

November 16th, 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 Discussion of Audit for FY 2020-2021 (action)(15 minutes)(7:17pm)		
4 Opportunity to Address Board (5 minutes per community member)(7:22pm)		
5 Consent Agenda		
	Minutes of October 19th, 2021 Board of Trustees Meeting (action)(5 minutes)(7:27pm)	3A-3B
6 Financial Reports (White and Yellow) (5 minutes)(7:32pm)		
	October Detailed Revenue & Expense Report (action)	4A-4F
	October Detailed Balance Sheet (action)	5A-5C
7 Approval of Checks (Green) (5 minutes)(7:37pm)		
	October Check Disbursement Report (action)	6A-6F
8 Committee Reports (15 minutes)(7:52pm)		
9 New Business		
	Property Tax Levy for FY 2021-2022 (action)(10 minutes)(8:02pm)	7A-7I
	Director's Review Update (10 minutes)(8:12pm)	
10 Old Business		
	Capital Project Update/Coordinator's Report (5 minutes)(8:17pm)	
11 Director's Report (5 minutes)(8:22pm)		
	Librarian's Narrative Report	8A-8D
12 Executive Session(s)		
13 Any and All Other Business ...		
14 Adjournment (1 minute)(8:23pm)		
15 Attachments		
	October Statistics	9A-9Z
	2021 Friends Meeting Schedule	10A
	Fine Revenue Report	11A
	Audit Report for FY 20-21	12
	Public Libraries Magazine Article	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 16, 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/81822610018?pwd=Y3YrSGtRbUsyUmtpQXFhcnVlhcGxXdz09>

Meeting ID: 818 2261 0018

Passcode: 121937

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Find your local number: <https://us06web.zoom.us/u/kyE2gVKeB>

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. **Discussion of Audit for FY 2020-2021 (action)(15 minutes)(7:17pm)**
4. **Opportunity for Public to Address the Board (5 minutes)(7:22pm)** (limit 5 minutes per person per meeting)
5. **Approval of Minutes**
 - a. Approval of Minutes of October 19th, 2021 Board Meeting **(action)(5 minutes)(7:27pm)**
6. **October 2021 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:32pm)**
 - a. October Detailed Revenue & Expense Report
 - b. October Detailed Balance Sheet
7. **Approval of checks (action)(5 minutes)(7:37pm)**
 - a. October Monthly Checks (14955, 14957-14994)**(action)**
8. **Committee Reports (15 minutes)(7:52pm) (Met)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Shaul.)
 - b. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)
 - c. Human Resources Committee (**CHAIR:** Jerch. **MEMBERS:** Graziano and Heintzelman.)
 - d. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Graziano.)

(Did Not Meet)

 - e. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
 - f. Community Engagement Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
 - g. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)
 - h. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes and Shaul.)
9. **New Business**
 - a. Property Tax Levy for FY 2021-2022 **(action)(10 minutes)(8:02pm)**
 - b. Director’s Review Update **(10 minutes)(8:12pm)**
10. **Old Business**
 - a. Capital Project Update/Coordinator’s Report **(5 minutes)(8:17pm)**

11. Director's Report (5 minutes)(8:22pm)

- a. Director's Narrative Report

12. 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)

13. Any and all other business which may properly come before the Board

14. Adjournment (1 minute)(8:23pm)

Attachments:

Statistics for October 2021

Friends Meeting Dates for 2021

Fine Revenue Report

Audit Report for FY2020-2021

Public Libraries Magazine Article

Levy Information for FY 2022-2023

Upcoming Board Meetings: December 14, 2021, January 18, 2022, and February 15, 2022.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, Oct 19, 2021 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held with a quorum of Trustees present via Zoom. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published prior to the meeting so that members of the public could log in.

1. **Call to Order:** Library Director Eric Bailey called the meeting to order at 7:03 pm. Present were Trustees Kathy Meierhoff, Jennifer Graziano, Janie Jerch, Bonnie Shaul and Matt Zaute. Jon Heintzelman was absent. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Eliza Jarvi, Martha O'Hara, Katie Horner, Melissa Williams. Trustee Bill Hayes joined at 7:05pm.
2. **Additions & Corrections to the Agenda:** None made or requested.
3. **Opportunity to Address the Board:** None.
4. **Approval of Minutes:** There were no corrections to the minutes of Sep 21, 2021. Matt Zaute moved and Bill Hayes seconded a motion to approve the minutes of Sep 21, 2021; all voted aye.
5. **September 2021 Financial Reports:** No property tax revenue was transferred to the Library in September, however a deposit of \$206,105 has been made already in October. Of note, other revenue received included the per capita grant of \$8,439. For October, the library expects to receive: a generous \$2,000 grant from the Friends of Lake Bluff Library and reimbursement from FEMA (Federal Emergency Management Association) for COVID-19 related items (e.g. personal protective equipment, etc.) Fiscal year to date, actual expenses total 43.35% which is well aligned as September is the 5th month in our fiscal year (5/12= 41.67). Bonnie Shaul moved and Janie Jerch seconded a motion to approve the September 2021 Financial Reports; all voted aye.
6. **Approval of Sept. 2021 Checks:** Of note in this month's checks were the payment to Mission Square which is the new name Vantage Point (Vantage Point administers the Library's deferred compensation plan.) Also, Granite Telecoms monthly expenses have leveled out at \$350 - \$450 which represents savings of \$300+ over the prior telecoms provider, Access One. Janie Jerch moved and Kathy Meierhoff seconded a motion to approve checks numbered 14918-14927, 14929 - 14954; all voted aye.
7. **Committee Reports (members have been updated):**
 - a. **Finance:** (Chair: Hayes, Members: Meierhoff, Zaute). Eric Bailey will attend the upcoming meeting of the Village of Lake Bluff Finance Committee on Oct. 25th at 5:30pm and the Village Meeting on Nov. 2nd. The agenda for these meetings includes a discussion on the tax levy for the next fiscal year.
 - b. **Human Resources:** (Chair: Jerch, Members: Graziano, Heintzelman) Eric Bailey will set up an HR Committee meeting in the near future.
 - c. **Technology** (Chair: Zaute, Members: Hayes, Shaul) The Technology committee has identified several different local libraries to visit and benchmark library technology trends. Visit to Deerfield is complete and visits to Prospect Heights and Northbrook have been scheduled.
 - d. **Building & Grounds** (Chair: Jerch, Members: Meierhoff, Shaul) A preliminary planning meeting was held with Engberg Anderson and Jason Perkunas (project manager, Shales McNutt) on the construction of the Stroh Reading Room. Also, as related to the use of the parking lot, Anna Fifhouse has designed a vehicle sticker for all library personnel to display so it is evident when any non-library staff vehicles are in the parking lot.
 - e. **Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
 - f. **Intergovernmental** (Chair: Bailey, Members: Graziano, Jerch). LB History Museum has requested a meeting.
 - g. **Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute)
 - h. **Community Engagement** (Chair: Jerch, Members: Graziano)

8. New Business:

a. Illinois Libraries Present Intergovernmental Agreement: Eric Bailey recommended that the Lake Bluff Library consider joining a library programming consortia called Illinois Libraries Present. A pilot membership will provide our patrons six virtual programs over six months. See Oct. 19 board packet for additional details. Of note, participating libraries may choose which programs they market to their patrons. The board recommended the inclusion of a clause to allow the library to terminate without cause. Janie Jerch moved and Bill Hayes seconded a motion to approve the Illinois Library Presents group; all voted aye.

9. Old Business:

a. Capital Project Update, Melissa Williams: Top prospects for the capital campaign have been identified and small group presentations will be made to those individuals in Nov.

10. Director's Report Highlights:

- Big thanks to the Library staff who volunteered time and enthusiasm to the Lake Bluff 125th celebration and to the Friends of the Lake Bluff Library for acknowledging those efforts with a \$2,000 donation.
- The dedication of the Donna Williams statue will be held at the library on Fri. Oct. 29th at 7pm.

11. Executive Session: There was none.

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

13. Adjournment: At 8:06, Bill Hayes moved and Bonnie Shaul seconded a motion to adjourn; all voted aye.

Respectfully Submitted,

Bonnie J. Shaul

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

		PERIOD ENDING 10/31/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BDGT USED
		MONTH 10/31/21 INCR (DECR)	MONTH 10/31/20 INCR (DECR)	10/31/2021 NORM (ABNORM)	10/31/2020 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	206,105.91	160,451.06	796,194.84	897,202.05	1,014,510.00	78.48
PROPERTY TAX		206,105.91	160,451.06	796,194.84	897,202.05	1,014,510.00	78.48
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	150.63	19.45	917.00	64.04	2,100.00	43.67
080-300-34250	NON-RESIDENT FEES	259.50	165.72	3,283.33	1,633.14	5,000.00	65.67
080-300-34260	PASSPORT FEES	1,388.18	0.00	7,814.04	0.00	7,000.00	111.63
SERVICES		1,798.31	185.17	12,014.37	1,697.18	14,100.00	85.21
FINES							
080-300-35700	RENTAL FINES	285.10	69.13	1,767.48	409.78	1,000.00	176.75
FINES		285.10	69.13	1,767.48	409.78	1,000.00	176.75
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	7,152.50	8,439.95	7,152.50	0.00	100.00
GRANTS		0.00	7,152.50	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	790.00	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	107.09	2.25	183.31	142.25	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	4,170.58	2,272.55	4,170.58	5,293.55	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	2,426.28	56.30	6,528.13	65.70	1,000.00	652.81
MISCELLANEOUS REVENUE		7,493.95	2,331.10	11,672.02	5,501.50	12,530.00	93.15
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	12.80	56.42	57.04	522.52	3,000.00	1.90
INTEREST EARNINGS		12.80	56.42	57.04	522.52	3,000.00	1.90
Total Dept 300 - REVENUE		215,696.07	170,245.38	830,145.70	912,485.53	1,045,140.00	79.43
TOTAL REVENUES		215,696.07	170,245.38	830,145.70	912,485.53	1,045,140.00	79.43

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2021
ACTIVITY FOR MONTH 10/31/21 ACTIVITY FOR MONTH 10/31/20 YTD BALANCE 10/31/2021 YTD BALANCE 10/31/2020 2021-22 AMENDED BUDGET % BDGT USED
INCR (DECR) INCR (DECR) NORM (ABNORM) NORM (ABNORM)

GL NUMBER DESCRIPTION
Fund 080 - LAKE BLUFF PUBLIC LIBRARY
Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

		PERIOD ENDING 10/31/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDGT
		MONTH 10/31/21	MONTH 10/31/20	10/31/2021	10/31/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,637.32	12,294.58	75,652.55	74,911.98	152,000.00	49.77
080-603-40030	STAFF SALARIES	34,593.30	28,320.49	198,516.35	167,521.63	372,000.00	53.36
SALARIES		47,230.62	40,615.07	274,168.90	242,433.61	524,000.00	52.32
BENEFITS							
080-603-40400	MEDICAL INSURANCE	9,628.77	8,082.48	57,892.62	49,825.41	95,000.00	60.94
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,561.13	3,055.31	20,663.59	18,232.16	38,000.00	54.38
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,662.87	3,402.54	14,521.37	20,629.48	39,000.00	37.23
BENEFITS		16,852.77	14,540.33	93,077.58	88,687.05	172,250.00	54.04
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,691.88	735.00	16,591.23	13,255.00	32,000.00	51.85
080-603-41020	ELEVATOR MAINTENANCE	470.00	19.00	949.00	19.00	2,000.00	47.45
080-603-41050	MAINTENANCE-GROUNDS	305.00	125.38	1,985.00	1,550.38	6,500.00	30.54
080-603-41300	COMPUTER SERVICES	350.00	350.00	11,130.00	10,130.00	13,000.00	85.62
080-603-41313	COPIER MAINTENANCE/SUPPLIES	464.18	388.84	2,366.14	1,464.41	4,000.00	59.15
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	0.00	468.00	7,349.75	5,000.00	9.36
080-603-41350	LEGAL SERVICES	1,012.50	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		5,293.56	1,618.22	38,201.74	38,964.53	66,040.00	57.85
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	70.00	0.00	3,000.00	2.33
080-603-42440	DUES	0.00	0.00	811.60	556.14	2,500.00	32.46
080-603-43230	UTILITIES	532.68	824.76	4,627.08	7,135.90	14,000.00	33.05
080-603-43300	POSTAGE	421.31	115.20	2,851.93	993.60	3,500.00	81.48
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	4,125.94	2,434.95	10,000.00	41.26
080-603-43550	OFFICE SUPPLIES	487.74	142.49	3,464.91	5,129.03	6,000.00	57.75
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	150.76	31.44	633.65	286.63	2,000.00	31.68
080-603-43668	TECHNICAL SERVICES SUPPLIES	305.82	476.40	2,696.54	1,682.21	5,000.00	53.93
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	103.66	0.00	500.00	20.73
080-603-43710	ADULT PROGRAM SUPPLIES	1,300.00	250.00	4,513.48	3,653.20	7,000.00	64.48
080-603-43720	JUVENILE PROGRAM SUPPLIES	156.45	19.97	3,726.22	1,819.03	7,000.00	53.23
080-603-43730	OUTREACH SUPPLIES	104.93	99.77	1,033.04	220.03	5,000.00	20.66
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	225.02	394.00	1,250.00	18.00
COMMODITIES		3,489.68	1,990.02	28,883.07	24,304.72	66,750.00	43.27
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.30	25.50	230.79	374.44	1,000.00	23.08
PROGRAM EXPENSES		25.30	25.50	230.79	374.44	1,000.00	23.08

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BGDGT USED
		MONTH 10/31/21 INCR (DECR)	MONTH 10/31/20 INCR (DECR)	10/31/2021 NORM (ABNORM)	10/31/2020 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
INTERFUND OUT		0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,057.69	627.17	10,233.49	5,981.82	17,000.00	60.20
080-603-45100	ADULT FICTION BOOKS	1,424.69	707.06	9,718.35	7,305.16	15,500.00	62.70
080-603-45110	ADULT LARGE PRINT MATERIAL	19.14	17.94	132.12	306.24	600.00	22.02
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,103.29	729.72	5,722.37	4,428.43	15,500.00	36.92
080-603-45220	ADULT REFERENCE/E-REFER	462.26	500.00	10,059.13	12,922.35	19,500.00	51.59
080-603-45400	JUVENILE NON-FICTION	500.73	772.21	4,154.35	1,359.50	11,500.00	36.12
080-603-45410	PICTURE BOOKS, READERS	1,263.76	401.21	5,279.46	1,660.24	6,000.00	87.99
080-603-45420	JUVENILE FICTION	258.76	942.48	4,394.94	2,033.98	7,750.00	56.71
080-603-45430	JUVENILE AUDIO-VISUAL	51.46	97.69	2,517.59	278.37	4,000.00	62.94
080-603-45440	JUVENILE E-REFERENCE	1,436.00	0.00	1,835.00	1,835.00	4,250.00	43.18
080-603-45450	TEEN BOOKS	0.00	34.01	874.85	450.20	2,500.00	34.99
080-603-45460	E-BOOKS	2,118.91	1,491.57	8,732.00	10,290.38	17,000.00	51.36
080-603-45470	GRAPHIC NOVELS	0.00	0.00	480.54	96.93	750.00	64.07
080-603-45500	PERIODICALS	732.15	0.00	5,382.51	3,830.73	6,750.00	79.74
080-603-45510	VIDEO GAMES	472.16	59.99	1,564.19	1,045.41	3,500.00	44.69
080-603-45520	TRENDING TITLES	54.52	17.07	333.79	178.61	2,000.00	16.69
080-603-45600	PATRON & STAFF SOFTWARE	375.81	448.24	8,875.10	7,010.50	12,000.00	73.96
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	0.00	0.00	1,108.55	3,175.00	1,000.00	110.86
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		11,331.33	6,846.36	103,638.34	87,687.58	177,100.00	58.52
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	16,331.84	0.00	20,621.84	0.00	20,000.00	103.11
CAPITAL BUILDING		16,331.84	0.00	20,621.84	0.00	20,000.00	103.11
Total Dept 603 - LIBRARY ADMINISTRATION							
		100,555.10	65,635.50	558,822.26	482,451.93	1,047,140.00	53.37
TOTAL EXPENDITURES							
		100,555.10	65,635.50	558,822.26	482,451.93	1,047,140.00	53.37
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		215,696.07	170,245.38	830,145.70	912,485.53	1,045,140.00	79.43
TOTAL EXPENDITURES		100,555.10	65,635.50	558,822.26	482,451.93	1,047,140.00	53.37
NET OF REVENUES & EXPENDITURES		115,140.97	104,609.88	271,323.44	430,033.60	(2,000.00)	13,566.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

