

May 19, 2020 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2C
3	Election of Secretary Pro Tempore (action)(5 minutes)(7:07pm)	
	Election of Board Officers and Selection of Committee Members (action)	
4	(10 minutes)(7:17pm)	3A-3B
5	Opportunity to Address Board (5 minutes per community member)(7:22pm)	
6	Consent Agenda	
	Minutes of April 21st, 2020 Board of Trustees Meeting (action)(2 minutes)(7:24pm)(available at meeting)	4A-4B
7	Financial Reports (White and Yellow) (5 minutes)(7:29pm)	
	April Detailed Revenue & Expense Report (action)	5A-5E
	April Detailed Balance Sheet (action)	6A-6C
8	Approval of Checks (Green) (5 minutes)(7:34pm)	
	April Check Disbursement Report (action)	7A-7D
9	Committee Reports (10 minutes)(7:44pm)	
10	New Business	
	Resolution on Essential Service (action)(10 minutes)(7:54pm)	8A-8C
	Nonresident Card Program Participation (action)(5 minutes)(7:59pm)	9A
	Resolution Adopting Prevailing Wage Ordinance (action)(5 minutes)(8:04pm)	10A-10B
	Update on COVID-19 Response (10 minutes)(8:14pm)	11A-11B
11	Old Business	
	Capital Project Update (5 minutes)(8:19pm)	
12	Director's Report (5 minutes)(8:24pm)	
	Librarian's Narrative Report	
13	Executive Session(s)	
14	Any and All Other Business ...	
15	Adjournment (1 minute)(8:25pm)	
16	Attachments	
	Friends Meeting Dates	13A
	April Usage Statistics	14A
	Budget Variance Document	15A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 19th, 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/98870590157?pwd=Qkh2ZGRhSFdtekU5YUJQTkpPMlZRZz09>

Meeting ID: 988 7059 0157

Password: 732292

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

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Election of Secretary Pro Tempore (action)(5 minutes)(7:07pm)**
4. **Election of Board Officers and Selection of Committee Members (action)(10 minutes)(7:17pm)**
5. **Opportunity for Public to Address the Board (5 minutes)(7:22pm)** (limit 5 minutes per person per meeting)
6. **Approval of Minutes**
 - a. Approval of Minutes of April 21st, 2020 Board Meeting **(action)(2 minutes)(7:24pm)**
7. **April 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:29pm)**
 - a. April Detailed Revenue & Expense Report
 - b. April Detailed Balance Sheet
8. **Approval of checks (Green Pages) (5 minutes)(7:34pm)**
 - a. April Monthly Checks (14382-14405)**(action)**
9. **Committee Reports (10 minutes)(7:44pm) (Did Not Meet)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - c. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)
 - d. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
 - e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes.)
 - g. Outreach Committee (**CHAIR:** None. **Members:** Jerch.)
10. **New Business**
 - a. Resolution of Essential Service **(action)(10 minutes)(7:54pm)**
 - b. Nonresident Card Program Participation **(action)(5 minutes)(7:59pm)**
 - c. Resolution Adopting Prevailing Wage Ordinance **(action)(5 minutes)(8:04pm)**
 - d. Update on COVID-19 Response **(10 minutes)(8:14pm)**
11. **Old Business**
 - a. Capital Project Update **(5 minutes)(8:19pm)**

12. Director's Report (5 minutes)(8:24pm)

- a. Director's Narrative Report

13. 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)

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

15. Adjournment (1 minute)(8:25pm)

Attachments:

Friends Meetings for 2020
Resolution on Essential Service
Nonresident Card Program Information
Resolution Adopting Prevailing Wage

Upcoming Board Meetings: June 16, July 21, and August 18, 2020.

Officers and Committees

The Board selects its officers and committee members for the year ahead at the May meeting. If only a single individual is running for each position, the entire slate can be approved with a single vote. Any contested position requires a separate vote. Below is the description of each position and committee from the Board's bylaws:

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library's representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President's attendance counts towards a quorum.
- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer – The Treasurer shall serve as the Board's financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Community Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the 'Reaching Across Illinois Library System' (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.
- Finance Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library's investment policy.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.
- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- Technology Committee – Responsibilities include assessing the Library's technology needs and making recommendations to the Board.

