

February 18th, 2020

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of January 21st, 2020 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	January Detailed Revenue & Expense Report (action)	4A-4E
	January Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	January Check Disbursement Report (action)	6A-6F
7	Committee Reports (10 minutes)(7:29pm)	
8	New Business	
	Second Reading: Budget for FY2020-2021 (15 minutes)(7:44pm)	7A-7O
	Annual Performance Evaluation (10 minutes)(7:54pm)	8A
	Proposed Changes to Meeting Room Policy (action)(10 minutes)(8:04pm)	9A-9F
9	Old Business	
	Capital Project Update (5 minutes)(8:09pm)	
10	Director's Report (5 minutes)(8:14pm)	
	Librarian's Narrative Report	10A-10B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:15pm)	
14	Attachments	
	Friends Meeting Dates	11A
	Statistics for January, 2020 (Available at Meeting)	12
	Mammals and More Article	13A-13B

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, February 18th, 2020 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
 - a. Approval of Minutes of January 21st, 2020 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. January 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. January Detailed Revenue & Expense Report
 - b. January Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. January Monthly Checks (14290-14293, 14295-14319)**(action)**
- 7. Committee Reports (10 minutes)(7:29pm) (Met)**
 - a. Finance Committee **(CHAIR: Hayes. MEMBERS: Butler, and Meierhoff.)**
 - b. Human Resources Committee **(CHAIR: Butler. MEMBERS: Heintzelman and Jerch.)**
 - (Did Not Meet)**
 - c. Building and Grounds Committee **(CHAIR: Jerch. MEMBERS: Meierhoff, and Stroh.)**
 - d. Bylaw and Policy Committee **(CHAIR: Stroh. MEMBERS: Heintzelman.)**
 - e. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jackson and Stroh.)**
 - f. Long Range Planning Committee **(CHAIR: Heintzelman. MEMBERS: Hayes and Jackson.)**
 - g. Outreach Committee **(CHAIR: Jackson. Members: Jerch.)**
- 8. New Business**
 - a. Second Reading: Budget for FY2020-2021 **(15 minutes)(7:44pm)**
 - b. Annual Performance Evaluation **(10 minutes)(7:54pm)**
 - c. Proposed Changes to Meeting Room Policy **(action)(10 minutes)(8:04pm)**

9. Old Business

- a. Capital Project Update (5 minutes)(8:09pm)

10. Director's Report (5 minutes)(8:14pm)

- a. Director's Narrative Report

11. Executive Session(s)

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

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:15pm)****Attachments:**

Statistics for January 2020 (Available at Meeting)

Friends Meetings for 2020

Lake Forest Leader Article

Budget Draft for FY2020-2021

Draft of New Meeting Room Policy

Upcoming Board Meetings: March 17, April 21, and May 19, 2020.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, January 21, 2020 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:03 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Kate Jackson, Janie Jerch, and Cal Stroh. Library Director Eric Bailey, and Library Employees Katie Horner, Martha O'Hara, and Jillian Chapman were present, as was Kathi Siebert from the Library Foundation, and Bill Nordeen from Lake Bluff Open Lands.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:**
 - Bill Nordeen gave an update on the Trail Tree project, and possible locations in front of the building were mentioned. The Dahlmann family approved of putting it in the Memorial Garden. Open Lands wants to plant the tree around May 8. Jerch will contact Dennis Downes to see if he would be interested in making an appearance at the planting. We will take this up at the next B&G meeting.
 - Kathi Siebert, newly hired General Development Coordinator for the Library Foundation, introduced herself to everyone, and said that she is very happy to be working for the Foundation and that she's making good progress learning the Little Green Light management software. All welcomed her.
5. **Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of December 10th, 2019; all voted aye.
6. **December 2019 Financial Reports:** Butler moved and Stroh seconded a motion to approve the December 2019 Detailed Balance and Revenue/Expense Report; all voted aye.
7. **Approval of December 2019 Checks:** Butler moved and Heintzelman seconded a motion to approve the December monthly checks numbered 14251-14267, 14271-14289; all voted aye.
8. **Committee Reports:**

(Met)

 - a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.) Jerch reported that the committee met right before this meeting at 6 pm and passed a motion that the contract for \$8595 from Excellence and Quality Architectural Sheet Metal for cladding the three (3) beams above the Wood Building roof in aluminum be accepted. After a brief discussion, Jerch moved, and Heintzelman seconded, the above motion for the Board; all voted aye.
 - b. **Bylaw and Policy Committee:** (Chair: Stroh. Members: Heintzelman.) Stroh reported that this committee met on the 20th of January to discuss both the new computer policy and a cannabis policy. Heintzelman moved, and Stroh seconded, a motion that the revisions to the Personnel Manual and the Patron Behavior Policy be approved; all voted aye. Stroh moved, and Butler seconded, a motion that the revised Computer Usage Policy be approved; all voted aye.

(Did Not Meet)

 - c. **Finance** (Chair: Hayes. Members: Butler and Meierhoff.)
 - d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Butler stated that this committee would meet in early February to gather input for the Director's evaluation.
 - e. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh)
 - f. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.)
 - g. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.) Jackson reported that there were no updates, but that Chapman has been busy working with the 125th Committee.

9. New Business:

- a. Bailey briefly covered comments about the proposed Budget for FY2020-2021 and asked that Board members read over the attachments prior to the next Board meeting.
- b. The revised Computer Usage Policy was considered and adopted during Committee reports.
- c. The revised Patron Behavior Policy and Personnel Manual to maintain compliance with cannabis laws were considered and adopted during Committee reports.
- d. The proposal for the cladding of the roof beams was considered and adopted during Committee reports.

10. Old Business:

- a. Capital Project Update: Kathy Siebert covered the highlights and said there would be a prospectus ready by the February meeting.

11. Director's Report Highlights:

- There is no report of statistics this month due to problems with the computer program.
- Jarvi is working on grant applications for the Children's Department.
- The seed exchange for the coming spring season is getting underway.

12. Executive Session: There was none.**13. Any and All Other Business which may properly come before the Board:** There was none.**14. Adjournment:** Stroh moved and Butler seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:48 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4A

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/20 INCR (DECR)	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	YTD BALANCE 01/31/2020 NORM (ABNORM)	YTD BALANCE 01/31/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	961,133.31	919,780.64	964,117.00	99.69
PROPERTY TAX		0.00	0.00	961,133.31	919,780.64	964,117.00	99.69
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	129.70	136.95	1,623.94	1,560.15	2,100.00	77.33
080-300-34250	NON-RESIDENT FEES	256.07	149.58	4,876.33	4,270.74	7,000.00	69.66
080-300-34260	PASSPORT FEES	1,575.00	980.00	7,350.00	4,655.00	9,000.00	81.67
SERVICES		1,960.77	1,266.53	13,850.27	10,485.89	18,100.00	76.52
FINES							
080-300-35700	RENTAL FINES	561.86	824.95	6,528.09	7,844.86	10,500.00	62.17
FINES		561.86	824.95	6,528.09	7,844.86	10,500.00	62.17
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	8,558.22	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	400.00	400.00	400.00	790.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	54.03	1,355.10	21,374.00	10,845.88	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	1,467.20	0.00	5,592.86	2,818.57	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	37.00	45.70	282.90	1,204.15	2,000.00	14.15
MISCELLANEOUS REVENUE		1,958.23	1,800.80	27,649.76	24,216.82	12,100.00	228.51
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	743.45	1,245.83	7,165.09	11,083.57	10,000.00	71.65
INTEREST EARNINGS		743.45	1,245.83	7,165.09	11,083.57	10,000.00	71.65
Total Dept 300 - REVENUE		5,224.31	5,138.11	1,016,326.52	973,411.78	1,014,817.00	100.15
TOTAL REVENUES		5,224.31	5,138.11	1,016,326.52	973,411.78	1,014,817.00	100.15
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4B

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/20 INCR (DECR)	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	YTD BALANCE 01/31/2020 NORM (ABNORM)	YTD BALANCE 01/31/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	16,160.27	19,856.48	144,027.41	180,095.93	137,000.00	105.13
080-603-40030	STAFF SALARIES	26,883.27	20,198.99	245,115.68	204,008.52	349,000.00	70.23
SALARIES		43,043.54	40,055.47	389,143.09	384,104.45	486,000.00	80.07
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,403.62	8,256.86	74,989.62	57,264.18	95,000.00	78.94
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	175.00	0.00	175.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,240.06	2,998.96	29,174.11	28,904.78	36,000.00	81.04
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,582.00	2,518.56	24,719.73	26,637.67	36,000.00	68.67
BENEFITS		15,225.68	13,949.38	128,883.46	112,981.63	167,250.00	77.06
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	1,005.00	1,714.00	30,421.73	38,415.40	30,000.00	101.41
080-603-41020	ELEVATOR MAINTENANCE	928.65	928.65	947.65	1,292.65	1,500.00	63.18
080-603-41050	MAINTENANCE-GROUNDS	1,480.00	2,420.00	4,745.73	5,261.74	6,000.00	79.10
080-603-41300	COMPUTER SERVICES	0.00	0.00	13,040.00	12,520.00	13,000.00	100.31
080-603-41313	COPIER MAINTENANCE/SUPPLIES	225.66	835.43	2,948.08	3,059.78	4,000.00	73.70
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	0.00	15,333.00	13,883.75	5,000.00	306.66
080-603-41350	LEGAL SERVICES	0.00	0.00	1,995.00	1,470.00	3,000.00	66.50
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	1,890.68	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		3,639.31	5,898.08	71,321.87	75,903.32	65,847.00	108.31
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	32.00	65.00	1,659.74	1,010.00	3,000.00	55.32
080-603-42440	DUES	100.00	0.00	2,041.26	1,960.14	2,500.00	81.65
080-603-43230	UTILITIES	819.81	792.56	11,236.20	9,790.93	13,000.00	86.43
080-603-43300	POSTAGE	169.45	260.25	2,461.73	1,530.83	2,500.00	98.47
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	6,904.91	5,802.31	8,000.00	86.31
080-603-43550	OFFICE SUPPLIES	418.74	371.09	4,361.00	4,420.52	6,000.00	72.68
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	142.68	45.90	1,204.23	983.95	2,000.00	60.21
080-603-43668	TECHNICAL SERVICES SUPPLIES	440.26	773.90	3,267.90	3,874.85	5,000.00	65.36
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	201.65	420.70	315.41	500.00	84.14
080-603-43710	ADULT PROGRAM SUPPLIES	1,462.85	52.72	5,580.08	3,588.52	7,000.00	79.72
080-603-43720	JUVENILE PROGRAM SUPPLIES	59.96	475.56	5,288.23	5,310.83	7,000.00	75.55
080-603-43730	OUTREACH SUPPLIES	76.30	3.00	3,541.02	759.05	10,000.00	35.41
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	32.75	998.13	657.18	1,500.00	66.54
COMMODITIES		3,752.04	3,104.37	48,965.13	40,004.52	68,000.00	72.01
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.30	26.20	685.62	1,588.40	2,000.00	34.28
PROGRAM EXPENSES		26.30	26.20	685.62	1,588.40	2,000.00	34.28

