

August 16, 2022 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 July 19, 2022 Board of Trustees Meeting (action)(5 minutes)(7:12pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:17pm)	
	July Detailed Revenue & Expense Report (action)	4A-4E
	July Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:22pm)	
	July Check Disbursement Report (action)	6A-6E
7	Committee Reports (10 minutes)(7:32pm)	
8	New Business	7A-7L
	Discussion of the 7/29/2022 Request for Reconsideration (20 minutes)(7:52pm)(action)	
9	Old Business	
	Capital Project Update/Coordinator's Report (5 minutes)(7:57pm)	
10	Director's Report (5 minutes)(8:02pm)	
	Librarian's Narrative Report	8A-8B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:03pm)	
14	Attachments	
	Request for Reconsideration Policy	
	Collection Development Policy	
	7/29/2022 Request for Reconsideration	
	Staff Recommendation for 7/29/2022 Request for Reconsideration	
	Communication between Library Patron and Trustee Meierhoff re: 7/29/2022 Request for Reconsideration	
	July 2022 Statistics	9A - end

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 16, 2022 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL 60044

NOTICE: Due to the COVID-19 emergency, this meeting will be held primarily virtually pursuant to Section 7(e) of the Open Meetings Act. Members of the public may view and participate in the meeting remotely via:

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Meeting ID: 890 1180 5876	+1 346 248 7799 US (Houston)
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As required by law, at least one representative from the Library will be present at the Library and the virtual meeting will be simulcast for any members of the public who do not wish to view the virtual meeting from another location. Prior notification of intention to attend is not required but is appreciated. Questions related to the Library agenda can be sent before or during the meeting to Martha O'Hara at mohara@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Head of Adult Services Martha O'Hara at 224-332-2105 or mohara@lakeblufflibrary.org

Agenda

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 July 19, 2022 Board Meeting **(action)(5 minutes)(7:12pm)**
5. **July 2022 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
 - a. July Detailed Revenue & Expense Report
 - b. July Detailed Balance Sheet

6. Approval of checks (action)(5 minutes)(7:22pm)

- a. July Monthly Checks (15291, 15293-15329)(action)

7. Committee Reports (10 minutes)(7:32pm)**(Met)**

- a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff and Shaul.)
- b. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
- c. Request for Reconsideration Committee (AD HOC) (**MEMBERS:** Heintzelman, Jerch, Meierhoff, and Shaul)

(Did Not Meet)

- d. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
- e. Campaign Planning Committee (AD HOC) (**MEMBERS:** Heintzelman, Meierhoff, and Jerch.)
- f. Outreach Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
- g. Finance Committee (CHAIR: Hayes. **MEMBERS:** Meierhoff and Zaute.)
- h. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Graziano.)
- i. Long Range Planning Committee (**MEMBERS:** Hayes, Heintzelman, and Zaute.)
- j. Technology Committee (**CHAIR:** Zaute. **MEMBERS:** Hayes and Shaul.)

8. New Business

- a. Discussion of the 7/29/2022 Request for Reconsideration (**20 minutes)(7:52pm)(action)**)

9. Old Business

- a. Capital Project Update/Coordinator's Report (**5 minutes)(7:57pm)**)

10. Librarian's Narrative Report (5 minutes)(8:02pm)

- a. Librarian'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)(8:03pm)****Attachments:**

Request for Reconsideration Policy

Collection Development Policy

7/29/2022 Request for Reconsideration

Staff Recommendation for 7/29/2022 Request for Reconsideration

Communication between Library Patron and Trustee Meierhoff re: 7/29/2022 Request for Reconsideration

July 2022 Statistics

Upcoming Board Meetings: September 20, October 18, and November 15, 2022.

**Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, July 19th, 2022, at 7 PM
123 E Scranton Avenue, Lake Bluff, IL 60044**

As required by law, at least one representative from the library will be present at the library and the virtual meeting will be simulcast for any members of the public who do not wish to view the virtual meeting from another location. Prior notification of intention to attend is not required but is appreciated. Questions related the library agenda can be sent before or during the meeting to Eric Bailey at 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 847-234-2540 ext 110 or at ebailey@lakeblufflibrary.org.

1. Call to Order: Bailey called the meeting to order at 7:04 pm. Trustees Graziano, Hayes, Heintzelman, Jerch, Meierhoff, and Shaul were present. Trustee Zaute was absent. Also present were Library Employees Chapman, Sacherer, Jarvi, Horner, O'Hara, and Fifhouse.

2. Additions & Corrections to the Agenda: Meierhoff requested the presentation of a Resolution of Thanks to Eric Bailey for his 17 years of service to the Lake Bluff Public Library, which she read aloud to the assembled group. Jerch moved and Heintzelman seconded a motion to approve the Resolution of Thanks; all voted aye enthusiastically, followed by a round of applause for Bailey.

3. Opportunity for Public to Address the Board: There were no requests.

4. Approval of Minutes: Heintzelman moved and Meierhoff seconded a motion to approve the minutes of the June 21st, 2022 Board Meeting; all voted aye.

5. June 2022 Financial Reports: Detailed Balance and Revenue/Expense

Bailey noted that the first payment of property tax revenue was received, more than \$245K, and that passport fees continue to be strong, with ~\$3,700 so far this fiscal year. He also stated that with ~21% of our yearly budget expended so far, we are right on track.

Heintzelman moved and Meierhoff seconded a motion to accept the June 2022 Financial reports; all voted aye.

