

May 18, 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 Oath of Office for Jenny Graziano and Bonnie Shaul (5 minutes)(7:07pm)		3A-3B
4 Election of Secretary Pro Tempore (5 minutes)(7:12pm)		
5 Election of Board Officers and Selection of Committee Members (10 minutes)(7:22pm)		4A-4B
6 Opportunity to Address Board (5 minutes per community member)(7:27pm)		
7 Consent Agenda		
	Minutes of April 20, 2021 Board of Trustees Meeting (action)(5 minutes)(7:32pm)	5A-5B
8 Financial Reports (White and Yellow) (5 minutes)(7:37pm)		
	April Detailed Revenue & Expense Report (action)	6A-6F
	April Detailed Balance Sheet (action)	7A-7C
9 Approval of Checks (Green) (5 minutes)(7:42pm)		
	April Check Disbursement Report (action)	8A-8F
10 Committee Reports (5 minutes)(7:47pm)		
11 New Business		
	Resolution Adopting Prevailing Wage Ordinance (5 minutes)(7:52pm)	9A-9B
	Nonresident Card Program Participation (10 minutes)(8:02pm)	10A
12 Old Business		
	Capital Project Update (5 minutes)(8:07pm)	
13 Director's Report (5 minutes)(8:12pm)		
	Librarian's Narrative Report	11A-11B
14 Executive Session(s)		
15 Any and All Other Business ...		
16 Adjournment (1 minute)(8:13pm)		
17 Attachments		
	April Statistics	12A-12I
	2021 Friends Meeting Schedule	13A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 18, 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/97438834910?pwd=YzZhR21mOU50aTFKbFowaEFhQ3ZaZz09>

Meeting ID: 974 3883 4910

Passcode: 123750

One tap mobile

+13126266799,,97438834910#,,,,*123750# US (Chicago)

+13017158592,,97438834910#,,,,*123750# US (Washington DC)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington DC)

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 974 3883 4910

Passcode: 123750

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

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. **Oath of Office for Jenny Graziano and Bonnie Shaul (5 minutes)(7:07pm)**
4. **Election of Secretary Pro Tempore (5 minutes)(7:12pm)**
5. **Election of Board Officers and Selection of Committee Members (10 minutes)(7:22pm)**
6. **Opportunity for Public to Address the Board (5 minutes)(7:27pm)** (limit 5 minutes per person per meeting)
7. **Approval of Minutes**
 - a. Approval of Minutes of April 20, 2021 Board Meeting **(action)(5 minutes)(7:32pm)**
8. **April 2021 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:37pm)**
 - a. April Detailed Revenue & Expense Report
 - b. April Detailed Balance Sheet
9. **Approval of checks (Green Pages) (5 minutes)(7:42pm)**
 - a. April Monthly Checks (14734, 14736-14775)**(action)**
10. **Committee Reports (5 minutes)(7:47pm) (Did Not Meet)**
 - a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
 - b. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
 - c. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff, and Zaute.)
 - d. Human Resources Committee (**CHAIR:** Jerch. **MEMBERS:** Brockett and Heintzelman.)
 - e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh.)
 - f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Zaute.)
 - g. Outreach Committee (**CHAIR:** Jerch. **Members:** Brockett.)
 - h. Technology Committee (**CHAIR:** Zaute. **Members:** Hayes.)
11. **New Business**
 - a. Resolution Adopting Prevailing Wage Ordinance **(5 minutes)(7:52pm)**
 - b. Nonresident Card Program Participation **(10 minutes)(8:02pm)**
12. **Old Business**
 - a. Capital Project Update **(5 minutes)(8:07pm)**

13. Director's Report (5 minutes)(8:12pm)

- a. Director's Narrative Report

14. 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)

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

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

Attachments:

Statistics for April 2021

Friends Meeting Dates for 2021

Resolution Adopting Prevailing Wage Ordinance

Nonresident Card Program Information

Upcoming Board Meetings: June 15, July 20, and August 17, 2021.

Taking Office

The following are required to take office as a Library Trustee following election.

- 1) Taking the Oath of Office and having it notarized -- This is usually completed at the first Board of Trustees Meeting following the new members election or appointment. The signed oath is kept on file at the library. As the current situation is unique, the Oath will be signed and notarized at a later date. The recording of the May 18, 2021 meeting will serve in the interim as confirmation that the Oath has been given.
- 2) Completion of Open Meetings Act (OMA) Training -- As a newly appointed trustee, you need to take the State of Illinois' online OMA training. This became mandatory after January 1, 2012 for elected officials in Illinois. New officials have only 90 days after they take the Oath of Office to complete the training. It will probably take you 1 to 2 hours to complete, but if you logout partway through the training it will remember where you left off when you come back. You get a certificate of completion once you've finished the training, a copy of which needs to be on file at the library. You can access the training module online at: <http://foia.ilattorneygeneral.net/>

Board Member Oath of Office

OATH OF OFFICE
STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of _____ and Library Trustee according to the best of my ability.

Signature of Person Making Oath

Signature of Persons Administering Oath Date: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Governmental Unit

Office and Term

Elected Official's Name

Address (House Number and Street or Road Name)

City and Zip

Home Phone

Work Phone (if applicable)

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library’s representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President’s attendance counts towards a quorum.
- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer –The Treasurer shall serve as the Board’s financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Community Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the ‘Reaching Across Illinois Library System’ (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library’s status, activities, and needs.
- Finance Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library’s investment policy.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.
- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- Technology Committee – Responsibilities include assessing the Library’s technology needs and making recommendations to the Board.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, April 20, 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 7:03 pm. Present were Trustees Tricia Brockett, Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, Cal Stroh; Matt Zaute was absent. Also present were Library Employees Jillian Chapman, Anna Fifhouse, Eliza Jarvi, Martha O'Hara, and prospective Trustees Elect Bonnie Shaul and Jennifer Graziano.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** No one wished to speak.
4. **Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of March 16, 2021; all voted aye.
5. **March 2021 Financial Reports:** On April 19, approx. \$19K was deposited from our property tax revenues, which leaves us with a shortfall of about \$5K for FY21-22. Property tax revenues were impacted by the Covid-19 pandemic, and other local entities experienced proportional shortfalls in expected tax revenues. We have yet to receive our contribution from the Village that will reconcile the Village and Library accounts. The major expense for March was approx. \$36K for computer hardware, an expected and planned-for expense.
6. **Approval of March 2021 Checks:** Other than the check mentioned above for computer hardware, other checks were for typical monthly expenses. Stroh moved, and Hayes seconded, a motion to approve checks numbered 14705-14712, 14714-14732; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Chair: Hayes, Members: Meierhoff, Zaute) met jointly with:
 - b. **Human Resources** (Chair: Jerch, Members: Brockett, Heintzelman) Brockett reported the completion of the Director's FY20-21 goal performance and salary discussion for FY21-22, and suggested some changes to be considered during the next evaluation process. Brockett's evaluation survey instrument definitely made the process go much more smoothly. Kudos to both Brockett and to Director Bailey for another excellent performance review.
 - c. **Technology** (Chair: Zaute, Members: Hayes) Hayes reported that the goals of this newly reinstated committee will be to establish guidelines for what the Library needs to function, explore best practices, and survey other area libraries to see what they believe has worked (or not) for them.
 - (Did Not Meet)
 - 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)

8. New Business:

a. Resolution of Thanks to Carole Stroh: Bailey read a brief bio of 'our gal Cal' in honor of her 16 years(!) of service as a Library Trustee as well as her serving in various leadership positions and committee chairmanships. This is no doubt a record tenure in the history of the Library! Cal, your wisdom, leadership, deep knowledge, and sense of humor will be missed! Jerch moved, and Heintzelman seconded, a motion to adopt Resolution No. 2021-01 to thank Carole Stroh for her service; all enthusiastically voted aye!
Meierhoff also added our congratulations to the newly re-elected Trustee, Bill Hayes, and the newly elected Trustees-to-be, Bonnie Shaul and Jenny Graziano, who will take their Oath of Office at the May meeting.

9. Old Business:

a. Director's Annual Evaluation: Discussed during Committee reports; to be delivered to Bailey next week.
c. Capital Project Update: The Foundation Board has met to formulate plans and strategies.

10. Director's Report Highlights:

- The LibCal (calendar) that Bailey is setting up does not have a link on the Library website; it is primarily for Board use and Bailey didn't want it available to the public. Note that all meetings are already posted 48 hours in advance because of the Open Meetings Act.

