

## July 21, 2020 Board Meeting

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>	
<b>4</b>	<b>Consent Agenda</b>	
	Minutes of May 19, 2020 Board of Trustees Meeting (action)(2 minutes)(7:09pm)(available at meeting)	3A-3C
<b>5</b>	<b>Financial Reports (White and Yellow) (5 minutes)(7:14pm)</b>	
	May Detailed Revenue & Expense Report (action)	4A-4E
	June Detailed Revenue & Expense Report (action)	5A-5E
	May Detailed Balance Sheet (action)	6A-6C
	June Detailed Balance Sheet (action)	7A-7C
<b>6</b>	<b>Approval of Checks (Green) (5 minutes)(7:19pm)</b>	
	May Check Disbursement Report (action)	8A-8C
	June Check Disbursement Report (action)	9A-9F
<b>7</b>	<b>Committee Reports (10 minutes)(7:29pm)</b>	
<b>8</b>	<b>New Business</b>	
	Values Statement (action)(10 minutes)(7:39pm)	10A
	Reopening Procedure (10 minutes)(7:49pm)	11A-11B
<b>9</b>	<b>Old Business</b>	
	Capital Project Update (5 minutes)(7:54pm)	
<b>10</b>	<b>Director's Report (5 minutes)(7:59pm)</b>	
	Librarian's Narrative Report	12A-12B
<b>11</b>	<b>Executive Session(s)</b>	
<b>12</b>	<b>Any and All Other Business ...</b>	
<b>13</b>	<b>Adjournment (1 minute)(8:00pm)</b>	
<b>14</b>	<b>Attachments</b>	
	Friends Meeting Dates	13A
	May Usage Statistics (Available at Meeting)	14
	June Usage Statistics (Available at Meeting)	15
	Budget Variance Document (Available at Meeting)	16

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, July 21<sup>st</sup>, 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/98515037285?pwd=WHpNclBMVHdOdkN2dINIQjh5N0dyUT09>

Meeting ID: 985 1503 7285

Password: 068355

One tap mobile

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Meeting ID: 985 1503 7285

Password: 068355

Find your local number: <https://zoom.us/j/98515037285?pwd=WHpNclBMVHdOdkN2dINIQjh5N0dyUT09>

Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey [ebailey@lakeblufflibrary.org](mailto: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](mailto:ebailey@lakeblufflibrary.org)

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 May 19, 2020 Board Meeting **(action)(2 minutes)(7:09pm)**
5. **May and June 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
  - a. May Detailed Revenue & Expense Report
  - b. June Detailed Revenue & Expense Report
  - c. May Detailed Balance Sheet
  - d. June Detailed Balance Sheet
6. **Approval of checks (Green Pages) (5 minutes)(7:19pm)**
  - a. May Monthly Checks (14406-14432)**(action)**
  - b. June Monthly Checks (14433-14467)**(action)**
7. **Committee Reports (10 minutes)(7:29pm) (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.)
8. **New Business**
  - a. Values Statement **(action)(10 minutes)(7:39pm)**
  - b. Reopening Procedure **(10 minutes)(7:49pm)**
9. **Old Business**
  - a. Capital Project Update **(5 minutes)(7:54pm)**
10. **Director's Report (5 minutes)(7:59pm)**
  - 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)(8:00pm)**

**Attachments:**

Friends Meetings for 2020

Values Statement

Reopening Procedure

**Upcoming Board Meetings: August 18, September 15, and October 20, 2020.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, May 19, 2020 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held without a quorum of Trustees physically present. The Trustees conducted the Board meeting with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published prior to the meeting so that members of the public could log in.

1. **Call to Order:** Library Director Eric Bailey called the meeting to order at 7:00 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, and Cal Stroh. Library Employees Martha O'Hara and Jillian Chapman were also present.
2. **Additions & Corrections to the Agenda:** Bailey asked that the vacancy on the Board of Trustees be discussed under New Business.
3. **Election of Secretary Pro Tempore:** Heintzelman moved and Stroh seconded a motion to have Jerch act as SPT; all voted aye.
4. **Election of Board Officers and Selection of Committee Members:** Stroh moved and Meierhoff seconded a motion to elect the following Board Officers: Meierhoff, President; Stroh, Vice-President; Jerch, Secretary; Hayes, Treasurer, and Committee Members as listed below; all voted aye.
  - Building and Grounds: Jerch, Meierhoff, and Stroh.
  - Bylaw and Policy: Heintzelman and Stroh.
  - Finance: Butler, Hayes, and Meierhoff.
  - Human Resources: Butler, Heintzelman, and Jerch.
  - Intergovernmental: Bailey, Meierhoff, and Stroh.
  - Long Range Planning: Hayes and Heintzelman.
  - Outreach: Butler and Jerch.
5. **Opportunity for Public to Address the Board:** No one wished to speak.
6. **Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of April 21st, 2020; all voted aye.
7. **April 2020 Financial Reports:** Bailey noted that the end of April is the end of the 2019-2020 FY but that the numbers are still not finalized due to bills still coming in, etc. The bulk of the YTD balance, \$18,203.04, will go into the Reserve Fund, as will the annual payment of approx. \$9,000 from the Village for maintenance of the Wood Building and a grant from the State of IL of \$15,000 (neither of which are yet received). This totals approximately \$42,000 that will go to the Reserve Fund, bringing its total to about \$349,000. Stroh moved and Heintzelman seconded a motion to approve the April 2020 Detailed Balance and Revenue/Expense Report; all voted aye.
8. **Approval of April 2020 Checks:** Stroh moved and Meierhoff seconded a motion to approve the April monthly checks numbered 14382-14405; all voted aye.
9. **Committee Reports:**

While no committee meetings were held in the past month, new committee assignments were determined during Agenda Item 4 and are listed above. The Chairs of the committees will be determined at the first meeting of each committee. The Chairs of the committees listed below are for FY19-20, which just ended.

**(Did Not Meet)**

- a. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
- b. **Bylaw and Policy Committee:** (Chair: Stroh. Member: Heintzelman.)
- c. **Finance** (Chair: Hayes. Members: Butler and Meierhoff)
- d. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.)
- e. **Intergovernmental** (Chair: Bailey. Member: Stroh.)
- f. **Long Range Planning** (Chair: Heintzelman. Member: Hayes.)
- g. **Outreach / Community Engagement** (Chair: None. Member: Jerch.)

**10. New Business:**

- a. Resolution of Essential Service: We discussed what services to provide as the Library gradually reopens. The staff will do curbside service for several months and we will not fully reopen until Phase 4 or an amended Phase 3 of Governor Pritzker’s plan is reached. No opening date for curbside service has been announced, but it will possibly be around June 1.  
Heintzelman moved, and Butler seconded, a motion that “The Board has determined the following services are Essential Government Functions and may be provided by the Library through the duration of Executive Order 2020-32 and/or guidelines, regulations and orders issued by the Governor and COVID-19 regulatory agencies.” All voted aye.
- b. Nonresident Card Program Participation: Butler moved, and Meierhoff seconded, a motion to approve the Statement of Participation in Nonresident Card Program, effective from July 1, 2020 until June 30, 2021; all voted aye. It should be noted that this program is separate from the Student Non-Resident program and that the Library will charge a flat rate of \$16 per household per year.
- c. Resolution Adopting the Prevailing Wage Ordinance: Stroh moved, and Butler seconded, a motion to approve the Prevailing Wage Ordinance; all voted aye.
- d. Update on COVID-19 Response: This will be addressed during the Director’s Report.
- e. Vacancy on the Board of Trustees: Due to the difficulty of conducting interviews now, we agreed to wait until we can conduct a closer-to-normal search process. We will revisit this issue at next month’s Board meeting.

**11. Old Business:**

- a. Capital Project Update: Nothing new to report.

