

January 17, 2023 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of December 13, 2022 Board of Trustees Meeting (action)(5 minutes)(7:12pm)	3A-3C
5	Financial Reports (5 minutes)(7:17pm)	
	December Detailed Revenue & Expense Report (action)	4A - 4E
	December Detailed Balance Sheet (action)	5A - 5C
6	Approval of Checks (5 minutes)(7:22pm)	
	December Check Disbursement Report (action)	6A-6H
7	Committee Reports (15 minutes)(7:37pm)	
8	New Business	7A
	Reading of FY23-24 Budget Draft (15 minutes)(7:52pm)	8A-B
	Building Survey Report (10 minutes)(8:02pm)	9A
	Discussion of Serving Our Public 4.0: Standards for Illinois Public Libraries (20 minutes)(8:22pm)	
	2023 Per Capita Grant Application (action)(5 minutes)(8:27pm)	10A
	Summer 2022 Community Survey Results (5 minutes)(8:32pm)	
9	Old Business	
	None	
10	Director's Report (5 minutes)(8:37pm)	
	Director's Report	11A-B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:38pm)	
14	Attachments	
	December 2022 statistics	12A - end

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, January 17, 2023 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044**

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

Join Zoom Meeting
<https://us06web.zoom.us/j/3967488610?pwd=THFNMOxmbG9FZmYwSGpHb1lPNU1ldz09>

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As required by law, at least one representative from the Library will be present at the Library and the virtual meeting will be simulcast for any members of the public who do not wish to view the virtual meeting from another location. Prior notification of intention to attend is not required but is appreciated. Questions related to the Library agenda can be sent before or during the meeting to 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.

Agenda

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
 - a. Approval of Minutes of December 13, 2022 Board Meeting **(action)(5 minutes)(7:12pm)**
- 5. December Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
 - a. December Detailed Revenue & Expense Report
 - b. December Detailed Balance Sheet
- 6. Approval of checks (action)(5 minutes)(7:22pm)**

- a. December Monthly Checks (15459-15488)

7. Committee Reports (15 minutes)(7:37pm)

(Met)

- a. Finance Committee (CHAIR: Hayes. MEMBERS: Meierhoff and Zaute.)

(Did Not Meet)

- a. Human Resources Committee (CHAIR: Graziano. MEMBERS: Jerch and Shaul.)
- b. Special Topics Committee (AD HOC) (MEMBERS: Jerch, Meierhoff, Shaul, and Zaute.)
- c. Building and Grounds Committee (CHAIR: Jerch. MEMBERS: Meierhoff and Shaul.)
- d. Bylaw and Policy Committee (MEMBERS: Heintzelman and Meierhoff.)
- e. Campaign Planning Committee (AD HOC) (MEMBERS: Heintzelman, Meierhoff, and Jerch.)
- f. Finance Committee (CHAIR: Hayes. MEMBERS: Meierhoff and Zaute.)
- g. Outreach Committee (CHAIR: Graziano. MEMBERS: Jerch.)
- h. Intergovernmental Committee (CHAIR: Horner. MEMBERS: Jerch and Graziano.)
- i. Long Range Planning Committee (MEMBERS: Hayes, Heintzelman, and Zaute.)
- j. Technology Committee (CHAIR: Zaute. MEMBERS: Hayes and Shaul.)

8. New Business

- a. Reading of FY23-24 Budget Draft (15 minutes)(7:52pm)
- b. Building Survey Report (10 minutes)(8:02pm)
- c. Discussion of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (20 minutes)(8:22pm)
- d. 2023 Per Capita Grant Application (5 minutes)(8:27pm)
- e. Summer 2022 Community Survey Results (5 minutes)(8:32pm)

9. Old Business

- a. None

10. Director's Report (5 minutes)(8:37pm)

- a. Director's Report

11. Executive Session(s)

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

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

13. Adjournment (1 minute)(8:38pm)

Attachments:

New Business Summary
December 2022 Statistics

Upcoming Board Meetings: February 21, 2023, March 21, 2023, and April 18, 2023

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, December 13, 2022, at 7 PM
 123 E Scranton Avenue, Lake Bluff, IL 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held without a quorum of Trustees physically present. The meeting was conducted with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published before the meeting so members of the public could log in. 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: Interim Director Katie Horner called the meeting to order at 7:02 pm. Trustees Meierhoff, Heintzelman, Jerch, Shaul, Hayes, and Graziano were present; Trustee Zaute was absent. Also present were Library Employees O'Hara, Chapman, Jarvi, and Fifhouse, and Renee Grassi, our incoming Library Director.

2. Additions & Corrections to the Agenda: Jerch asked that the Staff Pizza Party be added to New Business.

3. Opportunity for Public to Address the Board: No one asked to speak.

4. Approval of Minutes: Meierhoff asked that the Finance Committee report be clarified to show that a payment was authorized to Library Furnishings International of a 50% deposit on furnishings ordered for the Stroh Reading Room. Shaul moved to approve the minutes of the Nov. 15th meeting as amended; Heintzelman seconded; all voted aye.

5. November 2022 Financial Reports: Detailed Balance and Revenue/Expense

No property tax revenues were received this month from the County; this also happened last year. Tax revenues received are on par with last year, however, with more than \$838K received so far. Passport revenue continues to grow and surpassed projected revenues for the entire FY in November. Miscellaneous expenses were higher due to expenses incurred during our Library Director search and interview process. Hayes noticed that Per Capita Grant funds appear under two different accounts; Horner will inquire about it.

Hayes moved to approve the November 2022 financial reports; Meierhoff seconded; all voted aye.

6. Approval of November 2022 monthly checks # 15418, 15420-15458: The only unusual check was to an electrical company for service to the outdoor lighting that former Library Director Eric Bailey scheduled last summer; the company completed the work last month. Also, the final payment for the Stroh Reading Room to SMC, the construction company, was made.

Shaul moved to approve the November 2022 checks; Hayes seconded; all voted aye.

7. Committee Reports:

(Met)

a. Human Resources: (Chair: Graziano, Members: Jerch and Shaul) Graziano reported that the meeting was to prepare for the arrival of, and upcoming transition to, our new Library Director, Renee Grassi. Meierhoff and Shaul will take the lead for the Board's role during the transition phase. Horner will share the documents concerning Library information, policies, etc., that are being prepared for Grassi to GoogleDocs so the Trustees will also be able to access them.

b. Special Topics (ad hoc) (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson) Meierhoff reported that the meeting was held in the Library to figure out where the two adult-use computers could go and still be easily monitored from the circulation desk. It was determined that the least objectionable solution was to move them to the space in front of the shelves of audio books and tv series, and move the book bike to the space near the old front doors. This rearrangement was accomplished shortly after the Mini-Golf event.

(Did not meet)

c. Building & Grounds (Chair: Jerch, Members: Meierhoff and Shaul)

d. Bylaw and Policy: (Members: Heintzelman and Meierhoff)

e. Campaign Planning (AD HOC): (Members: Heintzelman, Meierhoff, and Jerch)

- f. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute)
- g. **Community Engagement:** (Chair: Graziano, Members: Jerch)
- h. **Intergovernmental:** (Chair: Graziano, Members: Jerch and Graziano)
- i. **Long Range Planning:** (Chair: Heintzelman, Members: Hayes and Zaute)
- j. **Technology:** (Chair: Zaute, Members: Hayes and Shaul)

8. New Business:

- a. **Per Capita Grant:** Already discussed during agenda item 5; the Trustees will have the opportunity to see the new grant before submission before its Jan. 30, 2023 deadline.
- b. **Notary Liability Coverage:** Library employees are covered under the umbrella policy provided to Village employees. Horner also noted that all library notaries are required to be bonded and insured upon receiving their notary licenses. Meierhoff asked Horner to check with Glen Cole at the Village to see if there is a redundancy to these policies.
- c. **State Funding for Building Expansion:** Shaul shared a recent article reporting that Senator Julie Morrison was involved in the Highwood Library being awarded \$2 million in state funding for renovations. Horner noted that Carmen Patlas, Highwood's Library Director, is an extremely talented and successful grant writer. Grassi also brought up federal funds available through the LSTA (Library Services & Technology Act) and several other sources of funding to explore in the near future.
- d. **Staff Appreciation Pizza Party:** Scheduled for this coming Friday, Dec. 16, shortly after closing, there will be a Pizza Party for staff, families, and significant others. Trustees are also invited. Jerch, Graziano, and Meierhoff will take care of the details.

9. Old Business: The Library received a \$2000 stipend from the Lake Bluff Birthday committee. We briefly discussed a date for the formal opening of the Stroh Reading Room. Jerch said the new blinds for the room should be delivered soon.

10. Interim Director's Narrative Report: Horner reported that the Mini-Golf event was attended by over 500 people (about 10% of our population) and was a huge success! People had a great time, and the teamwork of staff and volunteers to set up, run the event, and clean up afterwards, was indispensable to the success of the event. Kudos especially to Romain Wojda for arranging volunteers from local BSA Troop 42. Special thanks to Anna Fifhouse, who planned and organized this fabulous event. Your humble recording secretary can attest that, indeed, a good time was had by all!

Horner also reported on the Staff In-Service Day in November. Staff saw a video on Empathy in Enforcement and had a presentation from an area advocate for LGBTQ awareness; both were enthusiastically received by staff and were particularly timely as training, given recent events, both at our Library and nationally. Horner also noted that this was the first In-Service in 5 years. These training/discussion/regrouping opportunities need to happen much more frequently than every 5 years. Yearly in-services should be considered.

11. Executive Session: There was none.

12. Any and all other business which may properly come before the Board: There was none, but there should have been one item: Kudos to Katie Horner, who presided over her final Board meeting as Interim Director with grace and good humor, as she has done since August, and will no doubt have her hand in the January board meeting as well. Thank you for your excellent leadership, Katie!

13. Adjournment: Heintzelman moved to adjourn the meeting, Meierhoff seconded; all voted aye. Meeting was adjourned at 8:15 pm.

Respectfully submitted,

Janie Jerch

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	YTD BALANCE 12/31/2022 NORM (ABNORM)	YTD BALANCE 12/31/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	0.00	193,537.78	838,432.03	989,732.62	1,032,715.00	81.19
PROPERTY TAXES		0.00	193,537.78	838,432.03	989,732.62	1,032,715.00	81.19
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	173.43	65.16	1,268.72	1,191.50	2,000.00	63.44
080-300-34250	NON-RESIDENT FEES	851.57	872.95	4,502.64	4,556.48	6,000.00	75.04
080-300-34260	PASSPORT FEES	2,382.39	1,073.18	18,553.01	10,939.39	15,000.00	123.69
CHARGE FOR SERVICES		3,407.39	2,011.29	24,324.37	16,687.37	23,000.00	105.76
FINES/FORFEITS							
080-300-35700	RENTAL FINES	91.15	124.33	1,087.00	2,230.73	1,000.00	108.70
FINES/FORFEITS		91.15	124.33	1,087.00	2,230.73	1,000.00	108.70
INTERGOVERNMENTAL							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	8,439.95	0.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	8,439.95	0.00	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	0.00	0.00	790.00	790.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	3.90	0.00	197.17	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	4,236.69	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	(155.50)	171.15	(100.51)	66.26	1,000.00	(10.05)
080-300-38900	MISCELLANEOUS INCOME	127.13	7,274.56	3,812.81	14,031.43	25,000.00	15.25
MISCELLANEOUS		(28.37)	7,449.61	3,712.30	19,321.55	38,573.00	9.62
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	2,724.60	33.81	10,556.45	104.12	250.00	4,222.58
INVESTMENT INCOME		2,724.60	33.81	10,556.45	104.12	250.00	4,222.58
Total Dept 300 - REVENUE		6,194.77	203,156.82	878,112.15	1,036,516.34	1,095,538.00	80.15
TOTAL REVENUES		6,194.77	203,156.82	878,112.15	1,036,516.34	1,095,538.00	80.15
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	14,654.48	12,637.32	133,941.32	100,927.19	210,000.00	63.78
080-603-40030	STAFF SALARIES	28,166.36	32,973.34	229,669.72	263,518.55	368,000.00	62.41
SALARIES		42,820.84	45,610.66	363,611.04	364,445.74	578,000.00	62.91
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	8,841.89	0.00	70,735.12	67,521.39	86,000.00	82.25

User: khorner
DB: Lake Bluff

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	YTD BALANCE 12/31/2022 NORM (ABNORM)	YTD BALANCE 12/31/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		8,841.89	0.00	70,735.12	67,521.39	86,250.00	82.01
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,255.22	3,436.85	27,541.01	27,465.05	40,000.00	68.85
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,221.38	3,282.65	17,184.95	21,014.72	31,000.00	55.44
RETIREMENT		5,476.60	6,719.50	44,725.96	48,479.77	71,000.00	62.99
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	1,998.00	6,507.70	24,743.87	25,118.93	34,000.00	72.78
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	709.00	968.00	1,500.00	47.27
080-603-41050	MAINTENANCE-GROUNDS	675.00	550.00	3,015.00	2,955.00	6,500.00	46.38
080-603-41300	COMPUTER SERVICES	3,500.00	3,560.00	14,000.00	14,690.00	14,000.00	100.00
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	110.11	90.93	2,471.38	2,457.07	4,000.00	61.78
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	1,168.75	5,381.12	1,642.75	10,000.00	53.81
080-603-41345	MARKETING	0.00	0.00	96.05	0.00	500.00	19.21
080-603-41350	LEGAL SERVICES	1,350.00	0.00	1,350.00	1,800.00	1,500.00	90.00
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	805.60	70.00	3,000.00	26.85
CONTRACTUAL		7,633.11	11,877.38	52,572.02	49,701.75	75,000.00	70.10
COMMODITIES							
080-603-42440	DUES	150.00	0.00	1,856.27	1,501.60	2,500.00	74.25
080-603-43230	UTILITIES	850.50	690.98	5,745.09	6,394.45	10,000.00	57.45
080-603-43300	POSTAGE	479.00	629.07	5,049.45	3,764.40	5,000.00	100.99
080-603-43410	PRINTING/E-NEWSLETTER	407.99	407.99	10,319.92	6,630.92	10,000.00	103.20
080-603-43550	OFFICE SUPPLIES	479.09	682.81	4,925.47	4,734.15	7,000.00	70.36
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	56.10	39.08	893.18	1,453.02	1,500.00	59.55
080-603-43668	TECHNICAL SERVICES SUPPLIES	554.99	377.64	2,639.10	3,585.61	5,500.00	47.98
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	72.09	0.00	281.60	179.15	500.00	56.32
080-603-43710	ADULT PROGRAM SUPPLIES	275.37	(149.88)	4,921.95	4,152.93	8,000.00	61.52
080-603-43720	JUVENILE PROGRAM SUPPLIES	148.06	371.18	4,977.60	4,541.45	7,000.00	71.11
080-603-43730	OUTREACH SUPPLIES	0.00	20.25	2,765.02	1,217.12	5,500.00	50.27
080-603-43740	TEEN PROGRAM SUPPLIES	12.00	0.00	263.60	278.66	1,250.00	21.09
080-603-46100	MISCELLANEOUS EXPENSES	25.10	57.40	2,583.80	313.49	1,000.00	258.38
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		3,510.29	3,126.52	47,222.05	38,746.95	64,750.00	72.93
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	2,912.37	0.00	0.00
PROGRAMS		0.00	0.00	0.00	2,912.37	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	752.91	1,819.19	8,365.23	13,304.54	17,000.00	49.21
080-603-45100	ADULT FICTION BOOKS	1,335.30	1,214.03	11,422.85	11,693.38	15,500.00	73.70
080-603-45110	ADULT LARGE PRINT MATERIAL	88.50	109.73	330.24	241.85	600.00	55.04
080-603-45200	ADULT AUDIO VISUAL MATERIAL	980.01	747.41	6,678.72	7,669.62	15,500.00	43.09
080-603-45220	ADULT REFERENCE/E-REFER	410.55	430.19	14,912.18	11,494.27	20,000.00	74.56
080-603-45400	JUVENILE NON-FICTION	2,260.12	1,344.83	5,642.82	8,111.86	12,000.00	47.02
080-603-45410	PICTURE BOOKS, READERS	1,046.24	1,025.86	4,138.33	6,647.17	8,000.00	51.73
080-603-45420	JUVENILE FICTION	1,009.99	1,418.46	3,402.35	7,252.50	8,000.00	42.53
080-603-45430	JUVENILE AUDIO-VISUAL	131.69	9.99	439.17	2,850.14	3,000.00	14.64