		PERIOD ENDING 10/31/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDGT
		MONTH 10/31/21	MONTH 10/31/20	10/31/2021	10/31/2020		
		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	367.87	2,250.00	6,903.37	7,424.19	17,000.00	40.61
PROGRAM EXPENSES		367.87	2,250.00	6,903.37	7,424.19	17,000.00	40.61
Total Dept 603 - LIBRARY ADMINISTRATION		367.87	2,250.00	6,903.37	7,424.19	25,152.50	27.45
TOTAL EXPENDITURES		367.87	2,250.00	6,903.37	7,424.19	25,152.50	27.45
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	699.99	0.00	25,152.50	2.78
TOTAL EXPENDITURES		367.87	2,250.00	6,903.37	7,424.19	25,152.50	27.45
NET OF REVENUES & EXPENDITURES		(367.87)	(2,250.00)	(6,203.38)	(7,424.19)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BGDGT
		MONTH 10/31/21	MONTH 10/31/20	10/31/2021	10/31/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
TOTAL REVENUES - ALL FUNDS		215,696.07	170,245.38	830,845.69	912,485.53	1,070,292.50	77.63
TOTAL EXPENDITURES - ALL FUNDS		100,922.97	67,885.50	565,725.63	489,876.12	1,072,292.50	52.76
NET OF REVENUES & EXPENDITURES		114,773.10	102,359.88	265,120.06	422,609.41	(2,000.00)	13,256.0

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	(9,176.83)
	A/R - OTHER	9,521.49	(9,176.83)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	146,116.06	161,145.30
080-100-10070	CASH DRAWER OVER/SHORT	(0.66)	(38.38)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	323,063.50	619,834.61
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	22,797.04	23,646.43
	CASH/INVESTMENTS	492,127.74	804,739.76
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	1,794,374.61
*** 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	52,404.29
	ACCOUNTS PAYABLE	29,622.46	52,404.29
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	277.70
	A/P - OTHER	0.00	277.70
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	OTHER LIABILITIES	0.00	0.00
	UNAVAILABLE PROPERTY TAXES		
080-200-24000	UNAVAILABLE PROPERTY TAXES	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	1,089,249.93
*** 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		270,854.17
	Ending Fund Balance		705,124.68
	Total Liabilities And Fund Balance		1,794,374.61

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	<u>8,439.95</u>	<u>8,439.95</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(81,376.47)	(87,562.88)
	CASH/INVESTMENTS	<u>(81,376.47)</u>	<u>(87,562.88)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
	DUE TO OTHER FUNDS	<u>20,604.89</u>	<u>20,604.89</u>
	Total Assets	<u>(52,331.63)</u>	<u>(58,518.04)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	350.90	367.87
	ACCOUNTS PAYABLE	<u>350.90</u>	<u>367.87</u>
	Total Liabilities	<u>350.90</u>	<u>367.87</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(52,682.53)	(52,682.53)
	NET POSITION/FUND BALANCE	<u>(52,682.53)</u>	<u>(52,682.53)</u>
	Total Fund Balance	<u>(52,682.53)</u>	<u>(52,682.53)</u>
	Beginning Fund Balance		(52,682.53)
	Net of Revenues VS Expenditures		(6,203.38)
	Ending Fund Balance		(58,885.91)
	Total Liabilities And Fund Balance		(58,518.04)

User: EBAILEY

CHECK DATE FROM 10/20/2021 - 11/17/2021

6A

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
11/11/2021	LIBCK	14955	433496593653	AMAZON	OFFICE SUPPLIES	080-603-43550	19.29
		14955	539334547563		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	54.99
		14955	465578487357		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.98
		14955	634696838673		TECHNICAL SERVICES SUPPLIES	080-603-43668	49.99
		14955	445363439834		JUVENILE PROGRAM SUPPLIES	080-603-43720	76.87
		14955	639767486374		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.98
		14955	786498437834		OUTREACH SUPPLIES	080-603-43730	23.98
		14955	837343666799		OUTREACH SUPPLIES	080-603-43730	18.99
		14955	879868957596		OUTREACH SUPPLIES	080-603-43730	14.99
		14955	458547793546		OUTREACH SUPPLIES	080-603-43730	8.49
		14955	757458954999		ADULT NON-FICTION BOOKS	080-603-45000	4.75
		14955	836794353749		ADULT FICTION BOOKS	080-603-45100	51.55
		14955	787383464376		ADULT FICTION BOOKS	080-603-45100	10.66
		14955	636767965557		ADULT FICTION BOOKS	080-603-45100	19.22
		14955	974357889399		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.88
		14955	989953857448		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14955	448885594689		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14955	746778944856		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14955	666545857766		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.99
		14955	448568747347		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.73
		14955	459488768893		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.29
		14955	993399367476		ADULT AUDIO VISUAL MATERIAL	080-603-45200	6.89
		14955	596748836347		ADULT AUDIO VISUAL MATERIAL	080-603-45200	51.77
		14955	688675894859		ADULT AUDIO VISUAL MATERIAL	080-603-45200	7.99
		14955	886633966864		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14955	436955649883		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14955	775778777473		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.49
		14955	784943997686		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.29
		14955	466583983939		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		14955	685998553587		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		14955	467859348974		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.35
		14955	636768849396		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.98
		14955	689777857673		ADULT AUDIO VISUAL MATERIAL	080-603-45200	83.87
		14955	557998468644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	203.63
		14955	873387339695		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.98
		14955	895854896788		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.38
		14955	958893774747		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.99
		14955	995568956458		ADULT AUDIO VISUAL MATERIAL	080-603-45200	43.51
		14955	444653347435		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14955	543485658646		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99

User: EBAILEY
DB: Lake Bluff

CHECK DATE FROM 10/20/2021 - 11/17/2021

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14955	944767849477		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.94
		14955	698497769634		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		14955	779357398559		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.99
		14955	548988963768		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.00)
		14955	588549486834		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(22.49)
		14955	593673894853		JUVENILE NON-FICTION	080-603-45400	13.99
		14955	957733985796		JUVENILE NON-FICTION	080-603-45400	(0.47)
		14955	869445995534		PICTURE BOOKS, READERS	080-603-45410	157.06
		14955	659473568833		PICTURE BOOKS, READERS	080-603-45410	16.99
		14955	459875776533		PICTURE BOOKS, READERS	080-603-45410	160.86
		14955	436956948469		PICTURE BOOKS, READERS	080-603-45410	76.78
		14955	449686555873		JUVENILE FICTION	080-603-45420	79.59
		14955	783543434589		JUVENILE FICTION	080-603-45420	23.59
		14955	436594736445		JUVENILE FICTION	080-603-45420	54.83
		14955	886483586657		JUVENILE FICTION	080-603-45420	29.96
		14955	897367538734		JUVENILE AUDIO-VISUAL	080-603-45430	51.46
		14955	758438535975		VIDEO GAMES	080-603-45510	472.16
		14955	843634336643		TRENDING TITLES	080-603-45520	54.52

2,428.40

11/11/2021 LIBCK 14956 VOID ** VOIDED ** ** VOIDED **
Void Reason: Created From Check Run Process

11/11/2021	LIBCK	14957	NS21090262	BAKER & TAYLOR ENTERTAI	COMPUTER SERVICES	080-603-41300	350.00
		14957	2036220237		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14957	2036190949		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.21
		14957	2036192945		TECHNICAL SERVICES SUPPLIES	080-603-43668	28.29
		14957	2036223619		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.45
		14957	2036226306		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.66
		14957	2036231722		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.16
		14957	2036204375		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.46
		14957	2036220231		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.23
		14957	2036258408		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.30
		14957	2036263390		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		14957	2036279604		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.80
		14957	2036286769		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.77
		14957	2036217370		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.04
		14957	2036231624		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.63
		14957	2036303194		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.25
		14957	2036300045		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.23
		14957	2036236461		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.14

User: EBAILEY

CHECK DATE FROM 10/20/2021 - 11/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14957	2036190949		ADULT NON-FICTION BOOKS	080-603-45000	179.16
		14957	2036226306		ADULT NON-FICTION BOOKS	080-603-45000	361.94
		14957	2036204375		ADULT NON-FICTION BOOKS	080-603-45000	168.30
		14957	2036286769		ADULT NON-FICTION BOOKS	080-603-45000	164.08
		14957	2036231624		ADULT NON-FICTION BOOKS	080-603-45000	47.84
		14957	2036236461		ADULT NON-FICTION BOOKS	080-603-45000	131.62
		14957	2036220237		ADULT FICTION BOOKS	080-603-45100	16.46
		14957	2036220231		ADULT FICTION BOOKS	080-603-45100	328.43
		14957	2036258408		ADULT FICTION BOOKS	080-603-45100	331.98
		14957	2036279604		ADULT FICTION BOOKS	080-603-45100	347.15
		14957	2036300045		ADULT FICTION BOOKS	080-603-45100	319.24
		14957	2036303194		ADULT LARGE PRINT MATERIAL	080-603-45110	19.14
		14957	2036231722		JUVENILE NON-FICTION	080-603-45400	419.92
		14957	2036192945		PICTURE BOOKS, READERS	080-603-45410	549.08
		14957	2036263390		PICTURE BOOKS, READERS	080-603-45410	59.47
		14957	2036217370		PICTURE BOOKS, READERS	080-603-45410	243.52
		14957	2036223619		JUVENILE FICTION	080-603-45420	70.79
							4,282.50
11/11/2021	LIBCK	14958	MIC110521	BRIAN MICHALSKI	ADULT PROGRAM SUPPLIES	080-603-43710	300.00
11/11/2021	LIBCK	14959	SUN110921	CHICAGO SUN-TIMES	PERIODICALS	080-603-45500	507.50
11/11/2021	LIBCK	14960	203765	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	67.29
11/11/2021	LIBCK	14961	GOO110521	CLARENCE GOODMAN	USE OF DONATIONS/TEMPORARY E	082-603-99999	295.00
11/11/2021	LIBCK	14962	217459	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	080-603-41020	240.00
		14962	217842		ELEVATOR MAINTENANCE	080-603-41020	230.00
							470.00
11/11/2021	LIBCK	14963	COM111221	COMCAST	UTILITIES	080-603-43230	158.35
11/11/2021	LIBCK	14964	27892	CRYSTAL MAINTENANCE SER	BUILDG MAINT/CLEANING SERVIC	080-603-41000	645.00
		14964	27862		BUILDG MAINT/CLEANING SERVIC	080-603-41000	250.00
							895.00
11/11/2021	LIBCK	14965	ANN102821	FIRST BANKCARD	USE OF DONATIONS/PLAQUE D.WI	082-603-99999	75.75
		14965	ANN102821		USE OF DONATIONS/CREDIT/REIM	082-603-99999	(2.88)
							72.87
11/11/2021	LIBCK	14966	ELI102821	FIRST BANKCARD	JUVENILE PROGRAM SUPPL/OWL S	080-603-43720	44.35

User: EBAILEY
DB: Lake Bluff

CHECK DATE FROM 10/20/2021 - 11/17/2021

6E

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
11/11/2021	LIBCK	14979	629796	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	080-200-20245	441.59
11/11/2021	LIBCK	14980	SVC00034929	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	627.00
11/11/2021	LIBCK	14981	NEW110321	NEWS-SUN	PERIODICALS	080-603-45500	77.90
11/11/2021	LIBCK	14982	01018CO21418605	OVERDRIVE , INC	E-BOOKS	080-603-45460	239.97
		14982	01018CO21426529		E-BOOKS	080-603-45460	522.75
		14982	01018CO21434813		E-BOOKS	080-603-45460	526.48
		14982	01018CP21439298		E-BOOKS	080-603-45460	576.20
		14982	01018CO21447890		E-BOOKS	080-603-45460	253.51
							2,118.91
11/11/2021	LIBCK	14983	61396	PEREGRINE, STIME, NEWMA	LEGAL SERVICES	080-603-41350	1,012.50
11/11/2021	LIBCK	14984	21101LB02	PETER BAKER & SON CO.	EXT BUILDING IMPROVEMENTS	080-603-51200	16,331.84
11/11/2021	LIBCK	14985	661507	RAVINIA PLUMBING, HEATI	MAINTENANCE-BUILDING	080-603-41000	807.88
11/11/2021	LIBCK	14986	32541425	SCHOLASTIC LIBRARY PUBL	JUVENILE E-REFERENCE	080-603-45440	1,436.00
11/11/2021	LIBCK	14987	3490661935	STAPLES	OFFICE SUPPLIES/STAPLES	080-603-43550	73.98
		14987	3490661935		OFFICE SUPPLIES/BATTERIES	080-603-43550	22.99
		14987	3490661935		OFFICE SUPPLIES/POST-IT	080-603-43550	11.99
		14987	3490661938		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	31.78
		14987	3490661938		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	17.51
		14987	3490661935		MAINT SUPPLIES-BUILDING/PAPE	080-603-43660	46.48
							204.73
11/11/2021	LIBCK	14988	HAM110521	TAMMY HAMAN	ADULT PROGRAM SUPPLIES	080-603-43710	175.00
11/11/2021	LIBCK	14989	318932	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	132.00
		14989	319018		MAINTENANCE-BUILDING	080-603-41000	132.00
							264.00
11/11/2021	LIBCK	14990	JOH091021	THE JOHNS HOPKINS UNIVE	PERIODICALS	080-603-45500	125.00
11/11/2021	LIBCK	14991	KEN110521	THOMAS KENS	ADULT PROGRAM SUPPLIES	080-603-43710	300.00
11/11/2021	LIBCK	14992	TIM110521	TIMOTHY COMMUNICATIONS	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
11/11/2021	LIBCK	14993	USA110921	USA TODAY	PERIODICALS	080-603-45500	21.75
11/11/2021	LIBCK	14994	VIL102521	VILLAGE OF LAKE BLUFF	IMRF EE CONTRIB/SEPT 2021	080-100-11580	1,732.37
		14994	VIL102521		VISION INSUR FROM PPO/SEPT 2	080-100-11580	52.93

User: EBAILEY

CHECK DATE FROM 10/20/2021 - 11/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14994	VIL102521		LIFE INSUR/SEPT 2021	080-100-11580	44.82
		14994	VIL102521		IMRF ER CONTRIB/SEPT 2021	080-100-11580	3,799.66
		14994	VIL102521		MED INSUR/SEPT 2021	080-100-11580	9,531.74
		14994	VIL102521		DENTAL INSUR/SEPT 2021	080-100-11580	646.00
		14994	VIL102521		VISION INSUR/SEPT 2021	080-100-11580	42.96
							15,850.48

TOTAL - ALL FUNDS

TOTAL OF 40 CHECKS (1 voided)

52,772.16

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	15,850.48
080-200-20245	ICMA 457 PLAN PAYABLE	441.59
080-603-41000	MAINTENANCE-BUILDING	2,691.88
080-603-41020	ELEVATOR MAINTENANCE	470.00
080-603-41050	MAINTENANCE-GROUNDS	305.00
080-603-41300	COMPUTER SERVICES	350.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	464.18
080-603-41350	LEGAL SERVICES	1,012.50
080-603-43230	UTILITIES	532.68
080-603-43300	POSTAGE	421.31
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	128.25
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	150.76
080-603-43668	TECHNICAL SERVICES SUPPLIES	305.82
080-603-43710	ADULT PROGRAM SUPPLIES	1,300.00
080-603-43720	JUVENILE PROGRAM SUPPLIES	156.45
080-603-43730	OUTREACH SUPPLIES	104.93
080-603-45000	ADULT NON-FICTION BOOKS	1,057.69
080-603-45100	ADULT FICTION BOOKS	1,424.69
080-603-45110	ADULT LARGE PRINT MATERIAL	19.14
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,103.29
080-603-45220	ADULT REFERENCE/E-REFER	462.26
080-603-45400	JUVENILE NON-FICTION	500.73
080-603-45410	PICTURE BOOKS, READERS	1,263.76
080-603-45420	JUVENILE FICTION	258.76
080-603-45430	JUVENILE AUDIO-VISUAL	51.46
080-603-45440	JUVENILE E-REFERENCE	1,436.00
080-603-45460	E-BOOKS	2,118.91
080-603-45500	PERIODICALS	732.15
080-603-45510	VIDEO GAMES	472.16
080-603-45520	TRENDING TITLES	54.52
080-603-45600	PATRON & STAFF SOFTWARE	375.81
080-603-46100	MISCELLANEOUS EXPENSES	25.30
080-603-51200	EXT BUILDING IMPROVEMENTS	16,331.84
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	367.87
	TOTAL	52,772.16

Levy Recommendation
November 16th, 2021

SUMMARY: The intent of this document is to provide information to be factored into a decision on the property tax levy for Fiscal Year 2022-2023.

