

## April 18, 2023 Board Meeting

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions (2 minutes)(7:02pm)</b>	Agenda	1
<b>3 Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>		
<b>4 Consent Agenda</b>		
Minutes of March 21, 2023 Board of Trustees Meeting (action)(3 minutes)(7:10pm)		2
<b>5 Director's Report (7 minutes)(7:17 pm)</b>		
Recognition of Trustee Meierhoff and Trustee Heintzelman, invitation		
Director's Report		3
March 2023 Statistics		4
<b>5 Financial Reports (action)(5 minutes)(7:22pm)</b>		
March Detailed Revenue/Expenditures		5
March Detailed Balance Sheet		6
<b>6 Approval of Checks (action)(5 minutes)(7:27pm)</b>		
March Check Disbursement Report		7
<b>7 Committee Reports (10 minutes)(7:37pm)</b>		
<b>8 Old Business</b>		
Director Update: Trayvon Hoax by Joel Gilbert (5 minutes) (7:42pm)		
<b>9 New Business</b>		
Board Proposal presentation from Trustee Graziano (possible action)(10 minutes)(7:52 pm)		8
Board Engagement Opportunities (5 minutes) (7:57pm)		9
<b>11 Executive Session(s) if needed</b>		
<b>12 Any and All Other Business (5 minutes)(8:02pm)</b>		
<b>13 Adjournment (1 minute)(8:03pm)</b>		
<b>14 Attachments</b>		
N/A		

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, April 18, 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/2069598344>

Meeting ID: 206 959 8344

One tap mobile

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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](mailto: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](mailto: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 March 21, 2023 Board Meeting **(action)(3 minutes)(7:10pm)**
- 5. Director's Report (10 minutes)(7:17pm)**
  - a. Recognition of Trustee Meierhoff and Trustee Heintzelman, invitation
  - b. Director's Report
- 6. March 2023 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:22pm)**
  - a. March Detailed Revenue & Expense Report
  - b. March Detailed Balance Sheet
- 7. Approval of checks (action)(5 minutes)(7:27pm)**
  - a. March Monthly Checks (15578-15562)
- 8. Committee Reports (10 minutes)(7:37pm)**  
**(Met)**

- a. Finance Committee (CHAIR: Hayes. **MEMBERS:** Meierhoff and Zaute.)
- b. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)

**(Did Not Meet)**

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

**9. Old Business**

- a. Director Update: Trayvon Hoax by Joel Gilbert **(5 minutes)(7:42pm)**

**10. New Business**

- a. Board Proposal presentation from Trustee Graziano: Creation of new Library Trustee Recognition Fund; *discussion to follow with possible action* **(10 minutes)(7:52pm)**
- b. Board Engagement Opportunities **(5 minutes)(7:57pm)**

**11. Executive Session(s) if needed**

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

**12. Any and all other business which may properly come before the Board(5 minutes)(8:02pm)**

**13. Adjournment (1 minute)(8:03pm)**

**Attachments**

- March 2023 Statistics
- Trustee Graziano Proposal
- Board Engagement Opportunities

**Upcoming Board Meetings:**

- May 16, 2023: IN PERSON, KATHY & JON'S RECEPTION; NEW TRUSTEES
- June 20, 2023: IN PERSON, ELECTION OF NEW OFFICERS
- July 18, 2023: IN PERSON, TRUSTEE TRAINING PRESENTATION FROM LAWYERS

**Lake Bluff Public Library  
Library Board of Trustees Meeting  
Tuesday, March 21, 2023, 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:** Library Director Renee Grassi called the meeting to order at 7:02 pm. Trustees Heintzelman, Jerch, Shaul, Hayes, and Graziano, and Zaute were present; Trustee Meierhoff was absent. Also present were Library Employees O'Hara, Chapman, and Horner, and community member Dave Riddle.

**2. Additions & Corrections to the Agenda:** There were none.

**3. Opportunity for Public to Address the Board:** Dave Riddle introduced himself as new to Lake Bluff and thinks very highly of our library. On a recent visit, he noticed a book entitled *The Trayvon Hoax* by Joel Gilbert. He did some research on his own, found that it was self-published by someone he considered a conspiracy theorist, and noted that no other area libraries had this particular book in their collections. He wondered if there are perhaps better books available on this topic. Grassi explained our process for reconsideration of items in our collection and invited him to fill out the necessary forms if he so chooses, and assured him that she will follow up on this after tonight's meeting. He thanked us for our time.

**4. Approval of Minutes:** Heintzelman moved to approve the minutes of the Feb. 21 meeting; Zaute seconded; all voted aye.

**5. Director's Report:** Grassi noted that this agenda and those in the future will be slightly changed in structure, with the Director's Report moved to an earlier position. Highlights of the Report are as follows:

- Grassi recognized the incredible flexibility of the staff in having all duties covered despite illnesses keeping some staff at home and the resignation of a staff member over the last several months.
- Grassi said that she was beginning regular meetings with Chapman (Director of Communications and Marketing) and Horner (Director of Adult Services) to facilitate communications.
- There has been an unprecedented number of positive responses in our social media accounts to our announcement of the Star Library designation.
- Grassi is working to learn more about and assess our technology systems with the goal of projecting future upgrades.
- Gary's Handyman Service has been hired to serve our needs for minor repairs.
- Grassi noted that not only are our passport revenues strong, but also the State Department commended us on having so few that come in with missing information or mistakes. Our record is less than 0.5%, where other passport service providers is around 5-6% for those that need to be returned and corrected. Librarians rock passport applications!
- Grassi is looking into how to make our monthly stats on circulation, programs, and patron visits more condensed and readable.

**6. February 2023 Financial Reports: Detailed Balance and Revenue/Expense**

Grassi reported that there is still a glitch in our financial reports and that Bettina O'Connell is working with the software company to debug the program. We are on track with just shy of 99% of our property tax revenues received, but that the way in which our medical insurance costs are being reported by our accounting firm, Lauterbach & Amen, does not represent the actual amounts expended each month, and Grassi is working with both the firm and O'Connell to rectify the problem. Finally, as Grassi had anticipated last month, the Library

Furnishings budget line shows that 288% of the budget has been expended, but increased revenues from other sources will make up the deficit in that particular line item.

Hayes moved to approve the February 2023 financial reports; Zaute seconded; all voted aye.

**7. Approval of February 2023 monthly checks # 15540-15561:** Grassi took Sacherer's suggestion to set up an "Amazon Business" account for the library, which will streamline our ordering process and require that fewer checks be written each month. Hayes moved to approve the February 2023 checks #15540-15561; Heintzelman seconded; all voted aye.

## **8. Committee Reports:**

### **(Met)**

**a. Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Hayes reported that Zaute, Meierhoff, and Grassi met for their final review of the proposed FY2023-24 budget and that he is in support of the Board's endorsement.

### **(Did not meet)**

**b. Human Resources:** (Chair: Graziano, Members: Jerch and Shaul)

**c. Special Topics (*ad hoc*):** (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson)

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

**e. Bylaw and Policy:** (Members: Heintzelman and Meierhoff)

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

**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)

**9. Old Business:** The Building Survey Report from Engberg Anderson was the topic. Grassi reported that most of the HVAC recommendations EA made have already been addressed, and the replacement of the water heater will take place shortly. Hayes brought up the schedule of proposed repair/replacement needs that EA provided, which will help with our capital planning for building needs through 2041, which includes estimated costs and an inflation factor. Jerch asked about EA's statement that "The original 1974 building is not protected by the sprinkler system." Grassi said that she had contacted Shaun Kelly for more information but had not heard back, and that she would contact him again for more information.

Grassi said that we discussed further studies by EA concerning reviews of accessibility, flood risk, and the exterior structure of the building, including lighting. These further studies' costs are not in the budget for the current fiscal year, but will be considered as soon as possible. Building & Grounds will have a follow-up meeting now that the Trustees have discussed the report.

**10. New Business:** We discussed the FY2023-24 Budget Proposal. Shaul asked when the Board can vote on it; Grassi responded that it could be at this meeting or April's meeting and that, once voted upon, it would go to the Village to be included in their total budget, but that the Village has no oversight of our budget; that is, they cannot make any changes to our proposed budget. Hayes and Zaute both expressed confidence in the proposed budget.

We also discussed benchmarking staff salaries as part of our efforts to bring them up to those at other area libraries. Shaul suggested including benefits as a part of salary benchmarking.

Changes to the new budget include:

- Increases to the building & maintenance fund by 20.6%,
- Updating the technology budget for computer systems, particularly installing Microsoft 365 and increasing wireless connection points,
- Updating our contract with our electronic catalog service provider, since the current contract is nearing its end,

- Maintaining our library furnishings budget, with the possibility of help from the Friends of the Library with some of the costs.
- Note that there is a small mistake; last year's numbers were used in the per capita grant application and need to be updated.

