4/8/24	Fri 5/3/24	43
45	Quote Approved	1 day	Tue 5/14/24	Tue 5/14/24	43,44
46	Order equipment	21 days	Mon 5/20/24	Mon 6/17/24	45,18
47	Cabling	5 days	Wed 5/15/24	Tue 5/21/24	45
48	Installation	5 days	Tue 6/18/24	Mon 6/24/24	46,47,20
49	Staff Training - FOBs	1 day	Tue 6/25/24	Tue 6/25/24	48
50	Final Payment Submit	1 day	Wed 6/26/24	Wed 6/26/24	49
51					
52	**Speakers**	**31 days**	**Mon 4/22/24**	**Mon 6/3/24**	
53	Scope	1 day	Mon 4/22/24	Mon 4/22/24	
54	Quote Approved	1 day	Tue 4/23/24	Tue 4/23/24	53
55	Order equipment	20 days	Wed 4/24/24	Tue 5/21/24	54
56	Cabling	5 days	Wed 4/24/24	Tue 4/30/24	54



Project: LBPL Security Project v2
Date: Wed 4/10/24

Task
Split
Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Deadline
Progress
Manual Progress

ID		Task Name	Duration	Start	Finish	Predecessors
57		Installation	5 days	Wed 5/1/24	Tue 5/7/24	56,54
58		Final Payment Submit	1 day	Mon 6/3/24	Mon 6/3/24	57



Project: LBPL Security Project v2
Date: Wed 4/10/24

Task
Split
Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Deadline
Progress
Manual Progress

i-PRO
The Power of Truth

VIDEO INSIGHT 7

Video Insight 7 is a powerful yet easy-to-use enterprise Video Management platform that allows organizations in education, law enforcement, healthcare, commercial, and transportation the ability to deploy a customized and robust security surveillance system. New to version 7 is enhanced functionality with our new plug-in architecture which allows even greater scalability and improved feature sets.

CLIENTS

- VI Monitor PLUS (NEW)
- VI Web Client
- VI Monitor for Mac
- VI Mobile
- VI TV+

UNPARALLELED BENEFITS WITH THE NEW VIDEO INSIGHT 7!

Lower Total Cost of Ownership (TCO)
Affordability, flexibility and a simple licensing model are what sets Video Insight apart from the rest – we provide the most cost-effective enterprise class VMS solution on the market.

The enterprise VMS features you love
The Video Insight VMS has a wide range of robust features you'd expect to find in an enterprise-level software. Health Monitor, automated failover, unlimited clients and users, and active directory/LDAP integration are included.

Scale your system without limitations
Our pure 64-bit VMS supports an industry leading number of cameras per server, unlimited scalability, client workstations, users with simple integration to legacy systems, centralized administration of the system and more.

World-class U.S. based support
We pride ourselves on being able to assist you in your time of need in a timely manner. We guarantee a callback within one hour or less.

Wide range of supported cameras
Video Insight 7 is an open platform that supports over 4,000 camera models from more than 150 manufacturers.

License Included with i-PRO / ADVIDIA Cameras
Each i-PRO and ADVIDIA camera is bundled with the Video Insight VMS, requiring no camera licensing or support fees.

Competitive Upgrade Program (CUP)
The Competitive Upgrade Program (CUP) allows you to transition away from your current enterprise VMS solution to VI at a fraction of the cost. (CUP) allows you to retain your hardware investments while lowering your TCO through the elimination of annual software costs, and support fees.

Making the most of existing legacy systems
Video Insight easily integrates with your existing systems, including access control and building management. Our robust SDK and API make it easy to maintain a single interface and manage all systems from a centralized console.

PLUG-INS MODULE

New Plug-in architecture enhances the capability of Video Insight 7 and adds greater scalability and improve feature sets. New plug-ins include - Analytics, Transportation, Geolocation, LPR, Gun detection and more.

Analytics

Transportation

License Plate Recognition

Gun Shot Location Detection[1]

Vape Detection[2]

1- Integration with Databuoy shotpoint
2- Integration with IP Video Corp

KEY FEATURES

Streamlined Client (VI MonitorPlus)
With an intuitive UI Video Insight's main client empowers its users with great functionality, customization, and control all designed with efficiency in mind.

Included Access Control (MonitorCast)
MonitorCast is an enterprise access control application that is fully integrated with VI7. The two platforms work together seamlessly, forming a unified security solution. MonitorCast is easy to use, highly expandable, includes a browser-based management UI, rules manager, realtime reporting, and fully integrated with active directory.

H.265 Support
H.265 is supported for live video streaming, playback, clipping, and snapshot creation. VI users can benefit from H.265's improved bandwidth and storage efficiencies all without sacrificing image quality.

Expanded Functionality Via New Plugin Architecture
Video Insight's plugin based architecture allows users to expand the functionality of their surveillance system with features designed to meet challenges specifically faced in their vertical. Plugins include vehicle tracking plus recording, LPR, and facial recognition (FacePRO).

COMPUTER VIEW INC.

Computer View, Inc.
2777 Finley Road
Suite 13
Downers Grove, Illinois 60515
United States
http://www.cview.net
(P) 847-290-9286
(F) 847-290-9602

Quotation (Open)

Date
Mar 06, 2024 01:08 PM CST

Modified Date
Mar 14, 2024 12:46 PM CDT

Quote #
202745 - rev 2 of 2

Description
Indoor Security Cameras

SalesRep
Poluchowicz, Roxy
(P) 847-290-9286 ext. 114
(F) 847-290-9602

Customer Contact
Grassi, Renee
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Customer
Lake Bluff Public Library (LBL0001)
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649

Bill To
Lake Bluff Public Library
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Ship To
Lake Bluff Public Library
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Customer PO:	**Terms:** Undefined	**Ship Via:** UPS Ground
Special Instructions:		**Carrier Account #:**

#	Description	Part #	Qty	Unit Price	Total
	Indoor Security Cameras				
1	5MP Indoor Vandal Resistant Dome Camera with AI Engine, H.265/H.264/MJPEG, 2.9-9MM 3.1X Motorized Zoom Lens, IR LED, IP66, IK10, FIPS 140-2 Level 3 Compliant, 5-Yr Warranty, VI 7.9.2 or Higher	WV-S22500-V3L	20	$860.00	$17,200.00
2	Vandal Wall Mount, White (Used with 3 Series and 4 Series Cameras)	WV-QWL500-W	20	$55.00	$1,100.00
3	4X4MP(16MP) Multi-Sensor Outdoor Vandal Resistance Camera with AI Engine, H.265/H.264/MJPEG, 2.9-7.3MM 2.5X Motorized Zoom Lens, 2699X1520 Pixel Up to 30FPS, IP66, IP67, IK10, FIPS 140-2 Level 3 Compliant, 5 Yr Warranty, VI 7.9.X or Higher, White	WV-S8544	3	$1,781.00	$5,343.00
4	Installation / Configuration / Cabling	CABL	1	$11,500.00	$11,500.00

N.B.: This project requires a 50% deposit.

Subtotal:	**$35,143.00**
Shipping:	$0.00
Total:	**$35,143.00**

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Computer View, Inc.
2777 Finley Road
Suite 13
Downers Grove, Illinois 60515
United States
http://www.cview.net
(P) 847-290-9286
(F) 847-290-9602

Quotation (Open)

Date
Mar 06, 2024 12:50 PM CST

Modified Date
Mar 14, 2024 01:02 PM CDT

Quote #
202744 - rev 2 of 2

Description
Outdoor Security Cameras

SalesRep
Poluchowicz, Roxy
(P) 847-290-9286 ext. 114
(F) 847-290-9602

Customer Contact
Grassi, Renee
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Customer
Lake Bluff Public Library (LBL0001)
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649

Bill To
Lake Bluff Public Library
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Ship To
Lake Bluff Public Library
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Customer PO:	**Terms:** Undefined	**Ship Via:** UPS Ground
Special Instructions:		**Carrier Account #:**

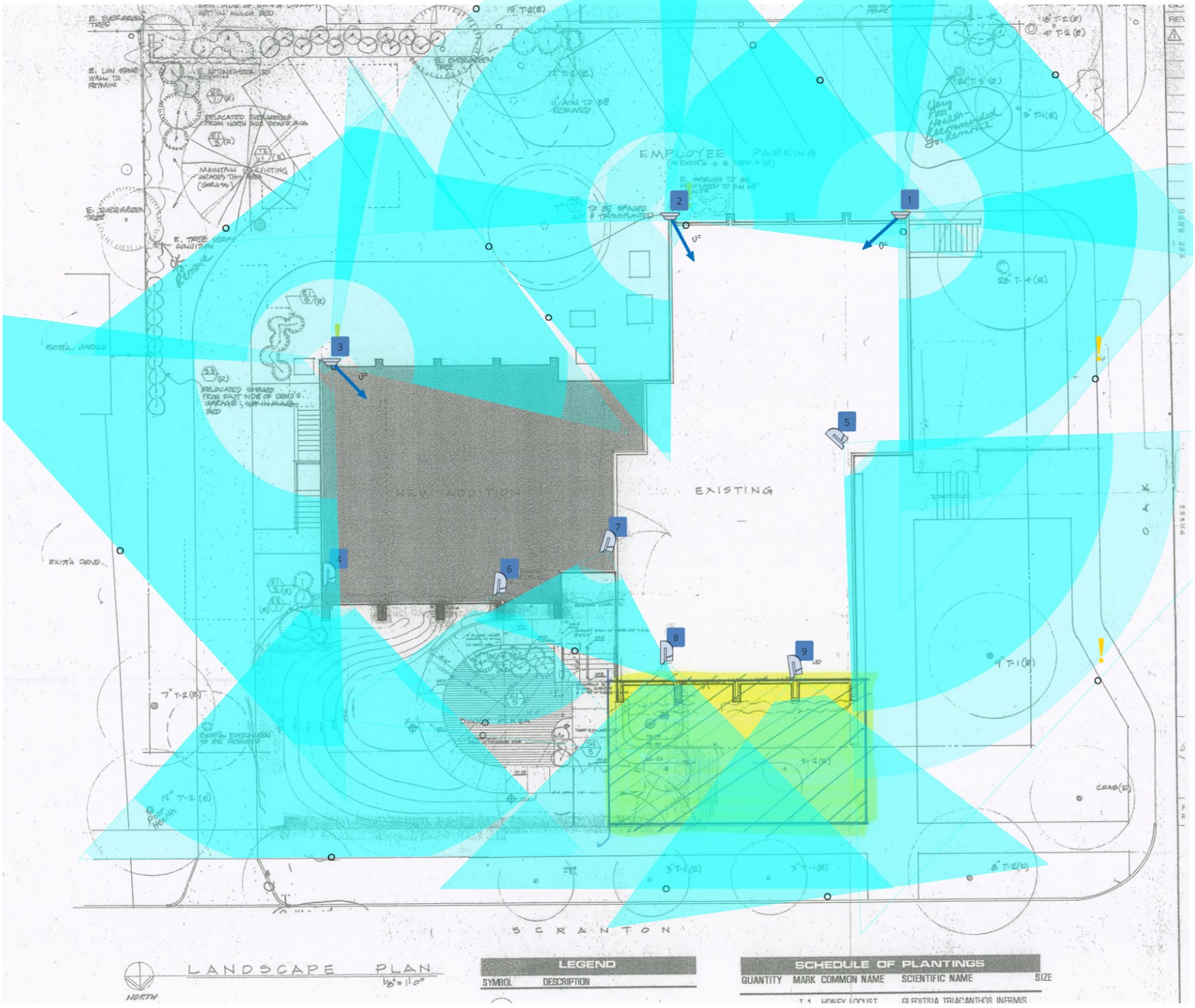
#	Description	Part #	Qty	Unit Price	Total
	Outdoor Security Cameras				
1	3X4MP(12MP) Multi-Sensor Outdoor Vandal Resistance Camera with AI Engine, H.265/H.264/MJPEG, 2.9-7.3MM 2.5X Motorized Zoom Lens, 2699X1520 Pixel Up to 30FPS, IR LED, IP66, IP67, IK10, FIPS 140-2 Level 3 Compliant, 5 Yr Warranty, VI 7.9.X or Higher	WV-S8543L	3	$2,100.00	$6,300.00
2	WALL MOUNT FOR LIGHT WEIGHT OUTDOOR DOME	PWM40AW	3	$45.00	$135.00
3	CORNER MOUNT BRACKET	WV-QCN500-W	2	$85.00	$170.00
4	SHROUD BRACKET (ANSI FEMALE THREAD), COMPATIBLE WITH WV-S857X/S856X/S854X, AND P	WV-QSR503F1-W	3	$40.00	$120.00
5	5MP Outdoor Vandal Resistant Bullet Camera w/ AI Engine, H.265/H.264/MJPEG, 2.9-9MM 3.1X Motorized Zoom Lens, IR LED, IP66, IK10, FIPS 140-2 Level 3 Compliant, Clearsight Dome, 5 Yr Warranty, VI 7.9.2 or Higher	WV-S15500-V3LN	6	$1,050.00	$6,300.00
6	Adapter Box, White (Used with WV-QWL500 Wall Mount on the 3 Series and 4 Series Cameras)	WV-QJB500-W	6	$55.00	$330.00
7	Installation / Configuration / Cabling	CABL	1	$6,750.00	$6,750.00

N.B.: This project requires a 50% deposit.

Subtotal:	**$20,105.00**
Shipping:	$0.00
Total:	**$20,105.00**

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.


EMPLOYEE PARKING
(4 EXISTG. + 6 NEW = 10)
NEW ADDITION
EXISTING
SCRANTON
LANDSCAPE PLAN
NORTH
LEGEND
SYMBOL DESCRIPTION
SCHEDULE OF PLANTINGS
QUANTITY MARK COMMON NAME SCIENTIFIC NAME SIZE
T-1 HONEY LOCUST GLEDITSIA TRIACANTHOS INERMIS
20Feet

WV-S8543L

3x4MP(12MP) Outdoor Multi-Directional Network Camera with AI Engine

Industry thinnest* multi-directional cameras with AI Engine

- 3 x 4MP(12MP) 2688x1520 up to 30fps
- 270° coverage with one IP address
- Intelligent Auto (with AI Engine)
- Super Dynamic 108dB
- Color night vision (0.21 to 0.3 lx)
- Smart Coding (with AI Engine)
- Built-in 360° IR LED
- Remote zoom and focus
- Continuous view assistance
- Wide range tilt angle adjustment mechanism
- Built-in FIPS 140-2 Level 3 Certified Secure Element
  (EdgeLock® SE050F NXP® Semiconductors)
- NDAA Compliant

*As of February 2022, based on i-PRO own research.

