

February 20, 2024 Board Meeting

agenda

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	Adjournment (1 minute)	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, February 20, 2024 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL 60044

The in-person meeting will be simulcast for any members of the public who do not wish to attend the meeting in-person at the Lake Bluff Public Library building. Questions related to the Library agenda can be sent before or during the meeting to Library Director Renee Grassi at rgrassi@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or rgrassi@lakeblufflibrary.org.

NOTICE: Members of the public may attend in-person or participate in the meeting remotely via Zoom:

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Agenda

1. **Call to Order**
2. **Roll Call (1 min)**
3. **Pledge of Allegiance (1 min)**
4. **Additions & Corrections to the Agenda (2 min)**
5. **Opportunity for Public to Address the Board (5 min)**
6. **Remarks by Village Board President Regis Charlot (10 minutes)**
7. **Building Presentation by Shaun Kelly, Engberg Anderson Architects (1 hr. 45 minutes)**
8. **Approval of Board Meeting Minutes (5 min)**
 - a. ACTION: Approval of Minutes of January 24, 2024 Board Meeting
9. **Library Director Updates (7 min)**
 - a. Director's Report
 - b. Monthly Statistics Reports
10. **Committee Reports (25 min)**

(Met)

 - a. Bylaws & Policy Committee (**CHAIR:** Friedeman. **MEMBERS:** Graziano and Zaute.)
 - b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Berg, Shaul.)
 - c. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Shaul, Zaute.)
 - d. Technology Committee (**CHAIR:** TBD. **MEMBERS:** Hayes, Zaute, Shaul)
 - e. Engagement Committee (**CHAIR:** Berg. **MEMBERS:** Graziano)

(Did Not Meet)

 - f. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
 - g. Long Range Planning Committee (**CHAIR:** Shaul. **MEMBERS:** Friedeman)
 - h. Intergovernmental Committee (**MEMBERS:** Jerch, Grassi)
 - i. Special Topics Committee (AD HOC. Committee membership is assigned by topic)
11. **January 2024 Financial Reports (5 min)**

- a. ACTION: Approve January Detailed Revenue & Expense Report
- b. ACTION: Approve January Monthly Check Disbursement (15905- 15940)

12. New Business

- a. ACTION: Vote to approve and adopt the FY 2024-2025 Budget
- b. ACTION: Vote to approve and adopt the FY 2025-2025 Budget
- c. ACTION: Vote to updated Collection Development Policy
- d. ACTION: Vote to approve Resolution 2024.2.20.A Resolution in Support of SB2787 – Amends the Illinois Local Library Act and the Public Library District Act of 1991 Regarding Competitive Bidding
- e. Presentation and Discussion: Hours Pilot Report for Jan. 2024

13. Library Correspondence (7 min)

- a. PPRT Lake Forester Article
- b. PPRT web announcement
- c. Lake County Chronicle Article

14. Any and all other business which may properly come before the Board (10 min)

- a. Board Retreat scheduled Saturday, February 24 from 9 am – 1 pm at Lake Bluff Park District

15. Executive Session(s) if needed

- 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)

16. Adjournment (1 minute)

Attachments

- | | |
|---|--|
| <ul style="list-style-type: none"> • Lake Bluff Library Building Systems & Site Report • CRS Data File 2022 Draft • Lake Bluff Accessibility Report • IL Environmental Barriers Act & Accessibility Code • Public Libraries and the Law – ADA • Regular Minutes • Directors Report Jan2024 • January 2024 FY Statistical Graph • January 2024 3 Year Comparison • January Revenue and Expenditures Report • January Check Disbursement Report • FY 2024-2025 Budget | <ul style="list-style-type: none"> • FY 2025-2025 Budget • Collection Development Policy Draft • Resolution 2024.2.20.A • January 2024 Hours Pilot Monthly Report • Hours Pilot Comments Jan2024 • January 2024 Heat Map • Recommended Hours of Service by Population ILA Standards 4.0 • Spring 2024 Letter from Director • Spring 2024 Hours Pilot Survey • PPRT Lake Forester Article • PPRT web announcement • Lake County Chronicle Article |
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Upcoming Board Meetings

- February 24, 2024 at 9 am: IN PERSON; Library Board Retreat at Lake Bluff Park District
- March 19, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library
- April 16, 2024 at 7 pm: IN PERSON, Lake Bluff Public Library



Lake Bluff Public Library
Library Board of Trustees Meeting
Wednesday, January 24th at 7 PM
 123 E. Scranton Avenue, Lake Bluff, Illinois 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held with a quorum of Trustees physically present. The meeting was simulcast for any members of the public who did not wish to attend the meeting in-person at the Lake Bluff Public Library building. Guidelines and access codes were published before the meeting so members of the public could log in. The meeting was recorded, with the recording made available through the Library's website. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. **Call to Order:** Board Vice President Janie Jerch called the meeting to order at 7:03 pm.
2. **Roll Call:** Trustees Friedeman, Jardine, Hayes and Jerch were present; Trustees Zaute, Shaul and Graziano were absent. Library Director Renee Grassi, library staff member Katie Horner and Marth O'Hara (virtual) were also present.
3. **Additions & Corrections to the Agenda:** There were none.
4. **Opportunity for Public to Address the Board:** There was none.
5. **Approval of Board Meeting Minutes**
 - a. Trustee Friedeman moved to approve the Board meeting minutes from December 12, 2023, Trustee Jardine seconded; Trustees Jardine, Jerch and Friedeman voted aye; Trustee Hayes abstained.
 - b. Trustee Jerch requested that the title of the Board meeting minutes from January 10, 2024 be amended to read "Special Meeting of the Library Board of Trustees", Trustee Hayes moved to approve the minutes with the aforementioned amendment, Trustee Friedeman seconded; all voted aye.
6. **Library Director Updates:**
 - a. Director's Report: Library Director Grassi provided an overview of December 2023 happenings at the library. No library programs had to be canceled during December. Notary services are now reported monthly, per a new state requirement, with 27 notary services provided in November 2023 and 25 in December 2023. Adult Services & Technology Manager Martha O'Hara led multiple technology updates in the wake of the newly adopted telecommuting policy.
 - b. Monthly Statistics Report: Director Grassi provided a Library usage overview, with a highlight on the Consumer Reports platform usage correlating with the launch of a communications strategy promoting this resource. Rosetta Stone will replace the Mango language learning resource.
7. **Committee Reports**
(Met)



- a. **Building & Grounds Committee** (CHAIR: Jerch. MEMBERS: Berg, Shaul): Trustee Jerch provided an update on the meeting, which was focused on reviewing the Engberg Anderson report. The committee will reconvene in February to finish reviewing.
 - b. **Finance Committee** (CHAIR: Hayes. MEMBERS: Shaul, Zaute): Trustee Hayes provided an update on the Finance Committee. They reviewed the HR Source salary benchmarking report and finalized a budget for proposal to the full Board. The committee discussed the proposed PPRT IGA with the Village.
 - c. **Engagement Committee** (CHAIR: Jardine. MEMBERS: Graziano): Trustee Jardine reported on the Engagement Committee, of which she is the new chair. They discussed how the Board can increase engagement in the community and refine the Trustee onboarding process. Trustee Jardine has reached out to local libraries to understand how other Boards are onboarded, with the hopes that the Lake Bluff Library's process can be streamlined.
(Did Not Meet)
 - d. **Human Resources Committee** (CHAIR: Graziano. MEMBERS: Jerch and Shaul.)
 - e. **Bylaws & Policy Committee**
 - f. **Long Range Planning Committee**
 - g. **Technology Committee**
 - h. **Intergovernmental Committee**
 - i. **Intergovernmental Committee**
 - j. **Special Topics Committee**
8. **December 2023 Financial Reports:**
- a. **December 2023 Detailed Revenue & Expense Report:** The library is nearly 100% received in property tax revenue, which will continue to generate interest, which is already at 173.93% of anticipated interest revenue. There are some areas in which the Library has exceeded the anticipated expenditures and some that are underspent, per previous Board discussions and approvals. Trustee Hayes inquired about the patron cost of copying and printing. Library Director Grassi gave a general overview of copying costs and Trustee Friedeman noted that the Policy committee has noted this as a possible change. Trustee Hayes moved to approve the December 2023 revenue and expense report, Trustee Jardine seconded; all voted aye.
 - b. **December Monthly Check Disbursement (15870-15904):** The Board reviewed all checks from December 2023. Library Director Grassi noted that two different cleaning companies were paid due to the trial cleaning when selecting a new service provider. Trustee Friedeman moved to approve checks numbered 15870-15904, Trustee Hayes seconded; all voted aye.
9. **New Business:**
- a. **Vote to approve Intergovernmental Agreement with the Village of Lake Bluff to collect historical, current and future Personal Property Replacement Tax:** The Board reviewed the final version of the intergovernmental agreement with the Village of Lake Bluff to



collect historical Personal Property Replacement Tax in the amount of \$84,474 and memorialize an agreement for all current and future payments. Trustee Jardine moved to approve the intergovernmental agreement, Trustee Hayes seconded; all voted aye.

- b. Vote to approve Library's new Pay Grade Structure and Pay Salary Scale effective May 1, 2024:** The Board reviewed the HR Source Salary Benchmarking Report with proposed salary scale and pay grade structure. The report revealed that 20 of 21 employees of the library are currently paid under "midpoint," which is equivalent to market value and 7 employees are paid below the minimum. The Board discussed the inclusion of salary ranges on future job postings and including the process for salary increases in the personnel policy. Trustee Hayes moved to approve the Pay Grade Structure and Pay Salary Scale effective May 1, 2024, Trustee Jardine seconded; all voted aye.
 - c. Vote to approve and adopt the draft FY 2024-2025 Budget:** The Board reviewed the draft FY 2024-2025 budget. Library Director Grassi reviewed the changes to revenue through various grants and the revised proposed expenditures. Trustee Hayes moved to approve the FY 2024-2025 budget with an amendment that changes the Miscellaneous Grants Expenditures from \$86,000 to \$100,000 and the resulting fund balance to \$17,000, Trustee Jardine seconded; all voted aye.
 - d. Vote to approve Lake Bluff Public Library's 2024 Per Capita Grant Application:** Library Director Grassi provided a copy of the 2024 Per Capita Grant Application. Trustee Friedeman moved to approve the application, Trustee Hayes seconded; all voted aye.
 - e. Vote to approve adding a new meeting to the 2024 Lake Bluff Public Library Board Calendar of Meetings for purposes of Board Retreat on Saturday, Feb. 24 from 9 am–1 pm:** Trustee Friedeman moved to approve the addition of the Board Retreat to the meeting calendar, Trustee Jardine seconded; all voted aye.
 - f. Hours Pilot:** The Board discussed community engagement opportunities for engaging with the public about the library hours pilot. The Board reviewed the recommended hours of service for libraries from the Illinois Library Association. Currently, the Lake Bluff Public Library is staffed in the "minimum" category, but is providing 52 hours a week of services which is equivalent to a "minimum-growing" category (+4 hours per week more than the recommendation). The Library continues to extend services beyond its staffing levels, but with much greater success given the adjustment to the hours.
10. **Any and all other business which may come before the Board:** There was none.
11. **Executive Session(s) if needed:** There was none.
12. **Adjournment:** Trustee Hayes moved to adjourn, Trustee Jardine seconded; all voted aye. The meeting adjourned at 9:18 pm.

Respectfully submitted,

Alexandra Friedeman
Secretary

Administration and Human Resources

- On January 5, members of the Library Board of Trustees hosted the Annual Staff Luncheon, this year catered by Tacos El Norte. Staff shared their appreciation for the recognition, the delicious meal and the time to connect with their colleagues in a casual setting. Thank you, Library Trustees, for this generous expression of your support for library staff!
- Library Director Renee Grassi met with former Library Trustee Joan Cordeniz to discuss her tenure on the Library Board, with a particular focus on the history of the Library's finances. Joan met with Trustee Bonnie Shaul, Trustee Janie Jerch and Director Grassi to discuss a presentation that Board President Bonnie would end up making to the Village Board at their January 8, 2024 Committee of the Whole meeting. After discussion and negotiation with the Village Board, on January 24, 2024, the Library Board of Trustees unanimously voted to pass an intergovernmental agreement [ensuring past, present and future Personal Property Replacement Tax payments to the Library](#). Thank you to all involved for help accomplishing this step forward in helping support the financial future of the Lake Bluff Library.
- Reference and Circulation Manager Katie Horner participated as a presenter and trainer for the Illinois Library Association's Unite Against Book Bans initiative. The initiative is designed to provide support for Illinois libraries and library staff who are experiencing book challenges in their organization, and providing additional support as-needed, such as writing letters to the editor to local publications, attending board meetings, connecting people to resources, being a source of emotional support and other needs of library staff. Congratulations, Katie, for being asked to help lead the state in this advocacy effort!
- Community Engagement and Communications Manager Jillian Chapman and Trustee Sandy Jardine attended the 2024 Lake Bluff/Lake Forest Chamber of Commerce Annual Business and Governmental Breakfast, which included annual report presentations from Lake Bluff and Lake Forest Village Administrators. Thank you, Sandy, for your advocacy and engagement at this important community event.
- Library Director Renee Grassi completed all 1:1 staff meetings regarding the upcoming salary adjustments effective May 1, 2024.
- Due to illness, Director Grassi was unable to attend the January Friends of the Library meeting. Thank you to Community Engagement and Communications Manager Jillian Chapman who took on these responsibilities in her place. Jillian compiled donation requests, presented the requests to the Friends, and facilitated discussion with the Friends about the emergency furnace replacement and the pilot hours.
- On January 30, the Library submitted its annual Per Capita Grant to the Illinois State Library. This year's grant application requests funding to support growing demand for ebooks.
- All Lake Bluff Library passport agents have completed the required annual training. Annual agency certification paperwork has been submitted.
- Patron satisfaction regarding passport services continues to be high with consistent feedback received by patron. The need far exceeds Library availability, with patrons requesting more availability, specifically for weekend appointments. Staff answered a significant number of general passport questions this month due to upcoming travel needs, resulting in referrals.
- **Passport applications processed: 17**
- **Notary transactions completed: 21**

Collections

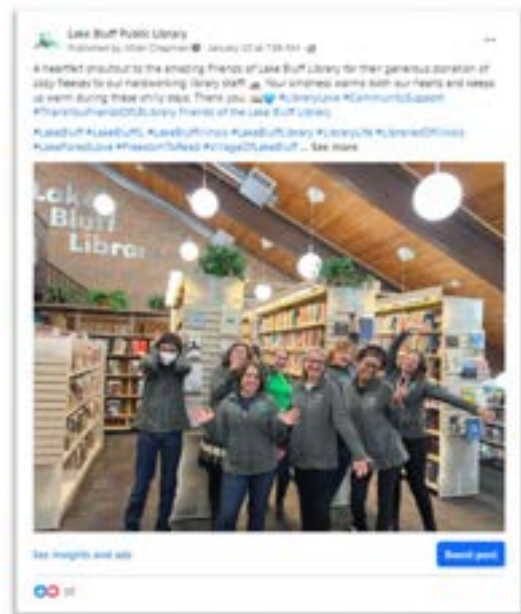
- Digital circulation broke records this month. For the first time, the Library experienced over 3000 digital circulations, continuing a trend of increased digital usage. The Library has seen a

25% increase overall comparing this period to last year's fiscal year. The Digital Library of Illinois, the Library's Digital Consortium, also set record for with over 3 million checkouts in 2023. The Library's eBook budget is \$21,000 annually, with an additional est. \$8,000 from Per Capita Grant funding. The Library will look for opportunities to increase this budget line in coming years to meet ongoing demand and community need.

- The Library continued its relabeling project in the Youth Services Department to replace faded and illegible spine labels. Total books relabeled: 162
- Adult Services Librarian Gus Standiford completed many updates to the Library's digital collection of adult reading lists. Adult Services Librarian Anna Fifhouse also completed updates to the Library's online reading lists for Black History Month. These type of projects have been delayed for months because of limited staff capacity. Thank you, Anna and Gus, for your help with these overdue projects.
- January Library Displays:
 - Big Books Last Longer Than New Year's Resolutions (books over 500 pages)
 - New Year, New Goals
 - Martin Luther King, Jr. Day
 - Best Books of 2023
 - *Lessons in Chemistry* readalikes
 - Dark Days of Winter-Dark Fantasy
 - Holidays: Lunar New Year & Groundhog Day

Social Media Highlights

Highest interacted post was an image of Library staff showing off their new fleeces with 66 likes, 7 comments, 2 shares on Instagram and 40 likes, 334 views on Facebook. The Friends of the Library donated funds in Fall 2023 to support newly branded sweaters for staff. These fleeces were distributed to staff in January, 2024 at the Staff Luncheon hosted by Library Trustees.



Communications

- There were three major communication topics this month: the emergency [HVAC-related closures](#), the receiving of the [Library's delinquent Personal Property Replacement Funds](#), and the start of the [Library's Hours Pilot](#). Regarding PPRT disbursements, both President Bonnie Shaul and Director Grassi were interviewed for an article in the Lake Forester. Director Grassi was also interviewed for an article by the Lake County Chronicle, which was published with multiple errors. After communication to the publisher, the newspaper agreed to print redactions, corrections and apologies for the misrepresentations.

