

May 17th, 2022 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Election of Secretary Pro Tempore (5 minutes)(7:07pm)	
4	Election of Board Officers and Selection of Committee Members (10 minutes)(7:17pm)	3A-3B
5	Opportunity to Address Board (5 minutes per community member)(7:22pm)	
6	Consent Agenda	
	Minutes of April 19th, 2022 Board of Trustees Meeting (action)(5 minutes)(7:27pm)	4A-4B
7	Financial Reports (White and Yellow) (5 minutes)(7:32pm)	
	April Detailed Revenue & Expense Report (action)	5A-5F
	April Detailed Balance Sheet (action)	6A-6C
8	Approval of Checks (Green) (5 minutes)(7:37pm)	
	April Check Disbursement Report (action)	7A-7G
9	Committee Reports (10 minutes)(7:47pm)	
10	New Business	
	Amendment to User Behavior Policy (5 minutes)(7:52pm)(action)	8A
	Amendment to Circulation Policy (10 minutes)(8:02pm)(action)	9A
	Resolution Adopting Prevailing Wage Ordinance (5 minutes)(8:07pm)(action)	10A-10B
	Nonresident Card Program Participation (5 minutes)(8:12pm)(action)	11A-11B
11	Old Business	
	Capital Project Update/Coordinator's Report (5 minutes)(8:17pm)	
12	Director's Report (5 minutes)(8:22pm)	
	Librarian's Narrative Report	12A-12C
13	Executive Session(s)	
14	Any and All Other Business ...	
15	Adjournment (1 minute)(8:23pm)	
16	Attachments	
	April 2022 Statistics	13

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 17th, 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/85176969581?pwd=aG9VZ2VxTm9PbDQyOEp3RmlsL3p0UT09>

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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 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

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Election of Secretary Pro Tempore (5 minutes)(7:07pm)**
4. **Election of Board Officers and Selection of Committee Members (10 minutes)(7:17pm)**
5. **Opportunity for Public to Address the Board (5 minutes)(7:22pm)** (limit 5 minutes per person per meeting)
6. **Approval of Minutes**
 - a. Approval of Minutes of April 19th, 2022 Board Meeting **(action)(5 minutes)(7:27pm)**
7. **April 2022 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:32pm)**
 - a. April Detailed Revenue & Expense Report
 - b. April Detailed Balance Sheet
8. **Approval of checks (action)(5 minutes)(7:37pm)**
 - a. April Monthly Checks (15172, 15174-15226)**(action)**
9. **Committee Reports (10 minutes)(7:47pm) (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. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes and Shaul.)

(Did Not Meet)

 - d. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
 - e. Community Engagement Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
 - f. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)
 - g. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Heintzelman.)
 - h. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Graziano.)
 - i. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)
10. **New Business**
 - a. Amendment to User Behavior Policy **(5 minutes)(7:52pm)(action)**
 - b. Amendment to Circulation Policy **(10 minutes)(8:02pm)(action)**
 - c. Resolution Adopting Prevailing Wage Ordinance **(5 minutes)(8:07pm)(action)**
 - d. Nonresident Card Program Participation **(5 minutes)(8:12pm)(action)**

11. Old Business

- a. Capital Project Update/Coordinator's Report **(5 minutes)(8:17pm)**

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

- a. Director's Narrative Report

13. 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)

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

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

Attachments:

Statistics for April 2022

Amendment to User Behavior Policy

Amendment to Circulation Policy

Resolution Adopting Prevailing Wage Ordinance

Nonresident Card Program Participation

Upcoming Board Meetings: June 21, July 19, and August 16, 2022.

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library’s representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President’s attendance counts towards a quorum.
- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer –The Treasurer shall serve as the Board’s financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Community Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the ‘Reaching Across Illinois Library System’ (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library’s status, activities, and needs.
- Finance Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library’s investment policy.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.
- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- Technology Committee – Responsibilities include assessing the Library’s technology needs and making recommendations to the Board.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, April 19, 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 7:03 pm. Present were Trustees Kathy Meierhoff, Bonnie Shaul, Matt Zaute, Bill Hayes and Jenny Graziano. Trustees Jon Heintzelman and Janie Jerch were absent. Also present were Library Employees Jillian Chapman, Anna Fifhouse and Katie Horner. Ms. Melissa Williams, Development Coordinator, Lake Bluff Library Foundation also attended.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for the Public to Address the Board:** There were none.
4. **Approval of Minutes:** Hayes requested a correction to the March 15, 2022 minutes as his name was misspelled. Hayes moved and Zaute seconded a motion to approve the amended minutes of March 15, 2021; all voted aye.
5. **Mar 2022 Financial Reports:** Additional tax revenue received in March was \$9,221. The fiscal year to date (FYTD) amount received is 100.23% of expectation. Additionally, Passport revenue is \$19,278 FYTD and (spoiler alert) has topped \$20,000 as of mid-April '22. FYTD Revenues, less FYTD Expenses and estimated April '22 expense should support an estimated \$20-30,000 addition to the Library reserve fund. Shaul moved and Zaute seconded a motion to approve the Mar 2022 Financial Reports; all voted aye.
6. **Approval of Mar 2022 Checks:** All checks issued were for usual and customary expenses. Of note, Engberg Anderson has been paid a first installment for their design work of the Stroh Quiet Reading Room. Meierhoff moved and Hayes seconded a motion to approve checks numbered 15140, 15142-15171; all voted aye.
8. **Committee Reports (members have been updated):**
 - a. **Building & Grounds:** (Chair: Jerch, Members: Meierhoff, Shaul) Committee continues to meet regularly to advance the design and construction of the Stroh Reading Room. Estimated construction start: June 2022 and estimated completion is 4-6 weeks.
 - b. **Campaign Planning Committee (AD HOC)** (Chair: Meierhoff, Members: Heintzelman and Jerch)
See Old Business
 - c. **Human Resources** (Chair: Graziano Members: Jerch, Heintzelman) Director Bailey's annual evaluation is moving ahead as planned. The committee recommends adding behaviors the '22-'23 evaluation.

(Did Not Meet)

 - d. **Intergovernmental Committee** (Chair: Bailey, Members: Jerch and Graziano)
 - e. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
 - f. **Technology** (Chair: Zaute, Members: Hayes, Shaul) Zaute provided an update on the plan to prioritize findings from the visits to neighboring libraries, share findings at the May '22 Board meeting and to include questions on technology in the patron survey being developed for mid-year distribution.
 - g. **Bylaw & Policy:** (Chair: Meierhoff, Members: Heintzelman)
 - h. **Long Range Plan** (Chair: Heintzelman, Members: Hayes, Zaute).
 - i. **Community Engagement** (Chair: Graziano, Members: Jerch)

9. New Business:

a. LAN Maintenance: CVI continues to provide this service to the library. The Tech committee recommends that this contract be renewed at a slightly lower annual cost. Zaute moved and Shaul seconded a motion to approve the extension of the CVI LAN Maintenance contract for \$14,000 for FY 2022-2023; all voted aye.

10. Old Business:

a. Capital Project Update/Coordinator's Report: The Campaign Planning Committee will meet with the LBPL Friends (prior discussion occurred with the LBPL Friends Executive team) this Saturday to discuss a proposed collaboration on fundraising for the Library. Additionally, the committee remains cautiously optimistic regarding possible future use of the PNB Bank building as dialogue with owners in on-going.

11. Director's Report Highlights:

- March 2022 Circulation: Compared to March '19 circulation of 8,387, March '22 circulation 8,934 (up 6.5%).
- Long Range Plan: There is some interest among the LB Village organizations (Park District, Library, Schools, etc.) to create a village-wide Long Range Plan.
- Streetscape renovations: The Village is not expected to begin any streetscape renovations affecting the Library until they receive a grant to do so.

12. Executive Session: There was none.

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

14. Adjournment: Shaul moved and Hayes seconded a motion to adjourn; all voted aye. Meeting adjourned at 8:11pm.

Respectfully Submitted,

Bonnie J. Shaul

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDT
		MONTH 04/30/22	MONTH 04/30/21	04/30/2022	04/30/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	19,536.13	1,016,815.31	982,713.22	1,014,510.00	100.23
PROPERTY TAX		0.00	19,536.13	1,016,815.31	982,713.22	1,014,510.00	100.23
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	120.16	70.47	1,719.34	219.08	2,100.00	81.87
080-300-34250	NON-RESIDENT FEES	841.32	221.69	6,863.02	3,985.65	5,000.00	137.26
080-300-34260	PASSPORT FEES	1,524.24	0.00	20,802.83	0.00	7,000.00	297.18
SERVICES		2,485.72	292.16	29,385.19	4,204.73	14,100.00	208.41
FINES							
080-300-35700	RENTAL FINES	36.17	425.58	2,743.88	1,094.14	1,000.00	274.39
FINES		36.17	425.58	2,743.88	1,094.14	1,000.00	274.39
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	9,412.40	9,521.49	9,412.40	9,521.49	9,200.00	102.31
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	1,180.00	0.00	780.00	151.28
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,550.00	1,500.00	1,550.00	100.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	3.51	288.02	273.25	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	7,236.69	19,793.55	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	2,159.36	6,478.08	0.00	100.00
080-300-38850	LICENSE RENEWALS	158.46	0.00	102.82	0.00	2,000.00	5.14
080-300-38900	MISCELLANEOUS INCOME	1,896.05	12.85	24,930.62	87.40	1,000.00	493.06
MISCELLANEOUS REVENUE		11,466.91	9,537.85	46,859.91	37,653.77	14,530.00	322.50
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	168.17	14.50	473.00	745.27	3,000.00	15.77
INTEREST EARNINGS		168.17	14.50	473.00	745.27	3,000.00	15.77
Total Dept 300 - REVENUE		14,156.97	29,806.22	1,104,717.24	1,033,563.63	1,047,140.00	105.50
TOTAL REVENUES		14,156.97	29,806.22	1,104,717.24	1,033,563.63	1,047,140.00	105.50

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22	% BDGT
		MONTH 04/30/22	MONTH 04/30/21	04/30/2022	04/30/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/22 INCR (DECR)	ACTIVITY FOR MONTH 04/30/21 INCR (DECR)	YTD BALANCE 04/30/2022 NORM (ABNORM)	YTD BALANCE 04/30/2021 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	11,150.08	151,476.47	147,534.96	152,000.00	99.66
080-603-40030	STAFF SALARIES	34,754.67	35,136.87	395,594.83	341,692.15	372,000.00	106.34
SALARIES		47,391.99	46,286.95	547,071.30	489,227.11	524,000.00	104.40
BENEFITS							
080-603-40400	MEDICAL INSURANCE	0.00	13,781.21	103,203.69	106,687.82	95,000.00	108.64
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	225.00	0.00	225.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,573.13	2,665.88	41,226.46	35,978.08	38,000.00	108.49
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,528.67	3,497.80	30,561.33	41,290.12	39,000.00	78.36
BENEFITS		6,101.80	20,169.89	174,991.48	184,181.02	172,250.00	101.59
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,856.25	2,962.14	33,535.75	32,944.99	32,000.00	104.80
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,198.00	318.00	2,000.00	59.90
080-603-41050	MAINTENANCE-GROUNDS	750.00	350.00	6,734.98	7,530.85	6,500.00	103.62
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	537.00	0.00	3,603.90	1,897.47	4,000.00	90.10
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	5,518.82	0.00	15,720.47	7,556.00	5,000.00	314.41
080-603-41350	LEGAL SERVICES	0.00	0.00	3,262.50	1,462.50	2,000.00	163.13
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	338.73	5,718.84	7,975.08	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,540.00	0.00
CONTRACTS		9,662.07	3,650.87	84,464.44	73,074.89	66,040.00	127.90
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	120.00	0.00	3,000.00	4.00
080-603-42440	DUES	0.00	100.00	1,615.60	1,445.14	2,500.00	64.62
080-603-43230	UTILITIES	364.87	49.50	8,464.10	11,620.89	14,000.00	60.46
080-603-43300	POSTAGE	318.04	120.50	5,994.69	1,771.83	3,500.00	171.28
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	8,890.88	5,339.84	10,000.00	88.91
080-603-43550	OFFICE SUPPLIES	430.80	512.08	7,891.58	9,335.92	6,000.00	131.53
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	0.00	2,023.41	593.62	2,000.00	101.17
080-603-43668	TECHNICAL SERVICES SUPPLIES	101.30	50.83	4,977.20	4,183.33	5,000.00	99.54
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	479.15	209.85	500.00	95.83
080-603-43710	ADULT PROGRAM SUPPLIES	107.35	0.00	7,520.34	7,158.20	7,000.00	107.43
080-603-43720	JUVENILE PROGRAM SUPPLIES	479.43	247.04	6,667.57	5,125.43	7,000.00	95.25
080-603-43730	OUTREACH SUPPLIES	1,652.54	12.99	4,774.51	2,566.55	5,000.00	95.49
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	10.10	764.93	497.34	1,250.00	61.19
COMMODITIES		3,484.32	1,133.03	60,183.96	49,847.94	66,750.00	90.16
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.10	66.11	414.09	607.09	1,000.00	41.41
PROGRAM EXPENSES		25.10	66.11	414.09	607.09	1,000.00	41.41

