

March 16, 2021 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of February 16, 2021 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	February Detailed Revenue & Expense Report (action)	4A-4F
	February Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	February Check Disbursement Report (action)	6A-6F
7	Committee Reports (5 minutes)(7:24pm)	
8	New Business	7A
	Resolution of Thanks to Carol Carter (10 minutes)(7:34pm)	8A-8B
	Contract with CVI (10 minutes)(7:44pm)	9A-9K
	Replacement of Virtual Servers, PDU, and Switch (15 minutes)(7:59pm)	10A-10E
9	Old Business	11A
	Final Reading of FY21-22 Budget (10 minutes)(8:09pm)	12A-12D
	Director's Annual Evaluation (5 minutes)(8:14pm)	13A
	Capital Project Update (5 minutes)(8:19pm)	
10	Director's Report (5 minutes)(8:24pm)	
	Librarian's Narrative Report	14A-14B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:25pm)	
14	Attachments	
	February Statistics	15A-15I
	2021 Friends Meeting Schedule	16A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, March 16, 2021 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

NOTICE: The meeting of the Board of Library Trustees of the Lake Bluff Public Library will be held without a quorum of Trustees physically present. The Trustees will conduct the Board meeting with Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

In keeping with guidelines on meetings and social distancing, there will be no physical gathering of Trustees or the Public at the Library. The meeting is open to attendance by the public by the following:

Join Zoom Meeting

<https://zoom.us/j/98794022599?pwd=NU90YU1NQ2FkUFU5M3IvcVJPdGITQT09>

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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 February 16, 2021 Board Meeting **(action)(2 minutes)(7:09pm)**
5. **February 2021 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. February Detailed Revenue & Expense Report
 - b. February Detailed Balance Sheet
6. **Approval of checks (Green Pages) (5 minutes)(7:19pm)**
 - a. February Monthly Checks (14679-14685, 14687-14702)**(action)**
7. **Committee Reports (5 minutes)(7:24pm)**
 - a. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)
 - b. Human Resources Committee (**CHAIR:** Jerch. **MEMBERS:** Brockett and Heintzelman.)

(Did Not Meet)

 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - c. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - d. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)
 - e. Outreach Committee (**CHAIR:** Jerch. **Members:** Brockett.)
 - f. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes.)
8. **New Business**
 - a. Resolution of Thanks to Carol Carter **(10 minutes)(7:34pm)**
 - b. Contract with CVI **(10 minutes)(7:44pm)**
 - c. Replacement of Virtual Servers, PDU, and Switch **(15 minutes)(7:59pm)**
9. **Old Business**
 - a. Final Reading of FY21-22 Budget **(10 minutes)(8:09pm)**
 - b. Director’s Annual Evaluation **(5 minutes)(8:14pm)**
 - c. Capital Project Update **(5 minutes)(8:19pm)**
10. **Director’s Report (5 minutes)(8:24pm)**

- a. Director's Narrative Report

11. Executive Session(s)

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

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

13. Adjournment (1 minute)(8:25pm)

Attachments:

Statistics for February 2021
Friends Meeting Dates for 2021
Schedule for Director's Evaluation
Draft Budget for FY21-22
Contract with CVI
Bid for Replacement Virtual Servers
Bid for Replacement Switch
Bid for Replacement PDU
Resolution of Thanks to Carol Carter

Upcoming Board Meetings: February 16, March 16, and April 20, 2021.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 16, 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 7:02 pm. Present were Trustees Tricia Brockett, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, Cal Stroh, and Matt Zaute. Also present were Library Employees Martha O'Hara, Eliza Jarvi, and Jillian Chapman, and prospective trustees Bonnie Shaul and Jennifer Graziano. Trustee Bill Hayes was absent.
- 2. Additions & Corrections to the Agenda:** There were none.
- 3. Opportunity for Public to Address the Board:** No one wished to speak.
- 4. Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of Jan.19, 2021; all voted aye.
- 5. January 2021 Financial Reports:** Bailey reported that 97.5% property tax revenues have been received, and that we have almost reached our full tax levy of approx. \$44K, and also that expenditures are right where they should be as a percentage of the current fiscal budget. Also noted was that purchasing typically picks up in January, as the expenditures show, and that that the \$4500 was for the new automatic front door openers. Stroh moved and Zaute seconded a motion to accept the January 2021 Financial Reports; all voted aye.
- 6. Approval of January 2021 Checks:** Stroh moved and Meierhoff seconded a motion to approve January 2021 checks #14640-14678; all voted aye.
- 7. Committee Reports:**
 - (Met)**
 - a. Building and Grounds** (Chair: Jerch, Members: Meierhoff, Stroh) Jerch reported that the Village would include our new parking lot as it seeks bids for spring road work. Bailey added that we are under new municipal zoning so will no longer need to seek a variance for the work, but we will have to seek ABR approval for the proposed removal of a tree to create one more parking space.
 - b. Human Resources** (Chair: Jerch, Members: Brockett, Heintzelman) Jerch reported that Meierhoff and Brockett agreed to take the lead on the Director's Annual Evaluation, and that Brockett volunteered to develop a survey that will help in eliciting feedback from other trustees. Thank you to Brockett! The committee will meet again before the end of February.
 - (Did Not Meet)**
 - c. Finance** (Chair: Hayes, Members: Meierhoff, Zaute)
 - d. Bylaw and Policy Committee:** (Chair: Stroh, Members: Heintzelman)
 - e. Intergovernmental** (Chair: Bailey, Members: Stroh)
 - f. Long Range Planning** (Chair: Heintzelman, Members: Hayes, Zaute)
 - g. Outreach / Community Engagement** (Chair: Jerch, Members: Brockett)
- 8. New Business:**
 - a.** The Director's Annual Evaluation was discussed under the HR Committee report above.

9. Old Business:

- a. Capital Project Update: The Foundation Board is laying the groundwork to re-launch the fundraising effort as soon as COVID-19 restrictions allow such efforts and events again.

10. Director's Report Highlights:

- The summer reading club is being planned to accommodate hybrid sessions if necessary.
- The Kiwanis Club donated \$14K for improvement of the Library's tech in the youth services area; that is, laptops, STEM and STEAM kits, i-pads, and a switch system for video games. Kiwanis approached the Library as part of their efforts to support local youth organizations; the donation is greatly appreciated.
- The staff is continuing to open the building to patrons as COVID-19 numbers improve.
- While noting that both the Auto Show and the 4th of July Parade are optimistically being planned, the Library will be hosting the Village Birthday Bash on Sept. 25, 2021 if fate smiles upon our community.

11. Executive Session: There was none.

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

1. **Adjournment:** Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:01 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

		PERIOD ENDING 02/28/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDDGT
		MONTH 02/28/21	MONTH 02/29/20	02/28/2021	02/29/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	1,642.75	963,177.09	962,776.06	987,711.00	97.52
PROPERTY TAX		0.00	1,642.75	963,177.09	962,776.06	987,711.00	97.52
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	12.70	129.72	113.46	1,753.66	2,100.00	5.40
080-300-34250	NON-RESIDENT FEES	141.25	296.21	3,294.30	5,172.54	7,000.00	47.06
080-300-34260	PASSPORT FEES	0.00	1,190.00	0.00	8,540.00	10,000.00	0.00
SERVICES		153.95	1,615.93	3,407.76	15,466.20	19,100.00	17.84
FINES							
080-300-35700	RENTAL FINES	0.00	507.36	573.64	7,035.45	2,000.00	28.68
FINES		0.00	507.36	573.64	7,035.45	2,000.00	28.68
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	7,152.50	0.00	0.00	100.00
GRANTS		0.00	0.00	7,152.50	0.00	0.00	100.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	400.00	780.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	100.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.20	11.26	269.74	21,385.26	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	14,000.00	751.41	19,293.55	6,344.27	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	6,478.08	0.00	6,478.08	0.00	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	0.00	1,624.70	74.55	1,907.60	1,000.00	7.46
MISCELLANEOUS REVENUE		21,478.28	3,887.37	27,615.92	31,537.13	11,830.00	233.44
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	34.37	591.09	704.14	7,756.18	10,000.00	7.04
INTEREST EARNINGS		34.37	591.09	704.14	7,756.18	10,000.00	7.04
Total Dept 300 - REVENUE		21,666.60	8,244.50	1,002,631.05	1,024,571.02	1,030,641.00	97.28
TOTAL REVENUES		21,666.60	8,244.50	1,002,631.05	1,024,571.02	1,030,641.00	97.28

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDT
		MONTH 02/28/21	MONTH 02/29/20	02/28/2021	02/29/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED

Fund 080 - LAKE BLUFF PUBLIC LIBRARY
Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	PERIOD ENDING 02/28/2021		YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		ACTIVITY FOR MONTH 02/28/21	ACTIVITY FOR MONTH 02/29/20	02/28/2021	02/29/2020	AMENDED BUDGET	USED
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,294.58	15,959.12	124,090.30	159,986.53	182,000.00	68.18
080-603-40030	STAFF SALARIES	27,533.74	27,336.60	278,572.79	272,452.28	317,000.00	87.88
	SALARIES	39,828.32	43,295.72	402,663.09	432,438.81	499,000.00	80.69
BENEFITS							
080-603-40400	MEDICAL INSURANCE	9,530.17	8,367.16	84,133.84	83,356.78	95,000.00	88.56
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	2,995.13	3,259.37	30,282.75	32,433.48	38,000.00	79.69
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,305.16	3,497.72	27,440.15	28,217.45	39,000.00	70.36
	BENEFITS	15,830.46	15,124.25	141,856.74	144,007.71	172,250.00	82.36
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	4,134.92	735.00	29,206.93	31,156.73	35,000.00	83.45
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	318.00	947.65	1,000.00	31.80
080-603-41050	MAINTENANCE-GROUNDS	2,300.00	670.00	4,680.85	5,415.73	6,500.00	72.01
080-603-41300	COMPUTER SERVICES	0.00	700.00	13,390.00	13,740.00	13,000.00	103.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	88.99	1,897.47	3,037.07	4,000.00	47.44
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	0.00	7,556.00	15,333.00	5,000.00	151.12
080-603-41350	LEGAL SERVICES	0.00	0.00	1,462.50	1,995.00	2,000.00	73.13
080-603-44810	PER CAPITAL GRANT EXPENDITURES	1,689.88	0.00	5,834.46	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	8,124.80	2,193.99	64,346.21	73,515.86	72,541.00	88.70
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	40.00	0.00	1,699.74	3,000.00	0.00
080-603-42440	DUES	0.00	0.00	1,288.14	2,041.26	2,500.00	51.53
080-603-43230	UTILITIES	546.38	1,230.66	10,942.16	12,466.86	15,000.00	72.95
080-603-43300	POSTAGE	327.64	124.00	1,651.33	2,585.73	3,500.00	47.18
080-603-43410	PRINTING/E-NEWSLETTER	1,205.99	714.99	5,279.86	7,619.90	10,000.00	52.80
080-603-43550	OFFICE SUPPLIES	645.44	1,857.00	8,403.10	6,218.00	6,000.00	140.05
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	66.61	123.40	543.43	1,327.63	2,000.00	27.17
080-603-43668	TECHNICAL SERVICES SUPPLIES	461.85	667.71	3,055.89	3,935.61	5,000.00	61.12
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	209.85	420.70	500.00	41.97
080-603-43710	ADULT PROGRAM SUPPLIES	0.00	(332.62)	7,308.20	5,247.46	7,000.00	104.40
080-603-43720	JUVENILE PROGRAM SUPPLIES	147.85	549.17	3,783.71	5,837.40	7,000.00	54.05
080-603-43730	OUTREACH SUPPLIES	103.00	146.03	2,222.53	3,687.05	5,000.00	44.45
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	487.24	998.13	1,250.00	38.98
	COMMODITIES	3,504.76	5,120.34	45,175.44	54,085.47	67,750.00	66.68
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.40	26.00	517.36	711.62	2,000.00	25.87
	PROGRAM EXPENSES	25.40	26.00	517.36	711.62	2,000.00	25.87

