

December 14th, 2021 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 Opportunity to Address Board (5 minutes per community member)(7:07pm)		
4 Consent Agenda		
	Minutes of November 16th, 2021 Board of Trustees Meeting (action)(5 minutes)(7:12pm) (Available at Meeting)	3
5 Financial Reports (White and Yellow) (5 minutes)(7:17pm)		
	November Detailed Revenue & Expense Report (action)	4A-4F
	November Detailed Balance Sheet (action)	5A-5C
6 Approval of Checks (Green) (5 minutes)(7:22pm)		
	November Check Disbursement Report (action)	6A-6G
7 Committee Reports (10 minutes)(7:32pm)		
8 New Business		
	Policy Change for Overdue Fines (action)(15 minutes)(7:47pm)	7A-7F
	Resolutions of Thanks Regarding Medical Incident at Library (action)(10 minutes)(7:57pm)	8A-8J
	Per Capita Grant Application (10 minutes)(8:07pm)	9A-9L
	Forest Bluff School Agreement (action)(10 minutes)(8:17pm)	10A-10D
9 Old Business		
	Capital Project Update/Coordinator's Report (5 minutes)(8:22pm)	
10 Director's Report (5 minutes)(8:27pm)		
	Librarian's Narrative Report	11A-11C
11 Executive Session(s)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:28pm)		
14 Attachments		
	November Statistics	12

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 14, 2021 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

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

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

Join Zoom Meeting

<https://us06web.zoom.us/j/88281673493?pwd=TFdxc3FoT1VyMEExK0FodGpKTzN4dz09>

Meeting ID: 882 8167 3493

Passcode: 001957

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Find your local number: <https://us06web.zoom.us/u/kdDoOOc9bE>

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

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
4. **Approval of Minutes**
 - a. Approval of Minutes of November 16, 2021 Board Meeting **(action)(5 minutes)(7:12pm)(available at meeting)**
5. **November 2021 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
 - a. November Detailed Revenue & Expense Report
 - b. November Detailed Balance Sheet
6. **Approval of checks (action)(5 minutes)(7:22pm)**
 - a. November Monthly Checks (14995, 14998-15028)**(action)**
7. **Committee Reports (10 minutes)(7:32pm) (Met)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Shaul.)
 - b. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)

(Did Not Meet)

 - c. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
 - d. Community Engagement Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
 - e. Human Resources Committee (**CHAIR:** Jerch. **MEMBERS:** Graziano and Heintzelman.)
 - f. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Graziano.)
 - g. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)
 - h. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes and Shaul.)
8. **New Business**
 - a. Policy Change for Overdue Fines **(action)(15 minutes)(7:47pm)**
 - b. Resolutions of Thanks Regarding Medical Incident at Library **(10 minutes)(7:57pm)**
 - c. Per Capita Grant Application **(10 minutes)(8:07pm)**
 - d. Forest Bluff School Agreement **(action)(10 minutes)(8:17pm)**
9. **Old Business**
 - a. Capital Project Update/Coordinator's Report **(5 minutes)(8:22pm)**

10. Director's Report (5 minutes)(8:27pm)

- a. Director's Narrative Report

11. Executive Session(s)

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:28pm)****Attachments:**

Statistics for November 2021

Proposed Revised Policy for Overdue Fines

Resolutions of Thanks

Per Capita Grant Application for 2022

Proposed Agreement with Forest Bluff Montessori

Upcoming Board Meetings: January 18, 2022, February 15, and March 15, 2022.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	PERIOD ENDING 11/30/2021		YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BGD USED
		ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	ACTIVITY FOR MONTH 11/30/20 INCR (DECR)	11/30/2021 NORM (ABNORM)	11/30/2020 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	30,662.42	796,194.84	927,864.47	1,014,510.00	78.48
PROPERTY TAX		0.00	30,662.42	796,194.84	927,864.47	1,014,510.00	78.48
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	209.34	25.42	1,126.34	89.46	2,100.00	53.64
080-300-34250	NON-RESIDENT FEES	400.20	356.71	3,683.53	1,989.85	5,000.00	73.67
080-300-34260	PASSPORT FEES	2,052.17	0.00	9,866.21	0.00	7,000.00	140.95
SERVICES		2,661.71	382.13	14,676.08	2,079.31	14,100.00	104.09
FINES							
080-300-35700	RENTAL FINES	338.92	35.64	2,106.40	445.42	1,000.00	210.64
FINES		338.92	35.64	2,106.40	445.42	1,000.00	210.64
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	8,439.95	7,152.50	0.00	100.00
GRANTS		0.00	0.00	8,439.95	7,152.50	0.00	100.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	9,200.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	790.00	0.00	780.00	101.28
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	9.96	0.00	193.27	142.25	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	66.11	0.00	4,236.69	5,293.55	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	228.74	1.85	6,756.87	67.55	1,000.00	675.69
MISCELLANEOUS REVENUE		304.81	1.85	11,976.83	5,503.35	12,530.00	95.59
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	13.27	54.56	70.31	577.08	3,000.00	2.34
INTEREST EARNINGS		13.27	54.56	70.31	577.08	3,000.00	2.34
Total Dept 300 - REVENUE		3,318.71	31,136.60	833,464.41	943,622.13	1,045,140.00	79.75
TOTAL REVENUES		3,318.71	31,136.60	833,464.41	943,622.13	1,045,140.00	79.75

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDGT
		MONTH 11/30/21	MONTH 11/30/20	11/30/2021	11/30/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	ACTIVITY FOR MONTH 11/30/20 INCR (DECR)	YTD BALANCE 11/30/2021 NORM (ABNORM)	YTD BALANCE 11/30/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,637.32	12,294.58	88,289.87	87,206.56	152,000.00	58.09
080-603-40030	STAFF SALARIES	32,028.86	26,905.32	230,545.21	194,426.95	372,000.00	61.97
SALARIES		44,666.18	39,199.90	318,835.08	281,633.51	524,000.00	60.85
BENEFITS							
080-603-40400	MEDICAL INSURANCE	9,628.77	8,082.48	67,521.39	57,907.89	95,000.00	71.08
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,364.61	2,947.05	24,028.20	21,179.21	38,000.00	63.23
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,210.70	3,395.98	17,732.07	24,025.46	39,000.00	45.47
BENEFITS		16,204.08	14,425.51	109,281.66	103,112.56	172,250.00	63.44
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,020.00	3,306.00	18,611.23	16,561.00	32,000.00	58.16
080-603-41020	ELEVATOR MAINTENANCE	19.00	69.00	968.00	88.00	2,000.00	48.40
080-603-41050	MAINTENANCE-GROUNDS	420.00	13.50	2,405.00	1,563.88	6,500.00	37.00
080-603-41300	COMPUTER SERVICES	0.00	0.00	11,130.00	10,130.00	13,000.00	85.62
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	0.00	2,366.14	1,464.41	4,000.00	59.15
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6.00	0.00	474.00	7,349.75	5,000.00	9.48
080-603-41350	LEGAL SERVICES	0.00	0.00	1,800.00	1,462.50	2,000.00	90.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	2,912.37	3,733.49	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,540.00	0.00
CONTRACTS		2,465.00	3,388.50	40,666.74	42,353.03	66,040.00	61.58
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	70.00	0.00	3,000.00	2.33
080-603-42440	DUES	690.00	392.00	1,501.60	948.14	2,500.00	60.06
080-603-43230	UTILITIES	1,076.39	158.35	5,703.47	7,294.25	14,000.00	40.74
080-603-43300	POSTAGE	283.40	9.90	3,135.33	1,003.50	3,500.00	89.58
080-603-43410	PRINTING/E-NEWSLETTER	2,096.99	29.99	6,222.93	2,464.94	10,000.00	62.23
080-603-43550	OFFICE SUPPLIES	586.43	329.98	4,051.34	5,459.01	6,000.00	67.52
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	780.29	0.00	1,413.94	286.63	2,000.00	70.70
080-603-43668	TECHNICAL SERVICES SUPPLIES	511.43	480.31	3,207.97	2,162.52	5,000.00	64.16
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	75.49	0.00	179.15	0.00	500.00	35.83
080-603-43710	ADULT PROGRAM SUPPLIES	(210.67)	1,455.00	4,302.81	5,108.20	7,000.00	61.47
080-603-43720	JUVENILE PROGRAM SUPPLIES	444.05	982.91	4,170.27	2,801.94	7,000.00	59.58
080-603-43730	OUTREACH SUPPLIES	163.83	83.39	1,196.87	303.42	5,000.00	23.94
080-603-43740	TEEN PROGRAM SUPPLIES	53.64	10.21	278.66	404.21	1,250.00	22.29
COMMODITIES		6,551.27	3,932.04	35,434.34	28,236.76	66,750.00	53.09
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.30	31.20	256.09	405.64	1,000.00	25.61
PROGRAM EXPENSES		25.30	31.20	256.09	405.64	1,000.00	25.61

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	ACTIVITY FOR MONTH 11/30/20 INCR (DECR)	YTD BALANCE 11/30/2021 NORM (ABNORM)	YTD BALANCE 11/30/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,251.86	2,891.05	11,485.35	8,872.87	17,000.00	67.56
080-603-45100	ADULT FICTION BOOKS	761.00	940.57	10,479.35	8,245.73	15,500.00	67.61
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	35.87	132.12	342.11	600.00	22.02
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,199.84	1,328.17	6,922.21	5,756.60	15,500.00	44.66
080-603-45220	ADULT REFERENCE/E-REFER	1,004.95	1,590.46	11,064.08	14,512.81	19,500.00	56.74
080-603-45400	JUVENILE NON-FICTION	2,612.68	606.97	6,767.03	1,966.47	11,500.00	58.84
080-603-45410	PICTURE BOOKS, READERS	341.85	1,753.12	5,621.31	3,413.36	6,000.00	93.69
080-603-45420	JUVENILE FICTION	1,439.10	33.25	5,834.04	2,067.23	7,750.00	75.28
080-603-45430	JUVENILE AUDIO-VISUAL	322.56	0.00	2,840.15	278.37	4,000.00	71.00
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,835.00	1,835.00	4,250.00	43.18
080-603-45450	TEEN BOOKS	307.13	39.46	1,181.98	489.66	2,500.00	47.28
080-603-45460	E-BOOKS	1,027.25	1,344.84	9,759.25	11,635.22	17,000.00	57.41
080-603-45470	GRAPHIC NOVELS	45.98	122.47	526.52	219.40	750.00	70.20
080-603-45500	PERIODICALS	329.80	72.00	5,712.31	3,902.73	6,750.00	84.63
080-603-45510	VIDEO GAMES	815.42	114.97	2,379.61	1,160.38	3,500.00	67.99
080-603-45520	TRENDING TITLES	105.74	35.11	439.53	213.72	2,000.00	21.98
080-603-45600	PATRON & STAFF SOFTWARE	67.93	65.87	8,943.03	7,076.37	12,000.00	74.53
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,950.00	21,950.00	22,000.00	99.77
080-603-50100	LIBRARY FURNISHINGS	79.99	0.00	1,188.54	3,175.00	1,000.00	118.85
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	7.99	1,548.73	1,000.00	0.80
080-603-58270	OTHER EQUIPMENT	0.00	0.00	282.02	0.00	7,000.00	4.03
CAPITAL EQUIPMENT		11,713.08	10,974.18	115,351.42	98,661.76	177,100.00	65.13
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	101.30	0.00	20,723.14	0.00	20,000.00	103.62
CAPITAL BUILDING		101.30	0.00	20,723.14	0.00	20,000.00	103.62
Total Dept 603 - LIBRARY ADMINISTRATION							
		81,726.21	71,951.33	640,548.47	554,403.26	1,047,140.00	61.17
TOTAL EXPENDITURES							
		81,726.21	71,951.33	640,548.47	554,403.26	1,047,140.00	61.17
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
	TOTAL REVENUES	3,318.71	31,136.60	833,464.41	943,622.13	1,045,140.00	79.75
	TOTAL EXPENDITURES	81,726.21	71,951.33	640,548.47	554,403.26	1,047,140.00	61.17
	NET OF REVENUES & EXPENDITURES	(78,407.50)	(40,814.73)	192,915.94	389,218.87	(2,000.00)	645.80

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BGD
		MONTH 11/30/21	MONTH 11/30/20	11/30/2021	11/30/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	7,152.50	0.00
	GRANTS	0.00	0.00	0.00	0.00	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	11.88	0.00	15,000.00	0.08
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	688.11	0.00	2,000.00	34.41
	MISCELLANEOUS REVENUE	0.00	0.00	699.99	0.00	17,000.00	4.12
	Total Dept 300 - REVENUE	0.00	0.00	699.99	0.00	25,152.50	2.78
	TOTAL REVENUES	0.00	0.00	699.99	0.00	25,152.50	2.78
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	7,152.50	0.00
	CONTRACTS	0.00	0.00	0.00	0.00	7,152.50	0.00
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
	COMMODITIES	0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	2,299.68	0.00	9,203.05	7,424.19	17,000.00	54.14
	PROGRAM EXPENSES	2,299.68	0.00	9,203.05	7,424.19	17,000.00	54.14
	Total Dept 603 - LIBRARY ADMINISTRATION	2,299.68	0.00	9,203.05	7,424.19	25,152.50	36.59
	TOTAL EXPENDITURES	2,299.68	0.00	9,203.05	7,424.19	25,152.50	36.59
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
	TOTAL REVENUES	0.00	0.00	699.99	0.00	25,152.50	2.78
	TOTAL EXPENDITURES	2,299.68	0.00	9,203.05	7,424.19	25,152.50	36.59
	NET OF REVENUES & EXPENDITURES	(2,299.68)	0.00	(8,503.06)	(7,424.19)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDT
		MONTH 11/30/21	MONTH 11/30/20	11/30/2021	11/30/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		3,318.71	31,136.60	834,164.40	943,622.13	1,070,292.50	77.94
TOTAL EXPENDITURES - ALL FUNDS		84,025.89	71,951.33	649,751.52	561,827.45	1,072,292.50	60.59
NET OF REVENUES & EXPENDITURES		(80,707.18)	(40,814.73)	184,412.88	381,794.68	(2,000.00)	9,220.64