RESEARCH:

- The PTELL increase rate as calculated by Village Finance Director Bettina O’Connell is 1.794%.
 - This would result in a projected levy extension of \$1,032,713 for FY22-23.
- At their October 25, 2021 meeting the Village Finance Committee voted to recommend a PTELL increase for the Village levy.
- A preliminary draft of the budget for FY22-23 shows that a PTELL increase is sufficient to cover expected costs.
- Salary costs had been the primary concern for the budget for the next year, and a staff retirement has provided the flexibility to address those issues.
- The Finance Committee met on November 8th, 2021 and voted to recommend to the Board a levy extension of \$1,032,713 for FY22-23 representing a PTELL increase of 1.794%.

RECOMMENDATION: That the Board approve a levy extension of \$1,032,713 for FY22-23, representing a PTELL increase of 1.794%.

Respectfully submitted,

Eric Scott Bailey

VILLAGE OF LAKE BLUFF

MEMORANDUM

TO: Finance Committee Members
Regis Charlot, Village President
R. Drew Irvin, Village Administrator

FROM: Bettina K. O'Connell, Director of Finance

DATE: October 20, 2021

SUBJECT: 2021 Property Tax Levy Estimate



Overview

Annually the Village is statutorily required to estimate the funds to be raised from taxes on real property in the Village prior to the adoption of the levy. This is an estimate and does not limit the Board's ability to levy a different amount provided it is in compliance with the Truth in Taxation Law and all applicable notice and hearing provisions.

The attached packet includes supporting schedules estimating the 2021 property tax maximum levy under the Property Tax Limitation Act (PTELL) with (i) Alt# 1 a 2021 property tax levy increasing the levy based on the new construction added to the tax rolls (EAV) with CPI, (ii) Alt# 2 without the CPI factor of 1.4%, and (iii) Alt# 3 a 2021 property tax levy freeze without any changes to EAV or CPI factored.

Levy Calculation and Estimates – Attachments A, B and C

Attachment A of the package shows the calculation of the tax levy based on the maximum non-referendum tax levy, which considers the CPI factor and estimated new construction. **Attachment B** of the package shows the calculation of the tax levy based without CPI. The CPI factor is 1.4%, which is lower than last year. Based off of resent estimated provided by the Lake County Assessment Office the EAV for 2022 is projected to decline 1.24% to 577,249,343 and new construction is estimated at \$2,235,934 million.

The estimated maximum amount under the PTELL that could be levied is **\$4,556,638** (including the Library portion) representing a **1.79%** increase. While the Village is not subject to tax caps as a home rule municipality the Village Board passed a resolution in 2005 pledging to not increase the aggregate levy in excess of the amount that is allowed under the PTELL. The estimated levy amount foregoing the CPI factor for both the Village and the Library is **\$4,493,724** or **0.39%** over the 2020 tax extension. Additionally, **attachment C** of the package demonstrates if EAV and CPI were excluded from the calculation for both the Village and the Library the estimated levy amount of **\$4,476,318** would remain the same as 2020.

Part III, of Attachments A and B details the new dollars received, the percentage increase, and the tax rate changes compared to the 2020 extension for the Village and the Library separately. With a summary of all three scenarios included in attachment A. Under the PTELL levy, the levy amount would increase \$80,320 and the blended tax rate increases to \$.7894 from \$.7682 per \$100 of EAV. By not utilizing the CPI factor, the aggregate levy would increase by \$17,406 and the rate would increase from \$.7572 to \$.7785 per \$100 of EAV.

Below is a table showing the last 10 years' total (Village and Library) tax extension and the current estimated levy under all scenarios

Tax Collection Yr.	Levy Year	Tax Extension	New Dollars	Equalized Assessed Value	Blended Tax Rate	Inc/(Dec) in EAV	Inc/(Dec) in Levy	CPI
2022-23	2021	4,556,638	80,320	577,249,353	0.7894	-1.24%	1.79%	1.4%
2022-23	2021	4,493,724	17,406	577,249,353	0.7785	-1.24%	0.39%	1.4%
2022-23	2021	4,476,318	0	577,249,353	0.7755	-1.24%	0.00%	1.4%
2021-22	2020	4,476,318	26,800	584,481,960	0.7682	-1.65%	0.60%	2.3%
2020-21	2019	4,449,518	126,291	594,260,348	0.7469	1.90%	2.92%	1.9%
2019-20	2018	4,323,227	103,675	583,162,534	0.7173	1.61%	2.46%	2.1%
2018-19	2017	4,219,552	111,545	573,943,859	0.7221	3.50%	2.72%	2.1%
2017-18	2016	4,108,007	28,518	554,529,066	0.741	6.27%	0.70%	0.7%
2016-17	2015	4,079,489	55,876	521,831,574	0.782	8.82%	1.39%	0.8%
2015-16	2014	4,023,613	76,386	479,518,737	0.839	-0.98%	1.94%	1.5%
2014-15	2013	3,947,227	96,685	484,263,512	0.815	-4.39%	2.51%	1.7%
2013-14	2012	3,850,542	126,832	506,500,163	0.673	-8.12%	3.41%	3.0%
2012-13	2011	3,723,710	80,146	551,254,954	0.678	-5.91%	2.20%	1.5%
2011-12	2010	3,643,564	147,321	585,899,834	0.624	-7.14%	4.21%	2.7%

Levy Breakdown by Fund/Purpose – Attachments D

Attachment D shows the breakdown of the levy by fund/purpose with a comparison to previous years. The shaded column shows the effect of the 2021 levy on the Village funds. Of the total new dollars projected under the PTELL levy, the General fund would realize a **decrease of \$15,718** over the 2020 extension. If the Finance Committee recommends not using the CPI factor, then the General Fund would realize a **decrease of \$64,374** from the 2020 extension.

The Police Pension Board current actuarial valuation as of 5/1/2021 calculated a funding policy contribution requirement of \$927,685. The Police Pension Board met on July 15, 2021 and reviewed the 2021 actuarial valuation, prepared by the actuarial firm of MWM Consulting, the calculated recommended minimum Village contribution increased 8.75% from the contribution last year of \$849,850. The actuarial recommended levy is based on the Entry Age Normal (EANC) funding method and more conservative assumptions than the minimum levy required by statute. The recommended amount is designed to reduce the unfunded liability each year, to produce a levy that is about 62.6% of covered payroll, and to achieve 90% funding by 2040. The plan is 65.03% funded as of May 1, 2021 up from 54.14% at May 1, 2020 under the EANC method. The complete actuarial valuation report is attached. The Illinois Municipal Retirement Fund and Social Security (FICA) levy allocations are based on a projection of the costs for FY2021-22. The Village is mandated to contribute 9.87% for 2021 and, and an estimated 7.00% for 2022, of salaries for IMRF covered employees. The Village pays 6.2% of salaries up to the annual maximum and 1.45% on total salaries for FICA and Medicare income taxes for all employees.

Impact on a Median Market Value Home

The impact on a home that has the median market value of \$642,700 (assuming the estimated change in the EAV from 2020 to 2021) is an increase of approximately \$43.96 under the PTELL levy estimate and an increase of approximately \$21.28 under the non-CPI levy estimate (utilizing the new estimated EAV only). While an extension hold would mean a change of about \$15.01 as a decreased base in the calculation due to decreasing property values (EAV) results in an increased tax rate of approximately .007217.

	Estimated Impact on Homeowner			
	2020	2021 Levy		
		CPI	No CPI	Extension Hold
Extension (\$ Rcvd)	\$ 4,476,318	\$ 4,556,637	\$ 4,493,724	\$ 4,476,318
Village EAV	\$ 584,481,960	\$ 577,249,353	\$ 577,249,353	\$ 577,249,353
Blended Tax Rate	0.768240	0.789371	0.778472	0.775457
Median home market value	\$ 642,700	\$ 642,700	\$ 642,700	\$ 642,700
Assessment ratio	0.333	0.333	0.333	0.333
Median home assessed value	\$ 214,019	\$ 214,019	\$ 214,019	\$ 214,019
Less homestead exemption	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)
Taxable EAV	\$ 208,019	\$ 208,019	\$ 208,019	\$ 208,019
Times Village tax rate	0.768240	0.789371	0.778472	0.775457
Village Portion of Tax Bill	\$ 1,598.09	\$ 1,642.04	\$ 1,619.37	\$ 1,613.10
Est. Impact on Median Home		\$ 43.96	\$ 21.28	\$ 15.01

Library Property Tax Levy

The Library Board has not formally submitted its levy request and has the authority to request an amount that exceeds the PTELL due to the Lake Bluff’s home rule status. Since 2006 the Library Board has requested a levy consistent with the PTELL with the exception of FY2012 when they held the levy flat, and also in FY2019 when an additional \$20k was requested.

Abatement of both the 2019A Refunding Bonds and 2019 Bonds

As has been past practice, this levy does not include an amount for bond payments. This debt requires an abatement ordinance to request that the County NOT levy this tax because Ordinances, 2019-18 and 2019-26 are filed with the County. These ordinances require the County tax extension office to levy the annual bond payment amount unless the Village abates the levy each year.

The abatement ordinance will be submitted to the Board for approval in conjunction with the levy ordinance.

General Information and Tax Levy Legal Adoption Requirements

The Village is required by Statute to prepare a resolution estimating the property tax levy, which will be on the November 8th Village Board meeting agenda. The first reading of the Levy Ordinance, Debt Abatement ordinance, and Public Hearing will be held on November 22nd with final adoption of the levy on December 13th. The levy must be filed with the County Clerk by the last Tuesday in December.

Truth-In-Taxation Law Compliance Is Not Required

The truth in taxation law requires that the corporate authorities comply with specific publication and public hearing requirements if the aggregate tax levy is estimated to be more than 105% of the amount extended the prior year. At this time, the Village and the Library levies are in compliance with the tax cap amount, therefore, compliance with the provisions of this law is not required. However, the Village will hold a public hearing on the budget at the November 22nd Board meeting in accordance with past practice. The public hearing notice will be posted on the Village Hall bulletin board, the website, and printed in a local newspaper the week of November 8th.

2021 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2021 Estimated EAV & Historical Data

	2017	2018	2019	2020	2021 Estimate	
Village EAV	551,599,505	560,523,140	571,379,884	\$561,567,104	\$554,254,141	
Sanctuary EAV	22,344,354	22,639,394	22,880,464	\$22,914,856	\$22,995,212	\$162,736
Total Village EAV	\$573,943,859	\$583,162,534	\$594,260,348	\$584,481,960	\$577,249,353	\$554,254,141
Shield's Township EAV	\$1,906,304,728	\$1,909,637,243	\$1,915,537,317	\$2,011,314,183	\$1,865,641,808	
Village % of Township	30.11%	30.54%	31.02%	29.06%	30.94%	
Village New Construction Annexed Property Township New Construct	\$2,545,595	\$2,276,957	\$3,247,137	\$2,000,000	\$2,235,934	
Property Tax Extension	\$4,067,737	\$4,187,069	\$4,291,337	\$4,313,582		
Sanctuary Extension	\$151,814	\$156,190	\$158,181	\$162,736		
Total Village Extension	\$4,219,552	\$4,343,258	\$4,449,518	\$4,476,318		
Tax Rate	0.737	0.747	0.751	0.768		
Sanctuary Rate	0.679	0.690	0.691	0.710		

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2021 ESTIMATE

	CPI Factor 1.4%	1.40%	
STEP 1: Prior year Extension less debt * CPI factor			
2020 Extension	\$4,476,318	\$4,538,987	
STEP 2: Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New Construction		\$575,013,419	
STEP 3: Maximum Tax Rate with CPI (Step 1 divided by Step 2)		0.7894 PTELL Limiting Rate	
STEP 4: Rate * Total EAV = Total levy (less debt)		\$4,556,638 MAXIMUM	1.794% % Increase
STEP 5: Total Maximum Levy		\$4,556,638	1.794% % Increase
STEP 6: Add G.O. Debt Payments	ABATED	\$0	
STEP 7: Total Maximum Levy & Tax Rate		\$4,556,638	0.7894

When the Total EAV increases, the tax rate decreases to ensure the entity receives the dollars it is entitled to. Conversely, when the Total EAV decreases, the tax rate increases to ensure the entity receives the dollars it is entitled to.

