

## January 18, 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 December 14th, 2021 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>	
	December Detailed Revenue & Expense Report (action)	4A-4F
	December Detailed Balance Sheet (action)	5A-5C
<b>6</b>	<b>Approval of Checks (Green) (5 minutes)(7:22pm)</b>	
	December Check Disbursement Report (action)	6A-6H
<b>7</b>	<b>Committee Reports (10 minutes)(7:32pm)</b>	
<b>8</b>	<b>New Business</b>	
	Draft Budget for FY2022-2023: First Reading (15 minutes)(7:47pm)	7A-7E
<b>9</b>	<b>Old Business</b>	
	Capital Project Update/Coordinator's Report (5 minutes)(7:52pm)	
<b>10</b>	<b>Director's Report (5 minutes)(7:57pm)</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)(7:58pm)</b>	
<b>14</b>	<b>Attachments</b>	
	December Statistics	9

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, January 18, 2022 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

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

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

Join Zoom Meeting

<https://us06web.zoom.us/j/83026995499?pwd=Y3p2RWheEOWFaS3NVTkdTR3VjQ2JHUT09>

Meeting ID: 830 2699 5499

Passcode: 050000

One tap mobile

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Meeting ID: 830 2699 5499

Passcode: 050000

Find your local number: <https://us06web.zoom.us/j/koAXm782p>

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 847-401-4952 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 December 14<sup>th</sup>, 2021 Board Meeting **(action)(5 minutes)(7:12pm)(available at meeting)**
5. **December 2021 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
  - a. December Detailed Revenue & Expense Report
  - b. December Detailed Balance Sheet
6. **Approval of checks (action)(5 minutes)(7:22pm)**
  - a. December Monthly Checks (15029, 15031, 15033-15067)**(action)**
7. **Committee Reports (10 minutes)(7:32pm) (Met)**
  - a. Campaign Planning Committee (AD HOC) (**CHAIR:** Meierhoff. **MEMBERS:** Heintzelman and Jerch.)
  - b. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Graziano.)  
**(Did Not Meet)**
  - c. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Shaul.)
  - 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. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Heintzelman.)
  - h. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)
  - i. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes and Shaul.)
8. **New Business**
  - a. Draft Budget for FY2022-2023: First Reading **(15 minutes)(7:47pm)**
9. **Old Business**
  - a. Capital Project Update/Coordinator's Report **(5 minutes)(7:52pm)**
10. **Director's Report (5 minutes)(7:57pm)**
  - 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)(7:58pm)****Attachments:**

Statistics for December 2021

Draft Budget for FY 2022-2023

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

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

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

- 1. Call to Order:** Library Director Eric Bailey called the meeting to order at 7:03 pm. Present were Trustees Kathy Meierhoff, Jennifer Graziano, Janie Jerch, Bonnie Shaul, Bill Hayes, Jon Heintzelman and Matt Zaute. Additional Library Employees present were: Anna Fifhause, Eliza Jarvi, Martha O'Hara, Jillian Chapman and Katie Horner. Also joining was Melissa Williams, Lake Bluff Library Foundation, Development Coordinator.
- 2. Additions & Corrections to the Agenda:** Eric Bailey added a topic to Old Business which was Return to In Person Meetings.
- 3. Opportunity to Address the Board:** There was none.
- 4. Approval of Minutes:** There was one correction to the minutes of November 16, 2021. Janie Jerch moved and Kathy Meierhoff seconded a motion to approve the corrected minutes; all voted aye.
- 5. November 2021 Financial Reports:** Property tax revenue was not transferred to the Library in November, however a transfer did occur on December 1 in the amount of \$193,437. This brings the Fiscal Year (FY) total tax revenue received to just over \$989,000. Only a few additional small transfers are expected for the rest of the FY. More than \$2,000 in passport fees was collected in November, bringing our current FY trend to an estimated \$17,000. Jon Heintzelman moved and Janie Jerch seconded a motion to approve the November 2021 Financial Reports; all voted aye.
- 6. Approval of November 2021 Checks:** November payments and checks are usually among the highest months as publishers release new books for the holiday season. Janie Jerch moved and Jon Heintzelman seconded a motion to approve checks numbered 14995, 14998-15028; all voted aye.
- 7. Committee Reports (members have been updated):**
  - a. Finance:** (Chair: Hayes, Members: Meierhoff, Zaute). The Finance Committee voted to present the full board with a proposal for the Library to move to a fine-free policy. This was voted on during New Business.
  - b. Human Resources:** (Chair: Jerch, Members: Graziano, Heintzelman) Did not meet.
  - c. Technology:** (Chair: Zaute, Members: Hayes, Shaul) Did not meet.
  - d. Building & Grounds:** (Chair: Jerch, Members: Meierhoff, Shaul) The committee met twice this month. Once to review the planned street scape improvements surrounding the Library. A list of questions and concerns were generated and Eric presented those to the relevant Village committee. Additionally, the Stroh Reading Room design features (fireplace, furniture and carpet) were discussed. Once samples of proposed finishes are available the committee will reconvene.
  - e. Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman) Did not meet.
  - f. Intergovernmental** (Chair: Bailey, Members: Graziano, Jerch). Dialogue with the Lake Bluff Museum continues regarding responsibility for the memorial bricks found near the library entrance. The Friends of LBPL have agreed to consider taking this over. This topic will be covered at the next committee meeting scheduled for Jan. 2022.
  - g. Long Range Plan:** (Chair: Heintzelman, Members: Hayes, Zaute) Did not meet.
  - h. Community Engagement:** (Chair: Jerch, Members: Graziano) Did not meet.

**8. New Business:**

**a. Policy Change for Overdue Fines:** The Finance Committee brought this topic to the full Board for discussion and vote. After a brief discussion, Bill Hayes moved and Janie Jerch seconded a motion for the Library to adopt a new policy for overdue fines effective January 1, 2022; all voted aye.

**b. Resolution of Thanks Regarding Medical Incident at Library:** Multiple library staff provided swift, thoughtful and coordinated action to assist a patron who experienced a serious medical incident at the library. Janie Jerch moved and Bonnie Shaul seconded a motion to for these individuals to be recognized with these resolutions; all voted aye.

**c. Per Capita Grant Application** – Eric Bailey provided an overview of this annual state grant, which in the past two years has total between \$7,500 – 8,000 per year. This item did not require a vote of the Board.

**d. Forest Bluff School Agreement** –This agreement specifies that the library will provide services to students of Forest Bluff School that live in unincorporated Lake Bluff. Janie Jerch moved and John Heintzelman seconded a motion to approve, all voted aye.

**9. Old Business:**

**a. Return to In-Person Meetings:** Given the current pandemic trends, it appears that the Board will not return to In-Person meetings in January 2021. Some Board members expressed an interest in maintaining a hybrid meeting format to allow flexibility for both Board and community members to attend in a remote fashion.

**b. Capital Project Update:** Melissa Williams provided an update on the December 1, 2021 gathering of past library sponsors. She also announced a generous donation by Mrs. Neville Bryan to the Library.

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

- Circulation is above 2019 levels for November 2021. For the last four years, the Lake Bluff Brewery has donated a portion of the profits from one of its seasonal brews to the library. The donation is typically received around the year-end holidays.

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

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

**13. Adjournment:** At 8:32, Janie Jerch moved and Jon Heintzelman seconded a motion to adjourn; all voted aye.

Respectfully Submitted,

Bonnie J. Shaul

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BGD USED
		MONTH 12/31/21 INCR (DECR)	MONTH 12/31/20 INCR (DECR)	12/31/2021 NORM (ABNORM)	12/31/2020 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	193,537.78	20,358.10	989,732.62	948,222.57	1,014,510.00	97.56
	PROPERTY TAX	193,537.78	20,358.10	989,732.62	948,222.57	1,014,510.00	97.56
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	65.16	11.30	1,191.50	100.76	2,100.00	56.74
080-300-34250	NON-RESIDENT FEES	872.95	996.38	4,556.48	2,986.23	5,000.00	91.13
080-300-34260	PASSPORT FEES	1,073.18	0.00	10,939.39	0.00	7,000.00	156.28
	SERVICES	2,011.29	1,007.68	16,687.37	3,086.99	14,100.00	118.35
FINES							
080-300-35700	RENTAL FINES	124.33	35.67	2,230.73	481.09	1,000.00	223.07
	FINES	124.33	35.67	2,230.73	481.09	1,000.00	223.07
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	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	3.90	27.65	197.17	169.90	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	4,236.69	5,293.55	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	7,274.56	7.00	14,031.43	74.55	1,000.00	403.14
	MISCELLANEOUS REVENUE	7,278.46	34.65	19,255.29	5,538.00	12,530.00	153.67
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	33.81	49.99	104.12	627.07	3,000.00	3.47
	INTEREST EARNINGS	33.81	49.99	104.12	627.07	3,000.00	3.47
Total Dept 300 - REVENUE		202,985.67	21,486.09	1,036,450.08	965,108.22	1,045,140.00	99.17
TOTAL REVENUES		202,985.67	21,486.09	1,036,450.08	965,108.22	1,045,140.00	99.17

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDGT
		MONTH 12/31/21	MONTH 12/31/20	12/31/2021	12/31/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BGD USED
		MONTH 12/31/21 INCR (DECR)	MONTH 12/31/20 INCR (DECR)	12/31/2021 NORM (ABNORM)	12/31/2020 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,637.32	12,294.58	100,927.19	99,501.14	152,000.00	66.40
080-603-40030	STAFF SALARIES	32,973.34	27,588.09	263,518.55	222,015.04	372,000.00	70.84
SALARIES		45,610.66	39,882.67	364,445.74	321,516.18	524,000.00	69.55
BENEFITS							
080-603-40400	MEDICAL INSURANCE	0.00	8,347.89	67,521.39	66,255.78	95,000.00	71.08
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,436.85	2,999.28	27,465.05	24,178.49	38,000.00	72.28
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,282.65	3,576.70	21,014.72	27,602.16	39,000.00	53.88
BENEFITS		6,719.50	14,923.87	116,001.16	118,036.43	172,250.00	67.34
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	6,507.70	3,535.50	25,118.93	20,096.50	32,000.00	78.50
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	968.00	88.00	2,000.00	48.40
080-603-41050	MAINTENANCE-GROUNDS	550.00	816.97	2,955.00	2,380.85	6,500.00	45.46
080-603-41300	COMPUTER SERVICES	3,560.00	3,260.00	14,690.00	13,390.00	13,000.00	113.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	90.93	0.00	2,457.07	1,464.41	4,000.00	61.43
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	1,168.75	0.00	1,642.75	7,349.75	5,000.00	32.86
080-603-41350	LEGAL SERVICES	0.00	0.00	1,800.00	1,462.50	2,000.00	90.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	2,912.37	3,733.49	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,540.00	0.00
CONTRACTS		11,877.38	7,612.47	52,544.12	49,965.50	66,040.00	79.56
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	340.00	1,501.60	1,288.14	2,500.00	60.06
080-603-43230	UTILITIES	690.98	855.90	6,394.45	8,150.15	14,000.00	45.67
080-603-43300	POSTAGE	629.07	320.19	3,764.40	1,323.69	3,500.00	107.55
080-603-43410	PRINTING/E-NEWSLETTER	407.99	1,578.94	6,630.92	4,043.88	10,000.00	66.31
080-603-43550	OFFICE SUPPLIES	682.81	1,345.51	4,734.15	6,804.52	6,000.00	78.90
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	39.08	50.19	1,453.02	336.82	2,000.00	72.65
080-603-43668	TECHNICAL SERVICES SUPPLIES	377.64	156.20	3,585.61	2,318.72	5,000.00	71.71
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	209.85	179.15	209.85	500.00	35.83
080-603-43710	ADULT PROGRAM SUPPLIES	(149.88)	0.00	4,152.93	5,108.20	7,000.00	59.33
080-603-43720	JUVENILE PROGRAM SUPPLIES	371.18	412.01	4,541.45	3,213.95	7,000.00	64.88
080-603-43730	OUTREACH SUPPLIES	20.25	1,645.46	1,217.12	1,948.88	5,000.00	24.34
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	28.14	278.66	432.35	1,250.00	22.29
COMMODITIES		3,069.12	6,942.39	38,503.46	35,179.15	66,750.00	57.68
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	57.40	60.72	313.49	466.36	1,000.00	31.35
PROGRAM EXPENSES		57.40	60.72	313.49	466.36	1,000.00	31.35