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/20 INCR (DECR)	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	YTD BALANCE 01/31/2020 NORM (ABNORM)	YTD BALANCE 01/31/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	34,900.00	0.00
INTERFUND OUT		0.00	0.00	0.00	0.00	34,900.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,097.95	1,421.87	11,594.92	13,262.43	17,000.00	68.21
080-603-45100	ADULT FICTION BOOKS	1,105.77	2,032.35	11,143.06	12,334.71	15,500.00	71.89
080-603-45110	ADULT LARGE PRINT MATERIAL	51.43	0.00	308.00	382.03	600.00	51.33
080-603-45200	ADULT AUDIO VISUAL MATERIAL	782.44	916.90	8,915.63	9,658.53	15,500.00	57.52
080-603-45220	ADULT REFERENCE/E-REFER	1,500.00	0.00	15,357.70	8,949.78	22,000.00	69.81
080-603-45400	JUVENILE NON-FICTION	1,892.52	1,176.74	7,183.69	6,478.87	10,000.00	71.84
080-603-45410	PICTURE BOOKS, READERS	815.91	849.06	3,240.36	3,243.91	6,000.00	54.01
080-603-45420	JUVENILE FICTION	704.17	1,271.92	5,524.85	7,020.98	13,000.00	42.50
080-603-45430	JUVENILE AUDIO-VISUAL	26.99	45.08	1,030.38	1,469.36	2,500.00	41.22
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	399.00	0.00	500.00	79.80
080-603-45450	TEEN BOOKS	252.73	323.06	1,960.71	2,084.39	2,750.00	71.30
080-603-45460	E-BOOKS	1,635.62	923.87	10,217.06	7,373.87	15,000.00	68.11
080-603-45470	GRAPHIC NOVELS	44.95	0.00	342.94	242.76	500.00	68.59
080-603-45500	PERIODICALS	0.00	0.00	5,766.29	6,428.14	6,750.00	85.43
080-603-45510	VIDEO GAMES	180.74	29.49	2,035.85	2,993.27	3,500.00	58.17
080-603-45520	TRENDING TITLES	124.78	65.36	873.81	882.88	2,000.00	43.69
080-603-45600	PATRON & STAFF SOFTWARE	287.10	287.10	6,149.25	3,946.21	6,500.00	94.60
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	21,532.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	0.00	64.99	42.96	849.25	4,000.00	1.07
080-603-58100	COMPUTER EQUIPMENT	0.00	49.99	25,152.93	66.98	24,000.00	104.80
080-603-58270	OTHER EQUIPMENT	0.00	229.92	0.00	229.92	1,000.00	0.00
CAPITAL EQUIPMENT		10,503.10	9,687.70	138,771.39	109,430.27	190,600.00	72.81
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	104,211.55	0.00	267,673.18	1,000.00	0.00
CAPITAL BUILDING		0.00	104,211.55	0.00	267,673.18	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		76,189.97	176,932.75	777,770.56	991,685.77	1,015,597.00	76.58
TOTAL EXPENDITURES		76,189.97	176,932.75	777,770.56	991,685.77	1,015,597.00	76.58
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		5,224.31	5,138.11	1,016,326.52	973,411.78	1,014,817.00	100.15
TOTAL EXPENDITURES		76,189.97	176,932.75	777,770.56	991,685.77	1,015,597.00	76.58
NET OF REVENUES & EXPENDITURES		(70,965.66)	(171,794.64)	238,555.96	(18,273.99)	(780.00)	30,584.

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

40

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/20 INCR (DECR)	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	YTD BALANCE 01/31/2020 NORM (ABNORM)	YTD BALANCE 01/31/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDTG USED
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	7,152.50	7,152.50	0.00
GRANTS		0.00	0.00	0.00	7,152.50	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	16,000.00	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	18,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
CONTRACTS		0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
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	107.29	894.15	24,307.48	15,407.99	18,000.00	135.04
PROGRAM EXPENSES		107.29	894.15	24,307.48	15,407.99	18,000.00	135.04
Total Dept 603 - LIBRARY ADMINISTRATION		107.29	894.15	29,674.33	19,851.25	26,153.00	113.46
TOTAL EXPENDITURES		107.29	894.15	29,674.33	19,851.25	26,153.00	113.46
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL EXPENDITURES		107.29	894.15	29,674.33	19,851.25	26,153.00	113.46
NET OF REVENUES & EXPENDITURES		(107.29)	(894.15)	(29,674.33)	(12,698.75)	(0.50)	5,934.8

02/14/2020 03:51 PM
 User: EBAILEY
 DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4E

PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/20 INCR (DECR)	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	YTD BALANCE 01/31/2020 NORM (ABNORM)	YTD BALANCE 01/31/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDT USED
TOTAL REVENUES - ALL FUNDS		5,224.31	5,138.11	1,016,326.52	980,564.28	1,040,969.50	97.63
TOTAL EXPENDITURES - ALL FUNDS		76,297.26	177,826.90	807,444.89	1,011,537.02	1,041,750.00	77.51
NET OF REVENUES & EXPENDITURES		(71,072.95)	(172,688.79)	208,881.63	(30,972.74)	(780.50)	26,762.5

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	(17,840.94)	(14,222.20)
	A/R - OTHER	(17,840.94)	(14,222.20)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	134,988.19	180,151.02
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(209.47)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	440,319.90
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	18,923.83
	CASH/INVESTMENTS	389,185.61	639,337.08
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(15,048.39)	(22,200.89)
	DUE TO OTHER FUNDS	(15,048.39)	(22,200.89)
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	964,119.30	964,119.30
	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	Total Assets	1,325,317.58	1,571,935.29
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,110.09	21,110.09
	ACCRUED PAYROLL	21,110.09	21,110.09
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	10,349.85	18,423.63
	ACCOUNTS PAYABLE	10,349.85	18,423.63
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	(12.03)
	A/P - OTHER	0.00	(12.03)
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

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GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	OTHER LIABILITIES	0.00	0.00
	UNAVAILABLE PROPERTY TAXES		
080-200-24000	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	Total Liabilities	995,579.24	1,003,640.99
*** Fund Balance ***			
	NET POSITION/FUND BALANCE		
080-290-29000	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	Total Fund Balance	329,738.34	329,738.34
	Beginning Fund Balance		329,738.34
	Net of Revenues VS Expenditures		238,555.96
	Ending Fund Balance		568,294.30
	Total Liabilities And Fund Balance		1,571,935.29

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Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
082-100-11360	A/R - OTHER GRANTS RECEIVABLE	7,152.50	0.00
	A/R - OTHER	<u>7,152.50</u>	<u>0.00</u>
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(42,692.91)	(73,802.45)
	CASH/INVESTMENTS	<u>(42,692.91)</u>	<u>(73,802.45)</u>
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	15,048.39	22,200.89
	DUE TO OTHER FUNDS	<u>15,048.39</u>	<u>22,200.89</u>
	Total Assets	<u>(20,492.02)</u>	<u>(51,601.56)</u>
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	1,542.50	107.29
	ACCOUNTS PAYABLE	<u>1,542.50</u>	<u>107.29</u>
	Total Liabilities	<u>1,542.50</u>	<u>107.29</u>
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(22,034.52)	(22,034.52)
	NET POSITION/FUND BALANCE	<u>(22,034.52)</u>	<u>(22,034.52)</u>
	Total Fund Balance	<u>(22,034.52)</u>	<u>(22,034.52)</u>
	Beginning Fund Balance		(22,034.52)
	Net of Revenues VS Expenditures		(29,674.33)
	Ending Fund Balance		(51,708.85)
	Total Liabilities And Fund Balance		(51,601.56)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 01/22/2020 - 02/19/2020

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/04/2020	LIBCK	14290	1671701	IMPACT NETWORKING, INC	COPIER MAINT-SUPP/BASE RATE	080-603-41313	154.05
		14290	1671701		COPIER MAINT-SUPP/OVERAGE 10	080-603-41313	71.61
							225.66
02/04/2020	LIBCK	14291	VP012320	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	282.19
02/14/2020	LIBCK	14292	4403920	ACCESS ONE, INC.	UTILITIES	080-603-43230	819.81
02/14/2020	LIBCK	14293	446649668596	AMAZON	TECHNICAL SERVICES SUPPLIES	080-603-43668	16.25
		14293	453593553376		JUVENILE PROGRAM SUPPLIES	080-603-43720	13.99
		14293	576543537763		JUVENILE PROGRAM SUPPLIES	080-603-43720	4.99
		14293	944886658694		JUVENILE PROGRAM SUPPLIES	080-603-43720	20.98
		14293	466754776596		JUVENILE PROGRAM SUPPLIES	080-603-43720	20.00
		14293	449589547654		ADULT NON-FICTION BOOKS	080-603-45000	22.99
		14293	449555877699		ADULT NON-FICTION BOOKS	080-603-45000	18.84
		14293	696484786755		ADULT NON-FICTION BOOKS	080-603-45000	53.05
		14293	586867939584		ADULT NON-FICTION BOOKS	080-603-45000	23.24
		14293	643586386357		ADULT FICTION BOOKS	080-603-45100	17.79
		14293	868585838685		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.97
		14293	489343957358		ADULT AUDIO VISUAL MATERIAL	080-603-45200	103.86
		14293	437566853695		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.99
		14293	456966538539		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.39
		14293	464944448639		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14293	777878547468		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.96
		14293	734574669433		ADULT AUDIO VISUAL MATERIAL	080-603-45200	56.67
		14293	458876696839		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.94
		14293	585898496949		ADULT AUDIO VISUAL MATERIAL	080-603-45200	54.74
		14293	794638963858		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.84
		14293	776578767454		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.89
		14293	433959368558		ADULT AUDIO VISUAL MATERIAL	080-603-45200	110.94
		14293	453699978694		ADULT AUDIO VISUAL MATERIAL	080-603-45200	52.81
		14293	963574736737		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.95
		14293	466639677395		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.20)
		14293	595476585734		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.98)
		14293	836863934744		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.20)
		14293	465768488576		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(50.99)
		14293	436876595365		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.02)
		14293	539698785793		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.03)
		14293	767439454865		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.02)
		14293	467664368646		JUVENILE NON-FICTION	080-603-45400	22.79
		14293	448864978568		PICTURE BOOKS, READERS	080-603-45410	15.58

