

## February 15th, 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 January 18th, 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>	
	January Detailed Revenue & Expense Report (action)	4A-4F
	January Detailed Balance Sheet (action)	5A-5C
<b>6</b>	<b>Approval of Checks (Green) (5 minutes)(7:22pm)</b>	
	January Check Disbursement Report (action)	6A-6F
<b>7</b>	<b>Committee Reports (10 minutes)(7:32pm)</b>	
<b>8</b>	<b>New Business</b>	
	Annual Evaluation (10 minutes)(7:42pm)	7A
<b>9</b>	<b>Old Business</b>	
	Draft Budget for FY2022-2023: Second Reading (action)(15 minutes)(7:57pm)	8A-8F
	Capital Project Update/Coordinator's Report (5 minutes)(8:02pm)	
<b>10</b>	<b>Director's Report (5 minutes)(8:07pm)</b>	
	Librarian's Narrative Report	9A-9C
<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)(8:08pm)</b>	
<b>14</b>	<b>Attachments</b>	
	January Statistics	10

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, February 15, 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/81026241742?pwd=MjEvSTMrZHVQYWJBaU1FaXBpMGNDQT09>

Meeting ID: 810 2624 1742

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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 January 18<sup>th</sup>, 2022 Board Meeting **(action)(5 minutes)(7:12pm)(available at meeting)**
5. **January 2022 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
  - a. January Detailed Revenue & Expense Report
  - b. January Detailed Balance Sheet
6. **Approval of checks (action)(5 minutes)(7:22pm)**
  - a. January Monthly Checks (15068, 15070-15112)**(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. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)
  - d. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Heintzelman.)
  - e. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)

**(Did Not Meet)**

  - f. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
  - g. Community Engagement Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
  - h. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Graziano.)
  - i. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes and Shaul.)
8. **New Business**
  - a. Annual Evaluation **(10 minutes)(7:42pm)**
9. **Old Business**
  - a. Draft Budget for FY2022-2023: Second Reading **(action)(15 minutes)(7:57pm)**
  - b. Capital Project Update/Coordinator’s Report **(5 minutes)(8:02pm)**

**10. Director's Report (5 minutes)(8:07pm)**

- a. Director's Narrative Report

**11. Executive Session(s)**

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

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(8:08pm)****Attachments:**

Statistics for January 2022

Draft Budget for FY 2022-2023

**Upcoming Board Meetings: March 15, April 19, and May 17, 2022.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, January 18, 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 7:01 pm. Present were Trustees Bill Hayes, Kathy Meierhoff, Bonnie Shaul, Matt Zaute, Jon Heintzelman and Janie Jerch. Jenny Graziano joined at 7:03pm. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Eliza Jarvi, Martha O'Hara and Katie Horner. Ms. Melissa Williams, Development Coordinator, Lake Bluff Library Foundation also attended.
  2. **Additions & Corrections to the Agenda:** Bailey requested we move the Capital Project Update/Coordinator's Report to the top of the agenda. Teen Volunteer Program Overview was added to New Business.
  3. **Capital Project Update/Coordinator's Report** - An ad hoc committee has been formed to guide the activities of the fundraising campaign. Additionally the focus is shifting from a capital campaign to creating a sustainable giving program and expanding the donor base.
  4. **Opportunity for the Public to Address the Board** - None.
  5. **Approval of Minutes:** There were no corrections to the minutes of December 15, 2021. Janie Jerch moved and Bill Hayes seconded a motion to approve the minutes of December 15, 2021; all voted aye.
  6. **Dec 2021 Financial Reports:** Tax revenue in the amount of \$193,537.78 received bringing total year to date receipt to 97.56% of budget. Passport revenue was \$1,073.18 for December and continues to exceed estimates. Total revenues YTD are at 99.17% with four months remaining in the fiscal year. Total Expenditures for December were \$79,733.80 bringing year to date expenditures to 68.02% of the fiscal year with four months remaining. Bill Hayes moved and Janie Jerch seconded a motion to approve the December 2021 Financial Reports; all voted aye.
  7. **Approval of December 2021 Checks:** Regarding expenses, website services are moving from one vendor (NextWord) to a new vendor (Net 2 Community) and the type of contract shifting from retainer to pay as you go. Of note, Nextword stated that Martha O'Hara is the easiest person with whom they have worked. Jon Heintzelman moved and Bill Hayes seconded a motion to approve checks numbered 15029, 15031, 15033-15067; all voted aye.
  8. **Committee Reports (members have been updated):**
    - a. **Campaign Planning Committee (AD HOC)** (Chair: Meierhoff, Members: Heintzelman and Jerch)  
This committee was formed to guide the fundraising activities of the LBL Foundation and reduce redundancy and inefficiency.
    - b. **Intergovernmental Committee** (Chair: Bailey Members: Jerch and Graziano)  
Discussion with the History Museum continues on the memorial brick program responsibility and financials.
- Did Not Meet:
- c. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
  - d. **Human Resources** (Chair: Jerch, Members: Graziano, Heintzelman)
  - e. **Technology** (Chair: Zaute, Members: Hayes, Shaul)
  - f. **Building & Grounds** (Chair: Jerch, Members: Meierhoff, Shaul)
  - g. **Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
  - h. **Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute).
  - i. **Community Engagement** (Chair: Jerch, Members: Graziano)

**9. New Business:**

**a. Draft Budget for FY2022-2023:** Director Bailey provided an initial overview of the proposed budget. The tax levy for FY22-23, an increase of 1.794%, was approved at the October 20, 2021 meeting. Key changes for expenses include a decrease in medical insurance costs due to staff turnover, offset by increases minimum hour rates as approved previously by the Board. Other key changes include the replacement of the firewall server (\$15k), new wireless access points, siding replacement and staff office furniture replacement.

**b. Teen Volunteer Program Overview:** This program is slated to start in late February/early March. It will occur on the first and third Saturdays of the month. There will be a 'Mystery Reader' lead story time and a craft. Teenagers will be identified to volunteer for this event and their responsibilities will include greeting program attendees and leading the craft/art activity.

**10. Old Business:** There was none.

**11. Director's Report Highlights:**

- Due to COVID, the annual staff holiday meal and gathering will be replaced by an asynchronous meal certificate or voucher. Director Bailey is working with Bluffington's to recognize staff efforts as well as support a local business.
- Recruitment and Staffing: The library has filled all vacant positions. Please introduce yourself to our newest Library Associate, Rachel Yancy. Please introduce yourself to her when you're at the library.

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

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

**14. Adjournment:** Janie Jerch moved and Matt Zaute seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:07pm.

Respectfully Submitted,

Bonnie J. Shaul

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/22 INCR (DECR)	ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	YTD BALANCE 01/31/2022 NORM (ABNORM)	YTD BALANCE 01/31/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDDT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	14,954.52	989,732.62	963,177.09	1,014,510.00	97.56
PROPERTY TAX		0.00	14,954.52	989,732.62	963,177.09	1,014,510.00	97.56
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	63.30	0.00	1,254.80	100.76	2,100.00	59.75
080-300-34250	NON-RESIDENT FEES	0.00	166.82	4,556.48	3,153.05	5,000.00	91.13
080-300-34260	PASSPORT FEES	2,660.00	0.00	13,599.39	0.00	7,000.00	194.28
SERVICES		2,723.30	166.82	19,410.67	3,253.81	14,100.00	137.66
FINES							
080-300-35700	RENTAL FINES	9.99	92.55	2,240.72	573.64	1,000.00	224.07
FINES		9.99	92.55	2,240.72	573.64	1,000.00	224.07
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	8,439.95	7,152.50	0.00	100.00
GRANTS		0.00	0.00	8,439.95	7,152.50	0.00	100.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	9,200.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	790.00	0.00	780.00	101.28
080-300-37020	SCHOOL DIST 65 IGA	0.00	500.00	0.00	500.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	2.55	99.64	199.72	269.54	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	4,236.69	5,293.55	0.00	100.00
080-300-38850	LICENSE RENEWALS	0.00	0.00	66.26	0.00	2,000.00	3.31
080-300-38900	MISCELLANEOUS INCOME	3,342.09	0.00	17,373.52	74.55	1,000.00	737.35
MISCELLANEOUS REVENUE		3,344.64	599.64	22,666.19	6,137.64	14,530.00	156.00
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	0.00	42.70	104.12	669.77	3,000.00	3.47
INTEREST EARNINGS		0.00	42.70	104.12	669.77	3,000.00	3.47
Total Dept 300 - REVENUE		6,077.93	15,856.23	1,042,594.27	980,964.45	1,047,140.00	99.57
TOTAL REVENUES		6,077.93	15,856.23	1,042,594.27	980,964.45	1,047,140.00	99.57

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDGT
		MONTH 01/31/22	MONTH 01/31/21	01/31/2022	01/31/2021		
		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 01/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/22 INCR (DECR)	ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	YTD BALANCE 01/31/2022 NORM (ABNORM)	YTD BALANCE 01/31/2021 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	113,564.51	111,795.72	152,000.00	74.71
080-603-40030	STAFF SALARIES	33,196.52	29,024.01	296,715.07	251,039.05	372,000.00	79.76
SALARIES		45,833.84	41,318.59	410,279.58	362,834.77	524,000.00	78.30
BENEFITS							
080-603-40400	MEDICAL INSURANCE	9,088.77	8,347.89	76,610.16	74,603.67	95,000.00	80.64
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,453.93	3,109.13	30,918.98	27,287.62	38,000.00	81.37
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	3,505.51	21,014.72	31,107.67	39,000.00	53.88
BENEFITS		12,542.70	14,962.53	128,543.86	132,998.96	172,250.00	74.63
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	1,876.61	4,975.51	26,995.54	25,072.01	32,000.00	84.36
080-603-41020	ELEVATOR MAINTENANCE	230.00	230.00	1,198.00	318.00	2,000.00	59.90
080-603-41050	MAINTENANCE-GROUNDS	1,480.00	0.00	4,435.00	2,380.85	6,500.00	68.23
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	609.83	433.06	3,066.90	1,897.47	4,000.00	76.67
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	3,748.90	206.25	5,391.65	7,556.00	5,000.00	107.83
080-603-41350	LEGAL SERVICES	1,462.50	0.00	3,262.50	1,462.50	2,000.00	163.13
080-603-44810	PER CAPITAL GRANT EXPENDITURES	1,335.02	411.09	4,247.39	4,144.58	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,540.00	0.00
CONTRACTS		10,742.86	6,255.91	63,286.98	56,221.41	66,040.00	95.83
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	1,501.60	1,288.14	2,500.00	60.06
080-603-43230	UTILITIES	527.21	2,245.63	6,921.66	10,395.78	14,000.00	49.44
080-603-43300	POSTAGE	716.40	0.00	4,480.80	1,323.69	3,500.00	128.02
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	6,660.91	4,073.87	10,000.00	66.61
080-603-43550	OFFICE SUPPLIES	438.93	953.14	5,173.08	7,757.66	6,000.00	86.22
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	86.64	140.00	1,539.66	476.82	2,000.00	76.98
080-603-43668	TECHNICAL SERVICES SUPPLIES	331.53	275.32	3,917.14	2,594.04	5,000.00	78.34
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	179.15	209.85	500.00	35.83
080-603-43710	ADULT PROGRAM SUPPLIES	2,371.86	2,200.00	6,524.79	7,308.20	7,000.00	93.21
080-603-43720	JUVENILE PROGRAM SUPPLIES	97.00	421.91	4,638.45	3,635.86	7,000.00	66.26
080-603-43730	OUTREACH SUPPLIES	3.00	170.65	1,220.12	2,119.53	5,000.00	24.40
080-603-43740	TEEN PROGRAM SUPPLIES	357.50	54.89	636.16	487.24	1,250.00	50.89
COMMODITIES		4,960.06	6,491.53	43,463.52	41,670.68	66,750.00	65.11
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.10	25.60	338.59	491.96	1,000.00	33.86
PROGRAM EXPENSES		25.10	25.60	338.59	491.96	1,000.00	33.86

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BGD USED
		MONTH 01/31/22 INCR (DECR)	MONTH 01/31/21 INCR (DECR)	01/31/2022 NORM (ABNORM)	01/31/2021 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	1,299.19	1,051.41	14,603.73	10,237.62	17,000.00	85.90
080-603-45100	ADULT FICTION BOOKS	1,253.29	615.22	12,946.67	9,966.29	15,500.00	83.53
080-603-45110	ADULT LARGE PRINT MATERIAL	116.43	17.61	358.28	387.83	600.00	59.71
080-603-45200	ADULT AUDIO VISUAL MATERIAL	939.00	634.42	8,608.62	7,355.05	15,500.00	55.54
080-603-45220	ADULT REFERENCE/E-REFER	3,494.63	2,143.92	14,988.90	17,041.72	19,500.00	76.87
080-603-45400	JUVENILE NON-FICTION	285.51	2,715.17	8,397.37	4,791.40	11,500.00	73.02
080-603-45410	PICTURE BOOKS, READERS	569.94	716.20	7,217.11	4,787.71	6,000.00	120.29
080-603-45420	JUVENILE FICTION	736.38	1,567.25	7,988.88	4,306.94	7,750.00	103.08
080-603-45430	JUVENILE AUDIO-VISUAL	19.99	69.99	2,870.13	348.36	4,000.00	71.75
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	25.55	985.30	2,202.34	1,658.02	2,500.00	88.09
080-603-45460	E-BOOKS	1,436.63	1,068.51	12,816.42	14,900.14	17,000.00	75.39
080-603-45470	GRAPHIC NOVELS	99.75	0.00	626.27	231.35	750.00	83.50
080-603-45500	PERIODICALS	44.50	0.00	6,718.93	4,097.75	6,750.00	99.54
080-603-45510	VIDEO GAMES	299.50	(10.05)	2,958.32	1,470.22	3,500.00	84.52
080-603-45520	TRENDING TITLES	16.38	0.00	455.91	213.72	2,000.00	22.80
080-603-45600	PATRON & STAFF SOFTWARE	15.93	1,623.50	8,974.89	8,765.74	12,000.00	74.79
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	16.99	0.00	156.94	1,916.73	1,000.00	15.69
080-603-58270	OTHER EQUIPMENT	0.00	0.00	282.02	0.00	7,000.00	4.03
CAPITAL EQUIPMENT		10,669.59	13,198.45	138,145.27	119,436.59	177,100.00	78.00
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							
		84,774.15	82,252.61	804,780.94	713,654.37	1,047,140.00	76.86
TOTAL EXPENDITURES							
		84,774.15	82,252.61	804,780.94	713,654.37	1,047,140.00	76.86
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
	TOTAL REVENUES	6,077.93	15,856.23	1,042,594.27	980,964.45	1,047,140.00	99.57
	TOTAL EXPENDITURES	84,774.15	82,252.61	804,780.94	713,654.37	1,047,140.00	76.86
	NET OF REVENUES & EXPENDITURES	(78,696.22)	(66,396.38)	237,813.33	267,310.08	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE		YTD BALANCE		2021-22 AMENDED BUDGET	% BGD USED
		MONTH 01/31/22 INCR (DECR)	MONTH 01/31/21 INCR (DECR)	01/31/2022 NORM (ABNORM)	01/31/2021 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	321.10	0.00	9,799.63	7,424.19	17,000.00	57.64		
PROGRAM EXPENSES		321.10	0.00	9,799.63	7,424.19	17,000.00	57.64		
Total Dept 603 - LIBRARY ADMINISTRATION		321.10	0.00	9,799.63	7,424.19	25,152.50	38.96		
TOTAL EXPENDITURES		321.10	0.00	9,799.63	7,424.19	25,152.50	38.96		
Fund 082 - LIBRARY GRANTS & GIFTS FUND:									
TOTAL REVENUES		0.00	0.00	699.99	0.00	25,152.50	2.78		
TOTAL EXPENDITURES		321.10	0.00	9,799.63	7,424.19	25,152.50	38.96		
NET OF REVENUES & EXPENDITURES		(321.10)	0.00	(9,099.64)	(7,424.19)	0.00	100.00		