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	YTD BALANCE 12/31/2021 NORM (ABNORM)	YTD BALANCE 12/31/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,819.19	313.34	13,304.54	9,186.21	17,000.00	78.26
080-603-45100	ADULT FICTION BOOKS	1,214.03	1,105.34	11,693.38	9,351.07	15,500.00	75.44
080-603-45110	ADULT LARGE PRINT MATERIAL	109.73	28.11	241.85	370.22	600.00	40.31
080-603-45200	ADULT AUDIO VISUAL MATERIAL	747.41	964.03	7,669.62	6,720.63	15,500.00	49.48
080-603-45220	ADULT REFERENCE/E-REFER	430.19	384.99	11,494.27	14,897.80	19,500.00	58.94
080-603-45400	JUVENILE NON-FICTION	1,344.83	109.76	8,111.86	2,076.23	11,500.00	70.54
080-603-45410	PICTURE BOOKS, READERS	1,025.86	658.15	6,647.17	4,071.51	6,000.00	110.79
080-603-45420	JUVENILE FICTION	1,418.46	672.46	7,252.50	2,739.69	7,750.00	93.58
080-603-45430	JUVENILE AUDIO-VISUAL	9.99	0.00	2,850.14	278.37	4,000.00	71.25
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	994.81	183.06	2,176.79	672.72	2,500.00	87.07
080-603-45460	E-BOOKS	1,620.54	2,196.41	11,379.79	13,831.63	17,000.00	66.94
080-603-45470	GRAPHIC NOVELS	0.00	11.95	526.52	231.35	750.00	70.20
080-603-45500	PERIODICALS	962.12	195.02	6,674.43	4,097.75	6,750.00	98.88
080-603-45510	VIDEO GAMES	279.21	319.89	2,658.82	1,480.27	3,500.00	75.97
080-603-45520	TRENDING TITLES	0.00	0.00	439.53	213.72	2,000.00	21.98
080-603-45600	PATRON & STAFF SOFTWARE	15.93	65.87	8,958.96	7,142.24	12,000.00	74.66
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	131.96	368.00	139.95	1,916.73	1,000.00	14.00
080-603-58270	OTHER EQUIPMENT	0.00	0.00	282.02	0.00	7,000.00	4.03
CAPITAL EQUIPMENT		12,124.26	7,576.38	127,475.68	106,238.14	177,100.00	71.98
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		79,458.32	76,998.50	720,006.79	631,401.76	1,047,140.00	68.76
TOTAL EXPENDITURES		79,458.32	76,998.50	720,006.79	631,401.76	1,047,140.00	68.76
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		202,985.67	21,486.09	1,036,450.08	965,108.22	1,045,140.00	99.17
TOTAL EXPENDITURES		79,458.32	76,998.50	720,006.79	631,401.76	1,047,140.00	68.76
NET OF REVENUES & EXPENDITURES		123,527.35	(55,512.41)	316,443.29	333,706.46	(2,000.00)	822.16

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	YTD BALANCE 12/31/2021 NORM (ABNORM)	YTD BALANCE 12/31/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT 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	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	275.48	0.00	9,478.53	7,424.19	17,000.00	55.76
PROGRAM EXPENSES		275.48	0.00	9,478.53	7,424.19	17,000.00	55.76
Total Dept 603 - LIBRARY ADMINISTRATION		275.48	0.00	9,478.53	7,424.19	25,152.50	37.68
TOTAL EXPENDITURES		275.48	0.00	9,478.53	7,424.19	25,152.50	37.68
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	699.99	0.00	25,152.50	2.78
TOTAL EXPENDITURES		275.48	0.00	9,478.53	7,424.19	25,152.50	37.68
NET OF REVENUES & EXPENDITURES		(275.48)	0.00	(8,778.54)	(7,424.19)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BDGT USED
		MONTH 12/31/21 INCR (DECR)	MONTH 12/31/20 INCR (DECR)	12/31/2021 NORM (ABNORM)	12/31/2020 NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		202,985.67	21,486.09	1,037,150.07	965,108.22	1,070,292.50	96.90
TOTAL EXPENDITURES - ALL FUNDS		79,733.80	76,998.50	729,485.32	638,825.95	1,072,292.50	68.03
NET OF REVENUES & EXPENDITURES		123,251.87	(55,512.41)	307,664.75	326,282.27	(2,000.00)	5,383.24

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	6,474.50
	A/R - OTHER	9,521.49	6,474.50
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	146,116.06	203,616.87
080-100-10070	CASH DRAWER OVER/SHORT	(0.66)	(47.28)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	323,063.50	603,417.87
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	22,797.04	23,695.63
	CASH/INVESTMENTS	492,127.74	830,834.89
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(20,604.89)	(20,604.89)
	DUE TO OTHER FUNDS	(20,604.89)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	1,014,514.57	1,014,514.57
	PROPERTY TAX RECEIVABLE	1,014,514.57	1,014,514.57
	<b>Total Assets</b>	<b>1,500,460.91</b>	<b>1,836,121.07</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	41,876.08
	ACCOUNTS PAYABLE	29,622.46	41,876.08
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	(6,801.46)
080-200-20230	STATE INCOME TAX PAYABLE	0.00	6,801.46
080-200-20240	IMRF PAYABLE	0.00	4,779.31
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	1,428.00
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	689.68
	A/P - OTHER	0.00	6,896.99
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
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>1,085,341.01</b>
<b>*** Fund Balance ***</b>			
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>316,509.55</b>
<b>Ending Fund Balance</b>			<b>750,780.06</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,836,121.07</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)	(90,230.43)
	CASH/INVESTMENTS	(81,376.47)	(90,230.43)
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>(61,185.59)</b>
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	350.90	275.48
	ACCOUNTS PAYABLE	350.90	275.48
	<b>Total Liabilities</b>	<b>350.90</b>	<b>275.48</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>(8,778.54)</b>
	<b>Ending Fund Balance</b>		<b>(61,461.07)</b>
	<b>Total Liabilities And Fund Balance</b>		<b>(61,185.59)</b>

User: EBAILEY

CHECK DATE FROM 12/15/2021 - 01/19/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/13/2022	LIBCK	15029	454783867633	AMAZON	OFFICE SUPPLIES	080-603-43550	53.13
		15029	645668839378		OFFICE SUPPLIES	080-603-43550	17.99
		15029	949856465938		OFFICE SUPPLIES	080-603-43550	85.98
		15029	473334534368		OFFICE SUPPLIES	080-603-43550	57.66
		15029	998748656766		OFFICE SUPPLIES	080-603-43550	49.78
		15029	596464968594		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	13.99
		15029	437698463698		ADULT PROGRAM SUPPLIES	080-603-43710	14.99
		15029	848438679954		JUVENILE PROGRAM SUPPLIES	080-603-43720	12.99
		15029	433868993774		JUVENILE PROGRAM SUPPLIES	080-603-43720	71.71
		15029	693975345959		JUVENILE PROGRAM SUPPLIES	080-603-43720	6.99
		15029	435774998499		JUVENILE PROGRAM SUPPLIES	080-603-43720	6.99
		15029	593398395445		JUVENILE PROGRAM SUPPLIES	080-603-43720	13.02
		15029	437994664354		OUTREACH SUPPLIES	080-603-43730	17.25
		15029	445787459946		ADULT NON-FICTION BOOKS	080-603-45000	36.00
		15029	935434478334		ADULT NON-FICTION BOOKS	080-603-45000	18.56
		15029	675557698859		ADULT NON-FICTION BOOKS	080-603-45000	17.99
		15029	454876884957		ADULT NON-FICTION BOOKS	080-603-45000	21.36
		15029	434677498794		ADULT NON-FICTION BOOKS	080-603-45000	17.99
		15029	476986546553		ADULT NON-FICTION BOOKS	080-603-45000	59.86
		15029	845494559696		ADULT NON-FICTION BOOKS	080-603-45000	32.08
		15029	663994363598		ADULT FICTION BOOKS	080-603-45100	10.49
		15029	675893646898		ADULT FICTION BOOKS	080-603-45100	57.82
		15029	448685558577		ADULT FICTION BOOKS	080-603-45100	15.99
		15029	693479793745		ADULT LARGE PRINT MATERIAL	080-603-45110	28.99
		15029	885985737344		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.76
		15029	558449577668		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		15029	578698653759		ADULT AUDIO VISUAL MATERIAL	080-603-45200	40.92
		15029	753856349976		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.79
		15029	567468698458		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.76
		15029	875738356833		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.79
		15029	599847373839		ADULT AUDIO VISUAL MATERIAL	080-603-45200	57.24
		15029	878843958794		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.48
		15029	553383368754		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.99
		15029	477353577887		ADULT AUDIO VISUAL MATERIAL	080-603-45200	40.93
		15029	685384669959		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.57
		15029	457479777876		ADULT AUDIO VISUAL MATERIAL	080-603-45200	66.90
		15029	546855585598		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.92
		15029	755696634766		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.96
		15029	769966373935		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		15029	947749389849		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.97



CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 12/15/2021 - 01/19/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15029	476563369755		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.59
		15029	854547884864		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		15029	633497779785		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.00)
		15029	769385658636		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.00)
		15029	446787768989		PICTURE BOOKS, READERS	080-603-45410	74.37
		15029	448869476955		PICTURE BOOKS, READERS	080-603-45410	17.98
		15029	447348756889		JUVENILE FICTION	080-603-45420	20.98
		15029	848438679954		JUVENILE FICTION	080-603-45420	7.50
		15029	786933755959		JUVENILE FICTION	080-603-45420	7.19
		15029	443443493557		JUVENILE FICTION	080-603-45420	7.19
		15029	554766533449		JUVENILE FICTION	080-603-45420	17.55
		15029	644376486894		TEEN BOOKS	080-603-45450	19.95
		15029	468386365458		VIDEO GAMES	080-603-45510	119.76
		15029	455434664838		VIDEO GAMES	080-603-45510	139.46
		15029	463786594557		VIDEO GAMES	080-603-45510	19.99
		15029	854583354689		COMPUTER EQUIPMENT	080-603-58100	51.97
		15029	746655698984		COMPUTER EQUIPMENT	080-603-58100	79.99
		15029	578378798553		USE OF DONATIONS/TEMPORARY EX	082-603-99999	21.97
		15029	967978363354		USE OF DONATIONS/TEMPORARY EX	082-603-99999	27.99