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	9,521.49	(8,518.49)
	A/R - OTHER	9,521.49	(8,518.49)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	146,116.06	161,968.84
080-100-10070	CASH DRAWER OVER/SHORT	(0.66)	(47.28)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	323,063.50	524,847.34
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	22,797.04	23,673.19
	CASH/INVESTMENTS	492,127.74	710,593.89
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(20,604.89)	(20,604.89)
	DUE TO OTHER FUNDS	(20,604.89)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	1,014,514.57	1,014,514.57
	PROPERTY TAX RECEIVABLE	1,014,514.57	1,014,514.57
	Total Assets	1,500,460.91	1,700,887.08
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	22,053.37	22,053.37
	ACCRUED PAYROLL	22,053.37	22,053.37
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	29,622.46	36,393.09
	ACCOUNTS PAYABLE	29,622.46	36,393.09
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	(3,364.61)
080-200-20230	STATE INCOME TAX PAYABLE	0.00	3,364.61
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	844.49
	A/P - OTHER	0.00	844.49
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	1,014,514.57	1,014,514.57
	UNAVAILABLE PROPERTY TAXES	1,014,514.57	1,014,514.57
Total Liabilities		1,066,190.40	1,073,805.52
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	434,270.51	434,270.51
	NET POSITION/FUND BALANCE	434,270.51	434,270.51
Total Fund Balance		434,270.51	434,270.51
Beginning Fund Balance			434,270.51
Net of Revenues VS Expenditures			192,811.05
Ending Fund Balance			627,081.56
Total Liabilities And Fund Balance			1,700,887.08

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	8,439.95	8,439.95
	A/R - OTHER	8,439.95	8,439.95
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(81,376.47)	(87,930.75)
	CASH/INVESTMENTS	(81,376.47)	(87,930.75)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
	DUE TO OTHER FUNDS	20,604.89	20,604.89
Total Assets		(52,331.63)	(58,885.91)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	350.90	2,299.68
	ACCOUNTS PAYABLE	350.90	2,299.68
Total Liabilities		350.90	2,299.68
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(52,682.53)	(52,682.53)
	NET POSITION/FUND BALANCE	(52,682.53)	(52,682.53)
Total Fund Balance		(52,682.53)	(52,682.53)
Beginning Fund Balance			(52,682.53)
Net of Revenues VS Expenditures			(8,503.06)
Ending Fund Balance			(61,185.59)
Total Liabilities And Fund Balance			(58,885.91)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/10/2021	LIBCK	14995	737758339545	AMAZON	OFFICE SUPPLIES	080-603-43550	24.23
		14995	657673456385		OFFICE SUPPLIES	080-603-43550	33.76
		14995	783344684359		OFFICE SUPPLIES	080-603-43550	13.99
		14995	463893789556		ADULT PROGRAM SUPPLIES	080-603-43710	14.33
		14995	448358544993		JUVENILE PROGRAM SUPPLIES	080-603-43720	13.78
		14995	439558345653		JUVENILE PROGRAM SUPPLIES	080-603-43720	72.96
		14995	453534566575		TEEN PROGRAM SUPPLIES	080-603-43740	28.50
		14995	863949478979		ADULT NON-FICTION BOOKS	080-603-45000	22.49
		14995	465795463953		ADULT NON-FICTION BOOKS	080-603-45000	15.79
		14995	747574359536		ADULT FICTION BOOKS	080-603-45100	20.99
		14995	458954388987		ADULT FICTION BOOKS	080-603-45100	40.74
		14995	557835458666		ADULT FICTION BOOKS	080-603-45100	20.37
		14995	934679839459		ADULT FICTION BOOKS	080-603-45100	13.49
		14995	446838638696		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14995	686744338885		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.99
		14995	466586393757		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14995	755879955954		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14995	839346597786		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.27
		14995	859679657857		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.48
		14995	939668737996		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.89
		14995	937994457844		ADULT AUDIO VISUAL MATERIAL	080-603-45200	41.27
		14995	464743664386		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		14995	644574567479		ADULT AUDIO VISUAL MATERIAL	080-603-45200	46.98
		14995	454747679459		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.97
		14995	677895795446		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14995	889764565769		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.56
		14995	777834845569		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.78
		14995	877779384895		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14995	444353737887		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14995	463866473555		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.98
		14995	558965993848		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14995	736567347694		ADULT AUDIO VISUAL MATERIAL	080-603-45200	7.99
		14995	746874364345		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14995	786387886755		ADULT AUDIO VISUAL MATERIAL	080-603-45200	47.92
		14995	637568457739		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.98
		14995	448686664864		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14995	534433387898		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14995	834678779389		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.49
		14995	745544979636		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.98
		14995	549755496965		ADULT AUDIO VISUAL MATERIAL	080-603-45200	91.15

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
14995		436578663588			ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.59
14995		469497854538			ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.85
14995		498544533746			ADULT AUDIO VISUAL MATERIAL	080-603-45200	136.10
14995		463465946695			ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.95
14995		563444956448			ADULT AUDIO VISUAL MATERIAL	080-603-45200	56.89
14995		694874565694			ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.20
14995		573765975387			ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
14995		588875988854			ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.78
14995		669896675558			ADULT AUDIO VISUAL MATERIAL	080-603-45200	78.90
14995		986574655694			ADULT AUDIO VISUAL MATERIAL	080-603-45200	61.13
14995		587363553558			ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.03)
14995		669359574576			ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.03)
14995		754384333589			ADULT AUDIO VISUAL MATERIAL	080-603-45200	(4.20)
14995		458563784994			ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.82)
14995		858687699475			ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.02)
14995		968595687365			PICTURE BOOKS, READERS	080-603-45410	148.49
14995		447876675869			PICTURE BOOKS, READERS	080-603-45410	143.66
14995		883746484577			JUVENILE FICTION	080-603-45420	61.88
14995		984546576487			JUVENILE FICTION	080-603-45420	135.94
14995		853759765773			JUVENILE FICTION	080-603-45420	10.99
14995		887737895964			JUVENILE FICTION	080-603-45420	16.99
14995		675369557485			JUVENILE AUDIO-VISUAL	080-603-45430	50.91
14995		448358544993			JUVENILE AUDIO-VISUAL	080-603-45430	78.68
14995		883746484577			TEEN BOOKS	080-603-45450	4.78
14995		883746484577			GRAPHIC NOVELS	080-603-45470	45.98
14995		553554733688			VIDEO GAMES	080-603-45510	358.51
14995		869549547935			VIDEO GAMES	080-603-45510	56.98
14995		455683997763			VIDEO GAMES	080-603-45510	199.96
14995		875475457478			VIDEO GAMES	080-603-45510	199.97
14995		997369358654			TRENDING TITLES	080-603-45520	20.99
14995		576553959493			TRENDING TITLES	080-603-45520	42.95
14995		489937479845			TRENDING TITLES	080-603-45520	18.84
14995		667787766783			TRENDING TITLES	080-603-45520	22.96
14995		889379443853			LIBRARY FURNISHINGS	080-603-50100	79.99
14995		556938838377			USE OF DONATIONS/TEMPORARY EX	082-603-99999	22.31
14995		676464368864			USE OF DONATIONS/TEMPORARY EX	082-603-99999	35.61
14995		768884739585			USE OF DONATIONS/TEMPORARY EX	082-603-99999	18.29
14995		935455834979			USE OF DONATIONS/TEMPORARY EX	082-603-99999	41.82
14995		465689636694			USE OF DONATIONS/TEMPORARY EX	082-603-99999	24.36

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							3,342.11
12/10/2021	LIBCK	14996		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From	Check Run Process		
12/10/2021	LIBCK	14997		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From	Check Run Process		
12/10/2021	LIBCK	14998	2036246424	BAKER & TAYLOR ENTERTAIN	TECHNICAL SERVICES SUPPLIES	080-603-43668	17.81
		14998	2036266502		TECHNICAL SERVICES SUPPLIES	080-603-43668	35.53
		14998	2036246425		TECHNICAL SERVICES SUPPLIES	080-603-43668	35.83
		14998	2036330120		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.10
		14998	2036275217		TECHNICAL SERVICES SUPPLIES	080-603-43668	23.20
		14998	2036256328		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.22
		14998	2036344658		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.25
		14998	2036262890		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.71
		14998	2036295151		TECHNICAL SERVICES SUPPLIES	080-603-43668	23.24
		14998	2036243525		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.08
		14998	2036243191		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14998	2036243347		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14998	2036275178		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.14
		14998	2036272369		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14998	2036307793		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.85
		14998	2036340062		TECHNICAL SERVICES SUPPLIES	080-603-43668	27.85
		14998	2036281567		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		14998	2036372095		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.17
		14998	2036303420		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.79
		14998	2036266571		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.76
		14998	2036262890		ADULT NON-FICTION BOOKS	080-603-45000	334.11
		14998	2036275178		ADULT NON-FICTION BOOKS	080-603-45000	169.21
		14998	2036340062		ADULT NON-FICTION BOOKS	080-603-45000	294.84
		14998	2036303420		ADULT NON-FICTION BOOKS	080-603-45000	318.89
		14998	2036266571		ADULT NON-FICTION BOOKS	080-603-45000	96.53
		14998	2036330120		ADULT FICTION BOOKS	080-603-45100	314.50
		14998	2036281567		ADULT FICTION BOOKS	080-603-45100	43.13
		14998	2036372095		ADULT FICTION BOOKS	080-603-45100	307.78
		14998	2036275217		JUVENILE NON-FICTION	080-603-45400	664.55
		14998	2036256328		JUVENILE NON-FICTION	080-603-45400	560.41
		14998	2036344658		JUVENILE NON-FICTION	080-603-45400	8.96
		14998	2036243525		JUVENILE NON-FICTION	080-603-45400	283.75
		14998	2036307793		JUVENILE NON-FICTION	080-603-45400	578.92
		14998	2036340062		JUVENILE NON-FICTION	080-603-45400	516.09

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		14998	2036243191		PICTURE BOOKS, READERS	080-603-45410	49.70
		14998	2036266502		JUVENILE FICTION	080-603-45420	465.12
		14998	2036246425		JUVENILE FICTION	080-603-45420	445.39
		14998	2036295151		JUVENILE FICTION	080-603-45420	302.79
		14998	2036246424		TEEN BOOKS	080-603-45450	273.82
		14998	2036243347		TEEN BOOKS	080-603-45450	11.35
		14998	2036272369		TEEN BOOKS	080-603-45450	17.18
							6,321.38
12/10/2021	LIBCK	14999	84056	CHICAGO SPRINKLER COMPAN	MAINTENANCE-GROUNDS	080-603-41050	120.00
12/10/2021	LIBCK	15000	9156575894	CINTAS	MAINTENANCE SUPPLIES-BUILDING	080-603-43660	674.30
12/10/2021	LIBCK	15001	COM121221	COMCAST	UTILITIES	080-603-43230	158.35
12/10/2021	LIBCK	15002	27955	CRYSTAL MAINTENANCE SERV	BUILDG MAINT/CLEANING SERVICE	080-603-41000	645.00
12/10/2021	LIBCK	15003	7047614	DEMCO, INC	OFFICE SUPPLIES/STAPLER	080-603-43550	28.31
		15003	7047614		TECHNICAL SERVICES SUPPL/MEDI	080-603-43668	149.47
							177.78
12/10/2021	LIBCK	15004	370222	FINDAWAY WORLD LLC	JUVENILE AUDIO-VISUAL	080-603-45430	154.99
12/10/2021	LIBCK	15005	JIL112921	FIRST BANKCARD	OUTREACH SUPPL/TARP BOOK BIKE	080-603-43730	12.99
		15005	JIL112921		OUTREACH SUPPL/TABLECLOTHS/IT	080-603-43730	6.00
							18.99
12/10/2021	LIBCK	15006	ANN112921	FIRST BANKCARD	P&S SOFTWARE/TECHSOUP/MICROSC	080-603-45600	52.00
		15006	ANN112921		USE OF DONATIONS/2ND PAYMENT	082-603-99999	75.75
							127.75
12/10/2021	LIBCK	15007	ELI112921	FIRST BANKCARD	OFFICE SUPPLIES/DIGITAL SCALE	080-603-43550	29.99
		15007	ELI112921		JUVENILE PROGRAM SUPPL/HOLIDA	080-603-43720	50.74
		15007	ELI112921		JUVENILE PROGRAM SUPPL/HOLIDA	080-603-43720	12.38
		15007	ELI112921		TEEN PROGRAM SUPPLIES/CRAFTS	080-603-43740	25.14
		15007	ELI112921		JUVENILE AUDIO-VISUAL/DVDS	080-603-45430	37.98
		15007	ELI112921		USE OF DONATIONS/KIWANIS/APPS	082-603-99999	9.54
							165.77
12/10/2021	LIBCK	15008	ERI112921	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO ST	080-603-41000	98.00
		15008	ERI112921		POSTAGE/PASSPORTS	080-603-43300	53.20
		15008	ERI112921		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	8.68
		15008	ERI112921		PATRON & STAFF SOFTWARE/ADOBE	080-603-45600	15.93

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15008	ERI112921		MISCELLANEOUS EXPENSES/PAYPAI	080-603-46100	25.30
		15008	ERI112921		USE OF DONATIONS/FRIENDS/APPI	082-603-99999	223.00
		15008	ERI112921		USE OF DONATIONS/FRIENDS/MACE	082-603-99999	1,849.00
							2,273.11
12/10/2021	LIBCK	15009	MCO112921	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	230.20
		15009	MCO112921		PRINTING/E-NEWSLETTER/ADOBE S	080-603-43410	29.99
		15009	MCO112921		OFFICE SUPPLIES/PASSPORT STAM	080-603-43550	19.99
		15009	MCO112921		HOSPITALITY/FLOWERS FOR B. RE	080-603-43700	75.49
		15009	MCO112921		OUTREACH SUPPLIES/GO WIFI	080-603-43730	2.25
		15009	MCO112921		EXT BUILDING IMPROV/STAFF PAF	080-603-51200	101.30
							459.22
12/10/2021	LIBCK	15010	543654874	GRANITE TELECOMMUNICATIO	UTILITIES	080-603-43230	372.07
12/10/2021	LIBCK	15011	HP2021-0591	HALL PASS	OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	6.00
12/10/2021	LIBCK	15012	7731	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	240.00
12/10/2021	LIBCK	15013	REY112421	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	300.00
12/10/2021	LIBCK	15014	DMARVA22-889	JO-ANN STORES, LLC	ADULT REFERENCE/E-REFER	080-603-45220	500.00
12/10/2021	LIBCK	15015	274772	KANOPY LLC	ADULT REFERENCE/E-REFER	080-603-45220	98.00
12/10/2021	LIBCK	15016	11819	LF/LB CHAMBER OF COMMERCE	DUES	080-603-42440	340.00
12/10/2021	LIBCK	15017	WEB112921	MARY WEBBER	JUVENILE PROGRAM SUPPLIES	080-603-43720	5.13
		15017	WEB120221		JUVENILE PROGRAM SUPPLIES	080-603-43720	14.32
							19.45
12/10/2021	LIBCK	15018	501279927	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.99
		15018	501353190		ADULT REFERENCE/E-REFER	080-603-45220	406.95
							441.94
12/10/2021	LIBCK	15019	SVC00035060	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	343.00
12/10/2021	LIBCK	15020	NYT120821	NEW YORK TIMES	PERIODICALS	080-603-45500	329.80
12/10/2021	LIBCK	15021	713059005-01	OTC BRANDS, INC.	JUV PROGRAM SUPPLIES/HOLIDAY	080-603-43720	182.74
		15021	713246706-01		JUVENILE PROGRAM SUPPLIES	080-603-43720	92.00
		15021	713059005-01		OUTREACH SUPPLIES/HOLIDAY CRA	080-603-43730	142.59
							417.33

