

January 19, 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 December 8, 2020 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	December Detailed Revenue & Expense Report (action)	4A-4F
	December Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	December Check Disbursement Report (action)	6A-6F
7	Committee Reports (5 minutes)(7:24pm)	
8	New Business	
	First Reading of FY2021-2022 Draft Budget (20 minutes)(7:44pm)	7A-7E
	Memorial for Donna Williams (10 minutes)(7:54pm)	8A
	Presentation on LibInsight (10 minutes)(8:04pm)	8A
9	Old Business	
	Capital Project Update (5 minutes)(8:09pm)	
10	Director's Report (5 minutes)(8:14pm)	
	Librarian's Narrative Report	9A-9B
11	Executive Session(s)	
12	Any and All Other Business ...	
14	Adjournment (1 minute)(8:15pm)	
15	Attachments	
	December Statistics	10A-10B
	2021 Friends Meeting Schedule	11A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, January 19, 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/99819705156?pwd=SCtTMDF6K04rN282WFh4Yld1NUcxUT09>

Meeting ID: 998 1970 5156

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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 December 8, 2020 Board Meeting **(action)(2 minutes)(7:09pm)**
5. **December 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. December Detailed Revenue & Expense Report
 - b. December Detailed Balance Sheet
6. **Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. December Monthly Checks (14605-14609, 14611-14639)**(action)**
7. **Committee Reports (5 minutes)(7:44pm)**
 - 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. First Reading of FY2021-2022 Draft Budget **(20 minutes)(7:44pm)**
 - b. Memorial for Donna Williams **(10 minutes)(7:54pm)**
 - c. Presentation on LibInsight **(10 minutes)(8:04pm)**
9. **Old Business**
 - a. Capital Project Update **(5 minutes)(8:09pm)**
10. **Director's Report (5 minutes)(8:19pm)**
 - 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)(7:55pm)

Attachments:

Statistics for December 2020

Draft Budget for FY2021-2022

Friends Meeting Dates for 2021

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

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, December 8th, 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 7:04 pm. Present were Trustees Tricia Brockett, Bill Hayes, Jon Heintzleman, Janie Jerch, Kathy Meierhoff, and Matt Zaute. Also present were Library Employees Martha O'Hara, Eliza Jarvi, Anna Fifhouse, Katie Horner, and Jillian Chapman, Village Employee Bettina O'Connell, and prospective trustees Bonnie Shaul and Jennifer Graziano. Trustee Cal Stroh was absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Auditor's Report for FY2019-2020:** Bailey reported that there were no significant findings in the Auditor's Report. O'Connell further reported that this covered the fiscal year ending on April 30, 2020 and that it received the highest rating possible on Nov. 13, 2020 by Sikich & Co. O'Connell gave a brief overview of the report. Heintzleman moved and Hayes seconded a motion to accept the Auditor's Report for FY2019-2020; all voted aye.
4. **Opportunity for Public to Address the Board:** No one wished to speak.
5. **Approval of Minutes:** Bailey noted that Madam Secretary misspelled "Fifhouse." My apologies to Anna. There followed a brief discussion for the new members about committees and how committee membership will be updated. Meierhoff moved and Heintzleman seconded a motion to accept the amended minutes of Nov. 17, 2020; all voted aye.
6. **November 2020 Financial Reports:** Bailey reported that more property tax revenues have been received, and that there are not many expenses right now; in fact, we are well below last year for the YTD expenses. Zaute moved and Hayes seconded a motion to accept the November 2020 Financial Reports; all voted aye.
7. **Approval of November 2020 Checks:** Bailey reported that expenses for Kanopy LLC, Overdrive, Hoopla, and for providing more e-books and other e-materials are increasing, purposely, to meet increased demand as a result of the pandemic. Brock suggested that we work to improve the user-friendliness of the various apps offered on our website, and Meierhoff, that we consider having a tutorial program on digital resources and digital borrowing. Zaute moved and Brock seconded a motion to approve November 2020 checks #14574-14576, 14578-14604; all voted aye.
8. **Committee Reports:**
(Did Not Meet)
 - a. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
 - b. **Human Resources** (Heintzleman and Jerch, Brockett?)
 - c. **Finance** (Hayes and Meierhoff, Zaute?)
 - d. **Bylaw and Policy Committee:** (Stroh and Heintzleman.)
 - e. **Intergovernmental** (Bailey and Stroh.)
 - f. **Long Range Planning** (Heintzleman and Hayes.)
 - g. **Outreach / Community Engagement** (Jerch, Brockett and Zaute?)
9. **New Business:** There was none, but in January 2021, the Finance Committee will begin work on the new budget.

10. Old Business:

a. Capital Project Update: Nothing is happening right now, but the Foundation is working on its year-end statement; there is also no year-end report yet from the Friends of the Library. Bailey noted that both the Foundation and the Friends follow the same fiscal year calendar as does the Library, and that the Foundation's year-end report goes out to its donors, one of whom has requested it.

11. Director's Report Highlights:

- The new door openers needed to be replaced, and the work was finished today.
- The selection of a new elevator maintenance company is underway.
- Cleaning service quality by the Crystal Maintenance Co. has recently dropped off, so we are looking for some new cleaning/janitorial services bids.
- Holiday decorations are going up.
- The Story Walk is amazing; kudos to Jillian and Regina!
- Bailey continues to monitor covid-19 numbers, and we will probably stick with curbside services for now and re-evaluate in January.
- The Grab-n-Go Crafts have been very popular; kudos to Eliza!

12. Executive Session: There was none.

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

14. Adjournment: Heintzelman moved and Meierhoff seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:23 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	PERIOD ENDING 12/31/2020		YTD BALANCE		2020-21 AMENDED BUDGET	% BGD USED
		ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	12/31/2020 NORM (ABNORM)	12/31/2019 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	20,358.10	10,364.33	948,222.57	961,133.31	987,711.00	96.00
PROPERTY TAX		20,358.10	10,364.33	948,222.57	961,133.31	987,711.00	96.00
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	11.30	183.10	100.76	1,494.24	2,100.00	4.80
080-300-34250	NON-RESIDENT FEES	996.38	325.19	2,986.23	4,620.26	7,000.00	42.66
080-300-34260	PASSPORT FEES	0.00	735.00	0.00	5,775.00	10,000.00	0.00
SERVICES		1,007.68	1,243.29	3,086.99	11,889.50	19,100.00	16.16
FINES							
080-300-35700	RENTAL FINES	1.00	643.87	446.42	5,966.23	2,000.00	22.32
FINES		1.00	643.87	446.42	5,966.23	2,000.00	22.32
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	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	27.65	9.05	169.90	21,319.97	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	332.84	5,293.55	4,125.66	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	7.00	30.60	74.55	245.90	1,000.00	7.46
MISCELLANEOUS REVENUE		34.65	372.49	5,538.00	25,691.53	11,830.00	46.81
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	49.99	849.06	627.07	6,421.64	10,000.00	6.27
INTEREST EARNINGS		49.99	849.06	627.07	6,421.64	10,000.00	6.27
Total Dept 300 - REVENUE		21,451.42	13,473.04	965,073.55	1,011,102.21	1,030,641.00	93.64
TOTAL REVENUES		21,451.42	13,473.04	965,073.55	1,011,102.21	1,030,641.00	93.64