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDGT USED
		MONTH 02/28/21 INCR (DECR)	MONTH 02/29/20 INCR (DECR)	02/28/2021 NORM (ABNORM)	02/29/2020 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	20,000.00	0.00
INTERFUND OUT		0.00	0.00	0.00	0.00	20,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,585.76	454.73	11,823.38	12,049.65	17,000.00	69.55
080-603-45100	ADULT FICTION BOOKS	1,946.65	748.82	11,912.94	11,891.88	15,500.00	76.86
080-603-45110	ADULT LARGE PRINT MATERIAL	111.52	56.60	499.35	364.60	600.00	83.23
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,278.84	1,145.29	8,633.89	10,060.92	15,500.00	55.70
080-603-45220	ADULT REFERENCE/E-REFER	30.00	0.00	17,071.72	15,357.70	16,500.00	103.46
080-603-45400	JUVENILE NON-FICTION	4,129.52	2,745.57	8,920.92	9,929.26	11,500.00	77.57
080-603-45410	PICTURE BOOKS, READERS	2,555.83	1,107.10	7,343.54	4,347.46	6,000.00	122.39
080-603-45420	JUVENILE FICTION	888.89	280.90	5,195.83	5,805.75	10,000.00	51.96
080-603-45430	JUVENILE AUDIO-VISUAL	64.67	1,043.82	413.03	2,074.20	4,000.00	10.33
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	10.16	0.00	1,668.18	1,960.71	2,500.00	66.73
080-603-45460	E-BOOKS	1,302.45	1,443.32	16,202.59	11,660.38	17,000.00	95.31
080-603-45470	GRAPHIC NOVELS	0.00	0.00	231.35	342.94	750.00	30.85
080-603-45500	PERIODICALS	0.00	0.00	4,097.75	5,766.29	6,750.00	60.71
080-603-45510	VIDEO GAMES	0.00	465.68	1,470.22	2,501.53	3,500.00	42.01
080-603-45520	TRENDING TITLES	0.00	111.85	213.72	985.66	2,000.00	10.69
080-603-45600	PATRON & STAFF SOFTWARE	65.87	57.95	8,831.61	6,207.20	6,000.00	147.19
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	10.64	3,175.00	53.60	1,000.00	317.50
080-603-58100	COMPUTER EQUIPMENT	94.76	26.48	2,011.49	25,179.41	40,000.00	5.03
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		14,064.92	9,698.75	133,501.51	148,470.14	201,100.00	66.39
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION							
		81,378.66	75,459.05	788,060.35	853,229.61	1,035,641.00	76.09
TOTAL EXPENDITURES							
		81,378.66	75,459.05	788,060.35	853,229.61	1,035,641.00	76.09
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		21,666.60	8,244.50	1,002,631.05	1,024,571.02	1,030,641.00	97.28
TOTAL EXPENDITURES		81,378.66	75,459.05	788,060.35	853,229.61	1,035,641.00	76.09
NET OF REVENUES & EXPENDITURES		(59,712.06)	(67,214.55)	214,570.70	171,341.41	(5,000.00)	4,291.4

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

		PERIOD ENDING 02/28/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDGT USED
		MONTH 02/28/21 INCR (DECR)	MONTH 02/29/20 INCR (DECR)	02/28/2021 NORM (ABNORM)	02/29/2020 NORM (ABNORM)		
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	7,152.50	0.00
GRANTS		0.00	0.00	0.00	0.00	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	17,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	5,366.85	7,152.50	0.00
CONTRACTS		0.00	0.00	0.00	5,366.85	7,152.50	0.00
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	1,991.00	7,424.19	26,298.48	17,000.00	43.67
PROGRAM EXPENSES		0.00	1,991.00	7,424.19	26,298.48	17,000.00	43.67
Total Dept 603 - LIBRARY ADMINISTRATION		0.00	1,991.00	7,424.19	31,665.33	25,152.50	29.52
TOTAL EXPENDITURES		0.00	1,991.00	7,424.19	31,665.33	25,152.50	29.52
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	25,152.50	0.00
TOTAL EXPENDITURES		0.00	1,991.00	7,424.19	31,665.33	25,152.50	29.52
NET OF REVENUES & EXPENDITURES		0.00	(1,991.00)	(7,424.19)	(31,665.33)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BGDGT
		MONTH 02/28/21	MONTH 02/29/20	02/28/2021	02/29/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		21,666.60	8,244.50	1,002,631.05	1,024,571.02	1,055,793.50	94.96
TOTAL EXPENDITURES - ALL FUNDS		81,378.66	77,450.05	795,484.54	884,894.94	1,060,793.50	74.99
NET OF REVENUES & EXPENDITURES		(59,712.06)	(69,205.55)	207,146.51	139,676.08	(5,000.00)	4,142.93

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)	(64,287.83)
	A/R - OTHER	(18,589.14)	(64,287.83)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	152,417.96
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	543,487.99
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,815.76	22,412.29
	CASH/INVESTMENTS	448,961.15	718,470.04
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	1,626,193.51
*** 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	21,409.30
	ACCOUNTS PAYABLE	14,260.55	21,409.30
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	564.56
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	1,526.19
	A/P - OTHER	0.00	2,090.75
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** 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	1,020,645.37	1,029,884.87
*** 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		381,737.94
	Net of Revenues VS Expenditures		214,570.70
	Ending Fund Balance		596,308.64
	Total Liabilities And Fund Balance		1,626,193.51

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.20	7,152.20
	A/R - OTHER	<u>7,152.20</u>	<u>7,152.20</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(73,952.28)	(81,376.47)
	CASH/INVESTMENTS	<u>(73,952.28)</u>	<u>(81,376.47)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
	DUE TO OTHER FUNDS	<u>20,604.89</u>	<u>20,604.89</u>
	Total Assets	<u>(46,195.19)</u>	<u>(53,619.38)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
	ACCOUNTS PAYABLE	<u>0.00</u>	<u>0.00</u>
	Total Liabilities	<u>0.00</u>	<u>0.00</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(46,195.19)	(46,195.19)
	NET POSITION/FUND BALANCE	<u>(46,195.19)</u>	<u>(46,195.19)</u>
	Total Fund Balance	<u>(46,195.19)</u>	<u>(46,195.19)</u>
	Beginning Fund Balance		(46,195.19)
	Net of Revenues VS Expenditures		(7,424.19)
	Ending Fund Balance		(53,619.38)
	Total Liabilities And Fund Balance		(53,619.38)

User: EBAILEY

CHECK DATE FROM 02/17/2021 - 03/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/25/2021	LIBCK	14679	4849962	ACCESS ONE, INC.	UTILITIES	080-603-43230	1.33
02/25/2021	LIBCK	14680	COM021221	COMCAST	UTILITIES	080-603-43230	158.35
02/25/2021	LIBCK	14681	500835	J & R LOCK & SAFE, INC	MAINTENANCE-BUILDING	080-603-41000	954.00
02/25/2021	LIBCK	14682	REY021521	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	2,300.00
02/25/2021	LIBCK	14683	3469690416	STAPLES	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	38.97
03/11/2021	LIBCK	14684	ALG030121	ALGONQUIN AREA PUBLIC L	OUTREACH SUPPLIES	080-603-43730	250.00
03/11/2021	LIBCK	14685	467699668477	AMAZON	JUVENILE PROGRAM SUPPLIES	080-603-43720	29.99
		14685	865778434444		JUVENILE PROGRAM SUPPLIES	080-603-43720	77.09
		14685	867967795784		JUVENILE PROGRAM SUPPLIES	080-603-43720	30.78
		14685	949888569835		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.99
		14685	847644854587		ADULT NON-FICTION BOOKS	080-603-45000	19.95
		14685	898978974839		ADULT NON-FICTION BOOKS	080-603-45000	17.33
		14685	644654333855		ADULT NON-FICTION BOOKS	080-603-45000	16.88
		14685	958986858785		ADULT FICTION BOOKS	080-603-45100	49.62
		14685	456458839338		ADULT FICTION BOOKS	080-603-45100	79.09
		14685	875465764636		ADULT FICTION BOOKS	080-603-45100	17.85
		14685	437699836963		ADULT AUDIO VISUAL MATERIAL	080-603-45200	71.97
		14685	456544894974		ADULT AUDIO VISUAL MATERIAL	080-603-45200	50.88
		14685	493555396588		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14685	484386768586		ADULT AUDIO VISUAL MATERIAL	080-603-45200	77.41
		14685	549874976698		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.32
		14685	434497873887		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.95
		14685	463876747467		ADULT AUDIO VISUAL MATERIAL	080-603-45200	36.28
		14685	466769477487		ADULT AUDIO VISUAL MATERIAL	080-603-45200	43.87
		14685	954839673383		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.99
		14685	458874836775		ADULT AUDIO VISUAL MATERIAL	080-603-45200	5.00
		14685	848465473495		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.98
		14685	558349486984		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.97
		14685	864948875397		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14685	964743439757		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14685	444447384685		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14685	977563339469		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.32
		14685	863758635786		ADULT AUDIO VISUAL MATERIAL	080-603-45200	101.44
		14685	797369564559		ADULT AUDIO VISUAL MATERIAL	080-603-45200	242.73
		14685	973597435897		ADULT AUDIO VISUAL MATERIAL	080-603-45200	15.00
		14685	667455355977		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.87

User: EBAILEY

CHECK DATE FROM 02/17/2021 - 03/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14685	434959599745		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14685	694347955663		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.59
		14685	986467949694		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		14685	568454377533		ADULT AUDIO VISUAL MATERIAL	080-603-45200	47.48
		14685	895359668475		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		14685	557737668763		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14685	988859735886		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(50.88)
		14685	865989736468		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		14685	458648885597		JUVENILE NON-FICTION	080-603-45400	138.56
		14685	979899456889		PICTURE BOOKS, READERS	080-603-45410	128.90
		14685	898879734388		PICTURE BOOKS, READERS	080-603-45410	18.95
		14685	873746633766		JUVENILE FICTION	080-603-45420	86.04
		14685	975366778435		JUVENILE AUDIO-VISUAL	080-603-45430	64.67
							1,705.63
03/11/2021	LIBCK	14686		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From	Check Run Process		
03/11/2021	LIBCK	14687	2035652663	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.63
		14687	2035683228		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.69
		14687	2035690237		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.38
		14687	2035693187		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.76
		14687	2035739737		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.31
		14687	2035746101		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.08
		14687	2035760901		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.04
		14687	2035725032		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.46
		14687	2035725099		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.92
		14687	2035765019		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.34
		14687	2035723956		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.51
		14687	2035711574		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.15
		14687	2035729005		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.01
		14687	2035761016		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.25
		14687	2035780396		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14687	2035783890		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.59
		14687	2035783879		TECHNICAL SERVICES SUPPLIES	080-603-43668	36.61
		14687	2035749281		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.63
		14687	2035783525		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14687	2035749724		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.77
		14687	2035742247		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.05
		14687	2035768437		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.89
		14687	2035806756		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.73

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CHECK DATE FROM 02/17/2021 - 03/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14687	2035769087		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.15
		14687	2035808000		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.16
		14687	2035759144		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.08
		14687	2035652663		ADULT NON-FICTION BOOKS	080-603-45000	56.21
		14687	2035683228		ADULT NON-FICTION BOOKS	080-603-45000	84.72
		14687	2035725032		ADULT NON-FICTION BOOKS	080-603-45000	202.63
		14687	2035765019		ADULT NON-FICTION BOOKS	080-603-45000	31.21
		14687	2035711574		ADULT NON-FICTION BOOKS	080-603-45000	219.07
		14687	2035729005		ADULT NON-FICTION BOOKS	080-603-45000	111.05
		14687	2035783890		ADULT NON-FICTION BOOKS	080-603-45000	231.93
		14687	2035749724		ADULT NON-FICTION BOOKS	080-603-45000	137.22
		14687	2035806756		ADULT NON-FICTION BOOKS	080-603-45000	285.01
		14687	2035769087		ADULT NON-FICTION BOOKS	080-603-45000	172.55
		14687	2035739737		ADULT FICTION BOOKS	080-603-45100	407.87
		14687	2035746101		ADULT FICTION BOOKS	080-603-45100	117.42
		14687	2035760901		ADULT FICTION BOOKS	080-603-45100	289.81
		14687	2035783879		ADULT FICTION BOOKS	080-603-45100	735.32
		14687	2035808000		ADULT FICTION BOOKS	080-603-45100	249.67
		14687	2035747255		ADULT LARGE PRINT MATERIAL	080-603-45110	37.17
		14687	2035782753		ADULT LARGE PRINT MATERIAL	080-603-45110	74.35
		14687	2035693187		JUVENILE NON-FICTION	080-603-45400	47.03
		14687	2035783525		JUVENILE NON-FICTION	080-603-45400	23.77
		14687	2035742247		JUVENILE NON-FICTION	080-603-45400	317.86
		14687	2035759144		JUVENILE NON-FICTION	080-603-45400	115.00
		14687	2035725099		PICTURE BOOKS, READERS	080-603-45410	239.20
		14687	2035780396		PICTURE BOOKS, READERS	080-603-45410	29.78
		14687	2035690237		JUVENILE FICTION	080-603-45420	56.99
		14687	2035723956		JUVENILE FICTION	080-603-45420	87.76
		14687	2035749281		JUVENILE FICTION	080-603-45420	51.12
		14687	2035768437		JUVENILE FICTION	080-603-45420	135.15
		14687	2035761016		TEEN BOOKS	080-603-45450	10.16
							4,787.98
03/11/2021	LIBCK	14688	193902	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	3,487.30
		14688	194017		JUVENILE FICTION	080-603-45420	471.83
							3,959.13
03/11/2021	LIBCK	14689	27371	CRYSTAL MAINTENANCE SER	BUILDG MAINT/CLEANING SERVIC	080-603-41000	580.00
03/11/2021	LIBCK	14690	21SL05	EARLY CHILDHOOD RESSOUR	PICTURE BOOKS, READERS	080-603-45410	2,139.00