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12/10/2021	LIBCK	15022	01018CO21453349	OVERDRIVE , INC	E-BOOKS	080-603-45460	272.50
		15022	01018CO21461013		E-BOOKS	080-603-45460	283.90
		15022	01018CP21477164		E-BOOKS	080-603-45460	470.85
							1,027.25
12/10/2021	LIBCK	15023	8777	RAILS	DUES	080-603-42440	350.00
12/10/2021	LIBCK	15024	0906365972	STANLEY ACCESS TECH LLC	MAINTENANCE-BUILDING	080-603-41000	238.00
12/10/2021	LIBCK	15025	3494518981	STAPLES	OFFICE SUPPLIES/STAPLER/INK	080-603-43550	28.28
		15025	3494518983		OFFICE SUPPLIES	080-603-43550	68.69
		15025	3493728419		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	37.27
		15025	3493728419		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	36.80
		15025	3494518982		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	23.24
		15025	3494518981		TECHNICAL SERVICES SUPP/BOOK	080-603-43668	97.60
							291.88
12/10/2021	LIBCK	15026	319149	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	456.00
12/10/2021	LIBCK	15027	VIL112321	VILLAGE OF LAKE BLUFF	VISION INSUR OCTOBER 2021	080-100-11580	42.96
		15027	VIL112321		LIFE INSUR OCTOBER 2021	080-100-11580	44.82
		15027	VIL112321		IMRF EE CONTRIB OCTOBER 2021	080-100-11580	1,670.01
		15027	VIL112321		MED INSUR OCTOBER 2021	080-100-11580	9,531.74
		15027	VIL112321		IMRF ER CONTRIB OCTOBER 2021	080-100-11580	3,662.87
		15027	VIL112321		DENTAL INSUR OCTOBER 2021	080-100-11580	646.00
		15027	VIL112321		VISION INSUR FROM PPO OCTOBER	080-100-11580	52.93
		15027	550		ELEVATOR MAINTENANCE	080-603-41020	19.00
		15027	LB112421		UTILITIES	080-603-43230	545.97
							16,216.30
12/10/2021	LIBCK	15028	18327	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	2,067.00
					TOTAL - ALL FUNDS	TOTAL OF 34 CHECKS (2 voided)	38,692.77

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	15,651.33
080-603-41000	MAINTENANCE-BUILDING	2,020.00
080-603-41020	ELEVATOR MAINTENANCE	19.00
080-603-41050	MAINTENANCE-GROUNDS	420.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6.00
080-603-42440	DUES	690.00
080-603-43230	UTILITIES	1,076.39
080-603-43300	POSTAGE	283.40
080-603-43410	PRINTING/E-NEWSLETTER	2,096.99

User: EBAILEY

CHECK DATE FROM 11/17/2021 - 12/15/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-43550					OFFICE SUPPLIES		247.24
080-603-43660					MAINTENANCE SUPPLIES-BUILDING		780.29
080-603-43668					TECHNICAL SERVICES SUPPLIES		511.43
080-603-43700					HOSPITALITY PROGRAM SUPPLIES		75.49
080-603-43710					ADULT PROGRAM SUPPLIES		14.33
080-603-43720					JUVENILE PROGRAM SUPPLIES		444.05
080-603-43730					OUTREACH SUPPLIES		163.83
080-603-43740					TEEN PROGRAM SUPPLIES		53.64
080-603-45000					ADULT NON-FICTION BOOKS		1,251.86
080-603-45100					ADULT FICTION BOOKS		761.00
080-603-45200					ADULT AUDIO VISUAL MATERIAL		1,199.84
080-603-45220					ADULT REFERENCE/E-REFER		1,004.95
080-603-45400					JUVENILE NON-FICTION		2,612.68
080-603-45410					PICTURE BOOKS, READERS		341.85
080-603-45420					JUVENILE FICTION		1,439.10
080-603-45430					JUVENILE AUDIO-VISUAL		322.56
080-603-45450					TEEN BOOKS		307.13
080-603-45460					E-BOOKS		1,027.25
080-603-45470					GRAPHIC NOVELS		45.98
080-603-45500					PERIODICALS		329.80
080-603-45510					VIDEO GAMES		815.42
080-603-45520					TRENDING TITLES		105.74
080-603-45600					PATRON & STAFF SOFTWARE		67.93
080-603-46100					MISCELLANEOUS EXPENSES		25.30
080-603-50100					LIBRARY FURNISHINGS		79.99
080-603-51200					EXT BUILDING IMPROVEMENTS		101.30
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		2,299.68
					TOTAL		38,692.77

Policy Change on Overdue Fines

December 14, 2021

SUMMARY: The Finance Committee met on December 6th and reviewed proposed changes to Library policy on overdue fines. The proposed changes would eliminate overdue charges and make the following adjustments to the handling of overdue and lost items:

- An item is overdue past 11:59pm on its due date, if not returned.
- After 14 days overdue the patron's account is blocked.
- After 45 days overdue the item's cost is charged to the patron's account.
- After 180 days overdue the item can no longer be returned and the replacement charge waived, it is considered Lost and the replacement charge must be paid.

Careful research has gone into the proposed changes and the plan for rollout. The case statement document, proposed revised policy, and a sample of the proposed graphics for rollout are included in the packet for informational purposes. Additional information, including a draft budget for FY22-23, is available on request.

The Finance Committee voted 2 to 1 to send the proposed policy change to the Library Board.

RECOMMENDATION: Our overdue fine revenue has dwindled over the years through policy changes, now equaling only a projected \$2,500 this Fiscal Year. We budgeted for zero overdue fine revenue in FY21-22 and are budgeting for no overdue fine revenue in FY22-23. No overdue fines has quickly become a patron expectation, and the change will be well received. **I recommend the policy changes be approved, to go into effect January 1, 2022.**

Respectfully submitted,

Eric Scott Bailey

SUMMARY: The purpose of this document is to provide a summary of the case for fine free as work begins on possible implementation.

- **Research on Fines**
 - **Recent research on fines has shown that they are ineffective and impede the Library's mission and goals.**
 - **No Impact on Patron Behavior** - They do not make patrons more responsible. When public libraries have gone fine free, the average checkout time stays the same or decreases. A summary is available here: https://www.libraryconnection.info/documents/fine_free_policies_report_SC-2019-03-22.pdf
 - **Obstacle to Usage** - Fines can be an obstacle to Library usage for some patrons. <https://www.cde.state.co.us/cdelib/removingbarrierstoaccess>
 - This is not just a problem for lower income families. Families with young children are often deterred from usage because kids sometimes run up fines that adults are then responsible for.
 - **Fine Free, More Usage** - Public libraries that have gone fine free often experience a surge in circulation and usage. After going fine free in September of 2019, Chicago Public Library experienced a 25% increase in usage over the next 6 months. <https://news.wttw.com/2020/10/28/elimination-library-fines-pays-library-officials-tell-aldermen>
- **Financial Impact**
 - **Not Eliminating a Revenue Line**
 - The Library will not be eliminating a revenue line by going fine free. Replacement fees for lost items, damaged items, replacement cards, etc. will still be charged.
 - **Not Budgeted**
 - The Library passed its FY2021-2022 budget assuming no overdue fees collected, and the budget for FY2022-2023 is being prepared in the same manner.
 - **Fine Free Continues an Ongoing Trend at LBPL**
 - The Library has made policy decisions over the past 20 years that have improved service and reduced fine revenue. Over the past 30 years, the highest overdue fine revenue total was \$18,960 in FY1998-1999 with a much smaller number of materials being checked out.
 - The Library has in the past charged for the checkout of certain high demand materials, such as DVDs and new books.
 - Length of checkout time has been extended over time, which impacted how quickly fines started applying.
 - Color copy and fax fees were lowered in 2016 to more accurately reflect actual cost to the Library.
 - The convenience fee for credit card transactions was eliminated in 2016 because it was preventing patrons from paying credit cards; credit card usage subsequently increased.
 - Auto renewals were implemented in May of 2020. This last change alone has decreased fine revenue by approximately 67.5%.
 - **Projected Deferred Income**
 - At present levels of activity, fine revenue represents approximately \$2,500 in revenue per year.
 - This represents 0.26% of expected revenue for FY22-23.
 - At highest in 1998-1999, they made up 4.9% of all revenue.
 - **Impact of Alternate Revenue Sources**
 - New income sources diminish the relevance of fine revenue:

- Projected \$16K in revenue from passport applications in 2022-2023, with an ongoing annual minimum of \$10K.
- Annual partnership with brewery, \$650.
- Projected minimum of \$1K for the new license plate renewal program.
- Honorarium from Lake Bluff 125 Committee of \$2,000 for Library's assistance with planning and programs. With the party slated to be repeated, this will be a regular (if not always this generous) contribution.
- A total of \$1,550 received from Intergovernmental Agreements with local schools.
- **Financial Bonuses from Going Fine Free**
 - Expected positive impacts from going fine free:
 - **Increased Return Rate for Long Overdue** - Chicago Public Library experienced a 240% increase in the return of long-overdue items upon going fine free. A better return rate on long overdue items saves money that would have been spent on replacements. <https://chicago.suntimes.com/news/2019/10/30/20940677/chicago-public-library-no-fines-book-returns-increase-lightfoot>
 - **Saves Staff Time** - Staff time is currently estimated at 4 hours per week. At an average of \$17 per hour, this represents \$3,536 per year in valuable staff time spent on fines.
 - **Increases to Other Revenue** – Going fine free increases circulation, and higher circulation correlates with higher service usage...including sale of nonresident cards and photocopies.
- **Changing Philosophy**
 - A survey of the 25 closest public libraries found only 2 that were NOT fine free, both libraries for whom fine revenue is still a substantial percentage of revenue.
- **Patron Expectations**
 - Staff are getting a growing number of questions about fines. Patron frustration is also increasing.
 - Incidents where patrons did not expect to be charged late fees are increasing.

CONCLUSION: Fine free works and is beneficial for patrons as well as Library finances. I strongly encourage the Board to move on implementing fine free policy changes to go into effect January 1, 2022. Fine free has been widely implemented on the North Shore and has quickly become the norm. Rather than trying to implement a new trend, we are now in the position of seeking to avoid being viewed as out of touch or intransigent.

Respectfully submitted,

Eric Scott Bailey

CIR-13: Overdue Materials

Materials are considered overdue when:

- They have not been returned by opening on the day after the item due date or;
- They have not been renewed by 11:59pm on the item due date.

~~Patrons are expected to pay overdue fines as detailed in the Fines and Fees section of this policy.~~

CIR-14: Lost/Claims Returned Materials

Library materials are considered ~~lost-overdue~~ when they are still checked out after 11:59am on the stated due date. After ~~five-two(2)~~ weeks (35-14 calendar days) ~~overdue from past~~ the due date, the patron's account will be blocked. An item becomes 'Long Overdue' when it is overdue 45 days, and the replacement cost will then be charged to the patron's account. Overdues can be returned to the Library, and the replacement cost waived, up until they are 180 days overdue. Past that date, they are considered Lost and the replacement cost must be paid. Patrons are expected to pay for lost items as detailed in the Fines and Fees section of this policy. Patrons are encouraged to contact the library if they believe that they returned an item that is still associated with their account. Library staff will conduct shelf checks for these items.

CIR-16: Specific Fines and Fees

Cardholders are responsible for all materials, fines, and fees associated with their account. In the case of cardholders under the age of 18, parents or legal guardians are responsible for materials, fines, and fees associated with the account. The Library may make use of a collection service or other appropriate legal remedies to obtain the return of or payment for lost, ~~overdue~~, claims returned, or damaged Library materials.

A specific schedule of fines and fees is included in the following sections.

CIR-16.1: Overdue Materials

- No fines are charged for overdue materials.
- ~~Books: \$0.10 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.~~
- ~~Periodicals: \$0.10 per day, not to exceed the cost of the item or \$3.00 if the cost of the item is not available.~~
- ~~Music CDs: \$0.10 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.~~
- ~~Audiobooks: \$0.10 per day, not to exceed the cost of the item or \$50.00 if the cost of the item is not available.~~
- ~~DVDs/Blu rays: \$1.00 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.~~
- ~~Video Games: \$1.00 per day, not to exceed the cost of the item or \$50.00 if the cost of the item is not available.~~
- ~~Interlibrary Loans: \$1.00 per day, not to exceed \$25.00.~~

CIR-17: Account Blocks ~~(based on unpaid fines/fees)~~

Patrons are not permitted to check out Library materials when they owe fines and/or fees that total of \$10.00 or more. Additionally, patrons with items overdue 14 or more days will be blocked until the item(s) are returned or replacement cost is paid. If a patron has overdue books or fines at another library, the Library will deny borrowing privileges until the materials are returned or the debt is paid.



NEW YEAR *no fines!*

**The Lake Bluff Library will be
fine free effective 1/1/2022.**

What does going fine free mean?

Going fine free means that the Library will no longer charge overdue fines.

Why did the Library decide to go fine free?

In short: to provide you with a better library experience and to better align with our institutional and professional values. More details are available at lakeblufflibrary.org/finefree.

How are you going to get people to return their materials without charging fines?

Fine free only means that we do not charge overdue fines for late returns; however, due dates will still apply and patrons are still responsible for the replacement cost of materials that are not returned.

What will happen when an item becomes overdue?

Patrons will be notified when an item becomes overdue. When the item is 14 days overdue, the patron's account will be blocked from borrowing more materials until the item is returned. At 45 days overdue, the patron will be billed for the cost of the item. If the item is returned within 6 months of the original due date, we will waive the replacement cost.

Is the Library going to lose money by going fine free? Will my property taxes increase?