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14293	565466684689		JUVENILE FICTION	080-603-45420	9.25
		14293	467986736999		VIDEO GAMES	080-603-45510	49.99
		14293	764387664535		VIDEO GAMES	080-603-45510	50.99
		14293	867477945636		VIDEO GAMES	080-603-45510	79.76
		14293	467997663466		TRENDING TITLES	080-603-45520	40.92
		14293	459395764555		TRENDING TITLES	080-603-45520	42.98
		14293	953375367767		TRENDING TITLES	080-603-45520	24.99
							1,089.87
02/14/2020	LIBCK	14294		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From Check Run Process			
02/14/2020	LIBCK	14295	2035038586	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14295	2035032611		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14295	2035038933		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.95
		14295	2034996721		TECHNICAL SERVICES SUPPLIES	080-603-43668	39.30
		14295	2035043638		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		14295	2035063875		TECHNICAL SERVICES SUPPLIES	080-603-43668	32.20
		14295	2035049620		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.45
		14295	2035070613		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		14295	2035050348		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		14295	2035051823		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14295	2035070252		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.95
		14295	2035074894		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.50
		14295	2035063884		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.90
		14295	2035063938		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		14295	2035070793		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.60
		14295	2035082381		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.20
		14295	2035063874		TECHNICAL SERVICES SUPPLIES	080-603-43668	44.50
		14295	2035086474		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		14295	2035084379		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14295	2035052276		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.80
		14295	2035079375		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		14295	2035077870		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.45
		14295	2035052833		TECHNICAL SERVICES SUPPLIES	080-603-43668	46.20
		14295	2035057447		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		14295	2035093140		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.70
		14295	2035095825		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		14295	2035092023		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.55
		14295	2035043638		ADULT NON-FICTION BOOKS	080-603-45000	96.79
		14295	2035050348		ADULT NON-FICTION BOOKS	080-603-45000	121.54

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 01/22/2020 - 02/19/2020

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14295	2035063884		ADULT NON-FICTION BOOKS	080-603-45000	109.57
		14295	2035063938		ADULT NON-FICTION BOOKS	080-603-45000	32.93
		14295	2035070793		ADULT NON-FICTION BOOKS	080-603-45000	60.90
		14295	2035082381		ADULT NON-FICTION BOOKS	080-603-45000	127.46
		14295	2035077870		ADULT NON-FICTION BOOKS	080-603-45000	240.09
		14295	2035057447		ADULT NON-FICTION BOOKS	080-603-45000	66.99
		14295	2035092023		ADULT NON-FICTION BOOKS	080-603-45000	123.56
		14295	2035070613		ADULT FICTION BOOKS	080-603-45100	31.79
		14295	2035070252		ADULT FICTION BOOKS	080-603-45100	315.48
		14295	2035052276		ADULT FICTION BOOKS	080-603-45100	338.58
		14295	2035093140		ADULT FICTION BOOKS	080-603-45100	402.13
		14295	2035049620		ADULT LARGE PRINT MATERIAL	080-603-45110	51.43
		14295	2035032611		JUVENILE NON-FICTION	080-603-45400	13.56
		14295	2034996721		JUVENILE NON-FICTION	080-603-45400	752.37
		14295	2035063874		JUVENILE NON-FICTION	080-603-45400	952.96
		14295	2035086474		JUVENILE NON-FICTION	080-603-45400	150.84
		14295	2035038586		PICTURE BOOKS, READERS	080-603-45410	13.56
		14295	2035063875		PICTURE BOOKS, READERS	080-603-45410	740.90
		14295	2035084379		PICTURE BOOKS, READERS	080-603-45410	45.87
		14295	2035079375		JUVENILE FICTION	080-603-45420	57.13
		14295	2035052833		JUVENILE FICTION	080-603-45420	637.79
		14295	2035074894		TEEN BOOKS	080-603-45450	221.52
		14295	2035095825		TEEN BOOKS	080-603-45450	31.21
		14295	2035038933		GRAPHIC NOVELS	080-603-45470	44.95
		14295	2035051823		TRENDING TITLES	080-603-45520	15.89
							6,087.74
02/14/2020	LIBCK	14296	GOO011720	CLARENCE GOODMAN	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
02/14/2020	LIBCK	14297	26511	CRYSTAL MAINTENANCE SER	MAINTENANCE-BUILDING	080-603-41000	645.00
02/14/2020	LIBCK	14298	CAC012820	FIRST BANKCARD	PATRON & STAFF SOFTWARE	080-603-45600	277.15
02/14/2020	LIBCK	14299	JIL012820	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	48.30
02/14/2020	LIBCK	14300	KAT012820	FIRST BANKCARD	ADULT PROGRAM SUPPLIES/CRAFT	080-603-43710	29.87
		14300	KAT012820		ADULT PROGRAM SUPPLIES/PAINT	080-603-43710	7.98
							37.85
02/14/2020	LIBCK	14301	ERI012820	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	90.00
		14301	ERI012820		POSTAGE/PASSPORTS	080-603-43300	14.70
		14301	ERI012820		MISCELLANEOUS EXPENSES/PAYPA	080-603-46100	26.30

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14301	ERI012820		USE OF DONATIONS/SEEDS FOR S	082-603-99999	107.29
							238.29
02/14/2020	LIBCK	14302	MCO012820	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	154.75
		14302	MCO012820		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14302	MCO012820		OUTREACH SUPPLIES/TRIVIA PRI	080-603-43730	25.00
		14302	MCO012820		OUTREACH SUPPLIES	080-603-43730	3.00
		14302	MCO012820		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
							222.69
02/14/2020	LIBCK	14303	PINV1857259	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	97.30
		14303	PINV1866293		OFFICE SUPPLIES/BINDER CLIPS	080-603-43550	4.00
		14303	PINV1855139		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	17.59
		14303	PINV1866293		MAINT SUPPLIES-BUILDING/MULT	080-603-43660	28.60
		14303	PINV1866293		MAINT SUPPLIES-BUILDING/FACI	080-603-43660	38.99
		14303	PINV1866293		TECHNICAL SERVICES SUPPLIES/	080-603-43668	54.90
							241.38
02/14/2020	LIBCK	14304	0629858	GOODMAN ELECTRIC SUPPLY	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	57.50
02/14/2020	LIBCK	14305	HIL011720	LISA HILGENBERG	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
		14305	HIL033020		ADULT PROGRAM SUPPLIES	080-603-43710	200.00
							400.00
02/14/2020	LIBCK	14306	JIL011620	JILLIAN CHAPMAN	PROFESSIONAL DEVELOPMENT	080-603-42400	32.00
02/14/2020	LIBCK	14307	KAM020820	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	270.00
02/14/2020	LIBCK	14308	1396425	KAPCO	TECHNICAL SERVICES SUPPLIES	080-603-43668	79.16
02/14/2020	LIBCK	14309	LAC010120	LACONI, INC	DUES	080-603-42440	100.00
02/14/2020	LIBCK	14310	98504881	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	121.97
		14310	98516046		ADULT AUDIO VISUAL MATERIAL	080-603-45200	119.97
		14310	98568624		ADULT REFERENCE/E-REFER	080-603-45220	1,500.00
							1,741.94
02/14/2020	LIBCK	14311	LEW011720	NATASHA LEHRER LEWIS AA	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
02/14/2020	LIBCK	14312	DEY011720	NEDA DEYLAMI	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
02/14/2020	LIBCK	14313	01018CO20019579	OVERDRIVE, INC	E-BOOKS	080-603-45460	1,605.62
		14313	01018MA20020874		E-BOOKS	080-603-45460	30.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							1,635.62
02/14/2020	LIBCK	14314	BEL011720	PETER L. BELMONTE	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
02/14/2020	LIBCK	14315	WIG011720	RAYMOND WIGGERS, JR	ADULT PROGRAM SUPPLIES	080-603-43710	225.00
02/14/2020	LIBCK	14316	REY020420	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	1,480.00
02/14/2020	LIBCK	14317	SPE012220	CARRIE SPEZZANO	JUVENILE AUDIO-VISUAL	080-603-45430	26.99
02/14/2020	LIBCK	14318	204873	SUBURBAN ELEVATOR	ELEVATOR MAINTENANCE	080-603-41020	928.65
02/14/2020	LIBCK	14319	VP021120	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	538.13
02/14/2020	LIBCK	5(S)	GAM011520	GAMESTOP	VIDEO GAMES	080-603-45510	174.95
		5(S)	GAM011520		VIDEO GAMES/TRADE IN CREDIT	080-603-45510	(174.95)
							0.00
TOTAL - ALL FUNDS					TOTAL OF 31 CHECKS (1 voided		18,530.92

--- GL TOTALS ---

080-200-20245	ICMA 457 PLAN PAYABLE	820.32
080-603-41000	MAINTENANCE-BUILDING	1,005.00
080-603-41020	ELEVATOR MAINTENANCE	928.65
080-603-41050	MAINTENANCE-GROUNDS	1,480.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	225.66
080-603-42400	PROFESSIONAL DEVELOPMENT	32.00
080-603-42440	DUES	100.00
080-603-43230	UTILITIES	819.81
080-603-43300	POSTAGE	169.45
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	101.30
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	142.68
080-603-43668	TECHNICAL SERVICES SUPPLIES	440.26
080-603-43710	ADULT PROGRAM SUPPLIES	1,462.85
080-603-43720	JUVENILE PROGRAM SUPPLIES	59.96
080-603-43730	OUTREACH SUPPLIES	76.30
080-603-45000	ADULT NON-FICTION BOOKS	1,097.95
080-603-45100	ADULT FICTION BOOKS	1,105.77
080-603-45110	ADULT LARGE PRINT MATERIAL	51.43
080-603-45200	ADULT AUDIO VISUAL MATERIAL	782.44
080-603-45220	ADULT REFERENCE/E-REFER	1,500.00
080-603-45400	JUVENILE NON-FICTION	1,892.52
080-603-45410	PICTURE BOOKS, READERS	815.91
080-603-45420	JUVENILE FICTION	704.17
080-603-45430	JUVENILE AUDIO-VISUAL	26.99
080-603-45450	TEEN BOOKS	252.73
080-603-45460	E-BOOKS	1,635.62