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DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
03/11/2021	LIBCK	14691	LYN022621	FIRST BANKCARD	MAINTENANCE-BUILDING/DE-ICER	080-603-41000	2.99
		14691	LYN022621		MAINTENANCE-BUILDING/LIGHTS	080-603-41000	52.20
		14691	LYN022621		MAINTENANCE-BUILDING/LIGHTS	080-603-41000	18.23
		14691	LYN022621		COMPUTER EQUIPMENT/BATTERY B	080-603-58100	94.76
							168.18
03/11/2021	LIBCK	14692	MCO022621	FIRST BANKCARD	PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14692	MCO022621		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14692	MCO022621		PATRON & STAFF SOFTWARE/ONLI	080-603-45600	39.99
		14692	MCO022621		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
							82.93
03/11/2021	LIBCK	14693	ERI022621	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	90.00
		14693	ERI022621		POSTAGE	080-603-43300	7.00
		14693	ERI022621		ADULT REFERENCE/E-REFER/BOOK	080-603-45220	30.00
		14693	ERI022621		PATRON & STAFF SOFTWARE/ADOB	080-603-45600	15.93
		14693	ERI022621		MISCELLANEOUS EXPENSES/PAYPA	080-603-46100	25.40
							168.33
03/11/2021	LIBCK	14694	1036	FLY PELICAN FLY PRODUCT	OUTREACH SUPPLIES	080-603-43730	100.00
03/11/2021	LIBCK	14695	PINV2041936	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES/COLOR PAPER	080-603-43550	12.16
		14695	PINV2041936		OFFICE SUPPLIES/STAPLES	080-603-43550	10.20
		14695	PINV2041936		OFFICE SUPPLIES/MARKERS	080-603-43550	1.70
		14695	PINV2041936		OFFICE SUPPLIES/RUBBER BANDS	080-603-43550	9.12
		14695	PINV2038709		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	27.64
							60.82
03/11/2021	LIBCK	14696	514357762	GRANITE TELECOMMUNICATI	UTILITIES	080-603-43230	311.03
03/11/2021	LIBCK	14697	1419351	KAPCO	TECHNICAL SERVICES SUPPLIES	080-603-43668	230.90
03/11/2021	LIBCK	14698	LB022621	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	53.72
		14698	440		OFFICE SUPPLIES	080-603-43550	63.98
							117.70
03/11/2021	LIBCK	14699	500093496	MIDWEST TAPE	PER CAPITAL GRANT EXPENDITUR	080-603-44810	392.19
		14699	99989131		ADULT AUDIO VISUAL MATERIAL	080-603-45200	82.98
		14699	99939230		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		14699	500034485		ADULT AUDIO VISUAL MATERIAL	080-603-45200	57.98
		14699	500062834		ADULT AUDIO VISUAL MATERIAL	080-603-45200	74.98

User: EBAILEY
DB: Lake Bluff

CHECK DATE FROM 02/17/2021 - 03/17/2021

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14699	500092209		ADULT AUDIO VISUAL MATERIAL	080-603-45200	102.97
							751.09
03/11/2021	LIBCK	14700	MC00009590	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	2,437.50
03/11/2021	LIBCK	14701	4474664	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	21.95
03/11/2021	LIBCK	14702	01018CO21072015	OVERDRIVE , INC	PER CAPITAL GRANT EXPENDITUR	080-603-44810	1,297.69
		14702	01018CO21049376		E-BOOKS	080-603-45460	192.99
		14702	01018CO21057356		E-BOOKS	080-603-45460	236.50
		14702	01018CO21067467		E-BOOKS	080-603-45460	265.66
		14702	01018CP21076213		E-BOOKS	080-603-45460	439.35
		14702	01018CO21080440		E-BOOKS	080-603-45460	167.95
							2,600.14
03/11/2021	LIBCK	14703	3471622248	STAPLES	OFFICE SUPPLIES	080-603-43550	10.99
03/11/2021	LIBCK	14704	17198	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,176.00
TOTAL - ALL FUNDS					TOTAL OF 26 CHECKS (1 voided		25,111.95

--- GL TOTALS ---

080-603-41000	MAINTENANCE-BUILDING	4,134.92
080-603-41050	MAINTENANCE-GROUNDS	2,300.00
080-603-43230	UTILITIES	546.38
080-603-43300	POSTAGE	7.00
080-603-43410	PRINTING/E-NEWSLETTER	1,205.99
080-603-43550	OFFICE SUPPLIES	108.15
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	66.61
080-603-43668	TECHNICAL SERVICES SUPPLIES	461.85
080-603-43720	JUVENILE PROGRAM SUPPLIES	147.85
080-603-43730	OUTREACH SUPPLIES	353.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	1,689.88
080-603-45000	ADULT NON-FICTION BOOKS	1,585.76
080-603-45100	ADULT FICTION BOOKS	1,946.65
080-603-45110	ADULT LARGE PRINT MATERIAL	111.52
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,278.84
080-603-45220	ADULT REFERENCE/E-REFER	30.00
080-603-45400	JUVENILE NON-FICTION	4,129.52
080-603-45410	PICTURE BOOKS, READERS	2,555.83
080-603-45420	JUVENILE FICTION	888.89
080-603-45430	JUVENILE AUDIO-VISUAL	64.67
080-603-45450	TEEN BOOKS	10.16
080-603-45460	E-BOOKS	1,302.45
080-603-45600	PATRON & STAFF SOFTWARE	65.87
080-603-46100	MISCELLANEOUS EXPENSES	25.40

User: EBAILEY

CHECK DATE FROM 02/17/2021 - 03/17/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-58100			COMPUTER EQUIPMENT				94.76
			TOTAL				25,111.95

New Business – March, 2021

Resolution of Thanks to Ms. Carol Carter

Carol Carter has been a staff member since April 2005 and since October of 2007 has coordinated Adult Programming and managed our Adult Nonfiction, Adult Video, Music, Adult Audiobooks, and Large Print collections. This spring, her responsibilities are being reduced at her own request; as of April 1, 2021 she will no longer be responsible for Adult Programming. She will continue with her collection management responsibilities and will be working with her successor, Anna Fifhouse, as Anna takes on responsibility for coordinating and leading our programming.

The Library had little programming before Carol began her work in 2007. The first Fiscal Year, we reported 84 programs with attendance of 675. At the end of the 2019-2020 Fiscal Year our end-of-year report to the State included 131 programs with attendance of 3,455. **RECOMMENDATION:** A vote of thanks is well-earned. I recommend that the Board approve the resolution.

Renewal of Contract with Computer View Inc. (CVI)

Our two-year contract with CVI for managing our network is up as of April 30, 2021. The hope at last discussion was to put this contract out to bid when it next lapsed. I am recommending that we renew for a single year. Our Technology Committee has been reactivated and input and involvement from the Committee will be a helpful addition to the bid process. Time is short to properly do the bid process before year end, much less with appropriate input from the Committee. **RECOMMENDATION:** Given time constraints and that we are not bidding due to any failings of the vendor, I recommend renewing the contract for a single year at a cost of \$14,240.

Purchase of Replacement Virtual Servers, Switch, and PDU

Our Virtual Servers, Switch, and Power Distribution Unit (PDU) that power our local area network (LAN) are aging and need replacement. This is a scheduled replacement, and we budgeted \$40,000 to cover the cost. Actual costs will be slightly below the number budgeted. As all three bids are under \$25,000 we are not required to go through the formal bid process. CVI has an agreement in place with HP that will allow them to apply for further discounts beyond the price quoted. **RECOMMENDATION:** That the contracts to provide Virtual Servers for \$23,975, Switch for \$13,965 and PDU for \$994 be accepted.

Respectfully submitted,

Eric Scott Bailey

RESOLUTION NO. 2021-01

Resolution of Thanks to Head of Adult Programming Carol Carter

Lake Bluff Public Library

WHEREAS, Carol Carter has been an essential member of staff since April of 2005; and

WHEREAS, Ms. Carter has led Adult Programming at the Lake Bluff Public Library since October 17, 2007 ; and

WHEREAS, the Library has since offered 1,477 adult programs with 17,865 attendance, of which Ms. Carter has led over 1,300 programs personally; and

WHEREAS, Ms. Carter’s grace under pressure, service skills, and research abilities have regularly been on display whether in or out of a program; and

WHEREAS, Ms. Carter provided excellent collection management for Adult Nonfiction, Large Print, Music, Adult Audio, and Adult Video for the Library in addition to her programming responsibilities; and

WHEREAS, Carol Carter will be stepping down from her position as Head of Adult Programming as of April 1, 2021.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Carol Carter for her hard work and dedication in support of Lake Bluff and its Library.

SECTION 2: NOTIFICATION OF RESOLUTION

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

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 16th day of March, 2021 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

Kathy Meierhoff, President
The Board of Library Trustees of the
Lake Bluff Public Library

ATTEST: _____
Janie Jerch, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

(SEAL)

Comprehensive Remote LAN Management Agreement

This Agreement is entered into at Downers Grove, Illinois on March 3, 2021 between Computer View, Inc. (CVI), an Illinois corporation and Lake Bluff Public Library (the “Customer”) an Illinois public institution located at 123 Scranton Avenue, Lake Bluff, Illinois. This Agreement covers the twelve (12) month time period commencing May 1, 2021 and ending on April 30, 2022 (the “Agreement Term”) and will remain in effect as outlined in Section 6.

1. Equipment Covered

All existing computer and networking equipment as described in Attachment A will be covered by this Agreement subject to any vendor and/or warranty limitations.

2. Service Provided

Attachment A defines the total inventory supported, the frequency and description of proactive system management activities to be performed by CVI, the service level agreement, the service charge summary and any equipment coverage exceptions.

Subject to all terms of this Agreement, CVI will provide to Customer the following services for the computer and networking equipment as described in Attachment A, including but not necessarily limited to:

- A. System management of the Customer’s LAN environment consisting of the hardware, software and network resources listed in Appendix A.
- B. Consulting and system planning services
- C. Diagnosis and resolution of Local Area Network (LAN) or component issues
- D. Routine preventative maintenance of network equipment
- E. Telephone technical support
- F. End User application support
CVI will provide limited end-user application support when possible. CVI can only ensure successful operation in the networked environment, subject to vendor support or system compatibility, for any particular application.
- G. Repair equipment pickup and delivery
- H. An Hours Allowance for Move/Add/Change (MAC) Work Requests to be scheduled mutually between Customer and CVI
- I. Dark Web Monitoring for Customer’s domain

3. Optional Services

The following services are outside the scope of this Agreement but can be performed under this Agreement for an additional fee:

- A. Installation and configuration of major system or component upgrades
- B. Staff training of LAN administration, management or application software
- C. Software/Internet programming services
- D. Data recovery if backup system is not properly maintained by the Customer
- E. Equipment and/or service costs not covered by vendor/manufacture warranty
- F. Technical support for issues created by the Customer or other third parties

4. Customer Responsibilities

A. Access to Equipment and Facilities

Customer must provide CVI with access to the equipment covered under this Agreement which is convenient and timely for CVI, adequate working space and facilities within reasonable distance of the equipment, and access to and use of all information, internal resources and facilities determined necessary by CVI to service the network.

Any CVI software, equipment or consulting, programming, or management tools which may be furnished or utilized by CVI in the performance of these services shall remain the property of CVI and shall be returned to CVI upon its request or upon termination of the Agreement at a mutually convenient time which shall not be less than 7 days after termination of this Agreement.