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BDTG USED
		MONTH 04/30/22 INCR (DECR)	MONTH 04/30/21 INCR (DECR)	04/30/2022 NORM (ABNORM)	04/30/2021 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	181.57	377.83	16,507.48	12,714.35	17,000.00	97.10
080-603-45100	ADULT FICTION BOOKS	207.25	288.03	15,275.01	14,414.75	15,500.00	98.55
080-603-45110	ADULT LARGE PRINT MATERIAL	18.53	0.00	607.96	530.67	600.00	101.33
080-603-45200	ADULT AUDIO VISUAL MATERIAL	765.25	1,302.89	12,027.43	11,373.63	15,500.00	77.60
080-603-45220	ADULT REFERENCE/E-REFER	451.44	0.00	17,093.50	17,071.72	19,500.00	87.66
080-603-45400	JUVENILE NON-FICTION	0.00	43.65	9,782.76	9,064.56	11,500.00	85.07
080-603-45410	PICTURE BOOKS, READERS	15.03	27.11	7,441.04	7,506.47	6,000.00	124.02
080-603-45420	JUVENILE FICTION	47.15	46.85	8,313.55	6,288.06	7,750.00	107.27
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	1,114.50	3,141.27	2,568.36	4,000.00	78.53
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,835.00	1,835.00	4,250.00	43.18
080-603-45450	TEEN BOOKS	18.68	349.90	2,221.02	2,031.23	2,500.00	88.84
080-603-45460	E-BOOKS	1,238.67	519.38	16,941.34	17,996.76	17,000.00	99.65
080-603-45470	GRAPHIC NOVELS	0.00	46.54	822.03	314.78	750.00	109.60
080-603-45500	PERIODICALS	0.00	0.00	6,819.63	4,097.75	6,750.00	101.03
080-603-45510	VIDEO GAMES	239.85	141.88	3,438.13	3,176.36	3,500.00	98.23
080-603-45520	TRENDING TITLES	59.88	0.00	720.98	231.11	2,000.00	36.05
080-603-45600	PATRON & STAFF SOFTWARE	35.73	510.72	9,042.48	9,408.20	12,000.00	75.35
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	0.00	94.76	225.20	38,344.25	1,000.00	22.52
080-603-58270	OTHER EQUIPMENT	0.00	0.00	282.02	0.00	7,000.00	4.03
CAPITAL EQUIPMENT		3,279.03	4,864.04	155,676.37	184,093.01	177,100.00	87.90
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		69,944.31	76,170.89	1,043,524.78	981,031.06	1,047,140.00	99.65
TOTAL EXPENDITURES		69,944.31	76,170.89	1,043,524.78	981,031.06	1,047,140.00	99.65
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		14,156.97	29,806.22	1,104,717.24	1,033,563.63	1,047,140.00	105.50
TOTAL EXPENDITURES		69,944.31	76,170.89	1,043,524.78	981,031.06	1,047,140.00	99.65
NET OF REVENUES & EXPENDITURES		(55,787.34)	(46,364.67)	61,192.46	52,532.57	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/22 INCR (DECR)	ACTIVITY FOR MONTH 04/30/21 INCR (DECR)	YTD BALANCE 04/30/2022 NORM (ABNORM)	YTD BALANCE 04/30/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BGD USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	1,287.75	0.00	1,287.75	7,152.50	0.00
GRANTS		0.00	1,287.75	0.00	1,287.75	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	16.65	0.00	659.83	0.00	15,000.00	4.40
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	688.11	0.00	2,000.00	34.41
MISCELLANEOUS REVENUE		16.65	0.00	1,347.94	0.00	17,000.00	7.93
Total Dept 300 - REVENUE		16.65	1,287.75	1,347.94	1,287.75	25,152.50	5.36
TOTAL REVENUES		16.65	1,287.75	1,347.94	1,287.75	25,152.50	5.36
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	846.02	0.00	2,120.89	0.00	7,152.50	29.65
CONTRACTS		846.02	0.00	2,120.89	0.00	7,152.50	29.65
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	0.00	350.90	10,079.82	7,775.09	17,000.00	59.29
PROGRAM EXPENSES		0.00	350.90	10,079.82	7,775.09	17,000.00	59.29
Total Dept 603 - LIBRARY ADMINISTRATION		846.02	350.90	12,200.71	7,775.09	25,152.50	48.51
TOTAL EXPENDITURES		846.02	350.90	12,200.71	7,775.09	25,152.50	48.51
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		16.65	1,287.75	1,347.94	1,287.75	25,152.50	5.36
TOTAL EXPENDITURES		846.02	350.90	12,200.71	7,775.09	25,152.50	48.51
NET OF REVENUES & EXPENDITURES		(829.37)	936.85	(10,852.77)	(6,487.34)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2021-22 AMENDED BUDGET	% BDGT USED
		MONTH 04/30/22 INCR (DECR)	MONTH 04/30/21 INCR (DECR)	04/30/2022 NORM (ABNORM)	04/30/2021 NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		14,173.62	31,093.97	1,106,065.18	1,034,851.38	1,072,292.50	103.15
TOTAL EXPENDITURES - ALL FUNDS		70,790.33	76,521.79	1,055,725.49	988,806.15	1,072,292.50	98.45
NET OF REVENUES & EXPENDITURES		(56,616.71)	(45,427.82)	50,339.69	46,045.23	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	(3,475.81)
	A/R - OTHER	9,521.49	(3,475.81)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	146,116.06	170,464.64
080-100-10070	CASH DRAWER OVER/SHORT	(0.66)	(54.08)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	323,063.50	382,423.35
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	22,797.04	23,946.57
	CASH/INVESTMENTS	492,127.74	576,932.28
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(20,604.89)	(20,604.89)
	DUE TO OTHER FUNDS	(20,604.89)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	1,014,514.57	1,014,514.57
	PROPERTY TAX RECEIVABLE	1,014,514.57	1,014,514.57
	Total Assets	1,500,460.91	1,572,268.15
*** 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	35,942.28
	ACCOUNTS PAYABLE	29,622.46	35,942.28
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	(14,316.99)
080-200-20230	STATE INCOME TAX PAYABLE	0.00	13,768.04
080-200-20240	IMRF PAYABLE	0.00	1,625.56
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	689.68
	A/P - OTHER	0.00	1,766.29
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	1,014,514.57	1,014,514.57
	UNAVAILABLE PROPERTY TAXES	1,014,514.57	1,014,514.57
Total Liabilities		1,066,190.40	1,074,276.51
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	434,270.51	434,270.51
	NET POSITION/FUND BALANCE	434,270.51	434,270.51
Total Fund Balance		434,270.51	434,270.51
Beginning Fund Balance			434,270.51
Net of Revenues VS Expenditures			63,721.13
Ending Fund Balance			497,991.64
Total Liabilities And Fund Balance			1,572,268.15

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	8,439.95	8,439.95
	A/R - OTHER	<u>8,439.95</u>	<u>8,439.95</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(81,376.47)	(91,734.12)
	CASH/INVESTMENTS	<u>(81,376.47)</u>	<u>(91,734.12)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
	DUE TO OTHER FUNDS	<u>20,604.89</u>	<u>20,604.89</u>
	Total Assets	<u>(52,331.63)</u>	<u>(62,689.28)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	350.90	846.02
	ACCOUNTS PAYABLE	<u>350.90</u>	<u>846.02</u>
	Total Liabilities	<u>350.90</u>	<u>846.02</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(52,682.53)	(52,682.53)
	NET POSITION/FUND BALANCE	<u>(52,682.53)</u>	<u>(52,682.53)</u>
	Total Fund Balance	<u>(52,682.53)</u>	<u>(52,682.53)</u>
	Beginning Fund Balance		(52,682.53)
	Net of Revenues VS Expenditures		(10,852.77)
	Ending Fund Balance		(63,535.30)
	Total Liabilities And Fund Balance		(62,689.28)

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CHECK DATE FROM 04/20/2022 - 05/18/2022

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DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/12/2022	LIBCK	15172	537884969476	AMAZON	OFFICE SUPPLIES	080-603-43550	25.95
		15172	963838766969		OFFICE SUPPLIES	080-603-43550	36.92
		15172	864343636864		ADULT PROGRAM SUPPLIES	080-603-43710	107.35
		15172	663693785453		JUVENILE PROGRAM SUPPLIES	080-603-43720	126.86
		15172	564445988684		JUVENILE PROGRAM SUPPLIES	080-603-43720	24.98
		15172	786764495353		JUVENILE PROGRAM SUPPLIES	080-603-43720	17.12
		15172	856775945743		OUTREACH SUPPLIES/KIDS GARDE	080-603-43730	29.95
		15172	785833693335		ADULT NON-FICTION BOOKS	080-603-45000	21.99
		15172	447969684867		ADULT FICTION BOOKS	080-603-45100	21.17
		15172	996745583666		ADULT FICTION BOOKS	080-603-45100	11.17
		15172	785879637778		ADULT AUDIO VISUAL MATERIAL	080-603-45200	45.23
		15172	696993389864		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		15172	986653584878		ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.47
		15172	434383779688		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.88
		15172	449546866763		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		15172	647977953796		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.99
		15172	736473946847		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		15172	996559587966		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.99
		15172	437534969857		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		15172	457976343837		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.96
		15172	446978779873		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		15172	447765487949		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.98
		15172	998354564753		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		15172	434447633673		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.68
		15172	977999499749		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.74
		15172	445445534568		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		15172	458876996468		ADULT AUDIO VISUAL MATERIAL	080-603-45200	82.85
		15172	466558848668		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.99
		15172	968995557763		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.93
		15172	676447348683		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.96
		15172	439598733698		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		15172	536739948455		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.75
		15172	576857746995		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.79
		15172	886857897868		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.97
		15172	455889394934		ADULT AUDIO VISUAL MATERIAL	080-603-45200	54.91
		15172	469783636765		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		15172	436543763556		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.98
		15172	569588669963		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.98
		15172	493574475639		ADULT AUDIO VISUAL MATERIAL	080-603-45200	7.99
		15172	673639659578		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.49

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15172	878749566843		ADULT AUDIO VISUAL MATERIAL	080-603-45200	35.56
		15172	935738358764		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		15172	974594789734		ADULT AUDIO VISUAL MATERIAL/	080-603-45200	(1.60)
		15172	439735993347		JUVENILE FICTION	080-603-45420	9.48
		15172	578989359885		JUVENILE FICTION	080-603-45420	37.67
		15172	578989359885		TEEN BOOKS	080-603-45450	18.68
		15172	698463538574		VIDEO GAMES	080-603-45510	239.96
		15172	499866979958		VIDEO GAMES/CREDIT	080-603-45510	(0.11)
		15172	975733996957		TRENDING TITLES	080-603-45520	14.96
		15172	948469879496		TRENDING TITLES	080-603-45520	19.96
		15172	573555378786		TRENDING TITLES	080-603-45520	24.96
		15172	579938968774		PER CAPITAL GRANT EXPENDITUR	082-603-44810	41.40
							1,595.67

05/12/2022 LIBCK 15173

VOID ** VOIDED **
 Void Reason: Created From Check Run Process

** VOIDED **

05/12/2022	LIBCK	15174	2036657998	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	10.89
		15174	2036664418		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.12
		15174	2036679791		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.93
		15174	2036665004		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.14
		15174	2036695637		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.59
		15174	2036707228		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.97
		15174	2036688198		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.68
		15174	2036707986		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.98
		15174	2036725675		TECHNICAL SERVICES SUPPLIES	080-603-43668	29.99
		15174	2036726635		TECHNICAL SERVICES SUPPLIES	080-603-43668	33.27
		15174	2036725740		TECHNICAL SERVICES SUPPLIES	080-603-43668	106.80
		15174	2036664418		ADULT NON-FICTION BOOKS	080-603-45000	144.89
		15174	2036679791		ADULT NON-FICTION BOOKS	080-603-45000	14.69
		15174	2036725675		ADULT NON-FICTION BOOKS	080-603-45000	476.90
		15174	2036657998		ADULT FICTION BOOKS	080-603-45100	174.91
		15174	2036688198		ADULT FICTION BOOKS	080-603-45100	32.92
		15174	2036725740		ADULT FICTION BOOKS	080-603-45100	1,491.15
		15174	2036695637		ADULT LARGE PRINT MATERIAL	080-603-45110	18.53
		15174	2036600705		PICTURE BOOKS, READERS	080-603-45410	15.03
		15174	2036726635		PICTURE BOOKS, READERS	080-603-45410	489.10
		15174	2036664418		PER CAPITAL GRANT EXPENDITUR	082-603-44810	164.95
		15174	2036679791		PER CAPITAL GRANT EXPENDITUR	082-603-44810	167.89
		15174	2036665004		PER CAPITAL GRANT EXPENDITUR	082-603-44810	103.16
		15174	2036707228		PER CAPITAL GRANT EXPENDITUR	082-603-44810	68.68