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 12/31/20	MONTH 12/31/19	12/31/2020	12/31/2019		
		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 12/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 12/31/20	MONTH 12/31/19	12/31/2020	12/31/2019		
		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	15,959.12	99,501.14	127,867.14	182,000.00	54.67
080-603-40030	STAFF SALARIES	27,588.09	25,772.78	222,015.04	218,232.41	317,000.00	70.04
SALARIES		39,882.67	41,731.90	321,516.18	346,099.55	499,000.00	64.43
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,347.89	7,744.85	66,255.78	66,586.00	95,000.00	69.74
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	2,999.28	3,139.73	24,178.49	25,934.05	38,000.00	63.63
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	2,613.84	20,629.48	21,137.73	39,000.00	52.90
BENEFITS		11,347.17	13,498.42	111,063.75	113,657.78	172,250.00	64.48
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	3,535.50	3,604.50	20,096.50	29,416.73	35,000.00	57.42
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	88.00	19.00	1,000.00	8.80
080-603-41050	MAINTENANCE-GROUNDS	816.97	1,130.00	2,380.85	3,265.73	6,500.00	36.63
080-603-41300	COMPUTER SERVICES	3,260.00	3,260.00	13,390.00	13,040.00	13,000.00	103.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	296.69	1,464.41	2,722.42	4,000.00	36.61
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	7,500.00	7,349.75	15,333.00	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		7,612.47	15,791.19	49,965.50	67,682.56	72,541.00	68.88
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	1,627.74	3,000.00	0.00
080-603-42440	DUES	340.00	0.00	1,288.14	1,941.26	2,500.00	51.53
080-603-43230	UTILITIES	855.90	2,177.61	8,150.15	10,416.39	15,000.00	54.33
080-603-43300	POSTAGE	320.19	400.55	1,323.69	2,292.28	3,500.00	37.82
080-603-43410	PRINTING/E-NEWSLETTER	1,578.94	407.99	4,043.88	6,874.92	10,000.00	40.44
080-603-43550	OFFICE SUPPLIES	1,345.51	523.25	6,804.52	3,942.26	6,000.00	113.41
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	50.19	105.81	336.82	1,061.55	2,000.00	16.84
080-603-43668	TECHNICAL SERVICES SUPPLIES	137.01	367.39	2,299.53	2,827.64	5,000.00	45.99
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	209.85	163.75	209.85	420.70	500.00	41.97
080-603-43710	ADULT PROGRAM SUPPLIES	0.00	83.97	5,108.20	4,117.23	7,000.00	72.97
080-603-43720	JUVENILE PROGRAM SUPPLIES	412.01	571.90	3,213.95	5,228.27	7,000.00	45.91
080-603-43730	OUTREACH SUPPLIES	1,645.46	103.00	1,948.88	3,464.72	5,000.00	38.98
080-603-43740	TEEN PROGRAM SUPPLIES	28.14	21.36	432.35	998.13	1,250.00	34.59
COMMODITIES		6,923.20	4,926.58	35,159.96	45,213.09	67,750.00	51.90
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	60.72	100.70	466.36	659.32	2,000.00	23.32
PROGRAM EXPENSES		60.72	100.70	466.36	659.32	2,000.00	23.32

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BGDGT
		MONTH 12/31/20	MONTH 12/31/19	12/31/2020	12/31/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	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	313.34	2,163.31	9,186.21	10,496.97	17,000.00	54.04
080-603-45100	ADULT FICTION BOOKS	694.65	1,196.51	8,940.38	10,037.29	15,500.00	57.68
080-603-45110	ADULT LARGE PRINT MATERIAL	28.11	16.95	370.22	256.57	600.00	61.70
080-603-45200	ADULT AUDIO VISUAL MATERIAL	964.03	940.41	6,720.63	8,133.19	15,500.00	43.36
080-603-45220	ADULT REFERENCE/E-REFER	384.99	3,143.92	14,897.80	13,857.70	16,500.00	90.29
080-603-45400	JUVENILE NON-FICTION	109.76	54.97	2,076.23	5,291.17	11,500.00	18.05
080-603-45410	PICTURE BOOKS, READERS	658.15	359.07	4,071.51	2,424.45	6,000.00	67.86
080-603-45420	JUVENILE FICTION	672.46	692.26	2,739.69	4,820.68	10,000.00	27.40
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	151.75	278.37	1,003.39	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	183.06	357.78	672.72	1,707.98	2,500.00	26.91
080-603-45460	E-BOOKS	2,196.41	1,506.63	13,831.63	8,581.44	17,000.00	81.36
080-603-45470	GRAPHIC NOVELS	11.95	268.08	231.35	297.99	750.00	30.85
080-603-45500	PERIODICALS	195.02	610.00	4,097.75	5,766.29	6,750.00	60.71
080-603-45510	VIDEO GAMES	319.89	161.87	1,480.27	1,855.11	3,500.00	42.29
080-603-45520	TRENDING TITLES	0.00	97.69	213.72	749.03	2,000.00	10.69
080-603-45600	PATRON & STAFF SOFTWARE	65.87	9.95	7,142.24	5,862.15	6,000.00	119.04
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	368.00	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		7,165.69	11,731.15	105,827.45	128,268.29	201,100.00	52.62
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		72,991.92	87,779.94	623,999.20	701,580.59	1,035,641.00	60.25
TOTAL EXPENDITURES		72,991.92	87,779.94	623,999.20	701,580.59	1,035,641.00	60.25
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		21,451.42	13,473.04	965,073.55	1,011,102.21	1,030,641.00	93.64
TOTAL EXPENDITURES		72,991.92	87,779.94	623,999.20	701,580.59	1,035,641.00	60.25
NET OF REVENUES & EXPENDITURES		(51,540.50)	(74,306.90)	341,074.35	309,521.62	(5,000.00)	821.49

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	ACTIVITY FOR MONTH 12/31/19 INCR (DECR)	YTD BALANCE 12/31/2020 NORM (ABNORM)	YTD BALANCE 12/31/2019 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	0.00	1,436.00	7,424.19	24,200.19	17,000.00	43.67
PROGRAM EXPENSES		0.00	1,436.00	7,424.19	24,200.19	17,000.00	43.67
Total Dept 603 - LIBRARY ADMINISTRATION		0.00	1,436.00	7,424.19	29,567.04	25,152.50	29.52
TOTAL EXPENDITURES		0.00	1,436.00	7,424.19	29,567.04	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	1,436.00	7,424.19	29,567.04	25,152.50	29.52
NET OF REVENUES & EXPENDITURES		0.00	(1,436.00)	(7,424.19)	(29,567.04)	0.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 12/31/20	MONTH 12/31/19	12/31/2020	12/31/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		21,451.42	13,473.04	965,073.55	1,011,102.21	1,055,793.50	91.41
TOTAL EXPENDITURES - ALL FUNDS		72,991.92	89,215.94	631,423.39	731,147.63	1,060,793.50	59.52
NET OF REVENUES & EXPENDITURES		(51,540.50)	(75,742.90)	333,650.16	279,954.58	(5,000.00)	6,673.00

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)	(35,114.55)
	A/R - OTHER	(18,589.14)	(35,114.55)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	149,238.28
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	641,981.13
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,815.76	22,136.47
	CASH/INVESTMENTS	448,961.15	813,507.68
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	1,750,404.43
*** 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	20,877.09
	ACCOUNTS PAYABLE	14,260.55	20,877.09
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	330.23
	A/P - OTHER	0.00	330.23
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 UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	Total Liabilities	1,020,645.37	1,027,592.14
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	381,737.94	381,737.94
	NET POSITION/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		341,074.35
	Ending Fund Balance		722,812.29
	Total Liabilities And Fund Balance		1,750,404.43

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)	(81,376.47)
	CASH/INVESTMENTS	(73,952.28)	(81,376.47)
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)	(53,619.38)
*** Liabilities ***			
	ACCOUNTS PAYABLE		
	ACCOUNTS PAYABLE	0.00	0.00
	Total Liabilities	0.00	0.00
*** 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		(53,619.38)

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/16/2020	LIBCK	14605	4780924	ACCESS ONE, INC.	UTILITIES	080-603-43230	48.91
12/16/2020	LIBCK	14606	COM121220	COMCAST	UTILITIES	080-603-43230	168.35
12/16/2020	LIBCK	14607	PET12102020	LESLEY PETERS	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
12/16/2020	LIBCK	14608	VAN121520	VANTAGEPOINT TRANSFER AGICMA 457 PLAN PAYABLE		080-200-20245	1,416.86
01/14/2021	LIBCK	14609	977434768356	AMAZON	OFFICE SUPPLIES	080-603-43550	12.99
		14609	487977976385		OUTREACH SUPPLIES	080-603-43730	21.18
		14609	465849885744		ADULT NON-FICTION BOOKS	080-603-45000	7.99
		14609	595987565989		ADULT NON-FICTION BOOKS	080-603-45000	23.49
		14609	496936785999		ADULT NON-FICTION BOOKS	080-603-45000	18.43
		14609	685578554983		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.49
		14609	544955566674		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.49
		14609	456993353647		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.58
		14609	466553868835		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.29
		14609	593968633489		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		14609	936333789644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14609	847463965367		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		14609	465845586588		ADULT AUDIO VISUAL MATERIAL	080-603-45200	59.97
		14609	565753395965		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		14609	443547876538		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.99
		14609	744743939963		ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.39
		14609	969378673848		ADULT AUDIO VISUAL MATERIAL	080-603-45200	98.48
		14609	454543354337		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.28
		14609	774848883749		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.48
		14609	444685575865		ADULT AUDIO VISUAL MATERIAL	080-603-45200	55.41
		14609	454656676854		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		14609	579363389353		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14609	747573683534		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14609	665484593383		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		14609	853756983983		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.69
		14609	458797646853		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.89
		14609	848458983987		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.85
		14609	877738489476		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.97
		14609	998579346347		ADULT AUDIO VISUAL MATERIAL	080-603-45200	169.71
		14609	438734788879		ADULT AUDIO VISUAL MATERIAL	080-603-45200	20.98
		14609	444394675394		ADULT AUDIO VISUAL MATERIAL	080-603-45200	21.93
		14609	899999884839		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.95
		14609	469767663796		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.81