Events, Programming and Outreach

- Teen Volunteers Monthly Statistics
 - Total Number of Volunteers: 4

- Total Hours Volunteered: 9
- Total Number of Activities: 3

2024 Winter Reading Club Statistics

Age Groups	22-2023 WRC	23-2024 WRC	% Change
Adults 19+	23	40	+74%
Ages 0-7	14	44	+214%
Ages 8-12	12	16	+33.3%
Ages 13-18	1	2	+100%

- This month, the Youth Services Department offered a drop-in snowflake-themed Grab-and-Go craft activity for families to complete during winter break. In total, 66 were created.
- Library Associate Marina Dove is the Library's new point person managing home delivery services to support patrons with transportation limitations living at Claridge Healthcare retirement community. Marina will receive title requests, make recommendations, and represent the Library to residents at Claridge. Thank you, Marina, for taking on this important role to help reduce barriers to the Library for Lake Bluff residents!
- The Summer Reading Club Planning Team met and began discussing 2024 program dates, timeline for program development, theme, and budget.
- Total Youth Services Grab and Go Crafts distributed this month: 108

Technology Updates

- The Lake Bluff Public Library received an email from the Illinois State Library and Secretary of State's Office saying that our Library had been identified as a prioritized library in the Broadband, Equity, Access, and Deployment (BEAD) program. One of the goals of the BEAD program is to connect community anchor institutions, like public libraries, to 1 gigabit symmetrical service. Illinois received \$1 billion dollars in federal funding to improve broadband access throughout the state. Lake Bluff Library's current Internet speed is 150mbps for download and 20mbps for upload; this upgrade would be a substantial improvement. The first step in this process was to submit information to determine our eligibility for funding, which was completed by Adult Services and Technology Manager Martha O'Hara as directed. Further updates and information will be shared with the Board as they are received.
- As previously reported, staff and the public have experienced repeated issues with a login failure for patron accounts since June. This issue was finally resolved in January, 2024. The problem stemmed from deferred software updates for the online catalog and outdated links. Special thanks to Katie Horner and Martha O'Hara for coordinating communication with our catalog vendor and pressing to find a solution with Innovative.
- Adult Services and Technology Manager Martha O'Hara continues to make progress on the Library's email and server account management cleanup. Thanks to Martha, the Library is much closer to having an update-to-date list of active accounts on our server. This project remains significant, as it will help the Library reduce its digital storage and server space for the eventual implementation of a new Cloud-based server subscription with CVI.
 - March 2023 statistics
 - Active email addresses: 85; Number of active Windows profiles: 49
 - January 2024 statistics
 - Number of active email addresses: 47; reduction of 45%
 - Number of active Windows profiles: 22; reduction of 57%

Building and Maintenance Updates

- On January 17, the Library closed early due to complications with one of the Library's HVAC systems. Throughout the rest of the month, Director Grassi worked with Midwest Mechanical, Lake Bluff Fire Department, and North Shore Gas to investigate and resolve the issues brought on by the Library's emergency failure of one of its furnaces. Because of the emergency replacement, the Library was closed several days during the month, the Board meeting was rescheduled twice, and several staff projects were delayed. Impacts of this building emergency included one week reduction of staff design time for the Spring Newsletter; delayed progress with the Library's phone contract; delayed progress made with grant planning; and significant administrative time needed to lead staff, Board, and public communication. To learn more, review the Library's communication [about the service disruptions](#). On January 25, the Library reopened to the public with a new furnace safely in operation.
- On January 23, Director Grassi met with Tiffany Nash and Dan Pohrte, lead architects from Product Architecture + Design, the firm who led the Library's remodel in 2011. The goal was to determine the cause of the delamination with carpet tiles throughout the building. They shared a recommendation of a carpet company to fix the issue and identify solutions for significantly affected areas. Director Grassi will work with Johnson Floor to help remediate the issue.
- On January 23 and 25, the Library received deliveries of its new LFI furniture—new study tables and reupholstered chairs funded generously by the Friends of the Lake Bluff Library. The new chairs and tables were designed to match the furniture selected in the Stroh Room to support any future design or space needs of the Library. Despite experiencing several weeks of delays, response has been strongly positive about the new furniture and added power supplies offered.
- At the end of January, the Library coordinated a Got Junk pick-up of broken and old furniture no longer safe for use.
- The following building maintenance tasks were completed this month:
 - Installation of two new book slat wall displays funded by the Friends of the Library
 - Removal of Library hours from Front Door
 - Remove of old soap dispensers from two public bathrooms
 - Ordering and installation of new ceiling tiles to replace broken ones in building
 - Replacement of new lightbulbs throughout the building
 - Installation of new staff chair
 - Installation of new wall bumpers in public bathrooms due to poor condition

FY 23-24 Graphs

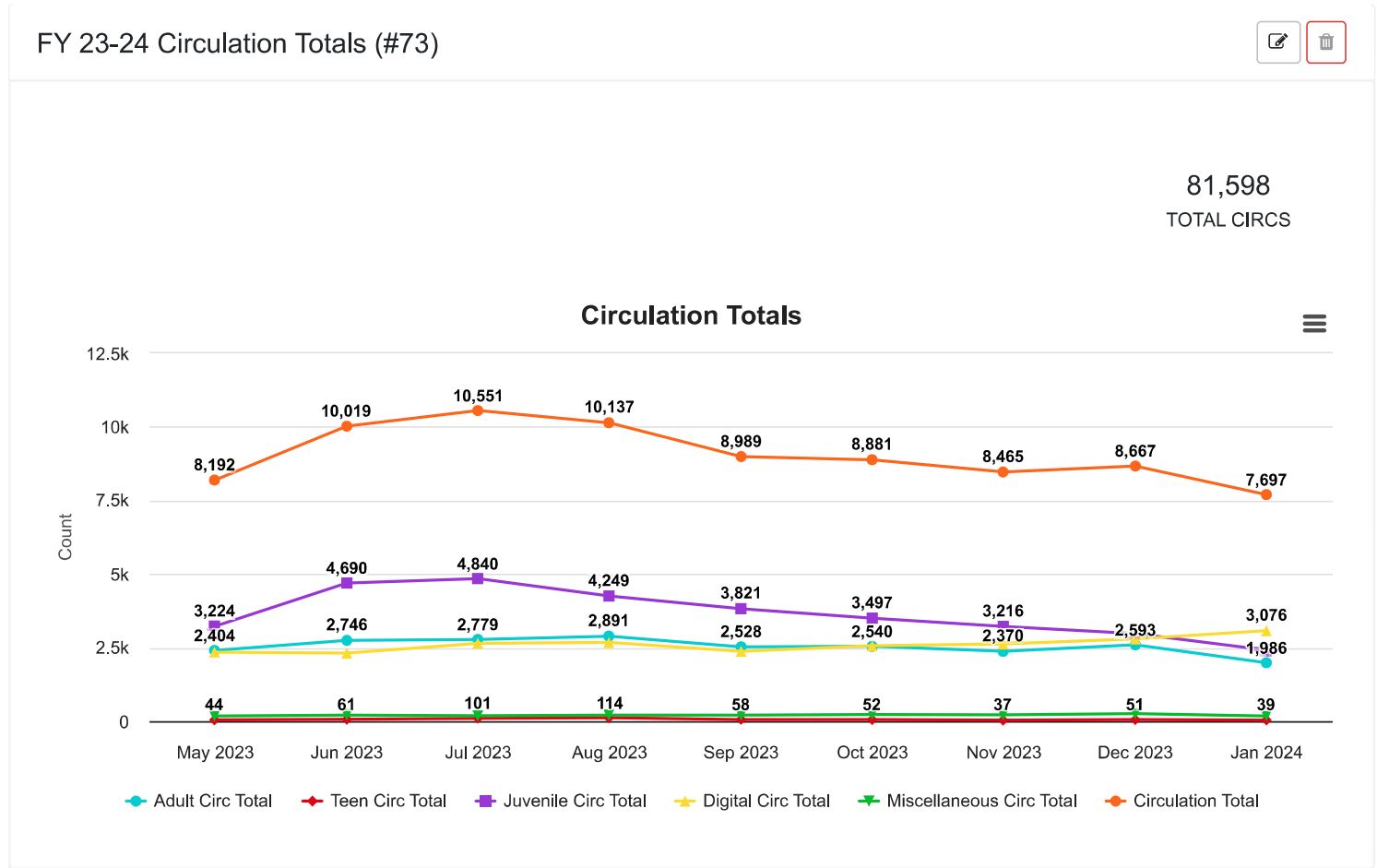
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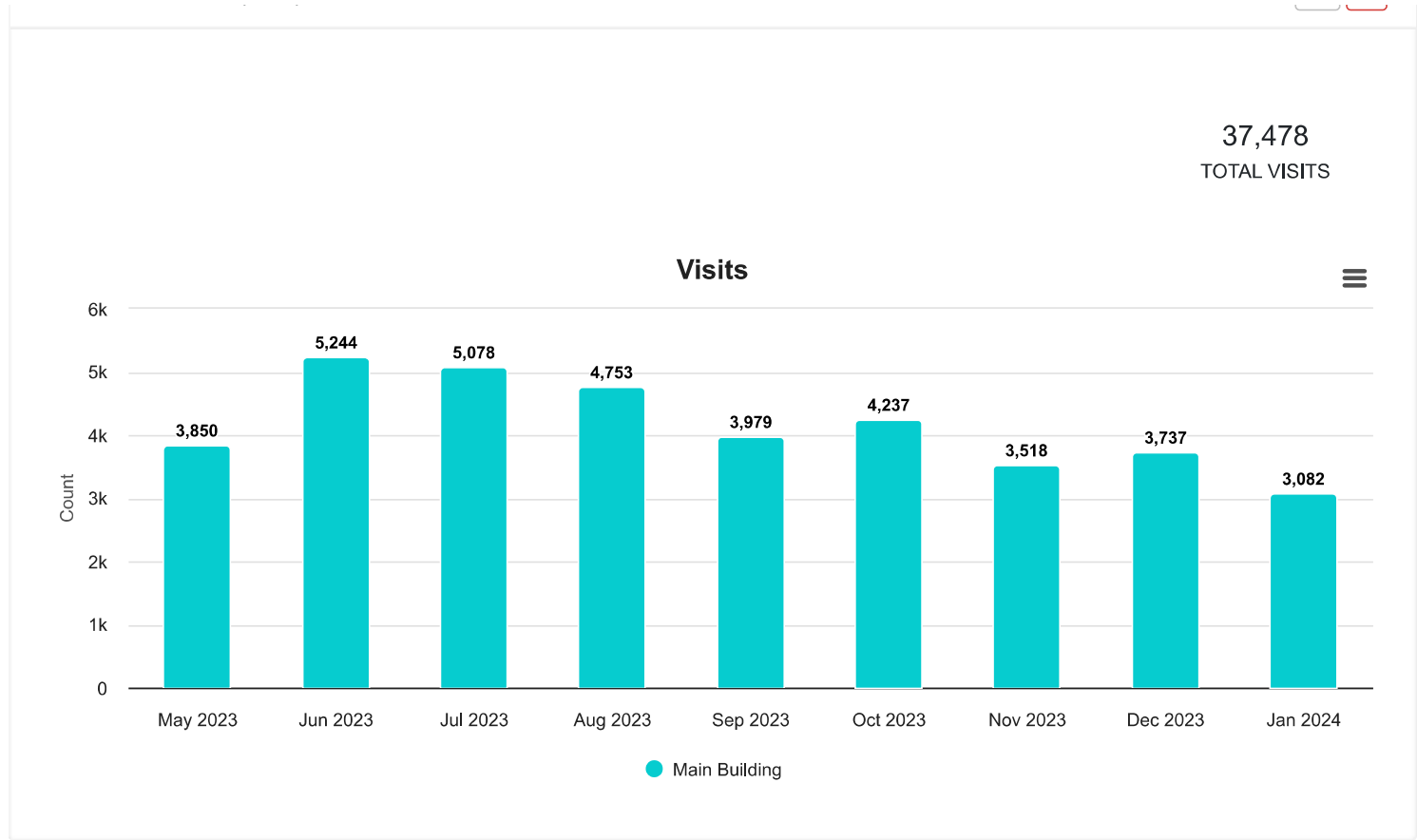
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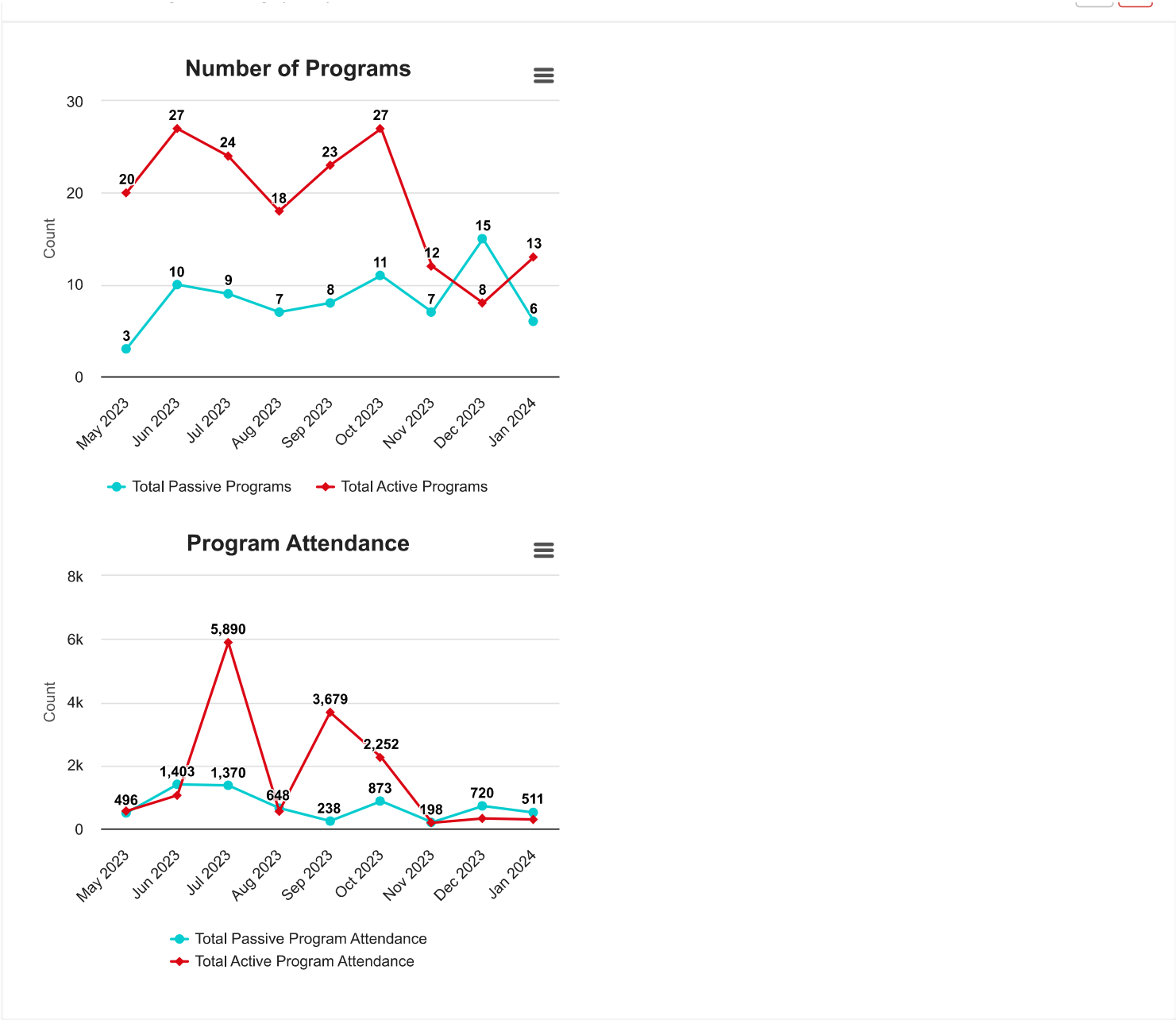
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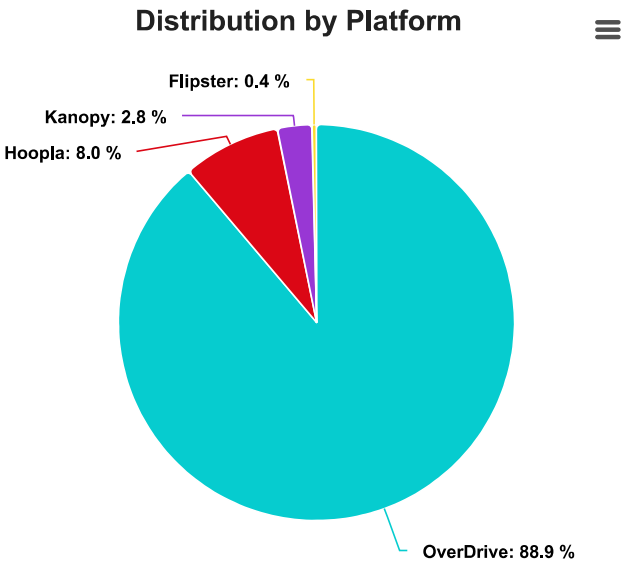
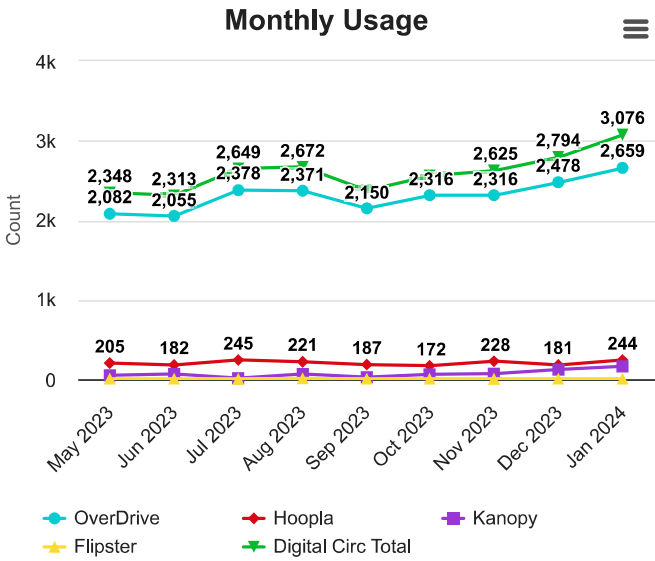
Edit Dashboard Settings