**1,875.91**

01/13/2022 LIBCK 15030 VOID \*\* VOIDED \*\* \*\* VOIDED \*\*  
 Void Reason: Created From Check Run Process

01/13/2022	LIBCK	15031	2036345506	BAKER & TAYLOR ENTERTAINTECHNICAL SERVICES SUPPLIES	080-603-43668	9.53
		15031	2036289960	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		15031	2036288806	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		15031	2036318969	TECHNICAL SERVICES SUPPLIES	080-603-43668	6.77
		15031	2036313451	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.76
		15031	2036352108	TECHNICAL SERVICES SUPPLIES	080-603-43668	25.87
		15031	2036348790	TECHNICAL SERVICES SUPPLIES	080-603-43668	20.31
		15031	2036357628	TECHNICAL SERVICES SUPPLIES	080-603-43668	8.15
		15031	2036370002	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		15031	2036367730	TECHNICAL SERVICES SUPPLIES	080-603-43668	14.49
		15031	2036396058	TECHNICAL SERVICES SUPPLIES	080-603-43668	25.57
		15031	2036315331	TECHNICAL SERVICES SUPPLIES	080-603-43668	4.14
		15031	2036380166	TECHNICAL SERVICES SUPPLIES	080-603-43668	8.84
		15031	2036396065	TECHNICAL SERVICES SUPPLIES	080-603-43668	6.90
		15031	2036407576	TECHNICAL SERVICES SUPPLIES	080-603-43668	1.25
		15031	2036330046	TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		15031	2036342031	TECHNICAL SERVICES SUPPLIES	080-603-43668	4.83

User: EBAILEY

CHECK DATE FROM 12/15/2021 - 01/19/2022

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
15031		2036396059			TECHNICAL SERVICES SUPPLIES	080-603-43668	26.22
15031		2036396073			TECHNICAL SERVICES SUPPLIES	080-603-43668	23.88
15031		2036375374			TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
15031		2036385535			TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
15031		2036422018			TECHNICAL SERVICES SUPPLIES	080-603-43668	14.79
15031		2036430630			TECHNICAL SERVICES SUPPLIES	080-603-43668	3.75
15031		2036407649			TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
15031		2036391280			TECHNICAL SERVICES SUPPLIES	080-603-43668	4.14
15031		2036412611			TECHNICAL SERVICES SUPPLIES	080-603-43668	3.45
15031		2036434518			TECHNICAL SERVICES SUPPLIES	080-603-43668	18.37
15031		2036427770			TECHNICAL SERVICES SUPPLIES	080-603-43668	4.57
15031		2036401442			TECHNICAL SERVICES SUPPLIES	080-603-43668	46.05
15031		2036404380			TECHNICAL SERVICES SUPPLIES	080-603-43668	14.36
15031		2036404365			TECHNICAL SERVICES SUPPLIES	080-603-43668	16.43
15031		2036395596			TECHNICAL SERVICES SUPPLIES	080-603-43668	5.82
15031		2036430746			TECHNICAL SERVICES SUPPLIES	080-603-43668	3.88
15031		2036429272			TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
15031		2036420024			TECHNICAL SERVICES SUPPLIES	080-603-43668	5.26
15031		2036435417			TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
15031		2036440261			TECHNICAL SERVICES SUPPLIES	080-603-43668	21.00
15031		2036434912			TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
15031		2036413846			TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
15031		2036411133			TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
15031		2036443373			TECHNICAL SERVICES SUPPLIES	080-603-43668	13.15
15031		2036454615			TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
15031		2036289960			ADULT NON-FICTION BOOKS	080-603-45000	50.25
15031		2036357628			ADULT NON-FICTION BOOKS	080-603-45000	211.39
15031		2036370002			ADULT NON-FICTION BOOKS	080-603-45000	174.83
15031		2036315331			ADULT NON-FICTION BOOKS	080-603-45000	218.29
15031		2036380166			ADULT NON-FICTION BOOKS	080-603-45000	129.22
15031		2036412615			ADULT NON-FICTION BOOKS	080-603-45000	25.56
15031		2036396073			ADULT NON-FICTION BOOKS	080-603-45000	345.53
15031		2036385535			ADULT NON-FICTION BOOKS	080-603-45000	35.78
15031		2036412611			ADULT NON-FICTION BOOKS	080-603-45000	107.17
15031		2036427770			ADULT NON-FICTION BOOKS	080-603-45000	89.69
15031		2036429272			ADULT NON-FICTION BOOKS	080-603-45000	15.90
15031		2036420024			ADULT NON-FICTION BOOKS	080-603-45000	105.59
15031		2036443373			ADULT NON-FICTION BOOKS	080-603-45000	280.98
15031		2036345506			ADULT FICTION BOOKS	080-603-45100	199.74
15031		2036380166			ADULT FICTION BOOKS	080-603-45100	65.47

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 12/15/2021 - 01/19/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15031	2036422018		ADULT FICTION BOOKS	080-603-45100	278.61
		15031	2036391280		ADULT FICTION BOOKS	080-603-45100	94.80
		15031	2036395596		ADULT FICTION BOOKS	080-603-45100	69.31
		15031	2036440261		ADULT FICTION BOOKS	080-603-45100	421.80
		15031	2036407576		ADULT LARGE PRINT MATERIAL	080-603-45110	19.14
		15031	2036430630		ADULT LARGE PRINT MATERIAL	080-603-45110	61.60
		15031	2036434518		JUVENILE NON-FICTION	080-603-45400	550.07
		15031	2036404380		JUVENILE NON-FICTION	080-603-45400	794.76
		15031	2036288806		PICTURE BOOKS, READERS	080-603-45410	58.03
		15031	2036318969		PICTURE BOOKS, READERS	080-603-45410	154.66
		15031	2036313451		PICTURE BOOKS, READERS	080-603-45410	54.23
		15031	2036367730		PICTURE BOOKS, READERS	080-603-45410	325.10
		15031	2036396065		PICTURE BOOKS, READERS	080-603-45410	155.41
		15031	2036342031		PICTURE BOOKS, READERS	080-603-45410	105.11
		15031	2036407649		PICTURE BOOKS, READERS	080-603-45410	21.08
		15031	2036434912		PICTURE BOOKS, READERS	080-603-45410	10.21
		15031	2036413846		PICTURE BOOKS, READERS	080-603-45410	13.56
		15031	2036411133		PICTURE BOOKS, READERS	080-603-45410	14.31
		15031	2036454615		PICTURE BOOKS, READERS	080-603-45410	21.81
		15031	2036352108		JUVENILE FICTION	080-603-45420	338.85
		15031	2036396058		JUVENILE FICTION	080-603-45420	372.12
		15031	2036330046		JUVENILE FICTION	080-603-45420	20.43
		15031	2036401442		JUVENILE FICTION	080-603-45420	580.63
		15031	2036430746		JUVENILE FICTION	080-603-45420	46.02
		15031	2036348790		TEEN BOOKS	080-603-45450	273.30
		15031	2036396059		TEEN BOOKS	080-603-45450	417.48
		15031	2036375374		TEEN BOOKS	080-603-45450	22.13
		15031	2036404365		TEEN BOOKS	080-603-45450	240.38
		15031	2036435417		TEEN BOOKS	080-603-45450	21.57

**7,991.61**

01/13/2022	LIBCK	15032		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From	Check Run Process		
01/13/2022	LIBCK	15033	BAR010222	BARRON'S	PERIODICALS	080-603-45500	239.88
01/13/2022	LIBCK	15034	368	BIO ONE	MAINTENANCE-BUILDING	080-603-41000	400.00
01/13/2022	LIBCK	15035	201763805	CARY PUBLIC LIBRARY	MISCELLANEOUS EXPENSES	080-603-46100	32.00
01/13/2022	LIBCK	15036	CHI112721	CHICAGO TRIBUNE	PERIODICALS	080-603-45500	470.98

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 DB: Lake Bluff

**CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF**  
**CHECK DATE FROM 12/15/2021 - 01/19/2022**  
**Banks: LIBCK, LIBEP**

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/13/2022	LIBCK	15037	COM011222	COMCAST	UTILITIES	080-603-43230	159.85
01/13/2022	LIBCK	15038	29202	COMPUTER VIEW, INC.	COMPUTER SERV/LAN MANAGEMENT	080-603-41300	3,260.00
		15038	29202		COMPUTER SERV/DARK WEB ID & F	080-603-41300	300.00
							<b>3,560.00</b>
01/13/2022	LIBCK	15039	28021	CRYSTAL MAINTENANCE SERV	BUILDG MAINT/CLEANING SERVICE	080-603-41000	645.00
01/13/2022	LIBCK	15040	2201548	EBSCO SUBSCRIPTION SERV	PERIODICALS	080-603-45500	39.86
01/13/2022	LIBCK	15041	ELI122821	FIRST BANKCARD	JUVENILE PROGRAM SUPPL/WRC	080-603-43720	8.99
		15041	ELI122821		JUVENILE PROGRAM SUPPL/HOLIDA	080-603-43720	6.60
		15041	ELI122821		JUVENILE AUDIO-VISUAL	080-603-45430	9.99
							<b>25.58</b>
01/13/2022	LIBCK	15042	ANN122821	FIRST BANKCARD	ADULT PROGRAM SUPPL/CANDY FOF	080-603-43710	24.97
		15042	ANN122821		ADULT PROGRAM SUPPL/FINGERKNI	080-603-43710	35.16
							<b>60.13</b>
01/13/2022	LIBCK	15043	JIL122821	FIRST BANKCARD	OFFICE SUPPLIES/WRC SIGN	080-603-43550	29.75
		15043	JIL122821		USE OF DONATIONS/STORYWALK	082-603-99999	225.52
							<b>255.27</b>
01/13/2022	LIBCK	15044	ERI122821	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO ST	080-603-41000	98.00
		15044	ERI122821		POSTAGE/PASSPORTS	080-603-43300	139.95
		15044	ERI122821		PRINTING/E-NEWSLETTER/EIG CON	080-603-43410	378.00
		15044	ERI122821		PATRON & STAFF SOFTWARE/ADOBE	080-603-45600	15.93
		15044	ERI122821		MISCELLANEOUS EXPENSES/PAYPAI	080-603-46100	25.40
							<b>657.28</b>
01/13/2022	LIBCK	15045	MCO122821	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	151.20
		15045	MCO122821		PRINTING/E-NEWSLETTER/ADOBE S	080-603-43410	29.99
		15045	MCO122821		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
							<b>184.19</b>
01/13/2022	LIBCK	15046	546367673	GRANITE TELECOMMUNICATIO	UTILITIES	080-603-43230	366.49
01/13/2022	LIBCK	15047	REY011022	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	550.00
01/13/2022	LIBCK	15048	278393	KANOPY LLC	ADULT REFERENCE/E-REFER	080-603-45220	111.00
01/13/2022	LIBCK	15049	MAG011222	MAGNOLIA JOURNAL	PERIODICALS	080-603-45500	30.00
01/13/2022	LIBCK	15050	HAM010522	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	150.00