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14609	743478699387		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14609	433885935788		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		14609	453446675699		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.39
		14609	9AMAZONA		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.88
		14609	738947535786		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(11.99)
		14609	899578787795		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(37.98)
		14609	445467333537		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(15.49)
		14609	473559458496		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(41.44)
		14609	438879935976		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		14609	865954378667		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.70)
		14609	978873345998		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(11.99)
		14609	539879655543		JUVENILE NON-FICTION	080-603-45400	37.69
		14609	947686887598		JUVENILE NON-FICTION	080-603-45400	26.99
		14609	539879655543		PICTURE BOOKS, READERS	080-603-45410	97.22
		14609	433578877654		PICTURE BOOKS, READERS	080-603-45410	9.95
		14609	669437596653		VIDEO GAMES	080-603-45510	109.93
							1,199.93

01/14/2021 LIBCK 14610 VOID ** VOIDED ** ** VOIDED **
 Void Reason: Created From Check Run Process

01/14/2021	LIBCK	14611	202225076	ARLINGTON HEIGHTS MEMORIMISCELLANEOUS EXPENSES		080-603-46100	14.99
01/14/2021	LIBCK	14612	2035640137	BAKER & TAYLOR ENTERTAINTECHNICAL SERVICES SUPPLIES		080-603-43668	21.99
		14612	2035610372	TECHNICAL SERVICES SUPPLIES		080-603-43668	12.33
		14612	2035657332	TECHNICAL SERVICES SUPPLIES		080-603-43668	8.02
		14612	2035640246	TECHNICAL SERVICES SUPPLIES		080-603-43668	2.07
		14612	2035619983	TECHNICAL SERVICES SUPPLIES		080-603-43668	1.38
		14612	2035626521	TECHNICAL SERVICES SUPPLIES		080-603-43668	1.25
		14612	2035638700	TECHNICAL SERVICES SUPPLIES		080-603-43668	0.69
		14612	2035623724	TECHNICAL SERVICES SUPPLIES		080-603-43668	1.38
		14612	2035642887	TECHNICAL SERVICES SUPPLIES		080-603-43668	1.25
		14612	2035632102	TECHNICAL SERVICES SUPPLIES		080-603-43668	1.38
		14612	2035626763	TECHNICAL SERVICES SUPPLIES		080-603-43668	1.25
		14612	2035603539	TECHNICAL SERVICES SUPPLIES		080-603-43668	1.38
		14612	2035649338	TECHNICAL SERVICES SUPPLIES		080-603-43668	1.25
		14612	2035603756	TECHNICAL SERVICES SUPPLIES		080-603-43668	0.69
		14612	2035622673	TECHNICAL SERVICES SUPPLIES		080-603-43668	3.45
		14612	2035645204	TECHNICAL SERVICES SUPPLIES		080-603-43668	4.83
		14612	2035610373	TECHNICAL SERVICES SUPPLIES		080-603-43668	46.89
		14612	2035666021	TECHNICAL SERVICES SUPPLIES		080-603-43668	17.94

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14612	2035674513		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.45
		14612	2035678376		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.14
		14612	2035632102		TEEN PROGRAM SUPPLIES	080-603-43740	21.57
		14612	2035649338		TEEN PROGRAM SUPPLIES	080-603-43740	6.57
		14612	2035623724		ADULT NON-FICTION BOOKS	080-603-45000	30.66
		14612	2035622673		ADULT NON-FICTION BOOKS	080-603-45000	101.09
		14612	2035645204		ADULT NON-FICTION BOOKS	080-603-45000	131.68
		14612	2035640137		ADULT FICTION BOOKS	080-603-45100	381.43
		14612	2035657332		ADULT FICTION BOOKS	080-603-45100	146.32
		14612	2035640246		ADULT FICTION BOOKS	080-603-45100	48.82
		14612	2035674513		ADULT FICTION BOOKS	080-603-45100	118.08
		14612	2035642887		ADULT LARGE PRINT MATERIAL	080-603-45110	28.11
		14612	2035626521		JUVENILE NON-FICTION	080-603-45400	19.42
		14612	2035603539		JUVENILE NON-FICTION	080-603-45400	25.66
		14612	2035619983		PICTURE BOOKS, READERS	080-603-45410	23.77
		14612	2035603756		PICTURE BOOKS, READERS	080-603-45410	13.56
		14612	2035666021		PICTURE BOOKS, READERS	080-603-45410	424.62
		14612	2035678376		PICTURE BOOKS, READERS	080-603-45410	89.03
		14612	2035638700		JUVENILE FICTION	080-603-45420	11.35
		14612	2035610373		JUVENILE FICTION	080-603-45420	661.11
		14612	2035610372		TEEN BOOKS	080-603-45450	183.06
		14612	2035626763		GRAPHIC NOVELS	080-603-45470	11.95
							2,614.87
01/14/2021	LIBCK	14613	COM011321	COMCAST	UTILITIES	080-603-43230	158.35
01/14/2021	LIBCK	14614	28852	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,260.00
		14614	28845		COMPUTER EQUIPMENT	080-603-58100	368.00
							3,628.00
01/14/2021	LIBCK	14615	27245	CRYSTAL MAINTENANCE SERV	BUILDG MAINT/CLEANING SERVICE	080-603-41000	645.00
01/14/2021	LIBCK	14616	KAT122920	FIRST BANKCARD	VIDEO GAMES	080-603-45510	209.96
01/14/2021	LIBCK	14617	LYN122920	FIRST BANKCARD	MAINTENANCE-GROUNDS/ICE MELT	080-603-41050	21.97
		14617	LYN122920		OFFICE SUPPLIES/BATTERIES	080-603-43550	7.98
		14617	LYN122920		OFFICE SUPPLIES/CREDIT	080-603-43550	(17.99)
							11.96
01/14/2021	LIBCK	14618	ERI122920	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO ST	080-603-41000	90.00
		14618	ERI122920		PRINTING/E-NEWSLETTER	080-603-43410	378.00

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14618	ERI122920		PATRON&STAFF SOFTWARE/ADOBE P	080-603-45600	15.93
		14618	ERI122920		MISCELLANEOUS EXPENSES/PAYPAI	080-603-46100	25.50
							509.43
01/14/2021	LIBCK	14619	JIL122920	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES/CRI	080-603-43720	342.86
		14619	JIL122920		OUTREACH SUPPLIES/LIGHTS	080-603-43730	257.83
		14619	JIL122920		OUTREACH SUPPLIES/STORYWALK	080-603-43730	58.98
		14619	JIL122920		OUTREACH SUPPLIES	080-603-43730	(8.99)
		14619	JIL122920		MISCELLANEOUS EXPENSES	080-603-46100	(48.87)
							601.81
01/14/2021	LIBCK	14620	MCO122930	FIRST BANKCARD	PRINTING/E-NEWSLETTER	080-603-43410	29.99
		14620	MCO122930		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14620	MCO122930		OUTREACH SUPPLIES/TRIVIA PRIZ	080-603-43730	248.30
		14620	MCO122930		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		14620	MCO122930		PATRON&STAFF SOFTWARE/ONLINE	080-603-45600	39.99
		14620	MCO122930		MISCELLANEOUS EXPENSES/FEE RE	080-603-46100	(5.90)
							325.33
01/14/2021	LIBCK	14621	ELI122920	FIRST BANKCARD	HOSPITALITY PROGRAM SUPPLIES/	080-603-43700	195.31
		14621	ELI122920		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	14.54
		14621	ELI122920		JUVENILE PROGRAM SUPPLIES/CRA	080-603-43720	69.15
		14621	ELI122920		OUTREACH SUPPLIES/LIGHTS	080-603-43730	48.97
		14621	ELI122920		OUTREACH SUPPLIES/STORYWALK	080-603-43730	16.19
							344.16
01/14/2021	LIBCK	14622	508825841	GRANITE TELECOMMUNICATIO	CUTILITIES	080-603-43230	362.25
01/14/2021	LIBCK	14623	LB11302020	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	90.60
		14623	430		OFFICE SUPPLIES	080-603-43550	315.82
							406.42
01/14/2021	LIBCK	14624	102	LAKE FOREST LIBRARY	OUTREACH SUPPLIES	080-603-43730	1,000.00
01/14/2021	LIBCK	14625	10428	LF/LB CHAMBER OF COMMERCE	DUES	080-603-42440	340.00
01/14/2021	LIBCK	14626	7765	LIBRARIES FIRST	MISCELLANEOUS EXPENSES	080-603-46100	75.00
01/14/2021	LIBCK	14627	99706740	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.99
		14627	99731572		ADULT AUDIO VISUAL MATERIAL	080-603-45200	69.98
		14627	99764536		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		14627	99840615		ADULT REFERENCE/E-REFER	080-603-45220	384.99