Shaul moved to approve the proposed FY2023-24 Budget with the correction on the per capita grant; Hayes seconded; all voted aye.

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

**12. Any and all other business which may properly come before the Board:** Chapman spoke about the partnership with Lake Forest Library, Read Between the Ravines, featuring the book *An Indian Among Los Indigenos: A Native Travel Memoir* by Ursula Pike. Accompanying programs include a presentation by Ms. Pike on April 14 and several other programs on local history and Native American studies that will be given by Dennis Downes (trail tree markers), Kim Vigue (Director, Mitchell Museum of the American Indian in Evanston), and a number of book discussions. These events will take place at various locations, including the Lake Bluff Library, the Lake Forest Library, and the Lake Forest Lake Bluff History Center.

Grassi spoke about our Transgender Day of Visibility, planned for March 31, which will feature items from our collection on LGBTQ topics. She also reminded the Trustees that she needs a volunteer to attend the next Friends of the Library meeting on April 22.

**13. Adjournment:** Heintzelman moved to adjourn the meeting, Shaul seconded; all voted aye. Meeting was adjourned at 8:17 pm.

Respectfully submitted,

Janie Jerch



## Director's Report March, 2023

### Staffing

- The Management Team has been writing end-of-year staff performance reviews. This year, the Management Team developed a new schedule for drafting, writing and obtaining Director's approval for performance evaluations and raises. This adjusted schedule is now aligned with the end of the library's fiscal year, so that employees receive their reviews and raises prior to the end of April. This process improvement now allows for staff to be communicated with about their new goals, as well as their new salary before it goes into effect on May 1 of the new fiscal year.
- Eliza Jarvi, Youth Services Manager, worked with the Library Director to conduct four in-person interviews for the Youth Library Associate position. The position was offered to and accepted by Julie Mrowiec. Julie has substantial customer service background in corporate settings, has extensive experience with children as a former homeschool parent and founder of her own children's dance company. Julie's first day was scheduled for April 5, 2023. Welcome, Julie!
- The Library Director presented drafts of new job descriptions to Management Team. She will meet with each manager to review and finalize their job descriptions, so that they are in effect starting May 1.
- Jillian Chapman, Community Engagement and Communications Manager, attended two virtual professional development opportunities—one focused on best practices in social media and the other centered on community programming recommendations. The Library Director also attended a RAILS webinar hosted by HR Source entitled Benchmarking Fundamentals.

### Communications & Marketing

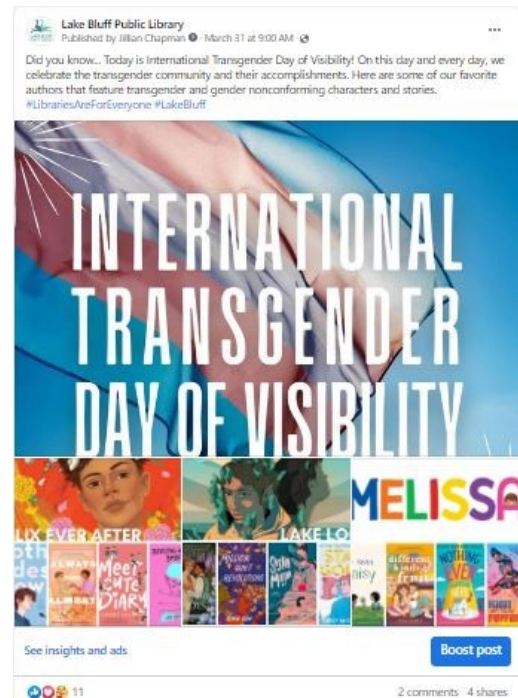
The Library's new Communications Team, consisting of Jillian Chapman, Martha O'Hara and Renee Grassi, have accomplished several tasks in their efforts to continue to streamline workflows. In March, a new social media calendar was created to coordinate and plan messaging across the library's platforms and align it with other communication channels. Jill and Martha have also created a new process and Outlook staff calendar for managing the workflow and development of the print newsletter. This new calendar improves organizational communication with program planning staff, identifies project deadlines, and allows for better prioritization of staff time and availability during the newsletter design process.

### Social Media Highlights

*Transgender Day of Visibility:* The Library led successful social media engagement for International Transgender Day of Visibility. The following patron comments were shared on Facebook and Instagram:

- Thank you for uplifting community during such a difficult time. Please keep up the good work.
- Love this!! And we definitely have a few of your trans rep books checked out currently!
- Thank you for this post and suggesting some next reads. It's such an important time for us all to learn more about our trans friends and siblings, regardless of our own gender, while oppressive state governments are stripping away trans families' rights to simply exist. We love our library!

*Facebook and Instagram:* Highest Likes on single post: 211 Facebook Likes and 98 Instagram Likes for Read between the Ravines paid Facebook ad, which resulted in increased program registrations for the event.



### **Technology Updates**

- The Library completed an update of its integrated management system, in late March. This update allows staff to continue to send and receive interlibrary loan requests through Sierra.
- The Library completed an upgrade to the latest version of Sierra. The new version allows for new and improved staff and patron features to enhance usability, including patron expiration notices.
- Martha O'Hara, the Adult Services and Technology Manager is collaborating with staff to collect the building's old, broken and unused technology and equipment. These free recycling pickups are available through CVI and will be scheduled regularly going forward.

### **Events, Programming and Outreach**

- The Seed Library, a service that provides access to free seeds to support local growers and gardening, relaunched on March 1. This popular service supports local growers in diversifying their gardening and also encourages novice growers to learn how to grow from seeds. In total, the library distributed by mail and in-person a total of 493 seed packets to the community in its first month of the year.
- In total, 98 participants attended the two March Trivia Nights events. With 45 attending the second night, this was the strongest showing for the second session yet. The library continues to receive exceptionally positive feedback in written and in-person comments from attendees.
- The Library hosted the year's first gathering of the Garden Task Force—a group that brings together gardeners of all ages to participate in the Learning Garden. Attendees planted multiple varieties of seeds, which have been growing and on display for kids and families in the Youth Services Department. These plants will be transferred to the Learning Garden next month.

### **Building and Maintenance Updates**

- Contracted with HVAC company Murphy and Miller to replace flue piping on south side of the building; project completed on March 3 without issue
- Received replacement power cord for table in Stroh Room; installed by LFI returning table working order
- without issue; included installation of expansion tank and new cold water valve
- Submitted staff chair proposal to Friends of the Library; staff feedback was collected to identify desired features and elements of new Circulation Staff Chair; proposal approved by Friends on March 20
- Replaced burned out bulbs with new fluorescent bulbs on lower level, first floor and second floor in public and staff areas; work completed by Gary's Handyman services
- Library Director met with LFI to design furniture plan for first and second floor furniture replacements, including new study tables, task chairs, computer table, and powered computer bar
- Collected three bids from local plumbing companies for new hot water heater; winning bid that met Village requirements was Ravinia Plumbing; hot water heater replacement was completed on March 29

### **Collections**

- New e-book titles were purchased on Overdrive this month using IL Per Capita Grant Funds. The Library experienced an increase in e-book circulation, with est. 200 more checkouts reported compared to February.
- Displays featured in March include Women's History Month for Adult and Children's; Transgender Day of Visibility for Teen and Adult; Indigenous and Native Stories for Adult.

