

December 8, 2020 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 Discussion of Audit for FY2019-2020 (action)(20 minutes)(7:22pm)		3
4 Opportunity to Address Board (5 minutes per community member)(7:27pm)		
5 Consent Agenda		
	Minutes of November 17, 2020 Board of Trustees Meeting (action)(2 minutes)(7:29pm)(available at meeting)	4
6 Financial Reports (White and Yellow) (5 minutes)(7:34pm)		
	November Detailed Revenue & Expense Report (action)(available at meeting)	5
	November Detailed Balance Sheet (action)(available at meeting)	6
7 Approval of Checks (Green) (5 minutes)(7:39pm)		
	November Check Disbursement Report (action)(available at meeting)	7
8 Committee Reports (5 minutes)(7:44pm)		
9 New Business		
	(None)	
10 Old Business		
	Capital Project Update (5 minutes)(7:49pm)	
11 Director's Report (5 minutes)(7:54pm)		
	Librarian's Narrative Report	8
12 Executive Session(s)		
13 Any and All Other Business ...		
14 Adjournment (1 minute)(7:55pm)		
15 Attachments		
	November Statistics (available)	9
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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 8, 2020 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

NOTICE: The meeting of the Board of Library Trustees of the Lake Bluff Public Library will be held without a quorum of Trustees physically present. The Trustees will conduct the Board meeting with Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

In keeping with guidelines on meetings and social distancing, there will be no physical gathering of Trustees or the Public at the Library. The meeting is open to attendance by the public by the following:

Join Zoom Meeting

<https://zoom.us/j/91869519475?pwd=aUZWQW5hWkU4a0E0elpWYUR3cVIEQT09>

Meeting ID: 918 6951 9475

Passcode: 670143

One tap mobile

+13126266799,,91869519475#,,,,,0#,,670143# US (Chicago)

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Dial by your location

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+1 301 715 8592 US (Washington D.C)

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 918 6951 9475

Passcode: 670143

Find your local number: <https://zoom.us/u/aCsOeok1g>

Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey ebailey@lakeblufflibrary.org The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Library Director Eric Bailey at 847-401-4952 or ebailey@lakeblufflibrary.org

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Discussion of Audit for FY2019-2020 (action)(20 minutes)(7:22pm)**
4. **Opportunity for Public to Address the Board (5 minutes)(7:27pm)** (limit 5 minutes per person per meeting)
5. **Approval of Minutes**
 - a. Approval of Minutes of November 17, 2020 Board Meeting **(action)(2 minutes)(7:29pm)**
6. **November 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:34pm)**
 - a. November Detailed Revenue & Expense Report
 - b. November Detailed Balance Sheet
7. **Approval of checks (Green Pages) (5 minutes)(7:39pm)**
 - a. November Monthly Checks (xx-xx)**(action)**
8. **Committee Reports (5 minutes)(7:44pm) (Did Not Meet)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - c. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)
 - d. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
 - e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes.)
 - g. Outreach Committee (**CHAIR:** Butler. **Members:** Jerch.)
9. **New Business**
 - a. (None)
10. **Old Business**
 - a. Capital Project Update **(5 minutes)(7:49pm)**
11. **Director's Report (5 minutes)(7:54pm)**
 - a. Director's Narrative Report
12. **Executive Session(s)**
 - a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the

minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)

- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

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

14. Adjournment (1 minute)(7:55pm)

Attachments:

Statistics for November 2020

Auditors Communication to the Board

Audit for FY2019-2020

Picture of Storywalk

Upcoming Board Meetings: January 19, February 16, and March 16, 2021.



**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

AUDITOR'S COMMUNICATION TO THE
BOARD OF TRUSTEES

For the Year Ended April 30, 2020

The background of the lower half of the page features a grayscale photograph of a library interior with rows of bookshelves. Overlaid on this image is a complex, semi-transparent geometric pattern of overlapping triangles and lines in shades of gray.

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LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
AUDITOR’S COMMUNICATION TO THE BOARD OF TRUSTEES
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1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

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November 13, 2020

The Honorable President
Members of the Board of Trustees
Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044

Ladies and Gentlemen:

As part of our audit process we are required to have certain communications with those charged with governance at the beginning of our audit process and at the conclusion of the audit. Those communications include information related to the planned scope and timing of our audit, as well as other information required by auditing standards. Our communication at the beginning of our audit process along with our questionnaire regarding consideration of fraud in a financial statement audit was sent to you in July 2020.

In addition, auditing standards require the communication of internal control related matters to those charged with governance. Our management letter, as well as a listing of future pronouncements that may affect the Library, are enclosed within this document.

This information is intended solely for the use of the President, Board of Trustees and Management of the Lake Bluff Public Library and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Sikich LLP

Sikich LLP
By: Daniel A. Berg, CPA
Partner

1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

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November 13, 2020

The Honorable President
Members of the Board of Trustees
Lake Bluff Public Library
Lake Bluff, Illinois

We have audited the financial statements of the governmental activities and the major fund of the Lake Bluff Public Library (the Library), as of and for the year ended April 30, 2020, and have issued our report thereon dated November 13, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended April 30, 2020. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no particularly sensitive estimates made by management during our audit of the basic financial statements, with the exception of the estimates in connection with the actuarial valuation performed for the IMRF and Other Postemployment Benefits plans. Management's estimate of the net pension liabilities and total other postemployment benefit liability are based on various actuarially determined amounts, including estimated investment returns, dates of employee retirement, discount rates, healthcare trend rates, and mortality rates as well as a proportionate share allocation. We evaluated key factors and assumptions used to develop the management's estimates of the Library's net pension liabilities and total other postemployment benefit liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole except for AJE#03.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 13, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the management of the Lake Bluff Public Library and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate the courtesies extended to us by the Library. If you have any questions regarding the purpose of this letter or the requirement mentioned, please give me a call.

Sincerely,

Sikich LLP

Sikich LLP
By: Daniel A. Berg, CPA
Partner

Lake Bluff Public Library

Year End: April 30, 2020

Adjusting Journal Entries

Number	Date	Name	Account No	Amount
AJE#01	4/30/2020	ACCRUED VACATION PAYABLE L/T	089-200-26490 LD-89	1,957.96
AJE#01	4/30/2020	TO BE PROVIDED-VACATION	89-10-301-78200 LD-89	(1,957.96)
		To adjust vacation accrual		
AJE#02	4/30/2020	DEF OUTFLOWS - OPEB	089-100-18500 LD-89	3,814.00
AJE#02	4/30/2020	NET OPEB OBLIGATION	089-200-28100 LD-89	(7,209.00)
AJE#02	4/30/2020	OPEB EXP	089-600-90500 LD-89	3,395.00
		To record OPEB activity		
AJE#03	4/30/2020	DEF OUTFLOWS - IMRF PENSION	089-100-18000 LD-89	(396,811.11)
AJE#03	4/30/2020	IMRF NET PENSION LIABILITY	089-200-28140 LD-89	303,318.18
AJE#03	4/30/2020	DEF INFLOWS - IMRF PENSION	089-200-28150 LD-89	47,799.93
AJE#03	4/30/2020	CHNG DEF OUTFLOWS - IMRF PENS	089-300-39500 LD-89	396,811.11
AJE#03	4/30/2020	CHANGE IN IMRF NPL-LIBRARY	089-600-90150 LD-89	(303,318.18)
AJE#03	4/30/2020	CHNG IMRF DEF INFLW - GEN'L GOV'T	089-600-90400 LD-89	(47,799.93)
		To adjust IMRF NPL and related deferred outflows and inflows of resources		

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

MANAGEMENT LETTER

April 30, 2020

1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

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The Honorable President
Members of the Board of Trustees
Lake Bluff Public Library
Lake Bluff, Illinois

In planning and performing our audit of the financial statements of the governmental activities and the major fund of Lake Bluff Public Library (the Library) as of and for the year ended April 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Library's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of the Library's management, others within the Library, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sikich LLP

Naperville, Illinois
November 13, 2020

OTHER INFORMATION

Future Accounting Pronouncements

The Governmental Accounting Standards Board (GASB) has issued a number of pronouncements that will impact the Library in the future.

GASB Statement No. 87, *Leases*, establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset and aims to enhance comparability of financial statements among governments. This statement also requires additional notes to the financial statements related to the timing, significance, and purpose of a government's leasing arrangements. The requirements of this statement are effective for the fiscal year ending April 30, 2021.

GASB Statement No. 91, *Conduit Debt Obligations*, which intends to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The requirements of this Statement are effective for the fiscal year ending April 30, 2022.

GASB Statement No. 92, *Omnibus 2020*, addresses a variety of topics including: The effective date of Statement No. 87 for interim financial reports; reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan; the applicability of Statements No. 73 to Certain Provisions of GASB Statement Nos. 67 and 68, as amended, and No. 74, as amended, to reporting assets accumulated for postemployment benefits; the applicability of certain requirements of Statement No. 84, to postemployment benefit arrangements; measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition; reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers; reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature and terminology used to refer to derivative instruments. The requirements of this Statement are effective for the fiscal years ending April 30, 2021.

GASB Statement No. 93, *Replacement of Interbank Offered Rates*. The London Interbank Offered Rate (LIBOR), a result of global reference rate reform, is expected to cease to exist in its current form at the end of 2021, prompting governments to amend or replace financial instruments for the purpose of replacing LIBOR with other reference rates, by either changing the reference rate or adding or changing fallback provisions related to the reference rate. GASB Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, as amended, requires a government to terminate hedge accounting when it renegotiates or amends a critical term of a hedging derivative instrument, such as the reference rate of a hedging derivative instrument's variable payment. In addition, in accordance with Statement No. 87, *Leases*, as amended, replacement of the rate on which variable payments depend in a lease contract would require a government to apply the provisions for lease modifications, including remeasurement of the lease liability or lease receivable. The objective of this Statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. The removal of LIBOR as an appropriate benchmark interest rate is effective for fiscal year ending April 30, 2022.

