

February 16, 2021 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 January 19, 2021 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	January Detailed Revenue & Expense Report (action)	4A-4F
	January Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	January Check Disbursement Report (action)	6A-6F
7	Committee Reports (5 minutes)(7:24pm)	
8	New Business	
	Annual Evaluation (10 minutes)(7:34pm)	7A
9	Old Business	
	Capital Project Update (5 minutes)(7:39pm)	
10	Director's Report (5 minutes)(7:44pm)	
	Librarian's Narrative Report	8A-8B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(7:45pm)	
14	Attachments	
	January Statistics	9A-9I
	2021 Friends Meeting Schedule	10A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, February 16, 2021 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/93815830300?pwd=Wm1lejdzN1pKMlBVOWU5eCttbUdBZz09>

Meeting ID: 938 1583 0300

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

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
4. **Approval of Minutes**
 - a. Approval of Minutes of January 19, 2021 Board Meeting **(action)(2 minutes)(7:09pm)**
5. **January 2021 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. January Detailed Revenue & Expense Report
 - b. January Detailed Balance Sheet
6. **Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. January Monthly Checks (14640-14678)**(action)**
7. **Committee Reports (5 minutes)(7:24pm)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - b. Human Resources Committee (**CHAIR:** Jerch. **MEMBERS:** Brockett and Heintzelman.)

(Did Not Meet)

 - c. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - d. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)
 - e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)
 - g. Outreach Committee (**CHAIR:** Jerch. **Members:** Brockett.)
8. **New Business**
 - a. Annual Evaluation **(10 minutes)(7:34pm)**
9. **Old Business**
 - a. Capital Project Update **(5 minutes)(7:39pm)**
10. **Director's Report (5 minutes)(7:44pm)**
 - 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)(7:45pm)

Attachments:

Statistics for January 2021

Friends Meeting Dates for 2021

Schedule for Director's Evaluation

Upcoming Board Meetings: January 19, February 16, and March 16, 2021.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, January 19, 2021 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 Tricia Brockett, Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, Cal Stroh, and Matt Zaute. Also present were Library Employees Martha O'Hara, Anna Fifhouse, Katie Horner, and Jillian Chapman, and prospective trustees Bonnie Shaul and Jennifer Graziano.
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:** With the one item that committee memberships need to be updated, Heintzelman moved and Brockett seconded a motion to accept the amended minutes of December 8, 2020; all voted aye.
5. **December 2020 Financial Reports:** Bailey reported that more property tax revenues have been received, and that we have almost reached our full tax levy, and also that the membership fees incurred when we joined the Health Insurance Co-op are almost done, so that expense will soon be paid in full. Zaute moved and Stroh seconded a motion to accept the December 2020 Financial Reports; all voted aye.
6. **Approval of December 2020 Checks:** Bailey noted that check #14626 to "Libraries First" is a fee to be a member of a consortium that provides Lake Bluff Library card-holders with free or reduced entrances to museums, botanic gardens, and other exhibits nation-wide. Stroh wished it to be noted that she uncharacteristically had no questions. Stroh moved and Heintzelman seconded a motion to approve December 2020 checks #14605-14609, 14611-14639; all voted aye.
7. **Committee Reports:**
(Did Not Meet)
 - a. **Building and Grounds** (Jerch, Meierhoff, and Stroh)
 - b. **Human Resources** (Brockett, Heintzelman, and Jerch)
 - c. **Finance** (Hayes, Meierhoff, and Zaute)
 - d. **Bylaw and Policy Committee:** (Heintzelman and Stroh)
 - e. **Intergovernmental** (Bailey and Stroh)
 - f. **Long Range Planning** (Hayes, Heintzelman, and Zaute)
 - g. **Outreach / Community Engagement** (Brockett and Jerch)
8. **New Business:**
 - a. The first reading of the FY2021-22 Budget (draft) was briefly discussed. No action to be taken because it has not yet been approved by the Finance Committee. Bailey gave an overview of the 2 major influences on this upcoming budget, which are (1) uncertainty, and (2) increases in spending for new software and subscriptions for on-line services.
 - b. Ideas for a memorial for Donna Williams is being discussed; the Friends of the Library are interested in participating.

c. Anna Fifhouse gave a presentation of Libinsight, a stats software package included in Springshare, which we fortunately already own. She has found it very useful in developing recent monthly stats reports, and demonstrated several gathering, analyzing, and reporting features. Hayes and Zaute offered feedback on ease of use; Fifhouse will continue to work with the program.

9. Old Business:

a. Capital Project Update: The Foundation Board met last week. An annual letter was drafted for a major donor, but no significant fundraising activities will be planned in 2021 due to COVID-19.

10. Director's Report Highlights:

- Region 9, which includes Lake Bluff, returned to Tier 2 today; this allows the return of some limited open hours.
- There was another COVID-19 case amongst the staff, whose symptoms have fortunately been mild. The building underwent a full cleaning and disinfecting process.

11. Executive Session: There was none.

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

1. Adjournment: Heintzelman moved and Stroh seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:30 pm.

Respectfully Submitted,

Janie Jerch, with the gracious help of Kathy Meierhoff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

		PERIOD ENDING 01/31/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDGT USED
		MONTH 01/31/21 INCR (DECR)	MONTH 01/31/20 INCR (DECR)	01/31/2021 NORM (ABNORM)	01/31/2020 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	14,954.52	0.00	963,177.09	961,133.31	987,711.00	97.52
PROPERTY TAX		14,954.52	0.00	963,177.09	961,133.31	987,711.00	97.52
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	0.00	129.70	100.76	1,623.94	2,100.00	4.80
080-300-34250	NON-RESIDENT FEES	166.82	256.07	3,153.05	4,876.33	7,000.00	45.04
080-300-34260	PASSPORT FEES	0.00	1,575.00	0.00	7,350.00	10,000.00	0.00
SERVICES		166.82	1,960.77	3,253.81	13,850.27	19,100.00	17.04
FINES							
080-300-35700	RENTAL FINES	92.55	561.86	573.64	6,528.09	2,000.00	28.68
FINES		92.55	561.86	573.64	6,528.09	2,000.00	28.68
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	7,152.50	0.00	0.00	100.00
GRANTS		0.00	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	400.00	0.00	400.00	780.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	500.00	0.00	500.00	0.00	1,500.00	33.33
080-300-38310	CONTRIBUTIONS/DONATIONS	99.64	54.03	269.54	21,374.00	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	1,467.20	5,293.55	5,592.86	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	0.00	37.00	74.55	282.90	1,000.00	7.46
MISCELLANEOUS REVENUE		599.64	1,958.23	6,137.64	27,649.76	11,830.00	51.88
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	42.70	743.45	669.77	7,165.09	10,000.00	6.70
INTEREST EARNINGS		42.70	743.45	669.77	7,165.09	10,000.00	6.70
Total Dept 300 - REVENUE		15,856.23	5,224.31	980,964.45	1,016,326.52	1,030,641.00	95.18
TOTAL REVENUES		15,856.23	5,224.31	980,964.45	1,016,326.52	1,030,641.00	95.18