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/13/2022	LIBCK	15051	WEB122821	MARY WEBBER	JUVENILE PROGRAM SUPPLIES	080-603-43720	15.97
01/13/2022	LIBCK	15052	KAM010522	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	45.00
01/13/2022	LIBCK	15053	501395074	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	124.97
		15053	501427124		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		15053	0501472961		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		15053	0501502783		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		15053	501491784		ADULT REFERENCE/E-REFER	080-603-45220	319.19
							<b>564.13</b>
01/13/2022	LIBCK	15054	MC00010132	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,486.25
		15054	MC00010994		MAINTENANCE-BUILDING	080-603-41000	2,486.25
							<b>4,972.50</b>
01/13/2022	LIBCK	15055	NEW122921	NEWS-SUN	PERIODICALS	080-603-45500	77.90
01/13/2022	LIBCK	15056	21-099	NEXTWORD COMMUNICATIONS	OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	850.00
		15056	21-096		OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	187.50
		15056	21-107		OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	131.25
							<b>1,168.75</b>
01/13/2022	LIBCK	15057	4718166	NORTH SHORE WATER RECLAM	UTILITIES	080-603-43230	164.64
01/13/2022	LIBCK	15058	714382820-01	OTC BRANDS, INC.	JUVENILE PROGRAM SUPPLIES	080-603-43720	77.92
01/13/2022	LIBCK	15059	01018CO21491226	OVERDRIVE , INC	E-BOOKS	080-603-45460	324.48
		15059	01018CP21510212		E-BOOKS	080-603-45460	411.55
		15059	01018CO22006710		E-BOOKS	080-603-45460	254.92
		15059	01018CO21496491		E-BOOKS	080-603-45460	305.07
		15059	01018CO21503983		E-BOOKS	080-603-45460	324.52
							<b>1,620.54</b>
01/13/2022	LIBCK	15060	PIO120521	PIONEER PRESS	PERIODICALS	080-603-45500	15.50
01/13/2022	LIBCK	15061	REV011222	REVEAL	PERIODICALS	080-603-45500	30.00
01/13/2022	LIBCK	15062	8000743017	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	90.93
01/13/2022	LIBCK	15063	3497097253	STAPLES	OFFICE SUPPL/COPY PAPER/PAPEF	080-603-43550	56.37
		15063	3497097253		MAINT SUPPL-BUILDING/PAPER TC	080-603-43660	25.09
							<b>81.46</b>

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/13/2022	LIBCK	15064	KEN010522	THOMAS KENS	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
01/13/2022	LIBCK	15065	1046-F070059	USA FIRE PROTECTION, INC	MAINTENANCE-BUILDING	080-603-41000	347.20
01/13/2022	LIBCK	15066	USA122021	USA TODAY	PERIODICALS	080-603-45500	58.00
01/13/2022	LIBCK	15067	VIL113021	VILLAGE OF LAKE BLUFF	VISION INSUR FROM PPO NOVEMBE	080-100-11580	52.93
		15067	VIL113021		MED INSUR NOVEMBER 2021	080-100-11580	9,531.74
		15067	VIL113021		IMRF ER CONTRIB NOVEMBER 2021	080-100-11580	3,210.70
		15067	VIL113021		DENTAL INSUR NOVEMBER 2021	080-100-11580	646.00
		15067	VIL113021		VISION INSUR NOVEMBER 2021	080-100-11580	42.96
		15067	VIL113021		LIFE INSUR NOVEMBER 2021	080-100-11580	44.82
		15067	VIL113021		IMRF EE CONTRIB NOVEMBER 2021	080-100-11580	1,463.84
							<b>14,992.99</b>
TOTAL - ALL FUNDS					TOTAL OF 39 CHECKS (2 voided)		42,328.46

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	14,992.99
080-603-41000	MAINTENANCE-BUILDING	6,507.70
080-603-41050	MAINTENANCE-GROUNDS	550.00
080-603-41300	COMPUTER SERVICES	3,560.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	90.93
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	1,168.75
080-603-43230	UTILITIES	690.98
080-603-43300	POSTAGE	291.15
080-603-43410	PRINTING/E-NEWSLETTER	407.99
080-603-43550	OFFICE SUPPLIES	350.66
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	39.08
080-603-43668	TECHNICAL SERVICES SUPPLIES	379.71
080-603-43710	ADULT PROGRAM SUPPLIES	275.12
080-603-43720	JUVENILE PROGRAM SUPPLIES	371.18
080-603-43730	OUTREACH SUPPLIES	20.25
080-603-45000	ADULT NON-FICTION BOOKS	1,994.02
080-603-45100	ADULT FICTION BOOKS	1,214.03
080-603-45110	ADULT LARGE PRINT MATERIAL	109.73
080-603-45200	ADULT AUDIO VISUAL MATERIAL	747.41
080-603-45220	ADULT REFERENCE/E-REFER	430.19
080-603-45400	JUVENILE NON-FICTION	1,344.83
080-603-45410	PICTURE BOOKS, READERS	1,025.86
080-603-45420	JUVENILE FICTION	1,418.46
080-603-45430	JUVENILE AUDIO-VISUAL	9.99
080-603-45450	TEEN BOOKS	994.81
080-603-45460	E-BOOKS	1,620.54
080-603-45500	PERIODICALS	962.12
080-603-45510	VIDEO GAMES	279.21

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45600				PATRON & STAFF SOFTWARE			15.93
080-603-46100				MISCELLANEOUS EXPENSES			57.40
080-603-58100				COMPUTER EQUIPMENT			131.96
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			275.48
				TOTAL			42,328.46

Budget for Fiscal Year May 1, 20221 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 FY21-22 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 \$25,000 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 \$579,000, an increase of \$55K from the previous Fiscal Year. It should be noted that \$21K of this increase is the salary of the Development Coordinator, for which the Library is being reimbursed. The remaining \$34K is driven by annual increases and the mid-year push to

**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	1,032,713	1.8%	18,203	1.8%	18,203
TOTAL TAXES	919,784	962,776	982,713	1,014,510	1,014,510	1,032,713	1.8%	18,203	1.8%	18,203
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	9,800	9,800	0.0%	0	6.5%	600
38310 Vliet Operating Cost Contr	790	790	0	780	790	780	-1.3%	(10)	0.0%	0
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	25,000	18.8%	3,953	2400.0%	24,000
TOTAL OTHER	25,678	21,936	18,332	15,530	33,343	37,380	12.1%	4,037	140.7%	21,850
<b>TOTAL REVENUES</b>	<b>970,598</b>	<b>1,009,097</b>	<b>1,006,344</b>	<b>1,047,140</b>	<b>1,075,215</b>	<b>1,095,093</b>	1.8%	19,879	4.6%	47,953
FUND BALANCE RESERVES	100,000						---	0	---	0
LIBRARY FUND REVENUE	1,070,598	1,009,097	1,006,344	1,047,140			---	0	-100.0%	#####

LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES

7D

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	FY 22 TO FY23	BUDGET TO BUDGET	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	368,000	-6.9%	(27,278)	-1.1%	(4,000)
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>735,250</b>	<b>2.0%</b>	<b>14,330</b>	<b>5.6%</b>	<b>39,000</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

7D

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	1,243	---	1,243	-19.3%	(297)
<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>48,243</b>	<b>-13.3%</b>	<b>(7,388)</b>	<b>-4.5%</b>	<b>(2,297)</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>1,095,093</b>	<b>1.8%</b>	<b>19,878</b>	<b>4.6%</b>	<b>47,953</b>

LAKE BLUFF PUBLIC LIBRARY

GRANTS & GIFTS FUND - REVENUES & EXPENDITURES

7E

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 Expenditure	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 Donz	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 – January 2022

### Programs

- NOTE: Our programming is always light around the holidays, due to less interest, and was even more so this year with COVID in the way.
- Adult Services
  - Craft programs were popular in December, with good attendance for our family craft programs (held jointly with Youth Services) and Crafternoons.
- Youth Services
  - Grab and go craft were particularly popular, with 287 crafts being picked up by visitors.

### Pivot Away from In-Person Programming

With record numbers of COVID-19 cases to start 2022, it was decided to move away from in-person programming for the month of January. Depending on the program this meant going virtual, being cancelled, or in some cases becoming asynchronous (in person but without anyone gathering). A decision has not yet been made as to whether to do the same for February programming.

### StoryWalk – *The Mitten* by Jan Brett

The Library again put up a StoryWalk through downtown Lake Bluff for the month of December. It turned out very nicely, with credit owed to staff members Jillian Chapman, Eliza Jarvi, Anna Fifhouse and Regina Ruocco. Eliza reports that 154 people registered for the giveaway that was part of the walk this year.

### Elimination of Overdue Fines

The transition to overdue fine free has gone very smoothly, much to the credit of Katie Horner and Martha O'Hara who handled most of the fine details. The change has been favorably received by patrons.

### Passport Update

Head of Adult Services Martha O'Hara reports that December 2021 was our second busiest month for passports with 65 applications processed. Sometime in January we will process our 400<sup>th</sup> application of the year. This means we have brought in about \$13,400 in revenue. Martha projects that we will conservatively bring in at least \$16K in revenue. We could potentially bring in as much as \$19K. Martha also created a second, condensed, box of passport resources for staff members to use when working with applicants. Occasionally appointments overlap, and this will help keep things moving smoothly.

### Emergency Flipbook

Staff member Martha O'Hara created an emergency flipbook this past month. This is a condensed quick-reference guide to our emergency procedures, intended for staff use in an emergency situation and focusing on the essentials of what a staff member would need to know in the midst of a crisis.

### Website Changes

Our website content management software has been updated to Drupal 9. Implementation went smoothly, with most of the changes on the backend where patrons aren't likely to notice. Our new Board of Trustees page is now live on the website and I encourage everyone to take a look! The photos and Board bios were a goal of the Outreach Committee, and Trustee Jennifer Graziano worked with Jillian Chapman and Martha O'Hara to make it possible.

### Patron Satisfaction Survey

Prep work has begun on the Patron Satisfaction Survey, to be reviewed by the Long Range Planning Committee before launch. The target date for going live with the survey is June 1, 2022.

### Creativebug

This past month, the Library added Creativebug to our list of digital databases. Creativebug provides crafting videos and classes.

### Read Between the Ravines

Work is picking up speed for the 2022 installment of Read Between the Ravines featuring *Unraveled: The Life and Death of a Garment* by Maxine Bedat. Associated programs will be focused on sustainable fashion. Jillian Chapman and Anna Fifhouse are working with their counterparts at Lake Forest Public Library to pull everything together.