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							514.95
01/14/2021	LIBCK	14628	57964	MINUTEMAN PRESS OF WAUKEOFFICE	SUPPLIES	080-603-43550	205.49
01/14/2021	LIBCK	14629	MC00009035	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,437.50
01/14/2021	LIBCK	14630	NYT121520	NEW YORK TIMES	PERIODICALS	080-603-45500	195.02
01/14/2021	LIBCK	14631	4419807	NORTH SHORE WATER RECLAM	UTILITIES	080-603-43230	27.44
01/14/2021	LIBCK	14632	01018CO20430136	OVERDRIVE , INC	E-BOOKS	080-603-45460	210.42
		14632	01018CO20439927		E-BOOKS	080-603-45460	222.71
		14632	01018CO20448303		E-BOOKS	080-603-45460	222.18
		14632	01018CO20455815		E-BOOKS	080-603-45460	233.22
		14632	01018CO20459500		E-BOOKS	080-603-45460	213.58
		14632	01018CP20464940		E-BOOKS	080-603-45460	545.94
		14632	01018CO21003038		E-BOOKS	080-603-45460	270.94
		14632	01018CO21011068		E-BOOKS	080-603-45460	277.42
							2,196.41
01/14/2021	LIBCK	14633	REY112020	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	795.00
01/14/2021	LIBCK	14634	34335255	SAFEGUARD BUSINESS SYSTE	OFFICE SUPPLIES	080-603-43550	219.44
01/14/2021	LIBCK	14635	3464941344	STAPLES	OFFICE SUPPLIES/ENVELOPES	080-603-43550	50.49
		14635	3464941344		OFFICE SUPPLIES/BATTERIES	080-603-43550	24.34
		14635	3464941345		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	17.00
		14635	3464941345		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	18.34
		14635	3466171816		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	14.85
							125.02
01/14/2021	LIBCK	14636	316655	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	132.00
01/14/2021	LIBCK	14637	127950907	ULINE	OFFICE SUPPLIES	080-603-43550	179.41
01/14/2021	LIBCK	14638	1046-F047265	USA FIRE PROTECTION, INC	MAINTENANCE-BUILDING	080-603-41000	231.00
01/14/2021	LIBCK	14639	16932	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,170.95
TOTAL - ALL FUNDS TOTAL OF 35 CHECKS (1 voided)							22,661.21

--- GL TOTALS ---

080-200-20245	ICMA 457 PLAN PAYABLE	1,416.86
080-603-41000	MAINTENANCE-BUILDING	3,535.50
080-603-41050	MAINTENANCE-GROUNDS	816.97

User: EBAILEY

CHECK DATE FROM 12/09/2020 - 01/20/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-41300					COMPUTER SERVICES		3,260.00
080-603-42440					DUES		340.00
080-603-43230					UTILITIES		855.90
080-603-43410					PRINTING/E-NEWSLETTER		1,578.94
080-603-43550					OFFICE SUPPLIES		997.97
080-603-43660					MAINTENANCE SUPPLIES-BUILDING		50.19
080-603-43668					TECHNICAL SERVICES SUPPLIES		137.01
080-603-43700					HOSPITALITY PROGRAM SUPPLIES		209.85
080-603-43710					ADULT PROGRAM SUPPLIES		150.00
080-603-43720					JUVENILE PROGRAM SUPPLIES		412.01
080-603-43730					OUTREACH SUPPLIES		1,645.46
080-603-43740					TEEN PROGRAM SUPPLIES		28.14
080-603-45000					ADULT NON-FICTION BOOKS		313.34
080-603-45100					ADULT FICTION BOOKS		694.65
080-603-45110					ADULT LARGE PRINT MATERIAL		28.11
080-603-45200					ADULT AUDIO VISUAL MATERIAL		964.03
080-603-45220					ADULT REFERENCE/E-REFER		384.99
080-603-45400					JUVENILE NON-FICTION		109.76
080-603-45410					PICTURE BOOKS, READERS		658.15
080-603-45420					JUVENILE FICTION		672.46
080-603-45450					TEEN BOOKS		183.06
080-603-45460					E-BOOKS		2,196.41
080-603-45470					GRAPHIC NOVELS		11.95
080-603-45500					PERIODICALS		195.02
080-603-45510					VIDEO GAMES		319.89
080-603-45600					PATRON & STAFF SOFTWARE		65.87
080-603-46100					MISCELLANEOUS EXPENSES		60.72
080-603-58100					COMPUTER EQUIPMENT		368.00
					TOTAL		22,661.21

Budget for Fiscal Year May 1, 2021 to April 30, 2022
Procedure and Highlights

SUMMARY: The intent of this document is to provide a summary of the process for the annual budget and to provide highlights from the initial draft.

PROCESS DETAIL AND TIMELINE

1. LEVY APPROVAL - October-November – Property tax levy extension is approved. The FY21-22 Levy was approved at the October 20 meeting.
2. FIRST DRAFT CREATED – A very rough first draft of the budget is created as part of the Levy process to gauge needs for the coming Fiscal Year.
3. INFO FROM STAFF GATHERED – While final responsibility for all expenditures rests with the Director and Board, day to day management of individual budget lines resides with individual staff members. Feedback on budget lines and what is impacting expenses is sought, and our excellent staff provide great insight.
4. ROUGH DRAFT – Staff input is used to create a second rough draft budget in December.
5. FINANCE COMMITTEE – The Finance Committee meets to review the initial draft budget in January. The Committee meets again throughout the budget process as deemed necessary.
6. FIRST READING – First reading of the budget occurs at the January meeting of the Library Board.
7. BOARD INPUT – Board members are encouraged to review the budget documents once they are available and ask any and all questions they may have.
8. FINAL READING – The second and final reading occurs at the February, March, or April meeting.
9. APPROVAL BY VILLAGE – As the Library is a component unit of the Village of Lake Bluff, the Library's final budget is approved as part of the Village's budget. The Village does not have the authority to make changes to the Library's budget.

KEY HIGHLIGHTS FOR FY21-22 BUDGET

1. UNCERTAINTY – The best conventional wisdom presently available is that mitigation factors of some stripe will be in place through June or July of 2021 at least, and potentially through most or all of the year. This makes budgeting more of a challenge than usual. In preparing the budget I have used the assumption that the Library will be open to the public for most services for the bulk of FY21-22, but that usage will still be limited.
2. NEW SOFTWARE – During FY20-21, a variety of new software was acquired and access to current databases was expanded. Besides assuming that some (such as Springshare, Tutor.com, Zoom, expanded Hoopla access) will still be relevant past May 1, some of the software will also be staying with us moving forward.
3. SERVER REPLACEMENT – The Library had budgeted to replace its servers in FY20-21. I have held off on pursuing this until we could be certain we wouldn't be running into a revenue shortfall. As it looks likely we will avoid that, replacement can happen in March and April of 2021. The server replacement won't need to be part of FY21-22.
4. PARKING LOT – The parking lot's deterioration continues; I think we've reached the point where replacement may be necessary. I would like to discuss this with the Building and Grounds Committee in January or February. This initial draft contains funds for replacement but that can be changed in a subsequent draft.

CONCLUSION: For any additional information on timeline, process, or issues addressed in the budget, please contact me. I'm always happy to discuss.

Respectfully submitted,

Eric Scott Bailey

Notes on Revenue and Expense Lines for Rough Draft of FY21-22 Budget

REVENUE

30000 – Property Taxes – Property taxes made up 98.3% of projected Library revenue in FY20-21, up from 95.3% in FY2020-2021. The PTELL increase for the FY21-22 levy is 2.713%, resulting in a levy extension of \$1,014,510.

35700 – Fines – The Library began FY20-21 with the implementation of auto-renewals and the expectation of monitoring the impact on fine revenue. It was hoped that a decision on whether to go fine free could be made once that monitoring had occurred. The disruptions of COVID-19 derailed this plan, and suppressed fine revenue. COVID-19 accelerated the move among local libraries towards adopting fine free policies as accepting cash payments has proven difficult. I recommend that we budget \$2K for revenue for FY21-22 the same as for the previous Fiscal Year. I also recommend that we return to the conversation on Fine Free once COVID-19 closures are past.