Back to Dashboards List





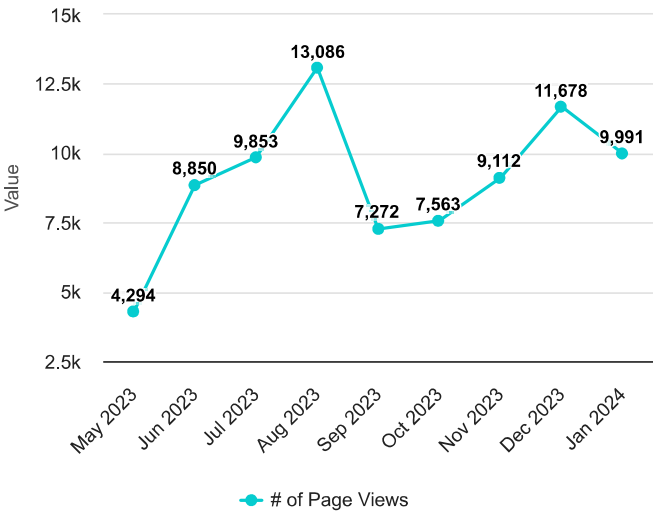


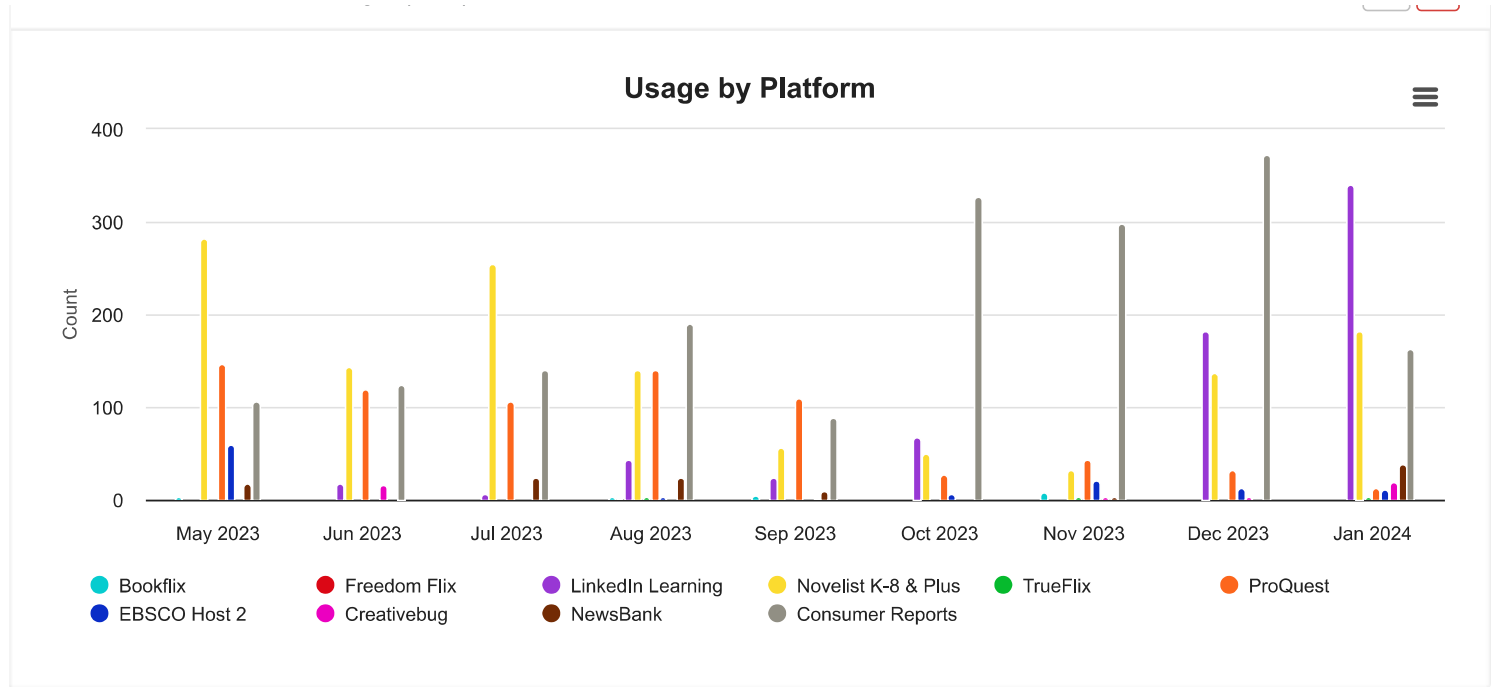


Visitors



Page Views





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3 Year Comparison Graphs

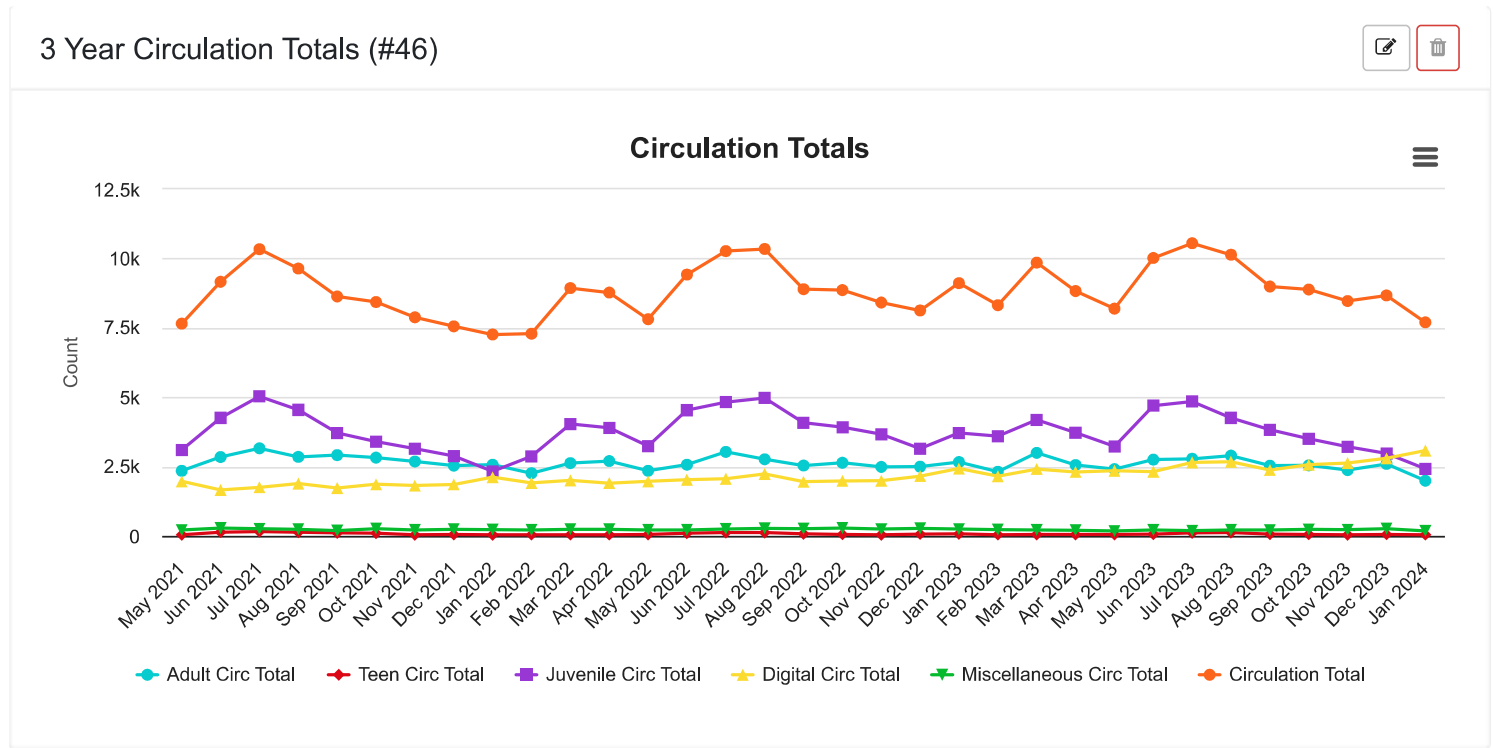
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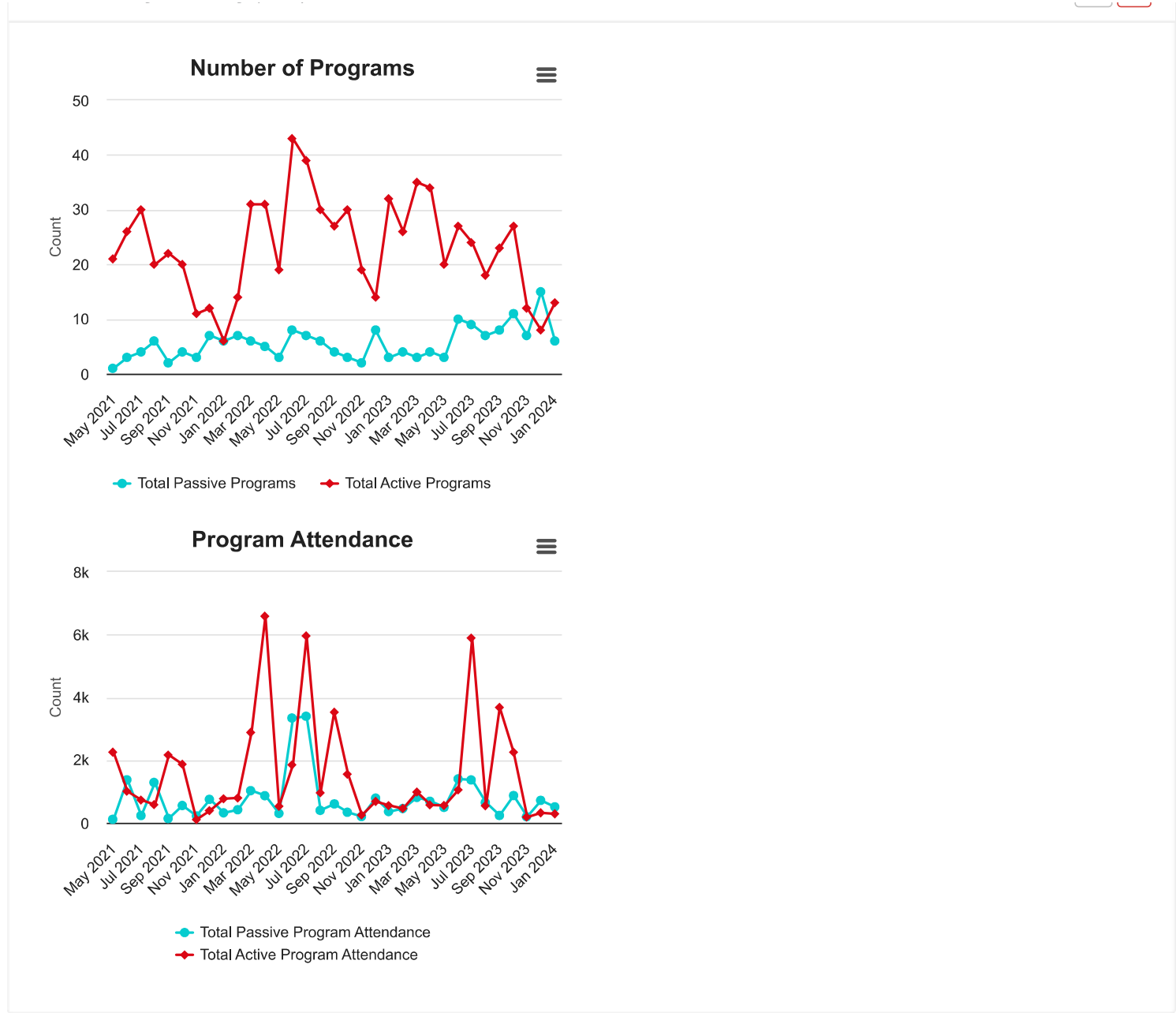
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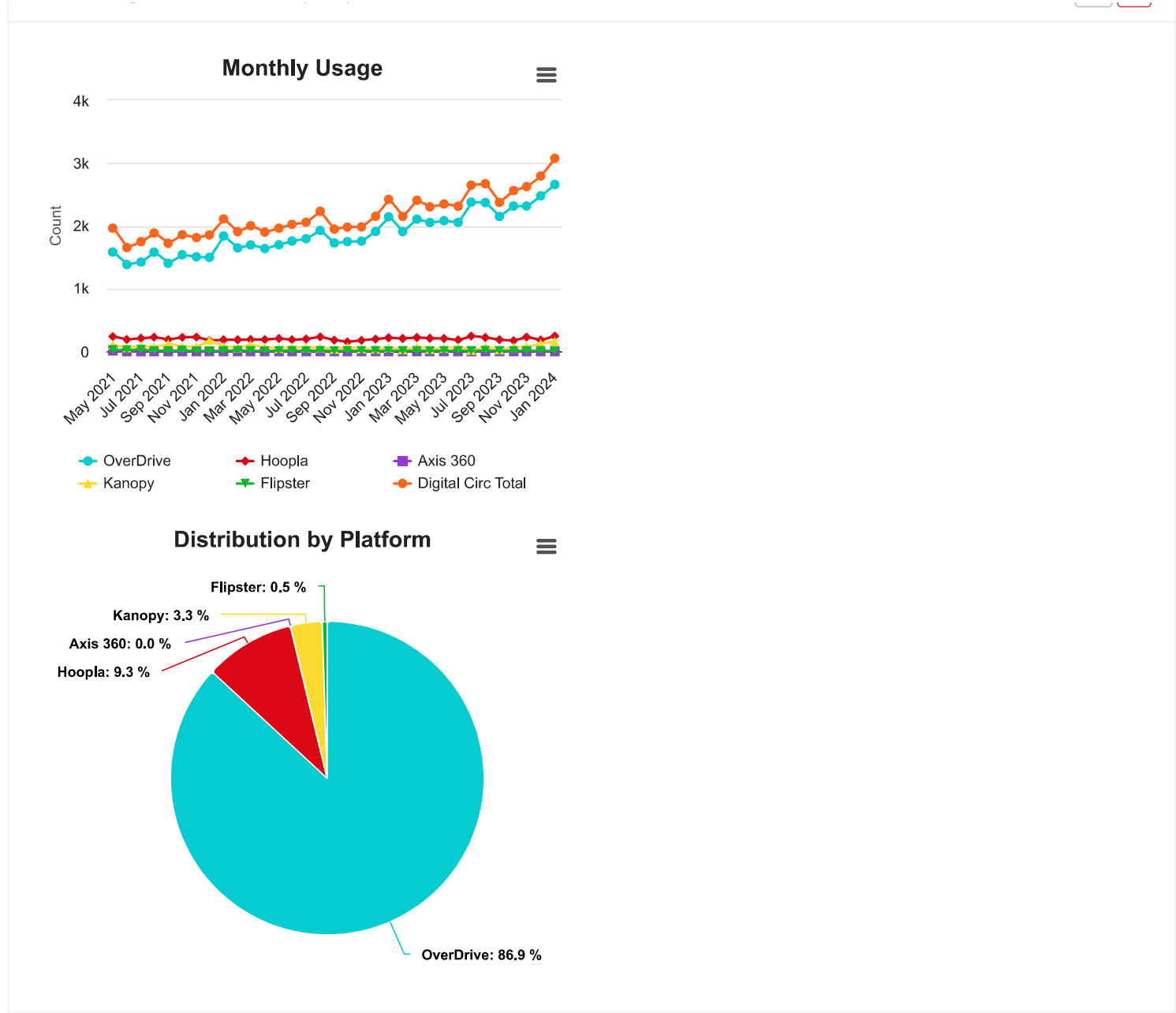
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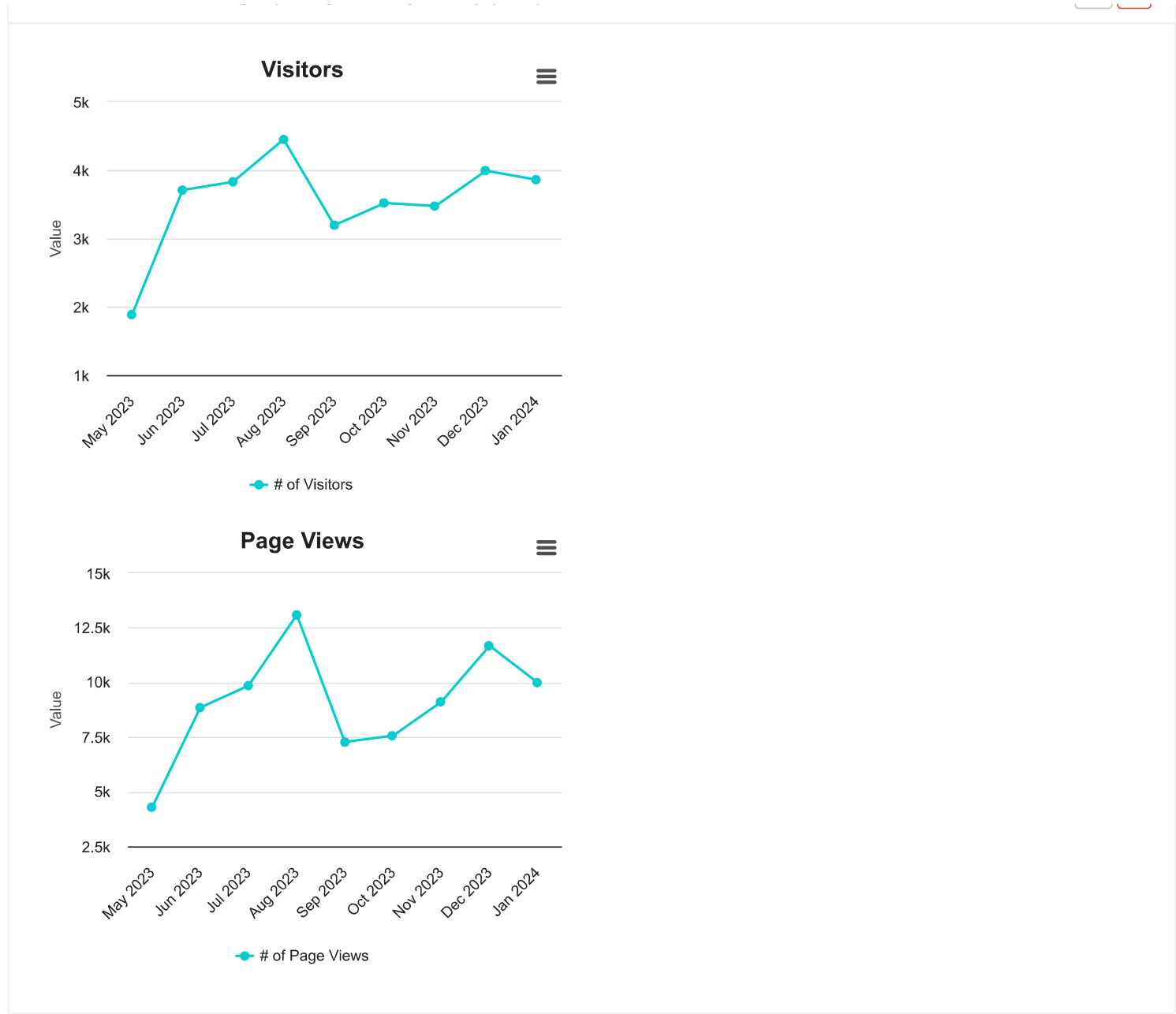
Edit Dashboard Settings

