

October 20, 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	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of September 15, 2020 Board of Trustees Meeting (action)(2 minutes)(7:09pm)(available at meeting)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	September Detailed Revenue & Expense Report (action)	4A-4E
	September Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	September Check Disbursement Report (action)	6A-6F
7	Committee Reports (10 minutes)(7:29pm)	
8	New Business	
	Levy for FY2021-2022 (possible action)(15 minutes)(7:44pm)	7A-7B
	Trustee Vacancies (action)(10 minutes)(7:54pm)	8A
9	Old Business	
	Capital Project Update (5 minutes)(7:59pm)	
10	Director's Report (5 minutes)(8:04pm)	
	Librarian's Narrative Report	9A-9B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:05pm)	
14	Attachments	
	Friends Meeting Dates	10A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, October 20th, 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/96018065060?pwd=TC92MTRDMIRyOEVFdzVrU1I3MGN4Zz09>

Meeting ID: 960 1806 5060

Passcode: 282436

One tap mobile

+13126266799,,96018065060#,,,,,0#,,282436# US (Chicago)

+13017158592,,96018065060#,,,,,0#,,282436# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 960 1806 5060

Passcode: 282436

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

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. **Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
4. **Approval of Minutes**
 - a. Approval of Minutes of September 15, 2020 Board Meeting **(action)(2 minutes)(7:09pm)**
5. **September 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. September Detailed Revenue & Expense Report
 - b. September Detailed Balance Sheet
6. **Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. October Monthly Checks (14529-14534, 14536-14557)**(action)**
7. **Committee Reports (10 minutes)(7:29pm) (Met)**
 - a. Finance Committee **(CHAIR: Hayes. MEMBERS: Butler, and Meierhoff.) (Did Not Meet)**
 - b. Building and Grounds Committee **(CHAIR: Jerch. MEMBERS: Meierhoff, and Stroh.)**
 - c. Bylaw and Policy Committee **(CHAIR: Stroh. MEMBERS: Heintzelman.)**
 - d. Human Resources Committee **(CHAIR: Butler. MEMBERS: Heintzelman and Jerch.)**
 - e. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Stroh.)**
 - f. Long Range Planning Committee **(CHAIR: Heintzelman. MEMBERS: Hayes.)**
 - g. Outreach Committee **(CHAIR: Butler. Members: Jerch.)**
8. **New Business**
 - a. Levy for FY2021-2022 **(possible action)(5 minutes)(7:44pm)**
 - b. Trustee Vacancies **(action)(10 minutes)(7:54pm)**
9. **Old Business**
 - a. Capital Project Update **(5 minutes)(7:59pm)**
10. **Director's Report (5 minutes)(8:04pm)**
 - a. Director's Narrative Report
11. **Executive Session(s)**
 - a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the

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

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

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

13. Adjournment (1 minute)(8:05pm)

Attachments:

Friends Meetings for 2020

Upcoming Board Meetings: November 17, 2020, December 8, 2020, and January 19, 2021.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, September 15th, 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 Bill Hayes, Janie Jerch, Kathy Meierhoff, and Cal Stroh; Jon Heintzleman was absent. Library Employees Martha O’Hara, Katie Horner, and Jillian Chapman were also present.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** Chapman noticed that Butler is still listed under the Committees, and that we need to get the word out that we are seeking applicants for two new trustees.
4. **Approval of Minutes from August 18, 2020:** There is a typo in #5. The last sentence should read “what’s” instead of “that’s”.
5. **August 2020 Financial Reports:** Bailey noted that we got another nice chunk of property tax revenue, that income from services and fines is down and probably will be for the rest of the fiscal year, and that revenues are approx. \$40K under what they were as of this time last year, but that expenditures are less by about the same amount for the same time period last year.
6. **Approval of August 2020 Checks:** A bank error, in cashing two of our checks for an amount that was different from what was written on the checks, resulted in a kerfuffle, which is why there are two breaks in the numbering this month. No other questions or comments arose. Stroh moved, and Meierhoff seconded, a motion to approve checks numbered 14499-14506, 14508-14510, and 14512-14528; all voted aye. Bailey noted that the bank did not charge us for any expenses incurred in straightening out said kerfuffle. It’s only right that they didn’t, as it was their error!
7. **Committee Reports:** Surprise! No committees met this month either, but the Finance Committee will need to meet shortly concerning our tax levy. The Village will meet on 9/28, and our committee will meet sometime after that. It was suggested that our finance committee members attend the Village meeting. They have predicted a CPI this year of 2.3%. Meierhoff also said that it will be time soon for some of the other committees to gear up, too.

(Did Not Meet)

- a. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
- b. **Bylaw and Policy Committee:** (Stroh and Heintzleman.)
- c. **Finance** (Hayes and Meierhoff)
- d. **Human Resources** (Heintzleman, and Jerch.)
- e. **Intergovernmental** (Bailey, Meierhoff, and Stroh.)
- f. **Long Range Planning** (Heintzleman and Hayes.)
- g. **Outreach / Community Engagement** (Jerch. I’m still lonely.)

