

## April 19th, 2022 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>	
<b>4</b>	<b>Consent Agenda</b>	
	Minutes of March 15th, 2022 Board of Trustees Meeting (action)(5 minutes)(7:12pm)	3A-3B
<b>5</b>	<b>Financial Reports (White and Yellow) (5 minutes)(7:17pm)</b>	
	March Detailed Revenue & Expense Report (action)	4A-4E
	March Detailed Balance Sheet (action)	5A-5C
<b>6</b>	<b>Approval of Checks (Green) (5 minutes)(7:22pm)</b>	
	March Check Disbursement Report (action)	6A-6F
<b>7</b>	<b>Committee Reports (10 minutes)(7:32pm)</b>	
<b>8</b>	<b>New Business</b>	
	Contract for LAN Management (10 minutes)(7:42pm)	7A-7K
<b>9</b>	<b>Old Business</b>	
	Capital Project Update/Coordinator's Report (5 minutes)(7:47pm)	
<b>10</b>	<b>Director's Report (5 minutes)(7:52pm)</b>	
	Librarian's Narrative Report	8A-8B
<b>11</b>	<b>Executive Session(s)</b>	
<b>12</b>	<b>Any and All Other Business ...</b>	
<b>13</b>	<b>Adjournment (1 minute)(7:53pm)</b>	
<b>14</b>	<b>Attachments</b>	
	March 2022 Statistics	9

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, April 19<sup>th</sup>, 2022 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

**NOTICE: Due to the COVID-19 emergency, this meeting will be held primarily virtually pursuant to Section 7(e) of the Open Meetings Act. Members of the public may view and participate in the meeting remotely via:**

Join Zoom Meeting

<https://us06web.zoom.us/j/83733856210?pwd=R3BCMFhTa3ZmbzI2SFN3TFBZMm9WQT09>

Meeting ID: 837 3385 6210

Passcode: 944972

One tap mobile

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Find your local number: <https://us06web.zoom.us/j/83733856210>

As required by law, at least one representative from the Library will be present at the Library and the virtual meeting will be simulcast for any members of the public who do not wish to view the virtual meeting from another location. Prior notification of intention to attend is not required but is appreciated. Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey [ebailey@lakeblufflibrary.org](mailto: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 847-234-2540 xt 110 or [ebailey@lakeblufflibrary.org](mailto:ebailey@lakeblufflibrary.org)

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
4. **Approval of Minutes**
  - a. Approval of Minutes of March 15<sup>th</sup>, 2022 Board Meeting **(action)(5 minutes)(7:12pm)**
5. **March 2022 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
  - a. March Detailed Revenue & Expense Report
  - b. March Detailed Balance Sheet
6. **Approval of checks (action)(5 minutes)(7:22pm)**
  - a. March Monthly Checks (15140, 15142-15171)**(action)**
7. **Committee Reports (10 minutes)(7:32pm) (Met)**
  - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Shaul.)
  - b. Campaign Planning Committee (AD HOC) (**CHAIR:** Meierhoff. **MEMBERS:** Heintzelman and Jerch.)
  - c. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Heintzelman.)

**(Did Not Meet)**

  - d. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
  - e. Community Engagement Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
  - f. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)
  - g. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Graziano.)
  - h. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)
  - i. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes and Shaul.)
8. **New Business**
  - a. Contract for LAN Management **(10 minutes)(7:42pm)**
9. **Old Business**
  - a. Capital Project Update/Coordinator's Report **(5 minutes)(7:47pm)**
10. **Director's Report (5 minutes)(7:52pm)**
  - a. Director's Narrative Report

**11. Executive Session(s)**

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

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(7:53pm)****Attachments:**

Statistics for March 2022

CVI Contract for FY22-23

**Upcoming Board Meetings: May 17, June 21, and July 19, 2022.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, March 15, 2022 at 7:00 PM**  
 123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held 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 7:02 pm. Present were Trustees Kathy Meierhoff, Bonnie Shaul, Matt Zaute, Janie Jerch and Jenny Graziano. Bill Hays joined at 7:11pm. Also present were Library Employees Jillian Chapman, Anna Fifhouse and Katie Horner. Ms. Melissa Williams, Development Coordinator, Lake Bluff Library Foundation also attended.
  2. **Additions & Corrections to the Agenda:** There were none.
  3. **Opportunity for the Public to Address the Board:** There were none.
  4. **Approval of Minutes:** Bailey requested a correction to the minutes from February 15, 2022. The new accounting firm, Lauterbach and Amen, is now supporting and assisting the Lake Bluff Village head of Finance. Zaute moved and Meierhoff seconded a motion to approve the amended minutes of February 15, 2021; all voted aye.
  5. **Feb 2022 Financial Reports:** Additional tax revenue was received. The fiscal year to date amount received is 99.32% of expectations. Total Expenditures year to date are at 84% of expectations with 16.67% of the year (2 months) remaining. Jerch moved and Shaul seconded a motion to approve the Feb 2022 Financial Reports; all voted aye.
  6. **Approval of February 2022 Checks:** All checks issued were for usual and customary expenses. Of note, Director Bailey received reimbursement for items he purchased for library, e.g. salt for the sidewalks, etc. Jerch moved and Zaute seconded a motion to approve checks numbered 15113, 15115-15139; all voted aye.
  8. **Committee Reports (members have been updated):**
    - a. **Building & Grounds:** (Chair: Jerch, Members: Meierhoff, Shaul) Committee has met several times in the last month to discuss furniture, finishing, etc. Estimates for the renovation of the Stroh Reading Room are in and committee will meet again soon. Jerch moved and Hayes seconded a motion as follows: pending the approval by the Building and Grounds Committee on the Stroh Reading Room, the Board pre-approves an amount not to exceed \$78,000 (including \$7,500 in contingency funds) as we currently have donations to cover this amount.
    - b. **Campaign Planning Committee (AD HOC)** (Chair: Meierhoff, Members: Heintzelman and Jerch) The committee will meet with the LBPL Friends Executives this week to discuss a proposed collaboration on fundraising for the Library. Additionally, the team connected with the current owners of the PNB Bank building to open a dialogue on possible future use of that structure.
    - c. **Human Resources** (Chair: Graziano Members: Jerch, Heintzelman) Director Bailey's annual evaluation is ahead of scheduled development and should be finalized by the April 2022 meeting, along with his goals for FY 2022-23.
- (Did Not Meet)**
- d. **Intergovernmental Committee** (Chair: Bailey, Members: Jerch and Graziano)
  - e. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
  - f. **Technology** (Chair: Zaute, Members: Hayes, Shaul)
  - g. **Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
  - h. **Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute).
  - i. **Community Engagement** (Chair: Graziano, Members: Jerch)

9. **New Business:**

a. **Trustee for April 23, 2022 Friends of the Library Meeting** – Meierhoff agreed to attend. Thank you Kathy!

**10. Old Business:**

a. **Annual Evaluation for Library Director** – see Human Resources Committee

b. **Social Media Policy** – The Board reviewed a proposed Social Media Policy and amended it (the word ‘race’ added to list of protected categories). Zaute moved and Jerch seconded a motion to approve the amended Social Media Policy; all voted aye.

c. **Capital Project Update/Coordinator’s Report** - The pursuit of the State of Illinois Grant continues. Williams has contacted the state via email and phone and once again confirmed that LBPL is approved to receive a grant. She will do some research to determine if other local libraries have received any funds from this grant. She will follow up again with the State, early next week.

**11. Director’s Report Highlights:**

- The Illinois State of Emergency, due to COVID, is likely to end soon. When it does, an in-person quorum will be required for our Board meetings. Stay on the look out for notices from Eric on the format of the April 19<sup>th</sup> meeting.
- Open Meetings Act Training: The website is up and running. Those of you required to do so, should complete training and provide a hard copy of completed certificate to Director Bailey.

**12. Executive Session:** There was none.

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

**14. Adjournment:** Jerch moved and Hayes seconded a motion to adjourn; all voted aye. Meeting adjourned at 8:13pm.

Respectfully Submitted,

Bonnie J. Shaul

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/22 INCR (DECR)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	YTD BALANCE 03/31/2022 NORM (ABNORM)	YTD BALANCE 03/31/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	9,221.56	0.00	1,016,815.31	963,177.09	1,014,510.00	100.23
PROPERTY TAX		9,221.56	0.00	1,016,815.31	963,177.09	1,014,510.00	100.23
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	161.16	25.95	1,599.18	148.61	2,100.00	76.15
080-300-34250	NON-RESIDENT FEES	870.26	306.15	6,021.70	3,763.96	5,000.00	120.43
080-300-34260	PASSPORT FEES	2,738.89	0.00	19,278.59	0.00	7,000.00	275.41
SERVICES		3,770.31	332.10	26,899.47	3,912.57	14,100.00	190.78
FINES							
080-300-35700	RENTAL FINES	305.50	75.74	2,707.71	668.56	1,000.00	270.77
FINES		305.50	75.74	2,707.71	668.56	1,000.00	270.77
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	8,439.95	7,152.50	0.00	100.00
GRANTS		0.00	0.00	8,439.95	7,152.50	0.00	100.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	9,200.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	1,180.00	0.00	780.00	151.28
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,550.00	1,500.00	1,550.00	100.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	288.02	269.74	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	500.00	7,236.69	19,793.55	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	2,159.36	0.00	2,159.36	6,478.08	0.00	100.00
080-300-38850	LICENSE RENEWALS	17.50	0.00	(55.64)	0.00	2,000.00	(2.78)
080-300-38900	MISCELLANEOUS INCOME	218.88	0.00	23,034.57	74.55	1,000.00	303.46
MISCELLANEOUS REVENUE		2,395.74	500.00	35,393.00	28,115.92	14,530.00	243.59
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	113.97	26.63	304.83	730.77	3,000.00	10.16
INTEREST EARNINGS		113.97	26.63	304.83	730.77	3,000.00	10.16
Total Dept 300 - REVENUE		15,807.08	934.47	1,090,560.27	1,003,757.41	1,047,140.00	104.15
TOTAL REVENUES		15,807.08	934.47	1,090,560.27	1,003,757.41	1,047,140.00	104.15

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDGT
		MONTH 03/31/22	MONTH 03/31/21	03/31/2022	03/31/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/22 INCR (DECR)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	YTD BALANCE 03/31/2022 NORM (ABNORM)	YTD BALANCE 03/31/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,637.32	12,294.58	138,839.15	136,384.88	152,000.00	91.34
080-603-40030	STAFF SALARIES	30,160.91	27,982.49	360,840.16	306,555.28	372,000.00	97.00
SALARIES		42,798.23	40,277.07	499,679.31	442,940.16	524,000.00	95.36
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,864.51	8,772.77	103,203.69	92,906.61	95,000.00	108.64
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,221.70	3,029.45	37,653.33	33,312.20	38,000.00	99.09
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,240.26	3,379.49	28,032.66	37,792.32	39,000.00	71.88
BENEFITS		14,326.47	15,181.71	168,889.68	164,011.13	172,250.00	98.05
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,619.14	775.92	30,679.50	29,982.85	32,000.00	95.87
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,198.00	318.00	2,000.00	59.90
080-603-41050	MAINTENANCE-GROUNDS	1,520.00	2,500.00	5,984.98	7,180.85	6,500.00	92.08
080-603-41300	COMPUTER SERVICES	0.00	0.00	14,690.00	13,390.00	13,000.00	113.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	0.00	3,066.90	1,897.47	4,000.00	76.67
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	4,810.00	0.00	10,201.65	7,556.00	5,000.00	204.03
080-603-41350	LEGAL SERVICES	0.00	0.00	3,262.50	1,462.50	2,000.00	163.13
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	1,801.89	5,718.84	7,636.35	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,540.00	0.00
CONTRACTS		8,949.14	5,077.81	74,802.37	69,424.02	66,040.00	113.27
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	120.00	0.00	3,000.00	4.00
080-603-42440	DUES	0.00	57.00	1,615.60	1,345.14	2,500.00	64.62
080-603-43230	UTILITIES	549.62	629.23	8,099.23	11,571.39	14,000.00	57.85
080-603-43300	POSTAGE	269.65	0.00	5,676.65	1,651.33	3,500.00	162.19
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	8,860.89	5,309.85	10,000.00	88.61
080-603-43550	OFFICE SUPPLIES	713.80	429.94	7,460.78	8,823.84	6,000.00	124.35
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	359.53	50.19	2,023.41	593.62	2,000.00	101.17
080-603-43668	TECHNICAL SERVICES SUPPLIES	794.59	1,076.61	4,875.90	4,132.50	5,000.00	97.52
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	479.15	209.85	500.00	95.83
080-603-43710	ADULT PROGRAM SUPPLIES	569.16	(150.00)	7,412.99	7,158.20	7,000.00	105.90
080-603-43720	JUVENILE PROGRAM SUPPLIES	904.04	1,094.68	6,188.14	4,878.39	7,000.00	88.40
080-603-43730	OUTREACH SUPPLIES	1,429.00	331.03	3,121.97	2,553.56	5,000.00	62.44
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	764.93	487.24	1,250.00	61.19
COMMODITIES		5,619.38	3,548.67	56,699.64	48,714.91	66,750.00	84.94
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.20	23.62	388.99	540.98	1,000.00	38.90
PROGRAM EXPENSES		25.20	23.62	388.99	540.98	1,000.00	38.90