This change is budget neutral and will not affect your property taxes. Other revenue lines like passports bring in more than enough money to cover the cost of going fine free.

I like to think of my overdue fines as my donation to the Library. Are there other ways that I can support the Library?

Yes! You can make monetary donations directly to the Library. The Lake Bluff Library Foundation and the Friends of the Lake Bluff Library are also two great non-profits that raise money for the Library.



Resolutions of Thanks for Members of the Library Staff

December 14, 2021

SUMMARY: On October 28, 2021 a community member present in the Library's Spruth Meeting Room experienced a major medical incident. A sudden emergency event is always a challenge. The Library and community of Lake Bluff can and should be proud of the response of the staff members who were present to handle the situation. Staff responded as a team, providing the critical decisions and actions necessary to provide a positive resolution to the incident.

RECOMMENDATION: This represents action taken well beyond expectations, and should be rewarded accordingly. I recommend that part of that reward be a vote of thanks for each of the staff members involved that evening.

Respectfully submitted,

Eric Scott Bailey

RESOLUTION NO. 2021-03

Resolution of Thanks to Jillian Chapman

Lake Bluff Public Library

WHEREAS, on October 28, 2021 at 6:15pm a member of the public experienced a major medical event while in the Library's Spruth Meeting Room and became unresponsive; and

WHEREAS, Jillian Chapman assisted in assessing the patron and making the decision to call 911; and

WHEREAS, Ms. Chapman initiated CPR, which she continued until first responders arrived; and

WHEREAS, Ms. Chapman then provided assistance and comfort to the spouse of the unresponsive person after first responders arrived and took over resuscitation efforts; and

WHEREAS, Ms. Chapman assisted in the cleanup and incident resolution that followed, and;

WHEREAS, Ms. Chapman's efforts were critical to ensuring the patron received immediate medical attention and that the Library's response to the incident was quick and effective.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Jillian Chapman for her actions on behalf of the Library and the community of Lake Bluff the evening of October 28, 2021.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. Chapman with a signed copy of this resolution and a Certificate of Thanks, and to place a signed copy of the resolution in her personnel file.

SECTION 3: EFFECTIVE DATE

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

PASSED by the Board of Library Trustees on the 14th day of December, 2021 by a vote

of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST: _____
Bonnie Shaul, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

RESOLUTION NO. 2021-04**Resolution of Thanks to Anna Fifhause****Lake Bluff Public Library**

WHEREAS, on October 28, 2021 at 6:15pm a member of the public experienced a major medical event while in the Library's Spruth Meeting Room and became unresponsive; and

WHEREAS, Anna Fifhause assisted in assessing the patron and making the decision to call 911; and

WHEREAS, Ms. Fifhause retrieved the Library's AED device and brought it to the Spruth Meeting Room; and

WHEREAS, Ms. Fifhause relayed information about the person's status from the staff member performing CPR in the Spruth Room to the staff member in Youth Services on the phone with the 911 operator; and

WHEREAS, Ms. Fifhause organized staff members to clear the building and provide a clear path for paramedics as they arrived, and;

WHEREAS, Ms. Fifhause assisted with cancelling the evenings program and closing the Library for the remainder of the evening.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Anna Fifhause for her actions on behalf of the Library and community of Lake Bluff the evening of October 28, 2021.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. Fifhause with a signed copy of this resolution and a Certificate of Thanks, and to place a signed copy of the resolution in her

personnel file.

SECTION 3: EFFECTIVE DATE

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

PASSED by the Board of Library Trustees on the 14th day of December, 2021 by a vote

of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST: _____
Bonnie Shaul, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

RESOLUTION NO. 2021-05**Resolution of Thanks to Elizabeth Crampton****Lake Bluff Public Library**

WHEREAS, on October 28, 2021 at 6:15pm a member of the public experienced a major medical event while in the Library's Spruth Meeting Room and became unresponsive; and

WHEREAS, Elizabeth (Lizzie) Crampton called 911 from Youth Services when directed to do so; and

WHEREAS, Ms. Crampton provided information to the 911 operator, including updates on the patron's status; and

WHEREAS, Ms. Crampton assisted in clearing the building and creating a path for first responders and paramedics to quickly get to the Spruth Room; and

WHEREAS, Ms. Crampton stayed by the Library's front door to provide information to community members unaware of the situation.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Elizabeth (Lizzie) Crampton for her actions on behalf of the Library and community of Lake Bluff the evening of October 28, 2021.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. Crampton with a signed copy of this resolution and a Certificate of Thanks, and to place a signed copy of the resolution in her personnel file.

SECTION 3: EFFECTIVE DATE

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

PASSED by the Board of Library Trustees on the 14th day of December, 2021 by a vote

of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

Bonnie Shaul, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

RESOLUTION NO. 2021-06**Resolution of Thanks to Claire Osada****Lake Bluff Public Library**

WHEREAS, on October 28, 2021 at 6:15pm a member of the public experienced a major medical event while in the Library's Spruth Meeting Room and became unresponsive; and

WHEREAS, Claire Osada took over responsibilities on the Main Floor of the Library, allowing for the three (3) other staff members present to focus on the unresponsive patron ; and

WHEREAS, Ms. Osada called and notified the Director and Head of Adult Services Martha O'Hara of the situation; and

WHEREAS, Ms. Osada assisted in clearing the Library and creating a path for first responders and paramedics to quickly get to the Spruth Room; and

WHEREAS, Ms. Osada helped notify patrons scheduled to attend a presentation later in the evening and close the building for the day.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Claire Osada for her actions on behalf of the Library and community of Lake Bluff the evening of October 28, 2021.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. Osada with a signed copy of this resolution and a Certificate of Thanks, and to place a signed copy of the resolution in her personnel file.

SECTION 3: EFFECTIVE DATE

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

PASSED by the Board of Library Trustees on the 14th day of December, 2021 by a vote

of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

Bonnie Shaul, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

RESOLUTION NO. 2021-07**Resolution of Thanks to Martha O'Hara****Lake Bluff Public Library**

WHEREAS, on October 28, 2021 at 6:15pm a member of the public experienced a major medical event while in the Library's Spruth Meeting Room and became unresponsive; and

WHEREAS, Martha O'Hara was not present in the building at the time of the incident but rushed back when notified; and

WHEREAS, Ms. O'Hara assisted in the closure of the Library and cancellation of the evening's program, sharing information on the website and through social media; and

WHEREAS, Ms. O'Hara arranged for an overnight special cleaning that allowed for a full return of regular services the next morning; and

WHEREAS, Ms. O'Hara has been essential to the assessment of the Library's response to the situation.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Martha O'Hara for her actions on behalf of the Library and community of Lake Bluff the evening of October 28, 2021.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. O'Hara with a signed copy of this resolution and a Certificate of Thanks, and to place a signed copy of the resolution in her personnel file.

SECTION 3: EFFECTIVE DATE

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

PASSED by the Board of Library Trustees on the 14th day of December, 2021 by a vote

of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

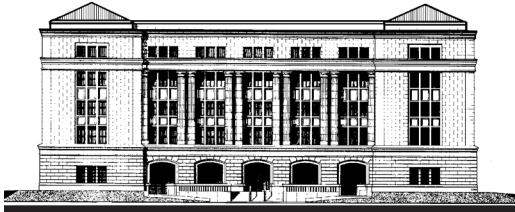
Bonnie Shaul, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

2022 Per Capita Grant Application

The Library's annual Per Capita Grant application is due before January 15, 2022. As in previous years, the draft application is presented here to meet a State filing requirement and as information for the Trustees. No action is needed or requested, as much or as little discussion may occur as the Trustee's would like.

Respectfully submitted,

Eric Scott Bailey



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: _____
(First Name) *(Last Name)*

Preparer's Title: _____

Preparer's Phone Number: _____

Preparer's Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

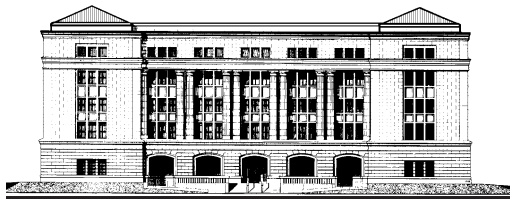
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Library Name: _____ City: _____

Control Number: _____ Branch Number: _____

Fiscal Year 2020 Exact amount of Per Capita Grant received: _____

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, genres and formats, including electronic resources, books on tape, DVDs, CDs, etc.*)

Programs (*summer reading, Mom & Tot, educational, instructional, etc.*)

Personnel

Electronic Access (*databases, resource sharing, LLSAPs, system fees, etc.*)

Continuing Education (*staff and/or board*)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.) Must be specific.

AGREEMENT FOR LIBRARY SERVICES

The term of This Agreement (IGA) For Library Services is from December 1, 2021, and ends November 30, 2022, unless sooner terminated, by and between Forest Bluff Montessori School (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

RECITALS

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

WHEREAS, in exchange for the provision of library services to the Students, the SCHOOL wishes to offer the LIBRARY payment for expenses incurred in the implementation of the IGA.

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

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

2. Term and Renewal of IGA.

This IGA is effective December 1, 2021, and ends November 30, 2022, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of Fifty Dollars (\$50) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by January 1, 2022, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Indemnification.

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

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

5. Insurance.

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

6. Amendments to this IGA.

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

7. Savings Clause.

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

8. Publicity.

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

9. Notice.

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

To the Library:

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

To the School:

Forest Bluff School
8 W. Scranton Avenue
Lake Bluff, IL 60044

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

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

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

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

LIBRARY: BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY By: _____ Kathy Meierhoff Its: President Date: _____ ATTEST: By: _____ Bonnie Shaul Its: Secretary Date: _____	SCHOOL: FOREST BLUFF MONTESSORI SCHOOL By: _____ Its: Date: _____ ATTEST: By: _____ Its: Date: _____
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Director's Report – December 2021

Programs

- Adult
 - Our November 15 program *Girls of the 50's* with vocalist Heather Braoudakis had 18 registrants.
 - Our November 30 program *Through the Eyes of Hubble* with Michelle Nichols had 17 registrants.
 - Our December 2 program *Holiday Movies and Music* hosted by John LeGear had 19 registrants.
 - We had a full house for our December 8 *Crafternoon*, featuring crayon shaving ornaments.
- Juvenile
 - The Winter Reading Club kicked off on December 1.
 - The Mystery Reader volunteer program will begin in January.
 - A total of 187 grab and go turkey crafts were picked up in November.
 - Displays were up in the department during November for Native American Heritage Month, Veteran's Day, Thanksgiving, career oriented picture books, picture books by Native American authors and illustrators, and the start of Hannukah.
 - Family Pajama Storytime continues on the third Wednesday of each month, and had 8 registrants in November.

Change in Website Support

For the past year, Nicki Snoblin of NextWord has provided support and hosting for our website. Ms. Snoblin informed us this fall that she is retiring. Martha O'Hara, who coordinates our website stuff in-house, has been handling our transition. We are going to be handling the hosting costs directly and will be receiving site support as needed from Bob Snodgrass of Net2Community and his team. The next upcoming website project will be upgrading our content management system (CMS) to Drupal 9.

Foundation Webpage

Development Coordinator Melissa Williams provided the vision for a revamped Lake Bluff Library Foundation page on the Library's website. Martha O'Hara and Nicki Snoblin of NextWord collaborated to make the changes.

Possible New Revenue Source

Staff member Anna Fifhouse found a lead on a possible new revenue source. The Illinois Department of Public Health (IDPH) is seeking to partner with public libraries to aid folks seeking to apply for medical cannabis but struggling with the online application. Appointments would happen as referrals from IDPH, so this does not look like it would be an advertised service. Providing support for patrons struggling with online forms is something we frequently do, and the IDPH offers training if we are selected. Our help would be offered free to the public, but IDPH would pay us \$75 for each application we assisted with. The program is still getting started, so more information to follow later.

Passports

Head of Adult Services Martha O'Hara reports that we have passed several benchmarks for our passport services. We have processed over 300 applications so far this Fiscal Year. We previously processed 260 in all of FY19-20. We are already over \$10,000 in revenue and on course to end the year with \$17,500 in total revenue.

New Databases

Staff member Anna Fifhause reports that we added two (2) new databases this month. First, we added Creativebug. Creativebug offers videos on craft workshops and techniques. Second, we added US Major Dailies. US Major Dailies offers patrons online access to the Chicago Tribune, New York Times, Washington Post, LA Times, and the Wall Street Journal.

Friend's Donation

The new Macbook that the Friends of the Library had provided us with funds for arrived in November and will be a big help as we continue to host hybrid programs.

Storywalk Launches

Our second StoryWalk connected with the annual 'It's a Wonderful Life...In Lake Bluff' began on December 4. Despite some challenges, Outreach Coordinator Jillian Chapman did a great job of putting this together with help from Head of Youth Services Eliza Jarvi. We had some challenges communicating with some of the businesses, but Jillian reports that Eliza had some great suggestions for helping them better understand what we wanted to do and we were able to eventually get everyone on board. The Friends have also been very supportive as a sponsor, which we are grateful for. We partnered with three (3) more businesses than we had done last year.

Mitten Craft

This year, Jillian organized a holiday mitten craft that we offered at the Chamber of Commerce's tent during 'It's a Wonderful Life...In Lake Bluff.' She and Anna Fifhause ran the event and we had 300 people show up, which is excellent.

November Statistics

Usage continues to be up, with 7,880 checkouts in November 2021 versus 6,691 in November 2019. Youth Services and our digital lending contributed about equally to the increase. Adult Services and Teen were down, but only by a very small margin and the change was essentially neutral.

New Library Assistant Hired

Vanessa Howland has been hired to fill our vacant Library Assistant position, and once fully trained she will be splitting time between Youth Services and the Main Desk. Please say hello and introduce yourself if you run into her at the Library!

Reading Guides

Coinciding with the start of Winter Reading Club, Head of Circulation and Reference Katie Horner reports that we have used LibGuides to create a large selection of new reading lists which we are in the process of getting on the website. They can be viewed here:

<https://lakeblufflibrary.libguides.com/adult-reading-lists/home>

Fill A Heart Giving Tree

Katie reports that we have given away 50 tags from the Fill a Heart Giving Tree, with 5 days still remaining for patrons to pick up a tag.