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDT
		MONTH 01/31/21	MONTH 01/31/20	01/31/2021	01/31/2020		
		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 01/31/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 01/31/21	MONTH 01/31/20	01/31/2021	01/31/2020	AMENDED BUDGET	USED
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,294.58	16,160.27	111,795.72	144,027.41	182,000.00	61.43
080-603-40030	STAFF SALARIES	29,024.01	26,883.27	251,039.05	245,115.68	317,000.00	79.19
SALARIES		41,318.59	43,043.54	362,834.77	389,143.09	499,000.00	72.71
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,347.89	8,403.62	74,603.67	74,989.62	95,000.00	78.53
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,109.13	3,240.06	27,287.62	29,174.11	38,000.00	71.81
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,505.51	3,582.00	24,134.99	24,719.73	39,000.00	61.88
BENEFITS		14,962.53	15,225.68	126,026.28	128,883.46	172,250.00	73.16
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	4,975.51	1,005.00	25,072.01	30,421.73	35,000.00	71.63
080-603-41020	ELEVATOR MAINTENANCE	230.00	928.65	318.00	947.65	1,000.00	31.80
080-603-41050	MAINTENANCE-GROUNDS	0.00	1,480.00	2,380.85	4,745.73	6,500.00	36.63
080-603-41300	COMPUTER SERVICES	0.00	0.00	13,390.00	13,040.00	13,000.00	103.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	433.06	225.66	1,897.47	2,948.08	4,000.00	47.44
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	206.25	0.00	7,556.00	15,333.00	5,000.00	151.12
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	411.09	0.00	4,144.58	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		6,255.91	3,639.31	56,221.41	71,321.87	72,541.00	77.50
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	32.00	0.00	1,659.74	3,000.00	0.00
080-603-42440	DUES	0.00	100.00	1,288.14	2,041.26	2,500.00	51.53
080-603-43230	UTILITIES	2,245.63	819.81	10,395.78	11,236.20	15,000.00	69.31
080-603-43300	POSTAGE	0.00	169.45	1,323.69	2,461.73	3,500.00	37.82
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	4,073.87	6,904.91	10,000.00	40.74
080-603-43550	OFFICE SUPPLIES	953.14	418.74	7,757.66	4,361.00	6,000.00	129.29
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	140.00	142.68	476.82	1,204.23	2,000.00	23.84
080-603-43668	TECHNICAL SERVICES SUPPLIES	275.32	440.26	2,594.04	3,267.90	5,000.00	51.88
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	209.85	420.70	500.00	41.97
080-603-43710	ADULT PROGRAM SUPPLIES	2,200.00	1,462.85	7,308.20	5,580.08	7,000.00	104.40
080-603-43720	JUVENILE PROGRAM SUPPLIES	421.91	59.96	3,635.86	5,288.23	7,000.00	51.94
080-603-43730	OUTREACH SUPPLIES	170.65	76.30	2,119.53	3,541.02	5,000.00	42.39
080-603-43740	TEEN PROGRAM SUPPLIES	54.89	0.00	487.24	998.13	1,250.00	38.98
COMMODITIES		6,491.53	3,752.04	41,670.68	48,965.13	67,750.00	61.51
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.60	26.30	491.96	685.62	2,000.00	24.60
PROGRAM EXPENSES		25.60	26.30	491.96	685.62	2,000.00	24.60

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BGDGT USED
		MONTH 01/31/21 INCR (DECR)	MONTH 01/31/20 INCR (DECR)	01/31/2021 NORM (ABNORM)	01/31/2020 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
INTERFUND OUT		0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,051.41	1,097.95	10,237.62	11,594.92	17,000.00	60.22
080-603-45100	ADULT FICTION BOOKS	615.22	1,105.77	9,966.29	11,143.06	15,500.00	64.30
080-603-45110	ADULT LARGE PRINT MATERIAL	17.61	51.43	387.83	308.00	600.00	64.64
080-603-45200	ADULT AUDIO VISUAL MATERIAL	634.42	782.44	7,355.05	8,915.63	15,500.00	47.45
080-603-45220	ADULT REFERENCE/E-REFER	2,143.92	1,500.00	17,041.72	15,357.70	16,500.00	103.28
080-603-45400	JUVENILE NON-FICTION	2,715.17	1,892.52	4,791.40	7,183.69	11,500.00	41.66
080-603-45410	PICTURE BOOKS, READERS	716.20	815.91	4,787.71	3,240.36	6,000.00	79.80
080-603-45420	JUVENILE FICTION	1,567.25	704.17	4,306.94	5,524.85	10,000.00	43.07
080-603-45430	JUVENILE AUDIO-VISUAL	69.99	26.99	348.36	1,030.38	4,000.00	8.71
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	985.30	252.73	1,658.02	1,960.71	2,500.00	66.32
080-603-45460	E-BOOKS	1,068.51	1,635.62	14,900.14	10,217.06	17,000.00	87.65
080-603-45470	GRAPHIC NOVELS	0.00	44.95	231.35	342.94	750.00	30.85
080-603-45500	PERIODICALS	0.00	0.00	4,097.75	5,766.29	6,750.00	60.71
080-603-45510	VIDEO GAMES	(10.05)	180.74	1,470.22	2,035.85	3,500.00	42.01
080-603-45520	TRENDING TITLES	0.00	124.78	213.72	873.81	2,000.00	10.69
080-603-45600	PATRON & STAFF SOFTWARE	1,623.50	287.10	8,765.74	6,149.25	6,000.00	146.10
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	42.96	1,000.00	317.50
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	1,916.73	25,152.93	40,000.00	4.79
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		13,198.45	10,503.10	119,436.59	138,771.39	201,100.00	59.39
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							
		82,252.61	76,189.97	706,681.69	777,770.56	1,035,641.00	68.24
TOTAL EXPENDITURES							
		82,252.61	76,189.97	706,681.69	777,770.56	1,035,641.00	68.24
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		15,856.23	5,224.31	980,964.45	1,016,326.52	1,030,641.00	95.18
TOTAL EXPENDITURES		82,252.61	76,189.97	706,681.69	777,770.56	1,035,641.00	68.24
NET OF REVENUES & EXPENDITURES		(66,396.38)	(70,965.66)	274,282.76	238,555.96	(5,000.00)	5,485.6

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

		PERIOD ENDING 01/31/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDGT USED
		MONTH 01/31/21 INCR (DECR)	MONTH 01/31/20 INCR (DECR)	01/31/2021 NORM (ABNORM)	01/31/2020 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	0.00	107.29	7,424.19	24,307.48	17,000.00	43.67
PROGRAM EXPENSES		0.00	107.29	7,424.19	24,307.48	17,000.00	43.67
Total Dept 603 - LIBRARY ADMINISTRATION		0.00	107.29	7,424.19	29,674.33	25,152.50	29.52
TOTAL EXPENDITURES		0.00	107.29	7,424.19	29,674.33	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		0.00	107.29	7,424.19	29,674.33	25,152.50	29.52
NET OF REVENUES & EXPENDITURES		0.00	(107.29)	(7,424.19)	(29,674.33)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 01/31/21	MONTH 01/31/20	01/31/2021	01/31/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		15,856.23	5,224.31	980,964.45	1,016,326.52	1,055,793.50	92.91
TOTAL EXPENDITURES - ALL FUNDS		82,252.61	76,297.26	714,105.88	807,444.89	1,060,793.50	67.32
NET OF REVENUES & EXPENDITURES		(66,396.38)	(71,072.95)	266,858.57	208,881.63	(5,000.00)	5,337.17

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)	(49,255.90)
	A/R - OTHER	(18,589.14)	(49,255.90)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	152,109.96
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	591,976.82
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,815.76	22,421.49
	CASH/INVESTMENTS	448,961.15	766,660.07
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	1,689,415.47
*** 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	26,061.66
	ACCOUNTS PAYABLE	14,260.55	26,061.66
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	948.29
	A/P - OTHER	0.00	948.29
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	1,033,394.77
*** 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		274,282.76
	Ending Fund Balance		656,020.70
	Total Liabilities And Fund Balance		1,689,415.47