### New Staff Member – Rachel Yancey

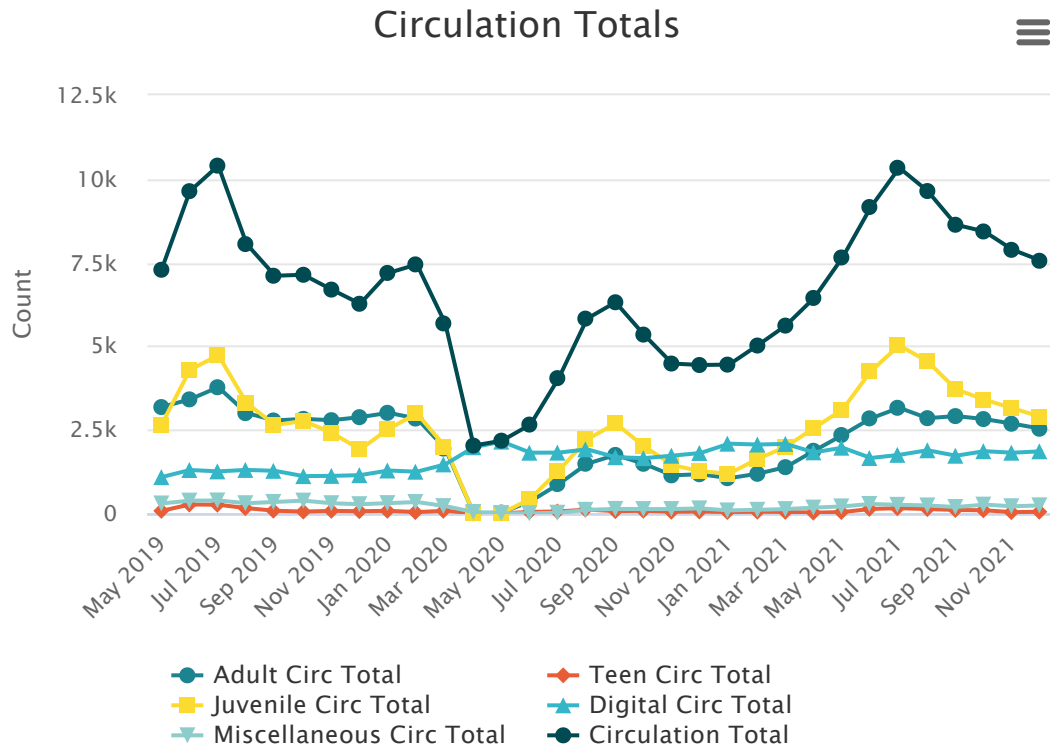
Our Library Associate position has been filled by Rachel Yancey. Rachel comes to us with prior experience working behind the scenes at the North Chicago Public Library. If you see Rachel at the Main Desk, please introduce yourself!

Respectfully submitted,

Eric Scott Bailey

# 3 Year Comparison Graphs

## 3 Year Circulation Totals

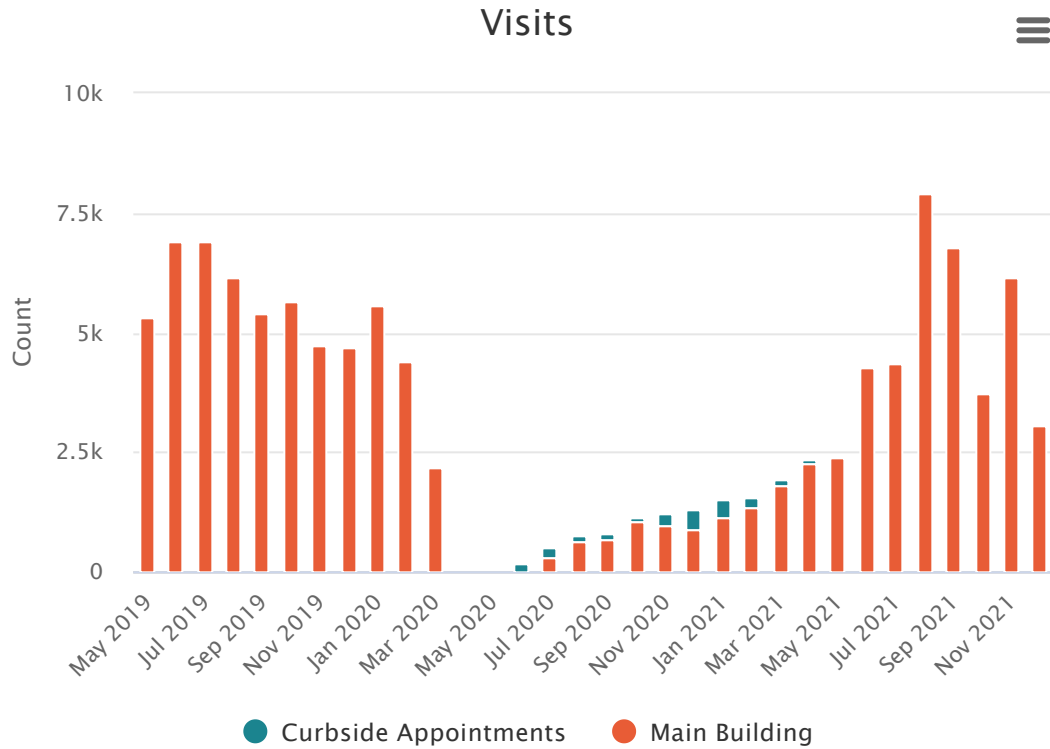


### Circulation Totals

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

# 3 Year Visits



## Visits

### Category Curbside Appointments Main Building

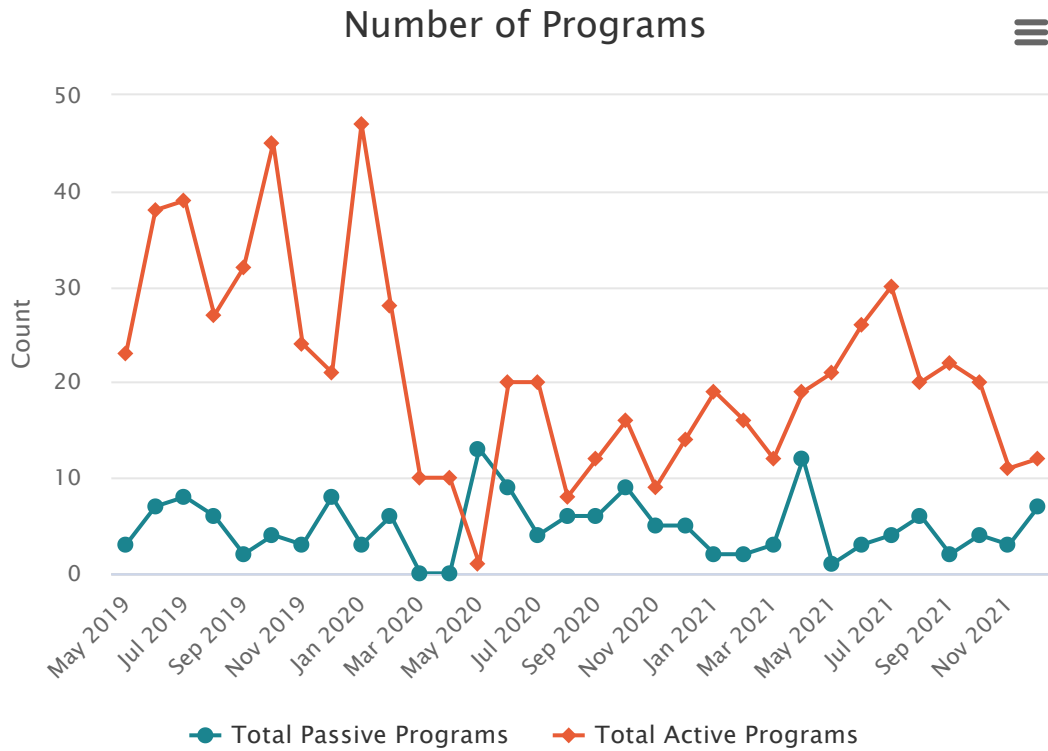
May 2019	0	5308
Jun 2019	0	6907
Jul 2019	0	6900
Aug 2019	0	6140
Sep 2019	0	5415
Oct 2019	0	5630
Nov 2019	0	4724
Dec 2019	0	4700
Jan 2020	0	5558
Feb 2020	0	4412
Mar 2020	0	2165
Apr 2020	0	0
May 2020	0	0
Jun 2020	154	0
Jul 2020	233	287
Aug 2020	145	622
Sep 2020	132	681
Oct 2020	77	1061
Nov 2020	256	965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



# 3 Year Programming



Number of Programs

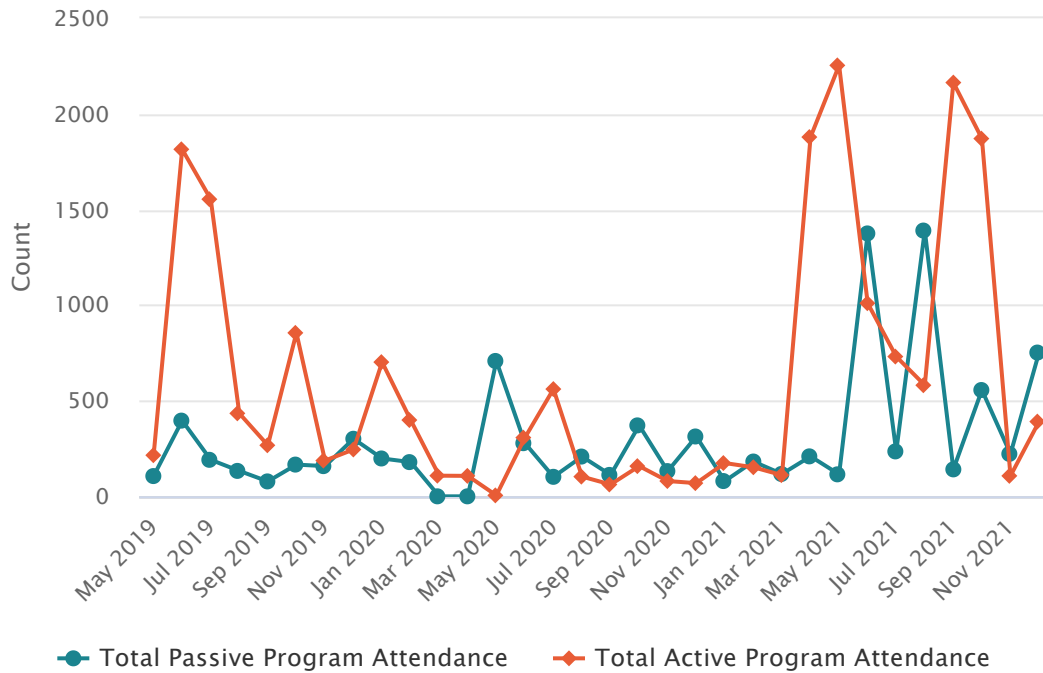
**Category Total Passive Programs Total Active Programs**