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CHECK DATE FROM 04/20/2022 - 05/18/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15174	2036707986		PER CAPITAL GRANT EXPENDITUR	082-603-44810	31.78
		15174	2036725675		PER CAPITAL GRANT EXPENDITUR	082-603-44810	31.79
							3,647.73
05/12/2022	LIBCK	15175	MJF051122	BLYTHE MARTIN PRODUCTIO	JUVENILE PROGRAM SUPPLIES	080-603-43720	400.00
05/12/2022	LIBCK	15176	CHI050222	CHINESE INTERCULTURAL,	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
05/12/2022	LIBCK	15177	CHI05022022	CHINESE INTERCULTURAL,	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
05/12/2022	LIBCK	15178	225934	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	080-603-41020	230.00
05/12/2022	LIBCK	15179	COM051222	COMCAST	UTILITIES	080-603-43230	159.85
05/12/2022	LIBCK	15180	29269	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,500.00
05/12/2022	LIBCK	15181	CWE050222	CONFIDENCE WITH ETIQUET	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
05/12/2022	LIBCK	15182	30195	CRYSTAL MAINTENANCE SER	BUILDG MAINT/CLEANING SERVIC	080-603-41000	645.00
05/12/2022	LIBCK	15183	1000178540-1	EBSO SUBSCRIPTION SERV	ADULT REFERENCE/E-REFER	080-603-45220	397.77
		15183	1662643		PERIODICALS	080-603-45500	3,481.45
							3,879.22
05/12/2022	LIBCK	15184	ELF051122	ELAWA FARM FOUNDATION	JUVENILE PROGRAM SUPPLIES	080-603-43720	150.00
05/12/2022	LIBCK	15185	ELF050422	ELAWA FARM FOUNDATION	PER CAPITAL GRANT EXPENDITUR	082-603-44810	150.00
05/12/2022	LIBCK	15186	21338500-5	ENGBERG ANDERSON, INC.	OTHER PROF/BID	080-603-41314	290.00
		15186	21338500-5		OTHER PROF/PLOTS/RENDERINGS	080-603-41314	41.27
		15186	21338500-6		OTHER PROF	080-603-41314	250.00
							581.27
05/12/2022	LIBCK	15187	388243	FINDAWAY WORLD LLC	USE OF DONATIONS/TEMPORARY E	082-603-99999	842.84
05/12/2022	LIBCK	15188	KAT042822	FIRST BANKCARD	TECH SERV SUPPL/WORLD MOVIES	080-603-43668	23.50
		15188	KAT042822		P&S SOFTWARE/SCREENCAST-O-MA	080-603-45600	19.80
							43.30
05/12/2022	LIBCK	15189	ANN042822	FIRST BANKCARD	OUTREACH SUPPLIES/T-SHIRTS	080-603-43730	711.76
		15189	ANN042822		OUTREACH SUPPLIES/TAX REIMB	080-603-43730	(41.87)
							669.89
05/12/2022	LIBCK	15190	JIL042822	FIRST BANKCARD	OFFICE SUPPL/PARDON OUR DUST	080-603-43550	19.55
		15190	JIL042822		JUV PROGRAM SUPPL/PHYLLIS FO	080-603-43720	47.60

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CHECK DATE FROM 04/20/2022 - 05/18/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		15190	JIL042822		OUTREACH SUPPLIES/SEEDS	080-603-43730	137.70
		15190	JIL042822		OUTREACH SUPPLIES/TRIVIA GIF	080-603-43730	25.00
		15190	JIL042822		PER CAPITA GRANT EXP/STORYWA	082-603-44810	77.78
							307.63
05/12/2022	LIBCK	15191	ELI042822	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES/PR	080-603-43720	203.70
		15191	ELI042822		JUVENILE PROGRAM SUPPLIES	080-603-43720	16.00
		15191	ELI042822		JUVENILE PROGRAM SUPPLIES/10	080-603-43720	7.58
		15191	ELI042822		JUVENILE PROGRAM SUPPLIES/CR	080-603-43720	(4.96)
		15191	ELI042822		PER CAPITAL GRANT EXP/LEARNI	082-603-44810	47.96
		15191	ELI042822		PER CAPITAL GRANT EXP/STORYW	082-603-44810	211.10
							481.38
05/12/2022	LIBCK	15192	ERI042822	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	98.00
		15192	ERI042822		OTHER PROF/DUNSING INSPECTIO	080-603-41314	1,086.00
		15192	ERI042822		POSTAGE	080-603-43300	13.34
		15192	ERI042822		POSTAGE/PASSPORTS	080-603-43300	26.85
		15192	ERI042822		PATRON/STAFF SOFTWARE/ADOBE	080-603-45600	15.93
		15192	ERI042822		MISCELLANEOUS EXPENSES/PAYPA	080-603-46100	25.10
							1,265.22
05/12/2022	LIBCK	15193	MCO042822	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	277.85
		15193	MCO042822		PRINTING/E-NEWSLETTER	080-603-43410	29.99
		15193	MCO042822		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
							310.84
05/12/2022	LIBCK	15194	21	GORTON COMMUNITY CENTER	OUTREACH SUPPLIES	080-603-43730	787.00
		15194	22		OUTREACH SUPPLIES	080-603-43730	787.00
							1,574.00
05/12/2022	LIBCK	15195	561089891	GRANITE TELECOMMUNICATI	UTILITIES	080-603-43230	364.87
05/12/2022	LIBCK	15196	NAG051122	HOLLY NAGEL	JUVENILE PROGRAM SUPPLIES	080-603-43720	350.00
05/12/2022	LIBCK	15197	050222D	IMAGE SYSTEMS & BUSINES	COPIER MAINTENANCE/SUPPLIES	080-603-41313	204.00
05/12/2022	LIBCK	15198	2524936	IMPACT NETWORKING, INC	COPIER MAINT/STAFF/BASE RATE	080-603-41313	211.00
		15198	2524936		COPIER MAINT/PATRONS/OVERAGE	080-603-41313	33.00
		15198	2524936		COPIER MAINT/PATRON/BASE RAT	080-603-41313	293.00
							537.00
05/12/2022	LIBCK	15199	INV-INC30801	INNOVATIVE INTERFACES,	LIBRARY AUTOMATION SOFTWARE	080-603-45610	22,500.00

User: EBAILEY
DB: Lake Bluff

CHECK DATE FROM 04/20/2022 - 05/18/2022

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/12/2022	LIBCK	15200	REY051122	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	750.00
05/12/2022	LIBCK	15201	BRI050222	JENNIFER BRIER	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
05/12/2022	LIBCK	15202	GIB050222	JIM GIBBONS	ADULT PROGRAM SUPPLIES	080-603-43710	300.00
05/12/2022	LIBCK	15203	296549	KANOPY LLC	ADULT REFERENCE/E-REFER	080-603-45220	86.00
05/12/2022	LIBCK	15204	1443033	KAPCO	TECHNICAL SERVICES SUPPLIES	080-603-43668	31.15
05/12/2022	LIBCK	15205	GOD050222	LESLIE GODDARD	USE OF DONATIONS/TEMPORARY E	082-603-99999	350.00
05/12/2022	LIBCK	15206	HAM051122	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	450.00
05/12/2022	LIBCK	15207	WEB040822	MARY WEBBER	JUVENILE PROGRAM SUPPLIES	080-603-43720	17.72
05/12/2022	LIBCK	15208	502047917	MIDWEST TAPE	ADULT REFERENCE/E-REFER	080-603-45220	365.44
05/12/2022	LIBCK	15209	738877	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	080-200-20245	3,878.01
05/12/2022	LIBCK	15210	MC00011404	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,486.25
05/12/2022	LIBCK	15211	742	NET2COMMUNITY, INC	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	851.55
05/12/2022	LIBCK	15212	NEW042022	NEWS-SUN	PERIODICALS	080-603-45500	77.90
05/12/2022	LIBCK	15213	KIN050222	OBA WILLIAM KING	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
		15213	KIN050222		JUVENILE PROGRAM SUPPLIES	080-603-43720	200.00
							400.00
05/12/2022	LIBCK	15214	01018CO22124873	OVERDRIVE , INC	E-BOOKS	080-603-45460	324.65
		15214	01018CO22129077		E-BOOKS	080-603-45460	353.09
		15214	01018CP22140564		E-BOOKS	080-603-45460	560.93
		15214	01018CO22148540		E-BOOKS	080-603-45460	266.98
							1,505.65
05/12/2022	LIBCK	15215	PIO032722	PIONEER PRESS	PERIODICALS	080-603-45500	15.50
05/12/2022	LIBCK	15216	24924727	QUILL LLC	OFFICE SUPPLIES/TAPE	080-603-43550	18.00
		15216	24924727		MAINT SUPPL-BUILDING/TISSUES	080-603-43660	65.73
		15216	23739612		JUVENILE PROGRAM SUPPLIES	080-603-43720	22.83
							106.56
05/12/2022	LIBCK	15217	RVG051022	RIVER VALLEY GARDENS, I	PER CAPITAL GRANT EXPENDITUR	082-603-44810	395.00
05/12/2022	LIBCK	15218	21-018-01	SMC CONSTRUCTION SERVIC	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	3,000.00

User: EBAILEY

CHECK DATE FROM 04/20/2022 - 05/18/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/12/2022	LIBCK	15219	22-R2578	SPRINGSHARE LLC	PATRON & STAFF SOFTWARE	080-603-45600	3,213.00
05/12/2022	LIBCK	15220	320073	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	140.00
		15220	320137		MAINTENANCE-BUILDING	080-603-41000	132.00
							272.00
05/12/2022	LIBCK	15221	WSJ050122	THE WALL STREET JOURNAL	PERIODICALS	080-603-45500	599.88
05/12/2022	LIBCK	15222	UIE050222	UNIVERSITY OF ILLINOIS	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
05/12/2022	LIBCK	15223	USA041122	USA TODAY	PERIODICALS	080-603-45500	29.00
		15223	USA050722		PERIODICALS	080-603-45500	29.00
							58.00
05/12/2022	LIBCK	15224	VIL022822	VILLAGE OF LAKE BLUFF	MED INSUR FOR FEBRUARY 2022	080-100-11580	(572.30)
		15224	VIL022822		VISION INSUR FOR FEBRUARY 20	080-100-11580	19.20
		15224	VIL022822		COVID-19 HOME TESTS	080-100-11580	(274.01)
		15224	VIL022822		DENTAL INSUR FOR FEBRUARY 20	080-100-11580	440.00
		15224	VIL022822		LIFE INSUR FOR FEBRUARY 2022	080-100-11580	44.82
		15224	VIL022822		IMRF EE CONTRIB FOR FEBRUARY	080-100-11580	1,530.56
		15224	VIL022822		IMRF ER CONTRIB FOR FEBRUARY	080-100-11580	2,380.85
		15224	VIL022822		VISION INSUR FROM PPO FOR FE	080-100-11580	39.87
		15224	VIL033122		LIFE INSUR FOR MARCH 2022	080-100-11580	42.28
		15224	VIL033122		IMRF EE CONTRIB FOR MARCH 20	080-100-11580	1,440.17
		15224	VIL033122		IMRF ER CONTRIB FOR MARCH 20	080-100-11580	2,240.25
		15224	VIL033122		VISION INSUR FROM PPO FOR MA	080-100-11580	46.40
		15224	VIL033122		DENTAL INSUR FOR MARCH 2022	080-100-11580	500.00
		15224	VIL033122		MED INSUR FOR MARCH 2022	080-100-11580	8,047.02
		15224	VIL033122		VISION INSUR FOR MARCH 2022	080-100-11580	37.02
							15,962.13
05/12/2022	LIBCK	15225	041122	VILLAGE OF LAKE BLUFF	MAINTENANCE-BUILDING	080-603-41000	25.00
05/12/2022	LIBCK	15226	DAH050222	WENDY DAHL	ADULT PROGRAM SUPPLIES	080-603-43710	275.00
					TOTAL - ALL FUNDS	TOTAL OF 55 CHECKS (1 voided	80,911.45
--- GL TOTALS ---							
			080-100-11580	DUE FROM THE VILLAGE	15,962.13		
			080-200-20245	ICMA 457 PLAN PAYABLE	3,878.01		
			080-603-41000	MAINTENANCE-BUILDING	3,526.25		
			080-603-41020	ELEVATOR MAINTENANCE	230.00		
			080-603-41050	MAINTENANCE-GROUNDS	750.00		

User: EBAILEY

CHECK DATE FROM 04/20/2022 - 05/18/2022

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-41300					COMPUTER SERVICES		3,500.00
080-603-41313					COPIER MAINTENANCE/SUPPLIES		741.00
080-603-41314					OTHER PROFESSIONAL/CONTRACTUAL		5,518.82
080-603-43230					UTILITIES		524.72
080-603-43300					POSTAGE		318.04
080-603-43410					PRINTING/E-NEWSLETTER		29.99
080-603-43550					OFFICE SUPPLIES		100.42
080-603-43660					MAINTENANCE SUPPLIES-BUILDING		65.73
080-603-43668					TECHNICAL SERVICES SUPPLIES		276.01
080-603-43710					ADULT PROGRAM SUPPLIES		1,932.35
080-603-43720					JUVENILE PROGRAM SUPPLIES		2,029.43
080-603-43730					OUTREACH SUPPLIES		2,439.54
080-603-45000					ADULT NON-FICTION BOOKS		658.47
080-603-45100					ADULT FICTION BOOKS		1,731.32
080-603-45110					ADULT LARGE PRINT MATERIAL		18.53
080-603-45200					ADULT AUDIO VISUAL MATERIAL		765.25
080-603-45220					ADULT REFERENCE/E-REFER		849.21
080-603-45410					PICTURE BOOKS, READERS		504.13
080-603-45420					JUVENILE FICTION		47.15
080-603-45450					TEEN BOOKS		18.68
080-603-45460					E-BOOKS		1,505.65
080-603-45500					PERIODICALS		4,232.73
080-603-45510					VIDEO GAMES		239.85
080-603-45520					TRENDING TITLES		59.88
080-603-45600					PATRON & STAFF SOFTWARE		3,248.73
080-603-45610					LIBRARY AUTOMATION SOFTWARE		22,500.00
080-603-46100					MISCELLANEOUS EXPENSES		25.10
082-603-44810					PER CAPITAL GRANT EXPENDITURES		1,491.49
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		1,192.84
					TOTAL		80,911.45

Update to User Behavior Policy

We have recently had staff meeting discussions regarding our Service Animal policy, leading to a small clarification of the policy as shown below.