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		<u>7,152.20</u>	<u>7,152.20</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(73,952.28)	(81,376.47)
CASH/INVESTMENTS		<u>(73,952.28)</u>	<u>(81,376.47)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
DUE TO OTHER FUNDS		<u>20,604.89</u>	<u>20,604.89</u>
Total Assets		<u>(46,195.19)</u>	<u>(53,619.38)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
ACCOUNTS PAYABLE		<u>0.00</u>	<u>0.00</u>
Total Liabilities		<u>0.00</u>	<u>0.00</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(46,195.19)	(46,195.19)
NET POSITION/FUND BALANCE		<u>(46,195.19)</u>	<u>(46,195.19)</u>
Total Fund Balance		<u>(46,195.19)</u>	<u>(46,195.19)</u>
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			(53,619.38)

User: EBAILEY

CHECK DATE FROM 01/20/2021 - 02/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/11/2021	LIBCK	14640	545959786547	AMAZON	OFFICE SUPPLIES	080-603-43550	25.69
		14640	559753374946		JUVENILE PROGRAM SUPPLIES	080-603-43720	4.99
		14640	893579465539		TEEN PROGRAM SUPPLIES	080-603-43740	31.12
		14640	764446663535		ADULT NON-FICTION BOOKS	080-603-45000	20.79
		14640	496397985783		ADULT NON-FICTION BOOKS	080-603-45000	47.63
		14640	575457346655		ADULT NON-FICTION BOOKS	080-603-45000	23.40
		14640	646369594386		ADULT NON-FICTION BOOKS	080-603-45000	13.29
		14640	449596787545		ADULT FICTION BOOKS	080-603-45100	14.59
		14640	466988584674		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.88
		14640	469557399669		ADULT AUDIO VISUAL MATERIAL	080-603-45200	52.84
		14640	535947746695		ADULT AUDIO VISUAL MATERIAL	080-603-45200	35.98
		14640	966659544436		ADULT AUDIO VISUAL MATERIAL	080-603-45200	51.57
		14640	454596859468		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.95
		14640	964739539634		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14640	938397966965		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14640	443355768593		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		14640	884937968653		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		14640	463663553666		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14640	697645433838		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14640	786856694667		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14640	435778333433		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.96
		14640	478967866868		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14640	574634996654		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.49
		14640	977376869996		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14640	973384795575		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		14640	688438884789		ADULT AUDIO VISUAL MATERIAL	080-603-45200	63.94
		14640	795945998886		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14640	435463678838		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(14.96)
		14640	675695646533		JUVENILE NON-FICTION	080-603-45400	103.90
		14640	988483963998		JUVENILE NON-FICTION	080-603-45400	10.95
		14640	779988993939		PICTURE BOOKS, READERS	080-603-45410	6.99
		14640	687934458997		PICTURE BOOKS, READERS	080-603-45410	182.19
		14640	988876959865		PICTURE BOOKS, READERS	080-603-45410	17.95
		14640	887485346784		JUVENILE FICTION	080-603-45420	67.54
		14640	433595837739		VIDEO GAMES	080-603-45510	(10.05)
							1,025.44
02/11/2021	LIBCK	14641	2035693160	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14641	2035695078		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.76
		14641	2035700276		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.76

User: EBAILEY

CHECK DATE FROM 01/20/2021 - 02/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14641	2035690596		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.19
		14641	2035708092		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.45
		14641	2035637933		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.71
		14641	2035705625		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.29
		14641	2035603519		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.74
		14641	2035712991		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.14
		14641	2035657840		TECHNICAL SERVICES SUPPLIES	080-603-43668	22.64
		14641	2035706834		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.39
		14641	2035657774		TECHNICAL SERVICES SUPPLIES	080-603-43668	40.49
		14641	2035728218		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.41
		14641	2035670912		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.82
		14641	2035673416		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.78
		14641	2035647471		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.94
		14641	2035719001		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14641	2035666047		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.13
		14641	2035731549		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14641	2035729540		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14641	2035742248		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.66
		14641	2035747423		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.24
		14641	2035700681		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.89
		14641	2035701084		TECHNICAL SERVICES SUPPLIES	080-603-43668	39.37
		14641	2035701066		TECHNICAL SERVICES SUPPLIES	080-603-43668	49.67
		14641	2035759360		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.21
		14641	2035719001		TEEN PROGRAM SUPPLIES	080-603-43740	23.77
		14641	2035700276		ADULT NON-FICTION BOOKS	080-603-45000	109.62
		14641	2035637933		ADULT NON-FICTION BOOKS	080-603-45000	252.51
		14641	2035603519		ADULT NON-FICTION BOOKS	080-603-45000	102.05
		14641	2035670912		ADULT NON-FICTION BOOKS	080-603-45000	122.11
		14641	2035747423		ADULT NON-FICTION BOOKS	080-603-45000	198.13
		14641	2035700681		ADULT NON-FICTION BOOKS	080-603-45000	161.88
		14641	2035690596		ADULT FICTION BOOKS	080-603-45100	410.69
		14641	2035705625		ADULT FICTION BOOKS	080-603-45100	253.69
		14641	2035706834		ADULT FICTION BOOKS	080-603-45100	99.17
		14641	2035728218		ADULT FICTION BOOKS	080-603-45100	247.77
		14641	2035729540		ADULT LARGE PRINT MATERIAL	080-603-45110	17.61
		14641	2035708092		JUVENILE NON-FICTION	080-603-45400	84.94
		14641	2035673416		JUVENILE NON-FICTION	080-603-45400	370.58
		14641	2035647471		JUVENILE NON-FICTION	080-603-45400	21.33
		14641	2035731549		JUVENILE NON-FICTION	080-603-45400	71.29
		14641	2035695078		PICTURE BOOKS, READERS	080-603-45410	72.93

User: EBAILEY

CHECK DATE FROM 01/20/2021 - 02/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14641	2035712991		PICTURE BOOKS, READERS	080-603-45410	95.12
		14641	2035742248		PICTURE BOOKS, READERS	080-603-45410	235.89
		14641	2035759360		PICTURE BOOKS, READERS	080-603-45410	105.13
		14641	2035657774		JUVENILE FICTION	080-603-45420	553.51
		14641	2035666047		JUVENILE FICTION	080-603-45420	47.91
		14641	2035701066		JUVENILE FICTION	080-603-45420	618.99
		14641	2035693160		TEEN BOOKS	080-603-45450	20.99
		14641	2035657840		TEEN BOOKS	080-603-45450	389.23
		14641	2035701084		TEEN BOOKS	080-603-45450	575.08
							5,556.43
02/11/2021	LIBCK	14642	192642	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	1,089.40
		14642	192996		JUVENILE NON-FICTION	080-603-45400	962.78
		14642	193070		JUVENILE FICTION	080-603-45420	279.30
							2,331.48
02/11/2021	LIBCK	14643	SHE012921	COLETTE SHELBY	ADULT PROGRAM SUPPLIES	080-603-43710	225.00
02/11/2021	LIBCK	14644	206839	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	080-603-41020	230.00
02/11/2021	LIBCK	14645	28887	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	1,220.00
02/11/2021	LIBCK	14646	27308	CRYSTAL MAINTENANCE SER	BUILDG MAINT/CLEANING SERVIC	080-603-41000	580.00
02/11/2021	LIBCK	14647	PRA012921	ANDREA HORST PRACHT	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
02/11/2021	LIBCK	14648	FLY012921	EUGENE FLYNN	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
02/11/2021	LIBCK	14649	334474	FINDAWAY WORLD LLC	JUVENILE AUDIO-VISUAL	080-603-45430	69.99
02/11/2021	LIBCK	14650	ELI012721	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	55.20
02/11/2021	LIBCK	14651	MCO012721	FIRST BANKCARD	PRINTING/E-NEWSLETTER	080-603-43410	29.99
		14651	MCO012721		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14651	MCO012721		PATRON & STAFF SOFTWARE/ONLI	080-603-45600	39.99
		14651	MCO012721		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
							82.93
02/11/2021	LIBCK	14652	ERI012721	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	90.00
		14652	ERI012721		PATRON&STAFF SOFTWARE/ADOBE	080-603-45600	15.93
		14652	ERI012721		MISCELLANEOUS EXPENSES/PAYPA	080-603-46100	25.60
							131.53
02/11/2021	LIBCK	14653	CAC012721	FIRST BANKCARD	PATRON & STAFF SOFTWARE	080-603-45600	337.63