34235 – Photocopy Charges – Annual photocopying charges in previous Fiscal Years have shown \$2,100 to be a good conservative estimate of revenue. This number is kept the same for FY 2021-2022.

34260 – Passport Fees – A total of \$10,000 had been budgeted for FY20-21. After a full year of service this was a solid estimate, but then COVID-19 shut face to face services down effectively eliminating this revenue line for FY20-21. A total of \$7,000 is budgeted conservatively as the service returns.

NEW – License Renewal Fees – Through the State of Illinois Electronic Registration and Title Services program, it is now possible for public libraries in the state to offer license plate renewal services. This had been intended to start in FY20-21, but will instead be implemented in FY21-22. Given the many variables in reopening to the public this spring or summer, a total of \$2,000 of revenue is budgeted for the first year of service.

34250 – Nonresident Fees – A decrease in revenue from \$7,000 to \$5,000 is conservatively budgeted for next Fiscal Year.

37020 – D65 and D115 Agreements – The total revenue from our agreements for service to nonresident youth is \$1,550.

37000 – Village Contribution – These are funds owed to the Library annually from the Village as part of the Intergovernmental Agreement between the Museum, Library, and Village. Funds received in FY2019-2020 are \$9,183, and should be slightly more in the coming Fiscal Years.

37500 – Interest Income – Interest rates were highly variable in FY20-21, and I am conservatively budgeting for continued uncertainty. Revenue line budget decreases from \$10,000 to \$3,000.

38900 – Miscellaneous Income – Funds from the sale of flash drives and ear buds, the charge for sending a fax, and other miscellaneous charges. The total of \$1,000 budgeted in FY20-21 is sufficient for FY21-22.

PERSONNEL

40025 & 40030 – Librarian and Staff Salaries – The proposed staff salary budgets for FY 2021-2022 amount to \$524,000, an increase of \$25K from the previous Fiscal Year. Ongoing increases to comply with movement towards a \$15/hour minimum wage continues to be a prime driver of increases.

40400 – Medical Insurance – Insurance costs continue to increase significantly each year. We have some breathing space as we are approaching the end of the new-member payments to NSEBC. The total of \$95,000 budgeted in FY20-21 is sufficient for FY21-22.

40900 – Other Employee Benefits – This line provides flu vaccines for Library staff members. The \$250 budgeted this year is sufficient for FY21-22.

40980 – IMRF – The \$39,000 budgeted for employer contributions to the Illinois Municipal Retirement Fund in FY20-21 is sufficient for FY21-22.

40970 – Social Security – The \$38,000 budgeted for employer social security contributions in FY20-21 is sufficient for FY21-22.

CONTRACT SERVICES/COMMODITIES

41000 – Building Maintenance – This line reflects known contracts for emergency sprinkler system maintenance, janitorial service, window cleaning, and misc. maintenance. The total of \$35,000 budgeted in FY20-21 is sufficient for FY21-22.

41020 – Elevator Maintenance – Maintenance of the elevator, based off our current contract and the amount spent on non-contract repairs in the past. Costs are increasing as our elevator ages, and a buy-out of our previous maintenance company resulted in higher expenses. An increase from \$1,000 in FY20-21 to \$2,000 in FY21-22 is budgeted.

41050 – Grounds Maintenance – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes. Since switching, annual costs have regularly come in under budget. This line is always be a bit variable due to snowfall. The total in FY 19-20 is projected to be under budget, but it was over budget in FY 18-19. Maintaining \$6,500 is recommended for this budget line.

41313 – Copier Maintenance – This line reflects our known contract with Impact for maintenance; copier breakdowns are difficult to predict. The total of \$4,000 budgeted in FY20-21 is sufficient in FY21-22.

41314 – Other Professional Services – The \$5,000 budgeted is for the maintenance of the new website. Other professional services are not anticipated at this time. The \$5,000 budgeted in FY20-21 is sufficient for FY21-22.

41300 – Computer Services – This line reflects the known expenses of Computer View’s maintenance of our Local Area Network. The total of \$13,000 budgeted in FY20-21 is sufficient for FY21-22.

41350 – Legal and Accounting – Given recent per annum legal expenses, the total of \$2,000 budgeted in FY20-21 remains sufficient for FY21-22.

42400 – Professional Development – This line reflects money for continuing education and tuition reimbursement. The total of \$3,000 budgeted in FY20-21 remains sufficient for FY21-22.

42440 – Dues – These funds pay for the organizational memberships of the Library and its staff. It is calculated based on previous year’s expenditures. The total of \$2,500 budgeted in FY20-21 is sufficient for FY21-22.

43230 – Utilities – These funds pay for those utilities that are the Library’s responsibility. With a less expensive phone contract in place, a total of \$14,000 is budgeted. This is a \$1,000 decrease from the \$15,000 budgeted in FY20-21.

43300 – Postage – Money used for the purchase of stamps. The total of \$3,500 budgeted in FY20-21 is sufficient to cover expenses in FY21-22.

43410 – Printing/eNewsletter – Using an in-house template has made for a noticeable decrease in printing costs. The total of \$10,000 budgeted in FY20-21 is sufficient for FY21-22.

43550 – Office Supplies – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent). FY20-21 was skewed by the need for curbside supplies and replenishing the store of Library cards. The \$6,000 budgeted for FY20-21 is sufficient for FY21-22.

43660 – Building and Grounds Supplies – Supplies to maintain the grounds. Predicted based off previous expenses. The \$2,000 per FY currently budgeted is sufficient.

43668 – Technical Services Supplies – Book covers, tape, and other supplies used in cataloging and processing materials. This line also covers the preprocessing of materials ordered from Baker and Taylor. The \$5,000 budgeted in FY20-21 is sufficient for FY21-22.

43700 – Hospitality Program Services – Supplies for meetings and programs. Predicted based off previous expenses. The \$500 budgeted in FY20-21 is sufficient for FY21-22.

43730 – Outreach Supplies – The cost of increasing the Library’s visibility within the community and to identify and target underserved segments of the community. Additional opportunities are available in the community, per Jillian Chapman, and Outreach has been highlighted as a critical goal for the Library moving forward. The \$5,000 budgeted for FY20-21 is sufficient for FY21-22.

43710 – Adult Program Supplies – Funds for Adult Programs. Per Carol Carter, who does an excellent job with programming, the total of \$7,000 budgeted in FY20-21 is sufficient for FY21-22.

43720 – Juvenile Program Supplies – Funds for Juvenile Programs. Per Eliza Jarvi, this budget line can be one of the more difficult to predict as programming covers a surprisingly varied amount of expenses. The total of \$7,000 budgeted for FY20-21 is sufficient for FY21-22.

43740 – Teen Program Supplies – Funds for Teen Programming. Eliza Jarvi has indicated that \$1,250 is sufficient for Teen Programming, and this is what is budgeted. The total of \$1,250 budgeted for FY20-21 is sufficient for FY21-22.

45000 – Adult Non-Fiction – Funds for purchasing adult non-fiction books. Per Carol Carter, the \$17,000 budgeted in FY20-21 is sufficient for FY21-22.

45100 – Adult Fiction – Funds for purchasing adult fiction books. Per collection manager Katie Horner, the \$15,500 budgeted in FY20-21 is sufficient for FY21-22.

45110 – Adult Large Print – Funds for purchasing large print books. Per Carol Carter, the \$600 budgeted in FY20-21 is sufficient for FY21-22.

45200 – Adult Audio Visual Materials – Funds for music, blu-rays, DVD's, and audiobooks for adults. Per Carol Carter, the \$15,500 allocated in FY20-21 is sufficient for FY21-22.

45220 – Adult eReference – Databases aimed towards an adult audience. To support additional access to databases such as Hoopla and Kanopy, an increase from \$16,500 to \$19,500 is budgeted for FY21-22.

45400 – Juvenile Non-Fiction – Funds for purchasing print Juvenile Non-fiction. Per Eliza Jarvi, our project updating portions of the collection is ongoing. The most prominent update this FY were new books on the States. Per Eliza Jarvi, the total of \$11,500 budgeted for FY20-21 is sufficient for regular purchasing and the continued updating of the collection in FY21-22.

45410 – Juvenile Picture Books – Funds for purchasing print picture books. Per Eliza Jarvi, the \$6,000 budgeted for FY20-21 is sufficient for FY21-22.

45420 – Juvenile Fiction – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. Per Eliza Jarvi, the \$10,000 budgeted for FY20-21 “has proven to be overgenerous in an average year.” The number requested for FY21-22 is \$7,750.