RECOMMENDATION: That the amended policy below be approved.

USE-1: Library User Conduct

The Library provides access to Library materials, information, and equipment, and serves as a location for general studies and cultural activities. For the Library to be enjoyed by all patrons, the following rules and regulations should be observed. Patrons who exhibit behavior inconsistent with the following rules may be asked to leave the Library or otherwise have their privileges suspended or limited.

- A. Patrons should respect the rights of other library users and staff, and must refrain from harassing, annoying or threatening conduct or other behavior that reasonably could be expected to disrupt the library atmosphere.
- B. Patrons may not interfere with Library employees' performance of their duties or make or threaten inappropriate physical contact with staff members or other patrons.
- C. Patrons should treat library materials with care and refrain from any action that could damage or destroy any library property.
- D. Patrons must comply with all rules regarding usage of library materials and resources. All materials must be checked out before leaving the building. Bags may be inspected at the doors.
- E. Patrons may not engage in illegal activity on library premises.
- F. Parents are responsible for the behavior and supervision of their children. Children under the age of eight should not be left unattended in any part of the building.
- G. Mobile devices may be used in the library for silent functions only. Cell phone calls/conversations are prohibited in the library, although calls may be conducted quietly in the lobby. Texting is permitted provided that sent/incoming notification sounds are silenced.
- H. Drinks are permitted in the library only in spill-proof containers. Food is not permitted unless authorized by the Library Director or his/her designee.
- I. Shirts and shoes must be worn on library property.
- J. Smoking is prohibited in the library and within twenty five-feet (25') of all library entrances, windows that open, or ventilation intakes.
- K. Campaigning, soliciting, or petitioning is not permitted on library premises.
- L. Animals, other than service animals as defined by the Americans with Disabilities Act (ADA), are not allowed in the building without the approval of the Library Director or his/her designee.
- M. Patrons are responsible for their personal property. Property left unattended for longer than 30 minutes may be moved to the Library's "Lost and Found" area. Any unattended personal property left in a location that obstructs patron or staff use of the library will be moved immediately.
- N. Bicycles, rollerblades, skateboards, scooters, or similar equipment may not be used in the building or the parking lot. Bicycles should be left in the racks outside the building.
- O. Patrons must exit the library at or before the designated closing time or as otherwise directed by library staff.
- P. Use of tobacco, cannabis, vaping devices, or any controlled substance by patrons on Library property is prohibited. Alcohol may only be used on Library property in keeping with the Library's policy on alcohol at Library events and programs.

Patrons are asked to cooperate with the Library staff members who interpret and enforce these rules and regulations, which will help promote excellence in Library service for everyone.

Amendment to Circulation Policy

At present, our policy does not mention refunds. The policy addition below reflects our longstanding procedure of not doing refunds. We do sometimes make exceptions in unusual circumstances, but this has been the standard.

RECOMMENDATION: That the policy amendment below be approved.

CIR-19: REFUNDS

Fines and fees paid to the Library are nonrefundable.

Respectfully submitted,

Eric Scott Bailey

RESOLUTION NO. 2022-01_____**Resolution Adopting Prevailing Wage Rates****Lake Bluff Public Library**

WHEREAS, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01, et seq.; and

WHEREAS, the Act requires that the Board of Library Trustees ascertain the prevailing rate of wages in the locality of the Library for laborers, mechanics and other workers performing construction of public works for the Library.

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

SECTION 1: The general prevailing rate of wages in this locality is hereby ascertained to be the same as the prevailing wage rate for construction work in Lake County as determined by the Department of Labor of the State of Illinois.

SECTION 2: The Board Secretary shall:

- a) Keep this Resolution available for inspection in the main office of the Library;
- b) Promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library action;
- d) Mail a copy of this Resolution to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 17th day of May, 2022 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

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

(SEAL)

Statement of Participation in Nonresident Card Program

Whereas, **Title 23, Subtitle B, Chapter 1, Part 3050 (hereinafter referred to as ‘the code’), Section 3050.20(a) of the Illinois Administrative Code** requires that Public Libraries in the state of Illinois annually take action to decide whether or not to issue nonresident library cards, and;

Whereas, it is the intention of the Lake Bluff Public Library to participate in the non-resident program and offer service to individuals fitting the criteria established in **Section 3050.25** of the Code;

The Board of Library Trustees affirms the following:

The Lake Bluff Public Library will provide service to nonresidents owning property in incorporated Lake Bluff, according to **Section 3050.70** of the Code and in accordance with policy **CIR-2.1** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident homeowners not paying taxes to support any library and who fit the requirements of **Section 3050.25** using the Tax Bill Method as provided for by **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-3** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of single family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code. The formula to be used shall be the Tax Bill Method listed in **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-3** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of multiple family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code and in accordance with policy **CIR-3** as adopted by the Library Board of Trustees. The library shall charge a flat rate of **\$16.00** per household.

Payment of a nonresident fee shall entitle all individuals who can meet the library’s requirements for establishing permanent residency to a card. Nonresident cards shall be valid for one year from the date of payment if the card has expired or the non-resident is applying for the first time, or one year from the date of expiration of a current nonresident card if the nonresident is paying in advance to avoid a lapse in service. The Lake Bluff Public Library will place no restriction on the access of nonresident cardholders to whom it has issued a library card. Nonresident cards from other participating libraries will be honored with the same restrictions as are placed on all Reciprocal Borrowers by the library.

Approved by the Board of Library Trustees of the Lake Bluff Public Library on May 17, 2022, and in effect from July 1, 2022 until June 30, 2023.

Library Nonresident Policy

CIR-2: Resident Library Cards

Resident Library Cards are issued to residents of incorporated Lake Bluff for a three year period.

CIR-2.1: Applicants Who Own Lake Bluff Property, But Do Not Live in Lake Bluff

Resident Library Cards may be issued to individuals who own Lake Bluff property and pay Lake Bluff Village property taxes, but do not reside within Village limits. Eligible applicants must own taxable Lake Bluff property, either as an individual, partner, principal stockholder, or other joint owner. In addition to the requirements listed in CIR-1, applicants must also present their most recent property tax bill for their taxable Lake Bluff property.

By law, only one such card will be issued for each parcel of property. Such cards will be valid for a three year period.

CIR-3: Non-Resident Library Cards

Non-Resident Library Cards may be purchased by residents of unincorporated Lake Bluff properties that do not pay property taxes to specifically fund any local library. The cost of library service for residents outside the boundaries of incorporated Lake Bluff is determined by the taxable valuation of the property multiplied by the current tax rate for library service for Lake Bluff taxpayers. Non-Resident fees are charged on an annual basis and provide library cards for the entire household. When necessary, the Library Board of Trustees may make adjustments to that formula within the extent allowed by law.

By law non-Resident Cards are valid for one year from the date of payment. Non-Resident cardholders are entitled to the same privileges and access as Resident cardholders.

CIR-3.1: Applicants Who Own Unincorporated Lake Bluff Property, But Do Not Live in Lake Bluff

Individuals who own eligible unincorporated Lake Bluff properties but do not reside in Lake Bluff may purchase a Non-Resident card. Applicants must meet the requirements listed in CIR-1 and CIR-2.1. By law only one such card will be issued for each parcel of property and will be valid for one year.

Director's Report, May 2022

Programming

- **Adult Services**
 - On April 21st we had 9 registrants for our *Dig, Sow, and Grow* program with Lisa Hilgenberg.
 - On April 27th we had 8 registrants for our *Tea Bag Art Cards* craft program.
 - On May 9th we had 56 registrants for our *Trivia Night @ Lake Bluff Brewery* program. Our April and May trivia programs moved indoors at the brewery, which increased capacity.
 - On May 11th we had 9 registrants for our *Adult Crafternoon* program.
 - On May 13th we had 13 registrants for our *Estate Planning Basics* program.
- **Family Programs**
 - On May 2nd we had 24 registrants for our *Needle Felting Foxes* program.
- **Youth Services**
 - The Phyllis Fox Memorial Writing and Bookmark Design contest wrapped up mid-April. The stories and drawings were creative, engaging and always so very fun to read/look at as they came in. We aren't quite back to doing the award ceremony part of the process. Hopefully next year!
 - Mystery Reader Storytime has established itself well, with Jenny Graziano coordinating fun surprise readers for the kids.
 - A total of 539 Grab and Go craft activities were taken during the month of April.
 - 1,000 Books Before Kindergarten launched in April!

Storytime at Park District

Staff members Regina Ruocco and Mary Webber headed to the Lake Bluff Park District preschool for storytime in April. They read to 5 groups with a total of 105 attendees.

Learning Gardens

After approval by the Architectural Board of Review (ABR) and the Village Board our Learning Gardens are now in place on the west side of the building. We worked with River Valley Gardens in Gurnee. They milled boards from a local pine and treated them with a scorching technique to make them stronger and more pest resistant. We have a variety of herbs and vegetables that we've started indoors and are excited to start planting soon. Head of Youth Services Eliza Jarvi and Outreach Coordinator Jillian Chapman deserve credit for all the work that went into research, preparation and the upcoming planting. In particular for preparing the proposal for the Village and presenting it to the ABR.

Coming Soon: Book Buddies

Book Buddies programs pair teen volunteers with emerging readers and are a great opportunity for teens to be mentors and for new readers to work with someone closer to their own age. We have heard of successful versions of this program at other libraries, and we often get questions from teens about volunteer opportunities. If you know of any teens looking to get volunteer hours, send them our way. Staff member Regina Ruocco has created the layout of this project, and Anna Fifhause built the online application and webpage.

Test Proctoring

Head of Circulation and Reference Katie Horner reports that our test proctoring services have restarted. These have not been well used, historically, but we may see more interest with the increase in remote education.

Award for Head of Circulation and Reference Katie Horner

Last year, Katie was asked to write an article on sexual harassment for *Public Libraries* magazine. She recently learned that the resultant piece was selected as the first place winner in their annual Feature Article Contest. You can read the announcement here:

<https://www.ala.org/news/press-releases/2022/01/public-libraries-magazine-announces-2022-feature-article-contest-winners>

Spring Cleaning

With the arrival of spring and the new Fiscal Year, we have some annual cleaning queued up. This is particularly important as we have not been as regular with some cleaning during the pandemic. We have contracted with Fish Window Cleaning to clean our exterior windows, with Crystal Maintenance to do a deep clean of the interior, and with Stanley Steemer to clean the fabric on library seating.

Paperless Purchase Order System

Staff member Laurence Sacherer has been working to make our bookkeeping more efficient and effective. We are reducing some redundancies in our processes and starting in May we are also moving to a paperless purchase order system. The changes also bring us closer in line with Village procedure, and the consistency should be helpful as well. Village Financial Director Bettina O'Connell has been a big help in making the change.

Passport Applications

For FY21-22 we exceeded \$20,000 in passport revenue, and we processed exactly 600 applications. This is by far our busiest year, and the service continues to be much in demand.

Digital Circulation

Anna Fifhouse reports that our usage of eBooks and other digital formats continue to be higher than pre-pandemic. Per Anna, we continue to see about 1,600 checkouts per month for Overdrive, though our circulation with Hoopla, Kanopy, and Flipster has dipped a little.

Statistics for FY2021-2022

We totaled 101,530 circulations (checkouts and renewals) in FY21-22. Anna has the following insights regarding the end of year numbers:

- 4.4% - Increase in total circulations comparing FY18-19 (last full non-pandemic year) and FY21-22.
- -7.5% - Decrease in total Physical Materials circulation comparing FY18-19 (last full non-pandemic year) and FY21-22.
- 90.3% - Increase in total Digital Materials circulation comparing FY18-19 (last full non-pandemic year) and FY21-22.
- -0.7% - Decrease in total Digital Materials circulation comparing FY20-21 (majority of pandemic closures) and FY21-22.