User: EBAILEY

CHECK DATE FROM 01/20/2021 - 02/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/11/2021	LIBCK	14654	LYN012721	FIRST BANKCARD	MAINT-BUILDING/WHEELS FOR BO	080-603-41000	39.67
02/11/2021	LIBCK	14655	505641634	GRANITE TELECOMMUNICATI	UTILITIES	080-603-43230	2,245.63
02/11/2021	LIBCK	14656	ALE012921	GREGORY ALEXANDER	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
02/11/2021	LIBCK	14657	HMF012921	ILLINOIS HOLOCAUST MUSE	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
02/11/2021	LIBCK	14658	2012874	IMPACT NETWORKING, INC	COPIER MAINT/PATRONS/OVERAGE	080-603-41313	9.90
		14658	2012874		COPIER MAINT/STAFF/BASE RATE	080-603-41313	177.16
		14658	2012874		COPIER MAINT/PATRONS/BASE RA	080-603-41313	246.00
							433.06
02/11/2021	LIBCK	14659	KOT012921	KEVIN P. KOTHRAD	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
02/11/2021	LIBCK	14660	432	VILLAGE OF LAKE BLUFF	OFFICE SUPPLIES	080-603-43550	109.56
		14660	435		OFFICE SUPPLIES	080-603-43550	205.93
							315.49
02/11/2021	LIBCK	14661	INV008000	MANGO LANGUAGES	ADULT REFERENCE/E-REFER	080-603-45220	2,143.92
02/11/2021	LIBCK	14662	CUR012921	MARLA M. CURRAN	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
02/11/2021	LIBCK	14663	WEB012621	MARY WEBBER	JUVENILE PROGRAM SUPPLIES	080-603-43720	14.72
02/11/2021	LIBCK	14664	GER032521	MICHAEL GERSHBEIN	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
02/11/2021	LIBCK	14665	99967706	MIDWEST TAPE	PER CAPITAL GRANT EXPENDITUR	080-603-44810	411.09
		14665	99910290		ADULT AUDIO VISUAL MATERIAL	080-603-45200	94.97
		14665	99966178		ADULT AUDIO VISUAL MATERIAL	080-603-45200	74.98
							581.04
02/11/2021	LIBCK	14666	CHI0120LBPL	MUSEUM OF BAD, INC	OUTREACH SUPPLIES	080-603-43730	125.00
02/11/2021	LIBCK	14667	21-007	NEXTWORD COMMUNICATIONS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	206.25
02/11/2021	LIBCK	14668	OSA013121	CLAIRE OSADA	OFFICE SUPPLIES	080-603-43550	19.64
02/11/2021	LIBCK	14669	01018CO21019391	OVERDRIVE , INC	E-BOOKS	080-603-45460	123.16
		14669	01018CP21035570		E-BOOKS	080-603-45460	444.42
		14669	01018CO21040057		E-BOOKS	080-603-45460	242.98
							810.56
02/11/2021	LIBCK	14670	466248	POSTNET IL106	OUTREACH SUPPLIES	080-603-43730	42.65

User: EBAILEY

CHECK DATE FROM 01/20/2021 - 02/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/11/2021	LIBCK	14671	7561	RAILS	JUVENILE PROGRAM SUPPLIES	080-603-43720	347.00
		14671	7647		E-BOOKS	080-603-45460	257.95
							604.95
02/11/2021	LIBCK	14672	MUE012921	ROBERT J. MUELLER	ADULT PROGRAM SUPPLIES	080-603-43710	175.00
02/11/2021	LIBCK	14673	0906131111	STANLEY ACCESS TECH LLC	MAINTENANCE-BUILDING	080-603-41000	4,265.84
02/11/2021	LIBCK	14674	317371	TECH SYSTEMS, INC	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	140.00
02/11/2021	LIBCK	14675	COL012921	TERRY WOLFISCH COLE	ADULT PROGRAM SUPPLIES	080-603-43710	175.00
02/11/2021	LIBCK	14676	TIM012921	TIMOTHY COMMUNICATIONS	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
02/11/2021	LIBCK	14677	129760077	ULINE	OFFICE SUPPLIES	080-603-43550	252.61
02/11/2021	LIBCK	14678	REI012921	WILLIAM REICHMAN/BILL T	ADULT PROGRAM SUPPLIES	080-603-43710	275.00
					TOTAL - ALL FUNDS	TOTAL OF 39 CHECKS	26,061.66

--- GL TOTALS ---

080-603-41000	MAINTENANCE-BUILDING	4,975.51
080-603-41020	ELEVATOR MAINTENANCE	230.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	433.06
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	206.25
080-603-43230	UTILITIES	2,245.63
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	613.43
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	140.00
080-603-43668	TECHNICAL SERVICES SUPPLIES	294.51
080-603-43710	ADULT PROGRAM SUPPLIES	2,200.00
080-603-43720	JUVENILE PROGRAM SUPPLIES	421.91
080-603-43730	OUTREACH SUPPLIES	170.65
080-603-43740	TEEN PROGRAM SUPPLIES	54.89
080-603-44810	PER CAPITAL GRANT EXPENDITURES	411.09
080-603-45000	ADULT NON-FICTION BOOKS	1,051.41
080-603-45100	ADULT FICTION BOOKS	1,025.91
080-603-45110	ADULT LARGE PRINT MATERIAL	17.61
080-603-45200	ADULT AUDIO VISUAL MATERIAL	634.42
080-603-45220	ADULT REFERENCE/E-REFER	2,143.92
080-603-45400	JUVENILE NON-FICTION	2,715.17
080-603-45410	PICTURE BOOKS, READERS	716.20
080-603-45420	JUVENILE FICTION	1,567.25
080-603-45430	JUVENILE AUDIO-VISUAL	69.99
080-603-45450	TEEN BOOKS	985.30
080-603-45460	E-BOOKS	1,068.51
080-603-45510	VIDEO GAMES	(10.05)
080-603-45600	PATRON & STAFF SOFTWARE	1,623.50

User: EBAILEY

CHECK DATE FROM 01/20/2021 - 02/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-46100			MISCELLANEOUS	EXPENSES			25.60
			TOTAL				26,061.66

Library Director Review Process

- Early February - HR Committee Input -- using previous year Review.
- February Board Meeting – sharing HR Committee Input.
- End of February – Board members input received.
- March – preliminary draft created.
- Late March – draft shared with HR Committee.
- End of March – revisions and final draft.
- Early April – Review shared with Director (Board President & Committee Chair).
- April Board Meeting – Director’s goals shared with the Board.