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDT
		MONTH 01/31/22	MONTH 01/31/21	01/31/2022	01/31/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		6,077.93	15,856.23	1,043,294.26	980,964.45	1,072,292.50	97.30
TOTAL EXPENDITURES - ALL FUNDS		85,095.25	82,252.61	814,580.57	721,078.56	1,072,292.50	75.97
NET OF REVENUES & EXPENDITURES		(79,017.32)	(66,396.38)	228,713.69	259,885.89	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	6,474.49
	A/R - OTHER	9,521.49	6,474.49
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	146,116.06	122,788.07
080-100-10070	CASH DRAWER OVER/SHORT	(0.66)	(65.88)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	323,063.50	603,417.87
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	22,797.04	23,881.38
	CASH/INVESTMENTS	492,127.74	750,173.24
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>1,755,459.41</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	40,778.46
	ACCOUNTS PAYABLE	29,622.46	40,778.46
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	(10,255.39)
080-200-20230	STATE INCOME TAX PAYABLE	0.00	10,255.39
080-200-20240	IMRF PAYABLE	0.00	1,540.81
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	2,063.86
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	689.68
	A/P - OTHER	0.00	4,294.35
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
<b>*** Liabilities ***</b>			
	OTHER DEFERRED REVENUE	0.00	0.00
<b>OTHER LIABILITIES</b>			
	OTHER LIABILITIES	0.00	0.00
080-200-24000	UNAVAILABLE PROPERTY TAXES 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>1,081,640.75</b>
<b>*** Fund Balance ***</b>			
080-290-29000	NET POSITION/FUND BALANCE 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>239,548.15</b>
<b>Ending Fund Balance</b>			<b>673,818.66</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,755,459.41</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)	(90,505.91)
	CASH/INVESTMENTS	(81,376.47)	(90,505.91)
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>(61,461.07)</b>
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	350.90	321.10
	ACCOUNTS PAYABLE	350.90	321.10
	<b>Total Liabilities</b>	<b>350.90</b>	<b>321.10</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>(9,099.64)</b>
	<b>Ending Fund Balance</b>		<b>(61,782.17)</b>
	<b>Total Liabilities And Fund Balance</b>		<b>(61,461.07)</b>

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CHECK DATE FROM 01/19/2022 - 02/16/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/11/2022	LIBCK	15068	936883447955	AMAZON	OFFICE SUPPLIES	080-603-43550	10.99
		15068	686347664649		OFFICE SUPPLIES	080-603-43550	2.97
		15068	697899373968		OFFICE SUPPLIES	080-603-43550	69.36
		15068	544673393864		OFFICE SUPPLIES	080-603-43550	5.99
		15068	888577744335		OFFICE SUPPLIES	080-603-43550	4.39
		15068	585879649638		ADULT PROGRAM SUPPLIES	080-603-43710	30.47
		15068	853648433735		ADULT PROGRAM SUPPLIES	080-603-43710	71.92
		15068	447875548346		JUVENILE PROGRAM SUPPLIES	080-603-43720	19.08
		15068	549338893677		ADULT NON-FICTION BOOKS	080-603-45000	17.49
		15068	646563533864		ADULT NON-FICTION BOOKS	080-603-45000	25.20
		15068	468469356759		ADULT NON-FICTION BOOKS	080-603-45000	23.29
		15068	939335498879		ADULT NON-FICTION BOOKS	080-603-45000	25.49
		15068	766435435849		ADULT FICTION BOOKS	080-603-45100	28.61
		15068	696553647434		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		15068	644568865856		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.95
		15068	455476959767		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.59
		15068	564358877355		ADULT AUDIO VISUAL MATERIAL	080-603-45200	35.92
		15068	454358639869		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.25
		15068	685477598649		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.94
		15068	967988438498		ADULT AUDIO VISUAL MATERIAL	080-603-45200	41.59
		15068	744884379777		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.96
		15068	455956599948		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		15068	537446394783		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		15068	846366796957		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		15068	456398567854		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.32
		15068	964649996699		ADULT AUDIO VISUAL MATERIAL	080-603-45200	260.32
		15068	446368659459		ADULT AUDIO VISUAL MATERIAL	080-603-45200	51.94
		15068	465897976447		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		15068	443798376853		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		15068	976333666637		ADULT AUDIO VISUAL MATERIAL	080-603-45200	98.65
		15068	498638668677		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.00)
		15068	433393339776		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(14.32)
		15068	843589686434		PICTURE BOOKS, READERS	080-603-45410	270.21
		15068	973595369476		JUVENILE FICTION	080-603-45420	22.77
		15068	467534843468		JUVENILE FICTION	080-603-45420	19.96
		15068	597744795897		JUVENILE FICTION	080-603-45420	118.18
		15068	447875548346		JUVENILE AUDIO-VISUAL	080-603-45430	19.99
		15068	973595369476		TEEN BOOKS	080-603-45450	14.77
		15068	457588676848		VIDEO GAMES	080-603-45510	59.99
		15068	674768457836		VIDEO GAMES	080-603-45510	139.63



CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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CHECK DATE FROM 01/19/2022 - 02/16/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15068	876574876588		VIDEO GAMES	080-603-45510	99.88
		15068	437768739498		COMPUTER EQUIPMENT	080-603-58100	16.99
		15068	696749668395		USE OF DONATIONS/TEMPORARY EX	082-603-99999	26.10
							<b>1,855.77</b>
02/11/2022	LIBCK	15069		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From Check Run Process			
02/11/2022	LIBCK	15070	MCC012522	AMMANDA LEE MCCARTY	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
02/11/2022	LIBCK	15071	PRA012522	ANDREA HORST PRACTH	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
02/11/2022	LIBCK	15072	BAR012522	ANNE F. BARRY	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
02/11/2022	LIBCK	15073	212216	ARLINGTON HEIGHTS MEMORI	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
02/11/2022	LIBCK	15074	2036441173	BAKER & TAYLOR ENTERTAIN	TECHNICAL SERVICES SUPPLIES	080-603-43668	33.72
		15074	2036459865		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.79
		15074	2036458216		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.15
		15074	2036462730		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.17
		15074	2036456670		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		15074	2036472071		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.48
		15074	2036470534		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.82
		15074	2036479265		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.30
		15074	2036482048		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.51
		15074	2036378375		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.94
		15074	2036462769		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		15074	2036485861		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		15074	2036490771		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.85
		15074	2036490782		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.77
		15074	2036493506		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.50
		15074	2036485865		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.58
		15074	2036475496		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		15074	2036487038		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.69
		15074	2036496383		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.75
		15074	2036465262		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		15074	2036465785		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.32
		15074	2036501109		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.77
		15074	2036503786		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.18
		15074	2036487038		PER CAPITAL GRANT EXPENDITURE	080-603-44810	93.03
		15074	2036458216		ADULT NON-FICTION BOOKS	080-603-45000	366.47
		15074	2036472071		ADULT NON-FICTION BOOKS	080-603-45000	132.27
		15074	2036482048		ADULT NON-FICTION BOOKS	080-603-45000	111.03

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CHECK DATE FROM 01/19/2022 - 02/16/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15074	2036485861		ADULT NON-FICTION BOOKS	080-603-45000	31.81
		15074	2036490782		ADULT NON-FICTION BOOKS	080-603-45000	155.81
		15074	2036475496		ADULT NON-FICTION BOOKS	080-603-45000	17.12
		15074	2036465785		ADULT NON-FICTION BOOKS	080-603-45000	69.62
		15074	2036501109		ADULT NON-FICTION BOOKS	080-603-45000	148.76
		15074	2036459865		ADULT FICTION BOOKS	080-603-45100	282.42
		15074	2036462730		87 ADULT FICTION	080-603-45100	292.37
		15074	2036479265		ADULT FICTION BOOKS	080-603-45100	334.60
		15074	2036462769		ADULT FICTION BOOKS	080-603-45100	13.05
		15074	2036490771		ADULT FICTION BOOKS	080-603-45100	302.24
		15074	2036462730		ADULT LARGE PRINT MATERIAL	080-603-45110	18.45
		15074	2036496383		ADULT LARGE PRINT MATERIAL	080-603-45110	97.98
		15074	2036485865		JUVENILE NON-FICTION	080-603-45400	285.51
		15074	2036503786		PICTURE BOOKS, READERS	080-603-45410	299.73
		15074	2036441173		JUVENILE FICTION	080-603-45420	497.87
		15074	2036378375		JUVENILE FICTION	080-603-45420	34.43
		15074	2036493506		JUVENILE FICTION	080-603-45420	12.55
		15074	2036465262		JUVENILE FICTION	080-603-45420	30.62
		15074	2036456670		TEEN BOOKS	080-603-45450	10.78
		15074	2036470534		GRAPHIC NOVELS	080-603-45470	87.86
		15074	2036487038		GRAPHIC NOVELS	080-603-45470	11.89
		15074	2036475496		TRENDING TITLES	080-603-45520	16.38
							<b>3,949.46</b>
02/11/2022	LIBCK	15075	377	BIO ONE	MAINTENANCE-BUILDING	080-603-41000	400.00
02/11/2022	LIBCK	15076	GOO012522	CLARENCE GOODMAN	USE OF DONATIONS/TEMPORARY EX	082-603-99999	295.00
02/11/2022	LIBCK	15077	221454	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	080-603-41020	230.00
02/11/2022	LIBCK	15078	COM021222	COMCAST	UTILITIES	080-603-43230	159.85
02/11/2022	LIBCK	15079	28087	CRYSTAL MAINTENANCE SERV	BUILDG MAINT/CLEANING SERVICE	080-603-41000	645.00
02/11/2022	LIBCK	15080	624868	DORMAKABA USA, INC	MAINTENANCE-BUILDING	080-603-41000	310.00
02/11/2022	LIBCK	15081	792468	DRIVERS LICENSE GUIDE	CCOFFICE SUPPLIES	080-603-43550	31.95
02/11/2022	LIBCK	15082	ELI011422	ELIZA JARVI	ADULT PROGRAM SUPPLIES/SPICES	080-603-43710	11.97
02/11/2022	LIBCK	15083	21338500-3	ENGBERG ANDERSON, INC.	OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	1,000.00
02/11/2022	LIBCK	15084	ELI012722	FIRST BANKCARD	OFFICE SUPPLIES/KN95 MASKS	080-603-43550	64.81
		15084	ELI012722		JUVENILE PROGRAM SUPPL/CRAFTS	080-603-43720	77.92

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CHECK DATE FROM 01/19/2022 - 02/16/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							<b>142.73</b>
02/11/2022	LIBCK	15085	ERI012722	FIRST BANKCARD	MAINTENANCE-BUILDING/LIGHT BU080-603-41000		35.36
		15085	ERI012722		MAINTENANCE-BUILDING/METRO ST080-603-41000		98.00
		15085	ERI012722		POSTAGE/PASSPORTS 080-603-43300		176.70
		15085	ERI012722		PATRON/STAFF SOFTWARE/ADOBE A080-603-45600		15.93
		15085	ERI012722		MISCELLANEOUS EXPENSES/PAYPAI080-603-46100		25.10
							<b>351.09</b>
02/11/2022	LIBCK	15086	MCO012722	FIRST BANKCARD	POSTAGE/STAMPS 080-603-43300		118.00
		15086	MCO012722		POSTAGE/PASSPORTS 080-603-43300		421.70
		15086	MCO012722		PRINTING/E-NEWSLETTER 080-603-43410		29.99
		15086	MCO012722		OUTREACH SUPPLIES/GO WIFI 080-603-43730		3.00
							<b>572.69</b>
02/11/2022	LIBCK	15087	549602259	GRANITE TELECOMMUNICATIO	UTILITIES 080-603-43230		367.36
02/11/2022	LIBCK	15088	2410371	IMPACT NETWORKING, INC	COPIER MAINT/PATRONS/BASE RAI080-603-41313		293.00
		15088	2410371		COPIER MAINT/PATRONS/OVERAGE 080-603-41313		13.73
		15088	2410371		COPIER MAINT/STAFF/BASE RATE 080-603-41313		211.00
							<b>517.73</b>
02/11/2022	LIBCK	15089	REY020322	ISAURO REYES	MAINTENANCE-GROUNDS 080-603-41050		1,480.00
02/11/2022	LIBCK	15090	GIB012522	JIM GIBBONS	ADULT PROGRAM SUPPLIES 080-603-43710		300.00
02/11/2022	LIBCK	15091	283580	KANOPY LLC	ADULT REFERENCE/E-REFER 080-603-45220		114.00
02/11/2022	LIBCK	15092	1440174	KAPCO	TECHNICAL SERVICES SUPPLIES 080-603-43668		134.65
02/11/2022	LIBCK	15093	GOR012522	LINDA GORHAM	ADULT PROGRAM SUPPLIES 080-603-43710		137.50
		15093	GOR012522		TEEN PROGRAM SUPPLIES 080-603-43740		137.50
							<b>275.00</b>
02/11/2022	LIBCK	15094	HIL012522	LISA HILGENBERG	ADULT PROGRAM SUPPLIES 080-603-43710		200.00
02/11/2022	LIBCK	15095	INV009771	MANGO LANGUAGES	ADULT REFERENCE/E-REFER 080-603-45220		2,143.92
02/11/2022	LIBCK	15096	501594588	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL 080-603-45200		99.98
		15096	0501627256		ADULT AUDIO VISUAL MATERIAL 080-603-45200		126.97
		15096	501629332		ADULT REFERENCE/E-REFER 080-603-45220		344.15
							<b>571.10</b>
02/11/2022	LIBCK	15097	LEH012522	NATASHA LEHRER LEWIS AA	ADULT PROGRAM SUPPLIES 080-603-43710		220.00