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BGD USED
		MONTH 03/31/22 INCR (DECR)	MONTH 03/31/21 INCR (DECR)	03/31/2022 NORM (ABNORM)	03/31/2021 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
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	917.08	513.14	16,325.91	12,336.52	17,000.00	96.03
080-603-45100	ADULT FICTION BOOKS	903.05	2,213.78	15,067.76	14,126.72	15,500.00	97.21
080-603-45110	ADULT LARGE PRINT MATERIAL	196.45	31.32	589.43	530.67	600.00	98.24
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,334.04	1,436.85	11,262.18	10,070.74	15,500.00	72.66
080-603-45220	ADULT REFERENCE/E-REFER	1,213.98	0.00	16,642.06	17,071.72	19,500.00	85.34
080-603-45400	JUVENILE NON-FICTION	1,058.47	99.99	9,782.76	9,020.91	11,500.00	85.07
080-603-45410	PICTURE BOOKS, READERS	0.00	135.82	7,426.01	7,479.36	6,000.00	123.77
080-603-45420	JUVENILE FICTION	9.71	1,045.38	8,266.40	6,241.21	7,750.00	106.66
080-603-45430	JUVENILE AUDIO-VISUAL	156.45	1,040.83	3,141.27	1,453.86	4,000.00	78.53
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,835.00	1,835.00	4,250.00	43.18
080-603-45450	TEEN BOOKS	0.00	13.15	2,202.34	1,681.33	2,500.00	88.09
080-603-45460	E-BOOKS	1,520.68	1,274.79	15,702.67	17,477.38	17,000.00	92.37
080-603-45470	GRAPHIC NOVELS	195.76	36.89	822.03	268.24	750.00	109.60
080-603-45500	PERIODICALS	22.80	0.00	6,819.63	4,097.75	6,750.00	101.03
080-603-45510	VIDEO GAMES	179.97	1,564.26	3,198.28	3,034.48	3,500.00	91.38
080-603-45520	TRENDING TITLES	156.51	17.39	661.10	231.11	2,000.00	33.06
080-603-45600	PATRON & STAFF SOFTWARE	15.93	65.87	9,006.75	8,897.48	12,000.00	75.06
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	1,188.54	3,175.00	1,000.00	118.85
080-603-58100	COMPUTER EQUIPMENT	68.26	36,238.00	225.20	38,249.49	1,000.00	22.52
080-603-58270	OTHER EQUIPMENT	0.00	0.00	282.02	0.00	7,000.00	4.03
CAPITAL EQUIPMENT		7,949.14	45,727.46	152,397.34	179,228.97	177,100.00	86.05
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	20,723.14	0.00	20,000.00	103.62
CAPITAL BUILDING		0.00	0.00	20,723.14	0.00	20,000.00	103.62
Total Dept 603 - LIBRARY ADMINISTRATION							
		79,667.56	109,836.34	973,580.47	904,860.17	1,047,140.00	92.98
TOTAL EXPENDITURES							
		79,667.56	109,836.34	973,580.47	904,860.17	1,047,140.00	92.98
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		15,807.08	934.47	1,090,560.27	1,003,757.41	1,047,140.00	104.15
TOTAL EXPENDITURES		79,667.56	109,836.34	973,580.47	904,860.17	1,047,140.00	92.98
NET OF REVENUES & EXPENDITURES		(63,860.48)	(108,901.87)	116,979.80	98,897.24	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/22 INCR (DECR)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	YTD BALANCE 03/31/2022 NORM (ABNORM)	YTD BALANCE 03/31/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BGD USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	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	631.30	0.00	643.18	0.00	15,000.00	4.29
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	688.11	0.00	2,000.00	34.41
MISCELLANEOUS REVENUE		631.30	0.00	1,331.29	0.00	17,000.00	7.83
Total Dept 300 - REVENUE		631.30	0.00	1,331.29	0.00	25,152.50	5.29
TOTAL REVENUES		631.30	0.00	1,331.29	0.00	25,152.50	5.29
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	1,274.87	0.00	1,274.87	0.00	7,152.50	17.82
CONTRACTS		1,274.87	0.00	1,274.87	0.00	7,152.50	17.82
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	280.19	0.00	10,079.82	7,424.19	17,000.00	59.29
PROGRAM EXPENSES		280.19	0.00	10,079.82	7,424.19	17,000.00	59.29
Total Dept 603 - LIBRARY ADMINISTRATION		1,555.06	0.00	11,354.69	7,424.19	25,152.50	45.14
TOTAL EXPENDITURES		1,555.06	0.00	11,354.69	7,424.19	25,152.50	45.14
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		631.30	0.00	1,331.29	0.00	25,152.50	5.29
TOTAL EXPENDITURES		1,555.06	0.00	11,354.69	7,424.19	25,152.50	45.14
NET OF REVENUES & EXPENDITURES		(923.76)	0.00	(10,023.40)	(7,424.19)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDT
		MONTH 03/31/22	MONTH 03/31/21	03/31/2022	03/31/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		16,438.38	934.47	1,091,891.56	1,003,757.41	1,072,292.50	101.83
TOTAL EXPENDITURES - ALL FUNDS		81,222.62	109,836.34	984,935.16	912,284.36	1,072,292.50	91.85
NET OF REVENUES & EXPENDITURES		(64,784.24)	(108,901.87)	106,956.40	91,473.05	0.00	100.00

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	(19,437.94)
	A/R - OTHER	9,521.49	(19,437.94)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	146,116.06	166,408.79
080-100-10070	CASH DRAWER OVER/SHORT	(0.66)	(51.88)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	323,063.50	442,851.80
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	22,797.04	23,937.62
	CASH/INVESTMENTS	492,127.74	633,298.13
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
	<b>Total Assets</b>	<b>1,500,460.91</b>	<b>1,612,671.87</b>
*** 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	22,172.90
	ACCOUNTS PAYABLE	29,622.46	22,172.90
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	(14,316.99)
080-200-20230	STATE INCOME TAX PAYABLE	0.00	13,768.04
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	3,229.67
	A/P - OTHER	0.00	2,680.72
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	1,014,514.57	1,014,514.57
	UNAVAILABLE PROPERTY TAXES	1,014,514.57	1,014,514.57
<b>Total Liabilities</b>		<b>1,066,190.40</b>	<b>1,061,421.56</b>
*** 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
<b>Total Fund Balance</b>		<b>434,270.51</b>	<b>434,270.51</b>
<b>Beginning Fund Balance</b>			<b>434,270.51</b>
<b>Net of Revenues VS Expenditures</b>			<b>116,979.80</b>
<b>Ending Fund Balance</b>			<b>551,250.31</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,612,671.87</b>

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
082-100-11360	A/R - OTHER GRANTS RECEIVABLE	8,439.95	8,439.95
	A/R - OTHER	8,439.95	8,439.95
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(81,376.47)	(90,195.71)
	CASH/INVESTMENTS	(81,376.47)	(90,195.71)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
	DUE TO OTHER FUNDS	20,604.89	20,604.89
	<b>Total Assets</b>	<b>(52,331.63)</b>	<b>(61,150.87)</b>
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	350.90	1,555.06
	ACCOUNTS PAYABLE	350.90	1,555.06
	<b>Total Liabilities</b>	<b>350.90</b>	<b>1,555.06</b>
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(52,682.53)	(52,682.53)
	NET POSITION/FUND BALANCE	(52,682.53)	(52,682.53)
	<b>Total Fund Balance</b>	<b>(52,682.53)</b>	<b>(52,682.53)</b>
	<b>Beginning Fund Balance</b>		<b>(52,682.53)</b>
	<b>Net of Revenues VS Expenditures</b>		<b>(10,023.40)</b>
	<b>Ending Fund Balance</b>		<b>(62,705.93)</b>
	<b>Total Liabilities And Fund Balance</b>		<b>(61,150.87)</b>

User: EBAILEY

CHECK DATE FROM 03/16/2022 - 04/20/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/14/2022	LIBCK	15140	699968574774	AMAZON	OFFICE SUPPLIES	080-603-43550	37.04
		15140	968545933867		OFFICE SUPPLIES	080-603-43550	189.90
		15140	748333858789		OFFICE SUPPLIES	080-603-43550	17.96
		15140	864736799696		OFFICE SUPPLIES	080-603-43550	8.48
		15140	887935569343		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	15.32
		15140	463874695567		TECHNICAL SERVICES SUPPLIES	080-603-43668	31.95
		15140	487366846878		TECHNICAL SERVICES SUPPLIES	080-603-43668	29.34
		15140	436563453387		ADULT PROGRAM SUPPLIES	080-603-43710	21.00
		15140	457336786936		ADULT PROGRAM SUPPLIES	080-603-43710	17.69
		15140	995636564978		ADULT PROGRAM SUPPLIES	080-603-43710	92.84
		15140	593698373947		JUVENILE PROGRAM SUPPLIES	080-603-43720	5.99
		15140	875649948663		JUVENILE PROGRAM SUPPLIES	080-603-43720	15.30
		15140	636456669775		ADULT NON-FICTION BOOKS	080-603-45000	14.79
		15140	445384984497		ADULT NON-FICTION BOOKS	080-603-45000	10.79
		15140	449866745467		ADULT NON-FICTION BOOKS	080-603-45000	26.96
		15140	634788789647		ADULT NON-FICTION BOOKS	080-603-45000	18.59
		15140	475756863655		ADULT FICTION BOOKS	080-603-45100	39.80
		15140	466893564387		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.97
		15140	468353757934		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.79
		15140	476475563848		ADULT AUDIO VISUAL MATERIAL	080-603-45200	63.27
		15140	673955644869		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.95
		15140	867777879548		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		15140	775385963498		ADULT AUDIO VISUAL MATERIAL	080-603-45200	59.97
		15140	836686559439		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		15140	546357746577		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.99
		15140	753375958864		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.92
		15140	754686975579		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.39
		15140	498443584454		ADULT AUDIO VISUAL MATERIAL	080-603-45200	150.93
		15140	464734563865		ADULT AUDIO VISUAL MATERIAL	080-603-45200	45.92
		15140	678585935669		ADULT AUDIO VISUAL MATERIAL	080-603-45200	40.98
		15140	733347538839		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		15140	867453997689		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		15140	889546358877		ADULT AUDIO VISUAL MATERIAL	080-603-45200	68.96
		15140	457465869655		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		15140	643686859583		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.92
		15140	848747987563		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.98
		15140	949379947357		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.79
		15140	543995844438		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.96
		15140	976377384433		ADULT AUDIO VISUAL MATERIAL	080-603-45200	69.97
		15140	876674799666		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.95



CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 03/16/2022 - 04/20/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15140	846946999939		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.95
		15140	433689985399		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.38
		15140	444839346996		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.27
		15140	789844778693		ADULT AUDIO VISUAL MATERIAL	080-603-45200	28.97
		15140	869967689755		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		15140	436896359933		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.85
		15140	456877378773		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		15140	459537899559		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		15140	566978898466		ADULT AUDIO VISUAL MATERIAL	080-603-45200	124.82
		15140	483763497645		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.03)
		15140	467967897994		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.64)
		15140	879654359986		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.00)
		15140	983587784597		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.00)
		15140	988493583797		JUVENILE FICTION	080-603-45420	9.71
		15140	667494965474		JUVENILE AUDIO-VISUAL	080-603-45430	40.84
		15140	689446635854		JUVENILE AUDIO-VISUAL	080-603-45430	5.99
		15140	859965963557		JUVENILE AUDIO-VISUAL	080-603-45430	9.65
		15140	875649948663		JUVENILE AUDIO-VISUAL	080-603-45430	47.49
		15140	796987473387		JUVENILE AUDIO-VISUAL	080-603-45430	7.50
		15140	445778475666		VIDEO GAMES	080-603-45510	179.97
		15140	647597356434		TRENDING TITLES	080-603-45520	17.96
		15140	865546349983		TRENDING TITLES	080-603-45520	17.99
		15140	588573366673		TRENDING TITLES	080-603-45520	39.80
		15140	689835773768		TRENDING TITLES	080-603-45520	19.82
		15140	476746758465		TRENDING TITLES	080-603-45520	22.99
		15140	669584963947		TRENDING TITLES	080-603-45520	37.95
		15140	746794766778		COMPUTER EQUIPMENT	080-603-58100	33.98
		15140	799684578554		COMPUTER EQUIPMENT	080-603-58100	34.28

**2,323.73**

04/14/2022 LIBCK 15141 VOID \*\* VOIDED \*\* \*\* VOIDED \*\*  
 Void Reason: Created From Check Run Process

04/14/2022	LIBCK	15142	2036574210	BAKER & TAYLOR ENTERTAINTECHNICAL SERVICES SUPPLIES	080-603-43668	14.49
		15142	2036579932	TECHNICAL SERVICES SUPPLIES	080-603-43668	5.95
		15142	2036577009	TECHNICAL SERVICES SUPPLIES	080-603-43668	20.09
		15142	2036581173	TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		15142	2036599982	TECHNICAL SERVICES SUPPLIES	080-603-43668	12.85
		15142	2036610282	TECHNICAL SERVICES SUPPLIES	080-603-43668	5.00
		15142	2036611925	TECHNICAL SERVICES SUPPLIES	080-603-43668	6.08
		15142	2036621106	TECHNICAL SERVICES SUPPLIES	080-603-43668	8.19

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 03/16/2022 - 04/20/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15142	2036587873		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		15142	2036611926		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.65
		15142	2036636841		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.79
		15142	2036632238		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.92
		15142	2036638028		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.55
		15142	2036579932		ADULT NON-FICTION BOOKS	080-603-45000	109.05
		15142	2036577009		ADULT NON-FICTION BOOKS	080-603-45000	353.76
		15142	2036587873		ADULT NON-FICTION BOOKS	080-603-45000	47.12
		15142	2036611926		ADULT NON-FICTION BOOKS	080-603-45000	201.05
		15142	2036636841		ADULT NON-FICTION BOOKS	080-603-45000	134.97
		15142	2036574210		ADULT FICTION BOOKS	080-603-45100	324.15
		15142	2036599982		ADULT FICTION BOOKS	080-603-45100	254.67
		15142	2036632238		ADULT FICTION BOOKS	080-603-45100	284.43
		15142	2036581173		ADULT LARGE PRINT MATERIAL	080-603-45110	17.61
		15142	2036610282		ADULT LARGE PRINT MATERIAL	080-603-45110	109.55
		15142	2036636712		ADULT LARGE PRINT MATERIAL	080-603-45110	69.29
		15142	2036611925		JUVENILE NON-FICTION	080-603-45400	177.09
		15142	2036621106		GRAPHIC NOVELS	080-603-45470	195.76
		15142	2036611926		PER CAPITAL GRANT EXPENDITURE	082-603-44810	75.14
		15142	2036636841		PER CAPITAL GRANT EXPENDITURE	082-603-44810	15.81
		15142	2036638028		PER CAPITAL GRANT EXPENDITURE	082-603-44810	79.34
							<b>2,562.11</b>
04/14/2022	LIBCK	15143	209918	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	881.38
04/14/2022	LIBCK	15144	COM041222	COMCAST	UTILITIES	080-603-43230	159.85
04/14/2022	LIBCK	15145	30128	CRYSTAL MAINTENANCE SERV	BUILDG MAINT/CLEANING SERVICE	080-603-41000	645.00
04/14/2022	LIBCK	15146	21338500-2	ENGBERG ANDERSON, INC.	OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	2,560.00
		15146	21338500-4		OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	2,250.00
							<b>4,810.00</b>
04/14/2022	LIBCK	15147	ERI032522	ERIC BAILEY	MAINT SUPPL-BUILDING	080-603-43660	30.13
04/14/2022	LIBCK	15148	KAT033022	FIRST BANKCARD	TECHNICAL SERVICES SUPPLIES	080-603-43668	450.59
04/14/2022	LIBCK	15149	ELI033022	FIRST BANKCARD	OFFICE SUPPLIES/REIMB TAX FOF	080-603-43550	(5.55)
		15149	ELI033022		OFFICE SUPPLIES/MASKS	080-603-43550	94.17
		15149	ELI033022		ADULT PROGRAM SUPPLIES/PAINT	080-603-43710	14.94
		15149	ELI033022		JUVENILE AUDIO-VISUAL	080-603-45430	44.98
							<b>148.54</b>