11. Executive Session: There was none.

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

13. 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 04/30/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 04/30/21	MONTH 04/30/20	04/30/2021	04/30/2020		
		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	19,536.13	0.00	982,713.22	962,776.06	987,711.00	99.49
PROPERTY TAX		19,536.13	0.00	982,713.22	962,776.06	987,711.00	99.49
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	70.47	42.60	219.08	1,864.91	2,100.00	10.43
080-300-34250	NON-RESIDENT FEES	221.69	183.95	3,985.65	5,729.12	7,000.00	56.94
080-300-34260	PASSPORT FEES	0.00	70.00	0.00	9,205.00	10,000.00	0.00
SERVICES		292.16	296.55	4,204.73	16,799.03	19,100.00	22.01
FINES							
080-300-35700	RENTAL FINES	425.58	134.54	1,094.14	7,473.93	2,000.00	54.71
FINES		425.58	134.54	1,094.14	7,473.93	2,000.00	54.71
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	9,183.62	0.00	9,183.62	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	0.00	0.00	1,500.00	1,512.94	1,500.00	100.00
080-300-38310	CONTRIBUTIONS/DONATIONS	3.51	1.60	273.25	22,389.21	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	19,793.55	6,344.27	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	6,478.08	0.00	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	12.85	247.40	87.40	2,665.50	1,000.00	8.74
MISCELLANEOUS REVENUE		16.36	9,432.62	28,132.28	42,495.54	11,830.00	237.80
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	14.50	264.89	745.27	8,424.79	10,000.00	7.45
INTEREST EARNINGS		14.50	264.89	745.27	8,424.79	10,000.00	7.45
Total Dept 300 - REVENUE		20,284.73	10,128.60	1,024,042.14	1,037,969.35	1,030,641.00	99.36
TOTAL REVENUES		20,284.73	10,128.60	1,024,042.14	1,037,969.35	1,030,641.00	99.36

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDT
		MONTH 04/30/21	MONTH 04/30/20	04/30/2021	04/30/2020		
		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 04/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 04/30/21	MONTH 04/30/20	04/30/2021	04/30/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	12,294.58	15,295.55	148,679.46	190,764.40	182,000.00	81.69
080-603-40030	STAFF SALARIES	30,609.63	22,612.17	337,164.91	318,337.51	317,000.00	106.36
	SALARIES	42,904.21	37,907.72	485,844.37	509,101.91	499,000.00	97.36
BENEFITS							
080-603-40400	MEDICAL INSURANCE	0.00	14,465.21	92,906.61	106,169.88	95,000.00	97.80
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,230.44	3,033.80	36,542.64	38,379.30	38,000.00	96.16
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,497.80	3,492.78	34,317.44	34,990.18	39,000.00	87.99
	BENEFITS	6,728.24	20,991.79	163,766.69	179,539.36	172,250.00	95.08
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,960.00	2,527.50	32,942.85	34,866.23	35,000.00	94.12
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	318.00	947.65	1,000.00	31.80
080-603-41050	MAINTENANCE-GROUNDS	350.00	590.00	7,530.85	6,005.73	6,500.00	115.86
080-603-41300	COMPUTER SERVICES	0.00	0.00	13,390.00	13,740.00	13,000.00	103.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	88.12	1,897.47	3,125.19	4,000.00	47.44
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	15.00	7,556.00	15,348.00	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	338.73	1,556.00	7,975.08	5,210.47	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	6,041.00	0.00
	CONTRACTS	3,648.73	4,776.62	73,072.75	81,238.27	72,541.00	100.73
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	1,699.74	3,000.00	0.00
080-603-42440	DUES	100.00	0.00	1,445.14	2,041.26	2,500.00	57.81
080-603-43230	UTILITIES	49.50	0.00	11,620.89	13,592.41	15,000.00	77.47
080-603-43300	POSTAGE	117.40	320.95	1,768.73	3,080.48	3,500.00	50.54
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	5,339.84	7,679.88	10,000.00	53.40
080-603-43550	OFFICE SUPPLIES	512.08	369.56	9,335.92	6,893.20	6,000.00	155.60
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	0.00	0.00	593.62	1,485.30	2,000.00	29.68
080-603-43668	TECHNICAL SERVICES SUPPLIES	48.91	1.80	4,181.41	3,992.31	5,000.00	83.63
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	(1,325.00)	7,158.20	4,049.15	7,000.00	102.26
080-603-43720	JUVENILE PROGRAM SUPPLIES	170.70	(228.52)	5,049.09	5,717.91	7,000.00	72.13
080-603-43730	OUTREACH SUPPLIES	3.00	219.14	2,556.56	4,289.70	5,000.00	51.13
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	487.24	1,009.18	1,250.00	38.98
	COMMODITIES	1,031.58	(612.08)	49,746.49	55,951.22	67,750.00	73.43
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	66.11	26.30	607.09	764.72	2,000.00	30.35
	PROGRAM EXPENSES	66.11	26.30	607.09	764.72	2,000.00	30.35

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDGT USED
		MONTH 04/30/21 INCR (DECR)	MONTH 04/30/20 INCR (DECR)	04/30/2021 NORM (ABNORM)	04/30/2020 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	206.73	0.00	12,543.25	12,157.69	17,000.00	73.78
080-603-45100	ADULT FICTION BOOKS	288.03	139.13	14,414.75	12,526.88	15,500.00	93.00
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	530.67	364.60	600.00	88.45
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,185.18	341.28	11,255.92	11,331.59	15,500.00	72.62
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	17,071.72	17,857.70	16,500.00	103.46
080-603-45400	JUVENILE NON-FICTION	43.65	0.00	9,064.56	9,967.78	11,500.00	78.82
080-603-45410	PICTURE BOOKS, READERS	27.11	0.00	7,506.47	4,347.46	6,000.00	125.11
080-603-45420	JUVENILE FICTION	40.86	18.61	6,282.07	5,824.36	10,000.00	62.82
080-603-45430	JUVENILE AUDIO-VISUAL	1,114.50	0.00	2,568.36	2,214.02	4,000.00	64.21
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	349.90	0.00	2,031.23	1,960.71	2,500.00	81.25
080-603-45460	E-BOOKS	519.38	1,441.19	17,996.76	15,492.48	17,000.00	105.86
080-603-45470	GRAPHIC NOVELS	46.54	0.00	314.78	342.94	750.00	41.97
080-603-45500	PERIODICALS	0.00	0.00	4,097.75	7,103.10	6,750.00	60.71
080-603-45510	VIDEO GAMES	141.88	59.88	3,176.36	2,904.13	3,500.00	90.75
080-603-45520	TRENDING TITLES	0.00	0.00	231.11	1,136.46	2,000.00	11.56
080-603-45600	PATRON & STAFF SOFTWARE	510.72	174.67	9,408.20	6,687.82	6,000.00	156.80
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,950.00	21,532.00	22,000.00	99.77
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	3,175.00	44.14	1,000.00	317.50
080-603-58100	COMPUTER EQUIPMENT	94.76	0.00	38,344.25	25,179.41	40,000.00	95.86
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.00
CAPITAL EQUIPMENT		4,569.24	2,174.76	183,798.21	159,374.27	201,100.00	91.40
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							
		58,948.11	65,265.11	956,835.60	985,969.75	1,035,641.00	92.39
TOTAL EXPENDITURES							
		58,948.11	65,265.11	956,835.60	985,969.75	1,035,641.00	92.39
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		20,284.73	10,128.60	1,024,042.14	1,037,969.35	1,030,641.00	99.36
TOTAL EXPENDITURES		58,948.11	65,265.11	956,835.60	985,969.75	1,035,641.00	92.39
NET OF REVENUES & EXPENDITURES		(38,663.38)	(55,136.51)	67,206.54	51,999.60	(5,000.00)	1,344.1

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

		PERIOD ENDING 04/30/2021					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21 AMENDED BUDGET	% BDGT USED
		MONTH 04/30/21 INCR (DECR)	MONTH 04/30/20 INCR (DECR)	04/30/2021 NORM (ABNORM)	04/30/2020 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	7,152.20	0.00	7,152.20	7,152.50	0.00
	GRANTS	0.00	7,152.20	0.00	7,152.20	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	7,152.20	0.00	7,152.20	25,152.50	0.00
TOTAL REVENUES		0.00	7,152.20	0.00	7,152.20	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	350.90	(395.00)	7,775.09	25,946.02	17,000.00	45.74
	PROGRAM EXPENSES	350.90	(395.00)	7,775.09	25,946.02	17,000.00	45.74
Total Dept 603 - LIBRARY ADMINISTRATION		350.90	(395.00)	7,775.09	31,312.87	25,152.50	30.91
TOTAL EXPENDITURES		350.90	(395.00)	7,775.09	31,312.87	25,152.50	30.91
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	7,152.20	0.00	7,152.20	25,152.50	0.00
TOTAL EXPENDITURES		350.90	(395.00)	7,775.09	31,312.87	25,152.50	30.91
NET OF REVENUES & EXPENDITURES		(350.90)	7,547.20	(7,775.09)	(24,160.67)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2020-21	% BDGT
		MONTH 04/30/21	MONTH 04/30/20	04/30/2021	04/30/2020		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		20,284.73	17,280.80	1,024,042.14	1,045,121.55	1,055,793.50	96.99
TOTAL EXPENDITURES - ALL FUNDS		59,299.01	64,870.11	964,610.69	1,017,282.62	1,060,793.50	90.93
NET OF REVENUES & EXPENDITURES		(39,014.28)	(47,589.31)	59,431.45	27,838.93	(5,000.00)	1,188.63