III. Comparison 2020 & 2021 Levy - VILLAGE

	2020 Extension	With CPI	No CPI	FREEZE	WITH CPI	NO CPI	FREEZE
		2021 Max Levy Est	2021 Estimate	2021 Estimate	\$ Change	\$ Change	\$ Change
A. PTELL Maximum							
Levy w/o Police Pension	\$2,611,958	\$2,596,240	\$2,547,584	\$2,534,123	(\$15,718)	(\$64,374)	(\$77,835)
Police Pension Levy	\$849,850	\$927,685	\$927,685	\$927,685	\$77,835	\$77,835	\$77,835
Total Village Levy	\$3,461,808	\$3,523,925	\$3,475,269	\$3,461,808	\$62,117	\$13,461	\$0

IV. Library Levy Estimates

	2020 Extension	2021 Max Levy	2021 Estimate	2021 Estimate	\$ Change	\$ Change	\$ Change
Amount per Tax Cap	\$1,014,510	\$1,032,713	\$1,018,455	\$1,014,510	\$18,203	\$3,945	\$0
additional request							
TOTAL MAXIMUM LEVY	\$4,476,318	\$4,556,637	\$4,493,724	\$4,476,318	\$80,320	\$17,406	\$0

2021 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2021 Estimated EAV & Historical Data

	2017	2018	2019	2020	2021 Estimate	
Village EAV	551,599,505	560,523,140	571,379,884	\$561,567,104	\$554,254,141	
Sanctuary EAV	22,344,354	22,639,394	22,880,464	\$22,914,856	\$22,995,212	\$162,736
Total Village EAV	\$573,943,859	\$583,162,534	\$594,260,348	\$584,481,960	\$577,249,353	\$554,254,141
Shield's Township EAV	\$1,906,304,728	\$1,909,637,243	\$1,915,537,317	\$2,011,314,183	\$1,865,641,808	
Village % of Township	30.11%	30.54%	31.02%	29.06%	30.94%	
Village New Construction Annexed Property Township New Construct	\$2,545,595	\$2,276,957	\$3,247,137	\$2,000,000	\$2,235,934	
Property Tax Extension	\$4,067,737	\$4,187,069	\$4,291,337	\$4,313,581		
Sanctuary Extension	\$151,814	\$156,190	\$158,181	\$162,736		
Total Village Extension	\$4,219,552	\$4,343,258	\$4,449,518	\$4,476,317		
Tax Rate	0.737	0.747	0.751	0.768		
Sanctuary Rate	0.679	0.690	0.691	0.710		

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2020 ESTIMATE

		CPI Factor 1.4%	0.00%
STEP 1: Prior year Extension less debt * CPI factor	2020 Extension	\$4,476,317	\$4,476,317
STEP 2: Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New Construction			\$575,013,419
STEP 3: Maximum Tax Rate withOUT CPI (Step 1 divided by Step 2)			0.7785 PTELL Limiting Rate
STEP 4: Rate * Total EAV = Total levy (less debt)			\$4,493,724 MAXIMUM
STEP 5: Total Maximum Levy			\$4,493,724
			0.389% % Increase
STEP 6: Add G.O. Debt Payments	ABATED		\$0
STEP 7: Total Maximum Levy & Tax Rate			\$4,493,724
			0.7785

III. Comparison 2020 & 2021 Levy - VILLAGE

	2020 Extension	2021 Estimate	\$ Change	% Change
A. PTELL Maximum				
Levy w/o Police Pension	\$2,611,957	\$2,547,584	(\$64,373)	-2.465%
Police Pension Levy	\$849,850	\$927,685	\$77,835	9.159%
Total Village Levy	\$3,461,807	\$3,475,269	\$13,462	0.389%

IV. Library Levy Estimates

	2020 Extension	2020 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$1,014,510	\$1,018,455	\$3,945	0.389%

TOTAL MAXIMUM LEVY	\$4,476,317	\$4,493,724	\$17,407	0.389%
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2021 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2021 Estimated EAV & Historical Data

	2017	2018	2019	2020	2021 Estimate	
Village EAV	551,599,505	560,523,140	571,379,884	\$561,567,104	\$554,254,141	
Sanctuary EAV	22,344,354	22,639,394	22,880,464	\$22,914,856	\$22,995,212	\$162,736
Total Village EAV	\$573,943,859	\$583,162,534	\$594,260,348	\$584,481,960	\$577,249,353	\$554,254,141
Shield's Township EAV	\$1,906,304,728	\$1,909,637,243	\$1,915,537,317	\$2,011,314,183	\$1,865,641,808	
Village % of Township	30.11%	30.54%	31.02%	29.06%	30.94%	
Village New Construction Annexed Property Township New Construct	\$2,545,595	\$2,276,957	\$3,247,137	\$2,000,000	\$2,235,934	
Property Tax Extension	\$4,067,737	\$4,187,069	\$4,291,337	\$4,313,582		
Sanctuary Extension	\$151,814	\$156,190	\$158,181	\$162,736		
Total Village Extension	\$4,219,552	\$4,343,258	\$4,449,518	\$4,476,318		
Tax Rate	0.737	0.747	0.751	0.768		
Sanctuary Rate	0.679	0.690	0.691	0.710		

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM YEAR 2019 ESTIMATE

	CPI Factor 1.4%	0.00%	
STEP 1: Prior year Extension less debt * CPI factor	\$4,476,318	\$4,476,318	
STEP 2: Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less		\$575,013,419	
STEP 3: Maximum Tax Rate withOUT CPI (Step 1 divided by Step 2)		0.7785 PTELL Limiting Rate	
STEP 4: Rate * Total EAV = Total levy (less debt)		\$4,476,317 MAXIMUM	0.000% % Increase
STEP 5: Total Maximum Levy		\$4,476,317	0.000% % Increase
STEP 6: Add G.O. Debt P: ABATED		\$0	
STEP 7: Total Maximum Levy & Tax Rate		\$4,476,317	0.7755

III. Comparison 2020 & 2021 Levy - VILLAGE

FREEZE

A. PTELL Maximum	2020 Tax Ext	2021 Estimate	\$ Change	% Change
Levy w/o Police Pension	\$2,611,957	\$2,534,123	(\$77,834)	-2.980%
Police Pension Levy	\$849,850	\$927,685	\$77,835	9.159%
Total Village Levy	\$3,461,807	\$3,461,807	\$1	-100.000%

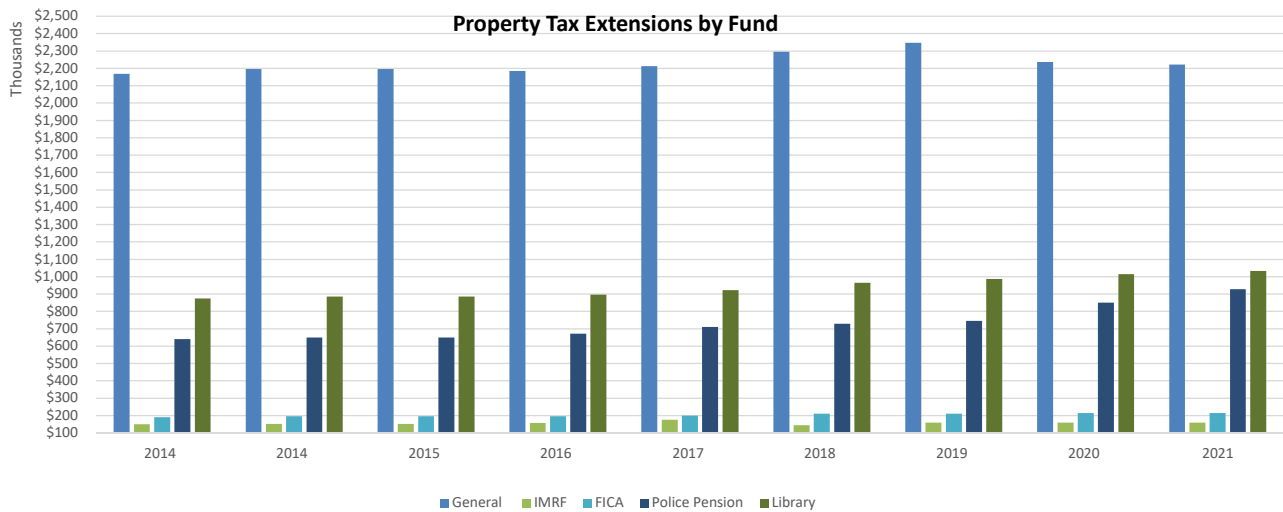
IV. Library Levy Estimates

	2018 Extension	2019 Estimate	\$ Increase	% Change
Amount Allowed per Tax	\$1,014,510	\$1,014,510	\$0	0.000%
TOTAL MAXIMUM LEVY	\$4,476,317	\$4,476,317	\$1	-100.000%

**VILLAGE OF LAKE BLUFF
COMPARISON OF PROPERTY TAX LEVIES BY FUND 2014-2021**

PROPERTY TAX EXTENSIONS									MAX LEVY WITH CPI	Change Increase/(Decrease)		
FUND TITLE	2014 EXT (FY15-16)	2015 EXT (FY16-17)	2016 EXT (FY17-18)	2017 LEVY (FY18-19)	2018 LEVY (FY19-20)	2019 LEVY (FY20-21)	2020 LEVY (FY21-22)	2021 LEVY (FY22-23)	2020 Extension Compared to 2021	\$	%	% of Total Levy
01 General Fund	\$2,169,085	\$2,195,629	\$2,184,374	\$2,213,292	\$2,296,021	\$2,347,118	\$2,236,958	\$2,221,240	(\$15,718)	-0.70%	48.75%	
07 IL Municipal Retire	150,003	152,004	158,002	175,000	145,000	159,955	159,955	160,000	\$45	0.03%	3.51%	
14 Social Security Fund	190,004	195,703	196,004	200,000	210,000	210,000	215,045	215,000	(\$45)	-0.02%	4.72%	
62 Police Pension Fund	640,603	650,103	672,505	709,784	728,089	744,734	849,850	927,685	\$77,835	9.16%	20.36%	
Subtotal - Village	\$3,149,695	\$3,193,439	\$3,210,885	\$3,298,076	\$3,379,110	\$3,461,807	\$3,461,808	\$3,523,925	\$62,117	1.79%	77.34%	
80 Library Fund	797,398	807,600	814,123	837,975	880,117	915,711	942,510	960,713	\$18,203	1.93%	21.08%	
80 Library IMRF	42,975	44,050	46,000	46,500	47,000	36,000	36,000	36,000	\$0	0.00%	0.79%	
80 Library FICA	33,545	34,400	37,000	37,000	37,000	36,000	36,000	36,000	\$0	0.00%	0.79%	
80 additional request					20,000							
Subtotal - Library	\$873,918	\$886,050	\$897,123	\$921,475	\$964,117	\$987,711	\$1,014,510	\$1,032,713	\$18,203	1.79%	22.66%	
TOTAL EXTENSION	\$4,023,613	\$4,079,489	\$4,108,008	\$4,219,551	\$4,343,227	\$4,449,518	\$4,476,318	\$4,556,638	\$80,320	1.79%	100.00%	

Residential property represents 90% of the total EAV of the Village.
Commercial, industrial, farm and railroad property combined EAV represents 10%.



Director's Report – November 2021

A Busy Month

The past month has been very busy at the Lake Bluff Public Library! Besides new services, exciting programs and lots of collaboration with community organizations our circulation numbers were again well above their 2019 level. In October 2019 we recorded 7,134 checkouts versus 8,429 in October 2021. Our juvenile and digital collections were up significantly and our total checkouts for adult collections was 5 short of matching the 2019 total. Everyone on staff deserves a ton of credit for all the hard work, some of it on very short notice, over the past month.

Integration of School and Library Card Registration

Staff members Eliza Jarvi, Martha O'Hara, and Katie Horner have met with District 65 IT Specialist Paul Sanchez regarding integrating the issuance of library cards into the school registration process. We are not at a completed procedure yet, but we have made good process.

Mother's Trust Coat Donation Box

Staff member Jillian Chapman reports that we were able to host a Mother's Trust Foundation coat donation box thanks to help from Trustee Jenny Graziano. Mother's Trust is a not-for-profit organization based out of Lake Forest. Despite only hosting the box for a week and a half it needed to be emptied early because it had overflowed with donations.

Giving Tree

Staff member Katie Horner reports that we will be hosting a Giving Tree from Fill a Heart 4 Kids between November 15 and December 15. Each tag on the tree will list a specific Christmas request from a local foster child. Patrons are invited to pick up a tag and acquire the listed gifts.

Public Libraries Magazine Article by Staff Member Katie Horner

Head of Circulation and Reference Katie Horner recently penned an article for Public Libraries Magazine on right and wrong ways for managers to respond to staff reports of being sexually harassed by patrons. Copy is included in the packet. Katie also regularly speaks on this subject at library conferences and has a podcast on mystery/suspense called Read or Dead with Book Riot. You can visit her podcasts at: <https://bookriot.com/listen/shows/readordead/>

Update on Incident

The person involved in the October 28 medical incident at the Library reached out to us this past week. They are doing better but still face medical challenges. They spoke very glowingly of help provided by staff, particularly from Anna Fifhouse and Jillian Chapman. I cannot say enough good things about their response in a bad situation. Staff members Claire Osada, Lizzie Crampton, and Martha O'Hara all contributed as well, updating social media, directing foot traffic, calling patrons

about the last-minute program cancellation and more. We've undertaken an evaluation of the incident and are making some adjustments as a result.

Meeting Room Booking

Staff members Eliza Jarvi, Anna Fifhouse and Martha O'Hara ironed out the remaining kinks with our online room booking using Springshare. Anna provided training for Library staff at our October staff meeting. We are now fully live with this service, allowing patrons to book meeting space through our website.

License Plate Renewal

We are now live with license plate renewal as a service and the reaction has been very positive. This included a round of applause when it was announced at a recent Trivia event.

125th+1 Celebration

Outreach Coordinator Jillian Chapman reports that we received a resolution of thanks and an honorarium of \$2,000 from the 125 Committee. Jillian will be working with Mark Dewart, Steve Kraus, and Jennifer Leventhal on making the Birthday Bash an annual event with food trucks, balloon animals, fireworks, and more. Jillian did a truly incredible job on this event.

Donna Williams Memorial Dedication Ceremony

The dedication ceremony for our Donna William's memorial statue in Youth Services was held on October 29 (National Cat Day). We had 29 people show up on a rainy night for what turned out to be a lovely ceremony. Anna Fifhouse did an excellent job organizing the memorial and ceremony.

Trunk or Treat and Outdoor Movie

Jillian Chapman and Anna Fifhouse coordinated our participation in the Trunk or Treat event at the Park District. In total, about 550 kids attended Trunk or Treat. About 66 people stayed for the subsequent movie showing, which was a partnership between the Library and Park District.

Pumpkin Fest

We were able to have a booth at Pumpkin Fest at Lake Bluff Middle School this year, which is something we've been hoping to do for a while now. Jillian Chapman, Anna Fifhouse, Eliza Jarvi, and Lizzie Crampton worked this event and reported about 240 people visiting our booth.

Youth Services Staff at Book Fair/Parent Teacher Conferences

Library staff members, led by Eliza Jarvi, visited D65 schools during the recent Book Fair/Parent Teacher Conferences. Using the remote access for our integrated library system we were able to

renew expired cards, issue intergovernmental agreement cards, and issue cards for new residents in incorporated Lake Bluff. Eliza did great work pulling this together on short notice.

Halloween Open House in Youth Services

With careful planning we were able to hold our Halloween Open House in Youth Services this year. We had about 50 youth in attendance, and the costumes were excellent!

Mosaic in Youth Services

Staff member Mary Webber has created some new passive programs for Youth Services, including a large mosaic that children add to little by little.

Salary Scale Adjustment

With the added flexibility from a recent staff retirement, we are adjusting staff salaries to comply with the new \$15/hour minimum wage law. Annual incremental increases had been a budgetary challenge and in a tough hiring environment the lower salaries we were offering were a real obstacle.

Expanded Staff Meetings

Monthly all-staff meetings are an opportunity for training, review of procedure and policy, discussion of new services and more. They are held from 10am to 11am on the third Friday of each month, but now routinely call for more than an hour. I am looking at increasingly the length to either 2 hours or 1 ½ hours.

Carpet and Furniture Repair

This past month, we acquired the right adhesives to glue some curling carpet squares and table laminate back down. Other than one carpet square that's determined to be difficult, the fix has held up pretty well.

Storage Reorganization

Staff members Martha O'Hara, Anna Fifhause, Eliza Jarvi, and Jillian Chapman carried out a reorganization of the Library's server/storage room. It's much better organized and far tidier now. We have started on some consolidation of our paper records with the aim of reducing space needed for physical storage.

