

## March 21, 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 February 21, 2023 Board of Trustees Meeting (action)(3 minutes)(7:10pm)	2
<b>5 Director's Report (7 minutes)(7:17 pm)</b>	Director's Report	3
	February 2023 Statistics	4
<b>5 Financial Reports (action)(5 minutes)(7:22pm)</b>	February Detailed Revenue/Expenditures	5
	February Detailed Balance Sheet	6
<b>6 Approval of Checks (action)(5 minutes)(7:27pm)</b>	February Check Disbursement Report	7
<b>7 Committee Reports (5 minutes)(7:32pm)</b>		
<b>8 Old Business</b>	MEPFP Facility Report from Engberg Anderson Architects (20 minutes) (7:52pm)	8
<b>9 New Business</b>	FY2023-2024 Budget Draft (action)(20 minutes)(8:12 pm)	9
<b>11 Executive Session(s) if needed</b>		
<b>12 Any and All Other Business (5minutes)(8:27pm)</b>		
<b>13 Adjournment (1 minute)(8:28pm)</b>		
<b>14 Attachments</b>	N/A	

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, March 21, 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  
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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 February 21, 2023 Board Meeting **(action)(3 minutes)(7:10pm)**
- 5. Director's Report (7 minutes)(7:17pm)**
  - a. Director's Report
- 6. February 2023 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:22pm)**
  - a. February Detailed Revenue & Expense Report
  - b. February Detailed Balance Sheet
- 7. Approval of checks (action)(5 minutes)(7:27pm)**
  - a. February Monthly Checks (15540-15561)

**8. Committee Reports (5 minutes)(7:32pm)**

**(Met)**

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

**(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. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
- d. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
- e. Campaign Planning Committee (AD HOC) (**MEMBERS:** Heintzelman, Meierhoff, and Jerch.)
- f. Outreach Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
- g. Intergovernmental Committee (**CHAIR:** Grassi. **MEMBERS:** Jerch and Graziano.)
- h. Long Range Planning Committee (**MEMBERS:** Hayes, Heintzelman, and Zaute.)
- i. Technology Committee (**CHAIR:** Zaute. **MEMBERS:** Hayes and Shaul.)

**9. Old Business**

- a. Building Survey Report from Engberg Anderson Architects tabled from January & February 2023 meeting **(20 minutes) (7:52pm)**

**10. New Business**

- a. Presentation and Discussion of FY2023-2024 Budget Draft **(action) (20 minutes) (8:12pm)**

**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)(8:17pm)**

**13. Adjournment (1 minute)(8:18pm)**

**Attachments**

- Lake Bluff Public Library MEPFP Facility Report Preliminary
- FY2023-2024 Budget Draft
- February 2023 Statistics

**Upcoming Board Meetings:**

**April 18, 2023: VIRTUAL**

**May 16, 2023: IN PERSON**

**June 20, 2023: IN PERSON, ELECTING NEW OFFICERS**

**Lake Bluff Public Library  
Library Board of Trustees Meeting  
Tuesday, February 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 7:01 pm. Trustees Meierhoff, Heintzelman, Jerch, Shaul, Hayes, and Graziano, and Zaute were present. Also present were Library Employees O'Hara, Chapman, and Jarvi.
- 2. Additions & Corrections to the Agenda:** Grassi asked that a discussion of replacements of the water heater and the book drop bin be added to the B&G committee report.
- 3. Opportunity for Public to Address the Board:** No one asked to speak.
- 4. Approval of Minutes:** Shaul moved to approve the minutes of the Dec. 13 meeting; Zaute seconded; all voted aye.
- 5. January 2023 Financial Reports: Detailed Balance and Revenue/Expense:** Grassi noted that the delayed December and January payments of property tax revenues came in, that we now have received 98% of our expected tax revenue, and that the Village would reimburse us for lost investment income on those amounts. We set a record in monthly passport revenue (\$5,040) in January, and received a partial payment from Dist. 65 for the intergovernmental agreement that allows non-residents who are enrolled in Dist. 65 a library card free of charge. Under expenses, Laurence Sacherer noticed that the Village had not charged us for medical insurance costs since July, and also that premiums had gone up significantly, so there was a large payout to catch us up; Grassi will ask Bettina O'Connell at the Village why that happened. Building maintenance costs have already reached 82% of this FY's budget, with more expected when the HVAC repairs are made; we will no doubt go over budget on the building maintenance budget before the next FY.  
Two Library employees took advantage of the tuition reimbursement program; Anna Fifhause and Vanessa Howland have both been taking classes toward a library science degree.  
Gary Levin has agreed to be our new handyman and has already completed a few small jobs.  
Hayes moved to approve the January 2023 financial reports; Shaul seconded; all voted aye.
- 6. Approval of January 2023 monthly checks # 15490, 15492-15539:** Grassi wants to move toward more credit card payments to our vendors for convenience and to reduce the large number of checks disbursed monthly; reports will still itemize purchases. Meierhoff moved to approve the January 2023 checks; Zaute seconded; all voted aye.
- 7. Committee Reports:**
  - (Met)**
  - a. Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Hayes reported meeting on Jan. 24 for a 2<sup>nd</sup> review of the proposed budget, and will need one more meeting to finalize changes they will propose making to several accounts.
  - b. Human Resources:** (Chair: Graziano, Members: Jerch and Shaul) Graziano reported meeting on Feb. 10 to review the Director Evaluation instrument and the timeline of the evaluation process; one more meeting will be needed before making a proposal to the Board at the March meeting. We hope to get the evaluation instrument completed so that Grassi will be able to use a version of it for staff evaluations, thereby enabling her to present all

staff members with their evaluations and salary increases before May 1, 2023, the beginning of the new fiscal year, and receive their new salaries in a timely manner.

**c. Special Topics** (*ad hoc*) (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson) Meierhoff reported meeting on Feb. 13 to review both public and staff response to the re-positioning of the carrels for the adult computers. Staff all agree that the new location is the “least worst” solution. She expressed the need to review our computer and wi-fi use policies, followed by a thorough review of all Library policies, which will then be put on a rotating review cycle of every 3 years. We will also have our attorney review any changes before implementing them.

Grassi said that she is looking into replacing the carrels with flat powered tables and that the Friends of the Library are interested in helping us purchase those as well as other tables that need to be replaced. Grassi also shared that she had a very pleasant and productive phone conversation with the patron whose young daughter and niece had been involved in the October computer incident.

**d. Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul) Jerch reported an emergency meeting on Feb.2 to meet with representatives from Murphy & Miller about the long-term solution to problems that had prompted the closing of the Library and Museum on Jan. 31 and Feb.1. The contract for necessary repairs was approved by an emergency meeting of the Board of Trustees on Feb.7; the parts are on order and work will begin when they arrive.

B&G also met on Feb. 16 to get an update on replacing the book drop on Oak and to discuss what local plumbing companies to approach for estimates on a new water heater. The review of the Engberg Anderson capital building report was tabled until the next B&G meeting.

During this 2/21/23 Board meeting, Jerch explained new language the committee had agreed to bring to the Board re: increasing the Library Director’s spending limit. The changes to MNG-4.2: Authority to Spend are as follows:

(1) The Library Director is authorized to spend up to \$10,000.00 on contracts, system services, equipment and/or repairs without prior Board approval. Motion to adopt, pending legal approval, by Meierhoff, second by Shaul, all voted aye.

(2) In case of extreme emergency, the Library Director may spend up to \$2,500.00 in addition to the \$10,000.00 with the written approval of any two Library Trustees. Motion to adopt, pending legal approval, by Meierhoff, seconded by Shaul, all voted aye.

(3) The Library may spend in excess of \$25,000.00 only after completing the formal bid process as required by Illinois law for certain types of expenditures. There was no need to vote on this change as it is part of the current Illinois State Statute from the Public Library District Act.

**(Did not meet)**

**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)

**8. New Business:**

a. Recommended Changes to Spending Limit Statement for Library Director: This was discussed and voted upon during the B&G Committee report

b. Scheduling Trustees to attend 2023 meetings of the Friends of the Library: Trustees, please look at the FoL meeting schedule and let Grassi know when you can attend a meeting.

**9. Old Business:** The discussion of the Building Survey Report from Engberg Anderson was tabled again due to the late hour. Grassi asked that Trustees read over the report and contact her with any questions; it will be moved to the top of the agenda for the March meeting. Meierhoff also reported that the Library Foundation would be a recipient of a bequest from Cal Stroh’s estate. She will contact the family to enquire about details.

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

- We briefly discussed moving this up in the agenda if allowed by Robert's Rules of Order.
- Grassi said that a Murphy and Miller technician inadvertently clipped a wire that caused the alarm system to trigger repeatedly earlier this month, resulting in a cost to the Library of \$1152 to Tech Systems for repairs. Grassi will let Murphy and Miller know about this and see if they offer to reimburse us for that cost.
- The Friends of the Library approved funds for the purchase of a new laptop, a Bluetooth speaker for programs, and funding for programs that Grassi had requested, and that they also expressed interest in helping us purchase new tables for the main floor.
- There were 144 passports processed in January, a new record!
- Storytime for Kids is going strong with both in-house times for 2-year-olds and the Lake Bluff Partnership providing in-person storytimes in area preschool classes.

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

**12. Any and all other business which may properly come before the Board:** Graziano reported receiving an email from the Illinois Heartland Library System offering training sessions for Library Trustees. Grassi added that RAILS also offers training sessions.

**13. Adjournment:** Shaul moved to adjourn the meeting, Hayes seconded; all voted aye. Meeting was adjourned at 9:35 pm.

Respectfully submitted,

Janie Jerch

**Director's Report**  
**Tuesday, February 21, 2023**



### **Staffing**

The organization is in the process of hiring a new part time assistant to work the youth and circulation desks. This position has been vacant since mid-January, and the job posting went live within a week of the former assistant's last day. The deadline for applying was extended through late February due to a low number of applicants. Four qualified candidates were identified for interviews and interviews were scheduled for March 1. During this time and especially in February, all Lake Bluff Public Library staff have been invaluable to the organization with their scheduling flexibility and willingness to take on additional shifts due to the vacancy, family emergencies, and staff illnesses. The Library Director would like to formally acknowledge and thank all staff for their above-and-beyond efforts to keep the library in operation serving the community during this challenging time.

### **Communications & Marketing**

The Library Director, the Community Engagement and Communications Coordinator and the Adult Services Manager are now meeting on a regular basis to plan and strategize all library marketing and communication. Initial meetings have resulted in more clear processes, reduced workload, streamlined messaging across platforms, and the development of a communications timeline to track tasks. This has also increased the quality of internal communication with contributors and helped build capacity for more timely communication, such as the Star Library Campaign or the change in book drop service.