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)	7,054.01
	A/R - OTHER	(18,589.14)	7,054.01
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	167,829.55	146,116.06
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(0.66)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	261,164.04	323,063.50
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	19,815.76	22,797.04
	CASH/INVESTMENTS	448,961.15	492,127.74
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	1,471,193.05
*** 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	9,516.97
	ACCOUNTS PAYABLE	14,260.55	9,516.97
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	(5,695.33)
080-200-20230	STATE INCOME TAX PAYABLE	0.00	6,259.89
080-200-20240	IMRF PAYABLE	0.00	5,092.54
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	689.68
	A/P - OTHER	0.00	6,346.78
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		1,020,645.37	1,022,248.57
*** 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			67,206.54
Ending Fund Balance			448,944.48
Total Liabilities And Fund Balance			1,471,193.05

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			
082-200-20000	ACCOUNTS PAYABLE	0.00	350.90
	ACCOUNTS PAYABLE	<u>0.00</u>	<u>350.90</u>
	Total Liabilities	<u>0.00</u>	<u>350.90</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		(7,775.09)
	Ending Fund Balance		(53,970.28)
	Total Liabilities And Fund Balance		(53,619.38)

User: EBAILEY

CHECK DATE FROM 04/21/2021 - 05/19/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/13/2021	LIBCK	14734	954468636995	AMAZON	UTILITIES	080-603-43230	49.50
		14734	793539494954		JUVENILE PROGRAM SUPPLIES	080-603-43720	9.99
		14734	465948467676		ADULT NON-FICTION BOOKS	080-603-45000	21.99
		14734	599354966678		ADULT NON-FICTION BOOKS	080-603-45000	56.22
		14734	867995983439		ADULT NON-FICTION BOOKS	080-603-45000	9.95
		14734	753635869947		ADULT NON-FICTION BOOKS	080-603-45000	37.73
		14734	955784957698		ADULT NON-FICTION BOOKS	080-603-45000	48.48
		14734	447953974978		ADULT FICTION BOOKS	080-603-45100	288.03
		14734	4689689		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.96
		14734	934935854997		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14734	644355585763		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.59
		14734	658943586634		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		14734	459653776833		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		14734	795746968847		ADULT AUDIO VISUAL MATERIAL	080-603-45200	44.92
		14734	554445366599		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		14734	936687937773		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.98
		14734	848463454987		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.98
		14734	778687669649		ADULT AUDIO VISUAL MATERIAL	080-603-45200	88.89
		14734	566847854768		ADULT AUDIO VISUAL MATERIAL	080-603-45200	103.88
		14734	995776966377		ADULT AUDIO VISUAL MATERIAL	080-603-45200	40.27
		14734	997435455363		ADULT AUDIO VISUAL MATERIAL	080-603-45200	57.17
		14734	465393743455		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14734	433963968886		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.98
		14734	449868566796		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14734	663637374494		ADULT AUDIO VISUAL MATERIAL	080-603-45200	57.88
		14734	539937368587		ADULT AUDIO VISUAL MATERIAL	080-603-45200	143.92
		14734	987364766346		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		14734	437559574595		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14734	678496569745		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		14734	668376754788		ADULT AUDIO VISUAL MATERIAL	080-603-45200	61.00
		14734	696337873637		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.92
		14734	976744373877		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.50)
		14734	449998373775		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.97)
		14734	665657349778		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.39)
		14734	445797379379		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.03)
		14734	974449967499		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.01)
		14734	434366535689		JUVENILE AUDIO-VISUAL	080-603-45430	64.57
		14734	444894696438		TEEN BOOKS	080-603-45450	10.63
		14734	833948698636		TEEN BOOKS	080-603-45450	9.59
		14734	465944546749		VIDEO GAMES	080-603-45510	46.99

User: EBAILEY

CHECK DATE FROM 04/21/2021 - 05/19/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14734	856794768395		VIDEO GAMES	080-603-45510	54.90
		14734	789546543557		VIDEO GAMES	080-603-45510	39.99
							1,584.83
05/13/2021	LIBCK	14735		VOID Void Reason: Created From	** VOIDED ** Check Run Process		** VOIDED **
05/13/2021	LIBCK	14736	2035758963	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14736	2035849682		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.07
		14736	2035902631		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14736	2035807965		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14736	2035817163		TECHNICAL SERVICES SUPPLIES	080-603-43668	21.39
		14736	2035812409		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14736	2035821069		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.69
		14736	2035841971		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14736	2035841508		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.38
		14736	2035758963		ADULT NON-FICTION BOOKS	080-603-45000	32.36
		14736	2035892853		JUVENILE NON-FICTION	080-603-45400	12.80
		14736	2035807965		JUVENILE NON-FICTION	080-603-45400	30.85
		14736	2035812409		PICTURE BOOKS, READERS	080-603-45410	27.11
		14736	2035841971		PICTURE BOOKS, READERS	080-603-45410	46.16
		14736	2035849682		JUVENILE FICTION	080-603-45420	30.65
		14736	2035821069		JUVENILE FICTION	080-603-45420	10.21
		14736	2035817163		TEEN BOOKS	080-603-45450	329.68
		14736	2035841508		TEEN BOOKS	080-603-45450	20.99
		14736	2035902631		GRAPHIC NOVELS	080-603-45470	23.86
		14736	2035934450		GRAPHIC NOVELS	080-603-45470	22.68
							619.09
05/13/2021	LIBCK	14737	8181991773	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	94.35
05/13/2021	LIBCK	14738	B836804	CDW GOVERNMENT, INC.	COMPUTER EQUIPMENT	080-603-58100	94.76
05/13/2021	LIBCK	14739	210420	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	080-603-41020	230.00
05/13/2021	LIBCK	14740	COM051221	COMCAST	UTILITIES	080-603-43230	158.35
05/13/2021	LIBCK	14741	28923	COMPUTER VIEW, INC.	COMPUTER SERVICES/LAN CONTRA	080-603-41300	3,260.00
		14741	28923		COMPU SERV/DARK WEB ID & BUL	080-603-41300	400.00
							3,660.00
05/13/2021	LIBCK	14742	27494	CRYSTAL MAINTENANCE SER	BUILDG MAINT/CLEANING SERVIC	080-603-41000	580.00
		14742	27463		BUILDG MAINT/DEEP CLEANING L	080-603-41000	2,790.00