B. Key Contact

Customer must appoint a key contact person with whom CVI technicians can communicate. The current key contact person is specified in Attachment A.

C. Routine Operating Procedures

Customer must follow routine operating procedures for the network, with regards to periodic backups, physical and access security, and periodic capacity monitoring as defined by CVI.

D. Issue Resolution

Customer must follow CVI's problem reporting procedure as defined in the CVI Solutions Guide and may be required to conduct preliminary diagnostic procedures prior to a CVI technician being dispatched to the Customer's facility.

CVI will review, prioritize and perform preliminary diagnosis of problems within 4 hours of receipt in CVI's office. CVI will resolve problems per the specified Service Level in Attachment A, plus any additional time that may be required from third-party vendors, such as parts or software suppliers.

E. Onsite Visit

Once CVI determines that an onsite visit is required to resolve an issue, a technician will be dispatched within 4 hours for critical issues, after all necessary hardware, software and/or network components become available. Critical issues include operations failure of major network components such as a server, switch, router, circuit, or other critical components as specified in Attachment A.

F. Emergency Visit

An emergency visit is an on-site technician visit outside CVI's normal business hours of operation (9:00AM-5:00PM Monday-Friday, except CVI holidays). If initiated by CVI to meet the Service Level Agreement (SLA) specified in Attachment A, there is no additional charge to the Customer. If requested by Customer when it is not required by the SLA, CVI's then current Emergency Visit rates, as documented in Attachment A, will apply.

G. Software Costs and Licensing

CVI will license all necessary remote management software on behalf of Customer, and such fees will be integrated into the fees charged by CVI. In the event of early contract termination, Customer will separately pay for all such fees paid by CVI on Customer's behalf. CVI will track Customer's remote management software.

Customer is responsible for all other software license and license upgrade fees. Customer is also responsible for ensuring that all software, including future version upgrades, has been properly licensed and registered in the Customer's name. Customer is responsible for all software tracking, except CVI remote management software as noted above.

H. Network Software

CVI provides support only for the current and immediately preceding versions of network software, and only to the extent such software is supported by the manufacturer. CVI is not liable for the performance and non-performance of software products or the manufacturer's technical support services.

I. Hardware Costs

Customer is responsible for all hardware costs including all equipment, cables, connectors, accessories and interfaces.

J. Indemnity

The Customer agrees to indemnify and hold CVI harmless against all claims, demands, damages, costs, expenses, attorney fees, actions and causes of action

except those arising solely and directly from the services provided by CVI hereunder.

5. Service Fees

The contract fee will be as specified in Attachment A. Contract fees will be billed quarterly in advance. A summary of activities performed and issues resolved under this Agreement will be reviewed with Customer on a quarterly basis.

6. Term, Termination and Renewal

A. Term

This Agreement covers the time period as specified in Attachment A.

B. Termination

Except for non-payment of an invoice from Computer View, any party to this Agreement shall not be deemed in default, breach or in non-compliance with any term or provision of this Agreement and no action shall be taken regarding any default, breach or non-compliance unless all of the following have occurred:

- (a) Non breaching party shall send breaching party a written notice setting forth in detail any default, breach or non-compliance; specifying what act or omission of breaching party caused said default, breach or non-compliance; when said act or omission occurred; what provision or term of said Agreement is involved; and what acts breaching party must perform to cure default, breach or non-compliance.
- (b) Said notice must be sent regular and certified mail, return receipt requested, addressee only with postage prepaid to the breaching party at the address set forth herein;
- (c) Thirty (30) days must elapse from the time said notice is received by breaching party;
- (d) Breaching party has not cured said default, breach or non-compliance within said thirty (30) days.

Upon termination of this Agreement by either party, each party shall promptly return to the other all data, materials and properties of the other held by it.

C. Duration and Renewal

Unless terminated as provided above, CVI will continue Service for the duration of this Agreement and after the expiration date of this Agreement. Use of the Service after a prepaid term, or after this Agreement has expired will constitute acceptance and renewal of this Agreement for a new twelve (12) month Agreement Term with the service rates in effect at the time of renewal, unless

Customer gives Computer View 5 days written notice prior to any usage of the Service that Customer will not renew this Agreement.

7. Non-Solicitation

Customer and CVI agree that during the term of this Agreement and for a period of twelve (12) months thereafter, neither party will hire, employ or contract with an employee of the other. In the event of a breach of the provisions of this Section 7, the breaching party agrees to pay to the non-breaching party upon demand liquidated damages in the amount of Twenty Thousand dollars (\$20,000.00) per person.

8. Customer Location

CVI is not responsible to the Customer for the cost or expense of administrative, technical, emergency and support personnel at the Customer's location necessary for activities relating to the Service.

9. Warranties

CVI warrants that, in performing the Service:

- i. The Services will not be in violation of any applicable law, rule or regulation, and CVI will have obtained all permits to comply with such laws and regulations;
- ii. The Services will not violate or in any way infringe upon the rights of third parties, including property, contractual, employment, trade secrets, proprietary information and non-disclosure rights, or any trademark, copyright or patent rights;
- iii. The Services will be performed in accordance with generally acceptable standards in the industry.

In the event of a breach of this warranty, or otherwise, CVI's liability (whether founded in contract, tort, or otherwise) shall be limited to re-performing services hereunder as required or, at CVI's option, to an adjustment of fees to be no more than the reasonable value of the Services actually provided hereunder.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

10. Limitation of Liability

Neither party shall be liable to the other for any loss, damage, liability, claim or expense arising out of or in relation to this Agreement, other than for fees due under Section 5 and 17 and for indemnification under Section 4, however caused, whether ground in contract, tort, strict liability or otherwise, or for gross negligence.

11. No Assignment

The Customer shall not sell, transfer or assign this Agreement without the prior written consent of CVI. Any act in derogation of the foregoing shall be null and void, and the Customer will remain obligated under this Agreement.

12. Severability

Each section, part, term, and provision of this Agreement shall be considered severable. If, for any reason, any section, part, term or provision is herein determined to be invalid and contrary to, or in conflict with, any existing or future law or regulation of a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining portions, sections, parts, terms, or provisions of this Agreement, and the latter will continue to be given full force and effect and bind the parties hereto. The invalid section, part, term or provision shall be deemed not to be part of this Agreement.

13. Descriptive Headings

Descriptive headings contained in this Agreement are inserted only as a matter of convenience and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof.

14. Construction of Agreement

CVI and Customer agree and acknowledge that all provisions of this Agreement have been negotiated by both CVI and Customer at arms length and that neither CVI nor Customer shall be deemed the drafter of this Agreement. This Agreement shall not be construed against either party by reason of the authorship of any provision in this Agreement.

15. Corporate Parties

CVI and Customer warrant and represent to each other that (a) CVI and Customer are Illinois domestic corporations or organizations in good standing in the State of Illinois, not dissolved and duly qualified to do business in the State of Illinois at the time of entering this Agreement and will remain so until at least after the Agreement Term; (b) CVI and Customer are duly authorized to execute and deliver this Agreement, perform the covenants on its part contained in this Agreement, consummate the transactions contemplated by this Agreement and execute, deliver and perform all documents and instruments to be executed and delivered pursuant to this Agreement; (c) neither CVI nor Customer are subject to any restriction, agreement, law, judgment or decree which would prohibit or be violated by the execution, delivery and performance of this Agreement.

16. Entire Agreement

This Agreement and the documents referred to herein shall be the entire, full and complete Agreement between the parties concerning the subject matter hereof, and shall supersede all prior agreements. No representations, warranties, inducements, promises, or agreements, oral or otherwise, exist which are not embodied herein. No amendments, changes or variances from this Agreement shall be binding on either party unless the same is in writing and executed by the parties hereto.

Both parties acknowledge that they have read and understand this Agreement and agree to be bound by its items.

17. Jurisdiction

This Agreement shall be governed by, construed and enforced pursuant to the laws of the State of Illinois without regard to the conflicts of law provisions of the State of Illinois. The venue for all litigation pertaining to this Agreement shall be DuPage County, Illinois. The prevailing party in any litigation shall be entitled to reimbursement for attorney's fees, costs and other expenses pertaining to said litigation and said attorney's fees, costs, and other expenses shall become a part of any judgment, verdict or decree.

18. Notices

All notices and other communications provided for by this Agreement shall be made in writing (1) either by actual delivery of the notice into the hands of the parties entitled thereto, or (2) by the mailing of the notice in the U.S. Mail to the last known address of the parties entitled thereto, registered or certified mail, return receipt requested. The notice shall be deemed to be received if delivered on the date of its actual receipt by the party entitled thereto, and if mailed on the date of its mailing.

Notice shall be sent to:

Seller: Computer View, Inc.
 2777 Finley Road Suite 13
 Downers Grove, IL 60515

Customer: Lake Bluff Public Library
 123 Scranton Avenue
 Lake Bluff, IL 60044

19. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their legal representatives, conservators, guardians, heirs, administrators, executors, successors and assigns.

20. Executed Copies Deemed Originals

All executed copies of this instrument shall be deemed to be the original even though physically produced by the use of automatic, printing or copy machines.

Any signed document including the Agreement may be transmitted by facsimile machine (fax) and shall be considered an original document and an original signature for all purposes. At the request of any party, any document which has been faxed shall be re-signed by the original party in an original form. Neither party shall raise the use of a fax as a defense to this Agreement.

21. Waiver of Breach

The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

22. Further Actions

Each party agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

23. Force Majeure

Neither party shall be responsible to the other for damages or delays caused by force majeure, acts of God nor other events beyond the control of the other party and which could not have been reasonably foreseen or prevented. Such acts shall include but are not limited to unusual weather, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations and the inability, with reasonable diligence, to supply personnel, equipment or material.

24. Payment

Any payment not received within ten (10) days after the date it is due shall incur a late charge equal to five percent (5%) of the payment. Any payment not received when due and all late charges shall accrue interest from the date due until the date paid at the rate of one and one-half percent (1 ½ %) per month.

25. Confidentiality

Customer and CVI agree to hold this Agreement and any services performed pursuant to this Agreement and all information and communications pertaining to this Agreement in strict confidence and shall not disclose or provide to any person or entity any such information, communications or Agreement. Disclosure of said

information, communications or Agreement in violation of this Agreement is a material breach of this Agreement and shall require the breaching party to pay the non-breaching party all damages proximately caused by said violation. The portion of this Agreement pertaining to disclosure of information, communications and this Agreement shall expire two (2) years after the termination or cancellation of this Agreement. Customer and CVI shall not be responsible or liable under this Agreement for disclosure of said information, communications or this Agreement if the information, communications and this Agreement:

- a. Are required to be disclosed by any law or in response to any subpoena, court order, summons, judicial or governmental requirement or other legal process, provided that the party making the disclosure gives the other party adequate written notice of potential disclosure.
- b. Become generally available to the public other than by disclosure of the party seeking to enforce a remedy under this Agreement.
- c. Was or become available to the party not seeking to enforce a remedy under this Agreement on a non-confidential basis prior to disclosure by a party.
- d. Is disclosed pursuant to the prior written consent of the other party.