02/11/2022 12:26 PM  
 User: EBAILEY  
 DB: Lake Bluff

**CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF**  
**CHECK DATE FROM 01/19/2022 - 02/16/2022**  
**Banks: LIBCK, LIBEP**

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15097	LEH012522		TEEN PROGRAM SUPPLIES	080-603-43740	220.00
							<b>440.00</b>
02/11/2022	LIBCK	15098	NEF012522	NEFERTEM NATURALS LLC	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
02/11/2022	LIBCK	15099	729	NET2COMMUNITY, INC	OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	1,260.00
		15099	730		OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	1,488.90
							<b>2,748.90</b>
02/11/2022	LIBCK	15100	01018CO22031986	OVERDRIVE , INC	PER CAPITAL GRANT EXPENDITURE	080-603-44810	1,241.99
		15100	01018CO22012995		E-BOOKS	080-603-45460	245.20
		15100	01018CO22019716		E-BOOKS	080-603-45460	241.75
		15100	01018CO22029659		E-BOOKS	080-603-45460	226.75
		15100	01018CP22034835		E-BOOKS	080-603-45460	477.86
		15100	01018CO22042967		E-BOOKS	080-603-45460	245.07
							<b>2,678.62</b>
02/11/2022	LIBCK	15101	61356	PEREGRINE, STIME, NEWMAN	LEGAL SERVICES	080-603-41350	1,462.50
02/11/2022	LIBCK	15102	PIO021022	PIONEER PRESS	PERIODICALS	080-603-45500	15.50
02/11/2022	LIBCK	15103	70710402	PROQUEST, LLC	ADULT REFERENCE/E-REFER	080-603-45220	796.33
02/11/2022	LIBCK	15104	8865	RAILS	ADULT REFERENCE/E-REFER	080-603-45220	96.23
02/11/2022	LIBCK	15105	671377	RAVINIA PLUMBING, HEATIN	MAINTENANCE-BUILDING	080-603-41000	211.25
02/11/2022	LIBCK	15106	034846798	SAFEGUARD BUSINESS SYSTE	OFFICE SUPPLIES	080-603-43550	248.47
02/11/2022	LIBCK	15107	8000943686	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	92.10
02/11/2022	LIBCK	15108	3499549692	STAPLES	MAINTENANCE SUPPLIES-BUILDING	080-603-43660	86.64
02/11/2022	LIBCK	15109	319442	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	177.00
02/11/2022	LIBCK	15110	USA021022	USA TODAY	PERIODICALS	080-603-45500	29.00
02/11/2022	LIBCK	15111	VIL123121	VILLAGE OF LAKE BLUFF	IMRF EE CONTRIB FOR DECEMBER	080-100-11580	1,496.66
		15111	VIL123121		VISION INSUR FROM PPO FOR DEC	080-100-11580	52.93
		15111	VIL123121		LIFE INSUR FOR DECEMBER 2021	080-100-11580	44.82
		15111	VIL123121		IMRF ER CONTRIB FOR DECEMBER	080-100-11580	3,282.64
		15111	VIL123121		MED INSUR FOR DECEMBER 2021	080-100-11580	9,531.74
		15111	VIL123121		DENTAL INSUR FOR DECEMBER 2020	080-100-11580	106.00
		15111	VIL123121		VISION INSUR FOR DECEMBER 2020	080-100-11580	42.96
							<b>14,557.75</b>

User: EBAILEY

CHECK DATE FROM 01/19/2022 - 02/16/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/11/2022	LIBCK	15112	DAH012522	WENDY DAHL	ADULT PROGRAM SUPPLIES	080-603-43710	300.00
TOTAL - ALL FUNDS					TOTAL OF 45 CHECKS (1 voided)		41,099.56

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	14,557.75
080-603-41000	MAINTENANCE-BUILDING	1,876.61
080-603-41020	ELEVATOR MAINTENANCE	230.00
080-603-41050	MAINTENANCE-GROUNDS	1,480.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	609.83
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	3,748.90
080-603-41350	LEGAL SERVICES	1,462.50
080-603-43230	UTILITIES	527.21
080-603-43300	POSTAGE	716.40
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	438.93
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	86.64
080-603-43668	TECHNICAL SERVICES SUPPLIES	329.46
080-603-43710	ADULT PROGRAM SUPPLIES	2,371.86
080-603-43720	JUVENILE PROGRAM SUPPLIES	97.00
080-603-43730	OUTREACH SUPPLIES	3.00
080-603-43740	TEEN PROGRAM SUPPLIES	357.50
080-603-44810	PER CAPITAL GRANT EXPENDITURES	1,335.02
080-603-45000	ADULT NON-FICTION BOOKS	1,124.36
080-603-45100	ADULT FICTION BOOKS	1,253.29
080-603-45110	ADULT LARGE PRINT MATERIAL	116.43
080-603-45200	ADULT AUDIO VISUAL MATERIAL	939.00
080-603-45220	ADULT REFERENCE/E-REFER	3,494.63
080-603-45400	JUVENILE NON-FICTION	285.51
080-603-45410	PICTURE BOOKS, READERS	569.94
080-603-45420	JUVENILE FICTION	736.38
080-603-45430	JUVENILE AUDIO-VISUAL	19.99
080-603-45450	TEEN BOOKS	25.55
080-603-45460	E-BOOKS	1,436.63
080-603-45470	GRAPHIC NOVELS	99.75
080-603-45500	PERIODICALS	44.50
080-603-45510	VIDEO GAMES	299.50
080-603-45520	TRENDING TITLES	16.38
080-603-45600	PATRON & STAFF SOFTWARE	15.93
080-603-46100	MISCELLANEOUS EXPENSES	25.10
080-603-58100	COMPUTER EQUIPMENT	16.99
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	321.10
	TOTAL	41,099.56

#### Library Director Review Process

- Early February - HR Committee Input -- using previous year Review.
- February Board Meeting – sharing HR Committee Input.
- End of February – Board members input received.
- March – preliminary draft created.
- Late March – draft shared with HR Committee.
- End of March – revisions and final draft.
- Early April – Review shared with Director (Board President & Committee Chair).
- April Board Meeting – Director’s goals shared with the Board.

## Change Log – Budget for FY2022-2023

Date: February 15, 2022

SUMMARY: This document tracks changes made to the draft budget since the first reading of the budget at the January 18, 2022 meeting.

1. Miscellaneous Revenue – Discussion with the Foundation refined the estimate for the salary for the Development Coordinator for the next FY, which led to this budget line being revised from \$25,000 to \$17,000. These are the funds reimbursed to the Library by the Foundation to cover salary.
2. Staff Salaries – Discussion with the Foundation refined the estimate for the salary for the Development Coordinator for the FY, which led to this budget line being revised from \$368,000 to \$360,000. This line represents the salary as paid by the Library, and reimbursed by the Foundation.

Respectfully submitted,

Eric Scott Bailey

Budget for Fiscal Year May 1, 2022 to April 30, 2023  
 Procedure and Highlights

**SUMMARY:** The intent of this document is to provide a summary of the process for the annual budget and to provide highlights from the initial draft.

**PROCESS DETAIL AND TIMELINE**

1. **LEVY APPROVAL** - October-November – Property tax levy extension is approved. The FY22-23 Levy was approved at the October 20 meeting.
2. **FIRST DRAFT CREATED** – A very rough first draft of the budget is created as part of the Levy process to gauge needs for the coming Fiscal Year.
  - a. **INFO FROM STAFF GATHERED** – While final responsibility for all expenditures rests with the Director and Board, day to day management of individual budget lines resides with individual staff members. Feedback on budget lines and what is impacting expenses is always sought from our insightful staff.
3. **FINANCE COMMITTEE** – The Finance Committee meets to review the initial draft budget in January. The Committee meets again throughout the budget process as deemed necessary. When the budget is deemed ready for approval, the Committee provides a recommendation to approve.
4. **FIRST READING** – First reading of the budget occurs at the January meeting of the Library Board.
5. **BOARD INPUT** – Board members are encouraged to review the budget documents once they are available and ask any and all questions they may have.
6. **FINAL READING** – The second and final reading occurs at the February, March, or April meeting. After the second reading, the Board votes to approve the budget.
7. **APPROVAL BY VILLAGE** – As the Library is a component unit of the Village of Lake Bluff, the Library’s final budget is approved as part of the Village’s budget. The Village does not have the authority to make changes to the Library’s budget.

**KEY HIGHLIGHTS FOR FY22-23 BUDGET**

1. **CHANGING STAFF COMPENSATION CALCULATIONS** – The Library took advantage of staff turnover in FY21-22, which resulted in fewer staff members on health insurance, to adjust staff salaries to stay ahead of the compliance curve for the new minimum wage. For the first budget reflecting these changes, this means a decrease in Medical Insurance that is mirrored by an increase in Salaries.
2. **NEW FIREWALL SERVER** – The Library’s current firewall server is at the end of its lifespan and needs replacing. This is a \$15K expense.
3. **NEW WIRELESS ACCESS POINTS** – The Library’s wifi infrastructure is aging, and our wifi has never been as critical as it is right now. Besides high current demand from patrons, staff continue to make use of wifi for workflows and programming.
4. **SIDING REPLACEMENT** – The siding on the north side of the Library building is due to be replaced, and funds are budgeted in Exterior Building Improvements for this work.
5. **CHAIR REPLACEMENT** – Staff office chairs are now 10 years old and some are coming apart. The Library will be budgeting to replace them gradually over the next few years.

**CONCLUSION:** For any additional information on timeline, process, or issues addressed in the budget, please contact me. I’m always happy to discuss.

Respectfully submitted,

Eric Scott Bailey



## Notes on Revenue and Expense Lines for Rough Draft of FY22-23 Budget

### REVENUE

**30000 – Property Taxes** – Property taxes made up 94.4% of projected Library revenue in FY21-22, up from 98.3% in FY2020-2021. The PTELL increase for the FY21-22 levy is 1.794%, resulting in a levy extension of \$1,032,713.

**35700 – Fines** – The Library began following the implementation of auto renewal and the elimination of the overdue fees, the remaining fines and fees represent \$1,000 in projected revenue.

**34235 – Photocopy Charges** – Photocopy charges have trended a bit lower in recent years. A total of \$2,000 is conservatively budgeted for FY22-23.

**34260 – Passport Fees** – The revenue from passports is on pace to significantly exceed the \$7K budgeted for FY21-22. The pandemic decreased the number of competing organizations. A careful estimate of revenue for FY22-23 for this budget line is \$15,000.

**38850 – License Renewal Fees** – The State of Illinois license plate renewal program launched in FY21-22 and is off to a slow start. While business is picking up, a total of \$1,000 is conservatively estimated.

**34250 – Nonresident Fees** – With Library activity increasing, nonresident card sales are up. An increase from \$5,000 to \$6,000 is budgeted for FY22-23.

**37020 – D65 and D115 Agreements** – The total revenue from our agreements for service to nonresident youth is \$1,550.

**37000 – Village Contribution** – These are funds owed to the Library annually from the Village as part of the Intergovernmental Agreement between the Museum, Library, and Village. Funds received in FY2020-2021 are \$9,521, and should be slightly more in the coming Fiscal Years. A total of \$9,800 is budgeted.

**37500 – Interest Income** – Interest has not been a significant source of revenue in recent years. I am conservatively budgeting \$250 for FY2022-2023.

**38900 – Miscellaneous Income** – Funds from the sale of flash drives and ear buds, the charge for sending a fax, and other miscellaneous charges. The honorarium received for assistance in organizing the Lake Bluff fall celebration is included here. The biggest share of funds in this line are reimbursement for salary and expenses from the Library Foundation. The line is increased to \$17,000 for FY22-23 primarily due to the reimbursements and honorarium.

**PERSONNEL**

**40025 & 40030 – Librarian and Staff Salaries** – The proposed staff salary budgets for FY 2022-2023 amount to \$570,000, an increase of \$46K from the previous Fiscal Year. It should be noted that \$17K of this increase is the salary of the Development Coordinator, for which the Library is being reimbursed. The remaining \$29K is driven by annual increases and the mid-year push to get ahead of the compliance curve with the rising minimum wage.

**40400 – Medical Insurance** – Insurance costs increased more moderately this FY, and we have finished our new member payments to NSEBC. Additionally, we have one fewer person on insurance than we did in FY21-22. A budget of \$85,000 is sufficient for FY22-23.

**40900 – Other Employee Benefits** – This line provides flu vaccines for Library staff members. The \$250 budgeted this year is sufficient for FY22-23.

**40980 – IMRF** – The percentage that we are required to annually deposit for IMRF is variable; it is set at 7% for 2022. For FY2022-2023 an expense line of \$31,000 is sufficient.

**40970 – Social Security** – The \$38,000 budgeted for employer social security contributions in FY21-22 is low for FY22-23. A total of \$40,000 is budgeted for FY2022-2023.

**CONTRACT SERVICES/COMMODITIES**

**41000 – Building Maintenance** – This line reflects known contracts for emergency sprinkler system maintenance, janitorial service, window cleaning, and misc. maintenance. The total of \$32,000 budgeted in FY20-21 is a bit low for FY21-22, and the budget is increased to \$34,000.

**41020 – Elevator Maintenance** – Maintenance of the elevator, based off our current contract and the amount spent on non-contract repairs in the past. Costs stabilized with a change to a new company, a small decrease from \$2,000 to \$1,500 is projected for FY22-23.