User: EBAILEY

CHECK DATE FROM 04/21/2021 - 05/19/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14742	27463		MAINTENANCE-BUILDING/ MUSEUM	080-603-41000	80.00
							3,450.00
05/13/2021	LIBCK	14743	PRA050421	ANDREA HORST PRACHT	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
05/13/2021	LIBCK	14744	6939651	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	19.93
05/13/2021	LIBCK	14745	1000149903-1	EBSCO INFORMATION SERVI	ADULT REFERENCE/E-REFER	080-603-45220	661.86
05/13/2021	LIBCK	14746	1000152758-1	EBSCO INFORMATION SERVI	PERIODICALS/CREDIT	080-603-45500	(23.95)
		14746	1000152758-1		PERIODICALS	080-603-45500	4,708.00
							4,684.05
05/13/2021	LIBCK	14747	346829	FINDAWAY WORLD LLC	JUVENILE AUDIO-VISUAL	080-603-45430	1,049.93
05/13/2021	LIBCK	14748	KAT042821	FIRST BANKCARD	PATRON & STAFF SOFTWARE	080-603-45600	19.80
05/13/2021	LIBCK	14749	ELI042821	FIRST BANKCARD	POSTAGE	080-603-43300	5.55
		14749	ELI042821		USE OF DONATIONS/CAT STATUE	082-603-99999	350.90
							356.45
05/13/2021	LIBCK	14750	MCO042821	FIRST BANKCARD	DUES/ILA RENEWAL	080-603-42440	100.00
		14750	MCO042821		POSTAGE/STAMPS	080-603-43300	111.85
		14750	MCO042821		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		14750	MCO042821		OFFICE SUPPLIES/PASSPORTS	080-603-43550	19.99
		14750	MCO042821		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00
		14750	MCO042821		PATRON & STAFF SOFTWARE/ONLI	080-603-45600	39.99
							304.82
05/13/2021	LIBCK	14751	ERI042821	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO S	080-603-41000	90.00
		14751	ERI042821		PATRON&STAFF SOFTWARE/ADOBE	080-603-45600	15.93
		14751	ERI042821		MISCELLANEOUS EXPENSES/PAYPA	080-603-46100	25.50
							131.43
05/13/2021	LIBCK	14752	LYN042821	FIRST BANKCARD	PATRON & STAFF SOFTWARE	080-603-45600	435.00
		14752	LYN042821		MISCELLANEOUS EXPENSES	080-603-46100	40.61
							475.61
05/13/2021	LIBCK	14753	GIB050421	JIM GIBBONS	ADULT PROGRAM SUPPLIES	080-603-43710	275.00
05/13/2021	LIBCK	14754	GOR050421	LINDA GORHAM	USE OF DONATIONS/TEMPORARY E	082-603-99999	400.00
05/13/2021	LIBCK	14755	HBA050421	HOME BAKING ASSOCIATION	ADULT PROGRAM SUPPLIES	080-603-43710	100.00

User: EBAILEY

CHECK DATE FROM 04/21/2021 - 05/19/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/13/2021	LIBCK	14756	BRO050421	ANNETTE BOCHENEK	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
05/13/2021	LIBCK	14757	2106507	IMPACT NETWORKING, INC	COPIER MAINT/STAFF/BASE RATE	080-603-41313	177.16
		14757	2106507		COPIER MAINT/PATRONS/BASE RA	080-603-41313	246.00
		14757	2106507		COPIER MAINT/PATRONS/OVERAGE	080-603-41313	64.13
							487.29
05/13/2021	LIBCK	14758	FOR050421	IVY FORD	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
05/13/2021	LIBCK	14759	LAY050421	JEZ LAYMAN	ADULT PROGRAM SUPPLIES	080-603-43710	75.00
		14759	LAY050421		JUVENILE PROGRAM SUPPLIES	080-603-43720	75.00
							150.00
05/13/2021	LIBCK	14760	482	VILLAGE OF LAKE BLUFF	OFFICE SUPPLIES/DISPOSABLE G	080-603-43550	97.72
		14760	482		OFFICE SUPPLIES/HAND SANITIZ	080-603-43550	9.98
							107.70
05/13/2021	LIBCK	14761	LCFP050621	LAKE COUNTY FOREST PRES	ADULT PROGRAM SUPPLIES	080-603-43710	40.00
05/13/2021	LIBCK	14762	500379057	MIDWEST TAPE	PER CAPITAL GRANT EXPENDITUR	080-603-44810	338.73
		14762	500294585		ADULT AUDIO VISUAL MATERIAL	080-603-45200	38.99
		14762	500323780		ADULT AUDIO VISUAL MATERIAL	080-603-45200	274.93
		14762	500361498		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.99
		14762	500394436		ADULT AUDIO VISUAL MATERIAL	080-603-45200	78.98
							766.62
05/13/2021	LIBCK	14763	NSD050421	NORTH SHORE DISTILLERY,	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
05/13/2021	LIBCK	14764	01018CO21213632	OVERDRIVE , INC	PER CAPITAL GRANT EXPENDITUR	080-603-44810	1,247.72
		14764	01018CO21144394		E-BOOKS	080-603-45460	257.97
		14764	01018CO21160642		E-BOOKS	080-603-45460	261.41
		14764	01018CO21213616		E-BOOKS	080-603-45460	205.00
							1,972.10
05/13/2021	LIBCK	14765	PIO051021	PIONEER PRESS	PERIODICALS	080-603-45500	19.50
05/13/2021	LIBCK	14766	7982	RAILS	ADULT REFERENCE/E-REFER	080-603-45220	1,672.73
05/13/2021	LIBCK	14767	REY051221	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	350.00
05/13/2021	LIBCK	14768	RUO050321	REGINA RUOCCO	JUVENILE PROGRAM SUPPLIES/FI	080-603-43720	16.19
		14768	RUO050321		JUVENILE PROGRAM SUPPLIES/SP	080-603-43720	100.62
		14768	RUO050321		JUVENILE PROGRAM SUPPLIES/CR	080-603-43720	43.90

User: EBAILEY

CHECK DATE FROM 04/21/2021 - 05/19/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							160.71
05/13/2021	LIBCK	14769	21-R2365	SPRINGSHARE LLC	PATRON & STAFF SOFTWARE	080-603-45600	3,104.00
05/13/2021	LIBCK	14770	BRU050421	STEPHEN LOUIS BRUSATTE	USE OF DONATIONS/TEMPORARY E	082-603-99999	425.00
05/13/2021	LIBCK	14771	11084	TEAM SOFTWARE SOLUTIONS	PATRON & STAFF SOFTWARE	080-603-45600	250.00
05/13/2021	LIBCK	14772	317732	TECH SYSTEMS, INC	MAINTENANCE-BUILDING/SUMPS	080-603-41000	432.00
		14772	317732		MAINTENANCE-BUILDING	080-603-41000	660.00
		14772	317997		MAINTENANCE-BUILDING	080-603-41000	231.00
		14772	317998		MAINTENANCE-BUILDING	080-603-41000	231.00
							1,554.00
05/13/2021	LIBCK	14773	0571995-IN	THE PENWORTHY COMPANY L	USE OF DONATIONS/TEMPORARY E	082-603-99999	2,757.79
05/13/2021	LIBCK	14774	USA051021	USA TODAY	PERIODICALS	080-603-45500	64.68
05/13/2021	LIBCK	14775	VAN043021	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	585.70
				TOTAL - ALL FUNDS	TOTAL OF 42 CHECKS (1 voided)		33,538.08

--- GL TOTALS ---

080-200-20245	ICMA 457 PLAN PAYABLE	585.70
080-603-41000	MAINTENANCE-BUILDING	5,094.00
080-603-41020	ELEVATOR MAINTENANCE	230.00
080-603-41050	MAINTENANCE-GROUNDS	350.00
080-603-41300	COMPUTER SERVICES	3,660.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	581.64
080-603-42440	DUES	100.00
080-603-43230	UTILITIES	207.85
080-603-43300	POSTAGE	117.40
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	127.69
080-603-43668	TECHNICAL SERVICES SUPPLIES	51.67
080-603-43710	ADULT PROGRAM SUPPLIES	1,190.00
080-603-43720	JUVENILE PROGRAM SUPPLIES	245.70
080-603-43730	OUTREACH SUPPLIES	3.00
080-603-44810	PER CAPITAL GRANT EXPENDITURES	1,586.45
080-603-45000	ADULT NON-FICTION BOOKS	206.73
080-603-45100	ADULT FICTION BOOKS	288.03
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,264.16
080-603-45220	ADULT REFERENCE/E-REFER	2,334.59
080-603-45400	JUVENILE NON-FICTION	43.65
080-603-45410	PICTURE BOOKS, READERS	73.27
080-603-45420	JUVENILE FICTION	40.86
080-603-45430	JUVENILE AUDIO-VISUAL	1,114.50

User: EBAILEY

CHECK DATE FROM 04/21/2021 - 05/19/2021

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45450					TEEN BOOKS		370.89
080-603-45460					E-BOOKS		724.38
080-603-45470					GRAPHIC NOVELS		46.54
080-603-45500					PERIODICALS		4,768.23
080-603-45510					VIDEO GAMES		141.88
080-603-45600					PATRON & STAFF SOFTWARE		3,864.72
080-603-46100					MISCELLANEOUS EXPENSES		66.11
080-603-58100					COMPUTER EQUIPMENT		94.76
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		3,933.69
					TOTAL		33,538.08

RESOLUTION NO. 2021-02_____**Resolution Adopting Prevailing Wage Rates****Lake Bluff Public Library**

WHEREAS, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01, et seq.; and

WHEREAS, the Act requires that the Board of Library Trustees ascertain the prevailing rate of wages in the locality of the Library for laborers, mechanics and other workers performing construction of public works for the Library.

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

SECTION 1: The general prevailing rate of wages in this locality is hereby ascertained to be the same as the prevailing wage rate for construction work in Lake County as determined by the Department of Labor of the State of Illinois.