**12. Director’s Report Highlights:**

- On May 14<sup>th</sup>, Governor Pritzker stated that Section 3 (our section of Illinois) is on course to meet the metrics for progressing to Phase 3 on May 29<sup>th</sup>. This would see an end of “shelter in place” and an easing of restrictions.
- Our new website launched on May 5<sup>th</sup>; kudos to Martha O’Hara for her hard work in getting it online and running.
- Jillian Chapman reported that almost all of the Lake Bluff 125<sup>th</sup> activities are being postponed to next year, 2021, when we will celebrate with the “125 + 1” activities.
- Lake Bluff Strong is going well with 10,000 visits to the site since it was launched; kudos to Jillian Chapman, Lara Leaf, Jazmine Negrete, Adrienne Fawcett, and Deb Fisher.
- The Facebook page now has 570 followers.
- The talented staff has been busy providing what services they can through the Library website and planning opening for curbside service. They are looking into acquiring the necessary PPE and cleaning supplies, creating a plan for workflow, and options on scheduling software for handling curbside requests.
- Eric Bailey’s new baby’s arrival is imminent, and after the blessed event, he will be working remotely for a while.

- Our application to Kiwanis for \$14,000 in electronic resources and devices has been approved; we should receive the funds in February of 2021.

**13. Executive Sessions:** There were none.

**14. Any and All Other Business which may properly come before the Board:** The Friends of the Library had a Zoom meeting last week but no one from the Library was able to attend. They plan to have a meeting in June, which Meierhoff will attend; they do not hold a July meeting, but Butler will attend in August and Hayes in September.

**15. Adjournment:** Stroh moved and Hayes seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:23 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDGT USED
		MONTH 05/31/20 INCR (DECR)	MONTH 05/31/19 INCR (DECR)	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	42,127.68	0.00	42,127.68	0.00	987,711.00	4.27
PROPERTY TAX		42,127.68	0.00	42,127.68	0.00	987,711.00	4.27
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	0.00	159.60	0.00	159.60	2,100.00	0.00
080-300-34250	NON-RESIDENT FEES	16.00	267.92	16.00	267.92	7,000.00	0.23
080-300-34260	PASSPORT FEES	0.00	630.00	0.00	630.00	10,000.00	0.00
SERVICES		16.00	1,057.52	16.00	1,057.52	19,100.00	0.08
FINES							
080-300-35700	RENTAL FINES	6.00	717.07	6.00	717.07	2,000.00	0.30
FINES		6.00	717.07	6.00	717.07	2,000.00	0.30
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	100.00	17,229.11	100.00	17,229.11	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	200.00	0.00	200.00	0.00	0.00
080-300-38900	MISCELLANEOUS INCOME	0.00	26.00	0.00	26.00	1,000.00	0.00
MISCELLANEOUS REVENUE		100.00	17,455.11	100.00	17,455.11	11,830.00	0.85
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	164.06	458.88	164.06	458.88	10,000.00	1.64
INTEREST EARNINGS		164.06	458.88	164.06	458.88	10,000.00	1.64
Total Dept 300 - REVENUE		42,413.74	19,688.58	42,413.74	19,688.58	1,030,641.00	4.12
TOTAL REVENUES		42,413.74	19,688.58	42,413.74	19,688.58	1,030,641.00	4.12

Expenditures



REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	YTD BALANCE 05/31/2020 NORM (ABNORM)	YTD BALANCE 05/31/2019 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	13,441.45	15,618.85	13,441.45	15,618.85	182,000.00	7.39
080-603-40030	STAFF SALARIES	26,006.19	27,484.15	26,006.19	27,484.15	317,000.00	8.20
SALARIES		39,447.64	43,103.00	39,447.64	43,103.00	499,000.00	7.91
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,347.89	12,372.05	8,347.89	12,372.05	95,000.00	8.79
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	2,964.98	3,217.85	2,964.98	3,217.85	38,000.00	7.80
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,466.06	2,521.97	3,466.06	2,521.97	39,000.00	8.89
BENEFITS		14,778.93	18,111.87	14,778.93	18,111.87	172,250.00	8.58
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	140.00	6,450.12	140.00	6,450.12	35,000.00	0.40
080-603-41020	ELEVATOR MAINTENANCE	0.00	19.00	0.00	19.00	1,000.00	0.00
080-603-41050	MAINTENANCE-GROUNDS	0.00	0.00	0.00	0.00	6,500.00	0.00
080-603-41300	COMPUTER SERVICES	3,260.00	3,260.00	3,260.00	3,260.00	13,000.00	25.08
080-603-41313	COPIER MAINTENANCE/SUPPLIES	462.35	602.76	462.35	602.76	4,000.00	11.56
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6,875.00	100.00	6,875.00	100.00	5,000.00	137.50
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	2,000.00	0.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	3,733.49	940.09	3,733.49	940.09	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	6,041.00	0.00
CONTRACTS		14,470.84	11,371.97	14,470.84	11,371.97	72,541.00	19.95
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	120.00	0.00	120.00	3,000.00	0.00
080-603-42440	DUES	0.00	194.95	0.00	194.95	2,500.00	0.00
080-603-43230	UTILITIES	2,019.98	1,638.37	2,019.98	1,638.37	15,000.00	13.47
080-603-43300	POSTAGE	0.00	189.80	0.00	189.80	3,500.00	0.00
080-603-43410	PRINTING/E-NEWSLETTER	1,171.99	2,849.99	1,171.99	2,849.99	10,000.00	11.72
080-603-43550	OFFICE SUPPLIES	1,087.06	106.88	1,087.06	106.88	6,000.00	18.12
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	55.49	145.29	55.49	145.29	2,000.00	2.77
080-603-43668	TECHNICAL SERVICES SUPPLIES	0.00	677.79	0.00	677.79	5,000.00	0.00
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	1,000.00	550.00	1,000.00	550.00	7,000.00	14.29
080-603-43720	JUVENILE PROGRAM SUPPLIES	283.27	1,392.01	283.27	1,392.01	7,000.00	4.05
080-603-43730	OUTREACH SUPPLIES	3.00	535.98	3.00	535.98	5,000.00	0.06
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	52.65	0.00	52.65	1,250.00	0.00
COMMODITIES		5,620.79	8,453.71	5,620.79	8,453.71	67,750.00	8.30
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.10	26.30	25.10	26.30	2,000.00	1.26
PROGRAM EXPENSES		25.10	26.30	25.10	26.30	2,000.00	1.26

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDDT USED
		MONTH 05/31/20 INCR (DECR)	MONTH 05/31/19 INCR (DECR)	05/31/2020 NORM (ABNORM)	05/31/2019 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	0.00	2,344.53	0.00	2,344.53	17,000.00	0.00
080-603-45100	ADULT FICTION BOOKS	0.00	2,172.00	0.00	2,172.00	15,500.00	0.00
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	52.62	0.00	52.62	600.00	0.00
080-603-45200	ADULT AUDIO VISUAL MATERIAL	99.98	715.08	99.98	715.08	15,500.00	0.65
080-603-45220	ADULT REFERENCE/E-REFER	4,446.74	1,456.00	4,446.74	1,456.00	16,500.00	26.95
080-603-45400	JUVENILE NON-FICTION	0.00	3,043.26	0.00	3,043.26	11,500.00	0.00
080-603-45410	PICTURE BOOKS, READERS	0.00	852.63	0.00	852.63	6,000.00	0.00
080-603-45420	JUVENILE FICTION	0.00	1,263.24	0.00	1,263.24	10,000.00	0.00
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	205.42	0.00	205.42	4,000.00	0.00
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	2,000.00	0.00
080-603-45450	TEEN BOOKS	0.00	321.49	0.00	321.49	2,500.00	0.00
080-603-45460	E-BOOKS	2,165.23	0.00	2,165.23	0.00	17,000.00	12.74
080-603-45470	GRAPHIC NOVELS	0.00	0.00	0.00	0.00	750.00	0.00
080-603-45500	PERIODICALS	3,506.23	4,006.68	3,506.23	4,006.68	6,750.00	51.94
080-603-45510	VIDEO GAMES	0.00	199.82	0.00	199.82	3,500.00	0.00
080-603-45520	TRENDING TITLES	0.00	122.46	0.00	122.46	2,000.00	0.00
080-603-45600	PATRON & STAFF SOFTWARE	4,573.35	2,171.45	4,573.35	2,171.45	6,000.00	76.22
080-603-45610	LIBRARY AUTOMATION SOFTWARE	21,950.00	21,532.00	21,950.00	21,532.00	22,000.00	99.77
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	1,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	0.00	11,527.54	0.00	11,527.54	40,000.00	0.00
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		36,741.53	51,986.22	36,741.53	51,986.22	201,100.00	18.27
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							
		111,084.83	133,053.07	111,084.83	133,053.07	1,035,641.00	10.73
TOTAL EXPENDITURES							
		111,084.83	133,053.07	111,084.83	133,053.07	1,035,641.00	10.73
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		42,413.74	19,688.58	42,413.74	19,688.58	1,030,641.00	4.12
TOTAL EXPENDITURES		111,084.83	133,053.07	111,084.83	133,053.07	1,035,641.00	10.73
NET OF REVENUES & EXPENDITURES		(68,671.09)	(113,364.49)	(68,671.09)	(113,364.49)	(5,000.00)	373.42