8. New Business:

- a. Library Closings for Calendar Year 2021: We noticed that the Independence Day closing, since July 4, 2021 falls on a Sunday, is superfluous, but since Monday, July 5, 2021 will be the official legal holiday, that is the day we will be closed. We also agreed to discuss New Year's Day 2022 at this time next year. Stroh moved, and Hayes seconded, a motion to adopt the 2021 Library Closings calendar as amended; all voted aye.
- b. Meeting dates for Calendar Year 2021: Stroh moved, and Meierhoff seconded, a motion to adopt the 2021 Meeting Dates as listed; all voted aye.

9. Old Business:

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

10. Director's Report Highlights:

- Meierhoff will attend the virtual Friends of the Library meeting on 9/19, and Jerch will do the same on 11/21.
- Both Inter-Governmental Agreements with Districts 65 and 115 were accepted. District 115 approved theirs at their last board meeting; District 65 will do so next week.
- A new reading app called "Sora" will be available on our website so that our public school students will be able to access both their school libraries' and local public libraries' digital content with a single log-in.
- O'Hara's survey results were extremely helpful in framing and evaluating how we're handling Covid-19 and its accompanying issues. Trustees are requested to look at her recap and summary. O'Hara was congratulated on writing and administering such a successful survey; it was noted that it's far from an easy task.

11. Executive Session: There was none.**12. Any and All Other Business which may properly come before the Board:** Members of the staff expressed their appreciation for the support of the trustees during challenging times, and trustees answered that the staff is doing a stellar job of everything. A brief love-in ensued.**13. Adjournment:** Stroh moved and Hayes seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:28 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BGD
		MONTH 09/30/20	MONTH 09/30/19	09/30/2020	09/30/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	230,573.92	400,342.73	736,750.99	917,969.52	987,711.00	74.59
	PROPERTY TAX	230,573.92	400,342.73	736,750.99	917,969.52	987,711.00	74.59
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	3.45	224.95	44.59	941.14	2,100.00	2.12
080-300-34250	NON-RESIDENT FEES	248.89	561.46	1,467.42	3,076.64	7,000.00	20.96
080-300-34260	PASSPORT FEES	0.00	875.00	0.00	3,605.00	10,000.00	0.00
	SERVICES	252.34	1,661.41	1,512.01	7,622.78	19,100.00	7.92
FINES							
080-300-35700	RENTAL FINES	39.15	531.84	340.65	3,993.13	2,000.00	17.03
	FINES	39.15	531.84	340.65	3,993.13	2,000.00	17.03
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	40.00	121.95	140.00	21,172.25	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	3,021.00	356.82	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	2.85	27.20	9.40	171.10	1,000.00	0.94
	MISCELLANEOUS REVENUE	42.85	149.15	3,170.40	21,700.17	11,830.00	26.80
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	46.34	686.50	466.10	3,456.05	10,000.00	4.66
	INTEREST EARNINGS	46.34	686.50	466.10	3,456.05	10,000.00	4.66
Total Dept 300 - REVENUE		230,954.60	403,371.63	742,240.15	954,741.65	1,030,641.00	72.02
TOTAL REVENUES		230,954.60	403,371.63	742,240.15	954,741.65	1,030,641.00	72.02

Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	YTD BALANCE 09/30/2020 NORM (ABNORM)	YTD BALANCE 09/30/2019 NORM (ABNORM)	2020-21 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,294.58	16,182.62	62,617.40	80,041.93	182,000.00	34.41
080-603-40030	STAFF SALARIES	28,380.99	25,514.31	139,201.14	137,605.22	317,000.00	43.91
SALARIES		40,675.57	41,696.93	201,818.54	217,647.15	499,000.00	40.44
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,351.37	7,744.85	41,742.93	43,351.45	95,000.00	43.94
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,059.94	3,123.67	15,176.85	16,265.72	38,000.00	39.94
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,404.57	2,667.02	17,226.94	13,123.28	39,000.00	44.17
BENEFITS		14,815.88	13,535.54	74,146.72	72,740.45	172,250.00	43.05
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	1,450.00	7,274.71	12,520.00	23,420.65	35,000.00	35.77
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	0.00	19.00	1,000.00	0.00
080-603-41050	MAINTENANCE-GROUNDS	0.00	250.00	1,425.00	1,635.00	6,500.00	21.92
080-603-41300	COMPUTER SERVICES	3,260.00	3,260.00	9,780.00	9,780.00	13,000.00	75.23
080-603-41313	COPIER MAINTENANCE/SUPPLIES	164.76	365.93	1,075.57	1,471.43	4,000.00	26.89
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	99.75	0.00	7,349.75	312.00	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	100.00	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		4,974.51	11,250.64	37,346.31	40,523.76	72,541.00	51.48
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	1,170.50	0.00	1,567.74	3,000.00	0.00
080-603-42440	DUES	350.00	606.17	556.14	1,601.26	2,500.00	22.25
080-603-43230	UTILITIES	1,141.95	979.22	6,311.14	6,238.56	15,000.00	42.07
080-603-43300	POSTAGE	0.00	226.10	878.40	1,541.52	3,500.00	25.10
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	2,404.96	4,642.95	10,000.00	24.05
080-603-43550	OFFICE SUPPLIES	307.57	494.25	4,986.54	2,444.79	6,000.00	83.11
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	40.40	232.03	255.19	759.92	2,000.00	12.76
080-603-43668	TECHNICAL SERVICES SUPPLIES	293.03	685.26	1,205.81	2,011.66	5,000.00	24.12
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	97.84	0.00	256.95	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	180.00	44.61	3,403.20	1,771.34	7,000.00	48.62
080-603-43720	JUVENILE PROGRAM SUPPLIES	431.78	343.80	1,799.06	3,776.70	7,000.00	25.70
080-603-43730	OUTREACH SUPPLIES	3.00	416.43	120.26	2,548.04	5,000.00	2.41
080-603-43740	TEEN PROGRAM SUPPLIES	394.00	237.85	394.00	951.80	1,250.00	31.52
COMMODITIES		3,171.72	5,564.05	22,314.70	30,113.23	67,750.00	32.94
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	128.14	48.06	348.94	527.31	2,000.00	17.45
PROGRAM EXPENSES		128.14	48.06	348.94	527.31	2,000.00	17.45