SECTION 2: The Board Secretary shall:

- a) Keep this Resolution available for inspection in the main office of the Library;
- b) Promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library action;
- d) Mail a copy of this Resolution to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

SECTION 3: 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 18th day of May, 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)

Statement of Participation in Nonresident Card Program

Whereas, **Title 23, Subtitle B, Chapter 1, Part 3050 (hereinafter referred to as ‘the code’), Section 3050.20(a) of the Illinois Administrative Code** requires that Public Libraries in the state of Illinois annually take action to decide whether or not to issue nonresident library cards, and;

Whereas, it is the intention of the Lake Bluff Public Library to participate in the non-resident program and offer service to individuals fitting the criteria established in **Section 3050.25** of the Code;

The Board of Library Trustees affirms the following:

The Lake Bluff Public Library will provide service to nonresidents owning property in incorporated Lake Bluff, according to **Section 3050.70** of the Code and in accordance with policy **CIR-2.1** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident homeowners not paying taxes to support any library and who fit the requirements of **Section 3050.25** using the Tax Bill Method as provided for by **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-3** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of single family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code. The formula to be used shall be the Tax Bill Method listed in **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-3** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of multiple family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code and in accordance with policy **CIR-3** as adopted by the Library Board of Trustees. The library shall charge a flat rate of **\$16.00** per household.

Payment of a nonresident fee shall entitle all individuals who can meet the library’s requirements for establishing permanent residency to a card. Nonresident cards shall be valid for one year from the date of payment if the card has expired or the non-resident is applying for the first time, or one year from the date of expiration of a current nonresident card if the nonresident is paying in advance to avoid a lapse in service. The Lake Bluff Public Library will place no restriction on the access of nonresident cardholders to whom it has issued a library card. Nonresident cards from other participating libraries will be honored with the same restrictions as are placed on all Reciprocal Borrowers by the library.

Approved by the Board of Library Trustees of the Lake Bluff Public Library on May 18, 2021, and in effect from July 1, 2021 until June 30, 2022.

Library Nonresident Policy

CIR-2: Resident Library Cards

Resident Library Cards are issued to residents of incorporated Lake Bluff for a three year period.

CIR-2.1: Applicants Who Own Lake Bluff Property, But Do Not Live in Lake Bluff

Resident Library Cards may be issued to individuals who own Lake Bluff property and pay Lake Bluff Village property taxes, but do not reside within Village limits. Eligible applicants must own taxable Lake Bluff property, either as an individual, partner, principal stockholder, or other joint owner. In addition to the requirements listed in CIR-1, applicants must also present their most recent property tax bill for their taxable Lake Bluff property.

By law, only one such card will be issued for each parcel of property. Such cards will be valid for a three year period.

CIR-3: Non-Resident Library Cards

Non-Resident Library Cards may be purchased by residents of unincorporated Lake Bluff properties that do not pay property taxes to specifically fund any local library. The cost of library service for residents outside the boundaries of incorporated Lake Bluff is determined by the taxable valuation of the property multiplied by the current tax rate for library service for Lake Bluff taxpayers. Non-Resident fees are charged on an annual basis and provide library cards for the entire household. When necessary, the Library Board of Trustees may make adjustments to that formula within the extent allowed by law.

By law non-Resident Cards are valid for one year from the date of payment. Non-Resident cardholders are entitled to the same privileges and access as Resident cardholders.

CIR-3.1: Applicants Who Own Unincorporated Lake Bluff Property, But Do Not Live in Lake Bluff

Individuals who own eligible unincorporated Lake Bluff properties but do not reside in Lake Bluff may purchase a Non-Resident card. Applicants must meet the requirements listed in CIR-1 and CIR-2.1. By law only one such card will be issued for each parcel of property and will be valid for one year.

Director's Report – May 2021

Programming

- Children's
 - Phyllis Fox Award winners were announced last week. Like last year we weren't able to do an awards ceremony in 2021, but our Youth Services staff did a nice job adding a bit of extra celebration to the mailed out award certificates.
 - A total of 68 to-go crafts were taken by patrons in April.
 - Preparation for the Summer Reading Club is in high gear. The theme this year is 'Digging Deeper,' centered on Dinosaurs.
 - After being on hiatus last summer, Storytime on the Village Green is set to resume with this year's Farmer's Market.
 - Storytimes with Library Associate Regina Ruocco are on Tuesdays at 10:30am, and Family Pajama Storytime is the evening of the third Wednesday of each month. Both are still digital, but hopefully that can change in the near future.
- Adults
 - There were a total of 20 registrants for the April 22nd program *A Visit to the Netherlands and Belgium* presented by Gene Flynn.
 - There were a total of 30 registrants for the April 27th program *Movie Music of Elvis Presley* with presenter John LeGear.
 - There were 17 registrants for the May 11th program *Spy vs. Spy: Espionage in the Second World War*.
 - The *Your City @Home* joint programs continue to be popular.

Donna Williams Memorial

The sleeping cat statue for the Donna William's memorial arrived this month. The statue will sit atop a wood box containing a memorial book. The Summer 2021 newsletter will contain a request to patrons to share their memories of Donna for inclusion in the book.

End of Quarantining Materials

Following guidance from the CDC that transmission by handling objects previously touched by someone with COVID represented minimal risk, our regional library system, RAILS, recommended discontinuing quarantining of recently returned materials. We followed this recommendation in April, and the result has been quicker turnaround of items.

Library Assistant Position

Following Terry McKinnon's retirement we have begun the hiring process to fill the resultant vacancy. We've completed our interviews and I'm excited to report we have some fine candidates. A job offer will likely have been made for this part time position by the time the Board meets on Tuesday.

Storywalk in Artesian Park

District 65 approached Head of Youth Services Eliza Jarvi this spring about partnering with the Library on another Storywalk like the one assembled for 'It's a Wonderful Life in Lake Bluff' this past winter. Working with Community Engagement Coordinator Jillian Chapman and with the permission of the Park District, we are working on setting up a joint Storywalk in Artesian Park in June 2020. The featured title will be *Am I Yours?* by Alex Latimer. The author has agreed to do a 15-minute discussion about the book for us to record and show.

Change to Furnishings

In addition to the excellent spring decorations in Youth Services courtesy of Library Associate Regina Ruocco we freshened up our furniture as well. The two butterfly chairs in the department continue to be among the most popular places to sit in the Library but their coverings had seen better days. We replaced the upholstered coverings this spring.

Return of Passport Services

Passport services returned the week of May 10th; we had been getting bombarded by passport requests so this has been well received. Most services are now returned with the exception of in-person programming. The last mitigation measures are scheduled to end June 11th unless circumstances change, after which we will begin returning furniture to its proper locations and getting our meeting rooms back into form. It should be noted that there will be a lag between the availability of the rooms and a full return to in-person programming. Programs are scheduled and planned months out, and the timeline for the return to regular programming hasn't been clear until the past few weeks.

Kiwanis Donation

Purchasing with the Kiwanis donation we received this spring is under way. Head of Youth Services Eliza Jarvi reports: "I ordered STEAM kits from Penworthy [and] I'm working with Apple to order several ipads for the department which we will load up with games and learning apps, primarily focused on the preschool set. I'm working with Lyndy to select and order laptops for use in the Children's Department, to replace two of the desktop computers, so that one of our tables can be used by patrons in any capacity, and computers can be used wherever kids would like. This will also allow us to pursue programming along the lines of 'hour of code' in the future."

Deep Clean Completed

The last weekend in April, we completed our annual 'deep clean.' This involves some cleaning that can't be done weekly, such as getting spider webs off the beams, and some projects like waxing the floors that should only be done annually. The result is a big improvement, after delaying our annual 'deep clean' this time last year.

Parking Lot Update

Preparatory to resurfacing and expanding the parking lot this summer, the trees on the peninsula in the lot have been removed and the bollard light will shortly be disconnected and removed. We made an effort to save plantings from the peninsula where possible.