WV-S15500-V3LN

5MP Outdoor Bullet Network Camera

S-series High resolution Network camera with AI engine

- 5MP
- Intelligent Auto (with AI Engine)
- Super Dynamic 132dB
- Color night vision (0.05 to 0.07 lx)
- Smart Coding (with AI Engine)
- ClearSight Coating
- Built-in IR LED
- IK10 Vandal Resistant
- Built-in FIPS 140-2 Level 3 Certified Secure Element
  (EdgeLock® SE050F NXP® Semiconductors)
- NDAA Compliant

Computer View, Inc.
2777 Finley Road
Suite 13
Downers Grove, Illinois 60515
United States
http://www.cview.net
(P) 847-290-9286
(F) 847-290-9602

Quotation (Open)

Date
Feb 23, 2024 11:20 AM CST

Modified Date
Mar 12, 2024 05:11 PM CDT

Quote #
202737 - rev 2 of 2

Description
Door Access Control System

SalesRep
Poluchowicz, Roxy
(P) 847-290-9286 ext. 114
(F) 847-290-9602

Customer Contact
Grassi, Renee
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Customer
Lake Bluff Public Library (LBL0001)
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649

Bill To
Lake Bluff Public Library
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Ship To
Lake Bluff Public Library
Grassi, Renee
123 E. Scranton Ave.
Lake Bluff, IL 60044
United States
(P) 847-234-2540
(F) 847-234-2649
rgrassi@lakeblufflibrary.org

Customer PO:	**Terms:** Undefined	**Ship Via:** UPS Ground
Special Instructions:		**Carrier Account #:**

#	Description	Part #	Qty	Unit Price	Total
	Door Access Control System				
1	Two Door Main Controller 2 readers, 8 inputs, 4 outputs	LP1502	1	$1,425.00	$1,425.00
2	2 door sub controller extension Dual door sub-controller, 12V power supply required, non-PoE capable, requires RS485 connection for communication	MR52-53	4	$625.00	$2,500.00
3	Power supply enclosure	PO150-B100C82D8-1	1	$1,110.00	$1,110.00
4	Charcoal Gray Proxpro HID 5355 125KHZ Prox Reader	HID-5355-AGN	9	$330.00	$2,970.00
5	HID Proxkey Keychain FOBS	HID-1346-LNSMN	60	$5.75	$345.00
6	Security On-Site Consulting	V-S09TFMCNS	1	$1,800.00	$1,800.00
7	Door Lock hardware	DLOCK	9	$500.00	$4,500.00
8	Installation / Configuration / Cabling	CABL	9	$750.00	$6,750.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal:	**$21,400.00**
Shipping:	$0.00
Total:	**$21,400.00**

i-PRO
The Power of Truth

MonitorCast 4

Video surveillance is just one of the components needed to achieve a secure environment. Another main element of any safety roadmap should be an access control system that enables its users to quickly and efficiently set schedules, manage users, produce reports, and lock down the entire site in the event of an emergency. MonitorCast 4 is an enterprise-grade access control application that comes integrated with Video Insight 7 to provide a seamless, unified security solution that allows security officials to increase readiness and quickly respond to incidents.

KEY FEATURES

Multi-Site Support

- Perfect for large multi-location facilities such as, government buildings, school districts, office branch locations, and even sporting arenas.
- Provides the ability to partition controllers between multiple primary and secondary sites.
- Each site contains independent controllable hardware, cardholders, and schedules all managed in one central console.

Built-in Rules Manager

- Reader/door rules
- I/O triggers
- Access denied/granted
- Reader override
- Keypad duress and output triggers
- Email notifications
- Keypad intrusion
- Monitor point audio alerts
- First card unlock
- Personnel roles

Scheduling Support

- Easily add or modify all schedule types
- Custom holiday scheduling a year in advance
- Advanced scheduling for special days or events
- Snow day to override all door schedules

Panic Buttons

- Proactively protect any facility with panic buttons. These programmed input devices can easily lock down a facility and override all door schedules.

Active Directory and CSV Import Utilities

- Unify your IT infrastructure by centralizing your configuration and personnel management database.
- By using active directory, system administrators can import individual personnel or groups efficiently.
- Active directory & CSV import include emails, names and phone numbers.
- Import personnel photo from local path.
- Personnel activation date/deactivation date.
- Active directory synchronization

Database Trimmer

- Provides the ability to limit the time frame of records kept within MonitorCast's database.
- Provides greater stability and usability to the platform.
- Helps DB admins and fellow users reduce the size of unwanted/expired information being stored in the database.

Card Access Management and Easy Enrollment

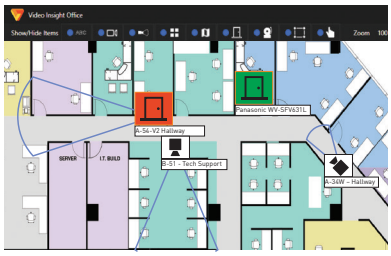
- Assign cards directly from the dashboard.
- Provides the ability to granularly assign individual card types to controllers, no matter if you are using 26bit card or another format entirely.
- Easily enroll a reader's configuration.
- Simply assign a card with a quick scan which opens the personnel enrollment page linked to card's number.

Card Format Discovery Support

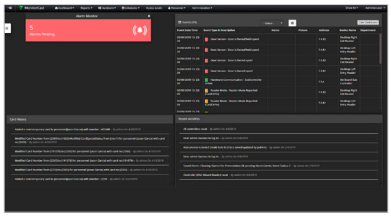
- With a simple scan of any card MonitorCast 4 can provide exact card format information. Info such as card facility code assignment or card enrollment status.
- Allows for easy formatting, assignment, and retrieval of lost or stolen cards.

Customizable Reports

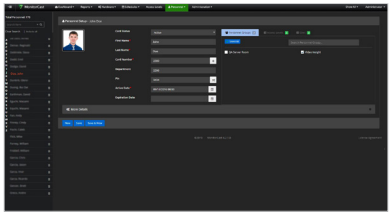
- Automated email reports.
- MonitorCast 4 empowers its users with an array of customizable reports which are exportable directly from its UI.
- File formats for reports: PDF & XLS (Via VI MonitorPlus).
- Reader access reports (provide data on access to specific door name, & access level).
- User and card history
- Time & attendance
- Personnel area
- Other Integrators
- Schlage NDE/LE wireless lock support
- Schlage AD400/AD300
- Altronix LINQ integration
- ASSA Abloy Aperio line



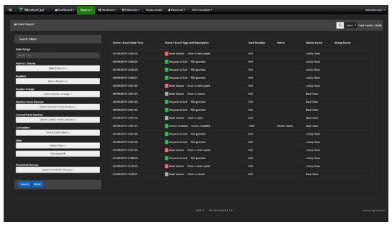
Simple Dashboard Displays Door Alarms on the Facility Map. Plot out your alarms visually using Map Based Alarms, providing real-time door alarms using the VI Monitor client access control map interface.



Custom Dashboard



Easy User Import & Creation



Customizable System Reports

MERCURY HARDWARE

MonitorCast 4 is designed to support genuine Mercury hardware, making it easy to utilize most boards from existing installations without any modifications.

CONTROLLER	TYPE	PRIMARY POWER	READERS	INPUTS	OUTPUTS	ADDITIONAL FEATURES
MERCURY-LP4502	Intelligent Controller	12-24VDC +/- 10%, 150mA Max	2	8 Standard Inputs	4 Relays: Form C, 5A 30Vdc	Scalable up to 64 doors
MERCURY-LP2500	Intelligent Controller	12-24VDC +/- 10%, 150mA Max	0	0 Inputs	0 Relays	Scalable up to 64 doors
MERCURY-LP1501	Intelligent Controller	PoE @ 12.95W or 12Vdc	2	2 Standard Inputs	2 Relays: Form C, 2A @ 30Vdc	Scalable up to 17 doors
MERCURY-LP1502	Intelligent Controller	12-24VDC +/- 10%, 150mA Max	2	8 Standard Inputs	4 Relays: Form C, 5A 30Vdc	Scalable up to 64 doors
MERCURY-MR50-S3	Sub-Controller	12-24VDC +/- 10%, 150mA Max	1	2 Standard Inputs	1 Relay: 5A 30Vdc	Requires 485 Communication
MERCURY-MR62e	Sub-Controller	PoE @ 12.95W or 12Vdc	4	6 Standard Inputs	4 Relays: Form C, 2A @ 30Vdc	Network Communication
MERCURY-MR52-S3	Sub-Controller	12-24VDC +/- 10%, 150mA Max	2	8 Standard Inputs	6 Relays: Form C, 5A 30Vdc	Requires 485 Communication
MERCURY-MR16i-S3	Sub-Controller	12-24VDC +/- 10%, 150mA Max	0	16 Standard Inputs	2 Relays: Form C, 5A 28Vdc	Requires 485 Communication
MERCURY-MR16o-S3	Sub-Controller	12-24VDC +/- 10%, 150mA Max	0	0 Inputs	16 Relays: Form C, 5A 28Vdc	Requires 485 Communication

Licensing: The application is licensed on a "per door" basis and a numeric license is required and specifies the number of doors allowed to run on each MonitorCast 4 installation. In addition, licenses are specific to the server and hardware used on a single box. If needed, additional doors can be added a la carte.