### **Social Media Highlights**

#### *Facebook*

- Highest Likes on single post: 62 Likes for Star Library, 2/17/23
- Highest Engagement on single post: 17 comments and 3 shares for Star Library, 2/17/23

#### *Instagram*

- Highest Likes on single post: 87 Likes for Star Library, 2/17/23
- Highest Engagement on single post: 6 comments for Star Library, 2/17/23



### **Technology Updates**

- The Library Director and the Adult Services Manager met with the library's CVI representative for training and to learn about the details of the library's current contract. The group discussed the possibility of updating the process for server backup to cloud-based storage. The library received a technology replacement schedule for the equipment managed by CVI. The group also discussed the library's expressed priority to update wireless access points in the new fiscal year and plan to implement a phased rollout of Microsoft 365 for staff computers then patron computers.
- The management team reviewed the current Computer Use Policy and discussed changes and edits. Staff brought research from neighboring libraries Results were presented to a joint meeting of the Technology and Special Topics Committees
- The Library Director and Adult Services Manager met with Village staff members Tom Dunne and Bettina O'Connell for training on Paylocity, the library's online payroll software. The library acquired new information about the mechanics of the software and, as a result, identified opportunities for more efficiencies and better utilization of the tool.

- Research and planning began for the implementation of the following digital tools and online resources:
  - LinkedIn Learning, which will soon be available for library cardholders
  - Outlook Calendar for various staff calendars

**Events and Programming Updates**

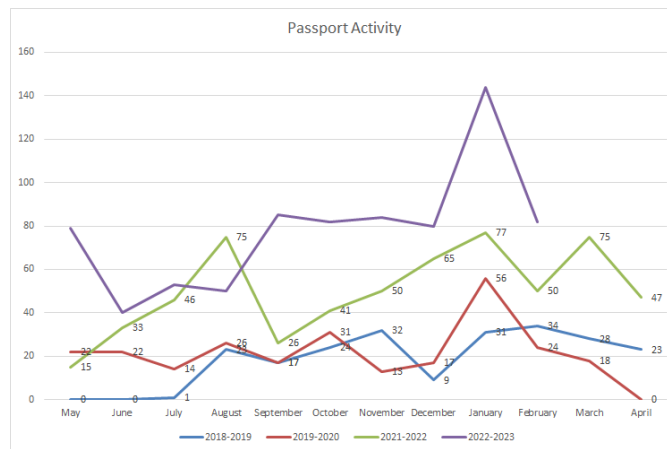
- The library’s Craft Supply Swap was a success, with dozens of donations of craft supplies and 31 people attending the Swap Day event. Remaining supplies were donated to Lamb’s Farm Cedar Chest Thrift Shop.
- The adult virtual event “A Night at the Oscars: Best Picture Spotlight with Dr. Annette Bochenek” drew a crowd of 29 engaged attendees on Zoom.
- The goal of this year’s Winter Reading Club was to promote reading and learning across all formats and for all ages. The program invited participation in the library’s online reading program software program Beanstack and rewarded reading progress with virtual badges. The Winter Reading Club also encouraged attendance at Library events as well. In total, 50 patrons registered for the club and collectively, earned a total of 504 virtual badges.
  - Ages birth–18: 27 WRC participants
  - Ages 19+: 23 WRC participants
  - Completion rate: 66%

**Building and Maintenance Updates**

- Hired Gary’s Handyman Services as library’s new maintenance service provider
- HVAC proposal from Murphy & Miller received
- Unclogged sink in Staff Lunchroom; unclogged bathroom drain in Children’s Department
- Exterior drive-up book drop out of service
- Collaborated with Engberg Anderson Architects on the development of the Site Evaluation proposal
- On-site walk-throughs with three plumbing contractors for replacement of hot water heater bids

**Passport Certification**

In early February, the Library received a visit from a representative from the Illinois State Department to evaluate our organization as a passport agency. The official report from this visit states the library passed with flying colors. Staff also learned that during the most recently completed fiscal year for the Illinois State Department, Lake Bluff Public Library processed just over 700 applications with only 4 applications delayed, due to the State Department needing additional paperwork or information. This puts the Library at a suspension rate of .5%, which the representative said is much lower than the average suspension rate of 4-5%. This Library’s passport agents are doing an excellent job ensuring accuracy across all passport applications. We are all very proud of that statistic!



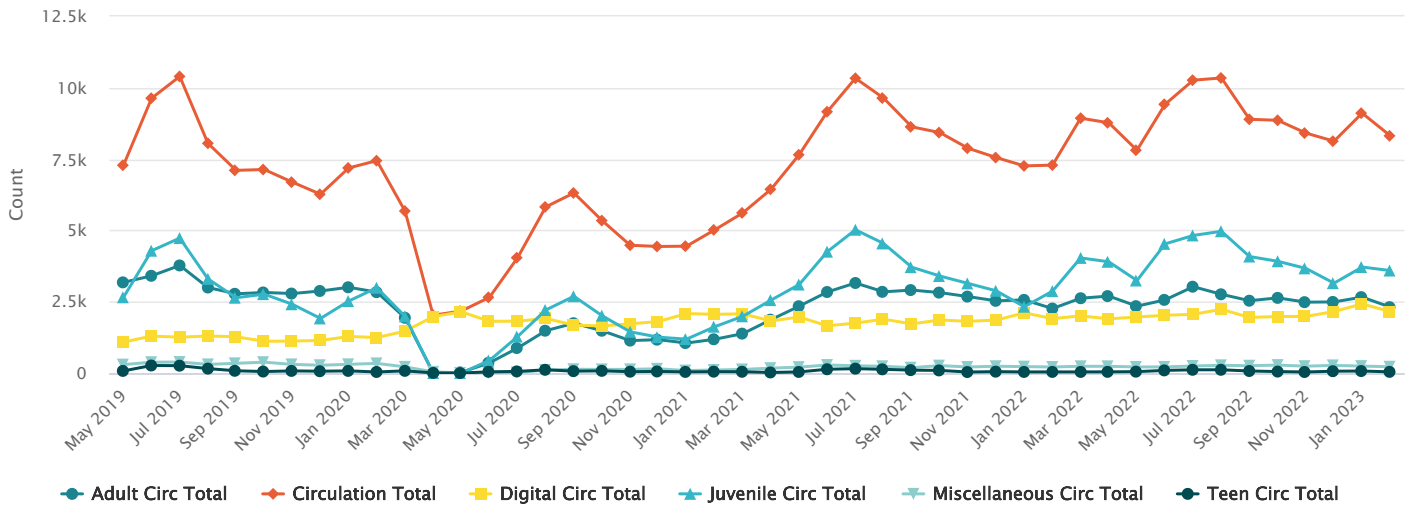
Staff report that Passport Service activity is quite different from previous years, noting a peak in usage in September with the library maintaining that same level of usage through current months.



## 3 Year Comparison Graphs

# 3 Year Circulation Totals

## Circulation Totals



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

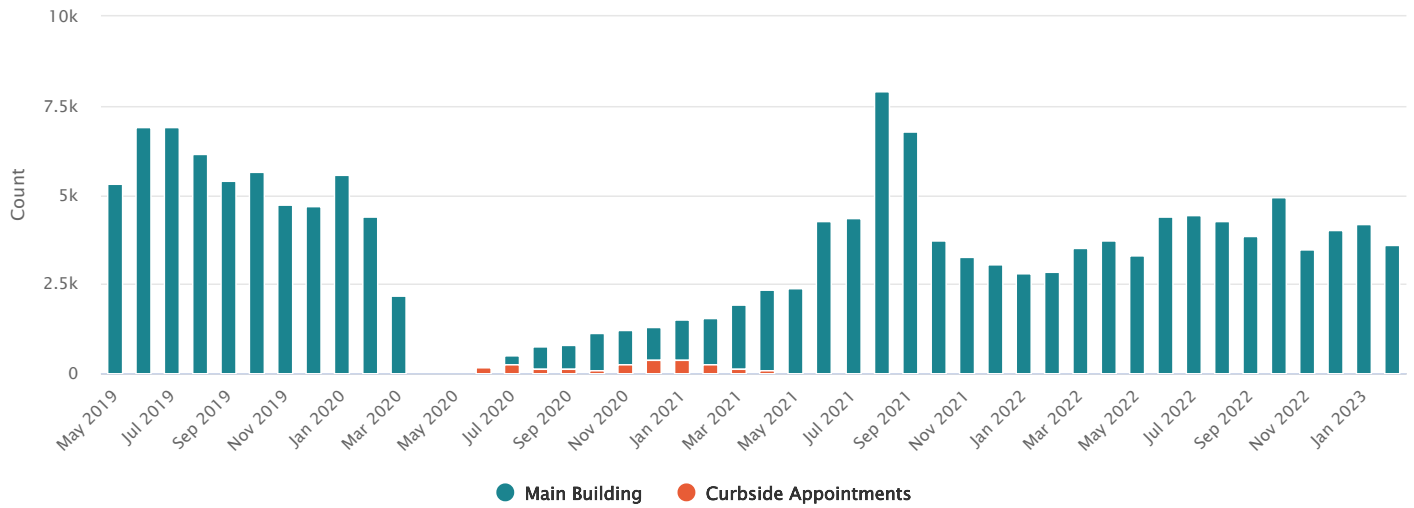
May 2019	3178	7284	1083	2654	295	74
Jun 2019	3408	9634	1296	4287	379	264
Jul 2019	3771	10398	1255	4730	385	257
Aug 2019	2997	8053	1299	3300	302	155
Sep 2019	2777	7105	1271	2639	340	78
Oct 2019	2824	7134	1113	2765	380	52
Nov 2019	2786	6691	1120	2409	302	74
Dec 2019	2876	6267	1142	1913	273	63
Jan 2020	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
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

Category	Adult Circ	Total Circulation	Total Digital Circ	Total Juvenile Circ	Total Miscellaneous Circ	Total Teen Circ	Total
<b>May 2022</b>	2344	7810	1963	3242	213	48	
<b>Jun 2022</b>	2564	9421	2024	4527	214	92	
<b>Jul 2022</b>	3026	10266	2058	4822	247	113	
<b>Aug 2022</b>	2760	10344	2232	4969	270	113	
<b>Sep 2022</b>	2535	8894	1949	4083	256	71	
<b>Oct 2022</b>	2634	8860	1980	3917	278	51	
<b>Nov 2022</b>	2484	8412	1984	3668	240	36	
<b>Dec 2022</b>	2492	8127	2154	3149	268	64	
<b>Jan 2023</b>	2661	9110	2423	3715	242	69	
<b>Feb 2023</b>	2310	8315	2151	3592	221	41	

