

November 17, 2020 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Selection of Trustees to Fill Vacancies, Oath of Office (5 minutes)(7:07pm)	3A-3C
4	Opportunity to Address Board (5 minutes per community member)(7:12pm)	
5	Consent Agenda	
	Minutes of October 20, 2020 Board of Trustees Meeting (action)(2 minutes)(7:14pm)(available at meeting)	4
	Minutes of November 4, 2020 Special Meeting of Board of Trustees (action)(2 minutes)(7:16pm)	5A
6	Financial Reports (White and Yellow) (5 minutes)(7:21pm)	
	October Detailed Revenue & Expense Report (action)	6A-6F
	October Detailed Balance Sheet (action)	7A-7C
7	Approval of Checks (Green) (5 minutes)(7:26pm)	
	October Check Disbursement Report (action)	8A-8E
8	Committee Reports (10 minutes)(7:36pm)	
9	New Business	
	Resolution of Thanks for Friends of the Library (action)(5 minutes)(7:41pm)	9A-9B
	Update on Statistics (10 minutes)(7:51pm)	
10	Old Business	
	Capital Project Update (5 minutes)(7:56pm)	
11	Director's Report (5 minutes)(8:01pm)	
	Librarian's Narrative Report	10A-10B
12	Executive Session(s)	
13	Any and All Other Business ...	
14	Adjournment (1 minute)(8:02pm)	
15	Attachments	
	October Statistics	11A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 17th, 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/97256055391?pwd=ZmgzekN1QkIFRUk2Y1BMN0FKTWg4QT09>

Meeting ID: 972 5605 5391

Passcode: 472335

One tap mobile

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Meeting ID: 972 5605 5391

Passcode: 472335

Find your local number: <https://zoom.us/u/ac00516g4Y>

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. **Selection of Trustees to Fill Vacancies, Oath of Office (5 minutes)(7:07pm)**
4. **Opportunity for Public to Address the Board (5 minutes)(7:12pm)** (limit 5 minutes per person per meeting)
5. **Approval of Minutes**
 - a. Approval of Minutes of October 20, 2020 Board Meeting **(action)(2 minutes)(7:14pm)**
 - b. Approval of Minutes of November 4, 2020 Special Meeting of Board of Trustees **(action)(2 minutes)(7:16pm)**
6. **October 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:21pm)**
 - a. October Detailed Revenue & Expense Report
 - b. October Detailed Balance Sheet
7. **Approval of checks (Green Pages) (5 minutes)(7:26pm)**
 - a. October Monthly Checks (14558-14559, 14561-14573)**(action)**
8. **Committee Reports (10 minutes)(7:36pm) (Met)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
(Did Not Meet)
 - b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - c. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - d. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)
 - e. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
 - f. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - g. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes.)
 - h. Outreach Committee (**CHAIR:** Butler. **Members:** Jerch.)
9. **New Business**
 - a. Resolution of Thanks for Friends of the Library **(action)(5 minutes)(7:41pm)**
 - b. Update on Statistics **(10 minutes)(7:51pm)**
10. **Old Business**
 - a. Capital Project Update **(5 minutes)(7:56pm)**
11. **Director’s Report (5 minutes)(8:01pm)**

- a. Director's Narrative Report

12. Executive Session(s)

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

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

14. Adjournment (1 minute)(8:02pm)

Attachments:

Statistics for Digital Circulation in October 2020

Resolution of Thanks for the Friends of the Library

Upcoming Board Meetings: December 8, 2020, January 19, 2021, and February 16, 2021.

Filling an Open Trustee Position

LIBRARY POLICY

1.3.5 Trustee Vacancies

When a Trustee vacancy occurs the Library Director shall notify the Lake County Clerk's office. The Board will act to fill the position forthwith by selecting a qualified candidate by majority vote to fill the vacant position until the next regular library election at which Library Trustees are scheduled to be elected under the consolidated schedule of elections under the general election law. At this election a Trustee will be elected to serve the remainder of the term at the next regular Board meeting.

ILLINOIS STATE LAW

(75 ILCS 5/4-4) (from Ch. 81, par. 4-4) Local Library Act

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified. Vacancies shall be filled forthwith.

SUMMARY: Vacancies are offered by majority vote of the existing Trustees. A motion and vote are needed; a single motion is sufficient to cover both candidates.

Taking Office

The following are required to take office as a Library Trustee.

- 1) Taking the Oath of Office and having it notarized -- This is usually completed at the first Board of Trustees Meeting following the new members election or appointment. The signed oath is kept on file at the library. As the current situation is unique, the Oath will be signed and notarized at a later date. The recording of the November 17, 2020 meeting will serve in the interim as confirmation that the Oath has been given.
- 2) Filing with the County Clerk -- The Director takes care of this, and just needs the preferred email, phone number, etc. specified by the new Trustee for submission.
- 3) Completion of Open Meetings Act (OMA) Training -- As a newly appointed trustee, you need to take the State of Illinois' online OMA training. This became mandatory after January 1, 2012 for elected officials in Illinois. New officials have only 90 days after they take the Oath of Office to complete the training. It will probably take you 1 to 2 hours to complete, but if you logout partway through the training it will remember where you left off when you come back. You get a certificate of completion once you've finished the training, a copy of which needs to be on file at the library. You can access the training module online at: <http://foia.ilattorneygeneral.net/>

Board Member Oath of Office

OATH OF OFFICE
STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of _____ and Library Trustee according to the best of my ability.