User: EBAILEY

CHECK DATE FROM 03/16/2022 - 04/20/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/14/2022	LIBCK	15150	ANA033022	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	120.00
04/14/2022	LIBCK	15151	JIL033022	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	9.95
		15151	JIL033022		ADULT PROGRAM SUPPLIES/SEEDS	080-603-43710	9.99
		15151	JIL033022		OUTREACH SUPPL/GIFT CARD FOR	080-603-43730	25.00
		15151	JIL033022		USE OF DONATIONS/SEEDS FOR SE	082-603-99999	263.45
		15151	JIL033022		USE OF DONATIONS/MAILING ENVE	082-603-99999	16.74
							<b>325.13</b>
04/14/2022	LIBCK	15152	ERI033022	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO ST	080-603-41000	98.00
		15152	ERI033022		POSTAGE/PASSPORTS	080-603-43300	116.65
		15152	ERI033022		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	94.24
		15152	ERI033022		MAINTENANCE SUPPL-BUILDNG/CEI	080-603-43660	72.22
		15152	ERI033022		PATRON/STAFF SOFTWARE/ADOBE A	080-603-45600	15.93
		15152	ERI033022		MISCELLANEOUS EXPENSES/PAYPAI	080-603-46100	25.20
							<b>422.24</b>
04/14/2022	LIBCK	15153	MCO033022	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	215.85
		15153	MCO033022		POSTAGE/PASSPORTS/CREDIT	080-603-43300	(62.85)
		15153	MCO033022		PRINTING/E-NEWSLETTER	080-603-43410	29.99
		15153	MCO033022		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
							<b>185.99</b>
04/14/2022	LIBCK	15154	557887481	GRANITE TELECOMMUNICATIO	UTILITIES	080-603-43230	365.07
04/14/2022	LIBCK	15155	7813	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	350.00
04/14/2022	LIBCK	15156	REY031622	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	1,520.00
04/14/2022	LIBCK	15157	292299	KANOPY LLC	ADULT REFERENCE/E-REFER	080-603-45220	141.00
04/14/2022	LIBCK	15158	1445713	KAPCO	TECHNICAL SERVICES SUPPLIES	080-603-43668	64.40
04/14/2022	LIBCK	15159	200	LAKE FOREST LIBRARY	OUTREACH SUPPLIES	080-603-43730	1,401.00
04/14/2022	LIBCK	15160	HAM031522	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	300.00
04/14/2022	LIBCK	15161	501789576	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		15161	501824893		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		15161	501929624		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.99
		15161	501911391		ADULT REFERENCE/E-REFER	080-603-45220	391.98
							<b>501.95</b>
04/14/2022	LIBCK	15162	SVC00037017	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	268.50

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 03/16/2022 - 04/20/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/14/2022	LIBCK	15163	RT549663	NEWSBANK, INC	ADULT REFERENCE/E-REFER	080-603-45220	681.00
04/14/2022	LIBCK	15164	4766823	NORTH SHORE WATER RECLAM	UTILITIES	080-603-43230	24.70
04/14/2022	LIBCK	15165	01018CO22084312	OVERDRIVE , INC	E-BOOKS	080-603-45460	172.88
		15165	01018CO22090198		E-BOOKS	080-603-45460	311.27
		15165	01018CO22097089		E-BOOKS	080-603-45460	228.67
		15165	01018CP22107515		E-BOOKS	080-603-45460	425.97
		15165	01018CO22115830		E-BOOKS	080-603-45460	381.89
		15165	01018CO22106324		PER CAPITAL GRANT EXPENDITURE	082-603-44810	1,104.58
							<b>2,625.26</b>
04/14/2022	LIBCK	15166	041222	PETTY CASH	TECHNICAL SERVICES SUPPLIES	080-603-43668	5.39
		15166	041222		JUVENILE PROGRAM SUPPLIES	080-603-43720	60.00
		15166	041222		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.00
							<b>85.39</b>
04/14/2022	LIBCK	15167	23693178	QUILL LLC	OFFICE SUPPLIES/BINDER CLIPS	080-603-43550	1.84
		15167	23693178		TECHNICAL SERVICES SUPPL/BOOK	080-603-43668	99.60
							<b>101.44</b>
04/14/2022	LIBCK	15168	0906475886	STANLEY ACCESS TECH LLC	MAINTENANCE-BUILDING	080-603-41000	1,257.64
04/14/2022	LIBCK	15169	3504439269	STAPLES	MAINTENANCE SUPPLIES-BUILDING	080-603-43660	147.62
04/14/2022	LIBCK	15170	USA031422	USA TODAY	PERIODICALS	080-603-45500	22.80
04/14/2022	LIBCK	15171	25482	ZOOBEAN INC	ADULT PROGRAM SUPPLIES	080-603-43710	402.75
		15171	25482		JUVENILE PROGRAM SUPPLIES	080-603-43720	402.75
							<b>805.50</b>
TOTAL - ALL FUNDS					TOTAL OF 32 CHECKS (1 voided)		23,727.96

--- GL TOTALS ---

080-603-41000	MAINTENANCE-BUILDING	2,619.14
080-603-41050	MAINTENANCE-GROUNDS	1,520.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	4,810.00
080-603-43230	UTILITIES	549.62
080-603-43300	POSTAGE	269.65
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	343.84
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	359.53
080-603-43668	TECHNICAL SERVICES SUPPLIES	794.59
080-603-43710	ADULT PROGRAM SUPPLIES	569.16

User: EBAILEY

CHECK DATE FROM 03/16/2022 - 04/20/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-43720				JUVENILE PROGRAM SUPPLIES			904.04
080-603-43730				OUTREACH SUPPLIES			1,429.00
080-603-45000				ADULT NON-FICTION BOOKS			917.08
080-603-45100				ADULT FICTION BOOKS			903.05
080-603-45110				ADULT LARGE PRINT MATERIAL			196.45
080-603-45200				ADULT AUDIO VISUAL MATERIAL			1,334.04
080-603-45220				ADULT REFERENCE/E-REFER			1,213.98
080-603-45400				JUVENILE NON-FICTION			1,058.47
080-603-45420				JUVENILE FICTION			9.71
080-603-45430				JUVENILE AUDIO-VISUAL			156.45
080-603-45460				E-BOOKS			1,520.68
080-603-45470				GRAPHIC NOVELS			195.76
080-603-45500				PERIODICALS			22.80
080-603-45510				VIDEO GAMES			179.97
080-603-45520				TRENDING TITLES			156.51
080-603-45600				PATRON & STAFF SOFTWARE			15.93
080-603-46100				MISCELLANEOUS EXPENSES			25.20
080-603-58100				COMPUTER EQUIPMENT			68.26
082-603-44810				PER CAPITAL GRANT EXPENDITURES			1,274.87
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			280.19
				TOTAL			23,727.96

## **New Business**

April 19, 2022

### LAN Contract for FY22-23

The plan for FY22-23 had been to put the LAN contract out to bid. Mid-year changes to the handling of technology and building contracts disrupted that plan, with a personnel shift and an ongoing move towards greater use of outside consultants. There is no requirement to go out to bid, bidding had been planned because the contract has not been out to bid since 2015.

In terms of performance, CVI continues to provide good support with quick repairs and very minimal service disruption or down time. The proposed contract with CVI is for a one-year extension. The current year contract is \$14,240, and the proposed contract for next FY is \$14,000. The decrease is principally due to dropping a monitoring service added last FY that turned out to be superfluous for our workflow.

The intent had been to seek approval from the Technology Committee ahead of the Board meeting, but a planned committee meeting was not able to happen. The renewal is pretty standard and committee approval is not a requirement, hence it being put forward for the full board.

**RECOMMENDATION:** I recommend that the contract for LAN support services for FY22-23 from CVI for \$14,000 be approved.

Respectfully submitted,

Eric Scott Bailey



COMPUTER VIEW INC.  
NETWORKING & SYSTEMS INTEGRATION

## Comprehensive Remote LAN Management Agreement

This Agreement is entered into at Downers Grove, Illinois on March 28, 2022 between Computer View, Inc. (CVI), an Illinois corporation and Lake Bluff Public Library (the "Customer") an Illinois public institution located at 123 Scranton Avenue, Lake Bluff, Illinois. This Agreement covers the twelve (12) month time period commencing May 1, 2022 and ending on April 30, 2023 (the "Agreement Term") and will remain in effect as outlined in Section 6.

### 1. Equipment Covered

All existing computer and networking equipment as described in Attachment A will be covered by this Agreement subject to any vendor and/or warranty limitations.

### 2. Service Provided

Attachment A defines the total inventory supported, the frequency and description of proactive system management activities to be performed by CVI, the service level agreement, the service charge summary and any equipment coverage exceptions.

Subject to all terms of this Agreement, CVI will provide to Customer the following services for the computer and networking equipment as described in Attachment A, including but not necessarily limited to:

- A. System management of the Customer's LAN environment consisting of the hardware, software and network resources listed in Appendix A.
- B. Consulting and system planning services
- C. Diagnosis and resolution of Local Area Network (LAN) or component issues
- D. Routine preventative maintenance of network equipment
- E. Telephone technical support
- F. End User application support  
CVI will provide limited end-user application support when possible. CVI can only ensure successful operation in the networked environment, subject to vendor support or system compatibility, for any particular application.
- G. Repair equipment pickup and delivery
- H. An Hours Allowance for Move/Add/Change (MAC) Work Requests to be scheduled mutually between Customer and CVI

### 3. Optional Services

The following services are outside the scope of this Agreement but can be performed under this Agreement for an additional fee:

- A. Installation and configuration of major system or component upgrades
- B. Staff training of LAN administration, management or application software
- C. Software/Internet programming services
- D. Data recovery if backup system is not properly maintained by the Customer
- E. Equipment and/or service costs not covered by vendor/manufacturer warranty
- F. Technical support for issues created by the Customer or other third parties

### 4. Customer Responsibilities

#### A. Access to Equipment and Facilities

Customer must provide CVI with access to the equipment covered under this Agreement which is convenient and timely for CVI, adequate working space and facilities within reasonable distance of the equipment, and access to and use of all information, internal resources and facilities determined necessary by CVI to service the network.

Any CVI software, equipment or consulting, programming, or management tools which may be furnished or utilized by CVI in the performance of these services shall remain the property of CVI and shall be returned to CVI upon its request or upon termination of the Agreement at a mutually convenient time which shall not be less than 7 days after termination of this Agreement.

#### B. Key Contact

Customer must appoint a key contact person with whom CVI technicians can communicate. The current key contact person is specified in Attachment A.

#### C. Routine Operating Procedures

Customer must follow routine operating procedures for the network, with regards to periodic backups, physical and access security, and periodic capacity monitoring as defined by CVI.

#### D. Issue Resolution

Customer must follow CVI's problem reporting procedure as defined in the CVI Solutions Guide and may be required to conduct preliminary diagnostic procedures prior to a CVI technician being dispatched to the Customer's facility.

CVI will review, prioritize and perform preliminary diagnosis of problems within 4 hours of receipt in CVI's office. CVI will resolve problems per the specified Service Level in Attachment A, plus any additional time that may be required from third-party vendors, such as parts or software suppliers.



#### E. Onsite Visit

Once CVI determines that an onsite visit is required to resolve an issue, a technician will be dispatched within 4 hours for critical issues, after all necessary hardware, software and/or network components become available. Critical issues include operations failure of major network components such as a server, switch, router, circuit, or other critical components as specified in Attachment A.

#### F. Emergency Visit

An emergency visit is an on-site technician visit outside CVI's normal business hours of operation (9:00AM-5:00PM Monday-Friday, except CVI holidays). If initiated by CVI to meet the Service Level Agreement (SLA) specified in Attachment A, there is no additional charge to the Customer. If requested by Customer when it is not required by the SLA, CVI's then current Emergency Visit rates, as documented in Attachment A, will apply.

#### G. Software Costs and Licensing

CVI will license all necessary remote management software on behalf of Customer, and such fees will be integrated into the fees charged by CVI. In the event of early contract termination, Customer will separately pay for all such fees paid by CVI on Customer's behalf. CVI will track Customer's remote management software.

Customer is responsible for all other software license and license upgrade fees. Customer is also responsible for ensuring that all software, including future version upgrades, has been properly licensed and registered in the Customer's name. Customer is responsible for all software tracking, except CVI remote management software as noted above.

#### H. Network Software

CVI provides support only for the current and immediately preceding versions of network software, and only to the extent such software is supported by the manufacturer. CVI is not liable for the performance and non-performance of software products or the manufacturer's technical support services.

#### I. Hardware Costs

Customer is responsible for all hardware costs including all equipment, cables, connectors, accessories and interfaces.

#### J. Indemnity

The Customer agrees to indemnify and hold CVI harmless against all claims, demands, damages, costs, expenses, attorney fees, actions and causes of action

except those arising solely and directly from the services provided by CVI hereunder.

## 5. Service Fees

The contract fee will be as specified in Attachment A. Contract fees will be billed quarterly in advance. A summary of activities performed and issues resolved under this Agreement will be reviewed with Customer on a quarterly basis.

## 6. Term, Termination and Renewal

### A. Term

This Agreement covers the time period as specified in Attachment A.

### B. Termination

Except for non-payment of an invoice from Computer View, any party to this Agreement shall not be deemed in default, breach or in non-compliance with any term or provision of this Agreement and no action shall be taken regarding any default, breach or non-compliance unless all of the following have occurred:

- (a) Non breaching party shall send breaching party a written notice setting forth in detail any default, breach or non-compliance; specifying what act or omission of breaching party caused said default, breach or non-compliance; when said act or omission occurred; what provision or term of said Agreement is involved; and what acts breaching party must perform to cure default, breach or non-compliance.
- (b) Said notice must be sent regular and certified mail, return receipt requested, addressee only with postage prepaid to the breaching party at the address set forth herein;
- (c) Thirty (30) days must elapse from the time said notice is received by breaching party;
- (d) Breaching party has not cured said default, breach or non-compliance within said thirty (30) days.

Upon termination of this Agreement by either party, each party shall promptly return to the other all data, materials and properties of the other held by it.

### C. Duration and Renewal

Unless terminated as provided above, CVI will continue Service for the duration of this Agreement and after the expiration date of this Agreement. Use of the Service after a prepaid term, or after this Agreement has expired will constitute acceptance and renewal of this Agreement for a new twelve (12) month Agreement Term with the service rates in effect at the time of renewal, unless

Customer gives Computer View 5 days written notice prior to any usage of the Service that Customer will not renew this Agreement.

#### 7. Non-Solicitation

Customer and CVI agree that during the term of this Agreement and for a period of twelve (12) months thereafter, neither party will hire, employ or contract with an employee of the other. In the event of a breach of the provisions of this Section 7, the breaching party agrees to pay to the non-breaching party upon demand liquidated damages in the amount of Twenty Thousand dollars (\$20,000.00) per person.