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	YTD BALANCE 09/30/2020 NORM (ABNORM)	YTD BALANCE 09/30/2019 NORM (ABNORM)	2020-21 AMENDED BUDGET	% BDDT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	849.06	913.34	5,354.65	6,132.86	17,000.00	31.50
080-603-45100	ADULT FICTION BOOKS	822.12	1,065.94	6,598.10	6,722.57	15,500.00	42.57
080-603-45110	ADULT LARGE PRINT MATERIAL	52.61	37.23	288.30	139.40	600.00	48.05
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,044.66	965.88	3,698.71	5,201.04	15,500.00	23.86
080-603-45220	ADULT REFERENCE/E-REFER	134.61	1,500.00	12,422.35	10,713.78	16,500.00	75.29
080-603-45400	JUVENILE NON-FICTION	505.21	2,112.83	587.29	5,236.20	11,500.00	5.11
080-603-45410	PICTURE BOOKS, READERS	575.72	302.99	1,259.03	1,472.51	6,000.00	20.98
080-603-45420	JUVENILE FICTION	179.68	634.12	1,091.50	3,222.10	10,000.00	10.92
080-603-45430	JUVENILE AUDIO-VISUAL	16.00	62.30	180.68	635.08	4,000.00	4.52
080-603-45440	JUVENILE E-REFERENCE	399.00	399.00	1,835.00	399.00	2,000.00	91.75
080-603-45450	TEEN BOOKS	235.63	22.79	416.19	912.59	2,500.00	16.65
080-603-45460	E-BOOKS	2,207.29	1,535.90	8,798.81	4,474.53	17,000.00	51.76
080-603-45470	GRAPHIC NOVELS	96.93	0.00	96.93	15.25	750.00	12.92
080-603-45500	PERIODICALS	125.00	416.00	3,830.73	4,980.01	6,750.00	56.75
080-603-45510	VIDEO GAMES	641.88	59.99	985.42	844.60	3,500.00	28.15
080-603-45520	TRENDING TITLES	27.41	151.02	161.54	466.05	2,000.00	8.08
080-603-45600	PATRON & STAFF SOFTWARE	65.87	249.49	6,562.26	5,472.42	6,000.00	109.37
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,950.00	21,532.00	22,000.00	99.77
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	3,175.00	0.00	1,000.00	317.50
080-603-58100	COMPUTER EQUIPMENT	99.98	11,520.40	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		8,078.66	21,949.22	80,841.22	103,724.92	201,100.00	40.20
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							
		71,844.48	94,044.44	416,816.43	465,276.82	1,035,641.00	40.25
TOTAL EXPENDITURES							
		71,844.48	94,044.44	416,816.43	465,276.82	1,035,641.00	40.25
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
	TOTAL REVENUES	230,954.60	403,371.63	742,240.15	954,741.65	1,030,641.00	72.02
	TOTAL EXPENDITURES	71,844.48	94,044.44	416,816.43	465,276.82	1,035,641.00	40.25
	NET OF REVENUES & EXPENDITURES	159,110.12	309,327.19	325,423.72	489,464.83	(5,000.00)	508.47