Signature of Person Making Oath

Signature of Persons Administering Oath Date: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Governmental Unit

Office and Term

Elected Official's Name

Address (House Number and Street or Road Name)

City and Zip

Home Phone

Work Phone (if applicable)

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, October 20th, 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 7:01 pm. Present were Trustees Bill Hayes, Janie Jerch, Kathy Meierhoff, and Cal Stroh, and Jon Heintzelman. Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman were also present.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** No one wished to speak.
4. **Approval of Minutes from September 15, 2020:** Meierhoff moved and Stroh seconded a motion to accept, all voted aye.
5. **September 2020 Financial Reports:** Bailey noted that we are staying conservative with expenditures, and that we received more property tax revenue with yet more coming, but that the flow of tax monies is being impacted by deferred tax payments.
6. **Approval of September 2020 Checks:** Nothing unusual to point out, so Stroh moved and Heintzelman seconded a motion to approve the September 2020 checks; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Hayes and Meierhoff) This meeting was held to discuss the upcoming tax levy for the next fiscal year; will be discussed by trustees during New Business.
 - b. **Human Resources** (Heintzelman, and Jerch.) Meierhoff has been added to this committee and will be its Chair; we need to begin the Director's mid-year review.
 - (Did Not Meet)
 - c. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
 - d. **Bylaw and Policy Committee:** (Stroh and Heintzelman.)
 - e. **Intergovernmental** (Bailey, Meierhoff, and Stroh.)
 - f. **Long Range Planning** (Heintzelman and Hayes.)
 - g. **Outreach / Community Engagement** (Jerch. I'm STILL lonely.)
8. **New Business:**
 - a. **Levy for FY2021-2022:** Bailey reported that our tax levy for FY2020-2021 was \$987,711, of which approx. \$781,000 has been received so far. Bettina O'Connell from the Village of Lake Bluff outlined 3 options for FY21-22, and the Finance Committee chose the first option, to request both the PTell and the CPI for a total levy of \$1,013,829. Stroh moved and Heintzelman seconded a motion to seek a tax levy increase for FY2021-2022 of 2.644%, which is \$26,118; all voted aye.
 - b. **Trustee Vacancies:** Bailey has received six (6) applications for the two existing vacancies and the one that will be open when Stroh's term is up in May. Bailey noted that all three who are chosen will have to seek election in April, and the process begins in December with the VoteLakeBluff committee. There will be a special meeting to hold interviews via Zoom; Bailey has asked that we send him questions we wish to ask of the candidates. Editorial Comment: **Six** Candidates! Wonderful!

9. Old Business:

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

10. Director's Report Highlights:

- Jarvi set up a "take10" program for Forest-Bluff Montessori, which is working very well.
- Horner is a TV star! The local League of Women Voters asked her to create a video tutorial on voting, which she did, and it can be seen on local access channels 17 and 19.
- O'Hara, Horner, Chapman, and Jarvi are working on a Halloween Trivia activity.
- The Lake County Health Department issued a statement urging all schools to go to remote learning. Our Library may move back to phase 3, which would mean remote and curbside services, but no patrons inside the Library.
- At about 4:45 this afternoon (Oct. 20, 2020) there was a minor medical incident at the Library and paramedics were called. Staff responded brilliantly and everyone is OK.

11. Executive Session: There was none.

12. Any and All Other Business which may properly come before the Board: There was none.

13. Adjournment: Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:12 pm.

Respectfully Submitted,

Janie Jerch

Lake Bluff Public Library
Board of Library Trustees – Special Meeting
Wednesday, November 11, 2020
123 E. Scranton Avenue, Lake Bluff, IL 60044

NOTICE: This meeting of the Lake Bluff Public 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 6:02pm. PRESENT: Bill Hayes, John Heintzelman, Cal Stroh, Kathy Meierhoff, and Janie Jerch. STAFF PRESENT: Eric Bailey. APPEARING FOR INTERVIEWS: Tricia Brockett, Andy Martin, Bonnie Shaul, Brett Warning, Reid Wilson, and Matt Zaute.
2. **Additions & Corrections to the Agenda:** None.
3. **Opportunity for Public to Address Board:** None.
4. **Trustee Board Vacancy**
 - The Board discussed the questions for candidates and divided them up between the Trustees present.
 - Trustee applicants Tricia Brockett, Andy Martin, Bonnie Shaul, Brett Warning, Reid Wilson, and Matt Zaute were each interviewed by the board for 15 minutes.
 - The Board discussed the candidates and instructed Director Bailey to approach applicants Tricia Brockett, Bonnie Shaul and Matt Zaute regarding serving on the Board.
5. **Any and all other business that may come before the Board:** None.
6. Stroh moved and Meierhoff seconded that the meeting be adjourned at 8:46pm. AYES: All.

