

June 15, 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	Introduction to Development Coordinator Melissa Williams (5 minutes)(7:07pm)	
4	Opportunity to Address Board (5 minutes per community member)(7:12pm)	
5	Consent Agenda	
	Minutes of May 18, 2021 Board of Trustees Meeting (action)(5 minutes)(7:17pm)	3A-3B
6	Financial Reports (White and Yellow) (5 minutes)(7:22pm)	
	May Detailed Revenue & Expense Report (action)	4A-4E
	May Detailed Balance Sheet (action)	5A-5B
7	Approval of Checks (Green) (5 minutes)(7:27pm)	
	May Check Disbursement Report (action)	6A-6F
8	Committee Reports (5 minutes)(7:32pm)	7A-7B
9	New Business	8A
	Report on Programming for FY2020-21 (15 minutes)(7:47pm)	9A-9N
	Youth Services Department Mask Procedure (10 minutes)(7:57pm)	10A
	Discussion on Communication with Public (5 minutes)(8:02pm)	
10	Old Business	
	Capital Project Update (5 minutes)(8:07pm)	
11	Director's Report (5 minutes)(8:12pm)	
	Librarian's Narrative Report	11A-11B
12	Executive Session(s)	
13	Any and All Other Business ...	
14	Adjournment (1 minute)(8:13pm)	
15	Attachments	
	May Statistics	12A-12N
	2021 Friends Meeting Schedule	13A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, June 15th, 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/91023892080?pwd=SjE1SUhLcitVdWtobnlHbG9JeEVWZz09>

Meeting ID: 910 2389 2080

Passcode: 095558

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Find your local number: <https://zoom.us/u/agvJLz7MH>

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. **Introduction to Development Coordinator Melissa Williams (5 minutes)(7:07pm)**
4. **Opportunity for Public to Address the Board (5 minutes)(7:12pm)** (limit 5 minutes per person per meeting)
5. **Approval of Minutes**
 - a. Approval of Minutes of May 18, 2021 Board Meeting **(action)(5 minutes)(7:17pm)**
6. **May 2021 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:22pm)**
 - a. May Detailed Revenue & Expense Report
 - b. May Detailed Balance Sheet
7. **Approval of checks (Green Pages) (5 minutes)(7:27pm)**
 - a. May Monthly Checks (14776-14784, 14786-14807)**(action)**
8. **Committee Reports (5 minutes)(7:32pm) (Met)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Shaul.)
 - b. Community Engagement Committee (**CHAIR:** Graziano. **Members:** Jerch.)
 - c. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)
 - d. Human Resources Committee (**CHAIR:** Jerch. **MEMBERS:** Graziano and Heintzelman.)
 - e. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes and Shaul.)

(Did Not Meet)

 - f. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
 - g. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - h. Long Range Planning Committee (**MEMBERS:** Hayes, Heintzelman and Zaute.)
9. **New Business**
 - a. Report on Programming for FY2020-21 **(15 minutes)(7:47pm)**
 - b. Youth Services Department Mask Procedure **(10 minutes)(7:57pm)**
 - c. Discussion on Communication with Public **(5 minutes)(8:02pm)**
10. **Old Business**
 - a. Capital Project Update **(5 minutes)(8:07pm)**
11. **Director's Report (5 minutes)(8:12pm)**
 - a. Director's Narrative Report

12. Executive Session(s)

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

13. Any and all other business which may properly come before the Board**14. Adjournment (1 minute)(8:13pm)****Attachments:**

Statistics for May 2021

Friends Meeting Dates for 2021

Programming Summary and Analysis

Upcoming Board Meetings: July 20, August 17, and September 21, 2021.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, May 18, 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 7:04 pm. Present were Trustees Tricia Brockett, Bill Hayes, Janie Jerch, Kathy Meierhoff, Cal Stroh, and Matt Zaute. Jon Heintzelman was absent. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Eliza Jarvi, Martha O’Hara, Katie Horner, and Trustees Elect Bonnie Shaul and Jennifer Graziano.
2. **Additions & Corrections to the Agenda:** Bailey requested that we add a discussion of when to return to in-person board meetings under New Business.
3. **Oath of Office for Jenny Graziano and Bonnie Shaul:** Bailey administered the Oath of Office to both.
4. **Election of Secretary Pro Tempore:** Zaute moved and Hayes seconded a motion to elect Jerch as Secretary Pro Tempore; all voted aye.
5. **Election of Board Officers and Selection of Committee Members:** Jerch moved, and Zaute seconded a motion to elect the following slate of officers; all voted aye.
 - President: Kathy Meierhoff
 - Vice President: Janie Jerch
 - Treasurer: Bill Hayes
 - Secretary: Bonnie Shaul

Committees were formed as follows, with the directive that each committee is to meet by June 15 to elect a Chair, and to set goals for FY21-22. Jerch moved and Zaute seconded a motion to appoint the committees listed below; all voted aye. Please note that President Meierhoff is a de facto member of every committee.

Building & Grounds: Jerch, Meierhoff, Shaul.

Bylaw: Heintzelman, Meierhoff.

Community Engagement: Graziano, Jerch.

Finance: Hayes, Meierhoff, Zaute.

Human Resources: Graziano, Heintzelman, Jerch.

Intergovernmental: Bailey, Graziano, Jerch.

Long Range Planning: Hayes, Heintzelman, Zaute.

Technology: Hayes, Shaul, Zaute.

6. **Opportunity for Public to Address the Board:** No one wished to speak.
7. **Approval of Minutes:** There was one correction to the minutes of April 20, 2021, to drop the word “prospective” in item 1 describing Trustees Elect Graziano and Shaul. Meierhoff moved and Hayes seconded a motion to approve the minutes of April 20, 2021; all voted aye.
8. **April 2021 Financial Reports:** We ended FY 20-21 within the ball park of where we had hoped, which is amazing for such an unpredictable pandemic year. There is still a shortfall from property tax revenue; in fact, all local taxing bodies received proportional shortfalls because of pandemic-related revenue shortfalls county-wide. On the plus side, passport services are up and running again as the world opens up to travel, and we still have the Village contribution to our budget coming in, about \$9K. We have only one more payment to the Employee Benefits co-op of about \$6K before that expense will be gone. Our YTD balance of about \$53K (some of which has not yet been deposited and recorded) will be

added to our reserve fund, which will be about \$375K, or 30% of our annual budget. Kudos to Bailey and our excellent staff for managing our finances so well during a challenging year! Zaute moved and Hayes seconded a motion to accept the April 2021 Financial Reports; all voted aye.

9. Approval of April 2021 Checks: There was nothing notable in this month's checks; just typical monthly expenses. Meierhoff moved and Zaute seconded a motion to approve checks numbered 14734, 14736-14775; all voted aye.

10. Committee Reports:

(Did not meet)

- a. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
- b. **Human Resources** (Chair: Jerch, Members: Brockett, Heintzelman)
- c. **Technology** (Chair: Zaute, Members: Hayes)
- d. **Building and Grounds** (Chair: Jerch, Members: Meierhoff, Stroh)
- e. **Bylaw and Policy Committee:** (Chair: Stroh, Members: Heintzelman)
- f. **Intergovernmental** (Chair: Bailey, Members: Stroh)
- g. **Long Range Planning** (Chair: Heintzelman, Members: Hayes, Zaute)
- h. **Outreach / Community Engagement** (Chair: Jerch, Members: Brockett)

11. New Business:

- a. **Resolution Adopting Prevailing Wage Ordinance:** Jerch moved and Shaul seconded a motion to adopt the Prevailing Wage Ordinance; all voted aye.
- b. **Nonresident Card Program Participation:** This is an agreement between District 65, District 115, and Lake Bluff Public Library to provide residents of unincorporated Lake Bluff who are enrolled in public school to have free Library cards and must be renewed on a yearly basis. Zaute moved and Jerch seconded a motion to continue the agreement; all voted aye.
- c. **Timeline for resuming in-person Board meetings:** After a brief discussion, we agreed to try an in-person meeting for June 2021 with a hybrid option available. Yay!

12. Old Business:

Capitol Project Update: The Foundation received a generous gift of \$50K from Cal Stroh to remodel the existing adult computer room into an adult quiet room, as per the existing plans. Thank you, Cal! Kathy Siebert, the Foundation Development Coordinator, has resigned. There is another candidate interested in the position.

13. Director's Report Highlights:

- A recent CDC update says that masks are not necessary for vaccinated patrons. Employees will continue to mask while interacting with the public.
- The parking lot project is underway (bollards and tree removed). We still don't know the exact cost, but demolition of the existing pavement and laying of the new will begin next week.
- Noting the Statistics report, though circulation at the end of this past fiscal year is at a high, total circulation was approximately half of that for a normal year.

14. Executive Session: There was none.

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

16. Adjournment: Hayes moved and Shaul seconded a motion to adjourn; all voted aye. The meeting adjourned at 9:03 pm.

Respectfully Submitted,

Janie Jerch

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/21 INCR (DECR)	ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	YTD BALANCE 05/31/2021 NORM (ABNORM)	YTD BALANCE 05/31/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	63,930.08	42,127.68	63,930.08	42,127.68	1,014,510.00	6.30
PROPERTY TAXES		63,930.08	42,127.68	63,930.08	42,127.68	1,014,510.00	6.30
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	82.03	0.00	82.03	0.00	2,100.00	3.91
080-300-34250	NON-RESIDENT FEES	143.43	16.00	143.43	16.00	5,000.00	2.87
080-300-34260	PASSPORT FEES	539.75	0.00	539.75	0.00	7,000.00	7.71
CHARGE FOR SERVICES		765.21	16.00	765.21	16.00	14,100.00	5.43
FINES/FORFEITS							
080-300-35700	RENTAL FINES	101.11	6.00	101.11	6.00	1,000.00	10.11
FINES/FORFEITS		101.11	6.00	101.11	6.00	1,000.00	10.11
INTERGOVERNMENTAL							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	9,200.00	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	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	14.30	100.00	14.30	100.00	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	0.00	0.00	0.00	0.00	2,000.00	0.00
080-300-38900	MISCELLANEOUS INCOME	247.18	0.00	247.18	0.00	1,000.00	24.72
MISCELLANEOUS		261.48	100.00	261.48	100.00	14,530.00	1.80
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	9.69	164.06	9.69	164.06	3,000.00	0.32
INVESTMENT INCOME		9.69	164.06	9.69	164.06	3,000.00	0.32
Total Dept 300 - REVENUE		65,067.57	42,413.74	65,067.57	42,413.74	1,047,140.00	6.21
TOTAL REVENUES		65,067.57	42,413.74	65,067.57	42,413.74	1,047,140.00	6.21
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,465.95	13,441.45	12,465.95	13,441.45	152,000.00	8.20
080-603-40030	STAFF SALARIES	30,569.85	26,006.19	30,569.85	26,006.19	372,000.00	8.22
SALARIES		43,035.80	39,447.64	43,035.80	39,447.64	524,000.00	8.21
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	9,748.77	8,347.89	9,748.77	8,347.89	95,000.00	10.26

User: boconnell

DB: Lake Bluff

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/21 INCR (DECR)	ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	YTD BALANCE 05/31/2021 NORM (ABNORM)	YTD BALANCE 05/31/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		9,748.77	8,347.89	9,748.77	8,347.89	95,250.00	10.23
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,240.54	2,964.98	3,240.54	2,964.98	38,000.00	8.53
080-603-40980	IMRF RETIREMENT CONTRIBUTION	(3,420.54)	3,466.06	(3,420.54)	3,466.06	39,000.00	(8.77)
RETIREMENT		(180.00)	6,431.04	(180.00)	6,431.04	77,000.00	(0.23)
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	4,126.50	140.00	4,126.50	140.00	32,000.00	12.90
080-603-41020	ELEVATOR MAINTENANCE	230.00	0.00	230.00	0.00	2,000.00	11.50
080-603-41050	MAINTENANCE-GROUNDS	925.00	0.00	925.00	0.00	6,500.00	14.23
080-603-41300	COMPUTER SERVICES	3,660.00	3,260.00	3,660.00	3,260.00	13,000.00	28.15
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	581.64	462.35	581.64	462.35	4,000.00	14.54
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	6,875.00	0.00	6,875.00	5,000.00	0.00
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	2,000.00	0.00
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	3,000.00	0.00
CONTRACTUAL		9,523.14	10,737.35	9,523.14	10,737.35	67,500.00	14.11
COMMODITIES							
080-603-42440	DUES	0.00	0.00	0.00	0.00	2,500.00	0.00
080-603-43230	UTILITIES	354.69	2,019.98	354.69	2,019.98	14,000.00	2.53
080-603-43300	POSTAGE	137.75	0.00	137.75	0.00	3,500.00	3.94
080-603-43410	PRINTING/E-NEWSLETTER	1,950.99	1,171.99	1,950.99	1,171.99	10,000.00	19.51
080-603-43550	OFFICE SUPPLIES	501.23	1,087.06	501.23	1,087.06	6,000.00	8.35
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	79.50	55.49	79.50	55.49	2,000.00	3.98
080-603-43668	TECHNICAL SERVICES SUPPLIES	577.48	0.00	577.48	0.00	5,000.00	11.55
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	1,359.28	1,000.00	1,359.28	1,000.00	7,000.00	19.42
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,077.74	283.27	1,077.74	283.27	7,000.00	15.40
080-603-43730	OUTREACH SUPPLIES	414.60	3.00	414.60	3.00	5,000.00	8.29
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	1,250.00	0.00
080-603-46100	MISCELLANEOUS EXPENSES	(12.31)	25.10	(12.31)	25.10	1,000.00	(1.23)
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		6,440.95	5,645.89	6,440.95	5,645.89	64,750.00	9.95
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	2,912.37	3,733.49	2,912.37	3,733.49	0.00	100.00
PROGRAMS		2,912.37	3,733.49	2,912.37	3,733.49	0.00	100.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	2,163.97	0.00	2,163.97	0.00	17,000.00	12.73
080-603-45100	ADULT FICTION BOOKS	2,464.41	0.00	2,464.41	0.00	15,500.00	15.90
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	0.00	0.00	600.00	0.00
080-603-45200	ADULT AUDIO VISUAL MATERIAL	543.59	99.98	543.59	99.98	15,500.00	3.51
080-603-45220	ADULT REFERENCE/E-REFER	2,433.38	4,446.74	2,433.38	4,446.74	19,500.00	12.48
080-603-45400	JUVENILE NON-FICTION	752.23	0.00	752.23	0.00	11,500.00	6.54
080-603-45410	PICTURE BOOKS, READERS	1,296.14	0.00	1,296.14	0.00	6,000.00	21.60
080-603-45420	JUVENILE FICTION	92.19	0.00	92.19	0.00	7,750.00	1.19
080-603-45430	JUVENILE AUDIO-VISUAL	164.97	0.00	164.97	0.00	4,000.00	4.12
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	4,250.00	0.00