#### 8. Customer Location

CVI is not responsible to the Customer for the cost or expense of administrative, technical, emergency and support personnel at the Customer's location necessary for activities relating to the Service.

#### 9. Warranties

CVI warrants that, in performing the Service:

- i. The Services will not be in violation of any applicable law, rule or regulation, and CVI will have obtained all permits to comply with such laws and regulations;
- ii. The Services will not violate or in any way infringe upon the rights of third parties, including property, contractual, employment, trade secrets, proprietary information and non-disclosure rights, or any trademark, copyright or patent rights;
- iii. The Services will be performed in accordance with generally acceptable standards in the industry.

In the event of a breach of this warranty, or otherwise, CVI's liability (whether founded in contract, tort, or otherwise) shall be limited to re-performing services hereunder as required or, at CVI's option, to an adjustment of fees to be no more than the reasonable value of the Services actually provided hereunder.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

#### 10. Limitation of Liability

Neither party shall be liable to the other for any loss, damage, liability, claim or expense arising out of or in relation to this Agreement, other than for fees due under Section 5 and 17 and for indemnification under Section 4, however caused, whether ground in contract, tort, strict liability or otherwise, or for gross negligence.

#### 11. No Assignment

The Customer shall not sell, transfer or assign this Agreement without the prior written consent of CVI. Any act in derogation of the foregoing shall be null and void, and the Customer will remain obligated under this Agreement.

#### 12. Severability

Each section, part, term, and provision of this Agreement shall be considered severable. If, for any reason, any section, part, term or provision is herein determined to be invalid and contrary to, or in conflict with, any existing or future law or regulation of a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining portions, sections, parts, terms, or provisions of this Agreement, and the latter will continue to be given full force and effect and bind the parties hereto. The invalid section, part, term or provision shall be deemed not to be part of this Agreement.

#### 13. Descriptive Headings

Descriptive headings contained in this Agreement are inserted only as a matter of convenience and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof.

#### 14. Construction of Agreement

CVI and Customer agree and acknowledge that all provisions of this Agreement have been negotiated by both CVI and Customer at arms length and that neither CVI nor Customer shall be deemed the drafter of this Agreement. This Agreement shall not be construed against either party by reason of the authorship of any provision in this Agreement.

#### 15. Corporate Parties

CVI and Customer warrant and represent to each other that (a) CVI and Customer are Illinois domestic corporations or organizations in good standing in the State of Illinois, not dissolved and duly qualified to do business in the State of Illinois at the time of entering this Agreement and will remain so until at least after the Agreement Term; (b) CVI and Customer are duly authorized to execute and deliver this Agreement, perform the covenants on its part contained in this Agreement, consummate the transactions contemplated by this Agreement and execute, deliver and perform all documents and instruments to be executed and delivered pursuant to this Agreement; (c) neither CVI nor Customer are subject to any restriction, agreement, law, judgment or decree which would prohibit or be violated by the execution, delivery and performance of this Agreement.

## 16. Entire Agreement

This Agreement and the documents referred to herein shall be the entire, full and complete Agreement between the parties concerning the subject matter hereof, and shall supersede all prior agreements. No representations, warranties, inducements, promises, or agreements, oral or otherwise, exist which are not embodied herein. No amendments, changes or variances from this Agreement shall be binding on either party unless the same is in writing and executed by the parties hereto.

Both parties acknowledge that they have read and understand this Agreement and agree to be bound by its items.

## 17. Jurisdiction

This Agreement shall be governed by, construed and enforced pursuant to the laws of the State of Illinois without regard to the conflicts of law provisions of the State of Illinois. The venue for all litigation pertaining to this Agreement shall be DuPage County, Illinois. The prevailing party in any litigation shall be entitled to reimbursement for attorney's fees, costs and other expenses pertaining to said litigation and said attorney's fees, costs, and other expenses shall become a part of any judgment, verdict or decree.

## 18. Notices

All notices and other communications provided for by this Agreement shall be made in writing (1) either by actual delivery of the notice into the hands of the parties entitled thereto, or (2) by the mailing of the notice in the U.S. Mail to the last known address of the parties entitled thereto, registered or certified mail, return receipt requested. The notice shall be deemed to be received if delivered on the date of its actual receipt by the party entitled thereto, and if mailed on the date of its mailing. Notice shall be sent to:

Seller:	Computer View, Inc. 2777 Finley Road Suite 13 Downers Grove, IL 60515
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Customer:	Lake Bluff Public Library 123 Scranton Avenue Lake Bluff, IL 60044
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## 19. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their legal representatives, conservators, guardians, heirs, administrators, executors, successors and assigns.

## 20. Executed Copies Deemed Originals

All executed copies of this instrument shall be deemed to be the original even though physically produced by the use of automatic, printing or copy machines.

Any signed document including the Agreement may be transmitted by facsimile machine (fax) and shall be considered an original document and an original signature for all purposes. At the request of any party, any document which has been faxed shall be re-signed by the original party in an original form. Neither party shall raise the use of a fax as a defense to this Agreement.

## 21. Waiver of Breach

The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

## 22. Further Actions

Each party agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

## 23. Force Majeure

Neither party shall be responsible to the other for damages or delays caused by force majeure, acts of God nor other events beyond the control of the other party and which could not have been reasonably foreseen or prevented. Such acts shall include but are not limited to unusual weather, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations and the inability, with reasonable diligence, to supply personnel, equipment or material.

## 24. Payment

Any payment not received within ten (10) days after the date it is due shall incur a late charge equal to five percent (5%) of the payment. Any payment not received when due and all late charges shall accrue interest from the date due until the date paid at the rate of one and one-half percent (1 ½ %) per month.

## 25. Confidentiality

Customer and CVI agree to hold this Agreement and any services performed pursuant to this Agreement and all information and communications pertaining to this Agreement in strict confidence and shall not disclose or provide to any person or entity any such information, communications or Agreement. Disclosure of said

information, communications or Agreement in violation of this Agreement is a material breach of this Agreement and shall require the breaching party to pay the non-breaching party all damages proximately caused by said violation. The portion of this Agreement pertaining to disclosure of information, communications and this Agreement shall expire two (2) years after the termination or cancellation of this Agreement. Customer and CVI shall not be responsible or liable under this Agreement for disclosure of said information, communications or this Agreement if the information, communications and this Agreement:

- a. Are required to be disclosed by any law or in response to any subpoena, court order, summons, judicial or governmental requirement or other legal process, provided that the party making the disclosure gives the other party adequate written notice of potential disclosure.
- b. Become generally available to the public other than by disclosure of the party seeking to enforce a remedy under this Agreement.
- c. Was or become available to the party not seeking to enforce a remedy under this Agreement on a non-confidential basis prior to disclosure by a party.
- d. Is disclosed pursuant to the prior written consent of the other party.

In Witness Whereof, the parties have entered into this Agreement as of the date set forth below:

Authorized Customer Representative/Title	
Customer Signature	Date
Customer Purchase Order Number	
Authorized CVI Representative	
CVI Representative Signature	Date

# ATTACHMENT A

## To Comprehensive Remote LAN Management Agreement

<b>Customer</b>	Lake Bluff Public Library
<b>Agreement Term</b>	May 1, 2022 – April 30, 2023 (12 months)
<b>Customer Contact Person</b>	Eric Bailey
<b>Contact Phone</b>	(847) 234-2540
<b>Contact E-mail</b>	<a href="mailto:ebailey@lakeblufflibrary.org">ebailey@lakeblufflibrary.org</a>

<b>Inventory Supported</b>	<u>6</u> Servers (4 virtual) <u>21</u> Desktop Computers <u>1</u> Firewall <u>6</u> Notebook Computers <u>3</u> Network Printers <u>2</u> Network Devices <u>1</u> Wireless Network
<b>TOTAL</b>	<b>40 Devices</b>

### System Management Activities to be performed for Supported Inventory

<b>Annually</b>	Technology planning consultation
<b>Quarterly</b>	Resolved issue report and trend analysis
<b>Monthly</b>	O/S, firmware and driver updates Review system error logs Validate system backups Review system capacity
<b>As Required</b>	Diagnostics and problem resolution Telephone technical support Repair equipment pickup and delivery Move/add/change requests – up to Hours Allowance

<b>Hours Allowance for Move/Add/Change Work Requests</b>	12 hours per year
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### Service Level Agreement for Supported Inventory

<b>Review, Prioritize and Perform Initial Diagnostic</b>	4 hours
<b>Issue Response – Major Severity (Failure of major LAN network component severely impacting Customer’s business operations)</b>	4 hours
<b>Issue Response – Medium Severity (Failure of important LAN network component; Customer’s business operations continue in a degraded state)</b>	1 business day
<b>Issue Response – Minor Severity (Failure of non-critical LAN network component; Minor impact on Customer’s business operations)</b>	2 business days
<b>Move/Add/Change Work Requests</b>	Scheduled for mutual convenience during CVI’s normal business hours of operation (9AM-5:00PM Monday-Friday excluding CVI holidays)



**Service Charge Summary**

<b>Comprehensive Remote Management of Installed Inventory</b>	\$14,000 per 12 month term, with \$3,500 billed quarterly in advance
<b>Hourly Rate – After Hours Allowance Exceeded for Move/Add/Change Service Requests</b>	\$198 per hour
<b>Emergency Visit Weekdays After Hours and/or Weekends CVI Holidays</b>	\$396 per hour (double time) – 3 hours minimum \$594 per hour (triple time) – 3 hours minimum

**Coverage Exclusions**

<b>Move/Add/Change Requests</b>	Exceeding Hours Allowance specified above
<b>Training</b>	Applications or operations training for Customer's staff
<b>Programming</b>	Software or website programming and/or modifications
<b>Data recovery</b>	If backup system not properly maintained by Customer
<b>Equipment / service costs</b>	If equipment is outside manufacturer warranty
<b>Emergency visit</b>	For Move/Add/Change Request, or per Customer request for Issue Resolution at a higher severity level than specified by CVI

## Director's Report – April 2022

### Programs

- Adult
  - The March 17 program *The Irish in Chicago* had 20 registrations.
  - Our Friday sessions of *Virtual Chair Yoga* that ran from March 11 to April 1 had 10 to 14 registrants for each session.
  - The April 5 program *1918 Spanish Flu Pandemic, World War I, and Wilson* program with presenter Jim Gibbons had 19 registrants.
  - We had our usual full house for the April 11 *Trivia Night at Lake Bluff Brewery*, with 54 registrants.
- Youth
  - The March 5 *Chess Club* meeting with Mark Hamilton had 10 registrants, and there were 11 for the April 2 meeting.
  - Submission deadline for the Phyllis Fox Memorial Writing and Bookmark Design contests was end of business on April 15.
  - The April 9 *Battle Robots* workshop had 15 registrants.
  - 1000 Books Before Kindergarten is live!

### Overdrive Usage

Our ematerial database Overdrive continues to account for over 80% of adult digital circulation each month. Collection Manager Anna Fifhause reports that usage is presently higher per month than during the 2020 shutdown. Anna continues to monitor patron demand in order to provide as much access as possible.

### US Major Dailies

We have been able to expand our digital newspaper offerings thanks to work by Anna Fifhause. We now have a subscription to US Major Dailies that provides patrons with access to the *New York Times*, *Washington Post*, *Los Angeles Times*, *Chicago Tribune*, and the *Wall Street Journal*.

### Seed Library

The Seed Library is off to an incredible start in 2022, with 609 seed packets taken. To put this in perspective we had 761 packets taken in all of 2020. Jillian Chapman is overseeing the program, with support from staff members Caryn Spanos and Lizzie Crampton.

### Read Between the Ravines 2022

Our 4<sup>th</sup> annual Read Between the Ravines author event went very well in its return to Gorton Community Center, with 124 attendees present. Jillian Chapman, who did a lot of work alongside Michelle Doshi of Lake Forest Library to ensure this was a success, also reports that the supplementary programming around the event was well attended.

### Storywalk Summer 2022

Following up on our successful partnership with Lake Bluff School District 65 in 2021 for a summer storywalk, we will be repeating the program this summer with a different book. The book selected is *Up in the Garden and Down in the Dirt* with Kate Messer. The walk will again be set up in Artesian Park. Outreach Coordinator Jillian Chapman and Head of Youth Services Eliza Jarvi are working with the school on the program. The anticipated start date is either June 1 or June 4.

### CPR and AED Training

Training on administering CPR and using an AED were available in April through the Village. Assistant to the Village Administrator Glen Cole handled the set up. Many Library staff members were able to attend, and the conversations regarding safety that resulted were a plus along with the certifications received.

### Memorial Brick Donations

The Friends of the Library have now officially taken over the brick donation program. Forms to purchase a memorial brick to be placed in the patio in front of the Library are available at the Main Desk, if you know of anyone that is interested.

### School Outreach

Eliza Jarvi went to Lake Bluff Middle School for a craft. Mary Webber and Regina Ruocco visited the Park District Preschools to do storytimes for the classrooms.

### Repainting Youth Services

Head of Youth Services Eliza Jarvi reached out to some local painting companies, and gathered quotes for painting the Children's Department in May. This would be the first fresh coat of paint in 20 years. Mike Foley of Da Vinci Painters came in with the very best quote of 'free, as a courtesy to the Village.'

### Reading Buddies

Library Associate Regina Ruocco is working on creating a new Reading Buddies program, for local teens to read with emerging readers over the summer.