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	YTD BALANCE 12/31/2022 NORM (ABNORM)	YTD BALANCE 12/31/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,378.00	1,835.00	2,000.00	68.90
080-603-45445	JUVENILE KITS & DEVICES	139.98	0.00	402.57	0.00	3,000.00	13.42
080-603-45450	TEEN BOOKS	358.60	994.81	1,124.67	2,176.79	2,500.00	44.99
080-603-45460	E-BOOKS	2,642.68	1,620.54	11,598.58	11,379.79	19,000.00	61.05
080-603-45470	GRAPHIC NOVELS	40.61	0.00	40.61	526.52	750.00	5.41
080-603-45500	PERIODICALS	472.80	962.12	7,372.86	6,674.43	6,750.00	109.23
080-603-45510	VIDEO GAMES	0.00	279.21	2,089.89	2,658.82	3,500.00	59.71
080-603-45520	TRENDING TITLES	20.44	0.00	549.07	439.53	2,000.00	27.45
080-603-45600	PATRON & STAFF SOFTWARE	537.74	15.93	5,920.29	8,958.96	10,750.00	55.07
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	21,950.00	22,000.00	102.27
LIBRARY MATERIALS		12,228.16	11,992.30	108,308.43	125,865.17	171,850.00	63.02
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	7,475.74	1,188.54	5,000.00	149.51
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	20,723.14	6,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	26.49	131.96	7,965.48	139.95	19,000.00	41.92
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	282.02	1,000.00	0.00
CAPITAL EXPENSES		26.49	131.96	15,441.22	22,333.65	31,000.00	49.81
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,688.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	1,688.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	16,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		80,537.38	79,458.32	702,615.84	720,006.79	1,095,538.00	64.13
TOTAL EXPENDITURES		80,537.38	79,458.32	702,615.84	720,006.79	1,095,538.00	64.13
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		6,194.77	203,156.82	878,112.15	1,036,516.34	1,095,538.00	80.15
TOTAL EXPENDITURES		80,537.38	79,458.32	702,615.84	720,006.79	1,095,538.00	64.13
NET OF REVENUES & EXPENDITURES		(74,342.61)	123,698.50	175,496.31	316,509.55	0.00	100.00

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	YTD BALANCE 12/31/2022 NORM (ABNORM)	YTD BALANCE 12/31/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT 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	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	8,283.60	0.00	8,439.95	98.15
INTERGOVERNMENTAL		0.00	0.00	8,283.60	0.00	9,439.95	87.75
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	600.80	0.00	1,529.78	11.88	15,000.00	10.20
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	84,762.35	688.11	2,000.00	4,238.12
MISCELLANEOUS		600.80	0.00	86,292.13	699.99	17,000.00	507.60
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		600.80	0.00	94,575.73	699.99	26,439.95	357.70
TOTAL REVENUES		600.80	0.00	94,575.73	699.99	26,439.95	357.70
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,454.19	0.00	8,439.95	40.93
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAMS		0.00	0.00	3,454.19	0.00	9,439.95	36.59
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	1,352.49	275.48	83,284.73	9,478.53	17,000.00	489.91
Unclassified		1,352.49	275.48	83,284.73	9,478.53	17,000.00	489.91
Total Dept 603 - LIBRARY ADMINISTRATION		1,352.49	275.48	86,738.92	9,478.53	26,439.95	328.06
TOTAL EXPENDITURES		1,352.49	275.48	86,738.92	9,478.53	26,439.95	328.06
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		600.80	0.00	94,575.73	699.99	26,439.95	357.70
TOTAL EXPENDITURES		1,352.49	275.48	86,738.92	9,478.53	26,439.95	328.06
NET OF REVENUES & EXPENDITURES		(751.69)	(275.48)	7,836.81	(8,778.54)	0.00	100.00
TOTAL REVENUES - ALL FUNDS		6,795.57	203,156.82	972,687.88	1,037,216.33	1,121,977.95	86.69
TOTAL EXPENDITURES - ALL FUNDS		81,889.87	79,733.80	789,354.76	729,485.32	1,121,977.95	70.35

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23 AMENDED BUDGET	% BDT USED
		MONTH 12/31/22 INCR (DECR)	MONTH 12/31/21 INCR (DECR)	12/31/2022 NORM (ABNORM)	12/31/2021 NORM (ABNORM)		
NET OF REVENUES & EXPENDITURES		(75,094.30)	123,423.02	183,333.12	307,731.01	0.00	100.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
080-100-11250	INTEREST RECEIVABLE	0.00	0.00
	ACCRUED INTEREST	<u>0.00</u>	<u>0.00</u>
ACCOUNTS RECEIVABLE			
080-100-11000	ACCOUNTS RECEIVABLE	0.00	0.00
	ACCOUNTS RECEIVABLE	<u>0.00</u>	<u>0.00</u>
A/R - OTHER			
080-100-11450	OTHER RECEIVABLES	0.00	0.00
080-100-11580	DUE FROM THE VILLAGE	(28,763.71)	(107,634.25)
	A/R - OTHER	<u>(28,763.71)</u>	<u>(107,634.25)</u>
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	162,024.69	170,572.38
080-100-10030	SAVINGS ACCOUNT	0.00	0.00
080-100-10034	N TR WEED & FEED CHECKING ACCT	0.00	0.00
080-100-10070	CASH DRAWER OVER/SHORT	(54.08)	(77.29)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10090	MONEY MARKET ACCOUNT	0.00	0.00
080-100-10110	ILLINOIS FUND (IPTIP)	382,423.35	601,044.01
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	23,946.57	24,379.20
080-100-10200	INVESTMENTS	0.00	0.00
080-100-10300	CERTIFICATES OF DEPOSIT	0.00	0.00
080-100-10610	US GOV'T OBLIGATION INVESTMENTS	0.00	0.00
	CASH/INVESTMENTS	<u>568,492.33</u>	<u>796,070.10</u>
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(20,604.89)	(20,604.89)
080-000-00002	DUE TO/FROM OTHER FUNDS - DETAIL	0.00	0.00
	DUE TO OTHER FUNDS	<u>(20,604.89)</u>	<u>(20,604.89)</u>
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	0.00	0.00
	PREPAID ITEMS	<u>0.00</u>	<u>0.00</u>
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	1,032,731.07	1,032,731.07
	PROPERTY TAX RECEIVABLE	<u>1,032,731.07</u>	<u>1,032,731.07</u>
	Total Assets	<u>1,551,854.80</u>	<u>1,700,562.03</u>
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,896.25	21,896.25
	ACCRUED PAYROLL	<u>21,896.25</u>	<u>21,896.25</u>
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	21,177.35	(5,107.91)
	ACCOUNTS PAYABLE	<u>21,177.35</u>	<u>(5,107.91)</u>
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	0.00
080-200-20225	FEDERAL INCOME TAX PAYABLE	0.00	0.00
080-200-20230	STATE INCOME TAX PAYABLE	0.00	0.00
080-200-20240	IMRF PAYABLE	0.00	1,385.73

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	0.00
080-200-20250	MEDICAL INSURANCE PAYABLE	0.00	0.00
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	(1,889.55)
080-200-20261	LIBRARY HSA PAYABLE	0.00	0.00
080-200-20460	OTHER SHORT TERM LIABILITIES	0.00	0.00
A/P - OTHER		0.00	(503.82)
LONG TERM LIABILITIES			
080-200-27500	OTHER LONG TERM LIABILITIES	0.00	0.00
080-200-28010	NOTES PAYABLE	0.00	0.00
LONG TERM LIABILITIES		0.00	0.00
OTHER DEFERRED REVENUE			
080-200-24010	OTHER DEFERRED REVENUE	0.00	0.00
080-200-25020	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00
080-200-25100	RESTRICTED GIFTS	0.00	0.00
080-200-25110	TECH 2 FOR YOU DONATIONS	0.00	0.00
OTHER DEFERRED REVENUE		0.00	0.00
OTHER LIABILITIES			
080-200-26500	MISCELLANEOUS RESERVE	0.00	0.00
OTHER LIABILITIES		0.00	0.00
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	1,032,731.07	1,032,731.07
UNAVAILABLE PROPERTY TAXES		1,032,731.07	1,032,731.07
Total Liabilities		1,075,804.67	1,049,015.59
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	476,050.13	476,050.13
080-290-29025	RESERVED FOR AUTOMATION	0.00	0.00
080-290-29210	DESIGNATED FOR CAPITAL MAINT	0.00	0.00
080-290-29215	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00
NET POSITION/FUND BALANCE		476,050.13	476,050.13
Total Fund Balance		476,050.13	476,050.13
Beginning Fund Balance			476,050.13
Net of Revenues VS Expenditures			175,496.31
Ending Fund Balance			651,546.44
Total Liabilities And Fund Balance			1,700,562.03

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	8,283.60	8,283.60
A/R - OTHER		<u>8,283.60</u>	<u>8,283.60</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(83,294.17)	(74,992.00)
082-100-10032	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00
CASH/INVESTMENTS		<u>(83,294.17)</u>	<u>(74,992.00)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
DUE TO OTHER FUNDS		<u>20,604.89</u>	<u>20,604.89</u>
Total Assets		<u>(54,405.68)</u>	<u>(46,103.51)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	887.13	1,352.49
ACCOUNTS PAYABLE		<u>887.13</u>	<u>1,352.49</u>
Total Liabilities		<u>887.13</u>	<u>1,352.49</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(55,292.81)	(55,292.81)
NET POSITION/FUND BALANCE		<u>(55,292.81)</u>	<u>(55,292.81)</u>
Total Fund Balance		<u>(55,292.81)</u>	<u>(55,292.81)</u>
Beginning Fund Balance			(55,292.81)
Net of Revenues VS Expenditures			7,836.81
Ending Fund Balance			(47,456.00)
Total Liabilities And Fund Balance			(46,103.51)

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
01/11/2023	LIBC	15459	ALGONQUIN AREA PUBLIC LIBRARY DI	ADULT PROGRAM SUPPLIES	43710	603	179.00
01/11/2023	LIBC	15460*	AMAZON	OFFICE SUPPL/CARDSTOCK/THERMAL PAPER	43550	603	61.56
				MAINTENANCE SUPPLIES-BUILDING	43660	603	31.30
				TECH SERV SUPPL/P-TOUCH CARTRIDGES	43668	603	24.98
				ADULT PROGRAM SUPPLIES	43710	603	33.64
				JUVENILE PROGRAM SUPPLIES	43720	603	27.99
				ADULT NON-FICTION BOOKS	45000	603	36.26
				ADULT NON-FICTION BOOKS	45000	603	22.70
				ADULT NON-FICTION BOOKS	45000	603	15.99
				ADULT NON-FICTION BOOKS	45000	603	16.20
				ADULT NON-FICTION BOOKS	45000	603	37.98
				ADULT NON-FICTION BOOKS	45000	603	27.99
				ADULT NON-FICTION BOOKS	45000	603	25.15
				ADULT NON-FICTION BOOKS	45000	603	22.53
				ADULT FICTION BOOKS	45100	603	55.05
				ADULT AUDIO VISUAL MATERIAL	45200	603	11.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	27.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	42.31
				ADULT AUDIO VISUAL MATERIAL	45200	603	17.96
				ADULT AUDIO VISUAL MATERIAL	45200	603	11.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	34.47
				ADULT AUDIO VISUAL MATERIAL	45200	603	22.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	24.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	40.52
				ADULT AUDIO VISUAL MATERIAL	45200	603	14.95
				ADULT AUDIO VISUAL MATERIAL	45200	603	59.94
				ADULT AUDIO VISUAL MATERIAL	45200	603	39.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	14.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	17.22
				ADULT AUDIO VISUAL MATERIAL	45200	603	14.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	26.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	78.97
				ADULT AUDIO VISUAL MATERIAL	45200	603	19.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	22.96
				ADULT AUDIO VISUAL MATERIAL	45200	603	13.98

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				ADULT AUDIO VISUAL MATERIAL	45200	603	55.94
				ADULT AUDIO VISUAL MATERIAL/CREDIT	45200	603	(6.02)
				PICTURE BOOKS, READERS	45410	603	82.80
				PICTURE BOOKS, READERS	45410	603	17.96
				PICTURE BOOKS, READERS	45410	603	18.05
				PICTURE BOOKS, READERS	45410	603	12.99
				PICTURE BOOKS, READERS	45410	603	23.28
				PICTURE BOOKS, READERS	45410	603	124.88
				PICTURE BOOKS, READERS	45410	603	9.99
				JUVENILE FICTION	45420	603	99.10
				JUVENILE FICTION	45420	603	8.98
				JUVENILE FICTION	45420	603	51.03
				JUVENILE AUDIO-VISUAL	45430	603	131.69
				CHECK LIBCK 15460 TOTAL FOR FUND 080:			<u>1,630.17</u>
01/11/2023	LIBC	15462	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	43668	603	13.08
				TECHNICAL SERVICES SUPPLIES	43668	603	26.34
				TECHNICAL SERVICES SUPPLIES	43668	603	15.48
				TECHNICAL SERVICES SUPPLIES	43668	603	8.34
				TECHNICAL SERVICES SUPPLIES	43668	603	17.25
				TECHNICAL SERVICES SUPPLIES	43668	603	2.58
				TECHNICAL SERVICES SUPPLIES	43668	603	4.77
				TECHNICAL SERVICES SUPPLIES	43668	603	16.83
				TECHNICAL SERVICES SUPPLIES	43668	603	6.36
				TECHNICAL SERVICES SUPPLIES	43668	603	22.98
				TECHNICAL SERVICES SUPPLIES	43668	603	31.11
				TECHNICAL SERVICES SUPPLIES	43668	603	12.87
				TECHNICAL SERVICES SUPPLIES	43668	603	1.98
				TECHNICAL SERVICES SUPPLIES	43668	603	24.39
				TECHNICAL SERVICES SUPPLIES	43668	603	7.14
				TECHNICAL SERVICES SUPPLIES	43668	603	1.98
				TECHNICAL SERVICES SUPPLIES	43668	603	0.99
				TECHNICAL SERVICES SUPPLIES	43668	603	2.58
				TECHNICAL SERVICES SUPPLIES	43668	603	3.57
				TECHNICAL SERVICES SUPPLIES	43668	603	3.96
				TECHNICAL SERVICES SUPPLIES	43668	603	16.05

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				TECHNICAL SERVICES SUPPLIES	43668	603	1.59
				TECHNICAL SERVICES SUPPLIES	43668	603	4.17
				TECHNICAL SERVICES SUPPLIES	43668	603	32.49
				TECHNICAL SERVICES SUPPLIES	43668	603	5.55
				TECHNICAL SERVICES SUPPLIES	43668	603	21.78
				ADULT NON-FICTION BOOKS	45000	603	101.43
				ADULT NON-FICTION BOOKS	45000	603	65.52
				ADULT NON-FICTION BOOKS	45000	603	108.71
				ADULT NON-FICTION BOOKS	45000	603	50.84
				ADULT NON-FICTION BOOKS	45000	603	78.54
				ADULT NON-FICTION BOOKS	45000	603	58.85
				ADULT NON-FICTION BOOKS	45000	603	84.22
				ADULT FICTION BOOKS	45100	603	180.95
				ADULT FICTION BOOKS	45100	603	213.78
				ADULT FICTION BOOKS	45100	603	300.64
				ADULT FICTION BOOKS	45100	603	225.84
				ADULT FICTION BOOKS	45100	603	359.04
				ADULT LARGE PRINT MATERIAL	45110	603	58.01
				ADULT LARGE PRINT MATERIAL	45110	603	30.49
				JUVENILE NON-FICTION	45400	603	542.96
				PICTURE BOOKS, READERS	45410	603	211.92
				PICTURE BOOKS, READERS	45410	603	9.65
				PICTURE BOOKS, READERS	45410	603	28.62
				PICTURE BOOKS, READERS	45410	603	493.25
				PICTURE BOOKS, READERS	45410	603	12.85
				JUVENILE FICTION	45420	603	359.00
				JUVENILE FICTION	45420	603	243.72
				JUVENILE FICTION	45420	603	21.96
				TEEN BOOKS	45450	603	190.65
				TEEN BOOKS	45450	603	145.26
				TEEN BOOKS	45450	603	22.69
				GRAPHIC NOVELS	45470	603	40.61
				TRENDING TITLES	45520	603	20.44
				CHECK LIBCK 15462 TOTAL FOR FUND 080:			<u>4,566.65</u>
01/11/2023	LIBC	15463	BARRON'S	PERIODICALS	45500	603	299.88

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
01/11/2023	LIBC	15464	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	45400	603	311.08
				JUVENILE NON-FICTION	45400	603	1,386.75
				JUVENILE NON-FICTION	45400	603	19.33
				JUVENILE FICTION	45420	603	226.20
				CHECK LIBCK 15464 TOTAL FOR FUND 080:			<u>1,943.36</u>
01/11/2023	LIBC	15465	COMPUTER VIEW, INC.	COMPUTER SERVICES	41300	603	3,500.00
01/11/2023	LIBC	15466	CRYSTAL MAINTENANCE SERVICES COR	BUILDG MAINT/CLEANING SERVICES FOR SE	41000	603	710.00
01/11/2023	LIBC	15467	ENVISIONWARE, INC.	PATRON & STAFF SOFTWARE	45600	603	522.75
01/11/2023	LIBC	15468	FIRST BANKCARD	PRINTING/E-NEWSLETTER	43410	603	378.00
01/11/2023	LIBC	15469	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	41000	603	98.00
				COPIER MAINTENANCE/SHREDDING OF PAPER	41313	603	110.11
				PATRON & STAFF SOFTWARE/ADOBE ACROPRO	45600	603	14.99
				MISCELLANEOUS EXPENSES/PAYPAL	46100	603	25.10
				CHECK LIBCK 15469 TOTAL FOR FUND 080:			<u>248.20</u>
01/11/2023	LIBC	15470*	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	43710	603	62.73
				TEEN PROGRAM SUPPLIES	43740	603	12.00
				COMPUTER EQUIPMENT	58100	603	26.49
				CHECK LIBCK 15470 TOTAL FOR FUND 080:			<u>101.22</u>
01/11/2023	LIBC	15471*	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	43720	603	33.39
				JUVENILE KITS & DEVICES	45445	603	139.98
				CHECK LIBCK 15471 TOTAL FOR FUND 080:			<u>173.37</u>
01/11/2023	LIBC	15472	FIRST BANKCARD	POSTAGE/PASSPORTS	43300	603	356.90
				POSTAGE/STAMPS	43300	603	122.10
				PRINTING/E-NEWSLETTER/ADOBE STOCK SUB	43410	603	29.99
				CHECK LIBCK 15472 TOTAL FOR FUND 080:			<u>508.99</u>
01/11/2023	LIBC	15473	GRANITE TELECOMMUNICATIONS	UTILITIES	43230	603	421.36