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE		YTD BALANCE		2020-21 AMENDED BUDGET	% BGD USED
		MONTH 05/31/20 INCR (DECR)	MONTH 05/31/19 INCR (DECR)	05/31/2020 NORM (ABNORM)	05/31/2019 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	0.00	7,152.50	0.00		
	CONTRACTS	0.00	0.00	0.00	0.00	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	3,360.06	7,055.33	3,360.06	7,055.33	17,000.00	19.77		
	PROGRAM EXPENSES	3,360.06	7,055.33	3,360.06	7,055.33	17,000.00	19.77		
	Total Dept 603 - LIBRARY ADMINISTRATION	3,360.06	7,055.33	3,360.06	7,055.33	25,152.50	13.36		
	TOTAL EXPENDITURES	3,360.06	7,055.33	3,360.06	7,055.33	25,152.50	13.36		
Fund 082 - LIBRARY GRANTS & GIFTS FUND:									
	TOTAL REVENUES	0.00	0.00	0.00	0.00	25,152.50	0.00		
	TOTAL EXPENDITURES	3,360.06	7,055.33	3,360.06	7,055.33	25,152.50	13.36		
	NET OF REVENUES & EXPENDITURES	(3,360.06)	(7,055.33)	(3,360.06)	(7,055.33)	0.00	100.00		

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDGT USED
		MONTH 05/31/20 INCR (DECR)	MONTH 05/31/19 INCR (DECR)	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		42,413.74	19,688.58	42,413.74	19,688.58	1,055,793.50	4.02
TOTAL EXPENDITURES - ALL FUNDS		114,444.89	140,108.40	114,444.89	140,108.40	1,060,793.50	10.79
NET OF REVENUES & EXPENDITURES		(72,031.15)	(120,419.82)	(72,031.15)	(120,419.82)	(5,000.00)	1,440.62

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BGD USED
		MONTH 06/30/20 INCR (DECR)	MONTH 06/30/19 INCR (DECR)	06/30/2020 NORM (ABNORM)	06/30/2019 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	356,948.11	477,631.81	399,075.79	477,631.81	987,711.00	40.40
PROPERTY TAX		356,948.11	477,631.81	399,075.79	477,631.81	987,711.00	40.40
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	0.00	194.24	0.00	353.84	2,100.00	0.00
080-300-34250	NON-RESIDENT FEES	442.67	991.11	458.67	1,259.03	7,000.00	6.55
080-300-34260	PASSPORT FEES	0.00	1,050.00	0.00	1,680.00	10,000.00	0.00
SERVICES		442.67	2,235.35	458.67	3,292.87	19,100.00	2.40
FINES							
080-300-35700	RENTAL FINES	43.70	1,028.98	49.70	1,746.05	2,000.00	2.49
FINES		43.70	1,028.98	49.70	1,746.05	2,000.00	2.49
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	10.21	100.00	17,239.32	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	3,021.00	25.00	3,021.00	225.00	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	0.00	35.30	0.00	61.30	1,000.00	0.00
MISCELLANEOUS REVENUE		3,021.00	70.51	3,121.00	17,525.62	11,830.00	26.38
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	87.35	412.02	251.41	870.90	10,000.00	2.51
INTEREST EARNINGS		87.35	412.02	251.41	870.90	10,000.00	2.51
Total Dept 300 - REVENUE		360,542.83	481,378.67	402,956.57	501,067.25	1,030,641.00	39.10
TOTAL REVENUES		360,542.83	481,378.67	402,956.57	501,067.25	1,030,641.00	39.10

Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/20 INCR (DECR)	ACTIVITY FOR MONTH 06/30/19 INCR (DECR)	YTD BALANCE 06/30/2020 NORM (ABNORM)	YTD BALANCE 06/30/2019 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	15,560.64	25,736.03	31,179.49	182,000.00	14.14
080-603-40030	STAFF SALARIES	25,894.74	30,639.28	51,900.93	58,123.43	317,000.00	16.37
SALARIES		38,189.32	46,199.92	77,636.96	89,302.92	499,000.00	15.56
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,347.89	7,744.85	16,695.78	20,116.90	95,000.00	17.57
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	2,868.72	3,454.76	5,833.70	6,672.61	38,000.00	15.35
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,423.73	2,663.05	6,889.79	5,185.02	39,000.00	17.67
BENEFITS		14,640.34	13,862.66	29,419.27	31,974.53	172,250.00	17.08
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	7,626.50	6,107.30	7,766.50	12,557.42	35,000.00	22.19
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	0.00	19.00	1,000.00	0.00
080-603-41050	MAINTENANCE-GROUNDS	225.00	840.00	225.00	840.00	6,500.00	3.46
080-603-41300	COMPUTER SERVICES	3,260.00	3,260.00	6,520.00	6,520.00	13,000.00	50.15
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	76.38	462.35	679.14	4,000.00	11.56
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	225.00	12.00	7,100.00	112.00	5,000.00	142.00
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	2,000.00	0.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	808.48	3,733.49	1,748.57	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	6,041.00	0.00
CONTRACTS		11,336.50	11,104.16	25,807.34	22,476.13	72,541.00	35.58
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	120.00	3,000.00	0.00
080-603-42440	DUES	0.00	0.00	0.00	194.95	2,500.00	0.00
080-603-43230	UTILITIES	1,170.45	936.49	3,190.43	2,574.86	15,000.00	21.27
080-603-43300	POSTAGE	558.74	664.44	558.74	854.24	3,500.00	15.96
080-603-43410	PRINTING/E-NEWSLETTER	0.00	29.99	1,171.99	2,879.98	10,000.00	11.72
080-603-43550	OFFICE SUPPLIES	1,223.62	450.16	2,310.68	557.04	6,000.00	38.51
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	118.27	172.68	173.76	317.97	2,000.00	8.69
080-603-43668	TECHNICAL SERVICES SUPPLIES	432.74	83.90	432.74	761.69	5,000.00	8.65
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	39.51	0.00	39.51	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	447.30	12.05	1,447.30	562.05	7,000.00	20.68
080-603-43720	JUVENILE PROGRAM SUPPLIES	786.58	727.40	1,069.85	2,119.41	7,000.00	15.28
080-603-43730	OUTREACH SUPPLIES	3.00	219.10	6.00	755.08	5,000.00	0.12
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	352.43	0.00	405.08	1,250.00	0.00
COMMODITIES		4,740.70	3,688.15	10,361.49	12,141.86	67,750.00	15.29
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	144.20	145.30	169.30	171.60	2,000.00	8.47
PROGRAM EXPENSES		144.20	145.30	169.30	171.60	2,000.00	8.47