Lake Bluff Public Library | Strategic Facility Plan

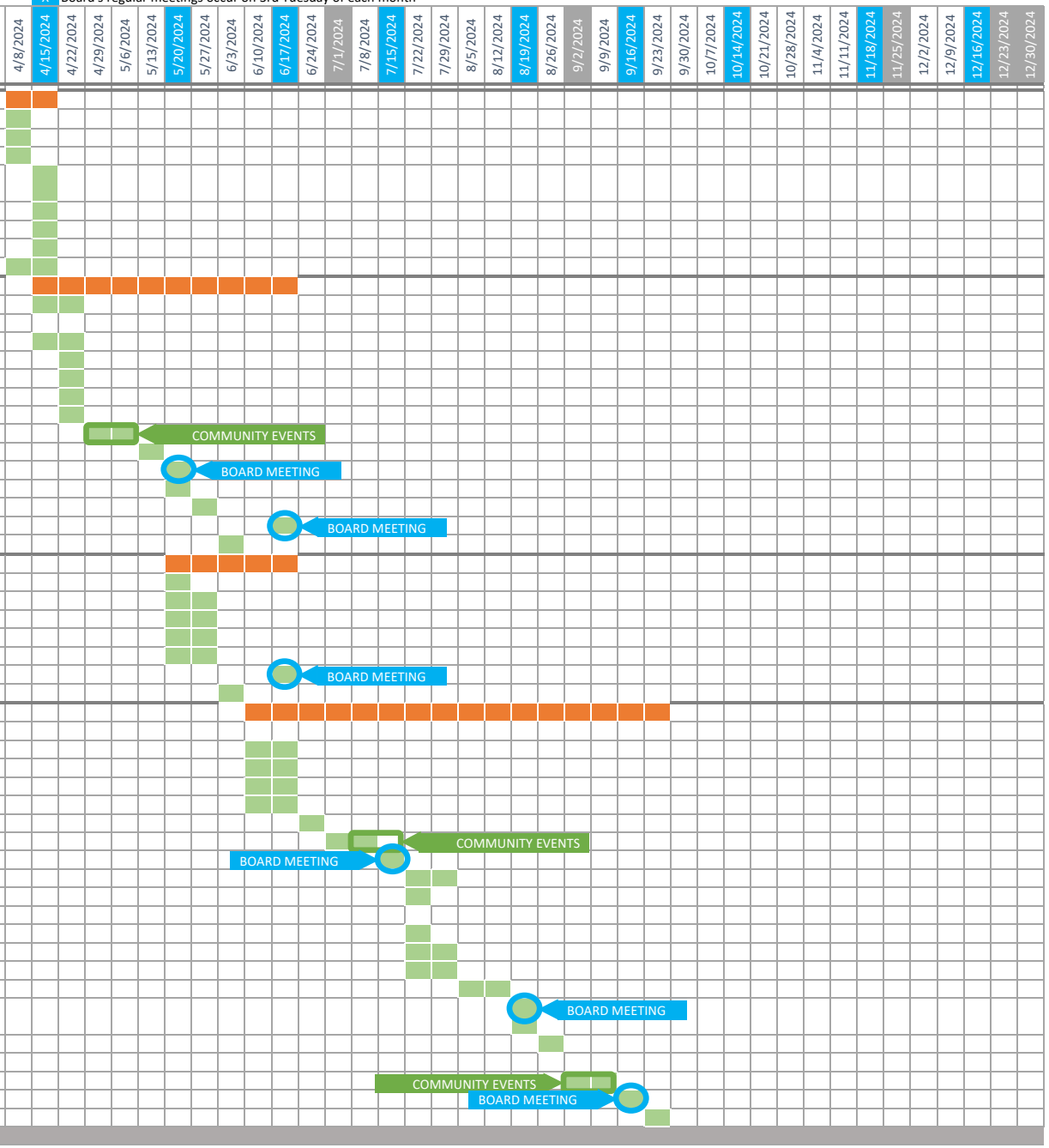
Preliminary Schedule — March 25, 2024

Engberg Anderson Project Number — 243729.00

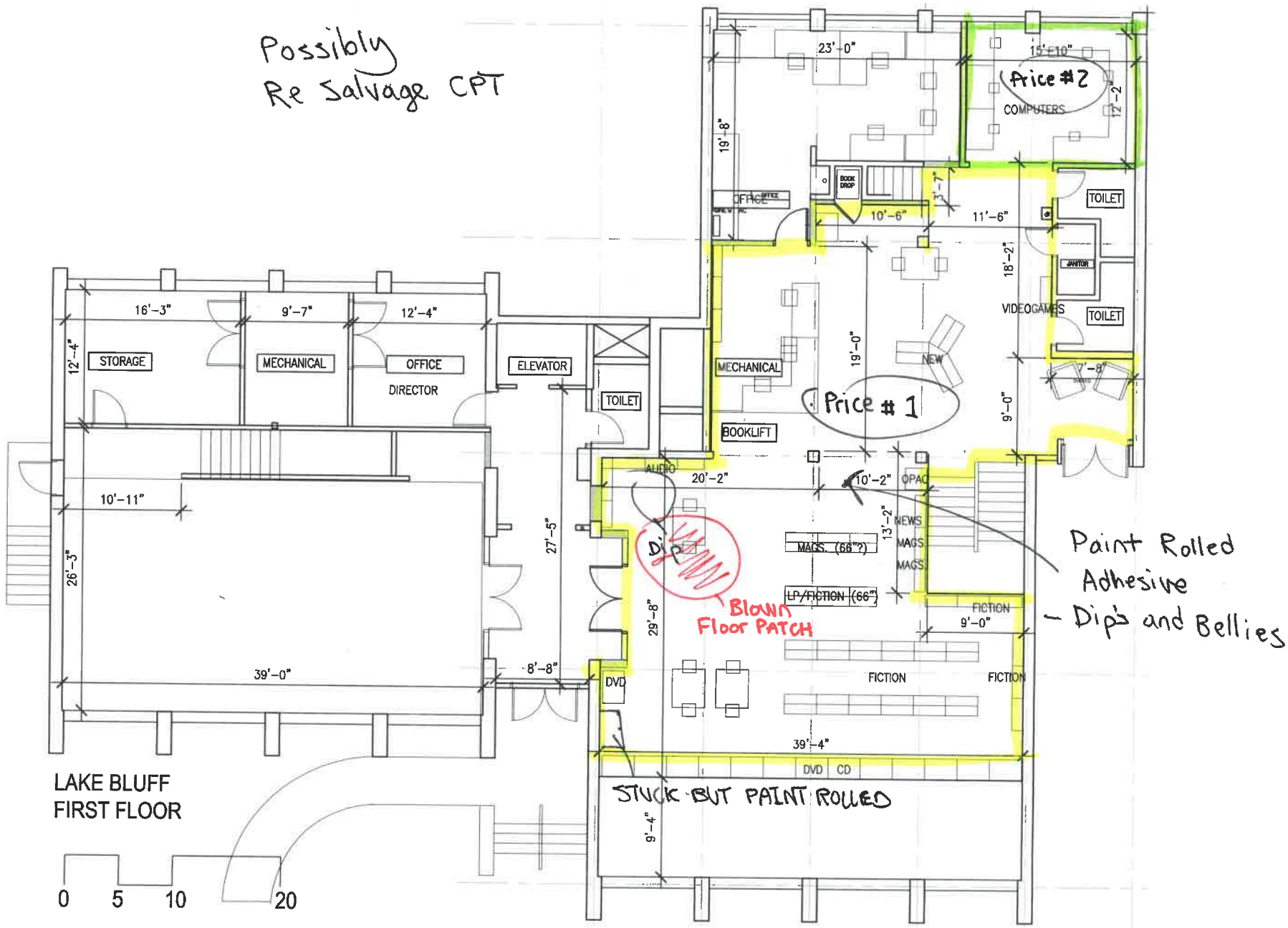
KEY: X — Holiday week or vacation

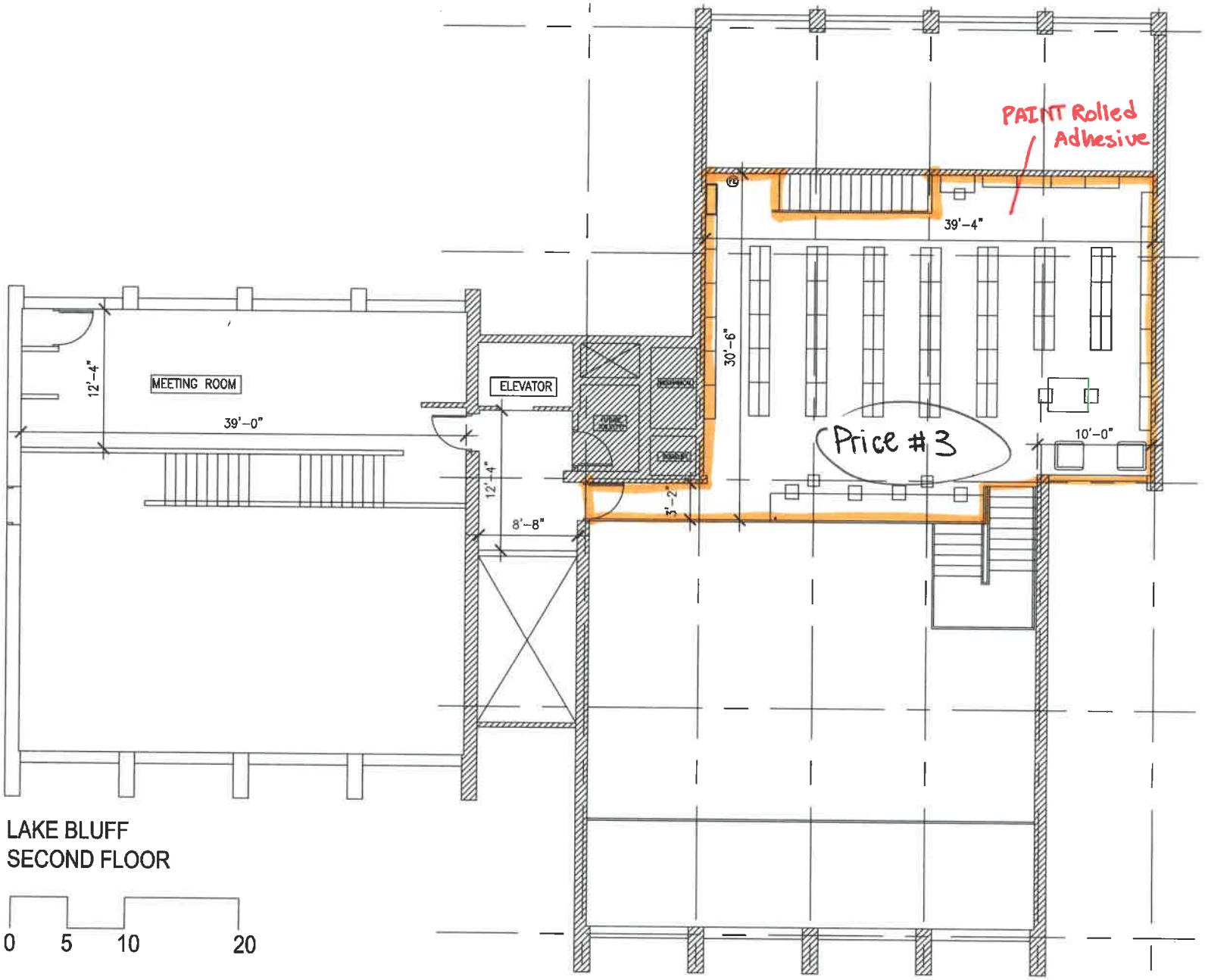
X — Board's regular meetings occur on 3rd Tuesday of each month

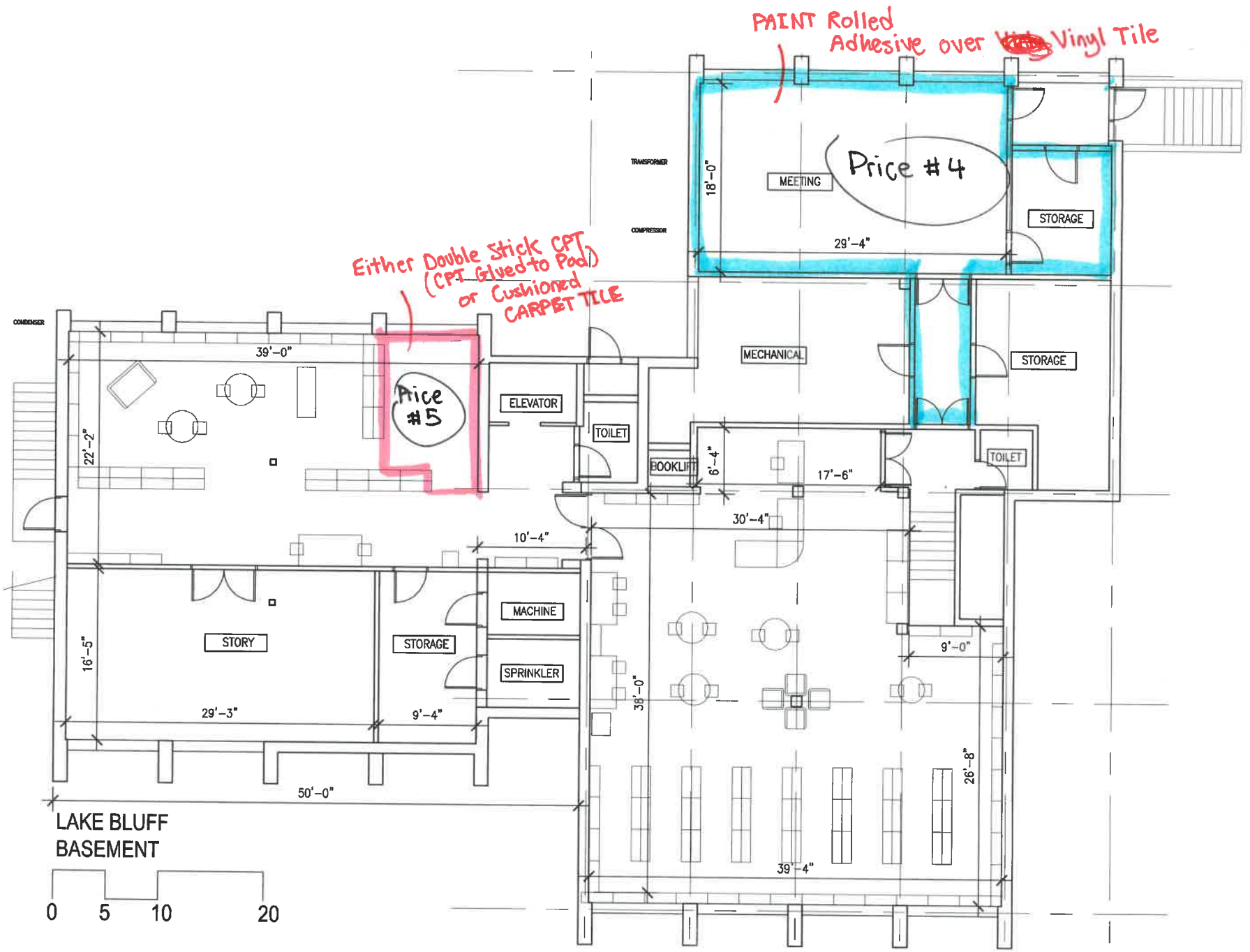
Task No	Task Description	Start	Work days	End
0.00	**Getting Organized**	4/8/2024	14	4/22/2024
0.01	Kick Off	4/8/2024	7	4/15/2024
0.02	Project Scope & Budget Review	4/8/2024	7	4/15/2024
0.03	Communication Protocols	4/8/2024	7	4/15/2024
0.04	Village Planning, Zoning, Design Review, Sustainability	4/15/2024	7	4/22/2024
0.05	Evaluation Criteria	4/15/2024	7	4/22/2024
0.06	Engagement Strategies	4/15/2024	7	4/22/2024
0.07	Data Collection	4/15/2024	7	4/22/2024
0.08	Base Drawings	4/8/2024	14	4/22/2024
1.00	**Part 1: What Do We Need?**	4/15/2024	70	6/24/2024
1.01	Organize Community Engagement	4/15/2024	14	4/29/2024
1.02	Evaluation of Engagments			
1.03	Peer Comparisons	4/15/2024	14	4/29/2024
1.04	Emerging Services Discussions	4/22/2024	7	4/29/2024
1.05	Traditional Services Discussions	4/22/2024	7	4/29/2024
1.06	Daypart Anaslysis	4/22/2024	7	4/29/2024
1.07	Space Needs Discussions	4/22/2024	7	4/29/2024
1.08	Community Engagment	4/29/2024	14	5/13/2024
1.09	Evaluation of Engagments	5/13/2024	7	5/20/2024
1.10	**Board Review of E&I**	5/20/2024	7	5/27/2024
1.11	Statement of Need - Draft Review	5/20/2024	7	5/27/2024
1.12	Statement of Need - Refinement Review	5/27/2024	7	6/3/2024
1.13	**Board Approval of "Needs"**	6/17/2024	7	6/24/2024
1.14	Documentation	6/3/2024	7	6/10/2024
2.00	**What Do We Have?**	5/20/2024	35	6/24/2024
2.01	Review of Capital Repairs Study	5/20/2024	7	5/27/2024
2.02	Facility Effectivenss Analysis	5/20/2024	14	6/3/2024
2.03	Building	5/20/2024	14	6/3/2024
2.04	Site	5/20/2024	14	6/3/2024
2.05	Code Reviews	5/20/2024	14	6/3/2024
2.06	**Board Review of Existing Facility**	6/17/2024	7	6/24/2024
2.07	Documentation	6/3/2024	7	6/10/2024
3.00	**How Do We Bridge the Gap?**	6/10/2024	112	9/30/2024
3.01	Concept Generation			
3.02	Repairs	6/10/2024	14	6/24/2024
3.03	Improvements	6/10/2024	14	6/24/2024
3.04	Expansion	6/10/2024	14	6/24/2024
3.05	Site	6/10/2024	14	6/24/2024
3.06	Initial Evaluations Reviews	6/24/2024	7	7/1/2024
3.07	Community Engagment	7/1/2024	14	7/15/2024
3.08	**Board Review of initial Concepts**	7/15/2024	7	7/22/2024
3.09	Village Reviews	7/22/2024	14	8/5/2024
3.10	Refinements	7/22/2024	7	7/29/2024
3.11	Testing			
3.12	Implementaiton Strategies	7/22/2024	7	7/29/2024
3.13	Building Engineering Review	7/22/2024	14	8/5/2024
3.14	Site Engineering Review	7/22/2024	14	8/5/2024
3.15	Cost Models	8/5/2024	14	8/19/2024
3.16	**Review of Testing, Identification of Preferred Plan Components**	8/19/2024	7	8/26/2024
3.17	Refinements	8/26/2024	7	9/2/2024
3.18	Presentations			
3.19	Community Engagment	9/2/2024	14	9/16/2024
3.20	Board Review	9/16/2024	7	9/23/2024
3.21	Documentation	9/23/2024	7	9/30/2024



END OF SCHEDULE


Possibly
Re Salvage CPT
Price #2
COMPUTERS
Price # 1
Dip
Blown
Floor PATCH
Paint Rolled
Adhesive
- Dip's and Bellies
STUCK BUT PAINT ROLLED
STORAGE
MECHANICAL
OFFICE
DIRECTOR
ELEVATOR
TOILET
MECHANICAL
BOOKLIFT
OFFICE
BOOK DROP
TOILET
JANITOR
VIDEOGAMES
TOILET
NEW
AUDIO
OPAC
NEWS
MAGS
MAGS
MAGS. (66"?)
LP/FICTION (66")
FICTION
FICTION
FICTION
DVD
DVD
CD
LAKE BLUFF
FIRST FLOOR
0
5
10
20


PAINT Rolled Adhesive
39'-4"
30'-6"
MEETING ROOM
12'-4"
39'-0"
ELEVATOR
12'-4"
8'-8"
3'-2"
Price #3
10'-0"
LAKE BLUFF
SECOND FLOOR
0
5
10
20


PAINT Rolled Adhesive over Vinyl Tile
Either Double Stick CPT (CPT Glued to Pad) or Cushioned CARPET TILE
Price #4
Price #5
MEETING
STORAGE
MECHANICAL
STORAGE
ELEVATOR
TOILET
BOOKLIFT
TOILET
STORY
STORAGE
MACHINE
SPRINKLER
TRANSFORMER
COMPRESSOR
CONDENSER
39'-0"
22'-2"
18'-0"
29'-4"
6'-4"
17'-6"
30'-4"
10'-4"
16'-5"
29'-3"
9'-4"
38'-0"
9'-0"
26'-8"
50'-0"
39'-4"
LAKE BLUFF
BASEMENT
0 5 10 20

JOHNSON FLOOR COMPANY, INC.

April 1, 2024

Renee Grassi, Director
Lake Bluff Public Library
123 E Scranton Ave
Lake Bluff, IL 60044

Re: Lake Bluff Public Library
Flooring Master Plan; Budget Proposal and Analysis

The following analysis and pricing is for addressing issues, identifying solutions, and budgetary pricing purposes.

The report will be laid out into the following:

I. Analysis / Assessment
II. Areas not Assessed and Priced
III. Clarifications and Exclusions
IV. Solutions and Pricing

I. Analysis / Assessment

The main issue we have identified is that the existing carpet appears to have been installed using a paint rolled adhesive installation method. Several carpet tile manufacturers' have approved applying Pressure Sensitive Adhesive (PSA) with a paint roller frame / sleeve. This method is used by contractors to get more coverage, both in terms of manpower and material. However, it can also lead to a minimal amount of adhesive on the floor, with very little tensile strength. If that PSA dries out, either through regular maintenance, wear / foot traffic, or time, there is nothing stopping the Carpet Tile from lifting off the floor.

We have looked at flooring across the library, and have per the director, identified issues for the following areas (Solutions + Pricing will be shown in a separate section):

Price # 1: First / Main Floor (Adult Services / Fiction)

The carpet tile in this area was installed with paint rolled adhesive. In areas of high foot traffic and/or routine maintenance have removed the adhesive bond and left the carpet tile essentially laying on the floor. The concrete subfloor in this area also has several dips / low spots. It appears that deeper floor patching was conducted in these areas. Upon lifting of the carpet tile, the patch in at least one of these spots was "blown" (completely unbonded) from the concrete substrate. This could be from a variety of different issues, and further analysis of these specific spots is required.

Price # 2: Computer / Reading Room

This carpet was more recently installed, but the same issues present as the rest of the 1st floor. The carpet was installed using the paint rolled adhesive method. In areas that the carpet has not be subject to higher floor traffic, it is more adhered.