**41050 – Grounds Maintenance** – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes. Since switching, annual costs have regularly come in under budget. This line is always be a bit variable due to snowfall. The \$6,500 budgeted in FY21-22 is sufficient for FY22-23.

**41313 – Copier Maintenance** – This line reflects our known contract with Impact for maintenance; copier breakdowns are difficult to predict. The total of \$4,000 budgeted in FY21-22 is sufficient in FY22-23.

**41314 – Other Professional Services** – Expenses for web maintenance, project management and architectural design are anticipated. A total of \$10,000 is budgeted for FY2022-2023, an increase of \$5,000.

**41300 – Computer Services** – This line reflects the known expenses of Computer View’s maintenance of our Local Area Network. An increase of \$1,000 to \$14,000 is recommended for FY2022-2023.

**41350 – Legal and Accounting** – Given recent per annum legal expenses, the total of \$2,000 budgeted in FY21-22 is a bit high and is decreased to \$1,500 in FY22-23.

**42400 – Professional Development** – This line reflects money for continuing education and tuition reimbursement. The total of \$3,000 budgeted in FY21-22 remains sufficient for FY22-23.

**42440 – Dues** – These funds pay for the organizational memberships of the Library and its staff. It is calculated based on previous year’s expenditures. The total of \$2,500 budgeted in FY21-22 is sufficient for FY22-23.

**43230 – Utilities** – These funds pay for those utilities that are the Library’s responsibility. The total of \$14,000 budgeted in FY2021-2022 proved to be too high; a more accurate budget of \$10,000 is proposed for FY2022-2023.

**43300 – Postage** – Money used for the purchase of stamps. Mailing costs are increasing, and the success of the passport program also means more mailing. An increase of \$1,500 to \$5,000 is proposed for FY2022-2023.

**43410 – Printing/eNewsletter** – Using an in-house template has made for a noticeable decrease in newsletter costs in recent years. A total of \$10,000 is proposed for FY2022-2023, same as for the previous year.

**43550 – Office Supplies** – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent). An budget increase of \$1,000 to \$7,000 is proposed for FY2022-2023, reflecting trends in expenditures.

**43660 – Building and Grounds Supplies** – Supplies to maintain the grounds. Predicted based off previous expenses. A small decrease of \$500 to \$1,500 is proposed for FY2022-2023.

**43668 – Technical Services Supplies** – Book covers, tape, and other supplies used in cataloging and processing materials. This line also covers the preprocessing of materials ordered from Baker and Taylor. A small increase of \$500 to \$5,500 is proposed for FY2022-2023.

**43700 – Hospitality Program Services** – Supplies for meetings and programs. Predicted based off previous expenses. The \$500 budgeted in FY21-22 is sufficient for FY22-23.

**43730 – Outreach Supplies** – The cost of increasing the Library’s visibility within the community and to identify and target underserved segments of the community. Additional opportunities are available in the community, per Jillian Chapman, and Outreach has been highlighted as a critical goal for the Library moving forward. An increase of \$500 to \$5,500 is proposed for FY2022-2023.

**NEW – Marketing** – Ever more frequently, yard signs, posters, etc. are needed for outreach or programming. This new budget line, starting at \$500, will be dedicated to addressing that need.

**43710 – Adult Program Supplies** – Funds for Adult Programs. Per Anna Fifhouse programming expenses are increasing; the budget is increased by \$1,000 to \$8,000 for FY2022-2023 as a result.

**43720 – Juvenile Program Supplies** – Funds for Juvenile Programs. Per Eliza Jarvi, this budget line can be one of the more difficult to predict as programming covers a surprisingly varied amount of expenses. The total of \$7,000 budgeted for FY21-22 is sufficient for FY22-23.

**43740 – Teen Program Supplies** – Funds for Teen Programming. Eliza Jarvi has indicated that \$1,250 is sufficient for Teen Programming, and this is what is budgeted. The total of \$1,250 budgeted for FY21-22 is sufficient for FY22-23.

**45000 – Adult Non-Fiction** – Funds for purchasing adult non-fiction books. The \$17,000 budgeted in FY21-22 is sufficient for FY22-23.

**45100 – Adult Fiction** – Funds for purchasing adult fiction books. Per collection manager Katie Horner, the \$15,500 budgeted in FY21-22 is sufficient for FY22-23.

**45110 – Adult Large Print** – Funds for purchasing large print books. The \$600 budgeted in FY21-22 is sufficient for FY22-23.

**45200 – Adult Audio Visual Materials** – Funds for music, blu-rays, DVD's, and audiobooks for adults. The \$15,500 allocated in FY21-22 is sufficient for FY22-23.

**45220 – Adult eReference** – Databases aimed towards an adult audience. To support additional access to databases an increase of \$500 to \$20,000 is budgeted for FY22-23.

**45400 – Juvenile Non-Fiction** – Funds for purchasing print Juvenile Non-fiction. Per Eliza Jarvi, our project updating portions of the collection is ongoing. Per Eliza Jarvi costs for books are increasing, and weed and replace projects are under way. A small increase of \$500 to \$12,000 is budgeted for FY22-23.

**45410 – Juvenile Picture Books** – Funds for purchasing print picture books. Per Eliza Jarvi, industry increases and the addition of Wonderbooks require an increase for this budget line. An increase of \$2,000 to \$8,000 is budgeted.

**45420 – Juvenile Fiction** – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. Per Eliza Jarvi, a small increase to reflect increasing publishing costs is needed. An increase of \$250 to \$8,000 is budgeted for FY22-23.

**45430 – Juvenile Audio Visual** – Funds for juvenile DVD’s, Blu-rays, Music, and Audiobooks. Per Eliza Jarvi, this budget line can be reduced slightly to more accurately reflect spending. A decrease of \$1,000 to \$3,000 is budgeted for FY2022-2023.

**45440 – Juvenile eReference** – Databases aimed towards a younger audience. Per Eliza Jarvi, a budget of \$2,000 is sufficient for expenses in FY2022-2023.

**NEW – Juvenile Kits and Devices** – STEAM kits and launchpads are a growing part of our collection. A total of \$3,000 is budgeted for this new budget line.

**45460 – eBooks** – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. Per Anna Fifhouse, demand continues to increase. An increase of \$2,000 to \$19,000 is budgeted for FY22-23.

**45470 – Graphic Novels** – Money to purchase adult graphic novels. Per Martha O’Hara, the \$750 budgeted for FY21-22 is sufficient for FY22-23.

**45450 – Teen Books** – Money to purchase teen books. Eliza Jarvi reports that current funds are sufficient given the amount of space available for the collection. The \$2,500 budgeted for FY21-22 is sufficient for FY22-23.

**45500 – Periodicals** – Money to pay for magazine subscriptions. The total of \$6,750 budgeted in FY21-22 is sufficient for FY22-23.

**45510 – Video Games** – Video games in a wide variety of formats. Per Katie Horner the \$3,500 budgeted in FY21-22 is sufficient for FY22-23.

**45520 – Hot Picks** – Funds for DVDs, Blu-rays, and books for the Trending Titles collection. The \$2,000 budgeted for FY21-22 is sufficient for FY22-23.

**45600 – Public and Staff PC Software** – Licenses for software used by the staff and/or the public. A decrease in \$1,250 to \$10,750 is projected for FY22-23.

**45610 – Library Automation Software** – This line covers the cost of the Library’s Integrated Library System; we have not yet finished the 10 year contract we signed with Innovative in 2014. The \$22,000 budgeted for FY21-22 is sufficient for FY22-23.

**45900 – Miscellaneous Expenditure** – Funds to cover minor purchases that do not fit elsewhere. This is based primarily on past experience and expense. The \$1,000 budgeted for FY21-22 is sufficient for FY22-23.

**CAPITAL OUTLAY**

**50100 – Library Furnishings** – Money for interior furnishings. A total of \$5,000 is budgeted in FY22-23 for replacement of staff chairs and new racks for STEAM kits.

**51200 – Exterior Building Improvements** – Money for exterior improvements. A total of \$6,000 is budgeted for siding work on the north side of the building in FY22-23.

**58100 – Computer Equipment** – Money budgeted for special or regularly scheduled updating of the Library's computer network. A total of \$19K is budgeted to replace the firewall server and upgrade wireless access points, per CVI's recommendation, in FY22-23.

**58270 – Library Equipment** – Miscellaneous equipment, such as book carts or projector screens. A minimum total of \$1,000 is budgeted.

**71000 – Transferred to Reserve** – Funds earmarked to head to General Reserve at the end of the Fiscal Year. The total budgeted is \$16,000. This is generally set no lower than \$20K. However, the plan had been to expend \$4K for new wireless access points in FY21-22. Due to shipping delays, the wait to receive (and pay for) the necessary equipment is longer than 6 months. The net result of moving the expense to FY22-23 will be that the budgeted reserve for FY21-22 is +\$4K and the same line for FY22-23 is -\$4K.

**70000 – Contingency** – Money set aside to handle any significant expenses that arise during the fiscal year.

LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - REVENUES

080-300-

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 18/19	FY 19/20	FY20/21	FY21/22	FY21/22	FY22/23	EST ACTUAL TO BUDGET	FY22 TO FY23	BUDGET TO BUDGET	FY22 TO FY23
TAXES										
30000 Property Taxes	919,784	962,776	982,713	1,014,510	1,014,510	1,032,715	1.8%	18,205	1.8%	18,205
TOTAL TAXES	919,784	962,776	982,713	1,014,510	1,014,510	1,032,715	1.8%	18,205	1.8%	18,205
FINES & FORFEITURES										
35700 Fines	9,667	7,739	1,094	1,000	2,231	1,000	-55.2%	(1,231)	0.0%	0
TOTAL FINES & FORFEITURES	9,667	7,739	1,094	1,000	2,231	1,000	-55.2%	(1,231)	0.0%	0
CHARGE FOR SERVICES										
34235 Photocopy Charges	2,170	1,822	219	2,100	1,787	2,000	11.9%	213	-4.8%	(100)
34260 Passport Fees	7,385	9,135	0	7,000	16,409	15,000	-8.6%	(1,409)	114.3%	8,000
NEW License Renewal		0	0	2,000	99	1,000	906.1%	901	-50.0%	(1,000)
34250 Non-Resident Fees	5,915	5,690	3,986	5,000	6,835	6,000	-12.2%	(835)	20.0%	1,000
TOTAL CHARGE FOR SERVICES	15,470	16,647	4,205	16,100	25,130	24,000	-4.5%	(1,130)	-33.2%	7,900
OTHER										
37020 District 65+115 Agreemen	1,500	1,513	1,500	1,550	1,550	1,550	0.0%	0	0.0%	0
37000 Village Contribution	8,558	8,550	9,521	9,200	9,871	10,233	3.7%	362	11.2%	1,033
38310 Vliet Operating Cost Contr	790	790	0	780	790	790	0.0%	0	1.3%	10
37500 Interest Income	13,236	8,425	745	3,000	156	250	60.1%	94	-91.7%	(2,750)
38800 Naperville/Impact Fees	0	0	6,478	0	0	0	---	0	---	0
38900 Miscellaneous Income	1,593	2,658	87	1,000	21,047	17,000	-19.2%	(4,047)	1600.0%	16,000
TOTAL OTHER	25,678	21,936	18,332	15,530	33,414	29,823	-10.7%	(3,591)	92.0%	14,293
<b>TOTAL REVENUES</b>	<b>970,598</b>	<b>1,009,097</b>	<b>1,006,344</b>	<b>1,047,140</b>	<b>1,075,286</b>	<b>1,087,538</b>	1.1%	12,253	3.9%	40,398
<b>FUND BALANCE RESERVES</b>	100,000						---	0	---	0
<b>LIBRARY FUND REVENUE</b>	1,070,598	1,009,097	1,006,344	1,047,140			---	0	-100.0%	#####

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

8E

080-603-

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 18/19	FY 19/20	FY 20-21	FY 21-22	FY21-22	FY22-23	EST ACTUAL TO BUDGET		BUDGET TO BUDGET	
							FY 22 TO FY23		FY 22 TO FY23	
<b>PERSONNEL SERVICES</b>										
40025 Librarian Salaries	228,024	190,764	147,535	152,000	151,391	210,000	38.7%	58,609	38.2%	58,000
40030 Staff Salaries	271,063	318,338	341,692	372,000	395,278	360,000	-8.9%	(35,278)	-3.2%	(12,000)
40400 Medical Insurance	76,660	100,053	106,688	95,000	101,282	86,000	-15.1%	(15,282)	-9.5%	(9,000)
40900 Other Employee Benefit	175	0	225	250	250	250	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	33,476	34,990	41,290	39,000	31,522	31,000	-1.7%	(522)	-20.5%	(8,000)
40970 Social Security (Note 1)	37,552	38,379	35,978	38,000	41,198	40,000	-2.9%	(1,198)	5.3%	2,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>646,949</b>	<b>682,524</b>	<b>673,408</b>	<b>696,250</b>	<b>720,920</b>	<b>727,250</b>	<b>0.9%</b>	<b>6,330</b>	<b>4.5%</b>	<b>31,000</b>
<b>CONTRACT. SERVICES/COMMODITIES</b>										
41000 Building Maintenance	49,944	34,866	32,945	32,000	37,678	34,000	-9.8%	(3,678)	6.3%	2,000
41020 Elevator Maintenance	1,293	948	318	2,000	1,452	1,500	3.3%	48	-25.0%	(500)
41050 Grounds Maintenance	7,056	5,416	7,531	6,500	4,433	6,500	46.6%	2,068	0.0%	0
41313 Copier Maintenance	3,656	3,125	1,897	4,000	3,686	4,000	8.5%	314	0.0%	0
41314 Other Professional Service	13,899	15,348	7,556	5,000	10,000	10,000	0.0%	0	100.0%	5,000
41300 Computer Services	12,520	13,740	13,390	13,000	14,690	14,000	-4.7%	(690)	7.7%	1,000
41350 Legal & Accounting	1,470	1,995	1,463	2,000	1,800	1,500	-16.7%	(300)	-25.0%	(500)
42400 Professional Development	1,210	1,700	0	3,000	70	3,000	4185.7%	2,930	0.0%	0
42440 Dues	2,088	2,041	1,445	2,500	2,252	2,500	11.0%	248	0.0%	0
43230 Utilities	12,009	13,592	11,621	14,000	9,592	10,000	4.3%	408	-28.6%	(4,000)
43300 Postage	1,926	3,080	1,772	3,500	5,647	5,000	-11.5%	(647)	42.9%	1,500
43410 Printing/E-Newsletter	7,641	7,680	5,340	10,000	8,841	10,000	13.1%	1,159	0.0%	0
43550 Office Supplies	6,044	6,844	9,336	6,000	7,101	7,000	-1.4%	(101)	16.7%	1,000
43660 Building & Grounds Supplie	1,483	1,485	594	2,000	2,180	1,500	-31.2%	(680)	-25.0%	(500)
43668 Technical Services Supplie	4,823	3,991	4,183	5,000	5,378	5,500	2.3%	122	10.0%	500
43700 Hospitality Program Supplie	315	421	210	500	269	500	86.1%	231	0.0%	0
43730 Outreach Supplies	222	4,290	2,567	5,000	1,826	5,500	201.3%	3,674	10.0%	500
NEW Marketing	0	0	0	0	0	500	---	500	---	500
43710 Adult Program Supplies	5,358	4,049	7,158	7,000	7,000	8,000	14.3%	1,000	14.3%	1,000
43720 Juvenile Program Supplies	6,300	5,718	5,125	7,000	7,000	7,000	0.0%	0	0.0%	0
43740 Teen Program Supplies	1,179	1,009	497	1,250	1,250	1,250	0.0%	0	0.0%	0
45000 Adult Nonfiction	17,463	12,158	12,714	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	15,095	12,527	14,415	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	508	365	531	600	600	600	0.0%	0	0.0%	0
45200 Adult Audio-Visual	13,083	11,152	11,374	15,500	15,500	15,500	0.0%	0	0.0%	0
45220 Adult E-Reference	15,992	17,858	17,072	19,500	19,500	20,000	2.6%	500	2.6%	500
45400 Juvenile Non-fiction	8,039	9,968	9,065	11,500	11,500	12,000	4.3%	500	4.3%	500
45410 Picture Books, Readers	3,797	4,347	7,506	6,000	6,000	8,000	33.3%	2,000	33.3%	2,000
45420 Juvenile Fiction	9,174	5,806	6,288	7,750	7,750	8,000	3.2%	250	3.2%	250
45430 Juvenile Audio-Visual	2,181	2,214	2,568	4,000	4,000	3,000	-25.0%	(1,000)	-25.0%	(1,000)
45440 Juvenile eReference	189	399	1,835	4,250	4,250	2,000	-52.9%	(2,250)	-52.9%	(2,250)