Respectfully submitted,

Eric Scott Bailey

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, April 21st, 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, Kate Jackson, Janie Jerch, Kathy Meierhoff, and Cal Stroh. Library Employees Martha O'Hara, Jillian Chapman, and Eliza Jarvi were also present.
2. **Additions & Corrections to the Agenda:** Bailey wished everyone a Happy National Library Appreciation Day!
3. **Opportunity for Public to Address the Board:** No one wished to speak.
4. **Approval of Minutes:** Stroh moved and Jackson seconded a motion to approve the minutes of March 31, 2020 as amended; all voted aye.
5. **March 2020 Financial Reports:** Bailey noted that the Revenue and Expenses were both fairly flat this month due to the closures. Stroh moved and Meierhoff seconded a motion to approve the March 2020 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of March 2020 Checks:** Bailey noted that newspapers have been put on hold, and that the LinkedIn purchase was for a database they provide for public use called Lynda.com. Stroh moved and Heintzelman seconded a motion to approve the March monthly checks numbered 14352-14369, 14371-14381; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Chair: Hayes. Members: Butler and Meierhoff) This committee met March 11 to review the budget for FY 2020-2021, but no meeting in April.
 - b. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) This committee met yesterday (April 20) to review and make some small changes to Library Director Bailey's annual evaluation. Butler noted that Bailey's evaluation is very positive. Discussion of Bailey's compensation is ongoing and will take into consideration its impact on the budget and staff salaries. Bailey will set up a joint Finance/HR meeting to finalize those details.
 - (Did Not Meet)
 - c. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
 - d. **Bylaw and Policy Committee:** (Chair: Stroh. Members: Heintzelman.)
 - 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.)
8. **New Business:**
 - a. **Staff pay:** While no action is being sought at this time, Bailey noted that emergency pay is in effect for most employees (those who are engaged in meaningful work). Trustee Jackson questioned the emergency pay in light of the new website still not launched and lack of resources for school-age kids.
 - b. **Renewal Policy:** The new budget for FY20-21 was approved with the assumption of instituting auto-renewal. Meierhoff moved and Butler seconded a motion to approve the revised auto-renewal policy, effective upon re-opening the Library to the public; all voted aye.

c. Update on COVID-19 response: The current projection for a peak in cases for Illinois is mid-May; shelter-in-place policies will likely be extended through May.

9. Old Business:

a. Capital Project Update: Nothing new to report.

10. Director's Report Highlights: Bailey reported that there is no firm date at this time for the launch of the new website, as Ms. Snoblin has been busy modifying websites for many other businesses. We are hoping for the end of April.

11. Executive Sessions: There were none.

12. Any and All Other Business which may properly come before the Board: Meierhoff gave a hearty Thank You to everybody involved with the Library for all their work.

13. Adjournment: Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:09 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/20 INCR (DECR)	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	YTD BALANCE 04/30/2020 NORM (ABNORM)	YTD BALANCE 04/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	962,776.06	919,783.53	964,117.00	99.86
PROPERTY TAX		0.00	0.00	962,776.06	919,783.53	964,117.00	99.86
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	0.00	281.59	1,822.31	2,215.18	2,100.00	86.78
080-300-34250	NON-RESIDENT FEES	183.95	539.69	5,729.12	5,914.98	7,000.00	81.84
080-300-34260	PASSPORT FEES	0.00	1,190.00	9,135.00	7,770.00	9,000.00	101.50
SERVICES		183.95	2,011.28	16,686.43	15,900.16	18,100.00	92.19
FINES							
080-300-35700	RENTAL FINES	0.00	900.16	7,339.39	9,927.73	10,500.00	69.90
FINES		0.00	900.16	7,339.39	9,927.73	10,500.00	69.90
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	8,977.15	0.00	17,535.37	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	400.00	790.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	1,512.94	1,500.00	1,550.00	97.61
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	338.81	22,387.61	12,198.63	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	102.60	6,344.27	2,931.17	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	239.71	359.79	2,657.81	1,621.94	2,000.00	132.89
MISCELLANEOUS REVENUE		239.71	9,778.35	33,302.63	36,577.11	12,100.00	275.23
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	264.89	583.49	8,424.79	13,236.36	10,000.00	84.25
INTEREST EARNINGS		264.89	583.49	8,424.79	13,236.36	10,000.00	84.25
Total Dept 300 - REVENUE		688.55	13,273.28	1,028,529.30	995,424.89	1,014,817.00	101.35
TOTAL REVENUES		688.55	13,273.28	1,028,529.30	995,424.89	1,014,817.00	101.35

Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/20 INCR (DECR)	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	YTD BALANCE 04/30/2020 NORM (ABNORM)	YTD BALANCE 04/30/2019 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	15,295.55	13,331.94	190,764.40	228,023.69	137,000.00	139.24
080-603-40030	STAFF SALARIES	22,612.17	26,817.29	318,337.51	271,062.54	349,000.00	91.21
SALARIES		37,907.72	40,149.23	509,101.91	499,086.23	486,000.00	104.75
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,347.89	6,755.85	100,052.56	76,659.68	95,000.00	105.32
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	175.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,033.80	3,040.39	38,379.30	37,551.81	36,000.00	106.61
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,492.78	2,349.84	34,990.18	33,476.10	36,000.00	97.19
BENEFITS		14,874.47	12,146.08	173,422.04	147,862.59	167,250.00	103.69
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,527.50	97.99	34,866.23	49,944.11	30,000.00	116.22
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	947.65	1,292.65	1,500.00	63.18
080-603-41050	MAINTENANCE-GROUNDS	0.00	519.50	5,415.73	7,391.24	6,000.00	90.26
080-603-41300	COMPUTER SERVICES	0.00	0.00	13,740.00	12,520.00	13,000.00	105.69
080-603-41313	COPIER MAINTENANCE/SUPPLIES	88.12	242.66	3,125.19	3,656.21	4,000.00	78.13
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	15.00	0.00	15,348.00	13,898.75	5,000.00	306.96
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	1,556.00	0.00	5,210.47	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		4,186.62	860.15	80,648.27	90,172.96	65,847.00	122.48
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	120.00	1,699.74	1,210.00	3,000.00	56.66
080-603-42440	DUES	0.00	127.95	2,041.26	2,088.09	2,500.00	81.65
080-603-43230	UTILITIES	0.00	388.40	13,592.41	12,036.09	13,000.00	104.56
080-603-43300	POSTAGE	320.95	114.47	3,080.48	1,925.68	2,500.00	123.22
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	7,679.88	7,641.28	8,000.00	96.00
080-603-43550	OFFICE SUPPLIES	320.27	581.74	6,843.91	6,043.70	6,000.00	114.07
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	104.32	1,485.30	1,482.84	2,000.00	74.27
080-603-43668	TECHNICAL SERVICES SUPPLIES	0.00	168.53	3,990.51	4,822.57	5,000.00	79.81
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	420.70	315.41	500.00	84.14
080-603-43710	ADULT PROGRAM SUPPLIES	(1,325.00)	37.78	4,049.15	5,357.56	7,000.00	57.85
080-603-43720	JUVENILE PROGRAM SUPPLIES	(228.52)	671.67	5,717.91	6,229.53	7,000.00	81.68
080-603-43730	OUTREACH SUPPLIES	219.14	94.48	4,289.70	996.50	10,000.00	42.90
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	434.85	1,009.18	1,179.16	1,500.00	67.28
COMMODITIES		(663.17)	2,874.18	55,900.13	51,328.41	68,000.00	82.21
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.30	127.12	764.72	2,468.70	2,000.00	38.24
PROGRAM EXPENSES		26.30	127.12	764.72	2,468.70	2,000.00	38.24

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/20 INCR (DECR)	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	YTD BALANCE 04/30/2020 NORM (ABNORM)	YTD BALANCE 04/30/2019 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
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	34,900.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	0.00	1,586.38	12,157.69	17,531.77	17,000.00	71.52
080-603-45100	ADULT FICTION BOOKS	139.13	530.14	12,526.88	15,095.10	15,500.00	80.82
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	89.40	364.60	507.58	600.00	60.77
080-603-45200	ADULT AUDIO VISUAL MATERIAL	161.94	1,817.98	11,152.25	13,604.96	15,500.00	71.95
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	17,857.70	15,991.61	22,000.00	81.17
080-603-45400	JUVENILE NON-FICTION	0.00	30.26	9,967.78	8,039.11	10,000.00	99.68
080-603-45410	PICTURE BOOKS, READERS	0.00	107.95	4,347.46	3,797.02	6,000.00	72.46
080-603-45420	JUVENILE FICTION	0.00	97.08	5,805.75	9,183.09	13,000.00	44.66
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	101.90	2,214.02	2,201.51	2,500.00	88.56
080-603-45440	JUVENILE E-REFERENCE	0.00	189.00	399.00	189.00	500.00	79.80
080-603-45450	TEEN BOOKS	0.00	32.31	1,960.71	2,650.71	2,750.00	71.30
080-603-45460	E-BOOKS	1,441.19	1,821.16	15,492.48	13,003.55	15,000.00	103.28
080-603-45470	GRAPHIC NOVELS	0.00	14.94	342.94	480.89	500.00	68.59
080-603-45500	PERIODICALS	0.00	0.00	7,103.10	7,152.02	6,750.00	105.23
080-603-45510	VIDEO GAMES	59.88	0.00	2,904.13	3,442.96	3,500.00	82.98
080-603-45520	TRENDING TITLES	0.00	107.67	1,136.46	1,372.33	2,000.00	56.82
080-603-45600	PATRON & STAFF SOFTWARE	174.67	98.95	6,687.82	4,287.06	6,500.00	102.89
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	787.73	44.14	1,953.68	4,000.00	1.10
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	25,179.41	258.58	24,000.00	104.91
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	229.92	1,000.00	0.00
CAPITAL EQUIPMENT		1,976.81	7,412.85	159,176.32	142,504.45	190,600.00	83.51
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	291,168.18	1,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	291,168.18	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION							
		58,308.75	63,569.61	979,013.39	1,224,591.52	1,015,597.00	96.40
TOTAL EXPENDITURES							
		58,308.75	63,569.61	979,013.39	1,224,591.52	1,015,597.00	96.40
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		688.55	13,273.28	1,028,529.30	995,424.89	1,014,817.00	101.35
TOTAL EXPENDITURES		58,308.75	63,569.61	979,013.39	1,224,591.52	1,015,597.00	96.40
NET OF REVENUES & EXPENDITURES		(57,620.20)	(50,296.33)	49,515.91	(229,166.63)	(780.00)	348.19