OTHER INFORMATION (Continued)

Future Accounting Pronouncements (Continued)

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, issued to address tissues related to accounting and reporting for public-private and public-public partnership arrangements (PPPs). A PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which is defined in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. This Statement is effective for fiscal year ending April 30, 2024.

GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, was issued to provide temporary relief to governments and other stakeholders due to the COVID-19 pandemic. The effective dates of certain provisions contained in the following pronouncements are postponed by one year:

- Statement No. 83, *Certain Asset Retirement Obligations*
- Statement No. 84, *Fiduciary Activities*
- Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*
- Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- Statement No. 90, *Majority Equity Interests*
- Statement No. 91, *Conduit Debt Obligations*
- Statement No. 92, *Omnibus 2020*
- Statement No. 93, *Replacement of Interbank Offered Rates*
- Implementation Guide No. 2017-3, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)*
- Implementation Guide No. 2018-1, *Implementation Guidance Update—2018*
- Implementation Guide No. 2019-1, *Implementation Guidance Update—2019*
- Implementation Guide No. 2019-2, *Fiduciary Activities*.

The effective dates of the following pronouncements are postponed by 18 months:

- Statement No. 87, *Leases*
- Implementation Guide No. 2019-3, *Leases*

OTHER INFORMATION (Continued)

Future Accounting Pronouncements (Continued)

GASB Statement No. 96, *Solution-Based Information Technology Arrangements*, provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users. A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. This Statement establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability, provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The requirements of this Statement are effective for the fiscal year ending April 30, 2024.

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASBS No. 14 and No. 84, and a supersession of GASB Statement No. 32*, (1) increases consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigates costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhances the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans. This Statement is effective for the fiscal year ending April 30, 2022. Earlier application is encouraged if Statement No. 84, as amended, has been implemented.

We will advise the Library of any progress made by GASB in developing these and other future pronouncements that may have an impact on the financial position and changes in financial position of the Library.

FIRM PROFILE



ORGANIZATION

Sikich LLP, a leading professional services firm specializing in accounting, technology, investment banking* and advisory services**, has 1,000+ professionals throughout the country. Founded in 1982, Sikich now ranks within the country's top 30 largest Certified Public Accounting firms and is among the top one percent of all enterprise resource planning solution partners in the world. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

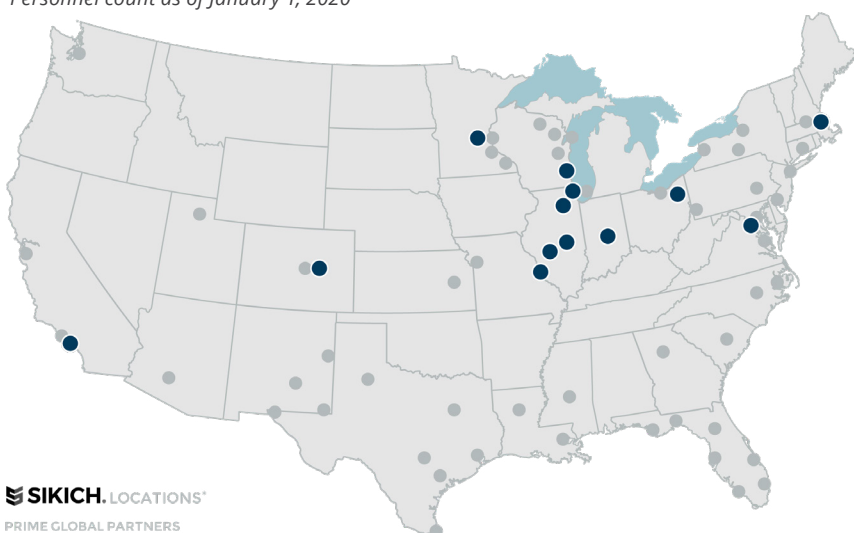
INDUSTRIES

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

AGRICULTURE	AUTOMOTIVE	CONSTRUCTION & REAL ESTATE
DISTRIBUTION & SUPPLY CHAIN	GOVERNMENT	HIGH-TECH
LIFE SCIENCES	MANUFACTURING	NOT-FOR-PROFIT
PRIVATE EQUITY	PROFESSIONAL SERVICES	

STATISTICS

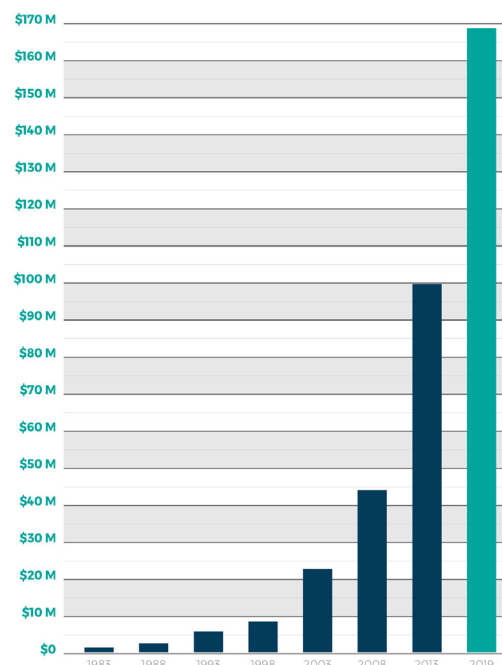
2019 Revenue \$167.4M
 Total Partners 100+
 Total Personnel 1,000+
Personnel count as of January 1, 2020



● SIKICH LOCATIONS*
 ● PRIME GLOBAL PARTNERS

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SIKICH TOTAL REVENUE



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- Business Succession Planning
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* Securities offered through Sikich Corporate Finance LLC, member FINRA/SIPC.

** Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor.

CERTIFICATIONS

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality

Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2017 Sikich LLP received its 10th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.

AWARDS

2018-2020 AWARDS

- 2020 & 2019 Oracle® NetSuite 5 Star Award
- 2019/2020 & 2018/2019 Inner Circle for Microsoft Dynamics
- *Accounting Today* Top 100 Firms - ranked top 30 nationally
- Best Places to Work in Illinois
- Best Places to Work in Indiana
- Milwaukee's Best and Brightest Companies to Work For®
- Chicago's Best and Brightest Companies to Work For®
- Boston's Best and Brightest Companies to Work For®
- Bob Scott's Top 100 Value Added Reseller Stars (VARs) 2020 -ranked #5

2017 AWARDS

- Bob Scott's Top 100 (VARs) - ranked #7
- *Accounting Today* Top 100 VARs - ranked #6
- Vault Accounting Top Ranked
- When Work Works Award
- WorldatWork Work-Life Seal of Distinction
- Microsoft Dynamics Inner Circle and President's Club
- Best Places to Work in Illinois
- Milwaukee's 101 Best and Brightest Companies to Work For®
- Best Places to Work in Indiana
- Chicago's 101 Best and Brightest Companies to Work For®
- *Milwaukee Journal Sentinel* Top Workplaces in Milwaukee
- *Chicago Tribune's* Top Workplaces
- *Crain's List* Chicago's Largest Privately Held Companies - ranked #234
- Boston's 101 Best and Brightest Companies to Work For®
- National Best and Brightest in Wellness
- National Best and Brightest Companies to Work For

2019/2020
INNERCIRCLE
for Microsoft Business Applications

SIKICH IS PROUD TO BE PART OF:

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PrimeGlobal is one of the top five largest associations of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing, and management services to clients around the globe.





**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

ANNUAL FINANCIAL REPORT

For the Year Ended April 30, 2020



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LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
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INDEPENDENT AUDITOR'S REPORT

1415 West Diehl Road, Suite 400
Naperville, IL 60563
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INDEPENDENT AUDITOR'S REPORT

Members of the Board of Trustees
Lake Bluff Public Library
Lake Bluff, Illinois

We have audited the accompanying financial statements of the governmental activities and the major fund of the Lake Bluff Public Library, Lake Bluff, Illinois (the Library) as of and for the year ended April 30, 2020, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Lake Bluff Public Library, Lake Bluff, Illinois as of April 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the other required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Sikich LLP

Naperville, Illinois
November 13, 2020

**GENERAL PURPOSE EXTERNAL
FINANCIAL STATEMENTS**

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year Ended April 30, 2020

As management of the Lake Bluff Public Library, Illinois, we offer readers of the Library's financial statements this narrative overview and analysis of the financial activities of the Lake Bluff Public Library for the fiscal year ended April 30, 2020. The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund" (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). Accordingly, the Library's budget is approved by the Library Board and included with other Village budgets.

This management discussion and analysis is designed to (1) assist the reader in focusing on significant financial issues; (2) provide an overview of the Library's financial activity; (3) clarify the Library's financial position and ability to address future challenges; (4) identify material deviations from the budget; and (5) identify concerns specific to individual funds. The Library's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The Library's financial condition weakened as total net position of \$1.970 million as of April 30, 2020 decreased \$83,401 or 4% from \$2.054 million as of April 30, 2019. The *unrestricted* net position decreased by \$20,931 to \$115,974 from \$136,905 in 2019.
- After depreciation expense, the net investment in capital assets of \$1.854 million decreased \$62,470 from the disposal of aged books/media in excess of the cost of new materials.
- Property tax revenues of \$962,776, program revenues of \$60,559 and other revenues of \$21,784 were less than the expenses of \$1,128,520 accounting for the decrease in net position of \$83,401.
- The net investment in capital assets (net of accumulated depreciation) is \$1,854,622, consisting of \$1,074,714 in buildings; \$312,213 in books and media; \$347,445 land value, and \$120,250 in furniture and equipment.
- The Library's spendable resources, represented by the governmental operating unrestricted fund balance, increased by \$27,537 or 9.09% to \$330,640 from \$302,803. This balance represents 32% of the total expenditures of \$1,017,282. The difference of \$111,238 between the increase in unrestricted fund balance of \$27,837 and the reduction in net position of \$83,401 is attributed to the changes in capital assets (including depreciation and the loss on disposal of assets) of \$62,470 and changes in the net pension liability of \$47,613, other postemployment benefit obligation ("OPEB"), and compensated absences.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

The Library's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Library's overall financial condition. Financial reporting at this level uses accounting similar to full accrual accounting such as in the private sector. Inter-fund activity is eliminated and the cost of assets with a long service life is spread out over future years so that capital expenditures are amortized through depreciation when the benefits are realized.