**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

8E

080-603-

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 18/19	FY 19/20	FY 20-21	FY 21-22	FY21-22	FY22-23	EST ACTUAL TO BUDGET		BUDGET TO BUDGET	
							FY 22 TO FY23		FY 22 TO FY23	
NEW Juvenile Kits and Devices	0	0	0	0	0	3,000	---	3,000	---	3,000
45460 Ebooks	12,917	15,492	17,997	17,000	17,000	19,000	11.8%	2,000	11.8%	2,000
45470 Graphic Novels	481	343	315	750	750	750	0.0%	0	0.0%	0
45450 Teen Books	2,651	1,961	2,031	2,500	2,500	2,500	0.0%	0	0.0%	0
45500 Periodicals	7,152	7,103	4,098	6,750	6,750	6,750	0.0%	0	0.0%	0
45510 Video Games	3,443	2,904	3,176	3,500	3,500	3,500	0.0%	0	0.0%	0
45520 Trending Titles	1,372	1,136	231	2,000	2,000	2,000	0.0%	0	0.0%	0
45600 Public & Staff PC Software	4,287	6,688	9,408	12,000	10,000	10,750	7.5%	750	-10.4%	(1,250)
45610 Library Automation Softwar	21,532	21,532	21,950	22,000	21,950	22,000	0.2%	50	0.0%	0
45900 Minor Equipment	0	0	0	0	0	0	---	0	---	0
46100 Miscellaneous Expenditure	2,369	765	607	1,000	470	1,000	112.7%	530	0.0%	0
<b>TOTAL CONTRACT/COMMOD.</b>	<b>282,158</b>	<b>266,055</b>	<b>258,129</b>	<b>300,350</b>	<b>298,664</b>	<b>311,600</b>	<b>4.3%</b>	<b>12,936</b>	<b>3.7%</b>	<b>11,250</b>
<b>CAPITAL OUTLAY</b>										
50100 Library Furnishings	1,954	44	3,175	1,000	1,189	5,000	320.7%	3,811	400.0%	4,000
51200 Exterior Bldg Improvement	291,168	0	0	20,000	20,723	6,000	-71.0%	(14,723)	-70.0%	(14,000)
58100 Computer Equipment	259	25,179	38,344	1,000	210	19,000	8950.9%	18,790	1800.0%	18,000
58270 Library Equipment	230	0	0	7,000	282	1,000	254.6%	718	-85.7%	(6,000)
71000 Transferred to Reserve	0	0	44,545	20,000	33,227	16,000	-51.8%	(17,227)	-20.0%	(4,000)
70000 Contingency	0	0	0	1,540	0	1,688	---	1,688	9.6%	148
<b>TOTAL CAPITAL OUTLAY</b>	<b>293,610</b>	<b>25,224</b>	<b>86,065</b>	<b>50,540</b>	<b>55,631</b>	<b>48,688</b>	<b>-12.5%</b>	<b>(6,943)</b>	<b>-3.7%</b>	<b>(1,852)</b>
<b>LIBRARY TOTAL</b>	<b>1,222,717</b>	<b>973,803</b>	<b>1,017,601</b>	<b>1,047,140</b>	<b>1,075,215</b>	<b>1,087,538</b>	<b>1.1%</b>	<b>12,323</b>	<b>3.9%</b>	<b>40,398</b>

**LAKE BLUFF PUBLIC LIBRARY**

**GRANTS & GIFTS FUND - REVENUES & EXPENDITURES**

8F

CODE/LINE ITEM	ACTUAL FY 19/20	ACTUAL FY 19/20	ACTUAL FY 20/21	ESTIMATED		
				BUDGET FY 21/22	ACTUAL FY21/22	BUDGET FY 22/23
<b>REVENUES 82-40-603</b>						
<b>GRANTS</b>						
36263 Per Capita Grant	7,153	0	7,153	7,153	8,440	7,153
36200 Miscellaneous Grants	0	0	0	1,000		1,000
<b>TOTAL GRANTS</b>	<b>7,153</b>	<b>0</b>	<b>7,153</b>	<b>8,153</b>	<b>8,440</b>	<b>8,153</b>
<b>DONATIONS</b>						
38300 Unrestricted Donations	11,869	22,387	19,794	15,000	209	15,000
38315 Restricted Donations	2,844	6,344	273	2,000	4,925	2,000
<b>TOTAL DONATIONS</b>	<b>14,713</b>	<b>28,731</b>	<b>20,067</b>	<b>17,000</b>	<b>5,134</b>	<b>17,000</b>
75000 Interest Earnings						
<b>TOTAL FUND REVENUES</b>	<b>21,866</b>	<b>28,731</b>	<b>27,219</b>	<b>25,153</b>	<b>13,574</b>	<b>25,153</b>

**EXPENDITURES 82-60-001**

**OTHER/GRANT PROGRAMS**

44810 Per Capita Grant Expe	4,443	5,367	7,975	7,153	8,440	7,153
44825 Misc Grant Expenditur	0	0	0	1,000	0	1,000
99999 Use of Unrestrict Dona	14,138	24,200	7,775	15,000	209	15,000
99999 Use of Restricted Dona	2,844	0	0	2,000	4,925	2,000
	<b>21,426</b>	<b>29,567</b>	<b>15,750</b>	<b>25,153</b>	<b>13,574</b>	<b>25,153</b>
<b>TOTAL EXPENDITURES</b>	<b>21,426</b>	<b>29,567</b>	<b>15,750</b>	<b>25,153</b>	<b>13,574</b>	<b>25,153</b>

## Director's Report – February, 2022

### Programs

- Programs in January and February 2022 was switched to asynchronous, remote or cancelled status due to the rise in COVID-19 cases in Illinois. There is not as much to report as a result; Anna Fifhouse and Eliza Jarvi handled most of the work involved in making the pivot. Given current trends, it seems probable we will be back to in-person programming in March.
- Adult
  - We had 15 registrants for our January 27<sup>th</sup> program *Awesome Australia*.
  - Community members dropped off unused crafts the week of January 31<sup>st</sup> for a swap event the weekend of February 5<sup>th</sup> and 6<sup>th</sup>.
  - We had 8 registrations for our February 8<sup>th</sup> program *An Unfinished Journal: African American Music in Pivotal Decades* with Clarence Goodman.
- Youth
  - Outreach Coordinator Jillian Chapman reports that we have identified an author for our summer storywalk and that we are working out details with our partners at School District 65.
  - We had 11 registrations for our February 5<sup>th</sup> *Stuffed Animal Sleepover Party* event.

### Continuing Education

Staff members Anna Fifhouse and Abigail Ecklund have both been accepted into the University of Illinois MLIS program. They are already excellent staff members and will be fantastic Librarians.

### Passports

In January we set a record for passport applications processed in a month with 77 applications handled. Previously the record was 75 in August 2021. Head of Adult Services Martha O'Hara reports we have cleared \$15,000 in total revenue for the Fiscal Year.

### Biennial Patron Satisfaction Survey

Every two years the Library performs a patron satisfaction survey. As the survey was skipped in 2020 in the midst of the pandemic, the last survey performed was in 2018. Head of Adult Services Martha O'Hara is prepping the questions and form so that they are ready to be rolled out this spring.

### Work on Website

Our first bill from our new website maintenance firm, Net2Community, is higher than we are normally going to see, so I want to relay some context from Martha on why that is. During the fall, the focus of work was on transitioning from one vendor to another. We started 2022 with a

backlog of needed projects to get us started, most notably an upgrade from Drupal 8 to Drupal 9. We aren't expecting much service to be needed for awhile past the end of February.

### Simplifying Bookkeeping

Laurence Sacherer and Martha O'Hara have been continuing to meet with Village Finance Director Bettina O'Connell to simplify our bookkeeping processes. In discussing procedure, the Village has a much more efficient process in place. Bettina is working with us to set up something similar.

### New Sponsorship

Outreach Coordinator Jillian Chapman has secured a \$3,000 sponsorship from Davey Tree Expert Company. The money will be used to create a Learning Garden as part of our garden-themed 2022 summer reading clubs. The money will also support the Seed Library and Grow Your Own Pizza kits.

### Elawa Farms Partnership

Jillian is also working with Elawa Farms on partnerships for the summer reading club, including a partnership on a seed exchange community event.

### Read Between the Ravines

Jillian has done a great job, in partnership with Michelle Doshi at Lake Forest Library, in navigating programming challenges to keep us on track for an amazing 4<sup>th</sup> annual Two Communities, One Book event. This year's book is *Unraveled* by Maxine Bedat. A dozen extra copies were purchased to be sent to local elected officials and community leaders to encourage their participation in the author event and community discussion on the book's themes. The interview with the author will be held on Monday, April 4<sup>th</sup> at 7pm at the Gorton Community Center.

### Library Leadership Podcast

Head of Adult Services Katie Horner's interview on the Library Leadership podcast, following up on her article in PLA magazine, has now 'aired.' It can be found online here: <https://libraryleadershippodcast.com/97-better-handling-of-sexual-harassment-with-katie-mclain-horner/>

### Library App Research

In completing Technology Committee visits to area libraries one thing staff noticed were new apps in use that allowed patrons to easily access their account, receive notifications and even do self-checkout using their phones. Head of Circulation and Reference Katie Horner is leading the research on the competing options.

### Stroh Reading Room

The Building and Grounds Committee has been meeting regularly and has made a lot of progress on this capital project. Fireplace, fixtures, and furniture are all being selected, with the new Stroh Reading Room presently full of samples and swatches. The two desktop computers still in the room will be moving to a temporary new location by the old entrance on the Main Floor. We acquired two handsome computer carrels for free from Palatine Public Library to put in the space. Katie Horner and Martha O'Hara have been very helpful as participants at Building and Grounds Committee meetings, and Jillian Chapman has done a great job getting the new public computer space set up.

### End of Mask Mandate

The State of Illinois indoor mask mandate will be ending on February 28, 2022. We will be following the legal change and will be posting masks as recommended rather than required after that date. Staff requirements are still under discussion.

### Memorial Bricks

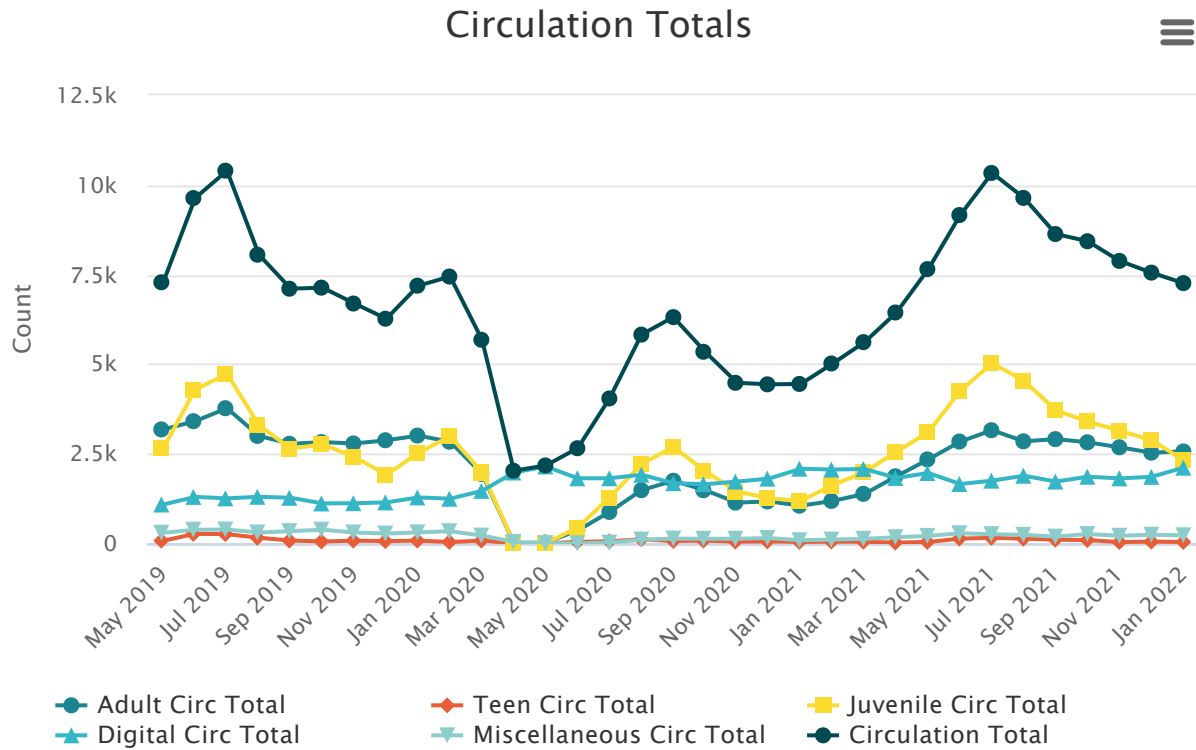
The Lake Bluff History Museum and the Friends of the Lake Bluff Library have agreed that the Friends will be taking sole responsibility for the memorial brick program. The bricks have been added to the patio area in front of the building over the past 20 years, and there are 60-70 spots remaining.