Respectfully submitted,

Eric Scott Bailey

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	PERIOD ENDING 10/31/2020		YTD BALANCE		2020-21 AMENDED BUDGET	% BGD USED
		ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	ACTIVITY FOR MONTH 10/31/19 INCR (DECR)	10/31/2020 NORM (ABNORM)	10/31/2019 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	160,451.06	18,766.33	897,202.05	936,735.85	987,711.00	90.84
PROPERTY TAX		160,451.06	18,766.33	897,202.05	936,735.85	987,711.00	90.84
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	19.45	199.90	64.04	1,141.04	2,100.00	3.05
080-300-34250	NON-RESIDENT FEES	165.72	567.75	1,633.14	3,644.39	7,000.00	23.33
080-300-34260	PASSPORT FEES	0.00	1,085.00	0.00	4,690.00	10,000.00	0.00
SERVICES		185.17	1,852.65	1,697.18	9,475.43	19,100.00	8.89
FINES							
080-300-35700	RENTAL FINES	69.13	742.19	409.78	4,735.32	2,000.00	20.49
FINES		69.13	742.19	409.78	4,735.32	2,000.00	20.49
GRANTS							
080-300-36265	PER CAPITA GRANTS	7,152.50	0.00	7,152.50	0.00	0.00	100.00
GRANTS		7,152.50	0.00	7,152.50	0.00	0.00	100.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	780.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,500.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	2.25	27.21	142.25	21,199.46	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	2,272.55	2,000.00	5,293.55	2,356.82	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	56.30	22.00	65.70	193.10	1,000.00	6.57
MISCELLANEOUS REVENUE		2,331.10	2,049.21	5,501.50	23,749.38	11,830.00	46.50
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	56.42	1,178.07	522.52	4,634.12	10,000.00	5.23
INTEREST EARNINGS		56.42	1,178.07	522.52	4,634.12	10,000.00	5.23
Total Dept 300 - REVENUE		170,245.38	24,588.45	912,485.53	979,330.10	1,030,641.00	88.54
TOTAL REVENUES		170,245.38	24,588.45	912,485.53	979,330.10	1,030,641.00	88.54

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DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 10/31/20	MONTH 10/31/19	10/31/2020	10/31/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	ACTIVITY FOR MONTH 10/31/19 INCR (DECR)	YTD BALANCE 10/31/2020 NORM (ABNORM)	YTD BALANCE 10/31/2019 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	12,294.58	15,720.72	74,911.98	95,762.65	182,000.00	41.16
080-603-40030	STAFF SALARIES	28,320.49	27,504.32	167,521.63	165,109.54	317,000.00	52.85
SALARIES		40,615.07	43,225.04	242,433.61	260,872.19	499,000.00	48.58
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,082.48	7,744.85	49,825.41	51,096.30	95,000.00	52.45
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,055.31	3,253.95	18,232.16	19,519.67	38,000.00	47.98
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,402.54	2,695.08	20,629.48	15,818.36	39,000.00	52.90
BENEFITS		14,540.33	13,693.88	88,687.05	86,434.33	172,250.00	51.49
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	735.00	1,642.80	13,255.00	25,063.45	35,000.00	37.87
080-603-41020	ELEVATOR MAINTENANCE	19.00	0.00	19.00	19.00	1,000.00	1.90
080-603-41050	MAINTENANCE-GROUNDS	125.38	40.73	1,550.38	1,675.73	6,500.00	23.85
080-603-41300	COMPUTER SERVICES	350.00	0.00	10,130.00	9,780.00	13,000.00	77.92
080-603-41313	COPIER MAINTENANCE/SUPPLIES	388.84	489.30	1,464.41	1,960.73	4,000.00	36.61
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	7,512.00	7,349.75	7,824.00	5,000.00	147.00
080-603-41350	LEGAL SERVICES	0.00	0.00	1,462.50	1,995.00	2,000.00	73.13
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,733.49	1,890.68	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	6,041.00	0.00
CONTRACTS		1,618.22	9,684.83	38,964.53	50,208.59	72,541.00	53.71
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	1,567.74	3,000.00	0.00
080-603-42440	DUES	0.00	0.00	556.14	1,601.26	2,500.00	22.25
080-603-43230	UTILITIES	824.76	456.14	7,135.90	6,694.70	15,000.00	47.57
080-603-43300	POSTAGE	115.20	106.31	993.60	1,647.83	3,500.00	28.39
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	2,434.95	4,672.94	10,000.00	24.35
080-603-43550	OFFICE SUPPLIES	142.49	464.32	5,129.03	2,909.11	6,000.00	85.48
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	31.44	52.92	286.63	812.84	2,000.00	14.33
080-603-43668	TECHNICAL SERVICES SUPPLIES	476.40	142.38	1,682.21	2,154.04	5,000.00	33.64
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	0.00	256.95	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	250.00	2,011.35	3,653.20	3,782.69	7,000.00	52.19
080-603-43720	JUVENILE PROGRAM SUPPLIES	19.97	91.16	1,819.03	3,867.86	7,000.00	25.99
080-603-43730	OUTREACH SUPPLIES	99.77	72.95	220.03	2,620.99	5,000.00	4.40
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	12.19	394.00	963.99	1,250.00	31.52
COMMODITIES		1,990.02	3,439.71	24,304.72	33,552.94	67,750.00	35.87
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.50	10.10	374.44	537.41	2,000.00	18.72
PROGRAM EXPENSES		25.50	10.10	374.44	537.41	2,000.00	18.72