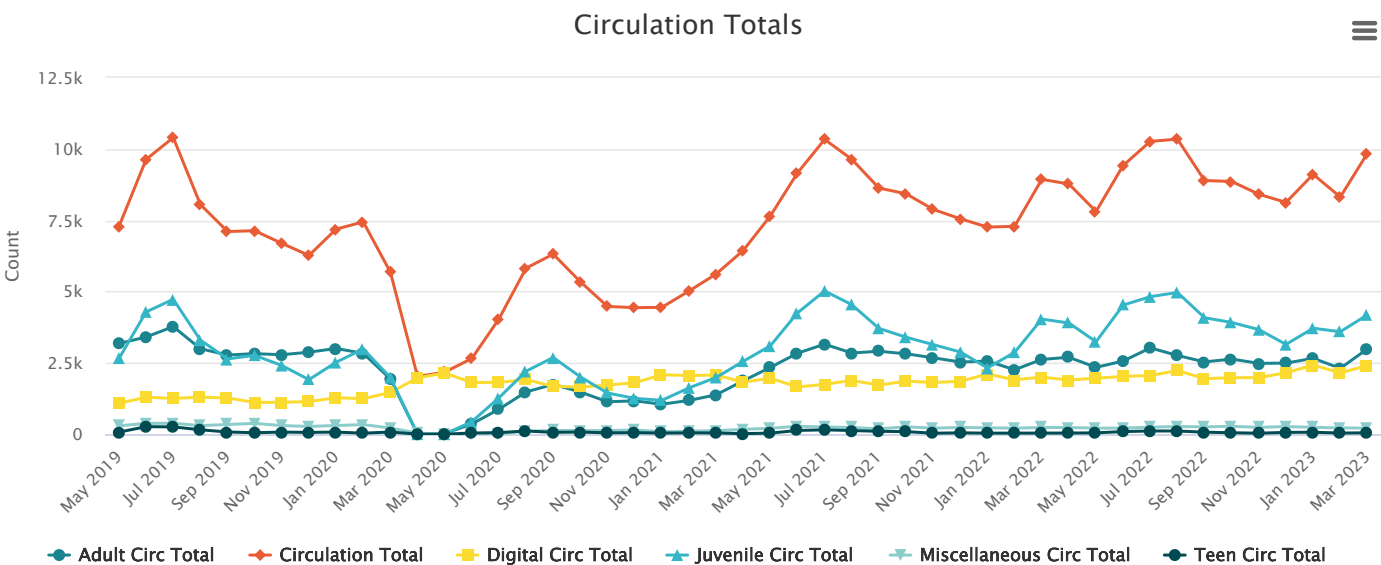
### **Passport Certification**

- The IL State Department continues to experience significant delays in processing passports, due to unprecedented demand. As a result, staff have fielded increased questions by phone and in-person from applicants who are traveling soon, but have not yet received their passports. Thank you to all staff who have helped with these increased information requests and navigated these difficult conversations.
- Anna Fifhouse, Adult Programming Coordinator, developed a new resource for patrons who have urgent travel needs. This resource provides contact information for Congressman Brad Schneider's office, as his website has a place for applicants to request assistance with submitted passport applications. Library staff expect passport demand to stay high as summer gets closer and passport wait times continue to increase.



# 3 Year Comparison Graphs

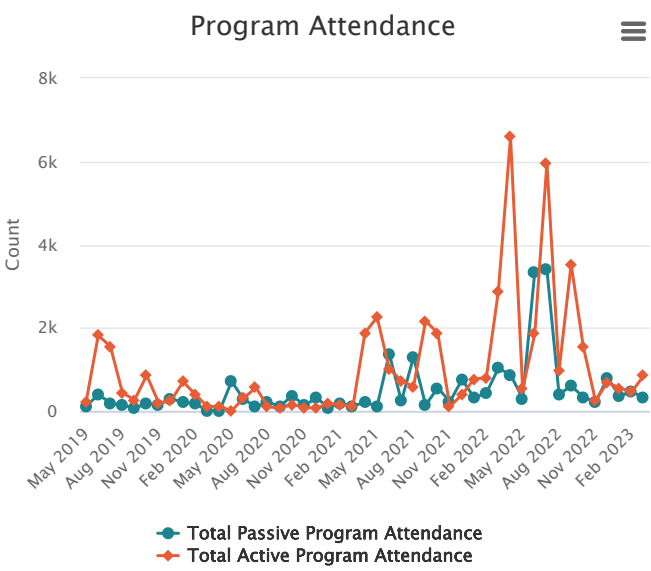
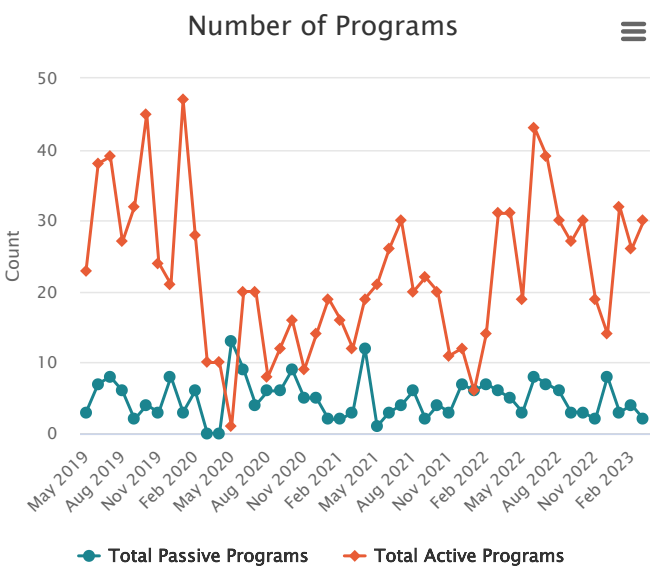
## 3 Year Circulation Totals



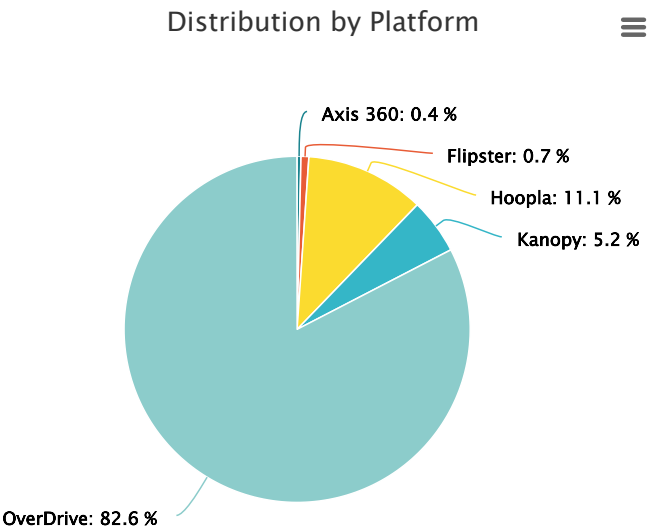
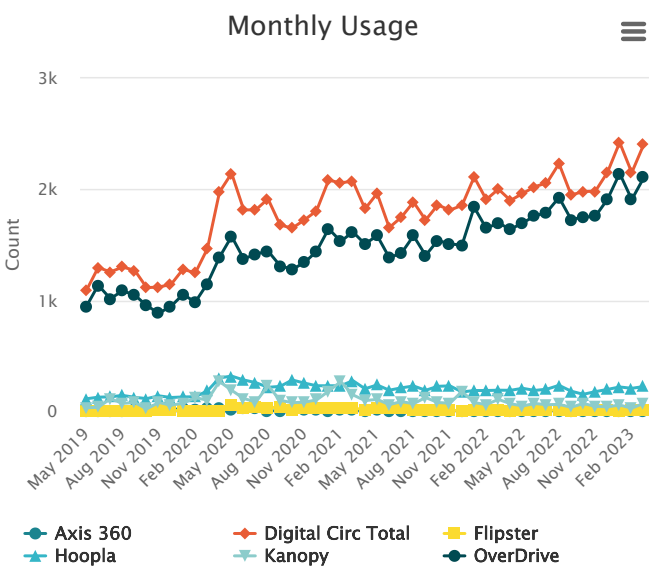
## 3 Year Visits