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
<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

# 3 Year Visits



## Visits

### Category Curbside Appointments Main Building

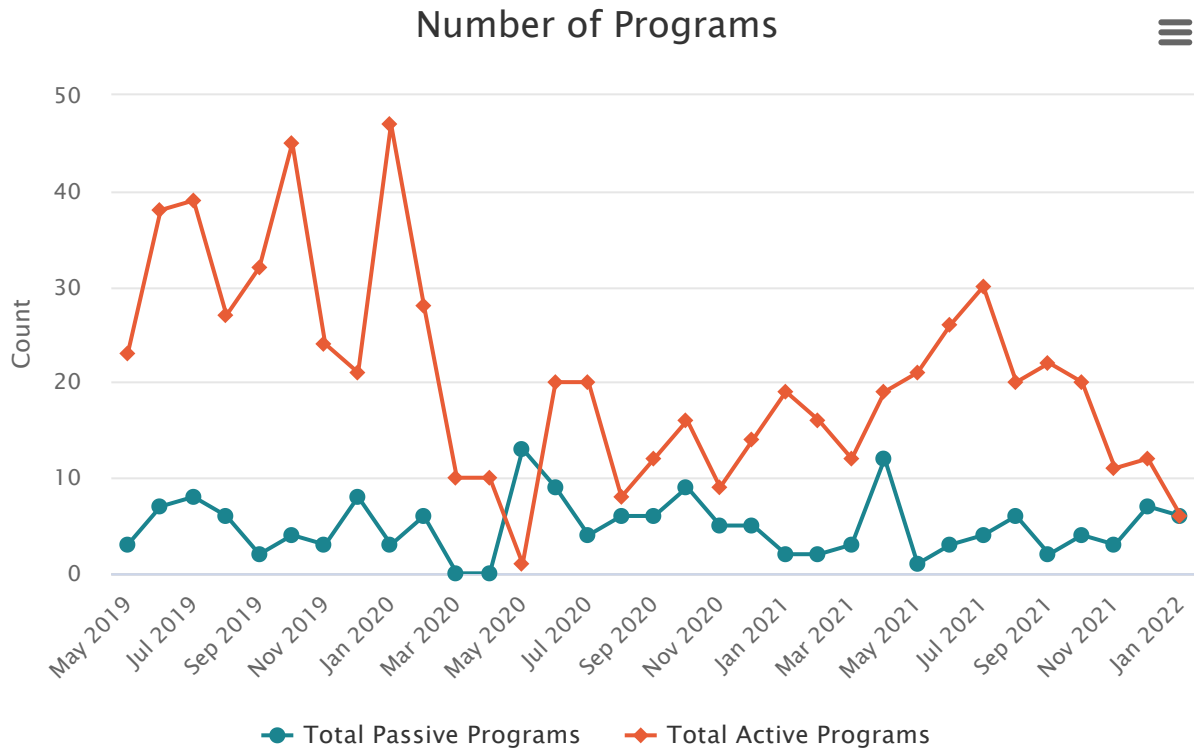
May 2019	0	5308
Jun 2019	0	6907
Jul 2019	0	6900
Aug 2019	0	6140
Sep 2019	0	5415
Oct 2019	0	5630
Nov 2019	0	4724
Dec 2019	0	4700
Jan 2020	0	5558
Feb 2020	0	4412
Mar 2020	0	2165
Apr 2020	0	0
May 2020	0	0
Jun 2020	154	0
Jul 2020	233	287
Aug 2020	145	622
Sep 2020	132	681
Oct 2020	77	1061
Nov 2020	256	965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



**Category Curbside Appointments Main Building**

<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

# 3 Year Programming



Number of Programs

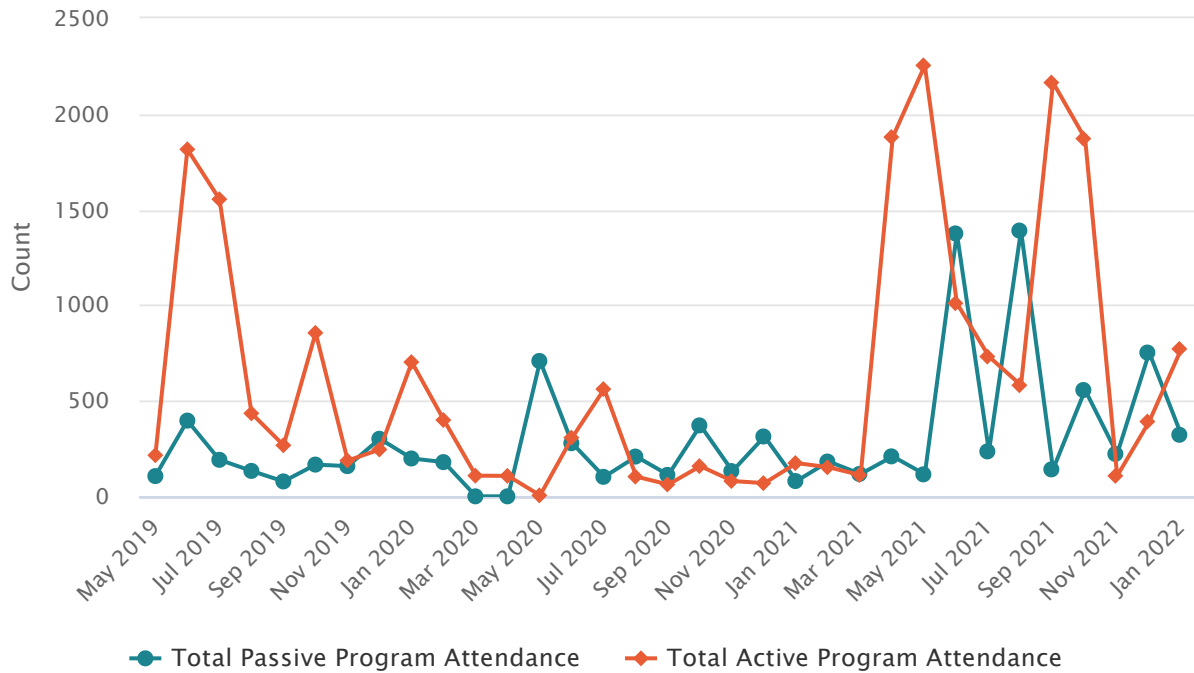
## Category Total Passive Programs Total Active Programs

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>

# Program Attendance



## Program Attendance

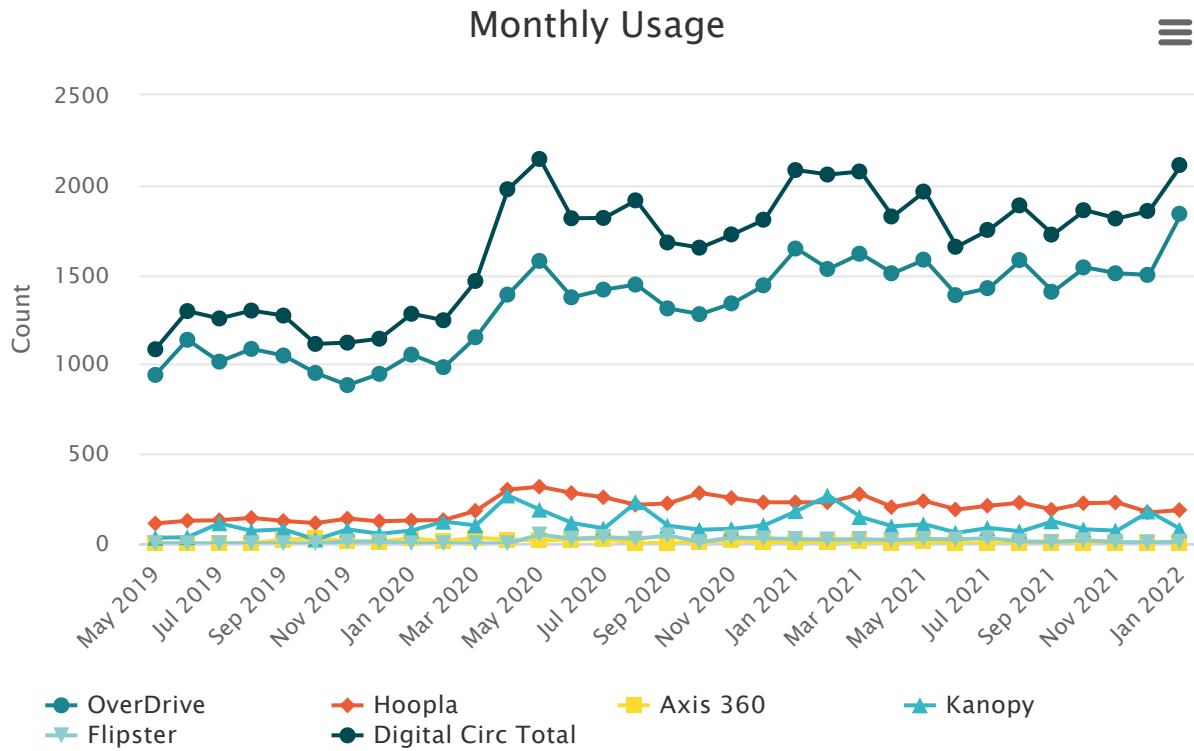
### Category Total Passive Program Attendance Total Active Program Attendance

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

**Category Total Passive Program Attendance Total Active Program Attendance**

<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

# 3 Year Digital Collections



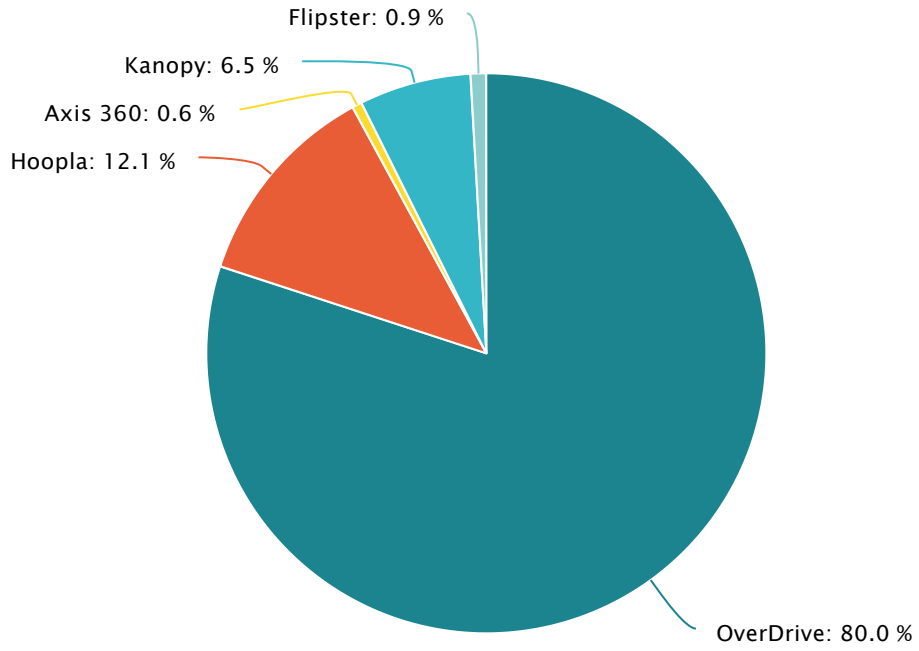
## Monthly Usage

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

# Distribution by Platform



Distribution by Platform

## Category Series 1

<b>OverDrive</b>	43815
<b>Hoopla</b>	6598
<b>Axis 360</b>	305
<b>Kanopy</b>	3542
<b>Flipster</b>	487