Statistics

Per the report put together by Anna Fifhouse April was our busiest month in over a year. Starting in June, Anna has scheduled the following special monthly stats reports:

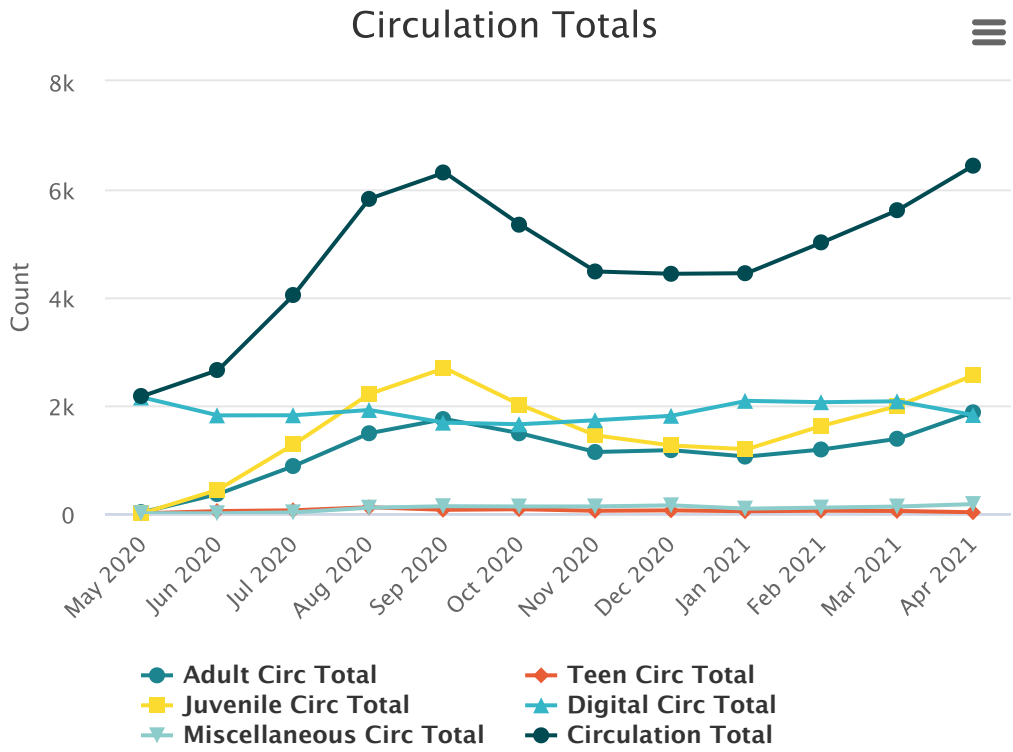
- June – Programming report with additional analysis
- October – Non-circulation services reports including Seed Library, Passports, and others (perhaps voter registration and notary)
- December – Website analysis utilizing more specific data from Google Analytics

As mentioned at previous meetings requests for particular data analysis are appreciated.

Respectfully submitted,
Eric Scott Bailey

FY 20-21 Graphs

FY 20-21 Circulation Totals



56,782
TOTAL CIRCS

Circulation Totals

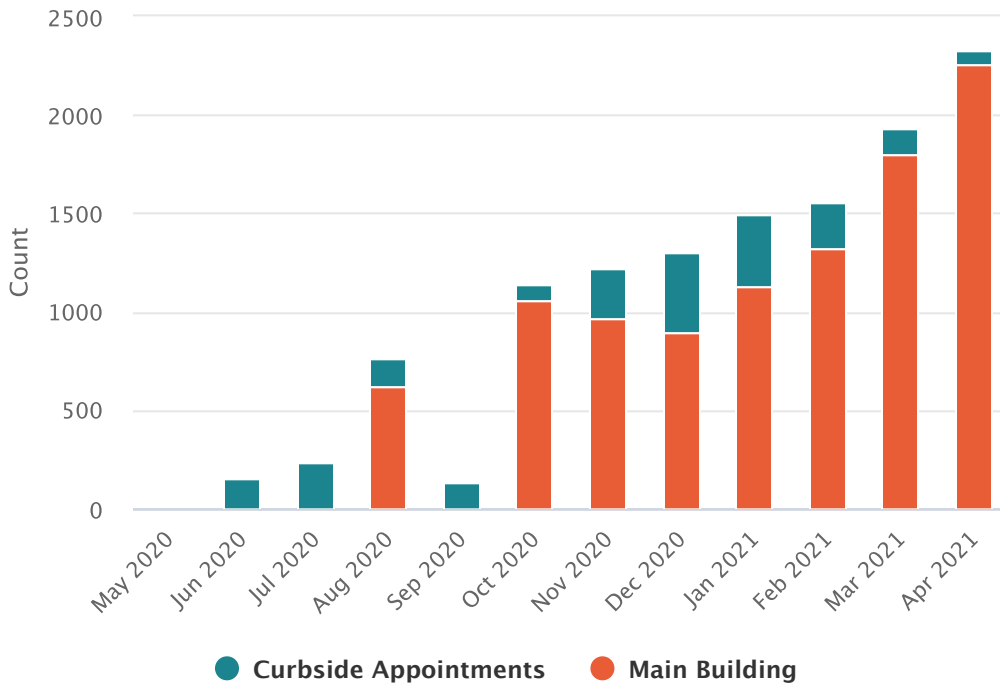
Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2020	23	0	3	2145	2	2173
Jun 2020	358	42	439	1814	1	2654
Jul 2020	876	56	1277	1816	18	4043
Aug 2020	1483	113	2209	1914	104	5823
Sep 2020	1746	65	2690	1679	132	6312
Oct 2020	1482	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
Mar 2021	1381	44	1988	2075	126	5614
Apr 2021	1871	20	2555	1821	171	6438