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY				UTILITIES	43230	603	429.14
				CHECK LIBCK 15473 TOTAL FOR FUND 080:			<u>850.50</u>
01/11/2023	LIBC	15474	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	41000	603	350.00
01/11/2023	LIBC	15475	ID LABEL, INC.	TECHNICAL SERVICES SUPPLIES	43668	603	223.80
01/11/2023	LIBC	15476	ISAURO REYES	MAINTENANCE-GROUNDS	41050	603	675.00
01/11/2023	LIBC	15477	KANOPY, INC.	ADULT REFERENCE/E-REFER	45220	603	58.00
01/11/2023	LIBC	15478	KATHLEEN MEIERHOFF	HOSPITALITY PROGRAM SUPPLIES	43700	603	72.09
01/11/2023	LIBC	15479	LACONI, INC	DUES	42440	603	150.00
01/11/2023	LIBC	15480	MARY WEBBER	JUVENILE PROGRAM SUPPLIES	43720	603	86.68
				ADULT AUDIO VISUAL MATERIAL	45200	603	249.94
				ADULT AUDIO VISUAL MATERIAL	45200	603	119.97
				ADULT REFERENCE/E-REFER	45220	603	352.55
				CHECK LIBCK 15481 TOTAL FOR FUND 080:			<u>722.46</u>
				ICMA 457 PLAN PAYABLE	20245	200	322.72
				ICMA 457 PLAN PAYABLE	20245	200	307.59
				CHECK LIBCK 15482 TOTAL FOR FUND 080:			<u>630.31</u>
01/11/2023	LIBC	15483	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	41000	603	840.00
01/11/2023	LIBC	15484	NEWS-SUN	PERIODICALS	45500	603	112.94
				E-BOOKS	45460	603	1,203.09
				E-BOOKS	45460	603	466.10
				E-BOOKS	45460	603	973.49
				CHECK LIBCK 15485 TOTAL FOR FUND 080:			<u>2,642.68</u>
01/11/2023	LIBC	15486	PEREGRINE, STIME, NEWMAN,	LEGAL SERVICES	41350	603	1,350.00
01/11/2023	LIBC	15487	QUILL LLC	OFFICE SUPPLIES/BATTERIES	43550	603	14.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				OFFICE SUPPLIES	43550	603	29.98
				MAINTENANCE SUPPLIES-BUILDING/HAND SO	43660	603	24.80
				CHECK LIBCK 15487 TOTAL FOR FUND 080:			<u>69.77</u>
01/11/2023	LIBC	15488	USA TODAY	PERIODICALS	45500	603	25.98
				PERIODICALS	45500	603	34.00
				CHECK LIBCK 15488 TOTAL FOR FUND 080:			<u>59.98</u>
				Total for fund 080 LAKE BLUFF PUBLIC LIBRARY			23,655.80

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 082 LIBRARY GRANTS & GIFTS FUND							
01/11/2023	LIBC	15460*	AMAZON	USE OF DONATIONS/TEMPORARY EXP	99999	603	6.89
				USE OF DONATIONS/TEMPORARY EXP	99999	603	8.99
				USE OF DONATIONS/TEMPORARY EXP	99999	603	28.88
				USE OF DONATIONS/TEMPORARY EXP	99999	603	9.89
				USE OF DONATIONS/TEMPORARY EXP	99999	603	8.88
				USE OF DONATIONS/TEMPORARY EXP	99999	603	17.85
				USE OF DONATIONS/TEMPORARY EXP	99999	603	161.45
				USE OF DONATIONS/TEMPORARY EXP	99999	603	74.95
				USE OF DONATIONS/TEMPORARY EXP	99999	603	76.94
				USE OF DONATIONS/TEMPORARY EXP	99999	603	11.87
				USE OF DONATIONS/TEMPORARY EXP	99999	603	49.97
				USE OF DONATIONS/TEMPORARY EXP	99999	603	19.96
				USE OF DONATIONS/TEMPORARY EXP	99999	603	24.99
				USE OF DONATIONS/TEMPORARY EXP	99999	603	26.55
				USE OF DONATIONS/TEMPORARY EXP	99999	603	63.98
				USE OF DONATIONS/TEMPORARY EXP	99999	603	112.12
				USE OF DONATIONS/TEMPORARY EXP	99999	603	19.80
				USE OF DONATIONS/TEMPORARY EXP	99999	603	9.99
				USE OF DONATIONS/TEMPORARY EXP	99999	603	28.48
				USE OF DONATIONS/TEMPORARY EXP	99999	603	27.99
				USE OF DONATIONS/TEMPORARY EXP	99999	603	111.83
				USE OF DONATIONS/TEMPORARY EXP	99999	603	22.84
				USE OF DONATIONS/TEMPORARY EXP	99999	603	15.98
				CHECK LIBCK 15460 TOTAL FOR FUND 082:			<u>941.07</u>
01/11/2023	LIBC	15470*	FIRST BANKCARD	USE OF DONATIONS FROM FRIENDS/ MINI G	99999	603	79.45
				USE OF DONATIONS FROM FRIENDS/ MINI G	99999	603	16.00
				CHECK LIBCK 15470 TOTAL FOR FUND 082:			<u>95.45</u>
01/11/2023	LIBC	15471*	FIRST BANKCARD	USE OF DONATIONS FROM FRIENDS/ MINI G	99999	603	185.49
				USE OF DONATIONS FROM FRIENDS/ MINI G	99999	603	17.67
				USE OF DONATIONS FROM FRIENDS/ MINI G	99999	603	13.38
				USE OF DONATIONS FROM FRIENDS/ MINI G	99999	603	99.43
				CHECK LIBCK 15471 TOTAL FOR FUND 082:			<u>315.97</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 082 LIBRARY GRANTS & GIFTS FUND							
				Total for fund 082 LIBRARY GRANTS & GIFTS FUND			1,352.49
			TOTAL - ALL FUNDS				25,008.29

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

New Business Summary

Reading of the FY23-24 Budget Draft

The Library Director has prepared a draft proposed budget for FY23-24. The attached draft budget was presented to the Finance Committee on Tuesday, January 10 for discussion and review. After discussion with the Trustees at the January meeting, the Finance Committee will meet again to review the final draft of the budget and vote on approval recommended changes and final draft to the Board at the February meeting.

Recommendation: Discussion; no action needed.

Building Survey Report

Shaun Kelly from Engberg Anderson Architects submitted the results of the 2022 Building Survey Report in early January to the Library Director. The attached narrative report with was shared with the Trustees for their review. Other documents that were shared with the library and Trustees include the following:

- CRS Analysis Draft: a system improvement break down in 5 years
- CRS Data File Draft: print-out of the itemized building systems
- CRS Draft Excel: interactive spreadsheet which is the basis for the overall analysis and building systems

These documents will be discussed and analyzed in more detail at the next Building and Grounds Committee meeting, with follow-up recommendations and list of building priorities.

Recommendation: Discussion; no action needed.

Discussion of *Serving our Public 4.0: Standards for Illinois Public Libraries*

The 2023 IL Per Capita Grant Application has several eligibility requirements, one of which is that the Library Director and all members of the Board need to *read Serving Our Public 4.0: Standards for Illinois Public Libraries*. Trustees have reviewed the book and their assigned chapters. The Board will review each chapter in sequential order, with Trustees providing brief synopses and sharing takeaways of their reading assignments.

Recommendation: Discussion and presentation of each chapter; no action needed

2023 Per Capita Grant Application

The Illinois Per Capita Grant application is due on January 30th, 2023. Part of the filing requirements for the application is that trustees be given an opportunity to review the application before submitting. Since the submission deadline falls after this month's Board meeting, the attached draft copy of the application is ready for Trustees to review.

Recommendation: That the attached Per Capita Grant application be approved.

2022 Community Survey Results

In 2022, the Library instituted an online survey to gather quantitative and qualitative data on patron satisfaction. In total, 114 survey responses were received during the length of the survey, with 86% identifying as Lake Bluff residents. The following questions were asked about the following topics:

- Demographics: Age
 - 32.5% age 35-49
 - 28.9% age 50-65
 - 28.1% age 65 and over
 - 8.8% age 18-34
- Overall satisfaction of Lake Bluff Public Library
 - Very Satisfied 49.1%
 - Satisfied 29.8%
 - Neutral 12.3%
 - Unsatisfied 3.5%
 - Very unsatisfied 5.3%
- Overall satisfaction of the Library's overall quality of customer service
 - Very Satisfied 59.6%
 - Satisfied 27.2%
 - Neutral 8.8%
 - Unsatisfied 2.6%
 - Very Unsatisfied 1.8%
- Satisfaction with Library Building
 - Very Satisfied 33.3%
 - Satisfied 40.4%
 - Neutral 14%
 - Unsatisfied 7.9%
 - Very Unsatisfied 4.4%
- Improvement Priorities
 - Library Building 27.2%
 - Physical Materials 27.2%
 - Digital/Downloadable Materials 21.1%
 - Programming 14%
 - Outreach 6.7%
 - Virtual Spaces 3.5%
- Ranking of Building Improvements
 1. More space for books, movies and other collections
 2. Quiet reading areas with comfortable seating
 3. More seating
 4. More quiet study space
 5. More space for the Children's Department
 6. A dedicated teen space
 7. A digital media lab or additional space dedicated to technology

Upon initial analysis of responses, the following takeaways were gathered:

- The sample size may not be statistically valid due to the size of Lake Bluff population. Previous library surveys gathered approximately 220-220 responses.

- Respondents either lack awareness or have the incorrect information about the library’s future plans for building and renovation. There is a lack of understanding about the cost of building improvements, the value of those improvements and how the budget would be spent.
- The following sentiment was repeated several times in the survey and demonstrate awareness gaps in understanding the balancing of needs between space and collections: “You don’t need more space, but you need more books.” The library’s current shelving in Adult Fiction and Non-Fiction is not ADA compliant. Staff cannot maintain the collection at its current size and have accessible shelving without expanding the building footprint.
- Noteworthy comments from question “How might we improve the library?”
 - o Better parking.
 - o Library doesn’t seem to offer our community much, based on the high taxes we pay living in Lake Bluff.
 - o Continue to expand the eBook and Magazine collection – the library has done an amazing job of providing both classic and current offering.
 - o More programming in the evening.
 - o More programs for kids!
 - o You definitely meet my needs. Staff is great. I am a teacher and they always help with all my needs.
 - o More books! Closer to the scale of Lake Forest Library.
 - o I LOVE the library. It’s one of my favorite places.
 - o Please consider lessening the price of sending a fax as most adults do not own a fax machine.
 - o We've lived in several towns/states and I've always been delighted with our libraries. This library has the least selection that I've ever seen, and most of the books I want to check out are only available in digital format, which is a non-starter.
 - o I would love the library to start a writers' group and to have more author events.
 - o Give us something that makes our kids proud and our town shine.

Recommendation: Discussion; no action needed

RECOMMENDATION: No action needed.

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

080-300-

CODE/LINE ITEM	ACTUAL FY 19/20	ACTUAL FY20/21	ACTUAL FY21/22	BUDGET FY22/23	ESTIMATED FY22/23	BUDGET FY23/24	% CHANGE EST ACTUAL TO BUDGET FY23 TO FY24	\$ CHANGE FY23 TO FY24	% CHANGE BUDGET TO BUDGET FY23 TO FY24	\$ CHANGE FY23 TO FY24
TAXES										
30000 Property Taxes	962,776	982,713	1,016,815	1,032,715	1,032,715	1,084,351	5.0%	51,636	5.0%	51,636
TOTAL TAXES	962,776	982,713	1,016,815	1,032,715	1,032,715	1,084,351	5.0%	51,636	5.0%	51,636
FINES & FORFEITURES										
35700 Fines	7,739	1,094	2,744	1,000	1,183	1,000	-15.5%	(183)	0.0%	0
TOTAL FINES & FORFEITURES	7,739	1,094	2,744	1,000	1,183	1,000	-15.5%	(183)	0.0%	0
CHARGE FOR SERVICES										
34235 Photocopy Charges	1,822	219	1,719	2,000	1,345	2,000	48.7%	655	0.0%	0
34260 Passport Fees	9,135	0	20,803	15,000	22,410	18,000	-19.7%	(4,410)	20.0%	3,000
38850 License Renewal	0	0	103	1,000	500	500	0.0%	0	-50.0%	(500)
34250 Non-Resident Fees	5,690	3,986	6,863	6,000	4,168	6,000	43.9%	1,832	0.0%	0
TOTAL CHARGE FOR SERVICES	16,647	4,205	29,488	24,000	28,423	26,500	-6.8%	(1,923)	10.4%	2,500
OTHER										
37020 District 65+115 Agreemen	1,513	1,500	1,550	1,550	1,550	1,550	0.0%	0	0.0%	0
37000 Village Contribution	8,550	9,521	9,412	10,233	10,233	10,233	0.0%	0	0.0%	0
38310 Vliet Operating Cost Contr	790	0	1,180	790	790	790	0.0%	0	0.0%	0
37500 Interest Income	8,425	745	473	250	3,606	10,000	177.3%	6,394	3900.0%	9,750
38800 Naperville/Impact Fees	0	6,478	2,159	0	0	0	---	0	---	0
38900 Miscellaneous Income	2,658	87	24,931	17,000	3,253	17,000	422.6%	13,747	0.0%	0
TOTAL OTHER	21,936	18,332	39,705	29,823	19,433	39,573	103.6%	20,140	32.7%	9,750
TOTAL REVENUES	1,009,097	1,006,344	1,088,753	1,087,538	1,081,753	1,151,424	6.4%	69,670	5.9%	63,886
FUND BALANCE RESERVES							---	0	---	0
LIBRARY FUND REVENUE	1,009,097	1,006,344	1,088,753	1,087,538	1,081,753	1,151,424	6.4%	69,670	5.9%	63,886

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

080-603-

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 19/20	FY 20-21	FY21-22	FY22-23	FY22-23	FY23-24	EST ACTUAL TO BUDGET FY 23 TO FY24		BUDGET TO BUDGET FY 23 TO FY24	
PERSONNEL SERVICES										
40025 Librarian Salaries	190,764	147,535	151,476	210,000	195,234	210,000	7.6%	14,766	0.0%	0
40030 Staff Salaries	318,338	341,692	395,595	360,000	364,730	385,000	5.6%	20,270	6.9%	25,000
40400 Medical Insurance	100,053	106,688	103,204	86,000	106,103	95,000	-10.5%	(11,103)	10.5%	9,000
40900 Other Employee Benefit	0	225	0	250	250	250	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	34,990	41,290	30,561	31,000	30,252	31,000	2.5%	748	0.0%	0
40970 Social Security (Note 1)	38,379	35,978	41,226	40,000	42,211	43,000	1.9%	789	7.5%	3,000
TOTAL PERSONNEL SERVICES	682,524	673,408	722,063	727,250	738,781	764,250	3.4%	25,469	5.1%	37,000
CONTRACT. SERVICES/COMMODITIES										
41000 Building Maintenance	34,866	32,945	33,536	34,000	32,687	40,000	22.4%	7,313	17.6%	6,000
41020 Elevator Maintenance	948	318	1,198	1,500	996	1,500	50.6%	504	0.0%	0
41050 Grounds Maintenance	5,416	7,531	6,735	6,500	6,500	6,500	0.0%	0	0.0%	0
41313 Copier Maintenance	3,125	1,897	3,686	4,000	4,000	4,000	0.0%	0	0.0%	0
41314 Other Professional Service	15,348	7,556	15,720	10,000	10,000	10,000	0.0%	0	0.0%	0
41300 Computer Services	13,740	13,390	14,690	14,000	14,000	15,000	7.1%	1,000	7.1%	1,000
41350 Legal & Accounting	1,995	1,463	3,263	1,500	1,500	1,500	0.0%	0	0.0%	0
42400 Professional Development	1,700	0	120	3,000	3,000	4,500	50.0%	1,500	50.0%	1,500
42440 Dues	2,041	1,445	1,616	2,500	2,500	2,500	0.0%	0	0.0%	0
43230 Utilities	13,592	11,621	8,464	10,000	7,231	12,000	65.9%	4,769	20.0%	2,000
43300 Postage	3,080	1,772	5,995	5,000	6,063	7,000	15.5%	937	40.0%	2,000
43410 Printing/E-Newsletter	7,680	5,340	8,891	10,000	11,565	12,500	8.1%	935	25.0%	2,500
43550 Office Supplies	6,844	9,336	7,892	7,000	6,539	7,000	7.1%	462	0.0%	0
43660 Building & Grounds Supplie	1,485	594	2,023	1,500	1,322	1,750	32.3%	428	16.7%	250
43668 Technical Services Supplie	3,991	4,183	4,977	5,500	4,455	5,500	23.4%	1,045	0.0%	0
43700 Hospitality Program Supplie	421	210	479	500	500	1,000	100.0%	500	100.0%	500
43730 Outreach Supplies	4,290	2,567	4,775	5,500	8,097	6,500	-19.7%	(1,597)	18.2%	1,000
41345 Marketing	0	0	0	500	500	500	0.0%	0	0.0%	0
43710 Adult Program Supplies	4,049	7,158	7,520	8,000	8,000	8,000	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	5,718	5,125	6,668	7,000	7,000	7,000	0.0%	0	0.0%	0
43740 Teen Program Supplies	1,009	497	765	1,250	1,250	1,250	0.0%	0	0.0%	0
45000 Adult Nonfiction	12,158	12,714	16,507	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	12,527	14,415	15,275	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	365	531	608	600	600	700	16.7%	100	16.7%	100
45200 Adult Audio-Visual	11,152	11,374	12,027	15,500	15,500	15,500	0.0%	0	0.0%	0
45220 Adult E-Reference	17,858	17,072	17,094	20,000	20,000	21,000	5.0%	1,000	5.0%	1,000
45400 Juvenile Non-fiction	9,968	9,065	9,783	12,000	12,000	12,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	4,347	7,506	7,441	8,000	8,000	8,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	5,806	6,288	8,314	8,000	8,000	8,000	0.0%	0	0.0%	0
45430 Juvenile Audio-Visual	2,214	2,568	3,141	3,000	3,000	3,000	0.0%	0	0.0%	0
45440 Juvenile eReference	399	1,835	1,835	2,000	2,000	1,500	-25.0%	(500)	-25.0%	(500)