Director's Report – February 2021

Programming

- Adult Programming
 - The annual *Read Between the Ravines* program is kicking off, with the first program scheduled for March 9. The book for 2021 is *Reading with Patrick* by Michelle Kuo. Ms. Kuo will be joining us for a Facebook Live event at 5:30pm on April 7. Jillian Chapman deserves a lot of credit for her capable handling of our participation in this partnership with Lake Forest Library.
 - Jillian Chapman is working to set up a new book club for the Library, Reading for Equity and Diversity (READ).
 - Our program *Pre-Civil War Quilts: The Secret Codes to Freedom on the Underground Railroad* hosted by Connie Martin had over 30 attendees according to staff member Carol Carter.
 - Head of Circulation and Reference Katie Horner created a LibInsight guide for Black History month. You can view it here: https://lakeblufflibrary.libguides.com/black-history-month/home?fbclid=IwAR1zC9BvCMOJsnfJW3WRairhmCqGm5JkYV5uyLDUwiKVPUS_QT090KeBsjM
 - The Afternoon Book Club will be discussing *The Mother in Law* by Sally Hepworth.
 - A total of 18 patrons registered for our February 8th program *Frida Kahlo: Iconic Mexican Artist*.
 - Our January 21, 2021 program *Zero Waste Mindset* with presenter Monica Chavez had 16 registrants, one of whom has been inspired to begin coordinating a local recycling system for household food waste and other perishables.
- Youth Services
 - Head of Youth Services Eliza Jarvi reports that 76 Grab-and-go crafts were picked up by patrons in January.
 - Our partnership with Lake Bluff Montessori continues, with 13 requests for materials filled in January.
 - Mary Webber and Regina Ruocco continue to lead story times on Tuesday mornings.
 - Pajama story time continues to be held on the third Wednesday of each month.

Return of In-Person Service

In-person service returned on February 8, 2021. Hours initially are Monday, Wednesday, and Friday from 2pm to 6pm. As mitigation continues to be reduced we will be adding hours and service. Planning is already under way for these subsequent steps.

Donation from Kiwanis

On February 2, 2021 we received a check for \$14,000 as a donation from our local Kiwanis. They select an organization to support with a fundraiser each year, and approached the Library in spring of 2020. The Library provided a list of technology that would enhance youth services, and Kiwanis raised the funds for the purchase. Head of Youth Services Eliza Jarvi did a great job formulating the request and then working with Kiwanis to make sure they had what they needed to raise the money. The technology to be acquired includes laptops to provide increased flexibility similar to what has been put in place on the Main Floor.

Work on Door

We had some issues with the lock on the front doors of the Library this month, which required our locksmith to order a replacement part. As this interfered with the doors reliable operation, we secured the doors with an additional lock on the inside for several days. The doors have now been repaired.

Lake Bluff Middle School Career Day

In recent years, Library staff have participated in Career Day at the Lake Bluff Middle School. COVID-19 mitigation made a traditional career day impossible. LBMS solicited career videos from the usual participants, which we were happy to contribute. You can view it here: <https://youtu.be/-1oD8lhZ0bk>

Head of Youth Services Eliza Jarvi did amazing work on this. Thanks are also due to Martha O'Hara and Katie Horner for their participation.

RBDigital Magazines Through Overdrive

Overdrive, the company behind MyMediaMall/Electronic Content Consortium (ECC), acquired rival content provider RBDigital this past summer. This allowed ECC to add, by majority vote, a huge collection of magazine titles. This has made 3,258 titles available to our patrons. Anna Fifhouse, who manages our Overdrive collection, reports that we've already had 36 checkouts since January 25 when it went live.

Summer Reading Club Planning

Planning is under way for the Summer Reading Club. While COVID-19 numbers are trending in the right direction, its difficult to say what mitigation might be in effect this coming summer. Accordingly, we are preparing flexible programming that will work even if we are still limited in what in-person service we can provide.

COVID-19 Case

On January 15, 2021 we experienced our second case of COVID-19 on staff. Staff members did an excellent job in enacting our standing plan for such an eventuality and the Library returned to its regular curbside hours within a few days. The staff member in question experienced only mild symptoms.

Website Update

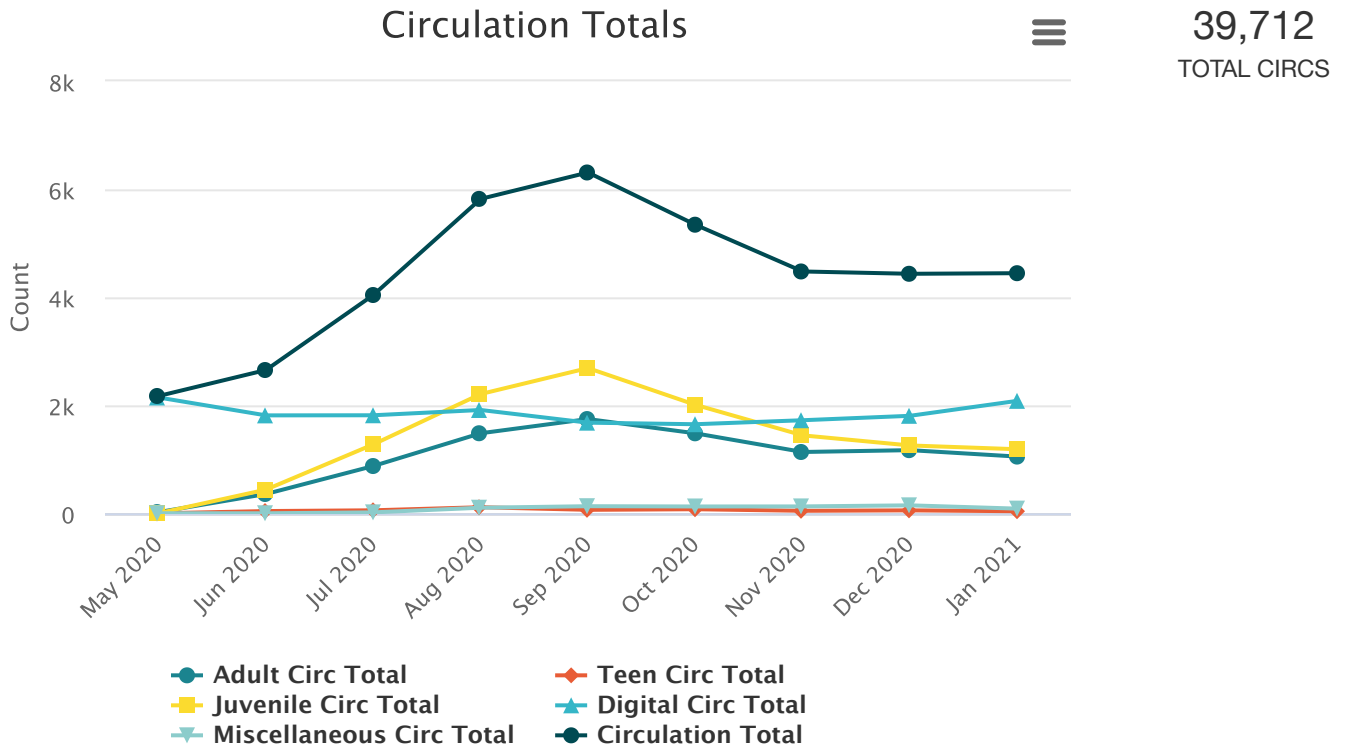
Development of the website continues, even after the formal launch in spring of 2020. Head of Adult Services Martha O'Hara reports that she added pages to the website for Read Between the Ravines and the Phyllis Fox Memorial Reading Contest.