Katie Horner Podcast Appearance

Head of Circulation and Reference Katie Horner did a podcast interview about best managerial practices for addressing sexual harassment with Adriane Herrick Juarez, executive director of the Park City Public Library in Utah, and the host of the Library Leadership podcast. This interview was a result of her PLA article published a couple months ago. The episode should be airing either at the end of December or the beginning of January, and Katie will email me a link when the episode is live. You can find out more here: <https://parkcitylibrary.org/leadership-podcast/>

THRIVE with District 65

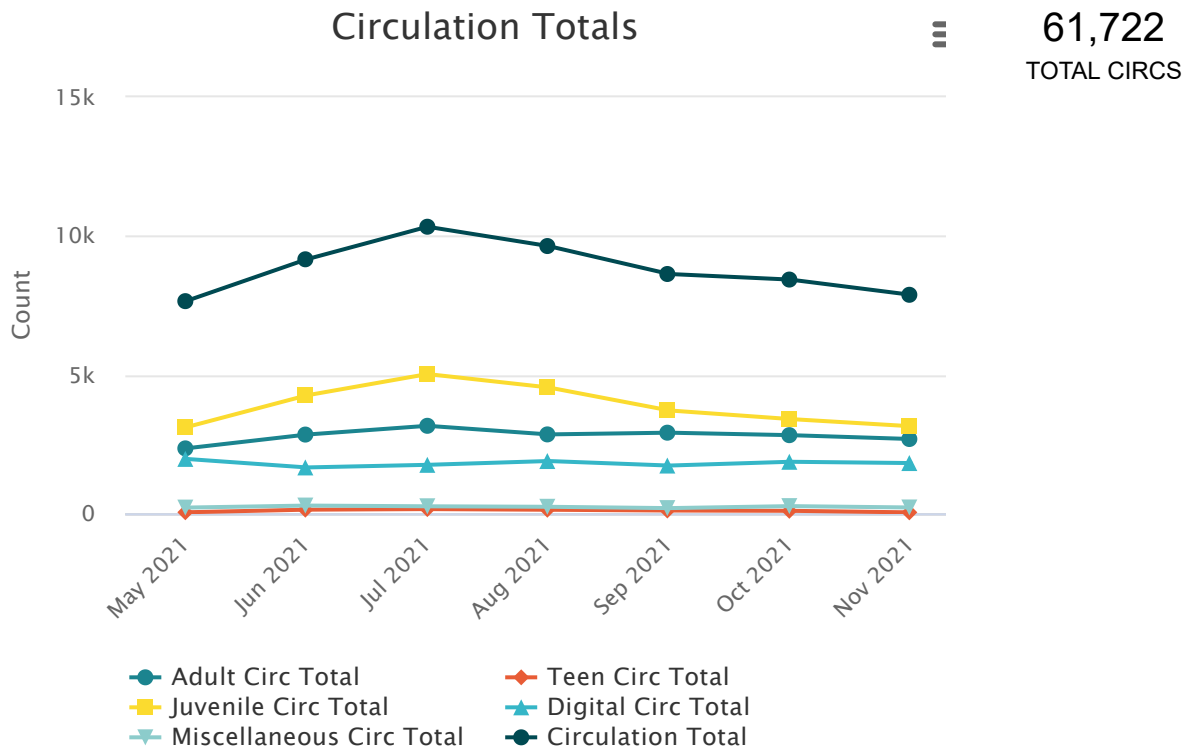
THRIVE is the School District 65 equity, diversity and inclusion initiative and features a ton of community involvement. Head of Youth Services Eliza Jarvi is representing the Library as a member, and reports she has already seen some positive outcomes.

Respectfully submitted,

Eric Scott Bailey

FY 21-22 Graphs

FY 21-22 Circulation Totals



Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2021	2342	38	3101	1963	207	7651
Jun 2021	2840	132	4253	1655	280	9160
Jul 2021	3156	153	5022	1749	254	10334
Aug 2021	2846	129	4541	1886	236	9638
Sep 2021	2908	101	3710	1723	188	8630
Oct 2021	2819	91	3400	1859	260	8429
Nov 2021	2680	35	3141	1813	211	7880

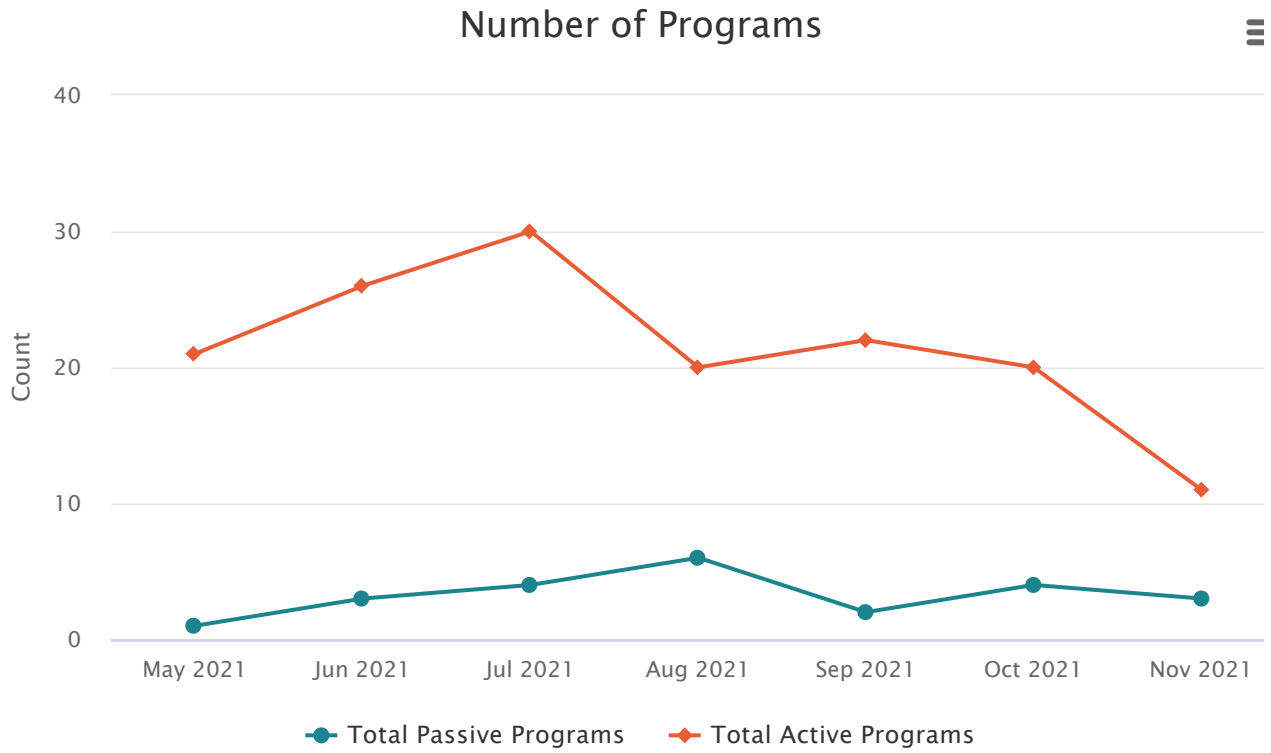
FY 21-22 Visits



Visits

Category	Curbside Appointments	Main Building
May 2021	16	2370
Jun 2021	0	4252
Jul 2021	5	4333
Aug 2021	15	7909
Sep 2021	0	6792
Oct 2021	2	3726
Nov 2021	0	6141

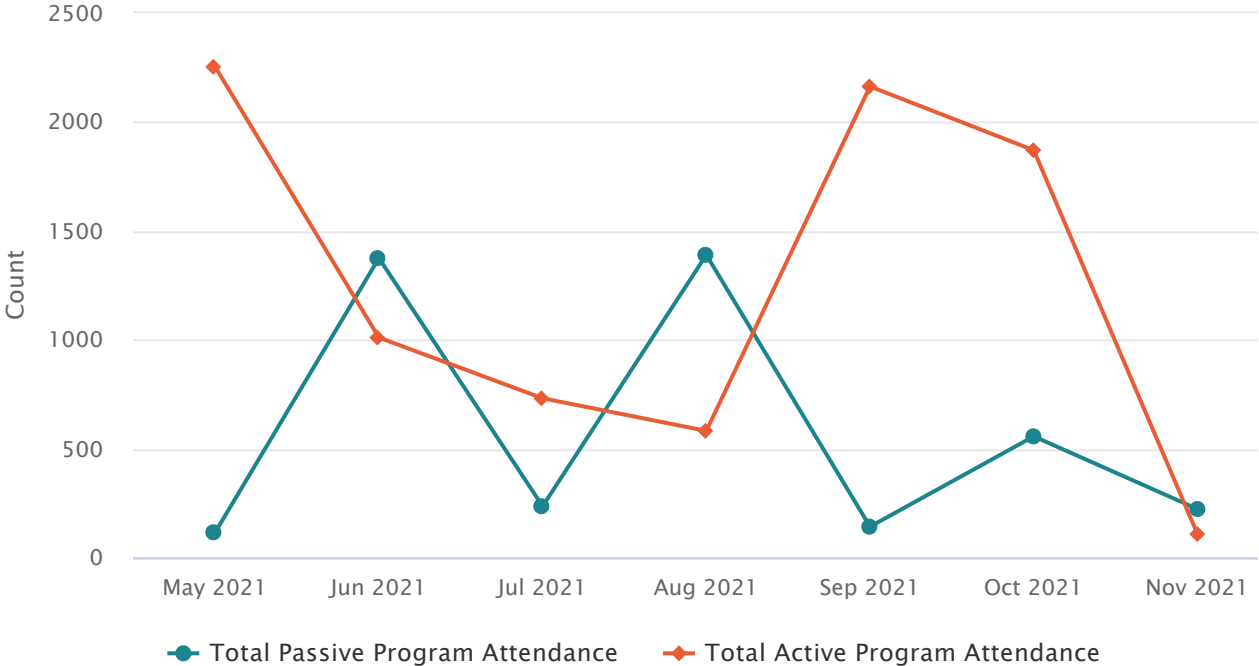
FY 21-22 Programming



Number of Programs

Category	Total Passive Programs	Total Active Programs
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11

Program Attendance

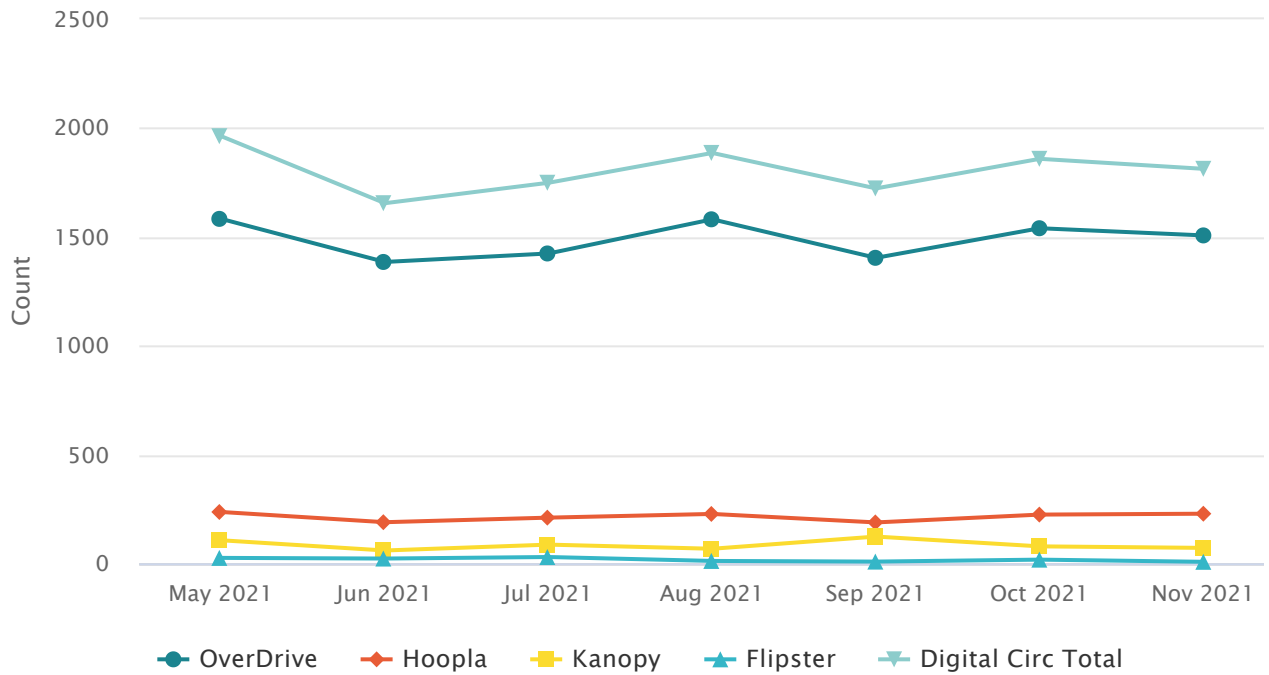


Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2021	115	2254
Jun 2021	1375	1010
Jul 2021	235	731
Aug 2021	1390	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107

FY 21-22 Digital Collections

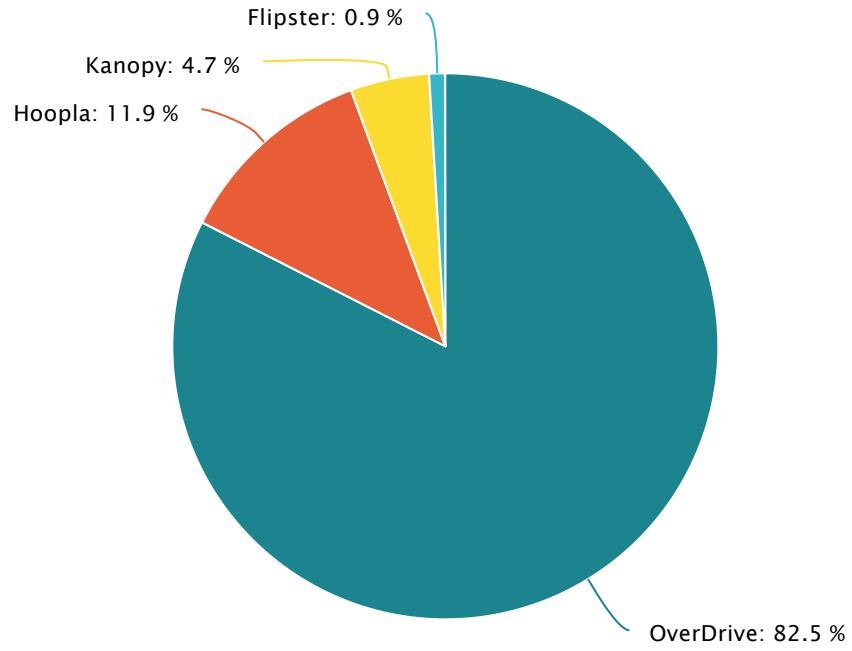
Monthly Usage



Monthly Usage

Category	OverDrive	Hoopla	Kanopy	Flipster	Digital Circ Total
May 2021	1583	236	106	25	1963
Jun 2021	1385	189	59	22	1655
Jul 2021	1424	210	86	29	1749
Aug 2021	1581	227	67	11	1886
Sep 2021	1404	188	123	8	1723
Oct 2021	1540	224	78	17	1859
Nov 2021	1507	228	71	7	1813