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

8A

080-603-

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 19/20	FY 20-21	FY21-22	FY22-23	FY22-23	FY23-24	EST ACTUAL TO BUDGET	FY 23 TO FY24	BUDGET TO BUDGET	FY 23 TO FY24
45445 Juvenile Kits and Devices	0	0	0	3,000	3,000	3,000	0.0%	0	0.0%	0
45460 Ebooks	15,492	17,997	16,941	19,000	19,000	21,000	10.5%	2,000	10.5%	2,000
45470 Graphic Novels	343	315	822	750	750	750	0.0%	0	0.0%	0
45450 Teen Books	1,961	2,031	2,221	2,500	2,500	2,500	0.0%	0	0.0%	0
45500 Periodicals	7,103	4,098	6,820	6,750	6,750	7,350	8.9%	600	8.9%	600
45510 Video Games	2,904	3,176	3,438	3,500	3,500	3,500	0.0%	0	0.0%	0
45520 Trending Titles	1,136	231	721	2,000	2,000	2,000	0.0%	0	0.0%	0
45600 Public & Staff PC Software	6,688	9,408	9,042	10,750	10,750	15,550	44.7%	4,800	44.7%	4,800
45610 Library Automation Softwar	21,532	21,950	21,950	22,000	22,500	22,000	-2.2%	(500)	0.0%	0
46100 Miscellaneous Expenditure	765	607	414	1,000	1,585	2,000	26.2%	415	100.0%	1,000
TOTAL CONTRACT/COMMOD.	266,055	258,129	293,406	311,600	311,640	337,350	8.3%	25,710	8.3%	25,750
CAPITAL OUTLAY										
50100 Library Furnishings	44	3,175	1,189	5,000	5,000	6,500	30.0%	1,500	30.0%	1,500
51200 Exterior Bldg Improvement:	0	0	20,723	6,000	6,000	8,000	33.3%	2,000	33.3%	2,000
58100 Computer Equipment	25,179	38,344	225	19,000	19,000	10,000	-47.4%	(9,000)	-47.4%	(9,000)
58270 Library Equipment	0	0	282	1,000	0	1,000	---	1,000	0.0%	0
71000 Transferred to Reserve	0	44,545	49,650	16,000	7,118	25,000	251.2%	17,882	56.3%	9,000
70000 Contingency	0	0	0	1,688	0	5,000	---	5,000	196.2%	3,312
TOTAL CAPITAL OUTLAY	25,224	86,065	72,069	48,688	37,118	55,500	49.5%	18,382	14.0%	6,812
LIBRARY TOTAL	973,803	1,017,601	1,087,538	1,087,538	1,087,538	1,157,100	6.4%	69,562	6.4%	69,562

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

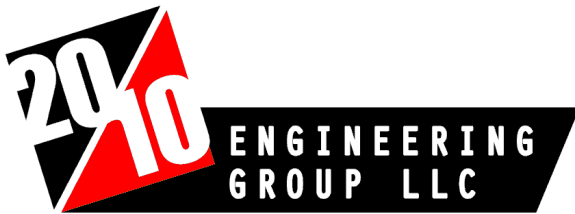
8B

CODE/LINE ITEM	ACTUAL FY 19/20	ACTUAL FY 19/20	ACTUAL FY 20/21	ACTUAL FY21/22	BUDGET FY 22/23	Estimated	BUDGET FY 23/24
						Actual	
REVENUES 82-40-603							
GRANTS							
36263 Per Capita Grant	7,153	0	7,153	8,440	7,153	8,440	7,153
36200 Miscellaneous Grants	0	0	0	0	1,000	0	1,000
TOTAL GRANTS	7,153	0	7,153	8,440	8,153	8,440	8,153
DONATIONS							
38300 Unrestricted Donations	11,869	22,387	19,794	948	15,000	98	15,000
38315 Restricted Donations	2,844	6,344	273	7,925	2,000	65,000	2,000
TOTAL DONATIONS	14,713	28,731	20,067	8,873	17,000	65,098	17,000
75000 Interest Earnings							
TOTAL FUND REVENUES	21,866	28,731	27,219	17,313	25,153	73,538	25,153

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44810 Per Capita Grant Expe	4,443	5,367	7,975	7,840	7,153	8,440	7,153
44825 Misc Grant Expenditur	0	0	0	0	1,000	0	1,000
99999 Use of Unrestrict Dona	14,138	24,200	7,775	0	15,000	98	15,000
99999 Use of Restricted Don	2,844	0	0	10,080	2,000	65,000	2,000
	21,426	29,567	15,750	17,920	25,153	73,538	25,153
TOTAL EXPENDITURES	21,426	29,567	15,750	17,920	25,153	73,538	25,153



2022 Existing Conditions and Revision Recommendations
Lake Bluff Public Library
Lake Bluff, Illinois
Visit Date: September 9, 2022

HVAC

Existing Conditions

There is no central heating or cooling plant.

HVAC System Serving West Side of Building (Library)

The west side of the building is heated, cooled, and ventilated by a Variable Volume/Temperature system consisting of a central air handling unit and zone dampers for individual temperature control. The zone dampers vary the air volume to the space in response to room thermostats and communicate the space's desire for heating or cooling to the air handling unit which responds by changing from heating to cooling status based on the temperature automation software algorithms weighing demands from all spaces. The air handling unit can only provide heating or cooling at any one time.

The air handling unit is a custom Bruckner variable air volume unit located in the lower level mechanical room installed in 2006. It consists of a flat filter section, DX cooling coil, and a New York Blower plug/plenum supply fan. Heating is provided by (2) Modine DFP300 gas fired duct furnaces located in the discharge duct of the air handling unit, each installed in 2016 with 300 MBH input. Cooling is provided by a Carrier model 38AH028 air cooled condensing unit located at grade on the south side of the building. It has a nominal capacity of 25 tons, was installed in 2006, and utilizes R22 refrigerant. Air handling unit supply fan speed is controlled by a Yaskawa variable frequency drive installed in 2006. The system has a Nortec GSTC humidifier utilizing a duct mounted steam distribution tube. It has a capacity of 100 lbs/hr and was installed in 2006.

The air distribution system serves 20 Titus DESV single duct variable air volume boxes installed in 2006 which individual temperature control to various spaces. These boxes serve as zone dampers only and provide no heating.



HVAC System Serving East Side Lower Level (Library)

The east side lower level is heated, cooled, and ventilated by a single zone constant volume system consisting of a Carrier 58MCA100 downflow gas furnace unit with DX cooling coil. The furnace is located in the first floor fan room and was installed in 2001. The associated air cooled condensing unit is a Carrier 38HDC06 located at grade on the south side of the building. It was installed in 2001, has a nominal capacity of 5 tons, and utilizes R22 refrigerant.

HVAC System Serving East Side First Floor (Museum)

The east side first floor is heated, cooled, and ventilated by a single zone constant volume system. The air handling unit is a Carrier 40RM-012 vertical arrangement with flat filter and DX cooling coil installed in 2001. Heating is provided by a Sterling QVSD150 gas duct furnace located in the discharge duct of the air handling unit. It was installed in 2001 and has input capacity of 150MBH. The associated air cooled condensing unit is a Carrier 38AKS014 located at grade on the south side of the building. It was installed in 2008, has a nominal capacity of 12.5 tons, and utilizes R22 refrigerant.

HVAC System Serving East Side Mezzanine (Museum)

The east side Mezzanine is heated, cooled, and ventilated by a single zone constant volume system consisting of a Carrier 58MCA100 upflow gas furnace unit with DX cooling coil. The furnace is located in a fan room on the mezzanine and was installed in 2001. The associated air cooled condensing unit is a Carrier 38HDC06 located at grade on the southeast side of the building. It was installed in 2001, has a nominal capacity of 5 tons, and utilizes R22 refrigerant.

Miscellaneous Heating

Electric baseboard heaters are installed at the east side of the building on the lower level and first floor. Perimeter single user toilet rooms and the front entry area have electric wall heaters.

Server Room

The Server Room has no dedicated cooling unit or method of removing heat.

Exhaust Fans

Toilet rooms and the elevator equipment room are exhausted by ceiling mounted exhaust fans.

Temperature Controls

A Delta Controls Building Automation System provides temperature control for the HVAC system serving the west side of the building. It was installed in 2006. The HVAC systems serving the east side of the building are controlled by dedicated digital programmable thermostats.

Revision Recommendations

HVAC System Serving West Side of Building (Library)

The HVAC system serving the west side of the building is a Variable Volume/Temperature system which does provide individual temperature control, but is limited in that the air handling unit can only provide heating or cooling at any one time. Since the entire west side of the building is open from the lower level

to the upper level (3 stories), the lower level is always cold and the upper level is always warm. However, since the system can only be in heating or cooling, one of these two areas will suffer. If there are temperature control issues, consideration could be given to adding heat into the VAV boxes and converting the system to a VAV system so that any space could be heated or cooled at any time.

The custom Bruckner air handling unit is 16 years old and shouldn't need replacing for another 20 years. The (2) Modine gas fired duct furnaces located in the discharge duct of the air handling unit are 7 years old and should be scheduled for replacement in the next 13 years. The Carrier cooled condensing unit is 16 years old and should be scheduled for replacement in the next 4 years. It utilizes R22 refrigerant which will require replacement of the refrigeration piping and the DX cooling coil in the air handling unit as well. The Yaskawa variable frequency drive is 16 years old and should be scheduled for replacement in the next 4 years. The Nortec humidifier is 16 years old and was not in operation at the time of our visit. Humidifiers require much maintenance and if the humidifier has been out of service for some time and no adverse space conditions have been apparent, consideration should be given to removing the humidifier.

HVAC System Serving East Side Lower Level (Library)

The Carrier downflow furnace unit serving the east side lower level is 21 years old, at the end of its useful life, and should be scheduled for replacement in the next 2 years. The associated Carrier air cooled condensing unit is 21 years old, utilizes R22 refrigerant, and is also at the end of its useful life. It should be scheduled for replacement in the next 2 years along with the refrigerant piping.

HVAC System Serving East Side First Floor (Museum)

The Carrier air handling unit serving the east side first floor is 21 years old and should be scheduled for replacement in the next 15 years. The associated Sterling gas duct furnace is 21 years old, at the end of its useful life, and should be scheduled for replacement in the next 2 years. The associated Carrier air cooled condensing unit is 21 years old, utilizes R22 refrigerant, is at the end of its useful life, and should be scheduled for replacement in the next 2 years along with the refrigerant piping.

HVAC System Serving East Side Mezzanine (Museum)

The Carrier upflow gas furnace serving the east side mezzanine is 21 years old, at the end of its useful life, and should be scheduled for replacement in the next 2 years. The associated air cooled condensing unit is 21 years old, utilizes R22 refrigerant, is at the end of its useful life, and should be scheduled for replacement in the next 2 years along with the refrigerant piping.

Miscellaneous Heating

Electric baseboard heaters and electric wall heaters should be replaced as they fail.

Server Room

The Server Room has no dedicated cooling unit or method of removing heat. If the heat generated is excessive, an exhaust fan could be installed to remove the heat. Alternatively, a dedicated duct free split system air conditioning unit could be added if the load was sufficiently high.

Exhaust Fans

Ceiling mounted exhaust fans serving toilet rooms and the elevator equipment room should be replaced as they fail.

Temperature Controls

Currently the Delta Controls Building Automation System only serves the HVAC system at the west side of the building. It was installed in 2006, is currently one update behind, and should be scheduled to receive this update within the next 2 years. In addition, we recommend that a yearly preventative maintenance agreement be entered into with Delta Controls in order to keep the system operating properly. When the HVAC systems serving the east side of the building are replaced, we recommend that they be provided with communicating thermostats and included on the Delta system.

PLUMBING

Existing Conditions

A single 4" water main enters the building on the north side and splits inside the building to serve both domestic water and the automatic fire protection sprinkler system. The domestic and fire protection water services are located in a small room on the lower level, this room is a dedicated space for the water services. The domestic water service consists of 1 1/2" cold water copper piping with a 2" water meter. There is no backflow preventer on the domestic water service. The fire protection sprinkler service consists of a single riser protected by an Ames model 4000SS Reduced Pressure Zone type backflow preventer, (SN. 106267). The backflow preventer is tested and certified with the last test date September 22, 2020.

Domestic water is distributed from the service with copper domestic water piping. The domestic cold and hot throughout the building all appears to be copper piping.

The domestic water heater for the building is located in lower level mechanical room. The domestic water heater is a 40 gallon A.O. Smith, Model FCG-40 (SN: MH02-1868210-248), 38,000 BTU gas fired tank type water heater. The water heater was manufactured on August 12, 2002. There was no domestic hot water circulation system associated with this water heater.

Sanitary drainage for the original building, where exposed, is mainly cast iron piping. Piping is in good condition and waste flows well under normal conditions. There are three small submersible pump systems, one located in the lower level mechanical room of the original 1974 building and one located in the water service room in the 1999 addition. The pump system in the 1974 building also has a battery back-up system, Pro Series model 2400, battery level indicated at 100% at the time of survey. The third pump is located in the elevator shaft.

Public toilet room plumbing fixtures are of mixed types, residential floor mounted tank type water closets are used in the 1974 original building while floor mounted water closets with flush valves are used in the 1999 addition. All fixtures appeared to be in good working condition. All lavatories were wall hung china with battery manual quarter turn faucet. The toilet rooms in the original 1974 building do not have floor drains while the toilet rooms in the 1999 addition are equipped with floor drains.

Single height electric water coolers with bottle fillers are located at two locations. There is also a single height drinking fountain unit located on the main floor level in the 1999 addition. There are various sinks located throughout the building for general use. These sinks are stainless steel sinks with gooseneck and swing spout faucets. The lower level mechanical room in the 1974 building has a service sink for general building cleaning.

There is an external irrigation connection with 3/4" RPZ type backflow preventer, Zurn Wilkins model 975XL, located on the north wall for general site irrigation purposes.

Revision Recommendations

The existing domestic water heater is past its typical life cycle and should be replaced.

The building does not have a domestic hot water recirculating system to reduce the wait time for hot water at the lavatories. A recirculation pump and associated piping could be added for quicker hot water to the sinks and lavatories.

The lavatories do not have thermostatic protection to limit the hot water to 110 degrees. Provide point of use thermostatic mixing valves at all lavatories in public toilet rooms.

The main domestic water service does not have a backflow preventer. A reduced pressure zone backflow preventer should be added when required by the local authority having jurisdiction.

The plumbing fixtures throughout the building are functioning, however the fixtures are old and worn. Replace all public toilet room fixtures and utilize hands free sensor operated fixtures where applicable. Renovation of the toilet rooms may also require some of the cold water piping to be resized to accommodate the flow requirements of the fixtures and to comply with current state plumbing code.

FIRE PROTECTION

Existing Conditions

The 1999 addition is protected by an automatic wet sprinkler system per the rules and guidelines of NFPA-13. The original 1974 building is not protected by the sprinkler system. Sprinkler heads are mainly semi-recessed sprinklers with chrome escutcheon plates. Exposed areas and mechanical rooms have upright and sidewall sprinklers as required for full coverage. Sprinklers appear to be in good condition.