The first statement is the **Statement of Net Position** that presents information about all of the Library's assets and liabilities, with the differences reported as net position. Over a multi-year period, an increase or decrease in net position can detect an improvement or deterioration in the financial position of the Library. Additionally, one would need to evaluate non-financial factors, such as the condition of Library infrastructure, the satisfaction of constituents, and other information beyond the scope of this report to make a more complete assessment of whether the Library as a whole has improved.

The second statement is the **Statement of Activities**, which reports *how* the Library’s net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when the cash is received or paid. An important purpose of the design of the Statement of Activities is to show the financial reliance of the Library’s distinct activities or functions on revenues provided by the Library’s taxpayers.

REPORTING THE LIBRARY’S MOST SIGNIFICANT FUNDS

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Library has only one governmental fund.

Governmental funds. Governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current position. Unlike the government-wide financial statements, governmental fund financial information focuses on near-term *flow* of spendable resources, as well as on *the balance* of spendable resources available at the end of the fiscal year. *Fund information for the Library is presented in a “Governmental Fund Balance Sheet” on page 5.*

Notes to the financial statements. The accompanying notes to the financial statements provide information essential to a full understanding of these financial statements. *The notes are on pages 9-24 of this report.*

Other information. Pursuant to Governmental Accounting Standards Board (“GASB”) Statement 68 the Library’s Illinois Municipal Retirement Fund net pension liability is shown on the government-wide statements. *The Library’s net pension, post-employment, and compensated absences obligation information is presented on pages 16-23.*

Financial Analysis of the Library

The largest portion of the Library’s net position reflects its investment in capital assets less any related debt used to acquire those assets that is still outstanding. The Library uses capital assets to provide services to citizens; therefore, these assets are not available for future spending.

Lake Bluff Public Library Net Position

	2020	2019	Increase/ (Decrease)	Percentage Change
Current & other assets	\$1,374,777	\$1,322,667	\$ (52,110)	3.94 %
Capital assets	\$1,854,562	\$1,917,092	\$ (62,530)	(3.26)
Deferred outflows of resources	\$ 58,145	\$ 299,266	\$ (241,121)	(80.57)
Total assets & deferred outflows	\$3,287,544	\$3,539,025	\$ (251,481)	(7.11)
Short-term liabilities	\$ 55,868	\$ 78,861	\$ (22,993)	(29.16)
Long-term liabilities	\$ 127,921	\$ 402,317	\$ (274,396)	(68.20)
Total liabilities	\$ 183,789	\$ 481,178	\$ (297,389)	(61.80)
Deferred inflows of resources	\$1,133,159	\$1,003,850	\$ 129,309	12.88
Total liabilities & deferred inflows	\$1,316,948	\$1,485,028	\$ (168,080)	(11.32)
Invested in capital assets, net of related debt	\$1,854,622	\$1,917,092	\$ (62,470)	(3.26)
Unrestricted	\$ 115,974	\$ 136,905	\$ (20,930)	(15.29)
Total net position	\$1,970,596	\$2,053,997	\$ (84,401)	(4.06)%

Current and other assets increased \$52,110 due to an increase in cash and investments of \$28,516, and an increase in property taxes of \$23,594. Capital assets decreased by \$62,470 due to the disposal of dated books/media and depreciation exceeding the cost of replacement books/media. Long-term liabilities decreased by \$274,396 for costs associated with the recognition of net pension liability, OPEB and compensated absences. Unrestricted net position decreased by 15.29% or \$20,931.

Pursuant to GASB Statements 63 and 65, unearned revenues are categorized as deferred inflows of resources. The 2020 deferred inflow of \$987,714 accounts for the 2019 property tax levy to be billed and collected in the next fiscal year. The increase of \$23,595 or 2.45% is attributed to the Consumer Price Index-Urban ("CPI-U") factor of 1.9% and \$3.2 million of new construction added to the tax rolls.

Library Activities

The Library has a major General Fund to account for its financial transactions. The Library provides books, CD's, and DVD's for rental to its patrons and periodicals, Internet access, research assistance and special programs to the residents of the community. The focus of the General Fund is to provide information on current inflows, outflows, and balances of non-capital (spendable) assets.

Change in Net Position

The schedule below presents a summary of the changes in the net position for the fiscal year ended April 30, 2020 and the amount and percentage of increase or decrease compared to the fiscal year ended April 30, 2019. The fiscal year 2020 revenues rose from the prior year by \$42,542 or 4.24%. Charges for services decreased by \$1,555, operating grants and contributions increased by \$13,214 and the property taxes grew by \$42,992. Total expenses decreased during 2020 compared to 2019 by \$11,325 or 1.0%. The net position decreased from 2019 to 2020 by \$84,401.

Lake Bluff Public Library Changes in Net Position

	Governmental Activities		Total	
	2020	2019	Increase/ (Decrease)	Percentage Change
Revenues:				
<i>Program revenues</i>				
Charge for services	\$ 24,273	\$ 25,828	\$ (1,555)	(6.02)%
Operating grants and Contributions	36,286	23,072	13,214	57.27
<i>General revenues</i>				
Property taxes	962,776	919,784	42,992	4.67
Interest/Investment Income	8,422	13,236	(4,814)	(36.67)
Miscellaneous	13,362	20,657	(7,295)	(35.31)
<i>Subtotal general revenue</i>	984,560	953,677	30,883	3.24
Total Revenues	\$1,045,119	\$1,002,577	\$ 42,542	4.24
Expenses:				
Library	\$1,128,520	\$1,136,394	\$ (7,874)	(1.0)
Change in net position	(79,950)	(133,817)	53,867	(40.25)
Net position – May 1, 2019	\$2,053,997	\$2,138,338	\$ (84,341)	(4.11)
Change in accounting principle	-	49,476	-	
Net position – May 1, 2019 (Restated)	\$2,053,997	\$2,187,814		
Net position – April 30, 2020	\$1,970,596	\$2,053,997	\$ (83,401)	(4.06)%

The schedule below presents a summary of **revenues** and **expenditures** for the fiscal year ended April 30, 2019 and the amount and percentage of increase or decrease in relation to the fiscal year ended April 30, 2018. This schedule shows capital outlay as a reduction in spendable resources and does not account for depreciation expense, losses on the disposal of assets, or pension, compensated absences and OPEB costs. These amounts account for the difference between the decrease in net position of \$84,341 and the decrease in fund balance of \$27,837. Unrestricted fund balance serves as a useful measure of the Library's net resources available for spending at the end of the year. The 2020 total unrestricted fund balance of \$330,640 is \$27,837 or 9.19% greater than 2019.

Lake Bluff Public Library
Changes in Revenues, Expenditures and Changes in Fund Balance

	2020	2019	Increase/ (Decrease)	Percentage Change
Revenues:				
Property Taxes	\$ 962,776	\$ 919,784	\$ 42,992	4.67%
Intergovernmental	7,152	7,153	(1)	(0.01)
Donations & Grants	29,134	15,919	13,215	83.01
Charge for Services	16,799	15,900	899	5.65
Fines & Forfeits	7,474	9,928	(2,454)	(24.72)
Investment Income	8,422	13,236	(4,814)	(36.37)
Miscellaneous	13,362	20,657	(7,295)	(35.31)
Total Revenues	\$1,045,119	\$1,002,577	\$ 42,542	4.24%
Expenditures:				
Salaries and benefits	\$ 688,641	\$ 646,949	\$ 41,692	6.44%
Books, DVD, CD	127,685	132,293	(4,608)	(3.48)
Contractual/Professional	31,083	27,889	3,194	11.45
Commodities/Utilities	42,525	39,739	2,786	7.01
Special Programs	10,577	4,443	6,134	138.06
Building maint/improve	43,305	60,111	(16,806)	(27.96)
Technology	72,657	38,773	33,884	87.39
Equipment/Capital	44	293,352	(293,308)	(99.99)
Contingency/Miscellaneous	765	2,466	1,701	68.98
Total Expenditures	\$1,017,282	\$1,246,015	\$ (228,733)	(18.36)%
Change in fund balance	\$ 27,837	\$ (243,438)	\$ 271,275	111.43
Fund balance – May 1, 2018	\$ 307,705	\$ 551,143	\$ (243,438)	(44.17)
Fund balance–April 30, 2019	\$ 335,542	\$ 307,705	\$ 27,837	9.05%

Revenues

91.74% percent of the Library's 2020 revenues are derived from property taxes. The 2018 property taxes (shown as revenue in fiscal year 2020) increased \$42,992 due a one-time additional request of \$20,000, new construction added to the tax rolls and a 1.9% CPI-U factor. Donations & grants increased by \$13,215. Charges for services increased by \$899 to \$16,799 in 2020. Investment income decreased by \$4,814.

Expenditures

Salaries and benefits increased by \$41,692 or 6%. Building maintenance/improvements decreased by \$16,806 or 27.96% due to prior year repairs and maintenance of the HVAC system. Technology costs increased \$33,884 due to equipment replacement. Enhancements to special programs increased cost by \$6,134. Equipment/Capital expenditures decreased with the completion of exterior building improvements including the purchase of a new roof in masonry repairs in FY19.