Price # 3: 2nd Floor Adult Services

The carpet tile was installed using the paint rolled adhesive method, there is very little to no adhesive left holding the existing carpet tile in place.

Price 4: Lower Level Meeting Room

This area has carpet tile adhered over existing brick / tile patterned resilient tile. The current date and / or material composition of this resilient tile is unknown. It is recommended at this time that the resilient tile, adhesive, and any material layers underneath the resilient tile be submitted for testing.

Price 5: Lower Level Youth Services Desk Area

This area has existing cushioned carpet tile. Upon evaluation, it appears that under the desk, the carpet is delaminating / peeling off from the carpet and remaining attached to the floor. A full removal down to the concrete and replacement would be recommended for this specific area

II. Areas not Assessed and Priced

At this time we have not priced the following areas:

1st Floor Vestibule
1st Floor East History Room
1st Floor Staff Offices
2nd Floor Elevator Hallway
2nd Floor Meeting Room
Lower level Adult Services
Lower Level Youth Services
Lower Level Story Time Area
Lower Level Youth Services Storage
Any Toilet / Restrooms
Any Stairs
Any Separate Office (ex. Director)

Any of these areas can be assessed and priced upon request.

III. Clarifications and Exclusions

The prices in Section IV are subject to the following clarifications and exclusions:

1.) We exclude any overtime work.
2.) We have estimated for limited Self-Leveling underlayment for Price #1 in areas with low spots. The patch in these spots will need to be removed, the concrete grinded, and primed. Further analysis of why floor patch is failing in these areas is required before proceeding.
3.) The patch failing in these low spots could be from numerous different reasons:
    a. It could be from topical moisture getting under the patch and slowly eliminating the bond between the patch and the concrete substrate.
    b. It could be an alkalinity issue.
4.) Testing and analysis of these specific spots will need to be completed.
5.) All areas have been figured to receive One (1) skimcoat of cementitious patch (ex. Feather Finish) as is industry standard.
6.) New Carpet tile for Prices #1, #2, and #3 has **not** been estimated. The existing carpet tile left on the floor will be salvaged and reinstalled should it not show any signs of material failure, major wear / material on the backing, and / or curling of the carpet tile.
7.) New Carpet tile has been figured for Prices #4 and #5. This material has been priced using a **$20/sy material only allowance.**
8.) Carpet tile will be installed using the troweled adhesive installation method.
9.) Existing library stacks, shelves, media presentation units will remain in place and not be moved.
10.) We exclude moving and/or disconnecting of any computers and media equipment.
11.) We have given a ballpark estimate for vinyl base replacement in each area.
12.) Grinding of existing concrete may be required for Price #4 and Price #5 once resilient tile and/or Carpet cushion is removed.
13.) Moisture Testing is included for all lower level (basement) areas.
14.) This price is budgetary and subject to change based on further analysis and discussions of work to be completed.

JOHNSON FLOOR COMPANY, INC.

IV. Solutions and Pricing

The following are presented solutions and pricing for each price as described in Section 1.

Price #1: For Carpet tile in 1st Floor Adult Fiction Area…….. $ 7,781.00

- The existing carpet tile will be removed and salvaged.
- Any existing lose floor patch will also be removed.
- The entire floor will be sanded and scraped to remove any existing adhesive residue.
- The floor will be skim coated with cementitious patch to re-install carpet tile.

Price #2: For Carpet Tile in Computer / Reading Room……. $ 1,602.00

- The existing carpet tile will be removed and salvaged.
- The entire floor will be sanded and scraped to remove any existing adhesive residue.
- The floor will be skim coated with cementitious patch to re-install carpet tile.

Price #3: For Carpet Tile in 2nd Floor Adult Services…….. $ 4,736.00

- The existing carpet tile will be removed and salvaged.
- The entire floor will be sanded and scraped to remove any existing adhesive residue.
- The floor will be skim coated with cementitious patch to re-install carpet tile.

Price #4: For New Carpet Tile in Lower Level Meeting Room…… $ 8,164.00

- Moisture Testing will be conducted.
- The existing carpet tile will be removed.
- The existing resilient tile will be removed.
- The entire floor will be sanded and scraped to remove any existing adhesive residue.
- The floor will be skim coated with cementitious patch to install new carpet tile.

Price #5: For New Carpet Tile at Lower Level Youth Services Desk…… $ 2,438.00

- Moisture Testing will be conducted.
- The existing carpet tile will be removed.
- The existing carpet pad / cushion will be removed to concrete.
- The entire floor will be sanded and scraped to remove any existing adhesive residue.
- The floor will be skim coated with cementitious patch to install new carpet tile.

If the prices above are agreeable, please respond on how you would like to proceed.

Thank you.

Phil Johnson
Vice President

Hours Pilot Monthly Report
March 2024

Visit Count	Jan. 2024	Feb. 2024	Mar. 2024
Average: Mondays 4-6 pm	20	36	38
Average: Tuesdays 6-9 pm	11	14	16
Average: Wednesdays 4-6 pm	20	23	28
Average: Thursdays 6-9 pm	15	11	22
Average: Saturdays 10-5 pm	107	104	161
Staff Leave			
Sick	132.75 hrs.	348.50 hrs.	466.75 hrs.
Vacation	29.5 hrs.	61.50 hrs.	70.50 hrs.
Personal	15 hrs.	21 hrs.	21 hrs.
Holiday	125.75 hrs.	0 hrs.	0 hrs.
Bereavement	4 hrs.	0 hrs.	16 hrs.
Monthly Leave Total	*307 hrs.*	*431 hrs.*	*574.25*
Total Work Hrs. Paid	*2304 hrs.*	*2166.75 hrs.*	*2184.50 hrs.*
Leave Percentage	*13.3%*	*19.9%*	*26.3%*
Programs			
Number of programs cancelled	5	1	1
Number of programs rescheduled	3	0	0
Library Services			
Number of staff hours added to passports	0	2 hrs.	0
Number of staff hours removed to passports	0	0	2 hrs.
Number of passport cancellations	14	0	0
Number of passport appointments rescheduled	12	0	0

Organizational Capacity

"We are planning ahead for several known staff absences happening at the same time in the first half of May (staff vacations & medical leaves) and it has presented quite a challenge. I expect there will be shifts during this time frame that aren't fully covered, and we've already planned to preemptively cancel our May trivia program due to lack of staffing."

-Katie Horner, Reference and Circulation Manager

"Staffing challenges were many over Spring Break Week, with both shelvers out for spring break, the Youth Services part time librarian, and Youth Services Manager out on vacation for part of the week, but we made it through. Many library staff pitched in by shelving during times of decreased activity at the desk."

- Eliza Jarvi, Youth Services Manager

Delivery of Library Services

Assessment of Desk Coverage:

- Director Grassi, Youth Services Manager Eliza Jarvi and Reference and Circulation Manager Katie Horner have begun meeting once month to plan out the next month's desk scheduling in Circulation and in Youth Services, assign Person in Charge (PIC) roles, and address staffing gaps.

Hours Pilot Monthly Report
March 2024

- Managers have had to provide Saturday coverage in March around Spring Break Week because there was not staff availability to cover the desk and provide weekend PIC responsibilities.
- Adult Services Librarian Gus Standiford was asked if he would be cross-trained in Youth Services to help support known absences in Youth Services in May and he agreed. His background in Youth Services at Lake Villa and interest is much appreciated. His cross-training will take place in April and his coverage will begin in May.

Assessment of Passport Service Capacity:

- No existing passport appointments were cancelled due to staff absences. However, due to absences, Katie Horner took on 2-3 additional passport appointments that had already been scheduled this month.
- No additional passport capacity was added.
- Staff fielded a large number of requests for passport appointments due to spring break travel.

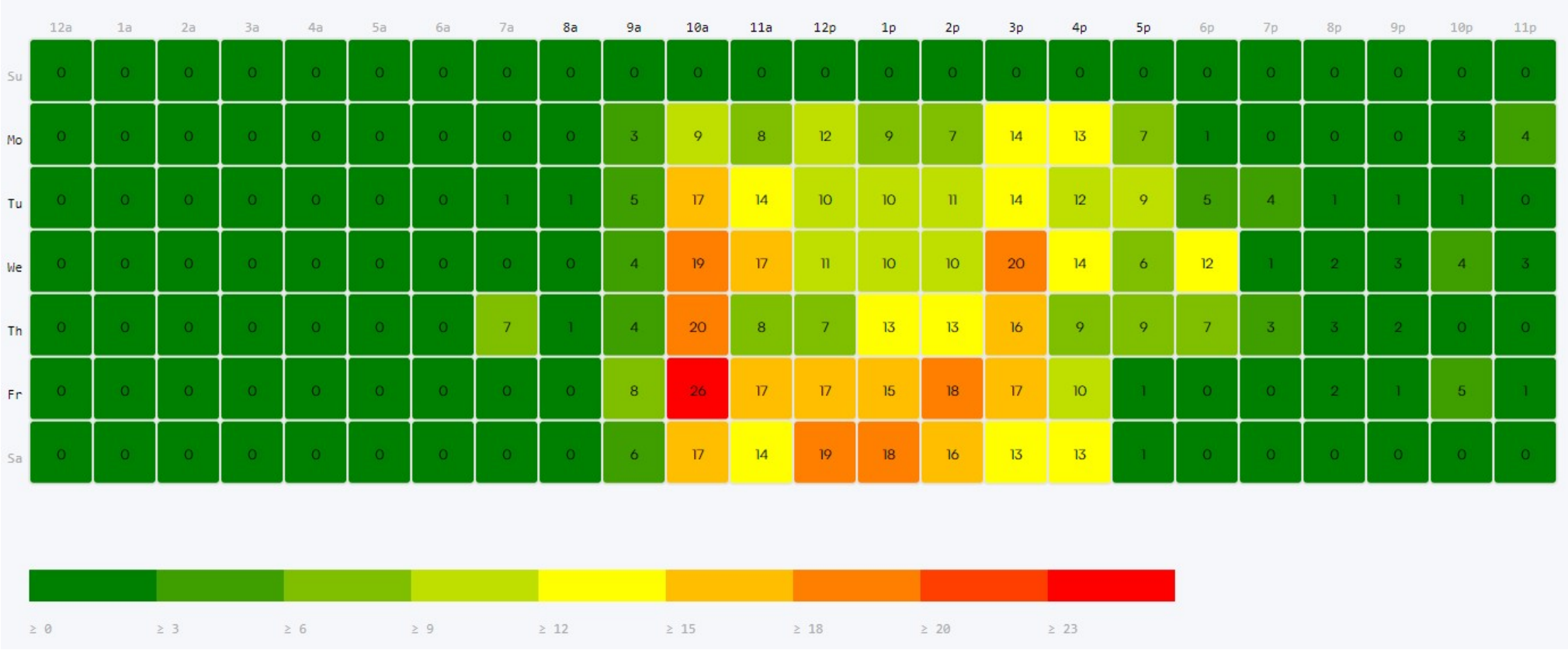
Assessment of Notary Service Capacity:

- Notary requests remain steady—no significant changes. Katie Horner completed the majority of the transactions due to other notaries being absent and unavailable.

Assessment of Other Services:

- Attention to Library Communication has decreased in March 2024 due to staff absences; however, much of the Communication was pre-scheduled and pre-written, which has been an effective strategy.
- Some staff have reported an uptick in phone calls asking when the Library closes, which may be because of the Library's Hours Pilot.

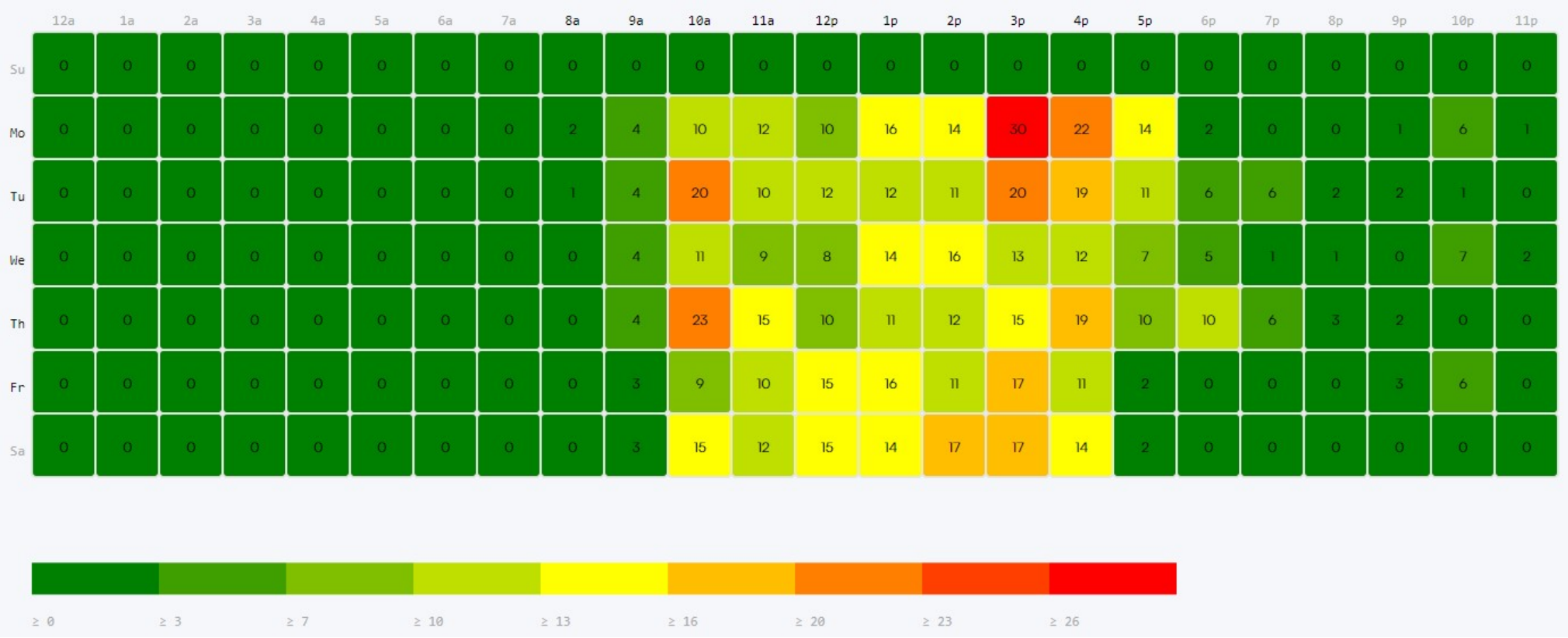
Lake Bluff Public Library
Day Hour Heatmap (Vea Software)
January, 2024