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/20 INCR (DECR)	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	YTD BALANCE 04/30/2020 NORM (ABNORM)	YTD BALANCE 04/30/2019 NORM (ABNORM)	2019-20 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	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	(395.00)	1,542.50	25,946.02	16,982.43	18,000.00	144.14
PROGRAM EXPENSES		(395.00)	1,542.50	25,946.02	16,982.43	18,000.00	144.14
Total Dept 603 - LIBRARY ADMINISTRATION		(395.00)	1,542.50	31,312.87	21,425.69	26,153.00	119.73
TOTAL EXPENDITURES		(395.00)	1,542.50	31,312.87	21,425.69	26,153.00	119.73
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL EXPENDITURES		(395.00)	1,542.50	31,312.87	21,425.69	26,153.00	119.73
NET OF REVENUES & EXPENDITURES		395.00	(1,542.50)	(31,312.87)	(14,273.19)	(0.50)	574.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2019-20	% BDGT
		MONTH 04/30/20	MONTH 04/30/19	04/30/2020	04/30/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		688.55	13,273.28	1,028,529.30	1,002,577.39	1,040,969.50	98.80
TOTAL EXPENDITURES - ALL FUNDS		57,913.75	65,112.11	1,010,326.26	1,246,017.21	1,041,750.00	96.98
NET OF REVENUES & EXPENDITURES		(57,225.20)	(51,838.83)	18,203.04	(243,439.82)	(780.50)	2,332.23

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)	(14,038.74)
	A/R - OTHER	(17,840.94)	(14,038.74)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	134,988.19	167,573.12
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	261,164.04
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	19,865.05
	CASH/INVESTMENTS	389,185.61	448,754.01
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(15,048.39)	(20,604.89)
	DUE TO OTHER FUNDS	(15,048.39)	(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	964,119.30	987,714.19
	PROPERTY TAX RECEIVABLE	964,119.30	987,714.19
	Total Assets	1,325,317.58	1,406,726.57
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,110.09	18,670.63
	ACCRUED PAYROLL	21,110.09	18,670.63
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	10,349.85	21,087.50
	ACCOUNTS PAYABLE	10,349.85	21,087.50
A/P - OTHER			
	A/P - OTHER	0.00	0.00
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	964,119.30	987,714.19
	UNAVAILABLE PROPERTY TAXES	964,119.30	987,714.19
	Total Liabilities	995,579.24	1,027,472.32
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	UNRESERVED 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		49,515.91
	Ending Fund Balance		379,254.25
	Total Liabilities And Fund Balance		1,406,726.57

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	7,152.50	0.00
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(42,692.91)	(73,952.28)
	CASH/INVESTMENTS	(42,692.91)	(73,952.28)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	15,048.39	20,604.89
	DUE TO OTHER FUNDS	15,048.39	20,604.89
	Total Assets	(20,492.02)	(53,347.39)
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	1,542.50	0.00
	ACCOUNTS PAYABLE	1,542.50	0.00
	Total Liabilities	1,542.50	0.00
*** 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)
	Total Fund Balance	(22,034.52)	(22,034.52)
	Beginning Fund Balance		(22,034.52)
	Net of Revenues VS Expenditures		(31,312.87)
	Ending Fund Balance		(53,347.39)
	Total Liabilities And Fund Balance		(53,347.39)

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/15/2020	LIBCK	14382	4518937	ACCESS ONE, INC.	UTILITIES	080-603-43230	824.92
05/15/2020	LIBCK	14383	486547574363	AMAZON	JUVENILE PROGRAM SUPPLIES/CAF080-603-43720		6.82
		14383	486547574363		JUVENILE PROGRAM SUPPLIES/SCF080-603-43720		39.01
		14383	433557465568		JUVENILE PROGRAM SUPPLIES	080-603-43720	21.48
		14383	468658856565		JUVENILE PROGRAM SUPPLIES	080-603-43720	(45.83)
		14383	744956833779		ADULT FICTION BOOKS	080-603-45100	8.00
		14383	469684833859		ADULT FICTION BOOKS	080-603-45100	131.13
		14383	658453935643		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		14383	698399397365		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.19
		14383	749785879467		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14383	967988575634		ADULT AUDIO VISUAL MATERIAL	080-603-45200	77.46
		14383	443579455696		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.10
		14383	455687587973		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14383	579947965678		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14383	735695966866		ADULT AUDIO VISUAL MATERIAL	080-603-45200	45.98
		14383	479843536438		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14383	468474743635		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.87
		14383	439469987589		ADULT AUDIO VISUAL MATERIAL	080-603-45200	66.95
		14383	994834753336		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
		14383	453866459786		ADULT AUDIO VISUAL MATERIAL	080-603-45200	80.94
		14383	443486753637		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.06)
		14383	498943559797		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		14383	933838499877		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		14383	845539754698		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(77.46)
		14383	755747673455		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(10.99)
		14383	453534879759		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(45.98)
		14383	458735858739		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(66.95)
		14383	494783397484		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(15.87)
		14383	653355364776		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(13.99)
		14383	438788483476		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(3.03)
		14383	793648734795		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(21.11)
		14383	898568975433		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(14.96)
		14383	733979583435		VIDEO GAMES	080-603-45510	59.88
		14383	638763694478		VIDEO GAMES	080-603-45510	159.87
		14383	475343878477		VIDEO GAMES	080-603-45510	(10.05)
		14383	645456444385		VIDEO GAMES	080-603-45510	(149.82)
							382.43
05/15/2020	LIBCK	14384	COM051220	COMCAST	UTILITIES	080-603-43230	158.35