Budgetary Highlights

The budget was not modified during the year and actual expenditures did not exceed the budget. State statutes and local ordinances require that the budget be approved before the beginning of the fiscal year. Salaries are in the process of being adjusted over the course of several years in order to be compliant with the new Illinois minimum wage law.

Economic Factors/Subsequent Events

- The Library has been exempt from the Property Tax Limitation Act since the voters approved Home Rule in April 2005. With the exception of the 2005 and 2018 levy, the Library has levied a property tax within the Property Tax Limitation Act.
- The CPI-U factor for the 2018 property levy is 1.9% with a projected increase in total equalized assessed value and minimal new construction added to the tax rolls.
- The library utilization is expected to continue to grow.
- COVID-19 has significantly impacted the Library in 2020. The full extent of the impact will not be realized until year-end as the COVID-19 environment is constantly evolving.
- The library anticipates an increase in required building and maintenance expenses.
- The Library roof project reduced reserve funds and the Library has a multi-year plan to ensure that that fund balance is restored in order to plan for subsequent projects.

All of these factors were considered when preparing the fiscal year 2020-21 biennial budget.

Contacting the Library's Financial Management

This financial report is designed to provide a general overview of the Library's finances, comply with finance related laws and regulations and demonstrate the Library's commitment to public accountability. If you have questions about this report or would like to request additional information, contact the Library Director, Eric Bailey at 123 E. Scranton Ave, Lake Bluff, IL 60044, 847-234-2540 x 110, or access the Library's website at www.lakeblufflibrary.org.

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

STATEMENT OF NET POSITION

April 30, 2020

	Governmental Activities
ASSETS	
Cash and investments	\$ 375,009
Receivables	
Property taxes	987,714
Intergovernmental	7,152
Prepaid items	4,902
Capital assets not being depreciated	347,445
Capital assets (net of accumulated depreciation)	1,507,177
Total assets	3,229,399
DEFERRED OUTFLOWS OF RESOURCES	
Pension items - IMRF	53,269
OPEB items	4,876
Total deferred outflows of resources	58,145
Total assets and deferred outflows of resources	3,287,544
LIABILITIES	
Accounts payable	14,261
Accrued payroll	18,671
Due to other governments	18,589
Noncurrent liabilities	
Due within one year	4,347
Due in more than one year	127,921
Total liabilities	183,789
DEFERRED INFLOWS OF RESOURCES	
Deferred revenue - property taxes	987,714
Pension items - IMRF	145,445
Total deferred inflows of resources	1,133,159
Total liabilities and deferred inflows of resources	1,316,948
NET POSITION	
Net investment in capital assets	1,854,622
Unrestricted	115,974
TOTAL NET POSITION	\$ 1,970,596

See accompanying notes to financial statements.

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2020

	Program Revenues				Net (Expense) Revenue and Change in Net Position
FUNCTIONS/PROGRAMS	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
PRIMARY GOVERNMENT					
Governmental Activities					
Culture and recreation	\$ 1,128,520	\$ 24,273	\$ 36,286	\$ -	\$ (1,067,961)
Total governmental activities	1,128,520	24,273	36,286	-	(1,067,961)
TOTAL PRIMARY GOVERNMENT	\$ 1,128,520	\$ 24,273	\$ 36,286	\$ -	(1,067,961)
			General Revenues		
			Taxes		
			Property		962,776
			Investment income		8,422
			Miscellaneous		13,362
			Total		984,560
			CHANGE IN NET POSITION		(83,401)
			NET POSITION, MAY 1		2,053,997
			NET POSITION, APRIL 30		\$ 1,970,596

See accompanying notes to financial statements.

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

BALANCE SHEET

April 30, 2020

	General
ASSETS	
Cash and investments	\$ 375,009
Receivables	
Property taxes	987,714
Intergovernmental	7,152
Prepaid items	4,902
TOTAL ASSETS	\$ 1,374,777
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	
LIABILITIES	
Accounts payable	\$ 14,261
Accrued payroll	18,671
Due to other governments	18,589
Total liabilities	51,521
DEFERRED INFLOWS OF RESOURCES	
Unavailable revenue - property taxes	987,714
Total deferred inflows of resources	987,714
Total liabilities and deferred inflows of resources	1,039,235
FUND BALANCE	
Nonspendable - prepaid items	4,902
Unrestricted	
Unassigned	330,640
Total fund balance	335,542
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	\$ 1,374,777

See accompanying notes to financial statements.

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

**RECONCILIATION OF FUND BALANCE OF GOVERNMENTAL FUND TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**

April 30, 2020

FUND BALANCE OF GOVERNMENTAL FUND	\$ 335,542
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds	1,854,622
Differences between expected and actual experiences, assumption changes and net differences between projected and actual earnings for the Illinois Municipal Retirement Fund are recognized as deferred outflows of resources and deferred inflows of resources on the statement of net position	(92,176)
Differences between expected and actual experiences and assumption changes for the Other Postemployment Benefit Plan are recognized as deferred outflows and inflows of resources on the statement of net position	4,876
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in governmental funds	
Total OPEB liability	(41,725)
Net pension liability - IMRF	(67,934)
Compensated absences	(22,609)
NET POSITION OF GOVERNMENTAL ACTIVITIES	\$ 1,970,596

See accompanying notes to financial statements.

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

For the Year Ended April 30, 2020

	<u>General</u>
REVENUES	
Taxes	\$ 962,776
Intergovernmental	7,152
Charges for services	16,799
Fines and forfeits	7,474
Investment income	8,422
Donations	29,134
Miscellaneous	<u>13,362</u>
Total revenues	<u>1,045,119</u>
EXPENDITURES	
Current	
Culture and recreation	<u>1,017,282</u>
Total expenditures	<u>1,017,282</u>
NET CHANGE IN FUND BALANCE	27,837
FUND BALANCE, MAY 1	<u>307,705</u>
FUND BALANCE, APRIL 30	<u><u>\$ 335,542</u></u>

See accompanying notes to financial statements.

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

**RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES**

For the Year Ended April 30, 2020

NET CHANGE IN FUND BALANCE - TOTAL GOVERNMENTAL FUND	\$ 27,837
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures; however, they are capitalized and depreciated in the statement of activities	143,890
The gain (loss) on the disposal of capital assets is calculated and reported in the statement of activities	(3,051)
Some expenses in the statement of activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	(203,309)
The change in the deferred outflows of resources and deferred inflows of resources for the Illinois Municipal Retirement Fund is not a source or use of a financial resource	(350,931)
The change in deferred outflows and inflows of resources for the total OPEB liability is reported only on the statement of activities	4,096
The change in the total other postemployment benefit liability is not a source or use of a financial resource	(7,209)
The change in the Illinois Municipal Retirement Fund net pension liability is not a source or use of a financial resource	303,318
The change in compensated absences is not a source or use of a financial resource	<u>1,958</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ (83,401)</u>

See accompanying notes to financial statements.

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

NOTES TO FINANCIAL STATEMENTS

April 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Lake Bluff Public Library, Lake Bluff, Illinois (the Library), have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and reporting principles. The more significant of the accounting policies are described below.

a. Reporting Entity

The Library is governed by a seven-member Library Board of Trustees (the Board) that is separately elected. The Board selects management staff and directs the affairs of the Library. As required by GAAP, these financial statements include all funds of the Library. Management has also considered all potential component units.

Based on the criteria of GASB Statement No 61, *The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34*, the Library does not have any component units. The Friends of the Library, while a potential component unit, is not significant to the Library and, therefore, has been excluded from its reporting entity.

b. Fund Accounting

The Library uses funds to report on its financial position and the changes in its financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into the following categories: governmental, proprietary and fiduciary. The Library reports only governmental funds.

Governmental funds are used to account for all or most of the Library's general activities including the collection and disbursement of restricted or committed monies (special revenue funds), the funds committed, restricted or assigned for the acquisition or construction of capital assets (capital projects funds) and the funds committed, restricted or assigned for the servicing of long-term debt (debt service funds). The General Fund is used to account for all activities of the Library.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Library. The effect of material interfund activity, if any, has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support. The Library reports only governmental activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and standard revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental fund:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library.

d. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both "measurable" and "available." Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a fund liability is incurred.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting and Financial Statement Presentation
(Continued)

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

The Library reports unavailable/deferred revenue and unearned revenue on its financial statements. Unavailable/deferred revenues arise when a potential revenue does not meet the measurable and available or earned criteria for recognition in the current period. Unearned revenues arise when resources are received by the Library before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Library has a legal claim to the resources, the deferred inflow for unavailable/deferred revenue or the liability for unearned revenue is removed from the financial statements and revenue is recognized.

e. Investments

Investments with a maturity of less than one year when purchased, non-negotiable certificates of deposit and other nonparticipating investments are stated at cost or amortized cost. Investments with a maturity greater than one year when purchase, if any, are stated at fair value. The Library categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on valuation inputs used to measure fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. The Library held no investments to measure at fair value at April 30, 2020.

f. Prepaid Items

Certain payments to vendors reflect the costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed, rather than when purchased.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g. Capital Assets

Capital assets, which include property, equipment and books are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost in excess of \$1,000 (except that all books are capitalized) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value or service capacity of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	15-50
Equipment	3-25
Books	10

h. Compensated Absences

Vested or accumulated vacation and sick leave, including related Social Security and Medicare taxes, that is owed to retirees or terminated employees is reported as an expenditure and a fund liability of the governmental fund that will pay it in the fund financial statements. Vested or accumulated vacation and sick leave of governmental activities at the government-wide level is recorded as an expense and liability as the benefits accrue to active employees. The General Fund has been used in prior years to liquidate the liability for compensated absences.

i. Fund Balance/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or which are legally or contractually required to be maintained intact, unless conversion of the nonspendable asset to a spendable asset would result in a restriction or commitment on the spendable asset, in which case reporting the restriction or commitment takes precedent.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

i. Fund Balance/Net Position (Continued)

Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities or from enabling legislation adopted by the Library. Committed fund balance is constrained by formal actions of the Library's Board, which is considered the Library's highest level of decision-making authority. Formal actions include ordinances approved by the Board. Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance resides with the Executive Director. Any residual fund balance in the General Fund, including fund balance targets and any deficit fund balance of any other governmental fund is reported as unassigned.