Respectfully submitted,

Eric Scott Bailey

FY 20-21 Graphs

FY 20-21 Circulation Totals



Circulation Totals

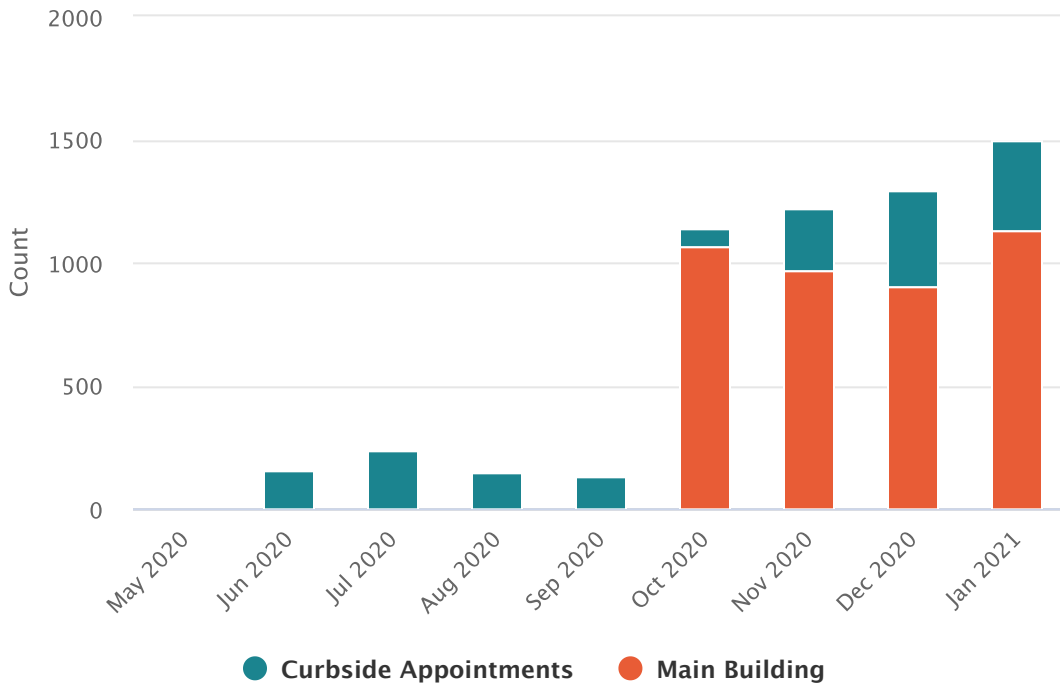
Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2020	23	0	3	2145	2	2173
Jun 2020	358	42	439	1814	1	2654
Jul 2020	876	56	1277	1816	18	4043
Aug 2020	1483	113	2209	1914	104	5823
Sep 2020	1746	65	2690	1679	132	6312
Oct 2020	1482	76	2010	1650	127	5345
Nov 2020	1136	47	1444	1724	128	4479
Dec 2020	1170	55	1257	1806	148	4436
Jan 2021	1051	39	1187	2083	87	4447

FY 20-21 Visits

Visits



5,814
TOTAL VISITS



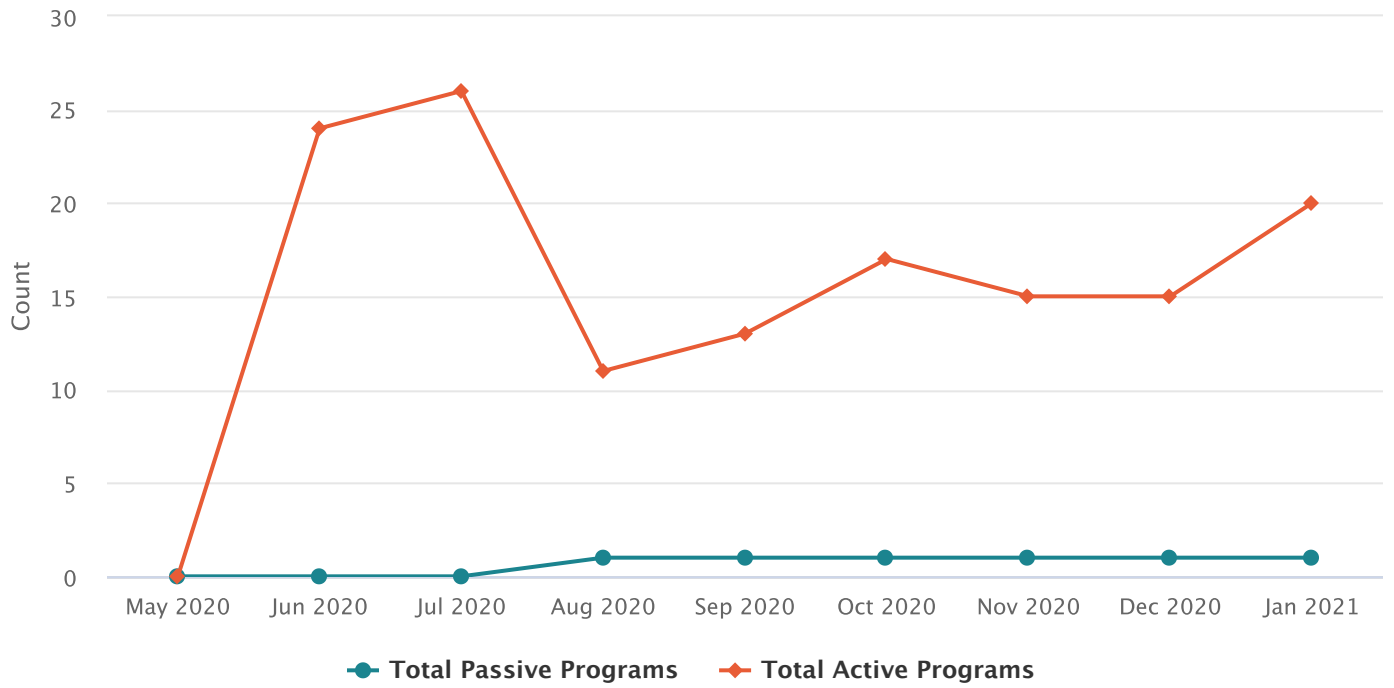
Visits

Category Curbside Appointments Main Building

May 2020	0
Jun 2020	154
Jul 2020	233
Aug 2020	145
Sep 2020	132
Oct 2020	77
Nov 2020	256
Dec 2020	397
Jan 2021	368