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDDT USED
		MONTH 10/31/20 INCR (DECR)	MONTH 10/31/19 INCR (DECR)	10/31/2020 NORM (ABNORM)	10/31/2019 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	627.17	1,457.10	5,981.82	7,589.96	17,000.00	35.19
080-603-45100	ADULT FICTION BOOKS	707.06	847.82	7,305.16	7,570.39	15,500.00	47.13
080-603-45110	ADULT LARGE PRINT MATERIAL	17.94	34.36	306.24	173.76	600.00	51.04
080-603-45200	ADULT AUDIO VISUAL MATERIAL	729.72	728.51	4,428.43	5,929.55	15,500.00	28.57
080-603-45220	ADULT REFERENCE/E-REFER	500.00	0.00	12,922.35	10,713.78	16,500.00	78.32
080-603-45400	JUVENILE NON-FICTION	772.21	0.00	1,359.50	5,236.20	11,500.00	11.82
080-603-45410	PICTURE BOOKS, READERS	401.21	41.43	1,660.24	1,513.94	6,000.00	27.67
080-603-45420	JUVENILE FICTION	942.48	23.10	2,033.98	3,245.20	10,000.00	20.34
080-603-45430	JUVENILE AUDIO-VISUAL	97.69	118.59	278.37	753.67	4,000.00	6.96
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	1,835.00	399.00	2,000.00	91.75
080-603-45450	TEEN BOOKS	34.01	394.93	450.20	1,307.52	2,500.00	18.01
080-603-45460	E-BOOKS	1,491.57	0.00	10,290.38	4,474.53	17,000.00	60.53
080-603-45470	GRAPHIC NOVELS	0.00	0.00	96.93	15.25	750.00	12.92
080-603-45500	PERIODICALS	0.00	0.00	3,830.73	4,980.01	6,750.00	56.75
080-603-45510	VIDEO GAMES	59.99	622.70	1,045.41	1,467.30	3,500.00	29.87
080-603-45520	TRENDING TITLES	17.07	80.64	178.61	546.69	2,000.00	8.93
080-603-45600	PATRON & STAFF SOFTWARE	448.24	369.83	7,010.50	5,842.25	6,000.00	116.84
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,950.00	21,532.00	22,000.00	99.77
080-603-50100	LIBRARY FURNISHINGS	0.00	42.96	3,175.00	42.96	1,000.00	317.50
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	1,548.73	25,152.93	40,000.00	3.87
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		6,846.36	4,761.97	87,687.58	108,486.89	201,100.00	43.60
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							
		65,635.50	74,815.53	482,451.93	540,092.35	1,035,641.00	46.58
TOTAL EXPENDITURES							
		65,635.50	74,815.53	482,451.93	540,092.35	1,035,641.00	46.58
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
	TOTAL REVENUES	170,245.38	24,588.45	912,485.53	979,330.10	1,030,641.00	88.54
	TOTAL EXPENDITURES	65,635.50	74,815.53	482,451.93	540,092.35	1,035,641.00	46.58
	NET OF REVENUES & EXPENDITURES	104,609.88	(50,227.08)	430,033.60	439,237.75	(5,000.00)	600.67

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		2020-21 AMENDED BUDGET	% BGD USED
		MONTH 10/31/20 INCR (DECR)	MONTH 10/31/19 INCR (DECR)	10/31/2020 NORM (ABNORM)	10/31/2019 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	5,366.85	7,152.50	0.00
CONTRACTS		0.00	0.00	0.00	5,366.85	7,152.50	0.00
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	2,250.00	49.81	7,424.19	14,839.57	17,000.00	43.67
PROGRAM EXPENSES		2,250.00	49.81	7,424.19	14,839.57	17,000.00	43.67
Total Dept 603 - LIBRARY ADMINISTRATION		2,250.00	49.81	7,424.19	20,206.42	25,152.50	29.52
TOTAL EXPENDITURES		2,250.00	49.81	7,424.19	20,206.42	25,152.50	29.52
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL EXPENDITURES		2,250.00	49.81	7,424.19	20,206.42	25,152.50	29.52
NET OF REVENUES & EXPENDITURES		(2,250.00)	(49.81)	(7,424.19)	(20,206.42)	0.00	100.00

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 DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 10/31/20	MONTH 10/31/19	10/31/2020	10/31/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		170,245.38	24,588.45	912,485.53	979,330.10	1,055,793.50	86.43
TOTAL EXPENDITURES - ALL FUNDS		67,885.50	74,865.34	489,876.12	560,298.77	1,060,793.50	46.18
NET OF REVENUES & EXPENDITURES		102,359.88	(50,276.89)	422,609.41	419,031.33	(5,000.00)	8,452.19

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(18,589.14)	(14,293.60)
	A/R - OTHER	(18,589.14)	(14,293.60)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	127,969.84
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	735,859.25
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,815.76	21,298.38
	CASH/INVESTMENTS	448,961.15	885,279.27
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(20,604.89)	(20,604.89)
	DUE TO OTHER FUNDS	(20,604.89)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	987,714.19	987,714.19
	PROPERTY TAX RECEIVABLE	987,714.19	987,714.19
	Total Assets	1,402,383.31	1,842,996.97
*** 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	24,328.53
	ACCOUNTS PAYABLE	14,260.55	24,328.53
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	512.08
	A/P - OTHER	0.00	512.08
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
	Total Liabilities	1,020,645.37	1,031,225.43
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE	381,737.94	381,737.94
	UNRESERVED FUND BALANCE	381,737.94	381,737.94
	Total Fund Balance	381,737.94	381,737.94
	Beginning Fund Balance		381,737.94
	Net of Revenues VS Expenditures		430,033.60
	Ending Fund Balance		811,771.54
	Total Liabilities And Fund Balance		1,842,996.97