The Library's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending the Library considers committed funds to be expended first followed by assigned funds and then unassigned funds.

In the government-wide financial statements, restricted net position is legally restricted by outside parties for a specific purpose. None of the Library's net position is restricted as a result of enabling legislation adopted by the Library. Net investment in capital assets represents the Library's investment in the book value of capital assets, less any outstanding debt that was issued to construct or acquire the capital assets.

j. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

k. Accounting Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

2. DEPOSITS AND INVESTMENTS

The Library's investment policy authorizes the Library to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States Government or agreements to repurchase these obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and The Illinois Funds.

The Illinois Funds operates as a qualified external investment pool in accordance with the criteria established in GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, and thus, reports all investments at amortized cost rather than fair value. The investment in The Illinois Funds by participants is also reported at amortized cost. The Illinois Funds does not have any limitations or restrictions on participant withdrawals. The Illinois Treasurer's Office issues a separate financial report for The Illinois Funds which may be obtained by contacting the Administrative Office at Illinois Business Center, 400 West Monroe Street, Suite 401, Springfield, Illinois 62704.

It is the policy of the Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objectives of the policy are safety of principal, liquidity, yield and maintaining the public trust.

a. Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the Library's deposits may not be returned to it. To guard against credit risk for deposits with financial institutions, the Library's investment policy requires that deposits with financial institutions in excess of FDIC insurance be collateralized with collateral held by an independent third party in the name of the Library.

b. Investments

In accordance with its investment policy, the Library limits its exposure to interest rate risk by diversifying its investment portfolio to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds. A variety of financial instruments and maturities, properly balanced, will help to ensure liquidity and reduce risk or interest rate volatility and loss of principal. Diversifying investments and maturities will avoid incurring unreasonable risks in the investment portfolio regarding specific security types, issuers or individual financial institutions. The Library's investment policy does not specifically limit the maximum maturity length of investments.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

2. DEPOSITS AND INVESTMENTS (Continued)

b. Investments (Continued)

The Library limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly guaranteed by the United States Government. However, the Library's investment policy does not specifically limit the Library to these types of investments.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Library will not be able to recover the value of its investments that are in the possession of an outside party. To limit its exposure, the Library's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third party acting as the Library's agent separate from where the investment was purchased.

Concentration of credit risk is the risk that the Library has a lack of diversification resulting in concentrated risk based on one type of investment. The Library's investment policy does not specifically address diversification of investments.

3. RECEIVABLES - TAXES

Property taxes for 2019 attach as an enforceable lien on January 1, 2019, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and issued on or about May 1 and August 1 and are payable in two installments, on or about June 1 and September 1. The County collects such taxes and remits them periodically. Based upon collection histories, library management does not consider an allowance for uncollectible property taxes at April 30, 2020 to be necessary. These 2019 taxes are intended to finance the 2021 fiscal year and are not considered available or earned for current operations and, therefore, are reported as unavailable/deferred revenue. The 2020 tax levy has not been recorded as a receivable at April 30, 2020, as the tax attached as a lien on property as of January 1, 2020; however, the tax will not be levied until December 2020 and, accordingly, is not measurable at April 30, 2020.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

4. CAPITAL ASSETS

Capital asset activity for the year ended April 30, 2020 was as follows:

	Balances May 1	Increase	Decrease	Balances April 30
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 347,445	\$ -	\$ -	\$ 347,445
Total capital assets not being depreciated	347,445	-	-	347,445
Capital assets being depreciated				
Buildings	2,109,180	-	-	2,109,180
Equipment	314,463	22,893	-	337,356
Books	828,898	120,997	214,969	734,926
Total capital assets being depreciated	3,252,541	143,890	214,969	3,181,462
Less accumulated depreciation for				
Buildings	974,541	59,925	-	1,034,466
Equipment	196,078	21,028	-	217,106
Books	512,275	122,356	211,918	422,713
Total accumulated depreciation	1,682,894	203,309	211,918	1,674,285
Total capital assets being depreciated, net	1,569,647	(59,419)	3,051	1,507,177
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET				
	\$ 1,917,092	\$ (59,419)	\$ 3,051	\$ 1,854,622

Depreciation expense was charged to functions of the primary government as follows:

GOVERNMENTAL ACTIVITIES		
Culture and recreation		\$ 203,309

5. LONG-TERM OBLIGATIONS

During the year, the following changes occurred in liabilities reported in long-term obligations:

	Balances May 1	Additions	Retirements	Balances April 30	Due Within One Year
Total other postemployment benefits liability	\$ 34,516	\$ 7,209	\$ -	\$ 41,725	\$ 2,086
Compensated absences	24,567	-	1,958	22,609	2,261
Net pension liability - IMRF	371,252	-	303,318	67,934	-
TOTAL LONG-TERM OBLIGATIONS	\$ 430,335	\$ 7,209	\$ 305,276	\$ 132,268	\$ 4,347

6. DEFINED BENEFIT PENSION PLAN

The Library contributes, through the Village of Lake Bluff, Illinois (the Village), to the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system. However, the Library's participation in IMRF is equivalent to a cost sharing multiple-employer pension plan since only one actuarial valuation is performed for both the Village and the Library combined. All disclosures for an agent plan can be found in the Village's comprehensive annual financial report at lakebluff.org.

Illinois Municipal Retirement Fund

Plan Administration

All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members.

The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable. Investments are reported at fair value.

Benefits Provided

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011 are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. Employees hired on or after January 1, 2011 are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. IMRF also provides death and disability benefits. These benefit provisions and all other requirements are established by state statute.

Contributions

Participating members are required to contribute 4.50% of their annual salary to IMRF. The Village and the Library are required to contribute the remaining amounts necessary to fund IMRF as specified by statute. The employer contribution rate for fiscal year ended April 30, 2020 was 8.18% of covered payroll. For the fiscal year ended April 30, 2020, salaries totaling \$427,603 were paid that required employer contributions of \$34,990, which was equal to the Library's actual contributions.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

6. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Net Pension Liability

At April 30, 2020, the Library reported a liability of \$67,934 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Library's proportion of the net pension liability was based in the Library's prior year contribution to the plan for the year ended December 31, 2019 relative to the contributions of the Village, actuarially determined. At April 30, 2020, the Library's proportion was 18.45% of the Village's total contribution.

Actuarial Assumptions

The Village's net pension liability was measured as of December 31, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions:

Actuarial valuation date	December 31, 2019
Actuarial cost method	Entry-age normal
Assumptions	
Price inflation	2.50%
Salary increases	3.39% to 14.25%
Investment rate or return	7.25%
Asset valuation method	Market value of assets

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustments that were applied for nondisabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

6. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Discount Rate

The discount rate used to measure the IMRF total pension liability was 7.25% for 2019. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the fiscal year ended April 30, 2020, the Library recognized pension expense of \$89,639. At April 30, 2020, the Library reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	<u> </u>	<u> </u>
Differences between expected and actual experience	\$ 12,853	\$ 25,528
Changes in assumptions	26,285	3,468
Net difference between projected and actual earnings on pension plan investments	-	116,449
Contributions subsequent to measurement date	14,131	-
	<u> </u>	<u> </u>
TOTAL	\$ 53,269	\$ 145,445

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

6. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources
(Continued)

The contributions of \$14,131 were made after the plan's measurement date and will be recognized in net pension liability for the fiscal year ending April 30, 2021. Amounts reported as deferred outflows of resources and deferred inflows of resources related to IMRF will be recognized in pension expense as follows:

Fiscal Year Ending April 30,	
2021	\$ (13,997)
2022	(45,974)
2023	10,328
2024	(56,664)
2025	-
Thereafter	<u>-</u>
 TOTAL	 <u>\$ (106,307)</u>

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability (asset) to changes in the discount rate. The table below presents the net pension liability (asset) of the Library calculated using the discount rate of 7.25% as well as what the Library's net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net pension liability (asset)	\$ 409,492	\$ 67,934	\$ (213,096)

7. OTHER POSTEMPLOYMENT BENEFITS

a. Plan Description

In addition to providing the pension benefits described, the Library provides postemployment health care benefits (OPEB) for retired employees through a single-employer defined benefit plan (the Plan). The benefits, benefit levels, employee contributions and employer contributions are governed by the Library and can be amended by the Library through its personnel manual. The Plan is not accounted for as a trust fund, as an irrevocable trust has not been established to account for the Plan. The Plan does not issue a separate report. The activity of the Plan is reported in the Library's General Fund and governmental activities.

b. Benefits Provided

The Library provides pre and post-Medicare postretirement health insurance to retirees, their spouses and dependents (enrolled at time of employee's retirement). The benefit levels are the same as those afforded to active employees. To be eligible for benefits, the employee must qualify for retirement under the Library's retirement plan. The retirees pay 100% of the average employer group cost. The retiree pays a blended premium which creates an implicit subsidy.

c. Membership

At April 30, 2019 (most recent data available), membership consisted of:

Retirees and beneficiaries currently receiving benefits	-
Terminated employees entitled to benefits but not yet receiving them	-
Active employees	<u>5</u>
TOTAL	<u><u>5</u></u>
Participating employers	<u><u>1</u></u>

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

d. Actuarial Assumptions and Other Inputs

The total OPEB liability was determined by an actuarial valuation performed as of April 30, 2019, using the following actuarial methods and assumptions.