# 3 Year New Website Usage



Visitors

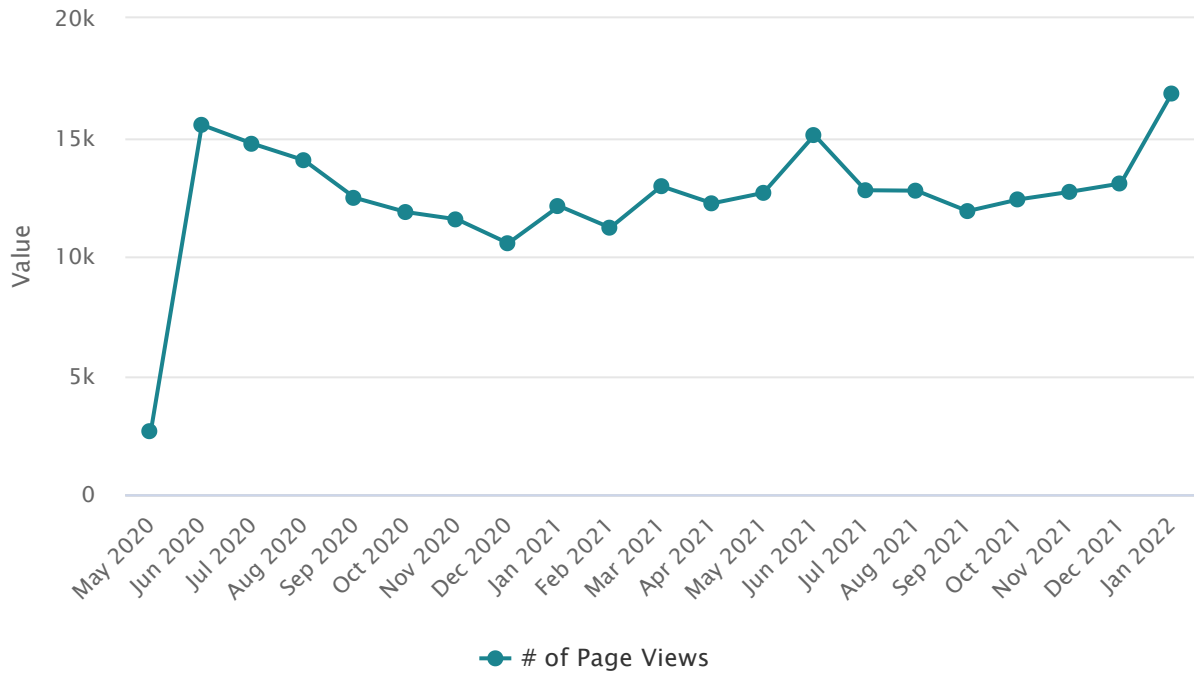
## Category # of Visitors

- 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**

# 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

# 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

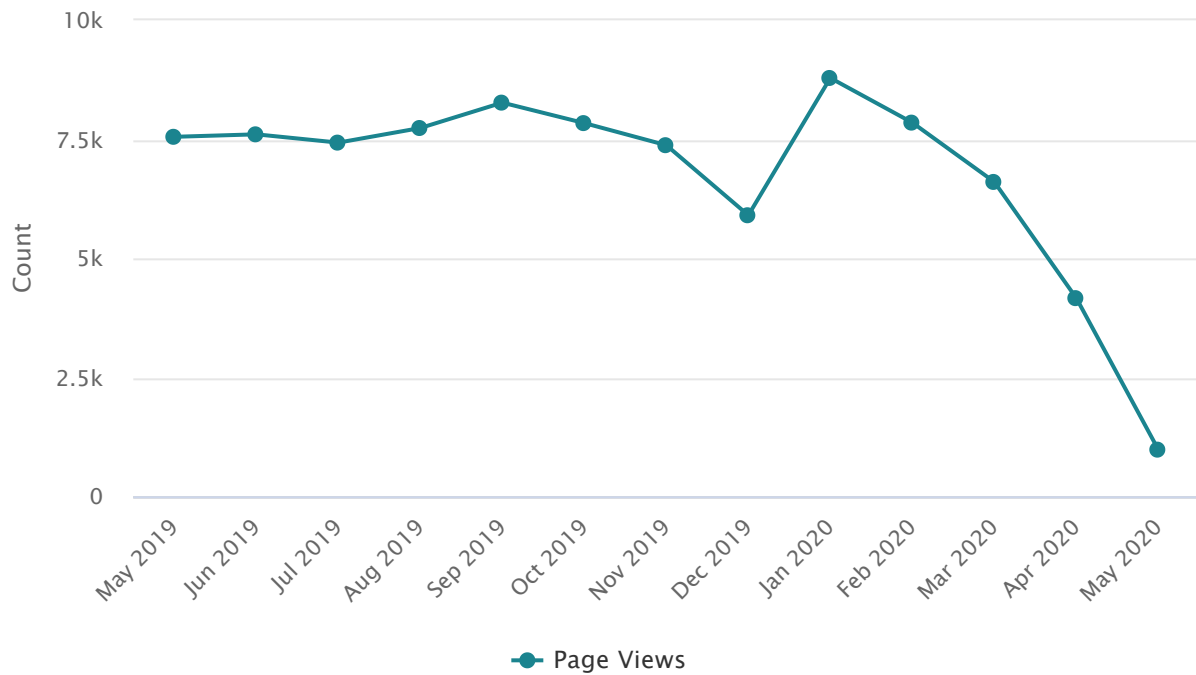
**Feb 2020** 5582

**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

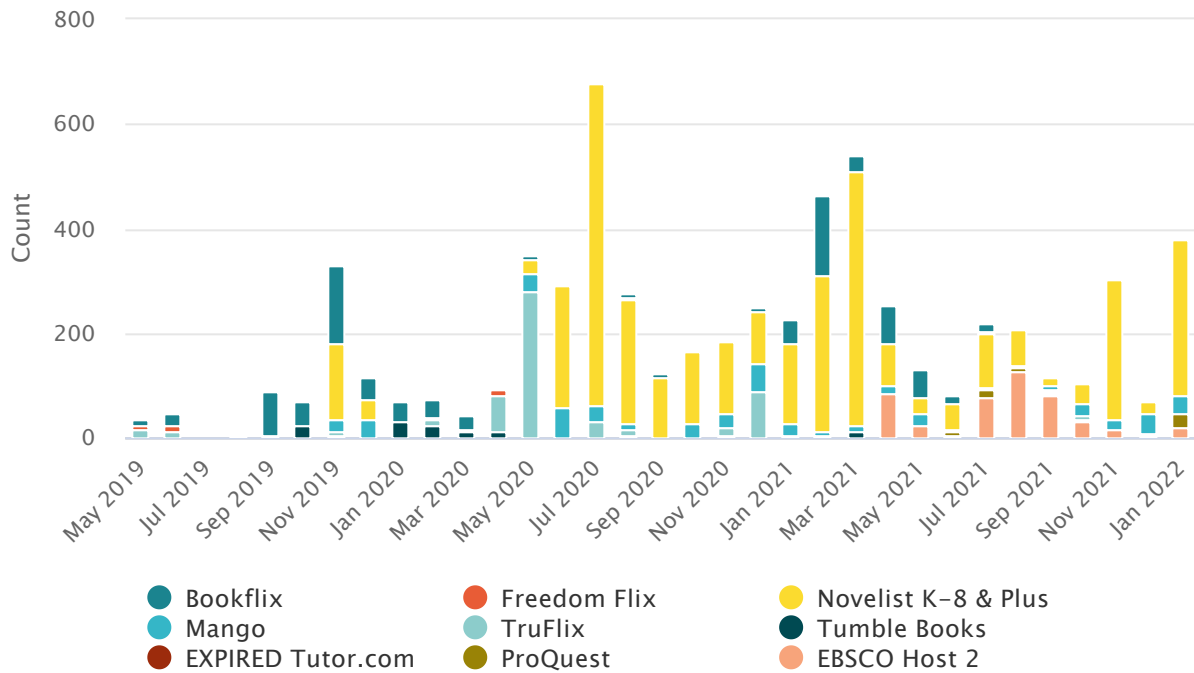
**Mar 2020** 6605

**Apr 2020** 4164

**May 2020** 981

# 3 Year Database Usage

## Usage by Platform



## Usage by Platform

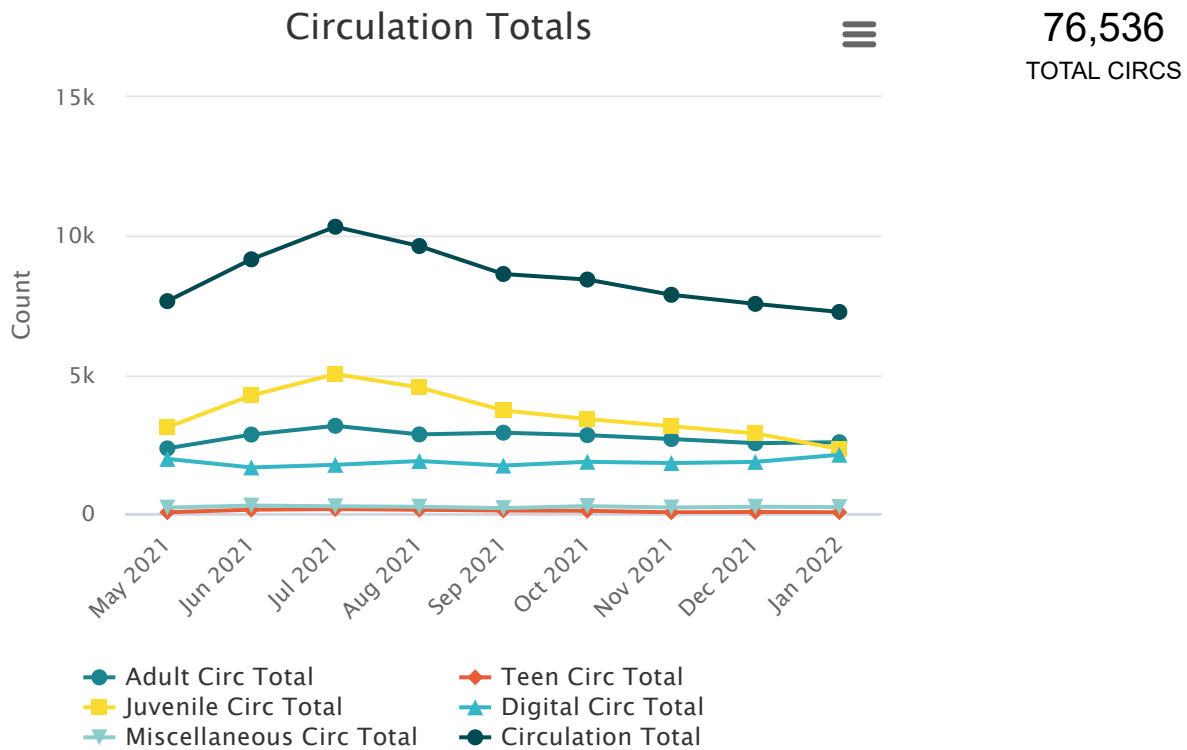
Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	EXPIRED Tutor.com	ProQuest	EBSCO Host 2
<b>May 2019</b>	10	8	0	0	15	1	0	0	0
<b>Jun 2019</b>	22	10	0	0	13	0	0	0	0
<b>Jul 2019</b>	0	0	0	0	0	0	0	0	0
<b>Aug 2019</b>	0	0	0	0	3	0	0	0	0
<b>Sep 2019</b>	84	0	0	0	0	3	0	0	0
<b>Oct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

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# FY 21-22 Graphs

## FY 21-22 Circulation Totals

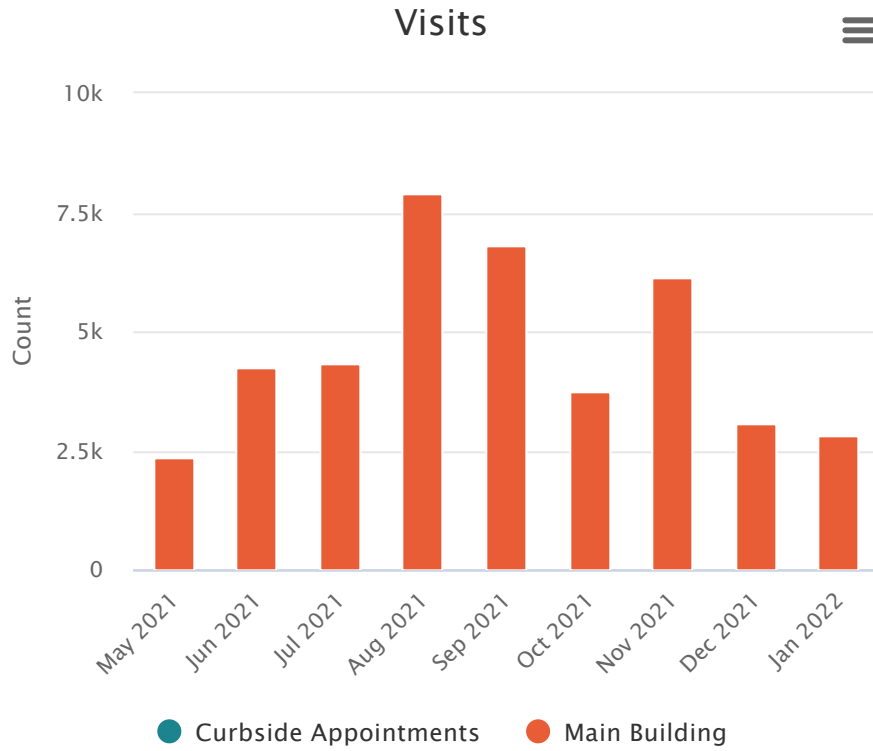


### Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
<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



# FY 21-22 Visits



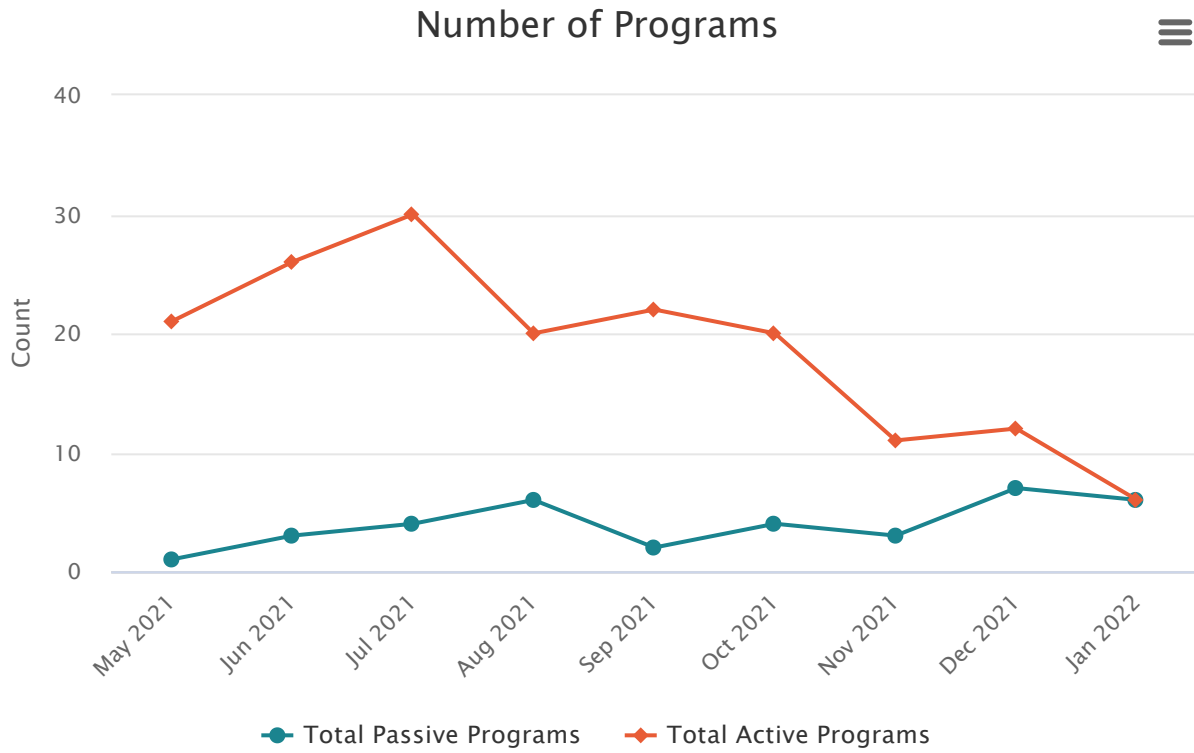
**41,415**  
TOTAL VISITS

## Visits

### Category Curbside Appointments Main Building

<b>May 2021</b>	16	2370
<b>Jun 2021</b>	0	4252
<b>Jul 2021</b>	5	4333
<b>Aug 2021</b>	15	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