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	ACTIVITY FOR MONTH 09/30/19 INCR (DECR)	YTD BALANCE 09/30/2020 NORM (ABNORM)	YTD BALANCE 09/30/2019 NORM (ABNORM)	2020-21 AMENDED BUDGET	% BGD USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	7,152.50	0.00
GRANTS		0.00	0.00	0.00	0.00	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	17,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	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	346.94	2,175.67	5,174.19	14,789.76	17,000.00	30.44
PROGRAM EXPENSES		346.94	2,175.67	5,174.19	14,789.76	17,000.00	30.44
Total Dept 603 - LIBRARY ADMINISTRATION		346.94	2,175.67	5,174.19	20,156.61	25,152.50	20.57
TOTAL EXPENDITURES		346.94	2,175.67	5,174.19	20,156.61	25,152.50	20.57
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL EXPENDITURES		346.94	2,175.67	5,174.19	20,156.61	25,152.50	20.57
NET OF REVENUES & EXPENDITURES		(346.94)	(2,175.67)	(5,174.19)	(20,156.61)	0.00	100.00

10/16/2020 12:04 PM
 User: EBAILEY
 DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDT
		MONTH 09/30/20	MONTH 09/30/19	09/30/2020	09/30/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		230,954.60	403,371.63	742,240.15	954,741.65	1,055,793.50	70.30
TOTAL EXPENDITURES - ALL FUNDS		72,191.42	96,220.11	421,990.62	485,433.43	1,060,793.50	39.78
NET OF REVENUES & EXPENDITURES		158,763.18	307,151.52	320,249.53	469,308.22	(5,000.00)	6,404.99

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)	(14,561.95)
	A/R - OTHER	(18,589.14)	(14,561.95)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	152,209.09
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	628,353.47
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,815.76	21,255.01
	CASH/INVESTMENTS	448,961.15	801,969.37
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	1,759,418.72
*** 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	45,872.24
	ACCOUNTS PAYABLE	14,260.55	45,872.24
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	987,714.19	987,714.19
	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	Total Liabilities	1,020,645.37	1,052,257.06
*** 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 - 19-20		329,738.34
	Net of Revenues VS Expenditures - 19-20		51,999.60
	*19-20 End FB/20-21 Beg FB	381,737.94	
	Net of Revenues VS Expenditures - Current Year		325,423.72
	Ending Fund Balance		707,161.66
	Total Liabilities And Fund Balance		1,759,418.72

* Year Not Closed

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.20	7,152.20
	A/R - OTHER	7,152.20	7,152.20
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(73,952.28)	(78,779.53)
	CASH/INVESTMENTS	(73,952.28)	(78,779.53)
DUE TO OTHER FUNDS			
082-000-00001	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)	(51,022.44)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	0.00	346.94
	ACCOUNTS PAYABLE	0.00	346.94
Total Liabilities		0.00	346.94
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	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 - 19-20			(22,034.52)
Net of Revenues VS Expenditures - 19-20			(24,160.67)
*19-20 End FB/20-21 Beg FB		(46,195.19)	
Net of Revenues VS Expenditures - Current Year			(5,174.19)
Ending Fund Balance			(51,369.38)
Total Liabilities And Fund Balance			(51,022.44)

* Year Not Closed

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 09/16/2020 - 10/21/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
09/24/2020	LIBCK	14529	COM091220	COMCAST	UTILITIES	080-603-43230	158.35
09/24/2020	LIBCK	14530	6839032	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	42.85
09/24/2020	LIBCK	14531	8180442577	SHRED-IT USA	COPIER MAINTENANCE/SERVICE	FC080-603-41313	81.00
		14531	8180442577		COPIER MAINTENANCE/SERVICE	FC080-603-41313	83.76
							164.76
09/24/2020	LIBCK	14532	101052	TUMBLEWEED PRESS INC	JUVENILE E-REFERENCE	080-603-45440	399.00
10/15/2020	LIBCK	14533	4708898	ACCESS ONE, INC.	UTILITIES	080-603-43230	825.25
10/15/2020	LIBCK	14534	448578656397	AMAZON	OFFICE SUPPLIES	080-603-43550	9.99
		14534	439577579475		TECHNICAL SERVICES SUPPLIES	080-603-43668	25.99
		14534	684493465554		ADULT NON-FICTION BOOKS	080-603-45000	19.95
		14534	443834554787		ADULT NON-FICTION BOOKS	080-603-45000	16.03
		14534	848534955673		ADULT NON-FICTION BOOKS	080-603-45000	7.10
		14534	794484644893		ADULT FICTION BOOKS	080-603-45100	76.50
		14534	465783375848		ADULT AUDIO VISUAL MATERIAL	080-603-45200	84.09
		14534	454893373354		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.65
		14534	766687674555		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14534	935668356685		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.29
		14534	449397348536		ADULT AUDIO VISUAL MATERIAL	080-603-45200	46.11
		14534	455395597535		ADULT AUDIO VISUAL MATERIAL	080-603-45200	57.81
		14534	439559493344		ADULT AUDIO VISUAL MATERIAL	080-603-45200	63.97
		14534	936457475836		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14534	854999999784		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.18
		14534	659548333473		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14534	435549839645		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.98
		14534	439583985398		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.03
		14534	478339458999		ADULT AUDIO VISUAL MATERIAL	080-603-45200	65.82
		14534	453934438443		ADULT AUDIO VISUAL MATERIAL	080-603-45200	152.40
		14534	457935459367		ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.48
		14534	438538696585		ADULT AUDIO VISUAL MATERIAL	080-603-45200	81.39
		14534	454686857876		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14534	973958383938		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.49)
		14534	976547448894		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(4.91)
		14534	445859857656		JUVENILE FICTION	080-603-45420	60.72
		14534	945886938497		JUVENILE FICTION	080-603-45420	6.99
		14534	785847383777		JUVENILE FICTION	080-603-45420	12.19
		14534	448988359578		JUVENILE AUDIO-VISUAL	080-603-45430	16.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 09/16/2020 - 10/21/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14534	477875559377		VIDEO GAMES	080-603-45510	202.76
		14534	939548744885		VIDEO GAMES	080-603-45510	282.64
		14534	845758597395		VIDEO GAMES	080-603-45510	46.50
		14534	854493779948		VIDEO GAMES	080-603-45510	109.98
		14534	635735984373		TRENDING TITLES	080-603-45520	27.41
		14534	446476358369		COMPUTER EQUIPMENT	080-603-58100	99.98
		14534	686794366675		USE OF DONATIONS/TEMPORARY EX	082-603-99999	45.18
		14534	493356594695		USE OF DONATIONS/TEMPORARY EX	082-603-99999	69.98
		14534	438556868848		USE OF DONATIONS/TEMPORARY EX	082-603-99999	161.82
		14534	749696374796		USE OF DONATIONS/TEMPORARY EX	082-603-99999	47.96
							2,120.40