Back to Dashboards List

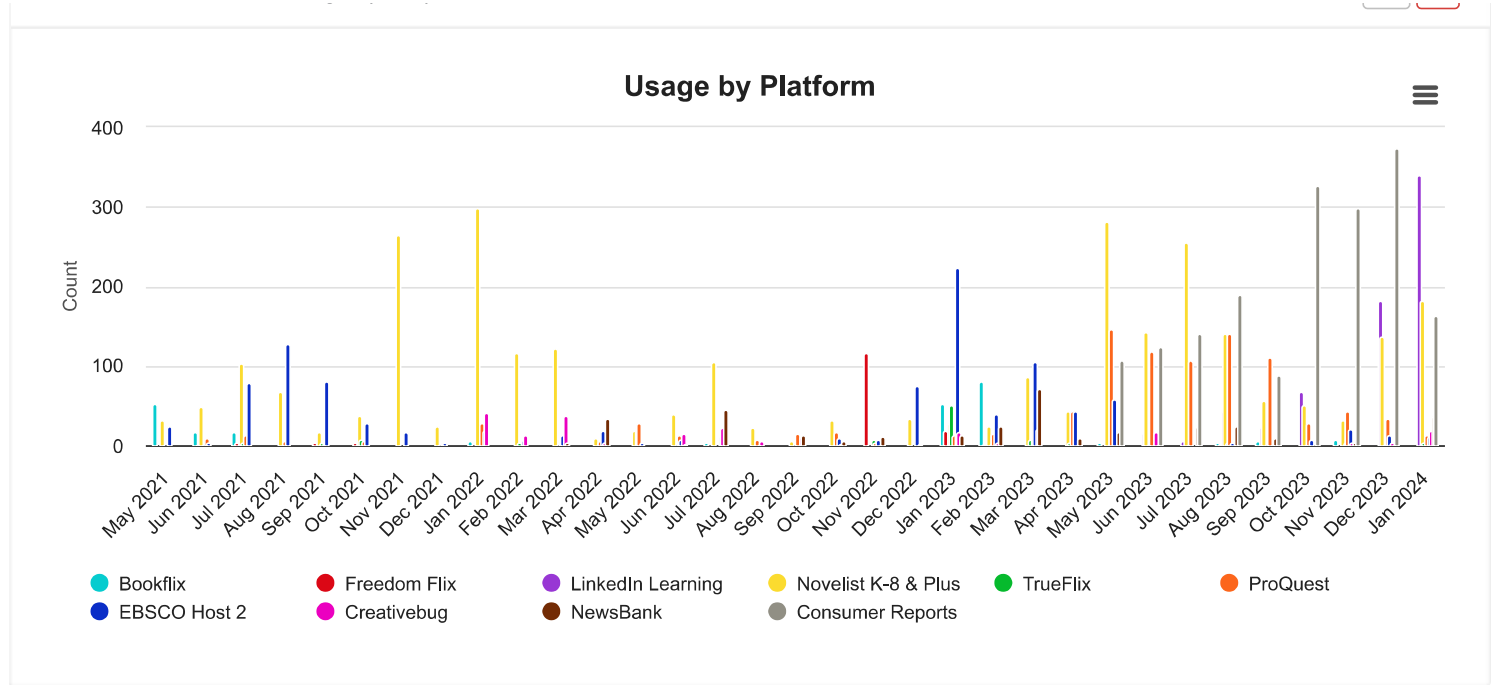










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PERIOD ENDING 01/31/2024							
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 01/31/24	MONTH 01/31/23	01/31/2024	01/31/2023		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	1,560.76	183,408.14	1,076,098.71	1,021,840.17	1,084,364.00	99.24
PROPERTY TAXES		1,560.76	183,408.14	1,076,098.71	1,021,840.17	1,084,364.00	99.24
OTHER TAXES							
080-300-30200	PERSONAL PROPERTY REPLACE TAX	0.00	0.00	0.00	0.00	0.00	0.00
OTHER TAXES		0.00	0.00	0.00	0.00	0.00	0.00
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	0.00	104.15	1,503.57	1,372.87	2,000.00	75.18
080-300-34250	NON-RESIDENT FEES	0.00	915.56	3,988.65	5,531.58	6,000.00	66.48
080-300-34260	PASSPORT FEES	0.00	5,139.89	11,113.91	23,964.01	20,000.00	55.57
CHARGE FOR SERVICES		0.00	6,159.60	16,606.13	30,868.46	28,000.00	59.31
FINES/FORFEITS							
080-300-35700	RENTAL FINES	0.00	124.51	1,074.13	1,192.53	1,000.00	107.41
FINES/FORFEITS		0.00	124.51	1,074.13	1,192.53	1,000.00	107.41
INTERGOVERNMENTAL							
080-300-36200	MISC GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	8,284.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	9,284.00	0.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	10,233.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	790.00	10.00	790.00	790.00	1.27
080-300-37020	SCHOOL DIST 65 IGA	0.00	1,000.00	1,500.00	1,000.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	0.00	110.68	30.92	10.17	500.00	6.18
080-300-38900	MISCELLANEOUS INCOME	84,474.00	598.12	85,650.32	4,411.09	3,000.00	2,855.01
MISCELLANEOUS		84,474.00	2,498.80	87,191.24	6,211.26	16,073.00	542.47
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	3,803.31	2,828.08	38,588.37	13,384.53	20,000.00	192.94
INVESTMENT INCOME		3,803.31	2,828.08	38,588.37	13,384.53	20,000.00	192.94
Total Dept 300 - REVENUE		89,838.07	195,019.13	1,219,558.58	1,073,496.95	1,158,721.00	105.25
TOTAL REVENUES		89,838.07	195,019.13	1,219,558.58	1,073,496.95	1,158,721.00	105.25
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	25,473.33	21,712.18	196,943.08	155,653.50	220,557.00	89.29

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2024 NORM (ABNORM)	YTD BALANCE 01/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40030	STAFF SALARIES	28,669.59	26,967.51	257,110.39	256,637.23	379,800.00	67.70
SALARIES		54,142.92	48,679.69	454,053.47	412,290.73	600,357.00	75.63
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	7,360.85	7,328.78	66,245.98	59,092.41	95,000.00	69.73
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		7,360.85	7,328.78	66,245.98	59,092.41	95,250.00	69.55
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	4,095.50	3,688.84	34,410.83	31,229.85	44,000.00	78.21
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	1,464.77	12,874.34	20,805.30	30,000.00	42.91
RETIREMENT		4,095.50	5,153.61	47,285.17	52,035.15	74,000.00	63.90
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	12,326.75	3,210.70	56,875.59	27,954.57	41,000.00	138.72
080-603-41020	ELEVATOR MAINTENANCE	244.00	538.00	1,014.00	1,247.00	1,750.00	57.94
080-603-41050	MAINTENANCE-GROUNDS	2,240.00	2,425.00	8,325.00	5,440.00	9,000.00	92.50
080-603-41300	COMPUTER SERVICES	0.00	0.00	15,085.00	14,000.00	15,000.00	100.57
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	1,300.50	522.21	8,231.57	2,993.59	4,000.00	205.79
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	275.00	1,258.95	17,367.19	6,640.07	10,000.00	173.67
080-603-41345	MARKETING	7.90	0.00	1,073.94	96.05	1,000.00	107.39
080-603-41350	LEGAL SERVICES	4,397.25	0.00	7,001.00	1,350.00	1,500.00	466.73
080-603-42400	PROFESSIONAL DEVELOPMENT	120.00	2,150.59	4,436.14	2,956.19	4,500.00	98.58
CONTRACTUAL		20,911.40	10,105.45	119,409.43	62,677.47	87,750.00	136.08
COMMODITIES							
080-603-42440	DUES	0.00	0.00	1,633.04	1,856.27	2,500.00	65.32
080-603-43230	UTILITIES	749.40	573.17	8,697.68	6,318.26	13,000.00	66.91
080-603-43300	POSTAGE	117.20	821.60	4,078.36	5,871.05	7,000.00	58.26
080-603-43410	PRINTING/E-NEWSLETTER	2,627.99	29.99	9,595.81	10,349.91	12,500.00	76.77
080-603-43550	OFFICE SUPPLIES	655.88	558.70	5,554.75	5,560.67	7,000.00	79.35
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	362.74	182.95	2,132.53	1,076.13	1,750.00	121.86
080-603-43668	TECHNICAL SERVICES SUPPLIES	469.67	341.83	3,910.66	2,980.93	5,500.00	71.10
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	480.50	292.95	1,769.86	574.55	1,000.00	176.99
080-603-43710	ADULT PROGRAM SUPPLIES	85.44	1,444.61	6,066.96	6,366.56	8,000.00	75.84
080-603-43720	JUVENILE PROGRAM SUPPLIES	85.93	1,045.59	6,746.70	6,023.19	7,000.00	96.38
080-603-43730	OUTREACH SUPPLIES	250.00	50.00	2,930.26	2,815.02	6,000.00	48.84
080-603-43740	TEEN PROGRAM SUPPLIES	77.75	21.64	827.09	285.24	1,250.00	66.17
080-603-46100	MISCELLANEOUS EXPENSES	25.10	25.20	2,431.88	2,609.00	3,000.00	81.06
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		5,987.60	5,388.23	56,375.58	52,686.78	75,500.00	74.67
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	983.63	1,373.81	10,080.83	9,739.04	17,000.00	59.30
080-603-45100	ADULT FICTION BOOKS	1,000.20	1,428.11	12,639.10	12,850.96	15,500.00	81.54
080-603-45110	ADULT LARGE PRINT MATERIAL	107.28	78.83	511.16	409.07	700.00	73.02
080-603-45200	ADULT AUDIO VISUAL MATERIAL	674.75	1,530.60	8,364.18	8,209.32	15,500.00	53.96

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 01/31/2024

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2024 NORM (ABNORM)	YTD BALANCE 01/31/2023 NORM (ABNORM)	2023-24 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45220	ADULT REFERENCE/E-REFER	3,608.92	1,193.86	19,476.85	16,106.04	21,000.00	92.75
080-603-45400	JUVENILE NON-FICTION	22.45	461.56	8,149.51	6,104.38	12,000.00	67.91
080-603-45410	PICTURE BOOKS, READERS	986.68	2,909.44	6,088.80	7,047.77	8,000.00	76.11
080-603-45420	JUVENILE FICTION	413.75	306.62	5,655.36	3,708.97	8,000.00	70.69
080-603-45430	JUVENILE AUDIO-VISUAL	274.95	43.47	2,031.49	482.64	3,000.00	67.72
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,337.00	1,378.00	1,500.00	89.13
080-603-45445	JUVENILE KITS & DEVICES	60.00	0.00	678.41	402.57	3,000.00	22.61
080-603-45450	TEEN BOOKS	169.20	388.62	1,709.86	1,513.29	2,500.00	68.39
080-603-45460	E-BOOKS	1,572.62	1,219.82	16,603.31	12,818.40	21,000.00	79.06
080-603-45470	GRAPHIC NOVELS	55.78	0.00	207.46	40.61	750.00	27.66
080-603-45500	PERIODICALS	87.43	280.95	7,205.74	7,653.81	7,350.00	98.04
080-603-45510	VIDEO GAMES	299.76	400.78	2,527.62	2,490.67	3,500.00	72.22
080-603-45520	TRENDING TITLES	34.87	133.15	434.00	682.22	2,000.00	21.70
080-603-45600	PATRON & STAFF SOFTWARE	568.90	246.62	8,319.26	6,166.91	15,550.00	53.50
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	22,500.00	25,000.00	90.00
LIBRARY MATERIALS		10,921.17	11,996.24	134,519.94	120,304.67	182,850.00	73.57
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	3,451.57	7,475.74	6,000.00	57.53
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	16,180.00	0.00	6,000.00	269.67
080-603-58100	COMPUTER EQUIPMENT	39.97	9,489.66	13,600.95	17,455.14	10,000.00	136.01
080-603-58270	OTHER EQUIPMENT	0.00	332.22	33.99	332.22	1,000.00	3.40
CAPITAL EXPENSES		39.97	9,821.88	33,266.51	25,263.10	23,000.00	144.64
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		103,459.41	98,473.88	911,156.08	784,350.31	1,158,707.00	78.64
TOTAL EXPENDITURES		103,459.41	98,473.88	911,156.08	784,350.31	1,158,707.00	78.64
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		89,838.07	195,019.13	1,219,558.58	1,073,496.95	1,158,721.00	105.25
TOTAL EXPENDITURES		103,459.41	98,473.88	911,156.08	784,350.31	1,158,707.00	78.64
NET OF REVENUES & EXPENDITURES		(13,621.34)	96,545.25	308,402.50	289,146.64	14.00	2,202.87

DB: Lake Bluff		PERIOD ENDING 01/31/2024					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 01/31/24	MONTH 01/31/23	01/31/2024	01/31/2023		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
INTERGOVERNMENTAL		0.00	0.00	8,283.60	8,283.60	8,284.00	100.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	474.41	2,230.04	2,004.19	98.00	2,275.55
082-300-38315	RESTRICTED DONATIONS	0.00	6,051.44	35,302.81	90,813.79	65,000.00	54.31
MISCELLANEOUS		0.00	6,525.85	37,532.85	92,817.98	65,098.00	57.66
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 300 - REVENUE		0.00	6,525.85	45,816.45	101,101.58	73,382.00	62.44
TOTAL REVENUES		0.00	6,525.85	45,816.45	101,101.58	73,382.00	62.44
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	805.53	0.00	4,458.58	3,454.19	8,284.00	53.82
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
PROGRAMS		805.53	0.00	4,458.58	3,454.19	8,284.00	53.82
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	14,624.89	4,334.19	37,687.17	87,618.92	65,098.00	57.89
Unclassified		14,624.89	4,334.19	37,687.17	87,618.92	65,098.00	57.89
Total Dept 603 - LIBRARY ADMINISTRATION		15,430.42	4,334.19	42,145.75	91,073.11	73,382.00	57.43
TOTAL EXPENDITURES		15,430.42	4,334.19	42,145.75	91,073.11	73,382.00	57.43
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	6,525.85	45,816.45	101,101.58	73,382.00	62.44
TOTAL EXPENDITURES		15,430.42	4,334.19	42,145.75	91,073.11	73,382.00	57.43
NET OF REVENUES & EXPENDITURES		(15,430.42)	2,191.66	3,670.70	10,028.47	0.00	100.00
TOTAL REVENUES - ALL FUNDS		89,838.07	201,544.98	1,265,375.03	1,174,598.53	1,232,103.00	102.70
TOTAL EXPENDITURES - ALL FUNDS		118,889.83	102,808.07	953,301.83	875,423.42	1,232,089.00	77.37

DB: Lake Bluff		PERIOD ENDING 01/31/2024					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2023-24	% BDGT
		MONTH 01/31/24	MONTH 01/31/23	01/31/2024	01/31/2023		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
NET OF REVENUES & EXPENDITURES		(29,051.76)	98,736.91	312,073.20	299,175.11	14.00	2,229.09