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 01/22/2020 - 02/19/2020

Banks: LIBCK, LIBEP

6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45470					GRAPHIC NOVELS		44.95
080-603-45510					VIDEO GAMES		180.74
080-603-45520					TRENDING TITLES		124.78
080-603-45600					PATRON & STAFF SOFTWARE		287.10
080-603-46100					MISCELLANEOUS EXPENSES		26.30
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		107.29
					TOTAL		18,530.92

Significant Budget Considerations – Fiscal Year 2020-2021

1. **Increased Cost of eBooks**

Most publishers have now moved to a 'metered' system where purchase of an ebook or eaudiobook title only provides a certain set number of checkouts. This introduces additional costs, renewing/repurchasing popular titles after they hit that checkout limit.
2. **Increasing Wages**

Illinois passed a law last year increasing minimum wage in the State to \$15 by January 1, 2025. After the increase to \$10 effective January 1, 2020, the rate will increase by \$1 each year. Besides increasing our rates, we had previously started our Library Assistants and Associates at \$11 and \$14 per hour. These rates need to increase as well.
3. **Repair of Beams**

The beams above the Wood Building roof need to be covered in the next year.
4. **Sunday Hours**

Most libraries, including our neighbors and most recently Lake Forest PL, are open on Sundays in the summer. This has become a patron expectation. A review of recent LACONI survey respondents showed 88 libraries open all year round on Sundays and only 16 closed during the summer on that day. Looking locally, of our twelve (12) library local respondent group only two (2) still close for summer Sundays.
5. **Auto Renewal**

Neighboring libraries already are, and the interest and requests have been increasing from patrons. We have not previously, as the effect at other libraries has been to push down fine revenue by around 70-80%.
6. **Fine Free**

There has been a huge surge in this trend this year. There were only a couple a few years ago, a dozen or so more in the area, and during 2019 a wave. The decision of Chicago Public Library to go fine free, and the success it has met in doing so, has had a huge impact on the discussion.
7. **Server and PDU Replacement**

Next year, FY 2021-2022, our servers and PDU will need to be replaced. This will be our next major capital expense, costing an estimated \$34,000.
8. **Copier**

The public copier will be eight years old in 2020, and we need to begin to plan for its replacement. At present, it is running well so this is not an imminent issue.

SUMMARY: All of these opportunities, and our answer to them, are included in this year's budget. I look forward to another extraordinary year in 2020, already reflected in our next budget.

Respectfully submitted,

Eric Scott Bailey

Salary Expenses for FY2019-2020
February 18th, 2020

SUMMARY: Information is provided on the overage in salary costs for FY2019-2020.

RESEARCH: A casual glance at the salary numbers for FY2019-2020 shows that expenses significantly exceeded budget expectations. The final numbers for the budget are currently projected to be \$23,900 over budget. The factors behind this are:

- Kellie Green was retained until July 2019 to get new cataloger Lara Leaf fully up to speed on local practice. This added \$5,540.
- Kathi Siebert was hired in November as Development Coordinator. While this expense is reimbursed by the Foundation, accounting requirements mean that the salary charges appear in the appropriate line and the reimbursement shows up under 'Misc. Revenue.' This adds a projected \$4,680.50 to the salary lines.
- Two senior staff members unexpectedly needed to take paid FMLA leave in the autumn. Staff members did an amazing job filling in, but this did add to expenses. A total of \$13,029.07 relates to coverage (extra hours and overtime worked) primarily during these two leaves of absence.
- These factors contributed \$23,253.37 in total. Other smaller contributing issues largely canceled each other out.

The FY2019-2020 budget covers for this in the following ways:

- Efficiencies and careful spending in Contracts and Commodities lines resulted in an estimated \$10,200 in available funds.
- Careful spending in Capital budget lines, and a lack of Contingency spending, resulted in an estimated \$8,100 available funds.
- Careful spending and lower than anticipated rates have resulted in an estimated \$5,000 additional funds available from other non-salary Personnel budget lines.
- While this is partly masked by the \$15,000 expense of the Phase 1 work performed by Engberg Anderson, those funds will be reimbursed when the Library has access to the \$100K grant from the State of Illinois.
- **Current estimates and budget line goals show that the Library will still be able to make an end of year contribution to General Reserve slightly above or below the \$34,900 budgeted.**

CONCLUSION: Despite some challenges that arose during the year, the budget has proven sufficiently flexible to allow end of year goals to be met.

Respectfully submitted,

Eric Scott Bailey

Notes on Revenue and Expense Lines for Rough Draft of FY20-21 Budget

REVENUE

30000 – Property Taxes – Property taxes make up 95.3% of projected Library revenue, up from 95.0% in FY2019-2020. The PTELL increase for the FY18-19 levy is 2.447%, resulting in a levy extension of \$987,711.

35700 – Fines – The current year’s estimate of \$10,500 brought in from fines is high given that our fine incoming has been shrinking. Auto-renewal has now been implemented by a majority of Libraries on the North Shore, with many also having moved to fine free as well. Chicago Public Library has now made the switch, to big publicity and success. Auto renewal and Fine Free are under discussion by the Finance Committee. Fine revenue is estimated much lower as a result, at \$2,000.

34235 – Photocopy Charges – Annual photocopying charges have remained steadily between \$2,100 and \$2,200. A total of \$2,100 is conservatively budgeted.

34260 – Passport Fees – The passport service implemented in 2018 continues to be a huge success, both as a service and a revenue source. A total of \$10,000 is budgeted for FY2020-2021; this might be low, but with the service not having been through a full Fiscal Year yet estimates are still a challenge.

34250 – Nonresident Fees – The FY 2018-2019 budgeted number of \$7,000 remains adequate.

37020 – D65 and D115 Agreements – The total revenue from our agreements for service to nonresident youth is \$1,550.

37000 – Village Contribution – These are funds owed to the Library annually from the Village as part of the Intergovernmental Agreement between the Museum, Library, and Village. Funds received in FY2018-2019 are \$8,558, and should be slightly more in the coming Fiscal Years.

37500 – Interest Income – Interest rates remain high, but we have less money in interest bearing accounts than in previous years. Interest revenue is projected to reach \$9,500 this FY. With slightly more funds in interest bearing accounts, revenue of \$10,000 is conservatively budgeted for FY20-21.

38310 – Vliet Operating Cost Contribution – This budget line represents the \$10 per year rent payment by the Museum, plus \$780 in reimbursement for janitorial services. The \$790 budgeted remains precisely what we will receive.

38900 – Miscellaneous Income – Funds from the sale of flash drives and ear buds, the charge for sending a fax, and other miscellaneous charges. Also includes reimbursement for the Development Coordinator position. Charges have been lower in recent years, projected revenue conservatively estimated at \$5,000.

PERSONNEL

40025 & 40030 – Librarian and Staff Salaries – The proposed staff salary budgets for FY 2020-2021 amount to \$510,000, an increase of \$24K from the previous Fiscal Year. This represents ongoing increases to comply with movement towards a \$15/hour minimum wage, and performance increases. It also includes funds for the Library to remain open on Sundays during the summer, something that is now the norm for public libraries.

40400 – Medical Insurance – Insurance costs increased significantly this year, more than expected, and are projected to do so again in FY20-21. A total of \$95,000 is budgeted.

40900 – Other Employee Benefits – This line provides flu vaccines for Library staff members. The amount budgeted this year is sufficient, a total of \$250.

40980 – IMRF – The amount budgeted for Illinois Municipal Retirement Fund contributions, \$39,000, is sufficient.

40970 – Social Security – Employer Social Security transactions remain adequately supported at \$38,000.

CONTRACT SERVICES/COMMODITIES

41000 – Building Maintenance – This line reflects known contracts for emergency sprinkler system maintenance, janitorial service, window cleaning, and misc. maintenance. In addition to consistently needing to spend more on maintenance per year, we have committed to an annual deep cleaning of the building. A total of \$30,000 is budgeted.

41020 – Elevator Maintenance – Maintenance of the elevator, based off our current contract and the amount spent on non-contract repairs in the past. A total of \$1,000 is sufficient based off of previous year’s expenses.

41050 – Grounds Maintenance – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes. Since switching, annual costs have regularly come in under budget. This line is always be a bit variable due to snowfall. The total in FY 19/20 is projected to be under budget, but it was over budget in FY 18-19. Maintaining \$6,500 is recommended for this budget line.

41313 – Copier Maintenance – This line reflects our known contract with Impact for maintenance; copier breakdowns are difficult to predict. With a new printer that will need less maintenance, and a new copier in Youth Services, the total of \$4,000 budgeted presently is sufficient for FY20-21.

41314 – Other Professional Services – The \$5,000 budgeted is for the maintenance, and likely some of the final development, of a new website. Other professional services are not anticipated at this time.

41300 – Computer Services – This line reflects the known expenses of Computer View’s maintenance of our Local Area Network. We have another year under the current contract, so \$13,000 remains sufficient.

- 41350 – Legal and Accounting** – Given recent per annum legal expenses, a total of \$2,000 remains sufficient.
- 42400 – Professional Development** – This line reflects money for continuing education and tuition reimbursement. The ALA annual conference in June 2020 is in Chicago; a total of \$3,000 is budgeted.
- 42440 – Dues** – These funds pay for the organizational membership of the Library and its staff. It is calculated based on previous year's expenditures. The total of \$2,5000 continues to be adequate.
- 43230 – Utilities** – These funds pay for those utilities that are the Library's responsibility. Utilities costs increased in FY2019-2020, with an increase of \$2,000 to \$15,000 budgeted for FY2020-2021.
- 43300 – Postage** – Money used for the purchase of stamps. The cost of mailings for Passport service has had its full impact, with an increase to \$3,500 forecast to cover the increase.
- 43410 – Printing/eNewsletter** – Using an in-house template has made for a noticeable decrease in printing costs. An increase of \$1,000 is projected to cover the addition of a pullout insert for the summer reading club.
- 43550 – Office Supplies** – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent). The total of \$6,000 presently budgeted is sufficient to meet needs.
- 43660 – Building and Grounds Supplies** – Supplies to maintain the grounds. Predicted based off previous expenses. The \$2,000 per FY currently budgeted is sufficient.
- 43668 – Technical Services Supplies** – Book covers, tape, and other supplies used in cataloging and processing materials. This line also covers the preprocessing of materials ordered from Baker and Taylor. A total of \$5,000 is budgeted based off past expenses and known future expenses.
- 43700 – Hospitality Program Services** – Supplies for meetings and programs. Predicted based off previous expenses. The \$500 budgeted this FY is sufficient.
- 43730 – Outreach Supplies** – The cost of increasing the Library's visibility within the community and to identify and target underserved segments of the community. Additional opportunities are available in the community, per Jillian Chapman, and Outreach has been highlighted as a critical goal for the Library moving forward. A budget of \$5,000 is listed for next Fiscal Year.
- 43710 – Adult Program Supplies** – Funds for Adult Programs. Carol Carter does a great job with the current budget; Carol has indicated that the current budget of \$7,000 is sufficient.