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/21 INCR (DECR)	ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	YTD BALANCE 05/31/2021 NORM (ABNORM)	YTD BALANCE 05/31/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45450	TEEN BOOKS	52.14	0.00	52.14	0.00	2,500.00	2.09
080-603-45460	E-BOOKS	1,404.99	2,165.23	1,404.99	2,165.23	17,000.00	8.26
080-603-45470	GRAPHIC NOVELS	253.14	0.00	253.14	0.00	750.00	33.75
080-603-45500	PERIODICALS	4,795.68	3,506.23	4,795.68	3,506.23	6,750.00	71.05
080-603-45510	VIDEO GAMES	283.81	0.00	283.81	0.00	3,500.00	8.11
080-603-45520	TRENDING TITLES	0.00	0.00	0.00	0.00	2,000.00	0.00
080-603-45600	PATRON & STAFF SOFTWARE	4,318.92	4,573.35	4,318.92	4,573.35	12,000.00	35.99
080-603-45610	LIBRARY AUTOMATION SOFTWARE	21,950.00	21,950.00	21,950.00	21,950.00	22,000.00	99.77
LIBRARY MATERIALS		42,969.56	36,741.53	42,969.56	36,741.53	168,100.00	25.56
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	328.00	0.00	328.00	0.00	1,000.00	32.80
080-603-51200	EXT BUILDING IMPROVEMENTS	1,290.00	0.00	1,290.00	0.00	20,000.00	6.45
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	7,000.00	0.00
CAPITAL EXPENSES		1,618.00	0.00	1,618.00	0.00	29,000.00	5.58
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,540.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	1,540.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	20,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		116,068.59	111,084.83	116,068.59	111,084.83	1,047,140.00	11.08
TOTAL EXPENDITURES		116,068.59	111,084.83	116,068.59	111,084.83	1,047,140.00	11.08
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		65,067.57	42,413.74	65,067.57	42,413.74	1,047,140.00	6.21
TOTAL EXPENDITURES		116,068.59	111,084.83	116,068.59	111,084.83	1,047,140.00	11.08
NET OF REVENUES & EXPENDITURES		(51,001.02)	(68,671.09)	(51,001.02)	(68,671.09)	0.00	100.00

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/21 INCR (DECR)	ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	YTD BALANCE 05/31/2021 NORM (ABNORM)	YTD BALANCE 05/31/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
INTERGOVERNMENTAL							
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
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	8,152.50	0.00
MISCELLANEOUS							
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		0.00	0.00	0.00	0.00	17,000.00	0.00
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	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							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	7,152.50	0.00
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAMS		0.00	0.00	0.00	0.00	8,152.50	0.00
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	3,926.77	3,360.06	3,926.77	3,360.06	17,000.00	23.10
Unclassified		3,926.77	3,360.06	3,926.77	3,360.06	17,000.00	23.10
Total Dept 603 - LIBRARY ADMINISTRATION		3,926.77	3,360.06	3,926.77	3,360.06	25,152.50	15.61
TOTAL EXPENDITURES		3,926.77	3,360.06	3,926.77	3,360.06	25,152.50	15.61
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL EXPENDITURES		3,926.77	3,360.06	3,926.77	3,360.06	25,152.50	15.61
NET OF REVENUES & EXPENDITURES		(3,926.77)	(3,360.06)	(3,926.77)	(3,360.06)	0.00	100.00
TOTAL REVENUES - ALL FUNDS		65,067.57	42,413.74	65,067.57	42,413.74	1,072,292.50	6.07
TOTAL EXPENDITURES - ALL FUNDS		119,995.36	114,444.89	119,995.36	114,444.89	1,072,292.50	11.19

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 05/31/21 INCR (DECR)	ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	YTD BALANCE 05/31/2021 NORM (ABNORM)	YTD BALANCE 05/31/2020 NORM (ABNORM)	2021-22 AMENDED BUDGET	% BDGT USED
NET OF REVENUES & EXPENDITURES		(54,927.79)	(72,031.15)	(54,927.79)	(72,031.15)	0.00	100.00

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	9,521.49	(8,577.43)
	A/R - OTHER	9,521.49	(8,577.43)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	146,116.06	163,013.23
080-100-10070	CASH DRAWER OVER/SHORT	(0.66)	(2.21)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	323,063.50	282,524.12
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	22,797.04	22,798.21
	CASH/INVESTMENTS	492,127.74	468,485.15
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	1,473,660.53	1,431,919.02
*** 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	29,622.46	38,318.89
	ACCOUNTS PAYABLE	29,622.46	38,318.89
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	(5,695.33)	(8,935.87)
080-200-20230	STATE INCOME TAX PAYABLE	6,259.89	9,500.43
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	563.08
	A/P - OTHER	564.56	1,127.64
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
	UNAVAILABLE PROPERTY TAXES	987,714.19	987,714.19
Total Liabilities		1,036,571.84	1,045,831.35
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	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 - 20-21			381,737.94
Net of Revenues VS Expenditures - 20-21			55,350.75
*20-21 End FB/21-22 Beg FB		437,088.69	
Net of Revenues VS Expenditures - Current Year			(51,001.02)
Ending Fund Balance			386,087.67
Total Liabilities And Fund Balance			1,431,919.02

* Year Not Closed

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 05/19/2021 - 06/16/2021
 Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/26/2021	LIBCK	14776	6950689	DEMCO, INC	TECH SERV SUPPLIES/OFFICES SUPPLIES	080-603-43550	32.73
		14776	6950689		TECH SERV SUPPLIES/OFFICES SUPPLIES	080-603-43668	38.41
							71.14
05/26/2021	LIBCK	14777	7573	HENKEL ELECTRIC, INC.	EXT BLDG IMPROVEMENTS/PARKING LOT B	080-603-41000	1,200.00
05/26/2021	LIBCK	14778	INV-INC27556	INNOVATIVE INTERFACES, INC.	LIBRARY AUTOMATION SOFTWARE/SIERRA	080-603-45610	21,950.00
05/26/2021	LIBCK	14779	1424289	KAPCO	TECH SERV SUPPLIES/POLY COVERS	080-603-43668	104.51
05/26/2021	LIBCK	14780	381335	KINNUCAN COMPANY	EXT BUILDING IMPROVEMENTS/TREE & ST	080-603-51200	1,290.00
05/26/2021	LIBCK	14781	709714840-01	OTC BRANDS, INC.	ADULT PROGRAM SUPPL/SRC DECORATIONS	080-603-43710	63.97
05/26/2021	LIBCK	14782	3476821877	STAPLES	BUILDING MAINT SUPPLIES/PAPER TOWEL	080-603-43660	36.68
		14782	3477287362		TECHNICAL SERVICES SUPPLIES/BOOK TA	080-603-43668	79.80
							116.48
05/26/2021	LIBCK	14783	VIL052521	VILLAGE OF LAKE BLUFF	BLDG MAINT/ALARM REGISTRATIONS	5/1/080-603-41000	25.00
06/10/2021	LIBCK	14784	934333975654	AMAZON	ADULT PROGRAM SUPPL/CRAFTS	080-603-43710	15.99
		14784	743755759434		JUV PROGRAM SUPPLIES/OLD WORLD TAPE	080-603-43720	16.99
		14784	434393475738		OUTREACH/BOOKS FOR STORYWALK	080-603-43730	50.85
		14784	545534434454		ADULT NON-FICTION/FY 20-21	080-603-45000	11.69
		14784	457589435336		ADULT NON-FICTION/FY 20-21	080-603-45000	33.32
		14784	464935887534		ADULT NON-FICTION/FY 20-21	080-603-45000	40.05
		14784	64568797944		ADULT NON-FICTION/FY 20-21	080-603-45000	47.98
		14784	589845658954		ADULT NON-FICTION/FY 20-21	080-603-45000	38.06
		14784	978634598987		ADULT NON-FICTION	080-603-45000	21.18
		14784	463383679997		ADULT NON-FICTION	080-603-45000	11.19
		14784	776938946548		ADULT FICTION	080-603-45100	79.66
		14784	454687974496		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	12.79
		14784	655474886748		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	17.29
		14784	895733435494		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	11.99
		14784	958879868443		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	10.98
		14784	459488989534		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	29.95
		14784	737873844846		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	6.93
		14784	777769493898		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	9.96
		14784	455849386456		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	13.51
		14784	433947835688		ADULT AUDIO VISUAL MATERIAL/FY 21-2	080-603-45200	154.16
		14784	935649559569		ADULT AUDIO VISUAL MATERIAL/FY 20-2	080-603-45200	13.59
		14784	468574875993		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.79
		14784	454876449836		ADULT AUDIO VISUAL MATERIAL	080-603-45200	146.86
		14784	435555783559		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.96
		14784	446676487879		ADULT AUDIO VISUAL MATERIAL	080-603-45200	131.84
		14784	798344488979		ADULT AUDIO VISUAL MATERIAL/CREDIT/	080-603-45200	(9.28)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 05/19/2021 - 06/16/2021

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14784	845698586489		ADULT AUDIO VISUAL MATERIAL/CREDIT	080-603-45200	(1.00)
		14784	457747574434		JUV FICTION/PICTURE BOOKS/JUV NON-F	080-603-45400	5.99
		14784	456644569744		JUV NON-FICTION	080-603-45400	18.99
		14784	468457993394		JUV NON-FICTION	080-603-45400	271.67
		14784	457747574434		JUV FICTION/PICTURE BOOKS/JUV NON-F	080-603-45410	13.98
		14784	486663689644		PICTURE BOOKS	080-603-45410	17.99
		14784	758698976363		PICTURE BOOKS/JUV AUDIO-VISUAL	080-603-45410	254.00
		14784	696676447483		PICTURE BOOKS	080-603-45410	8.99
		14784	845946943869		JUV FICTION/FY 20-21	080-603-45420	5.99
		14784	434875539634		JUV FICTION	080-603-45420	6.99
		14784	999379336566		JUV FICTION	080-603-45420	5.99
		14784	457747574434		JUV FICTION/PICTURE BOOKS/JUV NON-F	080-603-45420	79.21
		14784	454394445737		JUVENILE AUDIO VISUAL MATERIAL	080-603-45430	154.97
		14784	758698976363		PICTURE BOOKS/JUV AUDIO-VISUAL	080-603-45430	10.00
		14784	853566787739		VIDEO GAMES	080-603-45510	223.82
		14784	843534354577		VIDEO GAMES	080-603-45510	59.99
		14784	457368793978		LIBRARY FURNISHINGS/COVERS FOR BUTT	080-603-50100	328.00

2,415.85

06/10/2021 LIBCK 14785 VOID ** VOIDED ** ** VOIDED **

06/10/2021	LIBCK	14786	2035871805	BAKER & TAYLOR ENTERTAINMENT	TEEN BOOKS/TECH SERV SUPPL	080-603-43668	0.69
		14786	2035937003		ADULT FICTION/TECH SERV SUPPL	080-603-43668	1.25
		14786	2035856488		JUV NON FICTION/TECH SERV SUPPLIES	080-603-43668	0.69
		14786	2035865405		PICTURE BOOKS/TECH SERV SUPPLIES	080-603-43668	1.38
		14786	2035921396		TEEN BOOKS/TECH SERV SUPPLIES	080-603-43668	0.69
		14786	2035914046		ADULT FICTION/TECH SERV SUPPL	080-603-43668	1.38
		14786	2035947146		ADULT NON-FICTION/TECH SERV SUPPL	080-603-43668	17.94
		14786	2035906102		ADULT NON-FICTION/TECH SERV SUPPL	080-603-43668	7.59
		14786	2035882225		ADULT FICTION/TECH SERV SUPPL	080-603-43668	4.57
		14786	2035855856		GRAPHIC NOVELS/TECH SERV SUPPL	080-603-43668	3.88
		14786	2035959025		PICTURE BOOKS/TECH SERV SUPPL	080-603-43668	44.16
		14786	2035959034		JUV NON-FICTION/TECH SERV SUPPL	080-603-43668	20.70
		14786	2035830618		ADULT NON-FICTION/TECH SERV SUPPL	080-603-43668	10.91
		14786	2035880290		ADULT NON-FICTION/TECH SERV SUPPL	080-603-43668	6.08
		14786	2035951423		ADULT FICTION/TECH SERV SUPPL	080-603-43668	102.41
		14786	2035938476		ADULT NON-FICTION/TECH SERV SUPPL	080-603-43668	1.38
		14786	2035850760		GRAPHIC NOVELS/TEEN BOOKS/TECH SERV	080-603-43668	1.94
		14786	2036005233		ADULT FICTION/TECH SERV SUPPL	080-603-43668	14.49
		14786	2035855857		GRAPHIC NOVELS/TECH SERV SUPPL	080-603-43668	3.19
		14786	2035891213		ADULT NON-FICTION/TECH SERV SUPPL	080-603-43668	11.47
		14786	2035868440		ADULT NON-FICTION/TECH SERV SUPPL	080-603-43668	14.10