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/20 INCR (DECR)	ACTIVITY FOR MONTH 06/30/19 INCR (DECR)	YTD BALANCE 06/30/2020 NORM (ABNORM)	YTD BALANCE 06/30/2019 NORM (ABNORM)	2020-21 AMENDED BUDGET	% BDDT 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	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	2,184.28	605.97	2,184.28	2,950.50	17,000.00	12.85
080-603-45100	ADULT FICTION BOOKS	2,915.26	908.35	2,915.26	3,080.35	15,500.00	18.81
080-603-45110	ADULT LARGE PRINT MATERIAL	71.47	0.00	71.47	52.62	600.00	11.91
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,086.56	1,398.45	1,186.54	2,113.53	15,500.00	7.66
080-603-45220	ADULT REFERENCE/E-REFER	5,541.00	6,827.00	9,987.74	8,283.00	16,500.00	60.53
080-603-45400	JUVENILE NON-FICTION	24.85	74.12	24.85	3,117.38	11,500.00	0.22
080-603-45410	PICTURE BOOKS, READERS	662.34	48.29	662.34	900.92	6,000.00	11.04
080-603-45420	JUVENILE FICTION	538.93	106.40	538.93	1,369.64	10,000.00	5.39
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	63.10	0.00	268.52	4,000.00	0.00
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	2,000.00	0.00
080-603-45450	TEEN BOOKS	159.00	120.03	159.00	441.52	2,500.00	6.36
080-603-45460	E-BOOKS	1,748.98	0.00	3,914.21	0.00	17,000.00	23.02
080-603-45470	GRAPHIC NOVELS	0.00	0.00	0.00	0.00	750.00	0.00
080-603-45500	PERIODICALS	199.50	176.28	3,705.73	4,182.96	6,750.00	54.90
080-603-45510	VIDEO GAMES	0.00	147.87	0.00	347.69	3,500.00	0.00
080-603-45520	TRENDING TITLES	65.82	30.66	65.82	153.12	2,000.00	3.29
080-603-45600	PATRON & STAFF SOFTWARE	572.84	1,293.95	5,146.19	3,465.40	6,000.00	85.77
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	3,175.00	0.00	3,175.00	0.00	1,000.00	317.50
080-603-58100	COMPUTER EQUIPMENT	0.00	14.99	0.00	11,542.53	40,000.00	0.00
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		18,945.83	11,815.46	55,687.36	63,801.68	201,100.00	27.69
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							
		87,996.89	86,815.65	199,081.72	219,868.72	1,035,641.00	19.22
TOTAL EXPENDITURES							
		87,996.89	86,815.65	199,081.72	219,868.72	1,035,641.00	19.22
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
	TOTAL REVENUES	360,542.83	481,378.67	402,956.57	501,067.25	1,030,641.00	39.10
	TOTAL EXPENDITURES	87,996.89	86,815.65	199,081.72	219,868.72	1,035,641.00	19.22
	NET OF REVENUES & EXPENDITURES	272,545.94	394,563.02	203,874.85	281,198.53	(5,000.00)	077.50

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 06/30/20 INCR (DECR)	ACTIVITY FOR MONTH 06/30/19 INCR (DECR)	YTD BALANCE 06/30/2020 NORM (ABNORM)	YTD BALANCE 06/30/2019 NORM (ABNORM)	2020-21 AMENDED BUDGET	% BGD 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	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	5,366.85	0.00	5,366.85	7,152.50	0.00
CONTRACTS		0.00	5,366.85	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	163.52	3,360.06	7,218.85	17,000.00	19.77
PROGRAM EXPENSES		0.00	163.52	3,360.06	7,218.85	17,000.00	19.77
Total Dept 603 - LIBRARY ADMINISTRATION		0.00	5,530.37	3,360.06	12,585.70	25,152.50	13.36
TOTAL EXPENDITURES		0.00	5,530.37	3,360.06	12,585.70	25,152.50	13.36
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	5,530.37	3,360.06	12,585.70	25,152.50	13.36
NET OF REVENUES & EXPENDITURES		0.00	(5,530.37)	(3,360.06)	(12,585.70)	0.00	100.00



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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 06/30/20	MONTH 06/30/19	06/30/2020	06/30/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		360,542.83	481,378.67	402,956.57	501,067.25	1,055,793.50	38.17
TOTAL EXPENDITURES - ALL FUNDS		87,996.89	92,346.02	202,441.78	232,454.42	1,060,793.50	19.08
NET OF REVENUES & EXPENDITURES		272,545.94	389,032.65	200,514.79	268,612.83	(5,000.00)	4,010.30

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)	(18,855.59)
	A/R - OTHER	(18,589.14)	(18,855.59)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	151,735.82
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	223,444.03
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,865.05	19,888.83
	CASH/INVESTMENTS	449,010.44	395,220.48
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
	<b>Total Assets</b>	<b>1,402,432.60</b>	<b>1,348,376.19</b>
*** 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	28,325.46
	ACCOUNTS PAYABLE	14,260.55	28,325.46
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	549.77
	A/P - OTHER	0.00	549.77
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-24000	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	<b>Total Liabilities</b>	<b>1,020,645.37</b>	<b>1,035,260.05</b>
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	<b>Total Fund Balance</b>	<b>329,738.34</b>	<b>329,738.34</b>
	<b>Beginning Fund Balance - 19-20</b>		<b>329,738.34</b>
	<b>Net of Revenues VS Expenditures - 19-20</b>		<b>52,048.89</b>
	<b>*19-20 End FB/20-21 Beg FB</b>	<b>381,787.23</b>	
	<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(68,671.09)</b>
	<b>Ending Fund Balance</b>		<b>313,116.14</b>
	<b>Total Liabilities And Fund Balance</b>		<b>1,348,376.19</b>

\* Year Not Closed

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)	(73,952.28)
	CASH/INVESTMENTS	(73,952.28)	(73,952.28)
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
	<b>Total Assets</b>	<b>(46,195.19)</b>	<b>(46,195.19)</b>
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	0.00	3,360.06
	ACCOUNTS PAYABLE	0.00	3,360.06
	<b>Total Liabilities</b>	<b>0.00</b>	<b>3,360.06</b>
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(22,034.52)	(22,034.52)
	NET POSITION/FUND BALANCE	(22,034.52)	(22,034.52)
	<b>Total Fund Balance</b>	<b>(22,034.52)</b>	<b>(22,034.52)</b>
	<b>Beginning Fund Balance - 19-20</b>		<b>(22,034.52)</b>
	<b>Net of Revenues VS Expenditures - 19-20</b>		<b>(24,160.67)</b>
	<b>*19-20 End FB/20-21 Beg FB</b>	<b>(46,195.19)</b>	
	<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(3,360.06)</b>
	<b>Ending Fund Balance</b>		<b>(49,555.25)</b>
	<b>Total Liabilities And Fund Balance</b>		<b>(46,195.19)</b>

\* Year Not Closed

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)	0.00
	A/R - OTHER	(18,589.14)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	153,747.90
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	500,472.46
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,865.05	20,371.95
	CASH/INVESTMENTS	449,010.44	674,744.11
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
	<b>Total Assets</b>	<b>1,402,432.60</b>	<b>1,646,755.41</b>
*** 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	53,569.68
	ACCOUNTS PAYABLE	14,260.55	53,569.68
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	1,138.83
	A/P - OTHER	0.00	1,138.83
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-24000	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	<b>Total Liabilities</b>	<b>1,020,645.37</b>	<b>1,061,093.33</b>
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	<b>Total Fund Balance</b>	<b>329,738.34</b>	<b>329,738.34</b>
	<b>Beginning Fund Balance - 19-20</b>		<b>329,738.34</b>
	<b>Net of Revenues VS Expenditures - 19-20</b>		<b>52,048.89</b>
	<b>*19-20 End FB/20-21 Beg FB</b>	<b>381,787.23</b>	
	<b>Net of Revenues VS Expenditures - Current Year</b>		<b>203,874.85</b>
	<b>Ending Fund Balance</b>		<b>585,662.08</b>
	<b>Total Liabilities And Fund Balance</b>		<b>1,646,755.41</b>