10/15/2020 LIBCK 14535 VOID ** VOIDED ** ** VOIDED **
 Void Reason: Created From Check Run Process

10/15/2020	LIBCK	14536	2035449536	BAKER & TAYLOR ENTERTAIN	TECHNICAL SERVICES SUPPLIES	080-603-43668	5.52
		14536	2035428603		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.32
		14536	2035399200		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14536	2035412869		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		14536	2035484549		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.91
		14536	2035486683		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.42
		14536	2035455013		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.29
		14536	2035454826		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.29
		14536	2035406704		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		14536	2035490972		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.29
		14536	2035491355		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.67
		14536	2035466691		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.04
		14536	2035378304		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.54
		14536	2035494508		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.87
		14536	2035488135		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.70
		14536	2035367869		TECHNICAL SERVICES SUPPLIES	080-603-43668	27.51
		14536	2035367898		TECHNICAL SERVICES SUPPLIES	080-603-43668	25.17
		14536	2035364439		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.36
		14536	2035367846		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.68
		14536	2035508128		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.63
		14536	2035405564		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.62
		14536	2035378304		TEEN PROGRAM SUPPLIES	080-603-43740	274.00
		14536	2035449536		ADULT NON-FICTION BOOKS	080-603-45000	133.52
		14536	2035484549		ADULT NON-FICTION BOOKS	080-603-45000	300.87
		14536	2035488135		ADULT NON-FICTION BOOKS	080-603-45000	92.68
		14536	2035405564		ADULT NON-FICTION BOOKS	080-603-45000	278.91

User: EBAILEY

CHECK DATE FROM 09/16/2020 - 10/21/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14536	2035486683		ADULT FICTION BOOKS	080-603-45100	261.94
		14536	2035454826		ADULT FICTION BOOKS	080-603-45100	7.17
		14536	2035364439		ADULT FICTION BOOKS	080-603-45100	50.17
		14536	2035508128		ADULT FICTION BOOKS	080-603-45100	426.34
		14536	2035491355		ADULT LARGE PRINT MATERIAL	080-603-45110	52.61
		14536	2035412869		JUVENILE NON-FICTION	080-603-45400	67.13
		14536	2035490972		JUVENILE NON-FICTION	080-603-45400	10.14
		14536	2035367898		JUVENILE NON-FICTION	080-603-45400	427.94
		14536	2035406704		PICTURE BOOKS, READERS	080-603-45410	38.83
		14536	2035367869		PICTURE BOOKS, READERS	080-603-45410	536.89
		14536	2035458657		JUVENILE FICTION	080-603-45420	5.67
		14536	2035428603		JUVENILE FICTION	080-603-45420	23.88
		14536	2035367846		JUVENILE FICTION	080-603-45420	70.23
		14536	2035399200		TEEN BOOKS	080-603-45450	15.06
		14536	2035455013		TEEN BOOKS	080-603-45450	34.37
		14536	2035466691		TEEN BOOKS	080-603-45450	186.20
		14536	2035494508		GRAPHIC NOVELS	080-603-45470	96.93
		14536	2035449536		USE OF DONATIONS FROM LB WOMEN	082-603-99999	22.00
							3,607.14
10/15/2020	LIBCK	14537	COM101220	COMCAST	UTILITIES	080-603-43230	158.35
10/15/2020	LIBCK	14538	28769	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,260.00
10/15/2020	LIBCK	14539	27037	CRYSTAL MAINTENANCE SERV	BUILDG MAINT/CLEANING SERVICE	080-603-41000	645.00
10/15/2020	LIBCK	14540	6850035	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	30.53
		14540	6847260		JUVENILE PROGRAM SUPPLIES/MEI	080-603-43720	61.67
		14540	6847260		JUVENILE PROGRAM SUPPLIES/HEA	080-603-43720	130.11
							222.31
10/15/2020	LIBCK	14541	1000135075-1	EBSCO SUBSCRIPTION SERVI	ADULT E-REFER	080-603-45220	230.78
		14541	1000135075-1		ADULT E-REFER/CREDIT	080-603-45220	(96.17)
							134.61
10/15/2020	LIBCK	14542	ELI092820	FIRST BANKCARD	ADULT PROGRAM SUPPLIES/SRC PF	080-603-43710	120.00
		14542	ELI092820		ADULT PROGRAM SUPPLIES/GIFT C	080-603-43710	60.00
		14542	ELI092820		JUV PROGRAM SUPPL/SRC PRIZES	080-603-43720	240.00
		14542	ELI092820		TEEN PROGRAM SUPPL/SRC PRIZES	080-603-43740	120.00
							540.00
10/15/2020	LIBCK	14543	MCO092820	FIRST BANKCARD	PRINTING/E-NEWSLETTER/ADOBE S	080-603-43410	29.99