The fire protection water service enters the building from the north side with the water service located in a lower level "water service" room. The water main enters the building as a 4" in size and also serves the domestic water supply system. The fire protection water service is served by a 4" Ames Model 4000SS (SN. 106267) reduced pressure zone backflow preventer.

There is a single 4" fire protection riser located in the same room as the backflow preventer. Zone piping is provided with valves, switches, pressure gauges, drains and connections to fire alarm system as required by NFPA and fire codes.

Spare head cabinet with additional replacement sprinklers and sprinkler wrench is located adjacent to the main fire protection risers in accordance with NFPA requirements.

The fire department connection is located on the north side of the building adjacent to the main entrance. Fire department connection is a free standing siamese type with (2) 2-1/2" connections.

Revision Recommendations

Extend existing automatic wet sprinkler system to the original 1974 building for complete sprinkler coverage throughout the building.

Various sem-recessed pendent heads were missing their escutcheons at the ceiling tile, provide escutcheons at all missing locations.

ELECTRICAL

Existing Conditions

Electrical Service

The building is served by (3) electrical services. The first electrical service is rated 400A, at 208/120V three phase and is located in the East Storage room on the lower Level. The second electrical service serving electric heating loads and is located in the same room. The electric heat service is rated 200A, at 208/120V three phase. The last electrical service is rated 400A, at 208/120V three phase and an exterior meter-C/T cabinet with main disconnect is located on the south west corner of the '99 addition. The exterior meter feeds a panel located in the Storage Room near the elevator machine room in the '99 addition. All three services are fed from a pad mounted utility transformer located at the south side of the building.

Electrical Power Distribution

Power from the three services is fed throughout the building via a system of distribution and branch circuit panels.

The majority of panels are located in the East Storage Room on the lower level. The distribution panel in the East Storage room feeds a panel on the main level located in the Janitor Closet.

The main electrical distribution panel serving the 1999 Addition is located in the Storage room near the Elevator Machine Room. This panel feeds the elevator and also serves a panel on the main level located in the Mechanical Closet located between the Library Directors Office and the Museum Office/Storage.

All of the electrical panels in the original building are manufactured by Erikson. The two electrical panels in the '99 addition are manufactured by Siemens.

Overall the electrical distribution system is in good condition. However, the electrical panel "1-L-1" located in the original building in the Janitor Closet is missing a few circuit breakers, with the openings covered by a piece of cardboard.

Lighting

There are varying styles of luminaires inside the building including lay-in troffers, strip lights, recessed round downlights, track lights, decorative pendants, linear pendants, etc. The majority of the fixtures are fluorescent and the decorative pendants appear to be incandescent. Overall, the interior lighting appears to be in good condition and provides adequate light levels throughout the building.

Exterior lights are installed around the outside of the building including wall packs, bollards, flood light for flag, and one decorative pole light fixture near the main sidewalk. The majority of exterior lighting are HID source. The exterior lights appear to be in fair condition.

Exit signs and emergency lighting appears to be adequately provided throughout the building. Exit signs and emergency egress lighting is battery powered.

Interior lighting throughout the building is controlled via standard lighting switches.

Fire Alarm System

The building is protected with an Silent Knight model 5820XL fire alarm system. The fire alarm system is comprised of audio/visual notification devices and the entire building is protected via detectors and manual pull stations. In addition, the fire alarm system monitors the elevator in the building. There is a fire alarm annunciator panel located in the main entrance. The fire alarm system was installed in 2001 and is in good condition.

Telecommunication System

The main communication rack is located in East Storage room on the lower level. The horizontal structured cabling is CAT 5E. The system appears to be functional and in good condition.

Revision Recommendations

Thermal imaging service is recommended in the original building due to age of the electrical system. It is also recommended the remainder of the electrical equipment be thermally scanned as a preventative measure to ensure all connections are secure and properly terminated.

There is no signage indicating the presence of multiple electrical services serving the building. Signage should be provided at each electrical service to clearly indicate which part of the building is served by which service and that the building has multiple services.

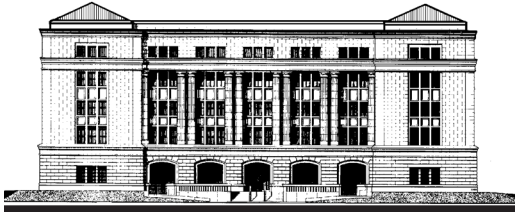
The cardboard covering the exposed electrical bus for electrical panel "1-L-1" should be removed and proper panel filler plates should be installed to properly protect and conceal live internal electrical bussing.

At the southeast corner of the building, an irrigation system had been plugged into an exterior receptacle that has a standard weatherproof cover. The plug prevent the cover from completely closing and the cover appears to be damaging the cord due to friction. The cover should be replaced with a "while-in-use" cover that would allow for the cover to be closed for better weather protection and also protect the electrical cord from being damaged by the cover.

Replace antiquated interior light fixtures with long life LED energy efficient light fixtures. Additionally, we recommend adding occupancy sensors and automatic controls for reduced energy costs.

Replace the exterior light fixtures around the building with LED fixtures for longer lamp life and energy efficiency.

Provide exterior, weatherproof heads connected to emergency egress battery lighting fixture at exterior doors to illuminate path of egress away from building in the event of power failure.



JESSE WHITE • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
 EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) (Last Name)

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

Director's Report
Tuesday, January 17, 2023

Star Library Recognition

Lake Bluff Public Library has been recognized as one of America's 2022 Star Libraries by Library Journal. Out of 5,359 qualifying public libraries across the country, 258 of them received Stars. This ranks Lake Bluff Public Library in the top 5% of libraries nationwide. Lake Bluff Public Library is also 1 of 43 other Illinois libraries who were honored with this year's recognition. Star Libraries are public libraries that have achieved a prestigious score on Library Journal's Index of Public Library Service. This is the 15th year in which Library Journal has scored U.S. public libraries on this rating scale. Library Journal rates U.S. public libraries based on selected per capita output data measures. The 2022 scores and ratings are based on FY20 data submitted by libraries to the Institute of Museum and Library Services (IMLS) Public Library Survey (PLS). A communication plan was developed by Martha O'Hara, Jillian Chapman and Renee Grassi, which will include yard signs to community stakeholders, banners, print posters, social media, and a press release scheduled to be posted January 16, 2023. Congratulations and thank you to the amazing team at Lake Bluff Public Library for their outstanding service and commitment to the Lake Bluff community!

Winter Reading Club

This year's Winter Reading Club invites readers of all ages sign up and track their winter reading. The program launched on December 3, 2022 and will last until February 28, 2023. Children, teens and adults can choose how they want to track their reading—either online using Beanstack or with a paper log available for pickup at library service desks.

Winter StoryWalk

Winter StoryWalk is an annual library event hosted in December sponsored by the Friends of the Lake Bluff Public Library. Since 2020, StoryWalks have grown in scale and popularity. Now, Lake Bluff businesses located on the south side of Scanton and Center Avenue participate. This year's featured picture book was Winter Dance by Marion Dane Bauer. On December 8th, the library hosted a free virtual talk with Marion Dane Bauer, which was shared with District 65 and hosted on the library's YouTube Channel. To gather statistics, a QR code is created and displayed with each spread of the book around town. The QR code links to a themed online raffle hosted on the library website. The library had 77 people register that they participated in this year's Winter StoryWalk event.

Passports

December is not typically a busy time for library services, but this month's passport activity proved different. In total, staff processed 80 passport applications, which is almost surpassing the library's record of 85 applications processed in one month. In the first week of January alone, staff have achieved the following milestones in passport service:

- Staff processed a total of 13 applications on both Tuesday and Wednesday, for a total of 26 passports in 48 hours.
- By Wednesday, January 4, 2022, the library surpassed the \$20,000 mark in revenue collected by passport service in the current fiscal year.
- By the end of the first week, staff had processed a total of 51 applications—more than the total number of passports processed in June and August combined.
- Staff have processed a total of 604 applications to date in the current fiscal year, which is four more than our all-time record total 600 in FY 2021-2022.
- Using this year’s data and trends from last year, current estimates and projections show a possibility of collecting over \$30,000 in revenue from passports in FY22-23.

One influencing factor for the increase in activity is the discontinuation of passport services at Shields Township. Their staff are now referring all passport applicants to the Lake Bluff Public Library. In addition, the Illinois State Department has placed new limits on the number of facilities that being approved to operate passport within geographic areas. Some neighboring libraries have applied to be Passport Agency Facilities and have been denied.

eBooks and Databases

Public libraries across the country are experiencing unprecedented usage and growth in their digital collections. The impacts of the COVID-19 pandemic has increased awareness among the general population of what libraries have to offer by way of downloadable eBooks and digital author books. Overdrive (the company that owns Libby) has just announced new data—a total of 127 libraries nationwide have loaned out 1 million eBooks in 2022. In total, 555 million eBooks, audiobooks, digital magazines and more were checked out by readers from across the country. The state of Illinois’ consortium for digital lending is called the Digital Library of Illinois (DLI), of which Lake Bluff Public Library is a member. This year, DLI saw continued growth surpassing a total of 3 million checkouts statewide. The library is experiencing a similar trend, with an increase in eBook circulation during December, 2022. This correlates with past usage trends seen in December during school breaks and winter holidays.

Arma-SHRED-don

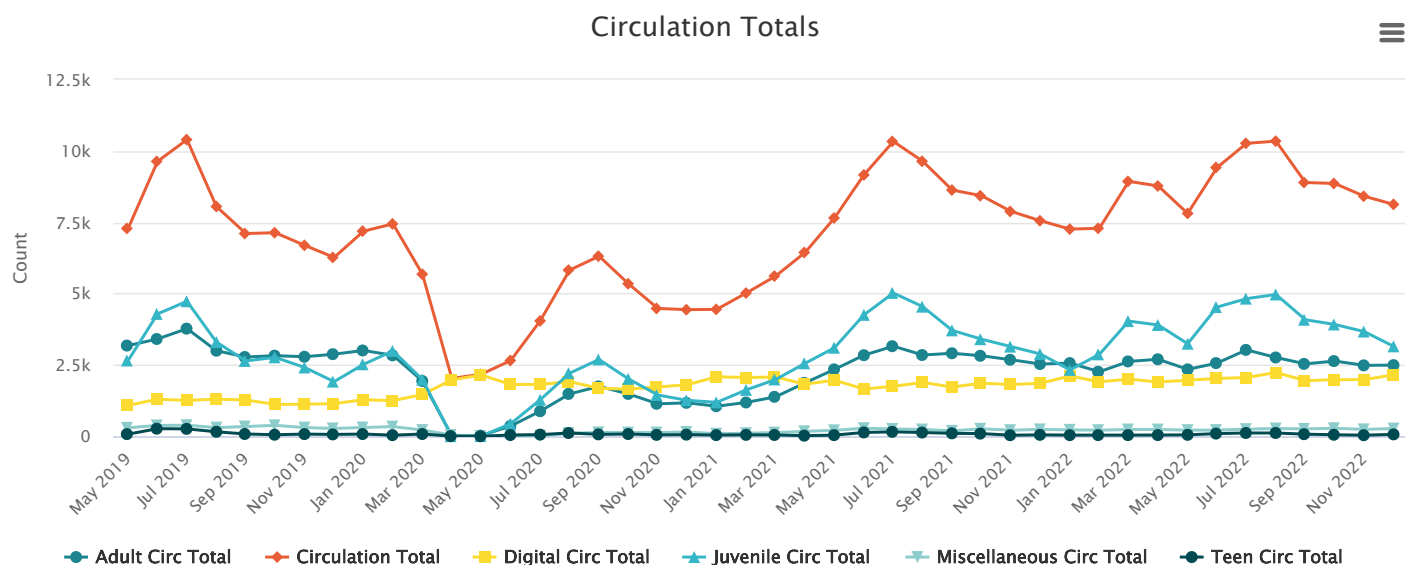
Martha O’Hara spent most of December working on cleaning and organizing the Director's office in preparation for Renee's arrival. On December 30, Shred-It came to pick up all of the documents that were approved for destruction in the first phase of my document destruction project. In total, Shred-It collected two 90-gallon totes of documents. There is still more to be reviewed and shredded, but the most disruptive amount of documentation has been disposed.

Grab and Go Crafts for Kids

Throughout the month of December, Youth Services staff prepared and distributed 310 Grab & Go crafts to kids and families in Lake Bluff. These continue to be a popular service, with this month’s usage of Grab and Go Crafts being higher than average. Pick-up and takeaway activities are an effective way to delivery programming experiences that supports the needs of families’ varying schedules, while also supporting the scheduling needs of a department of part-time staff.

3 Year Comparison Graphs

3 Year Circulation Totals



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

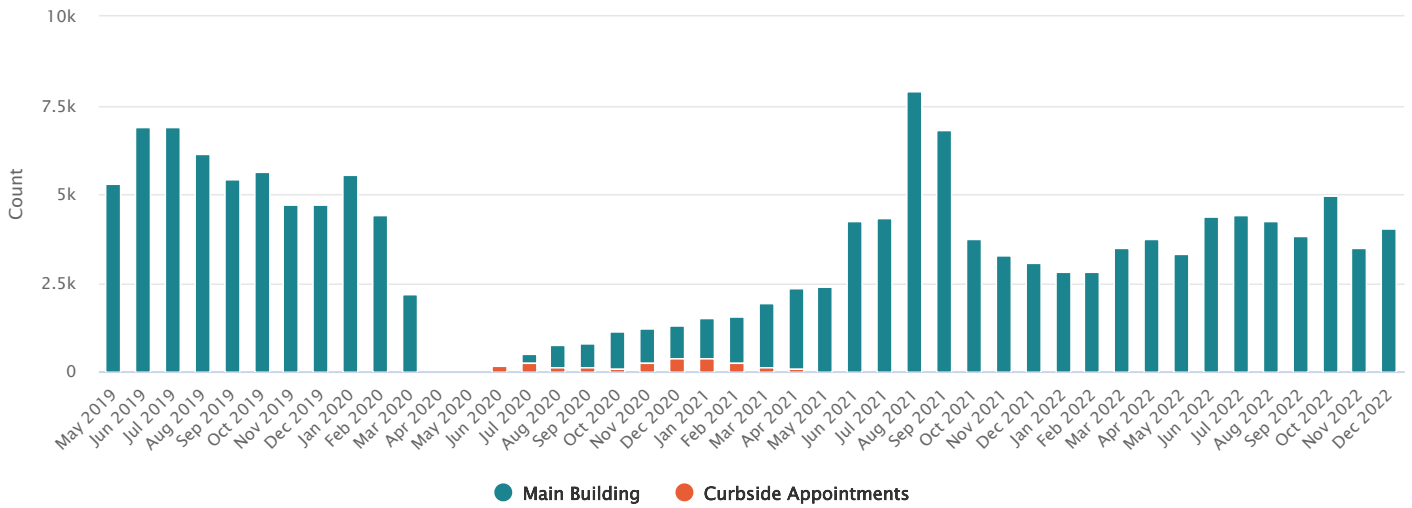
Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2019	3178	7284	1083	2654	295	74
Jun 2019	3408	9634	1296	4287	379	264
Jul 2019	3771	10398	1255	4730	385	257
Aug 2019	2997	8053	1299	3300	302	155
Sep 2019	2777	7105	1271	2639	340	78
Oct 2019	2824	7134	1113	2765	380	52
Nov 2019	2786	6691	1120	2409	302	74
Dec 2019	2876	6267	1142	1913	273	63
Jan 2020	3006	7189	1281	2522	305	75
Feb 2020	2835	7444	1245	2989	338	37
Mar 2020	1937	5680	1464	1987	216	76
Apr 2020	5	2026	1976	0	41	4
May 2020	23	2173	2145	3	2	0
Jun 2020	358	2654	1814	439	1	42
Jul 2020	876	4043	1816	1277	18	56
Aug 2020	1483	5823	1914	2209	104	113
Sep 2020	1746	6312	1679	2690	132	65
Oct 2020	1482	5345	1650	2010	127	76
Nov 2020	1136	4479	1724	1444	128	47
Dec 2020	1170	4436	1806	1257	148	55
Jan 2021	1051	4447	2083	1187	87	39
Feb 2021	1183	5018	2058	1623	106	48
Mar 2021	1381	5614	2075	1988	126	44
Apr 2021	1871	6441	1824	2555	171	20
May 2021	2342	7651	1963	3101	207	38
Jun 2021	2840	9160	1655	4253	280	132
Jul 2021	3156	10334	1749	5022	254	153
Aug 2021	2846	9638	1886	4541	236	129
Sep 2021	2908	8630	1723	3710	188	101
Oct 2021	2819	8429	1859	3400	260	91
Nov 2021	2680	7880	1813	3141	211	35