- The percentage of total circulation Digital Materials circulation accounts for over the last 4 fiscal years:
 - FY18-19: 12.1%
 - FY19-20: 18.3%
 - FY20-21: 39.8%
 - FY21-22: 22.1%

Seed Library

Outreach Coordinator Jillian Chapman reports that 284 seed packets were taken in April. This is lower than in March, but that's to be expected and its still a very strong number. Jillian also visited the preschool to talk about the Seed Library, our garden-themed Summer Reading Club, and our upcoming StoryWalk. She also did three storytimes with the preschool kids over the course of two days.

End of FY2021-2022 Fiscal View

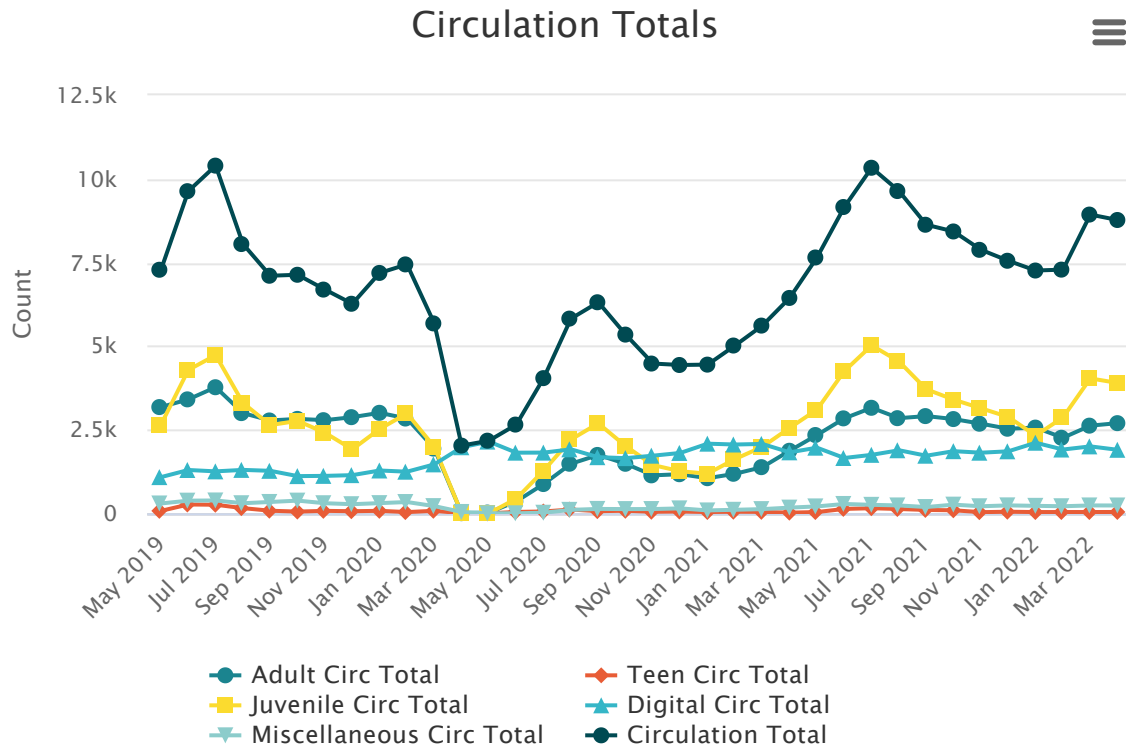
The first look at end of FY2021-2022 financials shows \$1,106,065 in revenue and \$1,055,725 in expenditures. This does include the Village contribution. This shows a total of \$50,339 headed to reserve, for a new projected General Reserve balance of \$431,928. This represents 39.7% of the FY22-23 operating budget. Numbers will not be final until after the completion of the audit.

Respectfully submitted,

Eric Scott Bailey

3 Year Comparison Graphs

3 Year Circulation Totals



Circulation Totals

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

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2020	23	0	3	2145	2	2173
Jun 2020	358	42	439	1814	1	2654
Jul 2020	876	56	1277	1816	18	4043
Aug 2020	1483	113	2209	1914	104	5823
Sep 2020	1746	65	2690	1679	132	6312
Oct 2020	1482	76	2010	1650	127	5345
Nov 2020	1136	47	1444	1724	128	4479
Dec 2020	1170	55	1257	1806	148	4436
Jan 2021	1051	39	1187	2083	87	4447
Feb 2021	1183	48	1623	2058	106	5018
Mar 2021	1381	44	1988	2075	126	5614
Apr 2021	1871	20	2555	1824	171	6441
May 2021	2342	38	3101	1963	207	7651
Jun 2021	2840	132	4253	1655	280	9160
Jul 2021	3156	153	5022	1749	254	10334
Aug 2021	2846	129	4541	1886	236	9638
Sep 2021	2908	101	3710	1723	188	8630
Oct 2021	2819	91	3400	1859	260	8429
Nov 2021	2680	35	3141	1813	211	7880
Dec 2021	2530	48	2882	1855	238	7553
Jan 2022	2564	38	2324	2111	224	7261
Feb 2022	2260	39	2869	1908	212	7288
Mar 2022	2622	39	4035	2002	236	8934
Apr 2022	2697	41	3899	1900	235	8772

3 Year Visits



Visits

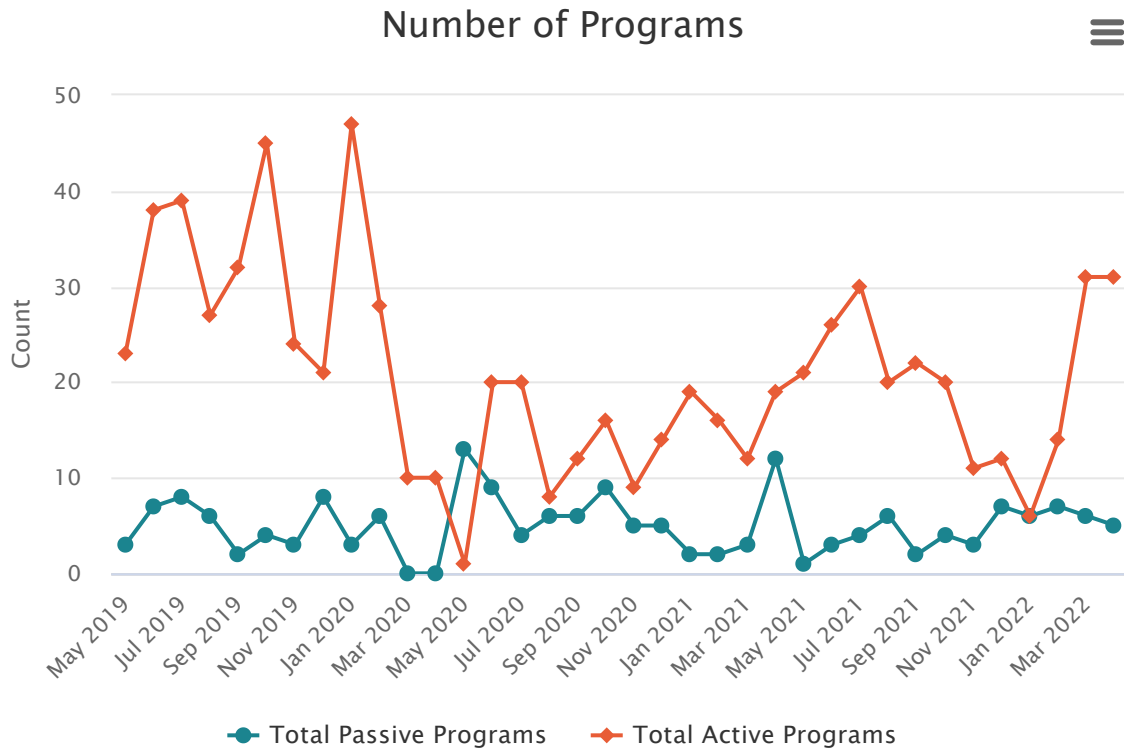
Category Curbside Appointments Main Building

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

Category Curbside Appointments Main Building

Jan 2021	368	1127
Feb 2021	233	1324
Mar 2021	133	1795
Apr 2021	73	2259
May 2021	16	2370
Jun 2021	0	4252
Jul 2021	5	4333
Aug 2021	5	7909
Sep 2021	0	6792
Oct 2021	2	3726
Nov 2021	0	3266
Dec 2021	2	3052
Jan 2022	0	2810
Feb 2022	6	2828
Mar 2022	0	3497
Apr 2022	0	3730

3 Year Programming



Number of Programs

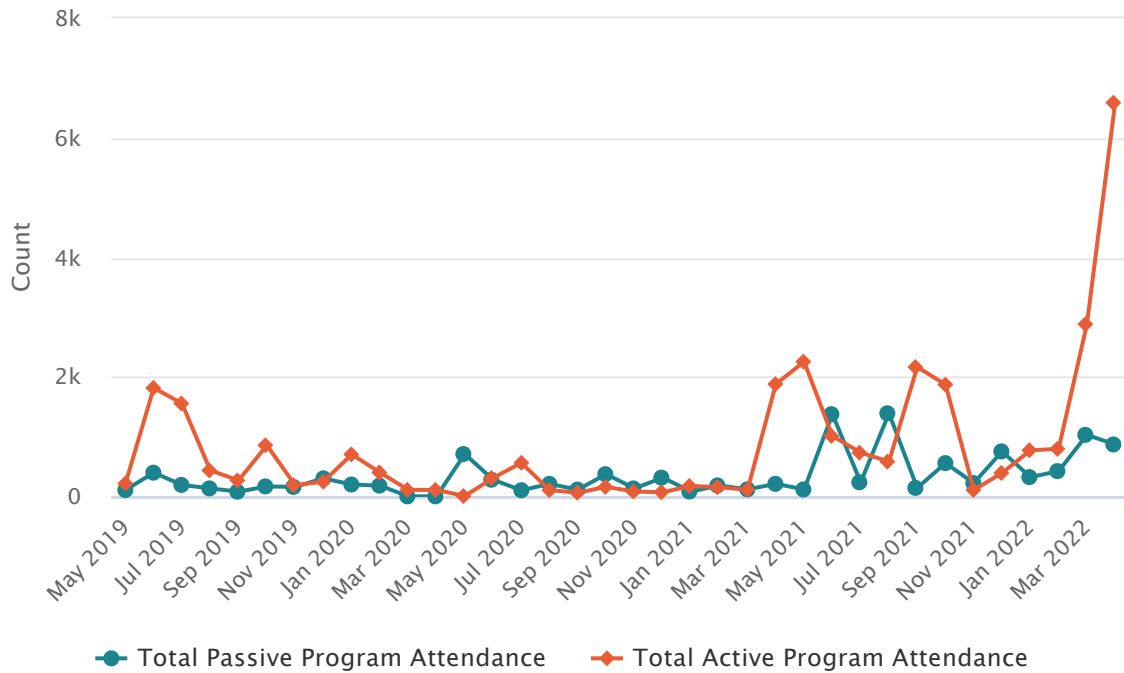
Category Total Passive Programs Total Active Programs

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

Category Total Passive Programs Total Active Programs

Jan 2021	2	19
Feb 2021	2	16
Mar 2021	3	12
Apr 2021	12	19
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11
Dec 2021	7	12
Jan 2022	6	6
Feb 2022	7	14
Mar 2022	6	31
Apr 2022	5	31

Program Attendance



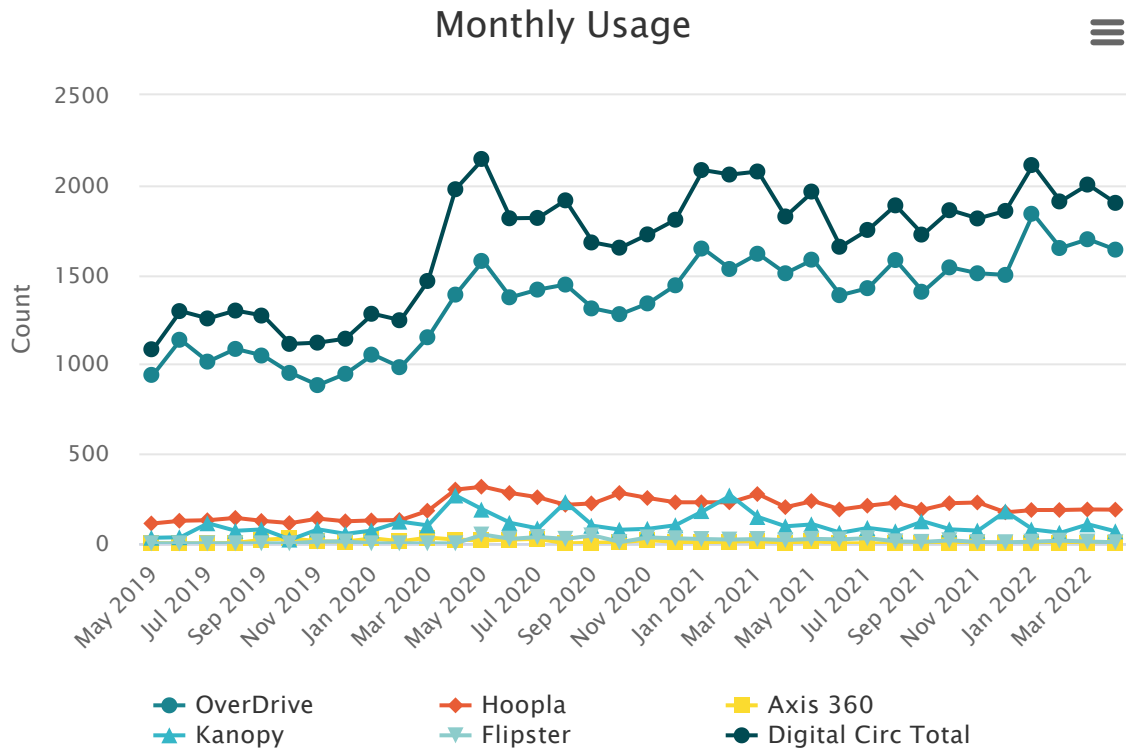
Program Attendance

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

Category Total Passive Program Attendance Total Active Program Attendance

Jul 2021	235	731
Aug 2021	1390	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107
Dec 2021	752	391
Jan 2022	322	771
Feb 2022	422	794
Mar 2022	1029	2881
Apr 2022	868	6587