Actuarial valuation date	April 30, 2019
Measurement date	April 30, 2020
Actuarial cost method	Entry-age normal
Inflation	3.00%
Discount rate	2.92%
Healthcare cost trend rates	Ranging from 8.50% Fiscal 2019, to an Ultimate Trend Rate of 4.50%
Asset valuation method	N/A
Mortality rates	RP2014 Blue Collar base rates projected to 2018 using scale MP2018

e. Discount Rate

The discount rate was based on the S&P Municipal Bond 20-year high-grade rate index rate for tax exempt general obligation municipal bonds rated AA or better at April 30, 2020.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

f. Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
BALANCES AT MAY 1, 2019	<u>\$ 34,516</u>
Changes for the period	
Service cost	1,368
Interest	1,308
Changes in assumptions	4,533
Implicit benefit payments	-
Other changes	<u>-</u>
Net changes	<u>7,209</u>
BALANCES AT APRIL 30, 2020	<u>\$ 41,725</u>

There was a change in assumptions related to the discount rate in 2020.

g. Rate Sensitivity

The following is a sensitive analysis of total OPEB liability to changes in the discount rate and the healthcare cost trend rate. The table below presents the total OPEB liability of the Library calculated using the discount rate of 2.92% as well as what the Library's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (1.92%) or 1 percentage point higher (3.92%) than the current rate:

	1% Decrease (1.92%)	Current Discount Rate (2.92%)	1% Increase (3.92%)
Total OPEB liability	\$ 51,828	\$ 41,725	\$ 34,246

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

g. Rate Sensitivity (Continued)

The table below presents the total OPEB liability of the Library calculated using the healthcare rate of 8.50% to 4.50% as well as what the Library's total OPEB liability would be if it were calculated using a healthcare rate that is 1 percentage point lower (7.50% to 3.50%) or 1 percentage point higher (8.50% to 5.50%) than the current rate:

	1% Decrease (7.50% to 3.50%)	Current Healthcare Rate (8.50% to 4.50%)	1% Increase (9.50% to 5.50%)
Total OPEB liability	\$ 34,149	\$ 41,725	\$ 51,771

h. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended April 30, 2020, the Library recognized OPEB expense of \$3,113. At April 30, 2020, the Library reported deferred outflows of resources related to OPEB from the following sources:

	Deferred Outflows
Changes in assumption	\$ 4,876
TOTAL	\$ 4,876

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ending April 30,	
2021	\$ 437
2022	437
2023	437
2024	437
2025	437
Thereafter	2,691
TOTAL	\$ 4,876

8. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; employee health; natural disasters; and injuries to the Library's employees. Employees' health insurance is purchased through a broker and no risk of loss is retained by the Library.

Intergovernmental Risk Management Agency

The Library participates in the Intergovernmental Risk Management Agency (IRMA). IRMA is an organization of municipalities and special districts in northeastern Illinois that have formed an association under the Illinois Intergovernmental Cooperation Statute to pool their risk management needs. IRMA administers a mix of self-insurance and commercial insurance coverages; property/casualty and workers' compensation claim administration/litigation management services; unemployment claims administration; extension risk management/loss control consulting and training programs; and a risk information system and financial reporting service for its members.

The Library's payments to IRMA are displayed on the financial statements as expenditures/expenses in appropriate funds. Each member assumes the first \$2,500 of each occurrence and IRMA has a mix of self-insurance and commercial insurance at various amounts above that level.

Each member appoints one delegate, along with an alternate delegate, to represent the member on the Board of Directors. The Library does not exercise any control over the activities of IRMA beyond its representation on the Board of Directors.

Initial contributions are determined each year based on the individual member's eligible revenue as defined in the by-laws of IRMA and experience modification factors based on past member loss experience. Members have a contractual obligation to fund any deficit of IRMA attributable to a membership year during which they were a member. Supplemental contributions may be required to fund these deficits. The Library is aware of no additional contributions due to IRMA as of April 30, 2019.

REQUIRED SUPPLEMENTARY INFORMATION

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

GENERAL FUND

For the Year Ended April 30, 2020

	Original and Final Budget	Actual	Variance Over (Under)
REVENUES			
Taxes	\$ 964,117	\$ 962,776	\$ (1,341)
Intergovernmental	-	7,152	7,152
Charges for services	18,100	16,799	(1,301)
Fines and forfeits	10,500	7,474	(3,026)
Investment income	26,000	8,422	(17,578)
Donations	10,153	29,134	18,981
Miscellaneous	12,100	13,362	1,262
Total revenues	1,040,970	1,045,119	4,149
EXPENDITURES			
Culture and recreation			
Salaries and employee benefits	653,250	688,641	35,391
Books, periodicals, films and records	165,100	127,685	(37,415)
Professional services	21,000	31,083	10,083
Printing, stationery and office supplies	26,000	25,192	(808)
Dues and professional development	5,500	3,741	(1,759)
Utilities	13,000	13,592	592
Special programs	8,153	10,577	2,424
Building and grounds maintenance	39,500	43,305	3,805
Computers/automation	64,000	72,657	8,657
Equipment	5,000	44	(4,956)
Miscellaneous	2,000	765	(1,235)
Contingency	3,347	-	(3,347)
Capital outlay	1,000	-	(1,000)
Budgeted transfer to reserve	34,900	-	(34,900)
Total expenditures	1,041,750	1,017,282	(24,468)
NET CHANGE IN FUND BALANCE	\$ (780)	27,837	\$ 28,617
FUND BALANCE, MAY 1		<u>307,705</u>	
FUND BALANCE, APRIL 30		<u><u>\$ 335,542</u></u>	

(See independent auditor's report.)

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

SCHEDULE OF CHANGES IN THE EMPLOYER'S
TOTAL OPEB LIABILITY AND RELATED RATIOS

OTHER POSTEMPLOYMENT BENEFIT PLAN

Last Two Fiscal Years

MEASUREMENT DATE APRIL 30,	2019	2020
TOTAL OPEB LIABILITY		
Service cost	\$ 1,266	\$ 1,368
Interest	1,237	1,308
Difference between expected and actual experience	-	-
Changes in assumptions	849	4,533
Benefit payments	-	-
Other changes	-	-
Net change in total OPEB liability	3,352	7,209
Total OPEB liability - beginning	31,164	34,516
TOTAL OPEB LIABILITY - ENDING	\$ 34,516	\$ 41,725
Covered payroll	\$ 272,400	\$ 281,934
Employer's total OPEB liability as a percentage of covered payroll	12.67%	14.80%

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

There was a change in the discount rate for 2019 and 2020.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

SCHEDULE OF EMPLOYER CONTRIBUTIONS

ILLINOIS MUNICIPAL RETIREMENT FUND

Last Five Fiscal Years

FISCAL YEAR ENDED APRIL 30,	2016	2017	2018	2019	2020
Contractually required contribution	\$ 45,055	\$ 42,026	\$ 38,210	\$ 33,476	\$ 34,990
Contributions in relation to the contractually required contribution	45,055	42,026	38,210	33,476	34,990
CONTRIBUTION DEFICIENCY (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 426,249	\$ 414,908	\$ 435,132	\$ 434,860	\$ 427,603
Contributions as a percentage of covered payroll	10.57%	10.13%	8.78%	7.70%	8.18%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuation as of January 1 of the prior calendar year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was aggregate entry-age normal; the amortization method was level percentage of payroll, closed and the amortization period was 24-year closed period until the remaining period reaches 15 years (then a 15-year rolling period); the asset valuation method was five-year smoothed market with a 20% corridor; and the significant actuarial assumptions were wage growth at 3.50% annually; price inflation of 2.75% annually; projected salary increases of 3.35% to 14.25%, annually, including inflation; and an investment rate of return of 7.50% annually.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

**SCHEDULE OF CHANGES IN THE EMPLOYER'S
PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**

ILLINOIS MUNICIPAL RETIREMENT FUND

Last Five Calendar Years

MEASUREMENT DATE DECEMBER 31,	2015	2016	2017	2018	2019
Employer's proportion of net pension liability (asset)	20.00%	20.00%	20.00%	20.00%	18.45%
Employer's proportionate share of net pension liability (asset)	\$ 231,305	\$ 157,256	\$ (33,267)	\$ 371,252	\$ 67,934
Employer's covered payroll	426,249	414,908	429,200	433,359	394,463
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	54.27%	37.90%	(7.75%)	85.67%	17.22%
Plan fiduciary net position as a percentage of the total pension liability	91.16%	94.06%	101.21%	87.50%	97.58%

Notes to Required Supplementary Information

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

April 30, 2020

BUDGETS

The Library Board has the authority to approve the budget for the General Fund. The Village Board of Trustees passes the tax levy and appropriations ordinance for that fund. State statutes and local ordinances require that the budget be approved before the beginning of the fiscal year.