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14786	2035855858		ADULT NON-FICTION/TECH SERV SUPPL	080-603-43668	12.29
		14786	2035947146		ADULT NON-FICTION/TECH SERV SUPPL	080-603-45000	503.19
		14786	2035906102		ADULT NON-FICTION/TECH SERV SUPPL	080-603-45000	189.04
		14786	2035830618		ADULT NON-FICTION/TECH SERV SUPPL	080-603-45000	301.23
		14786	2035880290		ADULT NON-FICTION/TECH SERV SUPPL	080-603-45000	152.39
		14786	2035938476		ADULT NON-FICTION/TECH SERV SUPPL	080-603-45000	31.24
		14786	2035891213		ADULT NON-FICTION/TECH SERV SUPPL	080-603-45000	307.44
		14786	2035868440		ADULT NON-FICTION/TECH SERV SUPPL	080-603-45000	307.39
		14786	2035855858		ADULT NON-FICTION/TECH SERV SUPPL	080-603-45000	339.68
		14786	2035937003		ADULT FICTION/TECH SERV SUPPL	080-603-45100	3.58
		14786	2035914046		ADULT FICTION/TECH SERV SUPPL	080-603-45100	30.65
		14786	2035882225		ADULT FICTION/TECH SERV SUPPL	080-603-45100	71.98
		14786	2035951423		ADULT FICTION/TECH SERV SUPPL	080-603-45100	1,949.30
		14786	2036005233		ADULT FICTION/TECH SERV SUPPL	080-603-45100	329.24
		14786	2035856488		JUV NON FICTION/TECH SERV SUPPLIES	080-603-45400	29.35
		14786	2035959034		JUV NON-FICTION/TECH SERV SUPPL	080-603-45400	426.23
		14786	2035865405		PICTURE BOOKS/TECH SERV SUPPLIES	080-603-45410	39.92
		14786	2035959025		PICTURE BOOKS/TECH SERV SUPPL	080-603-45410	915.10
		14786	2035871805		TEEN BOOKS/TECH SERV SUPPL	080-603-45450	10.21
		14786	2035921396		TEEN BOOKS/TECH SERV SUPPLIES	080-603-45450	10.21
		14786	2035850760		GRAPHIC NOVELS/TEEN BOOKS/TECH SERV	080-603-45450	10.73
		14786	2035855856		GRAPHIC NOVELS/TECH SERV SUPPL	080-603-45470	93.12
		14786	2035850760		GRAPHIC NOVELS/TEEN BOOKS/TECH SERV	080-603-45470	36.31
		14786	2035855857		GRAPHIC NOVELS/TECH SERV SUPPL	080-603-45470	123.71
							6,494.42
06/10/2021	LIBCK	14787	80749	CHICAGO SPRINKLER COMPANY	GROUNDS MAINT/SET UP SERVICES/REPAI	080-603-41050	205.00
06/10/2021	LIBCK	14788	29009	COMPUTER VIEW, INC.	PATRON&STAFF SOFTWARE/ANTIVIRUS REN	080-603-45600	684.00
		14788	29008		PATRON&STAFF SOFTWARE/SSL CERTIFICA	080-603-45600	225.00
							909.00
06/10/2021	LIBCK	14789	27557	CRYSTAL MAINTENANCE SERVICES CORP	BUILDING MAINT/CLEANING SERVICES FO	080-603-41000	677.50
06/10/2021	LIBCK	14790	40044	ELM USA INC.	TECH SERV SUPPLIES/CLEANING SOLUTIO	080-603-43668	68.82
06/10/2021	LIBCK	14791	LYN052721	FIRST BANKCARD	BUILDING MAINT SUPPL/SUPPLIES FOR C	080-603-43660	42.82
		14791	LYN052721		BUILDING MAINT SUPPL/SUPPLIES FOR C	080-603-46100	(37.91)
							4.91
06/10/2021	LIBCK	14792	ERI052721	FIRST BANKCARD	MISC/PATRON&STAFF SOFTWARE/BUILDING	080-603-41000	90.00
		14792	ERI052721		MISC/PATRON&STAFF SOFTWARE/BUILDING	080-603-43300	42.25
		14792	ERI052721		MISC/PATRON&STAFF SOFTWARE/BUILDING	080-603-45600	15.93

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		14792	ERI052721		MISC/PATRON&STAFF SOFTWARE/BUILDING	080-603-46100	25.60
							173.78
06/10/2021	LIBCK	14793	ELI052721	FIRST BANKCARD	USE OF DONATIONS/OUTREACH/JUV PROGR	080-603-43720	465.49
		14793	ELI052721		USE OF DONATIONS/OUTREACH/JUV PROGR	080-603-43730	172.00
		14793	ELI052721		USE OF DONATIONS/OUTREACH/JUV PROGR	082-603-99999	343.98
							981.47
06/10/2021	LIBCK	14794	ANN052721	FIRST BANKCARD	ADULT PROGRAM SUPPL/SRC MAGNET SUPP	080-603-43710	75.73
06/10/2021	LIBCK	14795	KAT052721	FIRST BANKCARD	ADULT PROGRAM SUPPL/ADULT CRAFTS	080-603-43710	13.59
06/10/2021	LIBCK	14796	MCO052721	FIRST BANKCARD	PATRON&STAFF SOFTWARE/OUTREACH/PRINT	080-603-43300	95.50
		14796	MCO052721		PATRON&STAFF SOFTWARE/OUTREACH/PRINT	080-603-43410	29.99
		14796	MCO052721		PATRON&STAFF SOFTWARE/OUTREACH/PRINT	080-603-43730	3.00
		14796	MCO052721		PATRON&STAFF SOFTWARE/OUTREACH/PRINT	080-603-45600	39.99
							168.48
06/10/2021	LIBCK	14797	JIL052721	FIRST BANKCARD	OFFICE SUPPL/OUTREACH	080-603-43550	33.98
		14797	JIL052721		OFFICE SUPPL/OUTREACH	080-603-43730	188.75
							222.73
06/10/2021	LIBCK	14798	VIL043021	VILLAGE OF LAKE BLUFF	MEDICAL INSUR/DENTAL/VISION/LIFE IN	080-100-11580	15,224.04
		14798	VIL052821		UTILITIES/WATER BILL 2/17/21 TO 5/1	080-603-43230	196.34
							15,420.38
06/10/2021	LIBCK	14799	500518985	MIDWEST TAPE	PER CAPITA GRANT/ADULT E-REF/HOOPLA	080-603-44810	336.45
		14799	500518985		PER CAPITA GRANT/ADULT E-REF/HOOPLA	080-603-45220	98.79
							435.24
06/10/2021	LIBCK	14800	NSEBC053121	NORTH SUBURBAN EMPLOYEE BENEFIT COO	MEDICAL INSURANCE/YEAR 3 NEW MEMBER	080-603-40400	4,483.06
06/10/2021	LIBCK	14801	01018CO21240923	OVERDRIVE , INC	PER CAPITAL GRANT/E-BOOKS/E-AUDIOBO	080-603-44810	1,328.20
		14801	01018CO21223811		E-BOOKS/E-AUDIOBOOKS	080-603-45460	254.96
		14801	01018CO21240944		E-BOOKS/E-AUDIOBOOKS	080-603-45460	451.95
		14801	01018CP21243472		E-BOOKS/COST PER CIRC FOR MAY 2021	080-603-45460	493.08
							2,528.19
06/10/2021	LIBCK	14802	043021	PETTY CASH	PETTY CASH 04/30/2021	080-603-41000	2.14
		14802	043021		PETTY CASH 04/30/2021	080-603-43300	3.10
		14802	043021		PETTY CASH 04/30/2021	080-603-43668	1.92
		14802	043021		PETTY CASH 04/30/2021	080-603-43720	76.34
		14802	043021		PETTY CASH 04/30/2021	080-603-43730	9.99

06/11/2021 12:47 PM
 User: boconnell
 DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 05/19/2021 - 06/16/2021
 Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14802	043021		PETTY CASH 04/30/2021	080-603-43740	10.10
							103.59
06/10/2021	LIBCK	14803	474135	POSTNET IL106	JUV PROGRAM SUPPL/BOOKMARKS FOR PHY	080-603-43720	114.75
		14803	474297		JUV PROGRAM SUPPL/PHYLLIS FOX BOOKS	080-603-43720	405.51
							520.26
06/10/2021	LIBCK	14804	REY060921	ISAURO REYES	GROUNDS MAINTENANCE/SERVICES FOR MA	080-603-41050	720.00
06/10/2021	LIBCK	14805	M7122884 5	SCHOLASTIC INC	PERIODICALS/NY TIMES UPFRONT SUBSC	080-603-45500	27.45
06/10/2021	LIBCK	14806	3478397426	STAPLES	OFFICES SUPPL/COPY PAPER/POST-IT NO	080-603-43550	92.42
06/10/2021	LIBCK	14807	17531	VOGUE PRINTERS	PRINTING/SUMMER NEWSLETTER	080-603-43410	1,921.00
TOTAL - ALL FUNDS					TOTAL OF 32 CHECKS (1 voided)		63,483.97

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	15,224.04
080-603-40400	MEDICAL INSURANCE	4,483.06
080-603-41000	MAINTENANCE-BUILDING	1,994.64
080-603-41050	MAINTENANCE-GROUNDS	925.00
080-603-43230	UTILITIES	196.34
080-603-43300	POSTAGE	140.85
080-603-43410	PRINTING/E-NEWSLETTER	1,950.99
080-603-43550	OFFICE SUPPLIES	159.13
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	79.50
080-603-43668	TECHNICAL SERVICES SUPPLIES	576.64
080-603-43710	ADULT PROGRAM SUPPLIES	169.28
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,079.08
080-603-43730	OUTREACH SUPPLIES	424.59
080-603-43740	TEEN PROGRAM SUPPLIES	10.10
080-603-44810	PER CAPITAL GRANT EXPENDITURES	1,664.65
080-603-45000	ADULT NON-FICTION BOOKS	2,335.07
080-603-45100	ADULT FICTION BOOKS	2,464.41
080-603-45200	ADULT AUDIO VISUAL MATERIAL	582.32
080-603-45220	ADULT REFERENCE/E-REFER	98.79
080-603-45400	JUVENILE NON-FICTION	752.23
080-603-45410	PICTURE BOOKS, READERS	1,249.98
080-603-45420	JUVENILE FICTION	98.18
080-603-45430	JUVENILE AUDIO-VISUAL	164.97
080-603-45450	TEEN BOOKS	31.15
080-603-45460	E-BOOKS	1,199.99
080-603-45470	GRAPHIC NOVELS	253.14
080-603-45500	PERIODICALS	27.45
080-603-45510	VIDEO GAMES	283.81

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 05/19/2021 - 06/16/2021

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45600				PATRON & STAFF SOFTWARE			964.92
080-603-45610				LIBRARY AUTOMATION SOFTWARE			21,950.00
080-603-46100				MISCELLANEOUS EXPENSES			(12.31)
080-603-50100				LIBRARY FURNISHINGS			328.00
080-603-51200				EXT BUILDING IMPROVEMENTS			1,290.00
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			343.98
				TOTAL			63,483.97

Committee Updates – June 15, 2021

This document summarizes goals as set by committees that have met.

Building and Grounds Committee

- **Met June 9th, 2021**
- **Members:** Jerch (Chair), Shaul, Meierhoff
- **GOALS:**
 - Collaborate with the Finance Committee to complete the assessment of the facilities and the creation of the capital maintenance plan and timeline, with list of contracts and last date that the work was put out to bid.
 - Work with Joe Huberty to plan and schedule the creation of a Reading/Meeting Room on the Main Floor.
 - Support new Development Coordinator Melissa Williams on the launch of the capitol campaign.
 - Identify and implement ways to prevent usage of the Library parking lot as a cut through from Oak Avenue to Scranton Avenue.

Community Engagement Committee

- **Met June 1st, 2021**
- **Members:** Graziano (Chair), Jerch
- **GOALS:**
 - Identify and implement ways for the Trustees to more actively engage with the community.
 - Pursue more multi-library virtual programming, which would allow for higher-profile events with more funding and more participants.
 - Collaborate with already established community events and programs.
 - Collaborate with Library staff in a review of a potential volunteer program at the Library.

Finance Committee

- **Met June 3rd, 2021**
- **Members:** Hayes (Chair), Meierhoff, Zaute
- **GOALS:**
 - Ensure at minimum \$10K heads to General Reserve at the end of the Fiscal Year, in addition to the \$20K budgeted to head to reserve.
 - Work with the HR Committee to review current salaries at LBPL with the goal of establishing a plan for salary increases that can be factored into levy requests starting in FY2021-2022.
 - Create 'Capitol Expense Plan' to provide transparency on what the General Reserve will be used for.
 - Collaborate with Technology Committee to research additional funding sources during the anticipated interviews and tours of local libraries.

Human Resources Committee

- **Met June 8th, 2021**
- **Members:** Jerch (Chair), Graziano, Heintzelman
- **GOALS:**
 - Succession Planning – As noted, this has been added across the board for staff members.
 - Benchmarking – To review staff salaries to ensure continued compliance with minimum wage laws and set goals for professional staff salaries aimed at staff retention.
 - To be handled collaboratively with the Finance Committee, with the goal of gathering information to inform decisions on the annual levy, revenue, and expenses.
 - Review exit interview practice and procedure, who is involved and what questions are asked.

Long Range Planning Committee

- **Has Not Met**
- **Members:** Hayes, Heintzelman, Shaul

Technology Committee

- **Met June 7th, 2021**
- **Members:** Zaute (Chair), Hayes, Shaul
- **GOALS:**
 - Create a standardized form for evaluating the technology use of area libraries and conduct 5 to 7 visits.
 - Create a Technology Plan to guide evaluation of new tech opportunities.
 - Assist in evaluation of Wi-Fi system and recommend type and time of replacement to Library Board.
 - Meeting with Computer View Inc. (CVI) to discuss technology needs and trends based on its experiences with other libraries.
 - Evaluate digital tutorials available on the internet that will provide patrons help with virtual content and the downloading electronic materials.