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)	(79,126.47)
	CASH/INVESTMENTS	(73,952.28)	(79,126.47)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
	DUE TO OTHER FUNDS	20,604.89	20,604.89
	Total Assets	(46,195.19)	(51,369.38)
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	0.00	2,250.00
	ACCOUNTS PAYABLE	0.00	2,250.00
	Total Liabilities	0.00	2,250.00
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(46,195.19)	(46,195.19)
	NET POSITION/FUND BALANCE	(46,195.19)	(46,195.19)
	Total Fund Balance	(46,195.19)	(46,195.19)
	Beginning Fund Balance		(46,195.19)
	Net of Revenues VS Expenditures		(7,424.19)
	Ending Fund Balance		(53,619.38)
	Total Liabilities And Fund Balance		(51,369.38)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 10/21/2020 - 11/18/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
11/12/2020	LIBCK	14558	4746888	ACCESS ONE, INC.	UTILITIES	080-603-43230	824.76
11/12/2020	LIBCK	14559	676557334944	AMAZON	TECHNICAL SERVICES SUPPLIES	080-603-43668	249.99
		14559	433757438566		JUVENILE PROGRAM SUPPLIES	080-603-43720	6.99
		14559	434437355838		JUVENILE PROGRAM SUPPLIES	080-603-43720	12.98
		14559	665745835585		ADULT NON-FICTION BOOKS	080-603-45000	27.00
		14559	687543493963		ADULT NON-FICTION BOOKS	080-603-45000	17.99
		14559	839433933994		ADULT NON-FICTION BOOKS	080-603-45000	18.01
		14559	466774566597		ADULT NON-FICTION BOOKS	080-603-45000	25.20
		14559	567655569888		ADULT NON-FICTION BOOKS	080-603-45000	26.49
		14559	853465655783		ADULT NON-FICTION BOOKS	080-603-45000	15.95
		14559	973389653466		ADULT NON-FICTION BOOKS	080-603-45000	42.40
		14559	457855884936		ADULT NON-FICTION BOOKS	080-603-45000	70.33
		14559	663996949376		ADULT NON-FICTION BOOKS	080-603-45000	(0.01)
		14559	693637973748		ADULT FICTION BOOKS	080-603-45100	27.17
		14559	567485963953		ADULT FICTION BOOKS	080-603-45100	17.07
		14559	599745998663		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14559	438767766569		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14559	577665748533		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.97
		14559	796793638868		ADULT AUDIO VISUAL MATERIAL	080-603-45200	52.94
		14559	964334358644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14559	988653869738		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		14559	433376477583		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.59
		14559	437798346433		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.50
		14559	588788846555		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.97
		14559	467747738679		ADULT AUDIO VISUAL MATERIAL	080-603-45200	41.82
		14559	546798343644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14559	439947886594		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		14559	443349467973		ADULT AUDIO VISUAL MATERIAL	080-603-45200	52.94
		14559	583468976468		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.98
		14559	458937858445		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.95
		14559	537959793769		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.27
		14559	796366983384		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.97
		14559	868454357878		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
		14559	437976956763		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.98
		14559	647977463599		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.55
		14559	869964658474		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.94
		14559	443933366356		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		14559	445345868398		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.59
		14559	449369965359		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 10/21/2020 - 11/18/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14559	959696777574		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.29
		14559	458379975983		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.95
		14559	449686568774		ADULT AUDIO VISUAL MATERIAL	080-603-45200	36.57
		14559	439353596354		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.69
		14559	443993559678		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.39
		14559	446473655938		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14559	854988334839		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.99
		14559	437557535954		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		14559	994365837584		JUVENILE NON-FICTION	080-603-45400	26.65
		14559	436845546663		JUVENILE NON-FICTION	080-603-45400	14.41
		14559	885998664677		JUVENILE NON-FICTION	080-603-45400	36.18
		14559	463587544684		JUVENILE NON-FICTION	080-603-45400	16.19
		14559	989458546744		PICTURE BOOKS, READERS	080-603-45410	15.96
		14559	994365837584		PICTURE BOOKS, READERS	080-603-45410	16.99
		14559	984766947846		PICTURE BOOKS, READERS	080-603-45410	16.95
		14559	436845546663		PICTURE BOOKS, READERS	080-603-45410	172.37
		14559	885998664677		PICTURE BOOKS, READERS	080-603-45410	99.65
		14559	959456679853		JUVENILE FICTION	080-603-45420	18.15
		14559	989458546744		JUVENILE FICTION	080-603-45420	115.72
		14559	436845546663		JUVENILE FICTION	080-603-45420	49.50
		14559	885998664677		JUVENILE FICTION	080-603-45420	68.66
		14559	463587544684		JUVENILE FICTION	080-603-45420	6.89
		14559	996399667466		JUVENILE AUDIO-VISUAL	080-603-45430	97.69
		14559	436845546663		TEEN BOOKS	080-603-45450	24.98
		14559	885998664677		TEEN BOOKS	080-603-45450	9.03
		14559	486578585947		VIDEO GAMES	080-603-45510	59.99
		14559	447497854458		TRENDING TITLES	080-603-45520	17.07

2,170.31

11/12/2020 LIBCK 14560 VOID ** VOIDED ** ** VOIDED **
 Void Reason: Created From Check Run Process

11/12/2020	LIBCK	14561	NS20090293	BAKER & TAYLOR ENTERTAIN	COMPUTER SERVICES	080-603-41300	350.00
		14561	2035535216		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.11
		14561	2035526022		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.57
		14561	2035515592		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.29
		14561	2035547753		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.33
		14561	2035554627		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.43
		14561	2035410952		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.76
		14561	2035468752		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.76
		14561	2035572023		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.39