3 Year Digital Collections



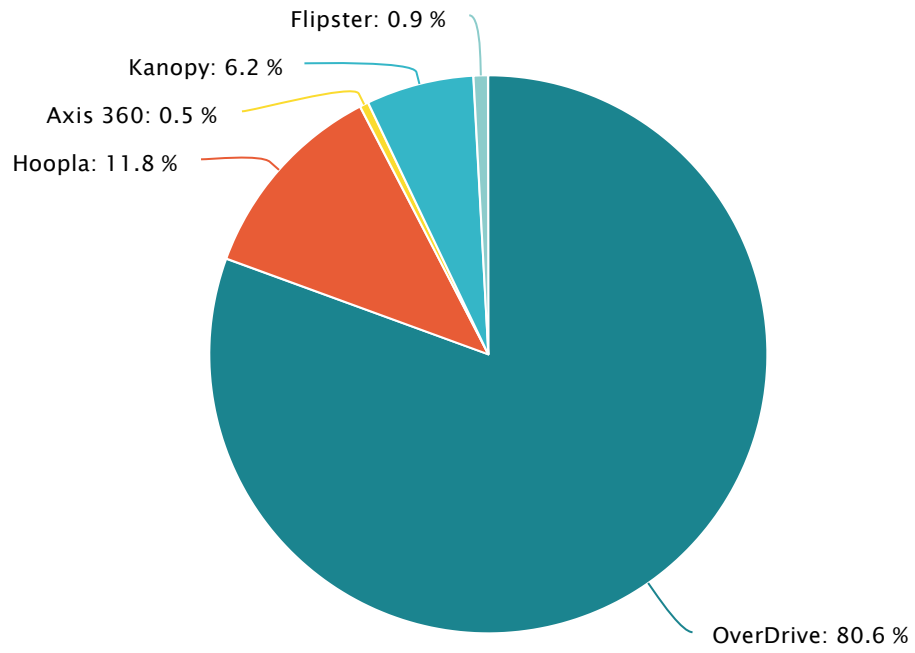
Monthly Usage

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

Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

Jan 2021	1645	229	5	180	24	2083
Feb 2021	1531	229	10	267	21	2058
Mar 2021	1616	275	13	147	24	2075
Apr 2021	1507	202	2	95	18	1824
May 2021	1583	236	13	106	25	1963
Jun 2021	1385	189	0	59	22	1655
Jul 2021	1424	210	0	86	29	1749
Aug 2021	1581	227	0	67	11	1886
Sep 2021	1404	188	0	123	8	1723
Oct 2021	1540	224	0	78	17	1859
Nov 2021	1507	228	0	71	7	1813
Dec 2021	1498	173	0	178	6	1855
Jan 2022	1839	186	0	77	9	2111
Feb 2022	1648	186	0	59	15	1908
Mar 2022	1697	189	0	106	10	2002
Apr 2022	1639	188	0	67	6	1900

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 48799

Hoopla 7161

Axis 360 305

Kanopy 3774

Flipster 518

3 Year New Website Usage



Visitors

Category # of Visitors

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

Category # of Visitors

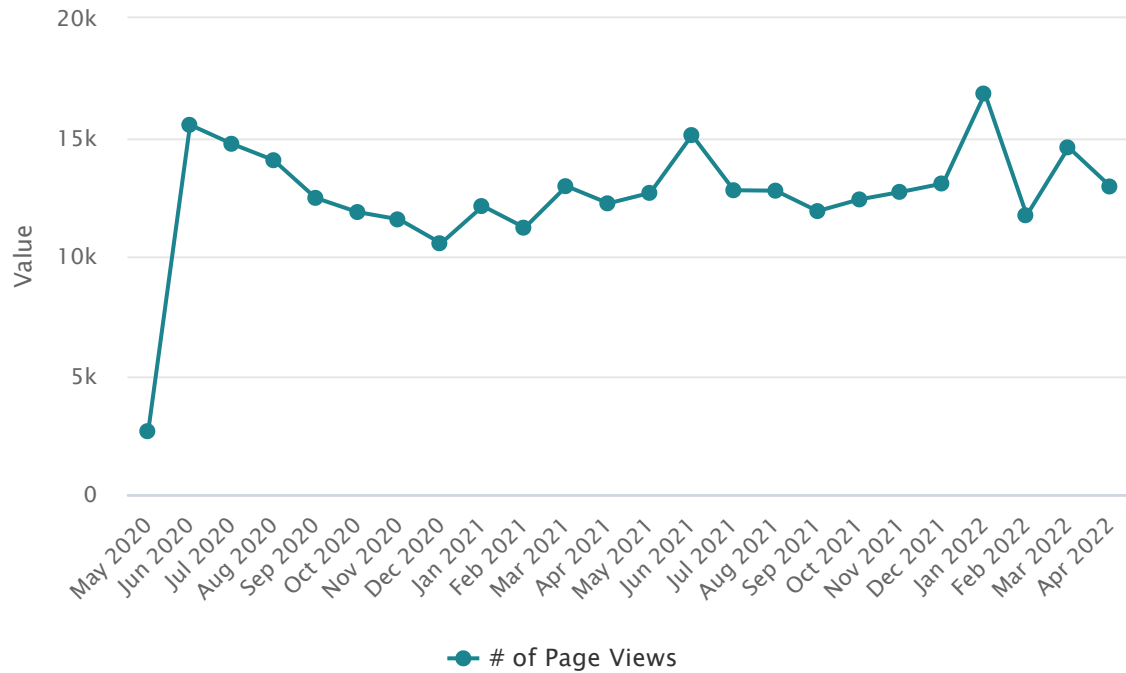
Jan 2022 3244

Feb 2022 2607

Mar 2022 3125

Apr 2022 2917

Page Views



Page Views

Category # of Page Views

May 2020 2653
Jun 2020 15525
Jul 2020 14729
Aug 2020 14039
Sep 2020 12457
Oct 2020 11861
Nov 2020 11552
Dec 2020 10550
Jan 2021 12112
Feb 2021 11204
Mar 2021 12948
Apr 2021 12227
May 2021 12667
Jun 2021 15095
Jul 2021 12777
Aug 2021 12759
Sep 2021 11901
Oct 2021 12392
Nov 2021 12709
Dec 2021 13061
Jan 2022 16840
Feb 2022 11726
Mar 2022 14578
Apr 2022 12935