### Passport Update

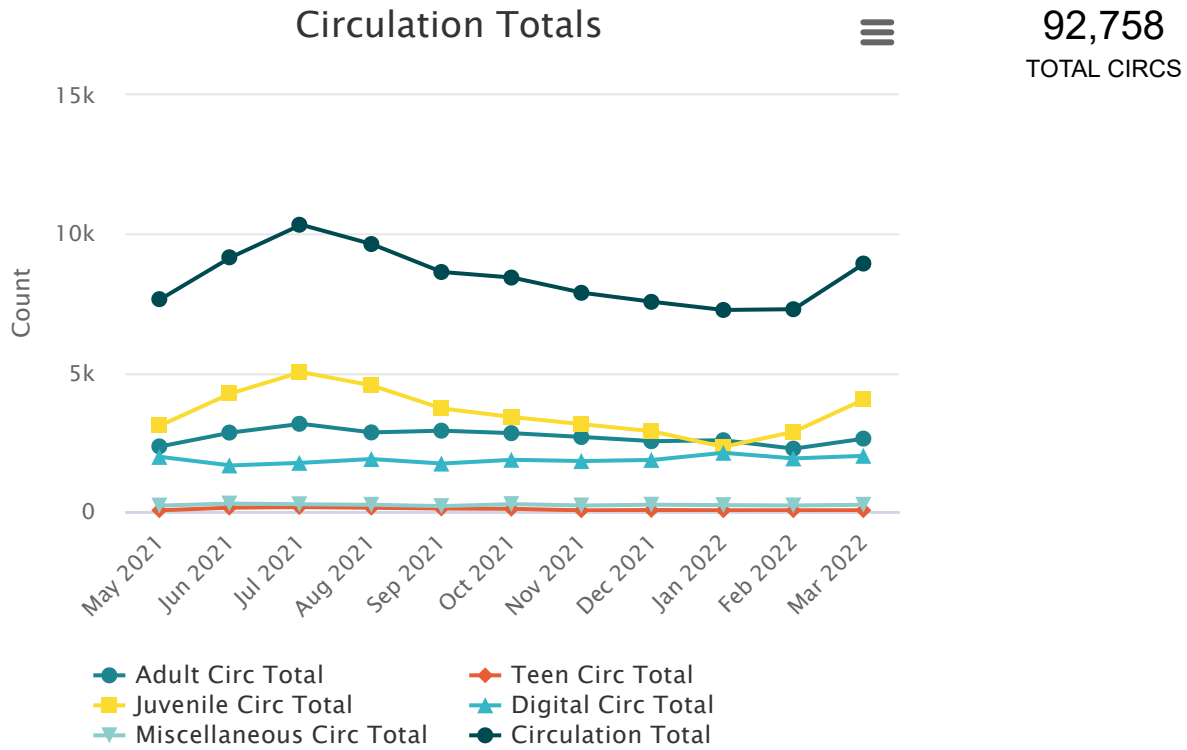
Anna Fifhouse reports that we exceeded \$20,000 in passport revenue in FY21-22 midway through the month of April.

Respectfully submitted,

Eric Scott Bailey

# FY 21-22 Graphs

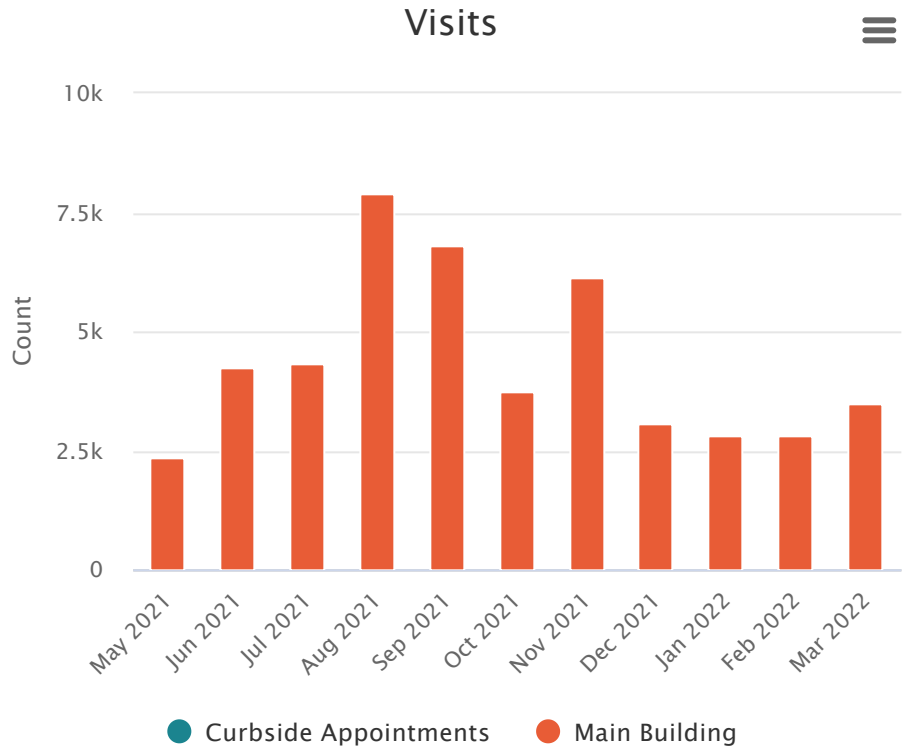
## FY 21-22 Circulation Totals



### Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
<b>May 2021</b>	2342	38	3101	1963	207	7651
<b>Jun 2021</b>	2840	132	4253	1655	280	9160
<b>Jul 2021</b>	3156	153	5022	1749	254	10334
<b>Aug 2021</b>	2846	129	4541	1886	236	9638
<b>Sep 2021</b>	2908	101	3710	1723	188	8630
<b>Oct 2021</b>	2819	91	3400	1859	260	8429
<b>Nov 2021</b>	2680	35	3141	1813	211	7880
<b>Dec 2021</b>	2530	48	2882	1855	238	7553
<b>Jan 2022</b>	2564	38	2324	2111	224	7261
<b>Feb 2022</b>	2260	39	2869	1908	212	7288
<b>Mar 2022</b>	2622	39	4035	2002	236	8934

# FY 21-22 Visits

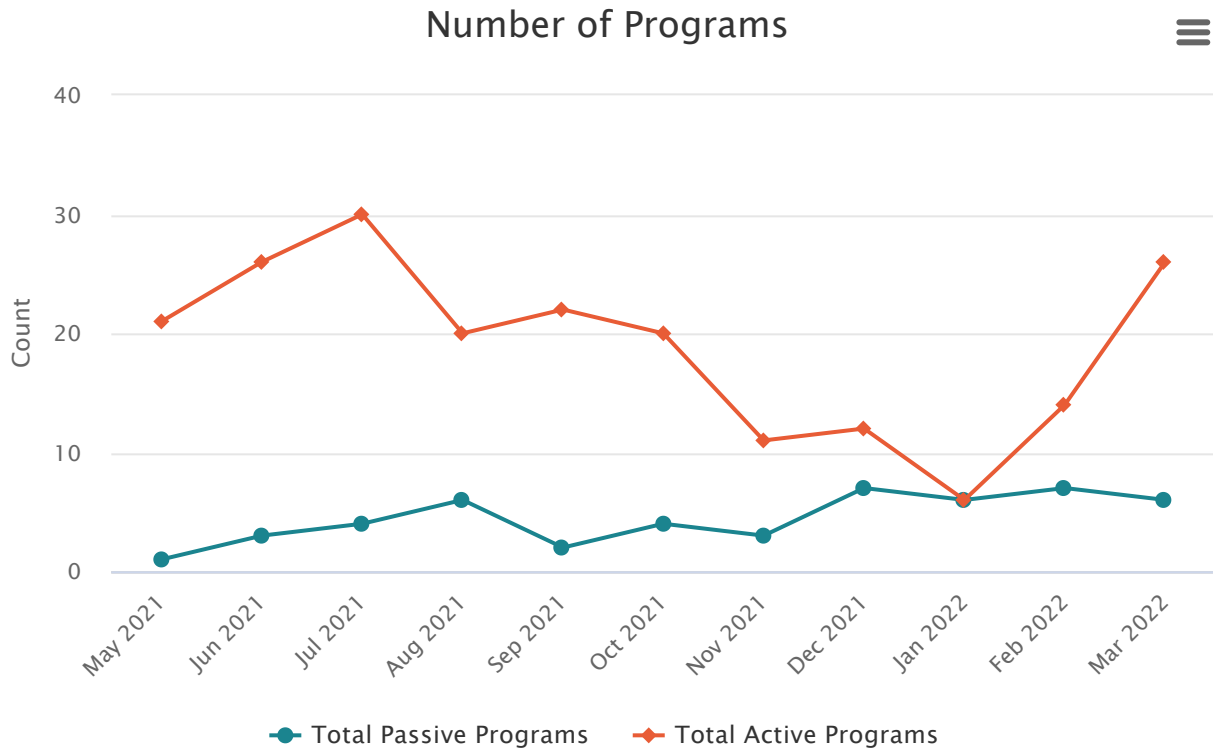


**47,746**  
TOTAL VISITS

## Visits

Category	Curbside Appointments	Main Building
May 2021	16	2370
Jun 2021	0	4252
Jul 2021	5	4333
Aug 2021	15	7909
Sep 2021	0	6792
Oct 2021	2	3726
Nov 2021	0	6141
Dec 2021	2	3052
Jan 2022	0	2810
Feb 2022	6	2828
Mar 2022	0	3497

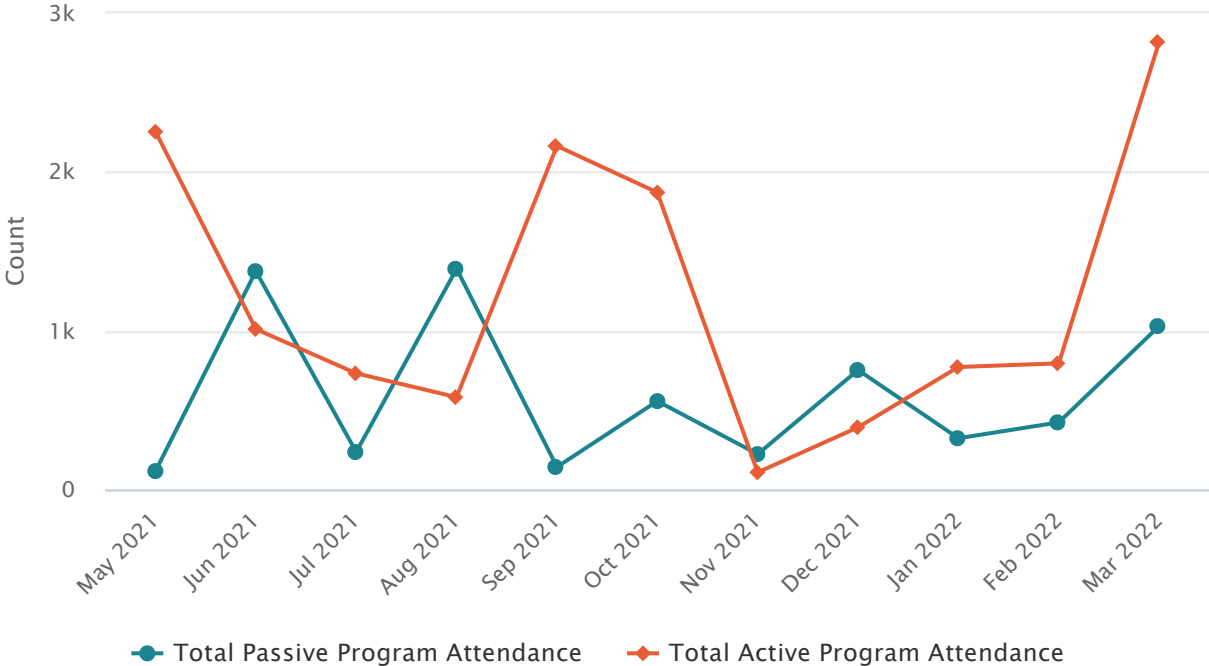
# FY 21-22 Programming



## Number of Programs

Category	Total Passive Programs	Total Active Programs
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11
Dec 2021	7	12
Jan 2022	6	6
Feb 2022	7	14
Mar 2022	6	26

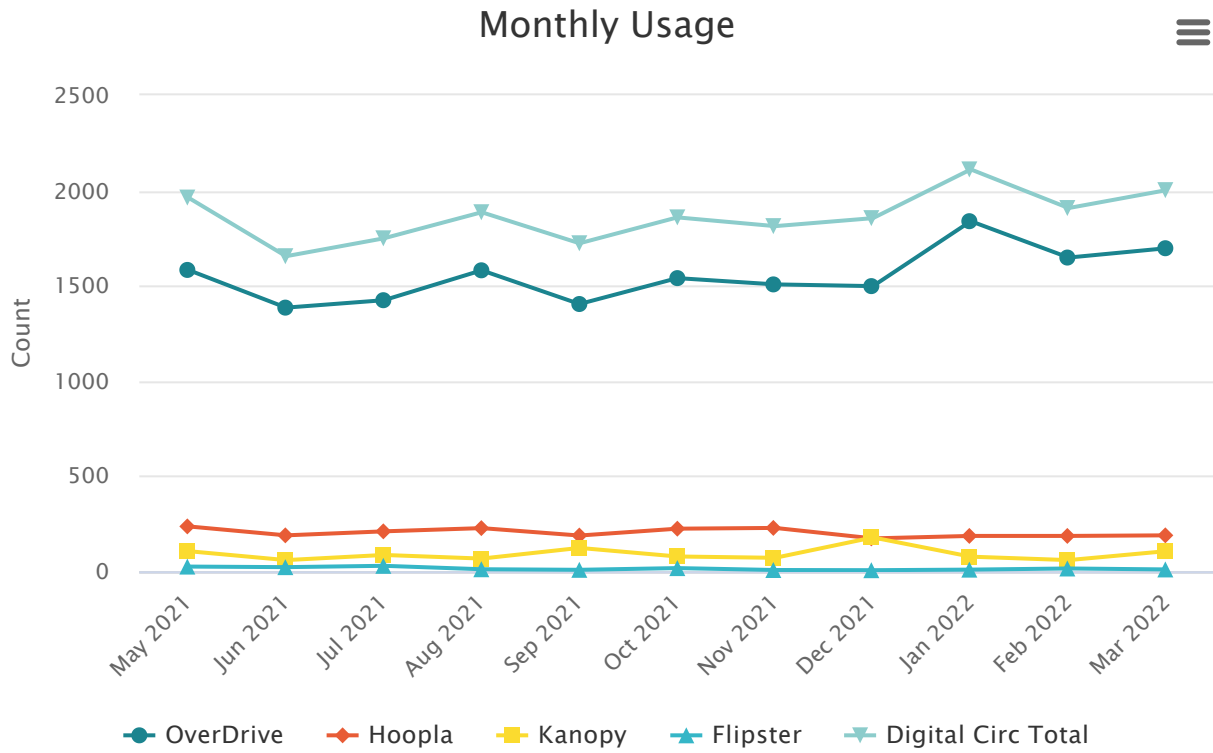
# Program Attendance



## Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2021	115	2254
Jun 2021	1375	1010
Jul 2021	235	731
Aug 2021	1390	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107
Dec 2021	752	391
Jan 2022	322	771
Feb 2022	422	794
Mar 2022	1029	2820