In Witness Whereof, the parties have entered into this Agreement as of the date set forth below:

Authorized Customer Representative/Title

Customer Signature	Date
--------------------	------

Customer Purchase Order Number

Authorized CVI Representative

CVI Representative Signature	Date
------------------------------	------

ATTACHMENT A

To Comprehensive Remote LAN Management Agreement

Customer	Lake Bluff Public Library
Agreement Term	May 1, 2021 – April 30, 2022 (12 months)
Customer Contact Person	Eric Bailey / Lyndy Jensen
Contact Phone	(847) 234-2540
Contact E-mail	ebailey@lakeblufflibrary.org ; jensenlyndy@gmail.com ; ljensen@lakeblufflibrary.org ;

Inventory Supported	<u>6</u> Servers (4 virtual) <u>21</u> Desktop Computers <u>1</u> Firewall <u>6</u> Notebook Computers <u>3</u> Network Printers <u>2</u> Network Devices <u>1</u> Wireless Network
TOTAL	40 Devices

System Management Activities to be performed for Supported Inventory

Annually	Technology planning consultation
Quarterly	Resolved issue report and trend analysis
Monthly	O/S, firmware and driver updates Review system error logs Validate system backups Review system capacity
As Required	Diagnostics and problem resolution Telephone technical support Repair equipment pickup and delivery Move/add/change requests – up to Hours Allowance

Hours Allowance for Move/Add/Change Work Requests	12 hours per year
--	-------------------

Service Level Agreement for Supported Inventory

Review, Prioritize and Perform Initial Diagnostic	4 hours
Issue Response – Major Severity (Failure of major LAN network component severely impacting Customer’s business operations)	4 hours
Issue Response – Medium Severity (Failure of important LAN network component; Customer’s business operations continue in a degraded state)	1 business day
Issue Response – Minor Severity (Failure of non-critical LAN network component; Minor impact on Customer’s business operations)	2 business days
Move/Add/Change Work Requests	Scheduled for mutual convenience during CVI’s normal business hours of operation (9AM-5:00PM Monday-Friday excluding CVI holidays)

Service Charge Summary

Comprehensive Remote Management of Installed Inventory	\$14,240 per 12 month term, with \$3,560 billed quarterly in advance
Hourly Rate – After Hours Allowance Exceeded for Move/Add/Change Service Requests	\$185 per hour
Emergency Visit Weekdays After Hours and/or Weekends CVI Holidays	\$370 per hour (double time) – 3 hours minimum \$555 per hour (triple time) – 3 hours minimum

Coverage Exclusions

Move/Add/Change Requests	Exceeding Hours Allowance specified above
Training	Applications or operations training for Customer's staff
Programming	Software or website programming and/or modifications
Data recovery	If backup system not properly maintained by Customer
Equipment / service costs	If equipment is outside manufacturer warranty
Emergency visit	For Move/Add/Change Request, or per Customer request for Issue Resolution at a higher severity level than specified by CVI



Computer View, Inc.
 2777 Finley Road
 Suite 13
 Downers Grove, Illinois 60515
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)

Date
 Mar 09, 2021 02:55 PM CST

Modified Date
 Mar 09, 2021 02:55 PM CST

Doc #
 202255 - rev 1 of 1

Description
 Server PDU Replacement

SalesRep
 Poluchowicz, Roxy
 (P) 847-290-9286 ext. 114
 (F) 847-290-9602

Customer Contact
 Jensen, Lyndy
 (P) 847-234-2540
 (F) 847-234-2649
ljensen@lakeblufflibrary.org

Customer

Lake Bluff Public
 Library (LBL0001)
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649

Bill To

Lake Bluff Public Library
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649
ljensen@lakeblufflibrary.org

Ship To

Lake Bluff Public Library
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649
ljensen@lakeblufflibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
Server PDU Replacement					
1	Eaton ePDU G3 Managed Power distribution unit (rack-mountable) - AC 120 V - 2.88 kW - Ethernet 10/100, RS-232 - input: NEMA L5- 10 30 - output connectors: 24 - 38U - black	EMA108-	1	\$981.00	\$981.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal: \$981.00
 Shipping: \$13.00
Total: \$994.00



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 2777 Finley Road
 Suite 13
 Downers Grove, Illinois 60515
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)

Date	Mar 09, 2021 02:57 PM CST
Modified Date	Mar 10, 2021 11:46 AM CST
Doc #	202256 - rev 1 of 1
Description	Switch Replacement
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Jensen, Lyndy (P) 847-234-2540 (F) 847-234-2649 ljensen@lakeblufflibrary.org

Customer

Lake Bluff Public
 Library (LBL0001)
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649

Bill To

Lake Bluff Public Library
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649
ljensen@lakeblufflibrary.org

Ship To

Lake Bluff Public Library
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649
ljensen@lakeblufflibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
Switch Replacement					
1	HPE Aruba 5406R 44GT PoE+ / 4SFP+ (No PSU) v3 z12 Switch - managed - 44 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit SFP+ - rack-mountable - PoE+	JL003A	1	\$7,358.00	\$7,358.00
2	HPE Expansion module - Gigabit Ethernet (PoE+) x 24 - for HPE Aruba 5406R, 5406R 16, 5406R 44, 5406R 8-port, 5406R z12, 5412R, 5412R 92, 5412R z12	J9986A	1	\$2,911.00	\$2,911.00
3	HPE Aruba Power supply (plug-in module) - 1100 Watt - United States - for HPE Aruba 5406R, 5406R 8-port, 5412R, 5412R 92	J9829A#ABA	2	\$994.00	\$1,988.00
4	HPE Aruba Direct Attach Copper Cable 10GBase direct attach cable - SFP+ to SFP+ - 23 ft - for HPE Aruba 2930M 24 Smart Rate POE+ 1-Slot, 8320	J9285D	2	\$134.00	\$268.00
5	Installation / Configuration	INST	1	\$1,440.00	\$1,440.00

Notes

N.B.: This project requires a 50% deposit.

Subtotal: \$13,965.00
 Shipping: \$0.00
Total: \$13,965.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice.

Supply subject to availability.



Computer View, Inc.
 2777 Finley Road
 Suite 13
 Downers Grove, Illinois 60515
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)	
Date	Mar 10, 2021 10:21 AM CST
Modified Date	Mar 10, 2021 11:18 AM CST
Doc #	202257 - rev 1 of 1
Description	Virtual Server
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Jensen, Lyndy (P) 847-234-2540 (F) 847-234-2649 ljensen@lakeblufflibrary.org

Customer

Lake Bluff Public Library (LBL0001)
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649

Bill To

Lake Bluff Public Library
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649
 ljensen@lakeblufflibrary.org

Ship To

Lake Bluff Public Library
 Jensen, Lyndy
 123 E. Scranton Ave.
 Lake Bluff, IL 60044
 United States
 (P) 847-234-2540
 (F) 847-234-2649
 ljensen@lakeblufflibrary.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
Virtual Server					
1	HPE ProLiant DL380 Gen10 SMB Networking Choice Server - rack-mountable - 2U - 2-way - 1 x Xeon Gold 5218R / 2.1 GHz - RAM 32 GB - SATA/SAS - hot-swap 2.5" bay(s) - no HDD - 10 GigE - monitor: none	P24844-B21	1	\$2,705.00	\$2,705.00
2	HPE SmartMemory DDR4 - module - 32 GB - DIMM 288-pin - 2933 MHz / PC4-23400 - CL21 - 1.2 V - registered - ECC	P00924-B21	3	\$290.00	\$870.00
3	HPE Box1/2 Cage/Backplane Kit Storage drive cage - 2.5" - SATA / SAS - for Nimble Storage dHCI Large Solution with HPE ProLiant DL380 Gen10; ProLiant DL380 Gen10	826691-B21	1	\$209.00	\$209.00
4	HPE Enterprise Hard drive - 900 GB - hot-swap - 2.5" SFF - SAS 12Gb/s - 15000 rpm - with HPE SmartDrive carrier	870759-B21	7	\$375.00	\$2,625.00
5	HPE Storage SAS bus extender - SAS 12Gb/s - 1.2 GBps - for Nimble Storage dHCI Large Solution with HPE ProLiant DL380 Gen10; ProLiant DL380 Gen10	870549-B21	1	\$440.00	\$440.00
6	HPE Smart Array E208e-p SR Gen10 Storage controller (RAID) - 8 Channel - SATA 6Gb/s / SAS 12Gb/s - 12 Gbit/s - RAID 0, 1, 5, 10 - PCIe 3.0 x8 - for Nimble Storage dHCI Large Solution with HPE ProLiant DL380 Gen10	804398-B21	1	\$252.00	\$252.00
7	Ethernet 1Gb 4 port 331T Adapt	647594-B21	1	\$227.00	\$227.00
8	HPE 96W Smart Storage Battery lithium ion - for Nimble Storage dHCI Large Solution with HPE ProLiant DL380 Gen10; ProLiant DL380 Gen10	P01366-B21	1	\$88.00	\$88.00
9	HPE Smart Array P408i-A SR Gen10 Storage controller (RAID) - 8 Channel - SATA 6Gb/s / SAS 12Gb/s - 12 Gbit/s - RAID 0, 1, 5, 6, 10, 50, 60, 1 ADM, 10 ADM - PCIe 3.0 x8 - for Nimble Storage dHCI Large Solution with HPE ProLiant DL380 Gen10	804331-B21	1	\$643.00	\$643.00

#	Description	Part #	Qty	Unit Price	Total
10	HPE Power supply - hot-plug (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 100-240 V - 800 Watt - 908 VA	865414-B21	1	\$150.00	\$150.00
11	HPE Power cable - IEC 60320 C13 straight to NEMA 5-15 (P) - AC 110 V - 10 A - 6 ft - black - Canada, United States - for HPE MSL2024, MSL4048; Apollo 4510 Gen9; ProLiant DL180 Gen10, DL380 G6, DL560 Gen8	AF556A	2	\$7.00	\$14.00
12	HPE Integrated Lights-Out Advanced License + 3 Years 24x7 Support - 1 server - electronic - for ProLiant DL160 Gen10, DL180 Gen10, DL20 Gen10, XL170r Gen9, XL190r Gen9, XL2x260	E6U64ABE	1	\$262.00	\$262.00
13	HPE Foundation Care 24x7 Service with Defective Media Retention Extended service agreement - parts and labor - 5 years - on-site - 24x7 - response time: 4 h - for ProLiant DL380 Gen10	H8QV6E	1	\$3,690.00	\$3,690.00
14	Installation / Configuration Virtual root - 5 server guests - 2 desktop guests Note: Server Guests: 1. File Server / Domain Controller / Backup 2. Backup Domain Controller / Anti-virus 3. Exchange 4. PC Res / LPTONE 5. HVAC Management 6. Windows 7 7. Windows 10	INST	1	\$11,800.00	\$11,800.00

Notes

N.B.: This project requires a 50% deposit

Subtotal: \$23,975.00
Shipping: \$0.00
Total: \$23,975.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Old Business – March 2021

Final Reading of FY 2021-2022 Budget

The Library Board viewed the initial draft of the Library budget for FY2021-2022 in January; tonight is the second and final reading. The Finance Committee of the Board reviewed the final draft of the budget at its meeting on March 9th and voted to recommend approval to the full Board. Rather than the full explanation of all budget lines, a document is provided listing the 5 budget lines that changed since the January viewing and why those changes were made. **RECOMMENDATION:** That the budget for FY2021-2022 be approved.

Director's Annual Evaluation

The evaluation process is ongoing, with the Human Resources Committee having met on February 25, 2021. Feedback is being gathered from Trustees and Staff. An update on the process will be provided at the meeting. **RECOMMENDATION:** Per the provided schedule, the final evaluation will be provided in April.

Respectfully submitted,

Eric Scott Bailey

Fiscal Year Budget 2021-2022

Change Log: Changes Made from Draft January 7, 2021 to Draft March 9, 2021

41000 – Building Maintenance – Decreased \$3,000 from \$35,000 to \$32,000

We budget for an annual deep clean of the building each year. Our deep clean in the current Fiscal Year has been delayed until April of 2021. Therefore, we don't need to budget to do one in May 2021 and will do the next in May 2022. Projected expenses have been reduced accordingly.

46100 – Miscellaneous Expenditure – Decreased \$1,000 from \$2,000 to \$1,000

Our annual expenditures in this fund have been decreasing in recent years, and the funds are needed for exterior building projects.

58270 – Exterior Building Projects – Increased \$6,000 from \$1,000 to \$7,000

This represents a new project to be completed in 2021-2022. The flue for the Wood Building's HVAC system was installed incorrectly during construction. This has become a greater issue over time as the system has aged, and now intermittently causes a foul smell to flood the foyer and Director's office. As this has become more disruptive, the work-around has been to run the Wood Building HVAC at much less than full capacity. I have a quote from Murphy and Miller to fix this problem, which I will be discussing with the Building and Grounds Committee.

70000 – Contingency – Decreased \$1,000 from \$2,540 to \$1,540

There is not much change in purchasing power with the reduction, and the \$1,000 makes a significant difference in our ability to do the necessary HVAC work.