\* Year Not Closed

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)	(77,312.34)
	CASH/INVESTMENTS	(73,952.28)	(77,312.34)
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
	<b>Total Assets</b>	<b>(46,195.19)</b>	<b>(49,555.25)</b>
*** Liabilities ***			
	ACCOUNTS PAYABLE		
	ACCOUNTS PAYABLE	0.00	0.00
	<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(22,034.52)	(22,034.52)
	NET POSITION/FUND BALANCE	(22,034.52)	(22,034.52)
	<b>Total Fund Balance</b>	<b>(22,034.52)</b>	<b>(22,034.52)</b>
	<b>Beginning Fund Balance - 19-20</b>		<b>(22,034.52)</b>
	<b>Net of Revenues VS Expenditures - 19-20</b>		<b>(24,160.67)</b>
	<b>*19-20 End FB/20-21 Beg FB</b>	<b>(46,195.19)</b>	
	<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(3,360.06)</b>
	<b>Ending Fund Balance</b>		<b>(49,555.25)</b>
	<b>Total Liabilities And Fund Balance</b>		<b>(49,555.25)</b>

\* Year Not Closed

User: EBAILEY

CHECK DATE FROM 05/20/2020 - 06/17/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
06/11/2020	LIBCK	14406	10604B20	IMAGE SYSTEMS & BUSINESSOFFICE	SUPPLIES	080-603-43550	126.00
06/11/2020	LIBCK	14407	4557889	ACCESS ONE, INC.	UTILITIES	080-603-43230	834.75
06/11/2020	LIBCK	14408	444386438885	AMAZON	ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.90
		14408	768566898534		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.39
		14408	784838579466		ADULT AUDIO VISUAL MATERIAL	080-603-45200	80.43
		14408	437465386884		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14408	558557689439		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.29
		14408	759597693673		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		14408	438487333473		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(17.95)
		14408	677748775385		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(19.95)
		14408	434787478537		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(10.39)
		14408	459877639394		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.35)
		14408	934539387934		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(14.96)
							<b>109.36</b>
06/11/2020	LIBCK	14409	2035150093	BAKER & TAYLOR ENTERTAINTECHNICAL SERVICES	SUPPLIES	080-603-43668	1.80
		14409	2035150093		JUVENILE FICTION	080-603-45420	18.61
							<b>20.41</b>
06/11/2020	LIBCK	14410	28668	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	1,284.00
		14410	28669		PATRON & STAFF SOFTWARE	080-603-45600	684.00
							<b>1,968.00</b>
06/11/2020	LIBCK	14411	CLA051920	DAVID CLARK	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
06/11/2020	LIBCK	14412	1594799	EBSCO SUBSCRIPTION SERV	PERIODICALS	080-603-45500	3,476.23
06/11/2020	LIBCK	14413	ELI052820	FIRST BANKCARD	OFFICE SUPPLIES/GLOVES	080-603-43550	190.93
		14413	ELI052820		JUV PRGR SUPPL/PHYLLIS FOX BC	080-603-43720	283.27
							<b>474.20</b>
06/11/2020	LIBCK	14414	JIL052820	FIRST BANKCARD	OFFICE SUPPLIES/HAND SANITIZE	080-603-43550	125.00
		14414	JIL052820		OFFICE SUPPLIES/MASKS SUPPLIE	080-603-43550	102.63
							<b>227.63</b>
06/11/2020	LIBCK	14415	KAT052820	FIRST BANKCARD	USE OF DONATIONS/SQUARE HARDW	082-603-99999	52.06
		14415	KAT052820		USE OF DONATIONS/IPAD	082-603-99999	309.00
							<b>361.06</b>
06/11/2020	LIBCK	14416	ERI052820	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO ST	080-603-41000	90.00



## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 05/20/2020 - 06/17/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14416	ERI052820		PATRON&STAFF SOFTWARE/ADOBE P	080-603-45600	15.93
		14416	ERI052820		MISCELLANEOUS EXPENSES/PAYFLC	080-603-46100	25.10
							<b>131.03</b>
06/11/2020	LIBCK	14417	MCO052820	FIRST BANKCARD	PRINTING/E-NEWSLETTER/ADOBE S	080-603-43410	29.99
		14417	MCO052820		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14417	MCO052820		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		14417	MCO052820		PATRON & STAFF SOFTWARE/ZOOM	080-603-45600	29.98
		14417	MCO052820		PATRON & STAFF SOFTWARE/ONLIN	080-603-45600	39.99
							<b>112.91</b>
06/11/2020	LIBCK	14418	LYN052820	FIRST BANKCARD	MAINT SUPPLIES-BUILDING/DOOR	080-603-43660	31.24
		14418	LYN052820		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	(5.98)
							<b>25.26</b>
06/11/2020	LIBCK	14419	RAC051820	ISABEL RACI	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
06/11/2020	LIBCK	14420	LYN051920	LYNDY JENSEN	MAINTENANCE SUPPLIES-BUILDING	080-603-43660	30.23
06/11/2020	LIBCK	14421	VEL051920	KIRSTEN VELASCO	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
06/11/2020	LIBCK	14422	VIL052820	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	201.96
06/11/2020	LIBCK	14423	GOD051820	LESLIE GODDARD	ADULT PROGRAM SUPPLIES	080-603-43710	300.00
06/11/2020	LIBCK	14424	98755544	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	69.98
		14424	98975829		ADULT AUDIO VISUAL MATERIAL	080-603-45200	99.98
							<b>169.96</b>
06/11/2020	LIBCK	14425	20-053	NEXTWORD COMMUNICATIONS	OTHER PROF/WEBSITE DESIGN REM	080-603-41314	5,625.00
		14425	20-053		OTHER PROF/ANNUAL ADMINISTRAT	080-603-41314	1,250.00
							<b>6,875.00</b>
06/11/2020	LIBCK	14426	NSEBC042320	NORTH SUBURBAN EMPLOYEE	MEDICAL INSURANCE	080-603-40400	6,117.32
06/11/2020	LIBCK	14427	01018CO20144159	OVERDRIVE , INC	PER CAPITAL GRANT EXPENDITURE	080-603-44810	1,247.87
		14427	01018CO20159120		PER CAPITAL GRANT EXPENDITURE	080-603-44810	1,363.11
		14427	01018CO20147139		E-BOOKS	080-603-45460	706.09
		14427	01018CO20154043		E-BOOKS	080-603-45460	735.89
		14427	01018CO20165148		E-BOOKS	080-603-45460	383.03
							<b>4,435.99</b>
06/11/2020	LIBCK	14428	REY051520	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	590.00

**CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF**

**CHECK DATE FROM 05/20/2020 - 06/17/2020**

**Banks: LIBCK, LIBEP**

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
06/11/2020	LIBCK	14429	20-A1539	SPRINGSHARE LLC	USE OF DONATIONS/TEMPORARY	EX082-603-99999	2,999.00
06/11/2020	LIBCK	14430	MAD051820	SUSAN K. MADDOX	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
06/11/2020	LIBCK	14431	120203596	ULINE	OFFICE SUPPLIES	080-603-43550	257.22
06/11/2020	LIBCK	14432	16347	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,142.00
				TOTAL - ALL FUNDS	TOTAL OF 27 CHECKS		31,685.52