DATA KEY

- Date Range: Jan. 1-31, 2024
- Traffic Ins only
- Monthly Average

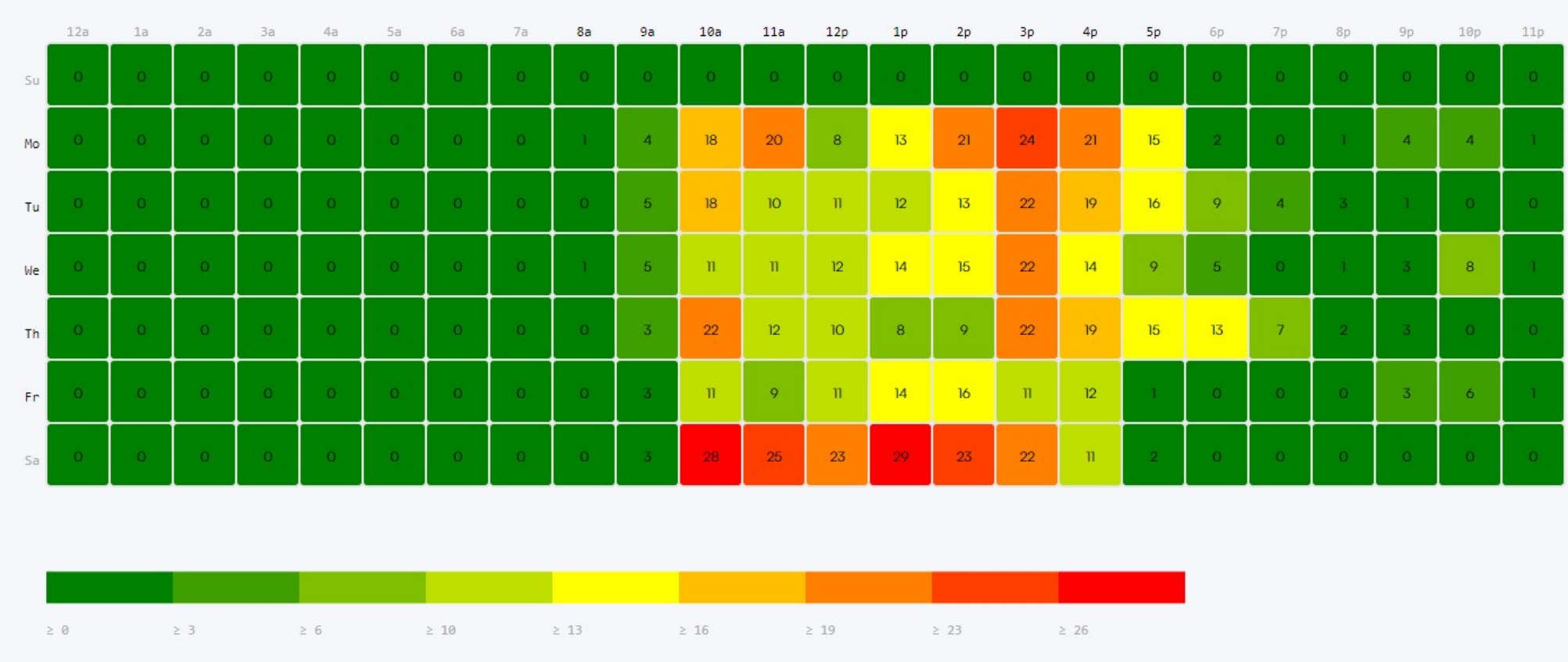
Lake Bluff Public Library
Day Hour Heatmap (Vea Software)
February, 2024



DATA KEY

- Date Range: Feb. 1-29, 2024
- Traffic Ins only
- Monthly Average

Lake Bluff Public Library
Day Hour Heatmap (Vea Software)
March, 2024



DATA KEY

- Date Range: Mar. 1-31, 2024
- Traffic Ins only
- Monthly Average

LAKE BLUFF PUBLIC LIBRARY

Search our catalog

GO!

Or search the website

LAKE BLUFF LIBRARY'S BOARD OF TRUSTEES RETREAT: AN INSIDER'S LOOK

On Saturday, February 24, the Lake Bluff Public Library Board of Trustees gathered at the Lake Bluff Park District in their Community Room for their first professional retreat of the Board's new leadership. The keynote speaker was Jamie Rachlin, President of Meristem Advisors, LLC and Senior Financial Executive with decades of experience as a municipal banker and registered municipal advisor. All Library Board Trustees were in attendance at the Retreat, except one who was absent due to an out of town engagement.

Summary

The goal of this 4-hour professional retreat was to evaluate the Library's current fiscal standing, discuss financial opportunities, and develop short and long term goals to ensure the sustainability of the organization. To start, Rachlin presented a comprehensive analysis of the Library's current financial profile, highlighting the need to improve the organization's financial strength due to having no capital reserves and a low fund balance. Neighboring public libraries who do not have capital reserve funds, such as Deerfield, Lake Forest, and North Chicago, carry fund balances of as much as 140% or higher of their annual expenditures. With a fiscal year-end fund balance of just 41% of expenditures, Lake Bluff Public Library's fund balance falls to as little as 25% at its low point, which is similar to Highwood Public Library. Rachlin cautioned that this may be insufficient for building emergencies that might arise. Rachlin also reviewed the Library's tax rates since 2006 and discussed how the organization's financial history has limited its ability to address the current and future costs for capital and operational needs.

Through Rachlin's presentation, the Trustees also learned what revenue options could be explored to increase the Library's financial standing and what the Library would need to consider to create a step-wise plan to achieve that goal. In order to properly make such an evaluation, Rachlin presented some of the considerations that would help determine the Library's additional revenue needs:

- Calculate costs needed to bring the building up to code compliance integrating the findings of the Building Report presented by Engberg Anderson Architects at the February 2024 Lake Bluff

Public Library's Board of Trustees meeting

- Identify cost to properly operate the Library in its current configuration
- Quantify staffing cost to appropriately maintain operating hours and staff the building at desired levels of service and safety
- Identify and evaluate the organization's strategic goals and objectives to ensure the community is served as well as possible

After Rachlin's presentation, Board members participated in small group breakout discussions, which were facilitated by professional Trainer, Facilitator and Lake Bluff community member Carrie Welles. Ms. Welles generously donated her professional facilitation and training skills to the Library for the Board Retreat. The topic of discussion was community engagement. Specifically, Trustees discussed what community views of the Library are based on recent feedback provided to Trustees by community members. They also identified future topics and messaging that the Library needs to communicate to the community, including the importance of a Board Retreat summary to provide transparency to residents and the financial challenges of the organization.

Reflections from Trustees

"The Board retreat was an important step towards planning for the long-term financial viability of a core asset in our community, the Lake Bluff Public Library. During this extended meeting, we were able to evaluate our financial position compared to that of neighboring libraries. Most importantly, we discussed go-forward options on how to improve the Library's financial standing." -Bonnie Shaul, Board President, Chair of the Long Range Planning Committee, Library Trustee

"I felt the retreat was inestimably valuable to the Trustees because our consultant gave such a clear overview of all the ways we can move to ensure the financial health of our Library, which is so clearly in jeopardy at this time. I didn't have any idea how many different ways there are to structure financial planning efforts besides simply raising our tax levy. I'm pleased to discover that so many options exist. I look forward to considering which options will be best for our organization, and then moving forward toward future financial sustainability. This is the only way we are going to be able to provide a facility and services that our residents and patrons deserve." -Janie Jerch, Board Vice President, Chair of the Building and Grounds Committee, Library Trustee

"The Lake Bluff Public Library Board of Trustees is deeply invested in the long-term sustainability of the Library. The work we accomplished during the retreat provided an opportunity to identify clear pathways that will usher the Library into a transformative phase; one that honors the Library's history, is responsive to the community's needs and secures its future for many years to come." -Alexandra Friedeman, Board Secretary, Chair of the Bylaws and Policy Committee, Library Trustee

"I think that there were a number of things that were enlightening. We learned about the possibilities that we have for the library's future. We care about the library and are exploring options for funding and getting the word out about the needs of the library." -Sandy Jardine, Chair of Engagement Committee, Library Trustee

"One key takeaway - staff and trustees are working together with consultants and community members to ensure the success of the Library. I applaud the work that the Director, staff and Trustees have done to help the Library become more of a success including working with the village to build important relationships, researching and applying for new grant opportunities and finding new ways

to reach out to community to ensure that we understand and are meeting the needs of our community members. Please take part in our survey to make sure your voice is heard." -Jenny Graziano, Chair of Human Resources Committee, Library Trustee

"The Library's Board Retreat afforded Trustees the opportunity to make an honest assessment of the 5-10 year needs of the Library. It also provided a holistic perspective on different funding options." - Matt Zaute, Member of the Finance Committee, Library Trustee

Next Steps

As a result of the Board Retreat, Library Trustees identified several next steps:

1. Move forward with developing a Master Plan that is inclusive of building, facility, and technology needs
2. Work with Engberg Anderson Architects and Meristem Advisors to create a three-tied financial projection analysis that encompasses capital and operational costs
3. Create and implement an engagement plan to expand understanding of the state of the Library with the Lake Bluff community

Your Voice Matters

The Library Board of Trustees wants to hear from you. Attend a Board or Committee Meeting and participate in public comment. Follow us on Facebook or Instagram and share a message. Send an email to the Library Director. Don't forget to share feedback about the Hours Pilot in the Library's brief online survey.

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction. - Approved by the Lake Bluff Library Board of Trustees in May 2013.

News category
Board news

P R O C L A M A T I O N

Designating April 7 – 13, 2024 as "National Library Week"

WHEREAS, libraries offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey; and

WHEREAS, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

WHEREAS, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services that are as diverse as the populations they serve; and

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

WHEREAS, libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and small businesses, thus contributing to local prosperity and growth; and

WHEREAS, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations; and

WHEREAS, libraries are an essential public good and fundamental institutions in democratic societies, working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all; and

WHEREAS, the Lake Bluff Library has been a cherished local institution for many decades and it is recognized as an important and significantly contributing member of the Lake Bluff Central Business District community, continues to be an enthusiastic supporter of numerous special events throughout town, and actively promotes literacy, reading, health, exercise, and movement in Lake Bluff through the Lake Bluff Library story walk and its many other programs; and

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week.

NOW, THEREFORE, I, Regis Charlot, Village President of the Village of Lake Bluff, Illinois do hereby proclaim the week of April 7-13, 2024 as National Library Week and encourage all residents to visit their library and celebrate the adventures and opportunities they unlock for us every day.

DATED this ___ day of April, 2024.

ATTEST:

_____ _____

Village Clerk Village President

OFFICE of the SECRETARY of STATE

Alexi Giannoulias • Secretary of State

April 04, 2024

Giannoulias Pushes to Enhance Protections for Libraries and Librarians

Bill Would Grant Librarians the Same Protections as Other Public Servants

Furthering his commitment to the Right to Read, Illinois Secretary of State Alexi Giannoulias is spearheading legislation that underscores the vital role of librarians in providing essential educational resources and ensures those individuals can go to work without fear and intimidation.

HB 4567, sponsored by State Representative Anne Stava-Murray (81st District – Downers Grove) and State Senator Laura Murphy (28th District – Des Plaines), would increase protections for libraries, librarians and library employees from threats and violence. The measure passed out of committee today and now heads to the House floor.

“Our librarians and libraries have faced an onslaught of threats of violence and ideological intimidation for simply serving their communities,” said Giannoulias, who also serves as State Librarian. “We have seen an escalation of violence seeking to censor and restrict information. This is harmful, not only to these public servants, but to our democracy as a whole. In the face of these threats, this bill highlights the commitment of our state to protecting library workers, access to information and the free exchange of ideas.”

The bill would give law enforcement and State’s Attorneys the tools needed to charge a threat made against a library or a public employee in the same manner that currently exists for schools and elected officials.

The legislation comes after several libraries across the state, including the Illinois State Library Building, experienced bomb and other violent threats. Between July and September of 2023, at least 22 known bomb threats were received that required local and state police response. Several libraries endured repeat threats.

“Throughout the state and the nation, library professionals continue to face threats to their personal safety and welfare,” said Cynthia Robinson, executive director for the Illinois Library Association (ILA). “The ILA strongly condemns all forms of violence, threats of violence, and other acts of intimidation in Illinois libraries.”

Other states including Colorado, California, Iowa, Tennessee, Utah, Texas and Hawaii have faced similar threats to their libraries and staff.

“This legislation will ensure our library workers have the same protections against threats and harassment as other public officials and human service providers,” Stava-Murray said. “Protecting the Right to Read in Illinois also means protecting the people who make it possible.”

Each threat requires local law enforcement to spend time and resources investigating and ensuring the public’s safety. The proposed measure would require the offender to reimburse first responders for the cost associated with the threat response.

“Our librarians and libraries provide for the most fundamental exchange of ideas and knowledge, and we will not let them be intimidated from doing so,” said Murphy. “This measure protects them and the treasure of our libraries while also ensuring our law enforcement’s time and taxpayer money are not being wasted.”

The measure would also allow law enforcement to take action against threats made by electronic communications and social media.

The proposal does not create new penalties but guarantees libraries and librarians are protected by law in the same manner as schools and other facilities serving vulnerable populations, such as children and older adults.

-#-

Libraries Take Action!

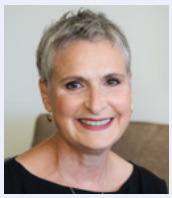
The State of AMERICA'S LIBRARIES 2024

TOP 10
Most Challenged Books of 2023
PAGE 7

A report from ALA American Library Association

From the Interim Executive Director

by LESLIE BURGER



Library workers never cease to amaze me, and that's saying something because I've been in the field for quite some time. Toward the end of 2023, I joined the American Library Association (ALA) in a new capacity, as interim executive director, at a time when book bans were plaguing school and public libraries and when library workers were being threatened and attacked for defending the First Amendment freedom to read. The first thing I noticed was that so many libraries across the country were bursting with new programs, new displays, new services, and new ways to serve their communities, whether patrons or students. In the face of adversity, library workers were taking action.

Let's look for a moment at the hot topic of artificial intelligence (AI) and libraries. Well over 1,000 people took advantage of ALA's continuing education sessions on AI in 2023. Library workers are learners, first and foremost. When something new looks to shake up library processes, our members eagerly search for answers. When it comes to AI, many library workers are fascinated by the possibilities and determined to avoid the pitfalls. In this edition of the State of America's Libraries, Leo S. Lo, dean and professor of the College of University Libraries and Learning Services at the University of New Mexico, talks about exciting advancements made possible by AI, such as automated cataloging and chatbots for user support.

Libraries found support at every level of government for efforts to increase access to high-speed internet connectivity. Tribal libraries took advantage of programs that offer deep discounts on broadband infrastructure. The Learn Without Limits proposal, introduced in 2023, offers library patrons and students access to hotspots off-premises. Libraries continue to serve as hubs for people living in areas that lack high-speed internet.

Partnerships with community organizations help put libraries at the center of their communities, and 2023 was full of fascinating examples. For instance, Cleveland Housing Court worked with Cleveland Public Library to open videoconferencing kiosks in four libraries to bring the court closer to the people. In Baltimore County Public Library, a Pop-Up Shops program for local vendors—from candle makers to photographers—provides free space and offers vendor-preparation classes for aspiring entrepreneurs. Schools innovate constantly, including one in El Cerrito, California, where librarians and teachers worked with students on an award-winning global human rights research project. Some librarians at universities, including University of Iowa and University of Puerto Mayagüez in Puerto Rico, help people apply for trademarks.

It's heartening to find library workers doing amazing work even as they face a barrage of challenges. Libraries have always been magical places, filled with stories, hopes, and dreams. Library workers are the magicians who create that magic.

Leslie Burger is interim executive director of the American Library Association.