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

**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>

# Program Attendance



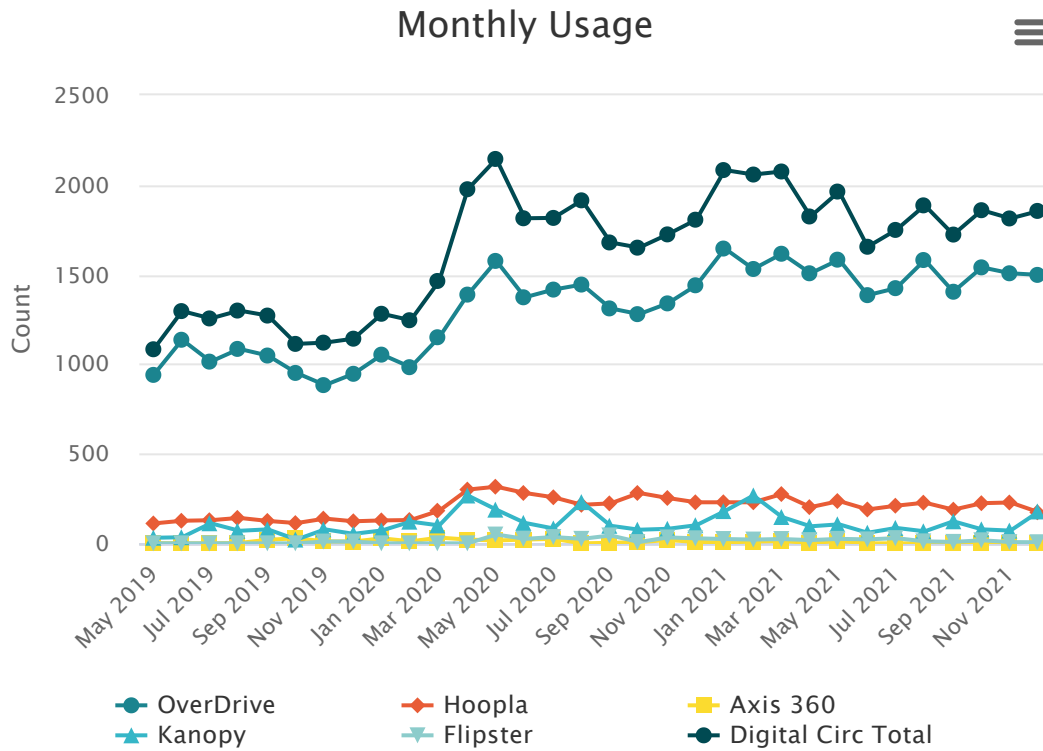
## Program Attendance

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

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

<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

# 3 Year Digital Collections



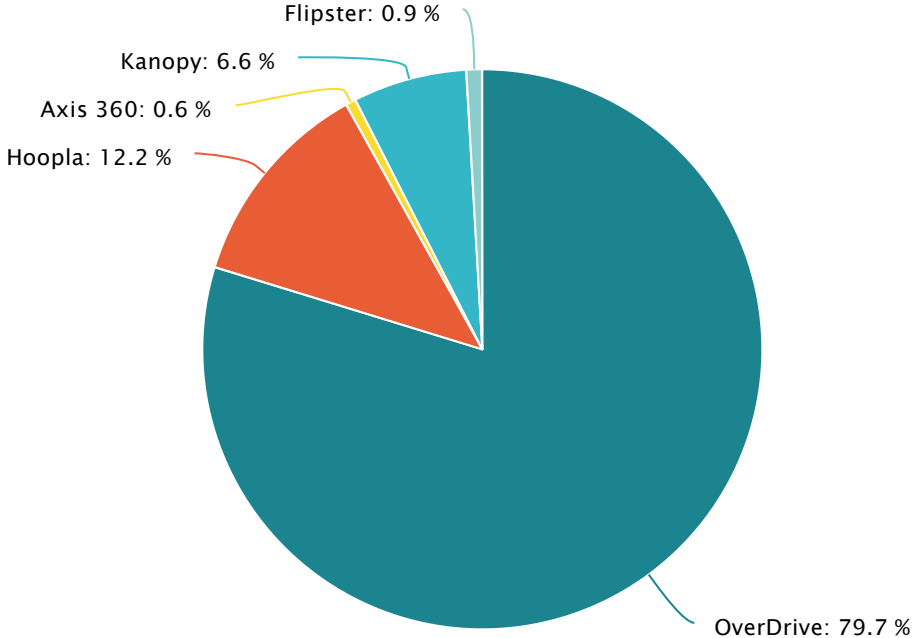
Monthly Usage

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

# Distribution by Platform



Distribution by Platform

**Category Series 1**

**OverDrive** 41976

**Hoopla** 6412

**Axis 360** 305

**Kanopy** 3465

**Flipster** 478

# 3 Year New Website Usage



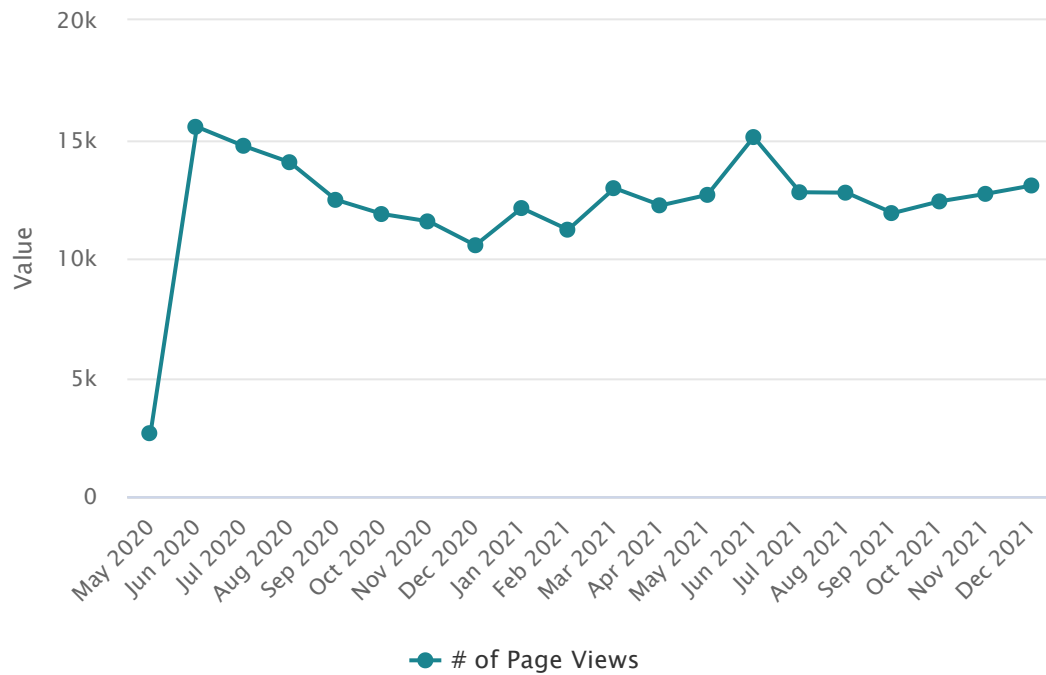
Visitors

## 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



# 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

# 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

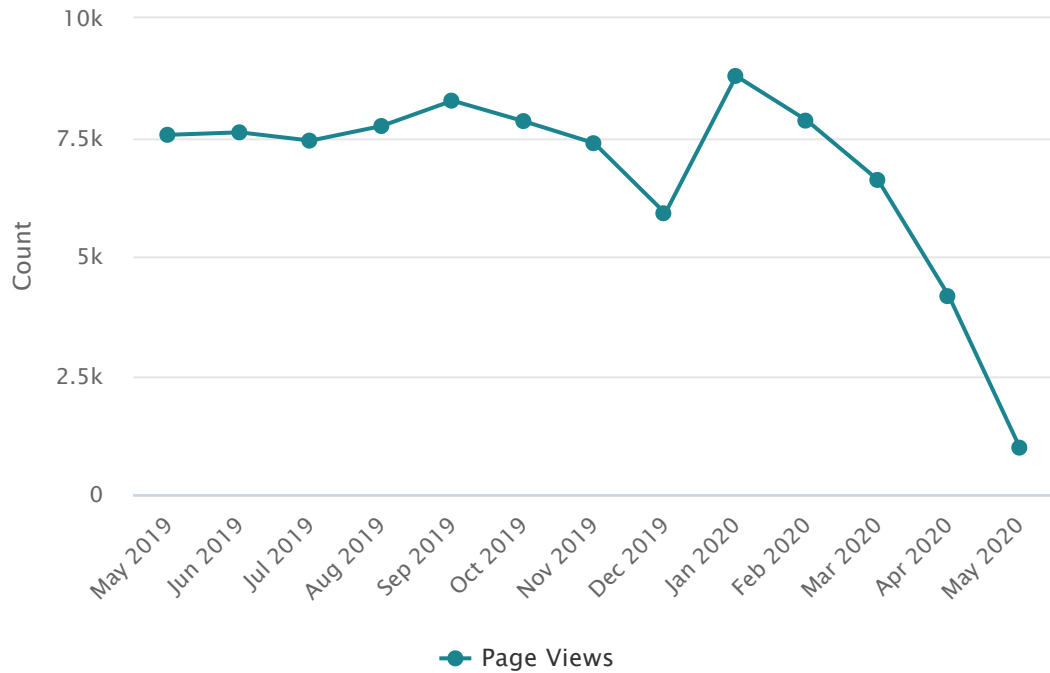