Respectfully submitted,

Eric Scott Bailey

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

12B

080-603-

CODE/LINE ITEM	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	% CHANGE BUDGET TO BUDGET FY 21 TO FY22	\$ CHANGE
PERSONNEL SERVICES									
40025 Librarian Salaries	228,024	190,764	182,000	149,496	152,000	1.7%	2,504	-16.5%	(30,000)
40030 Staff Salaries	271,063	318,338	317,000	333,079	372,000	11.7%	38,921	17.4%	55,000
40400 Medical Insurance	76,660	100,053	95,000	99,651	95,000	-4.7%	(4,651)	0.0%	0
40900 Other Employee Benefit	175	0	250	250	250	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	33,476	34,990	39,000	41,259	39,000	-5.5%	(2,259)	0.0%	0
40970 Social Security (Note 1)	37,552	38,379	38,000	36,307	38,000	4.7%	1,693	0.0%	0
TOTAL PERSONNEL SERVICES	646,949	682,524	671,250	660,041	696,250	5.5%	36,209	3.7%	25,000
CONTRACT SERVICES/COMMODITIES									
41000 Building Maintenance	49,944	34,866	35,000	28,390	32,000	12.7%	3,610	-8.6%	(3,000)
41020 Elevator Maintenance	1,293	948	1,000	1,000	2,000	100.0%	1,000	100.0%	1,000
41050 Grounds Maintenance	7,056	5,416	6,500	4,651	6,500	39.8%	1,849	0.0%	0
41313 Copier Maintenance	3,656	3,125	4,000	2,510	4,000	59.3%	1,490	0.0%	0
41314 Other Professional Service	13,899	15,348	5,000	8,000	5,000	-37.5%	(3,000)	0.0%	0
41300 Computer Services	12,520	13,740	13,000	13,040	13,000	-0.3%	(40)	0.0%	0
41350 Legal & Accounting	1,470	1,995	2,000	1,462	2,000	36.8%	538	0.0%	0
42400 Professional Development	1,210	1,700	3,000	1,000	3,000	200.0%	2,000	0.0%	0
42440 Dues	2,088	2,041	2,500	1,625	2,500	53.8%	875	0.0%	0
43230 Utilities	12,009	13,592	15,000	12,504	14,000	12.0%	1,496	-6.7%	(1,000)
43300 Postage	1,926	3,080	3,500	1,720	3,500	103.5%	1,780	0.0%	0
43410 Printing/E-Newsletter	7,641	7,680	10,000	4,870	10,000	105.3%	5,130	0.0%	0
43550 Office Supplies	6,044	6,844	6,000	9,312	6,000	-35.6%	(3,312)	0.0%	0
43660 Building & Grounds Supplies	1,483	1,485	2,000	491	2,000	307.0%	1,509	0.0%	0
43668 Technical Services Supplies	4,823	3,991	5,000	3,706	5,000	34.9%	1,294	0.0%	0
43700 Hospitality Program Supplies	315	421	500	500	500	0.0%	0	0.0%	0
43730 Outreach Supplies	222	4,290	5,000	520	5,000	861.3%	4,480	0.0%	0
43710 Adult Program Supplies	5,358	4,049	7,000	7,000	7,000	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	6,300	5,718	7,000	7,000	7,000	0.0%	0	0.0%	0
43740 Teen Program Supplies	1,179	1,009	1,250	1,250	1,250	0.0%	0	0.0%	0
45000 Adult Nonfiction	17,463	12,158	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	15,095	12,527	15,500	15,500	15,500	0.0%	0	0.0%	0
45110 Adult Large Print	508	365	600	600	600	0.0%	0	0.0%	0
45200 Adult Audio-Visual	13,083	11,152	15,500	15,000	15,500	3.3%	500	0.0%	0
45220 Adult E-Reference	15,992	17,858	16,500	16,500	19,500	18.2%	3,000	18.2%	3,000
45400 Juvenile Non-fiction	8,039	9,968	11,500	11,500	11,500	0.0%	0	0.0%	0
45410 Picture Books, Readers	3,797	4,347	6,000	6,000	6,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	9,174	5,806	10,000	10,000	7,750	-22.5%	(2,250)	-22.5%	(2,250)
45430 Juvenile Audio-Visual	2,181	2,214	4,000	4,000	4,000	0.0%	0	0.0%	0
45440 Juvenile eReference	189	399	2,000	2,000	4,250	112.5%	2,250	112.5%	2,250
45460 Ebooks	12,917	15,492	17,000	19,946	17,000	-14.8%	(2,946)	0.0%	0
45470 Graphic Novels	481	343	750	750	750	0.0%	0	0.0%	0
45450 Teen Books	2,651	1,961	2,500	2,500	2,500	0.0%	0	0.0%	0
45500 Periodicals	7,152	7,103	6,750	7,100	6,750	-4.9%	(350)	0.0%	0
45510 Video Games	3,443	2,904	3,500	3,500	3,500	0.0%	0	0.0%	0

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

12B

080-603-

CODE/LINE ITEM	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	% CHANGE BUDGET TO BUDGET FY 21 TO FY22	\$ CHANGE	
45520 Trending Titles	1,372	1,136	2,000	1,000	2,000	100.0%	1,000	0.0%	0	
45600 Public & Staff PC Software	4,287	6,688	6,000	12,992	12,000	-7.6%	(992)	100.0%	6,000	
45610 Library Automation Software	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	
46100 Miscellaneous Expenditure	2,369	765	2,000	374	1,000	167.1%	626	-50.0%	(1,000)	
TOTAL CONTRACT/COMMOD.	282,158	266,055	295,350	278,765	300,350	7.7%	21,585	1.7%	5,000	
CAPITAL OUTLAY										
50100 Library Furnishings	1,954	44	1,000	3,175	1,000	-68.5%	(2,175)	0.0%	0	
51200 Exterior Bldg Improvements	291,168	0	1,000	0	20,000	---	20,000	1900.0%	19,000	
58100 Computer Equipment	259	25,179	40,000	40,000	1,000	-97.5%	(39,000)	-97.5%	(39,000)	
58270 Library Equipment	230	0	1,000	0	7,000	---	7,000	600.0%	6,000	
71000 Transferred to Reserve	0	0	20,000	13,371	20,000	49.6%	6,629	0.0%	0	
70000 Contingency	0	0	6,041	0	1,540	---	1,540	-74.5%	(4,501)	
TOTAL CAPITAL OUTLAY	293,610	25,224	69,041	56,546	50,540	-10.6%	(6,006)	-26.8%	(18,501)	
LIBRARY TOTAL	1,222,717	973,803	1,035,641	995,353	1,047,140	5.2%	51,787	1.1%	11,499	

**Grants and Gifts Fund
Budget and Revenue**

12C

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

**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	6,478	0	-100.0%	(6,478)
38900	Miscellaneous Income	1,593	2,658	1,000	113	1,000	787.9%	887
TOTAL OTHER		25,678	21,936	21,830	19,712	15,530	-21.2%	(4,182)
TOTAL REVENUES		970,598	1,009,097	1,035,641	1,011,035	1,047,140	3.6%	36,105
FUND BALANCE RESERVES		100,000					---	0
LIBRARY FUND REVENUE		1,070,598	1,009,097	1,035,641	1,011,035	1,047,140	3.6%	36,105

TOTAL FUND BALANCE:

May 1

April 30

Library Director Review Process

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

Director's Report – March 2021

Programming

- NOTE: All programming continues to be virtual.
- Adult Programming
 - *Read Between the Ravines*, our community-read partnership with Lake Forest Public Library, is under way in March. Both libraries are hosting programs centered around the chosen book, which this year is *Reading with Patrick* by Michelle Kuo. The apex of the program will be a Facebook live conversation with the author at 5:30pm on April 7th. The Lake Bluff Public Library will also be hosting a discussion on Diversity and Inclusion in Lake County with Sandy Hart and Mary Cunningham.
 - There were 18 registrations for the February 18th program *American History and Today: 1964 to Present*.
 - There were 24 registrations for the February 25th program *Voices from the Recent Past: A Musical Walk Through Black History*.
 - There were 10 registrations for the March 4th program *Mandela: Struggle for Freedom*, which was a virtual tour of the new Mandela exhibit at the Holocaust Museum.
 - There were 13 registrations for the March 9th program *U.S. Securities & Exchange Commission Investor Outreach* with SEC Enforcement attorneys.
- Youth Programming
 - Family Pajama Storytime continues to meet on the second Tuesday of each month.
 - The Phyllis Fox Memorial Writing and Bookmark Design Contest kicked off on March 1st.
 - Tuesday morning story times are on hiatus from February 22nd to April 6th.
- Teen Programming
 - The Teen Advisory Board continues to meet on the third Thursday of each month.
 - The February meeting of the Graphic Novel Book Club led by Lauren Moody discussed *Nathan Hales Amazing Tales*.

Seed Library

The Seed Exchange is up and running again for 2021, with seeds available for 'check out.' Outreach Coordinator Jillian Chapman reports that we've already seen interest.

Vaccine Buddies

Along with Lake Forest Library, we are helping to promote a local program called Vaccine Buddies. The not for profit group pairs tech savvy persons with those who need to schedule an appointment but who struggle with the mostly online process.

Next Stage in Reopening

On March 8 we expanded hours to three days of eight hours each week. Work is underway on planning the next stage in reopening, which is intended to restore most or all of our hours. By adding some temporary desks and continuing with some remote work, we can maintain social distancing. Use of PPE and the plexiglass barriers will continue. Our schedule will shift to one closer to normal, made possible by a lessening crush at the Main

Desk following reopening and scaling back on our curbside hours. The safety and health of staff and patrons continues to be priority number one as we aim for a smooth landing as normalcy creeps back.

Weeding of Video Game Collection

Head of Circulation and Reference Katie Horner weeded over 100 titles from our Video Game collection this past month and we received over \$600 in store credit from Game Stop. This brings our credit balance up to \$1,000 at Game Stop, and Katie plans to use the funds from the sale of mostly older-console titles to develop new collections for the newest platforms.

Cataloging Course

Katie Horner is taking a three-week beginning cataloger course through the Reaching Across Illinois Library System (RAILS). Cataloging is a critical skill and adding a backup for cataloger Lara Leaf will be a big help.

Personnel Change

On April 1, 2021 Carol Carter will be stepping back from her programming responsibilities and reducing hours at her own request. Carol basically built our Adult Programming up from nothing into the success it is today. We are also fortunate in having an enthusiastic and qualified staff member in Anna Fifhause to step into the role with additional hours.

Former Staff Member Elisabeth Penne

I received word last week that former staff member Elisabeth Penne passed away on March 1st. Elisabeth retired in 2011, prior to which she handled the Library's bookkeeping. She was a wonderful colleague and is remembered fondly by everyone who worked with her.

Dr. Seuss Books

On March 2nd the news broke that the estate of Dr. Seuss had opted to cease publishing 6 of his books due to racist imagery. The Lake Bluff Public Library owns 5 of the books in question. In consultation with Head of Youth Services Eliza Jarvi, we have pulled the titles for evaluation. Ms. Jarvi will be providing me with a written recommendation regarding what, if any, action to take regarding the titles. In the meantime, they are at the Main Youth Services desk while Eliza works with them and are available to patrons who would like to look at them.

Deep Clean 2021

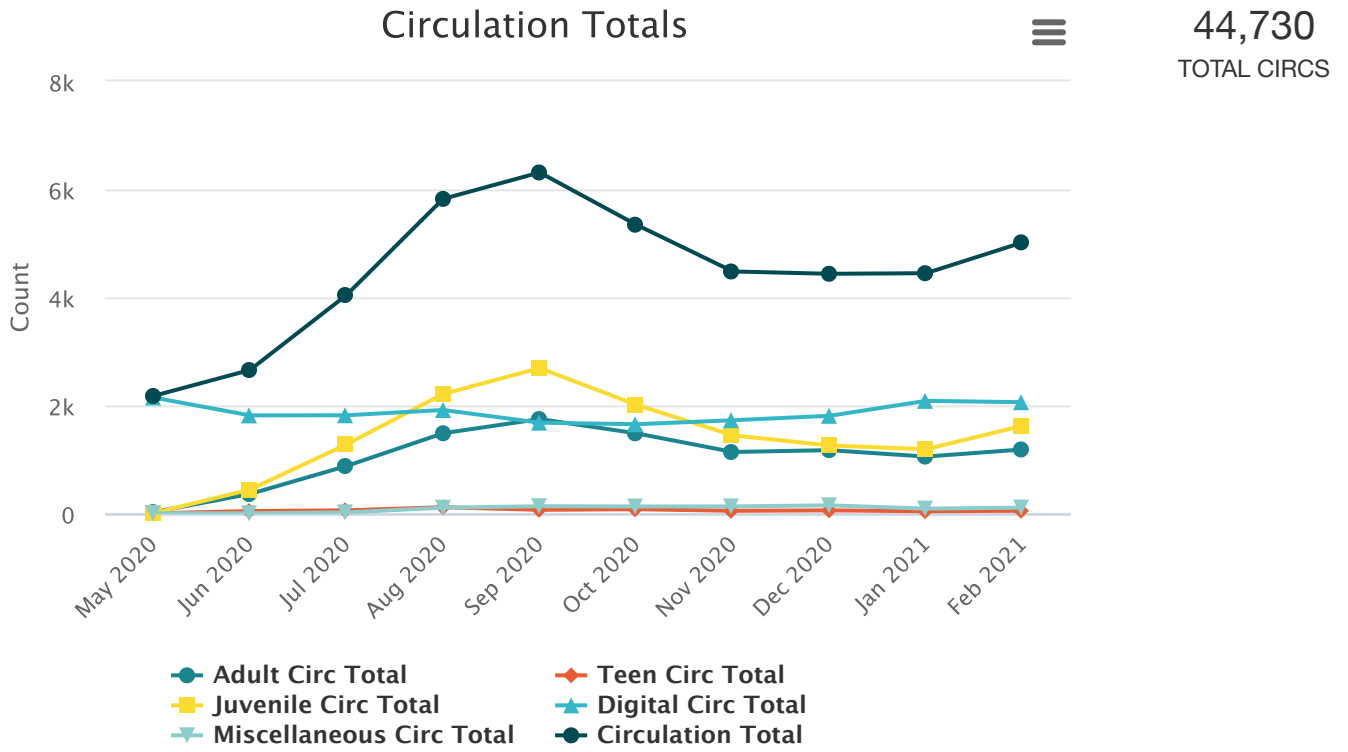
Ordinarily the Library does a special cleaning each May, after winter ends and before the spring reading clubs start. As no one was in the building last May, we held off on doing one in 2020. We will be doing the annual cleaning, with some COVID-19 specific additions, in April of this year. This should help prepare for the return of regular traffic later in 2021.