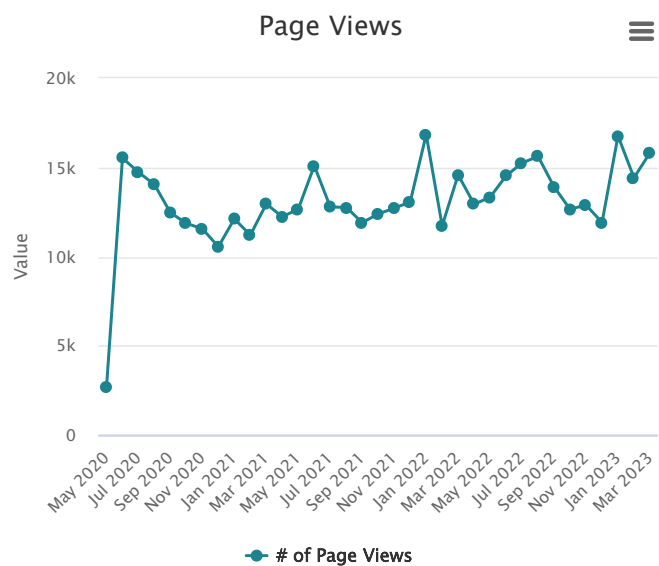
# 3 Year Programming



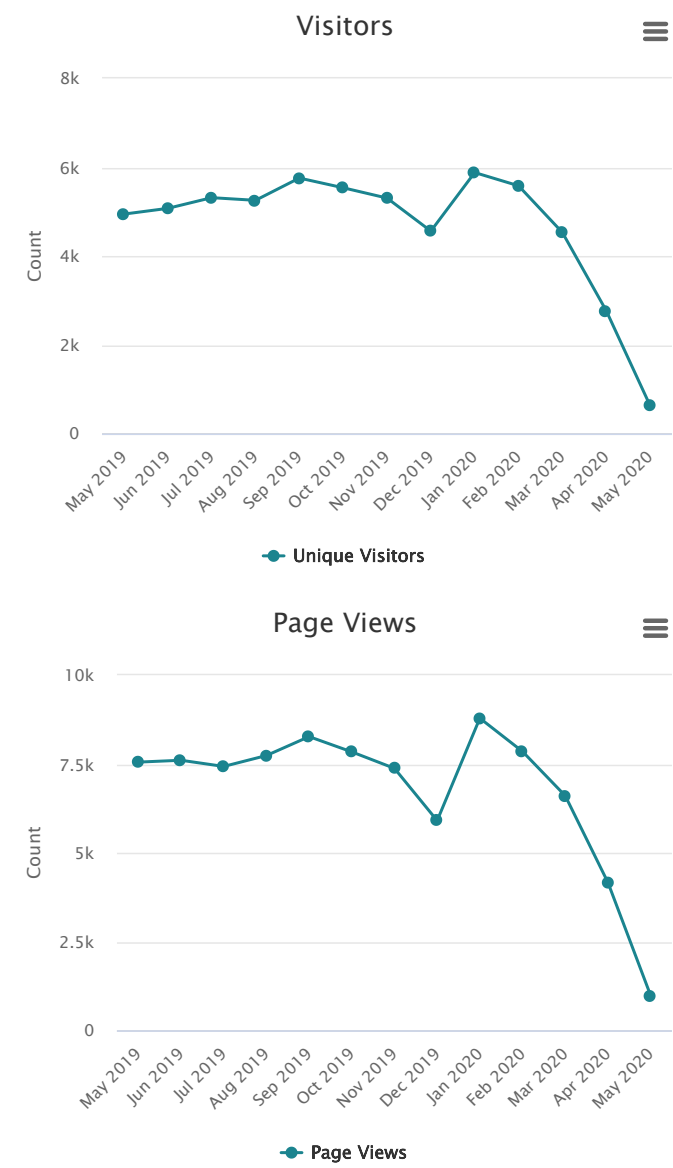
# 3 Year Digital Collections



# 3 Year New Website Usage

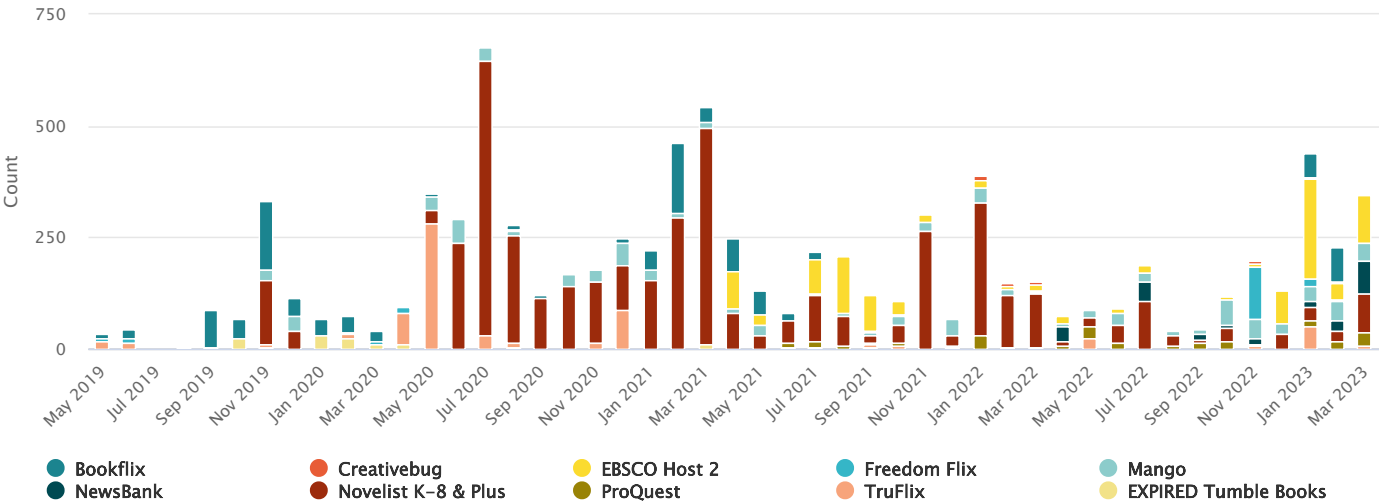


### 3 Year Previous Website Usage



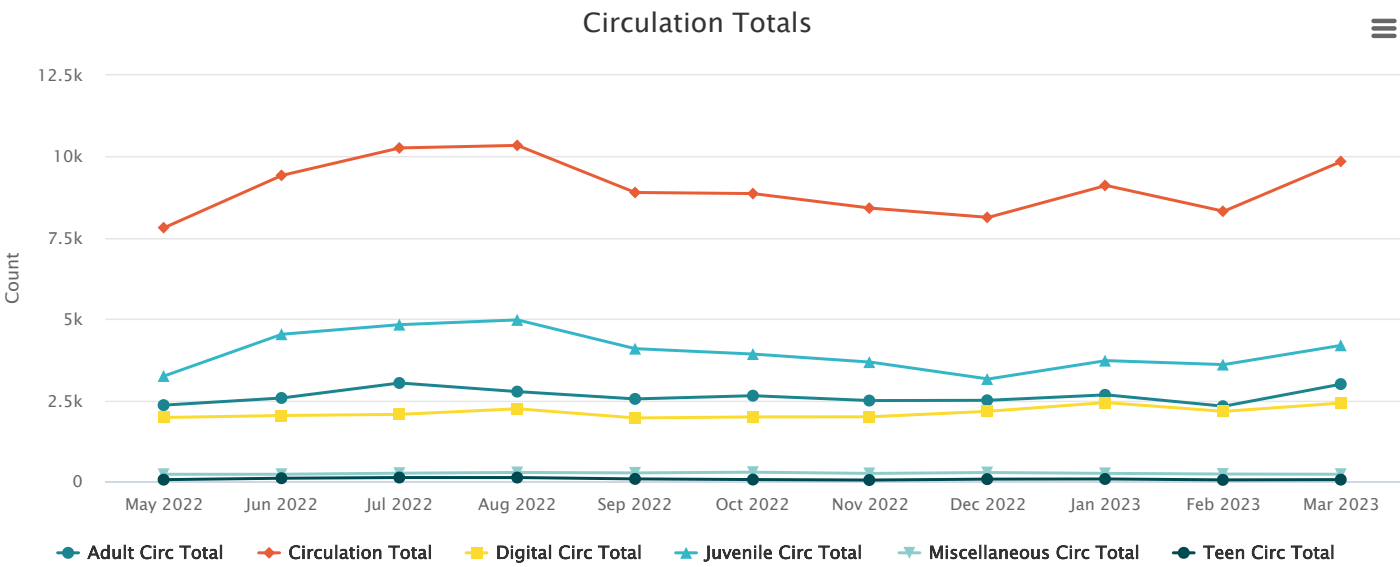
### 3 Year Database Usage

Usage by Platform