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 10424

Hoopla 1502

Kanopy 590

Flipster 119

FY 21-22 Website Usage



24,873
TOTAL SESSIONS

Visitors

Category # of Visitors

May 2021 2551

Jun 2021 3346

Jul 2021 3086

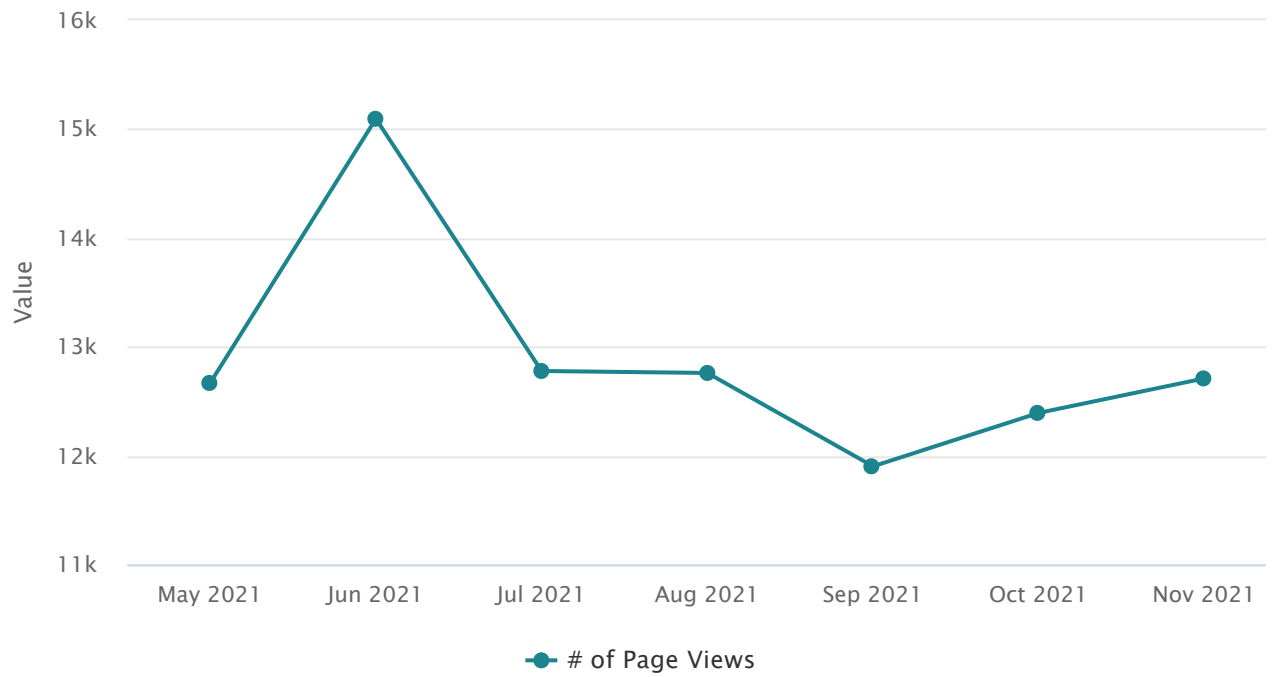
Aug 2021 2908

Sep 2021 2767

Oct 2021 2734

Nov 2021 2706

Page Views



Page Views

Category # of Page Views

May 2021 12667

Jun 2021 15095

Jul 2021 12777

Aug 2021 12759

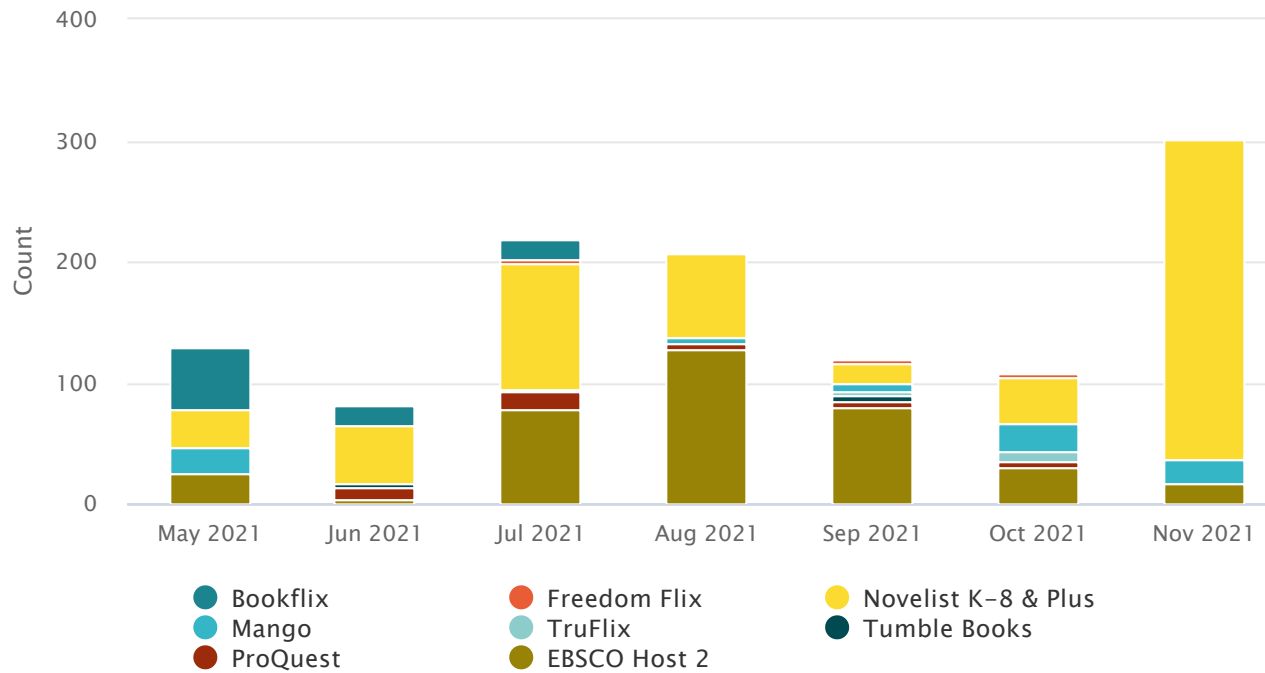
Sep 2021 11901

Oct 2021 12392

Nov 2021 12709

FY 21-22 Database Usage

Usage by Platform

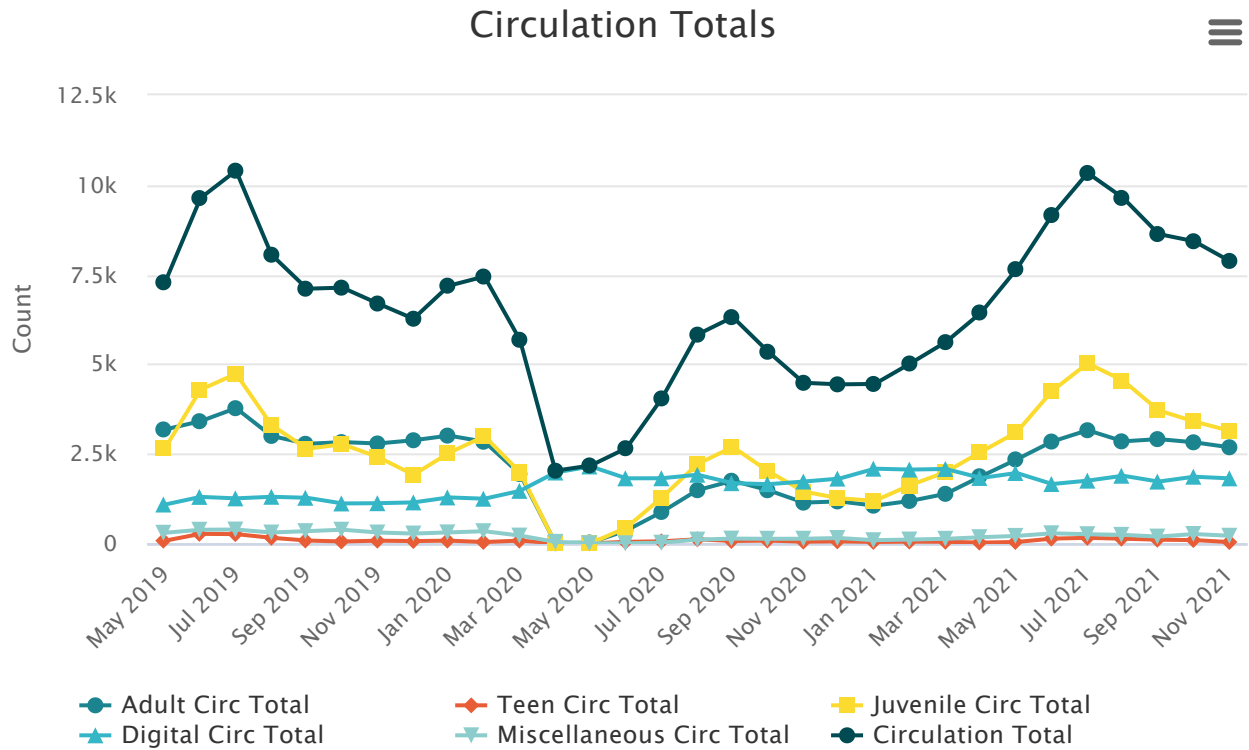


Usage by Platform

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2
May 2021	52	0	31	22	0	0	0	24
Jun 2021	16	0	49	0	0	3	10	3
Jul 2021	17	3	104	0	3	0	14	78
Aug 2021	0	0	68	5	0	0	6	127
Sep 2021	10	3	17	6	4	5	4	80
Oct 2021	0	3	38	23	8	0	6	29
Nov 2021	0	0	265	20	0	0	0	16

3 Year Comparison Graphs

3 Year Circulation Totals

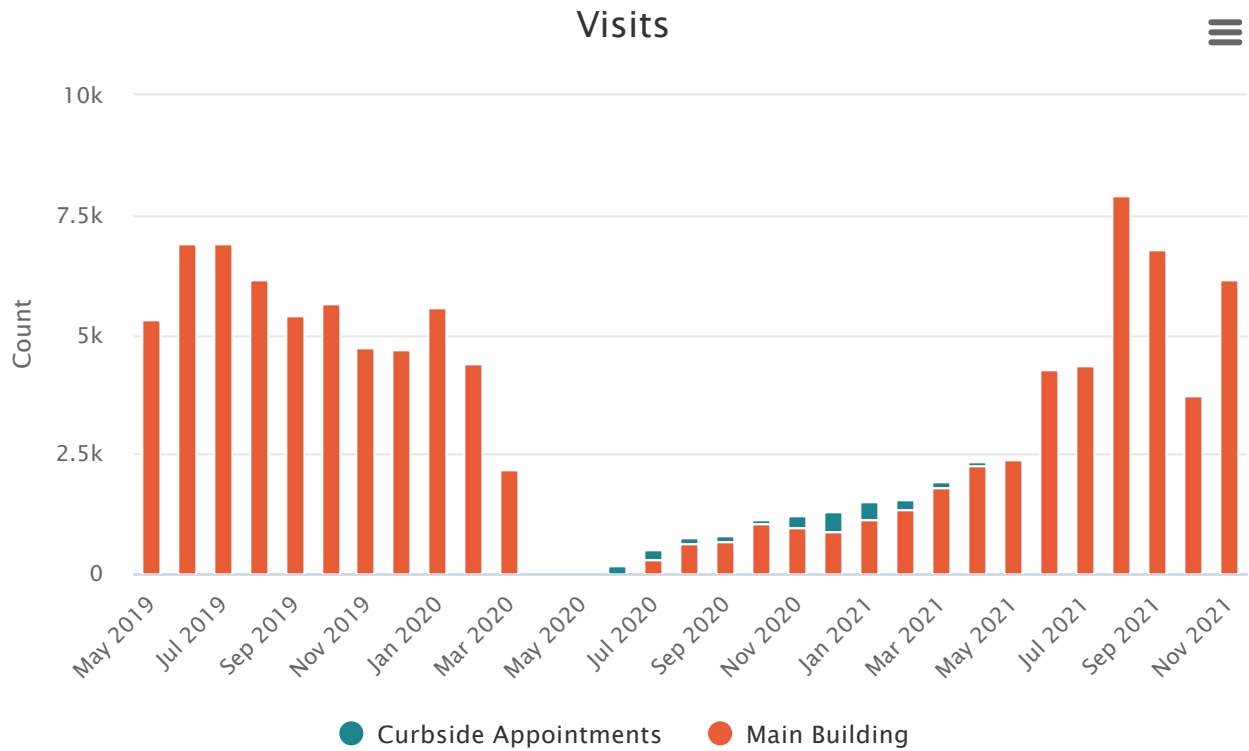


Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2019	3178	74	2654	1083	295	7284
Jun 2019	3408	264	4287	1296	379	9634
Jul 2019	3771	257	4730	1255	385	10398
Aug 2019	2997	155	3300	1299	302	8053
Sep 2019	2777	78	2639	1271	340	7105
Oct 2019	2824	52	2765	1113	380	7134
Nov 2019	2786	74	2409	1120	302	6691
Dec 2019	2876	63	1913	1142	273	6267
Jan 2020	3006	75	2522	1281	305	7189
Feb 2020	2835	37	2989	1245	338	7444
Mar 2020	1937	76	1987	1464	216	5680
Apr 2020	5	4	0	1976	41	2026
May 2020	1937	76	1987	1464	216	5680
Jun 2020	2835	37	2989	1245	338	7444
Jul 2020	3006	75	2522	1281	305	7189
Aug 2020	2876	63	1913	1142	273	6267
Sep 2020	2777	78	2639	1271	340	7105
Oct 2020	2824	52	2765	1113	380	7134
Nov 2020	2786	74	2409	1120	302	6691
Dec 2020	2876	63	1913	1142	273	6267
Jan 2021	3006	75	2522	1281	305	7189
Feb 2021	2835	37	2989	1245	338	7444
Mar 2021	1937	76	1987	1464	216	5680
Apr 2021	5	4	0	1976	41	2026
May 2021	1937	76	1987	1464	216	5680
Jun 2021	2835	37	2989	1245	338	7444
Jul 2021	3006	75	2522	1281	305	7189
Aug 2021	2876	63	1913	1142	273	6267
Sep 2021	2777	78	2639	1271	340	7105
Oct 2021	2824	52	2765	1113	380	7134
Nov 2021	2786	74	2409	1120	302	6691