Respectfully submitted,

Eric Scott Bailey

New Business

Report on Programming for FY2020-2021

With all the challenges that were faced in FY2020-2021 for programming there are certainly things we've learned that won't be super-relevant outside a pandemic. However, there are some important points that we'll be able to apply going forward. Anna Fifhause and Eliza Jarvi have provided reports on Adult, Teen, and Youth programming for FY2020-2021. **RECOMMENDATION:** Information is provided for discussion purposes.

Youth Services Masking Policy

Community members have raised concerns regarding our policy on masks in Youth Services over the past week. Information on that policy is presented here for discussion purposes. **RECOMMENDATION:** Information is provided for discussion purposes.

Discussion on Communication with the Public

Added at the board president's request, a discussion on best practice for communicating with the public. **RECOMMENDATION:** Information is provided for discussion purposes.

Respectfully submitted,

Eric Scott Bailey

Overview of Fiscal Year 2020-2021 Programming

Definitions:

- Program - A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need.
- Active Programming – Active programs require all patrons to participate as a group during a specific time period. Examples of active Library programs include lectures, story times, and book club meetings. Active programming may more accurately be thought of as synchronous programming.
- Passive Programming – Passive programs allow patrons to participate on their own schedule, usually within a broader time frame than active programs. Examples of passive Library programs include drop-in or take-home crafts, summer or winter reading clubs, and recorded programming. Passive programming may more accurately be thought of as asynchronous programming.

Broad Challenges of FY 2020-2021 Programming:

- Inability to use Library spaces for programming and/or physically gather patrons for programming
- More difficult to get information about Library programs to patrons
- Zoom/digital fatigue as the year progressed

Adaptions and Solutions for FY 2020-2021 Programming:

- Developed social media programming, including staff made videos and videos made in partnership with community members and entities
- Transitioned to Zoom programming as an alternative to in person lectures, meetings, and story times
- Increased digital presence to better disseminate information to patrons
- Implemented grab-and-go crafts to accompany curbside services
- Participated in large joint programming with other libraries to provide more content to patrons without overwhelming our budget

Takeaways from FY 2020-2021 Programming:

- Passive programming is essential during pandemic-type conditions and had a better reception than anticipated. There appears to be ongoing interest in asynchronous style programming, particularly the grab-and-go or take-home crafts for both children and adults.
- Digital programming has benefits including:
 - Allowing patrons to attend who otherwise couldn't due to weather/travel conditions, need for child care, or their location at the time of the program
 - Broadening our options for presenters as we aren't limited by their/our location
 - Broadening our options for program types as we can offer programs that feature another location such as museums, aquariums, etc. or that require equipment not available at the Library such as cook-along programs
- Digital programming can be successful for Adult programming and there is likely a use for digital and/or hybrid programming in the future, but a balance of digital and in-person programs options will be critical for maintaining patron interest and avoiding Zoom fatigue
- Digital programming is not particularly successful for Children's programming, and likely has limited usefulness outside of pandemic-type conditions.
- Evening programs for adults were better attended than afternoon programs, as they had fewer schedule conflicts. This trend was different from previous in-person programming, and we are not certain if it will continue as we return to in-person programming.
- Joint digital programming with other libraries has opened many doors financially, as most individual libraries could not afford these programs on their own but sharing costs make this possible. Plans are in the works to create a dedicated organization to coordinate these events and we have indicated our interest in participating in future joint programs to them. We also have two joint programs planned for FY 2021-2022.

Community Videos

Date	Video	Organization/Business	Presenter
4/8/2020	How to Start Your Victory Garden Indoors	Elawa Farm	Elaine Madansky
4/15/2020	Start Your Morning with Yoga and Meditation	Blue Sun Yoga	Wendy Dahl
4/29/2020	How to Make a Pizza at Home	Donait's Pizza Inc.	Jeff Urso
5/6/2020	Space Paint Along	Deer Path Art League	Lezlie Lenz
5/13/2020	How to Start Your Victory Garden	Elawa Farm	Ana Poznanski
5/20/2020	Stretching at Home	Lake Bluff Park District	Cheryl Brown
5/27/2020	Stress Free Essential Oils	Young Living	Julia Burkel
6/3/2020	How to Plant Carrots		Erika Vernon
6/10/2020	Three Ways to Help Bees	Manfredini Landscaping	Nick Manfredini
6/24/2020	Decorate Your Home for the Fourth of July	Fourth of July Parade Committee	the Gore Family and Michael Family
7/1/2020	How to Compost		Erika Vernon
7/15/2020	How to Bake Blueberry Muffins		Maxwell Gregory
7/22/2020	Drop-In at Gorton	Gorton Community Center	
8/5/2020	Dogs on the Bluff	LB125 Committee	Megan Michael
8/12/2020	How to Identify Poison Ivy	Lake County Forest Preserve	Nan Buckardt
8/19/2020	How to Bake Vegan Matcha Chocolate Chip Muffins		Maxwell Gregory
8/26/2020	How to Harvest and Store Your Vegetables	Elawa Farm	Elaine Madansky
9/2/2020	Lake Forest Art Stroll	Deer Path Art League + LF/LB Chamber of Commerce	Phil Schorn
9/9/2020	How to Bake Buttermilk Banana Bread		Maxwell Gregory
9/16/2020	How to Register to Vote Online	League of Women Voters	Katie Horner
9/23/2020	How to Vote by Mail	League of Women Voters	Katie Horner
10/28/2020	How to Winterize Your Garden		Erika Vernon
11/19/2020	How to Fix a Flat Tire	Hub & Cycle	Barrett Haselwood

Adult Programs May 1, 2020 - April 30, 2021

Date	Program Title	Presenter	Attendance	Cost
MAY				
Active				
5/7/20	Monarchs	Marissa Hopkins	Cancelled	\$0.00
5/11/20	Extreme Teammates	Darren Barndt	Cancelled	\$0.00
5/14/20	Knitwits	Martha & Jillian	5	\$0.00
5/19/20	Book Club/Eleanor Oliphant is Fine	Carol	Cancelled	\$0.00
5/20/20	DIY Spa		Cancelled	\$0.00
Totals			5	\$0.00
Passive				
5/8/20 -	Trivia Night with Lake Bluff Brewing	Martha, Jillian, Katie, Eliza	19	Outreach
5/12/20	Company			
4 Videos	Community Videos		268	Outreach
8 Videos	Staff Made Videos		421	\$0.00
Totals			708	\$0.00
JUNE				
Active				
6/11/20	Knitwits	Martha & Jillian	4	\$0.00
6/16/20	Afternoon Book Club	Carol	7	\$0.00
6/18/20	Cannabis Access in Illinois	Kirsten Velasco	1	\$175.00
6/20/20	Virtual Beer Tasting with Lake Bluff Brewing Company	Mike Dorneker	10	Outreach
6/12/20,	Chair Yoga and Guided Meditation	Isabel Raci	9	\$150.00
6/19/20,				
6/26/20				
Totals			31	\$325.00
Passive				
6/12/20 -	Trivia Night with Lake Bluff Brewing	Martha, Jillian, Katie, Eliza	19	Outreach
6/16/20	Company			
3 Videos	Community Videos		106	Outreach
4 Videos	Staff Made Videos		131	\$0.00
1 Video	Program Recording		22	\$0.00
Totals			278	\$0.00
JULY				
Active				
7/9/20	Knitwits	Martha & Jillian	5	\$0.00
7/14/20	Grilling with Fresh Vegetables	Susan Maddox	7	\$200.00
7/21/20	Afternoon Book Club	Carol	8	\$0.00
7/23/20	Typhoid Mary: Her Story	Leslie Goddard	48	\$325.00
7/28/20	A Virtual Evening with Chris McGreal	Chris McGreal, Mike Nerheim	250	Outreach
7/31/20	LIVE Harry Potter Trivia	Martha, Jillian, Katie, Eliza	10	Outreach
Totals			328	\$525.00

Adult Programs May 1, 2020 - April 30, 2021

Passive

7/10/20 - Trivia Night with Lake Bluff Brewing	Martha, Jillian, Katie, Eliza	10	Outreach
7/14/20 Company			
3 Videos Community Videos		92	Outreach

Totals 102 \$0.00

AUGUST

Active

8/7/20 Digging Deeper: The Foundation of Chicago's Architecture	David Clark	20	\$200.00
8/13/20 Baking Scones with Bill the Baker	Bill the Baker	17	\$275.00
8/13/20 Knitwits	Martha & Jillian	3	\$0.00
8/18/20 Afternoon Book Club	Carol	7	\$0.00

Totals 47 \$475.00

Passive

8/28/20 - Trivia Night with Lake Bluff Brewing	Martha, Jillian, Katie, Eliza	9	Outreach
9/1/20 Company			
3 Videos Community Videos		135	Outreach
1 Video Program Recording		14	\$0.00

Totals 158 \$0.00

SEPTEMBER

Active

9/10/20 Knitwits	Martha & Jillian	2	\$0.00
9/15/20 Afternoon Book Club	Carol	9	\$0.00
9/17/20 Don't Pay the College Sticker Price	Joe Orsolini	8	\$0.00
9/21/20 Emancipation to the White House	Clarence Goodman	12	\$250.00
9/24/20 College of Electoral Knowledge	Terry Lynch	12	\$300.00

Totals 43 \$550.00

Passive

3 Videos Community Videos		40	Outreach
1 Video Staff Made Video		20	\$0.00
1 Video Program Recording		2	\$0.00

Totals 62 \$0.00

OCTOBER

Active

10/1/20 What Home Buyers Want & the New Needs Due to Covid-19	Marissa Hopkins	8	\$0.00
10/9/20 Remembering Historic Route 66	Leslie Goddard	23	\$325.00
10/12/20 They Shall Be Counted	Meghan Giesecker	11	\$200.00
10/15/20 Bitcoin and Cryptocurrency	Mike Gershbein	13	\$200.00
10/20/20 Afternoon Book Club	Carol	7	\$0.00
10/21/20 LIVE Trivia Night	Martha, Jillian, Katie, Eliza	13	Outreach

Adult Programs May 1, 2020 - April 30, 2021

10/22/20	Notorious RBG: The Life and Times of Ruth Bader Ginsburg	Arielle Weininger	20	\$200.00
10/29/20	Secret Chicago	Jessica Mlinaric	22	\$150.00
Totals			117	\$1,075.00
Passive				
10/26/2020 - 10/31/2020	Trick or Treat Voucher Giveaway		32	Outreach
1 Video	Community Video		19	Outreach
5 Videos	Staff Made Videos		58	\$0.00
Totals			109	\$0.00
NOVEMBER				
Active				
11/6/20	Winston Churchill: A Life Well-Lived	Daniel Myers	20	\$100.00
11/13/20	Eight Hidden Gems Using Google	Lesley Peters	23	\$150.00
11/17/20	Afternoon Book Club	Carol	9	\$0.00
Totals			52	\$250.00
Passive				
11/1/2020 - 11/6/2020	Trick or Treat Voucher Giveaway		33	Outreach
11/13/20 - 11/24/20	Trivia Night with Lake Bluff Brewing Company	Martha, Jillian, Katie, Eliza	9	Outreach
1 Video	Community Video		13	Outreach
1 Video	Staff Made Video		6	\$0.00
Totals			61	\$0.00
DECEMBER				
Active				
12/7/20	Self-Care for Extreme Times: Wellness in the Era of COVID-19	Eileen O'Grady	9	\$250.00
12/8/20	Holiday Movies & Music	John LeGear	13	\$0.00
12/10/20	Knitwits	Martha & Jillian	0	\$0.00
12/15/20	Afternoon Book Club	Carol	10	\$0.00
Totals			32	\$250.00
Passive				
4 Videos	Staff Made Videos		126	\$0.00
Totals			126	\$0.00
JANUARY				
Active				
1/12/21	Blues Tradition with Harmony & Heart: A Concert	Donna Herula and Tony Nardiello	26	\$200.00
1/14/21	Women Who Made History in Lake County, IL	Diana Dretske	13	\$80.00
1/14/21	Knitwits	Martha & Jillian	5	\$0.00

Adult Programs May 1, 2020 - April 30, 2021

1/19/21	Afternoon Book Club	Carol	11	\$0.00
1/21/21	Zero-Waste Mindset	Monica Chavez	11	\$200.00
1/26/21	Ten Steps to a Smarter Tax Return	Karen Chan	12	\$200.00
1/28/21	American History and Today - Part One: 1914-1964	John LeGear	13	\$150.00
Totals			91	\$830.00
Passive				
1/15/21 -	Trivia Night with Lake Bluff Brewing	Martha, Jillian, Katie, Eliza	9	Outreach
1/19/21	Company			
Totals			9	\$0.00
FEBRUARY				
Active				
2/4/21	Knitwits	Martha & Jillian	3	\$0.00
2/8/21	Frida Kahlo: Iconic Mexican Artist	Justin Witte	18	\$0.00
2/10/21	LIVE Trivia Night	Martha, Jillian, Katie, Eliza	18	Outreach
2/11/21	Pre-Civil War Quilts: Their Secret Codes to Freedom on the Underground Railroad	Connie Martin	28	\$250.00
2/16/21	Afternoon Book Club	Carol	8	\$0.00
2/18/21	American History and Today - Part Two: 1964 to present day	John LeGear	17	\$150.00
2/23/21	Voices from the Recent Past: A Musical Walk Through Black History	Clarence Goodman	19	\$225.00
Totals			111	\$625.00
Passive				
1 Video	Staff Made Video		39	\$0.00
Totals			39	\$0.00
MARCH				
Active				
3/4/21	Mandela: Struggle for Freedom	Illinois Holocaust Museum	10	\$200.00
3/9/21	U.S. Securities & Exchange Commission Investor Outreach	Kristen Pauley	13	\$0.00
3/11/21	Knitwits	Martha & Jillian	5	\$0.00
3/16/21	Afternoon Book Club	Carol	12	\$0.00
3/18/21	Fly Girls: The Women Airforce Service Pilots of WWII, A Personal Story	Ann Jones	7	\$0.00
3/22/21	Beatlemania: 1963-1964	Professor Moptop (Gregory Alexander)	24	\$200.00
3/23/21	Reassessing Myths of U.S. History: Racism Did Not End After the Civil War			Outreach
3/23/21	Baking Biscotti with Bill the Baker	Bill the Baker	6	\$275.00
3/25/21	How to Sell Online	Michael Gershbein	16	\$100.00