Circulation Totals

# 3 Year Visits

## Visits



### Category Main Building Curbside Appointments

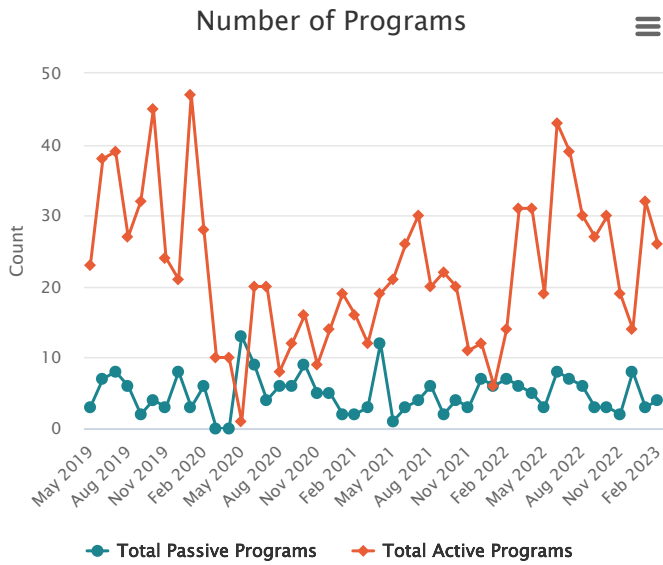
May 2019	5308	0
Jun 2019	6907	0
Jul 2019	6900	0
Aug 2019	6140	0
Sep 2019	5415	0
Oct 2019	5630	0
Nov 2019	4724	0
Dec 2019	4700	0
Jan 2020	5558	0
Feb 2020	4412	0
Mar 2020	2165	0
Apr 2020	0	0
May 2020	0	0
Jun 2020	0	154
Jul 2020	287	233
Aug 2020	622	145
Sep 2020	681	132
Oct 2020	1061	77
Nov 2020	965	256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

<b>May 2022</b>	3315	0
<b>Jun 2022</b>	4380	0
<b>Jul 2022</b>	4425	0
<b>Aug 2022</b>	4261	0
<b>Sep 2022</b>	3840	0
<b>Oct 2022</b>	4938	0
<b>Nov 2022</b>	3470	0
<b>Dec 2022</b>	4033	0
<b>Jan 2023</b>	4183	0
<b>Feb 2023</b>	3603	0

Visits

# 3 Year Programming



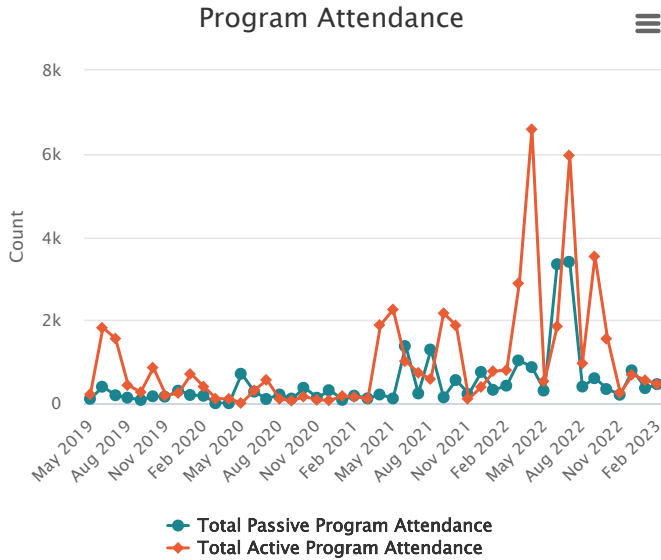
## Category Total Passive Programs Total Active Programs

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
Jan 2023	3	32
Feb 2023	4	26

Number of Programs



**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

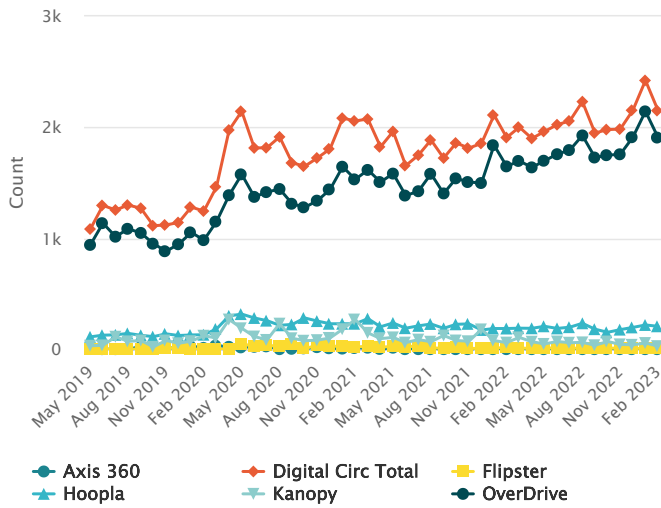
<b>Category</b>	<b>Total Passive Program Attendance</b>	<b>Total Active Program Attendance</b>
<b>Jun 2021</b>	1375	1010
<b>Jul 2021</b>	235	731
<b>Aug 2021</b>	1291	581
<b>Sep 2021</b>	141	2164
<b>Oct 2021</b>	556	1871
<b>Nov 2021</b>	222	107
<b>Dec 2021</b>	752	391
<b>Jan 2022</b>	322	771
<b>Feb 2022</b>	422	794
<b>Mar 2022</b>	1029	2881
<b>Apr 2022</b>	868	6587
<b>May 2022</b>	304	530
<b>Jun 2022</b>	3343	1848
<b>Jul 2022</b>	3399	5960
<b>Aug 2022</b>	400	960
<b>Sep 2022</b>	601	3529
<b>Oct 2022</b>	340	1551
<b>Nov 2022</b>	203	251
<b>Dec 2022</b>	791	684
<b>Jan 2023</b>	363	553
<b>Feb 2023</b>	459	461

Program Attendance



# 3 Year Digital Collections

## Monthly Usage



**Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive**

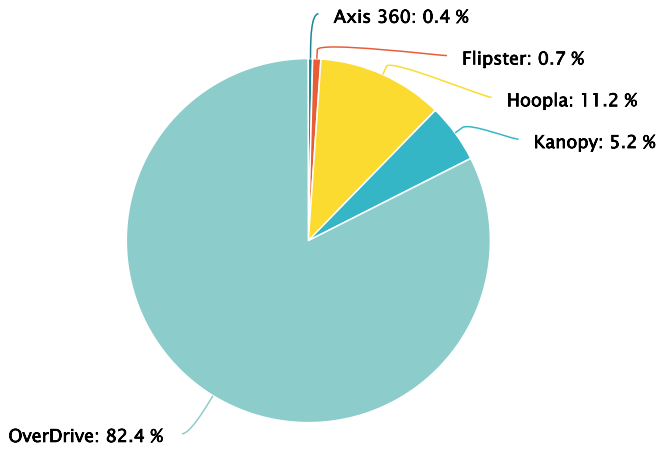
Month	Axis 360	Digital Circ Total	Flipster	Hoopla	Kanopy	OverDrive
May 2019 1	1083	0	111	31	940	
Jun 2019 0	1296	0	126	34	1136	
Jul 2019 0	1255	0	129	112	1014	
Aug 2019 2	1299	0	142	70	1085	
Sep 2019 20	1271	0	125	78	1048	
Oct 2019 28	1113	0	113	21	951	
Nov 2019 11	1120	10	138	78	883	
Dec 2019 10	1142	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**

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	
Jan 2023	0	2423	6	218	55	2144	
Feb 2023	0	2151	10	206	27	1908	

Monthly Usage

**Distribution by Platform**



**Category Series 1**

Axis 360	305
Flipster	605
Hoopla	9113
Kanopy	4277
OverDrive	67175

Distribution by Platform

# 3 Year New Website Usage

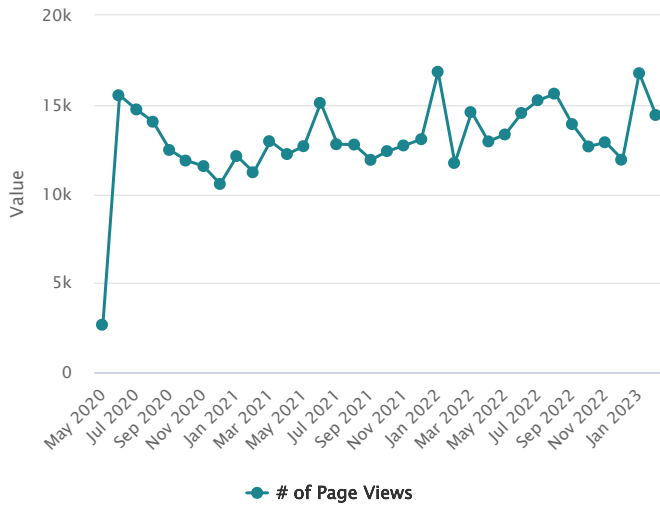


## Category # of Visitors

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
Jan 2023	3630
Feb 2023	3068

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
Jan 2023	16764
Feb 2023	14417

Page Views

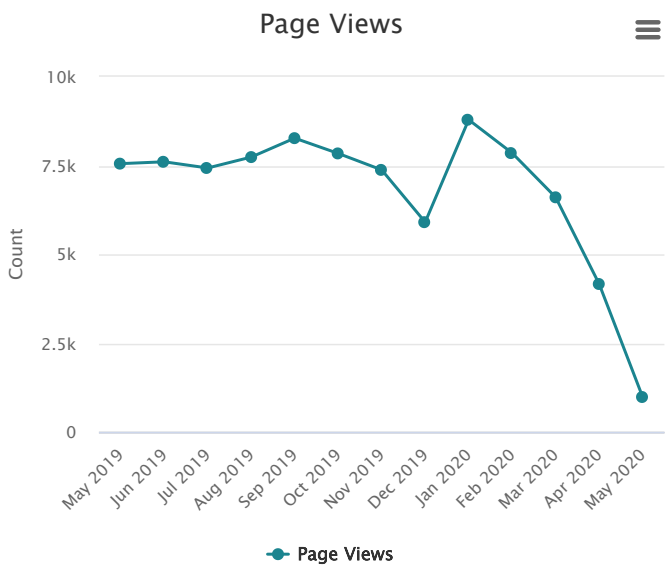
# 3 Year Previous Website Usage



### 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



### Category Page Views

**May 2019** 7553  
**Jun 2019** 7605

**Category Page Views**

**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

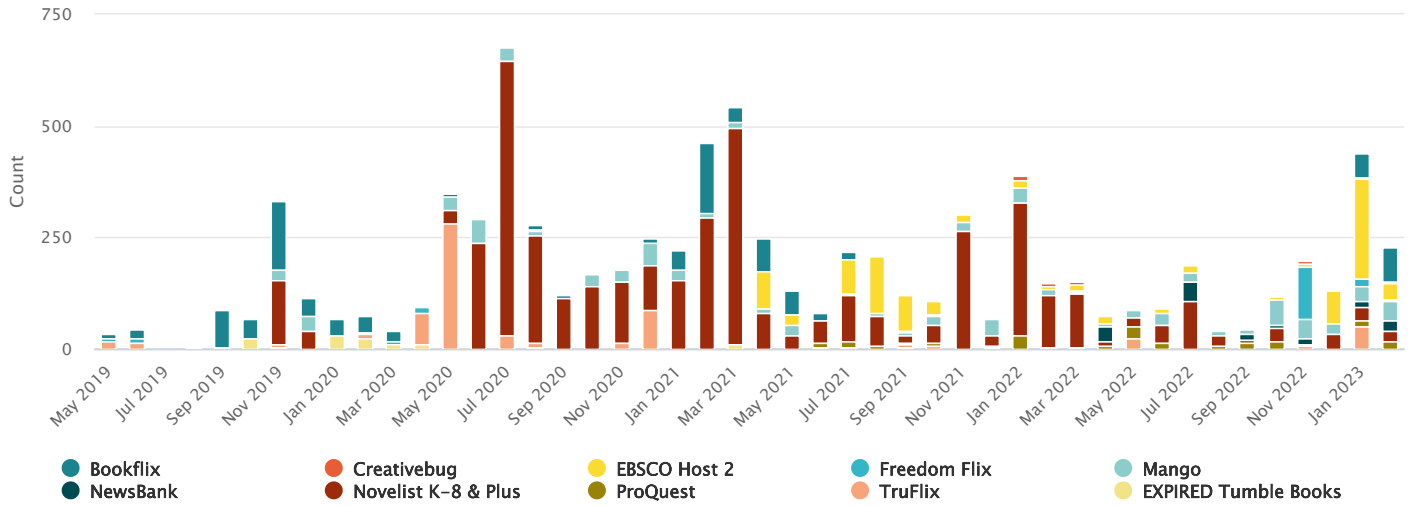
**Apr 2020** 4164

**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 EXPIRED Tumble Books

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

<b>May 2022</b>	0	2	4	0	18	0	18	29	22	0
<b>Jun 2022</b>	0	3	7	0	27	2	39	13	0	1
<b>Jul 2022</b>	4	4	14	0	20	46	106	0	0	0
<b>Aug 2022</b>	0	1	0	0	10	0	22	7	0	0
<b>Sep 2022</b>	0	3	0	0	11	13	6	15	0	0
<b>Oct 2022</b>	0	2	9	0	56	6	31	16	0	0
<b>Nov 2022</b>	0	4	8	117	44	12	0	4	7	0
<b>Dec 2022</b>	0	1	76	0	23	0	33	0	0	0
<b>Jan 2023</b>	52	4	223	19	33	14	28	14	51	0
<b>Feb 2023</b>	80	1	39	2	42	25	24	15	1	0