Respectfully submitted,

Eric Scott Bailey

FY 20-21 Graphs

FY 20-21 Circulation Totals



Circulation Totals

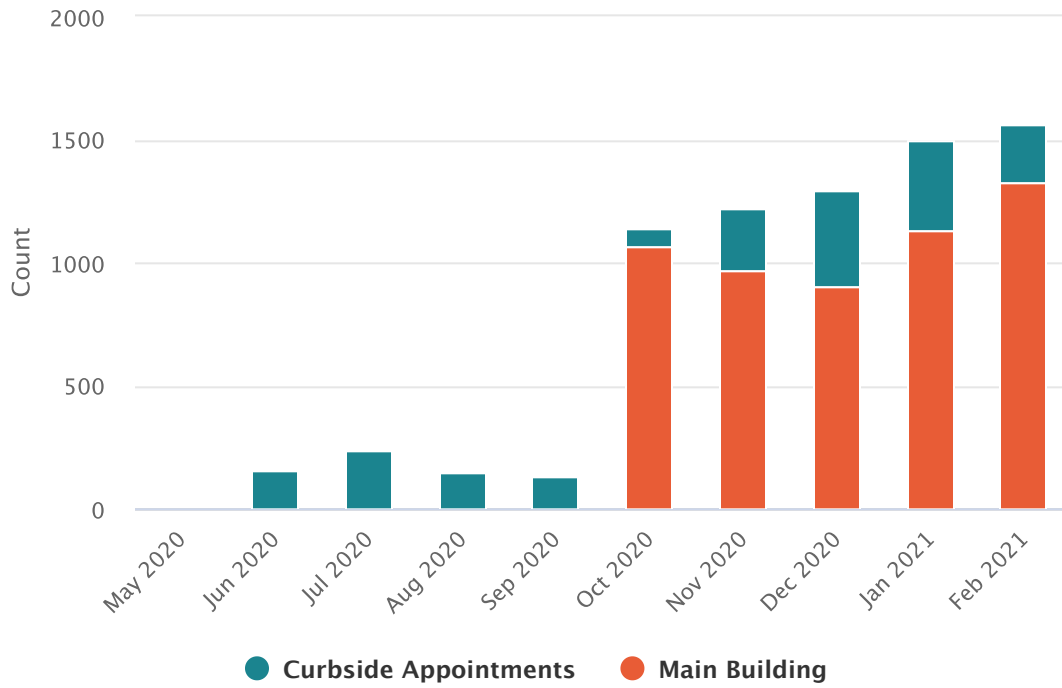
Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2020	23	0	3	2145	2	2173
Jun 2020	358	42	439	1814	1	2654
Jul 2020	876	56	1277	1816	18	4043
Aug 2020	1483	113	2209	1914	104	5823
Sep 2020	1746	65	2690	1679	132	6312
Oct 2020	1482	76	2010	1650	127	5345
Nov 2020	1136	47	1444	1724	128	4479
Dec 2020	1170	55	1257	1806	148	4436
Jan 2021	1051	39	1187	2083	87	4447
Feb 2021	1183	48	1623	2058	106	5018

FY 20-21 Visits

Visits



7,371
TOTAL VISITS



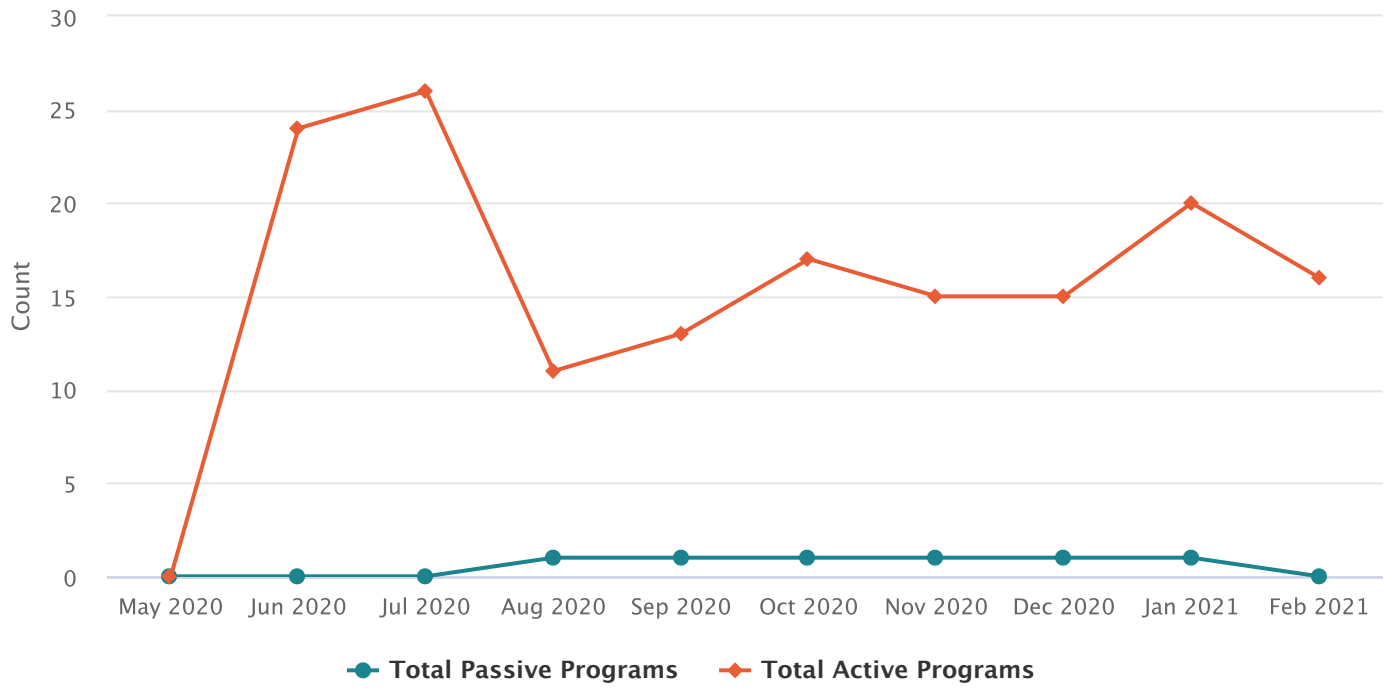
Visits

Category Curbside Appointments Main Building

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

FY 20-21 Programming

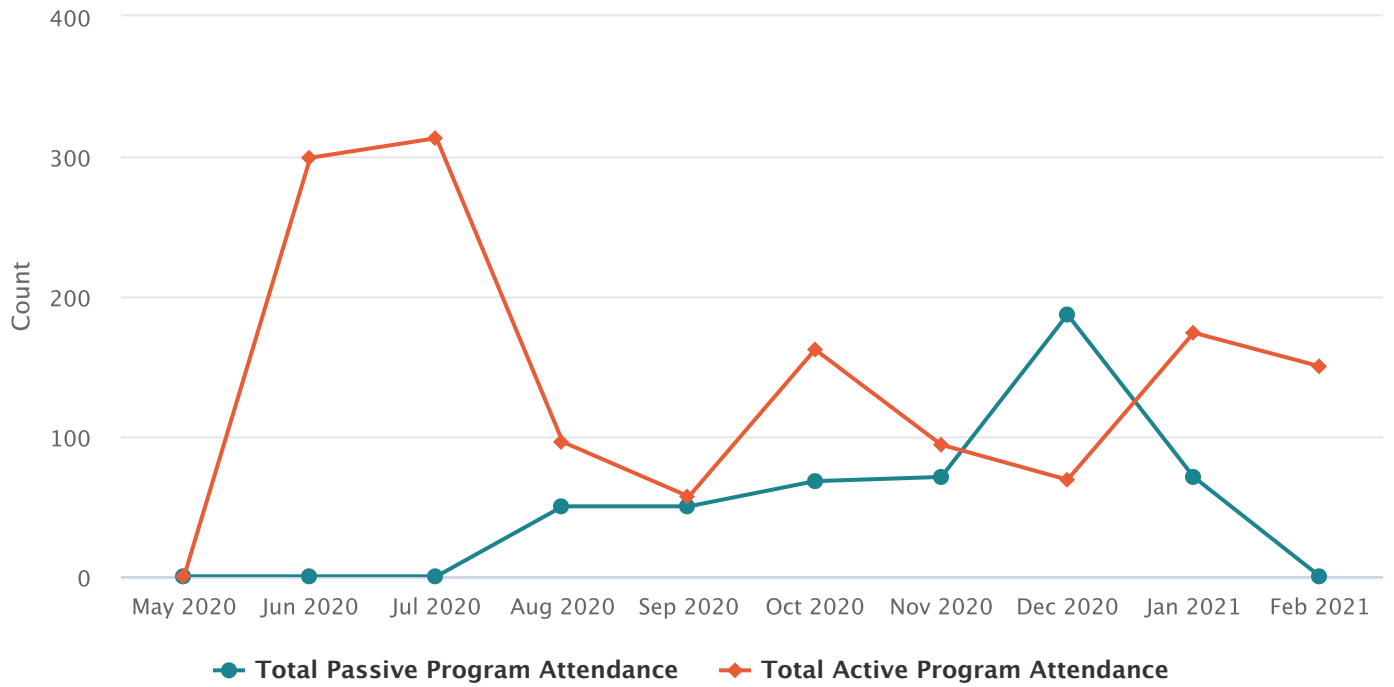
Number of Programs



Number of Programs

Category	Total Passive Programs	Total Active Programs
May 2020	0	0
Jun 2020	0	24
Jul 2020	0	26
Aug 2020	1	11
Sep 2020	1	13
Oct 2020	1	17
Nov 2020	1	15
Dec 2020	1	15
Jan 2021	1	20
Feb 2021	0	16