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/15/2020	LIBCK	14385	28607	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,260.00
		14385	28625		PATRON & STAFF SOFTWARE	080-603-45600	1,284.00
							4,544.00
05/15/2020	LIBCK	14386	1000124339-1	EBSCO INFORMATION SERVIC	ADULT REFERENCE/E-REFER	080-603-45220	852.29
05/15/2020	LIBCK	14387	KAT042820	FIRST BANKCARD	PATRON & STAFF SOFTWARE	080-603-45600	19.80
05/15/2020	LIBCK	14388	JIL042820	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	87.84
05/15/2020	LIBCK	14389	MCO042820	FIRST BANKCARD	PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14389	MCO042820		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14389	MCO042820		OUTREACH SUPPLIES/GIFT CARDS	080-603-43730	128.30
		14389	MCO042820		PATRON&STAFF SOFTWARE/WEBSITE	080-603-45600	89.00
		14389	MCO042820		PATRON & STAFF SOFTWARE/CROWL	080-603-45600	49.99
		14389	MCO042820		PATRON & STAFF SOFTWARE/CROWL	080-603-45600	(10.00)
		14389	MCO042820		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
							300.23
05/15/2020	LIBCK	14390	LYN042820	FIRST BANKCARD	OFFICE SUPPLIES/COPY PAPER	080-603-43550	11.58
		14390	LYN042820		MAINT SUPPLIES-BUILDING/BENCH	080-603-43660	25.26
		14390	LYN042820		MAINT SUPPLIES-BUILDING/CARPE	080-603-43660	7.48
		14390	LYN042820		MAINT SUPPLIES-BUILDING/CREDI	080-603-43660	(32.74)
							11.58
05/15/2020	LIBCK	14391	ERI042820	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO	080-603-41000	90.00
		14391	ERI042820		PATRON&STAFF SOFTWARE/ADOBE	080-603-45600	15.93
		14391	ERI042820		MISCELLANEOUS EXPENSES/PAYPAI	080-603-46100	26.30
							132.23
05/15/2020	LIBCK	14392	HP2020-0237	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	15.00
05/15/2020	LIBCK	14393	1769929	IMPACT NETWORKING, INC	COPIER MAINT/STAFF/BASE RATE	080-603-41313	154.05
		14393	1769929		COPIER MAINT/PATRON/BASE RATE	080-603-41313	214.00
		14393	1769929		COPIER MAINT/STAFF/OVERAGE 1/	080-603-41313	94.30
							462.35
05/15/2020	LIBCK	14394	INV-INC24590	INNOVATIVE INTERFACES,	ILIBRARY AUTOMATION SOFTWARE	080-603-45610	21,950.00
05/15/2020	LIBCK	14395	VIL041020	VILLAGE OF LAKE BLUFF	LIFE INSUR MARCH 2020	080-100-11580	41.34
		14395	VIL041020		IMRF EE CONTRIBUTION MARCH 20	080-100-11580	1,416.50
		14395	VIL041020		IMRF ER CONTRIBUTION MARCH 20	080-100-11580	3,279.95