The State of AMERICA'S LIBRARIES 2024

Contents

2 From the Interim Executive Director

3 Introduction: These Are Not Ordinary Times

4 Libraries Take Action: Resisting Censorship, Fighting for the Freedom to Read

7 Top 10 Most Challenged Books of 2023

8 Censorship By the Numbers

9 A Year of Innovation

13 Leveraging Generative AI: A Proactive Approach for Future-Ready Libraries

14 Washington Works for Libraries

16 Obama Extends Support to American Librarians

17 About This Report

18 Unite Against Book Bans
Book Résumés

INTRODUCTION

These Are Not Ordinary Times

by EMILY DRABINSKI

One Saturday afternoon this winter, I did what millions of Americans do each week: I went to the library. The Windsor Terrace branch of Brooklyn Public Library is just a 10-minute walk from my home, an anchor for my diverse community. As a couple of us browsed new fiction, two men played a tabletop card game while a couple of people tapped away at their laptops, drawing on the ample free Wi-Fi offered in the branches. Every seat in the computer lab was taken. A handful of children sat in a circle, chattering away in the brightly colored children's section. Just an ordinary day at the library.

But these are not ordinary times. The unprecedented wave of organized censorship intensifies, particularly in our public libraries. Adverse legislation that would undermine librarian agency and authority is getting a hearing in legislatures across the country. Climate change continues to impact libraries, damaging buildings in some areas and turning libraries into recovery centers in others. Budget cuts and staffing challenges undermine our ability to fulfill our missions. In these extraordinary times, libraries take action.

ALA's Celebrate National Library Week poster.

Libraries take action in urban centers like Brooklyn, New York, where branch manager Nicole Bryan celebrates local businesses and local moms with an annual Mother's Day celebration.

Libraries take action in rural communities like Donnelly, Idaho, 200 miles from the nearest fast-food restaurant, where Donnelly Public Library director Sherry Scheline supports local families with after-school programming.

Libraries take action in Fairfax, Virginia, where school librarian Maura Madigan at Springfield Elementary School leads students in fashion shows featuring recycled materials.

Libraries take action in Carlisle, Pennsylvania, where academic librarian Chulin Meng from Lehigh University integrates AI and large language models into library search and retrieval systems.

And when libraries take action, community members do, too. When school librarian Martha Hickson at North Hunterdon High School in Annandale, New Jersey, addressed concerns about one of her collection development decisions at a school board meeting, 400 community members showed up to defend her expertise. In Danvers, Massachusetts, 350 people formed a Wall of Love around the library, preventing disruption of the library's Drag Queen Make-Up Hour outreach event. When legislators attempted to change the language of an Iowa law that would allow municipalities to defund their libraries, residents showed up, making calls and sending emails that led the proposed rule change to be pulled off the table.

As we continue to work together toward the better world we all know is possible, let's remember that we are all in this together. Across party lines and across the political spectrum, the vast majority of people love their libraries for the ordinary and extraordinary work we do each day: connecting people to reading and resources, building businesses and communities, expanding literacy across the lifespan, and making great Saturday afternoons.

See you in the stacks!

Emily Drabinski is 2023-2024 president of the American Library Association and associate professor at the Queens College Graduate School of Library and Information Studies.

Libraries Take Action: Resisting Censorship, Fighting for the Freedom to Read

by DEBORAH CALDWELL-STONE

Throughout 2023, librarians and library supporters throughout the United States documented the impact of organized censorship campaigns on America's libraries and librarians and on library users' right to read by reporting censorship attempts to the American Library Association's (ALA) Office for Intellectual Freedom (OIF). These reports—1,247 in 2023—detail how demands to censor library books, programs, and displays have resulted in the removal or restriction of untold numbers of diverse books in school and public libraries, denying students and library users alike the opportunity to read books that raise important issues, challenge the status quo, and lift up the voices of those who are often underrepresented on library shelves.

In 2023, OIF recorded demands to censor 4,240 unique book titles in libraries, the highest number of books challenged since ALA began compiling data about censorship in libraries. This reflects a 65% increase over the 2,571 unique titles targeted in 2022, the previous high. To understand how extraordinary this figure is, we can look at the average number of unique book titles challenged between 2001 through 2020. During that time, the average number of unique book titles targeted for censorship each year was 273. The highest recorded number of unique titles challenged during this period was 390 in one year. In that entire two-decade span, only 3,637 unique titles were challenged by censors—more than 600 fewer titles than in 2023.

Driving the extraordinary number of challenged titles in 2023 was the phenomenon of groups and individuals demanding the censorship of multiple titles, often listing dozens or even hundreds of titles as candidates for censorship all at once. Indeed, 93.4% of the titles challenged in 2023 were included in demands to censor multiple titles, with many of those seeking to remove books from libraries using lists of titles drafted by organized pressure groups seeking to empty library shelves of all books they deem inappropriate for readers. Though the total number of censorship incidents reported to OIF declined 1.7% from its peak in 2022, the number of titles challenged in 2023 actually increased by 31.4% due to the growing prevalence of multiple title challenges.

Driving the extraordinary number of challenged titles in 2023 was the phenomenon of groups and individuals demanding the **censorship of multiple titles,** often listing dozens or even hundreds of titles as candidates for censorship all at once.

Demands to censor books from public library collections jumped from 16% of the total titles targeted in 2022 to 32% in 2023. Again, the significant factor driving this change was organized pressure groups' efforts to censor the same books in public libraries that they had previously targeted for censorship in school libraries. Half of all challenges reported to OIF were challenges to titles recommended for censorship by websites maintained by these same organized pressure groups, whose lists of "bad books" disproportionately target those books reflecting the voices and lived experiences of those who are LGBTQIA+, Black, Indigenous, or persons of color.

The threats to the freedom to read in 2023 were not simply threats to deny access to books. Many brave and committed

Voters, too, are beginning to reject discriminatory book ban rhetoric by electing moderate board members committed to preserving the right to read freely in school and public libraries . . . Across the country, election results in states as diverse as Virginia, Illinois, Idaho, and Minnesota showed that **most people oppose censorship in libraries.**

library workers faced loss of their jobs for defending the freedom to read. Reports filed with OIF documented an alarming number of threats directed at libraries and library workers. These threats included calls to close or defund libraries, attempts to criminally prosecute librarians and teachers for providing books and library resources to minors, and even bomb threats that closed down libraries and schools. Supporting many of these threats were legislative proposals by state lawmakers, who introduced 151 bills that would authorize the criminal prosecution of librarians, threaten library funding, or that imposed unconstitutional content-based restrictions on books for children and adolescents. The introduction—and passage—of many of these bills was driven by the falsehoods circulated by organized pressure groups that claim that access to diverse books and ideas harms young people.

Countering Censorship Campaigns

Yet there is good news to report in 2023. Librarians and library users are pushing back against calls to censor books and close libraries, joining a growing resistance movement to counter the censorship campaigns pursued by organized pressure groups.

Virginia librarians, led by Virginia Library Association president Lisa Varga, spoke out at local board meetings about the costs and harms of government suppression of ideas, while supporting readers' access to books at risk of censorship. One of these efforts was the creation of "book résumés" that counter misinformation about challenged books by summarizing each title's literary significance and educational value. Their efforts also led to the creation of a nationwide database of book résumés supported by publishers, librarians, and the Unite Against Book Bans campaign.

Library supporters across the country came together to support their local librarians and defend school and public libraries in their communities.

In Louisiana, the Louisiana Citizens Against Censorship and the St. Tammany Library Alliance called out censorship in Louisiana libraries, challenged state legislation, and provided crucial support to librarians attacked by partisan pressure groups. In the North Hunterdon-Voorhees School District in New Jersey, more than 400 students and parents turned out to speak out against the censorship of school library books and to support school librarian Martha Hickson. In League City, Texas, the Galveston County Library Alliance continued to advocate for the freedom to read in their public library, while the citizens of Llano County, Texas, are steadfast in pursuing their First Amendment legal challenge to the county's decision to remove more than 60 books addressing race and gender identity from the Llano County Public Library system.

Voters, too, are beginning to reject discriminatory book ban rhetoric by electing moderate board members committed to preserving the right to read freely in school and public libraries.

Citizens voting in the Central Bucks School District school board race in Doylestown, Pennsylvania, repudiated past efforts to ban books from school libraries, voting in five new board members who promised to return banned books to library shelves. In Pella, Iowa, voters similarly rejected a proposed resolution that would have authorized the Pella City Council

to remove and restrict books and resources in Pella Public Library. Across the country, election results in states as diverse as Virginia, Illinois, Idaho, and Minnesota showed that most people oppose censorship in libraries.

Elected officials and legislators also stepped up to challenge censorship in America's schools and libraries.

Federal legislators held hearings to highlight the harms of censorship, and state and federal legislators began to craft legislation intended to stem the tide of unconstitutional and discriminatory book bans. Illinois led the way, passing the first anti-book ban law for public libraries, while California passed the first law protecting books and library collections in school libraries. And through the U.S. Department of Education's Office for Civil Rights (OCR), the current administration began to address the hostile educational environments created by efforts to censor books in K-12 school libraries. It encouraged students and parents to report discriminatory book bans to the OCR and welcomed Deputy Assistant Secretary Matt Nosanchuk as the first "anti-book ban czar" appointed by President Biden.

Courts in the United States are rejecting the claims of elected officials and advocacy groups that are defending the censorship of library resources. The citizens of Llano County, Texas, led by plaintiff Leila Green Little, obtained a preliminary injunction from the federal district court that ordered Llano County commissioners and the library board to return some 60 banned books to the shelves of the public library. In Arkansas, libraries, librarians, and library users joined to challenge Arkansas Act 372, a law passed in 2023 that would restrict minors' access to books in bookstores and libraries located within the state and allow any person residing in Arkansas to demand the removal or relocation of a library book if that person believes the book to be "inappropriate." Judge Timothy L. Brooks of the U.S. District Court for the Western District of Arkansas enjoined enforcement of the law, finding that the plaintiffs were likely to demonstrate that the law infringed their First and Fourteenth Amendment rights. Similar lawsuits are pending in Florida, Iowa, California, and Iowa.

These legal victories are important, as it is clear that these partisan attacks on librarians, readers, and the right to read may not end until the courts uphold the rule of law and make it plain to governments and elected officials that the First Amendment and Fourteenth Amendment bars censorship of library materials and discriminatory attacks on books and the persons who read them.

Through the U.S. Department of Education's Office of Civil Rights, the current administration . . . encouraged students and parents to report discriminatory book bans and welcomed . . . the first "anti-book ban czar."

> "[T]he public library is not to be mistaken for simply an arm of the state. By virtue of its mission to provide the citizenry with access to a wide array of information, viewpoints, and content, the public library is decidedly not the state's creature; it is the people's. It is the purpose of the First Amendment to preserve an uninhibited marketplace of ideas in which truth will ultimately prevail.... It is the right of the public to receive suitable access to social, political, esthetic, moral, and other ideas and experiences which is crucial here."
>
> — Judge Arthur Brooks, Memorandum Opinion and Order, *Fayetteville Public Library, et al. v. Crawford County, Arkansas*, July 29, 2023 Case Number 5:23-cv-05086

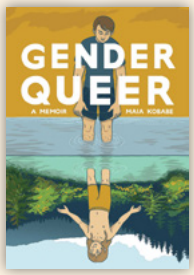
Deborah Caldwell-Stone is director of ALA's Office for Intellectual Freedom.

TOP 10 MOST CHALLENGED BOOKS OF 2023

The American Library Association documented **1,247 attempts to censor** materials and services at libraries, schools, and universities in 2023. Of the **4,240 unique titles** that were challenged or banned in 2023, here are the top 10 most frequently challenged.

FREED BETWEEN THE LINES

1



GENDER QUEER
by Maia Kobabe

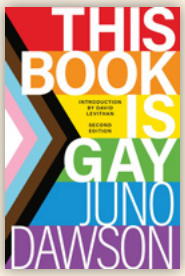
REASONS: LGBTQIA+ content, claimed to be sexually explicit

2

ALL BOYS AREN'T BLUE
by George M. Johnson

REASONS: LGBTQIA+ content, claimed to be sexually explicit

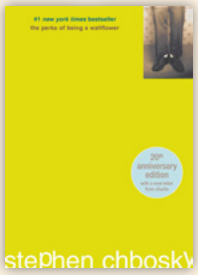
3



THIS BOOK IS GAY
by Juno Dawson

REASONS: LGBTQIA+ content, sex education, claimed to be sexually explicit

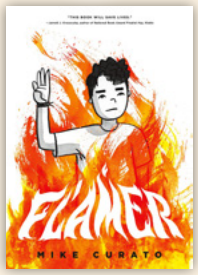
4



THE PERKS OF BEING A WALLFLOWER
by Stephen Chbosky

REASONS: claimed to be sexually explicit, LGBTQIA+ content, rape, drugs, profanity

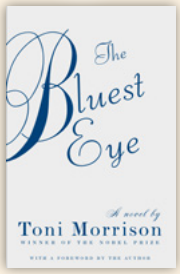
5



FLAMER
by Mike Curato

REASONS: LGBTQIA+ content, claimed to be sexually explicit

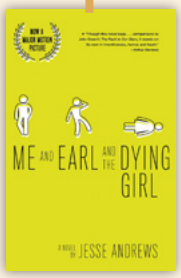
6



THE BLUEST EYE
by Toni Morrison

REASONS: rape, incest, claimed to be sexually explicit, EDI content

7/8



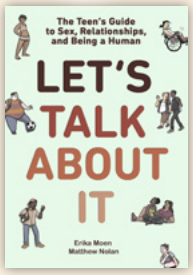
ME AND EARL AND THE DYING GIRL
by Jesse Andrews

REASONS: claimed to be sexually explicit, profanity

TRICKS
by Ellen Hopkins

REASONS: claimed to be sexually explicit, drugs, rape, LGBTQIA+ content

9



LET'S TALK ABOUT IT
by Erika Moen and Matthew Nolan

REASONS: claimed to be sexually explicit, sex education, LGBTQIA+ content

10

SOLD
by Patricia McCormick

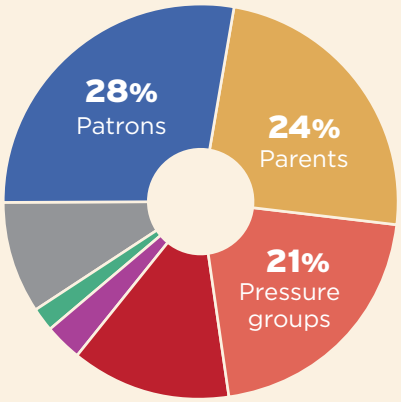
REASONS: claimed to be sexually explicit, rape

OFFICE FOR *Intellectual Freedom*
American Library Association

CENSORSHIP
BY THE NUMBERS

In 2023, the American Library Association documented the highest number of titles targeted for censorship since ALA began compiling data more than 20 years ago. 4,240 unique titles were challenged last year, up from 2,571 targeted in 2022. **Learn more at ala.org/bbooks**

WHO INITIATES ATTEMPTS TO CENSOR BOOKS?



- **13%** Board/administration
- **3%** Librarians/teachers/staff
- **2%** Elected officials/ Government
- **9%** Other/Unknown

Statistics based on 954 cases.

WHERE DO CENSORSHIP ATTEMPTS TAKE PLACE?

54%
Public libraries

39%
School libraries

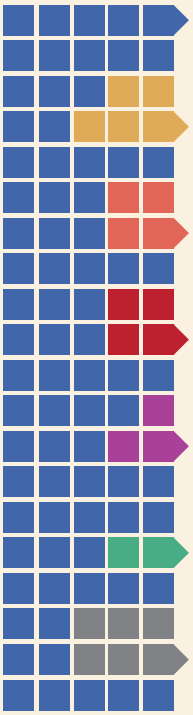
5%
Schools

2%
Higher education/other

Statistics based on 1,247 cases with known locations.