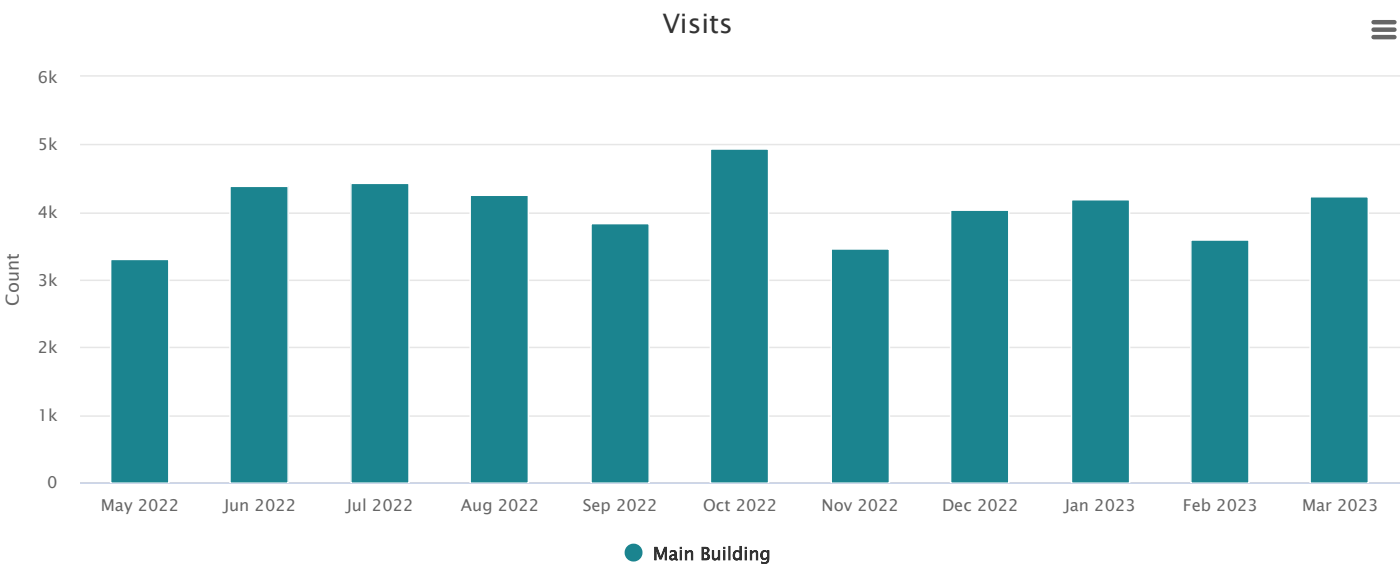
FY 22-23 Circulation Totals

99,409  
TOTAL CIRCS

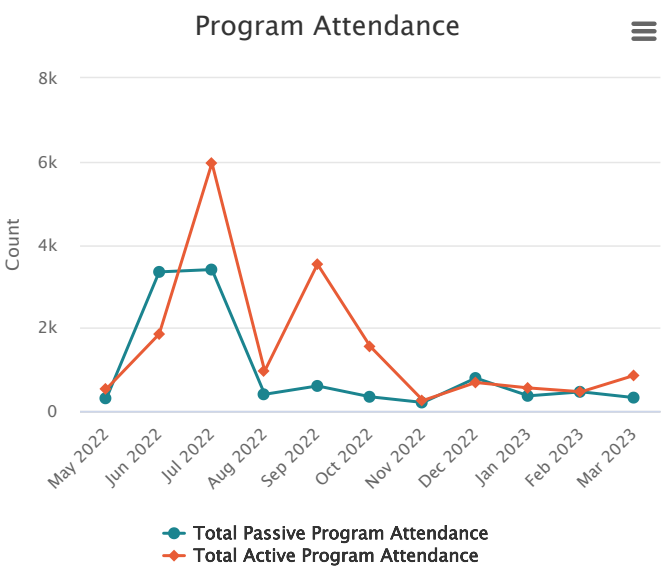
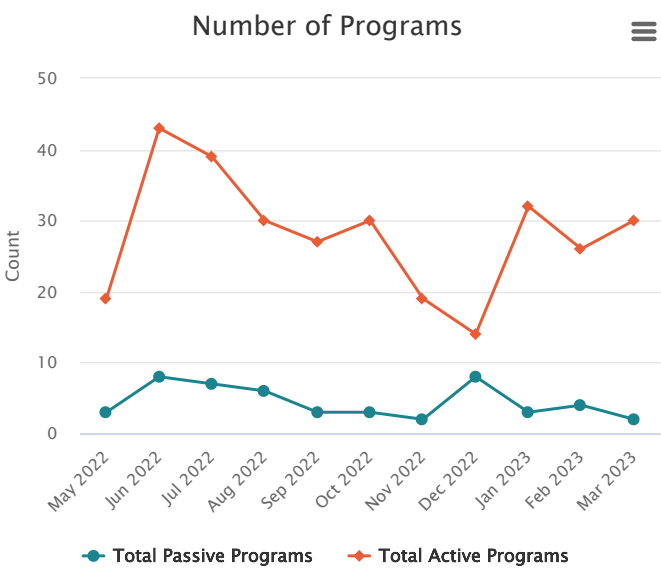


FY 22-23 Visits

44,679  
TOTAL VISITS

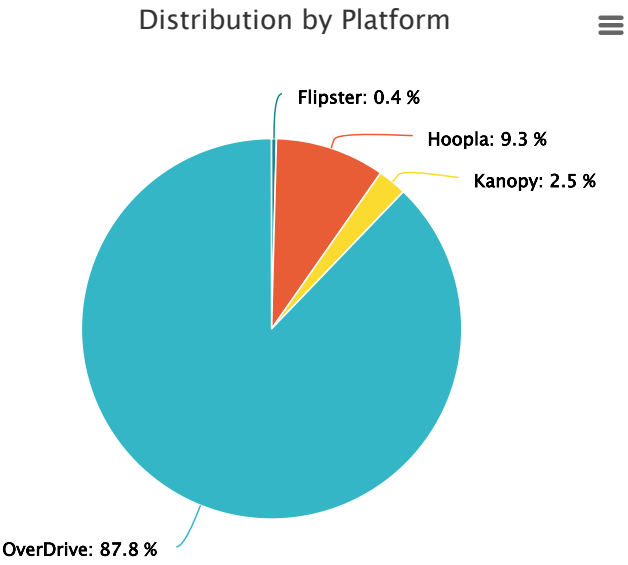
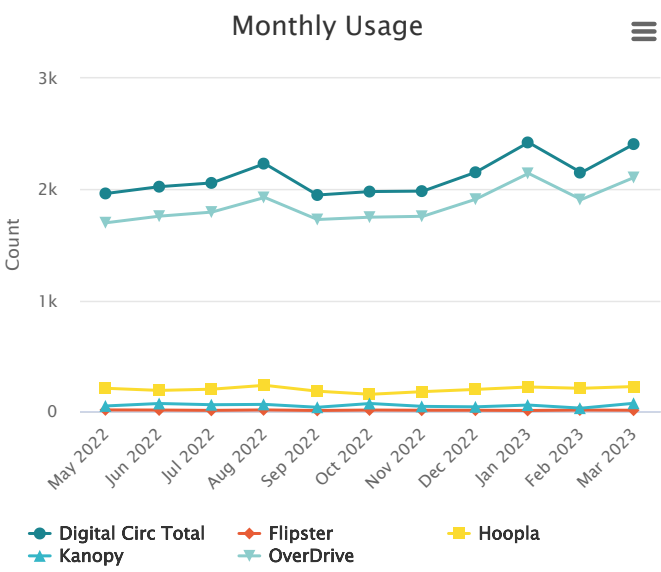