**Feb 2020** 5582

**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

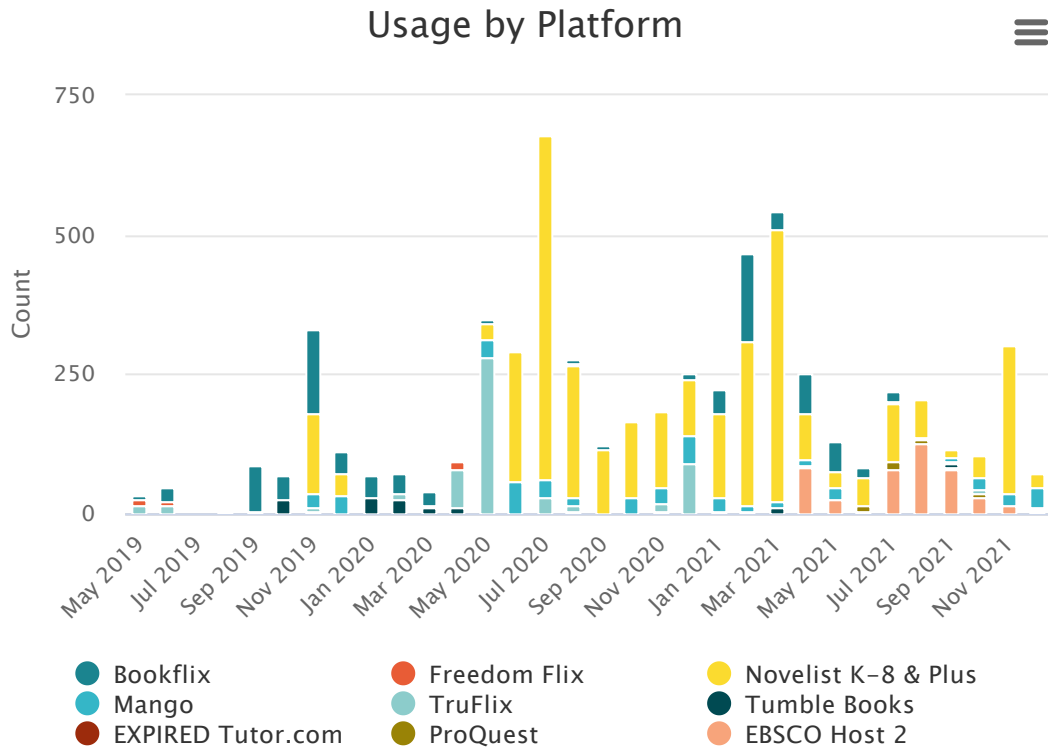
**Feb 2020** 7851

**Mar 2020** 6605

**Apr 2020** 4164

**May 2020** 981

# 3 Year Database Usage



Usage by Platform

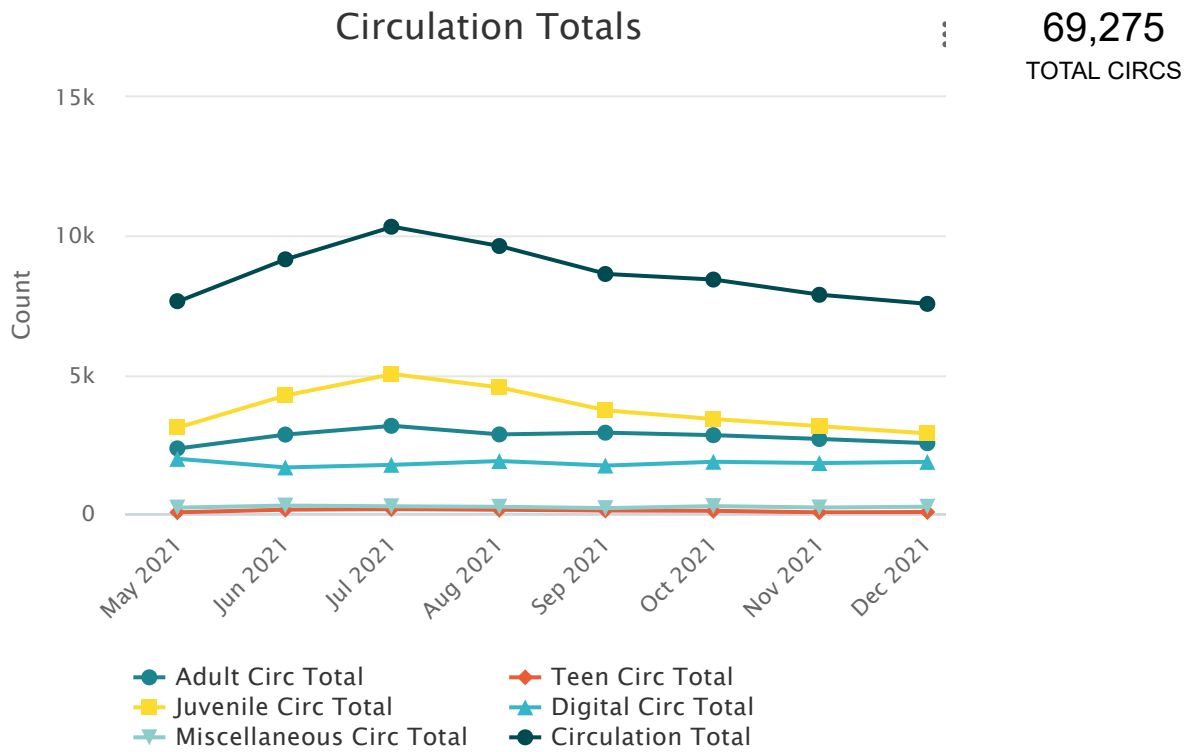
Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	EXPIRED Tutor.com	ProQuest	EBSCO Host 2
<b>May 2019</b>	10	8	0	0	15	1	0	0	0
<b>Jun 2019</b>	22	10	0	0	13	0	0	0	0
<b>Jul 2019</b>	0	0	0	0	0	0	0	0	0
<b>Aug 2019</b>	0	0	0	0	3	0	0	0	0
<b>Sep 2019</b>	84	0	0	0	0	3	0	0	0
<b>Oct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

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# FY 21-22 Graphs

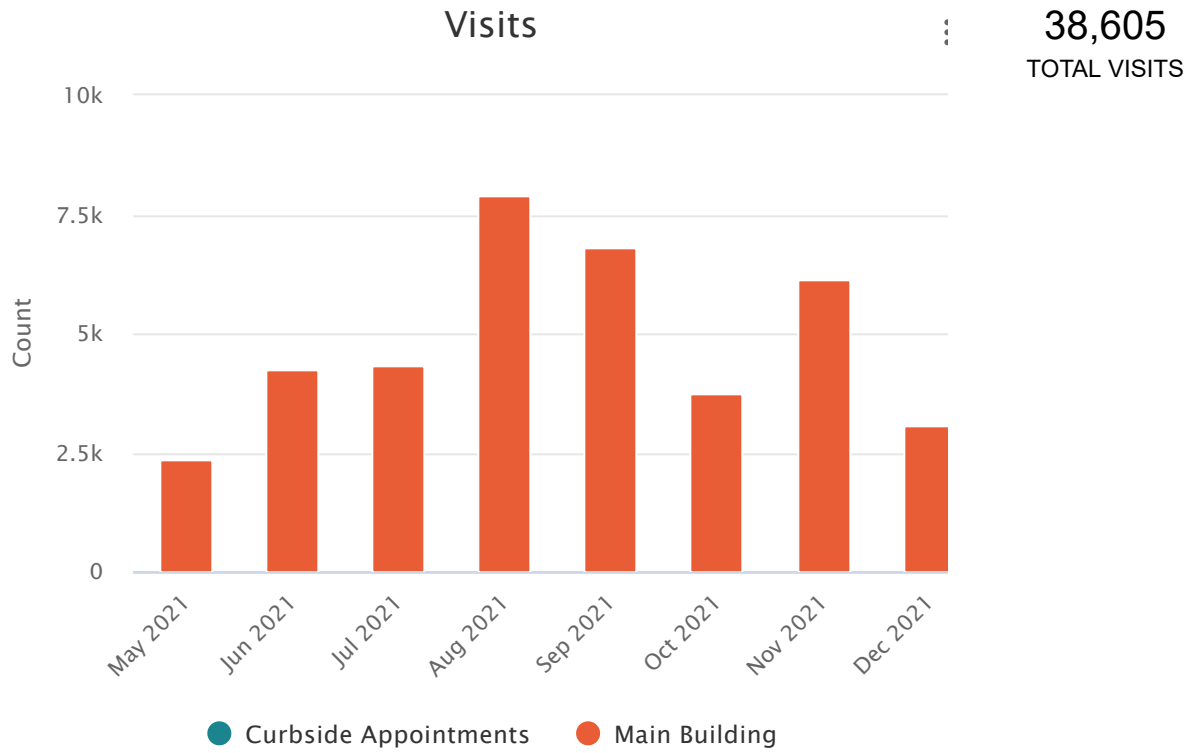
## FY 21-22 Circulation Totals



### 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

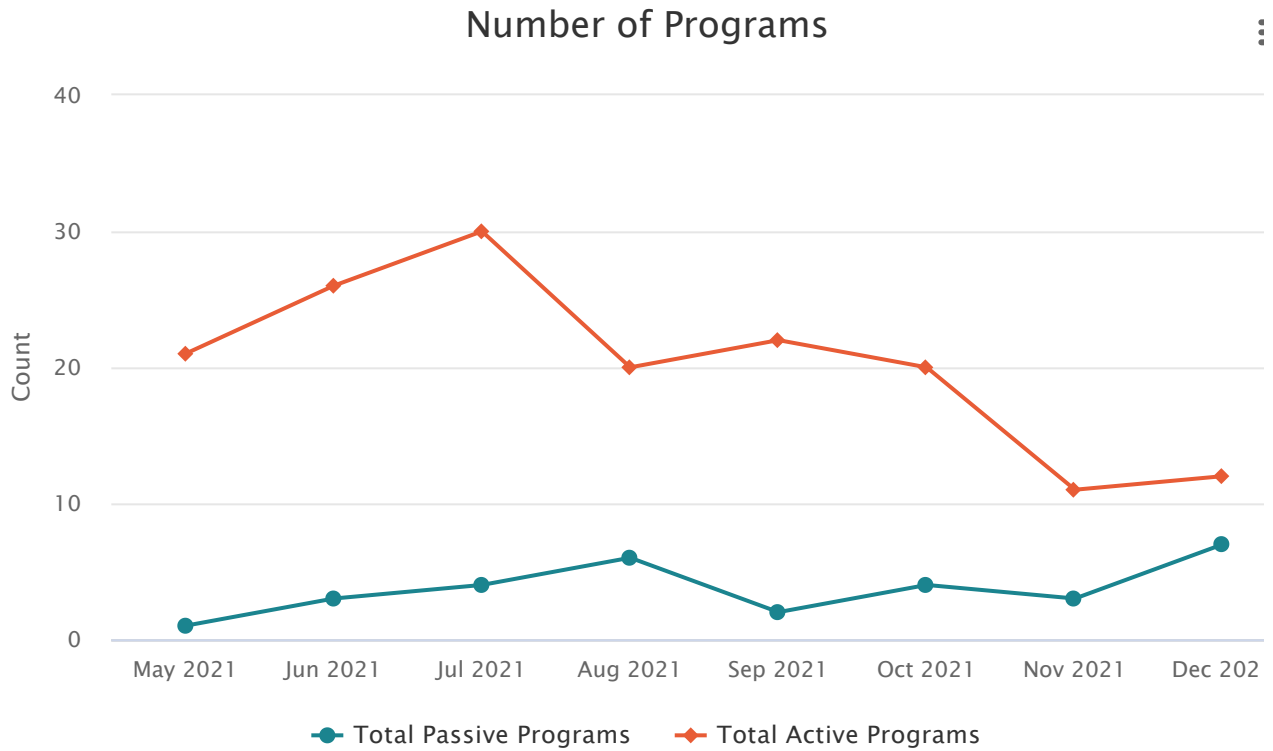
# FY 21-22 Visits



## Visits

Category	Curbside Appointments	Main Building
May 2021	16	2370
Jun 2021	0	4252
Jul 2021	5	4333
Aug 2021	15	7909
Sep 2021	0	6792
Oct 2021	2	3726
Nov 2021	0	6141
Dec 2021	2	3052