BOOKS AND BEYOND

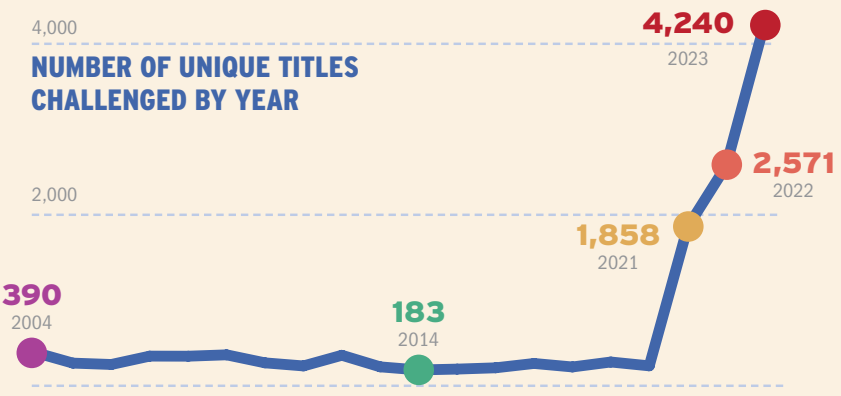
ALA's Office for Intellectual Freedom tracked **1,247 censorship attempts** in 2023. Here's the breakdown:



- **76%** Books, graphic novels
- **5%** Displays
- **4%** Access *(Library closures, funding, bomb threats)*
- **4%** Hate crimes *(Vandalism, theft of materials representing marginalized groups)*
- **3%** Programs
- **2%** Films
- **6%** Other

CENSORSHIP ON THE RISE

The unparalleled number of unique titles targeted in 2023 marked a 65% increase over 2022. During the two decades prior to 2021, the average number of unique titles targeted per year was 273.



CENSORSHIP STATISTICS COMPILED BY:

OFFICE FOR *Intellectual Freedom*
American Library Association

A Year of Innovation

edited by **PHIL MOREHART**

2023 was a tumultuous year for libraries. Book bans dominated headlines as well as city council and school board meetings, threatening the access of information to readers of all ages and the livelihoods and safety of library workers across the country. Despite these upheavals, libraries soldiered on to provide critical services to their communities—and developed truly innovative programs along the way.

Building bridges to social and health services

The economic impact of the past few years has disproportionately affected renters across the country. Rents rose at an unprecedented pace in the second half of 2021 (when the Centers for Disease Control and Prevention lifted its pandemic-era eviction moratorium) with typical asking rents rising 11% year over year nationwide that September, according to the Joint Center for Housing Studies at Harvard University.

Since May 2020, when Cleveland Housing Court's pandemic-related pause on the processing of nonemergency evictions ended, more than 18,200 evictions were filed in the city. As of November 2023, the city's eviction filing rate was 6%, or nearly 6,600 filings over the past 12 months. To help address this urgent community issue, Cleveland Public Library (CPL) opened four Neighborhood Housing Court kiosks at branches across the city, in partnership with Cleveland Housing Court. The videoconferencing kiosks are available by registration or on a walk-in basis for individuals who need to appear before the court and need a more convenient hearing location.

Kiosk locations were selected based on eviction rate data. Their availability at CPL branches has removed barriers for residents, many of whom are unable to travel to the courthouse downtown for various reasons to meet their court date. Since the launch of the first kiosk, bailiffs' sign-in sheets have registered dozens of users.

"CPL can be a bridge between justice and accessibility, providing vital resources to our neighborhoods," wrote Felton Thomas, Jr., CPL executive director and CEO, and Tana Peckham, CPL chief strategy officer, in *American Libraries*. "By working with partners, we can make a brighter and more just future for all."

Bridging the digital divide is one of the Network of the National Library of Medicine's (NNLM) national initiatives, and it partnered with public libraries to enact a new initiative to help bring online medical services to the community.

The NNLM created its Telehealth Interest Group in 2021 in response to the accelerated use of telehealth services during the COVID-19 pandemic, and public library workers were active participants. The interest group saw an opportunity to support library and other health information workers in understanding their potential roles in the broader digital health landscape.

In June 2023, the interest group launched "Telehealth 101: What Libraries Need to Know," a free, national online course that amplifies different approaches and models libraries may use to provide telehealth services; identifies infrastructure-related resources available to libraries interested in providing such services; explores privacy and policy considerations for offering telehealth services within libraries; and more.

"We've all benefited from the generous knowledge of library telehealth pioneers like the Pottsboro Area Library in Texas, to Delaware Libraries #GetConnectedDE initiative, and Hawai'i State Public Library's strategic telehealth collaboration," said Liz Morris, outreach and access coordinator, NNLM Region 5, University of Washington Health Sciences Library.

A kiosk at Cleveland Public Library's (CPL) South branch. CPL has four Neighborhood Housing Court kiosks throughout the city to assist residents who need to attend hearings.

"We've highlighted emerging research about the telehealth infrastructure capabilities of libraries in Virginia. We've learned about programs like Libraries Health Connect supported by the Maine State Library, and Telehealth in Libraries led by the Idaho Commission for Libraries. We know that there are many other library telehealth programs already operating or preparing to operate and are eager to share learning as it emerges."

To date, 88 information professionals from public libraries, academic libraries, health science libraries, hospital libraries, and other stakeholder organizations have participated in the course. The interest group has also started a webinar series to continue sharing emerging research and best practices for library workers interested in telehealth.

Creating accessible spaces

Penn State University Libraries launched three sensory rooms at its Berks, Brandywine, and University Park campuses to support student wellness and belonging through the libraries' LibWell initiative.

The rooms are designed to provide a safe, inviting space for neurodivergent students who may struggle in traditional study spaces. They are equipped with noise-reducing chairs, specialized lighting, yoga mats, weighted lap blankets, and other features to help reduce stress and anxiety. These sensory-sensitive elements are particularly helpful for students with autism, attention-deficit/hyperactivity disorder, dyslexia, and post-traumatic stress disorder.

"There is a strong need for therapeutic spaces at colleges that can help students block out harmful sensory distractions and relieve the huge burden of anxiety many students bear," said Brett Spencer, reference and instruction librarian at Penn State Berks' Thun Library. "We want to make sensory-safe places that can help students maximize their wellness and learning."

To advance its ongoing mission to provide resources and "an environment that encourages scholarship, creativity and intellectual freedom, while supporting the diverse needs of all users," the University of Colorado Colorado Springs (UCCS) Kraemer Family Library created an endowed Storytelling Professor position.

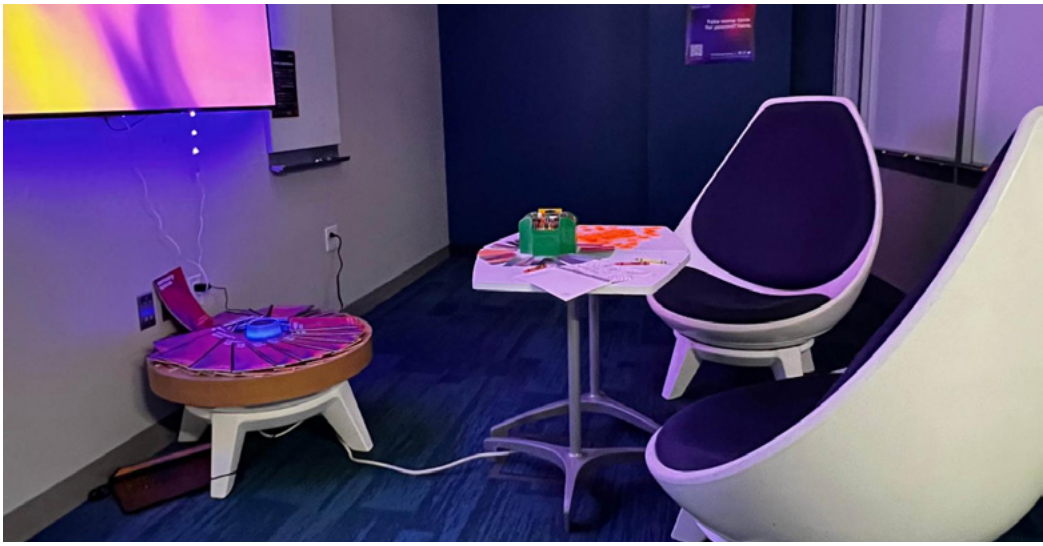
Currently held by assistant professor of Native American and Indigenous studies, 'Ilaheva Tua'one, PhD, the position, which rotates every three years, provides an interdisciplinary opportunity for community engagement and celebration of a diverse range of storytelling histories and experiences.

The position, as well as other initiatives, earned the library an Insight Into Diversity Library Excellence in Access and Diversity (LEAD) Award by "Insight Into Diversity" magazine, the largest and oldest diversity and inclusion publication in higher education.

"The program not only enriches the academic environment but also serves as a beacon for inclusivity and cultural richness, reflecting a deep commitment to celebrating a wide array of perspectives and narratives," wrote *Communique*, the official publication of UCCS.

Medina County (Ohio) District Library (MCDL) used its $20,000 Libraries Transforming Communities (LTC): Accessible Small and Rural Communities grant from the American Library Association (ALA) to install hearing loop technology at its location in Medina, Ohio.

Hearing loops serve as wireless loudspeakers for people who use hearing aids. An induction loop system delivers clear, customized sound by transmitting magnetic energy through a wire that surrounds an area. The system can link to most hearing assistive devices via Bluetooth, allowing individuals with hearing devices connected to the loop to hear the transmitted sound while within the area.



The Sensory Room in Pattee Library's Collaboration Commons, on the University Park campus. Penn State University Libraries is piloting two such rooms that offer dedicated space to help meet the varied sensory needs of neurodiverse students.

Photo: Jennifer Cifelli / Penn State. Creative Commons

"[The hearing loop] will be installed in our community rooms and at the customer service and adult reference desks to help those with hearing loss benefit from library events and services at a higher level," Sue Schuld, MCDL technology manager, told Cleveland.com.

MDCL's project is one of 240 LTC-funded proposals, representing 43 US states and the Northern Mariana Islands. To be eligible for the grant, a library must have a legal service area population of 25,000 or less and be located at least five miles from an urbanized area, in keeping with the Institute of Museum and Library Services definitions of small and rural libraries. Of the selected libraries, 65% serve communities of fewer than 5,000 people.

When Indianapolis' newest library opened in August 2023, it was the first in the state to be a Certified Autism Center.

Indianapolis Public Library's Fort Ben branch was designed with the needs of neurodivergent visitors in mind. It offers a comfort room, sensory kits, and other resources to enhance accessibility. Library staffers also completed an autism-specific training program to receive the certification.

Fort Ben branch manager Shelby Peak told Axios that the training helped her staff understand how to create a more welcoming experience for neurodivergent individuals and their families, from regular interactions to specific programming, like sensory-friendly storytime.

"Having that label on there makes it a judgment-free zone," Peak said. "Families know that if they come to this, they're going to be accepted no matter what happens."

Food and housing help

Spartanburg County is the fifth most populated county in South Carolina, and it is growing. In 2022, it had close to 346,000 residents, but nearly 14% of them were living at or below the federal poverty line, with an estimated 11% of children experiencing food insecurity. To help address these issues of affordability and access, Spartanburg County Public Libraries (SCPL) started its Bags of Hope initiative in 2021, connecting food and other essential items to those in need.

SCPL's Bags of Hope program requires little or no library funding and is similar to other efforts that have been implemented by nonlibrary community organizations across the country to provide bags of food and other necessities to individuals who may be facing poverty. Library patrons, staffers, and other donors drop off individually packaged

Anna Pilston (right), branch librarian at Spartanburg County (S.C.) Public Libraries' Landrum Library, holds a Bag of Hope alongside a member of Operation Hope, a local nonprofit.
Photo: Spartanburg County (S.C.) Public Libraries

food and hygiene products—including granola bars, cups of soup, crackers, mini-toiletries, and utensils—at their local library branch. The goods are then packed up and delivered to 11 designated partner organizations across the county—food pantries, soup kitchens, community centers, and other nonprofits—to be distributed to those in need.

In 2023, SCPL donated more than 740 gallon-sized zipper storage bags' worth of items, 47 large sacks and 16 boxes of food and supplies that were too big to fit into the bags.

"The program is more than worthwhile, both for its service for our patrons in need and for the opportunity it creates to enhance community connections," wrote Todd Stephens, SCPL county librarian, in *American Libraries*.

Many libraries across the country are helping to address food insecurity by installing community fridges stocked with fresh foods and perishables with the goal of nourishing their neighborhoods and reducing the stigma around food assistance.

Charleston County (S.C.) Public Library (CCPL) installed its Free and Fresh Fridges inside three of its 18 branches to strategically reach the highest level of need. At any given time, an assortment of potatoes, tomatoes, cucumbers, and other fresh produce is available free of charge.

Des Moines (Iowa) Public Library (DMPL) has installed fridges at two branches. Nikki Hayter, supervising librarian at DMPL, was inspired to act after local data indicated that her library's zip code had one of the highest concentrations of food pantry use in Des Moines from July 2021 to June 2022.

"Our mission is to strengthen our community by connecting people with the ideas and tools they need to enrich their lives," says Nikki Hayter, supervising librarian at DMPL's Franklin Avenue branch. "I don't know what could be much more enriching than food."

Teaching social justice

Prospect Sierra School (PSS) in El Cerrito, California, developed a program to engage students in social justice issues and increase collaboration between librarians and teachers—and it is winning awards for its success.

PSS's "Global Human Rights Research Project" was the recipient of the 2023 American Association of School Librarians' Roald Dahl's Miss Honey Social Justice Award for its "Global Human Rights Research Project." The award recognizes collaboration between school librarians and teachers in the instruction of social justice using school library resources.

In a six-week collaboration between PSS middle school librarians Julia Bourland and Mia Gittlin, and seventh-grade humanities teachers Lauren Konopka and Matthew Williams, students became experts and advocates for change on at least one human rights violation central to the theme of a historical novel of their choosing. At the end, the librarians attended the students' multifaceted presentations, which included a book review, an infographic explaining the historical incident they studied, and a call to action on how others can speak out about similar human rights violations happening today.

"The works of Roald Dahl offer students inspiration for becoming the heroes of their own stories who fight for justice and work together to create a better world for themselves and for others," Bourland said. "The primary objectives in this collaboration were for students to make connections between human rights violations that occurred in the past and current ones, to increase student agency in understanding global injustice, and to help them find their voice inspiring others to learn about the issue and take action."

Libraries are supporting small businesses and budding entrepreneurs with everything from pop-up marketplaces to intellectual property and patent guidance.

Revving an economic engine

Small business is big business in America, and libraries are making an investment in their future.

According to the U.S. Small Business Administration, there are 33.3 million small businesses in the United States, accounting for 99.9% of all U.S. businesses and nearly half of the country's workforce. Libraries are supporting small businesses and budding entrepreneurs with everything from pop-up marketplaces to intellectual property and patent guidance.

Baltimore County (Md.) Public Library's (BCPL) Pop-Up Shops program invites local vendors—from jewelry and candle makers to photographers to tutors—to participate in a pop-up marketplace at several of the library's branches. Along with providing free space to participate, the library also conducts vendor preparation classes with tips on organizing a vendor table, developing a sales story, and more.

BCPL's Pop-Up Shops attract many vendors who participated in the library's Entrepreneur Academy, a collaboration between BCPL and the Enoch Pratt Free Library that teaches many of the fundamentals of starting a small business, including market research, business structure, insurance and legal issues, and more. The program began in 2019 and was one of 13 projects to receive a Libraries Build Business grant from ALA.

While some libraries are supporting existing small businesses, others are helping potential ideas get off the ground.