# FY 21-22 Digital Collections

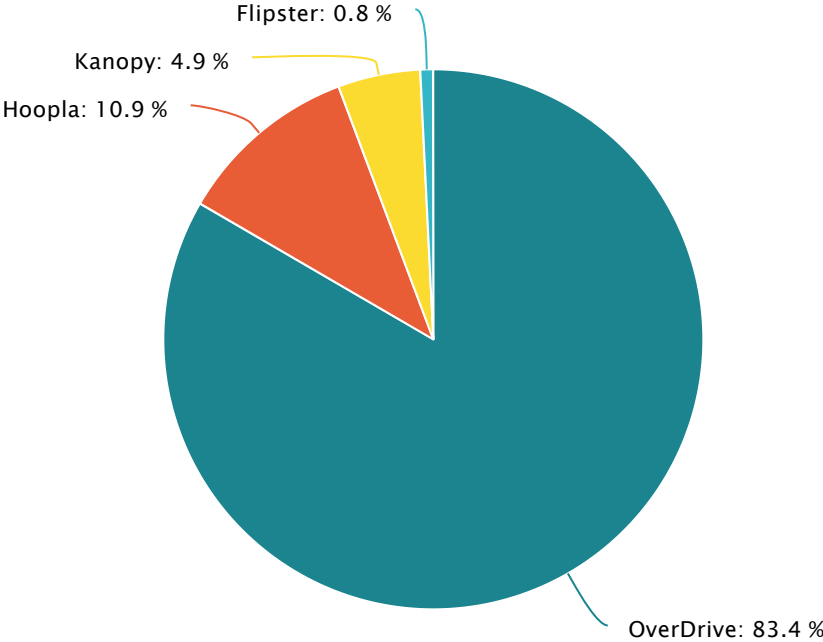


## Monthly Usage

Category	OverDrive	Hoopla	Kanopy	Flipster	Digital Circ Total
<b>May 2021</b>	1583	236	106	25	1963
<b>Jun 2021</b>	1385	189	59	22	1655
<b>Jul 2021</b>	1424	210	86	29	1749
<b>Aug 2021</b>	1581	227	67	11	1886
<b>Sep 2021</b>	1404	188	123	8	1723
<b>Oct 2021</b>	1540	224	78	17	1859
<b>Nov 2021</b>	1507	228	71	7	1813
<b>Dec 2021</b>	1498	173	178	6	1855
<b>Jan 2022</b>	1839	186	77	9	2111
<b>Feb 2022</b>	1648	186	59	15	1908
<b>Mar 2022</b>	1697	189	106	10	2002



# Distribution by Platform



Distribution by Platform

**Category Series 1**

<b>OverDrive</b>	17106
<b>Hoopla</b>	2236
<b>Kanopy</b>	1010
<b>Flipster</b>	159

# FY 21-22 Website Usage



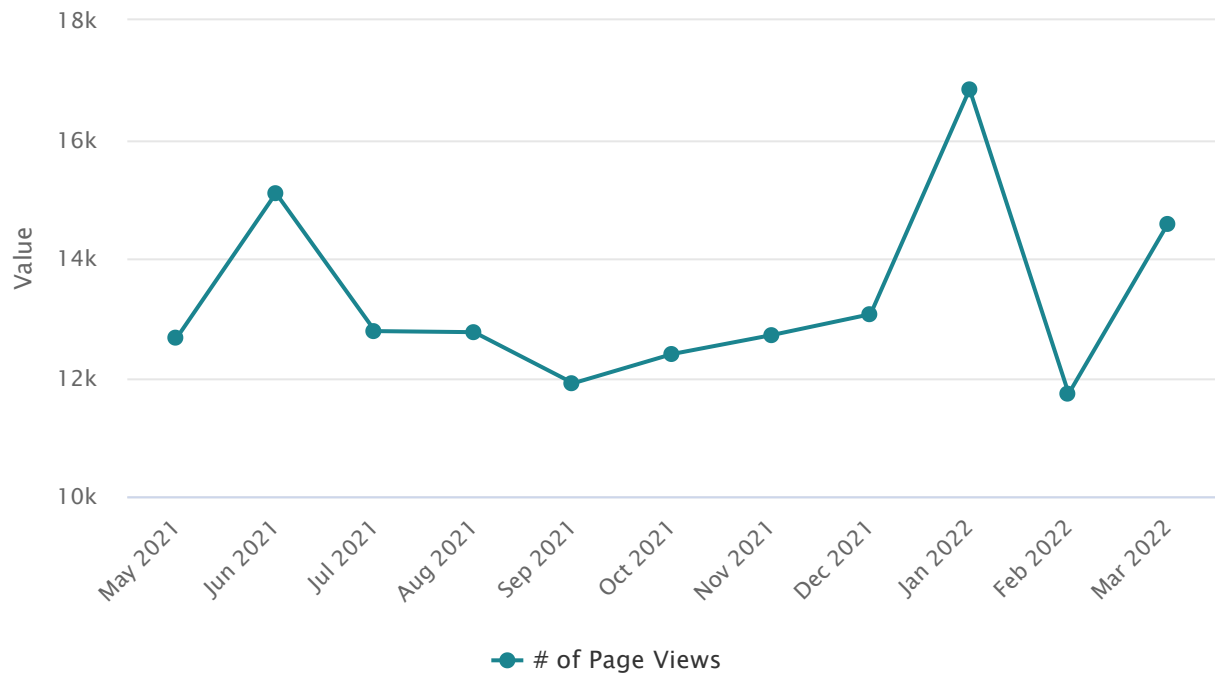
**39,507**  
TOTAL SESSIONS

## Visitors

### Category # of Visitors

**May 2021** 2551  
**Jun 2021** 3346  
**Jul 2021** 3086  
**Aug 2021** 2908  
**Sep 2021** 2767  
**Oct 2021** 2734  
**Nov 2021** 2706  
**Dec 2021** 2702  
**Jan 2022** 3244  
**Feb 2022** 2607  
**Mar 2022** 3125

# Page Views



## Page Views

### Category # of Page Views

**May 2021** 12667

**Jun 2021** 15095

**Jul 2021** 12777

**Aug 2021** 12759

**Sep 2021** 11901

**Oct 2021** 12392

**Nov 2021** 12709

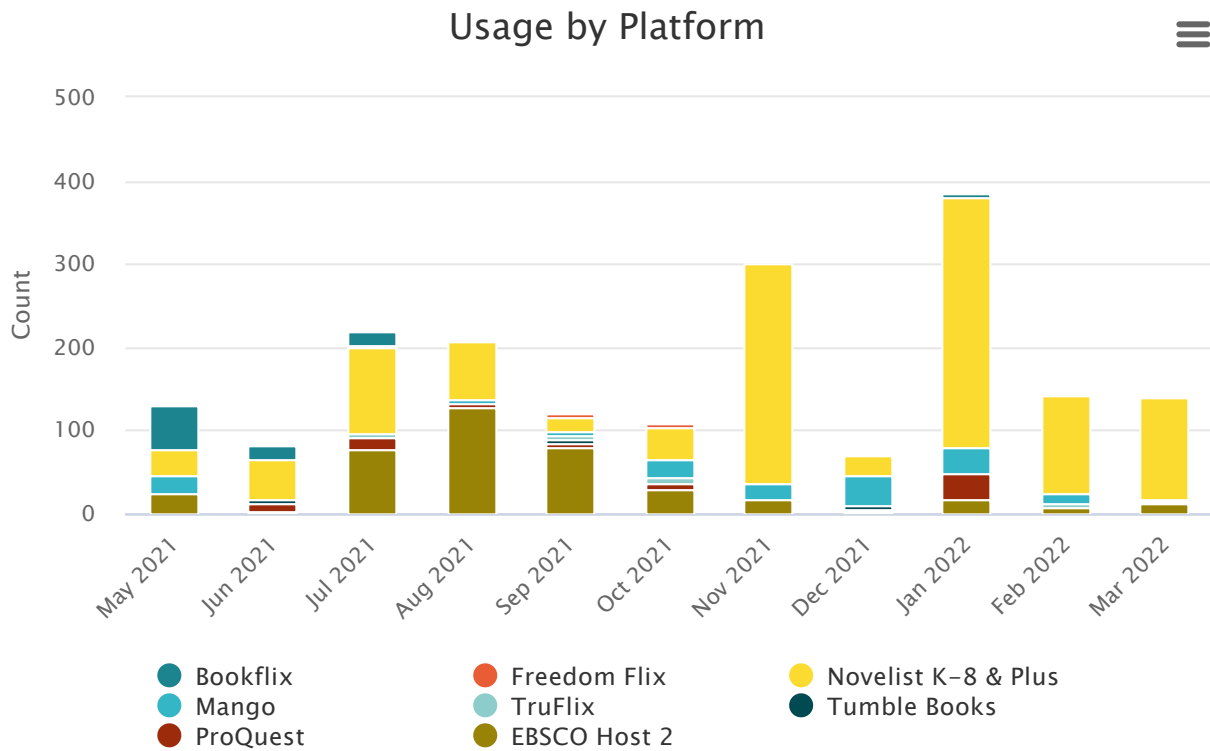
**Dec 2021** 13061

**Jan 2022** 16840

**Feb 2022** 11726

**Mar 2022** 14578

# FY 21-22 Database Usage

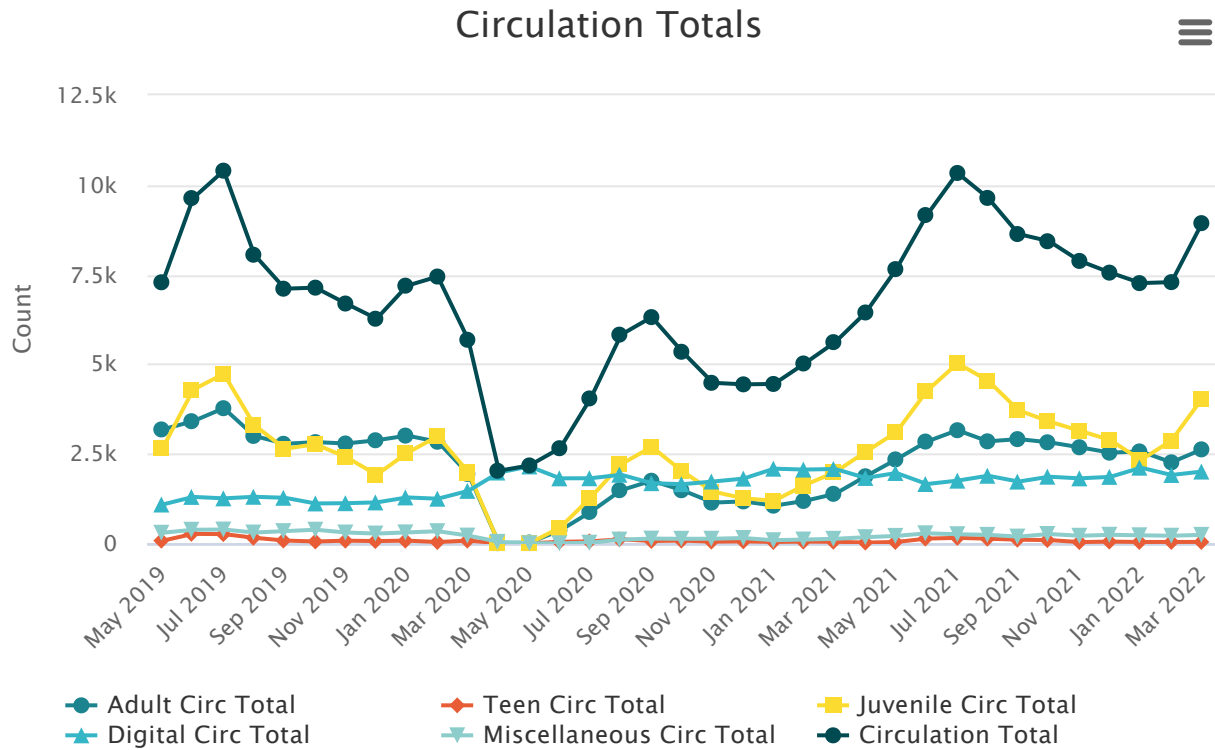


Usage by Platform

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2
<b>May 2021</b>	52	0	31	22	0	0	0	24
<b>Jun 2021</b>	16	0	49	0	0	3	10	3
<b>Jul 2021</b>	17	3	104	0	3	0	14	78
<b>Aug 2021</b>	0	0	68	5	0	0	6	127
<b>Sep 2021</b>	0	3	17	6	4	5	4	80
<b>Oct 2021</b>	0	3	38	23	8	0	6	29
<b>Nov 2021</b>	0	0	265	20	0	0	0	16
<b>Dec 2021</b>	0	0	25	36	0	3	3	3
<b>Jan 2022</b>	5	0	299	33	0	0	29	18
<b>Feb 2022</b>	0	0	116	14	3	0	0	8
<b>Mar 2022</b>	0	0	122	2	0	0	2	13