Category	Adult Circ	Total Circulation	Total Digital Circ	Total Juvenile Circ	Total Miscellaneous Circ	Total Teen Circ	Total
Dec 2021	2530	7553	1855	2882	238	48	
Jan 2022	2564	7261	2111	2324	224	38	
Feb 2022	2260	7288	1908	2869	212	39	
Mar 2022	2622	8934	2002	4035	236	39	
Apr 2022	2697	8772	1900	3899	235	41	
May 2022	2344	7810	1963	3242	213	48	
Jun 2022	2564	9421	2024	4527	214	92	
Jul 2022	3026	10266	2058	4822	247	113	
Aug 2022	2760	10344	2232	4969	270	113	
Sep 2022	2535	8894	1949	4083	256	71	
Oct 2022	2634	8860	1980	3917	278	51	
Nov 2022	2484	8412	1984	3668	240	36	
Dec 2022	2492	8127	2154	3149	268	64	

Circulation Totals

3 Year Visits

Visits



Category Main Building Curbside Appointments

Month	Main Building	Curbside Appointments
May 2019	5308	0
Jun 2019	6907	0
Jul 2019	6900	0
Aug 2019	6140	0
Sep 2019	5415	0
Oct 2019	5630	0
Nov 2019	4724	0
Dec 2019	4700	0
Jan 2020	5558	0
Feb 2020	4412	0
Mar 2020	2165	0
Apr 2020	0	0
May 2020	0	0
Jun 2020	0	154
Jul 2020	287	233
Aug 2020	622	145
Sep 2020	681	132
Oct 2020	1061	77
Nov 2020	965	256
Dec 2020	899	397
Jan 2021	1127	368
Feb 2021	1324	233
Mar 2021	1795	133
Apr 2021	2259	73
May 2021	2370	16
Jun 2021	4252	0
Jul 2021	4333	5
Aug 2021	7909	5
Sep 2021	6792	0
Oct 2021	3726	2
Nov 2021	3266	0
Dec 2021	3052	2
Jan 2022	2810	0
Feb 2022	2828	6
Mar 2022	3497	0
Apr 2022	3730	0

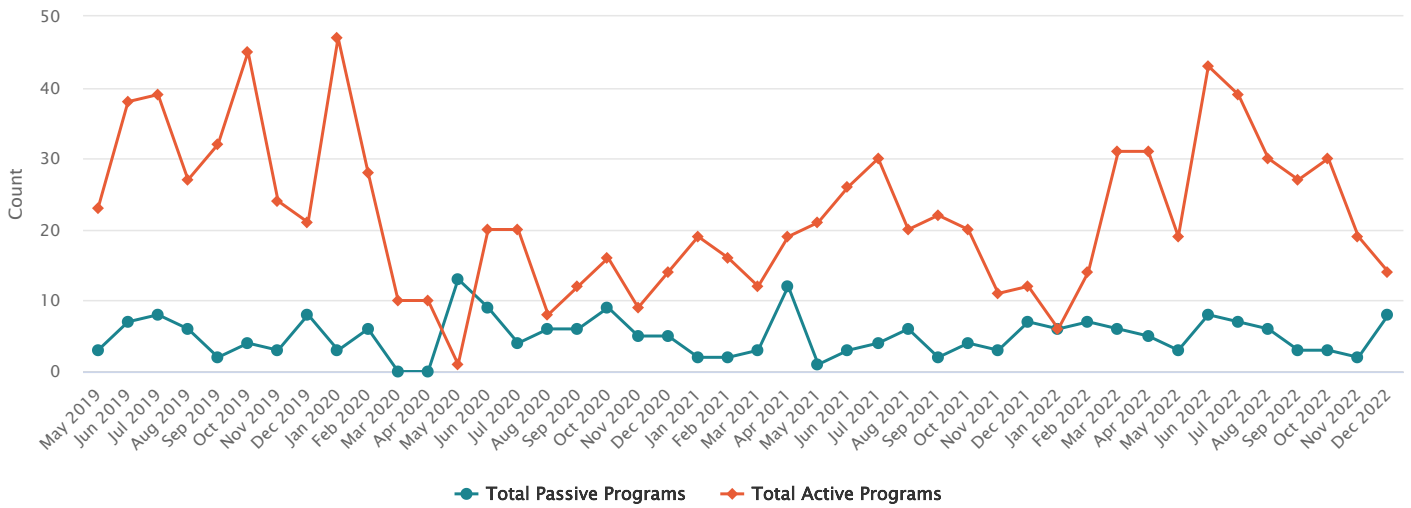
Category Main Building Curbside Appointments

May 2022	3315	0
Jun 2022	4380	0
Jul 2022	4425	0
Aug 2022	4261	0
Sep 2022	3840	0
Oct 2022	4938	0
Nov 2022	3470	0
Dec 2022	4033	0

Visits

3 Year Programming

Number of Programs



Category Total Passive Programs Total Active Programs

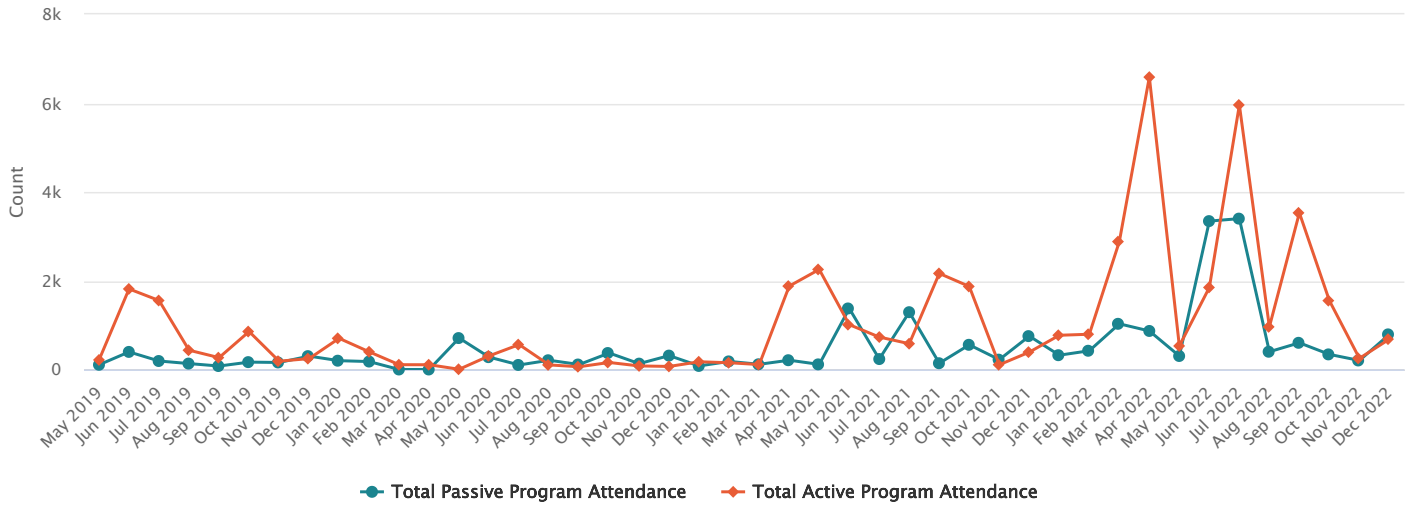
May 2019	3	23
Jun 2019	7	38
Jul 2019	8	39
Aug 2019	6	27
Sep 2019	2	32
Oct 2019	4	45
Nov 2019	3	24
Dec 2019	8	21
Jan 2020	3	47
Feb 2020	6	28
Mar 2020	0	10
Apr 2020	0	10
May 2020	13	1
Jun 2020	9	20
Jul 2020	4	20
Aug 2020	6	8
Sep 2020	6	12
Oct 2020	9	16
Nov 2020	5	9
Dec 2020	5	14
Jan 2021	2	19
Feb 2021	2	16
Mar 2021	3	12
Apr 2021	12	19
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11
Dec 2021	7	12
Jan 2022	6	6
Feb 2022	7	14
Mar 2022	6	31
Apr 2022	5	31

Category Total Passive Programs Total Active Programs

May 2022	3	19
Jun 2022	8	43
Jul 2022	7	39
Aug 2022	6	30
Sep 2022	3	27
Oct 2022	3	30
Nov 2022	2	19
Dec 2022	8	14

Number of Programs

Program Attendance



Category Total Passive Program Attendance Total Active Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2019	106	215
Jun 2019	396	1815
Jul 2019	191	1554
Aug 2019	133	434
Sep 2019	78	267
Oct 2019	166	855
Nov 2019	158	187
Dec 2019	301	245
Jan 2020	198	702
Feb 2020	179	399
Mar 2020	0	108
Apr 2020	0	107
May 2020	708	5
Jun 2020	278	307
Jul 2020	102	561
Aug 2020	208	103
Sep 2020	112	62
Oct 2020	371	158
Nov 2020	132	80
Dec 2020	313	69
Jan 2021	80	174
Feb 2021	182	152
Mar 2021	117	111
Apr 2021	209	1879
May 2021	115	2254
Jun 2021	1375	1010
Jul 2021	235	731
Aug 2021	1291	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107
Dec 2021	752	391
Jan 2022	322	771
Feb 2022	422	794
Mar 2022	1029	2881
Apr 2022	868	6587
May 2022	304	530
Jun 2022	3343	1848

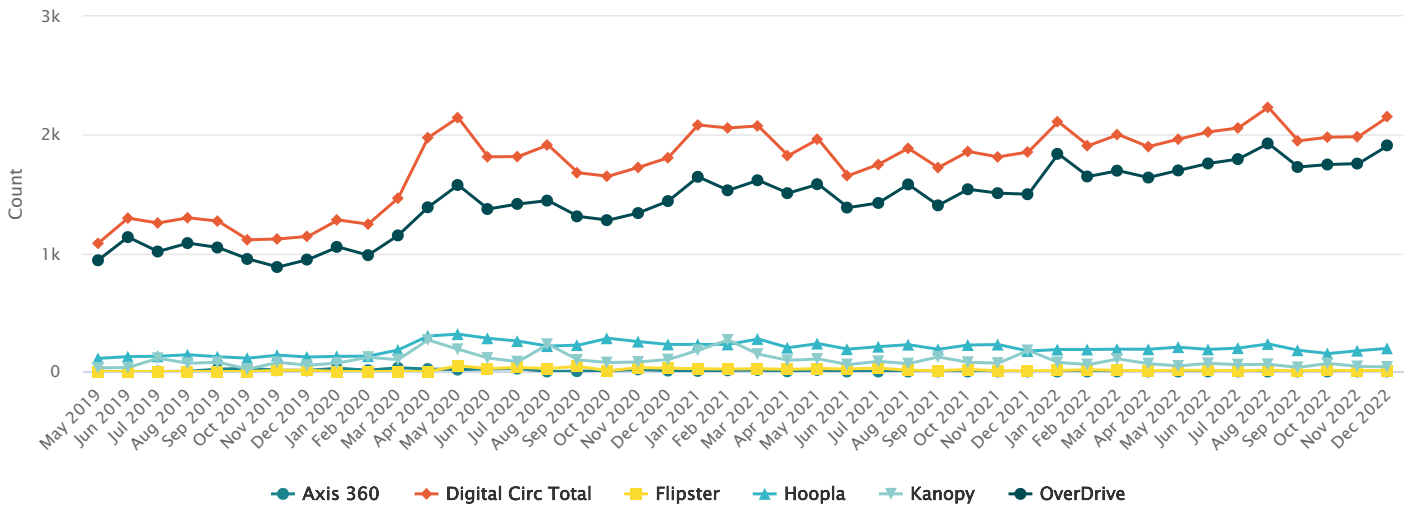
Category Total Passive Program Attendance Total Active Program Attendance

Jul 2022	3399	5960
Aug 2022	400	960
Sep 2022	601	3529
Oct 2022	340	1551
Nov 2022	203	251
Dec 2022	791	684

Program Attendance

3 Year Digital Collections

Monthly Usage



Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive

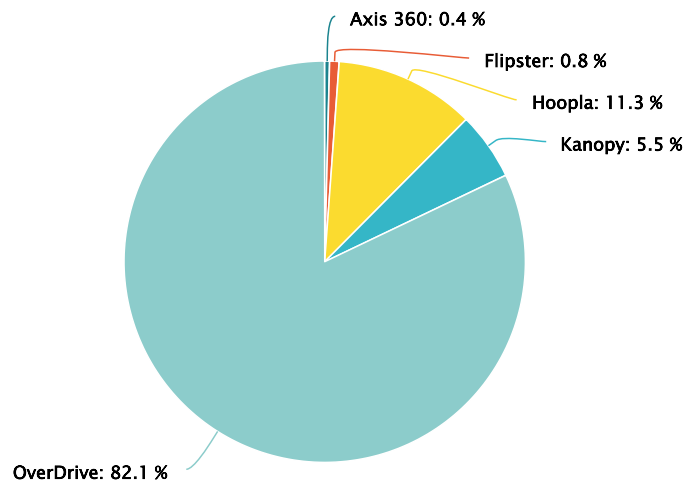
Month	Axis 360	Digital Circ Total	Flipster	Hoopla	Kanopy	OverDrive
May 2019	1	1083	0	111	31	940
Jun 2019	0	1296	0	126	34	1136
Jul 2019	0	1255	0	129	112	1014
Aug 2019	2	1299	0	142	70	1085
Sep 2019	20	1271	0	125	78	1048
Oct 2019	28	1113	0	113	21	951
Nov 2019	11	1120	10	138	78	883
Dec 2019	10	1142	10	123	53	946
Jan 2020	28	1281	0	128	72	1053
Feb 2020	11	1245	0	130	121	983
Mar 2020	32	1464	0	182	100	1150
Apr 2020	21	1976	0	300	267	1388
May 2020	16	2145	49	316	188	1576
Jun 2020	21	1814	25	281	114	1373
Jul 2020	25	1816	35	257	83	1416
Aug 2020	0	1914	25	215	230	1444
Sep 2020	3	1679	44	223	98	1311
Oct 2020	7	1650	7	281	76	1279
Nov 2020	18	1724	33	253	81	1339
Dec 2020	8	1806	28	229	101	1440
Jan 2021	5	2083	24	229	180	1645
Feb 2021	10	2058	21	229	267	1531
Mar 2021	13	2075	24	275	147	1616
Apr 2021	2	1824	18	202	95	1507
May 2021	13	1963	25	236	106	1583
Jun 2021	0	1655	22	189	59	1385
Jul 2021	0	1749	29	210	86	1424
Aug 2021	0	1886	11	227	67	1581
Sep 2021	0	1723	8	188	123	1404
Oct 2021	0	1859	17	224	78	1540
Nov 2021	0	1813	7	228	71	1507
Dec 2021	0	1855	6	173	178	1498
Jan 2022	0	2111	9	186	77	1839
Feb 2022	0	1908	15	186	59	1648
Mar 2022	0	2002	10	189	106	1697
Apr 2022	0	1900	6	188	67	1639

Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive

May 2022 0	1963	11	206	47	1699
Jun 2022 0	2024	10	187	69	1758
Jul 2022 0	2058	7	198	58	1795
Aug 2022 0	2232	11	233	61	1927
Sep 2022 0	1949	6	180	35	1728
Oct 2022 0	1980	10	152	69	1749
Nov 2022 0	1984	8	176	43	1757
Dec 2022 0	2154	8	196	39	1911

Monthly Usage

Distribution by Platform



Category Series 1

Axis 360	305
Flipster	589
Hoopla	8689
Kanopy	4195
OverDrive	63123

Distribution by
Platform

3 Year New Website Usage

Visitors

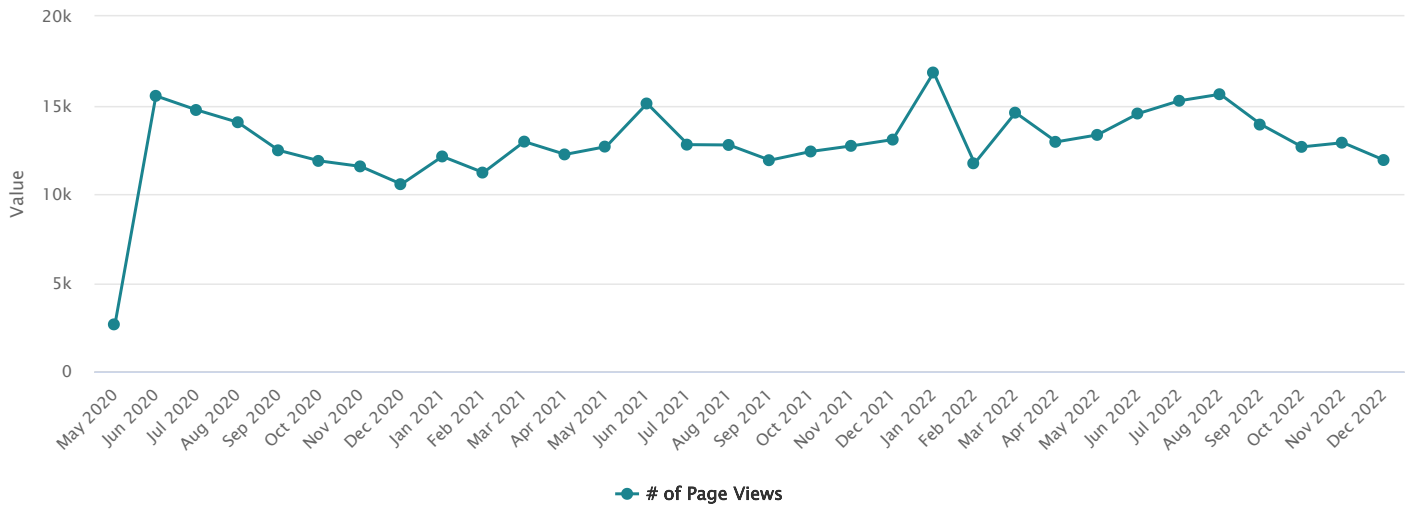


Category # of Visitors

May 2020	540
Jun 2020	2732
Jul 2020	2935
Aug 2020	3162
Sep 2020	2721
Oct 2020	2509
Nov 2020	2314
Dec 2020	2180
Jan 2021	2365
Feb 2021	2412
Mar 2021	2619
Apr 2021	2716
May 2021	2551
Jun 2021	3346
Jul 2021	3086
Aug 2021	2908
Sep 2021	2767
Oct 2021	2734
Nov 2021	2706
Dec 2021	2702
Jan 2022	3244
Feb 2022	2607
Mar 2022	3125
Apr 2022	2917
May 2022	2851
Jun 2022	3270
Jul 2022	3261
Aug 2022	3540
Sep 2022	3020
Oct 2022	2779
Nov 2022	2828
Dec 2022	2833