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 04/22/2020 - 05/20/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14395	VIL041020		VISION INSUR FROM PPO MARCH	2080-100-11580	19.27
		14395	VIL041020		MEDICAL INSUR MARCH 2020	080-100-11580	8,288.00
		14395	VIL041020		VISION INSUR MARCH 2020	080-100-11580	42.96
		14395	VIL041020		DENTAL INSUR MARCH 2020	080-100-11580	646.00
							13,734.02
05/15/2020	LIBCK	14396	MAG050620	MAGNOLIA JOURNAL	PERIODICALS	080-603-45500	30.00
05/15/2020	LIBCK	14397	MC00008080	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,437.50
05/15/2020	LIBCK	14398	01018CO20105255	OVERDRIVE , INC	PER CAPITAL GRANT EXPENDITURE	080-603-44810	1,556.00
		14398	01018CO20126681		PER CAPITAL GRANT EXPENDITURE	080-603-44810	1,122.51
		14398	01018CO20099186		E-BOOKS	080-603-45460	406.24
		14398	01018CO20108717		E-BOOKS	080-603-45460	517.46
		14398	01018CO20118672		E-BOOKS	080-603-45460	487.50
		14398	01018MA20124940		E-BOOKS	080-603-45460	29.99
		14398	01018CO20139818		E-BOOKS	080-603-45460	340.22
							4,459.92
05/15/2020	LIBCK	14399	70619629	PROQUEST, LLC	ADULT REFERENCE/E-REFER	080-603-45220	1,514.24
05/15/2020	LIBCK	14400	6677	RAILS	ADULT REFERENCE/E-REFER	080-603-45220	2,080.21
05/15/2020	LIBCK	14401	8129577153	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	88.12
05/15/2020	LIBCK	14402	10832	TEAM SOFTWARE SOLUTIONS	PATRON & STAFF SOFTWARE	080-603-45600	125.00
05/15/2020	LIBCK	14403	USA051120	USA FIRE PROTECTION, INC	MAINTENANCE-BUILDING	080-603-41000	50.00
05/15/2020	LIBCK	14404	VAN050120	VANTAGEPOINT TRANSFER	AGICMA 457 PLAN PAYABLE	080-200-20245	881.56
05/15/2020	LIBCK	14405	16410	ZOOBEAN INC	PATRON & STAFF SOFTWARE	080-603-45600	1,100.50
					TOTAL - ALL FUNDS	TOTAL OF 24 CHECKS	56,242.09

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080-100-11580	DUE FROM THE VILLAGE	13,734.02
080-200-20245	ICMA 457 PLAN PAYABLE	881.56
080-603-41000	MAINTENANCE-BUILDING	2,577.50
080-603-41300	COMPUTER SERVICES	3,260.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	550.47
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	15.00
080-603-43230	UTILITIES	983.27
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	11.58
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00

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CHECK DATE FROM 04/22/2020 - 05/20/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-43720				JUVENILE PROGRAM SUPPLIES			21.48
080-603-43730				OUTREACH SUPPLIES			219.14
080-603-44810				PER CAPITAL GRANT EXPENDITURES			2,678.51
080-603-45100				ADULT FICTION BOOKS			139.13
080-603-45200				ADULT AUDIO VISUAL MATERIAL			161.94
080-603-45220				ADULT REFERENCE/E-REFER			4,446.74
080-603-45460				E-BOOKS			1,781.41
080-603-45500				PERIODICALS			30.00
080-603-45510				VIDEO GAMES			59.88
080-603-45600				PATRON & STAFF SOFTWARE			2,684.17
080-603-45610				LIBRARY AUTOMATION SOFTWARE			21,950.00
080-603-46100				MISCELLANEOUS EXPENSES			26.30
				TOTAL			56,242.09

Resolution on Essential Services

The Governor's order 2020-32 issued on April 30, 2020 provides that governmental entities are tasked with designating what services they consider essential. The resolution below lists essential services currently offered, and provides the opportunity for a modest next-phase extension of services if it becomes safe and feasible to offer. The resolution is a template made available by Library council and will be reviewed by council for final recommendations before the upcoming meeting.

RESOLUTION NO 2020-1

Resolution Confirming Essential Governmental Functions

WHEREAS, the coronavirus (COVID-19) pandemic has affected the Library's ability to provide Library services; and

WHEREAS, in recent weeks, the Illinois Governor has issued a number of Executive Orders addressing COVID-19 issues; and

WHEREAS, Executive Order 2020-32 issued April 30, 2020 extended rules and regulations applicable to the behavior and conduct of individuals, businesses, institutions, and units of government; and

WHEREAS, Executive Order 2020-32 exempts "Essential Governmental Functions" from such rules and regulations, i.e.:

Essential Government Functions means all services provided by the State or any municipal, township, county, subdivision or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.

(emphasis added) (Section 10).

NOW, THEREFORE, the Board of Library Trustees resolve as follows:

1. The Board has determined the following services are Essential Government Functions and shall be provided by the Library through the duration of Executive Order 2020-32:
 - a. Leadership, management and coordination of new and ongoing initiatives and all staff work as well as planning for next steps;
 - b. Regular maintenance and cleaning of the Library facility including oversight of capital projects;
 - c. Financial, human resources, and business office functions necessary to process payments, manage business relationships, and support staff needs;
 - d. Virtual access to a library of digital materials, including e-books and e-audiobooks, streaming content, curated web content, and databases;
 - e. Production of virtual programming for children, teens, and adults, which may be virtually accessed through the Library's social media channels, website, and by telephone;
 - f. Communication, reference and readers advisory services, account assistance, and community interaction with patrons through the Library's website and social media channels, direct mail, and by telephone, online chat and email; and
 - g. Preparation for fulfillment of telephone, online chat, email, and online requests of physical Library materials through contactless pick-up and returns outside of the Library.
 - h. Preparation for opening the building to the public.
 - i. Providing curbside pickup of physical materials should it be judged safe to do so by the Library Director in consultation with the Board President.
2. The Board grants authority to Eric Bailey, Library Director, to identify and schedule specific employees and/or contractors to perform the Essential Government Functions outlined in Paragraph 1 above.
3. Library Staff is authorized to proceed with implementing the guidelines and regulations issued by the Governor and COVID-19 regulatory agencies.