FY 20-21 Programming

Number of Programs

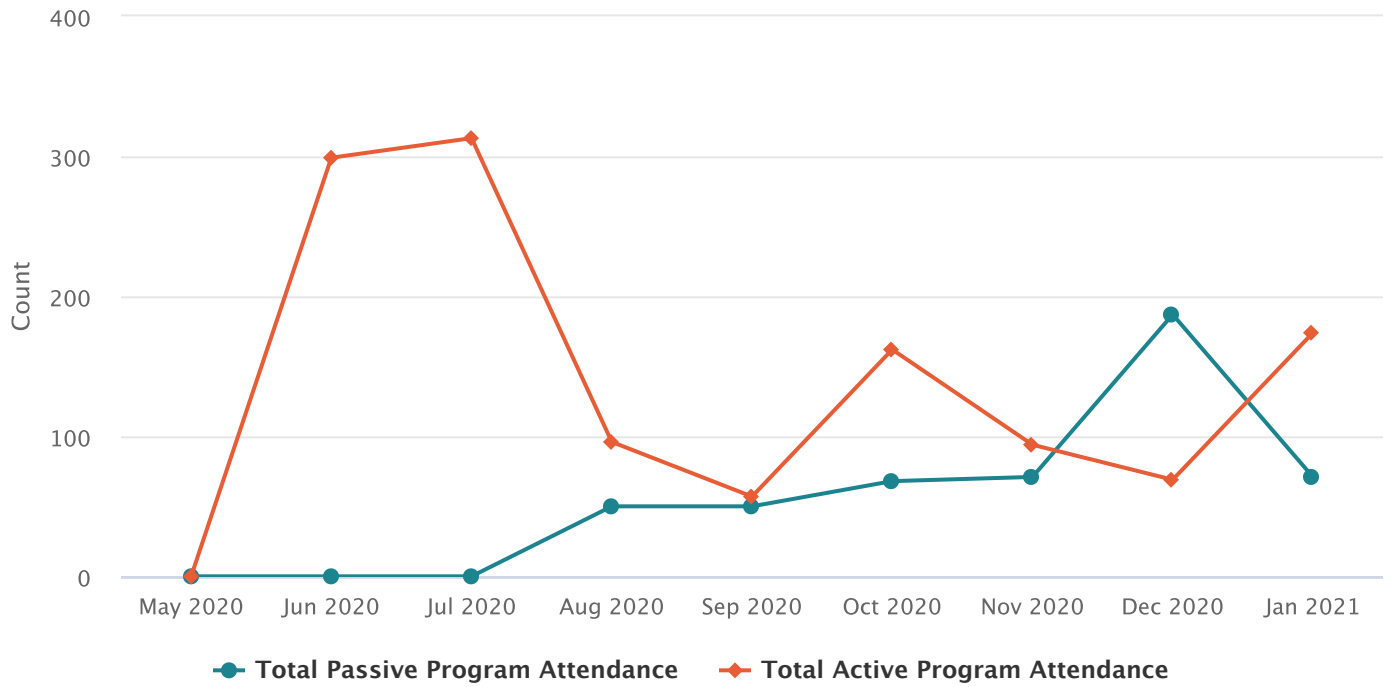


Number of Programs

Category Total Passive Programs Total Active Programs

May 2020	0	
Jun 2020	0	24
Jul 2020	0	26
Aug 2020	1	11
Sep 2020	1	13
Oct 2020	1	17
Nov 2020	1	15
Dec 2020	1	15
Jan 2021	1	20

Program Attendance

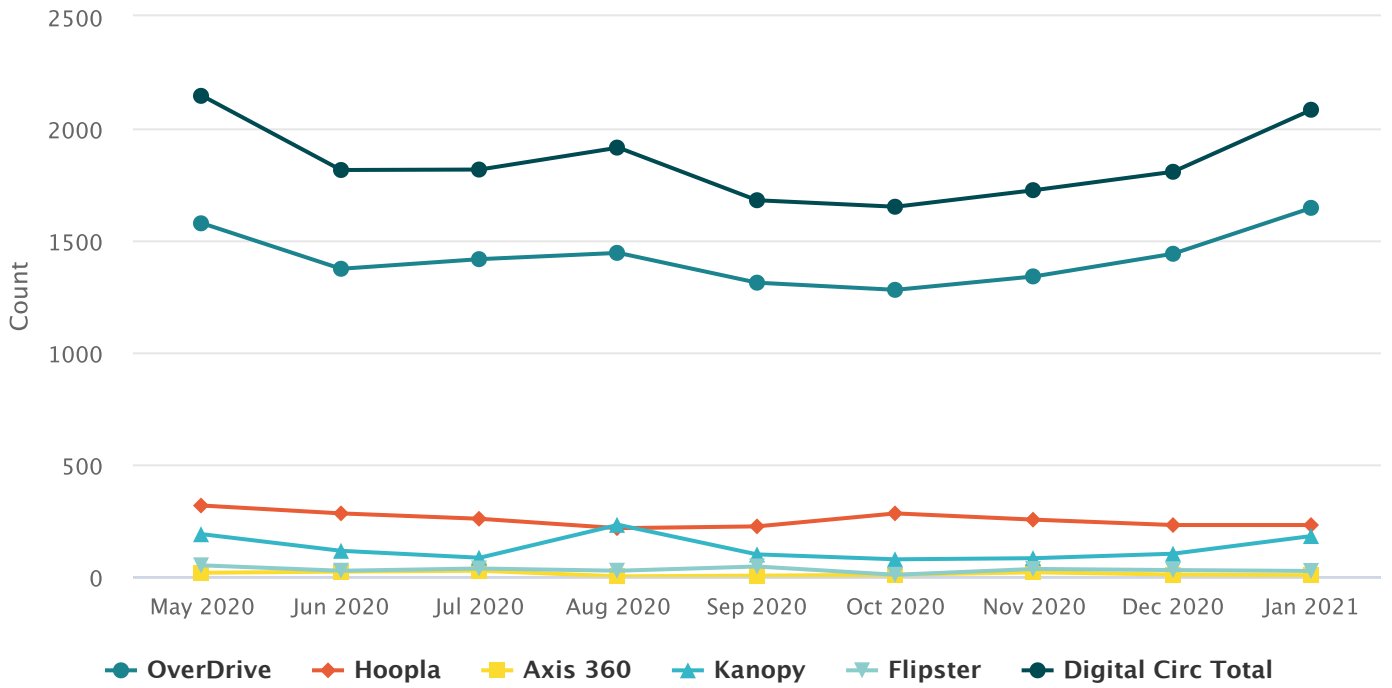


Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2020	0	0
Jun 2020	0	299
Jul 2020	0	313
Aug 2020	50	96
Sep 2020	50	57
Oct 2020	68	162
Nov 2020	71	94
Dec 2020	187	69
Jan 2021	71	174

FY 20-21 Digital Collections

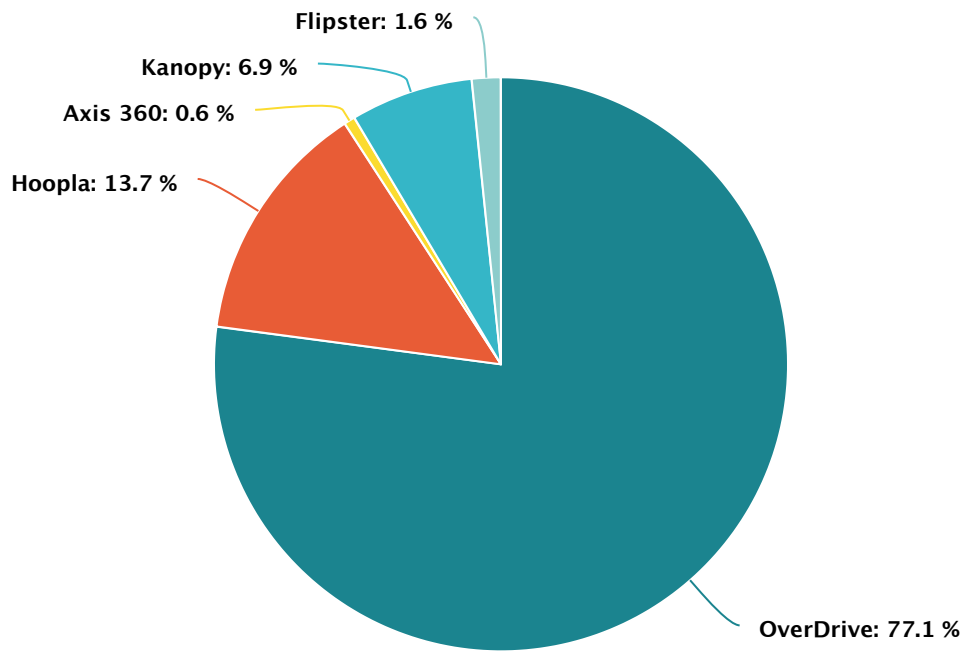
Monthly Usage



Monthly Usage

Category	OverDrive	Hoopla	Axis 360	Kanopy	Flipster	Digital Circ Total
May 2020	1576	316	16	188	49	2145
Jun 2020	1373	281	21	114	25	1814
Jul 2020	1416	257	25	83	35	1816
Aug 2020	1444	215	0	230	25	1914
Sep 2020	1311	223	3	98	44	1679
Oct 2020	1279	281	7	76	7	1650
Nov 2020	1339	253	18	81	33	1724
Dec 2020	1440	229	8	101	28	1806
Jan 2021	1645	229	5	180	24	2083