--- GL TOTALS ---

080-603-40400	MEDICAL INSURANCE	6,117.32
080-603-41000	MAINTENANCE-BUILDING	90.00
080-603-41050	MAINTENANCE-GROUNDS	590.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6,875.00
080-603-43230	UTILITIES	1,036.71
080-603-43410	PRINTING/E-NEWSLETTER	1,171.99
080-603-43550	OFFICE SUPPLIES	801.78
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	55.49
080-603-43668	TECHNICAL SERVICES SUPPLIES	1.80
080-603-43710	ADULT PROGRAM SUPPLIES	1,000.00
080-603-43720	JUVENILE PROGRAM SUPPLIES	283.27
080-603-43730	OUTREACH SUPPLIES	3.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	2,610.98
080-603-45200	ADULT AUDIO VISUAL MATERIAL	279.32
080-603-45420	JUVENILE FICTION	18.61
080-603-45460	E-BOOKS	1,825.01
080-603-45500	PERIODICALS	3,476.23
080-603-45600	PATRON & STAFF SOFTWARE	2,063.85
080-603-46100	MISCELLANEOUS EXPENSES	25.10
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	3,360.06
	TOTAL	31,685.52

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**CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF**  
**CHECK DATE FROM 06/17/2020 - 07/22/2020**  
**Banks: LIBCK, LIBEP**

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
06/27/2020	LIBCK	14433	COM061220	COMCAST	UTILITIES	080-603-43230	158.35
06/27/2020	LIBCK	14434	28675	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	247.00
		14434	28674		PATRON & STAFF SOFTWARE	080-603-45600	200.00
							<b>447.00</b>
06/27/2020	LIBCK	14435	2349	CUSTOM DESIGN STAGES & FLIBRARY FURNISHINGS		080-603-50100	3,175.00
06/27/2020	LIBCK	14436	10866	DOORSDONERIGHT, INC.	MAINTENANCE-BUILDING	080-603-41000	4,705.00
06/27/2020	LIBCK	14437	1000127502-1	EBSCO INFORMATION SERVICADULT REFERENCE/E-REFER		080-603-45220	4,616.00
06/27/2020	LIBCK	14438	MJF060820	BLYTHE MARTIN PRODUCTIONJUVENILE PROGRAM SUPPLIES		080-603-43720	450.00
06/27/2020	LIBCK	14439	REY060120	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	225.00
07/17/2020	LIBCK	14440	POS062020	POSTMASTER	POSTAGE	080-603-43300	240.00
07/17/2020	LIBCK	14441	4592922	ACCESS ONE, INC.	UTILITIES	080-603-43230	853.75
07/17/2020	LIBCK	14442	BOO071420	ALA/BOOKLIST	PERIODICALS	080-603-45500	169.50
07/17/2020	LIBCK	14443	548887444996	AMAZON	OFFICE SUPPLIES	080-603-43550	9.90
		14443	665897689573		OFFICE SUPPLIES	080-603-43550	9.90
		14443	658576767946		OFFICE SUPPLIES	080-603-43550	30.98
		14443	447568336595		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.79
		14443	448657639889		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		14443	888987387846		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.71
		14443	445688679836		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.22
		14443	456837838448		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.99
		14443	463766547544		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		14443	734874878377		ADULT AUDIO VISUAL MATERIAL	080-603-45200	459.71
		14443	948787599689		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.44
		14443	546994373485		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14443	838597988479		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		14443	566879583837		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(11.29)
		14443	467536657348		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.82)
		14443	975646473763		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(11.97)
							<b>662.46</b>
07/17/2020	LIBCK	14444	ERI062520	ERIC BAILEY	OFFICE SUPPLIES	080-603-43550	59.79
07/17/2020	LIBCK	14445	2035166622	BAKER & TAYLOR ENTERTAINTECHNICAL SERVICES SUPPLIES		080-603-43668	27.10
		14445	2035165461		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65

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CHECK DATE FROM 06/17/2020 - 07/22/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14445	2035150835		TECHNICAL SERVICES SUPPLIES	080-603-43668	89.50
		14445	2035171793		TECHNICAL SERVICES SUPPLIES	080-603-43668	28.50
		14445	2035171772		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.10
		14445	2035171041		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.20
		14445	2035165914		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		14445	2035160524		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14445	2035151344		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14445	2035171082		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		14445	2035294587		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.90
		14445	2035294588		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.12
		14445	2035299653		TECHNICAL SERVICES SUPPLIES	080-603-43668	34.14
		14445	2035294642		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.45
		14445	2035307412		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.82
		14445	2035327539		TECHNICAL SERVICES SUPPLIES	080-603-43668	23.46
		14445	2035321454		TECHNICAL SERVICES SUPPLIES	080-603-43668	23.33
		14445	2035339212		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.83
		14445	2035341672		TECHNICAL SERVICES SUPPLIES	080-603-43668	38.19
		14445	2035166622		ADULT NON-FICTION BOOKS	080-603-45000	15.80
		14445	2035171041		ADULT NON-FICTION BOOKS	080-603-45000	133.41
		14445	2035165914		ADULT NON-FICTION BOOKS	080-603-45000	120.24
		14445	2035145774		ADULT NON-FICTION BOOKS	080-603-45000	10.21
		14445	2035151344		ADULT NON-FICTION BOOKS	080-603-45000	15.34
		14445	2035299653		ADULT NON-FICTION BOOKS	080-603-45000	710.99
		14445	2035307412		ADULT NON-FICTION BOOKS	080-603-45000	103.08
		14445	2035321454		ADULT NON-FICTION BOOKS	080-603-45000	581.48
		14445	2035339212		ADULT NON-FICTION BOOKS	080-603-45000	493.73
		14445	2035166622		ADULT FICTION BOOKS	080-603-45100	454.86
		14445	2035150835		ADULT FICTION BOOKS	080-603-45100	1,513.29
		14445	2035294642		ADULT FICTION BOOKS	080-603-45100	184.13
		14445	2035341672		ADULT FICTION BOOKS	080-603-45100	762.98
		14445	2035171082		ADULT LARGE PRINT MATERIAL	080-603-45110	71.47
		14445	2035160524		JUVENILE NON-FICTION	080-603-45400	24.85
		14445	2035165461		PICTURE BOOKS, READERS	080-603-45410	13.56
		14445	2035294587		PICTURE BOOKS, READERS	080-603-45410	130.03
		14445	2035327539		PICTURE BOOKS, READERS	080-603-45410	518.75
		14445	2035171793		JUVENILE FICTION	080-603-45420	442.50
		14445	2035294691		JUVENILE FICTION	080-603-45420	16.03
		14445	2035294588		JUVENILE FICTION	080-603-45420	80.40
		14445	2035171772		TEEN BOOKS	080-603-45450	159.00
		14445	2035307412		TRENDING TITLES	080-603-45520	65.82