Expenditures may not legally exceed budgeted appropriations at the fund level. During the year, no supplementary appropriations were adopted.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		2020-21 AMENDED BUDGET	% BDC USED
		MONTH 11/30/20 INCR (DECR)	MONTH 11/30/19 INCR (DECR)	11/30/2020 NORM (ABNORM)	11/30/2019 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	14,033.13	897,202.05	950,768.98	987,711.00	90.84
PROPERTY TAX		0.00	14,033.13	897,202.05	950,768.98	987,711.00	90.84
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	0.00	170.10	64.04	1,311.14	2,100.00	3.05
080-300-34250	NON-RESIDENT FEES	0.00	650.68	1,633.14	4,295.07	7,000.00	23.33
080-300-34260	PASSPORT FEES	0.00	350.00	0.00	5,040.00	10,000.00	0.00
SERVICES		0.00	1,170.78	1,697.18	10,646.21	19,100.00	8.89
FINES							
080-300-35700	RENTAL FINES	0.00	587.04	409.78	5,322.36	2,000.00	20.49
FINES		0.00	587.04	409.78	5,322.36	2,000.00	20.49
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	7,152.50	0.00	0.00	100.00
GRANTS		0.00	0.00	7,152.50	0.00	0.00	100.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	780.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,500.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	111.46	142.25	21,310.92	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	1,436.00	5,293.55	3,792.82	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	0.00	22.20	65.70	215.30	1,000.00	6.57
MISCELLANEOUS REVENUE		0.00	1,569.66	5,501.50	25,319.04	11,830.00	46.50
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	0.00	938.46	522.52	5,572.58	10,000.00	5.23
INTEREST EARNINGS		0.00	938.46	522.52	5,572.58	10,000.00	5.23
Total Dept 300 - REVENUE		0.00	18,299.07	912,485.53	997,629.17	1,030,641.00	88.54
TOTAL REVENUES		0.00	18,299.07	912,485.53	997,629.17	1,030,641.00	88.54

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 11/30/20	MONTH 11/30/19	11/30/2020	11/30/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/20 INCR (DECR)	ACTIVITY FOR MONTH 11/30/19 INCR (DECR)	YTD BALANCE 11/30/2020 NORM (ABNORM)	YTD BALANCE 11/30/2019 NORM (ABNORM)	2020-21 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,294.58	16,145.37	87,206.56	111,908.02	182,000.00	47.92
080-603-40030	STAFF SALARIES	26,905.32	27,350.09	194,426.95	192,459.63	317,000.00	61.33
SALARIES		39,199.90	43,495.46	281,633.51	304,367.65	499,000.00	56.44
BENEFITS							
080-603-40400	MEDICAL INSURANCE	0.00	7,744.85	49,825.41	58,841.15	95,000.00	52.45
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	2,947.05	3,274.65	21,179.21	22,794.32	38,000.00	55.73
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	2,705.53	20,629.48	18,523.89	39,000.00	52.90
BENEFITS		2,947.05	13,725.03	91,634.10	100,159.36	172,250.00	53.20
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	3,306.00	748.78	16,561.00	25,812.23	35,000.00	47.32
080-603-41020	ELEVATOR MAINTENANCE	69.00	0.00	88.00	19.00	1,000.00	8.80
080-603-41050	MAINTENANCE-GROUNDS	13.50	460.00	1,563.88	2,135.73	6,500.00	24.06
080-603-41300	COMPUTER SERVICES	0.00	0.00	10,130.00	9,780.00	13,000.00	77.92
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	465.00	1,464.41	2,425.73	4,000.00	36.61
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	9.00	7,349.75	7,833.00	5,000.00	147.00
080-603-41350	LEGAL SERVICES	0.00	0.00	1,462.50	1,995.00	2,000.00	73.13
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,733.49	1,890.68	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	6,041.00	0.00
CONTRACTS		3,388.50	1,682.78	42,353.03	51,891.37	72,541.00	58.38
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	60.00	0.00	1,627.74	3,000.00	0.00
080-603-42440	DUES	392.00	340.00	948.14	1,941.26	2,500.00	37.93
080-603-43230	UTILITIES	158.35	1,544.08	7,294.25	8,238.78	15,000.00	48.63
080-603-43300	POSTAGE	9.90	243.90	1,003.50	1,891.73	3,500.00	28.67
080-603-43410	PRINTING/E-NEWSLETTER	29.99	1,793.99	2,464.94	6,466.93	10,000.00	24.65
080-603-43550	OFFICE SUPPLIES	303.00	509.90	5,432.03	3,419.01	6,000.00	90.53
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	142.90	286.63	955.74	2,000.00	14.33
080-603-43668	TECHNICAL SERVICES SUPPLIES	480.31	306.21	2,162.52	2,460.25	5,000.00	43.25
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	0.00	256.95	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	1,455.00	250.57	5,108.20	4,033.26	7,000.00	72.97
080-603-43720	JUVENILE PROGRAM SUPPLIES	982.91	788.51	2,801.94	4,656.37	7,000.00	40.03
080-603-43730	OUTREACH SUPPLIES	83.39	740.73	303.42	3,361.72	5,000.00	6.07
080-603-43740	TEEN PROGRAM SUPPLIES	10.21	12.78	404.21	976.77	1,250.00	32.34
COMMODITIES		3,905.06	6,733.57	28,209.78	40,286.51	67,750.00	41.64
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	31.20	21.21	405.64	558.62	2,000.00	20.28
PROGRAM EXPENSES		31.20	21.21	405.64	558.62	2,000.00	20.28

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDDT USED
		MONTH 11/30/20 INCR (DECR)	MONTH 11/30/19 INCR (DECR)	11/30/2020 NORM (ABNORM)	11/30/2019 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	2,891.05	743.70	8,872.87	8,333.66	17,000.00	52.19
080-603-45100	ADULT FICTION BOOKS	940.57	1,270.39	8,245.73	8,840.78	15,500.00	53.20
080-603-45110	ADULT LARGE PRINT MATERIAL	35.87	65.86	342.11	239.62	600.00	57.02
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,328.17	1,263.23	5,756.60	7,192.78	15,500.00	37.14
080-603-45220	ADULT REFERENCE/E-REFER	1,590.46	0.00	14,512.81	10,713.78	16,500.00	87.96
080-603-45400	JUVENILE NON-FICTION	606.97	0.00	1,966.47	5,236.20	11,500.00	17.10
080-603-45410	PICTURE BOOKS, READERS	1,753.12	551.44	3,413.36	2,065.38	6,000.00	56.89
080-603-45420	JUVENILE FICTION	33.25	883.22	2,067.23	4,128.42	10,000.00	20.67
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	97.97	278.37	851.64	4,000.00	6.96
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,835.00	399.00	2,000.00	91.75
080-603-45450	TEEN BOOKS	39.46	42.68	489.66	1,350.20	2,500.00	19.59
080-603-45460	E-BOOKS	1,344.84	2,600.28	11,635.22	7,074.81	17,000.00	68.44
080-603-45470	GRAPHIC NOVELS	122.47	14.66	219.40	29.91	750.00	29.25
080-603-45500	PERIODICALS	72.00	176.28	3,902.73	5,156.29	6,750.00	57.82
080-603-45510	VIDEO GAMES	114.97	225.94	1,160.38	1,693.24	3,500.00	33.15
080-603-45520	TRENDING TITLES	35.11	104.65	213.72	651.34	2,000.00	10.69
080-603-45600	PATRON & STAFF SOFTWARE	65.87	9.95	7,076.37	5,852.20	6,000.00	117.94
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,950.00	21,532.00	22,000.00	99.77
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	3,175.00	42.96	1,000.00	317.50
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	1,548.73	25,152.93	40,000.00	3.87
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		10,974.18	8,050.25	98,661.76	116,537.14	201,100.00	49.06
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION							
		60,445.89	73,708.30	542,897.82	613,800.65	1,035,641.00	52.42
TOTAL EXPENDITURES							
		60,445.89	73,708.30	542,897.82	613,800.65	1,035,641.00	52.42
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		0.00	18,299.07	912,485.53	997,629.17	1,030,641.00	88.54
TOTAL EXPENDITURES		60,445.89	73,708.30	542,897.82	613,800.65	1,035,641.00	52.42
NET OF REVENUES & EXPENDITURES		(60,445.89)	(55,409.23)	369,587.71	383,828.52	(5,000.00)	391.75

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		2020-21 AMENDED BUDGET	% BGD USED
		MONTH 11/30/20 INCR (DECR)	MONTH 11/30/19 INCR (DECR)	11/30/2020 NORM (ABNORM)	11/30/2019 NORM (ABNORM)		
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	7,152.50	0.00
GRANTS		0.00	0.00	0.00	0.00	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	17,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	5,366.85	7,152.50	0.00
CONTRACTS		0.00	0.00	0.00	5,366.85	7,152.50	0.00
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	7,924.62	7,424.19	22,764.19	17,000.00	43.67
PROGRAM EXPENSES		0.00	7,924.62	7,424.19	22,764.19	17,000.00	43.67
Total Dept 603 - LIBRARY ADMINISTRATION		0.00	7,924.62	7,424.19	28,131.04	25,152.50	29.52
TOTAL EXPENDITURES		0.00	7,924.62	7,424.19	28,131.04	25,152.50	29.52
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL EXPENDITURES		0.00	7,924.62	7,424.19	28,131.04	25,152.50	29.52
NET OF REVENUES & EXPENDITURES		0.00	(7,924.62)	(7,424.19)	(28,131.04)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 11/30/20	MONTH 11/30/19	11/30/2020	11/30/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		0.00	18,299.07	912,485.53	997,629.17	1,055,793.50	86.43
TOTAL EXPENDITURES - ALL FUNDS		60,445.89	81,632.92	550,322.01	641,931.69	1,060,793.50	51.88
NET OF REVENUES & EXPENDITURES		(60,445.89)	(63,333.85)	362,163.52	355,697.48	(5,000.00)	7,243.27

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(18,589.14)	(14,293.60)
	A/R - OTHER	(18,589.14)	(14,293.60)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	64,256.43
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	735,859.25
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,815.76	21,298.38
	CASH/INVESTMENTS	448,961.15	821,565.86
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(20,604.89)	(20,604.89)
	DUE TO OTHER FUNDS	(20,604.89)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	987,714.19	987,714.19
	PROPERTY TAX RECEIVABLE	987,714.19	987,714.19
	Total Assets	1,402,383.31	1,779,283.56
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	18,670.63	18,670.63
	ACCRUED PAYROLL	18,670.63	18,670.63
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	14,260.55	18,298.94
	ACCOUNTS PAYABLE	14,260.55	18,298.94
A/P - OTHER			
080-200-20240	IMRF PAYABLE	0.00	1,466.60
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	1,117.87
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	689.68
	A/P - OTHER	0.00	3,274.15
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	OTHER LIABILITIES	0.00	0.00
080-200-24000	UNAVAILABLE PROPERTY TAXES UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	Total Liabilities	1,020,645.37	1,027,957.91
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	381,737.94	381,737.94
	NET POSITION/FUND BALANCE	381,737.94	381,737.94
	Total Fund Balance	381,737.94	381,737.94
	Beginning Fund Balance		381,737.94
	Net of Revenues VS Expenditures		369,587.71
	Ending Fund Balance		751,325.65
	Total Liabilities And Fund Balance		1,779,283.56