# 3 Year Comparison Graphs

## 3 Year Circulation Totals

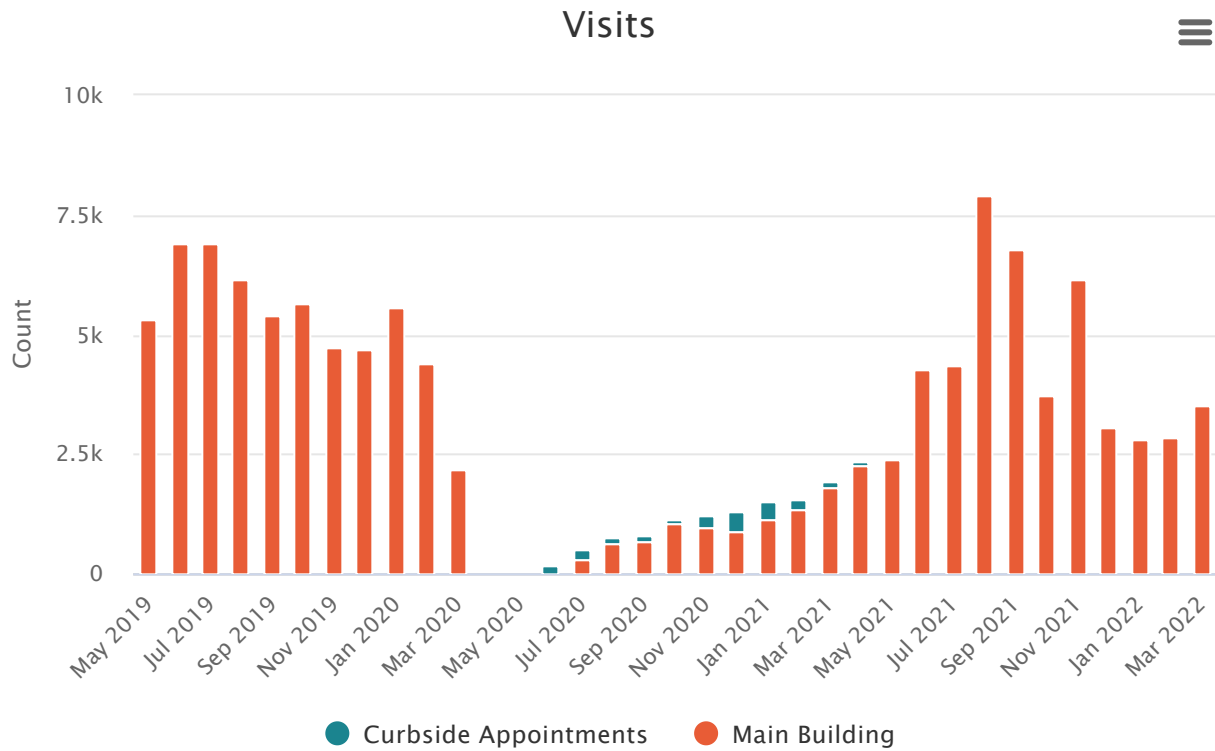


### Circulation Totals

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

<b>Category</b>	<b>Adult Circ Total</b>	<b>Teen Circ Total</b>	<b>Juvenile Circ Total</b>	<b>Digital Circ Total</b>	<b>Miscellaneous Circ Total</b>	<b>Circulation Total</b>
<b>May 2020</b>	23	0	3	2145	2	2173
<b>Jun 2020</b>	358	42	439	1814	1	2654
<b>Jul 2020</b>	876	56	1277	1816	18	4043
<b>Aug 2020</b>	1483	113	2209	1914	104	5823
<b>Sep 2020</b>	1746	65	2690	1679	132	6312
<b>Oct 2020</b>	1482	76	2010	1650	127	5345
<b>Nov 2020</b>	1136	47	1444	1724	128	4479
<b>Dec 2020</b>	1170	55	1257	1806	148	4436
<b>Jan 2021</b>	1051	39	1187	2083	87	4447
<b>Feb 2021</b>	1183	48	1623	2058	106	5018
<b>Mar 2021</b>	1381	44	1988	2075	126	5614
<b>Apr 2021</b>	1871	20	2555	1824	171	6441
<b>May 2021</b>	2342	38	3101	1963	207	7651
<b>Jun 2021</b>	2840	132	4253	1655	280	9160
<b>Jul 2021</b>	3156	153	5022	1749	254	10334
<b>Aug 2021</b>	2846	129	4541	1886	236	9638
<b>Sep 2021</b>	2908	101	3710	1723	188	8630
<b>Oct 2021</b>	2819	91	3400	1859	260	8429
<b>Nov 2021</b>	2680	35	3141	1813	211	7880
<b>Dec 2021</b>	2530	48	2882	1855	238	7553
<b>Jan 2022</b>	2564	38	2324	2111	224	7261
<b>Feb 2022</b>	2260	39	2869	1908	212	7288
<b>Mar 2022</b>	2622	39	4035	2002	236	8934

# 3 Year Visits



## Visits

### Category Curbside Appointments Main Building

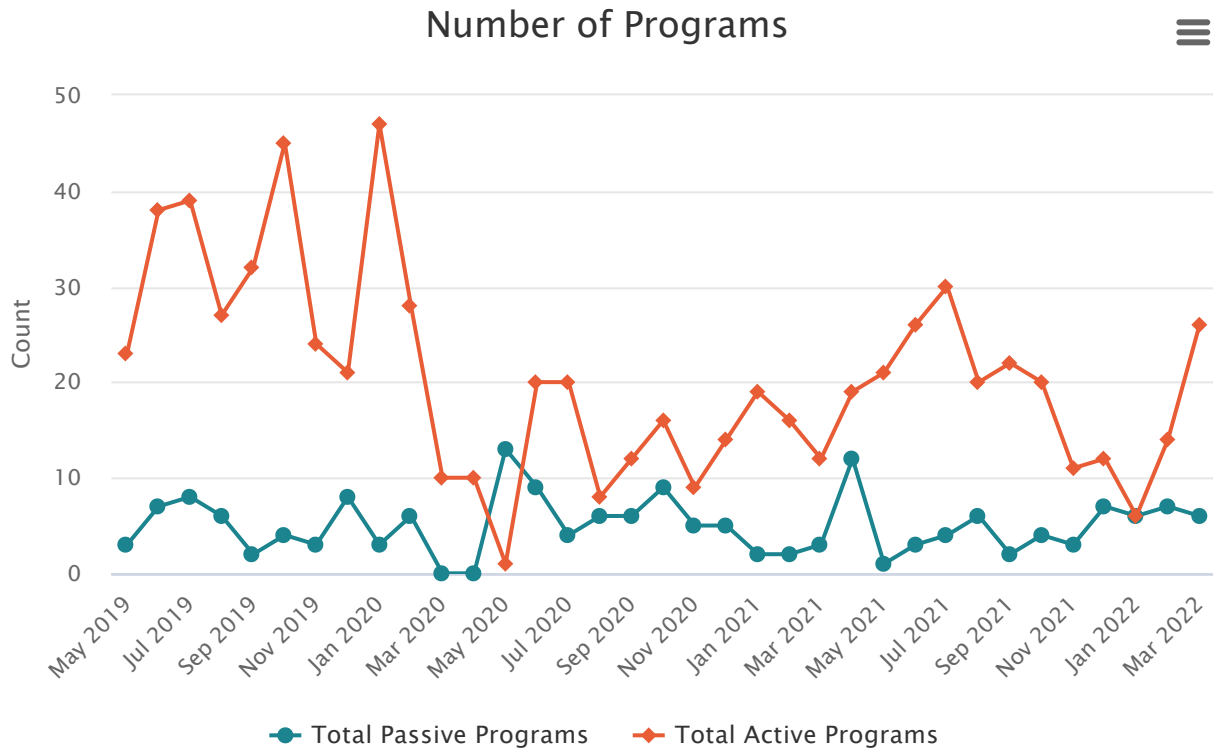
May 2019	0	5308
Jun 2019	0	6907
Jul 2019	0	6900
Aug 2019	0	6140
Sep 2019	0	5415
Oct 2019	0	5630
Nov 2019	0	4724
Dec 2019	0	4700
Jan 2020	0	5558
Feb 2020	0	4412
Mar 2020	0	2165
Apr 2020	0	0
May 2020	0	0
Jun 2020	154	0
Jul 2020	233	0
Aug 2020	145	0
Sep 2020	132	0
Oct 2020	77	0
Nov 2020	256	0
Dec 2020	397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

**Category Curbside Appointments Main Building**

<b>Jan 2021</b>	368	1127
<b>Feb 2021</b>	233	1324
<b>Mar 2021</b>	133	1795
<b>Apr 2021</b>	73	2259
<b>May 2021</b>	16	2370
<b>Jun 2021</b>	0	4252
<b>Jul 2021</b>	5	4333
<b>Aug 2021</b>	5	7909
<b>Sep 2021</b>	0	6792
<b>Oct 2021</b>	2	3726
<b>Nov 2021</b>	0	6141
<b>Dec 2021</b>	2	3052
<b>Jan 2022</b>	0	2810
<b>Feb 2022</b>	6	2828
<b>Mar 2022</b>	0	3497



# 3 Year Programming



## Number of Programs

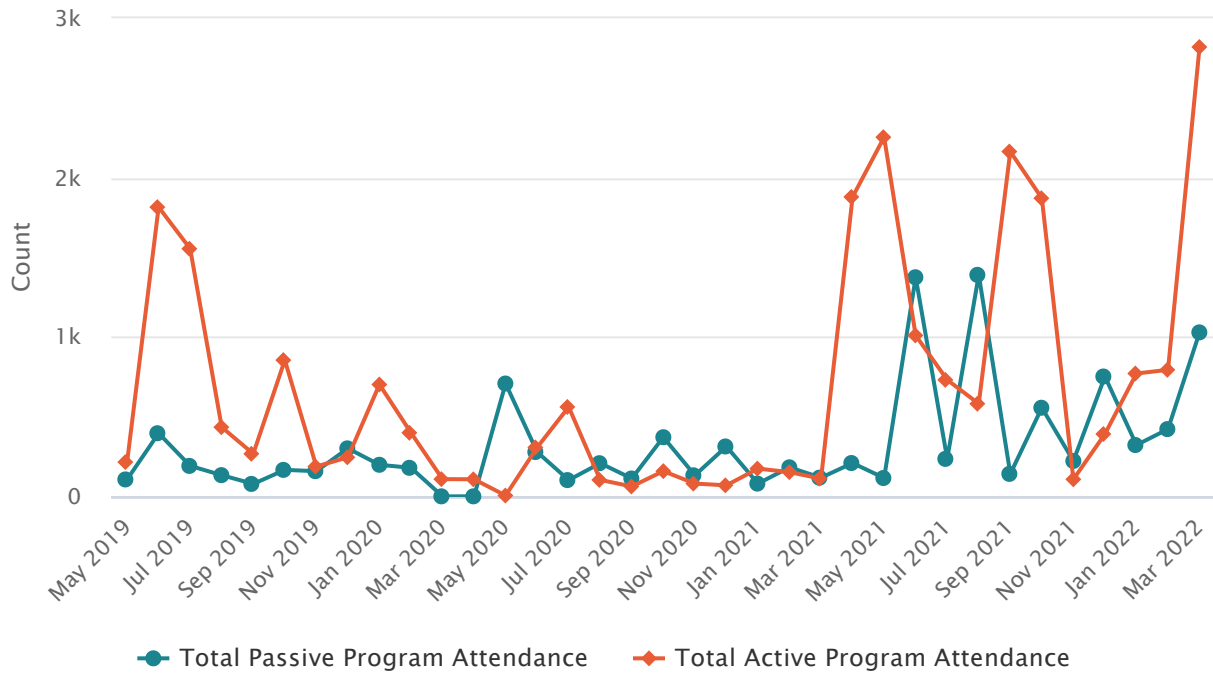
### Category Total Passive Programs Total Active Programs

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

**Category Total Passive Programs Total Active Programs**

<b>Jan 2021</b>	<b>2</b>	<b>19</b>
<b>Feb 2021</b>	<b>2</b>	<b>16</b>
<b>Mar 2021</b>	<b>3</b>	<b>12</b>
<b>Apr 2021</b>	<b>12</b>	<b>19</b>
<b>May 2021</b>	<b>1</b>	<b>21</b>
<b>Jun 2021</b>	<b>3</b>	<b>26</b>
<b>Jul 2021</b>	<b>4</b>	<b>30</b>
<b>Aug 2021</b>	<b>6</b>	<b>20</b>
<b>Sep 2021</b>	<b>2</b>	<b>22</b>
<b>Oct 2021</b>	<b>4</b>	<b>20</b>
<b>Nov 2021</b>	<b>3</b>	<b>11</b>
<b>Dec 2021</b>	<b>7</b>	<b>12</b>
<b>Jan 2022</b>	<b>6</b>	<b>6</b>
<b>Feb 2022</b>	<b>7</b>	<b>14</b>
<b>Mar 2022</b>	<b>6</b>	<b>26</b>

# Program Attendance

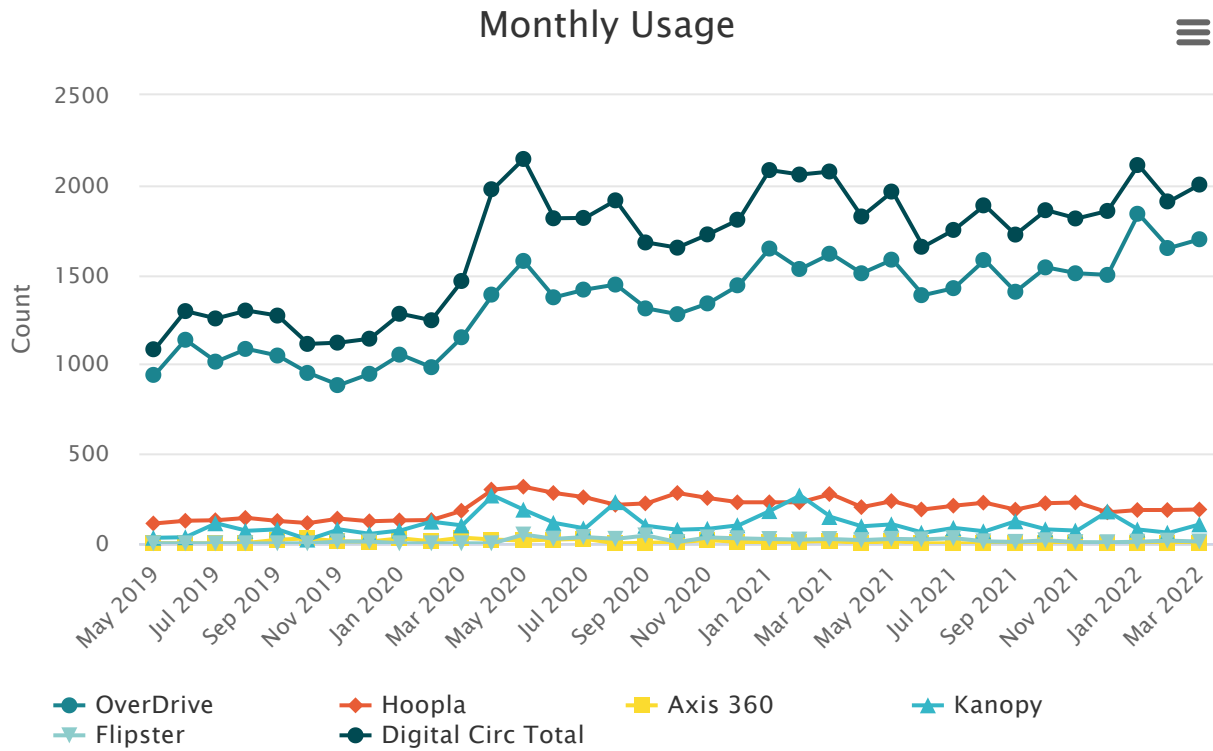


## Program Attendance

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

<b>Category</b>	<b>Total Passive Program Attendance</b>	<b>Total Active Program Attendance</b>
<b>Jul 2021</b>	235	731
<b>Aug 2021</b>	1390	581
<b>Sep 2021</b>	141	2164
<b>Oct 2021</b>	556	1871
<b>Nov 2021</b>	222	107
<b>Dec 2021</b>	752	391
<b>Jan 2022</b>	322	771
<b>Feb 2022</b>	422	794
<b>Mar 2022</b>	1029	2820