3 Year Previous Website Usage



Visitors

Category Unique Visitors

May 2019 4944

Jun 2019 5073

Jul 2019 5314

Aug 2019 5254

Sep 2019 5756

Oct 2019 5537

Nov 2019 5305

Dec 2019 4561

Jan 2020 5880

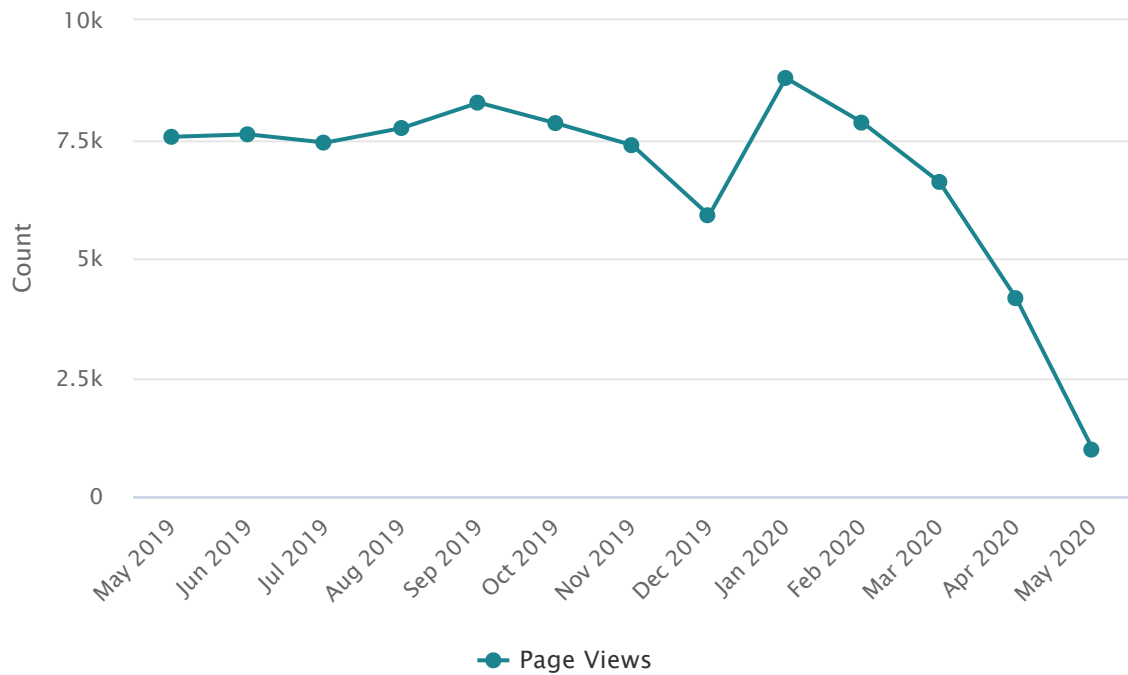
Feb 2020 5582

Mar 2020 4530

Apr 2020 2769

May 2020 632

Page Views



Page Views

Category Page Views

May 2019 7553

Jun 2019 7605

Jul 2019 7431

Aug 2019 7738

Sep 2019 8271

Oct 2019 7841

Nov 2019 7377

Dec 2019 5905

Jan 2020 8789

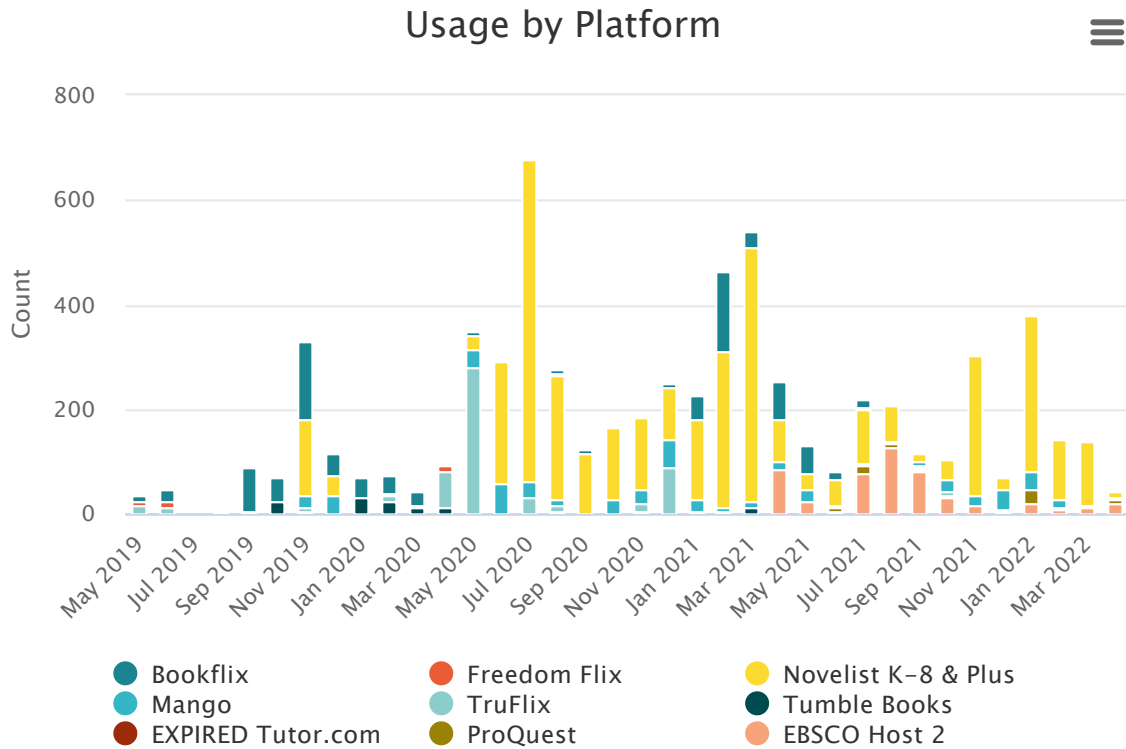
Feb 2020 7851

Mar 2020 6605

Apr 2020 4164

May 2020 981

3 Year Database Usage



Usage by Platform

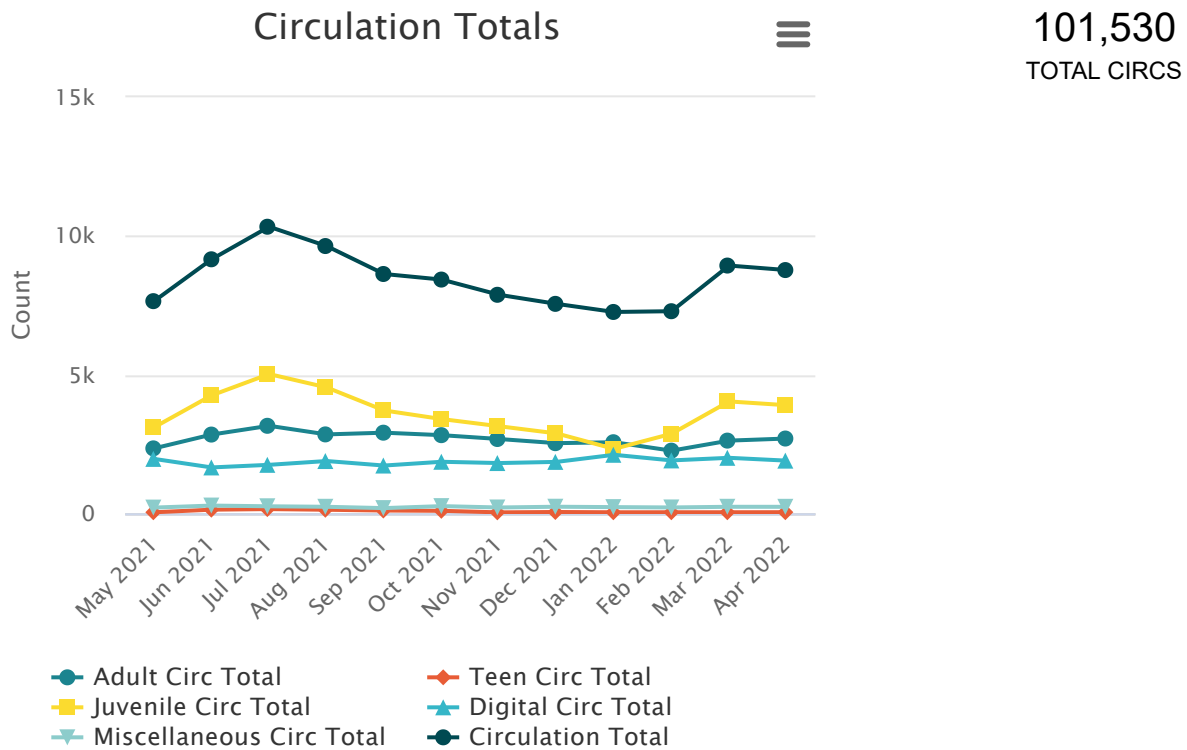
Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	EXPIRED Tutor.com	ProQuest	EBSCO Host 2
May 2019	10	8	0	0	15	1	0	0	0
Jun 2019	22	10	0	0	13	0	0	0	0
Jul 2019	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	3	0	0	0	0
Sep 2019	84	0	0	0	0	3	0	0	0
Oct 2019	43	0	0	0	0	24	0	0	0
Nov 2019	152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

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	EXPIRED Tutor.com	ProQuest	EBSCO Host 2
Aug 2020	9	3	238	12	13	2	0	0	0
Sep 2020	7	0	115	0	0	0	0	0	0
Oct 2020	0	0	139	27	0	0	0	0	0
Nov 2020	4	1	138	28	13	0	5	0	0
Dec 2020	10	0	100	51	88	0	1	0	0
Jan 2021	45	0	152	24	0	1	2	0	0
Feb 2021	156	0	296	10	0	0	3	0	0
Mar 2021	33	0	486	11	0	11	0	0	0
Apr 2021	74	0	80	12	0	0	3	0	83
May 2021	52	0	31	22	0	0	0	0	24
Jun 2021	16	0	49	0	0	3	0	10	3
Jul 2021	17	3	104	0	3	0	0	14	78
Aug 2021	0	0	68	5	0	0	0	6	127
Sep 2021	10	3	17	6	4	5	0	4	80
Oct 2021	0	3	38	23	8	0	0	6	29
Nov 2021	0	0	265	20	0	0	0	0	16
Dec 2021	10	0	25	36	0	3	0	3	3
Jan 2022	5	0	299	33	0	0	0	29	18
Feb 2022	0	0	116	14	3	0	0	0	8
Mar 2022	0	0	122	2	0	0	0	2	13
Apr 2022	0	0	10	7	0	0	0	6	19

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FY 21-22 Graphs

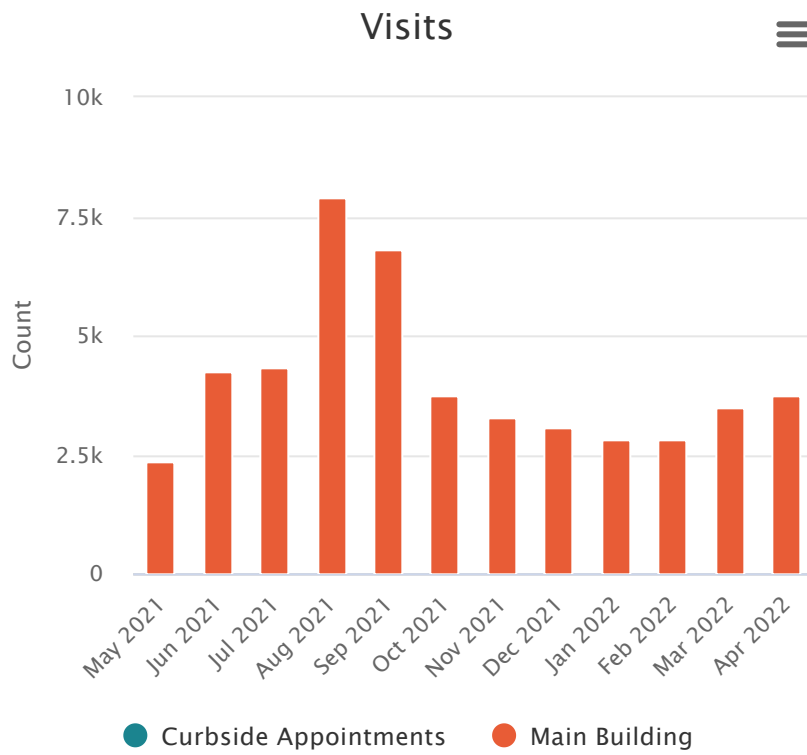
FY 21-22 Circulation Totals



Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2021	2342	38	3101	1963	207	7651
Jun 2021	2840	132	4253	1655	280	9160
Jul 2021	3156	153	5022	1749	254	10334
Aug 2021	2846	129	4541	1886	236	9638
Sep 2021	2908	101	3710	1723	188	8630
Oct 2021	2819	91	3400	1859	260	8429
Nov 2021	2680	35	3141	1813	211	7880
Dec 2021	2530	48	2882	1855	238	7553
Jan 2022	2564	38	2324	2111	224	7261
Feb 2022	2260	39	2869	1908	212	7288
Mar 2022	2622	39	4035	2002	236	8934
Apr 2022	2697	41	3899	1900	235	8772

FY 21-22 Visits

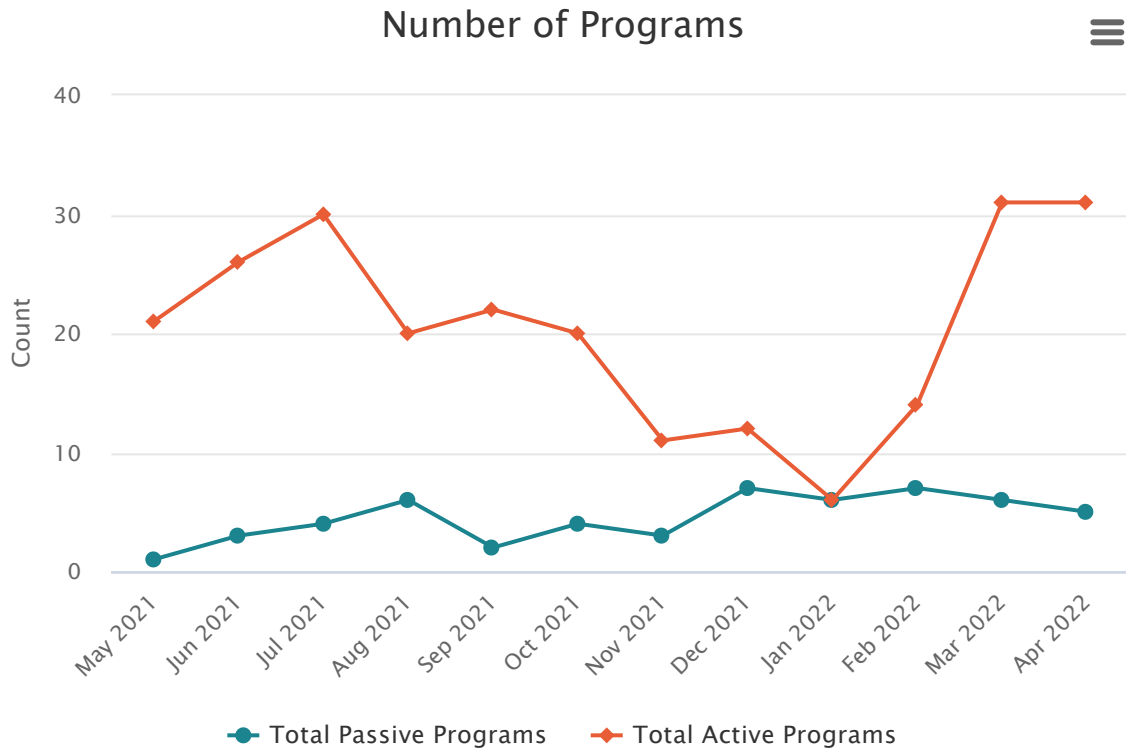


48,601
TOTAL VISITS

Visits

Category	Curbside Appointments	Main Building
May 2021	16	2370
Jun 2021	0	4252
Jul 2021	5	4333
Aug 2021	15	7909
Sep 2021	0	6792
Oct 2021	2	3726
Nov 2021	0	3266
Dec 2021	2	3052
Jan 2022	0	2810
Feb 2022	6	2828
Mar 2022	0	3497
Apr 2022	0	3730

FY 21-22 Programming

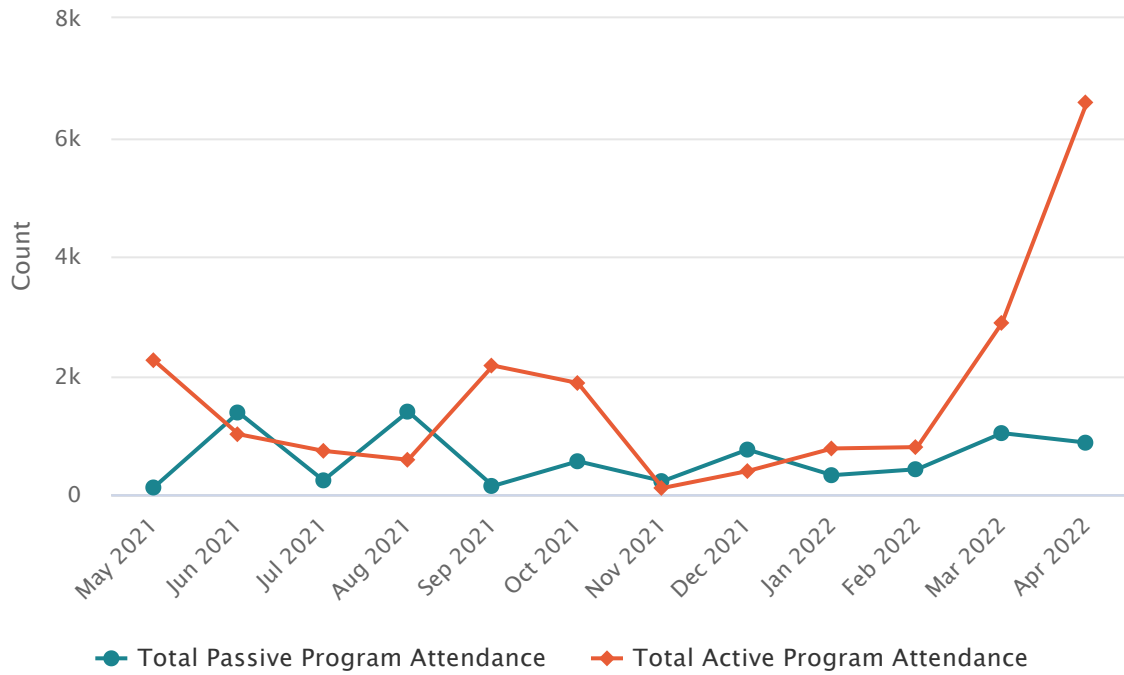


Number of Programs

Category Total Passive Programs Total Active Programs

May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11
Dec 2021	7	12
Jan 2022	6	6
Feb 2022	7	14
Mar 2022	6	31
Apr 2022	5	31