FY 20-21 Visits

Visits



12,253
TOTAL VISITS



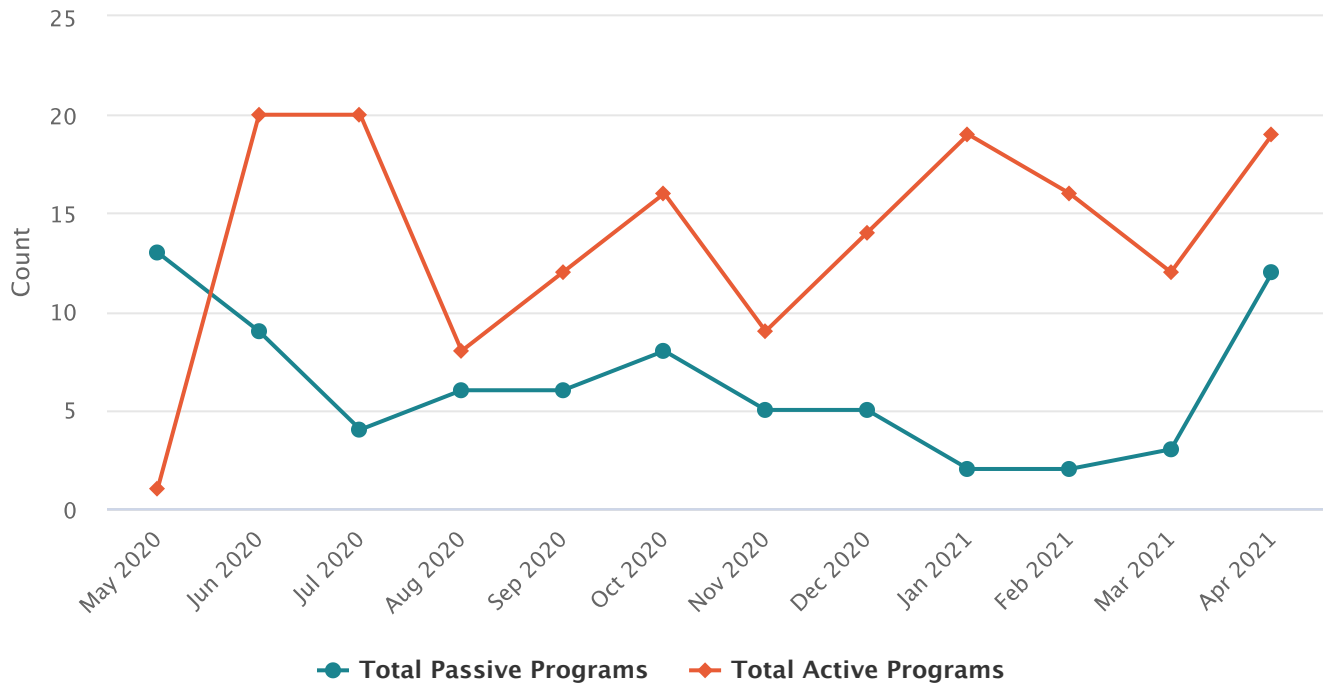
Visits

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
Mar 2021	133
Apr 2021	73

FY 20-21 Programming

Number of Programs



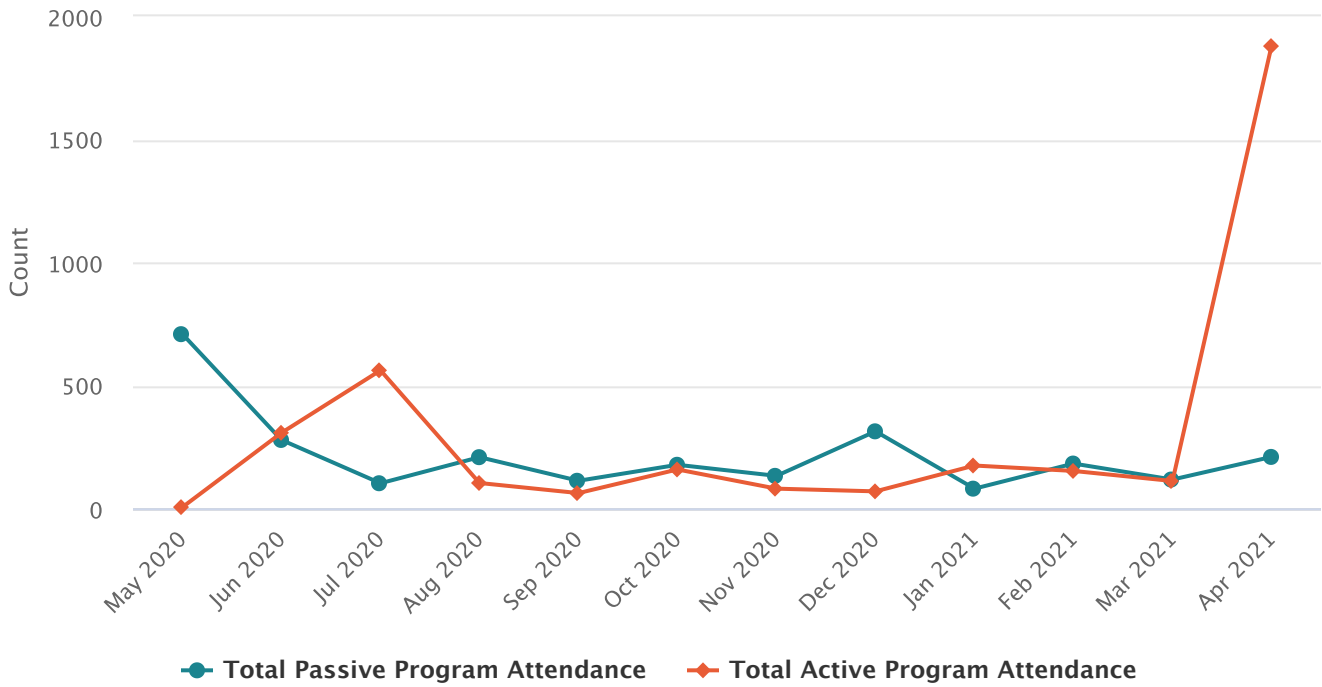
Number of Programs

Category	Total Passive Programs	Total Active Programs
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 2020	13
Jun 2020	9
Jul 2020	4
Aug 2020	6
Sep 2020	6
Oct 2020	8
Nov 2020	5
Dec 2020	5
Jan 2021	2
Feb 2021	2
Mar 2021	3
Apr 2021	12

1
20
20
8
12
16
9
14
19
16
12
19

Program Attendance



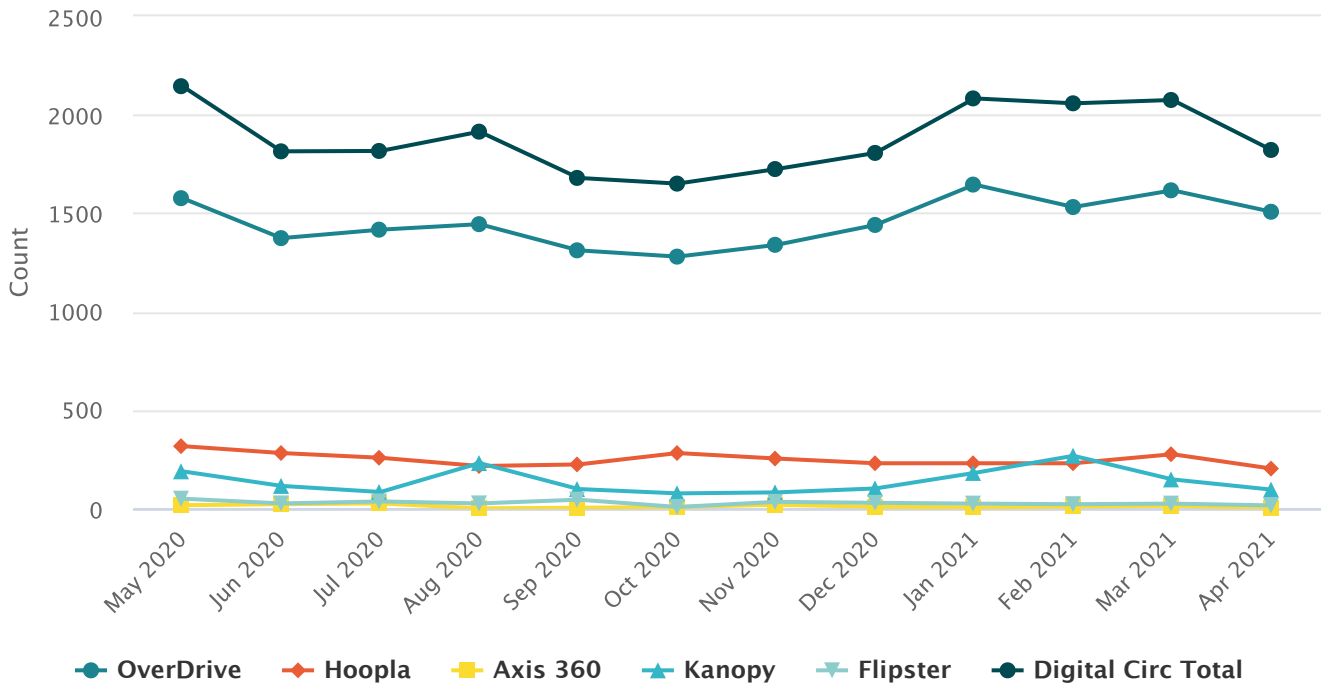
Program Attendance

Category Total Passive Program Attendance Total Active Program Attendance

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

FY 20-21 Digital Collections

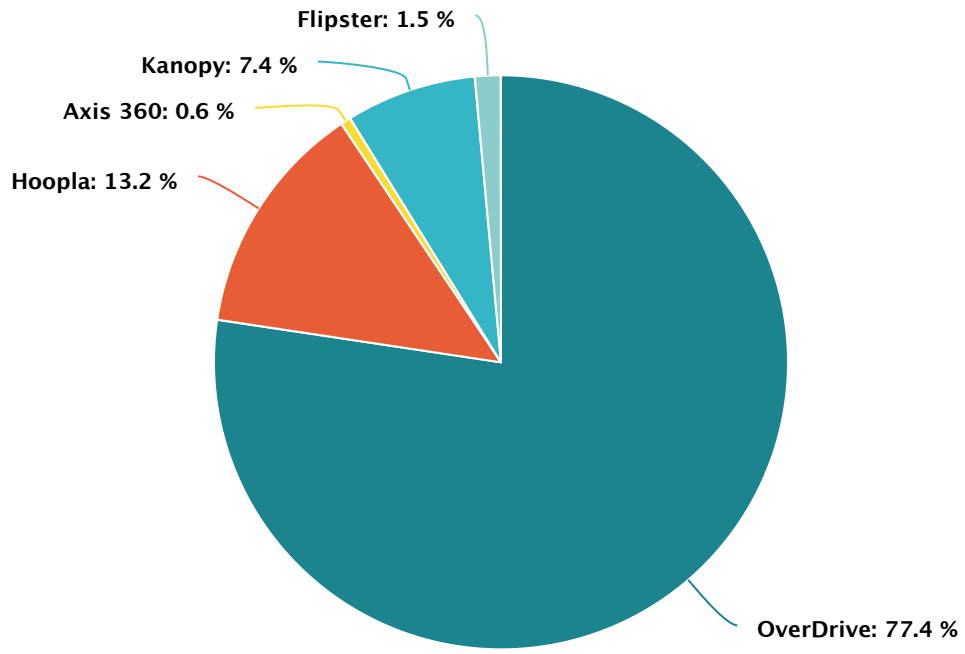
Monthly Usage



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
Mar 2021	1616	275	13	147	24	2075
Apr 2021	1507	202	2	95	15	1821