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14561	2035466979		TECHNICAL SERVICES SUPPLIES	080-603-43668	54.21
		14561	2035444607		TECHNICAL SERVICES SUPPLIES	080-603-43668	25.26
		14561	2035546588		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.50
		14561	2035554627		ADULT NON-FICTION BOOKS	080-603-45000	110.23
		14561	2035410952		ADULT NON-FICTION BOOKS	080-603-45000	77.79
		14561	2035546588		ADULT NON-FICTION BOOKS	080-603-45000	195.79
		14561	2035535216		ADULT FICTION BOOKS	080-603-45100	269.74
		14561	2035547753		ADULT FICTION BOOKS	080-603-45100	257.63
		14561	2035572023		ADULT FICTION BOOKS	080-603-45100	135.45
		14561	2035515592		ADULT LARGE PRINT MATERIAL	080-603-45110	17.94
		14561	2035526022		JUVENILE NON-FICTION	080-603-45400	204.18
		14561	2035444607		JUVENILE NON-FICTION	080-603-45400	474.60
		14561	2035468752		PICTURE BOOKS, READERS	080-603-45410	79.29
		14561	2035466979		JUVENILE FICTION	080-603-45420	683.56
							3,002.81
11/12/2020	LIBCK	14562	27107	CRYSTAL MAINTENANCE	SERVMANTENANCE-BUILDING	080-603-41000	645.00
11/12/2020	LIBCK	14563	OGR103020	EILEEN T. O'GRADY	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
11/12/2020	LIBCK	14564	ERI102820	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	90.00
		14564	ERI102820		POSTAGE	080-603-43300	3.40
		14564	ERI102820		PATRON & STAFF SOFTWARE	080-603-45600	15.93
		14564	ERI102820		MISCELLANEOUS EXPENSES	080-603-46100	25.50
							134.83
11/12/2020	LIBCK	14565	LYN102820	FIRST BANKCARD	MAINT-GROUNDS/BURLAP+STAKES	080-603-41050	125.38
		14565	LYN102820		OFFICE SUPPLIES/ENVELOPES	080-603-43550	17.99
		14565	LYN102820		OFFICE SUPPLIES/THERMAL PAPEF	080-603-43550	60.47
		14565	LYN102820		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	26.16
		14565	LYN102820		MAINT SUPPLIES-BUILDING/GUTTE	080-603-43660	0.00
		14565	LYN102820		MAINT SUPPLIES-BUILDING/SIDEW	080-603-43660	5.28
							235.28
11/12/2020	LIBCK	14566	MCO102820	FIRST BANKCARD	POSTAGE/STAMPS	080-603-43300	111.80
		14566	MCO102820		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14566	MCO102820		OUTREACH SUPPLIES/LBBC GIFT	080-603-43730	68.30
		14566	MCO102820		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14566	MCO102820		PATRON & STAFF SOFTWARE/ONLIN	080-603-45600	39.99
		14566	MCO102820		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		14566	MCO102820		PATRON & STAFF SOFT/ADOBE CLC	080-603-45600	382.37

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							645.40
11/12/2020	LIBCK	14567	1929187	IMPACT NETWORKING, INC	COPIER MAINT/PATRONS/BASE RAI080-603-41313		214.00
		14567	1929187		COPIER MAINT/PATRONS/OVERAGE/080-603-41313		20.79
		14567	1929187		COPIER MAINT/STAFF/BASE RATE 080-603-41313		154.05
							388.84
11/12/2020	LIBCK	14568	10003733685	INFOUSA MARKETING, INC.	ADULT REFERENCE/E-REFER 080-603-45220		500.00
11/12/2020	LIBCK	14569	VIL093020	VILLAGE OF LAKE BLUFF	MED INSUR/SEPT 2020 080-100-11580		8,288.00
		14569	VIL093020		VISION INSUR FROM PPO/SEPT 2C080-100-11580		19.27
		14569	VIL093020		DENTAL INSUR/SEPT 2020 080-100-11580		646.00
		14569	VIL093020		LIFE INSUR/SEPT 2020 080-100-11580		41.34
		14569	VIL093020		IMRF ER CONTRIB INSUR/SEPT 2C080-100-11580		3,404.57
		14569	VIL093020		VISION INSUR/SEPT 2020 080-100-11580		42.96
		14569	VIL093020		IMRF EE CONTRIB INSUR/SEPT 2C080-100-11580		1,470.32
		14569	400		ELEVATOR MAINTENANCE 080-603-41020		19.00
							13,931.46
11/12/2020	LIBCK	14570	MCO101720	MARTHA O'HARA	OUTREACH SUPPLIES 080-603-43730		28.47
11/12/2020	LIBCK	14571	01018CO20356696	OVERDRIVE , INC	E-BOOKS 080-603-45460		334.98
		14571	01018CO20360663		E-BOOKS 080-603-45460		402.98
		14571	01018CP20379445		E-BOOKS 080-603-45460		478.13
		14571	0108CO20382564		E-BOOKS 080-603-45460		275.48
							1,491.57
11/12/2020	LIBCK	14572	3460783046	STAPLES	TECHNICAL SERVICES SUPPLIES 080-603-43668		79.80
11/12/2020	LIBCK	14573	12274	TUTOR.COM INC	USE OF DONATIONS/TEMPORARY EX082-603-99999		2,250.00
TOTAL - ALL FUNDS TOTAL OF 16 CHECKS (1 voided)							26,578.53

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	13,912.46
080-603-41000	MAINTENANCE-BUILDING	735.00
080-603-41020	ELEVATOR MAINTENANCE	19.00
080-603-41050	MAINTENANCE-GROUNDS	125.38
080-603-41300	COMPUTER SERVICES	350.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	388.84
080-603-43230	UTILITIES	824.76
080-603-43300	POSTAGE	115.20
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	78.46

User: EBAILEY

CHECK DATE FROM 10/21/2020 - 11/18/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-43660					MAINTENANCE SUPPLIES-BUILDING		31.44
080-603-43668					TECHNICAL SERVICES SUPPLIES		476.40
080-603-43710					ADULT PROGRAM SUPPLIES		250.00
080-603-43720					JUVENILE PROGRAM SUPPLIES		19.97
080-603-43730					OUTREACH SUPPLIES		99.77
080-603-45000					ADULT NON-FICTION BOOKS		627.17
080-603-45100					ADULT FICTION BOOKS		707.06
080-603-45110					ADULT LARGE PRINT MATERIAL		17.94
080-603-45200					ADULT AUDIO VISUAL MATERIAL		729.72
080-603-45220					ADULT REFERENCE/E-REFER		500.00
080-603-45400					JUVENILE NON-FICTION		772.21
080-603-45410					PICTURE BOOKS, READERS		401.21
080-603-45420					JUVENILE FICTION		942.48
080-603-45430					JUVENILE AUDIO-VISUAL		97.69
080-603-45450					TEEN BOOKS		34.01
080-603-45460					E-BOOKS		1,491.57
080-603-45510					VIDEO GAMES		59.99
080-603-45520					TRENDING TITLES		17.07
080-603-45600					PATRON & STAFF SOFTWARE		448.24
080-603-46100					MISCELLANEOUS EXPENSES		25.50
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		2,250.00
					TOTAL		26,578.53