Flu Shots

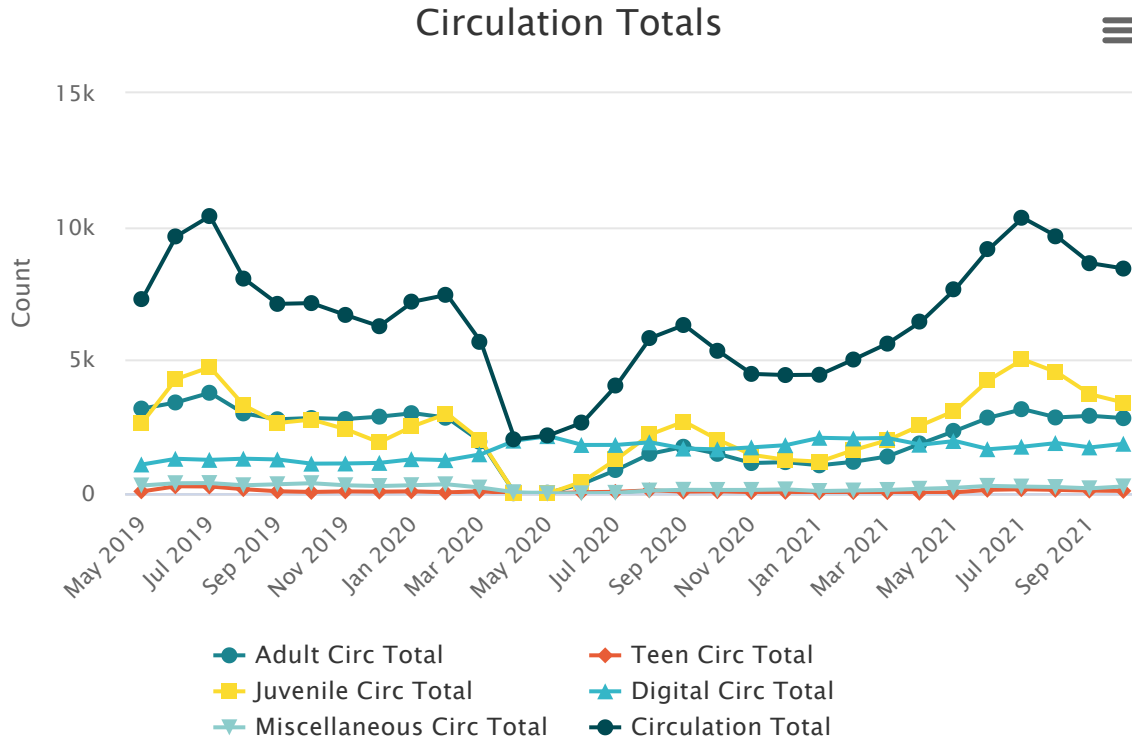
Flu shots were made available to all staff members on October 27 and 28.

Respectfully submitted,
Eric Scott Bailey



3 Year Comparison Graphs

3 Year Circulation Totals

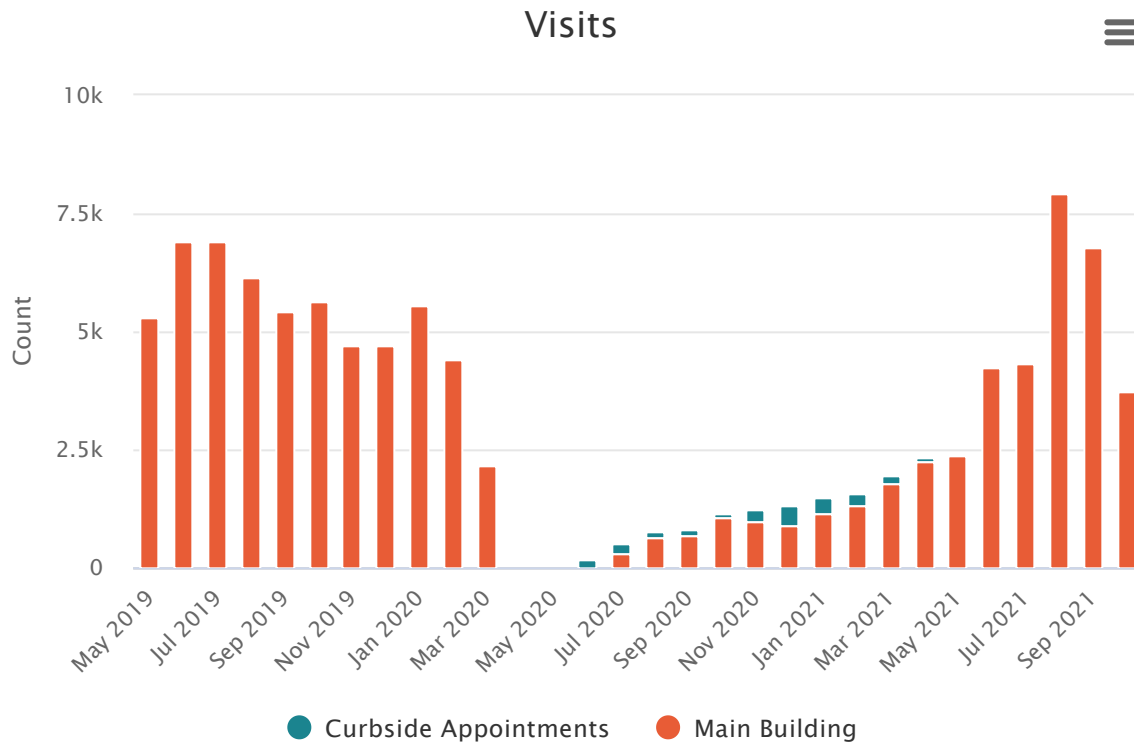


Circulation Totals

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

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

3 Year Visits



Visits

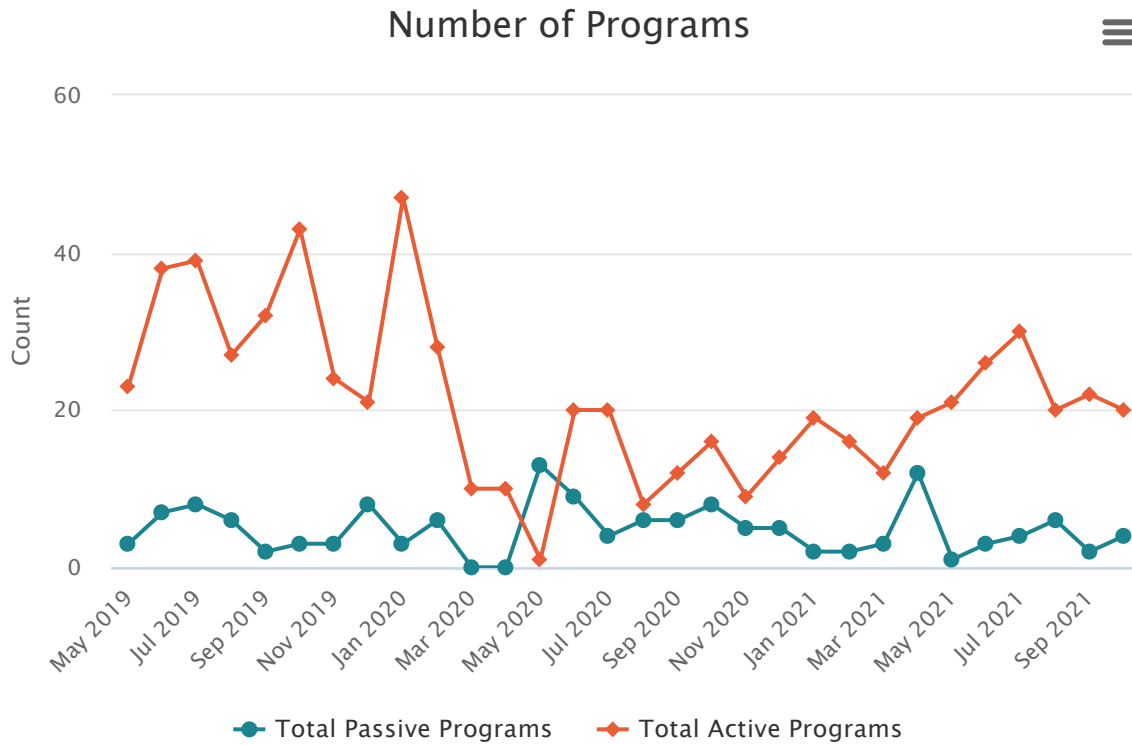
Category Curbside Appointments Main Building

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	0
Aug 2020	145	0
Sep 2020	132	0
Oct 2020	77	0
Nov 2020	256	0
Dec 2020	397	0
Jan 2021	1061	0
Feb 2021	965	0
Mar 2021	899	0
Apr 2021	154	0
May 2021	233	0
Jun 2021	145	0
Jul 2021	132	0
Aug 2021	77	0
Sep 2021	256	0

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

3 Year Programming



Number of Programs

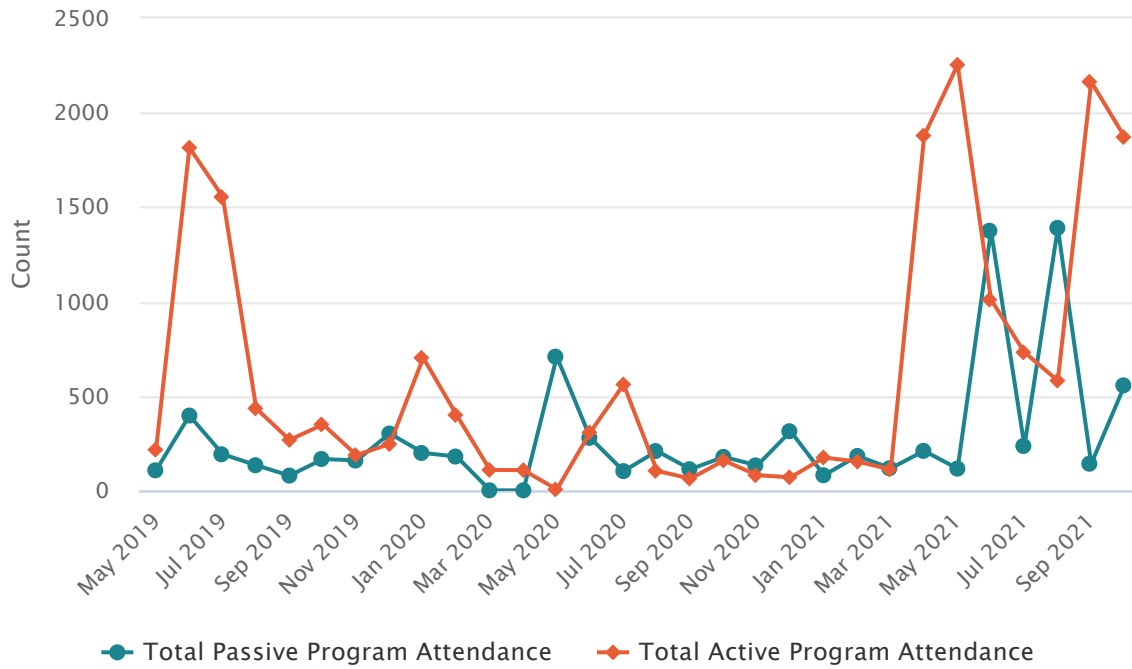
Category Total Passive Programs Total Active Programs

May 2019	3	23
Jun 2019	7	38
Jul 2019	8	39
Aug 2019	6	27
Sep 2019	2	32
Oct 2019	3	43
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	8	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

Program Attendance



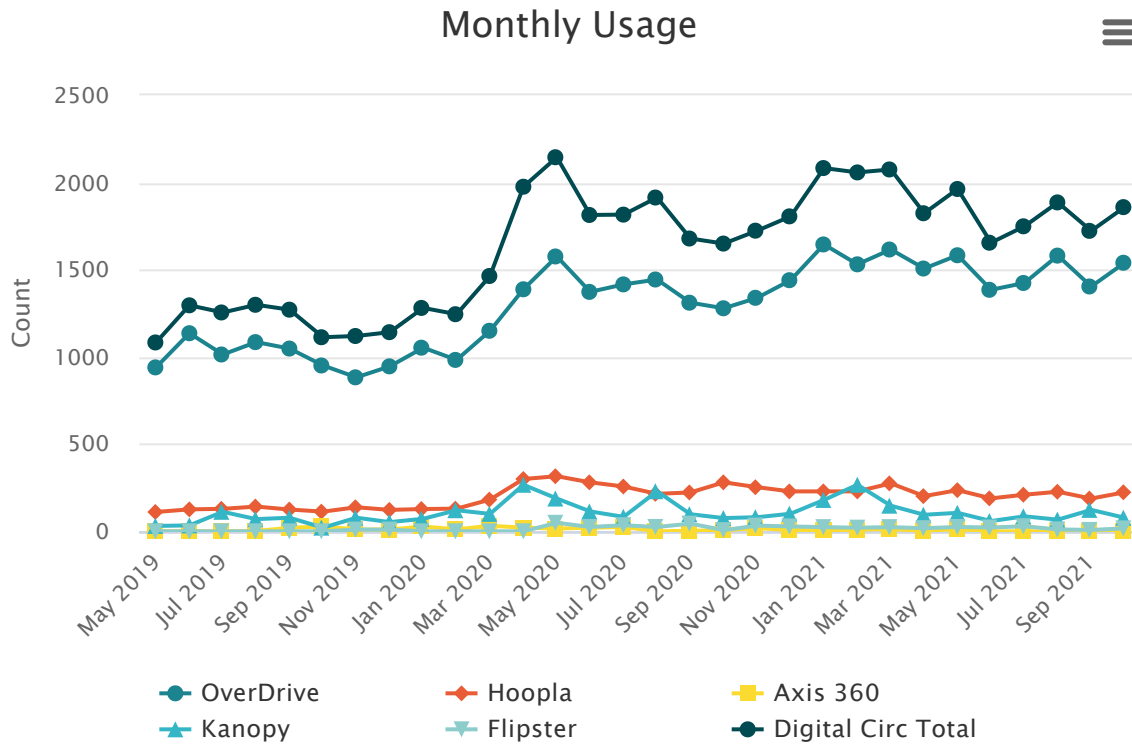
Program Attendance

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	349
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	177	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