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 09/16/2020 - 10/21/2020

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14543	MCO092820		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14543	MCO092820		PATRON & STAFF SOFTWARE/ONLIN	080-603-45600	49.94
							82.93
10/15/2020	LIBCK	14544	LYN092820	FIRST BANKCARD	OFFICE SUPPLIES/ENVELOPES	080-603-43550	59.90
		14544	LYN092820		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	(99.84)
		14544	LYN092820		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	87.90
							47.96
10/15/2020	LIBCK	14545	ERI092820	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	90.00
		14545	ERI092820		PATRON & STAFF SOFTWARE	080-603-45600	15.93
		14545	ERI092820		MISCELLANEOUS EXPENSES/PAYFLC	080-603-46100	25.30
							131.23
10/15/2020	LIBCK	14546	HP2020-0577	HALL PASS	OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	6.00
10/15/2020	LIBCK	14547	JOH091820	JOHNS HOPKINS UNIVERSITY	PERIODICALS	080-603-45500	125.00
10/15/2020	LIBCK	14548	KAM100820	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	195.00
10/15/2020	LIBCK	14549	VIL073120	VILLAGE OF LAKE BLUFF	VISION FROM PPO INSUR JULY 20	080-100-11580	19.27
		14549	VIL073120		IMRF ER CONTRIB JULY 2020	080-100-11580	3,496.14
		14549	VIL073120		MED INSUR JULY 2020	080-100-11580	8,288.00
		14549	VIL073120		VISION INSUR JULY 2020	080-100-11580	42.96
		14549	VIL073120		LIFE INSUR JULY 2020	080-100-11580	41.34
		14549	VIL073120		IMRF EE CONTRIB JULY 2020	080-100-11580	1,509.85
		14549	VIL083120		DENTAL INSUR AUGUST 2020	080-100-11580	646.00
		14549	VIL083120		VISION INSUR FROM PPO AUGUST	080-100-11580	19.27
		14549	VIL083120		MED INSUR AUGUST 2020	080-100-11580	8,288.00
		14549	VIL083120		VISION INSUR AUGUST 2020	080-100-11580	42.96
		14549	VIL083120		LIFE INSUR AUGUST 2020	080-100-11580	41.34
		14549	VIL083120		IMRF EE CONTRIB AUGUST AUGUST	080-100-11580	1,484.07
		14549	VIL083120		IMRF ER CONTRIB AUGUST AUGUST	080-100-11580	3,436.44
		14549	392		OFFICE SUPPLIES	080-603-43550	92.06
							27,447.70
10/15/2020	LIBCK	14550	99383448	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	154.96
		14550	0099420405		ADULT AUDIO VISUAL MATERIAL	080-603-45200	74.98
		14550	0099441849		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
							269.93
10/15/2020	LIBCK	14551	20-096	NEXTWORD COMMUNICATIONS	OTHER PROFESSIONAL/CONTRACTUA	080-603-41314	93.75