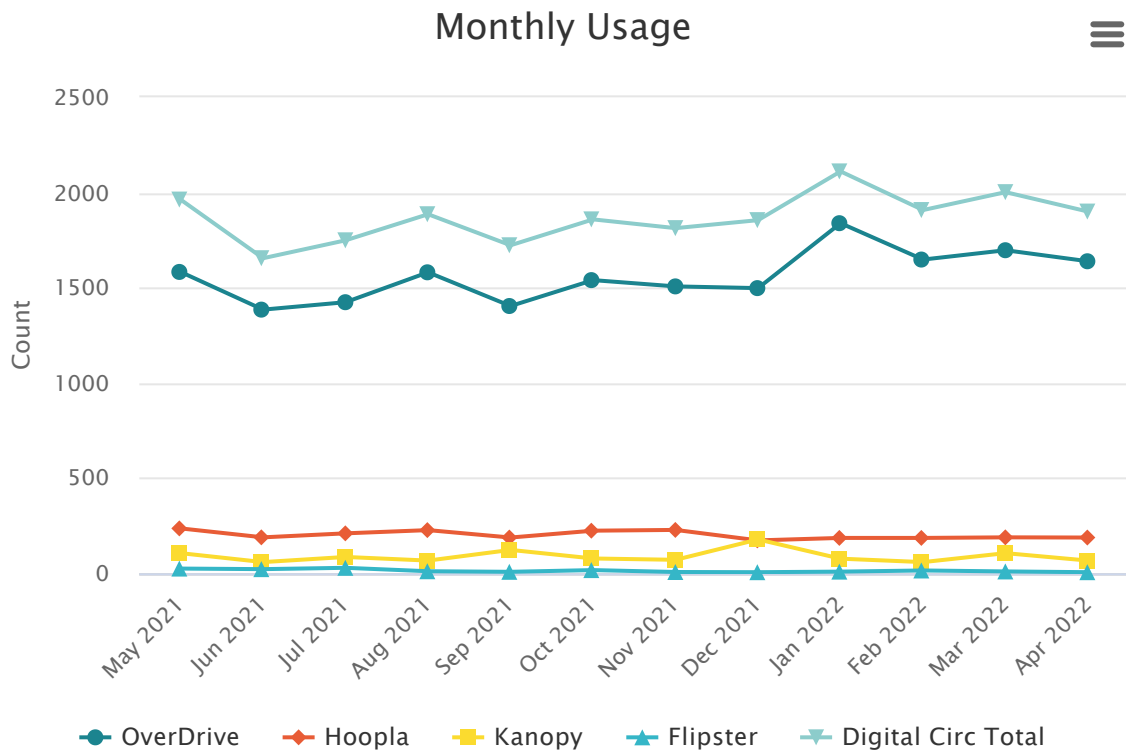
Program Attendance



Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2021	115	2254
Jun 2021	1375	1010
Jul 2021	235	731
Aug 2021	1390	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107
Dec 2021	752	391
Jan 2022	322	771
Feb 2022	422	794
Mar 2022	1029	2881
Apr 2022	868	6587

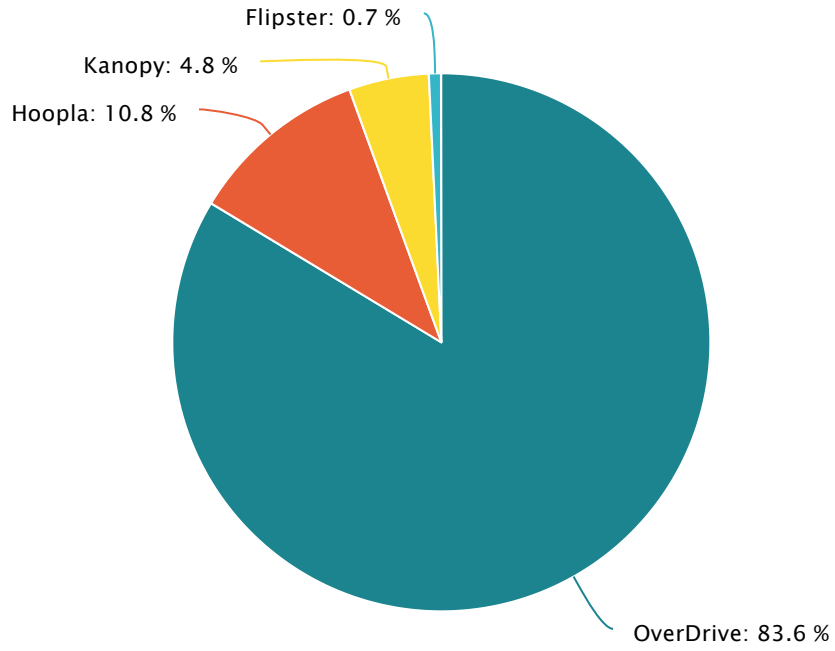
FY 21-22 Digital Collections



Monthly Usage

Category	OverDrive	Hoopla	Kanopy	Flipster	Digital Circ Total
May 2021	1583	236	106	25	1963
Jun 2021	1385	189	59	22	1655
Jul 2021	1424	210	86	29	1749
Aug 2021	1581	227	67	11	1886
Sep 2021	1404	188	123	8	1723
Oct 2021	1540	224	78	17	1859
Nov 2021	1507	228	71	7	1813
Dec 2021	1498	173	178	6	1855
Jan 2022	1839	186	77	9	2111
Feb 2022	1648	186	59	15	1908
Mar 2022	1697	189	106	10	2002
Apr 2022	1639	188	67	6	1900

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 18745

Hoopla 2424

Kanopy 1077

Flipster 165

FY 21-22 Website Usage



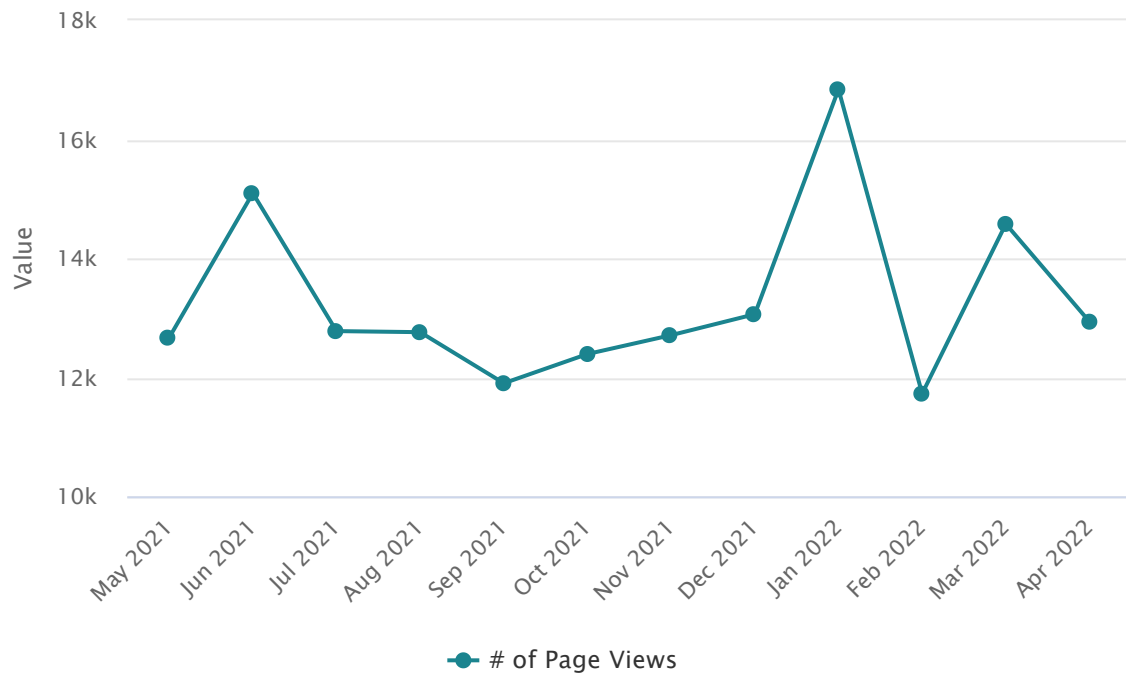
43,085
TOTAL SESSIONS

Visitors

Category # of Visitors

May 2021 2551
Jun 2021 3346
Jul 2021 3086
Aug 2021 2908
Sep 2021 2767
Oct 2021 2734
Nov 2021 2706
Dec 2021 2702
Jan 2022 3244
Feb 2022 2607
Mar 2022 3125
Apr 2022 2917

Page Views



Page Views

Category # of Page Views

May 2021 12667

Jun 2021 15095

Jul 2021 12777

Aug 2021 12759

Sep 2021 11901

Oct 2021 12392

Nov 2021 12709

Dec 2021 13061

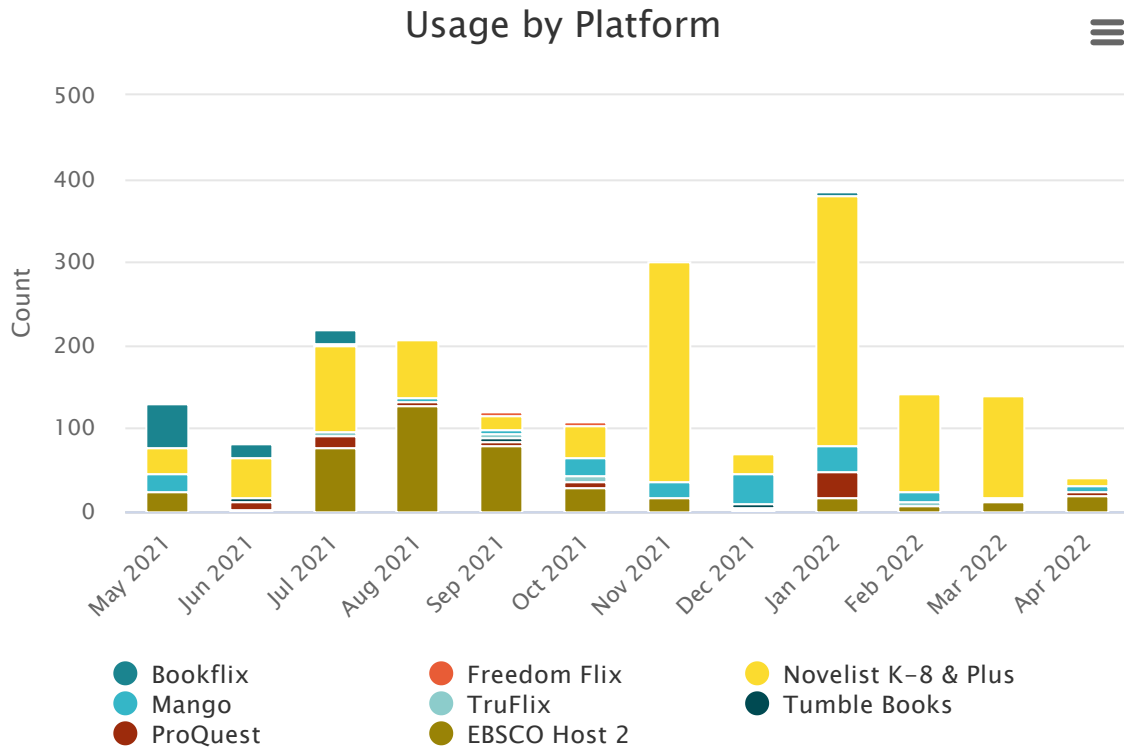
Jan 2022 16840

Feb 2022 11726

Mar 2022 14578

Apr 2022 12935

FY 21-22 Database Usage



Usage by Platform

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2
May 2021	52	0	31	22	0	0	0	24
Jun 2021	16	0	49	0	0	3	10	3
Jul 2021	17	3	104	0	3	0	14	78
Aug 2021	0	0	68	5	0	0	6	127
Sep 2021	0	3	17	6	4	5	4	80
Oct 2021	0	3	38	23	8	0	6	29
Nov 2021	0	0	265	20	0	0	0	16
Dec 2021	0	0	25	36	0	3	3	3
Jan 2022	5	0	299	33	0	0	29	18
Feb 2022	0	0	116	14	3	0	0	8
Mar 2022	0	0	122	2	0	0	2	13
Apr 2022	0	0	10	7	0	0	6	19