User: EBAILEY

CHECK DATE FROM 06/17/2020 - 07/22/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							<b>6,960.04</b>
07/17/2020	LIBCK	14446	COM071220	COMCAST	UTILITIES	080-603-43230	158.35
07/17/2020	LIBCK	14447	28688	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,260.00
07/17/2020	LIBCK	14448	26744	CRYSTAL MAINTENANCE SERV	BUILDG MAINT/CLEANING SERVICE	080-603-41000	65.00
		14448	26744		MAINT BUILDING/CLEANING SERVI	080-603-41000	65.00
							<b>130.00</b>
07/17/2020	LIBCK	14449	JIL062920	FIRST BANKCARD	OFFICE SUPPLIES/MASKS SUPPLIE	080-603-43550	29.79
		14449	JIL062920		OFFICE SUPPLIES/SURFACE SANIT	080-603-43550	10.47
		14449	JIL062920		OFFICE SUPPLIES/COPY PAPER	080-603-43550	23.16
		14449	JIL062920		OFFICE SUPPLIES/HAND SANITIZE	080-603-43550	120.00
		14449	JIL062920		OFFICE SUPPLIES/MASKS SUPPL/	080-603-43550	(6.68)
							<b>176.74</b>
07/17/2020	LIBCK	14450	CAC062920	FIRST BANKCARD	MISCELLANEOUS EXPENSES	080-603-46100	119.00
07/17/2020	LIBCK	14451	ERI062920	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO ST	080-603-41000	90.00
		14451	ERI062920		PATRON&STAFF SOFTWARE/ADOBE A	080-603-45600	15.93
		14451	ERI062920		MISCELLANEOUS EXP/PAYFLOW/PAY	080-603-46100	25.20
							<b>131.13</b>
07/17/2020	LIBCK	14452	MCO062920	FIRST BANKCARD	OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14452	MCO062920		PATRON&STAFF SOFTWARE/PRINTIN	080-603-45600	29.99
		14452	MCO062920		PATRON & STAFF SOFTWARE/ZOOM	080-603-45600	29.98
		14452	MCO062920		PATRON & STAFF SOFTWARE/ONLIN	080-603-45600	39.99
		14452	MCO062920		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
							<b>112.91</b>
07/17/2020	LIBCK	14453	ELI062920	FIRST BANKCARD	OFFICE SUPPLIES/CURBSIDE SIGN	080-603-43550	210.00
		14453	ELI062920		JUVENILE PROGRAM SUPPLIES/SRC	080-603-43720	357.62
		14453	ELI062920		JUV PROGRAM SUPPLIES/CREDIT F	080-603-43720	(21.04)
							<b>546.58</b>
07/17/2020	LIBCK	14454	PINV1937288	GARVEY'S OFFICE PRODUCT	TECHNICAL SERVICES SUPPLIES	080-603-43668	54.75
07/17/2020	LIBCK	14455	ELI062320	ELIZA JARVI	MAINTENANCE SUPPLIES-BUILDING	080-603-43660	29.94
07/17/2020	LIBCK	14456	5465367288	JENNIFER S. HORAN	ADULT PROGRAM SUPPLIES	080-603-43710	22.30
07/17/2020	LIBCK	14457	MLI062920	JESSICA MLINARIC	ADULT PROGRAM SUPPLIES	080-603-43710	150.00

## CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 06/17/2020 - 07/22/2020

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
07/17/2020	LIBCK	14458	VIL043020	VILLAGE OF LAKE BLUFF	LIFE INSUR APRIL 2020	080-100-11580	41.34
		14458	VIL043020		IMRF EE CONTRIB APRIL 2020	080-100-11580	1,508.39
		14458	VIL043020		IMRF ER CONTRIB APRIL 2020	080-100-11580	3,492.78
		14458	VIL043020		VISION INSUR FROM PPO APRIL 2020	080-100-11580	19.27
		14458	VIL043020		DENTAL INSUR APRIL 2020	080-100-11580	646.00
		14458	VIL043020		MED INSUR APRIL 2020	080-100-11580	8,288.00
		14458	VIL043020		VISION INSUR APRIL 2020	080-100-11580	42.96
		14458	VIL043020		VILL CONTRIB TO LIBRARY BUILDI	080-100-11580	(9,183.62)
		14458	VIL053020		LIFE INSUR MAY 2020	080-100-11580	41.34
		14458	VIL053020		IMRF EE CONTRIB MAY 2020	080-100-11580	1,496.84
		14458	VIL053020		IMRF ER CONTRIB MAY 2020	080-100-11580	3,466.06
		14458	VIL053020		VISION INSUR FROM PPO MAY 2020	080-100-11580	19.27
		14458	VIL053020		MED INSUR MAY 2020	080-100-11580	8,288.00
		14458	VIL053020		VISION INSUR MAY 2020	080-100-11580	42.96
		14458	VIL053020		DENTAL INSUR MAY 2020	080-100-11580	646.00
		14458	VIL063020		IMRF EE CONTRIB JUNE 2020	080-100-11580	1,478.57
		14458	VIL063020		IMRF ER CONTRIB JUNE 2020	080-100-11580	3,423.73
		14458	VIL063020		VISION INSUR FROM PPO JUNE 2020	080-100-11580	19.27
		14458	VIL063020		DENTAL INSUR JUNE 2020	080-100-11580	646.00
		14458	VIL063020		LIFE INSUR JUNE 2020	080-100-11580	41.34
		14458	VIL063020		MED INSUR JUNE 2020	080-100-11580	8,288.00
		14458	VIL063020		VISION INSUR JUNE 2020	080-100-11580	42.96
		14458	373		OFFICE SUPPLIES	080-603-43550	98.40
							<b>32,893.86</b>
07/17/2020	LIBCK	14459	98996069	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	399.90
		14459	99023896		ADULT AUDIO VISUAL MATERIAL	080-603-45200	74.98
							<b>474.88</b>
07/17/2020	LIBCK	14460	MC00008451	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,437.50
07/17/2020	LIBCK	14461	20-062	NEXTWORD COMMUNICATIONS	OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	225.00
07/17/2020	LIBCK	14462	01018CO20176636	OVERDRIVE , INC	E-BOOKS	080-603-45460	313.52
		14462	01018CO20187779		E-BOOKS	080-603-45460	441.47
		14462	01018CO20191286		E-BOOKS	080-603-45460	465.94
		14462	01018CO20201723		E-BOOKS	080-603-45460	247.74
		14462	01018CO20208492		E-BOOKS	080-603-45460	280.31
							<b>1,748.98</b>

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
07/17/2020	LIBCK	14463	6825	RAILS	ADULT REFERENCE/E-REFER	080-603-45220	925.00
07/17/2020	LIBCK	14464	REV071420	REVEAL	PERIODICALS	080-603-45500	30.00
07/17/2020	LIBCK	14465	8058771613	STAPLES	OFFICE SUPPLIES/COPY PAPER	080-603-43550	30.99
		14465	8058771613		OFFICE SUPPLIES/PREMIUM MEMBE	080-603-43550	299.00
		14465	8058771613		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	17.00
		14465	8058771613		MAINT SUPPLIES-BUILDING/MULTI	080-603-43660	18.34
		14465	3451218842		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	52.99
		14465	3451218842		TECHNICAL SERVICES SUPPLIES/E	080-603-43668	39.90
							<b>458.22</b>
07/17/2020	LIBCK	14466	316296	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	264.00
07/17/2020	LIBCK	14467	REI062920	WILLIAM REICHMAN/BILL THADULT	ADULT PROGRAM SUPPLIES	080-603-43710	275.00
				TOTAL - ALL FUNDS	TOTAL OF 35 CHECKS		67,346.03

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	32,795.46
080-603-41000	MAINTENANCE-BUILDING	7,626.50
080-603-41050	MAINTENANCE-GROUNDS	225.00
080-603-41300	COMPUTER SERVICES	3,260.00
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	225.00
080-603-43230	UTILITIES	1,170.45
080-603-43300	POSTAGE	240.00
080-603-43550	OFFICE SUPPLIES	925.70
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	118.27
080-603-43668	TECHNICAL SERVICES SUPPLIES	432.74
080-603-43710	ADULT PROGRAM SUPPLIES	447.30
080-603-43720	JUVENILE PROGRAM SUPPLIES	786.58
080-603-43730	OUTREACH SUPPLIES	3.00
080-603-45000	ADULT NON-FICTION BOOKS	2,184.28
080-603-45100	ADULT FICTION BOOKS	2,915.26
080-603-45110	ADULT LARGE PRINT MATERIAL	71.47
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,086.56
080-603-45220	ADULT REFERENCE/E-REFER	5,541.00
080-603-45400	JUVENILE NON-FICTION	24.85
080-603-45410	PICTURE BOOKS, READERS	662.34
080-603-45420	JUVENILE FICTION	538.93
080-603-45450	TEEN BOOKS	159.00
080-603-45460	E-BOOKS	1,748.98
080-603-45500	PERIODICALS	199.50
080-603-45520	TRENDING TITLES	65.82
080-603-45600	PATRON & STAFF SOFTWARE	572.84
080-603-46100	MISCELLANEOUS EXPENSES	144.20
080-603-50100	LIBRARY FURNISHINGS	3,175.00

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User: EBAILEY

DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
			TOTAL				67,346.03



### Library Values

Strategy A.1 of the Long Range Plan approved in 2019 provides for the creation of a set of library values. This has, as such, been on the 'to do' list for Library staff members. Many of the events that have dominated 2020 have been very disruptive socially. This has highlighted the value (pun intended) of a statement regarding what the Library holds essential. The result of the efforts of the staff are included here for Board review. **RECOMMENDATION:** Care was taken with staff input in crafting this, and I am comfortable in recommending approval. If additional discussion and work is desired, time is available to accommodate that.