Last year, the University of Iowa's Lichtenberger Engineering Library became a designated Patent and Trademark Resource Center (PTRC) by the U.S. Patent and Trademark Office. The library now offers myriad ways for students and faculty to learn more about intellectual property and how to access patent records, including one-on-one assistance, trainings and workshops, and courses covering intellectual property topics as part of its information literacy program.

At the University of Puerto Mayagüez in Puerto Rico, librarian Gladys López-Soto has been supporting the entrepreneurial aspirations of the university community and Puerto Rican citizens for decades in the library's PTRC. To date, she has helped thousands of people navigate the patent and trademark application process to protect their ideas while also providing resources in Spanish that reach communities across the U.S. López-Soto was awarded a 2024 I Love My Librarian Award from ALA for her impactful work in intellectual property.

Phil Morehart is a communications manager in ALA's Communications, Marketing, and Media Relations Office.

Leveraging Generative AI: A Proactive Approach for Future-Ready Libraries

by LEO S. LO

The emergence of generative artificial intelligence (AI), especially following the widespread availability of advanced tools like ChatGPT, represents a watershed moment in the realm of technology. This surge in AI capabilities has had a profound influence in the library sector, which not only reshapes existing practices but also compels a thorough reevaluation of the roles and competencies of library professionals. In this rapidly evolving landscape, library workers need to develop and enhance their skills to be aware of the potential of AI.

What is generative AI?

"Generative AI" refers to artificial intelligence technologies that can generate new content, insights, or data based on the training and information they have received. The strengths of generative AI in libraries are diverse, offering potential enhancements in efficient information management, personalized user experiences, and bolstered research assistance. However, its limitations warrant equal attention. My recent survey of academic library employees reveals urgent concerns over ethical issues such as data privacy, algorithmic bias, and notably, the risks of AI generating inaccurate information or "hallucinations." These findings emphasize the crucial need for libraries to not only leverage AI's strengths but also to conscientiously address and mitigate its limitations through judicious use and principled implementation.

Proactive use of AI in libraries

Based on surveys of Association of Research Libraries library directors, libraries are using AI for a variety of tasks, including instruction on evaluating AI responses, automated cataloging and metadata generation, chatbots for user support, supporting AI user communities, AI-assisted research instruction, streamlining library operations, enhancing discovery services, and preservation and conservation. In addition to these specific applications, libraries are also using AI to develop new and innovative services, such as virtual reality tours of their collections and personalized reading recommendations.

AI literacy and action-oriented upskilling

The survey results also revealed a significant demand for professional development and training in AI literacy. Library workers are increasingly aware of the need to upskill to stay abreast of these technological advancements. In fact, in-person events on AI at LibLearnX24 were some of the most well-attended and popular sessions with strong engagement from attendees. Well over 1,000 people took AI-related e-learning offered by the American Library Association last year. AI literacy extends beyond understanding how to use AI tools; it encompasses a comprehensive knowledge of their underlying mechanisms, ethical implications, and practical applications in library settings. Consequently, investing in AI education and training is imperative for libraries, ensuring that their staff are equipped not only to adopt AI technology but also to lead its ethical application in the information sector.

Call to action

As we navigate the age of AI, the call to action for libraries is clear: Prioritize AI literacy and invest in the reskilling and upskilling of library staff. This is more than keeping pace with technology; it is about actively shaping libraries as dynamic, inclusive, and ethically responsible information centers in the digital age.

Leo S. Lo is dean and professor of the College of University Libraries and Learning Services at the University of New Mexico.

Washington Works for Libraries

by **SHAWNDA HINES**

While libraries in some parts of the country were embroiled in conflict over materials in their collections, federal policies that govern some other aspects of information access and library services improved in 2023.

Decision makers at every level of government expressed support for library services that increase Americans' access to high-speed internet connectivity. With several successful pandemic-era programs approaching sunset in 2024, federal policymakers continued to look to libraries to fill gaps in high-speed internet connectivity nationwide. The Federal Communications Commission (FCC) improved E-rate rules and processes, making more Tribal libraries eligible for deep discounts on broadband infrastructure afforded by the program. At the 2023 American Library Association (ALA) Annual Conference, FCC Chairwoman Jessica Rosenworcel unveiled the Learn Without Limits initiative, a proposal that would allow libraries and schools to use E-rate funds to purchase Wi-Fi hotspots and services for patrons and students to use off-premises. The proposal would create a sustainable funding solution that builds on a decade of library hotspot and device lending expertise. FCC proceedings continuing into 2024 seem promising.

Elected leaders in Congress recognized libraries' role in providing opportunities for people to build skills and find employment, especially for those in underserved communities. The Prison Libraries Act, introduced by Reps. Emanuel Cleaver (D-MO-05), Sheila Jackson Lee (D-TX-18), and Shontel Brown (D-OH-11), would establish a grant program within the Department of Justice to provide funds for prisons to update materials, hire qualified librarians, and support digital literacy and career readiness training. The bipartisan Adult Education Workforce Opportunity and Reskilling for Knowledge and Success Act, introduced by Sen. Jack Reed (D-RI) and Sen. Todd Young (R-IN), would leverage the reach, expertise, and resources of public libraries to empower job seekers to access employment services and training. The House companion bill was introduced by Reps. Lucy McBath (D-GA-07), Kathy Manning (D-NC-06), and Frank Mrvan (D-IN-01). Among other provisions, the bill would update the 2014 Workforce Innovation and Opportunity Act to make public libraries eligible one-stop sites for workforce development and provide

support for college and career navigators at public libraries. In another piece of legislation, three members of Congress with backgrounds in social work proposed to strengthen public libraries as community hubs through a paid social worker internship program. The More Social Workers in Libraries Act would develop a program to provide competitive grants to institutions of higher education that would be used to fund an internship for social work university students and employ a qualified social worker in a public library to oversee social work student interns.

For school libraries, the most significant legislation in 2023 was the Right to Read Act, reintroduced by Sen. Jack Reed (D-RI) in the Senate and Rep. Raúl Grijalva (D-AZ-03) in the House of Representatives. The bill would ensure every student has access to an effective school library staffed by a certified school librarian and provide a much-needed infusion of funding for school libraries. The bill also would constitute a major step forward in the fight against censorship by extending liability protections to librarians and educators facing threats when providing access to certain controversial reading materials.

While many in Congress and the Administration recognize that supporting school libraries supports education, it was

The Right to Read Act . . . would ensure every student has access to an effective school library staffed by a certified school librarian and provide a much-needed infusion of funding for school libraries.

school libraries that bore the brunt of attacks from Capitol Hill on the right to read. The Parents Bill of Rights (H.R. 5), reintroduced and passed in the House on a party line vote in March 2023, would have required school libraries that receive federal funding to provide a list of available materials to parents upon request and develop a new system to allow parents to challenge materials. The bill was not introduced in the Senate.

In response to the escalating challenges to books in school libraries and classrooms, the White House announced in June 2023 that the Department of Education would appoint a new coordinator to address the growing threat that book bans pose for the civil rights of students, among other steps to protect the rights of LGBTQIA+ Americans. Weeks later, Matt Nosanchuk began his tenure as a deputy assistant secretary in the Office for Civil Rights by leading a training session, in partnership with ALA, for librarians on how to handle book challenges.

Following on the Biden Administration's appointment of a book ban czar and the introduction of the Right to Read Act in Congress, school librarians are receiving renewed attention and support in Washington. Another bill, the Fight Book Bans Act, led by Rep. Maxwell Frost (D-FL-10), Rep. Federica Wilson (D-FL-24) and Rep. Jamie Raskin (D-MD-08), would take a different tack toward supporting libraries: providing grants to school districts to cover expenses incurred by fighting off book bans.

To date, none of the library-supportive legislation introduced in 2023 has received a vote in the current session of Congress. Neither have any of the 12 Fiscal Year (FY) 2024 federal appropriations bills, including the one containing funding for the Institute of Museum and Library Services (IMLS). At an impasse on spending and many other issues, Congress passed numerous temporary measures maintaining FY 2023 funding levels. IMLS and other library-eligible programs are likely to face cuts when those measures expire (March 2024, as of this writing), thanks to an agreement between White House and congressional leaders on an austere two-year budget calling for small decreases in domestic spending. The silver lining is that the compromise will avoid steep cuts urged by some House conservatives. ALA continues to advocate for robust funding for the IMLS Library Services and Technology Act and for the Education Department's Innovative Approaches to Literacy program.

To protect federal funding for libraries in all contexts, advocates must continue to spotlight the value of libraries throughout a dysfunctional federal appropriations process. Advocating for systemic improvements is also necessary. For example, the Advancing Research in Education Act would reauthorize and improve the Education Department's statistical and research activities to ensure more accurate federal statistics to bolster school and academic library services. The bill would also improve data collection from Historically Black Colleges and Universities and other minority-serving institutions. These measures may seem like policy minutiae, but every bill that improves data about and increases awareness of library programs and services can impact future funding decisions. Moving forward, especially in an increasingly rancorous political environment, library advocates must engage to protect the federal funding we already have to serve our communities.

Shawnda Hines is deputy director of communications at ALA's Public Policy and Advocacy Office.

The White House announced in June 2023 that the Department of Education would appoint a new coordinator to address the growing threat that book bans pose for the civil rights of students, among other steps to protect the rights of LGBTQIA+ Americans.

Obama Extends Support to American Librarians

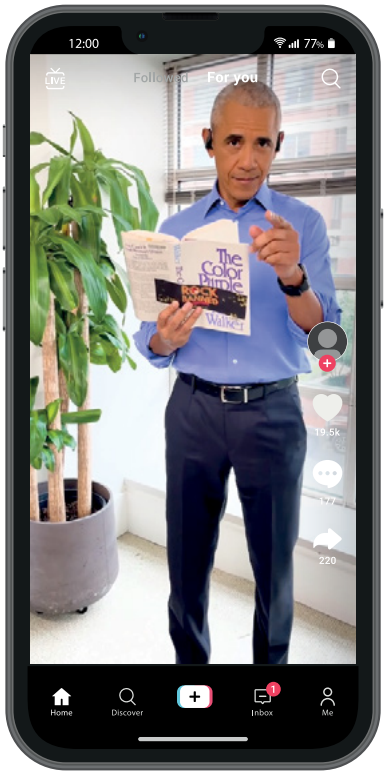
by PHIL MOREHART

Barack Obama professed his love for libraries—and his opposition to book bans—in a major way in 2023.

The former President of the United States penned an open letter July 17 extending his and former First Lady Michelle Obama's support to America's librarians in an era of rising book challenges and growing personal attacks against those who resist them.

"Today, some of the books that shaped my life—and the lives of so many others—are being challenged by people who disagree with certain ideas or perspectives," he wrote. "It's no coincidence that these 'banned books' are often written by or feature people of color, indigenous people, and members of the LGBTQ+ community—though there have also been unfortunate instances in which books by conservative authors or books containing 'triggering' words or scenes have been targets for removal. Either way, the impulse seems to be to silence, rather than engage, rebut, learn from or seek to understand views that don't fit our own.

"I believe such an approach is profoundly misguided, and contrary to what has made this country great. As I've said before, not only is it important for young people from all walks of life to see themselves represented in the pages of books, but it's also important for all of us to engage with different ideas and points of view."



Barack Obama's guest appearance on Prince George's County Memorial Library System's TikTok account.

PHOTO: PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM, VIA TIKTOK.

Obama stressed that no one understands that better than libraries.

"In a very real sense, you're on the front lines—fighting every day to make the widest possible range of viewpoints, opinions, and ideas available to everyone," he wrote. "Your dedication and professional expertise allow us to freely read and consider information and ideas, and decide for ourselves which ones we agree with.

"Whether you just started working at a school or public library, or you've been there your entire career, Michelle and I want to thank you for your unwavering commitment to the freedom to read," he continued. "All of us owe you a debt of gratitude for making sure readers across the country have access to a wide range of books, and all the ideas they contain."

Days later, Obama made waves on social media with guest appearances in TikTok videos for public libraries across the United States.

In a video for Kankakee (Ill.) Public Library (KPL), the former president appears along with KPL librarians as they highlight books that have faced calls for censorship on the shelves of schools and libraries.

For Harris County (Texas) Public Library (HCPL), Obama joined HCPL promoter Curbside Larry to promote the library's Library for All Initiative, which strives to make reading more accessible to all Houstonians, including those who need special accommodations or who speak a language other than English.

For Woodland (Calif.) Public Library's TikTok, Obama appears with library staffers—and the library's cat, Henrietta—as they tout the myriad things available to guests at the library.

And in a video for Prince George's County Memorial Library System in Maryland, Obama rocks out to Elton John's "I'm Still Standing," while reading "The Color Purple" and proclaiming that the library, "Rocks banned books. Do you?"

Thanks for your support of libraries and the freedom to read, President Obama.

About This Report

Production Team

Production Team Authors: **Leslie Burger,** Interim Executive Director, ALA; **Emily Drabinski,** 2023-2024 President, ALA and Associate Professor at the Queens College Graduate School of Library and Information Studies; **Deborah Caldwell-Stone,** Director, Office for Intellectual Freedom, ALA; **Leo S. Lo,** Dean and Professor of the College of University Libraries and Learning Services at the University of New Mexico; **Phil Morehart,** Communications Manager, Communications, Marketing, and Media Relations Office, ALA; **Chase Ollis,** Communications Manager, Communications, Marketing, and Media Relations Office, ALA; **Shawnda Hines,** Deputy Director of Communications, Public Policy and Advocacy Office, ALA

Content editor: **Jean Hodges,** Director, Communications, Marketing, and Media Relations Office, ALA

Project coordinator: **Jan Carmichael,** Senior Communications Manager, Communications, Marketing, and Media Relations Office, ALA

Design: **Lauren Ehle,** Senior Production Editor, Production Services, ALA

About ALA

The American Library Association (ALA) is the foremost national organization providing resources to inspire library and information professionals to transform their communities through essential programs and services. For more than 140 years, ALA has been the trusted voice of libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all. For more information, visit ala.org.

Press Contact

Reporters should contact:

Communications, Marketing, and Media Relations Office
American Library Association; cmomedia@ala.org

How to Cite This Report

American Library Association. The State of America's Libraries 2024: A Report from the American Library Association. 2024.

BOOK RÉSUMÉS

Unite Against Book Bans

A Free Resource to Fight Censorship in Your Community.

Introducing Book Résumés from Unite Against Book Bans, a free tool to assist teachers, librarians, parents, and community members in defending the freedom to read. **Each book résumé details a title's significance and educational value** and is easy to download and print for sharing with administrators, book review committees, and the public at board meetings.

Created in partnership with publishers, librarians, and *School Library Journal*.

RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM

125 Tower Drive
Burr Ridge, IL 60527
630.734.5000
630.734.5050
railslibraries.org

April 2, 2024

Renee Grassi
Lake Bluff Public Library
123 E. Scranton Ave
Lake Bluff, Illinois 60044

Dear Renee,

Thank you for submitting a RAILS My Library Is… Grant application. We are pleased to announce that your project will be fully funded at the requested amount:

Project name:	My Library Is...Planning for the Future: A Community Engagement Initiative for Lake Bluff Public Library
Amount requested:	$ 5,000.00

We received a large number of quality applications. We know that this is a time of great need for our member libraries. Your proposal stood out as a uniquely effective way to communicate the value of the library.

Thank again for your interest in this grant program. We look forward to working with you and incorporating your project as part of the My Library Is… campaign.

Congratulations!

Sincerely,

Monica Harris
RAILS Executive Director