Adult Programs May 1, 2020 - April 30, 2021

Totals			93	\$775.00
Passive				
1 Video	Staff Made Video		13	\$0.00
1 Video	Program Recording		6	\$0.00
Totals			19	\$0.00
APRIL				
Active				
4/7/21	An Evening with Michelle Kuo on Facebook Live		542	Outreach
4/8/21	Knitwits	Martha & Jillian	6	\$0.00
4/10/21	Your City @Home: DuSable Museum of African American History		255	Outreach
4/12/21	Couponing Basics 101	Marla Curran	Cancelled	\$0.00
4/14/21	Diversity & Inclusion in Lake County with Sandy Hart	Sandy Hart and Mary Cunningham	10	Outreach
4/15/21	Shooting Shipwrecks: Stories Behind the Photos	Cal Kothrade	18	\$250.00
4/17/21	Your City @Home: Garfield Park Conservatory		628	Outreach
4/20/21	Afternoon Book Club	Carol	11	\$0.00
4/22/21	A Visit to the Netherlands and Belgium: Windmills and Tulips	Gene Flynn	11	\$150.00
4/24/21	Your City @Home: National Museum of Mexican Art		336	Outreach
4/27/21	Movie Music of Elvis Presley	John LeGear	18	\$150.00
Totals			1835	\$550.00
Passive				
4/16/21 -	Trivia Night with Lake Bluff Brewing Company	Martha, Jillian, Katie, Eliza	2	Outreach
4/20/21	Company			
8 Videos	Program Recordings		102	Outreach and \$0 Adult
Totals			104	\$0.00
Fiscal Year Active Adult Programming Totals			704	\$6,080.00
Fiscal Year Passive Adult Programming Totals			858	\$0.00
Fiscal Year Active Outreach Programming Totals			2072	Outreach
Fiscal Year Passive Outreach Programming Totals			917	Outreach

Programming Analysis 2020-21

Broad Thoughts

There was a pretty defined divide between our 'active/online' programs and 'passive' programs.

- We saw a lot of zoom fatigue from families and teens, they were more reserved about engaging in optional screen time when school was already forcing them to sit at the computer in a similar fashion for large chunks of their time. 'Passive' programs, or programs where they could engage on their own schedule, or bring home some kind of physical activity saw much higher levels of engagement this year.
- Zoom fatigue goes both ways, our librarians who are implementing Storytime on the Green this summer at the Farmers Market are THRILLED to be able to see their audience, and to use more traditional physical cues to tailor their performance to keep the kids engaged.
- We saw strong numbers during the initial lockdown, but they lowered and plateaued as the pandemic wore on. Several other area libraries reported similar patterns in various meetings throughout the year.
- One thing that will be missed about zoom programs is the ability to engage presenters who are physically distant. We were able to offer short zoom programs with the authors of the two StoryWalks we've put on, and have had presenters from as far away as Scotland and South Africa. Hopefully as we transition into hybrid programming, we will figure out a way to keep some of that flexibility.
- Grab and Go crafts was consistently popular, growing in numbers almost every month. We seem to be averaging about 70 crafts per month, but gusting up to 187 in December. We have continued offering grab and go crafts, offering a new craft almost every week.

Some of this is specifically programming related, some of it is a little more abstract, and doesn't necessarily fit under the heading of 'programming,' but launching several digital resources over the course of 2020 helped us to engage with patrons in ways that we'd dreamed of before a pandemic forced them into reality.

- **Beanstack** has allowed us to digitize our reading clubs, and we designed 5 separate reading clubs over the 2020-21 fiscal year: 4 separate summer reading clubs for the different ages, one all-age winter reading club. Zoobean costs us \$805.50 for the year, which means that it's about \$161.10 per reading club. While the initial price might seem hefty, that is already good value. The software tracks all kinds of statistics that we would spend hours compiling manually week to week previously, in addition to allowing patrons the ability to track their reading on their phones or computers. We plan to use this software to launch our 1000 Books Before Kindergarten program in the fall. We're only one week into the 2021 Summer Reading Club, but I'm already very encouraged by the numbers and engagement we're seeing this

year versus last, when we were open in only very limited capacities (we've reached 82% of last years sign up in the first week, and school hasn't been released for summer yet).

- **Take Ten** moving reader's advisory online has been a dream for quite a while, and Springshare enabled us to make it a reality. The Children's Department used the Take Ten setup as the basis for a materials request from the Forest Bluff Montessori school, and while the school preferred a manual approach, it gave us an easy way to track the workflow and requests. We ended up filling 68 individual material requests for Montessori students. Unrelated to the Montessori school, we filled 53 requests for Children's Department materials. This service is ongoing and available still.

Our engagement was higher in the most established programs. These programs have been around for years, patrons know to look for them, and look forward to them!

- Summer and Winter Reading Club still had higher levels of engagement compared to other programs.
- Phyllis Fox Memorial Writing and Bookmark contest saw fairly typical numbers of engagement.

The challenges related to changing our entire approach to all library services and programming implementation were many. I hope to not have to recreate almost every level of library service from the ground up ever again. I'm proud of everything that the staff of the Lake Bluff Public Library has tackled and learned this year, and that we were able to strengthen and diversify our service offerings to patrons.

Eliza Jarvi
Head of Youth Services
Lake Bluff Public Library

Childrens [\$7,000 -1,000 May 2020-April 2021

	Date	Business	Cost	Program	Crafts	1,000
Program	Notes	Attendance	Cost			
MAY						
	Library Closed to Public, no Active Programs					
JUNE						
	6/2	Storytime				55
	6/9	Storytime				69
	6/16	Storytime				48
	6/17	Family PJ ST				0
	6/23	Storytime				51
	6/27	Graphic Novel Book Club				0
	6/30	Storytime				43
	7					266
JULY						
	7/7	Storytime				51
	7/14	Storytime				31
	7/15	Family PJ ST				7
	7/18	Miss Jamie's Farm Singalong		Jamie Martin	\$450.00	Miss Jamie's Singalong
	7/21	Storytime				50
	7/25	Graphic Novel Book Club				0
	7/28	Storytime				47
	7					210
AUGUST						
	8/19	Family PJ ST				4
	8/22	Graphic Novel Book Club				3
	2					7
SEPTEMBER						
	9/15	Storytime				10
	9/16	Family PJ ST				3
	9/19	Graphic Novel Book Club				3
	9/22	Storytime				6
	9/26	Minecraft Mania		Minecraft Mania	\$200.00	Minecraft Mania
	9/29	Storytime				8
	6					34
OCTOBER						
	10/6	Storytime				16

10/12 P/C Book Club		4
10/13 Storytime		10
10/17 Graphic Novel Book Club		3
10/20 Storytime		12
10/21 Family PJ ST	cancelled	9
10/27 Storytime		9
7		54

NOVEMBER

11/3 Storytime		4
11/10 Storytime		8
11/17 Storytime		5
11/18 Family PJ ST		5
11/21 Graphic Novel Book Club		3
5		25

DECEMBER

12/1 Storytime		5
12/8 Storytime		10
12/8 Virtual Author Visit (Caralyn Buehner-Outreaz		10
12/16 Family PJ ST		8
12/19 Graphic Novel Book Club		4
7		37

JANUARY

1/5 Storytime Regina		7		
1/11 P/C Book C Mercy Watson to the Rescue		6		
1/12 Storytime Mary		11		
1/16 Miss Jamie's Winter Singalong		22	Jamie Martin	\$350.00 Miss Jamie's Singalong
1/16 Graphic Nc Enola Holmes/Phoebe and Her U		3		
1/19 Storytime Regina		5		
1/20 Family PJ ST		7	Christine Thornton	\$250.00 Christine Thornton
1/25 Christine Thornton Watercolor Resist Snowfl		9	1/18 amazon	\$77.09 Christine Thornton
1/26 Storytime Mary		7		
9		77		

FEBRUARY

2/2 Storytime		6		
2/9 Storytime		6		
2/16 Storytime		4		
2/17 Family PJ ST		8		
2/20 Graphic Novel Book Club		3		
2/23 Storytime		9		
2/27 Minecraft Mania		5	Minecraft Mania	\$200.00 Minecraft Mania
7		41		

MARCH

3/17 Family PJ ST	9
3/20 Graphic Novel Book Club	5
2	14

APRIL

4/6 Storytime	6
4/12 P/C Book Group	5
4/13 Storytime	5
4/17 Graphic Novel Book Club	0
4/20 Storytime	6
4/21 Family PJ ST	14
4/27 Storytime	4
7	40

Totals	66	805
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average attendance
12.19697

After Augu	50	329
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6.58

Passive	Attendance	Cost	Date	Place	Cost	Program
MAY						
5/3 Science Corner w/Mary	41					
5/5 Storytime w/Regina	12					
5/7 Science Corner w/Mary	54					
5/12 Storytime w/Regina	5					
5/19 Storytime w/Regina	16					
5/21 Science Corner w/Mary	8					
5/26 Storytime w/Regina	27					
5/28 Science Corner w/Mary	33					
8	196					
JUNE						
6/11 Science Corner w/Mary	34					
6/25 Science Corner w/Mary	20					
2	54					
JULY						
7/22 Community Video	38					
7/28 Slime	27					
2	65					
AUGUST						
8/5 Community Video	86					
8/31 Grab and Go Crafts	50		8/21 Oriental Tr	\$75.63	Grab & Go Crafts	
8/31 Read to Me SRC	74	Summer Reading Club was count	9/3 Lake Fores	\$120.00	SRC	
8/31 Ind. Reader SRC	61		9/4 LF/LB Char	\$120.00	SRC	
4	271		10/21 amazon	\$53.48	SRC prizes	
SEPTEMBER						
9/30 Grab and Go Crafts	50		9/16 amazon	\$19.97	Seasonal décor	
1	50					
OCTOBER						
10/31 Grab and Go Crafts	68					
10/31 Halloween Candy Giveaway (Outreach)	66					
1	68					
NOVEMBER						
11/6 Halloween Candy Giveaway (Outreach)	65		11/10 Oriental Tr	\$129.43	Grab & Go Crafts	
11/30 Grab and Go Crafts	71					
1	136					

DECEMBER

12/31 StoryWalk
 12/31 Grab and Go Crafts 187
1 187

12/9 Target \$14.34 Grab & Go Crafts
 12/8 Oriental Tr \$69.15 Grab & Go Crafts
 12/9 Walmart \$342.86 Cricut Machine
 12/29 amazon \$4.99 Grab & Go Crafts

JANUARY

1/31 Grab and Go Crafts 71
1 71

1/12 Oriental Tr \$55.20 Grab & Go Crafts
 1/18 amazon \$30.78 Paper Cutter
 1/18 amazon \$29.99 Laminater

FEBRUARY

2/28 WRC 18
 2/10 Career Day Video 39
 2/28 Grab and Go Crafts 143
1 200

WRC was calculated by how many patrons signed up for WRC between the ages of 0-12

MARCH

3/31 Grab and Go Crafts 98
1 98

3/15 Oriental Tr \$121.96 Grab & Go Crafts
 3/26 Target \$14.96 Grab & Go Crafts
 3/29 Joann \$6.26 Grab & Go Crafts
 3/16 Zoobean \$805.50 SRC Software (roughly \$161.10 per Reading Club)
 3/17 amazon \$9.99 fish tank
 3/18 PostNet \$88.33 Phyllis Fox Bookmarks

APRIL

4/10 Phyllis Fox Writing Contest 16
 4/10 Bookmark Design Contest 21
 4/30 Grab and Go Crafts 68
3 105

Totals **26** 1501

average attendance
 57.73077

Teen May 2020-April 2021 Date Business Cost Program

Program Notes Attendance Cost
MAY

JUNE
 6/18 TAB 0
 1 0

JULY
 7/16 TAB 3
 1 3

AUGUST
 8/20 TAB 2
 8/31 SRC 28 9/3 Lake Fores \$60.00 SRC
 1 2 9/4 LF/LB Char \$60.00 SRC

SEPTEMBER
 9/10 TAB 3
 1 3

OCTOBER
 10/8 TAB 6
 1 6

NOVEMBER

11/12 TAB		3		
	1	3		

DECEMBER

12/3 Teen Crafts		0		
12/17 TAB		0		
	2	0		

JANUARY

1/7 Teen Crafts		6	12/28 amazon	\$7.78
1/8 TAB		0		
	2	6		

FEBRUARY

2/4 Teen Crafts		0		
2/18 TAB		0		
2/28 WRC		2		
	3	2		

MARCH

3/4 Teen Crafts		4		
3/9 TAB		0		
	2	4		

APRIL

4/2 Teen Crafts		4		
4/3 TAB		0		
	2	4		

Totals		0		
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Summary of Youth Services Masking Policy

SUMMARY: There have been questions from the public regarding our current mask policy in Youth Services. The Board was updated via email on changes made following the CDC's change to mask guidance for vaccinated individuals and the handling of masks in Youth Services was mentioned during the Director's Report at the May Board Meeting. Given the questions from the public since then information is provided here in greater detail should community members have questions for Trustees or should Trustees have concerns.

POLICY IN PLACE: In keeping with guidance from the State vaccinated individuals are welcome to go without masks in the Library. After careful discussion and review of the guidance from the State it was determined that our Youth Services Department most closely resembled schools, youth centers and other gathering places of young persons listed. The guidance continues to provide that all individuals, vaccinated or not, should mask in such locations. Our current requirement for all individuals to mask in Youth Services follows this guidance.