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 17477

Hoopla 2990

Axis 360 128

Kanopy 1660

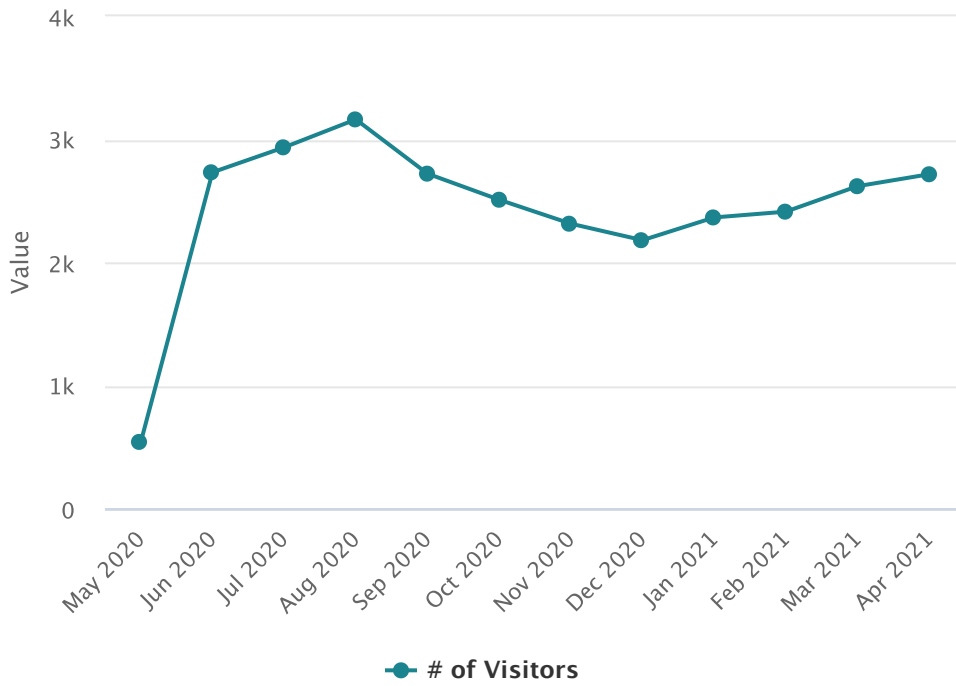
Flipster 330

FY 20-21 Website Usage

Visitors



35,977
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

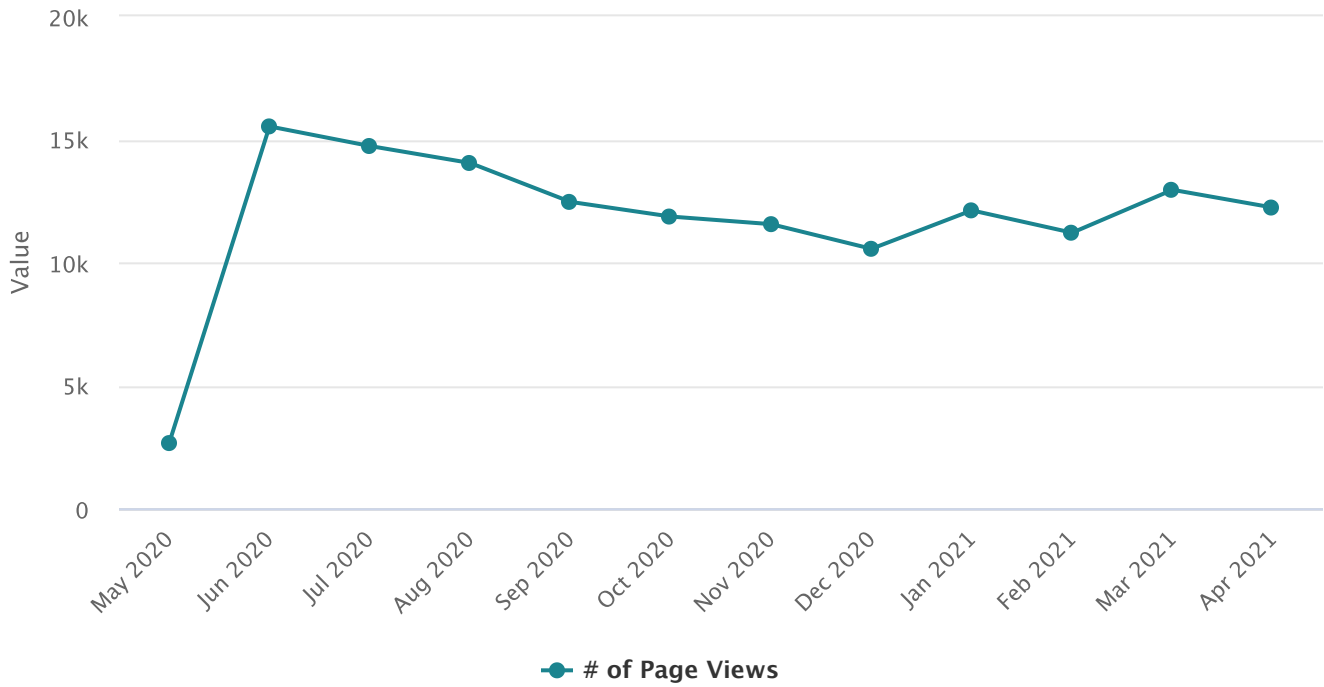
Jan 2021 2365

Feb 2021 2412

Mar 2021 2619

Apr 2021 2716

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

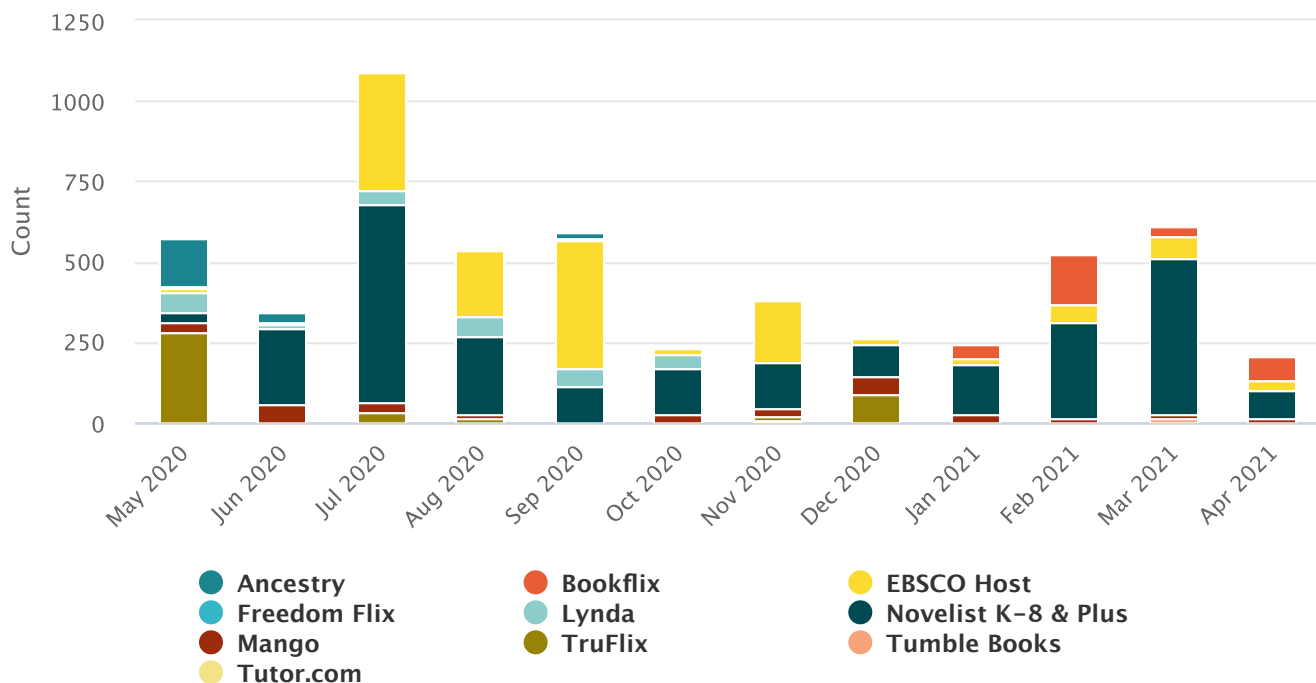
Feb 2021 11204

Mar 2021 12948

Apr 2021 12227

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	9	0	201	3	63	238	12	13	2	0
Sep 2020	17	7	400	0	51	115	0	0	0	0
Oct 2020	0	0	22	0	45	139	27	0	0	0
Nov 2020	4	0	197	1	0	138	28	13	0	5
Dec 2020	10	0	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
Mar 2021	0	33	71	0	0	486	11	0	11	0
Apr 2021	0	74	34	0	0	84	12	0	0	3

Friends of the Library Meeting Dates – 2021

April 17

June 19

September 18

October 16

Respectfully submitted,

Eric Scott Bailey