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 12823

Hoopla 2284

Axis 360 103

Kanopy 1151

Flipster 270

FY 20-21 Website Usage



26,446
TOTAL SESSIONS

Visitors

Category # of Visitors

May 2020 540

Jun 2020 2732

Jul 2020 2935

Aug 2020 3162

Sep 2020 2721

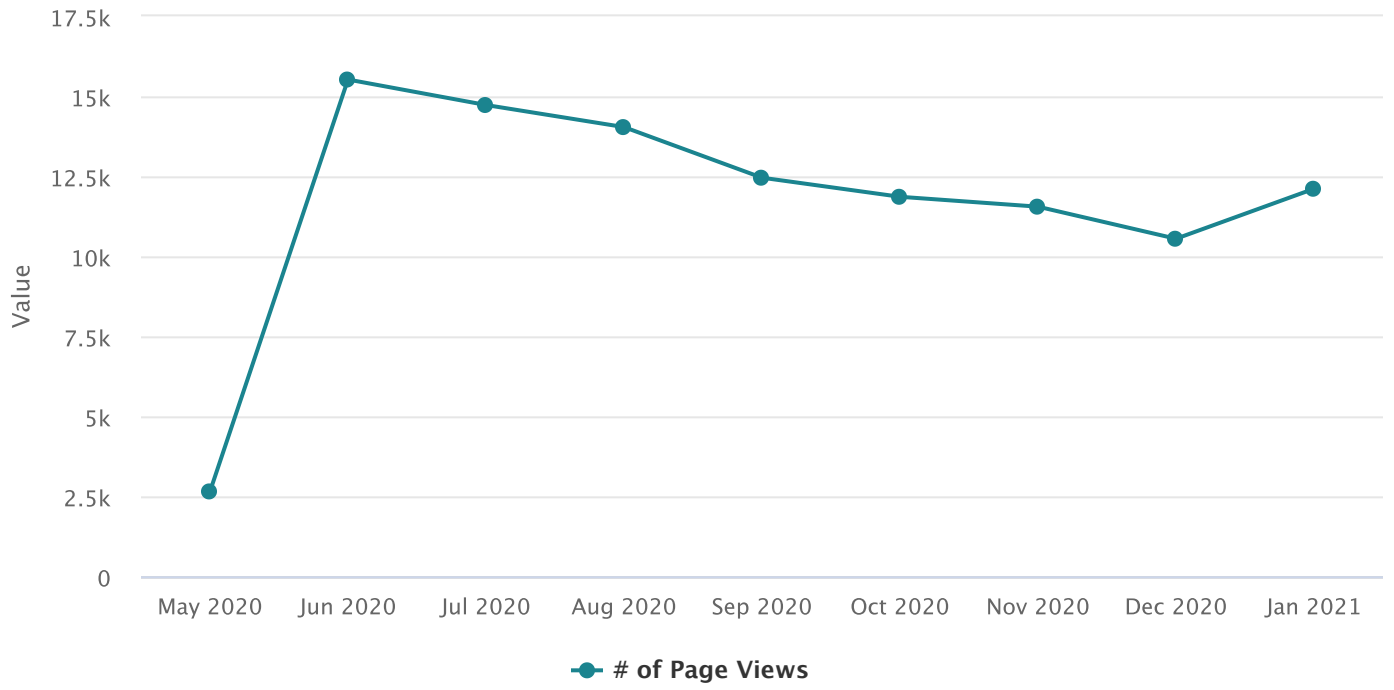
Oct 2020 2509

Nov 2020 2314

Dec 2020 2180

Jan 2021 2365

Page Views



Page Views

Category # of Page Views

May 2020 2653

Jun 2020 15525

Jul 2020 14729

Aug 2020 14039

Sep 2020 12457

Oct 2020 11861

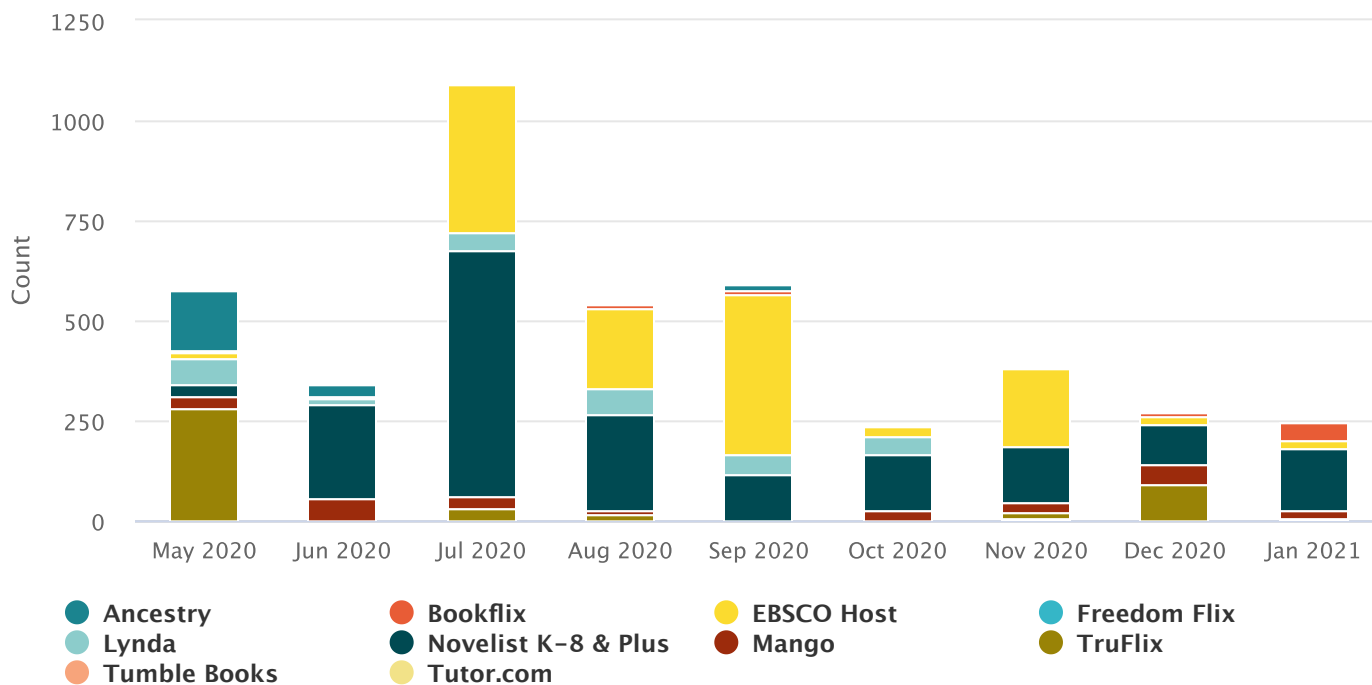
Nov 2020 11552

Dec 2020 10550

Jan 2021 12112

FY 20-21 Database Usage

Usage by Platform



Usage by Platform

Category	Ancestry	Bookflix	EBSCO Host	Freedom Flix	Lynda	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	Tutor.com
May 2020	151	6	14	1	62	29	31	281	0	0
Jun 2020	30	0	2	0	15	236	55	0	1	0
Jul 2020	6	0	366	3	42	615	32	30	0	0
Aug 2020	0	9	201	3	63	238	12	13	2	0
Sep 2020	17	7	400	0	51	115	0	0	0	0
Oct 2020	0	0	22	0	45	139	27	0	0	0
Nov 2020	4	197	1	0	138	28	13	0	5	0
Dec 2020	10	19	0	0	100	51	88	0	1	0
Jan 2021	0	45	20	0	0	152	24	0	1	2

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Friends of the Library Meeting Dates – 2021

January 16 (CANCELLED)

April 17

June 19

September 18

October 16

Respectfully submitted,

Eric Scott Bailey