Usage by Platform

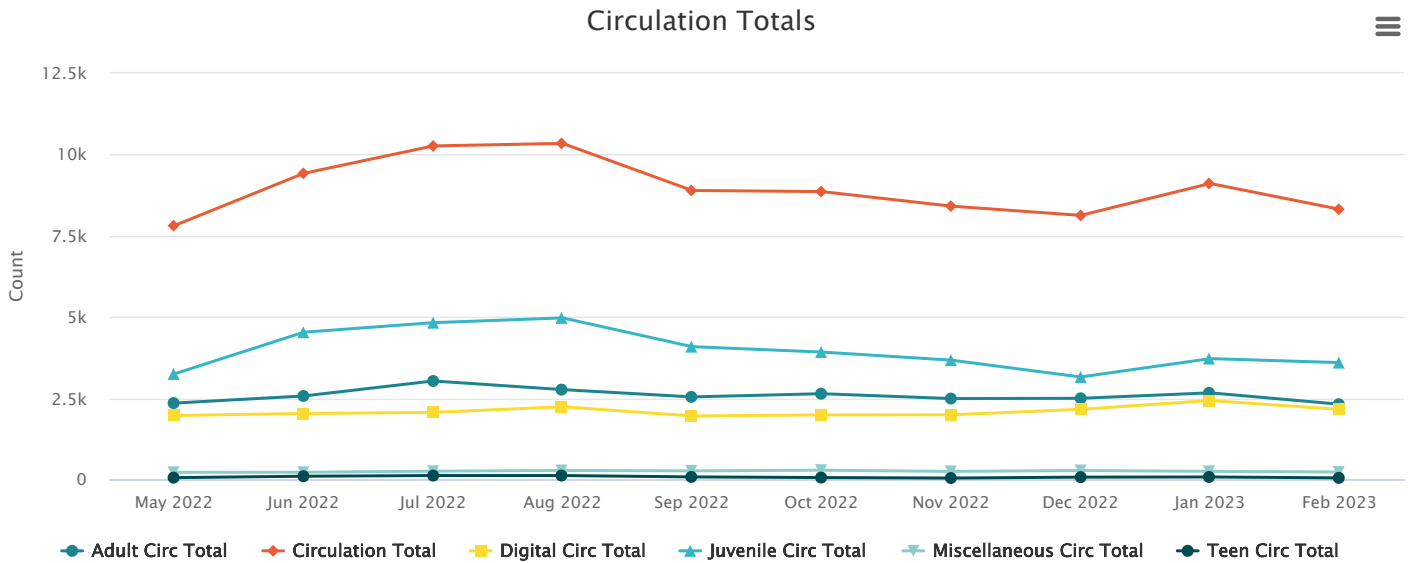
Powered by [Springshare](#)



# FY 22-23 Graphs

## FY 22-23 Circulation Totals

89,559  
TOTAL CIRCS

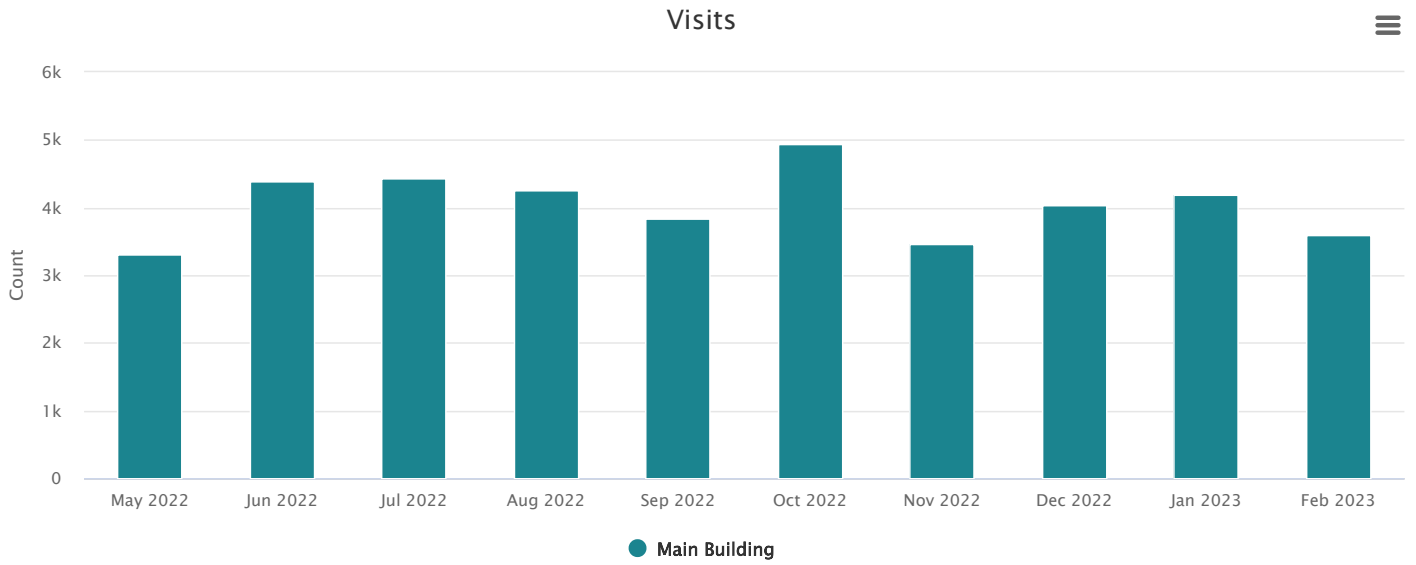


Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2022	2344	7810	1963	3242	213	48
Jun 2022	2564	9421	2024	4527	214	92
Jul 2022	3026	10266	2058	4822	247	113
Aug 2022	2760	10344	2232	4969	270	113
Sep 2022	2535	8894	1949	4083	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
Jan 2023	2661	9110	2423	3715	242	69
Feb 2023	2310	8315	2151	3592	221	41

Circulation Totals

# FY 22-23 Visits

40,448  
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

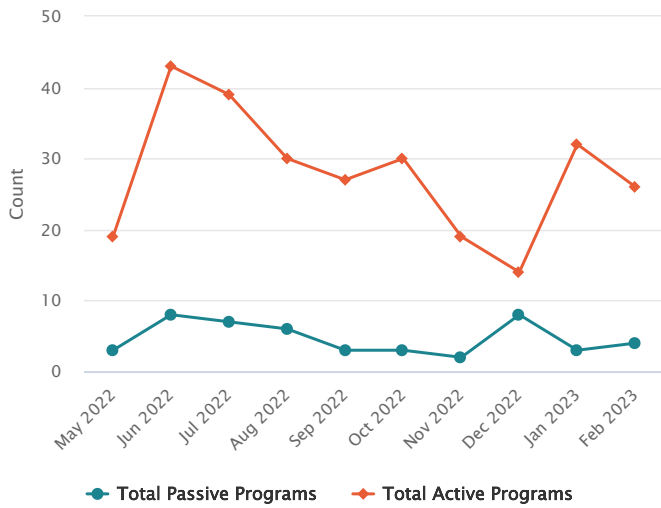
**Jan 2023** 4183

**Feb 2023** 3603

Visits

# FY 22-23 Programming

## Number of Programs

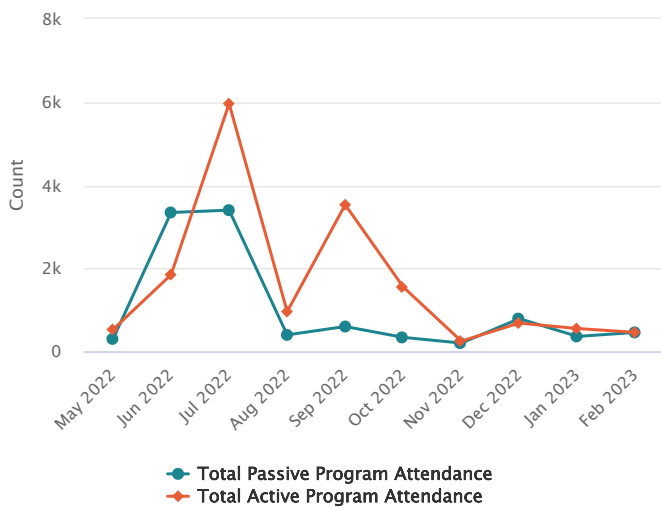


**Category Total Passive Programs Total Active Programs**

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
Jan 2023	3	32
Feb 2023	4	26

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

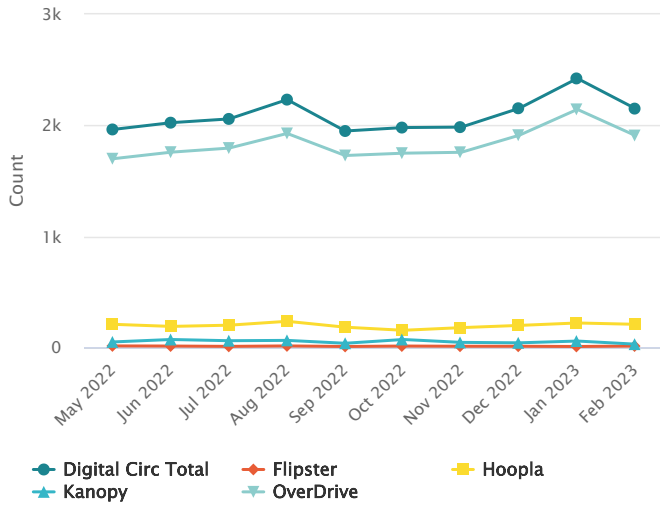
**Category Total Passive Program Attendance Total Active Program Attendance**