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 09/16/2020 - 10/21/2020
Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
10/15/2020	LIBCK	14552	OSA092220	CLAIRE OSADA	OFFICE SUPPLIES	080-603-43550	28.26
10/15/2020	LIBCK	14553	01018CO20292779	OVERDRIVE , INC	E-BOOKS	080-603-45460	412.95
		14553	01018CO20264226		E-BOOKS	080-603-45460	517.81
		14553	01018CO20305841		E-BOOKS	080-603-45460	281.47
		14553	01018CP20314571		E-BOOKS	080-603-45460	550.13
		14553	01018CO20310095		E-BOOKS	080-603-45460	90.98
		14553	01018CO20334441		E-BOOKS	080-603-45460	353.95
							2,207.29
10/15/2020	LIBCK	14554	7233	RAILS	DUES	080-603-42440	350.00
10/15/2020	LIBCK	14555	3457512795	STAPLES	OFFICE SUPPLIES/ENVELOPES	080-603-43550	20.73
		14555	3457512795		MAINT SUPPLIES-BUILDING/MLTIF	080-603-43660	18.34
		14555	3458996697		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	34.00
							73.07
10/15/2020	LIBCK	14556	1046-F041679	USA FIRE PROTECTION, INC	MAINTENANCE-BUILDING	080-603-41000	520.00
10/15/2020	LIBCK	14557	VAN093020	VANTAGEPOINT TRANSFER AG	ICMA 457 PLAN PAYABLE	080-200-20245	3,128.00
					TOTAL - ALL FUNDS	TOTAL OF 29 CHECKS (1 voided)	46,984.14

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	27,355.64
080-200-20245	ICMA 457 PLAN PAYABLE	3,128.00
080-603-41000	MAINTENANCE-BUILDING	1,450.00
080-603-41300	COMPUTER SERVICES	3,260.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	164.76
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	99.75
080-603-42440	DUES	350.00
080-603-43230	UTILITIES	1,141.95
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	210.94
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	40.40
080-603-43668	TECHNICAL SERVICES SUPPLIES	293.03
080-603-43710	ADULT PROGRAM SUPPLIES	180.00
080-603-43720	JUVENILE PROGRAM SUPPLIES	431.78
080-603-43730	OUTREACH SUPPLIES	3.00
080-603-43740	TEEN PROGRAM SUPPLIES	394.00
080-603-45000	ADULT NON-FICTION BOOKS	849.06
080-603-45100	ADULT FICTION BOOKS	822.12
080-603-45110	ADULT LARGE PRINT MATERIAL	52.61
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,044.66
080-603-45220	ADULT REFERENCE/E-REFER	134.61

User: EBAILEY

CHECK DATE FROM 09/16/2020 - 10/21/2020

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45400				JUVENILE NON-FICTION			505.21
080-603-45410				PICTURE BOOKS, READERS			575.72
080-603-45420				JUVENILE FICTION			179.68
080-603-45430				JUVENILE AUDIO-VISUAL			16.00
080-603-45440				JUVENILE E-REFERENCE			399.00
080-603-45450				TEEN BOOKS			235.63
080-603-45460				E-BOOKS			2,207.29
080-603-45470				GRAPHIC NOVELS			96.93
080-603-45500				PERIODICALS			125.00
080-603-45510				VIDEO GAMES			641.88
080-603-45520				TRENDING TITLES			27.41
080-603-45600				PATRON & STAFF SOFTWARE			65.87
080-603-46100				MISCELLANEOUS EXPENSES			25.30
080-603-58100				COMPUTER EQUIPMENT			99.98
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			346.94
				TOTAL			46,984.14

Levy for FY2021-2022
October 20, 2020

SUMMARY: The information below was presented at the October 6, 2020 Finance Committee meeting. The Committee discussed the items below. No vote was taken, but there was a unanimous consensus for taking the PTELL rate increase with CPI. This would result in an increase of 2.644% for an extension of \$1,013,829. The Board has the option of taking action at its October meeting; any action taken can be changed by vote later. If action is desired the suggested motion would be: **That the levy for Fiscal Year 2021-2022 be set at \$1,013,829, an increase of 2.644% from the extension requested in FY20-21.**

Fiscal Year 2021-2022
Items for Consideration in Setting of Levy
October 6, 2020

The intent of this document is to provide information about the current financial situation along with facts relevant to setting the levy for Fiscal Year 2021-2022.

FINANCIAL INFORMATION:

- The levy for FY20-21 is \$987,711.
 - Of this amount, \$781,000 has been received. The next 3 months are critical to determining how close the amount requested will be to the amount received. The best available conventional wisdom is that we will receive all, or close to all, of the amount sought, but nothing is a certainty in 2020.
- There are three possible numbers included in the financial data created by Bettina O'Connell:
 - **The PTELL (Property Tax Extension Law Limit) rate including the 2.3% CPI is 2.644%. As applied to the amount levied in 2020-2021, this results in a projected FY21-22 levy of \$1,013,829 which is an increase of \$26,118.**
 - The PTELL increase without CPI factor included would be a levy for F21-22 of \$991,036 for an increase of \$3,325.
 - A frozen levy would be a request for \$987,711 for F21-22, the same as requested in FY20-21.