# FY 21-22 Programming

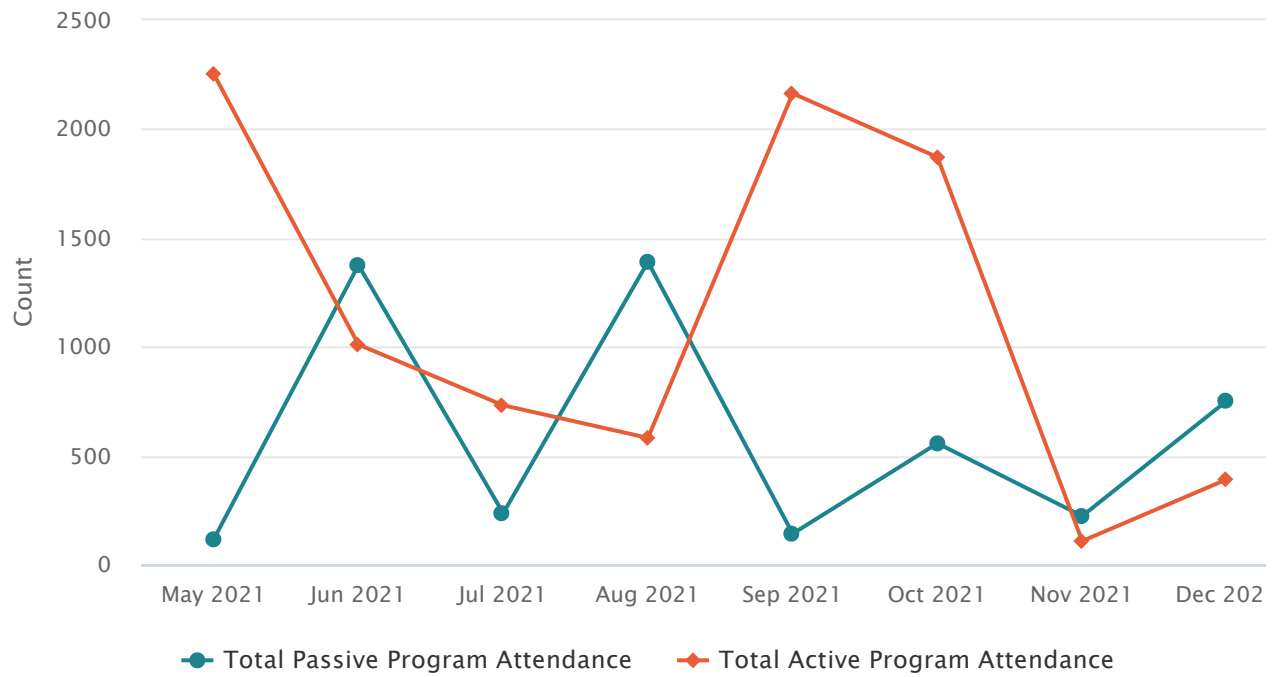


## Number of Programs

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



# Program Attendance

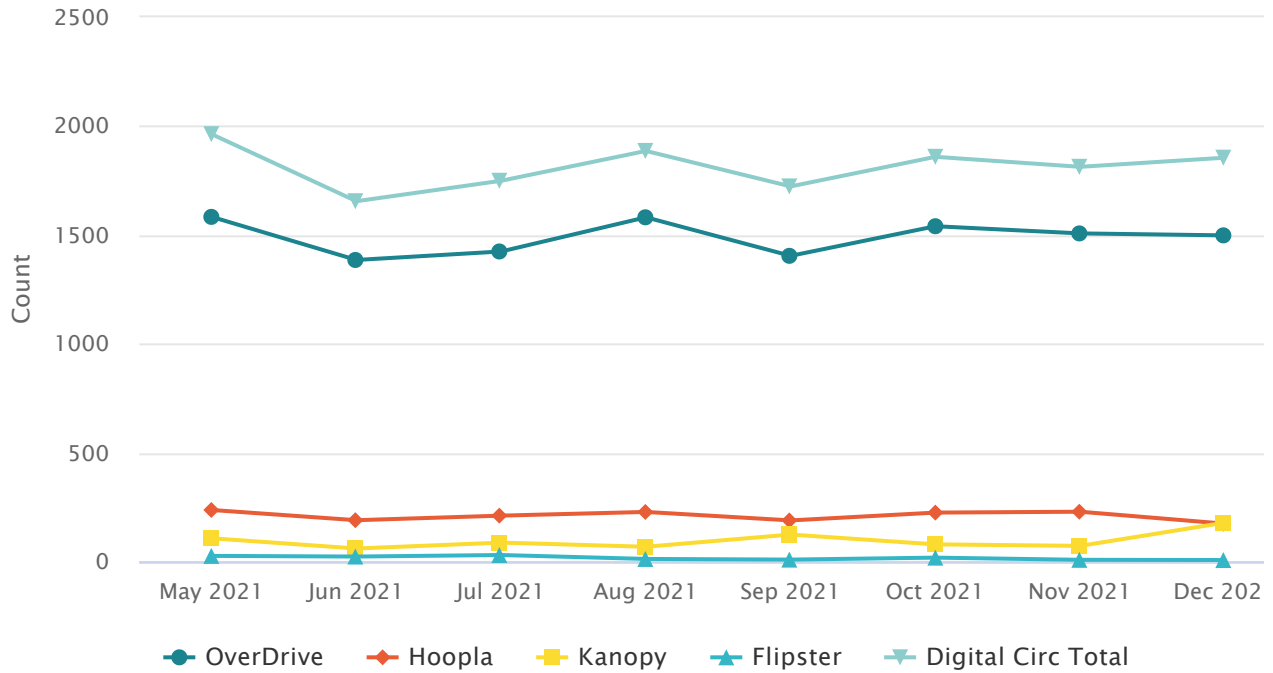


## Program Attendance

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

# FY 21-22 Digital Collections

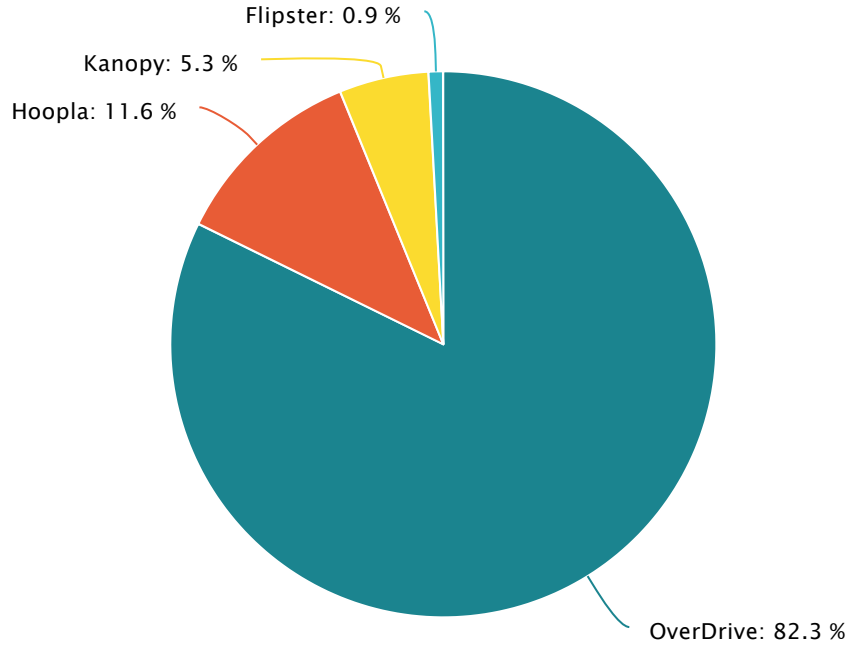
## Monthly Usage



## 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

# Distribution by Platform



Distribution by Platform

## Category Series 1

**OverDrive** 11922

**Hoopla** 1675

**Kanopy** 768

**Flipster** 125

# FY 21-22 Website Usage



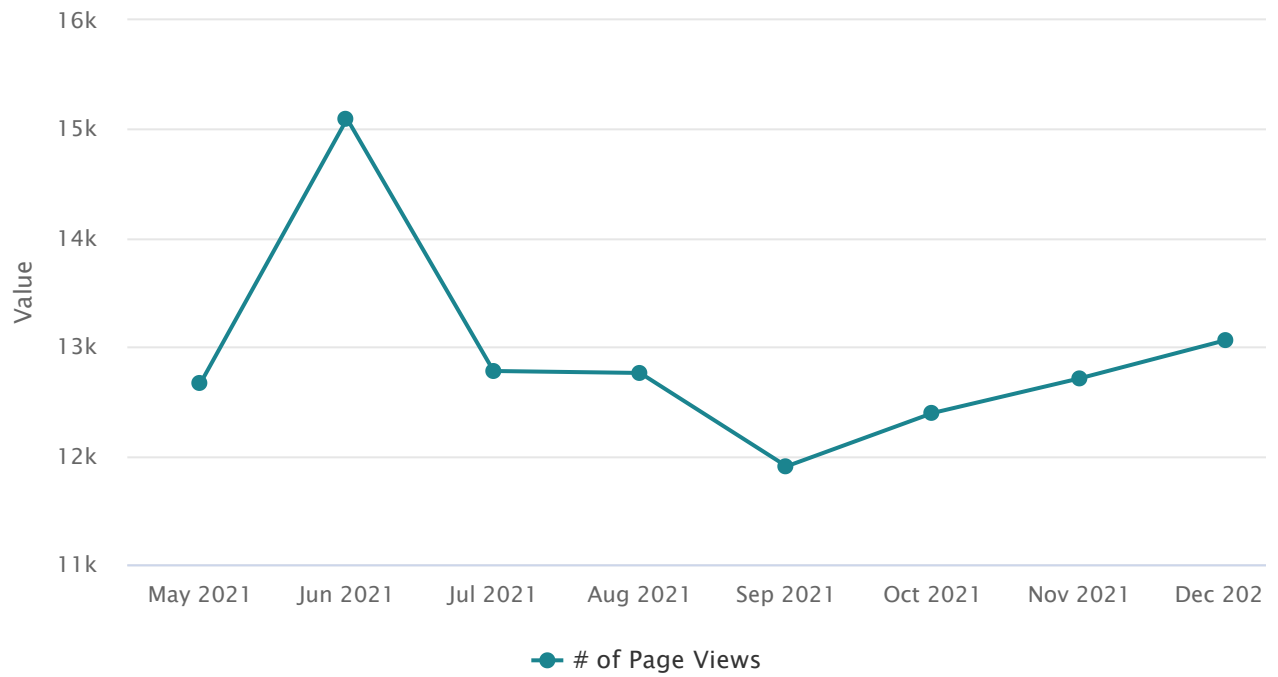
28,269  
TOTAL SESSIONS

## 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

# Page Views



## Page Views

### Category # of Page Views

**May 2021** 12667

**Jun 2021** 15095

**Jul 2021** 12777

**Aug 2021** 12759

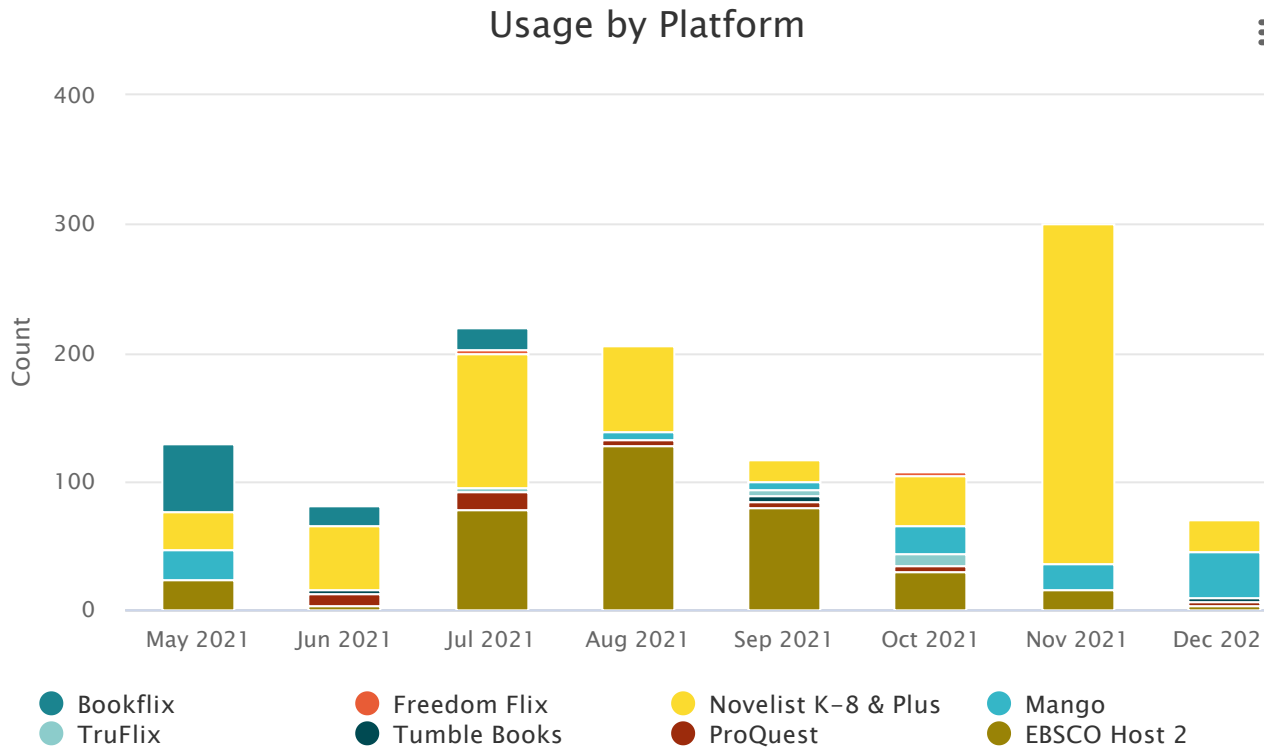
**Sep 2021** 11901

**Oct 2021** 12392

**Nov 2021** 12709

**Dec 2021** 13061

# 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