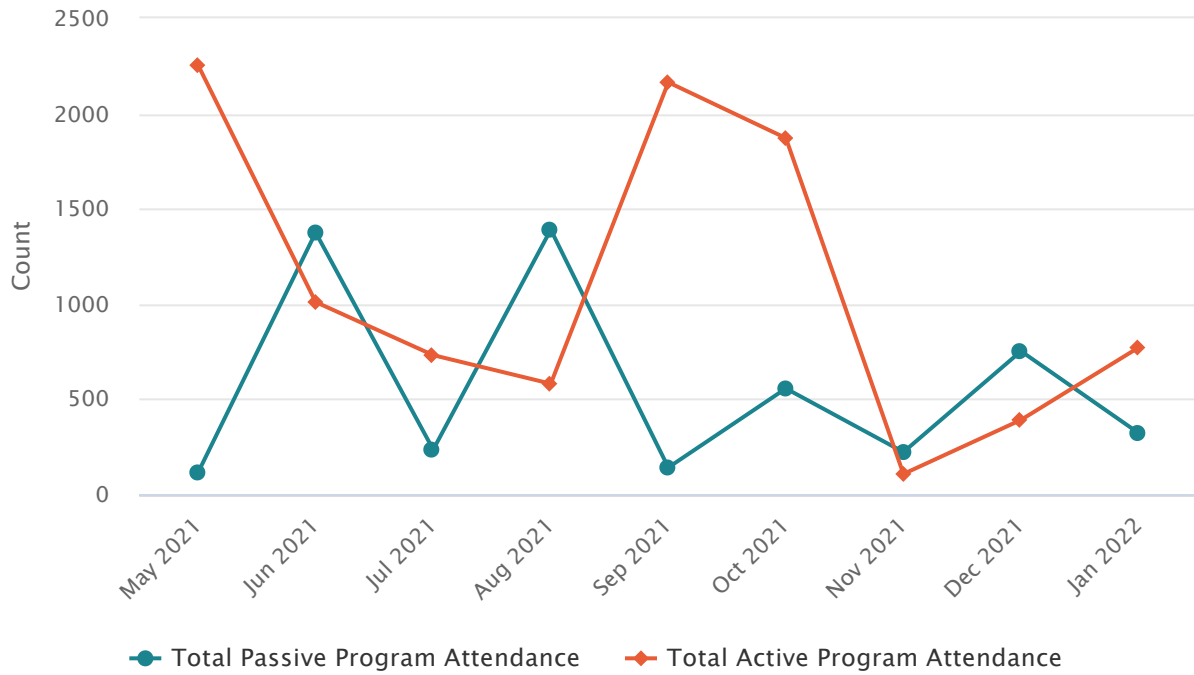
# FY 21-22 Programming



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

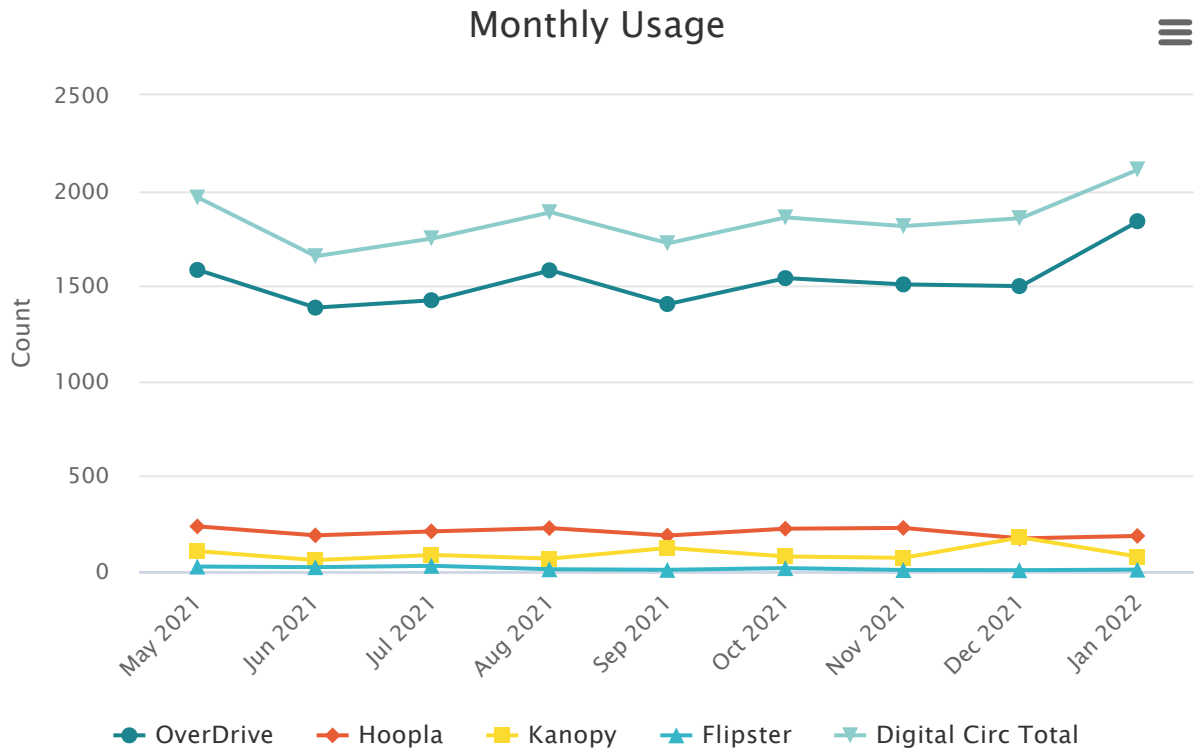
# Program Attendance



## 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

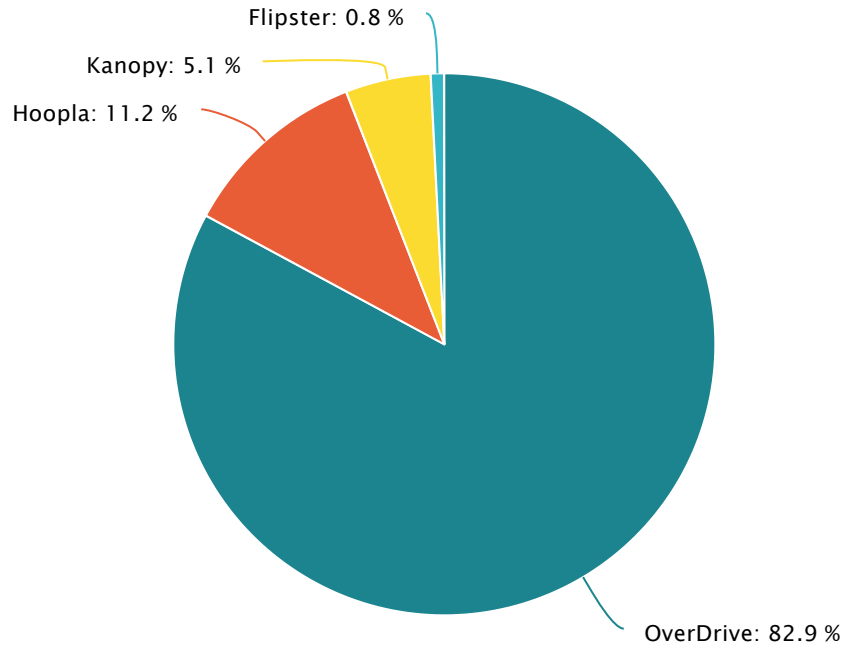
# FY 21-22 Digital Collections



## 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

# Distribution by Platform



Distribution by Platform

## Category Series 1

**OverDrive** 13761

**Hoopla** 1861

**Kanopy** 845

**Flipster** 134

# FY 21-22 Website Usage



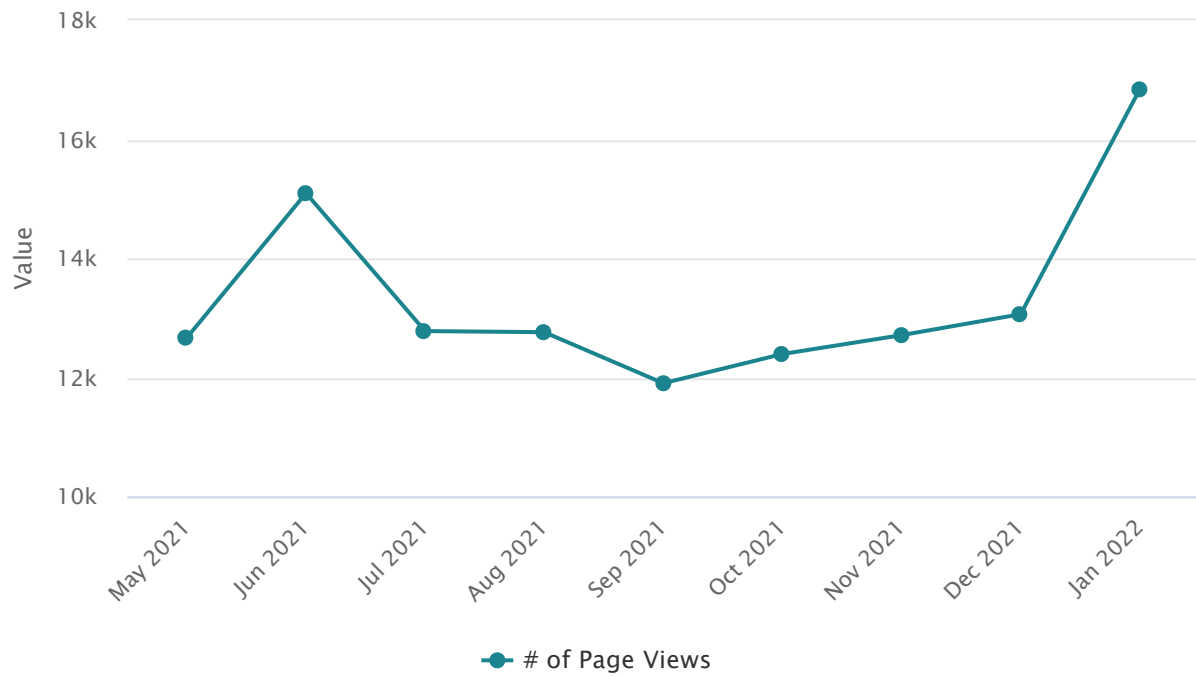
**32,401**  
TOTAL SESSIONS

## 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

# Page Views



## Page Views

### Category # of Page Views

**May 2021** 12667

**Jun 2021** 15095

**Jul 2021** 12777

**Aug 2021** 12759

**Sep 2021** 11901

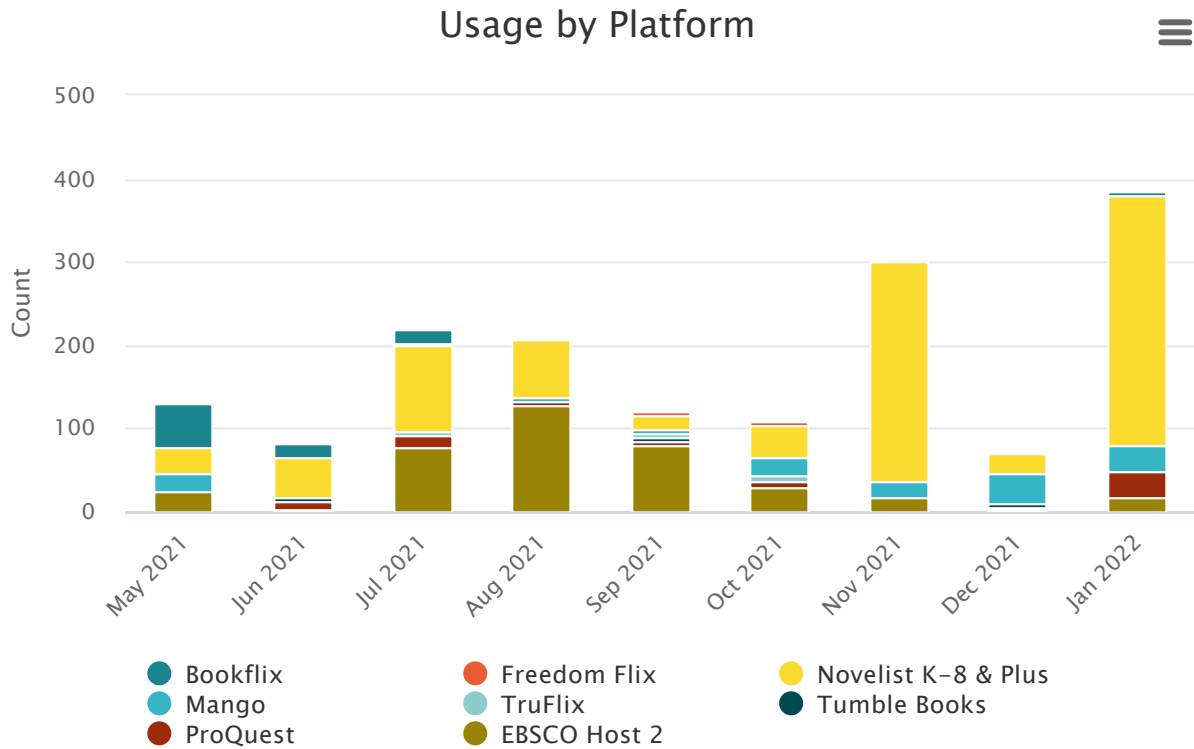
**Oct 2021** 12392

**Nov 2021** 12709

**Dec 2021** 13061

**Jan 2022** 16840

# 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>	25	0	299	33	0	0	29	18