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/14/2024	LIBC K	15905	AMAZON CAPITAL SERVICES	AMAZON PURCHASES FOR JANUARY 2024/MARKETING/USE OF DONATIONS	080-603-41345	7.90
		15905		AMAZON PURCHASES FOR JANUARY 2024/OFF	080-603-43550	33.94
		15905		AMAZON PURCHASES FOR JANUARY 2024/OFF	080-603-43660	229.50
		15905		AMAZON PURCHASES FOR JANUARY 2024/OFF	080-603-43668	71.97
		15905		AMAZON PURCHASES FOR JANUARY 2024/ADU	080-603-43710	60.44
		15905		AMAZON PURCHASES FOR JANUARY 2024/JUV	080-603-43720	75.93
		15905		AMAZON PURCHASES FOR JANUARY 2024/JUV	080-603-43740	77.75
		15905		AMAZON PURCHASES FOR JANUARY 2024/ADU	080-603-45000	25.00
		15905		AMAZON PURCHASES FOR JANUARY 2024/VID	080-603-45100	126.59
		15905		AMAZON PURCHASES FOR JANUARY 2024/ADU	080-603-45200	292.80
		15905		AMAZON PURCHASES FOR JANUARY 2024/JUV	080-603-45420	24.27
		15905		AMAZON PURCHASES FOR JANUARY 2024/VID	080-603-45510	299.76
		15905		AMAZON PURCHASES FOR JANUARY 2024/TRE	080-603-45520	34.87
		15905		AMAZON PURCHASES FOR JANUARY 2024/COM	080-603-58100	39.97
		15905		AMAZON PURCHASES FOR JANUARY 2024/MAR	082-603-99999	135.25
						1,535.94
02/14/2024	LIBC	15906	ANCEL GLINK, PC	LEGAL SERVICES THROUGH DECEMBER 31, 2	080-603-41350	4,397.25
02/14/2024	LIBC	15907	ART IMPACT PROJECT	OUTREACH/TEEN CRAFT: BLACKOUT POETRY	080-603-43730	250.00
02/14/2024	LIBC K	15908	BAKER & TAYLOR ENTERTAINMENT	ADULT NON-FICTION/TECHNICAL SERVICES SUPPLIES	080-603-43668	275.37
		15908		ADULT NON-FICTION/TECHNICAL SERVICES	080-603-45000	958.63
		15908		ADULT FICTION/TECHNICAL SERVICES SUPP	080-603-45100	873.61
		15908		LARGE PRINT/TECHNICAL SERVICES SUPPLI	080-603-45110	107.28
		15908		PICTURE BOOKS/TECHNICAL SERVICES SUPP	080-603-45410	986.68
		15908		JUVENILE FICTION/TECHNICAL SERVICES S	080-603-45420	389.48
		15908		TEEN BOOKS/TECHNICAL SERVICES SUPPLIE	080-603-45450	169.20
		15908		GRAPHIC NOVELS/TECHNICAL SERVICES SUP	080-603-45470	55.78
						3,816.03
02/14/2024	LIBC	15909	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	22.45
02/14/2024	LIBC K	15910	CHINESE INTERCULTURAL, LLC	PER CAPITA GRANT/ADULT PROGRAM/CELEBRATING THE CHERRY BLOSSO	082-603-44810	295.00
02/14/2024	LIBC K	15911	COLLEY ELEVATOR COMPANY	ELEVATOR/INSPECTION FOR 3 MONTHS	080-603-41020	244.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/14/2024	LIBC K	15912	COMPLETE CLEANING COMPANY, INC.	BUILDING MAINTENANCE/CLEANING SERVICES FOR FEBRUARY 2024	080-603-41000	1,735.00
02/14/2024	LIBC	15913	DEMCO, INC	TECHNICAL SERVICES SUPPLIES/DOT LABEL	080-603-43668	76.88
02/14/2024	LIBC K	15914	DRIVERS LICENSE GUIDE COMPANY	OFFICE SUPPLIES/2024 ID CHECKING GUIDE FOR PASSPORTS	080-603-43550	33.95
02/14/2024	LIBC K	15915	EBSCO SUBSCRIPTION SERVICES	ADULT E-REF/ ROSETTA STONE SUBSCRIPTION	080-603-45220	2,250.00
02/14/2024	LIBC	15916	FIRST BANKCARD	MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41000	108.00
		15916		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-41313	120.92
		15916		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43300	97.30
		15916		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-43660	9.66
		15916		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-45600	19.99
		15916		MISC/BUILDING MAINTENANCE/PATRON & ST	080-603-46100	25.10
						380.97
02/14/2024	LIBC	15917	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT/ADULT PROGRA	080-603-42400	120.00
		15917		PROFESSIONAL DEVELOPMENT/ADULT PROGRA	080-603-43710	25.00
		15917		PROFESSIONAL DEVELOPMENT/ADULT PROGRA	082-603-99999	72.28
						217.28
02/14/2024	LIBC	15918	FIRST BANKCARD	PATRON & STAFF SOFTWARE/PRINTING-NEWS	080-603-43300	9.65
		15918		PATRON & STAFF SOFTWARE/PRINTING-NEWS	080-603-43410	29.99
		15918		PATRON & STAFF SOFTWARE/PRINTING-NEWS	080-603-45600	548.91
						588.55
02/14/2024	LIBC	15919	FIRST BANKCARD	UTILITIES/PERIODICALS/HOSPITALITY/USE	080-603-43230	309.85
		15919		UTILITIES/PERIODICALS/HOSPITALITY/USE	080-603-43700	390.58
		15919		UTILITIES/PERIODICALS/HOSPITALITY/USE	080-603-45500	54.99
		15919		UTILITIES/PERIODICALS/HOSPITALITY/USE	082-603-99999	2,773.31
						3,528.73
02/14/2024	LIBC	15920	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES/POSTAGE/USE	080-603-41000	499.00
		15920		JUVENILE PROGRAM SUPPLIES/POSTAGE/USE	080-603-43300	10.25
		15920		JUVENILE PROGRAM SUPPLIES/POSTAGE/USE	080-603-43550	33.17
		15920		JUVENILE PROGRAM SUPPLIES/POSTAGE/USE	080-603-43700	14.06
		15920		JUVENILE PROGRAM SUPPLIES/POSTAGE/USE	080-603-43720	10.00

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User: rgrassi			CHECK DATE FROM 01/17/2024 - 02/21/2024					
DB: Lake Bluff			Banks: LIBCK					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
		15920		JUVENILE PROGRAM SUPPLIES/POSTAGE/USE	082-603-99999	221.55		
						788.03		
02/14/2024	LIBCK	15921	GRANITE TELECOMMUNICATIONS	UTILITIES/PHONE SERVICES FOR JANUARY 2024	080-603-43230	439.55		
02/14/2024	LIBCK	15922	GREATAMERICA FINANCIAL SVCS.	COPIER MAINTENANCE/COPIER LEASES FOR 02-15-2024 TO 03-14-2024	080-603-41313	1,179.58		
02/14/2024	LIBCK	15923	ISAURO REYES	GROUNDS MAINTENANCE/SNOW REMOVAL JANU	080-603-41050	2,240.00		
02/14/2024	LIBCK	15924	JENNY GRAZIANO	HOSPITALITY/STAFF LUNCH/REIMB JENNY G	080-603-43700	75.86		
02/14/2024	LIBCK	15925	K-9 READING BUDDIES OF THE NORTH SH	USE OF DONATIONS/JUVENILE PROGRAMS/K9 READING BUDDIES 3/18/2024 & 4/15/2024	082-603-99999	200.00		
02/14/2024	LIBCK	15926	KANOPY, INC.	ADULT E-REF/KANOPY JANUARY 2024	080-603-45220	106.00		
02/14/2024	LIBCK	15927	KAPCO	TECHNICAL SERVICES SUPPLIES/POLY COVE	080-603-43668	45.45		
02/14/2024	LIBCK	15928	LIBRARY FURNITURE INTERNATIONAL, LLC	USE OF DONATIONS FROM FRIENDS/1ST & 2ND FLOOR TABLES, REUPHOLSTERED CHAIR	082-603-99999	10,922.50		
02/14/2024	LIBCK	15929	MARK HAMILTON	USE OF DONATIONS/JUV PROGRAMS/CHESS C	082-603-99999	300.00		
02/14/2024	LIBCK	15930	MERISTEM ADVISORS LLC	OTHER PROFESSIONAL SERVICES/BUDGET AN	080-603-41314	275.00		
02/14/2024	LIBCK	15931	MIDWEST MECHANICAL	BUILDING MAINTENANCE/STRONG GAS ODOR	080-603-41000	9,984.75		
02/14/2024	LIBCK	15932	MIDWEST TAPE LLC	ADULT AV/AUDIOBOOKS	080-603-45200	381.95		
		15932		ADULT E-REF/HOOPLA JANUARY 2024	080-603-45220	530.92		
						912.87		
02/14/2024	LIBCK	15933	NEWSBANK, INC	ADULT E-REF/NEWSBANK ANNUAL SUBSCRIPT	080-603-45220	722.00		
02/14/2024	LIBCK	15934	OVERDRIVE , INC	E-BOOKS/E-AUDIOBOOKS	080-603-45460	1,572.62		
		15934		PER CAPITA GRANT/COST PER CIRC JANUAR	082-603-44810	510.53		
						2,083.15		
02/14/2024	LIBCK	15935	PLAYAWAY PRODUCTS LLC	JUVENILE AV/PLAYAWAY REPLACEMENT FEE	080-603-45430	274.95		
02/14/2024	LIBCK	15936	QUILL LLC	OFFICE SUPPLIES/COPY PAPER	080-603-43550	109.61		
02/14/2024	LIBCK	15937	STAPLES	OFFICE SUPPLIES	080-603-43550	2.71		
		15937		BUILDING MAINT SUPPL/TRASH BAGS	080-603-43660	123.58		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						126.29
02/14/2024	LIBC K	15938	THE PENWORTHY COMPANY LLC	JUVENILE KITS/STEAM BAGS REPLACEMENT	080-603-45445	60.00
02/14/2024	LIBC	15939	USA TODAY	PERIODICALS/USA TODAY FOR MARCH 2024	080-603-45500	32.44
02/14/2024	LIBC	15940	VOGUE PRINTERS	PRINTING/WINTER 2023 NEWSLETTER	080-603-43410	2,598.00
			TOTAL - ALL FUNDS	TOTAL OF 36 CHECKS		52,848.06
--- GL TOTALS ---						
080-603-41000			MAINTENANCE-BUILDING	12,326.75		
080-603-41020			ELEVATOR MAINTENANCE	244.00		
080-603-41050			MAINTENANCE-GROUNDS	2,240.00		
080-603-41313			COPIER MAINTENANCE/SUPPLIES	1,300.50		
080-603-41314			OTHER PROFESSIONAL/CONTRACTUAL	275.00		
080-603-41345			MARKETING	7.90		
080-603-41350			LEGAL SERVICES	4,397.25		
080-603-42400			PROFESSIONAL DEVELOPMENT	120.00		
080-603-43230			UTILITIES	749.40		
080-603-43300			POSTAGE	117.20		
080-603-43410			PRINTING/E-NEWSLETTER	2,627.99		
080-603-43550			OFFICE SUPPLIES	213.38		
080-603-43660			MAINTENANCE SUPPLIES-BUILDING	362.74		
080-603-43668			TECHNICAL SERVICES SUPPLIES	469.67		
080-603-43700			HOSPITALITY PROGRAM SUPPLIES	480.50		
080-603-43710			ADULT PROGRAM SUPPLIES	85.44		
080-603-43720			JUVENILE PROGRAM SUPPLIES	85.93		
080-603-43730			OUTREACH SUPPLIES	250.00		
080-603-43740			TEEN PROGRAM SUPPLIES	77.75		
080-603-45000			ADULT NON-FICTION BOOKS	983.63		
080-603-45100			ADULT FICTION BOOKS	1,000.20		
080-603-45110			ADULT LARGE PRINT MATERIAL	107.28		
080-603-45200			ADULT AUDIO VISUAL MATERIAL	674.75		
080-603-45220			ADULT REFERENCE/E-REFER	3,608.92		
080-603-45400			JUVENILE NON-FICTION	22.45		
080-603-45410			PICTURE BOOKS, READERS	986.68		
080-603-45420			JUVENILE FICTION	413.75		
080-603-45430			JUVENILE AUDIO-VISUAL	274.95		
080-603-45445			JUVENILE KITS & DEVICES	60.00		
080-603-45450			TEEN BOOKS	169.20		
080-603-45460			E-BOOKS	1,572.62		
080-603-45470			GRAPHIC NOVELS	55.78		
080-603-45500			PERIODICALS	87.43		
080-603-45510			VIDEO GAMES	299.76		
080-603-45520			TRENDING TITLES	34.87		

02/18/2024 12:05 PM

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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User: rgrassi

CHECK DATE FROM 01/17/2024 - 02/21/2024

DB: Lake Bluff

Banks: LIBCK

Check Date	Bank	Check #	Payee	Description	GL #	Amount
080-603-45600			PATRON & STAFF SOFTWARE		568.90	
080-603-46100			MISCELLANEOUS EXPENSES		25.10	
080-603-58100			COMPUTER EQUIPMENT		39.97	
082-603-44810			PER CAPITAL GRANT EXPENDITURES		805.53	
082-603-99999			USE OF DONATIONS/TEMPORARY EXP		14,624.89	
			TOTAL		52,848.06	

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES

080-300-

CODE/LINE ITEM				BUDGET FY22/23	DEC. 2022 FY22/23	BUDGET FY23/24	BUDGET FY24/25	% CHANGE BUDGET TO BUDGET FY24 TO 25	\$ CHANGE
TAXES									
30000	Property Taxes	962,776	982,713	1,016,815	1,032,715	1,032,715	1,084,364	1,138,582	5.0% 54,218
TOTAL TAXES				1,032,715	1,032,715	1,084,364	1,138,582	5.0% 54,218	
FORFEITURES									
35700	Library Fees	7,739	1,094	2,744	1,000	1,087	1,000	1,500	50.0% 500
TOTAL FINES & FORFEITURES				1,000	1,087	1,000	1,500	50.0% 500	
CHARGE FOR SERVICES									
34235	Photocopy Charges	1,822	219	1,719	2,000	1,269	2,000	2,000	0.0% 0
34260	Passport Fees	9,135	0	20,803	15,000	18,553	20,000	17,250	15.0% (2,750)
38850	License Renewal	0	0	103	1,000	66	500	250	-50.0% (250)
NEW	Passport Postage							750	750
34250	Non-Resident Fees	5,690	3,986	6,863	6,000	4,503	6,000	6,000	0.0% 0
TOTAL CHARGE FOR SERVICES				24,000	24,391	28,500	26,250	9.4% 2,250	
OTHER									
37020	District 65+115 Agreeemen	1,513	1,500	1,550	1,550	1,550	1,550	2,000	29.0% 450
37000	Village Contribution	8,550	9,521	9,412	10,233	10,233	10,233	10,233	0.0% 0
30200	State PPRT Disbursement							5,484	
38310	Vliet Operating Cost Contr	790	0	1,180	790	790	790	790	0.0% 0
37500	Interest Income	8,425	745	473	250	10,556	20,000	44,000	120.0% 24,000
38800	Naperville/Impact Fees	0	6,478	2,159	0	0	0	0	--- 0

LAKE BLUFF PUBLIC LIBRARY									
GENERAL FUND - REVENUES									
36263	Per Capita Grant				7,153	8,284	8,284	8,284	0.0%0
36200	Misc Grants/Donations				1,000	0	1,000	153,000	15200.0%152,000
38900	Miscellaneous Income	2,658	87	24,931	17,000	3,253	3,000	1,500	-50.0%(1,500)
TOTAL OTHER		21,936	18,332	39,705	37,976	34,666	44,857	225,291	493.2%187,315
TOTAL REVENUES		1,009,097	1,006,344	1,088,753	1,095,691	1,092,859	1,158,721	1,391,623	27.0%295,932
FUND BALANCE RESERVES									---0
LIBRARY FUND REVENUE		1,009,097	1,006,344	1,088,753	1,095,691	1,092,859	1,158,721	1,391,623	27.0%295,932