43720 – Juvenile Program Supplies – Funds for Juvenile Programs. Per Eliza Jarvi, this budget line can be one of the more difficult to predict as programming covers a surprisingly varied amount of expenses. She indicates that \$7,000 is sufficient at this time, and requested this amount.

43740 – Teen Program Supplies – Funds for Teen Programming. Eliza Jarvi has indicated that \$1,250 is sufficient for Teen Programming, and this is what is budgeted. More focused than Juvenile Programming, its expenses fall within a much tighter range.

45000 – Adult Non-Fiction – Funds for purchasing adult non-fiction books. Per Carol Carter, the \$17,000 budgeted for this FY is adequate for the next year.

45100 – Adult Fiction – Funds for purchasing adult fiction books. Katie Horner, who purchases with this budget line, indicates that the current budget of \$15,500 allows her to strike the right balance between new acquisitions and replacement copies within the available shelf space.

45110 – Adult Large Print – Funds for purchasing large print books. Per Carol Carter, \$600 is sufficient for next year.

45200 – Adult Audio Visual Materials – Funds for music, blu-rays, DVD's, and audiobooks for adults. Per Carol Carter, the \$15,500 allocated this FY is adequate for next year.

45220 – Adult eReference – Databases aimed towards an adult audience. The focus is primarily on increasing usage and visibility for core databases. Per Lyndy Jensen's request, this line is budgeted to decrease to \$16,500.

45400 – Juvenile Non-Fiction – Funds for purchasing print Juvenile Non-fiction. Per Eliza Jarvi and Regina Ruocco, the 'weeding' project in the collection has been finished but replenishment is ongoing. An increase to \$11,500 is budgeted for next year to support this continued project.

45410 – Juvenile Picture Books – Funds for purchasing print picture books. Per Eliza Jarvi, the new budget line for FY19-20 of \$6,000 is in a 'comfortable zone' and should be continued for next year.

45420 – Juvenile Fiction – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. Per Eliza Jarvi, the replacement of some aging classic series was completed in FY19-20. With that completed, she recommends a return to the baseline of \$10,000 for the budget.

45430 – Juvenile Audio Visual – Funds for juvenile DVD's, Blu-rays, Music, and Audiobooks. Eliza Jarvi has requested an additional \$1,500 (\$4,000 total) to provide ongoing new titles and replacements for our popular Launchpad collection.

45440 – Juvenile eReference – Databases aimed towards a younger audience. Per Eliza Jarvi, coverage for our new and popular Scholastic Databases requires an increase to \$2,000.

45460 – eBooks – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. Per collection manager Anna Fifhouse, usage continues to increase (up 18.5% in the past year, with a 40.5% increase in usage of our local Advantage collection) and most publishers have moved to a ‘metered’ access model in the past year. This requires titles being repurchased after a certain number of checkouts. An increase of \$1,000 to \$16,000 is budgeted. The primary usage of the Per Capita Grant is also supporting eBook collections.

45470 – Graphic Novels – Money to purchase adult graphic novels. Per Martha O’Hara and Eliza Jarvi, Teen Graphic Novels and Adult Graphic Novels have been consolidated. As a result, \$250 is moving from Teen Books to Graphic Novels for the next FY, for a budget of \$750.

45450 – Teen Books – Money to purchase teen books. Per Martha O’Hara and Eliza Jarvi, Teen Graphic Novels and Adult Graphic Novels have been consolidated. As a result, \$250 is moving from Teen Books to Graphic Novels for the next FY for a budget of \$2,500.

45500 – Periodicals – Money to pay for magazine subscriptions. Jen Horan requests the same budget, \$6,750, for next FY as the line had in FY19-20.

45510 – Video Games – Video games in a wide variety of formats. Katie Horner reports the current budget of \$3,500, now supplemented by funds raised selling some titles as trade-ins, is sufficient for next Fiscal Year as well.

45520 – Hot Picks – Funds for DVDs, Blu-rays, and books for the Trending Titles collection. The budget of \$2,000 for this FY is adequate for next year.

45600 – Public and Staff PC Software – Licenses for software used by the staff and/or the public. There was an increase to \$6,500 last FY to account for new software subscriptions; this was slightly more than was needed and the budget is lowered by \$500 to \$6,000 for next year.

45610 – Library Automation Software – This line covers the cost of the Library’s Integrated Library System. The cost of our Sierra subscription for 2020-2021 is \$21,950. The \$22,000 budgeted is sufficient.

45900 – Miscellaneous Expenditure – Funds to cover minor purchases that do not fit elsewhere. This is based primarily on past experience and expense. The budget of \$2,000 for this FY is adequate for next FY.

CAPITAL OUTLAY

50100 – Library Furnishings – Money for interior furnishings. A total of \$1,000 is budgeted for misc. repairs, other purchases can be allocated once specific quotes are received.

51200 – Exterior Building Improvements – Money for exterior improvements. Last year, the Board determined to wait until work on the upcoming renovation/expansion was done before resurfacing the parking lot given the

likely wear that will result from the work when underway. Work is needed on the beams above the Wood Building and patching some holes in the parking lot. A total of \$10,000 is budgeted.

58100 – Computer Equipment – Money budgeted for special or regularly scheduled updating of the Library’s computer network. CVI has indicated that we need to plan for the replacement of our server’s and PDU in 2021-2022. Funds are set aside in FY 2020-2021 and FY 2021-2022 to cover this expense, a total of \$25,500 each FY.

58270 – Library Equipment – Miscellaneous equipment, such as book carts or projector screens. A total of \$1,000 is budgeted for unexpected expenses.

71000 – Transferred to Reserve – Funds earmarked to head to General Reserve at the end of the Fiscal Year. The total budgeted is \$21,000.

70000 – Contingency – Money set aside to handle any significant expenses that arise during the fiscal year.

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LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES

CODE/LINE ITEM	ACTUAL FY 16/17	ACTUAL FY 17/18	ACTUAL FY 18/19	BUDGET FY 19/20	ESTIMATED FY 19/20	BUDGET FY20/21	BUDGET FY21/22	% CHANGE EST ACTUAL TO BUDGET FY20 TO FY21	\$ CHANGE
TAXES									
30000 Property Taxes	885,648	895,536	919,784	964,117	961,133	987,711	987,711	2.8%	26,578
TOTAL TAXES	885,648	895,536	919,784	964,117	961,133	987,711	987,711	2.8%	26,578
FINES & FORFEITURES									
35700 Fines	12,507	10,664	9,667	10,500	8,949	2,000	2,000	-77.7%	(6,949)
TOTAL FINES & FORFEITURES	12,507	10,664	9,667	10,500	8,949	2,000	2,000	-77.7%	(6,949)
CHARGE FOR SERVICES									
34235 Photocopy Charges	2,137	2,243	2,170	2,100	2,241	2,100	2,100	-6.3%	(141)
34260 Passport Fees	0	0	7,385	9,000	10,367	10,000	10,000	-3.5%	(367)
34250 Non-Resident Fees	6,565	6,067	5,915	7,000	6,930	7,000	7,000	1.0%	70
TOTAL CHARGE FOR SERVICES	8,702	8,310	15,470	18,100	19,538	19,100	19,100	-2.2%	(438)
OTHER									
37020 District 65+115 Agreements	0	1,550	1,500	1,550	1,550	1,550	1,550	0.0%	0
37000 Village Contribution	7,900	8,466	8,558	8,550	8,550	8,550	8,550	0.0%	0
38310 Vliet Operating Cost Contrib	0	390	790	780	790	790	790	0.0%	0
37500 Interest Income	3,909	8,902	13,236	10,000	9,632	10,000	10,000	3.8%	368
38800 Naperville/Impact Fees	4,319	2,159	0	0	0	0	0	---	0
38900 Miscellaneous Income	2,468	158	1,593	2,000	4,906	5,000	5,000	1.9%	94
TOTAL OTHER	18,596	21,625	25,678	22,880	25,428	25,890	25,890	1.8%	462
TOTAL REVENUES	925,452	936,135	970,598	1,015,597	1,015,050	1,034,701	1,034,701	1.9%	19,651
FUND BALANCE RESERVES	59,000	34,000	100,000	0	0	0	0	---	0
LIBRARY FUND REVENUE	984,452	970,135	1,070,598	1,015,597	1,015,050	1,034,701	1,034,701	1.9%	19,651

TOTAL FUND BALANCE:

May 1

April 30

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	ACTUAL FY 18/19	BUDGET FY 19/20	ESTIMATED FY 19/20	BUDGET FY 20-21	BUDGET FY 21-22	% CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY 20 TO FY21	\$ CHANGE
PERSONNEL SERVICES												
40025 Librarian Salaries	296,341	260,439	242,626	228,024	137,000	191,668	196,000	196,000	2.3%	4,332	-44.3%	(105,000)
40030 Staff Salaries	188,381	229,596	259,296	271,063	349,000	318,232	314,000	314,000	-1.3%	(4,232)	27.4%	75,000
40400 Medical Insurance	65,795	71,900	66,375	76,660	95,000	94,879	95,000	95,000	0.1%	121	35.7%	25,000
40900 Other Employee Benefit	160	215	275	175	250	250	250	250	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	43,665	36,332	38,211	33,476	36,000	31,707	39,000	39,000	23.0%	7,293	-5.3%	(2,300)
40970 Social Security (Note 1)	36,330	42,026	37,109	37,552	36,000	38,901	38,000	38,000	-2.3%	(901)	-2.7%	(1,000)
TOTAL PERSONNEL SERVICES	630,672	640,508	643,892	646,949	653,250	675,637	682,250	682,250	1.0%	6,613	-1.8%	(12,000)
CONTRACT, SERVICES/COMMODITIES												
41000 Building Maintenance	19,188	28,719	38,482	49,944	30,000	34,377	30,000	30,000	-12.7%	(4,377)	25.0%	6,000
41020 Elevator Maintenance	1,167	982	2,351	1,293	1,500	1,000	1,000	1,000	0.0%	0	0.0%	0
41050 Grounds Maintenance	5,541	5,495	6,794	7,056	6,000	4,899	6,500	6,500	32.7%	1,601	0.0%	0
41313 Copier Maintenance	4,941	4,424	3,299	3,656	4,000	4,084	4,000	4,000	-2.0%	(84)	-11.1%	(300)
41314 Other Professional Service	517	57	12,372	13,899	5,000	15,333	5,000	5,000	-67.4%	(10,333)	400.0%	4,000
41300 Computer Services	12,215	11,865	13,220	12,520	13,000	13,040	13,000	13,000	-0.3%	(40)	0.0%	0
41350 Legal & Accounting	3,842	2,528	2,835	1,470	3,000	1,995	2,000	2,000	0.3%	5	0.0%	0
42400 Professional Development	725	1,962	1,983	1,210	3,000	2,836	3,000	3,000	5.8%	164	50.0%	1,000
42440 Dues	2,117	2,294	2,367	2,088	2,500	1,941	2,500	2,500	28.8%	559	0.0%	0
43230 Utilities	11,596	12,789	12,029	12,009	13,000	15,625	15,000	15,000	-4.0%	(625)	-7.1%	(1,000)
43300 Postage	2,399	2,113	1,745	1,926	2,500	3,438	3,500	3,500	1.8%	62	0.0%	0
43410 Printing/E-Newsletter	8,742	9,107	7,645	7,641	8,000	9,167	9,000	9,000	-1.8%	(167)	0.0%	0
43550 Office Supplies	4,821	6,023	5,925	6,044	6,000	5,913	6,000	6,000	1.5%	87	20.0%	1,000
43660 Building & Grounds Supplies	1,535	1,914	1,848	1,483	2,000	1,592	2,000	2,000	25.6%	408	0.0%	0
43668 Technical Services Supplies	3,675	3,632	5,530	4,823	5,000	4,241	5,000	5,000	17.9%	759	11.1%	500
43700 Hospitality Program Supplies	376	412	812	315	500	500	500	500	0.0%	0	0.0%	0
43730 Outreach Supplies	966	917	911	222	10,000	4,331	5,000	5,000	15.4%	669	900.0%	9,000
43710 Adult Program Supplies	5,185	3,867	5,905	5,358	7,000	7,000	7,000	7,000	0.0%	0	16.7%	1,000
43720 Juvenile Program Supplies	5,664	4,781	5,233	6,300	7,000	7,000	7,000	7,000	0.0%	0	16.7%	1,000
43740 Teen Program Supplies	819	1,172	1,297	1,179	1,500	1,500	1,250	1,250	-16.7%	(250)	0.0%	0
45000 Adult Nonfiction	16,461	14,211	15,970	17,463	17,000	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	14,043	13,751	13,698	15,095	15,500	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	580	499	499	508	600	600	600	600	0.0%	0	20.0%	100
45200 Adult Audio-Visual	15,086	14,854	14,821	13,083	15,500	15,500	15,500	15,500	0.0%	0	0.0%	0
45220 Adult E-Reference	20,653	17,498	21,095	15,992	22,000	16,071	16,500	16,500	2.7%	429	0.0%	0
45400 Juvenile Non-fiction	6,612	8,632	6,934	8,039	10,000	10,000	11,500	11,500	15.0%	1,500	42.9%	3,000
45410 Picture Books, Readers	4,941	5,003	5,583	3,797	6,000	6,000	6,000	6,000	0.0%	0	33.3%	1,500
45420 Juvenile Fiction	7,829	7,358	7,543	9,174	13,000	13,000	10,000	10,000	-23.1%	(3,000)	30.0%	3,000
45430 Juvenile Audio-Visual	1,598	1,191	1,520	2,181	2,500	2,500	4,000	4,000	60.0%	1,500	0.0%	0
45440 Juvenile eReference	334	334	334	189	500	500	2,000	2,000	300.0%	1,500	0.0%	0
45460 Ebooks	6,406	10,002	12,001	12,917	15,000	15,000	16,000	16,000	6.7%	1,000	15.4%	2,000
45470 Graphic Novels	505	469	509	481	500	500	750	750	50.0%	250	0.0%	0
45450 Teen Books	2,583	2,728	2,743	2,651	2,750	2,750	2,500	2,500	-9.1%	(250)	0.0%	0
45500 Periodicals	5,873	6,339	7,317	7,152	6,750	5,702	6,750	6,750	18.4%	1,048	0.0%	0
45510 Video Games	3,411	4,010	3,570	3,443	3,500	3,500	3,500	3,500	0.0%	0	0.0%	0
45520 Trending Titles	0	0	1,386	1,372	2,000	2,000	2,000	2,000	0.0%	0	0.0%	0
45800 Public & Staff PC Software	2,985	4,527	4,767	4,287	6,500	5,862	6,000	6,000	2.4%	138	30.0%	1,500
45610 Library Automation Software	22,043	20,297	20,905	21,532	22,000	21,532	22,000	22,000	2.2%	468	0.0%	0
45900 Minor Equipment	0	0	0	0	0	0	0	0	—	0	—	0
46100 Miscellaneous Expenditure	1,856	896	654	2,369	2,000	989	2,000	2,000	102.2%	1,011	0.0%	0
TOTAL CONTRACT/COMMOD.	229,832	237,650	274,434	282,158	294,100	294,318	288,350	288,350	-2.0%	(5,968)	—	0
CAPITAL OUTLAY												
50100 Library Furnishings	0	33,806	265	1,954	4,000	43	1,000	1,000	2227.7%	957	0.0%	0
51200 Exterior Bldg Improvements	0	0	0	291,168	1,000	0	10,000	10,000	—	10,000	-99.0%	(90,000)
58100 Computer Equipment	706	8,306	7,078	259	24,000	25,153	25,500	25,500	1.4%	347	300.0%	18,000
58270 Library Equipment	14,966	26,015	3,603	230	1,000	0	1,000	1,000	—	1,000	0.0%	0
71000 Transferred to Reserve	0	0	0	0	34,900	34,899	21,000	21,000	-39.8%	(13,899)	—	34,900
70000 Contingency	3,270	10,000	1,160	0	3,347	0	5,601	5,601	—	5,601	-87.7%	(23,900)

FK

COMPONENT UNIT OF VILLAGE

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

FY 2020-2021

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	ACTUAL FY 18/19	BUDGET FY 19/20	ESTIMATED FY 19/20	BUDGET FY 20-21	BUDGET FY 21-22	% CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY 20 TO FY21	\$ CHANGE
TOTAL CAPITAL OUTLAY	18,942	78,126	12,106	293,610	68,247	60,095	64,101	64,101	6.7%	4,006	-50.6%	(170,028)
LIBRARY TOTAL	879,446	956,284	930,431	1,222,717	1,015,597	1,030,050	1,034,701	1,034,701	0.5%	4,651	-4.6%	(48,928)

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COMPONENT UNIT OF VILLAGE

FY 2020-2021

CODE/LINE ITEM	ACTUAL FY 17/18	ACTUAL FY 18/19	ACTUAL FY 19/20	BUDGET FY 19/20	ESTIMATED		BUDGET FY 21/22	% CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY20 TO FY21	\$ CHANGE
					ACTUAL FY 19/20	BUDGET FY 20/21					
REVENUES 82-40-603											
GRANTS											
36263 Per Capita Grant	4,411	4,411	7,153	7,153	7,153	7,153	7,153	0.0%	0	0.0%	0
36200 Miscellaneous Grants	0	5,000	0	1,000	0	1,000	1,000	---	1,000	0.0%	1,000
TOTAL GRANTS	4,411	9,411	7,153	8,153	7,153	8,153	8,153	14.0%	1,000	0.0%	1,000
DONATIONS											
38300 Unrestricted Donations	10,167	1,000	11,869	16,000	21,320	15,000	15,000	-29.6%	(6,320)	-6.3%	(5,320)
38315 Restricted Donations	1,213	15,000	2,844	2,000	4,126	2,000	2,000	-51.5%	(2,126)	0.0%	(2,126)
TOTAL DONATIONS	11,380	16,000	14,713	18,000	25,446	17,000	17,000	-33.2%	(8,446)	-5.6%	(7,446)
75000 Interest Earnings								---	0	---	0
TOTAL FUND REVENUES	15,791	25,411	21,866	26,153	32,598	25,153	25,153	-22.8%	(7,446)	-3.8%	(6,446)

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44810 Per Capita Grant Expend	4,411	4,411	4,443	7,153	5,367	7,153	7,153	33.3%	1,786	0.0%	1,786
44825 Misc Grant Expenditures	0	5,000	0	1,000	0	1,000	1,000	---	1,000	0.0%	1,000
99999 Use of Unrestrict Donation	9,803	1,000	14,138	16,000	24,200	15,000	15,000	-38.0%	(9,200)	-6.3%	(8,200)
99999 Use of Restricted Donations	2,426	15,000	2,844	2,000	0	2,000	2,000	---	2,000	0.0%	2,000
	16,640	25,411	21,426	26,153	29,567	25,153	25,153	-14.9%	(4,414)	-3.8%	(3,414)
TOTAL EXPENDITURES	16,640	25,411	21,426	26,153	29,567	25,153	25,153	-14.9%	(4,414)	-3.8%	(3,414)

7M

Lake Bluff Public Library -- FY 19/20 Versus FY 20/21 Budget Discussion -- Page 1