45430 – Juvenile Audio Visual – Funds for juvenile DVD’s, Blu-rays, Music, and Audiobooks. Per Eliza Jarvi, the atypical nature of this Fiscal Year has made it difficult to gauge the adequacy of the increase put into place. She requests that the budget number be kept the same. The \$4,000 budgeted for FY20-21 is sufficient for FY21-22.

45440 – Juvenile eReference – Databases aimed towards a younger audience. Eliza Jarvi requests that the budget be increased in order to provide continued support for Tutor.com. The \$2,000 budgeted for FY20-21 is increased by \$2,250 to \$4,250 for FY21-22.

45460 – eBooks – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. We overpurchased in FY20-21 due to limited availability of physical collections for much of the year. The \$17,000 budgeted for FY20-21 is sufficient for FY21-22.

45470 – Graphic Novels – Money to purchase adult graphic novels. Per Martha O’Hara, the \$750 budgeted for FY20-21 is sufficient for FY21-22.

45450 – Teen Books – Money to purchase teen books. Eliza Jarvi reports that current funds are sufficient given the amount of space available for the collection. The \$2,500 budgeted for FY20-21 is sufficient for FY21-22.

45500 – Periodicals – Money to pay for magazine subscriptions. The total of \$6,750 budgeted in FY20-21 is sufficient for FY21-22.

45510 – Video Games – Video games in a wide variety of formats. Per Katie Horner two new formats will be available for addition to the collection next year. However, there are also opportunities to reduce spending in other places in the collection. The \$3,500 budgeted for FY20-21 is sufficient for FY21-22.

45520 – Hot Picks – Funds for DVDs, Blu-rays, and books for the Trending Titles collection. The \$2,000 budgeted for FY20-21 is sufficient for FY21-22.

45600 – Public and Staff PC Software – Licenses for software used by the staff and/or the public. An increase from \$6,000 to \$12,000 is provided for additional support for digital resources such as Hoopla, and also to continue our subscription to Springshare.

45610 – Library Automation Software – This line covers the cost of the Library’s Integrated Library System; we have not yet finished the 10 year contract we signed with Innovative in 2014. The \$22,000 budgeted for FY20-21 is sufficient for FY21-22.

45900 – Miscellaneous Expenditure – Funds to cover minor purchases that do not fit elsewhere. This is based primarily on past experience and expense. The \$2,000 budgeted for FY20-21 is sufficient for FY21-22.

CAPITAL OUTLAY

50100 – Library Furnishings – Money for interior furnishings. A total of \$1,000 is budgeted for misc. repairs, other purchases can be allocated once specific quotes are received.

51200 – Exterior Building Improvements – Money for exterior improvements. A total of \$20,000 is budgeted for the replacement of the Library's parking lot, which is in poor condition.

58100 – Computer Equipment – Money budgeted for special or regularly scheduled updating of the Library's computer network. Right now, the bulk of the servers are on course to be replaced in spring 2020 and little additional work should be needed in the next few years. A minimal amount of \$1,000 is sufficient for FY21-22.

58270 – Library Equipment – Miscellaneous equipment, such as book carts or projector screens. A total of \$1,000 is budgeted for unexpected expenses.

71000 – Transferred to Reserve – Funds earmarked to head to General Reserve at the end of the Fiscal Year. The total budgeted is \$20,000.

70000 – Contingency – Money set aside to handle any significant expenses that arise during the fiscal year.

LAKE GENERAL

LAKE BLUFF PUBLIC LIBRARY GENERAL FUND - EXPENDITURES

Table with columns for CODELINE ITEM, ACTUAL FY 2020, ACTUAL FY 2021, ACTUAL FY 2022, BUDGET FY 2021, BUDGET FY 2022, and various budget categories (PERSONNEL SERVICES, CONTRACT SERVICES/COMMODITIES, CAPITAL OUTLAY, LIBRARY TOTAL). Includes sub-totals for PERSONNEL SERVICES, CONTRACT SERVICES/COMMODITIES, CAPITAL OUTLAY, and LIBRARY TOTAL.

Note 1: Prior to FY2007 IMRF & FICA costs were previously expensed in the Village Social Security Funds.

**LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES**

080-300-

CODE/LINE ITEM	ACTUAL FY 18/19	Actual FY 19/20	BUDGET FY20/21	ESTIMATED FY20/21	BUDGET FY21/22	% CHANGE EST ACTUAL TO BUDGET FY21 TO FY22	\$ CHANGE
TAXES							
30000 Property Taxes	919,784	962,776	987,711	987,711	1,014,510	2.7%	26,799
TOTAL TAXES	919,784	962,776	987,711	987,711	1,014,510	2.7%	26,799
FINES & FORFEITURES							
35700 Fines	9,667	7,739	2,000	702	1,000	42.4%	298
TOTAL FINES & FORFEITURES	9,667	7,739	2,000	702	1,000	42.4%	298
CHARGE FOR SERVICES							
34235 Photocopy Charges	2,170	1,822	2,100	110	2,100	1812.9%	1,990
34260 Passport Fees	7,385	9,135	10,000	0	7,000	---	7,000
NEW License Renewal		0	5,000	0	2,000	---	2,000
34250 Non-Resident Fees	5,915	5,690	7,000	2,800	5,000	78.6%	2,200
TOTAL CHARGE FOR SERVICES	15,470	16,647	24,100	2,909	16,100	453.4%	13,191
OTHER							
37020 District 65+115 Agreements	1,500	1,513	1,500	1,550	1,550	0.0%	0
37000 Village Contribution	8,558	8,550	8,550	9,183	9,200	0.2%	17
38310 Vliet Operating Cost Contrib	790	790	780	780	780	0.0%	0
37500 Interest Income	13,236	8,425	10,000	1,609	3,000	86.5%	1,391

**LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES**

38800	Naperville/Impact Fees	0	0	0	0	0	---	0
38900	Miscellaneous Income	1,593	2,658	1,000	113	1,000	787.9%	887
TOTAL OTHER		25,678	21,936	21,830	13,234	15,530	17.3%	2,296
TOTAL REVENUES		970,598	1,009,097	1,035,641	1,004,557	1,047,140	4.2%	42,583
FUND BALANCE RESERVES		100,000					---	0
LIBRARY FUND REVENUE		1,070,598	1,009,097	1,035,641	1,004,557	1,047,140	4.2%	42,583

TOTAL FUND BALANCE:

May 1

April 30

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

7D

080-603-

CODE/LINE ITEM	ACTUAL FY 17/18	ACTUAL FY 18/19	ACTUAL FY 19/20	BUDGET FY 20-21	ESTIMATED ACTUAL FY 20-21	BUDGET FY 21-22	% CHANGE EST ACTUAL TO BUDGET FY 21 TO FY22	\$ CHANGE FY 21 TO FY22	% CHANGE BUDGET TO BUDGET FY 21 TO FY22	\$ CHANGE FY 21 TO FY22
PERSONNEL SERVICES										
40025 Librarian Salaries	242,626	228,024	190,764	182,000	149,496	152,000	1.7%	2,504	-16.5%	(30,000)
40030 Staff Salaries	259,296	271,063	318,338	317,000	333,079	372,000	11.7%	38,921	17.4%	55,000
40400 Medical Insurance	66,375	76,660	100,053	95,000	99,651	95,000	-4.7%	(4,651)	0.0%	0
40900 Other Employee Benefit	275	175	0	250	250	250	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	38,211	33,476	34,990	39,000	41,259	39,000	-5.5%	(2,259)	0.0%	0
40970 Social Security (Note 1)	37,109	37,552	38,379	38,000	36,307	38,000	4.7%	1,693	0.0%	0
TOTAL PERSONNEL SERVICES	643,892	646,949	682,524	671,250	660,041	696,250	5.5%	36,209	3.7%	25,000
CONTRACT. SERVICES/COMMODITIES										
41000 Building Maintenance	38,482	49,944	34,866	35,000	28,390	35,000	23.3%	6,610	0.0%	0
41020 Elevator Maintenance	2,351	1,293	948	1,000	1,000	2,000	100.0%	1,000	100.0%	1,000
41050 Grounds Maintenance	6,794	7,056	5,416	6,500	4,651	6,500	39.8%	1,849	0.0%	0
41313 Copier Maintenance	3,299	3,656	3,125	4,000	2,510	4,000	59.3%	1,490	0.0%	0
41314 Other Professional Service	12,372	13,899	15,348	5,000	8,000	5,000	-37.5%	(3,000)	0.0%	0
41300 Computer Services	13,220	12,520	13,740	13,000	13,040	13,000	-0.3%	(40)	0.0%	0
41350 Legal & Accounting	2,835	1,470	1,995	2,000	1,462	2,000	36.8%	538	0.0%	0
42400 Professional Development	1,983	1,210	1,700	3,000	1,000	3,000	200.0%	2,000	0.0%	0
42440 Dues	2,367	2,088	2,041	2,500	1,625	2,500	53.8%	875	0.0%	0
43230 Utilities	12,029	12,009	13,592	15,000	12,504	14,000	12.0%	1,496	-6.7%	(1,000)
43300 Postage	1,745	1,926	3,080	3,500	1,720	3,500	103.5%	1,780	0.0%	0
43410 Printing/E-Newsletter	7,645	7,641	7,680	10,000	4,870	10,000	105.3%	5,130	0.0%	0
43550 Office Supplies	5,925	6,044	6,844	6,000	9,312	6,000	-35.6%	(3,312)	0.0%	0
43660 Building & Grounds Supplies	1,848	1,483	1,485	2,000	491	2,000	307.0%	1,509	0.0%	0
43668 Technical Services Supplies	5,530	4,823	3,991	5,000	3,706	5,000	34.9%	1,294	0.0%	0
43700 Hospitality Program Supplies	812	315	421	500	500	500	0.0%	0	0.0%	0
43730 Outreach Supplies	911	222	4,290	5,000	520	5,000	861.3%	4,480	0.0%	0
43710 Adult Program Supplies	5,905	5,358	4,049	7,000	7,000	7,000	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	5,233	6,300	5,718	7,000	7,000	7,000	0.0%	0	0.0%	0
43740 Teen Program Supplies	1,297	1,179	1,009	1,250	1,250	1,250	0.0%	0	0.0%	0
45000 Adult Nonfiction	15,970	17,463	12,158	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	13,698	15,095	12,527	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	499	508	365	600	600	600	0.0%	0	0.0%	0
45200 Adult Audio-Visual	14,821	13,083	11,152	15,500	15,000	15,500	3.3%	500	0.0%	0
45220 Adult E-Reference	21,095	15,992	17,858	16,500	16,500	19,500	18.2%	3,000	18.2%	3,000
45400 Juvenile Non-fiction	6,934	8,039	9,968	11,500	11,500	11,500	0.0%	0	0.0%	0
45410 Picture Books, Readers	5,583	3,797	4,347	6,000	6,000	6,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	7,543	9,174	5,806	10,000	10,000	7,750	-22.5%	(2,250)	-22.5%	(2,250)
45430 Juvenile Audio-Visual	1,520	2,181	2,214	4,000	4,000	4,000	0.0%	0	0.0%	0
45440 Juvenile eReference	334	189	399	2,000	2,000	4,250	112.5%	2,250	112.5%	2,250
45460 Ebooks	12,001	12,917	15,492	17,000	19,946	17,000	-14.8%	(2,946)	0.0%	0
45470 Graphic Novels	509	481	343	750	750	750	0.0%	0	0.0%	0
45450 Teen Books	2,743	2,651	1,961	2,500	2,500	2,500	0.0%	0	0.0%	0
45500 Periodicals	7,317	7,152	7,103	6,750	7,100	6,750	-4.9%	(350)	0.0%	0
45510 Video Games	3,570	3,443	2,904	3,500	3,500	3,500	0.0%	0	0.0%	0
45520 Trending Titles	1,386	1,372	1,136	2,000	1,000	2,000	100.0%	1,000	0.0%	0
45600 Public & Staff PC Software	4,767	4,287	6,688	6,000	12,992	12,000	-7.6%	(992)	100.0%	6,000
45610 Library Automation Software	20,905	21,532	21,532	22,000	21,950	22,000	0.2%	50	0.0%	0
45900 Minor Equipment	0	0	0	0	0	0	---	0	---	0
46100 Miscellaneous Expenditure	654	2,369	765	2,000	374	2,000	434.1%	1,626	0.0%	0
TOTAL CONTRACT/COMMOD.	274,434	282,158	266,055	295,350	278,765	304,350	9.2%	25,585	3.0%	9,000

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

7D

080-603-

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 17/18	FY 18/19	FY 19/20	FY 20-21	FY 20-21	FY 21-22	EST ACTUAL TO BUDGET	FY 21 TO FY22	BUDGET TO BUDGET	FY 21 TO FY22
CAPITAL OUTLAY										
50100 Library Furnishings	265	1,954	44	1,000	3,175	1,000	-68.5%	(2,175)	0.0%	0
51200 Exterior Bldg Improvements	0	291,168	0	1,000	0	20,000	---	20,000	1900.0%	19,000
58100 Computer Equipment	7,078	259	25,179	40,000	40,000	2,000	-95.0%	(38,000)	-95.0%	(38,000)
58270 Library Equipment	3,603	230	0	1,000	0	1,000	---	1,000	0.0%	0
71000 Transferred to Reserve	0	0	0	20,000	9,204	20,000	117.3%	10,796	0.0%	0
70000 Contingency	1,160	0	0	6,041	0	2,540	---	2,540	-58.0%	(3,501)
TOTAL CAPITAL OUTLAY	12,106	293,610	25,224	69,041	52,379	46,540	-11.1%	(5,839)	-32.6%	(22,501)
LIBRARY TOTAL	930,431	1,222,717	973,803	1,035,641	991,186	1,047,140	5.6%	55,954	1.1%	11,499

7E

CODE/LINE ITEM	ACTUAL FY 18/19	ACTUAL FY 19/20	ACTUAL FY 19/20	BUDGET FY 20/21	ESTIMATED		% CHANGE EST ACTUAL TO BUDGET FY 21 TO FY22	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY21 TO FY22	\$ CHANGE
					ACTUAL FY 20/21	BUDGET FY 21/22				
REVENUES 82-40-603										
GRANTS										
36263 Per Capita Grant	4,411	7,153	0	7,153	7,153	7,153	0.0%	0	0.0%	0
36200 Miscellaneous Grants	5,000	0	0	1,000	0	1,000	---	1,000	0.0%	0
TOTAL GRANTS	9,411	7,153	0	8,153	7,153	8,153	14.0%	1,000	0.0%	0
DONATIONS										
38300 Unrestricted Donations	1,000	11,869	22,387	15,000	5,294	15,000	183.4%	9,706	0.0%	0
38315 Restricted Donations	15,000	2,844	6,344	2,000	0	2,000	---	2,000	0.0%	0
TOTAL DONATIONS	16,000	14,713	28,731	17,000	5,294	17,000	221.1%	11,706	0.0%	0
75000 Interest Earnings							---	0	---	0
TOTAL FUND REVENUES	25,411	21,866	28,731	25,153	12,446	25,153	102.1%	12,706	0.0%	0

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44810 Per Capita Grant Expend	4,411	4,443	5,367	7,153	7,424	7,153	-3.7%	(271)	0.0%	0
44825 Misc Grant Expenditures	5,000	0	0	1,000	0	1,000	---	1,000	0.0%	0
99999 Use of Unrestrict Donation	1,000	14,138	24,200	15,000	5,294	15,000	183.4%	9,706	0.0%	0
99999 Use of Restricted Donations	15,000	2,844	0	2,000	0	2,000	---	2,000	0.0%	0
	25,411	21,426	29,567	25,153	12,718	25,153	97.8%	(4,414)	0.0%	0
TOTAL EXPENDITURES	25,411	21,426	29,567	25,153	12,718	25,153	97.8%	12,435	0.0%	0

Memorial for Donna Williams

Longtime staff member Donna Williams passed away on December 31, 2020 following a brief illness. Donna had been on staff from 1991 until the summer of 2020, most of that time as Head of Youth Services.

Staff members have been brainstorming on ideas for an appropriate memorial here at the Library for Donna Williams. Donna was very fond of cats, and a cat statue to rest atop some of the Library bookshelves is being priced out. Additional ideas and opportunities are welcome.

Presentation on LibInsight

As part of our ongoing subscription to Springshare, obtained spring 2020 to facilitate scheduling curbside appointments, we gained access to LibInsight. LibInsight is software that provides us with a much improved ability to gather statistics, analyze trends, and assess services. We have been seeking software to handle consistent and improved statistical reporting and LibInsight had already been one of those under consideration. Use of LibInsight will mean improved reporting and efficiency. It will also mean some adjustments to the reports that the Trustees see each month. Staff member Anna Fifhouse will provide a presentation on LibInsight, seeking feedback from Trustees on what works for presentation and what is useful in terms of numbers.