<b>Oct 2022</b>	340	1551
<b>Nov 2022</b>	203	251
<b>Dec 2022</b>	791	684
<b>Jan 2023</b>	363	553
<b>Feb 2023</b>	459	461

Program Attendance

# FY 22-23 Digital Collections

## Monthly Usage

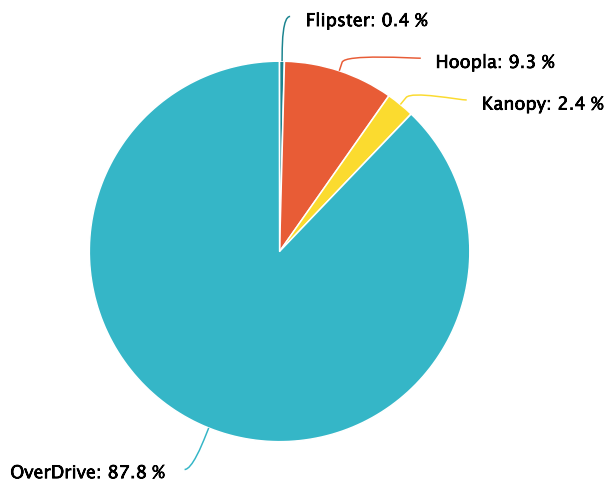


Category Digital Circ Total Flipster Hoopla Kanopy OverDrive

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
Jan 2023	2423	6	218	55	2144
Feb 2023	2151	10	206	27	1908

Monthly Usage

## Distribution by Platform



Category Series 1

Flipster	87
Hoopla	1952
Kanopy	503
OverDrive	18376

Distribution by



# FY 22-23 Website Usage

37,853  
TOTAL SESSIONS



#### Category # of Visitors

May 2022 2851

Jun 2022 3270

Jul 2022 3261

Aug 2022 3540

Sep 2022 3020

Oct 2022 2779

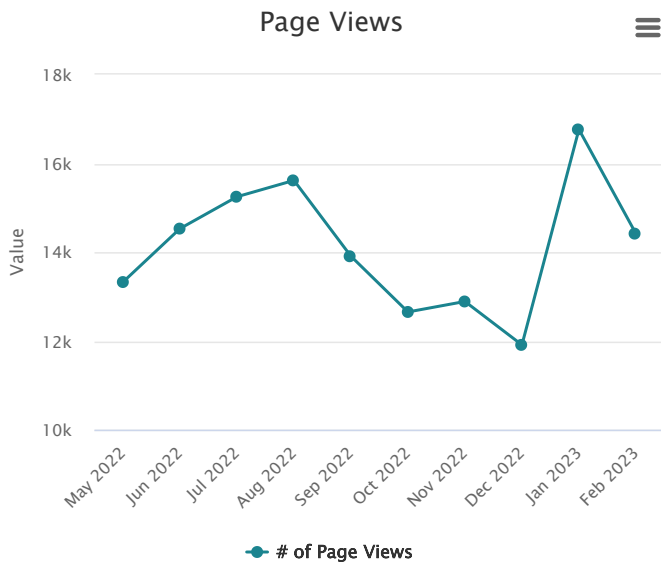
Nov 2022 2828

Dec 2022 2833

Jan 2023 3630

Feb 2023 3068

#### Visitors



#### Category # of Page Views

May 2022 13326

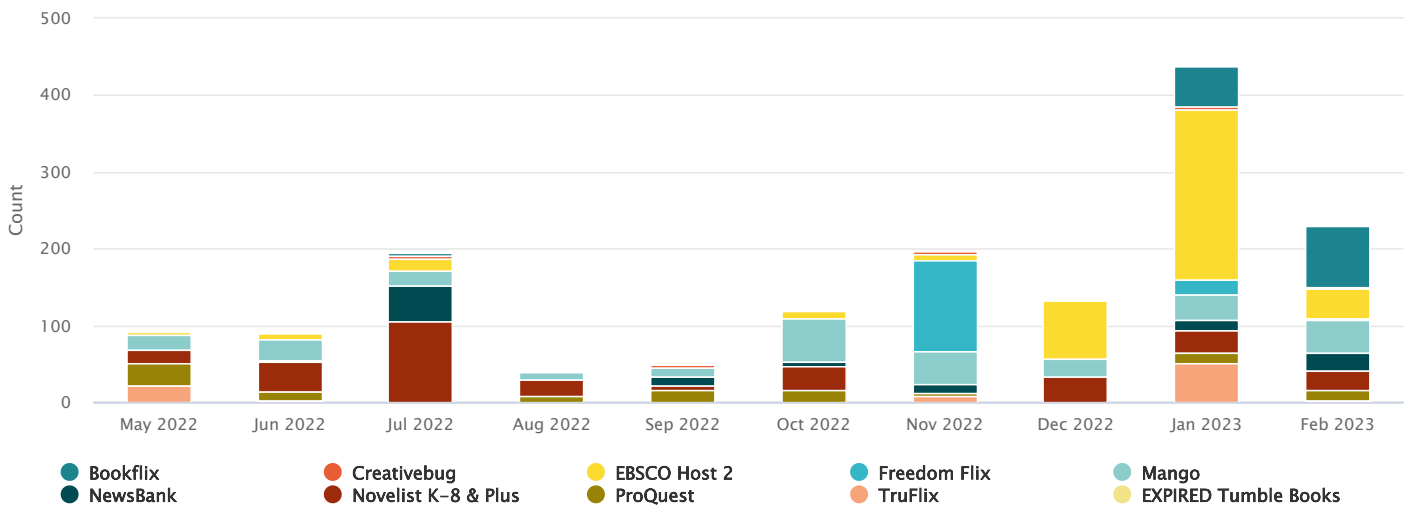
**Category # of Page Views**

**Jun 2022** 14530  
**Jul 2022** 15248  
**Aug 2022** 15616  
**Sep 2022** 13907  
**Oct 2022** 12652  
**Nov 2022** 12888  
**Dec 2022** 11910  
**Jan 2023** 16764  
**Feb 2023** 14417

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	EXPIRED 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
Jan 2023	52	4	223	19	33	14	28	14	51	0
Feb 2023	80	1	39	2	42	25	24	15	1	0

Usage by Platform



User: mohara  
DB: Lake Bluff

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/22 INCR (DECR)	ACTIVITY FOR MONTH 02/28/21 INCR (DECR)	YTD BALANCE 02/28/2022 NORM (ABNORM)	YTD BALANCE 02/28/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	17,861.13	0.00	1,007,593.75	963,177.09	1,014,510.00	99.32
PROPERTY TAXES		17,861.13	0.00	1,007,593.75	963,177.09	1,014,510.00	99.32
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	131.86	21.90	1,438.02	122.66	2,100.00	68.48
080-300-34250	NON-RESIDENT FEES	93.70	304.76	5,151.44	3,457.81	5,000.00	103.03
080-300-34260	PASSPORT FEES	1,762.53	0.00	16,539.70	0.00	7,000.00	236.28
CHARGE FOR SERVICES		1,988.09	326.66	23,129.16	3,580.47	14,100.00	164.04
FINES/FORFEITS							
080-300-35700	RENTAL FINES	11.88	19.18	2,402.21	592.82	1,000.00	240.22
FINES/FORFEITS		11.88	19.18	2,402.21	592.82	1,000.00	240.22
INTERGOVERNMENTAL							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	8,439.95	7,152.50	0.00	100.00
INTERGOVERNMENTAL		0.00	0.00	8,439.95	7,152.50	0.00	100.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	9,200.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	390.00	0.00	1,180.00	0.00	780.00	151.28
080-300-37020	SCHOOL DIST 65 IGA	1,500.00	1,000.00	1,550.00	1,500.00	1,550.00	100.00
080-300-38310	CONTRIBUTIONS/DONATIONS	50.80	0.20	288.02	269.74	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	3,000.00	14,000.00	7,236.69	19,293.55	0.00	100.00
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	6,478.08	0.00	6,478.08	0.00	0.00
080-300-38850	LICENSE RENEWALS	(0.77)	0.00	(73.14)	0.00	2,000.00	(3.66)
080-300-38900	MISCELLANEOUS INCOME	312.94	0.00	22,815.69	74.55	1,000.00	2,281.57
MISCELLANEOUS		5,252.97	21,478.28	32,997.26	27,615.92	14,530.00	227.10
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	47.57	34.37	190.86	704.14	3,000.00	6.36
INVESTMENT INCOME		47.57	34.37	190.86	704.14	3,000.00	6.36
Total Dept 300 - REVENUE		25,161.64	21,858.49	1,074,753.19	1,002,822.94	1,047,140.00	102.64
TOTAL REVENUES		25,161.64	21,858.49	1,074,753.19	1,002,822.94	1,047,140.00	102.64
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,637.32	12,294.58	126,201.83	124,090.30	152,000.00	83.03
080-603-40030	STAFF SALARIES	33,964.18	27,533.74	330,679.25	278,572.79	372,000.00	88.89
SALARIES		46,601.50	39,828.32	456,881.08	402,663.09	524,000.00	87.19
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	17,729.02	9,530.17	94,339.18	84,133.84	95,000.00	99.30