3 Year Digital Collections



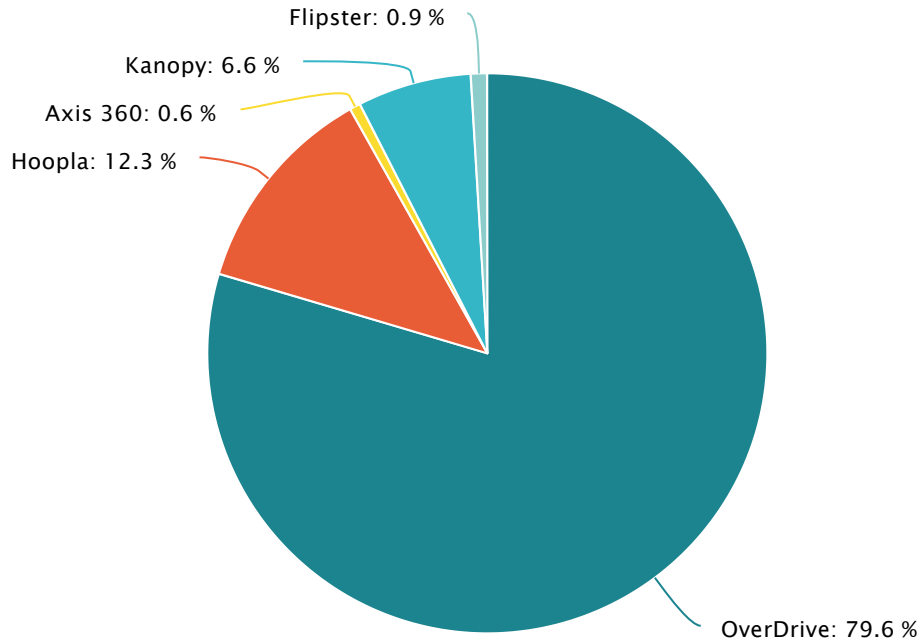
Monthly Usage

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

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 38971

Hoopla 6011

Axis 360 305

Kanopy 3216

Flipster 465

3 Year New Website Usage

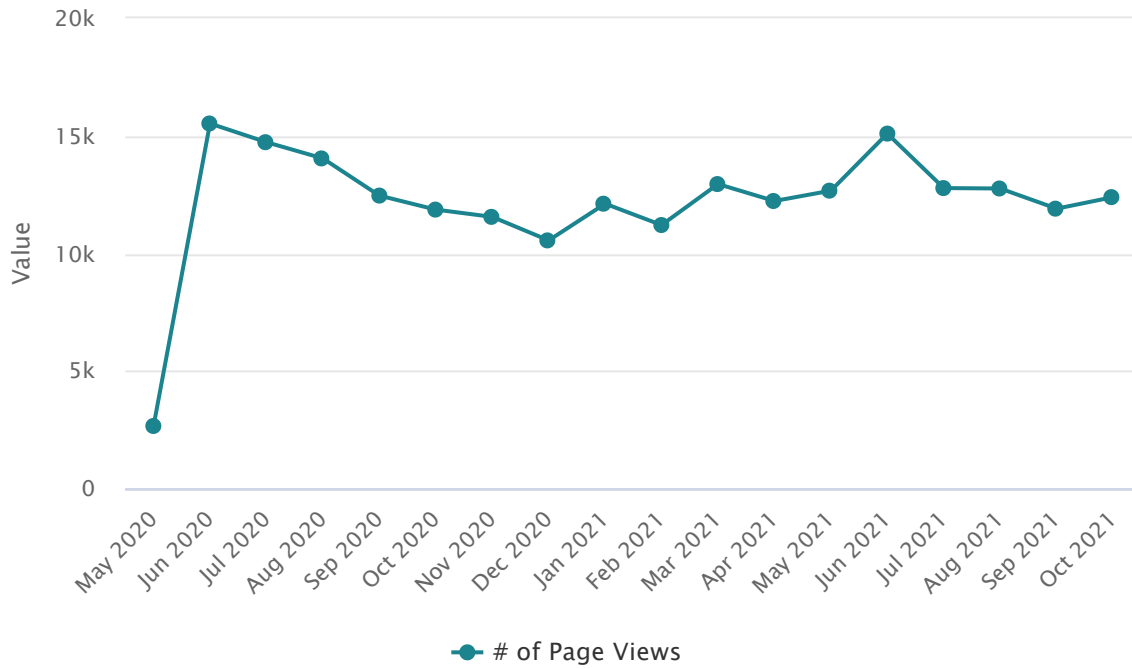


Visitors

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

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

3 Year Previous Website Usage

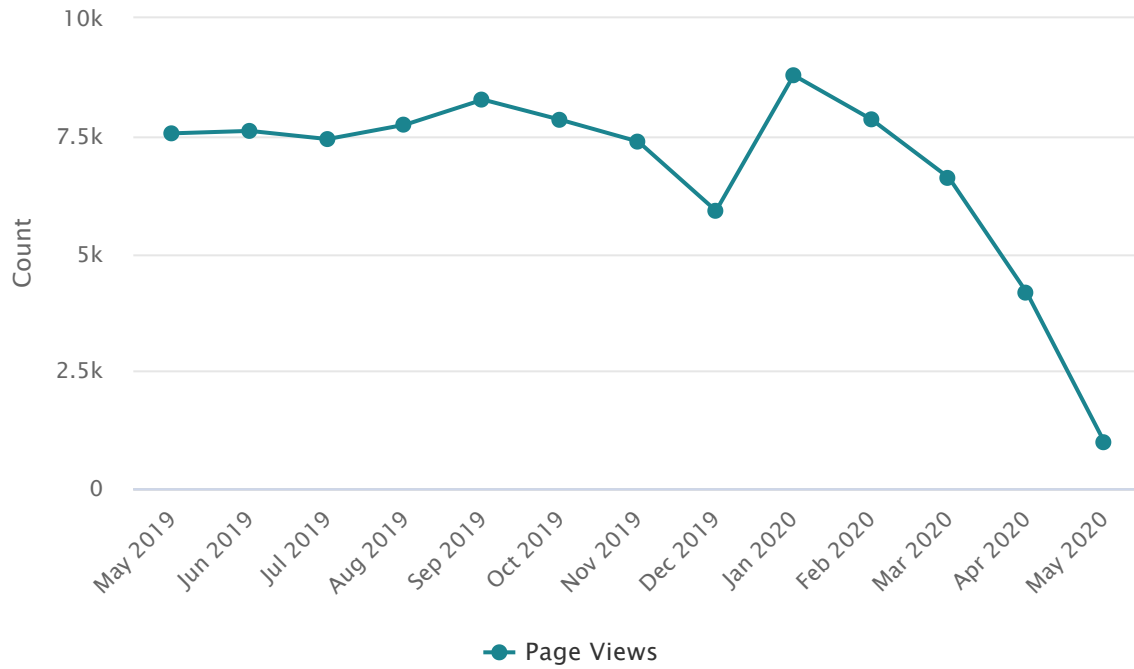


Visitors

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

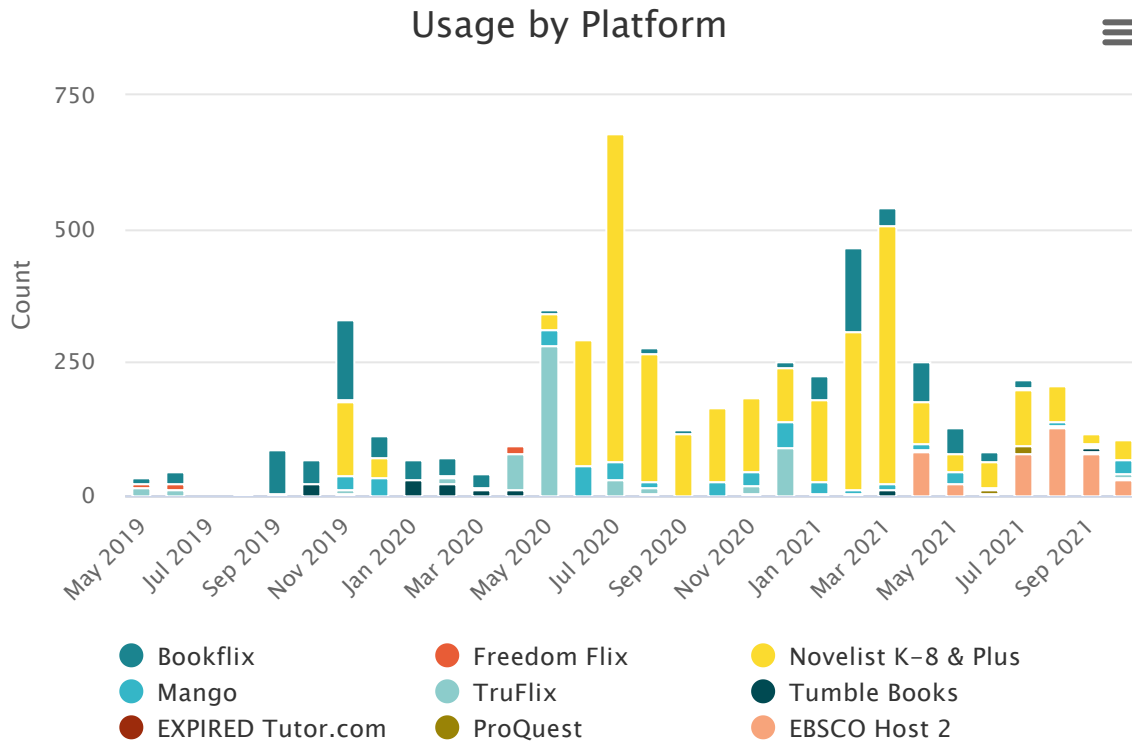


Page Views

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

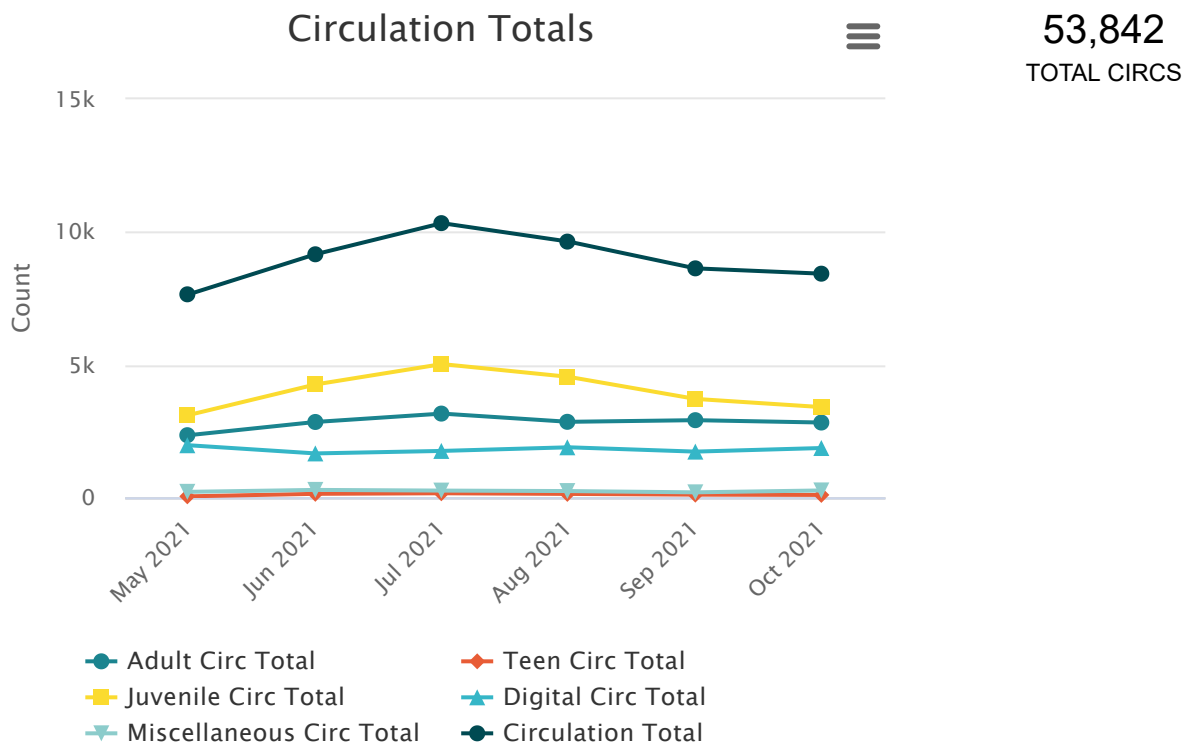
Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	EXPIRED Tutor.com	ProQuest	EBSCO Host 2
May 2019	10	8	0	0	15	1	0	0	0
Jun 2019	22	10	0	0	13	0	0	0	0
Jul 2019	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	3	0	0	0	0
Sep 2019	84	0	0	0	0	3	0	0	0
Oct 2019	43	0	0	0	0	24	0	0	0
Nov 2019	152	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

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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