LEGAL BACKGROUND: Regarding the legal basis for requiring visitors to the Library to wear a mask. Executive Order 2021-10 from the Governor, which loosened the rules in place regarding face coverings, provides in Section 2 Article 7 that units of local government can set their own standards as they deem necessary. As a semi-autonomous unit of local government with its own elected Board of Trustees the Library is responsible for establishing rules for the safe and fair use of its facilities. This is provided for in the Local Library Act (75 ILCS 5) Section 4-7 Article 3 which provides that Library administration has 'supervision, care and custody of grounds, rooms, or buildings constructed, leased or set apart.' Legal counsel for the Library has maintained throughout the pandemic that we have the authority to require masks.

APPLICATION OF GUIDELINES: Public libraries have never been mentioned in executive orders from the Governor, requiring us to exercise local authority to appropriately apply them to a Library setting. The current approach to mask requirements for patrons is consistent with how we have applied requirements previously.

CONCLUSION: There is no doubt that everyone is ready for the pandemic to be over, and that mandates are being wound down. As we have done throughout the Library continues to follow the science-supported guidelines from the State of Illinois and Illinois Department of Public Health. I am confident that the masking guidelines we presently have in place are fair and appropriate.

Respectfully submitted,

Eric Scott Bailey

June 2021 Director's Report

Programming

- Adult
 - With our in-person craft programs still on hold Anna Fifhouse has put together adult take-home crafts for interested patrons. Each kit contains everything needed to do the craft; June is watercolor fabric napkins.
 - The Your City @ Home museum tours continue to be very popular, including this month's virtual visits to the Field Museum and Elmhurst History Museum.
 - There were 10 attendees for our May 27 Introduction to Personal Storytelling program.
 - There were 10 attendees for the June 8 book discussion of *Saving CeeCee Honeycutt* by Beth Hoffman led by Carol Carter.
 - Knitwits continues to meet virtually on the second Thursday of each month. There were 5 attendees on June 10.
 - Our first live trivia event in over a year will be held later this month, at an outside venue by the Brewery.
- Youth
 - The spring cycle of story time sessions led by Regina Ruocco and Mary Webber ended on May 25.
 - The first Storytime on the Village Green during the Farmer's Market on June 4 had attendance of 83.
 - Family Pajama Storytime continues on the third Wednesday of each month. There were 12 attendees at the May 19 session.
 - We gave out 115 grab-and-go crafts over the course of the month. Eliza Jarvi and Jillian Chapman collaborated on an excellent 'Grow Your Own Pizza' kit with tomato, oregano and basil seeds.

New Staff Member

Elizabeth Crampton has joined the Library's staff following Terry McKinnon's retirement. Terry's last day was June 5; he's been an essential member of our circulation staff since 2012.

Summer Reading Club

Digging Deeper is our Dinosaur themed Summer Reading Club. There are dinosaurs everywhere throughout the building, which has already been a big hit with kids.

Donna Williams Memorial

October 29th has been set as the official installation date for the memorial statue for Donna Williams. The cat statue has been named Henri after one of Donna's cats. We are collecting memories from community members and will be assembling them in a book. Trustees are encouraged to participate. The webform is located at lakeblufflibrary.org/Donna or submissions may also be turned in at the desk.

Storywalk in Artesian Park

Our second storywalk, this one in Artesian Park featuring the book *Am I Yours?* by Alex Lattimer, is a partnership with School District 65. It went into place on June 5, and I encourage everyone to go check it out! Head of Youth Services Eliza Jarvi, Youth Library Associate Regina Ruocco, and Outreach Coordinator Jillian Chapman did a great job collaborating with D65 and on implementation. It will be in place until July 4. On the day of installation we did a live walkthrough on Instagram. The June 8 Live Interview with Author Alex Lattimer had 254 attendees and views!

It should be noted that due to the current dry conditions getting signage into the ground was very difficult. Jillian, Regina and Eliza worked hard and innovatively, getting a hand auger and enlisting the help of volunteer firefighter Wes and Village Hall Intern Sam.

iPads Arrive

Head of Youth Services Eliza Jarvi reports that the iPads purchased with the Kiwanis donation have arrived and are in the process of being set up.

New Development Coordinator

Following Kathi Siebert's resignation, Melissa Williams has been hired as the Library's new Development Coordinator. Ms. Williams has significant fundraising experience and is a Lake Bluff resident, we're fortunate to have her joining us!

Collaboration with Museum

The Museum provided a school program for D65 on early settlers and the frontier. The Library chipped in with a display of related materials.

Parking Lot Replacement

As of writing the parking lot resurfacing has been completed and it is now back in use by Library staff. It's beautiful!

Book Bike at Farmer's Market

Outreach Coordinator Jillian Chapman takes our book bike down to the Farmer's Market in tandem with Friday Storytime on the Village Green. The bike carries down a small selection of materials available for checkout, along with information on Library programs and Summer Reading Clubs. Trustee Jenny Graziano has been accompanying Jillian and has been a huge help!

Passport Services

Head of Adult Services Martha O'Hara reports that our first month of restored passport service is off to a strong start, with over 20 applications processed thus far and over \$700 in application fees collected.

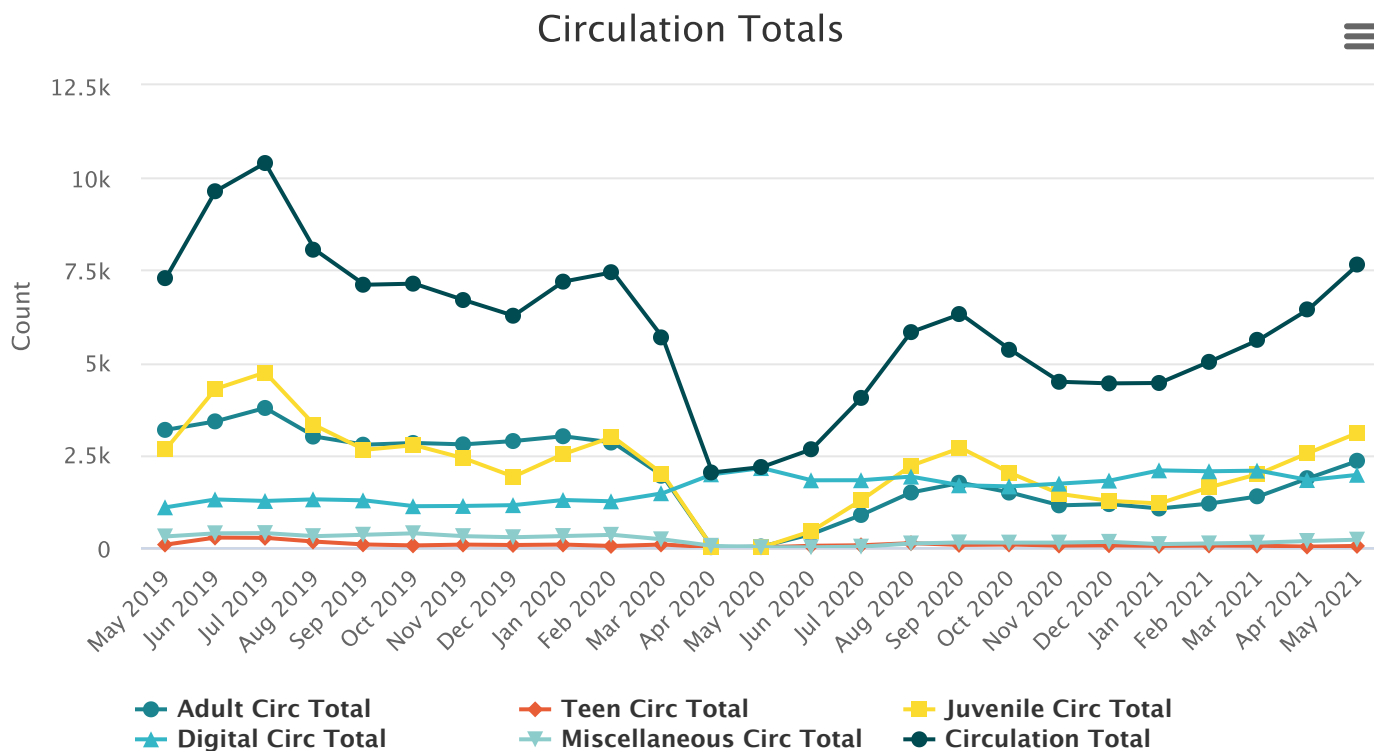
May 2021 Statistics

The report in the packet this month is a three (3) year comparison. In most recent months comparison to previous years hasn't been as relevant as the comparison to recent months. That our circulation total of 7,651 in May 2021 is higher than the 7,284 in May 2019 suggests we are back to more normal territory where the year-over-year monthly comparison is again the most relevant. Within the total there are some other trends visible. Youth Services circulation has rebounded strongly while Adult collections are bouncing back more slowly. Digital collection usage remains very strong, about 80% above the 2019 total. As Adult materials are more readily available digitally there's likely some correlation between the two trends.

Respectfully submitted,
Eric Scott Bailey

3 Year Comparison Graphs

3 Year Circulation Totals



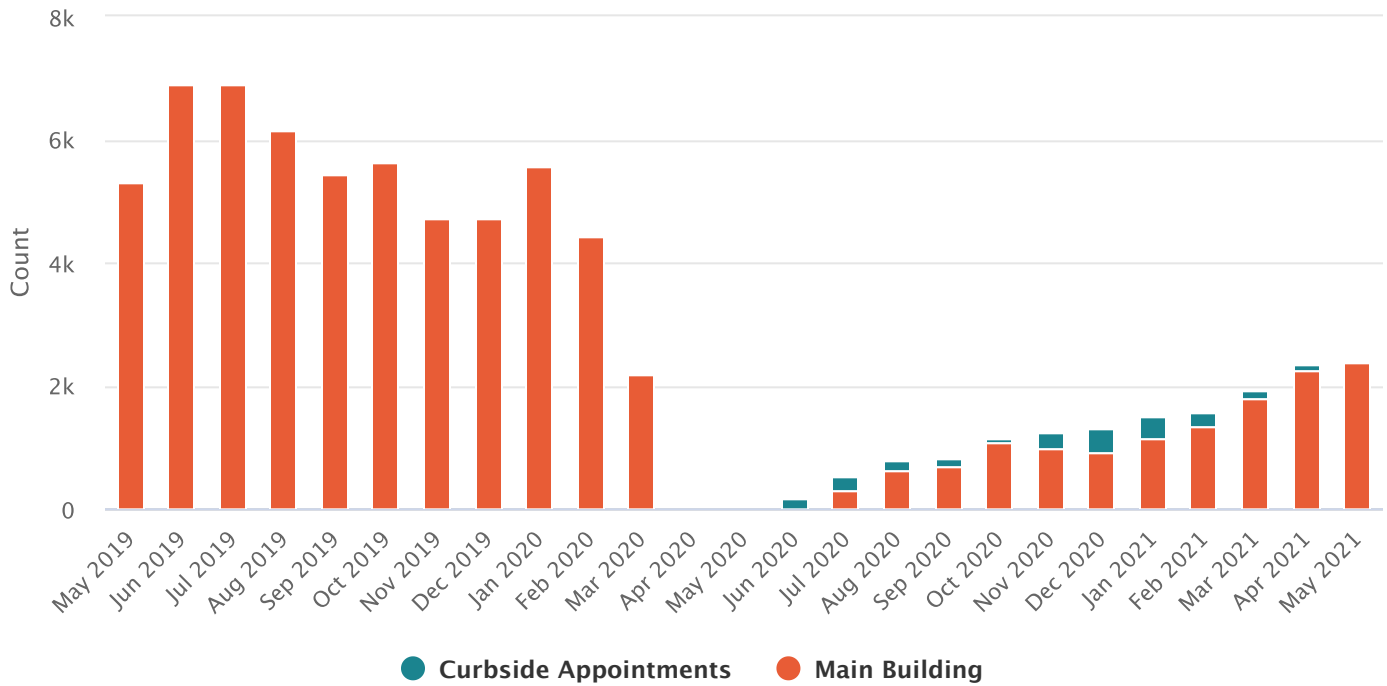
Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2019	3178	74	2654	1083	295	7284
Jun 2019	3408	264	4287	1296	379	9634
Jul 2019	3771	257	4730	1255	385	10398
Aug 2019	2997	155	3300	1299	302	8053
Sep 2019	2777	78	2639	1271	340	7105
Oct 2019	2824	52	2765	1113	380	7134
Nov 2019	2786	74	2409	1120	302	6691
Dec 2019	2876	63	1913	1142	273	6267
Jan 2020	3006	75	2522	1281	305	7189
Feb 2020	2835	37	2989	1245	338	7444
Mar 2020	1937	76	1987	1464	216	5680
Apr 2020	5	4	0	1976	41	2026
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
Feb 2021	1183	48	1623	2058	106	5018
Mar 2021	1381	44	1988	2075	126	5614
Apr 2021	1871	20	2555	1821	171	6438
May 2021	2342	38	3101	1963	207	7651