# FY 22-23 Programming



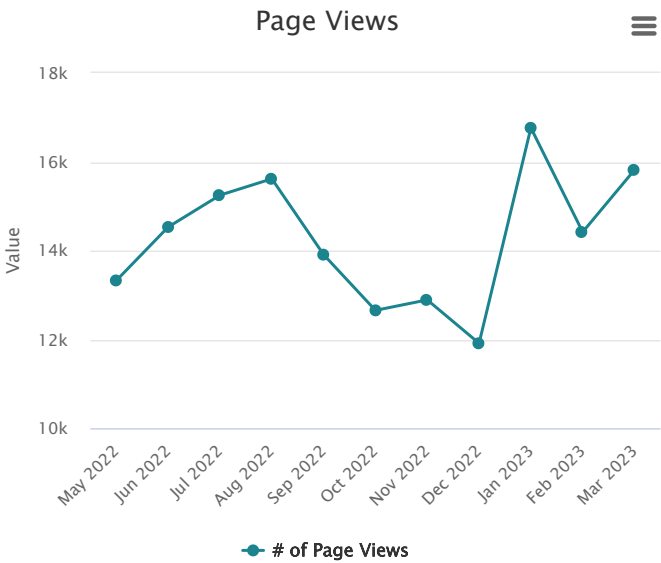


# FY 22-23 Digital Collections

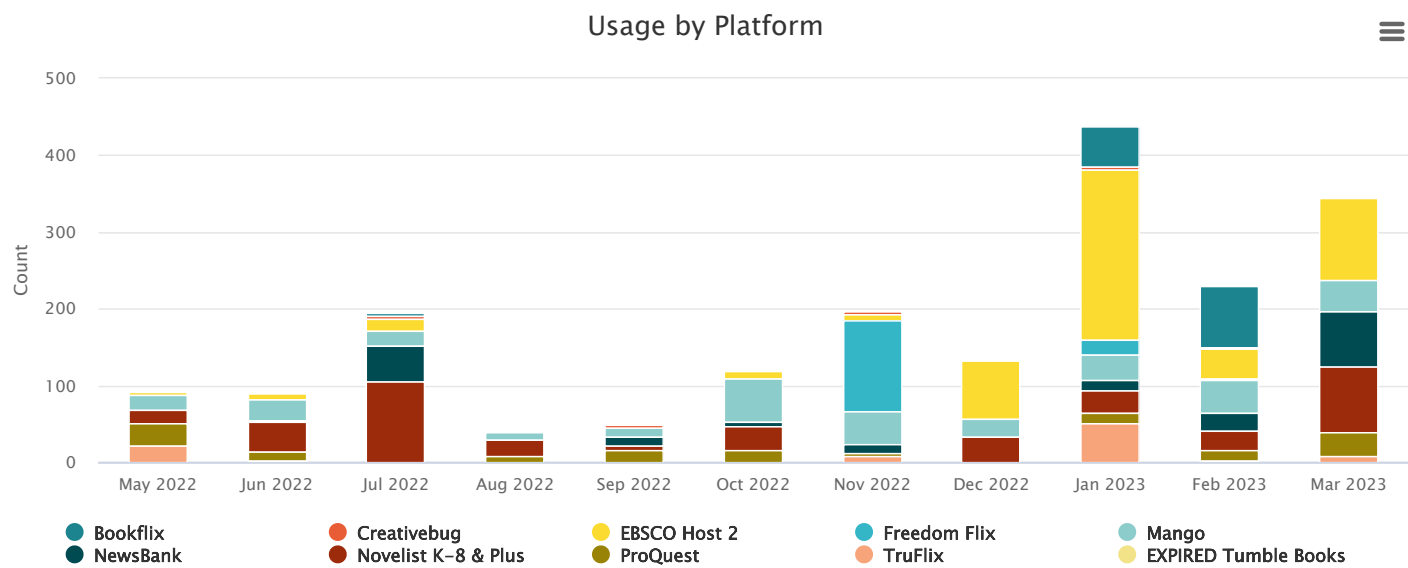


FY 22-23 Website Usage

41,999  
TOTAL SESSIONS



# FY 22-23 Database Usage



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Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	12,316.79	9,221.56	1,034,156.96	1,016,815.31	1,032,715.00	100.14
PROPERTY TAXES		12,316.79	9,221.56	1,034,156.96	1,016,815.31	1,032,715.00	100.14
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	147.30	161.16	1,629.36	1,599.18	2,000.00	81.47
080-300-34250	NON-RESIDENT FEES	50.55	870.26	5,562.85	6,021.70	6,000.00	92.71
080-300-34260	PASSPORT FEES	2,214.44	2,738.89	28,428.19	19,278.59	15,000.00	189.52
CHARGE FOR SERVICES		2,412.29	3,770.31	35,620.40	26,899.47	23,000.00	154.87
FINES/FORFEITS							
080-300-35700	RENTAL FINES	83.54	305.50	1,420.77	2,707.71	1,000.00	142.08
FINES/FORFEITS		83.54	305.50	1,420.77	2,707.71	1,000.00	142.08
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	1,180.00	790.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,500.00	1,550.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	288.02	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	7,236.69	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	2,159.36	0.00	2,159.36	0.00	0.00
080-300-38850	LICENSE RENEWALS	31.98	17.50	(62.82)	(55.64)	1,000.00	(6.28)
080-300-38900	MISCELLANEOUS INCOME	515.45	218.88	5,331.28	23,034.57	25,000.00	21.33
MISCELLANEOUS		547.43	2,395.74	6,768.46	35,393.00	38,573.00	17.55
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	2,646.08	113.97	18,536.80	304.83	250.00	7,414.72
INVESTMENT INCOME		2,646.08	113.97	18,536.80	304.83	250.00	7,414.72
Total Dept 300 - REVENUE		18,006.13	15,807.08	1,096,503.39	1,090,560.27	1,095,538.00	100.09
TOTAL REVENUES		18,006.13	15,807.08	1,096,503.39	1,090,560.27	1,095,538.00	100.09
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	21,401.08	12,637.32	198,637.40	138,839.15	210,000.00	94.59
080-603-40030	STAFF SALARIES	23,796.12	30,160.91	307,437.01	360,840.16	368,000.00	83.54
SALARIES		45,197.20	42,798.23	506,074.41	499,679.31	578,000.00	87.56
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	7,328.79	8,864.51	93,584.88	103,203.69	86,000.00	108.82

User: mohara  
DB: Lake Bluff

DB: Lake Bluff		PERIOD ENDING 03/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23	% BDGT
		MONTH 03/31/23	MONTH 03/31/22	03/31/2023	03/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
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		7,328.79	8,864.51	93,584.88	103,203.69	86,250.00	108.50
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,422.47	3,221.70	38,334.04	37,653.33	40,000.00	95.84
080-603-40980	IMRF RETIREMENT CONTRIBUTION	1,495.65	2,240.26	21,743.76	28,032.66	31,000.00	70.14
RETIREMENT		4,918.12	5,461.96	60,077.80	65,685.99	71,000.00	84.62
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	2,774.22	2,619.14	32,506.74	30,679.50	34,000.00	95.61
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,247.00	1,198.00	1,500.00	83.13
080-603-41050	MAINTENANCE-GROUNDS	0.00	1,520.00	5,440.00	5,984.98	6,500.00	83.69
080-603-41300	COMPUTER SERVICES	0.00	0.00	14,385.00	14,690.00	14,000.00	102.75
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	114.70	0.00	3,219.65	3,066.90	4,000.00	80.49
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	4,810.00	6,640.07	10,201.65	10,000.00	66.40
080-603-41345	MARKETING	0.00	0.00	545.28	0.00	500.00	109.06
080-603-41350	LEGAL SERVICES	0.00	0.00	1,350.00	3,262.50	1,500.00	90.00
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	2,956.19	120.00	3,000.00	98.54
CONTRACTUAL		2,888.92	8,949.14	68,289.93	69,203.53	75,000.00	91.05
COMMODITIES							
080-603-42440	DUES	0.00	0.00	1,856.27	1,615.60	2,500.00	74.25
080-603-43230	UTILITIES	1,022.02	549.62	8,040.63	8,099.23	10,000.00	80.41
080-603-43300	POSTAGE	999.78	269.65	7,503.33	5,676.65	5,000.00	150.07
080-603-43410	PRINTING/E-NEWSLETTER	2,315.99	29.99	12,695.89	8,860.89	10,000.00	126.96
080-603-43550	OFFICE SUPPLIES	663.22	713.80	6,717.84	7,460.78	7,000.00	95.97
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	115.41	359.53	1,483.35	2,023.41	1,500.00	98.89
080-603-43668	TECHNICAL SERVICES SUPPLIES	220.77	794.59	3,414.28	4,875.90	5,500.00	62.08
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	855.55	479.15	500.00	171.11
080-603-43710	ADULT PROGRAM SUPPLIES	29.84	569.16	6,459.49	7,412.99	8,000.00	80.74
080-603-43720	JUVENILE PROGRAM SUPPLIES	171.21	904.04	6,266.73	6,188.14	7,000.00	89.52
080-603-43730	OUTREACH SUPPLIES	50.00	1,429.00	2,915.02	3,121.97	5,500.00	53.00
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	315.60	764.93	1,250.00	25.25
080-603-46100	MISCELLANEOUS EXPENSES	374.10	25.20	3,047.10	388.99	1,000.00	304.71
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		5,962.34	5,644.58	61,571.08	56,968.63	64,750.00	95.09
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	5,718.84	0.00	0.00
PROGRAMS		0.00	0.00	0.00	5,718.84	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	1,189.13	917.08	11,648.72	16,325.91	17,000.00	68.52
080-603-45100	ADULT FICTION BOOKS	1,404.43	903.05	15,050.82	15,067.76	15,500.00	97.10
080-603-45110	ADULT LARGE PRINT MATERIAL	17.94	196.45	445.55	589.43	600.00	74.26
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,224.47	1,334.04	10,546.65	11,262.18	15,500.00	68.04
080-603-45220	ADULT REFERENCE/E-REFER	566.28	1,213.98	17,098.74	16,642.06	20,000.00	85.49
080-603-45400	JUVENILE NON-FICTION	1,161.99	1,058.47	7,960.13	9,782.76	12,000.00	66.33
080-603-45410	PICTURE BOOKS, READERS	593.39	0.00	8,429.56	7,426.01	8,000.00	105.37
080-603-45420	JUVENILE FICTION	107.39	9.71	4,329.08	8,266.40	8,000.00	54.11
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	156.45	482.64	3,141.27	3,000.00	16.09

DB: Lake Bluff		PERIOD ENDING 03/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23	% BDGT
		MONTH 03/31/23	MONTH 03/31/22	03/31/2023	03/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
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	0.00	0.00	453.35	0.00	3,000.00	15.11
080-603-45450	TEEN BOOKS	0.00	0.00	1,783.31	2,202.34	2,500.00	71.33
080-603-45460	E-BOOKS	2,309.48	1,520.68	17,467.66	15,702.67	19,000.00	91.94
080-603-45470	GRAPHIC NOVELS	204.63	195.76	304.28	822.03	750.00	40.57
080-603-45500	PERIODICALS	147.94	22.80	7,854.65	6,819.63	6,750.00	116.37
080-603-45510	VIDEO GAMES	611.27	179.97	3,241.92	3,198.28	3,500.00	92.63
080-603-45520	TRENDING TITLES	0.00	156.51	734.28	661.10	2,000.00	36.71
080-603-45600	PATRON & STAFF SOFTWARE	14.99	15.93	6,196.89	9,006.75	10,750.00	57.65
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	21,950.00	22,000.00	102.27
LIBRARY MATERIALS		9,553.33	7,880.88	137,906.23	150,701.58	171,850.00	80.25
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	6,769.00	0.00	21,188.74	1,188.54	5,000.00	423.77
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	15.84	68.26	17,470.98	225.20	19,000.00	91.95
080-603-58270	OTHER EQUIPMENT	0.00	0.00	332.22	282.02	1,000.00	33.22
CAPITAL EXPENSES		6,784.84	68.26	38,991.94	22,418.90	31,000.00	125.78
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		82,633.54	79,667.56	966,496.27	973,580.47	1,095,538.00	88.22
TOTAL EXPENDITURES		82,633.54	79,667.56	966,496.27	973,580.47	1,095,538.00	88.22
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		18,006.13	15,807.08	1,096,503.39	1,090,560.27	1,095,538.00	100.09
TOTAL EXPENDITURES		82,633.54	79,667.56	966,496.27	973,580.47	1,095,538.00	88.22
NET OF REVENUES & EXPENDITURES		(64,627.41)	(63,860.48)	130,007.12	116,979.80	0.00	100.00