RESOLUTION NO. 2020-03**Resolution of Thanks to the Friends of the Lake Bluff Public Library****Lake Bluff Public Library**

WHEREAS, the Friends of the Lake Bluff Public Library's mission is to support and promote the Lake Bluff Public Library; and

WHEREAS, the Friends continue to raise funds that enable projects that enhance the Library facilities and experience available to the community; and

WHEREAS, the Friends provided a donation covering the cost of Springshare, which has made curbside service easy and simple; and

WHEREAS, the Friends of the Library have continued in steadfast support of the Lake Bluff Public Library during challenging and unprecedented times.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognize and thank the Friends of the Lake Bluff Public Library for their hard work and dedication in support of Lake Bluff and its Library.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide the President of the Friends with a signed copy of this resolution and a Letter of Thanks.

SECTION 3: EFFECTIVE DATE

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 17th day of November, 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 – November 2020

Update on Library Services

Case numbers and positivity rates for COVID-19 have been on the rise, and Library staff members have been preparing for the possibility that we would need to return to a curbside service model. During the week of November 9:

- The Illinois Department of Public Health released a statement asking everyone to stay home except for essential activities.
- Both District 65 and District 115 announced a switch to remote learning.
- Cook County and the City of Chicago both announced 'stay at home' directives.
- The number of Libraries in the area known to be operating curbside without providing access to the Library building jumped.

Based on staff planning and prior input from the Library Board, the decision was made to transition to 'enhanced' curbside service. Days of service will be doubled versus earlier this summer, with pickup available from Monday through Saturday. Staff members are also working on ways to include additional services, such as copying, printing, and faxing.

Phone Service Change

As mentioned at the October meeting, the Library is in the process of switching from AccessOne to Granite for phones and phone service. The transition has gone well thus far; everything will be in place by the end of November.

COVID-19 on Staff

On October 27 one of our staff members learned they had been exposed to COVID-19 outside of work; they began showing symptoms the same day and went in for a test. The staff member had been in the Library and worked a total of 11 hours in the four days between exposure and the advent of symptoms. This resulted in the implementation of our plan for a potential case on staff. The Village of Lake Bluff has a contract with Bio One for disinfection using electrostatic fog, and we were able to take advantage of the previously negotiated contract and flat rate to get the building quickly and affordably 'fogged'. Staff going into self-quarantine left us short handed, but we were able to return for service the next Monday. There was no spread among staff members, which is a testament to our cleaning, social distancing, and PPE procedures. As has been the case throughout 2020, staff pulled together and got things done during a very stressful situation. Though they were quite sick for awhile, the effected staff member was symptom free and able to return to work two weeks after their diagnosis.

Election

Prior to the election, the Library played host to the League of Women Voter's 'Vote' themed dog from the summer's Dogs on the Bluff exhibition. We also provided voter registration service, and staff member Katie Horner provided a voter's guide for staff and patrons.

Changing Method to Curbside Service

In October we transitioned to a 'cold weather' model of curbside service, with pickups occurring in the lobby rather than outside the old entrance. This has worked well.

Intergovernmental Agreement Cards

With the finalization of the extensions to our intergovernmental agreements with District 115 and 65 to provide Library to service to students at those schools whose families reside in unincorporated Lake Bluff, Katie Horner completed the setup for the students having service started or extended.

Programming

Programming continues to be offered online.

- Adult
 - On November 13, Lesley Peters of Qualified Communication Services led a program entitled 'Eight Hidden Gems Using Google.'
 - Head of Reference and Circulation Katie Horner provided a video book talk on Native American authors for Native American Heritage Month in November.
 - Martha O'Hara and Jillian Chapman have been leading once monthly knitting programs on the second Tuesday of the month.
 - On November 6, Daniel Meyers of the Churchill Institute of Chicago led the program 'Churchill: A Life Well Lived.'
 - Trivia Night, still being held in partnership with the Lake Bluff Brewing Company, continues to be a multi-day event each month using CrowdPurrr software.
 - On October 29, author Jessica Mlinaric led a program about her book *Secret Chicago*.
 - On October 22, Chief Curator of Collections and Exhibitions at the Illinois Holocaust Museum led a program on The Life and Times of Ruther Bader Ginsburg.
- Youth
 - Story times continue on Tuesday mornings, led by Regina Ruocco and Mary Webber.
 - Family Pajama Storytime's led by Regina Ruocco continue on the third Wednesday of the month.
 - Staff member Lauren Moody leads a Graphic Novel Book Club that meets at 1pm on the third Saturday of the month.
- Teen
 - The Teen Advisory Board has been meeting the second Thursday of each month.