User: mohara  
DB: Lake Bluff

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/22 INCR (DECR)	ACTIVITY FOR MONTH 02/28/21 INCR (DECR)	YTD BALANCE 02/28/2022 NORM (ABNORM)	YTD BALANCE 02/28/2021 NORM (ABNORM)	2021-22 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		17,729.02	9,530.17	94,339.18	84,133.84	95,250.00	99.04
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,512.65	2,995.13	34,431.63	30,282.75	38,000.00	90.61
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,380.85	3,305.16	25,792.40	34,412.83	39,000.00	66.13
RETIREMENT		5,893.50	6,300.29	60,224.03	64,695.58	77,000.00	78.21
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	1,064.82	4,134.92	28,060.36	29,206.93	32,000.00	87.69
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,198.00	318.00	2,000.00	59.90
080-603-41050	MAINTENANCE-GROUNDS	29.98	2,300.00	4,464.98	4,680.85	6,500.00	68.69
080-603-41300	COMPUTER SERVICES	0.00	0.00	14,690.00	13,390.00	13,000.00	113.00
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	0.00	0.00	3,066.90	1,897.47	4,000.00	76.67
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	0.00	5,391.65	7,556.00	5,000.00	107.83
080-603-41345	MARKETING	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41350	LEGAL SERVICES	0.00	0.00	3,262.50	1,462.50	2,000.00	163.13
080-603-42400	PROFESSIONAL DEVELOPMENT	50.00	0.00	120.00	0.00	3,000.00	4.00
CONTRACTUAL		1,144.80	6,434.92	60,254.39	58,511.75	67,500.00	89.27
COMMODITIES							
080-603-42440	DUES	114.00	0.00	1,615.60	1,288.14	2,500.00	64.62
080-603-43230	UTILITIES	627.95	546.38	7,549.61	10,942.16	14,000.00	53.93
080-603-43300	POSTAGE	926.20	327.64	5,407.00	1,651.33	3,500.00	154.49
080-603-43410	PRINTING/E-NEWSLETTER	2,169.99	1,205.99	8,830.90	5,279.86	10,000.00	88.31
080-603-43550	OFFICE SUPPLIES	1,225.09	636.24	6,746.98	8,393.90	6,000.00	112.45
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	124.22	66.61	1,663.88	543.43	2,000.00	83.19
080-603-43668	TECHNICAL SERVICES SUPPLIES	164.17	461.85	4,081.31	3,055.89	5,000.00	81.63
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	300.00	0.00	479.15	209.85	500.00	95.83
080-603-43710	ADULT PROGRAM SUPPLIES	319.04	0.00	6,843.83	7,308.20	7,000.00	97.77
080-603-43720	JUVENILE PROGRAM SUPPLIES	645.65	147.85	5,284.10	3,783.71	7,000.00	75.49
080-603-43730	OUTREACH SUPPLIES	472.85	103.00	1,692.97	2,222.53	5,000.00	33.86
080-603-43740	TEEN PROGRAM SUPPLIES	128.77	0.00	764.93	487.24	1,250.00	61.19
080-603-46100	MISCELLANEOUS EXPENSES	25.20	25.40	363.79	517.36	1,000.00	36.38
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		7,243.13	3,520.96	51,324.05	45,683.60	64,750.00	79.26
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	1,471.45	1,689.88	5,718.84	5,834.46	0.00	100.00
PROGRAMS		1,471.45	1,689.88	5,718.84	5,834.46	0.00	100.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	805.10	1,585.76	15,408.83	11,823.38	17,000.00	90.64
080-603-45100	ADULT FICTION BOOKS	1,218.04	1,946.65	14,164.71	11,912.94	15,500.00	91.39
080-603-45110	ADULT LARGE PRINT MATERIAL	34.70	111.52	392.98	499.35	600.00	65.50
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,319.52	1,278.84	9,928.14	8,633.89	15,500.00	64.05
080-603-45220	ADULT REFERENCE/E-REFER	439.18	30.00	15,428.08	17,071.72	19,500.00	79.12
080-603-45400	JUVENILE NON-FICTION	326.92	4,129.52	8,724.29	8,920.92	11,500.00	75.86
080-603-45410	PICTURE BOOKS, READERS	208.90	2,555.83	7,426.01	7,343.54	6,000.00	123.77
080-603-45420	JUVENILE FICTION	267.81	888.89	8,256.69	5,195.83	7,750.00	106.54
080-603-45430	JUVENILE AUDIO-VISUAL	114.69	64.67	2,984.82	413.03	4,000.00	74.62

User: mohara  
DB: Lake Bluff

## PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/22 INCR (DECR)	ACTIVITY FOR MONTH 02/28/21 INCR (DECR)	YTD BALANCE 02/28/2022 NORM (ABNORM)	YTD BALANCE 02/28/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,835.00	1,835.00	4,250.00	43.18
080-603-45445	JUVENILE KITS & DEVICES	0.00	0.00	0.00	0.00	0.00	0.00
080-603-45450	TEEN BOOKS	0.00	10.16	2,202.34	1,668.18	2,500.00	88.09
080-603-45460	E-BOOKS	1,365.57	1,302.45	14,181.99	16,202.59	17,000.00	83.42
080-603-45470	GRAPHIC NOVELS	0.00	0.00	626.27	231.35	750.00	83.50
080-603-45500	PERIODICALS	77.90	0.00	6,796.83	4,097.75	6,750.00	100.69
080-603-45510	VIDEO GAMES	59.99	0.00	3,018.31	1,470.22	3,500.00	86.24
080-603-45520	TRENDING TITLES	48.68	0.00	504.59	213.72	2,000.00	25.23
080-603-45600	PATRON & STAFF SOFTWARE	15.93	65.87	8,990.82	8,831.61	12,000.00	74.92
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,950.00	21,950.00	22,000.00	99.77
LIBRARY MATERIALS		6,302.93	13,970.16	142,820.70	128,315.02	168,100.00	84.96
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	1,188.54	3,175.00	1,000.00	118.85
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	20,723.14	0.00	20,000.00	103.62
080-603-58100	COMPUTER EQUIPMENT	0.00	94.76	156.94	2,011.49	1,000.00	15.69
080-603-58270	OTHER EQUIPMENT	0.00	0.00	282.02	0.00	7,000.00	4.03
CAPITAL EXPENSES		0.00	94.76	22,350.64	5,186.49	29,000.00	77.07
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,540.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	1,540.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		86,386.33	81,369.46	893,912.91	795,023.83	1,047,140.00	85.37
TOTAL EXPENDITURES		86,386.33	81,369.46	893,912.91	795,023.83	1,047,140.00	85.37
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		25,161.64	21,858.49	1,074,753.19	1,002,822.94	1,047,140.00	102.64
TOTAL EXPENDITURES		86,386.33	81,369.46	893,912.91	795,023.83	1,047,140.00	85.37
NET OF REVENUES & EXPENDITURES		(61,224.69)	(59,510.97)	180,840.28	207,799.11	0.00	100.00

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/22 INCR (DECR)	ACTIVITY FOR MONTH 02/28/21 INCR (DECR)	YTD BALANCE 02/28/2022 NORM (ABNORM)	YTD BALANCE 02/28/2021 NORM (ABNORM)	2021-22 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	0.00	0.00	7,152.50	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	8,152.50	0.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	11.88	0.00	15,000.00	0.08
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	688.11	0.00	2,000.00	34.41
MISCELLANEOUS		0.00	0.00	699.99	0.00	17,000.00	4.12
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	699.99	0.00	25,152.50	2.78
TOTAL REVENUES		0.00	0.00	699.99	0.00	25,152.50	2.78
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	7,152.50	0.00
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAMS		0.00	0.00	0.00	0.00	8,152.50	0.00
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	9,799.63	7,424.19	17,000.00	57.64
Unclassified		0.00	0.00	9,799.63	7,424.19	17,000.00	57.64
Total Dept 603 - LIBRARY ADMINISTRATION		0.00	0.00	9,799.63	7,424.19	25,152.50	38.96
TOTAL EXPENDITURES		0.00	0.00	9,799.63	7,424.19	25,152.50	38.96
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	699.99	0.00	25,152.50	2.78
TOTAL EXPENDITURES		0.00	0.00	9,799.63	7,424.19	25,152.50	38.96
NET OF REVENUES & EXPENDITURES		0.00	0.00	(9,099.64)	(7,424.19)	0.00	100.00
TOTAL REVENUES - ALL FUNDS		25,161.64	21,858.49	1,075,453.18	1,002,822.94	1,072,292.50	100.29
TOTAL EXPENDITURES - ALL FUNDS		86,386.33	81,369.46	903,712.54	802,448.02	1,072,292.50	84.28

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/22 INCR (DECR)	ACTIVITY FOR MONTH 02/28/21 INCR (DECR)	YTD BALANCE 02/28/2022 NORM (ABNORM)	YTD BALANCE 02/28/2021 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDT USED
NET OF REVENUES & EXPENDITURES		(61,224.69)	(59,510.97)	171,740.64	200,374.92	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)	(62,478.72)
	A/R - OTHER	<u>(28,763.71)</u>	<u>(62,478.72)</u>
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	162,024.69	152,850.25
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)	(87.94)
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	657,668.88
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	23,946.57	24,994.23
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>835,577.22</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>
	<b>Total Assets</b>	<b><u>1,551,854.80</u></b>	<b><u>1,785,224.68</u></b>
*** 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	52,426.72
	ACCOUNTS PAYABLE	<u>21,177.35</u>	<u>52,426.72</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	650.48
080-200-20250	MEDICAL INSURANCE PAYABLE	0.00	0.00
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	(1,614.31)
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	421.90
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
<b>Total Liabilities</b>		<b>1,075,804.67</b>	<b>1,107,475.94</b>
*** 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
<b>Total Fund Balance</b>		<b>476,050.13</b>	<b>476,050.13</b>
<b>Beginning Fund Balance</b>			<b>476,050.13</b>
<b>Net of Revenues VS Expenditures</b>			<b>201,698.61</b>
<b>Ending Fund Balance</b>			<b>677,748.74</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,785,224.68</b>

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)	(74,140.49)
082-100-10032	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00
CASH/INVESTMENTS		<u>(83,294.17)</u>	<u>(74,140.49)</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>
<b>Total Assets</b>		<b><u>(54,405.68)</u></b>	<b><u>(45,252.00)</u></b>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	887.13	1,487.78
ACCOUNTS PAYABLE		<u>887.13</u>	<u>1,487.78</u>
<b>Total Liabilities</b>		<b><u>887.13</u></b>	<b><u>1,487.78</u></b>
*** 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>
<b>Total Fund Balance</b>		<b><u>(55,292.81)</u></b>	<b><u>(55,292.81)</u></b>
<b>Beginning Fund Balance</b>			<b>(55,292.81)</b>
<b>Net of Revenues VS Expenditures</b>			<b>8,553.03</b>
<b>Ending Fund Balance</b>			<b>(46,739.78)</b>
<b>Total Liabilities And Fund Balance</b>			<b>(45,252.00)</b>



Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/15/2023	LIBC	15540	AMAZON	ADULT AUDIO VISUAL MATERIAL	080-603-45200	105.74
03/15/2023	LIBC K	15541	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	080-603-43550	13.67
		15541		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	60.91
		15541		ADULT PROGRAM SUPPLIES	080-603-43710	31.54
		15541		JUVENILE PROGRAM SUPPLIES	080-603-43720	44.66
		15541		TEEN PROGRAM SUPPLIES	080-603-43740	30.36
		15541		ADULT NON-FICTION BOOKS	080-603-45000	31.54
		15541		ADULT FICTION BOOKS	080-603-45100	129.31
		15541		ADULT AUDIO VISUAL MATERIAL	080-603-45200	637.21
		15541		JUVENILE NON-FICTION	080-603-45400	136.72
		15541		PICTURE BOOKS, READERS	080-603-45410	68.81
		15541		JUVENILE FICTION	080-603-45420	59.43
		15541		JUVENILE KITS & DEVICES	080-603-45445	50.78
		15541		VIDEO GAMES	080-603-45510	139.98
		15541		TRENDING TITLES	080-603-45520	36.16
		15541		PER CAPITAL GRANT EXPENDITURES	082-603-44810	94.40
		15541		USE OF DONATIONS/TEMPORARY EXP	082-603-99999	268.49
						1,833.97
03/15/2023	LIBC K	15542	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	080-603-43668	212.58
		15542		ADULT NON-FICTION BOOKS	080-603-45000	689.01
		15542		ADULT FICTION BOOKS	080-603-45100	666.12
		15542		ADULT LARGE PRINT MATERIAL	080-603-45110	18.54
		15542		JUVENILE NON-FICTION	080-603-45400	557.04
		15542		PICTURE BOOKS, READERS	080-603-45410	719.59
		15542		JUVENILE FICTION	080-603-45420	453.29
		15542		TEEN BOOKS	080-603-45450	270.02
		15542		GRAPHIC NOVELS	080-603-45470	59.04
		15542		TRENDING TITLES	080-603-45520	15.90
						3,661.13
03/15/2023	LIBC K	15543	CRYSTAL MAINTENANCE SERVICES CORP	BUILDG MAINT/CLEANING SERVICES FOR MARCH	080-603-41000	710.00
03/15/2023	LIBC K	15544	DRIVERS LICENSE GUIDE COMPANY	OFFICE SUPPLIES	080-603-43550	31.95