DB: Lake Bluff		PERIOD ENDING 03/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23	% BDGT
		MONTH 03/31/23	MONTH 03/31/22	03/31/2023	03/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
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
		<u>0.00</u>	<u>0.00</u>	<u>8,283.60</u>	<u>0.00</u>	<u>9,439.95</u>	<u>87.75</u>
INTERGOVERNMENTAL							
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	2.10	631.30	1,998.85	643.18	15,000.00	13.33
082-300-38315	RESTRICTED DONATIONS	1,094.15	0.00	91,927.72	688.11	2,000.00	4,596.39
		<u>1,096.25</u>	<u>631.30</u>	<u>93,926.57</u>	<u>1,331.29</u>	<u>17,000.00</u>	<u>552.51</u>
MISCELLANEOUS							
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
INVESTMENT INCOME							
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Dept 300 - REVENUE		<u>1,096.25</u>	<u>631.30</u>	<u>102,210.17</u>	<u>1,331.29</u>	<u>26,439.95</u>	<u>386.57</u>
TOTAL REVENUES		<u>1,096.25</u>	<u>631.30</u>	<u>102,210.17</u>	<u>1,331.29</u>	<u>26,439.95</u>	<u>386.57</u>
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	2,405.66	1,274.87	7,079.14	1,274.87	8,439.95	83.88
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
		<u>2,405.66</u>	<u>1,274.87</u>	<u>7,079.14</u>	<u>1,274.87</u>	<u>9,439.95</u>	<u>74.99</u>
PROGRAMS							
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	772.11	280.19	88,659.52	10,079.82	17,000.00	521.53
		<u>772.11</u>	<u>280.19</u>	<u>88,659.52</u>	<u>10,079.82</u>	<u>17,000.00</u>	<u>521.53</u>
Unclassified							
		<u>772.11</u>	<u>280.19</u>	<u>88,659.52</u>	<u>10,079.82</u>	<u>17,000.00</u>	<u>521.53</u>
Total Dept 603 - LIBRARY ADMINISTRATION		<u>3,177.77</u>	<u>1,555.06</u>	<u>95,738.66</u>	<u>11,354.69</u>	<u>26,439.95</u>	<u>362.10</u>
TOTAL EXPENDITURES		<u>3,177.77</u>	<u>1,555.06</u>	<u>95,738.66</u>	<u>11,354.69</u>	<u>26,439.95</u>	<u>362.10</u>
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		1,096.25	631.30	102,210.17	1,331.29	26,439.95	386.57
TOTAL EXPENDITURES		<u>3,177.77</u>	<u>1,555.06</u>	<u>95,738.66</u>	<u>11,354.69</u>	<u>26,439.95</u>	<u>362.10</u>
NET OF REVENUES & EXPENDITURES		(2,081.52)	(923.76)	6,471.51	(10,023.40)	0.00	100.00
TOTAL REVENUES - ALL FUNDS		19,102.38	16,438.38	1,198,713.56	1,091,891.56	1,121,977.95	106.84
TOTAL EXPENDITURES - ALL FUNDS		85,811.31	81,222.62	1,062,234.93	984,935.16	1,121,977.95	94.68

DB: Lake Bluff		PERIOD ENDING 03/31/2023					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23	% BDGT
		MONTH 03/31/23	MONTH 03/31/22	03/31/2023	03/31/2022		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
NET OF REVENUES & EXPENDITURES		(66,708.93)	(64,784.24)	136,478.63	106,956.40	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	0.00	0.00
ACCOUNTS RECEIVABLE			
080-100-11000	ACCOUNTS RECEIVABLE	0.00	0.00
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11450	OTHER RECEIVABLES	0.00	0.00
080-100-11580	DUE FROM THE VILLAGE	(28,763.71)	(80,289.56)
	A/R - OTHER	(28,763.71)	(80,289.56)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	162,024.69	117,829.28
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)	(89.09)
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	582,536.00
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	23,946.57	25,129.00
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	568,492.33	725,556.99
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	(20,604.89)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	0.00	0.00
	PREPAID ITEMS	0.00	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	1,032,731.07	1,032,731.07
	PROPERTY TAX RECEIVABLE	1,032,731.07	1,032,731.07
	Total Assets	1,551,854.80	1,657,393.61
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,896.25	21,896.25
	ACCRUED PAYROLL	21,896.25	21,896.25
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	21,177.35	(4,031.35)
	ACCOUNTS PAYABLE	21,177.35	(4,031.35)
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	1,210.20
080-200-20250	MEDICAL INSURANCE PAYABLE	0.00	0.00
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	(1,855.54)
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	740.39
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	1,051,336.36
*** 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			130,007.12
Ending Fund Balance			606,057.25
Total Liabilities And Fund Balance			1,657,393.61

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		8,283.60	8,283.60
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(83,294.17)	(74,532.02)
082-100-10032	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00
CASH/INVESTMENTS		(83,294.17)	(74,532.02)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
DUE TO OTHER FUNDS		20,604.89	20,604.89
Total Assets		(54,405.68)	(45,643.53)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	887.13	3,177.77
ACCOUNTS PAYABLE		887.13	3,177.77
Total Liabilities		887.13	3,177.77
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(55,292.81)	(55,292.81)
NET POSITION/FUND BALANCE		(55,292.81)	(55,292.81)
Total Fund Balance		(55,292.81)	(55,292.81)
Beginning Fund Balance			(55,292.81)
Net of Revenues VS Expenditures			6,471.51
Ending Fund Balance			(48,821.30)
Total Liabilities And Fund Balance			(45,643.53)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/12/2023	LIBC K	15562	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	080-603-43550	187.49
		15562		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	33.95
		15562		ADULT PROGRAM SUPPLIES	080-603-43710	29.84
		15562		JUVENILE PROGRAM SUPPLIES	080-603-43720	171.21
		15562		ADULT NON-FICTION BOOKS	080-603-45000	238.02
		15562		ADULT FICTION BOOKS	080-603-45100	69.81
		15562		ADULT AUDIO VISUAL MATERIAL/CREDIT	080-603-45200	(12.97)
		15562		ADULT AUDIO VISUAL MATERIAL	080-603-45200	732.57
		15562		PICTURE BOOKS, READERS	080-603-45410	191.85
		15562		JUVENILE FICTION	080-603-45420	76.18
		15562		VIDEO GAMES	080-603-45510	612.26
		15562		VIDEO GAMES/CREDIT	080-603-45510	(0.99)
		15562		MISCELLANEOUS EXPENSES/PRIME DISCOUNT	080-603-46100	(150.00)
		15562		MISCELLANEOUS EXPENSES/PRIME MEMBERSH	080-603-46100	499.00
		15562		COMPUTER EQUIPMENT	080-603-58100	15.84
		15562		USE OF DONATIONS/FRIENDS/CHAIRS	082-603-99999	749.11
						<hr/> 3,443.17
04/12/2023	LIBC K	15563	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	080-603-43668	220.77
		15563		ADULT NON-FICTION BOOKS	080-603-45000	951.11
		15563		ADULT FICTION BOOKS	080-603-45100	1,334.62
		15563		ADULT LARGE PRINT MATERIAL	080-603-45110	17.94
		15563		JUVENILE NON-FICTION	080-603-45400	1,161.99
		15563		PICTURE BOOKS, READERS	080-603-45410	401.54
		15563		JUVENILE FICTION	080-603-45420	31.21
		15563		GRAPHIC NOVELS	080-603-45470	204.63
						<hr/> 4,323.81
04/12/2023	LIBC	15564	FIRST BANKCARD	OUTREACH/TRIVIA PRIZES	080-603-43730	50.00
		15564		PER CAPITAL GRANT/READ BETWEEN RAV. S	082-603-44810	34.85
		15564		USE OF DONATIONS/SEEDS/DAVEY DONATION	082-603-99999	23.00
						<hr/> 107.85
04/12/2023	LIBC	15565	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	080-603-41000	108.00
		15565		COPIER MAINTENANCE/SHREDDING OF PAPER	080-603-41313	114.70
		15565		PATRON & STAFF SOFTWARE/ADOBE ACROPRO	080-603-45600	14.99
		15565		MISCELLANEOUS EXPENSES/PAYPAL	080-603-46100	25.10