Respectfully submitted,

Eric Scott Bailey

Circulation--Digital Materials

Oct. 2020

Oct. 2019

Material	Current FY		Previous FY		Change (%)	
¹ eBooks/eAudiobooks	1,567		eBooks/eAudiobooks	1,200	eBooks/eAudiobooks	30.58%
² Magazines	7		Magazines	7	Magazines	0.00%
³ Videos	76		Videos	21	Videos	261.90%
Total	1,650			1,302		26.73%

¹ at the moment may include videos

² now only includes 1 DB - Flipster

³ at the moment only reporting on Kanopy

Database Usage

Sep-20

Sep-19

Activity	Current FY		Previous FY		Change (%)	
Lynda	45		Lynda	111	Lynda	-59.46%
Genealogy	0		Genealogy	59	Genealogy	-100.00%
EBSCO	10		EBSCO	89	EBSCO	-88.76%
Novelist	139		Novelist	128	Novelist	8.59%
Mango	27		Mango	25	Mango	8.00%
⁴ Tumblebooks	0		Tumblebooks	24	Tumblebooks	-100.00%
⁴ should be included in eBooks/eAudiobooks						
Total	221			436		-49.31%

Monthly Statistics Summary

October 2020

Library Usage Summary

111.5 hours in Oct

Green squares are calculated from Anna's stat work

Total October Circulation

FY	Total	Avg. Circ/Hour	% Change
20-21	5285	47.40	-19.80%
19-20	6590	23.45	-15.37%
18-19	7787	27.71	

Total October Visits

FY	Total Visits	Avg. Visits/Hour	% Change
20-21	1061	9.52	-81.15%
19-20	5630	20.04	-21.85%
18-19	7204	25.64	

Total October Programs

FY	# of Programs	% Change	Attendance	% Change
20-21	17	-59.52%	162	-53.58%
19-20	42	-12.50%	349	-53.71%
18-19	48		754	

Online Access

Total October eMaterials

FY	eBooks/ eAudiobooks	eVideo	eMagazine	% Change
20-21	1567	76	7	620.52%
19-20	149	80	0	-75.32%
18-19	328	176	10	

Total October Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
20-21	N/A			
19-20	7841	10.87%	5537	15.55%
18-19	7072		4792	

Total October Database Usage

FY	Research*	Novelist	Tumble Books	% Change
20-21	82	139	0	47.33%
19-20	131	19	0	-22.28%
18-19	176	9	8	

Other Services

Total October Other Services

FY	Museum	ILL Borrow	ILL Loan	Tech Tutor	Curbside
20-21	0	62	20	0	77
19-20	0	155	40	2	N/A
18-19	0	131	53	6	N/A

* Research Databases include all other databases

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
20-21	26100	N/A	-48.07%
19-20	50264	31.99	-9.72%
18-19	55678	35.44	

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
20-21	1684	N/A	-95.36%
19-20	36300	23.11	1.28%
18-19	35840	22.81	

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
20-21	105	-47.50%	1110	-75.37%
19-20	200	2.04%	4507	9.66%
18-19	196		4110	

Total eMaterials Fiscal Year to Date

FY	eBooks/ eAudiobooks	eVideo	eMagazine	% Change
20-21	10044	789	185	245.93%
19-20	2163	1022	0	-41.58%
18-19	2266	686	2491	

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
20-21	N/A			
19-20	46439	10.42%	31878	10.95%
18-19	42058		28732	

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
20-21	2021	1372	3	-41.98%
19-20	1670	4182	1	586.97%
18-19	654	124	74	

Total Other Services Fiscal Year to date

FY	Museum	ILL Borrow	ILL Loan	Tech Tutor	Curbside
20-21	2	180	34	3	743
19-20	14	821	256	31	N/A
18-19	14	768	286	32	N/A

Monthly Statistics Summary October 2020

Adult Services Summary

Total October Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
20-21	541	378	440	1422	-48.46%
19-20	750	815	1194	2759	-11.49%
18-19	857	911	1349	3117	

Total October Programs

FY	# of Programs	% Change	Attendant	% Change
20-21	9	-25.00%	121	40.70%
19-20	12	-20.00%	86	-60.19%
18-19	15		216	

Teen Services Summary

Total October Circulation

FY	Total	% Change
20-21	76	49.02%
19-20	51	-32.00%
18-19	75	

Total October Programs

FY	# of Programs	% Change	Attendant	% Change
20-21	1	-66.67%	0	-100.00%
19-20	3	0.00%	7	-22.22%
18-19	3		216	

Youth Services Summary

Total October Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
20-21	1552	299	156	2010	-29.15%
19-20	1914	506	417	2837	-0.07%
18-19	1992	451	396	2839	

Total October Programs

FY	# of Programs	% Change	Attendant	% Change
20-21	7	-74.07%	41	-83.98%
19-20	27	-10.00%	256	-51.61%
18-19	30		529	

Technical Services Summary

Total October Activity

FY	Acquisitions	Deletions
20-21	426	72
19-20	484	555
18-19	512	250

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
20-21	2136	1665	1765	5718	-68.92%
19-20	4858	5694	7846	18398	-14.73%
18-19	5721	6604	9252	21577	

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendant	% Change
20-21	58	3.57%	312	-48.68%
19-20	56	-15.15%	608	-35.73%
18-19	66		946	

Total Circulation Fiscal Year to Date

FY	Total	% Change
20-21	352	-60.05%
19-20	881	-6.77%
18-19	945	

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendant	% Change
20-21	13	-51.85%	48	-90.77%
19-20	27	35.00%	520	395.24%
18-19	20		105	

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
20-21	11570	2754	1781	8628	-58.34%
19-20	14904	2730	3075	20709	-5.86%
18-19	15915	3164	2918	21997	

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendant	% Change
20-21	42	-64.10%	546	-83.84%
19-20	117	6.36%	3379	10.46%
18-19	110		3059	

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
20-21	2416	1514
19-20	3383	5865
18-19	3387	1617