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/15/2023	LIBC	15545	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	080-603-41000	98.00
		15545		COPIER MAINTENANCE/SHREDDING OF PAPER	080-603-41313	111.36
		15545		POSTAGE	080-603-43300	9.65
		15545		PATRON & STAFF SOFTWARE/ADOBE ACROPRO	080-603-45600	14.99
		15545		MISCELLANEOUS EXPENSES/PAYPAL	080-603-46100	25.00
						<hr/>
						259.00
03/15/2023	LIBC	15546	FIRST BANKCARD	MARKETING/STAR LIBRARY YARD SIGNS	080-603-41345	449.23
		15546		UTILITIES/COMCAST/INTERNET FEBRUARY 2	080-603-43230	149.85
						<hr/>
						599.08
03/15/2023	LIBC	15547	FIRST BANKCARD	MAINTENANCE SUPPLIES-BUILDING/CLOCK	080-603-43660	158.18
		15547		ADULT PROGRAM SUPPL/COOKIES IN A JAR	080-603-43710	31.55
		15547		JUV PROGR SUPPL/COOKIES IN JAR/GRAB \$	080-603-43720	27.67
						<hr/>
						217.40
03/15/2023	LIBC	15548	FIRST BANKCARD	HOSPITALITY PROGRAM SUPPLIES	080-603-43700	281.00
		15548		OUTREACH SUPPLIES/TRIVIA PRIZES	080-603-43730	50.00
		15548		MISCELLANEOUS EXPENSES/OVERLIMIT FEE	080-603-46100	39.00
		15548		PER CAPITAL GRANT/READ BETWEEN RAVINE	082-603-44810	117.00
						<hr/>
						487.00
03/15/2023	LIBC	15549	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	622.85
		15549		PRINTING/E-NEWSLETTER	080-603-43410	29.99
						<hr/>
						652.84
03/15/2023	LIBC	15550	GARY LEVIN	MAINTENANCE-BUILDING	080-603-41000	359.95
03/15/2023	LIBC K	15551	GRANITE TELECOMMUNICATIONS	UTILITIES	080-603-43230	431.74
03/15/2023	LIBC K	15552	HARTWIG MECHANICAL, INC	MAINTENANCE-BUILDING	080-603-41000	610.00
03/15/2023	LIBC	15553	KANOPY, INC.	ADULT REFERENCE/E-REFER	080-603-45220	42.00
03/15/2023	LIBC K	15554	LIBRARY FURNITURE INTERNATIONAL, LLC	LIBRARY FURNISHINGS/STROH QUIET READING	080-603-50100	6,944.00
03/15/2023	LIBC	15555	MIDWEST TAPE LLC	ADULT AUDIO VISUAL MATERIAL	080-603-45200	369.91

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		15555		ADULT REFERENCE/E-REFER	080-603-45220	384.42
						<u>754.33</u>
03/15/2023	LIBC	15556	OVERDRIVE , INC	E-BOOKS	080-603-45460	2,339.78
		15556		PER CAPITAL GRANT EXPENDITURES	082-603-44810	1,007.89
						<u>3,347.67</u>
03/15/2023	LIBC	15557	PIONEER PRESS	PERIODICALS	080-603-45500	25.50
03/15/2023	LIBC	15558	QUILL LLC	OFFICE SUPPL/ PAPER/BATTERIES/GEL/CLI	080-603-43550	103.14
		15558		MAINT SUPPL-BUILDING/PAPER TOWELS	080-603-43660	72.72
						<u>175.86</u>
03/15/2023	LIBC K	15559	SAFEGUARD BUSINESS SYSTEMS	OFFICE SUPPLIES	080-603-43550	289.28
03/15/2023	LIBC	15560	USA TODAY	PERIODICALS	080-603-45500	27.40
03/15/2023	LIBC	15561	VILLAGE OF LAKE BLUFF	MED INSUR FOR JULY 2022	080-100-11580	8,047.02
		15561		DENTAL INSUR FOR JULY 2022	080-100-11580	500.00
		15561		VISION INSUR FOR JULY 2022	080-100-11580	37.02
		15561		LIFE INSUR FOR JULY 2022	080-100-11580	35.54
		15561		IMRF ER CONTRIB FOR JULY 2022	080-100-11580	2,594.89
		15561		IMRF EE CONTRIB FOR JULY 2022	080-100-11580	1,668.13
		15561		VISION INSUR FROM PPO FOR JULY 2022	080-100-11580	46.40
		15561		IMRF ER CONTRIB FOR AUGUST 2022	080-100-11580	3,077.14
		15561		MED INSUR FOR AUGUST 2022	080-100-11580	5,455.81
		15561		DENTAL INSUR FOR AUGUST 2022	080-100-11580	336.00
		15561		VISION INSUR FOR AUGUST 2022	080-100-11580	25.74
		15561		LIFE INSUR FOR AUGUST 2022	080-100-11580	35.54
		15561		IMRF EE CONTRIB FOR AUGUST 2022	080-100-11580	1,978.16
		15561		VISION INSUR FROM PPO FOR AUGUST 2022	080-100-11580	25.80
		15561		DENTAL INSUR FOR SEPTEMBER 2022	080-100-11580	336.00
		15561		VISION INSUR FOR SEPTEMBER 2022	080-100-11580	25.74
		15561		LIFE INSUR FOR SEPTEMBER 2022	080-100-11580	35.54
		15561		IMRF EE CONTRIB FOR SEPTEMBER 2022	080-100-11580	1,385.73
		15561		IMRF ER CONTRIB FOR SEPTEMBER 2022	080-100-11580	2,155.58
		15561		MED INSUR FOR SEPTEMBER 2022	080-100-11580	5,455.81
		15561		VISION INSUR FROM PPO FOR SEPTEMBER 2	080-100-11580	25.80
		15561		MED INSUR FOR OCTOBER 2022	080-100-11580	5,455.81

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		15561		VISION INSUR FOR OCTOBER 2022	080-100-11580	25.74
		15561		LIFE INSUR FOR OCTOBER 2022	080-100-11580	35.54
		15561		IMRF EE CONTRIB FOR OCTOBER 2022	080-100-11580	1,365.47
		15561		IMRF ER CONTRIB FOR OCTOBER 2022	080-100-11580	2,124.06
		15561		VISION INSUR FROM PPO FOR OCTOBER 202	080-100-11580	25.80
		15561		DENTAL INSUR FOR OCTOBER 2022	080-100-11580	336.00
		15561		IMRF EE CONTRIB FOR NOVEMBER 2022	080-100-11580	1,366.36
		15561		IMRF ER CONTRIB FOR NOVEMBER 2022	080-100-11580	2,125.45
		15561		VISION INSUR FROM PPO FOR NOVEMBER 20	080-100-11580	25.80
		15561		MED INSUR FOR NOVEMBER 2022	080-100-11580	5,455.81
		15561		VISION INSUR FOR NOVEMBER 2022	080-100-11580	25.74
		15561		DENTAL INSUR FOR NOVEMBER 2022	080-100-11580	336.00
		15561		LIFE INSUR FOR NOVEMBER 2022	080-100-11580	35.54
		15561		MED INSUR FOR DECEMBER 2022	080-100-11580	5,455.81
		15561		DUE FROM THE VILLAGE	080-100-11580	25.74
		15561		IMRF EE CONTRIB FOR DECEMBER 2022	080-100-11580	1,550.94
		15561		IMRF ER CONTRIB FOR DECEMBER 2022	080-100-11580	1,464.77
		15561		VISION INSUR FROM PPO FOR DECEMBER 20	080-100-11580	25.80
		15561		RENEE'S PRE-EMPLOYMENT SCREENING	080-100-11580	76.50
		15561		DENTAL INSUR FOR DECEMBER 2022	080-100-11580	336.00
		15561		LIFE INSUR FOR DECEMBER 2022	080-100-11580	35.54
		15561		UTILITIES	080-603-43230	118.76
						61,112.37
TOTAL - ALL FUNDS				TOTAL OF 22 CHECKS		82,678.21

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	60,993.61
080-603-41000	MAINTENANCE-BUILDING	1,777.95
080-603-41313	COPIER MAINTENANCE/SUPPLIES	111.36
080-603-41345	MARKETING	449.23
080-603-43230	UTILITIES	700.35
080-603-43300	POSTAGE	632.50
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	438.04
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	291.81
080-603-43668	TECHNICAL SERVICES SUPPLIES	212.58
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	281.00
080-603-43710	ADULT PROGRAM SUPPLIES	63.09
080-603-43720	JUVENILE PROGRAM SUPPLIES	72.33
080-603-43730	OUTREACH SUPPLIES	50.00

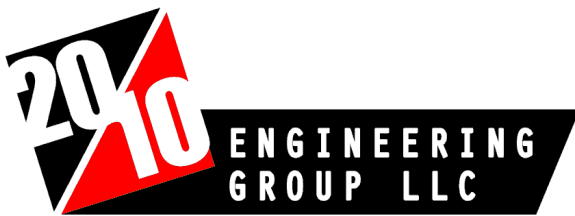
User: mohara

CHECK DATE FROM 02/22/2023 - 03/22/2023

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Payee	Description	GL #	Amount
080-603-43740				TEEN PROGRAM SUPPLIES		30.36
080-603-45000				ADULT NON-FICTION BOOKS		720.55
080-603-45100				ADULT FICTION BOOKS		795.43
080-603-45110				ADULT LARGE PRINT MATERIAL		18.54
080-603-45200				ADULT AUDIO VISUAL MATERIAL		1,112.86
080-603-45220				ADULT REFERENCE/E-REFER		426.42
080-603-45400				JUVENILE NON-FICTION		693.76
080-603-45410				PICTURE BOOKS, READERS		788.40
080-603-45420				JUVENILE FICTION		512.72
080-603-45445				JUVENILE KITS & DEVICES		50.78
080-603-45450				TEEN BOOKS		270.02
080-603-45460				E-BOOKS		2,339.78
080-603-45470				GRAPHIC NOVELS		59.04
080-603-45500				PERIODICALS		52.90
080-603-45510				VIDEO GAMES		139.98
080-603-45520				TRENDING TITLES		52.06
080-603-45600				PATRON & STAFF SOFTWARE		14.99
080-603-46100				MISCELLANEOUS EXPENSES		64.00
080-603-50100				LIBRARY FURNISHINGS		6,944.00
082-603-44810				PER CAPITAL GRANT EXPENDITURES		1,219.29
082-603-99999				USE OF DONATIONS/TEMPORARY EXP		268.49
				TOTAL		82,678.21