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

CODE/LINE ITEM		ACTUAL FY 19/20	ACTUAL FY 20-21	ACTUAL FY21-22	BUDGET FY22-23	BUDGET FY23-24	BUDGET FY24-25	% CHANGE BUDGET TO BUDGET FY 23 TO FY24	\$ CHANGE
PERSONNEL SERVICES									
40025	Librarian Salaries	190,764	147,535	151,476	210,000	220,557	309,166	47.2%	88,609
40030	Staff Salaries	318,338	341,692	395,595	360,000	379,800	421,873	11.1%	42,073
40400	Medical Insurance	100,053	106,688	103,204	86,000	95,000	90,000	-5.3%	(5,000)
40900	Other Employee Benefit	0	225	0	250	250	250	0.0%	0
40980	IL Municipal Retire Fund	34,990	41,290	30,561	31,000	30,000	40,000	33.3%	10,000
40970	Social Security	38,379	35,978	41,226	40,000	44,000	51,000	15.9%	7,000
TOTAL PERSONNEL SERVICES		682,524	673,408	722,063	727,250	769,607	912,289	18.5%	185,039
CONTRACT. SERVICES/COMMODITIES									
41000	Building Maintenance	34,866	32,945	33,536	34,000	41,000	15,000	-63.4%	(26,000)
41020	Elevator Maintenance	948	318	1,198	1,500	1,750	1,400	-20.0%	(350)
41050	Grounds Maintenance	5,416	7,531	6,735	6,500	9,000	6,000	-33.3%	(3,000)
41313	Copier Maintenance	3,125	1,897	3,686	4,000	4,000	8,000	100.0%	4,000
41314	Other Professional Service	15,348	7,556	15,720	10,000	10,000	10,000	0.0%	0
41300	Computer Services	13,740	13,390	14,690	14,000	15,000	16,000	6.7%	1,000
41350	Legal & Accounting	1,995	1,463	3,263	1,500	1,500	2,500	66.7%	1,000
42400	Professional Development	1,700	0	120	3,000	4,500	4,500	0.0%	0
42440	Dues	2,041	1,445	1,616	2,500	2,500	2,000	-20.0%	(500)
43230	Utilities	13,592	11,621	8,464	10,000	13,000	13,000	0.0%	0
43300	Postage	3,080	1,772	5,995	5,000	7,000	2,200	-68.6%	(4,800)
NEW	Passport Supplies						4,800	---	4,800
43410	Printing/E-Newsletter	7,680	5,340	8,891	10,000	12,500	13,000	4.0%	500
43550	Office Supplies	6,844	9,336	7,892	7,000	7,000	6,500	-7.1%	(500)
43660	Building & Grounds Supplies	1,485	594	2,023	1,500	1,750	2,000	14.3%	250
43668	Technical Services Supplies	3,991	4,183	4,977	5,500	5,500	5,000	-9.1%	(500)
43700	Hospitality Program Supplies	421	210	479	500	1,000	1,000	0.0%	500

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

CODE/LINE ITEM		ACTUAL FY 19/20	ACTUAL FY 20-21	ACTUAL FY21-22	BUDGET FY22-23	BUDGET FY23-24	BUDGET FY24-25	% CHANGE BUDGET TO BUDGET FY 23 TO FY24	\$ CHANGE
43730	Outreach Supplies	4,290	2,567	4,775	5,500	6,000	5,000	-16.7%	(1,000)
41345	Marketing	0	0	0	500	1,000	1,000	0.0%	500
43710	Adult Program Supplies	4,049	7,158	7,520	8,000	8,000	7,000	-12.5%	(1,000)
43720	Juvenile Program Supplies	5,718	5,125	6,668	7,000	7,000	7,000	0.0%	0
43740	Teen Program Supplies	1,009	497	765	1,250	1,250	750	-40.0%	(500)
45000	Adult Nonfiction	12,158	12,714	16,507	17,000	17,000	13,000	-23.5%	(4,000)
45100	Adult Fiction	12,527	14,415	15,275	15,500	15,500	15,500	0.0%	0
45110	Adult Large Print	365	531	608	600	700	700	0.0%	100
45200	Adult Audio-Visual	11,152	11,374	12,027	15,500	15,500	12,500	-19.4%	(3,000)
45220	Adult E-Reference	17,858	17,072	17,094	20,000	21,000	21,000	0.0%	0
45400	Juvenile Non-fiction	9,968	9,065	9,783	12,000	12,000	10,000	-16.7%	(2,000)
45410	Picture Books, Readers	4,347	7,506	7,441	8,000	8,000	8,000	0.0%	0
45420	Juvenile Fiction	5,806	6,288	8,314	8,000	8,000	8,000	0.0%	0
45430	Juvenile Audio-Visual	2,214	2,568	3,141	3,000	3,000	2,000	-33.3%	(1,000)
45440	Juvenile eReference	399	1,835	1,835	2,000	1,500	1,350	-10.0%	(150)
45445	Juvenile Kits and Devices	0	0	0	3,000	3,000	3,000	0.0%	0
45460	Ebooks	15,492	17,997	16,941	19,000	21,000	21,000	0.0%	2,000
45470	Graphic Novels	343	315	822	750	750	650	-13.3%	(100)
45450	Teen Books	1,961	2,031	2,221	2,500	2,500	2,000	-20.0%	(500)
45500	Periodicals	7,103	4,098	6,820	6,750	7,350	7,350	0.0%	0
45510	Video Games	2,904	3,176	3,438	3,500	3,500	3,850	10.0%	350
45520	Trending Titles	1,136	231	721	2,000	2,000	1,250	-37.5%	(750)
45600	Public & Staff PC Software	6,688	9,408	9,042	10,750	15,550	16,000	2.9%	450
45610	Library Automation Softwar	21,532	21,950	21,950	22,000	25,000	22,250	-11.0%	(2,750)
46100	Miscellaneous Expenditure	765	607	414	1,000	3,000	2,000	-33.3%	(1,000)
TOTAL CONTRACT/COMMOD.		266,055	258,129	293,406	311,600	346,100	305,050	-11.9%	(41,050)
CAPITAL OUTLAY									
50100	Library Furnishings	44	3,175	1,189	5,000	6,000	0	-100.0%	(6,000)

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

CODE/LINE ITEM		ACTUAL FY 19/20	ACTUAL FY 20-21	ACTUAL FY21-22	BUDGET FY22-23	BUDGET FY23-24	BUDGET FY24-25	% CHANGE BUDGET TO BUDGET FY 23 TO FY24	\$ CHANGE
51200	Exterior Bldg Improvement:	0	0	20,723	6,000	6,000	0	-100.0%	(6,000)
58100	Computer Equipment	25,179	38,344	225	19,000	10,000	13,000	30.0%	3,000
58270	Library Equipment	0	0	282	1,000	1,000	0	-100.0%	(1,000)
44810	Per Capita Grant Expend	5,367	7,975	7,840	7,153	8,284	8,284	0.0%	0
44825	Misc Grant Expenditures	0	0	0	1,000	1,000	103,000	10200.0%	102,000
99999	Use of Unrestrict Donation	24,200	7,775	0	15,000	15,000	10,000	-33.3%	(5,000)
99999	Use of Restricted Donation	0	0	10,080	2,000	2,000	40,000	1900.0%	38,000
71000	Fund Balance	0	44,545	49,650	16,000	20,000	0	-100.0%	(20,000)
70000	Contingency	0	0	0	1,688	0	0	---	0
TOTAL CAPITAL OUTLAY		54,791	101,815	89,988	73,841	69,284	174,284	151.6%	100,443
LIBRARY TOTAL		1,003,370	1,033,351	1,105,457	1,112,691	1,184,991	1,391,623	17.4%	206,632

LAKE BLUFF PUBLIC LIBRARY
GRANTS & GIFTS FUND - REVENUES & EXPENDITURES

CODE/LINE ITEM	ACTUAL FY 19/20	ACTUAL FY 19/20	ACTUAL FY 20/21	ACTUAL FY21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25
<u>REVENUES 82-40-603</u>							
GRANTS							
36263 Per Capita Grant	7,153	0	7,153	8,440	7,153	8,284	8,284
36200 Miscellaneous Grants	0	0	0	0	1,000	1,000	103,000
TOTAL GRANTS	7,153	0	7,153	8,440	8,153	9,284	111,284
DONATIONS							
38300 Unrestricted Donations	11,869	22,387	19,794	948	15,000	15,000	10,000
38315 Restricted Donations	2,844	6,344	273	7,925	2,000	2,000	40,000
TOTAL DONATIONS	14,713	28,731	20,067	8,873	17,000	17,000	50,000
75000 Interest Earnings							
TOTAL FUND REVENUES	21,866	28,731	27,219	17,313	25,153	26,284	161,284
<u>EXPENDITURES 82-60-001</u>							
OTHER/GRANT PROGRAMS							
44810 Per Capita Grant Expe	4,443	5,367	7,975	7,840	7,153	8,284	8,284
44825 Misc Grant Expenditur	0	0	0	0	1,000	1,000	103,000
99999 Use of Unrestrict Dona	14,138	24,200	7,775	0	15,000	15,000	10,000
99999 Use of Restricted Dona	2,844	0	0	10,080	2,000	2,000	40,000
	21,426	29,567	15,750	17,920	25,153	26,284	161,284
TOTAL EXPENDITURES	21,426	29,567	15,750	17,920	25,153	26,284	161,284

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES

080-300-

CODE/LINE ITEM		ACTUAL FY21/22	BUDGET FY22/23	DEC. 2022 FY22/23	BUDGET FY23/24	BUDGET FY24/25	BUDGET FY25-26	% CHANGE BUDGET TO BUDGET FY25 TO 26	\$ CHANGE
TAXES									
30000	Property Taxes	1,016,815	1,032,715	1,032,715	1,084,364	1,138,582	1,195,511	5.0%	56,929
TOTAL TAXES		1,016,815	1,032,715	1,032,715	1,084,364	1,138,582	1,195,511	5.0%	56,929
FORFEITURES									
35700	Library Fees	2,744	1,000	1,087	1,000	1,500	1,500	0.0%	0
TOTAL FINES & FORFEITURES		2,744	1,000	1,087	1,000	1,500	1,500	0.0%	0
CHARGE FOR SERVICES									
34235	Photocopy Charges	1,719	2,000	1,269	2,000	2,000	2,000	0.0%	0
34260	Passport Fees	20,803	15,000	18,553	20,000	17,250	17,250	0.0%	0
38850	License Renewal	103	1,000	66	500	250	250	0.0%	0
NEW	Passport Postage					750	750	0.0%	0
34250	Non-Resident Fees	6,863	6,000	4,503	6,000	6,000	6,000	0.0%	0
TOTAL CHARGE FOR SERVICES		29,488	24,000	24,391	28,500	26,250	26,250	0.0%	0
OTHER									
37020	District 65+115 Agreement	1,550	1,550	1,550	1,550	2,000	2,000	0.0%	0
37000	Village Contribution	9,412	10,233	10,233	10,233	10,233	10,233	0.0%	0
30200	State PPRT Disbursement					5,484	5,484	0.0%	0

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES

38310	Vliet Operating Cost Contr	1,180	790	790	790	790	790	0.0%	0
37500	Interest Income	473	250	10,556	20,000	44,000	44,000	0.0%	0
38800	Naperville/Impact Fees	2,159	0	0	0	0	0	---	0
36263	Per Capita Grant		7,153	8,284	8,284	8,284	8,284	0.0%	0
36200	Misc Grants/Donations		1,000	0	1,000	153,000	153,000	0.0%	0
38900	Miscellaneous Income	24,931	17,000	3,253	3,000	1,500	1,500	0.0%	0
TOTAL OTHER		39,705	37,976	34,666	44,857	225,291	225,291	0.0%	0
TOTAL REVENUES		1,088,753	1,095,691	1,092,859	1,158,721	1,391,623	1,448,552	4.1%	56,930
FUND BALANCE RESERVES							0	0.0%	0
LIBRARY FUND REVENUE		1,088,753	1,095,691	1,092,859	1,158,721	1,391,623	1,448,552	4.1%	56,930

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

CODE/LINE ITEM		ACTUAL FY21-22	BUDGET FY22-23	BUDGET FY23-24	BUDGET FY24-25	BUDGET FY25-26	% CHANGE BUDGET TO BUDGET FY 25 TO FY26	\$ CHANGE
PERSONNEL SERVICES								
40025	Librarian Salaries	151,476	210,000	220,557	309,166	328,173	6.1%	19,007
40030	Staff Salaries	395,595	360,000	379,800	421,873	463,685	9.9%	41,812
40400	Medical Insurance	103,204	86,000	95,000	90,000	90,000	0.0%	0
40900	Other Employee Benefit	0	250	250	250	250	0.0%	0
40980	IL Municipal Retire Fund	30,561	31,000	30,000	40,000	42,400	6.0%	2,400
40970	Social Security	41,226	40,000	44,000	51,000	54,060	6.0%	3,060
TOTAL PERSONNEL SERVICES		722,063	727,250	769,607	912,289	978,568	7.3%	66,279
CONTRACT. SERVICES/COMMODITIES								
41000	Building Maintenance	33,536	34,000	41,000	15,000	15,000	0.0%	0
41020	Elevator Maintenance	1,198	1,500	1,750	1,400	1,400	0.0%	0
41050	Grounds Maintenance	6,735	6,500	9,000	6,000	6,000	0.0%	0
41313	Copier Maintenance	3,686	4,000	4,000	8,000	8,000	0.0%	0
41314	Other Professional Service	15,720	10,000	10,000	10,000	5,000	-50.0%	(5,000)
41300	Computer Services	14,690	14,000	15,000	16,000	16,000	0.0%	0
41350	Legal & Accounting	3,263	1,500	1,500	2,500	2,500	0.0%	0
42400	Professional Development	120	3,000	4,500	4,500	4,500	0.0%	0
42440	Dues	1,616	2,500	2,500	2,000	2,000	0.0%	0
43230	Utilities	8,464	10,000	13,000	13,000	13,000	0.0%	0
43300	Postage	5,995	5,000	7,000	2,200	2,200	0.0%	0
NEW	Passport Supplies				4,800	4,800	0.0%	0
43410	Printing/E-Newsletter	8,891	10,000	12,500	13,000	13,000	0.0%	0
43550	Office Supplies	7,892	7,000	7,000	6,500	6,500	0.0%	0
43660	Building & Grounds Supplies	2,023	1,500	1,750	2,000	2,000	0.0%	0
43668	Technical Services Supplies	4,977	5,500	5,500	5,000	5,000	0.0%	0
43700	Hospitality Program Supplies	479	500	1,000	1,000	1,000	0.0%	0

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

CODE/LINE ITEM		ACTUAL FY21-22	BUDGET FY22-23	BUDGET FY23-24	BUDGET FY24-25	BUDGET FY25-26	% CHANGE BUDGET TO BUDGET FY 25 TO FY26	\$ CHANGE
43730	Outreach Supplies	4,775	5,500	6,000	5,000	5,000	0.0%	0
41345	Marketing	0	500	1,000	1,000	1,000	0.0%	0
43710	Adult Program Supplies	7,520	8,000	8,000	7,000	7,000	0.0%	0
43720	Juvenile Program Supplies	6,668	7,000	7,000	7,000	7,000	0.0%	0
43740	Teen Program Supplies	765	1,250	1,250	750	750	0.0%	0
45000	Adult Nonfiction	16,507	17,000	17,000	13,000	10,000	-23.1%	(3,000)
45100	Adult Fiction	15,275	15,500	15,500	15,500	13,000	-16.1%	(2,500)
45110	Adult Large Print	608	600	700	700	700	0.0%	0
45200	Adult Audio-Visual	12,027	15,500	15,500	12,500	10,000	-20.0%	(2,500)
45220	Adult E-Reference	17,094	20,000	21,000	21,000	21,000	0.0%	0
45400	Juvenile Non-fiction	9,783	12,000	12,000	10,000	9,000	-10.0%	(1,000)
45410	Picture Books, Readers	7,441	8,000	8,000	8,000	8,000	0.0%	0
45420	Juvenile Fiction	8,314	8,000	8,000	8,000	8,000	0.0%	0
45430	Juvenile Audio-Visual	3,141	3,000	3,000	2,000	1,500	-25.0%	(500)
45440	Juvenile eReference	1,835	2,000	1,500	1,350	1,350	0.0%	0
45445	Juvenile Kits and Devices	0	3,000	3,000	3,000	2,000	-33.3%	(1,000)
45460	Ebooks	16,941	19,000	21,000	21,000	29,500	40.5%	8,500
45470	Graphic Novels	822	750	750	650	650	0.0%	0
45450	Teen Books	2,221	2,500	2,500	2,000	2,000	0.0%	0
45500	Periodicals	6,820	6,750	7,350	7,350	5,000	-32.0%	(2,350)
45510	Video Games	3,438	3,500	3,500	3,850	3,850	0.0%	0
45520	Trending Titles	721	2,000	2,000	1,250	1,250	0.0%	0
45600	Public & Staff PC Software	9,042	10,750	15,550	16,000	16,000	0.0%	0
45610	Library Automation Softwar	21,950	22,000	25,000	22,250	22,250	0.0%	0
46100	Miscellaneous Expenditure	414	1,000	3,000	2,000	2,000	0.0%	0
TOTAL CONTRACT/COMMOD.		293,406	311,600	346,100	305,050	295,700	-3.1%	(9,350)
CAPITAL OUTLAY								
50100	Library Furnishings	1,189	5,000	6,000	0	0	---	0

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

			ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	% CHANGE \$ CHANGE	
CODE/LINE ITEM			FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	BUDGET TO BUDGET	
								FY 25 TO FY26	
51200	Exterior Bldg Improvement:	20,723	6,000	6,000	0	0	---	0	
58100	Computer Equipment	225	19,000	10,000	13,000	13,000	0.0%	0	
58270	Library Equipment	282	1,000	1,000	0	0	---	0	
44810	Per Capita Grant Expend	7,840	7,153	8,284	8,284	8,284	0.0%	0	
44825	Misc Grant Expenditures	0	1,000	1,000	103,000	103,000	0.0%	0	
99999	Use of Unrestrict Donation	0	15,000	15,000	10,000	10,000	0.0%	0	
99999	Use of Restricted Donation	10,080	2,000	2,000	40,000	40,000	0.0%	0	
71000	Fund Balance	49,650	16,000	20,000	0	0	---	0	
70000	Contingency	0	1,688	0	0	0	---	0	
TOTAL CAPITAL OUTLAY		89,988	73,841	69,284	174,284	174,284	151.6%	100,443	
LIBRARY TOTAL		1,105,457	1,112,691	1,184,991	1,391,623	1,448,552	22.2%	263,561	