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2020	23	0	3	2145	2	2173
Jun 2020	358	42	439	1814	1	2654
Jul 2020	876	56	1277	1816	18	4043
Aug 2020	1483	113	2209	1914	104	5823
Sep 2020	1746	65	2690	1679	132	6312
Oct 2020	1482	76	2010	1650	127	5345
Nov 2020	1136	47	1444	1724	128	4479
Dec 2020	1170	55	1257	1806	148	4436
Jan 2021	1051	39	1187	2083	87	4447
Feb 2021	1183	48	1623	2058	106	5018
Mar 2021	1381	44	1988	2075	126	5614
Apr 2021	1871	20	2555	1824	171	6441
May 2021	2342	38	3101	1963	207	7651
Jun 2021	2840	132	4253	1655	280	9160
Jul 2021	3156	153	5022	1749	254	10334
Aug 2021	2846	129	4541	1886	236	9638
Sep 2021	2908	101	3710	1723	188	8630
Oct 2021	2819	91	3400	1859	260	8429
Nov 2021	2680	35	3141	1813	211	7880

3 Year Visits



Visits

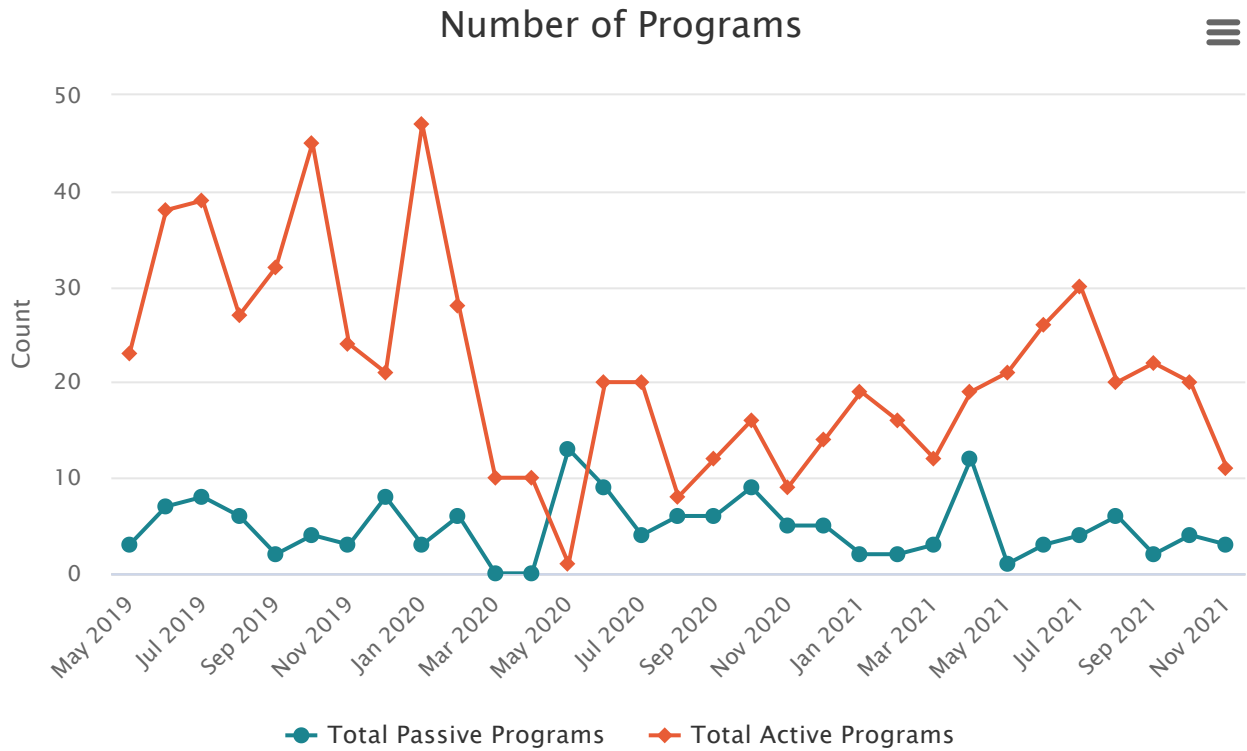
Category Curbside Appointments Main Building

May 2019	0	5308
Jun 2019	0	6907
Jul 2019	0	6900
Aug 2019	0	6140
Sep 2019	0	5415
Oct 2019	0	5630
Nov 2019	0	4724
Dec 2019	0	4700
Jan 2020	0	5558
Feb 2020	0	4412
Mar 2020	0	2165
Apr 2020	0	0
May 2020	0	0
Jun 2020	154	0
Jul 2020	233	287
Aug 2020	145	622
Sep 2020	132	681
Oct 2020	77	1061
Nov 2020	256	965
Dec 2020	397	899

Category Curbside Appointments Main Building

Jan 2021	368	1127
Feb 2021	233	1324
Mar 2021	133	1795
Apr 2021	73	2259
May 2021	16	2370
Jun 2021	0	4252
Jul 2021	5	4333
Aug 2021	5	7909
Sep 2021	0	6792
Oct 2021	2	3726
Nov 2021	0	6141

3 Year Programming



Number of Programs

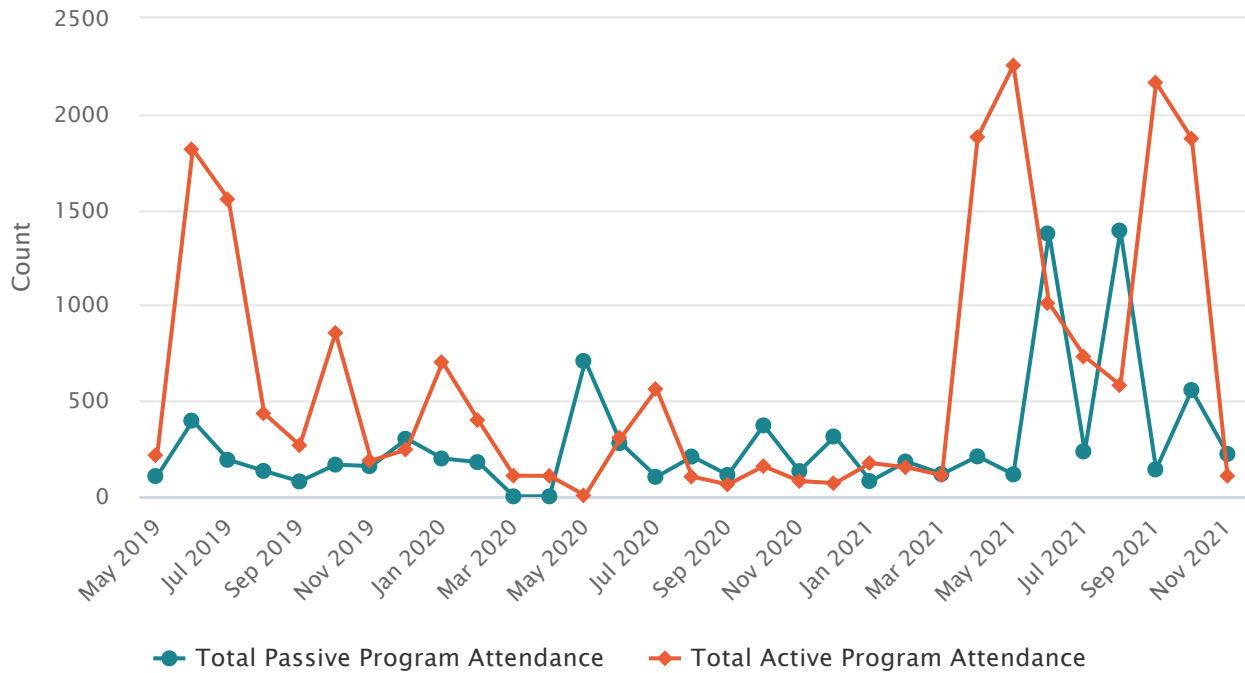
Category Total Passive Programs Total Active Programs

May 2019	3	23
Jun 2019	7	38
Jul 2019	8	39
Aug 2019	6	27
Sep 2019	2	32
Oct 2019	4	45
Nov 2019	3	24
Dec 2019	8	21
Jan 2020	3	47
Feb 2020	6	28
Mar 2020	0	10
Apr 2020	0	10
May 2020	13	1
Jun 2020	9	20
Jul 2020	4	20
Aug 2020	6	8
Sep 2020	6	12
Oct 2020	9	16
Nov 2020	5	9
Dec 2020	5	14

Category Total Passive Programs Total Active Programs

Jan 2021	2	19
Feb 2021	2	16
Mar 2021	3	12
Apr 2021	12	19
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11

Program Attendance



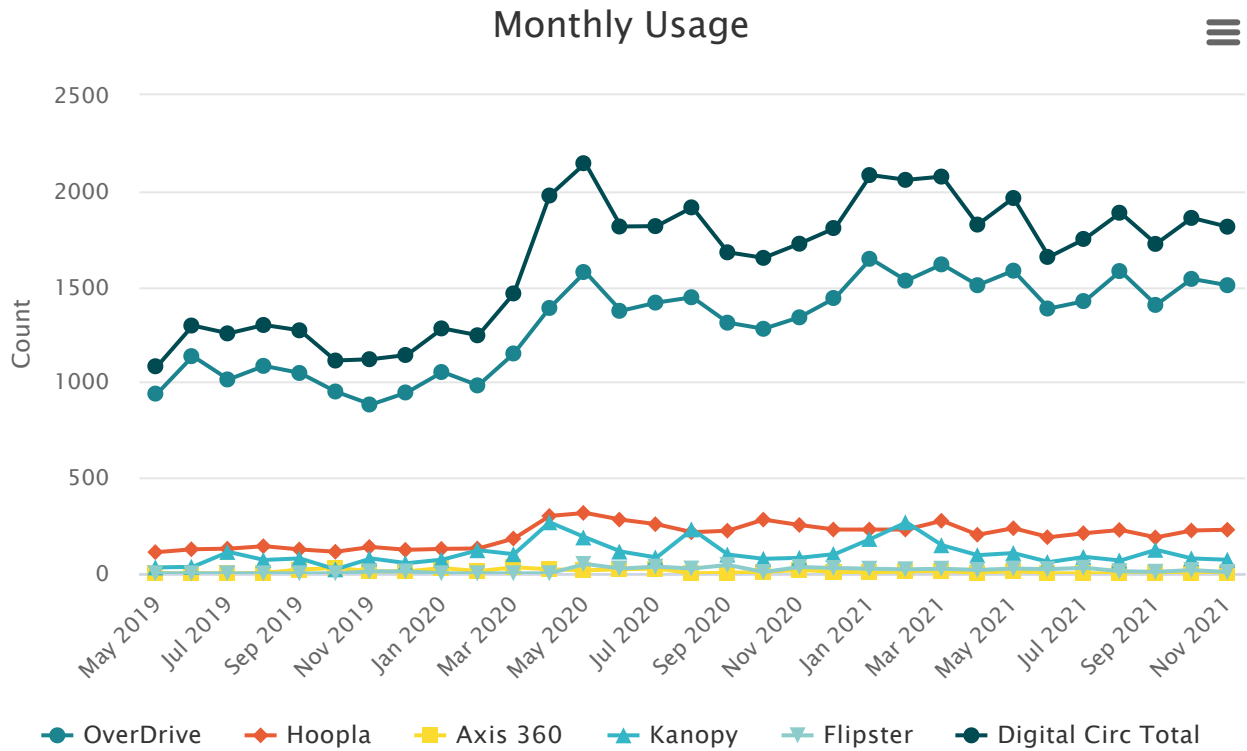
Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2019	106	215
Jun 2019	396	1815
Jul 2019	191	1554
Aug 2019	133	434
Sep 2019	78	267
Oct 2019	166	855
Nov 2019	158	187
Dec 2019	301	245
Jan 2020	198	702
Feb 2020	179	399
Mar 2020	0	108
Apr 2020	0	107
May 2020	708	5
Jun 2020	278	307
Jul 2020	102	561
Aug 2020	208	103
Sep 2020	112	62
Oct 2020	371	158
Nov 2020	132	80
Dec 2020	313	69
Jan 2021	80	174
Feb 2021	182	152
Mar 2021	117	111
Apr 2021	209	1879
May 2021	115	2254
Jun 2021	1375	1010

Category Total Passive Program Attendance Total Active Program Attendance

Jul 2021	235	731
Aug 2021	1390	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107

3 Year Digital Collections



Monthly Usage

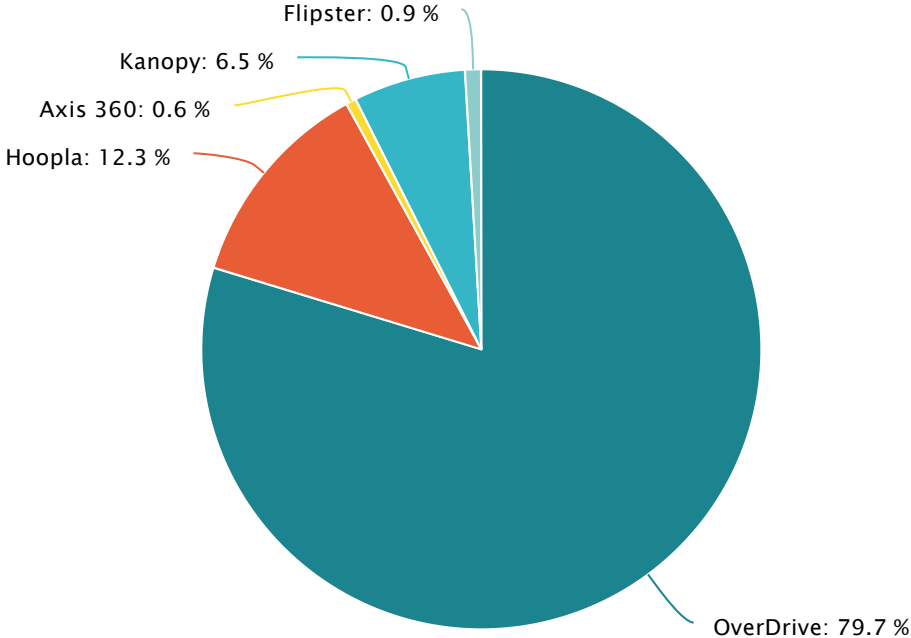
Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