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The Lake Bluff Public Library is a community service organization that provides materials, services, physical space, and programming to meet the educational and entertainment needs of the community. The Library holds the following values to be at the heart of what we do:

- Accessibility – Information in a wide range of formats is made available.
- Confidentiality – Records of previous checkouts and usage by patrons are not retained.
- Conversation – Discussion with representatives of organizations and communities are essential to perfecting what we currently offer and the development of new and useful collections and services.
- Democracy – The Library provides equal access to materials and an equal voice for all community members.
- Diversity – The Library strives to include diverse perspectives on major issues, a range of voices and views from many different countries and ethnicities, and a carefully curated core of materials in each subject and collection.
- Intellectual Freedom – Materials are not censored, and all efforts to remove materials from collections are resisted.
- Service – Guidance with collection usage, research, and technology are among the many services available.
- Stewardship – Library staff carefully cultivate our collections, space and services, acquired with taxpayer support, as a resource for the community.

The Lake Bluff Public Library rejects views of exclusivity as antithetical to its mission and values, including censorship, racism, and prejudice. The Library is a resource and a safe and welcoming place for all members of the community of Lake Bluff. With the support, participation and input of the community we will continue to serve and grow with our patrons.

Drafted by Martha O'Hara

Respectfully submitted,

Eric Scott Bailey

## Reopening Procedure

On July 20, 2020 the Lake Bluff Public Library will be reopening to the public. This initial opening, which we are advertising as 'Lake Bluff Library Abridged Edition' requires significant abbreviation of normal services, procedure, and traffic. The purpose of this document is to provide a summary of initial Library operations upon reopening, and information on the path, as much as it can be seen at this time, towards full restoration of normal operations. **RECOMMENDATION:** This information is presented for comment and discussion. No action is required or requested.

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GOAL: The intent is to reopen the building following guidelines established by the State and the best medical and scientific advice obtainable. This is to be done flexibly to allow for the expansion of service as possible and the restriction of service if required.

### Considerations Impacting Reopening

- Case count in Lake County and Illinois has stabilized and we have reached Phase 4 reopening, but the situation nationally is extremely unstable.
- A cap on gatherings at 50 people remains in effect.
- Social distancing (6 feet between individuals) remains in effect.
- Requirements to wear a mask when in public remain in effect.
- Guidelines regarding maximum capacity (5 persons per 1K square feet) remain in effect.

### General Requirements for Public Visiting Library Building

- **Masks are required** to be worn when in the building, and disposable ones are available at entry to those who have arrived without one.
- **Max capacity for the public space in the building is 25 individuals.** Capacity will be monitored and patrons will be asked to wait to enter the facilities once it has been reached.
- Patrons are asked to **social distance**, with traffic arrows and markers on the floor to offer guidance.
- Children 11 or younger are required to stay with their parents while in the building.

### Services

- **Available**
  - Browsing of collections
  - Copying
  - Faxing
  - Payment of Fines and Fees by Credit and Check
  - Printing
- **Not Initially Available**
  - Computers (to be added as soon as practicable)
  - Tech support
  - Meeting Rooms
  - Most Tables and Chairs
  - Payment of Fines and Fees by Cash

- Notary
- Passport
- Voter Registration
- **Continuing Interim Services**
  - Digital Programming
  - Curbside Pickup
  - Limited hours for accepting returns, as the number of materials checked out to patrons remains large with the potential to flood drop boxes.

#### Staffing and Workflow

- **Reception Desk**
  - A small reception desk, equipped with a plexiglass guard to separate staff from the public, has been added to the foyer. The staff member at this location will monitor traffic and ensure we do not exceed occupancy.
- **Main Desk and Youth Services**
  - Plexiglass barriers are in place around service points with slots for patrons to provide materials for checkout.
- **Personal Protective Equipment**
  - Each staff member has been provided with two (2) cloth masks.
  - Disposable masks are available to staff as needed.
  - Non-latex disposable gloves are available to staff members.
  - Hand sanitizer and disposable wipes are available.

SUMMARY: This is a very brief summary with a thousand smaller details behind every bullet point. Getting the Library open again has been a time consuming undertaking, as our business model providing friendly service, easy browsing of collections, quick turnaround of materials between patrons, and access to comfortable space for relaxation, studying, or meeting is much challenged by the ongoing pandemic. I am happy to answer any questions the Board may have.

Respectfully submitted,

Eric Scott Bailey

## Director's Report – July 2020

### Programming

- On July 15 we partnered with patron Maxwell Gregory on a How to Bake Blueberry Muffins tutorial.
- Trivia Night's continue to occur regularly, most recently on July 11.
- Our Virtual Beer Tasting event partnering with Lake Bluff Brewing Company was held on June 20.
- On July 14 we partnered with Chef Susan Maddox on a program about grilling vegetables outside.
- On July 1, we partnered with Erika Vernon of Elawa Farms on a how-to video for composting.
- The Library's regular knitting group, Knitwits, has continued to meet online via Zoom.
- Some excellent Lord of the Rings themed art allowed us to turn accepting returns into a quasi-event called 'Return of the Things.'
- Youth Services staff member Mary Webber continues to create craft and science related videos, most recently a 4<sup>th</sup> of July fireworks wreath video.
- We partnered with Kristen Velasco of Illinois Women in Cannabis for an informational video on cannabis legalization in Illinois.
- Youth Services
  - On July 16, Miss Jamie's Farm sing a long was held.
  - Regina Ruocco leads Family Pajama Storytime via Zoom each month.
  - On Saturday, July 18 we held a musical streaming event called Miss Jamie's Farm.
  - Teen Advisory Board continues to meet virtually.
  - Summer Reading Club is ongoing using Beanstack software.

### ALA PR Xchange Award

Staff members Martha O'Hara and Jillian Chapman won an award from the American Library Association for their work on the summer 2019 issue of the Lake Bluff Library's quarterly newsletter.

### Lake Bluff Strong

Kathy O'Hara, Jillian Chapman, Adrienne Fawcett, Eric Bailey, and Deb Fischer met and discussed the future of Lake Bluff Strong. In short term, it was discussed to scale back but keep the site active given the possibility of a recurrence of 'shelter in place.' Long term, possibilities for use as a vehicle of community publicity and news were discussed.

### Take 10

We will be rolling out a new curbside service called 'Take 10' within the next week or two. This will allow patrons to indicate what types of materials they are interested in, and library staff will pick 10 items that fit the criteria. Anna Fifhouse and Katie Horner have put a lot of work into getting this off the ground.

### Quasquicentennial Art

While most of the events related to the quasquicentennial (125<sup>th</sup>) celebration in Lake Bluff have been pushed back to next year, the dogs and pups designed for the event are now on display around the community. There are half a dozen at the Library, including one sponsored by the Friends of the Library.

### Thank You!

When I brought little Samuel home in early June, I was excited to find a host of gifts from trustees and staff members. These were a collection of favorite children's books, accompanied by a handmade quilt that features Sam's name, birthdate, and bookshelves featuring the titles of the books that were gifted. Thanks seems too little to provide; my wife and I choked up a bit opening all the gifts. We are extremely fortunate to be a part of the Lake Bluff Library family.

Respectfully submitted,

Eric Scott Bailey

Friends Meeting Dates 2020

January 18 – Kate Jackson

February 15 – Jon Heintzeman

**March 21 – CANCELLED**

**April 18 – CANCELLED**

May 16 – Kathy Meierhoff

**June 20 - CANCELLED**

August 15

September 19

October 17

November 21

Respectfully submitted,

Eric Scott Bailey