4. This Resolution is effective upon passage.

PASSED May 19th, 2020 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Kathleen Meierhoff, President
The Board of Library Trustees
of the Lake Bluff Public Library

ATTEST:

Janie Jerch, Secretary
The Board of Library Trustees
of the Lake Bluff Public Library

MAR: 5/14/20 M:_1LIBRARYDIST\LAKEBLUF\Resolution confirming essential governmental functions.docx

Statement of Participation in Nonresident Card Program

Whereas, **Title 23, Subtitle B, Chapter 1, Part 3050 (hereinafter referred to as 'the code'), Section 3050.20(a) of the Illinois Administrative Code** requires that Public Libraries in the state of Illinois annually take action to decide whether or not to issue nonresident library cards, and;

Whereas, it is the intention of the Lake Bluff Public Library to participate in the non-resident program and offer service to individuals fitting the criteria established in **Section 3050.25** of the Code;

The Board of Library Trustees affirms the following:

The Lake Bluff Public Library will provide service to nonresidents owning property in incorporated Lake Bluff, according to **Section 3050.70** of the Code and in accordance with policy **CIR-2** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident homeowners not paying taxes to support any library and who fit the requirements of **Section 3050.25** using the Tax Bill Method as provided for by **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of single family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code. The formula to be used shall be the Tax Bill Method listed in **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of multiple family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees. The library shall charge a flat rate of **\$16.00** per household.

Payment of a nonresident fee shall entitle all individuals who can meet the library's requirements for establishing permanent residency to a card. Nonresident cards shall be valid for one year from the date of payment if the card has expired or the non-resident is applying for the first time, or one year from the date of expiration of a current nonresident card if the nonresident is paying in advance to avoid a lapse in service. The Lake Bluff Public Library will place no restriction on the access of nonresident cardholders to whom it has issued a library card. Nonresident cards from other participating libraries will be honored with the same restrictions as are placed on all Reciprocal Borrowers by the library.

Approved by the Board of Library Trustees of the Lake Bluff Public Library on May 19, 2020, and in effect from July 1, 2020 until June 30, 2021.

RESOLUTION NO. 2020-01_____**Resolution Adopting Prevailing Wage Rates****Lake Bluff Public Library**

WHEREAS, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01, et seq.; and

WHEREAS, the Act requires that the Board of Library Trustees ascertain the prevailing rate of wages in the locality of the Library for laborers, mechanics and other workers performing construction of public works for the Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1: The general prevailing rate of wages in this locality is hereby ascertained to be the same as the prevailing wage rate for construction work in Lake County as determined by the Department of Labor of the State of Illinois.

SECTION 2: The Board Secretary shall:

- a) Keep this Resolution available for inspection in the main office of the Library;
- b) Promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library action;
- d) Mail a copy of this Resolution to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 19st day of May, 2020 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

Kathy Meierhoff, President
The Board of Library Trustees of the
Lake Bluff Public Library

ATTEST: _____
Janie Jerch, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

(SEAL)

Director's Report – COVID-19 Service Update May 19, 2020

COVID-19 News Items

- At his May 14th press conference, Governor Pritzker stated that Section 3 (which we occupy) is on course to meet the metrics for progressing to Phase 3 on May 29th. This would see the end of 'shelter in place' and an easing of restrictions.
- All Lake Bluff 125 events are being moved to 2021; Jillian is helping to coordinate this shift as she has been one of the primary organizers.
- With the facemask requirements going into effect, Eliza Jarvi provided a video on how to sew a mask. Eric Bailey provided a video on how to fold a mask if you can't sew.
- Lake Bluff Strong is going well:
 - Jillian Chapman created signs, which are now up on 176/Green Bay.
 - The site has been visited 10,187 times since going live.
 - The Facebook page now has 570 followers.
 - I can't say enough about everything Jillian, Lara Leaf, and Jazmine Negrete are doing for the site, along with Adrienne Fawcett and Deb Fischer.
- Planning for Curbside Service:
 - Curbside service will not occur until we have in place what is needed to provide it safely, and until we receive assurance on the medical situation that it is safe to do so. This could be as soon as June 1, or could be much later.
 - The needed facemasks are hard to find. Anna Fifhouse is investigating what home sewn masks offer best protection since N95s aren't available, and is crafting much of what we'll need.
 - Eliza Jarvi and Lyndy Jensen are working on gloves, sanitizer and other needed supplies.
 - Katie Horner is crafting the plan for workflow.
 - Martha O'Hara has been researching our options on scheduling software for handling curbside schedule and requests.