Category	OverDrive	Hoopla	Axis 360	Kanopy	Flipster	Digital Circ Total
May 2019	940	111	1	31	0	1083
Jun 2019	1136	126	0	34	0	1296
Jul 2019	1014	129	0	112	0	1255
Aug 2019	1085	142	2	70	0	1299
Sep 2019	1048	125	20	78	0	1271
Oct 2019	951	113	28	21	0	1113
Nov 2019	883	138	11	78	10	1120
Dec 2019	946	123	10	53	10	1142
Jan 2020	1053	128	28	72	0	1281
Feb 2020	983	130	11	121	0	1245
Mar 2020	1150	182	32	100	0	1464
Apr 2020	1388	300	21	267	0	1976
May 2020	1576	316	16	188	49	2145
Jun 2020	1373	281	21	114	25	1814
Jul 2020	1416	257	25	83	35	1816
Aug 2020	1444	215	0	230	25	1914
Sep 2020	1311	223	3	98	44	1679
Oct 2020	1279	281	7	76	7	1650
Nov 2020	1339	253	18	81	33	1724
Dec 2020	1440	229	8	101	28	1806

Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

Jan 2021	1645	229	5	180	24	2083
Feb 2021	1531	229	10	267	21	2058
Mar 2021	1616	275	13	147	24	2075
Apr 2021	1507	202	2	95	18	1824
May 2021	1583	236	13	106	25	1963
Jun 2021	1385	189	0	59	22	1655
Jul 2021	1424	210	0	86	29	1749
Aug 2021	1581	227	0	67	11	1886
Sep 2021	1404	188	0	123	8	1723
Oct 2021	1540	224	0	78	17	1859
Nov 2021	1507	228	0	71	7	1813

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 40478

Hoopla 6239

Axis 360 305

Kanopy 3287

Flipster 472

3 Year New Website Usage

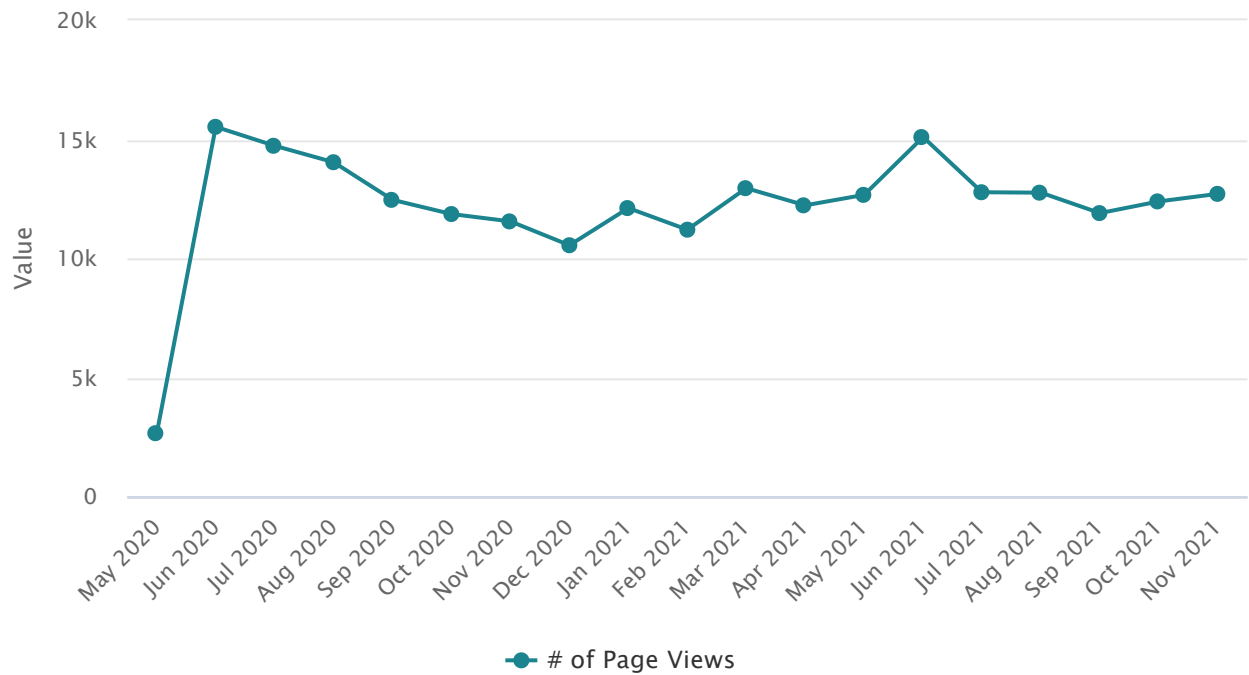


Visitors

Category # of Visitors

- May 2020** 540
- Jun 2020** 2732
- Jul 2020** 2935
- Aug 2020** 3162
- Sep 2020** 2721
- Oct 2020** 2509
- Nov 2020** 2314
- Dec 2020** 2180
- Jan 2021** 2365
- Feb 2021** 2412
- Mar 2021** 2619
- Apr 2021** 2716
- May 2021** 2551
- Jun 2021** 3346
- Jul 2021** 3086
- Aug 2021** 2908
- Sep 2021** 2767
- Oct 2021** 2734
- Nov 2021** 2706

Page Views



Page Views

Category # of Page Views

May 2020 2653
Jun 2020 15525
Jul 2020 14729
Aug 2020 14039
Sep 2020 12457
Oct 2020 11861
Nov 2020 11552
Dec 2020 10550
Jan 2021 12112
Feb 2021 11204
Mar 2021 12948
Apr 2021 12227
May 2021 12667
Jun 2021 15095
Jul 2021 12777
Aug 2021 12759
Sep 2021 11901
Oct 2021 12392
Nov 2021 12709

3 Year Previous Website Usage

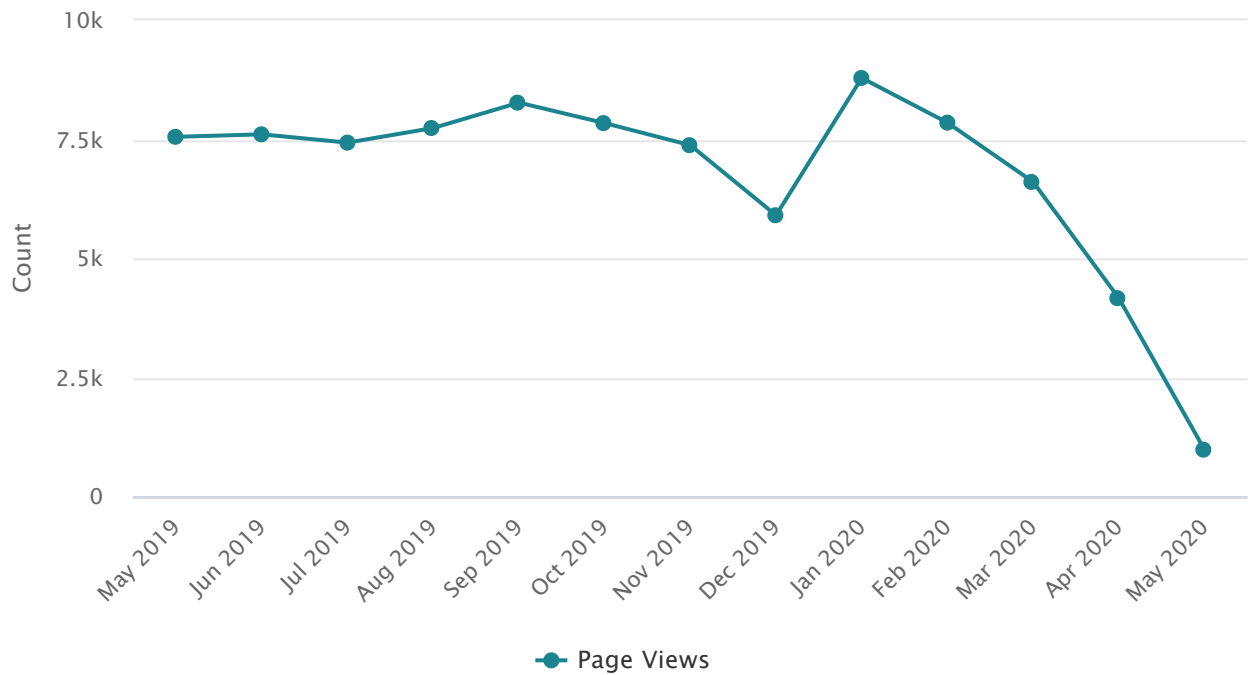


Visitors

Category Unique Visitors

- May 2019** 4944
- Jun 2019** 5073
- Jul 2019** 5314
- Aug 2019** 5254
- Sep 2019** 5756
- Oct 2019** 5537
- Nov 2019** 5305
- Dec 2019** 4561
- Jan 2020** 5880
- Feb 2020** 5582
- Mar 2020** 4530
- Apr 2020** 2769
- May 2020** 632

Page Views



Page Views

Category Page Views

May 2019 7553

Jun 2019 7605

Jul 2019 7431

Aug 2019 7738

Sep 2019 8271

Oct 2019 7841

Nov 2019 7377

Dec 2019 5905

Jan 2020 8789

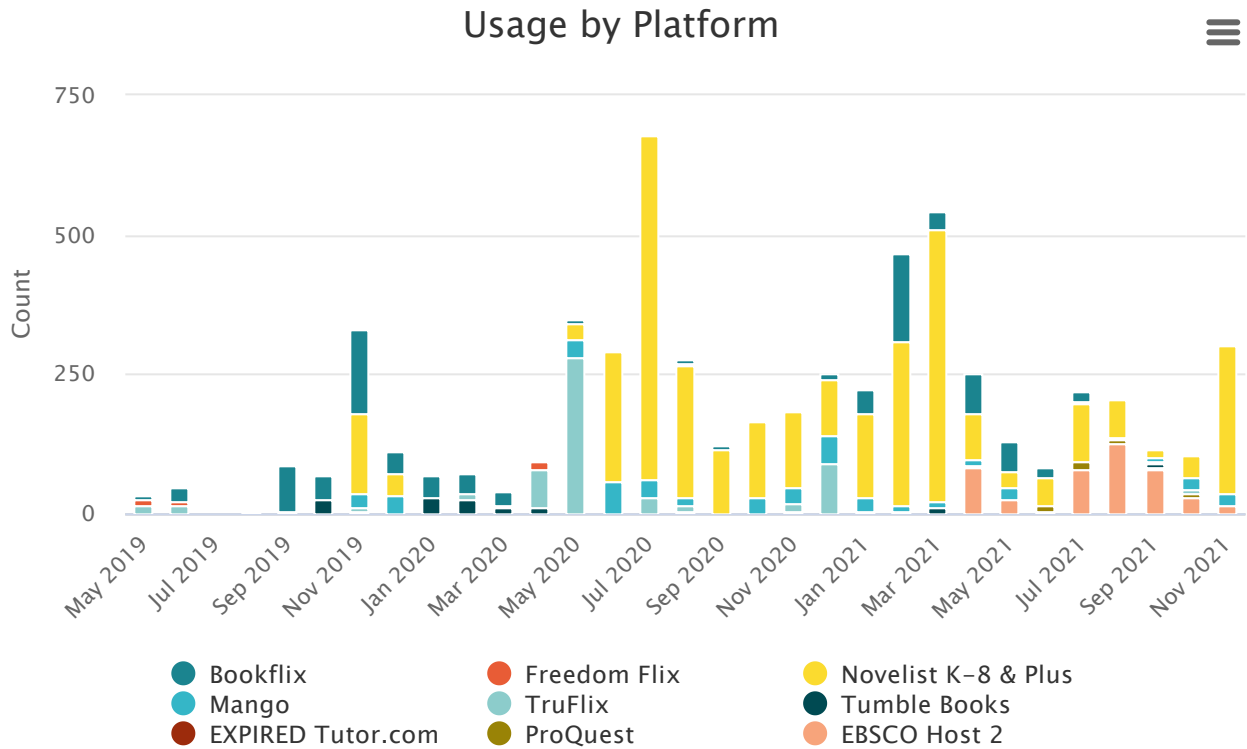
Feb 2020 7851

Mar 2020 6605

Apr 2020 4164

May 2020 981

3 Year Database Usage



Usage by Platform

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	EXPIRED Tutor.com	ProQuest	EBSCO Host 2
May 2019	10	8	0	0	15	1	0	0	0
Jun 2019	22	10	0	0	13	0	0	0	0
Jul 2019	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	3	0	0	0	0
Sep 2019	84	0	0	0	0	3	0	0	0
Oct 2019	43	0	0	0	0	24	0	0	0
Nov 2019	152	1	142	25	8	3	0	0	0
Dec 2019	40	0	39	34	0	0	0	0	0
Jan 2020	37	0	0	0	0	30	0	0	0
Feb 2020	36	2	0	0	11	24	0	0	0
Mar 2020	25	5	0	0	1	10	0	0	0
Apr 2020	4	13	0	0	70	10	0	0	0
May 2020	6	1	29	31	281	0	0	0	0
Jun 2020	0	0	236	55	0	1	0	0	0
Jul 2020	0	3	615	32	30	0	0	0	0

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	EXPIRED Tutor.com	ProQuest	EBSCO Host 2
Aug 2020	9	3	238	12	13	2	0	0	0
Sep 2020	7	0	115	0	0	0	0	0	0
Oct 2020	0	0	139	27	0	0	0	0	0
Nov 2020	4	1	138	28	13	0	5	0	0
Dec 2020	10	0	100	51	88	0	1	0	0
Jan 2021	45	0	152	24	0	1	2	0	0
Feb 2021	156	0	296	10	0	0	3	0	0
Mar 2021	33	0	486	11	0	11	0	0	0
Apr 2021	74	0	80	12	0	0	3	0	83
May 2021	52	0	31	22	0	0	0	0	24
Jun 2021	16	0	49	0	0	3	0	10	3
Jul 2021	17	3	104	0	3	0	0	14	78
Aug 2021	0	0	68	5	0	0	0	6	127
Sep 2021	10	3	17	6	4	5	0	4	80
Oct 2021	0	3	38	23	8	0	0	6	29
Nov 2021	0	0	265	20	0	0	0	0	16

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