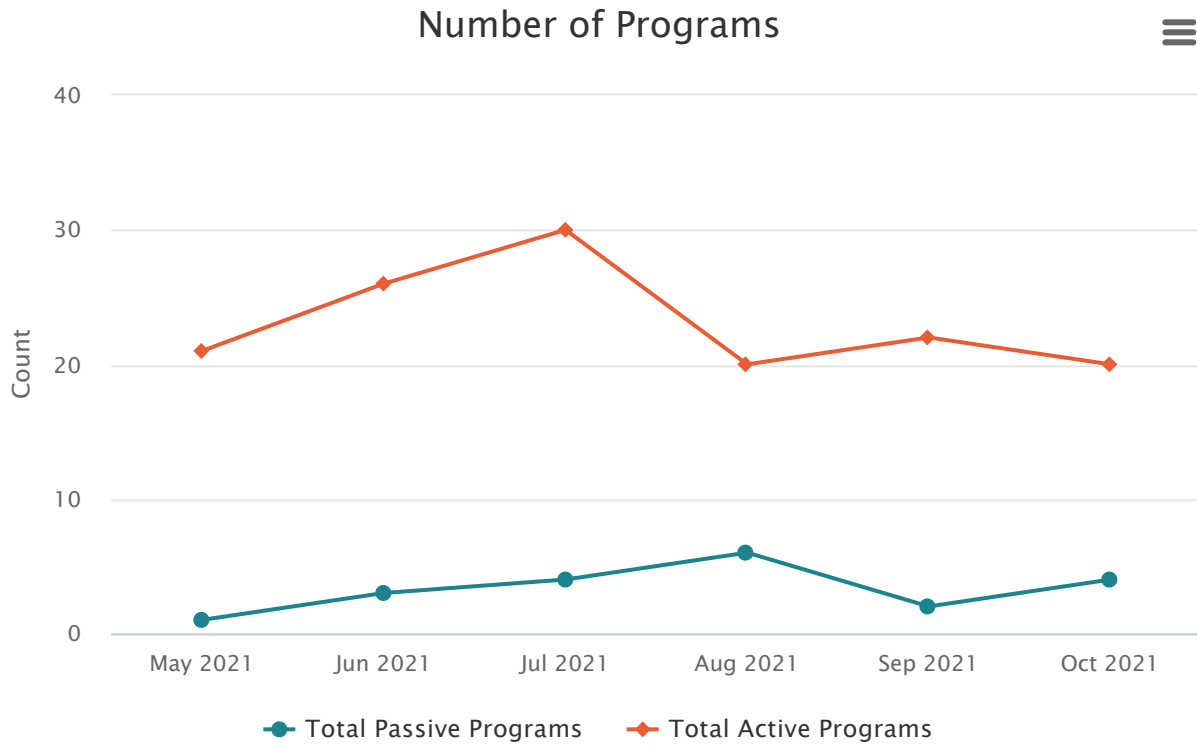
FY 21-22 Visits



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

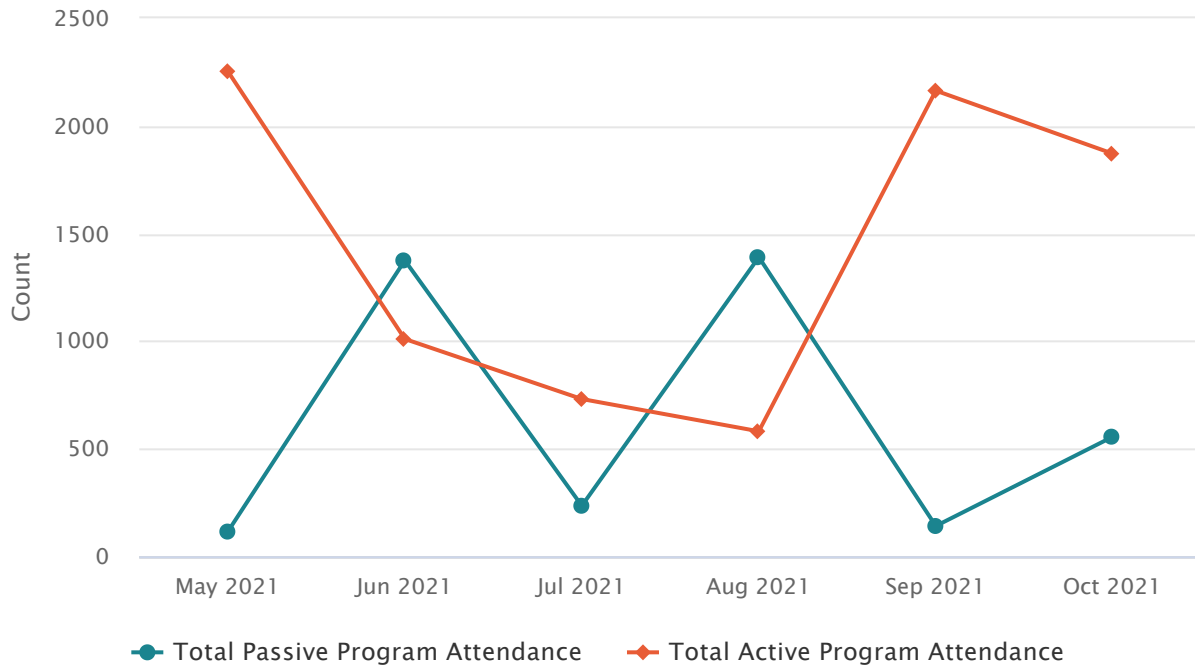
FY 21-22 Programming



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

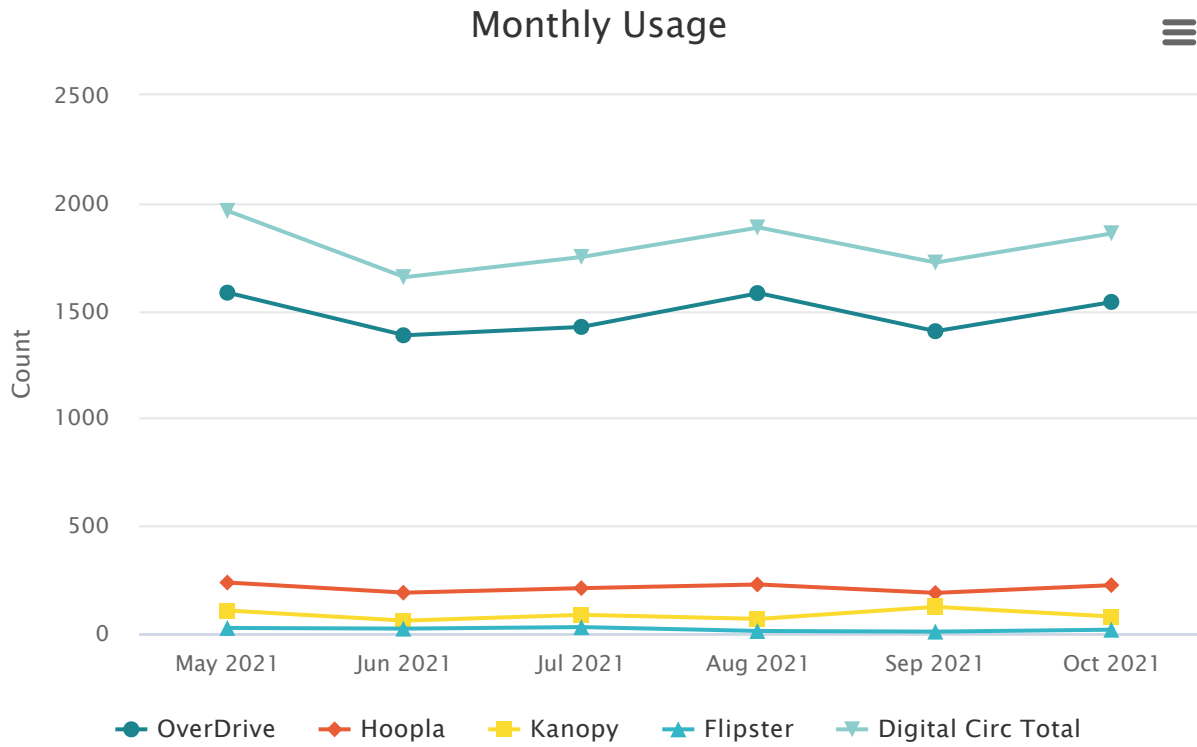
Program Attendance



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

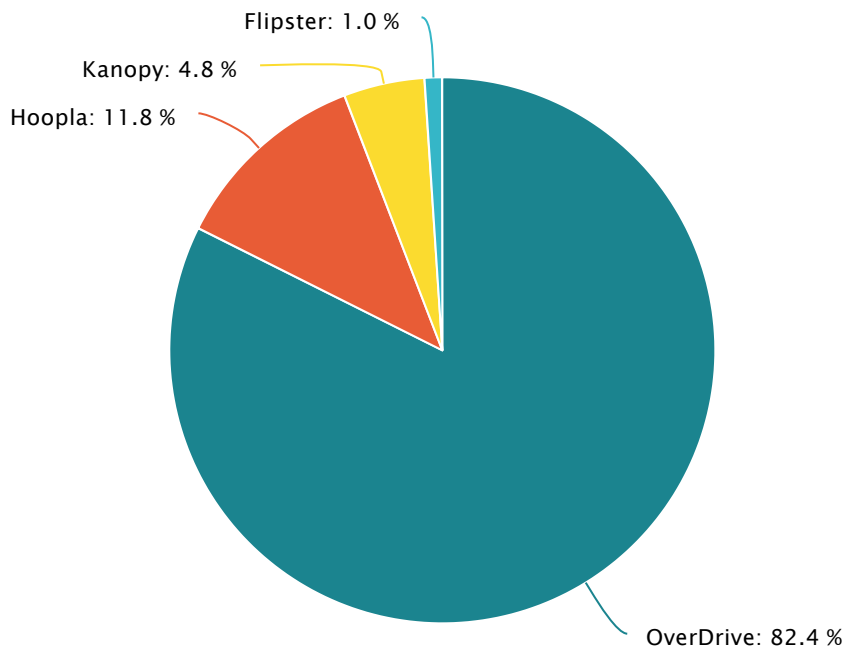
FY 21-22 Digital Collections



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

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 8917

Hoopla 1274

Kanopy 519

Flipster 112

FY 21-22 Website Usage



21,526
TOTAL SESSIONS

Visitors

Category # of Visitors

May 2021 2551

Jun 2021 3346

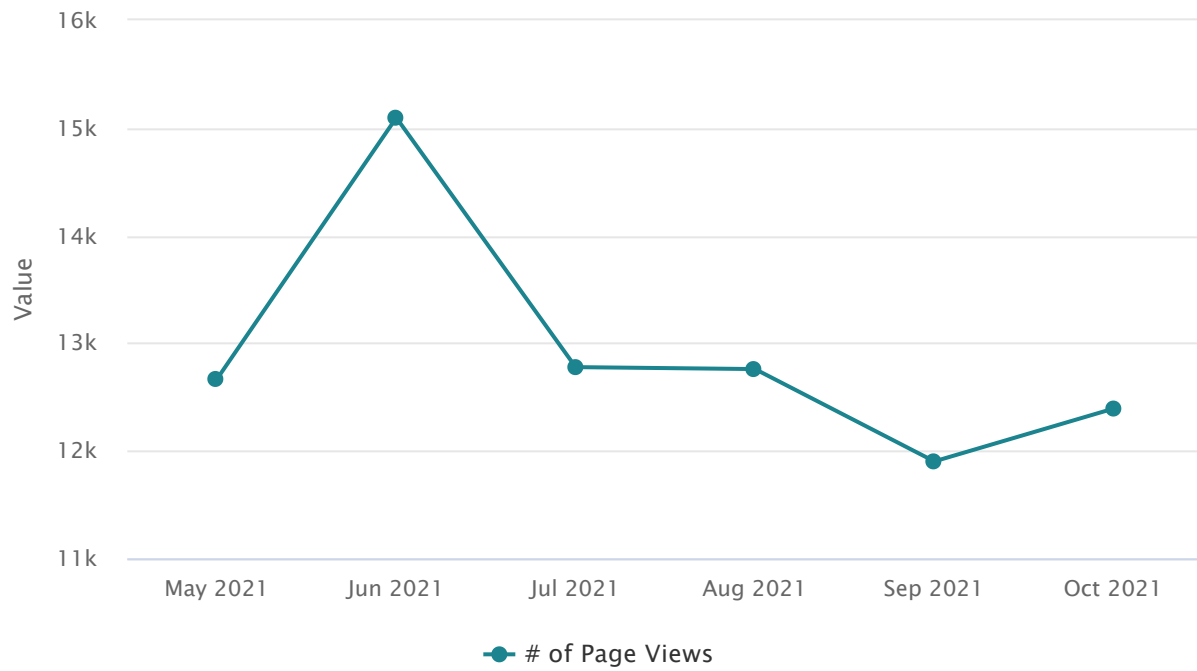
Jul 2021 3086

Aug 2021 2908

Sep 2021 2767

Oct 2021 2734

Page Views



Page Views

Category # of Page Views

May 2021 12667

Jun 2021 15095

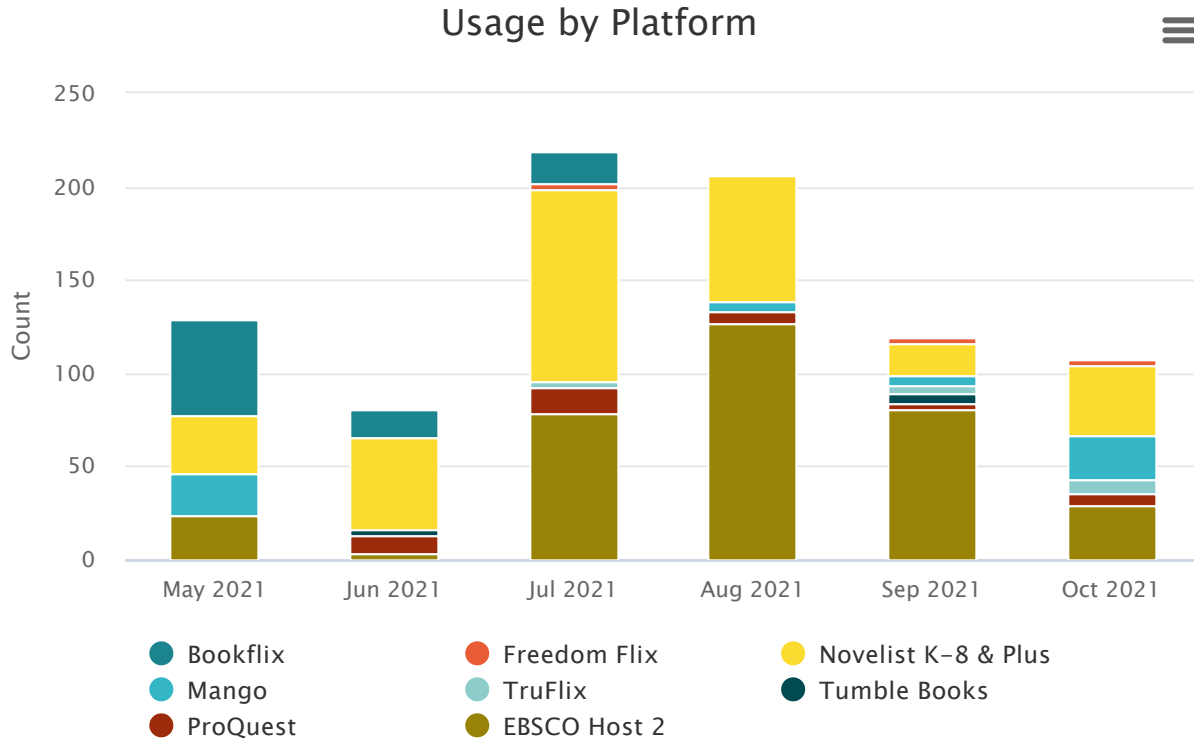
Jul 2021 12777

Aug 2021 12759

Sep 2021 11901

Oct 2021 12392

FY 21-22 Database Usage



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	0	3	17	6	4	5	4	80
Oct 2021	0	3	38	23	8	0	6	29

Friends of the Library Meeting Dates – 2021

April 17

June 19

September 25 – Janie Jerch

October 16 – Kathy Meierhoff

November 21 – Bonnie Shaul

Respectfully submitted,

Eric Scott Bailey

Changes to Fine Revenue

	April	May	June	July	August	September	October	Totals
2019	\$646.96	\$609.91	\$809.08	\$772.09	\$839.18	\$498.74	\$508.53	\$4,684.49
2021	\$88.60	\$90.02	\$286.85	\$305.05	\$109.00	\$203.00	\$263.76	\$1,346.28
	% Decrease							71.3%

FEATURE

WE CAN DO
BETTER

IMAGE CREDIT: MARY LONG/ADDES STUDIO

BEST (AND WORST) PRACTICES FOR MANAGERS RESPONDING TO SEXUAL HARASSMENT CLAIMS



Katie Horner / KHorner@lakeblufflibrary.org

Katie is Head of Circulation & Reference, Lake Bluff (IL) Public Library.

Katie is currently reading [The Family Plot](#) by Megan Collins.

Sexual harassment from patrons has long been a significant issue for library employees, but front-line staff are often the ones who bear the burden of enacting change, while having the least amount of power in the workplace. It's time to place the responsibility for enacting meaningful change where it belongs: with managers and administrators. This article will look at some of the best (and worst) practices for managers when it comes to supporting staff and addressing sexual harassment claims.

When I've given presentations or interviews on dealing with sexual harassment from patrons, I typically start off with this story: I was a very young part-time customer service employee, just a few months into my job. A patron stopped by the desk and asked me a reference question. As I was looking up this information, the patron, out of nowhere, said, "You'd look really good with a boob job."

In my memory, I finished helping this patron find what he needed, and then I found a couple of coworkers and told them what had happened. They were aghast and said I should have had him removed from the library, but that thought hadn't even occurred to me. I just assumed that my responsibility was to continue assisting him, because to me, that was just part of my job as a front-line employee.

Years later, when I started talking about addressing sexual harassment from patrons on a professional level, I was a full-time reference assistant with many more higher-level responsibilities, but I was still primarily a front-line employee, and so my talks often focused on what front-line staff could do to advocate for themselves and address inappropriate behavior in the moment. Basically, what I wished I had been able to do when that patron casually recommended that I consider breast implants.

Now, as I write this article, I am two and a half years into my first managerial position as the head of circulation and reference at a new library, and as I gathered my thoughts, I realized that my perspective had drastically changed. While I firmly believe that all library workers should have the tools and the encouragement to protect themselves and stand up against patron

harassment, I realized that we need to start putting more responsibility on managers and administrators.

When I've talked to other library workers, one of the most frequent comments I've heard is that staff want to take action, but they don't believe their managers will listen to them. In some ways, I think part of this may be rooted in a general fear of speaking up against sexual harassment, but I also know many people who have either faced consequences when they've filed reports against patrons or have had their concerns outright dismissed when they tried to talk to their administrators.

This is not acceptable. Managers have a responsibility to create a safe work environment for their staff, and we cannot recuse ourselves from that responsibility. The fact is, front-line staff can't enact change if their managers are unwilling to

listen, and so it's time to take a hard look at the work environments we've helped create and figure out how we can (and must) do better by our staff.

In my role as a manager, I have drawn very heavily from my own experiences as a

front-line employee, my experiences with previous managers and administrators, and stories from other library employees about dealing with sexual harassment from patrons. And in doing so, I've compiled a list of best and worst practices that

I've seen from library management. I'm going to start with the worst, so we can see where some libraries are starting from, and then I'll transition to a list of best practices, so we have some concrete strategies to build on as we move forward.

HOW NOT TO RESPOND TO CLAIMS OF PATRON SEXUAL HARASSMENT

"LEGALLY, I DON'T THINK WHAT THEY DID IS CONSIDERED SEXUAL HARASSMENT"

While there is definitely a legal definition of sexual harassment, some library managers make the mistake of thinking that if a patron's behavior doesn't fit the legal definition of sexual harassment, there's nothing to be done. However, libraries are able to set their own guidelines and consequences for patron behavior, and a patron's behavior doesn't have to meet a legal definition for it to be inappropriate. So if a patron is making your staff uncomfortable, you can ask the patron to stop and impose consequences if the behavior continues.

"THAT'S NOT SEXUAL HARASSMENT! YOU'RE A GUY/ THE PATRON WAS A WOMAN"*

Because the overwhelming majority of library employees are white cis-het women,¹ the most common narrative in situations like this is of male patrons harassing female

employees. However, anyone can be subject to harassment from patrons, regardless of gender. I vividly remember someone telling me a story about a male coworker who was being followed and harassed by a patron. When the employee reported it to his supervisor, the supervisor told him, "Well, that's just a testament to your customer service skills! You should be flattered!"

There is nothing flattering about feeling trapped in a situation like this, and comments like that practically guarantee that your staff will not feel comfortable bringing another incident to your attention again. If your staff member has told you that a patron is making them uncomfortable, listen to them and figure out a solution so that they don't have to find themselves in that situation again.