CODE/LINE ITEM	ACTUAL FY 19/20	ACTUAL FY 20/21	ACTUAL FY21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25	BUDGET FY 25/26
<u>REVENUES 82-40-603</u>							
GRANTS							
36263 Per Capita Grant	0	7,153	8,440	7,153	8,284	8,284	8,284
36200 Miscellaneous Grants	0	0	0	1,000	1,000	103,000	103,000
TOTAL GRANTS	0	7,153	8,440	8,153	9,284	111,284	111,284
DONATIONS							
38300 Unrestricted Donations	22,387	19,794	948	15,000	15,000	10,000	10,000
38315 Restricted Donations	6,344	273	7,925	2,000	2,000	40,000	40,000
TOTAL DONATIONS	28,731	20,067	8,873	17,000	17,000	50,000	50,000
75000 Interest Earnings							
TOTAL FUND REVENUES	28,731	27,219	17,313	25,153	26,284	161,284	161,284
<u>EXPENDITURES 82-60-001</u>							
OTHER/GRANT PROGRAMS							
44810 Per Capita Grant Expe	5,367	7,975	7,840	7,153	8,284	8,284	8,284
44825 Misc Grant Expenditure	0	0	0	1,000	1,000	103,000	103,000
99999 Use of Unrestrict Dona	24,200	7,775	0	15,000	15,000	10,000	10,000
99999 Use of Restricted Dona	0	0	10,080	2,000	2,000	40,000	40,000
	29,567	15,750	17,920	25,153	26,284	161,284	161,284
TOTAL EXPENDITURES	29,567	15,750	17,920	25,153	26,284	161,284	161,284



1. Overview

a. Purpose of Policy

The primary goal of the Lake Bluff Library's collection is to meet the diverse informational and recreational needs of the Lake Bluff community. To help meet that goal, a collection development policy is written to establish standards and frameworks to guide the ongoing maintenance and development of the Library collection. These standards and frameworks are intended to be useful for Library patrons, the Board of Trustees, and the Library staff. To ensure that the policy remains relevant, accurate and in accordance with 75 ILCS 16/30-60, the Board will review this policy at least every two years.

b. Mission Statement

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction.

c. Community Description

The Village of Lake Bluff, Illinois is a suburb approximately 30 miles north of Chicago. Lake Bluff has a population of approximately 5,700 residents. Lake Bluff is a small town that prides itself on being tightly knit, community-oriented, and service minded. The population is significantly above the national average in terms of average income and highest level of education. Both the percentage of retirees and the percentage of families with young children are also higher than the national average.

d. Parameters of the Collection

The Library offers access to physical and digital materials. The existing collection includes physical materials for adults, teens, and children in a variety of genres and formats. The following physical formats are a part of the Library's collection:

- Books (including fiction, non-fiction, graphic novels, large print, biography)
- CDs (including music CDs and audiobooks)
- Periodicals (magazines and newspapers)
- Videos (including DVDs and Blu-rays)
- Video Games (in multiple formats)
- Book bags (circulating bags offered as a green alternative to plastic bags)

The following electronic formats or subscriptions are part of the Library's digital collection:

- eBooks
- eAudiobooks
- Streaming videos



Lake Bluff Public Library Collection Development Policy

- Downloadable magazines
- Downloadable music
- Reference databases
- Online learning tools
- Websites and relevant online materials

The Library participates in the Digital Library of Illinois consortium and shares access to digital titles. The Library is also purchases digital titles (eBooks, eAudiobooks, and streaming videos) for the exclusive use of Lake Bluff cardholders.

Because space in the Library building is limited, the physical collection is less retrospective and more reflective of current user needs and interests. Electronic materials are not constrained by physical space, and have the potential to address gaps in the Library's physical collection and also meet more niche interests.

2. Selection

The Library Board of Trustees approves the Collection Development Policy and the materials budget as proposed by the Library Director. The Library Director is responsible for the implementation of the Collection Development Policy and oversees the selection of materials. The Library Director is assisted by professional librarians and other staff who have been trained in accepted principles of materials selection, including methods for meeting the needs, interests, and abilities of Library patrons. No employee may be disciplined or dismissed for the selection of Library materials when the selection is made in good faith and in accordance with this policy (75 ILCS 16/30-60).

Staff who oversee collection development are responsible for reviewing, evaluating, and selecting materials for their assigned collections. This includes the addition of new titles, as well as the replacement of damaged or missing items. Materials are selected and evaluated based on the following criteria:

- Relevance to the educational, recreational, and informational interests and needs of the community
- Current or potential demand
- Local significance of the subject or author
- Cost of the item and funds remaining in the collection budget
- Availability of item for purchase
- Reputation of the author, publisher, or producer (no material will be excluded because of the race, religion, nationality, gender, sexual orientation, political or doctrinal beliefs, or personal history of an author, artist, or publisher)
- Suitability of format for Library circulation and use
- Space considerations



Staff who oversee collection development use a variety of selection tools to evaluate materials for purchase, including professional review journals and reputable online sources. Although the reputation of the author, publisher, or producer is considered as part of the selection process, this does not preclude the Library from acquiring self-published or independently published titles, particularly if the title happens to be of local interest or significance.

Materials for children and teenagers are subject to the same selection criteria, but have the additional goal of providing materials appropriate for a wide range of ages, learning styles, and developmental phases. The Library does not assume the role of parents, guardians, or caregivers to guide children's use of the Library or its materials, but instead strives to provide free and equitable access to a diverse range of library resources that is inclusive regardless of content, approach, or format. Selection of resources for the Library's collection will not be inhibited by the possibility that some resources may inadvertently come into the possession of children.

3. Patron Requests

Patrons may request that the Library purchase specific titles for the collection. Such requests are subject to the same selection criteria as other Library materials and are forwarded to the appropriate collection manager for review. Some purchase requests may be filled through Interlibrary Loan as appropriate.

4. Gifts

The Library may accept restricted monetary donations for the purchase of items in a specific subject area or a specific title. Such donations are subject to the same selection criteria.

Monetary gifts are acknowledged with a letter from the Library Director on behalf of the Board of Library Trustees. The letter will acknowledge that the specific gift or donation was given to a non-profit institution and that no goods or services were given in exchange for the gift. The Library does not provide valuations of gifts or donations for tax deduction or other purposes.

5. Collection Maintenance

In order to ensure the continuing relevance and overall quality of the collection, withdrawal or de-selection is conducted on an ongoing basis throughout the year. Collection managers are responsible for identifying materials to be withdrawn from the collection. Items are weeded and removed based on the following criteria:

- Circulation statistics, including the last time the item circulated and overall frequency of use
- Space considerations
- Relevance to existing community interests and needs
- Poor condition or damage that impacts, or may prevent, usage
- Obsolete, inaccurate, or misleading information
- Availability of new editions or updated titles



Lake Bluff Public Library Collection Development Policy

- Duplicate copies of titles with less demand
- Availability through Interlibrary Loan
- Subject coverage in the collection

Withdrawn materials are discarded depending on their condition, as well as any applicable laws. Discarded materials may be sold as part of the Library's ongoing book sale, donated to another nonprofit or sent to a used book retailer. Items of local historical interest may be given to the Lake Bluff History Museum.

6. Intellectual Freedom

The Library's collection is a community resource. It was created and developed to meet the unique needs of the Lake Bluff community. In order for the Library collection to thrive, its materials must be freely accessible to all members of the community. Upholding intellectual freedom in the Library collection is essential to this mission.

The Library affirms and upholds the principles established in the Freedom to Read and Freedom to View statements, and adopts the American Library Association's Library Bill of Rights, which indicates that materials should not be proscribed or removed because of partisan or doctrinal removal. Pursuant to the Illinois Library System Act, 75 ILCS 10/1, *et seq.*, and regulations promulgated by the Illinois Secretary of State, 23 Ill. Adm. Code 3035, the Lake Bluff Public Library has the freedom to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. The selection of materials cannot be restricted because of the possibility that someone may find a title or topic objectionable. Similarly, an individual's right to access the materials in the Library collection cannot be restricted or revoked because of another person's definition of suitability.

An individual or group may question the inclusion of a particular item in the collection or its availability to Library patrons. The Library welcomes the opportunity to address concerns and encourages open dialogue on such matters. However, the Library is opposed to the removal or censorship of materials that meet the selection criteria for the collection as well as coercion to add or purchase items that do not meet selection criteria.

The Library's Youth Services staff is available help parents, children, and teenagers find materials that are suitable for particular reading levels or developmental stages. However, neither the Library nor the Youth Services staff is responsible for monitoring or policing the use of materials by children or teenagers. Parents and caregivers are responsible for enforcing any rules in regard to the checkout of materials.

Individuals or groups with concerns about a particular title in the Library collection may fill out a request for reconsideration form, which is available at the Library and on the website. This process is further addressed in the Library's policy manual, MNG-5 Reconsideration of Library Materials.

*Approved by the Lake Bluff Library Board of Trustees on **February 20, 2024.***

RESOLUTION NO. 2024-2-20-A

**Resolution in Support of SB2787 – Amends the Illinois Local Library Act and the
Public Library District Act of 1991 Regarding Competitive Bidding**

WHEREAS, Illinois State Senator Mary Edly-Allen has introduced legislation to amend the Illinois Local Library Act and the Public Library District Act of 1991 to increase the competitive bidding requirement for contracts in excess of \$35,000 (rather than \$25,000) for specified improvements and equipment purchases; and

WHEREAS, the competitive bidding threshold for Illinois libraries has been \$25,000 for almost 20 years; and

WHEREAS, the Illinois Library Association, a statewide professional organization that represents and advocates for Illinois libraries, is a proponent of this bill as an inflationary adjustment; and

WHEREAS, SB2787 has, as of February 15, 2024 over 230 proponents and only two opponents on record through witness slips;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Lake Bluff Public Library supports the amendment of the Illinois Local Library Act and the Public Library District Act of 1991 to adjust the competitive bidding requirement from \$25,000 to \$35,000 for contracts for specified improvements and equipment purchases.

ADOPTED this 20th day of February, 2024 pursuant to a roll call vote as follows:

YEAS:

NAYS:

ABSENT:

Bonnie Shaul, President
Board of Trustees
Lake Bluff Public Library

Janie Jerch, Vice President
Board of Trustees
Lake Bluff Public Library



Visit Count	
Average: Mondays 4-6 pm	20
Average: Tuesdays 6-9 pm	11
Average: Wednesdays 4-6 pm	20
Average: Thursdays 6-9 pm	15
Average: Saturdays 10-5 pm	107
Staff Leave	
Sick	132.75 hrs.
Vacation	29.5 hrs.
Personal	15 hrs.
Holiday	125.75 hrs.
Bereavement	4 hrs.
<i>Monthly Leave Total</i>	<i>307 hours</i>
<i>Total Work Hrs. Paid</i>	<i>2304 hrs.</i>
<i>Leave Percentage</i>	<i>13.3%</i>
Programs	
Number of programs cancelled	5
Number of programs rescheduled	3
Library Services	
Number of staff hours added to passports	0
Number of staff hours removed to passports	0
Number of passport cancellations	14
Number of passport appointments cancelled	12

Organizational Capacity

“Our modified schedule & staffing came into play the first weekend of January when we had two staff members call out sick on the same Saturday, and we still had enough people in-building to provide coverage. I don’t think this has ever happened before. In a general sense, the updated hours mean that we have our part-time staff covering more shifts regularly throughout the week, which has freed up the management team considerably and has given us more people in the building at a given time. We have had some difficulty with filling desk shifts when a staff member has a planned absence or vacation. This may be a holdover from the holidays, but I’m going to keep an eye on it to see if the trend continues.” -Katie Horner, Reference and Circulation Manager

“The change in staffing model has allowed for additional flexibility in the following ways:

- Staff leaving early due to feeling unwell has been easier to support
- Adjustments in Eliza’s schedule to support programming has minimal effects on general staffing
- Having extended hours from the shelveers on Saturdays has multiple times supported changing staffing needs on weekends.” - Eliza Jarvi, Youth Services Manager

“There was a day in January where we had 2 people call out sick on a day with already prescheduled absences. I remember the enormous sense of relief I felt when I realized that we had enough people in the building to cover breaks. This was frequently not the case prior to the pilot hours—we often had to delay breaks or time them carefully in order to avoid having fewer than 3 people in the building. Additionally, resolving coverage for this particular issue took much less staff time than it did pre-pilot. While staffing is much better, I have noticed that

Hours Pilot Monthly Report

January 2024

we're still cancelling a lot of standing meetings (check-in meeting and management team, mostly) due to low staffing, which has an impact on project progress." -Martha O'Hara, Adult Services & Technology Manager

Delivery of Library Services

Assessment of Desk Coverage: In the first month of the pilot, managers and Director report that nearly all shifts in January had full desk coverage with 1 staff member at the Youth Services desk and 2 staff members at the Reference and Circulation Desk at all times. Minimal exceptions for the Reference and Circulation desk only during lunch time for breaks and evening shifts, during which 1 staff member is at the front desk and 1 staff member available on call as Person in Charge (PIC). On January 30, one fulltime staff member began emergency leave due to illness, requiring biweekly coverage for evening PIC shift and 1 desk shift per week.

Assessment of Passport Service Capacity: The need far exceeds Library availability, with patrons requesting more availability, specifically for weekend appointments. The 12 rescheduled passport appointments were largely due to HVAC and weather related closures. 2 appointments were canceled due to staff illness and a lack of availability from other passport agents at that time. The availability for the 1 passport agent the Library had available in January gets booked the same day that new appointments become available.

- No increase or decrease of staff passport availability in January
- Staff have fielded a significant number of general passport questions in the last month, due in large part to spring break travel; referrals required due to Library's lack of availability

Assessment of Notary Service Capacity: Notary requests are not scheduled by appointment; they are drop-in. Because of this, staff observation and feedback is the primary strategy for assessment and, thus, more limited. Newly certified notary, Claire Osada, continues to work with Reference and Circulation Manager Katie Horner under observation for her initial notary transactions, requiring both to be available for requests. In February, Adult Services and Technology Manager Martha O'Hara plans to add back her availability for notary requests. Even though staff are unable to fulfill requests, patrons still require notary services on weekends.



Hours Pilot: Written Feedback

January 2024



We really miss library being open on Sundays. Could you close a weekday instead?

Hello Library! First we are huge fans of the library and all the events! I am writing as my family has been struggling with the change of hours and have not made it to the library even once since making the change. We are a dual working family where a weekday night is not possible to make sure we have a good bedtime hour for elementary school age. Then Saturday is very busy with a day full of kid activities. We greatly enjoyed our Sunday afternoon visits in the winter and are missing the chance to explore new books. Thanks for your consideration.

Sunday hours are important for students and adults who work. Please reduce hours or staff other days. We like the staff :)

We would like for the library hours to start at 9 am. And we would like more storytime if possible.

I am writing about the library being closed on Sundays during the winter. I read that data was collected beginning in Oct. Families are very busy from Oct -Dec, but Jan, Feb, and Mar are the months where it is so cold outside and having the library to go to on Sunday is a welcome distraction. This will just push our family to go to LF library in place of LB. I really hope this decision is given more thought. At least for the cold, hard winter months.

I recently read about the new hours being piloted at the library in the new year. It is disappointing as a working professional to know that the library will only be accessible in person two nights a week now, however, I'm grateful to know that neighboring libraries, like Lake Forest, will maintain evening hours that will allow for visits. You mentioned in the message that in a way the library is never closed and the website should be utilized. I read a large number of books through Libby every month and appreciate that resource. I'm wondering with this pilot if there will be an increased effort to make the website useful? I understand the reasons for the pilot, including financial ones, but I hope some care will be put into making the electronic resources more functional and useful to patrons. Thank you.

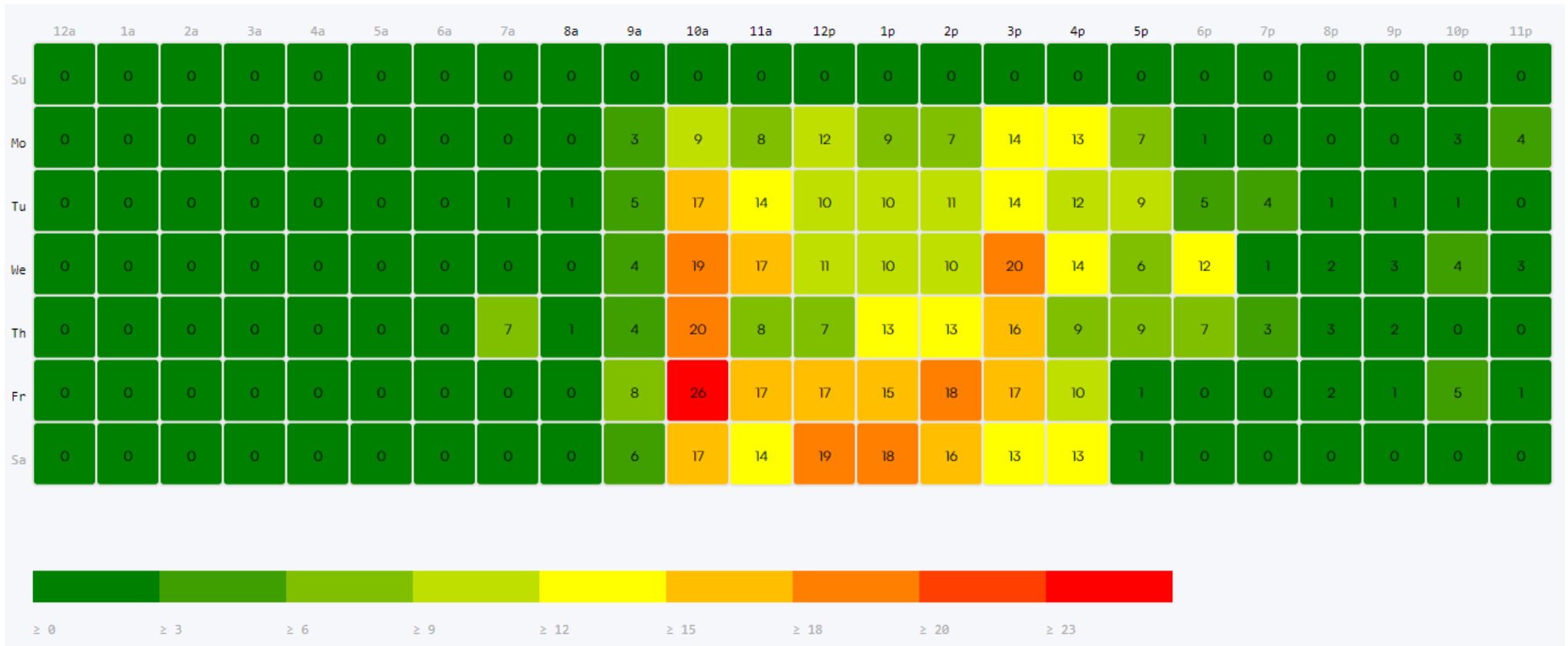
I just wanted to share some feedback on the library pilot hours. While I understand the various reasons for the pilot and can appreciate the effort that went into the decision, I am disappointed that our library is not open to the community on Sundays, at least during the school year. As a working mom of 2 elementary aged children, Sunday afternoons is one of the times during the week that we can enjoy the library together. Thanks for your time.