CONSIDERATIONS:

- There is far more uncertainty this FY as to financial outcomes than in previous FY's.
- BUDGETARY:
 - Following the replacement of the roof, the Library Board made the decision to exceed the PTELL limit in order to begin the process of restoring the General Reserve. At the end of FY19-20 the reserve balance was \$335,542. This is 32.4% of the projected operating budget for FY20-21.
 - It is not possible to freeze staffing costs. Significant increases in staff salaries continue to be necessary in order to maintain compliance with the new minimum wage in Illinois.
 - The Library is presently offering most of its traditional services, if in a streamlined way, while adding expanded digital offerings. Diversification of what we offering and how does create additional pressures on the budget.
 - The impact on a \$750K home in Lake Bluff of a PTELL increase would be about a \$14 increase in taxes.
- EXTERNAL:
 - The Village Finance Committee held it's first meeting on September 28. There was no formal decision but a 3-2 majority of the committee spoke in favor of a PTELL increase with a 0% CPI factor.
 - The Village has to this point reconciled its budget shortfall by delaying capital projects.
 - The next Village Finance Committee Meeting is on October 7th at 6pm.

- The initial indication from School District 65 is that they will not pursue a levy freeze.
- The economic situation remains uncertain in Lake Bluff and nationwide.
- The Library levy constitutes about 2.5% of the tax bill for a Lake Bluff home.

SUMMARY:

The Finance Committee does not need to vote on a recommendation at its October 6th meeting.

Respectfully submitted,
Eric Scott Bailey

Trustee Vacancies
October 20, 2020

SUMMARY: A total of six applications were received for the two trustee vacancies. Additionally, there is presently only one candidate committed to run for the two occupied seats up for election in April 2021. At least two, and ideally three, candidates are sought from the applicant pool.

The applications have been reviewed and distributed to trustees. Initial discussion of candidates is intended to eliminate any that are unsuitable. I have verified that all addresses provided are in incorporated Lake Bluff. The schedule for filling the vacancies is as follows:

- September 4, 2020 - Deadline for Trustee Feedback on docs and process
- September 7, 2020 - Openings are posted, sent to news agencies and Lake Bluff Caucus
- September 30, 2020 - Deadline for applications
- October 20, 2020 - Review applications and set date for interviews
- November 17, 2020 - Vote and offer positions, swear in candidates

RECOMMENDATION: As this looks to be a manageable and credible group of candidates, I recommend setting up interviews.

Respectfully submitted,

Eric Scott Bailey

Director's Report – October 2020

Programs

- Carol Carter reports that participation in our digital programming for adults has increased to a point matching what would have been expected for face to face programming.
- Library staff created and shared a video on how to make a pumpkin pin cushion.
- Katie Horner provided a video recommending some seriously scary horror books for October.
- Regina Ruocco and Eliza Jarvi put together an excellent grab-and-go bouncy pumpkin craft for October. The grab-and-go crafts have been very popular during the pandemic.
- Staff member Anna Fifhouse did a great video tutorial on how to make a book-pumpkin from an old tome.
- Historian Leslie Goddard led a program on Route 66.
- Staff pulled together materials on the life and times of Ruth Bader Ginsburg following her passing, to go along with a pre-scheduled program about her.
- Library staff put together a great social media presentation of the American Library Association's top ten most banned books for Banned Book Week.
- Real estate broker Marisa Hopkins led a program on what homebuyers are looking for, including information on how the pandemic has changed the checklist for those shopping for a home.
- Youth services led a 90 minute program that had kids interacting over Zoom while they played the popular game Minecraft.
- Clarence Goodman led a program on Black history in Chicago and the Chicago area.

COVID-19 News

The metrics monitored by the health department for COVID-19 such as hospitalization rates and test positivity rates are on the rise. On Friday, October 16 we received a warning notice from the Lake County Health Department that if trends continue we could see returning restrictions in place as soon as next week. As unfortunate as this would be, Library staff have discussed this possibility and we're ready to provide continuity of service.

Intergovernmental Agreement Cards

Katie Horner has been working hard with the lists from Districts 115 and 65 to renew existing cards and issue new ones. We've had some very interested families, anxious to be able to stop by and pick up the card once things are set up!

Voting Questions

Ahead of the election in November we have seen an increased interest in registering to vote and have been fielding a fair number of questions on voting. We have many voter registrars on staff, and staff members Katie Horner and Regina Ruocco have done good work in researching to

expand staff's knowledge base regarding likely questions and issues. In partnership with the League of Women Voter's, Katie Horner created how-to videos for mail-in voting and registering online to vote.

New Phone Service

We are in the process of transitioning from AccessOne to Granite for phone service. In addition to being cheaper, Granite has had some exciting features to offer during setup. This includes a really efficient online configuration module that will allow for easy customization and scheduling of phone features and auto attendant messages, as well as the ability to have both phones in Youth Services ring when a call is transferred.

Respectfully submitted,

Eric Scott Bailey

Friends Meeting Dates 2020

January 18 – Kate Jackson

February 15 – Jon Heintzeman

March 21 – Janie Jerch

April 18 – William Hayes

May 16 – Kathy Meierhoff

June 20 – CANCELLED

August 15 – Cal Stroh

September 19 – Kathy Meierhoff

October 17 – William Hayes

November 21

Respectfully submitted,

Eric Scott Bailey