The same goes for interactions between people of the same gender. I had a situation where a female patron made a comment

about my appearance (specifically the shape of my body in the skirt I was wearing) that she clearly intended to be flattering. However, I was extremely uncomfortable, as the comment carried sexual overtones, and I was concerned about other patrons overhearing her and adding their own commentary about my body.

It doesn't matter who the staff member is, or who the patron is. If a patron makes a staff member feel uncomfortable, managers have a responsibility to take the situation seriously.

"WELL, I'M SURE YOU MUST HAVE DONE SOMETHING TO MAKE THE PATRON SAY THAT"

When I'm at work, I'm there to be helpful and courteous to patrons, but I'm there to work. And yet I can barely keep count of the number of times a patron has hit on me or asked me out because they believed that general politeness (or even general

*While I am using binary genders here, library employees of all genders can experience harassment. More on this point later.

physical proximity) equaled romantic interest. Most libraries have behavior standards for staff when assisting patrons that requires them to be pleasant, friendly, and helpful, so if you trust your staff to interact professionally with patrons, why would you immediately jump to the conclusion that your staff member is at fault when they report harassment?

“I KNOW WHAT THE PATRON SAID WAS INAPPROPRIATE, BUT YOUR CLOTHES REALLY ARE TOO SHORT/TOO TIGHT/TOO REVEALING—WHAT DID YOU EXPECT?”

I cannot emphasize this enough: do not do this. It doesn't matter what the employee was wearing. It doesn't even matter if what they were wearing technically violates your library's established dress code. Your staff are not responsible for managing a patron's behavior, especially not with their clothes.

I think back to a time when an HR manager told the female desk staff that we should be cautious about what we wore, because the desks placed us below a person's eye level, making it easier for patrons to look down our shirts. (So not only did we have to worry about conforming to the dress code, we had to worry about conforming to the dress code from literally every possible angle.) I believe I said something about how we would still be

dealing with unwelcome comments even if we wore giant bur-lap sacks, because the problem wasn't with our clothes. It was with the patrons.

I also remember a story from a former colleague who experienced a scary moment when a patron cornered her while she was working by herself and made uncomfortable comments about her outfit. After the patron left, she ran back to the staff office, but was too afraid to say anything until months later because she was afraid she'd be written up for violating the dress code. Hearing her recall that incident was heartbreaking, and no employee should ever have to put their safety at risk out of fear of being reprimanded. If you've been telling your employees to be mindful of what they're wearing in order to deter unwelcome comments, this needs to stop immediately.

“OH, HE'S OLDER/FROM A DIFFERENT ERA. HE DIDN'T MEAN TO MAKE ANYONE UNCOMFORTABLE”

I don't care how well-meaning the patron was—if I'm uncomfortable with someone hugging me, touching me, or making comments about my appearance, then that takes precedence over the patron's desire to say or do those things to me.

I would also presume that our patrons are perfectly aware of what era they're living in. Times

change, and people are expected to change with it. If a patron protests that their behavior wasn't intended to hurt anyone, or that people are “too sensitive” nowadays, your response as a manager should be “It doesn't matter. Your behavior made my staff member uncomfortable, and it needs to stop.”

“YOU'RE SUBMITTING TOO MANY INCIDENT REPORTS”

I've run into a lot of people who believe that documentation should only happen when the incident is serious enough to contact law enforcement or otherwise ask the patron to leave the building. But I'm a firm believer in the “document everything” mantra, and documenting incidents, even minor ones, creates a written record in case a patron's behavior continues or escalates, or in case multiple staff members report the same problematic behavior from the same patron.

Shortly before I left my previous job, our administrators at the time told staff that we were submitting too many incident reports and needed to cut back. We were not given any guidance as to what the reporting procedure should be or what constituted a serious enough incident to report—we were just told to stop. They may as well have sent an email to staff saying, “We don't care about what's going on at the desk, and we're not going to help you if you feel unsafe.”

HOW TO WALK THE WALK

Enacting significant change is going to take a lot of effort for your library as an organization and for you as a manager/administrator. But protecting your employees from harassment is a non-negotiable part of a manager's job, and this is necessary, ongoing work for everyone in a library leadership role.

So let's talk about best practices: things that you can start doing right now to show your staff that you're willing to "walk the walk."

LISTEN TO YOUR STAFF, AND BELIEVE THEM

This sounds like such an elementary concept, but after listening to stories from dozens of library workers across the country, it's clear that this is a recurring issue. If an employee tells you that a patron has harassed them or made them uncomfortable, remember that they are the experts of their own experiences. Listen to them. Get the details of what happened. Check to make sure they're okay. Don't minimize their experience.

EXPLICITLY GIVE STAFF YOUR SUPPORT AND PERMISSION TO HANDLE UNCOMFORTABLE SITUATIONS

When I first brought the issue of persistent patron harassment to my director's attention several

years ago, one of the first things he did was send out an all-staff email saying that he had been made aware of these issues, that he would support us 110 percent if we reported an issue, and we would not be reprimanded in any way for these incidents. He also gave us explicit permission to tell patrons to knock it off, as well as permission to literally walk away from any situation that made us uneasy. And while it took a while for my coworkers and me to build up the courage to stand up to these patrons, it helped tremendously to know that our director supported us.

KNOW THAT EXPERIENCING AND REPORTING SEXUAL HARASSMENT IS ESPECIALLY COMPLICATED FOR BIPOC AND LGBTQ LIBRARY STAFF MEMBERS

Reporting sexual harassment can be extremely fraught for staff members who are not white, cisgender, or heterosexual for a number of reasons. Not only do women of color, particularly Black women, experience a disproportionate amount of sexual harassment in the workplace compared to their white female coworkers,² but their experiences of sexual harassment are often compounded by racial trauma and racist sexual stereotypes.³ For an unfortunately

illustrative example of this, think back to the recent viral footage of reporter Brianna Hamblin, who was sexually and racially harassed by a man who was passing by the camera.⁴

The same goes for any LGBTQ staff working at your library. LGBTQ people face a much higher risk of sexual violence⁵ and a 2017 Harvard study found that just over half of the surveyed LGBTQ adults reported experiencing sexual harassment.⁶ A significant number of LGBTQ employees in the UK reported being harassed at work, yet 66 percent chose not to report the incident to their employers.⁷ To make matters even more difficult, about a quarter of the people who chose not to report a harassment incident said that they were afraid of being outed at work.⁸

Unfortunately, these are complicated issues that deserve much more discussion and attention than I am able to provide in this article. However, it is critically important that all library managers and administrators proactively educate themselves on how BIPOC and LGBTQ people experience harassment, and to create a safe environment for any current or future staff to report these issues without fear of repercussion, judgment, or being outed.

ASK YOUR STAFF WHAT SUPPORT THEY NEED

One of the most helpful things that a previous manager did for me was ask me how she could help when I reported an upsetting incident with a patron. She didn't ask in a way that indicated frustration or futility ("Well, I don't know what you want me to do!"), but in a way that expressed concern for my well being. So ask your staff what would be helpful for them both in the moment, and moving forward. Can you talk to the patron in your capacity as a manager? Can you cover for your staff member at the desk so that they don't have to interact with the patron again? Can you have the patron removed for the day? Can you bring the issue to the attention of a higher-up? Can you make regular time in your staff meetings to talk about these types of issues?

It's also important to note that not all staff members will want the same type of support in every situation, so make sure to check in with them frequently. (And don't be like the safety officer who forced a patron to shake my hand and apologize to me after he shoved his phone in my face to take a picture of me while I was working. She assumed this would magically fix the situation, when in reality, I didn't want to interact with that guy again for a long time, and I was not happy about

having to accept a public apology that I hadn't asked for.)

DOCUMENT INCIDENTS, NO MATTER HOW MINOR, AND MAKE SURE ALL STAFF ARE TRAINED ON HOW TO REPORT INCIDENTS

As I've indicated earlier, I'm a big supporter of the "document everything" philosophy. However, I've heard a lot of staff say that they haven't been trained on their library's reporting procedure. A big part of this is because a lot of libraries don't have a formalized procedure in the first place, so if that's the case with your library, that needs to change. It can take a while to set up a robust procedure like this, especially if you're part of a large library district, so make sure to establish a basic procedure for staff to use in the short term, and start talking to administration, safety teams, and/or other managers about implementing a library-wide policy for all departments. But regardless, all staff members need to know what the documentation procedure is, how to find the required forms, and what the expected next steps are once an incident has been documented.

And if you're going to tell staff to document everything, you have to mean it. I remember a time when our HR manager told staff specifically to document small patron incidents, even if all we could say was that the patron had made us feel uncomfortable. Not

long after, I ended up writing an incident report about a patron who always made excuses to hang around the service desk while I was working, and generally made me uneasy, even though he hadn't ever made any off-color remarks. I dropped off the report with the HR manager, they read it while I stood there, and they chastised me for writing up such a trivial incident, saying "Well, maybe he just wants to date you! Is that so wrong?"

If you tell staff to document everything, you cannot reprimand them when they do, in fact, document everything.

BEFORE MAKING ANY CHANGES TO SAFETY PROCEDURES OR PROTOCOL, GET INPUT FROM THE STAFF THAT WILL BE AFFECTED

If I had a nickel for the number of times I've heard front-line employees say that they are rarely, if ever, consulted about safety procedures that will directly affect them, I'd have retired already. If you're a manager or an administrator, your front-line staff have a more accurate perspective of their work environments than you do. That's not anyone's fault—that's just the reality of typical organizational structures. So, if you're going to make policy changes that affect their safety, you need to get their input.

Unfortunately, based on the stories I've heard, it seems like a

lot of managers don't want to go through the trouble of talking with staff beforehand because it's inconvenient, or because they don't think their staff can provide insightful contributions. But when it comes to staff safety, you can't cut corners just because you don't have to directly deal with the repercussions. This is, in fact, the primary reason why I left my last job: the administration was making significant and

detrimental changes to our existing safety policies (such as reinstating previously banned patrons) without consulting or even notifying the rest of the staff.

And while it may be impossible to get the input of every staff member before making a change to your library's safety policy, you need to create multiple avenues for staff to participate in the discussion. Make time for it in department or all-staff meetings.

Host a special discussion forum to talk specifically about the safety changes. Create anonymous online surveys or comment boxes for staff to leave their thoughts. (And make sure they are, actually, anonymous.) While you likely won't be able to take everyone's concerns into account when making policy changes, you have a responsibility as a manager to collect feedback from your staff and consider it in good faith.

A FEW WORDS FOR FRONT-LINE STAFF

Although I've directed most of this article towards library managers and administrators, I have to take this last bit of space and address the front-line library staff who are dealing with the weight and the stress of these interactions with patrons. I see you, and I understand exactly how damaging it can be to feel like you don't have any recourse when dealing with harassment.

Whether you're struggling to get your managers or administrators to take your complaints seriously, or you're simply trying to work up the courage to say "Knock it off!" to a person who's making you uncomfortable, I hope this article helps. I also want to leave you with a few additional strategies I've learned over the years that have not only given me the confidence to speak up when a patron is harassing me, but have also helped me reframe how I was mentally

approaching these types of interactions in the first place.

YOUR SAFETY IS THE PRIMARY CONCERN

If you were an employee in my department and you came to me about a patron who was harassing you, I would tell you to forget about customer service, because in these situations, staff safety comes before customer service. Always. If there's one takeaway I want every library employee to internalize, it's that you matter, and your safety is important. Even if you don't feel like your administrators are supporting you, it's essential for you to prioritize your wellbeing and remember that you deserve to be treated with respect at work.

YOU ARE NOT RESPONSIBLE FOR A PATRON'S EMOTIONS OR BEHAVIOR

This is one of the most liberating

truths I've ever encountered. If I tell someone that their behavior was inappropriate, they're going to have whatever reaction they're going to have. All I can control is myself. If a patron gets upset and tries to double down, I'll tell them, "I understand you think that, but your comment was still inappropriate." If they get embarrassed and leave the library, that's their choice. You can't manage someone else's emotions, and as long as you handle yourself professionally (i.e., no screaming or berating the patron), you have nothing to apologize for.

YOU ARE NOT "GETTING A PATRON IN TROUBLE" BY REPORTING THEIR BEHAVIOR

This is very much related to the above point, in that everybody is responsible for their behavior and for the consequences of that behavior. The consequences for a patron making staff

uncomfortable may vary from library to library, but the bottom line is that you didn't get a patron in trouble. They got themselves in trouble with their behavior.

YOU DON'T NEED TO HAVE A WATERTIGHT ARGUMENT IN ORDER TO TELL A PATRON TO KNOCK IT OFF

Many times, if someone is upset at being called out for bad behavior, they'll double down and try to make the other person explain exactly why the behavior was uncalled for. This gives the first person lots of opportunities to find a loophole or a weakness in the other person's argument. But the great thing about this is that this isn't about having a perfect argument, and you don't actually have to argue your point with the other person.

Patron didn't mean anything by it? "That's fine, but it was still inappropriate." Patron is upset because people are too sensitive nowadays? "I'm sorry you feel that way, but you can't talk to our staff like that." They've said stuff like that to other people and no one else has had a problem? "Well, that's fine for them, but it made me uncomfortable."

You're not trying to prove anything to anyone. You're just trying to get the behavior to stop.

SPEAKING UP WILL FEEL SCARY AT FIRST, AND THAT'S OKAY

The first time I told a patron that they were making me uncomfortable, I was terrified. I stumbled

over my words, and I'm sure that my entire face and torso turned bright red and splotchy. But I said it anyway, and the empowerment that I felt afterwards was exhilarating. And it gave me even more confidence that I'd be able to say something the next time a patron made me uneasy.

You don't have to have a perfect mic drop response in order to say something. And even if you find yourself in future situations that leave you tongue-tied, that's okay too. It still happens to me, and I've talked about sexual harassment with hundreds of people by this point. It happens to everyone.

If you're still concerned about what to say in the moment, gather a few short, simple, multi-purpose phrases that you can use, and practice! Practice with coworkers, practice in the mirror, practice in the shower. Repeat these phrases often enough that they start to feel more comfortable and less foreign. Examples:

- "That's inappropriate."
- "I'm not answering that."
- "Don't make comments about my appearance."
- "I'm not discussing my personal life."
- "I'm done helping you."

THERE IS STRENGTH IN NUMBERS

One of the hardest things about dealing with harassment is how isolated it can make you feel. But one of the best things to happen when I started talking about

harassment in my library was that staff from nearly every department came together and started talking about their own experiences, and we were able to learn from each other and support each other.

Not only did we get better at addressing situations in-the-moment, but we also made sure to watch out for each other if one of us was dealing with a creepy patron. This included covering desk shifts so that one person could escape to the staff room for a break, keeping an eye on someone if they had to assist a potentially problematic patron out of sight from the desk, and sharing

FURTHER READING

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information with each other if a patron issue came up so that we'd all be prepared and on the same page.

If you're afraid of talking to your manager or director about the issues you're having, see if you can get other staff to join you. Not only does it ease the pressure on an individual person, but it also becomes a lot harder for management to potentially dismiss the issues if they're coming from multiple people.

LIBRARY WORKERS DESERVE RESPECT

At this point, I could talk about the productivity benefits of having staff who feel safe and comfortable in the workplace, but really, the issue of patron harassment needs to be addressed not because we need better productivity, but because library workers deserve to feel safe and to be treated with respect.

I gave my first presentation on patron sexual harassment more than four years ago, and based on the emails I continue to receive from library managers across the

country, I believe that there are a lot of people who want to do right by their employees. There isn't a magic solution to this problem, but if managers and directors can make space for their staff to share concerns, and then take those concerns seriously, it can make all the difference in the world. But we must be willing to put in the work. **PL**

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