Visitors

Page Views



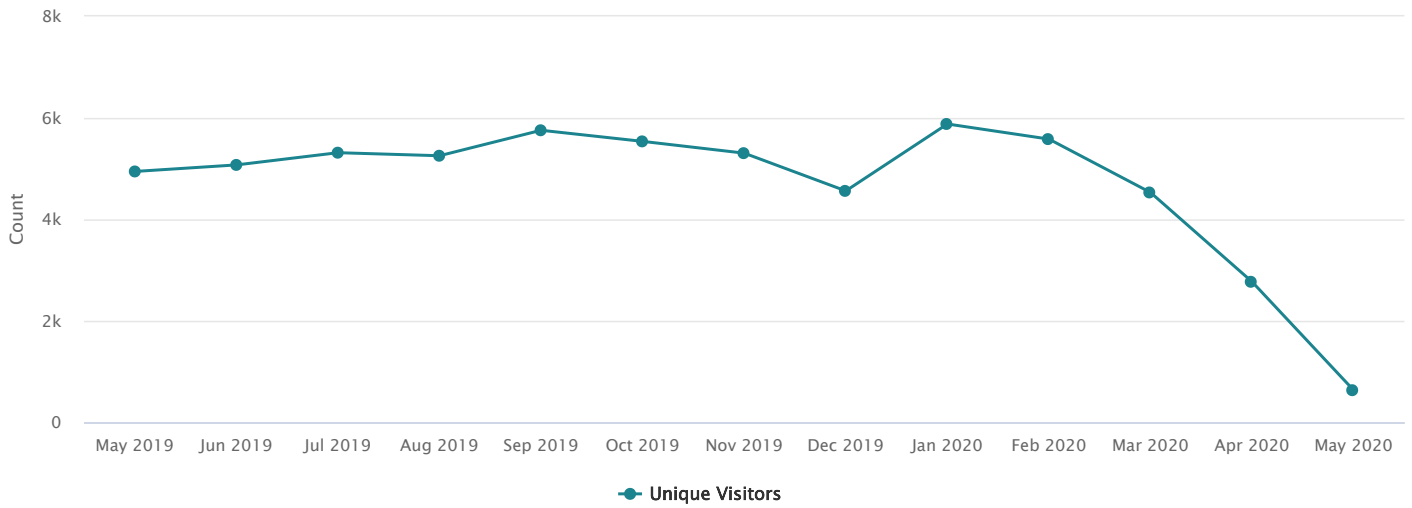
Category # of Page Views

May 2020	2653
Jun 2020	15525
Jul 2020	14729
Aug 2020	14039
Sep 2020	12457
Oct 2020	11861
Nov 2020	11552
Dec 2020	10550
Jan 2021	12112
Feb 2021	11204
Mar 2021	12948
Apr 2021	12227
May 2021	12667
Jun 2021	15095
Jul 2021	12777
Aug 2021	12759
Sep 2021	11901
Oct 2021	12392
Nov 2021	12709
Dec 2021	13061
Jan 2022	16840
Feb 2022	11726
Mar 2022	14578
Apr 2022	12935
May 2022	13326
Jun 2022	14530
Jul 2022	15248
Aug 2022	15616
Sep 2022	13907
Oct 2022	12652
Nov 2022	12888
Dec 2022	11910

Page Views

3 Year Previous Website Usage

Visitors

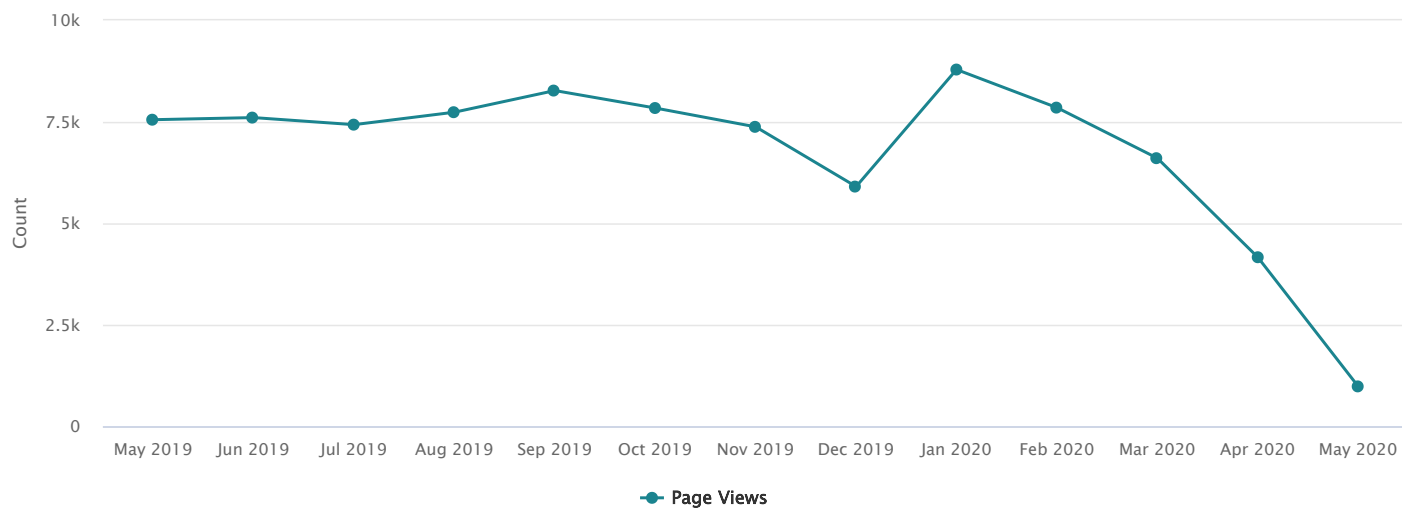


Category Unique Visitors

- May 2019** 4944
- Jun 2019** 5073
- Jul 2019** 5314
- Aug 2019** 5254
- Sep 2019** 5756
- Oct 2019** 5537
- Nov 2019** 5305
- Dec 2019** 4561
- Jan 2020** 5880
- Feb 2020** 5582
- Mar 2020** 4530
- Apr 2020** 2769
- May 2020** 632

Visitors

Page Views



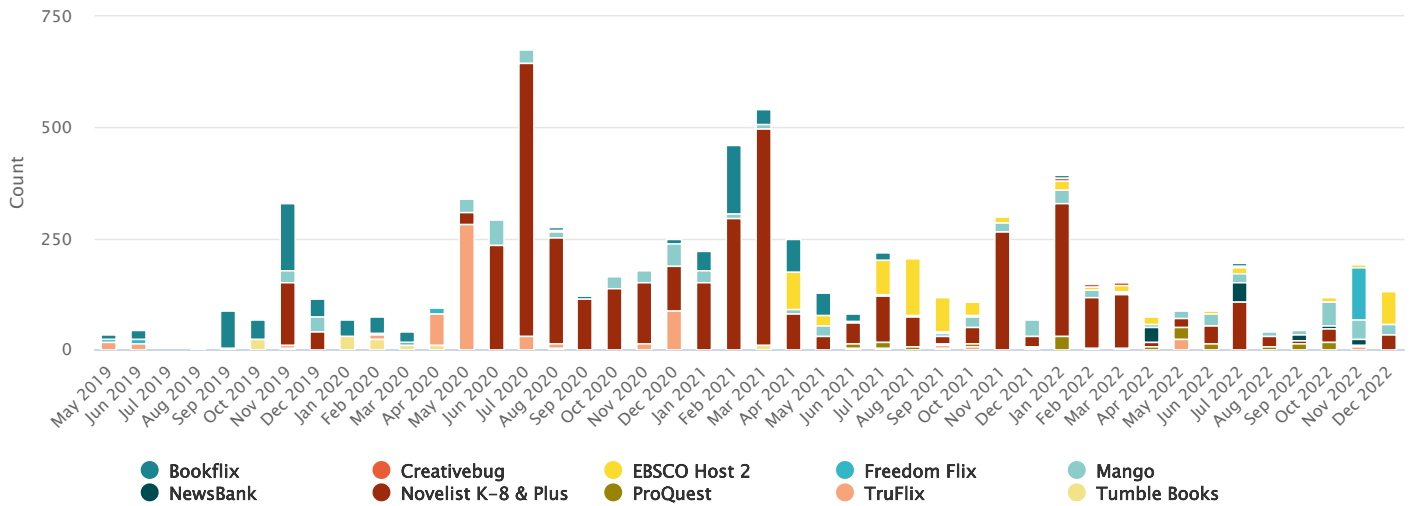
Category Page Views

- May 2019** 7553
- Jun 2019** 7605
- Jul 2019** 7431
- Aug 2019** 7738
- Sep 2019** 8271
- Oct 2019** 7841
- Nov 2019** 7377
- Dec 2019** 5905
- Jan 2020** 8789
- Feb 2020** 7851
- Mar 2020** 6605
- Apr 2020** 4164
- May 2020** 981

Page Views

3 Year Database Usage

Usage by Platform



Category Bookflix Creativebug EBSCO Host 2 Freedom Flix Mango NewsBank Novelist K-8 & Plus ProQuest TruFlix Tumble Books

Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	Tumble Books
May 2019	10	0	0	8	0	0	0	0	15	1
Jun 2019	22	0	0	10	0	0	0	0	13	0
Jul 2019	0	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	0	0	0	0	3	0
Sep 2019	84	0	0	0	0	0	0	0	0	3
Oct 2019	43	0	0	0	0	0	0	0	0	24
Nov 2019	152	0	0	1	25	0	142	0	8	3
Dec 2019	40	0	0	0	34	0	39	0	0	0
Jan 2020	37	0	0	0	0	0	0	0	0	30
Feb 2020	36	0	0	2	0	0	0	0	11	24
Mar 2020	25	0	0	5	0	0	0	0	1	10
Apr 2020	4	0	0	13	0	0	0	0	70	10
May 2020	6	0	0	1	31	0	29	0	281	0
Jun 2020	0	0	0	0	55	0	236	0	0	1
Jul 2020	0	0	0	3	32	0	615	0	30	0
Aug 2020	9	0	0	3	12	0	238	0	13	2
Sep 2020	7	0	0	0	0	0	115	0	0	0
Oct 2020	0	0	0	0	27	0	139	0	0	0
Nov 2020	4	0	0	1	28	0	138	0	13	0
Dec 2020	10	0	0	0	51	0	100	0	88	0
Jan 2021	45	0	0	0	24	0	152	0	0	1
Feb 2021	156	0	0	0	10	0	296	0	0	0
Mar 2021	33	0	0	0	11	0	486	0	0	11
Apr 2021	74	0	83	0	12	0	80	0	0	0
May 2021	52	0	24	0	22	0	31	0	0	0
Jun 2021	16	0	3	0	0	0	49	10	0	3
Jul 2021	17	0	78	3	0	0	104	14	3	0
Aug 2021	0	0	127	0	5	0	68	6	0	0
Sep 2021	0	0	80	3	6	0	17	4	4	5
Oct 2021	0	0	29	3	23	0	38	6	8	0
Nov 2021	0	0	16	0	20	0	265	0	0	0
Dec 2021	0	0	3	0	36	0	25	3	0	3
Jan 2022	5	9	18	0	33	0	299	29	0	0
Feb 2022	0	6	8	0	14	0	116	0	3	0
Mar 2022	0	7	13	0	2	4	122	2	0	0
Apr 2022	0	1	19	0	7	33	10	6	0	0

Category Bookflix Creativebug EBSCO Host 2 Freedom Flix Mango NewsBank Novelist K-8 & Plus ProQuest TruFlix Tumble Books

May 2022	0	2	4	0	18	0	18	29	22	0
Jun 2022	0	3	7	0	27	2	39	13	0	1
Jul 2022	4	4	14	0	20	46	106	0	0	0
Aug 2022	0	1	0	0	10	0	22	7	0	0
Sep 2022	0	3	0	0	11	13	6	15	0	0
Oct 2022	0	2	9	0	56	6	31	16	0	0
Nov 2022	0	4	8	117	44	12	0	4	7	0
Dec 2022	0	1	76	0	23	0	33	0	0	0

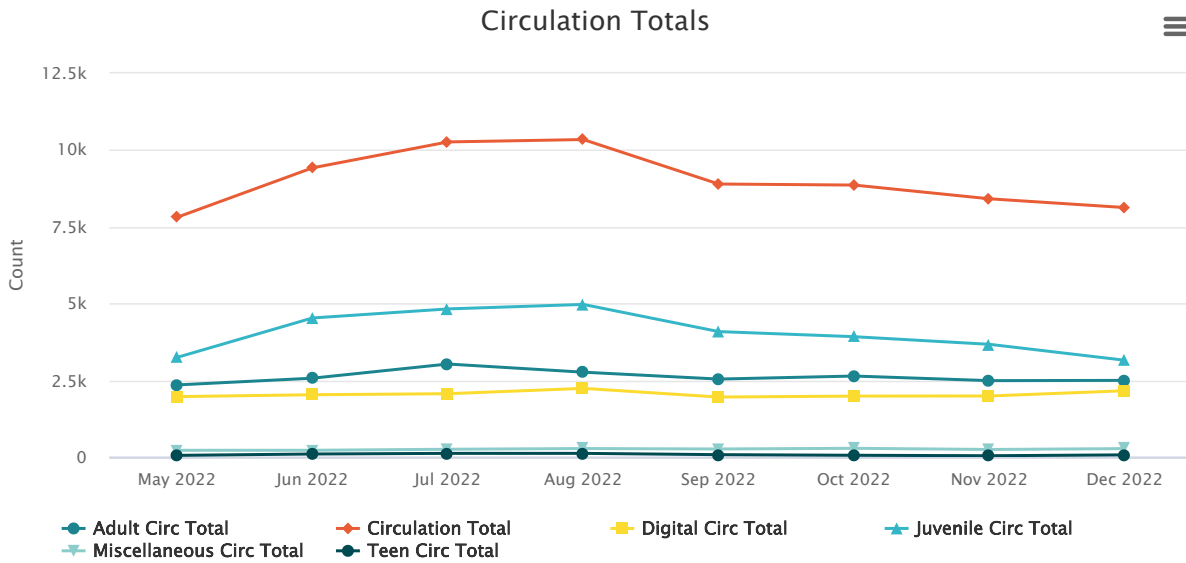
Usage by Platform

Powered by [Springshare](#)

FY 22-23 Graphs

FY 22-23 Circulation Totals

72,134
TOTAL CIRCS

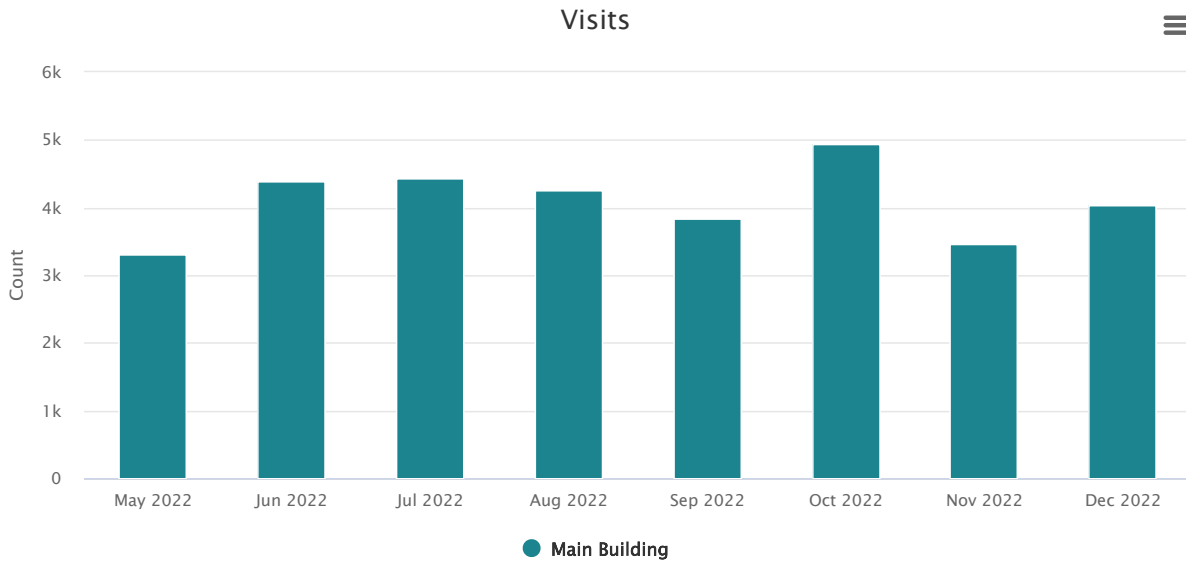


Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2022	2344	7810	1963	3242	213	48
Jun 2022	2564	9421	2024	4527	214	92
Jul 2022	3026	10266	2058	4822	247	113
Aug 2022	2760	10344	2232	4969	270	113
Sep 2022	2535	8894	1949	4083	256	71
Oct 2022	2634	8860	1980	3917	278	51
Nov 2022	2484	8412	1984	3668	240	36
Dec 2022	2492	8127	2154	3149	268	64