I recently saw the new hours for LB Library and am very disappointed. There is not much for small kids to do around here in the winter and the library was one place we could count on. I would also ask you reconsider opening at 10am - this is such a late time for those of us with kids, especially those taking 2 naps where the 1st nap starts at 10/10:30am. We would love to come to the library before then to get out of the house and experience some fun! Hope you'll reconsider Sundays at the very least.

Lake Bluff Public Library

Day Hour Heatmap (Vea Software)

January, 2024



DATA KEY

- Date Range: Jan. 1-31, 2024
- Traffic Ins only
- Monthly Average

SERVING OUR PUBLIC 4.0
STANDARDS
FOR ILLINOIS
PUBLIC
LIBRARIES

Serving Our Public 4.0

Standards for Illinois Public Libraries

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1992.

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Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

*Open Sunday, September through May

**Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

Evaluating the Library's Hours Pilot

Letter from the Director

By the time this issue of *Off the Shelf* is received in homes, the Library will have begun its third month of the Hours Pilot. To learn more about the Library's pilot of adjusted hours, visit LakeBluffLibrary.org/Pilot.

A comprehensive evaluation of the Library's Hours Pilot requires the collection of data—both quantitative and qualitative—from a variety of sources. Each month of the pilot, I present this data for Library Trustees to review and discuss at their monthly Board meetings to inform a holistic understanding of the levels of impact of the pilot. I invite the community to listen in on these discussions and learn about our findings by attending a Library Board Meeting in-person or watching recordings of these meetings on the Library's YouTube Channel.



We want to hear from you!



Scan the code above to take our Pilot Hours Survey.

Library Hours Pilot through June 30, 2024

MONDAY

10am - 6pm

TUESDAY

10am - 9pm

WEDNESDAY

10am - 6pm

THURSDAY

10am - 9pm

FRIDAY

10am - 5pm

SATURDAY

10am - 5pm

SUNDAY

Closed

In an effort of transparency and open communication, I'd like to share with the community the type of quantitative and qualitative data that the Board, staff, and I are reviewing in this evaluation. This data includes:

- Community feedback
- Assessment of staff capacity to deliver library services
- Analysis of staffing levels to ensure building safety and desk coverage
- Daily and monthly visit count statistics and trends
- Number of Library events cancelled or rescheduled
- Number of passport appointments cancelled

The Board and staff will continue to gather feedback from the community and analyze this data throughout the six-month pilot. At that point, the Board will consider next steps—finalize the pilot hours as the new operating hours of the Library; make changes to the pilot hours, or extend the existing pilot to gather more data. As is our practice, the Library will continue to communicate out broadly and openly across all our channels, so that you are informed every step of the way.

The Library's ability to provide regular hours of operation relies on strong financial planning. That is why at the end of February, the Board and I participated in the organization's first Board Retreat, with the goal of discussing the Library's financial goals and priorities. During this retreat, we discussed the Library's current financial standing, received a presentation from a registered municipal advisory firm on financial opportunities, and strategized for future Library needs to ensure the sustainability of the organization. The Trustees and I look forward to reporting out about the Board Retreat to the community and sharing next steps.

The Library wants to hear from you. Attend a Board Meeting and participate in public comment, or email me directly at rgrassi@lakeblufflibrary.org. We also invite feedback about the Hours Pilot in our brief three-question online survey available at LakeBluffLibrary.org/PilotSurvey.

Online Survey for Hours Pilot
Duration: March 1—May 31, 2024
Launch announced in Spring Print Newsletter

HOURS PILOT SURVEY

Hours Pilot Survey

1. If you had to choose, would you prioritize the Library be open more mornings or more evenings? Choose one. *(required)*

- ☐ Morning hours (10 am – 12 pm)
- ☐ Evening hours (6 – 9 pm)

2. When are you most likely to use the Library? Rank your preferences: 1=Most Likely; 2=Less Likely; 3=Least Likely *(required)*

+	▼	Saturday morning
+	▼	Saturday afternoon
+	▼	Sunday afternoon

3. If the Library opened at 9 am on weekdays, how likely are you to visit from 9 – 10 am? Choose one. *(required)*

- ☐ Very Likely
- ☐ Likely
- ☐ Less Likely
- ☐ Not At All Likely

Submit

NEWS

Lake Bluff Library getting \$85,000

Discovery of unallocated state funds goes back decades

By Daniel I. Dorfman

The Lake Bluff Library has received nearly \$85,000 from the village after the discovery of missing payments from a state tax fund for more than 40 years.

In January the village and library boards each voted unanimously to approve an inter-governmental agreement authorizing the village to disperse \$84,474 to the library for its share of the state's Personal Property Replacement Taxes (PPRT) going back to 1980.

In addition, the village will now disperse 4% of the PPRT funds every year to the library. Village administrator Drew Irvin said PPRT revenue varies, but the village expects to receive approximately \$137,000 this year, meaning the library's share would be close to \$5,500.

The situation centers around the lack of a PPRT disbursement going back to a state law change in 1977.

The Illinois Department of Revenue

describes PPRT as revenue collected by the state and then paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities was taken away.

Library executive director Renee Grassi said she attended a conference in August with fellow library directors and learned that eligible libraries were entitled to a share of PPRT funds. She said she then informed the village.

"I don't think there was anything devious here, but I am really happy about the village's recognition of the past and righting a wrong to make us whole here, and ensuring the financial sustainability of the library," Grassi said.

Irvin, who has been in his position since 2008, wrote in an email he did not know why the village didn't disperse its share of the PPRT. He added village staff could not find any records providing additional information. In January Library Board President Bonnie Shaul appeared at the village's Committee of the Whole meeting asking the village to disperse the funds, noting the library's place in the community.

"Lake Bluff residents cherish this library,

and it is not just the collection of books," an emotional Shaul said. "It is the sense of community."

She listed a series of financial-related issues facing the library, both in terms of maintenance and personnel needs.

"It is not going to solve all the financial challenges facing the library, but it can make an immediate difference in the areas of safety, utility, technology and financial stability," Shaul said.

The village considered some other options, but trustees eventually decided to disperse the \$85,000.

"It feels like the right thing to do, not necessarily because the money is owed, but because the library needs it," Trustee Steve Rappin said.

Grassi said the board has yet to decide specifically how to spend the money but noted the building had to close for a couple of days recently due to a broken furnace and gas leak. She said building and maintenance costs are a top priority.

On Jan. 22 Village President Regis Charlot labeled the matter "illuminating."

"This PPRT matter has opened our eyes to issues of significant magnitude at this library,

and that past practices and policies may not hold the answers to our future," he said.

Looking forward, Charlot indicated he would like to see some changes in the library's organization.

"Past and current practices will not get us to where we need to be," he said.

Charlot suggested a one-year technical plan for facility studies and three-year plan for strategic goals.

Grassi was amenable to the suggestion.

"The board and I are very agreeable to assessing the library's short-term and long-term financial needs, with focus on our building and sustainability," she said. "We have already been discussing this for months."

Grassi said Charlot has been invited to the February board meeting, when trustees are expecting to hear a presentation from an engineering consultant about building systems and accessibility compliance.

Village attorney Peter Friedman said there are two types of library organizations in the state. Some are separate taxing bodies, and then there are some, like Lake Bluff, where the village established the library. Those types of libraries levy taxes through the village, and do not have a separate levy.



Trib Books

LIBRARIES

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LIBRARY RECEIVES \$84,474 IN PPRT PAYMENTS FROM VILLAGE

On Friday, January 26, the Village of Lake Bluff disbursed \$84,474 to the Lake Bluff Public Library for its share of Personal Property Replacement Taxes (PPRT) going back to 1980. As Library Board President Bonnie Shaul states, "The Village Board showed tremendous commitment in swiftly correcting this inadvertent error and acknowledging that, despite current financial challenges, the Lake Bluff Public Library will remain a core asset of the Lake Bluff community years into the future."

Financial Context

As a public entity, Lake Bluff Public Library is heavily reliant on local funds to support operating costs and provide services to the community. In fact, Lake Bluff Public Library is nearly entirely funded by local property tax. According to the [Library Board-approved FY23-24 Budget](#), approximately 94% of the Library's operating budget is funded by these taxes. In comparison with other Lake Bluff taxing entities, the Library represents [less than 2%](#) of a Lake Bluff resident's total property tax bill. Other sources of funding that make up the remaining 6% of the Library's FY23-24 Budget include the Public Library Per Capita Grant disbursed by the Illinois Secretary of State, donations from the [Friends of the Lake Bluff Library](#), and donations from the [Lake Bluff Library Foundation](#).

What is PPRT?

Another type of tax that supports local government entities is called PPRT, which stands for Personal Property Replacement Tax. Library Director Renee Grassi first learned about this tax attending a state-wide conference for Illinois Library Directors in August, 2023. [PPRT is revenue](#) collected by the State of Illinois and paid to local governments to replace money that was lost by

local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. In 1979, a new law was enacted to provide for statewide taxes to replace the monies lost to local governments. The first disbursement of PPRT to local government entities on record was made in 1980.

How was the \$84,474 amount determined?

The amount of PPRT disbursed to a public library is based on the percentage of total funds levied during tax year 1977. Village Administration researched historical documents from 1977 and found Lake Bluff Public Library levied 4% of the total sum levied that year. Village Administration then acquired historical documents from the Illinois Department of Revenue to determine the total amount of PPRT payments received by the Village from 1980, the first year of PPRT disbursement, to present. After discussion and negotiation from both Library and Village Boards, a new intergovernmental agreement was established and signed to ensure the Library's receipt of historical PPRT payments and its proportionate share of annual PPRT disbursements going forward.

Why is this tax not disbursed directly to the Library?

Lake Bluff Public Library is a public entity that levies through the Village of Lake Bluff for its annual levy. PPRT payments are made from the State of Illinois directly to the local unit of government. As a result, the Village acts a pass-through agency for disbursing PPRT to the Library. Historical information about precedence regarding PPRT disbursements could not be found at either the Village or Library. The Library and the Village Board's new Intergovernmental Agreement acts as an official public record that sets precedence and clarity for the futures of both institutions.

How will the Library spend this money?

Library Director Renee Grassi and the Library Board of Trustees have been discussing financial priorities of the Library since her tenure began in January, 2023. As she shared with journalist Dan Dorfman [in his Chicago Tribune article](#) on the subject, Grassi reports that with an aging building, "maintenance costs are a top priority." For example, throughout the month of January, the Library experienced gas leaks due to [HVAC malfunction and needed an emergency replacement](#) of the furnace.

Regarding capital planning, the Library Board will receive a Final Report from building consultant Engberg Anderson Architects featuring the state of the Library's building systems, as well as accessibility compliance. This presentation will include findings and recommendations to guide the Library Board's short term and long term capital goals. The Final report and presentation is scheduled to be presented at the upcoming Board meeting scheduled February 20, 2024 at 7 pm.

The Library recently completed financial planning for increasing personnel costs as well. During the January 2024 Board meeting, the Board approved the organization’s new Salary Pay Grades and Pay Structure documents, which were developed as a result of a salary benchmarking project completed in November by [Human Resource consultant services HR Source](#). The Final Report showed that 20 out of 21 Lake Bluff Public Library employees are currently paid under market value for their jobs. The total cost to the Library to apply these salary adjustments effective May 1, 2024 at the start of the new Fiscal Year will be approximately \$150,000.

Director Grassi and Trustees are scheduled to attend a Library Board Retreat at the end of February to continue discussion and planning on financial goals and priorities. During this retreat, they will discuss the organization's current financial standing, hear a presentation from a registered municipal advisory firm on financial opportunities, and strategize for future Library needs. Library Administration and the Board of Trustees will continue discussion of financial priorities and how PPRT payments will be allocated at the February 20, 2024 Board Meeting.

View the following resources for more information about the Library's PPRT disbursement:

- [Regular Library Board Meeting](#), January 24, 2024
- [Regular Village Board Meeting](#), January 22, 2024
- [Minutes from the Special Meeting of the Library Board](#), January 10, 2024
- [Committee of the Whole Village Board Meeting](#), January 8, 2024
- [Regular LibraryBoard Meeting](#), December 12, 2024

Questions or comments? Reach out and [contact the Library](#) or [email Library Director Renee Grassi](#).

News category
[General news](#)

Lake Bluff Public Library

Library Hours

123 E. Scranton Ave.

Monday, 10:00 am - 6:00 pm

Tuesday, 10:00 am - 9:00 pm

Lake Bluff, IL 60044

Wednesday, 10:00 am - 6:00 pm

Thursday, 10:00 am - 9:00 pm

847-234-2540 Phone

Friday, 10:00 am - 5:00 pm

Saturday, 10:00 am - 5:00 pm

847-234-2649 Fax

Sunday, Closed



Migrant influx into Illinois
escalates tensions among officials
—Page 5

Lake Bluff Library reduces hours, seeks input from community on future direction

By Gregory Harutunian
For Chronicle Media

The Lake Bluff Library has undertaken a pilot program that will collect data in several areas to chart its future direction.

For the time being, nine hours and Sundays have been cut from its open times of operation schedule and a staffing cadre of 12.5 full-time employees will be reviewed.

Deriving 94 percent of its funding from the municipal property tax levy, which amounts to 2 percent of the actual property tax bill overall, it is administered by the village of Lake Bluff.

For now, the hours of operation are: 10 a.m.-6 p.m. Monday and Wednesday; 10 a.m.-9 p.m. Tuesday and Thursday; 10 a.m.-5 p.m. Friday and Saturday; and closed Sundays. Guided by the Illinois Standard for Libraries, it shows Lake Bluff's population bracket of approximately 5,700 people should have a partial Sunday service schedule.

The problem with only 12.5 full-time employees excludes the facility from staying open for the recommended hours of service because of not having an established, or advanced, staffing criteria.

The pilot program was discussed at several library board meetings before being implemented Jan. 1. A patronage total of 50,665 for library usage in 2023 is one item of concern, along with staffing capacities, the usage trends, and the budget itself. Developing



short- and long-term goals also enters the equation.

"During my one-year tenure, I've learned about the library and staffing analysis," said Renee Grassi, the library's executive director. "It's almost unsafe to keep the building open because we need staffing on all three desks. There are various limitations, and the library is a safe

space for the community."

Their 2023-24 appropriation of \$1.16 million goes toward operating expenses. Funding deficiencies received a boost last month, when an agreement between the village and the library boards unanimously approved an \$84,474 disbursement to the library. They will also receive nearly



The Lake Bluff public library has cut its hours of operation, as part of a pilot program that will determine its future. A sign at the library entrance explains the new hours when it will be open, under the pilot program that started Jan. 1. (Photos by Gregory Harutunian/for Chronicle Media)

\$5,550 this year, and 4 percent of the village's share annually.

The funding came from the Personal Property Replacement Tax, where monies collected by the state are given back to local governmental agencies, as of 1977. From that point, local governments were unable to apply personal property assessments to

businesses that had entered into various corporate and partnership designations.

However, the Library Board is reviewing options in order to make an informed decision about the facility's operations going forward. As a result, data is being gathered in qualitative measures such as community feedback, and quantitatively through building usage, programs cancelled, and financial viability such as staffing methods.

Engineering consultants for a building assessment have also been engaged.

"Public libraries are important, not just for providing materials, but being a resource in the community," said Grassi. "We are a small public library in the heart of Lake Bluff, and we want to do right by the community we serve."

The Lake Bluff History Museum, across from the library, shares the same building. "Their reduced hours of operation have not impacted us," said Lyndey Jensen, a curator for the museum. "We also have a volunteer staff."

Grassi said the first presentation for the collected data will be made Feb. 20, at the library board's next meeting.

"We really want to hear feedback from the community on how it all changes their perspective," she said. "Public libraries are informed by the communities they serve. Ultimately, we want to provide a Cadillac service at Hyundai prices."