# 3 Year Digital Collections



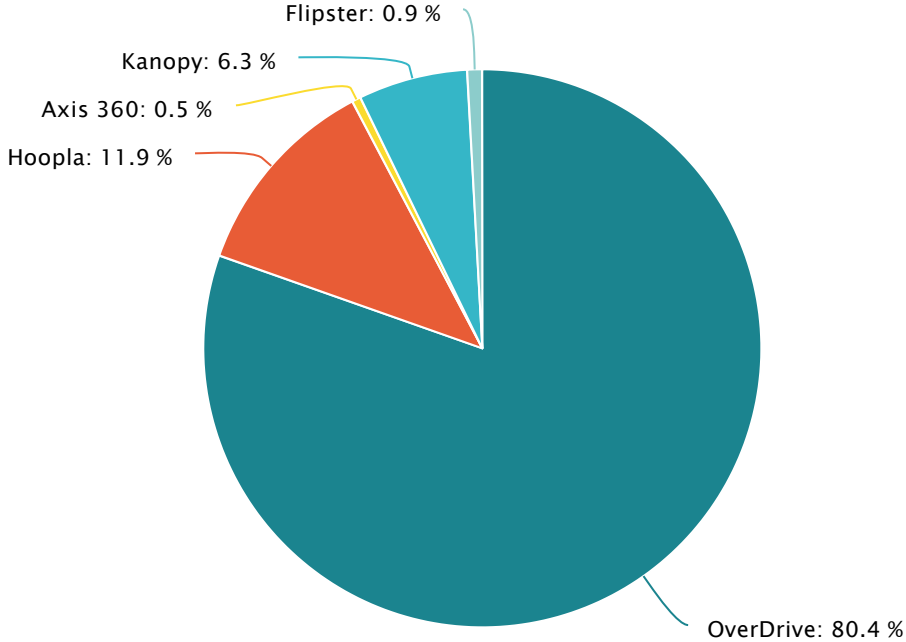
## Monthly Usage

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**

<b>Jan 2021</b>	1645	229	5	180	24	2083
<b>Feb 2021</b>	1531	229	10	267	21	2058
<b>Mar 2021</b>	1616	275	13	147	24	2075
<b>Apr 2021</b>	1507	202	2	95	18	1824
<b>May 2021</b>	1583	236	13	106	25	1963
<b>Jun 2021</b>	1385	189	0	59	22	1655
<b>Jul 2021</b>	1424	210	0	86	29	1749
<b>Aug 2021</b>	1581	227	0	67	11	1886
<b>Sep 2021</b>	1404	188	0	123	8	1723
<b>Oct 2021</b>	1540	224	0	78	17	1859
<b>Nov 2021</b>	1507	228	0	71	7	1813
<b>Dec 2021</b>	1498	173	0	178	6	1855
<b>Jan 2022</b>	1839	186	0	77	9	2111
<b>Feb 2022</b>	1648	186	0	59	15	1908
<b>Mar 2022</b>	1697	189	0	106	10	2002

# Distribution by Platform



Distribution by Platform

**Category Series 1**

**OverDrive** 47160

**Hoopla** 6973

**Axis 360** 305

**Kanopy** 3707

**Flipster** 512

# 3 Year New Website Usage



Visitors

## Category # of Visitors

- May 2020** 540
- Jun 2020** 2732
- Jul 2020** 2935
- Aug 2020** 3162
- Sep 2020** 2721
- Oct 2020** 2509
- Nov 2020** 2314
- Dec 2020** 2180
- Jan 2021** 2365
- Feb 2021** 2412
- Mar 2021** 2619
- Apr 2021** 2716
- May 2021** 2551
- Jun 2021** 3346
- Jul 2021** 3086
- Aug 2021** 2908
- Sep 2021** 2767
- Oct 2021** 2734
- Nov 2021** 2706
- Dec 2021** 2702



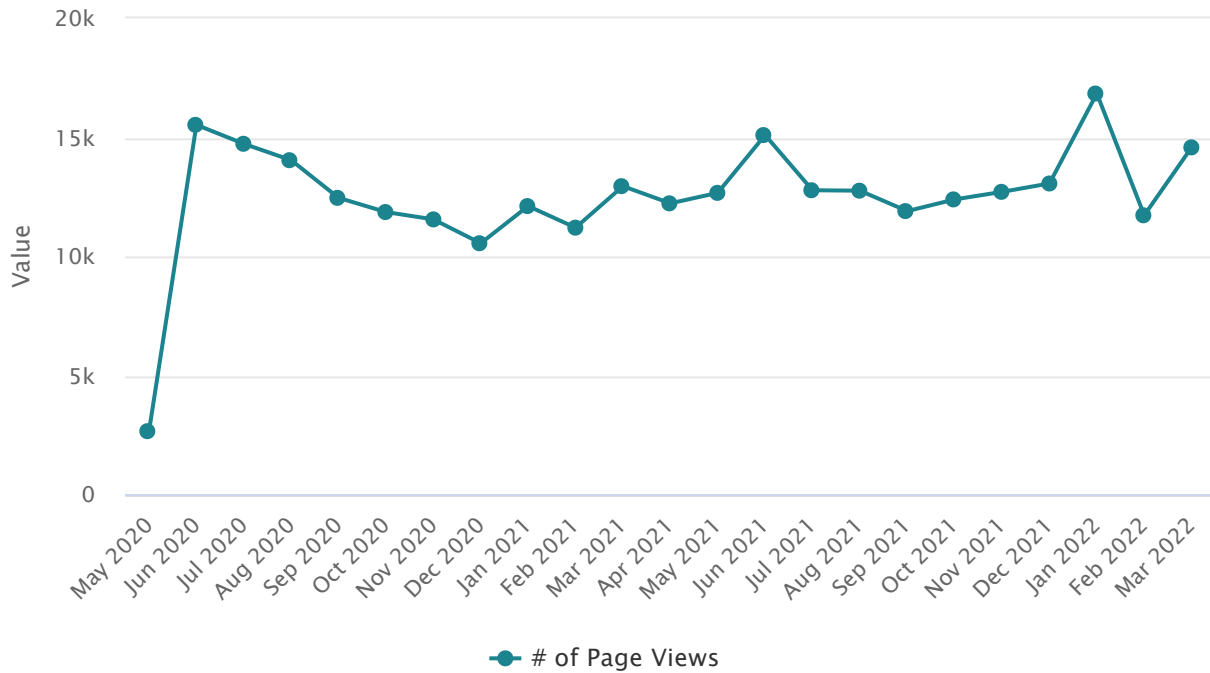
**Category # of Visitors**

**Jan 2022** 3244

**Feb 2022** 2607

**Mar 2022** 3125

# Page Views



## Page Views

### Category # of Page Views

- May 2020** 2653
- Jun 2020** 15525
- Jul 2020** 14729
- Aug 2020** 14039
- Sep 2020** 12457
- Oct 2020** 11861
- Nov 2020** 11552
- Dec 2020** 10550
- Jan 2021** 12112
- Feb 2021** 11204
- Mar 2021** 12948
- Apr 2021** 12227
- May 2021** 12667
- Jun 2021** 15095
- Jul 2021** 12777
- Aug 2021** 12759
- Sep 2021** 11901
- Oct 2021** 12392
- Nov 2021** 12709
- Dec 2021** 13061
- Jan 2022** 16840
- Feb 2022** 11726
- Mar 2022** 14578

# 3 Year Previous Website Usage

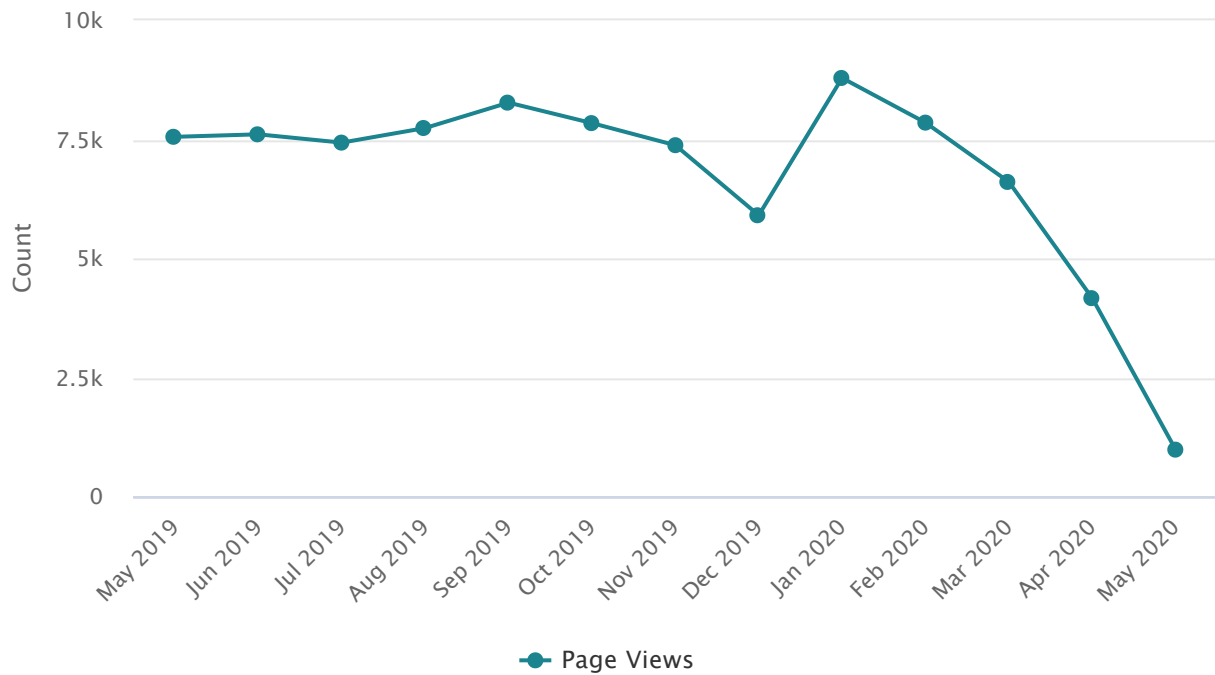


Visitors

## 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

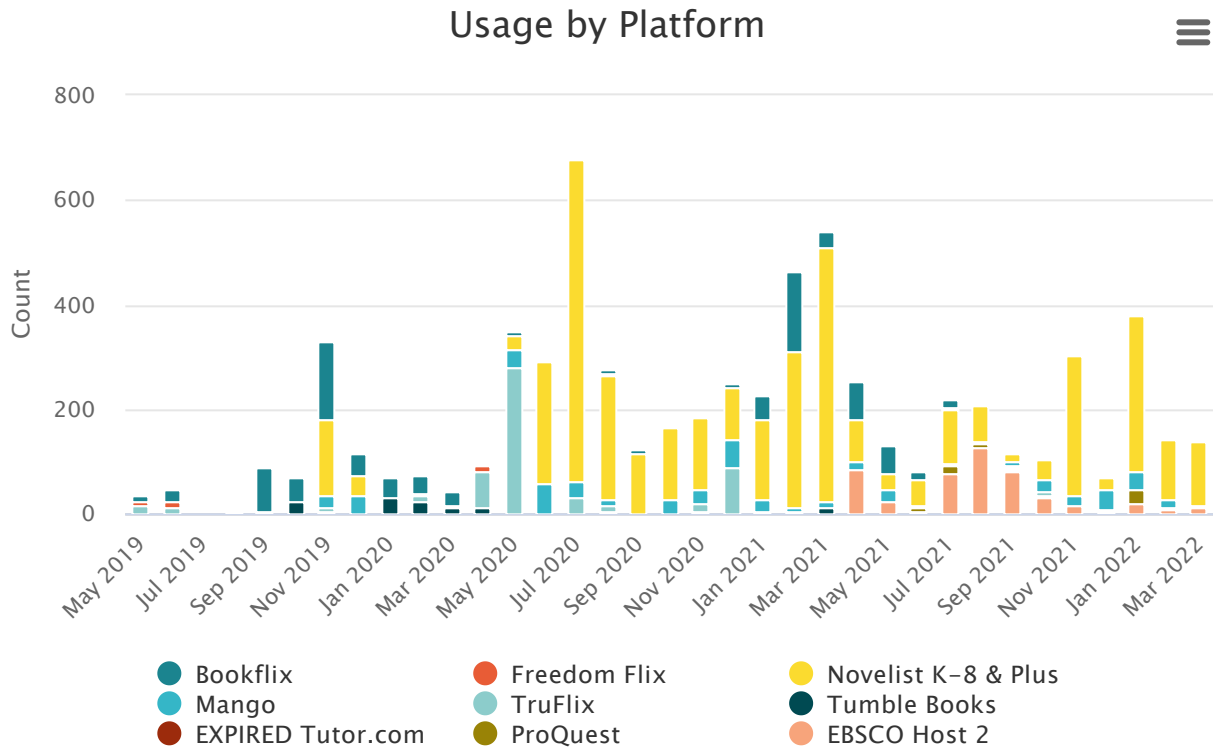
**Feb 2020** 7851

**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
<b>May 2019</b>	10	8	0	0	15	1	0	0	0
<b>Jun 2019</b>	22	10	0	0	13	0	0	0	0
<b>Jul 2019</b>	0	0	0	0	0	0	0	0	0
<b>Aug 2019</b>	0	0	0	0	3	0	0	0	0
<b>Sep 2019</b>	84	0	0	0	0	3	0	0	0
<b>Oct 2019</b>	43	0	0	0	0	24	0	0	0
<b>Nov 2019</b>	152	1	142	25	8	3	0	0	0
<b>Dec 2019</b>	40	0	39	34	0	0	0	0	0
<b>Jan 2020</b>	37	0	0	0	0	30	0	0	0
<b>Feb 2020</b>	36	2	0	0	11	24	0	0	0
<b>Mar 2020</b>	25	5	0	0	1	10	0	0	0
<b>Apr 2020</b>	4	13	0	0	70	10	0	0	0
<b>May 2020</b>	6	1	29	31	281	0	0	0	0
<b>Jun 2020</b>	0	0	236	55	0	1	0	0	0
<b>Jul 2020</b>	0	3	615	32	30	0	0	0	0

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	EXPIRED Tutor.com	ProQuest	EBSCO Host 2
Aug 2020	9	3	238	12	13	2	0	0	0
Sep 2020	7	0	115	0	0	0	0	0	0
Oct 2020	0	0	139	27	0	0	0	0	0
Nov 2020	4	1	138	28	13	0	5	0	0
Dec 2020	10	0	100	51	88	0	1	0	0
Jan 2021	45	0	152	24	0	1	2	0	0
Feb 2021	156	0	296	10	0	0	3	0	0
Mar 2021	33	0	486	11	0	11	0	0	0
Apr 2021	74	0	80	12	0	0	3	0	83
May 2021	52	0	31	22	0	0	0	0	24
Jun 2021	16	0	49	0	0	3	0	10	3
Jul 2021	17	3	104	0	3	0	0	14	78
Aug 2021	0	0	68	5	0	0	0	6	127
Sep 2021	10	3	17	6	4	5	0	4	80
Oct 2021	0	3	38	23	8	0	0	6	29
Nov 2021	0	0	265	20	0	0	0	0	16
Dec 2021	10	0	25	36	0	3	0	3	3
Jan 2022	5	0	299	33	0	0	0	29	18
Feb 2022	0	0	116	14	3	0	0	0	8
Mar 2022	0	0	122	2	0	0	0	2	13

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