Circulation Totals

FY 22-23 Visits

32,662
TOTAL VISITS



Category Main Building

May 2022 3315

Jun 2022 4380

Jul 2022 4425

Aug 2022 4261

Sep 2022 3840

Oct 2022 4938

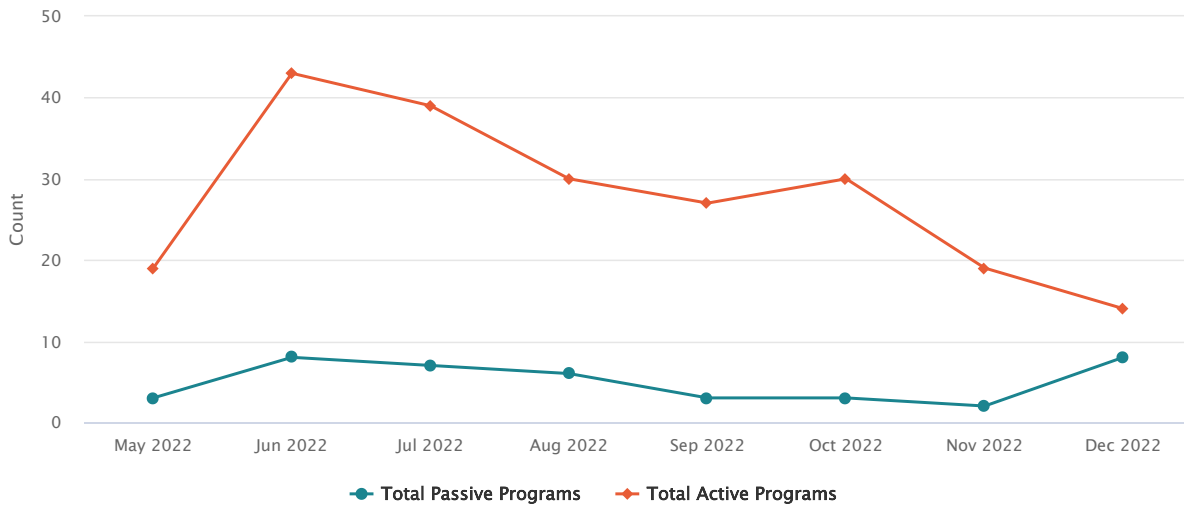
Nov 2022 3470

Dec 2022 4033

Visits

FY 22-23 Programming

Number of Programs

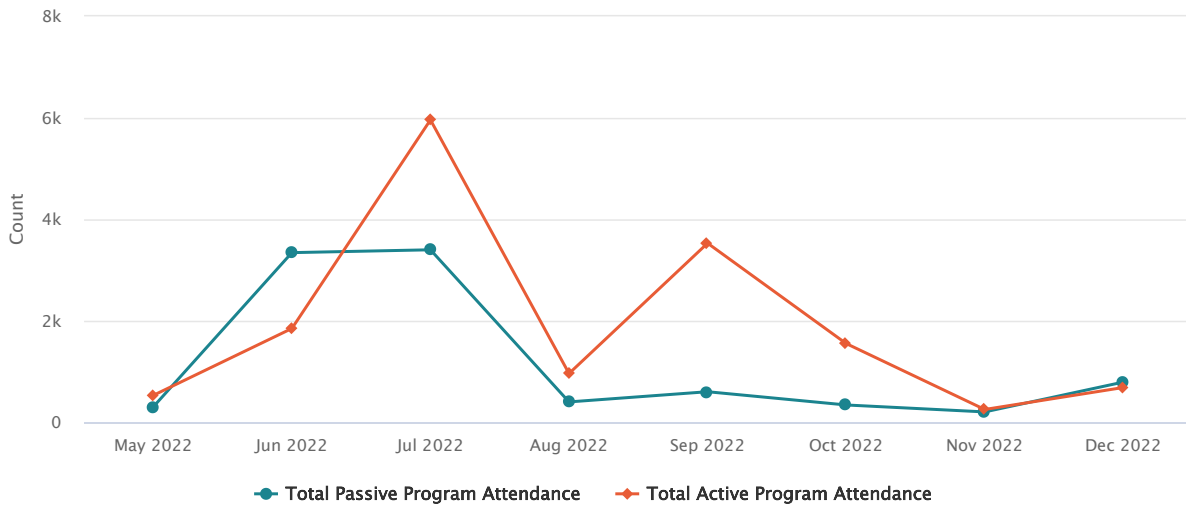


Category Total Passive Programs Total Active Programs

May 2022	3	19
Jun 2022	8	43
Jul 2022	7	39
Aug 2022	6	30
Sep 2022	3	27
Oct 2022	3	30
Nov 2022	2	19
Dec 2022	8	14

Number of Programs

Program Attendance



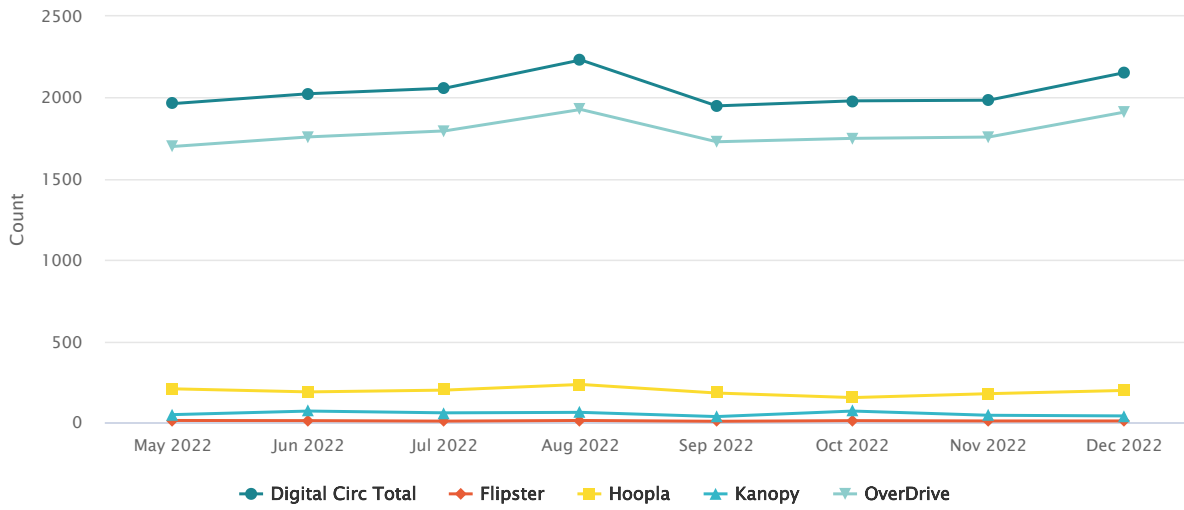
Category Total Passive Program Attendance Total Active Program Attendance

May 2022	304	530
Jun 2022	3343	1848
Jul 2022	3399	5960
Aug 2022	400	960
Sep 2022	601	3529
Oct 2022	340	1551
Nov 2022	203	251
Dec 2022	791	684

Program Attendance

FY 22-23 Digital Collections

Monthly Usage

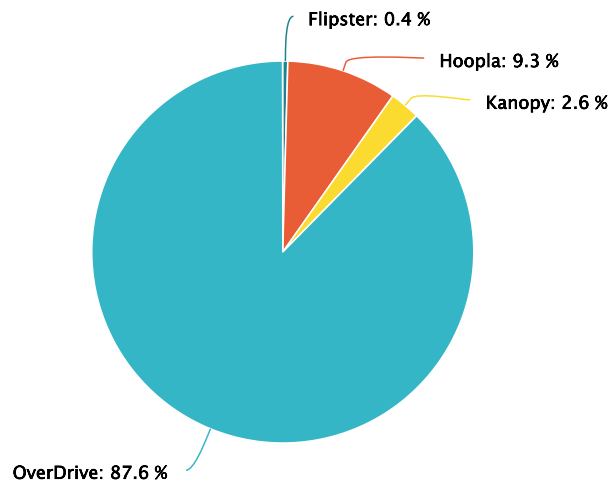


Category Digital Circ Total Flipster Hoopla Kanopy OverDrive

May 2022	1963	11	206	47	1699
Jun 2022	2024	10	187	69	1758
Jul 2022	2058	7	198	58	1795
Aug 2022	2232	11	233	61	1927
Sep 2022	1949	6	180	35	1728
Oct 2022	1980	10	152	69	1749
Nov 2022	1984	8	176	43	1757
Dec 2022	2154	8	196	39	1911

Monthly Usage

Distribution by Platform



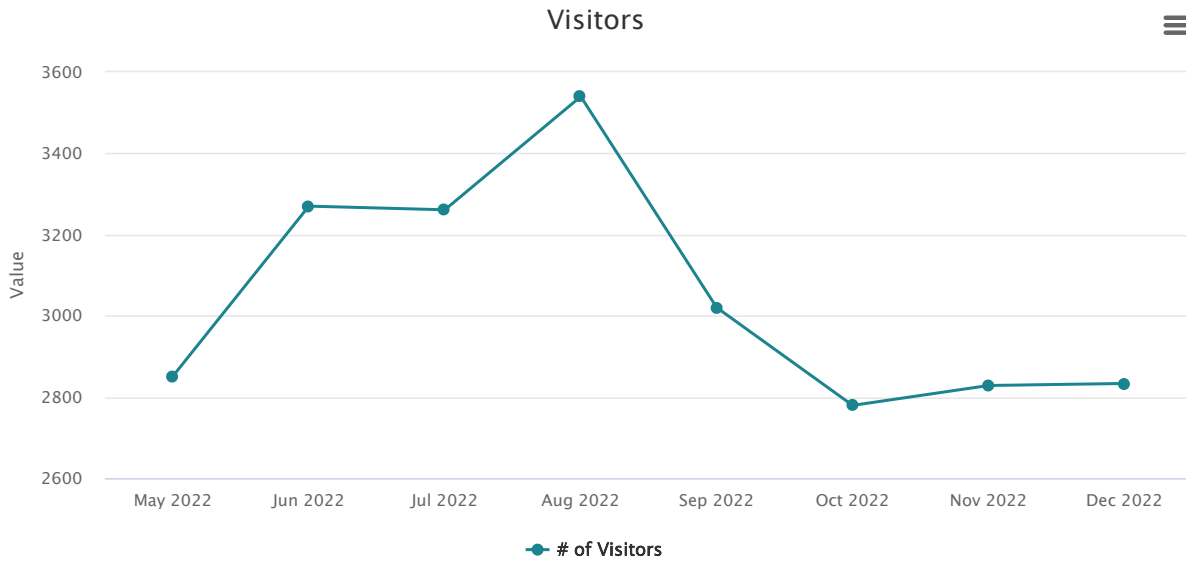
Category Series 1

Flipster	71
Hoopla	1528
Kanopy	421
OverDrive	14324

Distribution by
Platform

FY 22-23 Website Usage

29,714
TOTAL SESSIONS

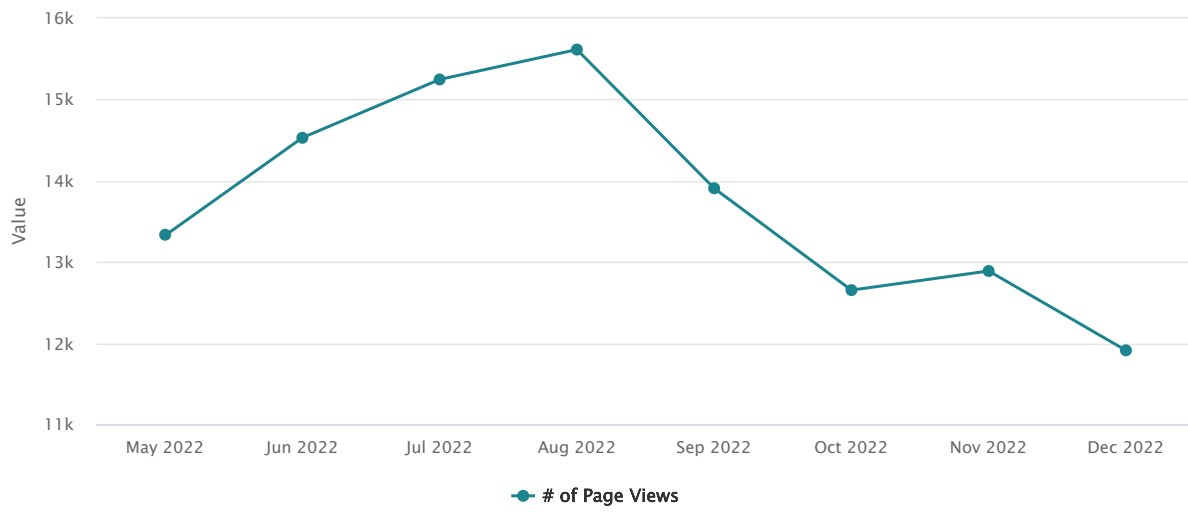


Category # of Visitors

May 2022 2851
Jun 2022 3270
Jul 2022 3261
Aug 2022 3540
Sep 2022 3020
Oct 2022 2779
Nov 2022 2828
Dec 2022 2833

Visitors

Page Views



Category # of Page Views

May 2022 13326

Jun 2022 14530

Jul 2022 15248

Aug 2022 15616

Sep 2022 13907

Oct 2022 12652

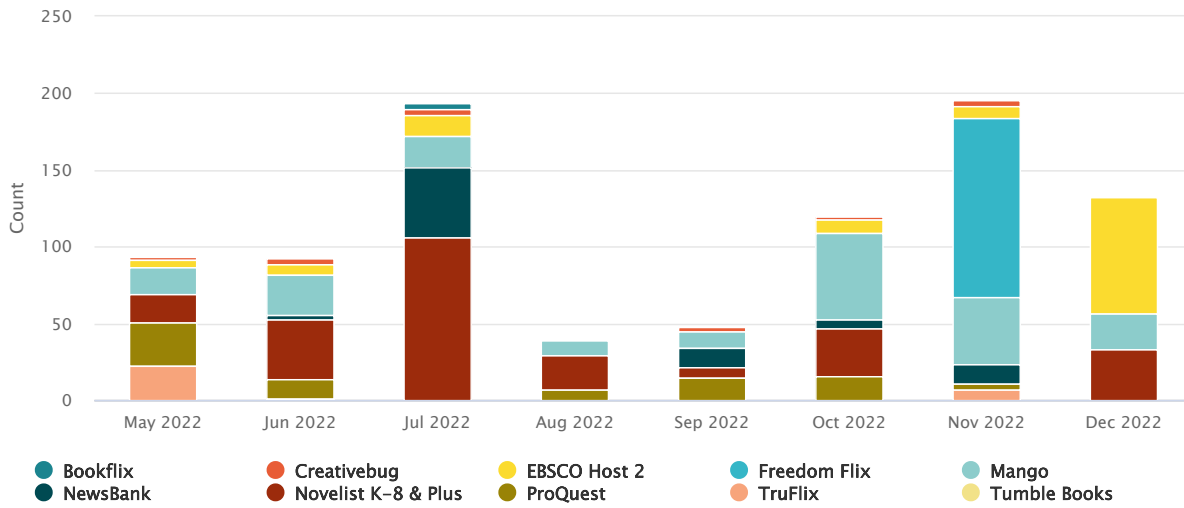
Nov 2022 12888

Dec 2022 11910

Page Views

FY 22-23 Database Usage

Usage by Platform



Category Bookflix Creativebug EBSCO Host 2 Freedom Flix Mango NewsBank Novelist K-8 & Plus ProQuest TruFlix Tumble Books

Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	Tumble Books
May 2022	0	2	4	0	18	0	18	29	22	0
Jun 2022	0	3	7	0	27	2	39	13	0	1
Jul 2022	4	4	14	0	20	46	106	0	0	0
Aug 2022	0	1	0	0	10	0	22	7	0	0
Sep 2022	0	3	0	0	11	13	6	15	0	0
Oct 2022	0	2	9	0	56	6	31	16	0	0
Nov 2022	0	4	8	117	44	12	0	4	7	0
Dec 2022	0	1	76	0	23	0	33	0	0	0

Usage by Platform