3 Year Visits

Visits



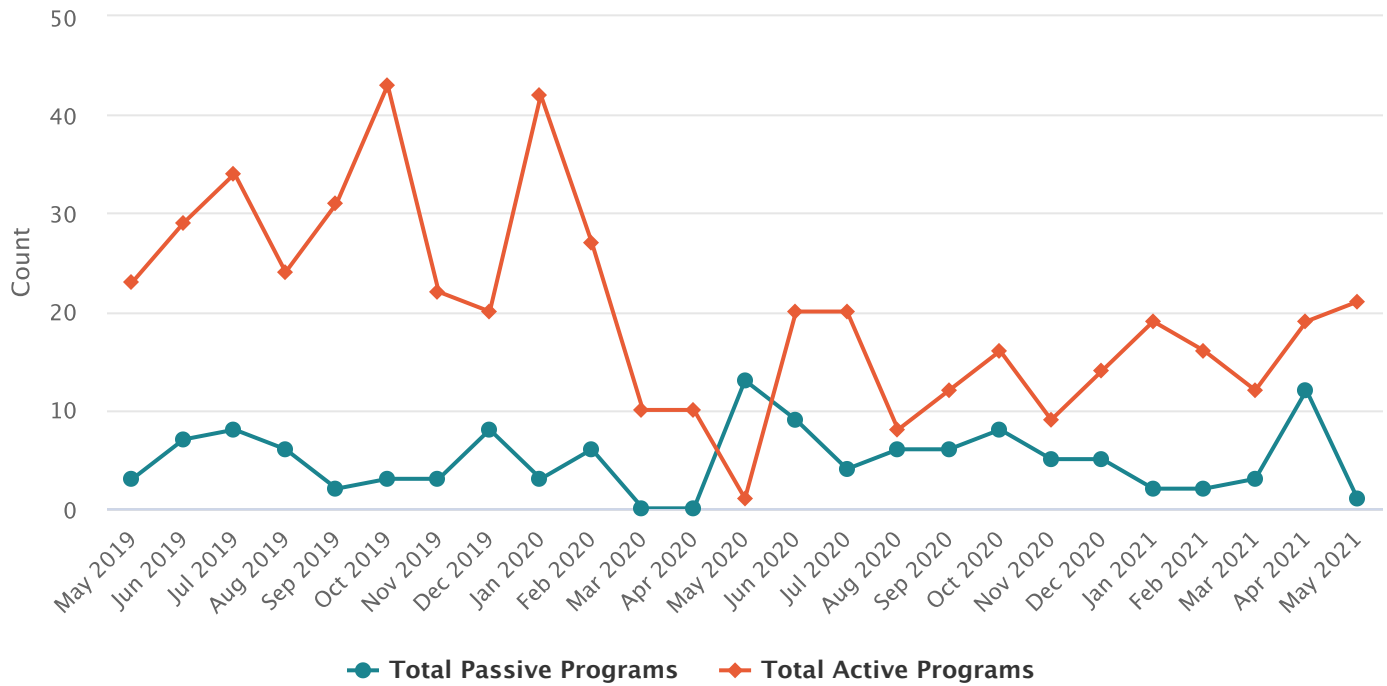
Visits

Category Curbside Appointments Main Building

Month	Curbside Appointments	Main Building
May 2019	0	5308
Jun 2019	0	6907
Jul 2019	0	6900
Aug 2019	0	6140
Sep 2019	0	5415
Oct 2019	0	5630
Nov 2019	0	4724
Dec 2019	0	4700
Jan 2020	0	5558
Feb 2020	0	4412
Mar 2020	0	2165
Apr 2020	0	0
May 2020	0	0
Jun 2020	154	0
Jul 2020	233	287
Aug 2020	145	622
Sep 2020	132	681
Oct 2020	77	1061
Nov 2020	256	965
Dec 2020	397	899
Jan 2021	368	1127
Feb 2021	233	1324
Mar 2021	133	1795
Apr 2021	73	2259
May 2021	16	2370

3 Year Programming

Number of Programs

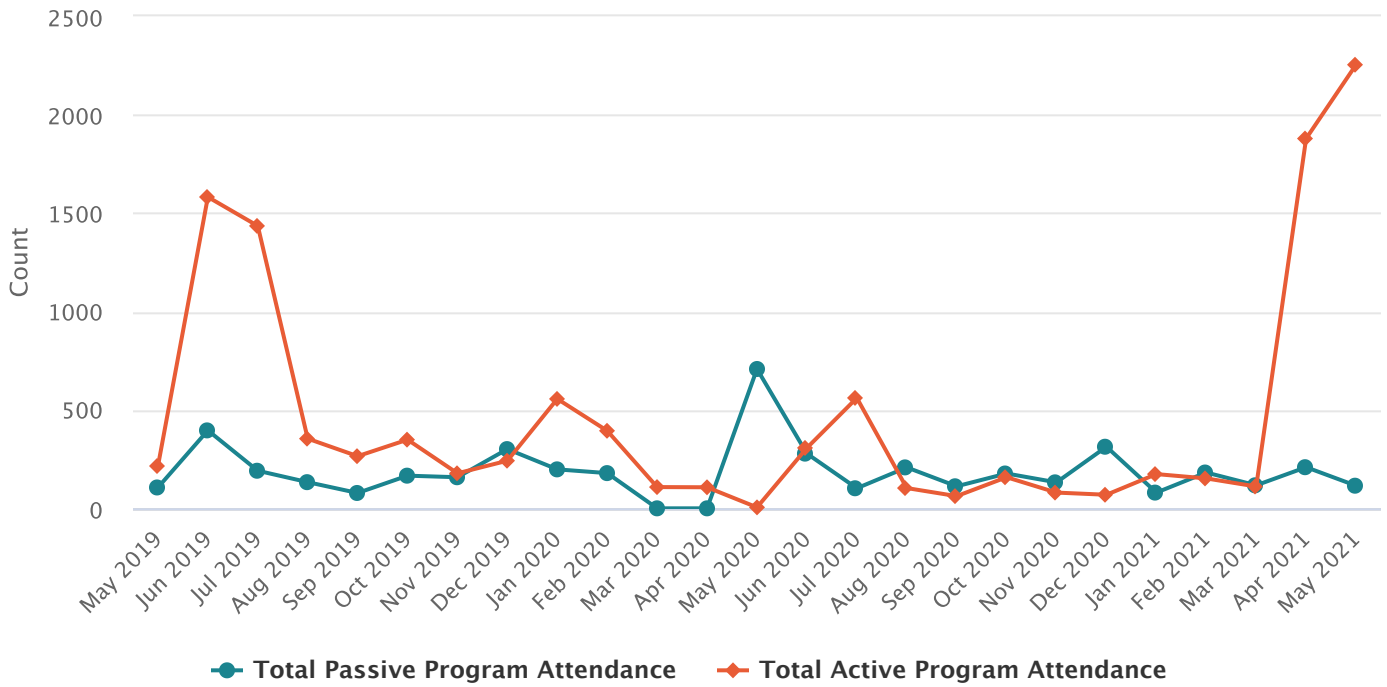


Number of Programs

Category Total Passive Programs Total Active Programs

May 2019	3	23
Jun 2019	7	29
Jul 2019	8	34
Aug 2019	6	24
Sep 2019	2	31
Oct 2019	3	43
Nov 2019	3	22
Dec 2019	8	20
Jan 2020	3	42
Feb 2020	6	27
Mar 2020	0	10
Apr 2020	0	10
May 2020	13	1
Jun 2020	9	20
Jul 2020	4	20
Aug 2020	6	8
Sep 2020	6	12
Oct 2020	8	16
Nov 2020	5	9
Dec 2020	5	14
Jan 2021	2	19
Feb 2021	2	16
Mar 2021	3	12
Apr 2021	12	19
May 2021	1	21

Program Attendance

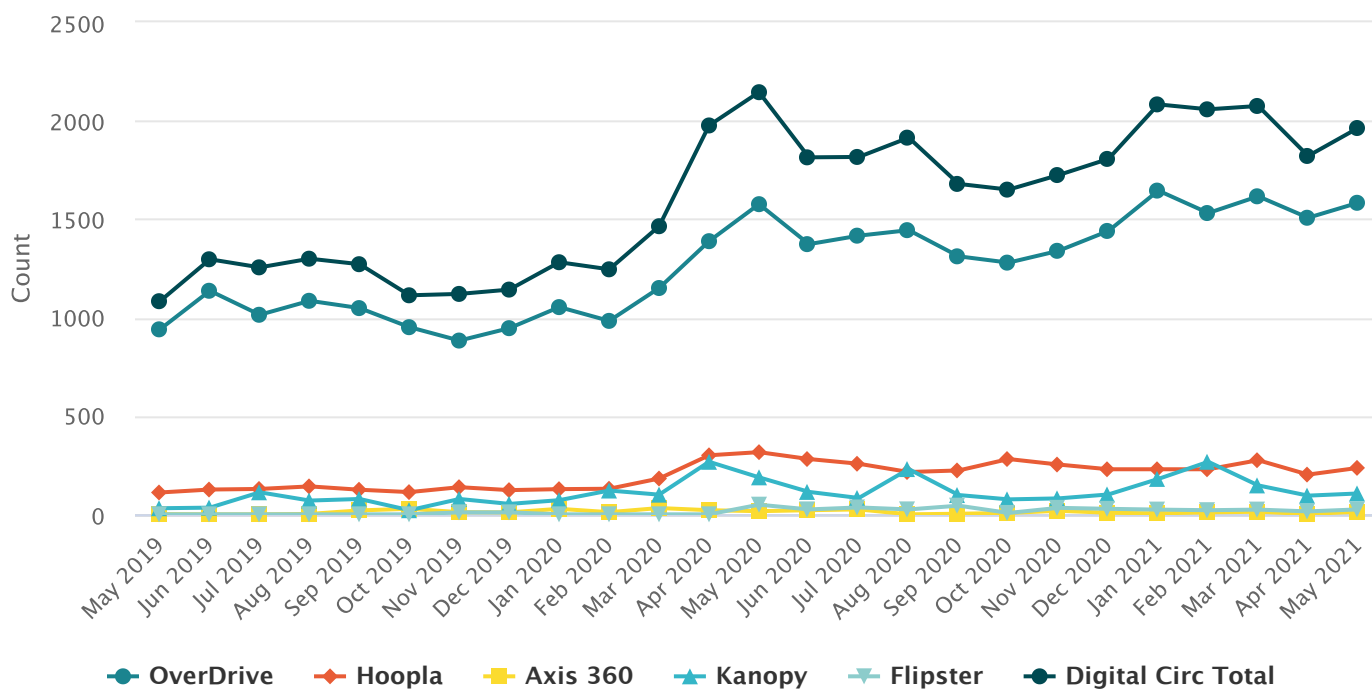


Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2019	106	215
Jun 2019	396	1582
Jul 2019	191	1435
Aug 2019	133	354
Sep 2019	78	265
Oct 2019	166	349
Nov 2019	158	178
Dec 2019	301	242
Jan 2020	198	556
Feb 2020	179	394
Mar 2020	0	108
Apr 2020	0	107
May 2020	708	5
Jun 2020	278	307
Jul 2020	102	561
Aug 2020	208	103
Sep 2020	112	62
Oct 2020	177	158
Nov 2020	132	80
Dec 2020	313	69
Jan 2021	80	174
Feb 2021	182	152
Mar 2021	117	111
Apr 2021	209	1879
May 2021	115	2254

3 Year Digital Collections

Monthly Usage

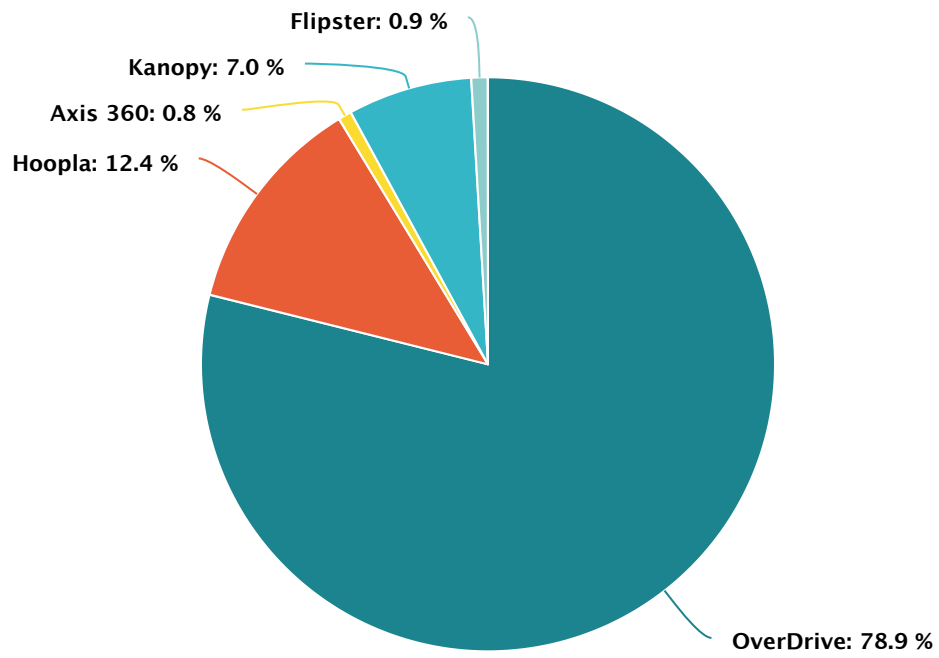


Monthly Usage

Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

Category	OverDrive	Hoopla	Axis 360	Kanopy	Flipster	Digital Circ Total
May 2019	940	111	1	31	0	1083
Jun 2019	1136	126	0	34	0	1296
Jul 2019	1014	129	0	112	0	1255
Aug 2019	1085	142	2	70	0	1299
Sep 2019	1048	125	20	78	0	1271
Oct 2019	951	113	28	21	0	1113
Nov 2019	883	138	11	78	10	1120
Dec 2019	946	123	10	53	10	1142
Jan 2020	1053	128	28	72	0	1281
Feb 2020	983	130	11	121	0	1245
Mar 2020	1150	182	32	100	0	1464
Apr 2020	1388	300	21	267	0	1976
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
Feb 2021	1531	229	10	267	21	2058
Mar 2021	1616	275	13	147	24	2075
Apr 2021	1507	202	2	95	15	1821
May 2021	1583	236	13	106	25	1963