Program Attendance

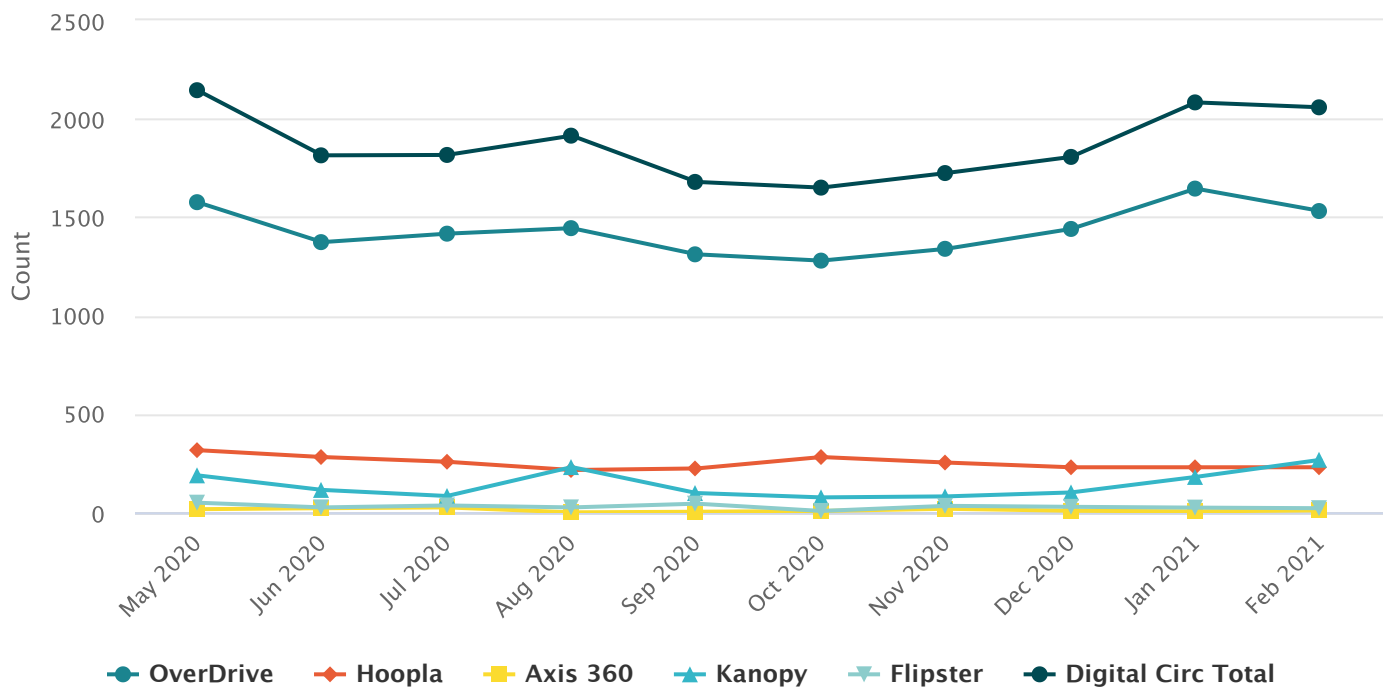


Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2020	0	0
Jun 2020	0	299
Jul 2020	0	313
Aug 2020	50	96
Sep 2020	50	57
Oct 2020	68	162
Nov 2020	71	94
Dec 2020	187	69
Jan 2021	71	174
Feb 2021	0	150

FY 20-21 Digital Collections

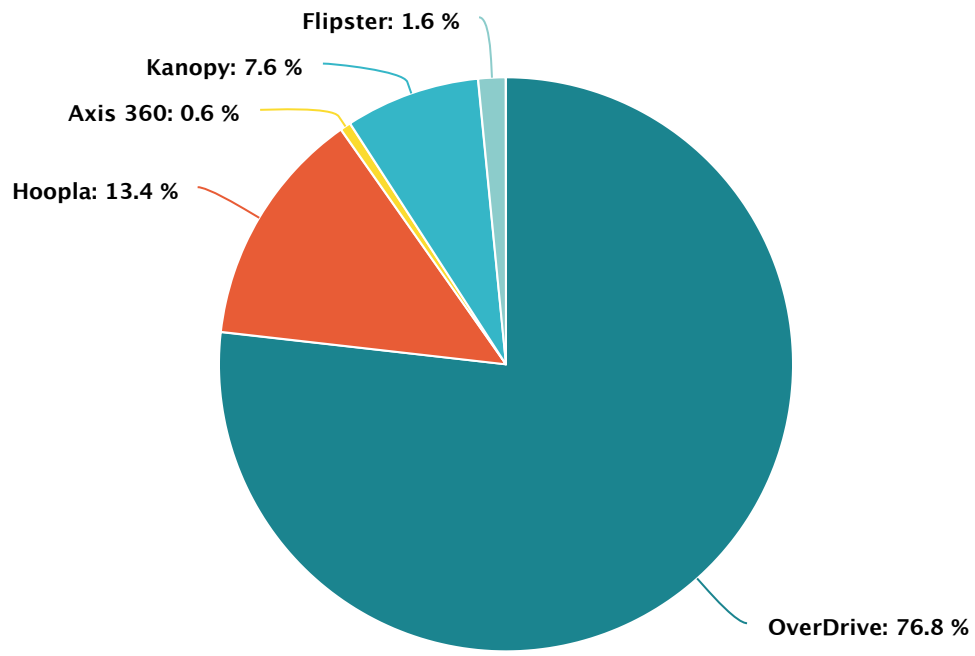
Monthly Usage



Monthly Usage

Category	OverDrive	Hoopla	Axis 360	Kanopy	Flipster	Digital Circ Total
May 2020	1576	316	16	188	49	2145
Jun 2020	1373	281	21	114	25	1814
Jul 2020	1416	257	25	83	35	1816
Aug 2020	1444	215	0	230	25	1914
Sep 2020	1311	223	3	98	44	1679
Oct 2020	1279	281	7	76	7	1650
Nov 2020	1339	253	18	81	33	1724
Dec 2020	1440	229	8	101	28	1806
Jan 2021	1645	229	5	180	24	2083
Feb 2021	1531	229	10	267	21	2058

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 14354

Hoopla 2513

Axis 360 113

Kanopy 1418

Flipster 291

FY 20-21 Website Usage



29,422
TOTAL SESSIONS

Visitors

Category # of Visitors

May 2020 540

Jun 2020 2732

Jul 2020 2935

Aug 2020 3162

Sep 2020 2721

Oct 2020 2509

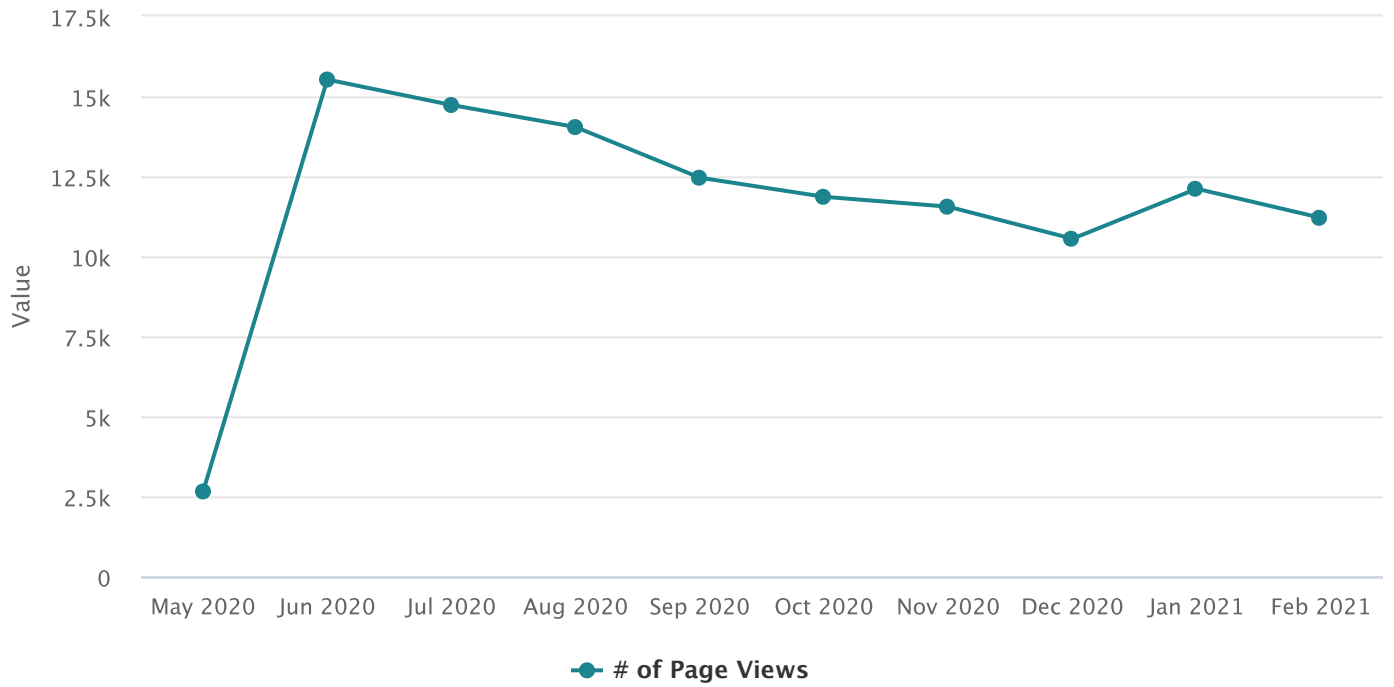
Nov 2020 2314

Dec 2020 2180

Jan 2021 2365

Feb 2021 2412

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

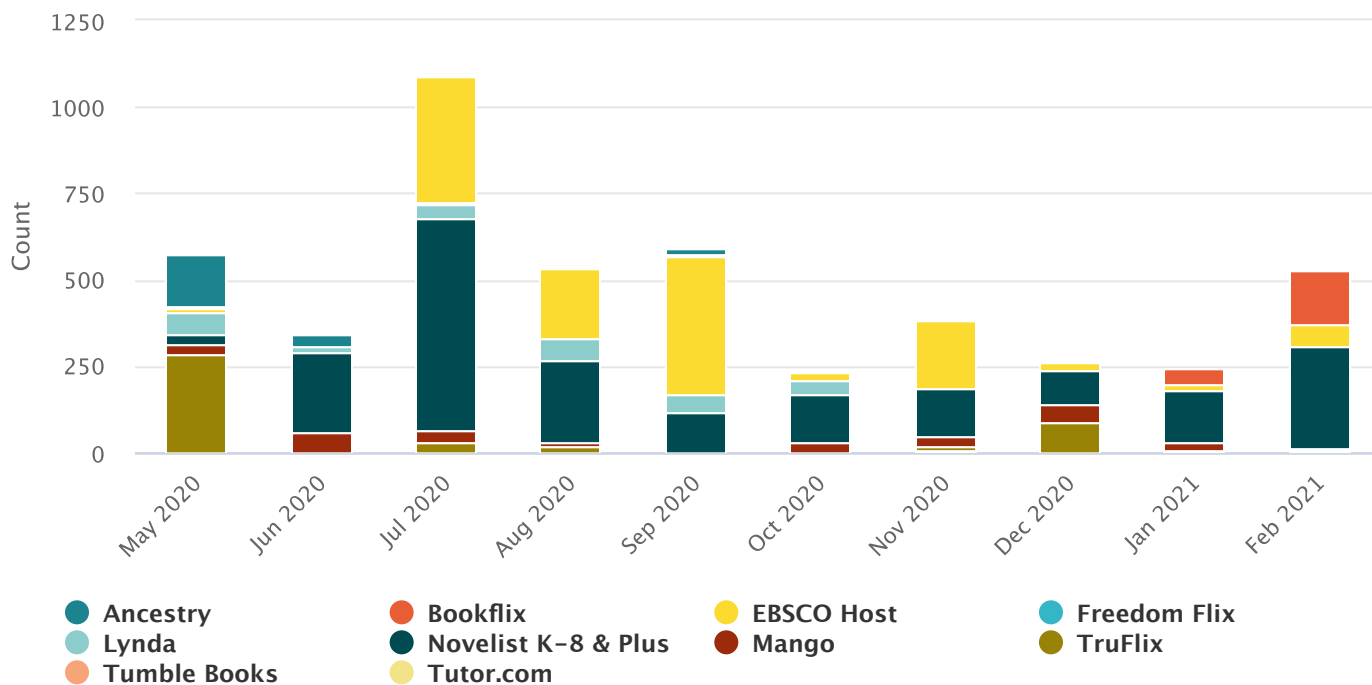
Dec 2020 10550

Jan 2021 12112

Feb 2021 11204

FY 20-21 Database Usage

Usage by Platform



Usage by Platform

Category	Ancestry	Bookflix	EBSCO Host	Freedom Flix	Lynda	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	Tutor.com
May 2020	151	6	14	1	62	29	31	281	0	0
Jun 2020	30	0	2	0	15	236	55	0	1	0
Jul 2020	6	0	366	3	42	615	32	30	0	0
Aug 2020	0	9	201	3	63	238	12	13	2	0
Sep 2020	17	7	400	0	51	115	0	0	0	0
Oct 2020	0	0	22	0	45	139	27	0	0	0
Nov 2020	0	4	197	1	0	138	28	13	0	5
Dec 2020	0	10	19	0	0	100	51	88	0	1
Jan 2021	0	45	20	0	0	152	24	0	1	2
Feb 2021	0	156	60	0	0	296	10	0	0	3

Friends of the Library Meeting Dates – 2021

January 16 (CANCELLED)

April 17

June 19

September 18

October 16

Respectfully submitted,

Eric Scott Bailey