Respectfully submitted,

Eric Scott Bailey

January Director's Report

Programs

- Outreach Coordinator Jillian Chapman reports that we have partnered with five other small Illinois libraries to co-host a set of four virtual programs from the Museum of Bad Art in Massachusetts.
- Adults:
 - Winter Reading Club has kicked off, with an emphasis on highlighting all of our great virtual services and collections.
 - Knitwits has continued to meet on the second Thursday of each month as an online knitting program.
 - Our Afternoon Book Club met to discuss *The Mother in Law* by Sally Hepworth in December.
 - Our Tuesday, January 12th program *Blues Tradition with Harmony and Heart: A Concert* was a big hit, with 39 pre-registrants.
 - Following a December hiatus, Trivia Night resumed on January 15th.
 - On Thursday, January 14th we hosted the well-attended virtual program *Women Who Made History in Lake County*.
- Youth:
 - The Graphic Novel Club met in December to discuss the book *Abigail and the Snowman*.
 - Ms. Regina Ruocco continues to lead Family Pajama Storytime the third Wednesday of each month.
 - The Parent/Child Book Club met to discuss *Mercy Watson to the Rescue* on January 12th.
- By design, we had fewer programs the end of December and start of January. Programming volume is picking back up following the holidays.

Temporary Cards

Head of Circulation and Reference Katie Horner reports that we've received 83 temporary card requests since March 2020. The numbers break down like this:

- 57 new accounts created for Lake Bluff residents;
- 8 new accounts for unincorporated residents;
- 11 requests from patrons with existing library accounts, so we emailed them with their existing barcode, giving them access to their accounts for holds, curbside pickups, and our digital resources; and
- 7 patrons who live in another library district. While we weren't able to provide them with access to their account, we did give them information about contacting their home libraries and registering reciprocal cards in our system.

Curbside Printing/Copying/Faxing

This past month we launched our new remote service, providing remote printing/copying/faxing services via contactless curbside. Though Katie Horner reports that we've only had two requests thus far, we're excited to be offering this service enhancement.

Take 10 Requests

This past summer we launched our Take 10 service, providing patrons the opportunity to ask staff to recommend up to 10 items for checkout based on criteria provided by the patron. Katie Horner reports that we've had 36 Take 10 requests over the last month and a half, bringing our total number to 93 requests since we rolled out the service. Over half of these requests are from parents requesting materials for their kids, but we've received a fair number of requests from adult patrons as well. Reception has been very positive. We have one patron in particular from Lake Forest who has used our Take 10 service six times since the end of August and has expressed extreme satisfaction and gratitude for this service and the selections that we've made.

Donna Williams

Following the postings of Donna's obituary and the tribute penned by Head of Adult Services Martha O'Hara, we've received an incredible outpouring of condolences and well-wishes from the community. Many patrons have shared stories about Donna and various ways she helped them or impacted their lives.

Respectfully submitted,

Eric Scott Bailey

**Monthly Statistics Summary
December 2020**

Library Usage Summary

Total December Circulation

FY	Total	Avg. Circ/Hour	% Diff
20-21	4436	46.21	-29.1%
19-20	6257	25.96	-10.4%
18-19	6987	29.61	

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Diff
20-21	35265	57.02	-43.6%
19-20	62556	30.16	-5.3%
18-19	66068	32.03	

Total December Visits

FY	Total Visits	Avg. Visits/Hour	% Diff
20-21	1296	13.50	-99.1%
19-20	149,602	620.76	3060.2%
18-19	4734	20.06	

Total Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Diff
20-21	4319	6.98	-97.7%
19-20	190626	91.91	321.6%
18-19	45211	21.92	

Total December Programs

FY	# of Programs	% Diff	Attendance	% Diff
20-21	16	-15.8%	256	5.8%
19-20	19	-9.5%	242	-40.1%
18-19	21		404	

Total Programs Fiscal Year to Date

FY	# of Programs	% Diff	Attendance	% Diff
20-21	125	-48.1%	1699	-65.5%
19-20	241	-2.4%	4927	0.6%
18-19	247		4896	

Online Access

Total December eMaterials

FY	OverDrive	Hoopla	Axis 360	Kanopy	Flipster	% Diff
20-21	1440	229	8	101	28	59.5%
19-20	946	123	10	53	0	11.7%
18-19	883	62	N/A	58	10	

Total eMaterials Fiscal Year to Date

FY	OverDrive	Hoopla	Axis 360	Kanopy	Flipster	% Diff
20-21	11178	2005	98	971	246	50.7%
19-20	8003	1007	72	477	60	28.9%
18-19	6798	412	N/A	198	52	

Total December Website Usage

FY	Page Loads	% Diff	Unique Visitors	% Diff
20-21	10550	78.7%	2180	-52.2%
19-20	5905	-8.2%	4561	0.0%
18-19	6434		4563	

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Diff	Unique Visitors	% Diff
20-21	93366	56.3%	19093	-54.3%
19-20	59721	7.8%	41744	11.9%
18-19	55412		37318	

Total December Database Usage

FY	Research	Book Related	Online Learning	% Diff
20-21	207	100	52	164.0%
19-20	23	79	34	-45.2%
18-19	133	110	5	

Total Database Usage Fiscal Year to Date

FY	Research	Book Related	Online Learning	% Diff
20-21	1858	1649	520	123.1%
19-20	361	1232	212	-8.1%
18-19	643	1194	127	

Other Services - Top Performers

Total December Other Services

FY	Curbside	Take Ten	LibGuides
20-21	397	27	105
19-20			
18-19			

Total Other Services Fiscal Year to Date

FY	Curbside	Take Ten	LibGuides
20-21	1396	74	231
19-20			
18-19			

**Monthly Statistics Summary
December 2020**

Adult Services Summary

Total December Circulation

FY	Fiction	NonFic	A/V	Total	% Diff
20-21	497	350	294	1170	-59.3%
19-20	717	696	1340	2876	-15.5%
18-19	780	659	1689	3402	

Total Circulation Fiscal Year to Date

FY	Fiction	NonFic	A/V	Total	% Diff
20-21	3165	2363	2336	8274	-66.4%
19-20	6505	5841	10595	24617	-15.4%
18-19	7636	6648	12819	29091	

Total December Programs

FY	# of Programs	% Diff	Attendance	% Diff
20-21	5	-16.7%	32	-31.9%
19-20	6	20.0%	47	-2.1%
18-19	5		48	

Total Programs Fiscal Year to Date

FY	# of Programs	% Diff	Attendance	% Diff
20-21	63	-10.0%	410	-43.8%
19-20	70	-12.5%	729	-34.7%
18-19	80		1116	

Teen Services Summary

Total December Circulation

FY	Total	% Diff
20-21	55	-12.7%
19-20	63	-31.5%
18-19	92	

Total Circulation Fiscal Year to Date

FY	Total	% Diff
20-21	454	-55.4%
19-20	1017	-9.4%
18-19	1123	

Total December Programs

FY	# of Programs	% Diff	Attendance	% Diff
20-21	2	0.0%	0	-100.0%
19-20	2	-33.3%	5	25.0%
18-19	3		4	

Total Programs Fiscal Year to Date

FY	# of Programs	% Diff	Attendance	% Diff
20-21	16	-48.4%	51	-90.3%
19-20	31	19.2%	528	375.7%
18-19	26		111	

Youth Services Summary

Total December Circulation

FY	Fiction	NonFic	A/V	Total	% Diff
20-21	886	297	74	1257	-34.3%
19-20	1329	208	376	1913	-13.2%
18-19	1426	401	376	2203	

Total Circulation Fiscal Year to Date

FY	Fiction	NonFic	A/V	Total	% Diff
20-21	8661	1886	782	11329	-54.1%
19-20	17144	3604	3949	24697	-5.2%
18-19	18536	3825	3694	26055	

Total December Programs

FY	# of Programs	% Diff	Attendance	% Diff
20-21	9	-18.2%	224	17.9%
19-20	11	-15.4%	190	-46.0%
18-19	13		352	

Total Programs Fiscal Year to Date

FY	# of Programs	% Diff	Attendance	% Diff
20-21	55	-60.7%	1034	-71.8%
19-20	140	-0.7%	3670	0.0%
18-19	141		3669	

Technical Services

Total December Activity

FY	Acquisitions	Deletions	Difference
20-21	569	166	403
19-20	635	922	-287
18-19	547	190	357

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions	Difference
20-21	3561	1867	1694
19-20	4380	7413	-3033
18-19	4541	2323	2218

Friends of the Library Meeting Dates – 2021

January 16 (CANCELLED)

April 17

June 19

September 18

October 16

Respectfully submitted,

Eric Scott Bailey