ITEM	% DIFFERENCE					Notes
	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	FY'20 BUDGET VS	FY '20 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'19 Est.	FY '19 BUDGET	
Salaries	486,000	509,900	510,000	0.0%	4.9%	Raise range 2-3%, minimum wage law is impacting.
Medical Insurance	95,000	94,879	95,000	0.1%	0.0%	Significant increases in cost of insurance, this year and last.
Other Employee Benefits	250	250	250	0.0%	0.0%	Provides flu vaccines for all employees
IL Municipal Retirement Fund	36,000	31,707	39,000	23.0%	8.3%	Budget based on salaries + new rate of 10.42%
Social Security	<u>36,000</u>	<u>38,901</u>	<u>38,000</u>	<u>-2.3%</u>	<u>5.6%</u>	Costs based on current salaries and recent increase trends
TOTAL PERSONEL COST	653,250	675,637	682,250	1.0%	4.4%	
Building Maintenance	30,000	34,377	30,000	-12.7%	0.0%	Reflects known contracts, and unexpected repairs
Elevator Maintenance	1,500	1,000	1,000	0.0%	-33.3%	Current contract and non-contract repairs
Grounds Maintenance	6,000	4,899	6,500	32.7%	8.3%	Based on recent costs, expenses vary based on weather
Copier Maintenance	<u>4,000</u>	<u>4,084</u>	<u>4,000</u>	<u>-2.1%</u>	<u>0.0%</u>	Reflects new copier with lower costs
TOTAL MAINTENANCE COST	41,500	44,360	41,500	-6.4%	0.0%	
Other Professional Services	5,000	15,333	5,000	-67.4%	0.0%	Current year includes Phase 1 planning.
Computer Services	13,000	13,040	13,000	-0.3%	0.0%	Reflects known contract.
Legal & Accounting	3,000	1,995	2,000	0.3%	-33.3%	Sufficient for needs.
Professional Development	3000	2,836	3,000	5.8%	0.0%	ALA is in Chicago for summer 2020.
Dues	2,500	1,941	2,500	28.8%	0.0%	Funds pay for Organization Membership of library and staff
Utilities	13,000	15,625	15,000	-4.0%	15.4%	Primarily covers costs of water, phone and internet service
Postage	2,500	3,438	3,500	1.8%	40.0%	Covers the cost of mailings, increase for passport mailings.
Printing/E-Newsletter	<u>8,000</u>	<u>9,167</u>	<u>9,000</u>	<u>-1.8%</u>	<u>12.5%</u>	In-house design has resulted in a cost decrease
TOTAL 8 ITEMS	50,000	63,375	53,000	-16.4%	6.0%	
TOTAL 17 ITEMS	744,750	783,372	776,750	-0.8%	4.3%	

7M

Lake Bluff Public Library -- FY 19/20 Versus FY 20/21 Budget Discussion -- Page 2

Item	% DIFFERENCE					Notes
	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	FY'20 BUDGET VS	FY '19 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'19 EST.	FY '19 BUDGET	
Office Supplies	6,000	5,913	6,000	1.5%	0.0%	Current budget is sufficient.
B&G Supplies	2,000	1,592	2,000	25.6%	0.0%	Based on previous expenses.
Tech Service Supplies	5,000	4,241	5,000	17.9%	0.0%	Label covers, book tape, etc.
Hospitality Prog. Supplies	500	500	500	0.0%	0.0%	Supplies for meetings and programs.
Outreach Supplies	10,000	4,331	5,000	15.4%	-50.0%	Completion of Centennial in 2019.
Adult Program Supplies	7,000	7,000	7,000	0.0%	0.0%	Current budget is sufficient.
Juvenile Program Supplies	7,000	7,000	7,000	0.0%	0.0%	Current budget is sufficient.
Teen Program Supplies	<u>1,500</u>	<u>1,500</u>	<u>1,250</u>	<u>-16.7%</u>	<u>-16.7%</u>	Current total is more than needed.
TOTAL SUPPLIES COST	39,000	32,077	33,750	5.2%	-13.5%	
Adult Non Fiction	17,000	17,000	17,000	0.0%	0.0%	Current budget is sufficient.
Adult Fiction	15,500	15,500	15,500	0.0%	0.0%	Current budget is sufficient.
Adult Large Print	600	600	600	0.0%	0.0%	Current budget is sufficient.
Adult Audio Visula	15,500	15,500	15,500	0.0%	0.0%	Current budget is sufficient.
Adult eReference	<u>22,000</u>	<u>16,071</u>	<u>16,500</u>	<u>2.7%</u>	<u>-25.0%</u>	Focus on marketing existing databases.
TOTAL ADULT	70,600	64,671	65,100	0.7%	-7.8%	
Juvenile Non-Fiction	10,000	10,000	11,500	15.0%	15.0%	Increased for replacement and updating of collection.
Juvenile Picture Books	6,000	6,000	6,000	0.0%	0.0%	Increased to refresh parts of collection.
Juvenile Fiction	13,000	13,000	10,000	-23.1%	-23.1%	Replacement project complete.
Juvenile Audio-Visual	2,500	2,500	4,000	60.0%	60.0%	Supporting Playaways and Launchpads.
Juvenile eReference	<u>500</u>	<u>500</u>	<u>2,000</u>	<u>300.0%</u>	<u>300.0%</u>	New Scholastic databases.
TOTAL JUVENILE	32,000	32,000	33,500	4.7%	4.7%	
TOTAL 18 ITEMS	141,600	128,748	132,350	2.8%	-6.5%	

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Lake Bluff Public Library -- FY 19/20 Versus FY 20/21 Budget Discussion -- Page 3

Item	% DIFFERENCE					Notes
	19/20	19/20	20/21	FY'20 BUDGET VS	FY '20 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'19 EST.	FY '19 Budget	
Ebooks	15,000	15,000	16,000	6.7%	6.7%	Costs remain high, and popularity is increasing.
Graphic Novels	500	500	750	50.0%	50.0%	Now includes Teen graphic novels.
Teen Books	2,750	2,750	2,500	-9.1%	-9.1%	No longer includes Teen graphic novels.
Periodicals	6,750	5,702	6,750	18.4%	0.0%	Cost of subscriptions, prices going up but number decreasing.
Video Games	3,500	3,500	3,500	0.0%	0.0%	Current budget is adequate. Space is an ongoing issue.
Hot Picks	2,000	2,000	2,000	0.0%	0.0%	Current budget is adequate. Space is an ongoing issue.
Public/Staff PC Software	6,500	5,862	6,000	2.4%	-7.7%	Small correction to previous year's budget.
Library Automation Software	22,000	21,532	22,000	2.2%	0.0%	Cost of Integrated Library System.
Miscellaneous Expenditure	2,000	989	2,000	102.2%	0.0%	Covers minor costs not presently anticipated.
SUB TOTAL 10 ITEMS	61,000	57,835	61,500	6.3%	0.8%	
SUB TOTAL ALL PREVIOUS ITEMS	947,350	969,955	970,600	0.1%	2.5%	
Library Furnishings	4,000	43	1,000	2225.6%	-75.0%	Minor replacements.
Exterior Building Improve.	1,000	0	10,000	NA	900.0%	Covering of exterior Wood Building beams.
Computer Equipment	24,000	25,153	25,500	1.4%	6.3%	Need to replace servers and PDU.
Library Equipment	1,000	0	1,000	NA	0.0%	Misc. equipment
Transfer to Reserve	34,900	34,899	21,000	-39.8%	-39.8%	Transfer to General Reserve.
Contingency	3,347	0	5,601	NA	67.3%	Covers other capital expenses that may arise.
SUB TOTAL 5 ITEMS	68,247	60,095	64,101	6.7%	-6.1%	
TOTAL ALL ITEMS	1,015,597	1,030,050	1,034,701	0.5%	1.9%	

Library Director Review Process

- February 18th at 6:00 - HR Committee to discuss Director's FY 2020 Goals.
- February Board Meeting - review FY 2019 Goals & ask for input on FY 2020 goals. Also request any other input Board members think would be relevant..
- March Board Meeting - deadline for Board input..
- End of March - preliminary draft presented to HR Committee.
- Mid-April - Review draft presented to HR Committee and Library Director.
- April Board Meeting - Finalized Director's goals shared with the Board.

MNG-7: Meeting Room Use

The Library welcomes the use of its meeting room for civic, cultural, educational or recreational purposes. The Library's Spruth Room is used primarily for Library meetings and programs, but may be used by local non-profit organizations for the above-specified purposes that are open to the public, and are free of charge when the room is not being used by the Library. The Spruth Room is available on equal terms to all groups in the community regardless of beliefs and affiliations of the individuals or groups requesting use. Use of the Spruth Room does not imply endorsement by the Library of the views expressed by users of the meeting areas. Fees will not be charged for meetings held in the Library.

Permission to use the Spruth Room will be denied to any group or individual whose purpose is illegal or potentially hazardous, whose conduct would interfere with regular functioning of the Library, or for whom sponsorship is not established.

Reservations will be made on a first-come, first-served basis, within a time window designated by the Director.

Meetings will be scheduled according to the following priorities within the first-come, first-served overlay:

- A. Library and Library-related meetings or programs
- B. Vliet Center meetings or programs
- C. Lake Bluff Village government meetings
- D. Other government meetings of local interest
- E. Non-profit organizations related to local civic, cultural, educational, or recreational interests.

All requests to use the Spruth Room must be made in advance by a Lake Bluff Library cardholder or Village employee who assumes responsibility for the group's compliance with these policies and procedures. Any group using the Spruth Room will fill out an application (see information to be gathered, below).

Information to be gathered and returned to front desk, to include:

- A. Name of organization and date requested
- B. Contact person (Lake Bluff Library cardholder)
- C. Contact information to include address (in incorporated area of Lake Bluff), telephone (daytime or cell), telephone (evening, if different), e-mail address.
- D. Time room is to be used (Start Time to include set-up, Finish Time to include clean up)
- E. Audio-visual equipment to be used, if any. [Note: Audiovisual equipment owned by the library and requested for use during the program must be specified and approved by the library in advance.]
- F. Wording of consent form, such as "I have read the Library's general and meeting room policies and agree to abide by the terms stated. I am an adult 18+ years of age who resides in the incorporated area of Lake Bluff, Illinois."
- G. Signature and printed name of applicant
- H. Note: The room is officially booked when the Library staff confirms a reservation.

Guidelines:

The maximum capacity of the Spruth Room is 50 people.

Groups using the Spruth Room are responsible for any costs incurred by the Library as a result of their use.

The Spruth meeting room is only available during normal business hours of the Library. If a meeting is to extend beyond normal hours of operation of the Library, permission must be obtained from the Library Director or designee. A staff member of the Library or designee must be present for the closing activities if the Spruth Room is in use outside of normal business hours. Meeting requests may be denied if no such appropriate person is available.

Groups using the Spruth Room must clean it up when vacated. Furniture is to be left undisturbed unless arrangements are made in advance. Library staff is responsible for taking down library owned audiovisual equipment used.

Only light snacks may be served. No facilities are available for cooking meals. No dishwashing facilities are available.

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All individuals using the meeting room agree to abide by all Library policies, rules and regulations.

Restrictions:

There will be no smoking or use of alcohol in the Library or on its premises.

The Library shall not be responsible for lost or stolen property.

The name and/or address of the Library may not be used as the official address or headquarters of any individual or organization using the Spruth Room.