04/14/2023 04:40 PM			CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF				Page	2/3
User: mohara			CHECK DATE FROM 03/22/2023 - 04/19/2023					
DB: Lake Bluff			Banks: LIBCK, LIBEP					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
							262.79	
04/12/2023	LIBC	15566	FIRST BANKCARD	UTILITIES/INTERNET SERVICE FEB & MAR	080-603-43230	592.20		
		15566		PER CAPITAL GRANT/READ BETWEEN RAV. B	082-603-44810	416.00		
							1,008.20	
04/12/2023	LIBC	15567	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	630.90		
		15567		PRINTING/E-NEWSLETTER	080-603-43410	29.99		
							660.89	
04/12/2023	LIBC	15568	GARY LEVIN	MAINTENANCE-BUILDING	080-603-41000	242.98		
04/12/2023	LIBC	15569	GRANITE TELECOMMUNICATIONS	UTILITIES	080-603-43230	429.82		
	K							
04/12/2023	LIBC	15570	JACKSON MANUFACTURERS	LIBRARY FURNISHINGS/OAK AVE BOOK DROP	080-603-50100	6,769.00		
04/12/2023	LIBC	15571	KANOPY, INC.	ADULT REFERENCE/E-REFER	080-603-45220	103.00		
04/12/2023	LIBC	15572	MIDWEST TAPE LLC	ADULT AUDIO VISUAL MATERIAL	080-603-45200	504.87		
		15572		ADULT REFERENCE/E-REFER	080-603-45220	463.28		
							968.15	
04/12/2023	LIBC	15573	NEWS-SUN	PERIODICALS	080-603-45500	112.94		
04/12/2023	LIBC	15574	OVERDRIVE , INC	E-BOOKS	080-603-45460	2,309.48		
		15574		PER CAPITAL GRANT EXPENDITURES	082-603-44810	1,954.81		
							4,264.29	
04/12/2023	LIBC	15575	PIONEER PRESS	PERIODICALS	080-603-45500	35.00		
04/12/2023	LIBC	15576	QUILL LLC	OFFICE SUPPL/BINDER CLIPS	080-603-43550	2.54		
		15576		MAINT SUPPL-BUILDING/PAPER TOWELS	080-603-43660	65.10		
		15576		MAINTENANCE SUPPLIES-BUILDING/TRASH B	080-603-43660	16.36		
							84.00	
04/12/2023	LIBC	15577	RAVINIA PLUMBING, HEATING &	MAINTENANCE-BUILDING	080-603-41000	2,423.24		
	K		ELECTRI					
04/12/2023	LIBC	15578	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	2,286.00		
			TOTAL - ALL FUNDS	TOTAL OF 17 CHECKS			27,525.13	

Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
080-603-41000			MAINTENANCE-BUILDING		2,774.22	
080-603-41313			COPIER MAINTENANCE/SUPPLIES		114.70	
080-603-43230			UTILITIES		1,022.02	
080-603-43300			POSTAGE		630.90	
080-603-43410			PRINTING/E-NEWSLETTER		2,315.99	
080-603-43550			OFFICE SUPPLIES		190.03	
080-603-43660			MAINTENANCE SUPPLIES-BUILDING		115.41	
080-603-43668			TECHNICAL SERVICES SUPPLIES		220.77	
080-603-43710			ADULT PROGRAM SUPPLIES		29.84	
080-603-43720			JUVENILE PROGRAM SUPPLIES		171.21	
080-603-43730			OUTREACH SUPPLIES		50.00	
080-603-45000			ADULT NON-FICTION BOOKS		1,189.13	
080-603-45100			ADULT FICTION BOOKS		1,404.43	
080-603-45110			ADULT LARGE PRINT MATERIAL		17.94	
080-603-45200			ADULT AUDIO VISUAL MATERIAL		1,224.47	
080-603-45220			ADULT REFERENCE/E-REFER		566.28	
080-603-45400			JUVENILE NON-FICTION		1,161.99	
080-603-45410			PICTURE BOOKS, READERS		593.39	
080-603-45420			JUVENILE FICTION		107.39	
080-603-45460			E-BOOKS		2,309.48	
080-603-45470			GRAPHIC NOVELS		204.63	
080-603-45500			PERIODICALS		147.94	
080-603-45510			VIDEO GAMES		611.27	
080-603-45600			PATRON & STAFF SOFTWARE		14.99	
080-603-46100			MISCELLANEOUS EXPENSES		374.10	
080-603-50100			LIBRARY FURNISHINGS		6,769.00	
080-603-58100			COMPUTER EQUIPMENT		15.84	
082-603-44810			PER CAPITAL GRANT EXPENDITURES		2,405.66	
082-603-99999			USE OF DONATIONS/TEMPORARY EXP		772.11	
			TOTAL		27,525.13	

## **Proposal to the Lake Bluff Public Library Board of Trustees**

**Submitted by Trustee Graziano with presentation and discussion at Library Board Meeting April 18, 2023**

**Goal:** to create a Library Trustee Recognition Fund for Lake Bluff Library Employees

**Purpose:** To provide the Director funds to recognize excellence toward organizational goals and to celebrate individual and group accomplishments and major milestones at the Libraries.

### **How it Works**

- Funds will be provided by the generous contributions of the Lake Bluff Library Trustees, with recommended contributions begin at \$100 once a year but all donations are appreciated.
- Proposed goal would be to provide enough funds to provide food and beverages for 5-6 events for staff.
- A new budget line would be created in the accounting system in the library's Grants and Gifts Fund.
- The Library Director would work with Board members and the appropriate library and village staff to deposit contributions.
- Available funds would be tracked on a monthly basis as part of the library's monthly financial reports.

### **Guidelines for Use of Funds**

- Funds will be used to recognize activities for individuals, teams or the entire staff. It is at the Director's discretion to use the funds as needed.
  - Please note: funds are primarily for use in funding food and drink for appreciation events.
- The Director will share with the Library Board of Trustees her plans to use the funds in advance.
- Communication will be shared with staff that the event is provided by the Library Board of Trustees.
- The following are examples of how the funds could be used:
  - Recognition program, lunch or dinner (e.g., dinner/get-together for a year of strong accomplishments and completion of major projects.)
  - Celebration lunch for employees after reaching a productivity goal or completing a major project.
  - Coffee reception or desserts in appreciation for group or team effort.
  - Contributions will be made once a year at the beginning of the fiscal year in April. At the end of the year the Director will provide a list of how the funds were used.

# Lake Bluff Public Library Board of Trustees

## Calendar of Community Engagement Opportunities

Spaces are limited. Email Library Director Renee Grassi at [rgrassi@lakeblufflibrary.org](mailto:rgrassi@lakeblufflibrary.org) if you are interested and available to attend.

### Book Bike at the Artists on the Bluff Arts Festival

**Description:** The Library will be hosting sidewalk chalk drawing at the Artists on the Bluff Arts Festival, the Saturday of their event. We are looking for one Trustee to come and engage the public in conversation about what we are doing at the Library.

**Dates:** 6/17/23

**Time:** 10am - 1pm

**Location:** TBD

### Book Bike at the Lake Bluff Auto Show

**Description:** This is the first year the Library is participating at the Lake Bluff Auto Show with the Library Book Bike. We will be providing remote checkout and other information about library services. We are looking for one Trustee to come and engage the public in conversation about what we are doing at the Library.

**Dates:** 6/24/23

**Time:** 2 - 5pm

**Location:** On the corner by Hansa at Center Ave and Scranton Ave

### Fourth of July Parade

**Description:** The Library will be participating in this year's Fourth of July Parade. A light breakfast will be provided beforehand, as well as water during the event. Any and all Library Trustees and their families are invited to participate and walk with staff in the parade.

**Date:** 7/4/23

**Time:** 8:30 – 11am

#### Schedule of Day:

- **8:30-9:15am:** Participants are welcome to meet at LB Library for light breakfast items.
- **9am:** Parade route streets close, including Center Ave. However we strongly recommend getting here before 9am because downtown LB gets very crowded on parade day (We suggest parking at the Train Station for easier access out of town after the parade).
- **9:15-9:30am:** Participants will walk to parade line up spot on Center Ave. (This location has yet to be provided to us).
- **10am:** Walk the parade (Walking the parade takes 30-45 minutes).  
Our portion of walking the parade does not take very long but the whole parade is about an hour and a half, getting out of Lake Bluff can be tricky before 12pm.

**Location:** Meet at the Lake Bluff Public Library: 123 E. Scranton Ave, downtown Lake Bluff