**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.

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	DEC. 2022 FY22/23	BUDGET FY23/24	% CHANGE EST ACTUAL TO BUDGET FY23 TO FY24	\$ CHANGE EST ACTUAL TO BUDGET FY23 TO FY24	% CHANGE BUDGET TO BUDGET FY23 TO FY24	\$ CHANGE BUDGET TO BUDGET 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
<b>TOTAL TAXES</b>	<b>962,776</b>	<b>982,713</b>	<b>1,016,815</b>	<b>1,032,715</b>	<b>1,032,715</b>	<b>1,084,351</b>	<b>5.0%</b>	<b>51,636</b>	<b>5.0%</b>	<b>51,636</b>
FORFEITURES										
35700 Fines	7,739	1,094	2,744	1,000	1,087	1,000	-8.0%	(87)	0.0%	0
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>7,739</b>	<b>1,094</b>	<b>2,744</b>	<b>1,000</b>	<b>1,087</b>	<b>1,000</b>	<b>-8.0%</b>	<b>(87)</b>	<b>0.0%</b>	<b>0</b>
CHARGE FOR SERVICES										
34235 Photocopy Charges	1,822	219	1,719	2,000	1,269	2,000	57.6%	731	0.0%	0
34260 Passport Fees	9,135	0	20,803	15,000	18,553	20,000	7.8%	1,447	33.3%	5,000
38850 License Renewal	0	0	103	1,000	66	500	654.6%	434	-50.0%	(500)
34250 Non-Resident Fees	5,690	3,986	6,863	6,000	4,503	6,000	33.3%	1,497	0.0%	0
<b>TOTAL CHARGE FOR SERVICES</b>	<b>16,647</b>	<b>4,205</b>	<b>29,488</b>	<b>24,000</b>	<b>24,391</b>	<b>28,500</b>	<b>16.8%</b>	<b>4,109</b>	<b>18.8%</b>	<b>4,500</b>
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	10,556	20,000	89.5%	9,444	7900.0%	19,750
38800 Naperville/Impact Fees	0	6,478	2,159	0	0	0	---	0	---	0
36263 Per Capita Grant				7,153	8,284	8,284				
36200 Miscellaneous Grants				1,000	0	1,000				
38900 Miscellaneous Income	2,658	87	24,931	17,000	3,253	3,000	-7.8%	(253)	-82.4%	(14,000)
<b>TOTAL OTHER</b>	<b>21,936</b>	<b>18,332</b>	<b>39,705</b>	<b>37,976</b>	<b>34,666</b>	<b>44,857</b>	<b>29.4%</b>	<b>10,190</b>	<b>18.1%</b>	<b>6,881</b>
<b>TOTAL REVENUES</b>	<b>1,009,097</b>	<b>1,006,344</b>	<b>1,088,753</b>	<b>1,095,691</b>	<b>1,092,859</b>	<b>1,158,707</b>	<b>6.0%</b>	<b>65,848</b>	<b>5.8%</b>	<b>63,016</b>
<b>FUND BALANCE RESERVES</b>							---	0	---	0
<b>LIBRARY FUND REVENUE</b>	<b>1,009,097</b>	<b>1,006,344</b>	<b>1,088,753</b>	<b>1,095,691</b>	<b>1,092,859</b>	<b>1,158,707</b>	<b>6.0%</b>	<b>65,848</b>	<b>5.8%</b>	<b>63,016</b>

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

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHANGE	\$ CHANGE
	FY 19/20	FY 20-21	FY21-22	FY22-23	FY23-24	BUDGET TO BUDGET	FY 23 TO FY24
<b>PERSONNEL SERVICES</b>							
40025 Librarian Salaries	190,764	147,535	151,476	210,000	220,557	5.0%	10,557
40030 Staff Salaries	318,338	341,692	395,595	360,000	379,800	5.5%	19,800
40400 Medical Insurance	100,053	106,688	103,204	86,000	95,000	10.5%	9,000
40900 Other Employee Benefit	0	225	0	250	250	0.0%	0
40980 IL Municipal Retire Fund	34,990	41,290	30,561	31,000	30,000	-3.2%	(1,000)
40970 Social Security	38,379	35,978	41,226	40,000	44,000	10.0%	4,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>682,524</b>	<b>673,408</b>	<b>722,063</b>	<b>727,250</b>	<b>769,607</b>	<b>5.8%</b>	<b>42,357</b>
<b>CONTRACT. SERVICES/COMMODITIES</b>							
41000 Building Maintenance	34,866	32,945	33,536	34,000	41,000	20.6%	7,000
41020 Elevator Maintenance	948	318	1,198	1,500	1,750	16.7%	250
41050 Grounds Maintenance	5,416	7,531	6,735	6,500	9,000	38.5%	2,500
41313 Copier Maintenance	3,125	1,897	3,686	4,000	4,000	0.0%	0
41314 Other Professional Service	15,348	7,556	15,720	10,000	10,000	0.0%	0
41300 Computer Services	13,740	13,390	14,690	14,000	15,000	7.1%	1,000
41350 Legal & Accounting	1,995	1,463	3,263	1,500	1,500	0.0%	0
42400 Professional Development	1,700	0	120	3,000	4,500	50.0%	1,500
42440 Dues	2,041	1,445	1,616	2,500	2,500	0.0%	0
43230 Utilities	13,592	11,621	8,464	10,000	13,000	30.0%	3,000
43300 Postage	3,080	1,772	5,995	5,000	7,000	40.0%	2,000
43410 Printing/E-Newsletter	7,680	5,340	8,891	10,000	12,500	25.0%	2,500
43550 Office Supplies	6,844	9,336	7,892	7,000	7,000	0.0%	0
43660 Building & Grounds Supplie	1,485	594	2,023	1,500	1,750	16.7%	250
43668 Technical Services Supplie	3,991	4,183	4,977	5,500	5,500	0.0%	0
43700 Hospitality Program Supplie	421	210	479	500	1,000	100.0%	500
43730 Outreach Supplies	4,290	2,567	4,775	5,500	6,000	9.1%	500
41345 Marketing	0	0	0	500	1,000	100.0%	500
43710 Adult Program Supplies	4,049	7,158	7,520	8,000	8,000	0.0%	0
43720 Juvenile Program Supplies	5,718	5,125	6,668	7,000	7,000	0.0%	0
43740 Teen Program Supplies	1,009	497	765	1,250	1,250	0.0%	0
45000 Adult Nonfiction	12,158	12,714	16,507	17,000	17,000	0.0%	0
45100 Adult Fiction	12,527	14,415	15,275	15,500	15,500	0.0%	0

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

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% CHANGE	\$ CHANGE
	FY 19/20	FY 20-21	FY21-22	FY22-23	FY23-24	BUDGET TO BUDGET	FY 23 TO FY24
45110 Adult Large Print	365	531	608	600	700	16.7%	100
45200 Adult Audio-Visual	11,152	11,374	12,027	15,500	15,500	0.0%	0
45220 Adult E-Reference	17,858	17,072	17,094	20,000	21,000	5.0%	1,000
45400 Juvenile Non-fiction	9,968	9,065	9,783	12,000	12,000	0.0%	0
45410 Picture Books, Readers	4,347	7,506	7,441	8,000	8,000	0.0%	0
45420 Juvenile Fiction	5,806	6,288	8,314	8,000	8,000	0.0%	0
45430 Juvenile Audio-Visual	2,214	2,568	3,141	3,000	3,000	0.0%	0
45440 Juvenile eReference	399	1,835	1,835	2,000	1,500	-25.0%	(500)
45445 Juvenile Kits and Devices	0	0	0	3,000	3,000	0.0%	0
45460 Ebooks	15,492	17,997	16,941	19,000	21,000	10.5%	2,000
45470 Graphic Novels	343	315	822	750	750	0.0%	0
45450 Teen Books	1,961	2,031	2,221	2,500	2,500	0.0%	0
45500 Periodicals	7,103	4,098	6,820	6,750	7,350	8.9%	600
45510 Video Games	2,904	3,176	3,438	3,500	3,500	0.0%	0
45520 Trending Titles	1,136	231	721	2,000	2,000	0.0%	0
45600 Public & Staff PC Software	6,688	9,408	9,042	10,750	15,550	44.7%	4,800
45610 Library Automation Softwar	21,532	21,950	21,950	22,000	25,000	13.6%	3,000
46100 Miscellaneous Expenditure	765	607	414	1,000	3,000	200.0%	2,000
<b>TOTAL CONTRACT/COMMOD.</b>	<b>266,055</b>	<b>258,129</b>	<b>293,406</b>	<b>311,600</b>	<b>346,100</b>	<b>11.1%</b>	<b>34,500</b>
<b>CAPITAL OUTLAY</b>							
50100 Library Furnishings	44	3,175	1,189	5,000	6,000	20.0%	1,000
51200 Exterior Bldg Improvement:	0	0	20,723	6,000	6,000	0.0%	0
58100 Computer Equipment	25,179	38,344	225	19,000	10,000	-47.4%	(9,000)
58270 Library Equipment	0	0	282	1,000	1,000	0.0%	0
71000 Transferred to Reserve	0	44,545	49,650	16,000	20,000	25.0%	4,000
70000 Contingency	0	0	0	1,688	0	-100.0%	(1,688)
<b>TOTAL CAPITAL OUTLAY</b>	<b>25,224</b>	<b>86,065</b>	<b>72,069</b>	<b>48,688</b>	<b>43,000</b>	<b>-11.7%</b>	<b>(5,688)</b>
<b>LIBRARY TOTAL</b>	<b>973,803</b>	<b>1,017,601</b>	<b>1,087,538</b>	<b>1,087,538</b>	<b>1,158,707</b>	<b>6.5%</b>	<b>71,169</b>



LAKE BLUFF PUBLIC LIBRARY

GRANTS & GIFTS FUND - REVENUES & EXPENDITURES

8F

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	
<b>REVENUES 82-40-603</b>							
<b>GRANTS</b>							
36263 Per Capita Grant	7,153	0	7,153	8,440	7,153	8,440	8,284
36200 Miscellaneous Grants	0	0	0	0	1,000	0	1,000
<b>TOTAL GRANTS</b>	<b>7,153</b>	<b>0</b>	<b>7,153</b>	<b>8,440</b>	<b>8,153</b>	<b>8,440</b>	<b>9,284</b>
<b>DONATIONS</b>							
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
<b>TOTAL DONATIONS</b>	<b>14,713</b>	<b>28,731</b>	<b>20,067</b>	<b>8,873</b>	<b>17,000</b>	<b>65,098</b>	<b>17,000</b>
75000 Interest Earnings							
<b>TOTAL FUND REVENUES</b>	<b>21,866</b>	<b>28,731</b>	<b>27,219</b>	<b>17,313</b>	<b>25,153</b>	<b>73,538</b>	<b>26,284</b>

**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 Expenditure	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 Dona	2,844	0	0	10,080	2,000	65,000	2,000
	<b>21,426</b>	<b>29,567</b>	<b>15,750</b>	<b>17,920</b>	<b>25,153</b>	<b>73,538</b>	<b>25,153</b>
<b>TOTAL EXPENDITURES</b>	<b>21,426</b>	<b>29,567</b>	<b>15,750</b>	<b>17,920</b>	<b>25,153</b>	<b>73,538</b>	<b>25,153</b>