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
082-100-11360	A/R - OTHER GRANTS RECEIVABLE	7,152.20	7,152.20
	A/R - OTHER	7,152.20	7,152.20
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(73,952.28)	(81,376.47)
	CASH/INVESTMENTS	(73,952.28)	(81,376.47)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
	DUE TO OTHER FUNDS	20,604.89	20,604.89
	Total Assets	(46,195.19)	(53,619.38)
*** Liabilities ***			
	ACCOUNTS PAYABLE		
	ACCOUNTS PAYABLE	0.00	0.00
	Total Liabilities	0.00	0.00
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(46,195.19)	(46,195.19)
	NET POSITION/FUND BALANCE	(46,195.19)	(46,195.19)
	Total Fund Balance	(46,195.19)	(46,195.19)
	Beginning Fund Balance		(46,195.19)
	Net of Revenues VS Expenditures		(7,424.19)
	Ending Fund Balance		(53,619.38)
	Total Liabilities And Fund Balance		(53,619.38)

December Director's Report

Programming

- On December 1 our Winter Reading Club kicked off. The theme is 'Books Like Us' and it highlights the importance of seeing yourself and people you know reflected in the books you read.
- Adult Programming
 - Lake Bluff Hub and Cycle partnered with us on a post featuring mechanic Barrett showing how to fix a flat tire.
 - The November trivia program ran into some technical problems, which resulted in a time extension through November 24.
 - The afternoon book club discussed *American Marriage* by Tayari Jones.
 - The digital knitting networking group Knitwits continues to meet the second Thursday of each month.
 - On December 7 the Library will be hosting the program *Self Care for Extreme Times: Wellness in the Time of COVID-19* with Eileen O'Grady.
 - On December 8 the Library will be hosting the program *Holiday Movies and Music* with John LeGear, reviewing holiday moments and music from the past century of film.
- Youth Services
 - A grab-and-go snowman craft is available for young patrons through the month of December.
 - The current session of Tuesday morning storytime programs runs through December 8, led by the always excellent Regina Ruocco and Mary Webber.
 - On December 8 Caralyn Buehner will be joining us for a discussion about her book, *Snowmen at Night*.
- Teen
 - The weekend graphic novel book club discussed *Positively Izzy*.
 - A grab-and-go craft is also available for teens through the month of December.
 - Teen Advisory Board continues to meet via Zoom the third Thursday of each month.

Website Update

Martha O'Hara did additional training with webmaster Nicki Snoblin on the website in November, and has begun preparing the documentation and training schedule to share information with the full staff. This is a process that has been drawn out by the pandemic, which has required a lot of planning and on-the-fly implementation of tech solutions. Among the items Martha received an intro to was Google Analytics, the statistics software that is now fully implemented for the website.

Thanksgiving Post on Social Media

Martha O'Hara assembled a montage of staff photos in a 'Thank You' post on social media for Thanksgiving. Overall, support from the community during 2020 has been strong, which is something to be grateful for. The post was very well received.

Storywalk

The storywalk planned as part of the annual *It's a Wonderful Life....in Lake Bluff* winter celebration will be kicking off the weekend of December 5th. The images from the book *Snowmen at Night* will be up in storefronts in downtown Lake Bluff over the weekend, before the Board meets on Tuesday. Jillian Chapman, with help from Regina Ruocco, did a great job with this. A picture of the starting point for the storywalk outside the Library is included in your packet. The storywalk will run through January 1.

New Phone System in Place

We completed the transition from AccessOne to Granite for our phone service over the past month. Lyndy Jensen and Martha O'Hara have been essential in getting this done. There are always issues that come up in moving from one system to another, but our team has worked well with Granite to minimize their disruption.

Curbside Service

We moved to curbside-only service on November 16 following guidance from the State and the Lake County Health Department. The transition was smoother than many of the others we have needed to make this year. I cannot state often enough what an amazing staff the Lake Bluff Public Library has.

Respectfully submitted,

Eric Scott Bailey

Friends of the Library Meeting Dates – 2021

January 16

April 17

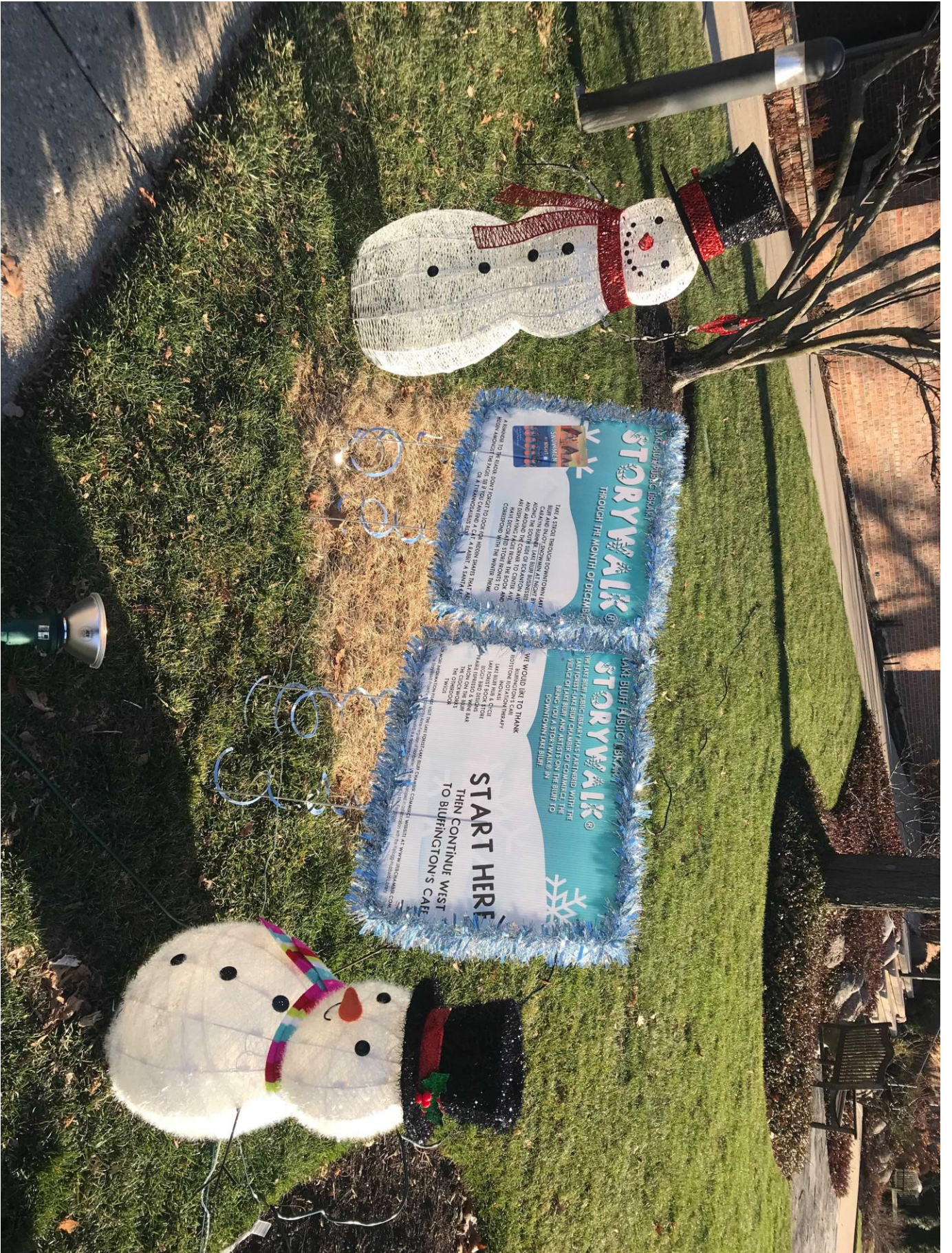
June 19

September 18

October 16

Respectfully submitted,

Eric Scott Bailey



LAKE BUFF PUBLIC LIBRARY
STORYWALK
 THROUGH THE MONTH OF DECEMBER

TAKE A STROLL THROUGH DOWNTOWN LAKE BUFF AND ENJOY HOLIDAY LIGHTS AND MUSIC ALONG THE WAY. TAKE A WALK WITH THE LIBRARY'S STORYWALKERS AND ENJOY THE SIGHTS AND SOUNDS OF CHRISTMAS. ALL WALKERS WILL RECEIVE A FREE HOLIDAY GIFT AND A COOKBOOK. THE WALK IS FREE AND OPEN TO ALL AGES. THE WALK WILL TAKE PLACE ON MONDAY, JANUARY 18, 2014, AT 10:00 AM. THE WALK WILL START AT THE LAKE BUFF PUBLIC LIBRARY AND END AT THE LAKE BUFF HISTORICAL SOCIETY. THE WALK WILL BE A 1.5 MILE WALK.

LAKE BUFF PUBLIC LIBRARY
STORYWALK

WE WOULD LIKE TO THANK THE LAKE BUFF PUBLIC LIBRARY AND PARTNERED WITH THE LAKE BUFF HISTORICAL SOCIETY FOR MAKING THIS WALK POSSIBLE. WE WOULD LIKE TO THANK YOU FOR YOUR SUPPORT OF COMMUNITY EVENTS IN DOWNTOWN LAKE BUFF.

START HERE THEN CONTINUE WEST TO BURNINGTON'S CAFE