Non-COVID-19 News Items

- We received notice this month that our application to Kiwanis for \$14,000 in electronic resources and devices for our Youth Service department has been approved! The funds will be awarded, per David Lee of Kiwanis, in February 2021.
- The new website is now live and looks fantastic. If you have not had the chance to check it out yet I encourage you to do so.
- When restrictions ease, it looks like we have a fair chance of partnering with the Park District on 2 more Little Free Library boxes.
- Eliza put us in touch with Emi Carmichael, who is a User Experience Researcher who works on measuring the effectiveness of social media. She met with staff to provide information (free) on how to best measure success.

Programming

- Eliza Jarvi created a video showing parents how to make Galaxy Slime with their kids.
- Mary Webber created a video showing kids how to make a confetti rocket and discussing the science behind it.
- Lezlie Lenz of Deerpath Art League created an art video for us.
- Regina Ruocco has continued her weekly story times.
- Donati's provided a How to Make a Pizza video that we are sharing.
- Eliza Jarvi recorded and posted a video on making a rainbow yarn hanging.
- Staff member Katie Horner provided 6 space themed reading recommendations for May the 4th.
- Mary Webber created a video showing kids how to make a Rainbow Xylophone, and discussed the science behind music, vibrations, and colors.

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

August 15

September 19

October 17

November 21

Respectfully submitted,

Eric Scott Bailey

Circulation--Digital Materials

Apr-20		Apr-19			
Material	Current FY		Previous FY		Change (%)
¹ eBooks/eAudiobooks	1,093		eBooks/eAudiobooks	1,068	eBooks/eAudio books 2.34%
² Magazines	21		Magazines	7	Magazines 200.00%
³ Videos	267		Videos	33	Videos 709.09%
Total	1,381			1,108	24.64%

¹ at the moment may include videos

² now only includes 1 DB - Flipster

³ at the moment only reporting on Kanopy

Database Usage		Apr-20		Apr-19			
Activity	Current FY		Previous FY		Change (%)		
Lynda	153		Lynda	717	Lynda	-78.66%	
Genealogy	4		Genealogy	41	Genealogy	-90.24%	
EBSCO	90		EBSCO	149	EBSCO	-39.60%	
Novelist	7		Novelist	44	Novelist	-84.09%	
Mango	34		Mango	21	Mango	61.90%	
⁴ Tumblebooks	10		Tumblebooks	18	Tumblebooks	-44.44%	
⁴ should be included in eBooks/eAudiobooks							
Total	298			990		-69.90%	

Budget Variance Tracker - FY 2020-2021
 May 1 to November 1, 2020

Budget Number	Name	FY20-21 Budget	Variance	Reason
REVENUE				
	35700 Fines	\$2,000	-\$1,000	Not collecting cash.
	34235 Photocopy Charges	\$2,100	-\$1,050	Not open for photocopying.
	34260 Passport Fees	\$10,000	-\$5,000	Not open for passport issuance.
NEW	License Renewal	\$5,000	-\$2,500	Not open for issuing license renewal.
	38900 Mis. Income	\$1,000	-\$500	Not open to sell flash drives, headphones, etc.
Total Shortfall			-\$10,050	
EXPENSES				
	40030 Staff Salaries	\$349,000	-\$4,280	Different service model over 6 months, assumes implementation of curbside.
	41000 Building Maintenance	\$35,000	-\$2,280	PROJECTED. Reduced cleaning needs.
	41313 Copier Maintenance	\$4,000	-\$1,500	PROJECTED. Reduced printing needs.
	43230 Utilities	\$15,000	-\$200	PROJECTED. Water savings.
			-\$50	PROJECTED. Wastewater savings.
	43300 Postage	\$3,500	-\$750	Not mailing passport applications.
	43410 Printing/eNewsletter	\$10,000	-\$2,200	Next two newsletters will have only 4 pages each.
	43710 Adult Programming	\$7,000	-\$2,000	Assumes no face to face programming through the summer.
	43720 Juvenile Programming	\$7,000	-\$2,000	Assumes no face to face programming through the summer.
	43730 Outreach	\$5,000	-\$2,000	Assumes many opportunities are off the table.
	43550 Office Supplies	\$6,000	-\$200	Reduced office supply needs.
	45220 Adult eReference	\$16,500	\$3,500	Increased support for Kanopy and Hoopla.
	45460 eBooks	\$17,000	\$3,000	Increased spending on eBooks and eAudiobooks.
	45500 Periodicals	\$6,750	-\$1,200	Holds on newspapers.
	45520 Trending Titles	\$2,000	-\$1,000	Very dependent on patrons being able to browse by the Main Desk.
	45600 Public & Staff Software	\$6,000	\$1,101	Beanstack, summer reading program software.
			\$294	CrowdPurr, trivia software.
			\$247	7 VPN licenses to facilitate remote work.
Total Savings			-\$11,519	

Zoom Chat Transcript of May 19, 2020 Meeting (This document did not originally appear in the Board packet)

19:44:47 From Eric Bailey - LBPL : ii. "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"