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 31637

Hoopla 4973

Axis 360 305

Kanopy 2803

Flipster 375

3 Year New Website Usage

Visitors



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

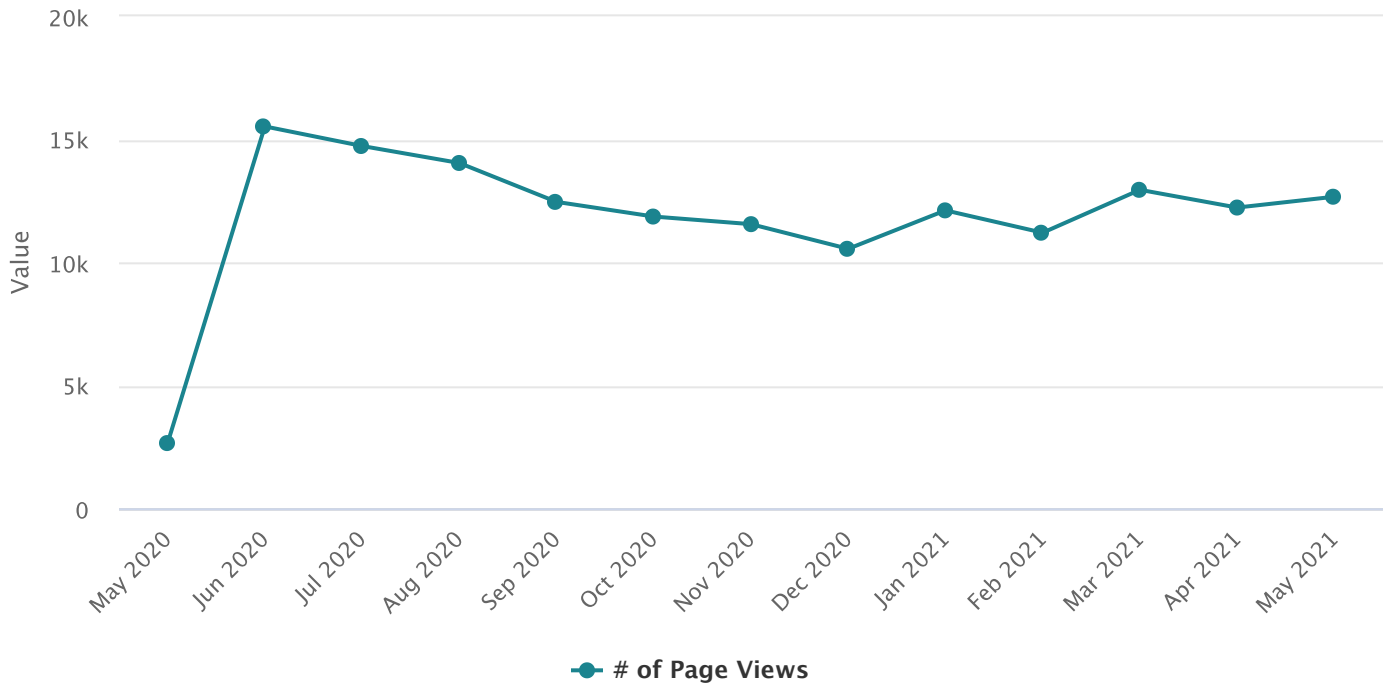
Feb 2021 2412

Mar 2021 2619

Apr 2021 2716

May 2021 2551

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

Feb 2021 11204

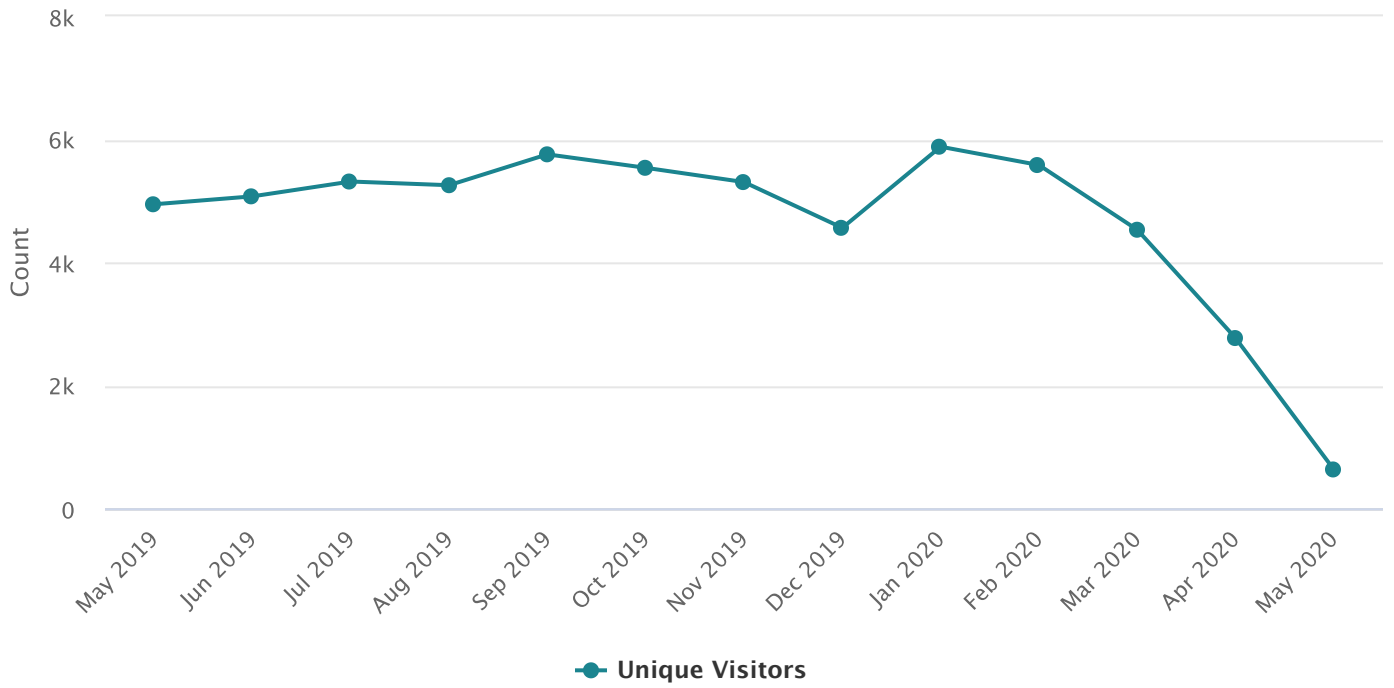
Mar 2021 12948

Apr 2021 12227

May 2021 12667

3 Year Previous Website Usage

Visitors

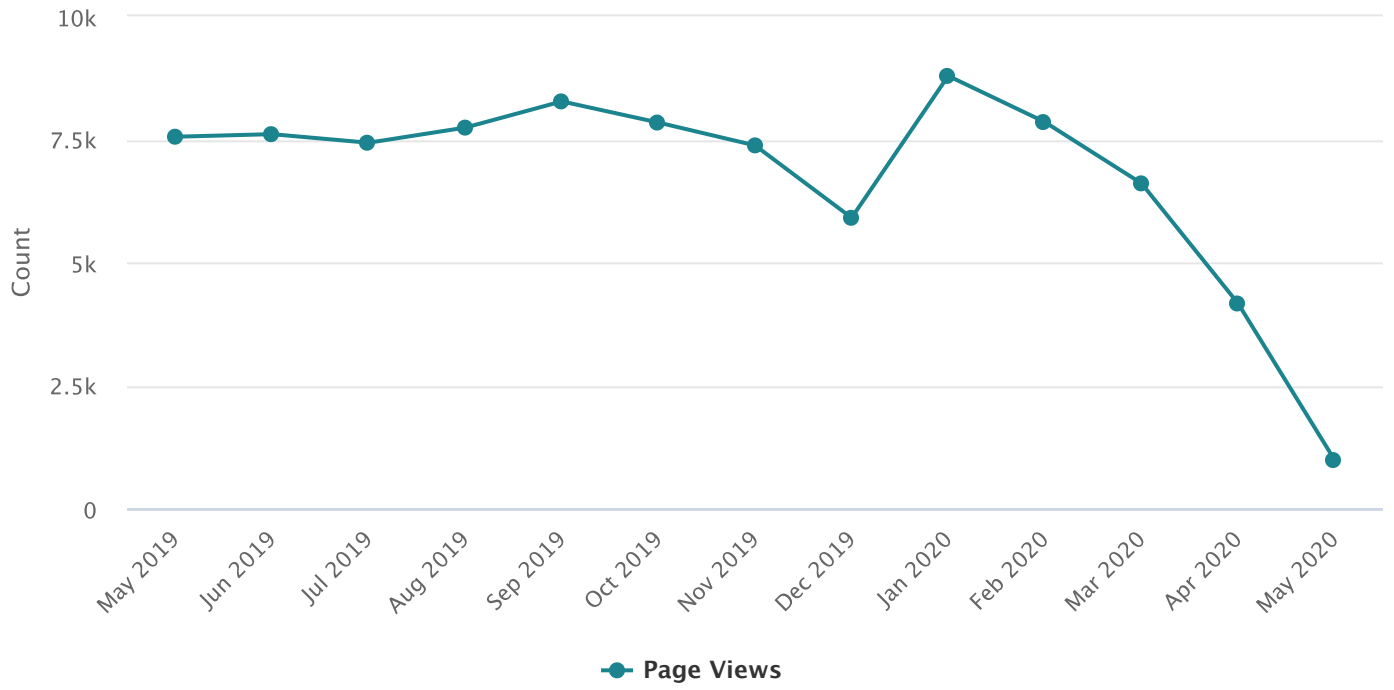


Visitors

Category Unique Visitors

- May 2019** 4944
- Jun 2019** 5073
- Jul 2019** 5314
- Aug 2019** 5254
- Sep 2019** 5756
- Oct 2019** 5537
- Nov 2019** 5305
- Dec 2019** 4561
- Jan 2020** 5880
- Feb 2020** 5582
- Mar 2020** 4530
- Apr 2020** 2769
- May 2020** 632

Page Views



Page Views

Category Page Views

May 2019 7553

Jun 2019 7605

Jul 2019 7431

Aug 2019 7738

Sep 2019 8271

Oct 2019 7841

Nov 2019 7377

Dec 2019 5905

Jan 2020 8789

Feb 2020 7851

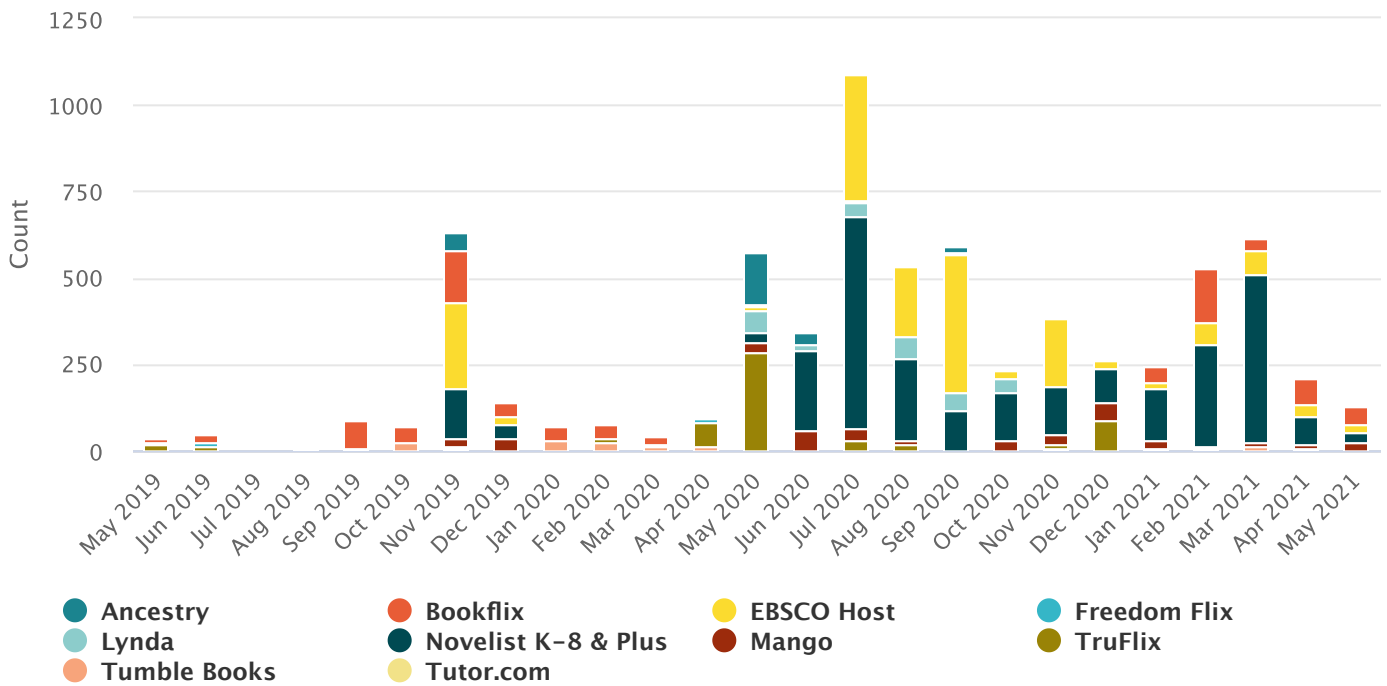
Mar 2020 6605

Apr 2020 4164

May 2020 981

3 Year 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 2019	0	10	0	8	0	0	0	15	1	0
Jun 2019	0	22	0	10	0	0	0	13	0	0
Jul 2019	0	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	0	0	0	3	0	0
Sep 2019	84	0	0	0	0	0	0	0	3	0
Oct 2019	0	43	0	0	0	0	0	0	24	0
Nov 2019	52	152	249	1	0	142	25	8	3	0
Dec 2019	40	23	0	0	0	39	34	0	0	0
Jan 2020	0	37	0	0	0	0	0	0	30	0
Feb 2020	0	36	0	2	0	0	0	11	24	0
Mar 2020	0	25	0	5	0	0	0	1	10	0
Apr 2020	0	4	0	13	0	0	0	70	10	0
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	9	201	3	63	238	12	13	2	0	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	152	24	0	1	2	0
Feb 2021	0	156	60	0	296	10	0	0	3	0

Mar 2021	0	33	71	0	0	486	11	0	11	0
Apr 2021	0	74	34	0	0	84	12	0	0	3
May 2021	0	52	23	0	0	31	22	0	0	0

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Friends of the Library Meeting Dates – 2021

April 17

June 19

September 18

October 16

Respectfully submitted,

Eric Scott Bailey