Any group using the meeting room must include the following Disclaimer in all publications and advertisements:

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The Spruth Room may not be reserved for:

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- B. For-profit or commercial organizations, commercial seminars, legal conferences or proceedings, depositions, realty closings, paid tutoring, and any use through which a salary or fee is earned or business is solicited.
- C. Social gatherings, such as parties, weddings, family reunions, etc.;
- D. Fundraising for the benefit of any organization other than the Library;
- E. Religious worship services;
- F. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question or referendum;
- G. Any other uses, events or activities that may be disruptive to Library Staff, Patrons, and/or normal Library operations.
- H. Any other uses, events or activities that are contrary to the Library’s mission.

During a meeting or program that is open to the public, no admission fee or donation requests are permitted. No items may be sold unless for the profit of the Library or approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, hand outs, craft making supplies, refreshments, etc. Arrangements for any such fees have to be approved at the time of booking the room reservation.

The Library may, on occasion, sponsor classes offering instruction in skills. Fees to cover costs of supplies may be charged.

The Library complies with the Americans with Disabilities Act (ADA). If requested, groups using the Spruth Room must provide accommodations for persons with disabilities. Groups unable to provide needed accommodations will not be allowed to meet.

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NEW VERSION – MARKED UP, ORIGINAL PLUS CHANGES

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- B. Contact person (Lake Bluff ~~Resident~~ Library cardholder)
- C. Contact information to include address (in incorporated area of Lake Bluff), telephone (daytime or cell), telephone (evening, if different), e-mail address.
- D. Time room is to be used (Start Time to include set-up, Finish Time to include clean up)
- E. Audio-visual equipment to be used, if any. [Note: Audiovisual equipment owned by the library and requested for use during the program must be specified and approved by the library in advance.]
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Only light snacks may be served. No facilities are available for cooking meals. No dishwashing facilities are available.

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- B. ~~For-profit or commercial organizations, commercial seminars, legal conferences or proceedings, depositions, realty closings, paid tutoring, and any use through which a salary or fee is earned or business is solicited.~~
- C. ~~Social gatherings, such as parties, weddings, family reunions, etc.,~~
- D. ~~Fundraising for the benefit of any organization other than the Library;~~
- E. ~~Religious worship services;~~
- F. ~~Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question or referendum;~~
- G. ~~Any other uses, events or activities that may be disruptive to Library Staff, Patrons, and/or normal Library operations.~~
- H. ~~Any other uses, events or activities that may be are contrary to the Library's mission.~~

- A. ~~Private social gatherings~~
- B. ~~Private or political fundraising or money making purposes by groups other than Library related organizations~~
- C. ~~Political meetings of a partisan nature.~~

During a meeting or program that is open to the public, no admission fee or donation requests are permitted. No items may be sold unless for the profit of the Library or approved author visit. However, groups may charge a reasonable fee to

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recover the cost of materials, hand outs, craft making supplies, refreshments, etc. Arrangements for any such fees have to be approved at the time of booking the room reservation.

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February Director's Report

Programs

- Head of Adult Services Martha O'Hara reports that Adult Winter Reading Club participation has been really strong. So far, we've had over 90 submissions since December.
- In addition to the standing room only Bad Blood program earlier in January, Carol Carter had 26 people show up for the program on the Dakota War. There was even a person who drove up from Champaign to see the program!
- The Craft Supply Swap was also a huge hit, as usual.
- Youth Services hosted a Stuffed Animal Sleepover party in early February and staff members worked together to offer live Instagram updates from the party so kids could see what their animals were up to. It was well-received on Instagram and we got a fair amount of engagement from patrons whose animals were participating, as well as multiple "when's the next one?" questions.
- The Lake Forest Leader did a front page write up on our Mammals and More program!

Lake Bluff Middle School Presentation

Martha and I presented at Lake Bluff Middle School Career Day at the end of January, with planning help from Head of Youth Services Eliza Jarvi. We briefly discussed our jobs and then had the kids make slime as part of a "test a program" exercise. It went pretty well and the kids seemed to have fun—one of the teachers in particular mentioned that she thought it was great that we had them do an activity instead of just listening to a presentation. As an LBMS alum, Martha says "It was fun to go back and see how much the school has changed; personally, it was also fun to give back to a LB institution that meant a lot to me as a kid and set me up for success in my adult life."

Read Between the Ravines

Board members are encouraged to attend the "Read Between the Ravines" event at Gorton. The event, a partnership with Lake Forest Public Library, was named "Deep Freeze" last year when *The Death and Life of the Great Lakes* by Dan Egan was the subject. This year, we are hosting Chris McGreal, author of *American Overdose*, a book about the opioid crisis. **Mr. McGreal will be speaking at Gorton on Friday, April 3 at 7pm with a book signing to follow.** Last year, we had over 300 people attend and it was very well received.

Prospectus

Jillian Chapman and Martha O'Hara have been working on the prospectus for the capital campaign, as well as the Spring newsletter. Martha reports that it has been a very busy month for publicity, but that things are starting to wrap up.

Brewery Partnership

On March 13 'Totally Booked 3: the Return of the Libbrewery' goes on sale at the Lake Bluff Brewing Company. It's a Session IPA; the Brewing Company will donate \$1 to the Library for every pint that they sell, as they have with previous batches of Totally Booked.

New Website Launch!

The new website is scheduled to launch on March 31st. It will represent a big step forward in terms of online access for patrons.

January Passports

Martha reports that January was a record-setting month for passports. In January 2019, we processed 31 applications; in January of 2020, we processed 56, which earned us almost \$2,000 in execution fees for that month alone. Katie Horner easily did the most applications among our 4 agents.

Grant Received

I am thrilled to report that Head of Circulation and Reference Katie McLain Horner was notified in January that she had been awarded a \$1500 grant via the Public Library Association New Leaders Travel Grant, which will allow her to attend the PLA conference in Nashville at the end of February. The announcement hasn't been made public yet (still waiting on a press release from PLA), but Katie is very excited to attend this conference. Katie is the second LBPL staff member to have received this grant, which says much more about our staff members than the availability of the grant.

Meeting Room Usage Policy

Questions were raised regarding our Meeting Room Policy on groups with a political agenda; the result is, in concert with our attorney, proposed changes to our meeting room usage policy. As these are somewhat time sensitive, I recommend approval at the February meeting with discussion to follow later as needed. It is important that our policy be compliant in this area, and ASAP, going into an election year.

Respectfully submitted,

Eric Scott Bailey

Friends Meeting Dates 2020

January 18 – Kate Jackson

February 15 – Jon Heintzeman

March 21 – Janie Jerch

April 18 – William Hayes

May 16 – Kathy Meierhoff

June 20 – Kate Jackson

August 15

September 19

October 17

November 21

Respectfully submitted,

Eric Scott Bailey



THE LAKE FOREST LEADER™

LAKE FOREST AND LAKE BLUFFS HOMETOWN NEWSPAPER

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WALK ON THE WILD SIDE

Kids get introduced to furry friends at Lake Bluff Library. Page 4

Children and adults admire a fruit bat brought by Scott Heinrichs, founder and director of the Flying Fox Conservation Fund, to the Lake Bluff Library during Mammals and More! on Saturday, Jan. 25. ALEX NEWMAN/ST. JURY MEDIA



PAYING TRIBUTE
EF City Council honors late former mayor, Page 3

FOR THE PEOPLE

Morgan Morrison attend Northbrook town hall, Page 6



JUSTICE AND EQUALITY

Social media activist speaks to Lake Forest College on race, Page 8

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COVER STORY POSTED TO LakeForestLeaderDaily.com 2 DAYS AGO

Furry friends abound at LB Library's Mammals and More!

STEPHANIE CARLSON
Freelance Reporter

The Lake Bluff Public Library had the opportunity to host some very special furry friends from the Flying Fox Conservation Fund on Saturday, Jan. 25.

Started back in 1996, the conservation fund is a not for profit organization dedicated to protecting fruit bats and their habitats. The organization works to educate the public on several different animal species.

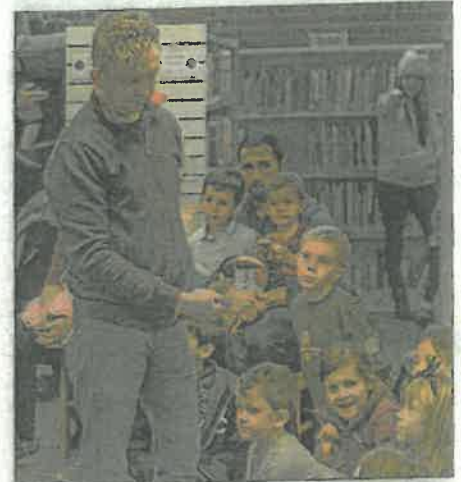
Founder and Director Scott Heinrichs and volunteer Christine Gomoll brought eight different animals with them to the library to present their Mammals and More! program.

The program aims to teach and educate children about these animals from around the world, and how important it is to help protect them. The organization visits libraries and other events around the world.

"It is important not only to talk about the animals but to bring the animals to everyone so that they can see them, pet them, and experience them," Gomoll said. "It is important that people make a connection with them."

Children and their families were able to learn about and experience animals that they would not normally have the chance to interact, with many of the animals primarily living in places like Africa, Asia and South America.

Steve the sloth is the fund's most popular animal, and he alone has helped raise more than \$40,000 for the organization. The children were



Scott Heinrichs, founder and director of the Flying Fox Conservation Fund, introduces Eugene the Aracari to an audience of children and adults at the Lake Bluff Library on Saturday, Jan. 25. ALEX NEWMAN/2ND CENTURY MEDIA

also able to pet animals like Shelby the armadillo and Sammy the flying fox.

Gomoll educated the audience on each species while Heinrichs walked the animals around so that the children could have an interactive experience with each of them. The children were even allowed to pet some of the animals.

Others, like Eugene the Aracari – a species of toucan – that did not like to be pet, helped the children understand the importance animal boundaries.

"It was all really fun," Blake Spezzano, 9, said. "I liked how every time that they showed us an animal, they told us a lot about them too. Steve the sloth was my favorite animal."

Not only was this a great opportunity for children and their families, but an

opportunity for the Lake Bluff Library to cater new experiences for the public.

With a rise in animal interest, the library staff decided to bring in the organization for their library program for the first time.

"We knew that there was a draw with animals," Head of Youth Services Eliza Jarvi said. "We were specifically hoping for a sloth, and Flying Fox puts on programs like this in other areas, so we decided to bring them here... There's always that animal interest and we are always trying to think of new programs that the community will respond to."

The library was very excited about the community response to this program and hope to host more programs like this in the future.

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