6. Approval of Checks: June monthly checks #15258, #15260-15290

Large checks were written to Kreuger Int'l (glass door for Stroh Reading Room) and to SMC Construction (partial payment for costs so far) but that these expenses will be reimbursed by the Library Foundation. Shaul moved and Hayes seconded a motion to approve the June monthly checks # 15258, #15260-15290; all voted aye.

7. Committee Reports:

(Met)

a. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul) Final furniture choices and fabrics were chosen; we await the final cost from the vendor. We also discussed the Capital Reserve Study contract with Engberg Anderson, which came in at a lower cost than we expected \$5500 rather than the expected \$7000. We voted to recommend that the Board accept the contract and move ahead with the CRS.

b. **Human Resources** (Chair: Graziano, Members: Jerch and Shaul) Committee is working on drafting Library Director job posting, interview questions, and exit interview procedures. Kudos to Bailey and O'Hara for their invaluable help.

(Did not meet)

c. **Bylaw and Policy:** (Members: Heintzelman and Meierhoff)

d. **Campaign Planning (AD HOC):** (Members: Heintzelman, Meierhoff, and Jerch)

e. **Community Engagement:** (Chair: Graziano, Members: Jerch)

f. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute)

- g. **Intergovernmental:** (Chair: Bailey, Members: Jerch and Graziano)
- h. **Long Range Planning:** (Chair: Heintzelman, Members: Hayes and Zaute)
- i. **Technology:** (Chair: Zaute, Members: Hayes and Shaul)

8. **New Business:**

- a. Interim Director discussion deferred to executive session at end of meeting.
- b. Intergovernmental Agreement with School District 65: Jerch moved and Heintzelman seconded a motion to approve the IGA with District 65; all voted aye.
- c. Intergovernmental Agreement with School District 115: Jerch moved and Shaul seconded a motion to approve the IGA with District 115; all voted aye. Bailey noted that the boards of both districts will approve their respective IGA's at their August board meetings.
- d. Programming Summary for FY2021-2022: Fifhouse reported that she had completed an analysis of what works and what doesn't as we move toward a post-pandemic world. Her department will try more all-ages and crossover programs. Hybrid events are going to be dialed back due to the amount of work needed to stage them successfully.
- e. Contract for Capital Reserves Study: This was discussed and budgeted for last FY but we made the decision to put it off until the current FY22-23. As noted above, the contract cost was actually less than was budgeted. If accepted the work can take place within the next month or two and will include status of physical building and systems as well as a recommended replacement schedule. B&G recommended that the Board accept the contract. Jerch moved and Hayes seconded a motion to accept the CRS contract with Engberg Anderson for the amount of \$5500; all voted aye.
- f. Contract for new firewall servers: Funds for this project were also budgeted for the current FY22-23. The contract from Computer View Inc. is for \$15,290 for machinery and installation. Shaul moved and Meierhoff seconded a motion to accept the contract with Computer View Inc. for firewall machinery and installation in the amount \$15.290; all voted aye.
- g. Safe Child Policy: Our current policy about unattended children was weak. Jarvi updated the policy after consultation with other libraries and included what is now considered standard policy. Meierhoff moved and Heintzelman seconded a motion to approve the new Safe Child Policy; all voted aye.

9. **Old Business:**

Capital Project update: We recently learned that the History Museum no longer wants to pursue the acquisition of the old PNC Bank property across the street. (*sigh*)

10. Director's Report: Bailey began by saying that it's been an honor to work for and lead the Lake Bluff Library for 17 years. He feels that we have a bright future ahead and that he intends to work hard to ease the handoff to the Interim Director. He also generously offered to continue to be a resource for us and our organization even as he takes over in his new position as Director of the Waupaca Public Library. Thank you, Eric!
In addition, Bailey said that we took 2nd place in our category of community organizations for the 4th of July parade (the crowd loved our balloons!). Lastly, our stats program, Springshare, has a known bug that is being fixed, and that resulted in a wonky circulation report. The total circulation for the month was ~9000.

11. Executive Session(s): Meierhoff moved and Shaul seconded a motion to enter Executive Session; all voted aye. Executive Session began at 8:25 pm. The purpose of this session was to discuss the mechanics of the Director Search Process and Interim Management/hiring of an Interim Director. Shaul moved and Heintzelman seconded a motion to end Executive Session; all voted aye. Executive Session ended at 8:54 pm.

Executive sessions are for:

- 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. Discussion of 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: There was none.

13. Adjournment: Shaul moved and Hayes seconded a motion to adjourn; all voted aye. Meeting was adjourned at 8:56 pm.

Respectfully submitted,

Janie Jerch

User: mohara
DB: Lake Bluff

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	ACTIVITY FOR MONTH 07/31/21 INCR (DECR)	YTD BALANCE 07/31/2022 NORM (ABNORM)	YTD BALANCE 07/31/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	274,520.36	180,758.72	520,344.24	513,993.49	1,032,715.00	50.39
PROPERTY TAXES		274,520.36	180,758.72	520,344.24	513,993.49	1,032,715.00	50.39
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	257.53	181.41	481.69	438.04	2,000.00	24.08
080-300-34250	NON-RESIDENT FEES	1,072.36	1,066.04	1,767.05	2,005.17	6,000.00	29.45
080-300-34260	PASSPORT FEES	1,765.30	760.20	5,500.24	2,404.19	15,000.00	36.67
CHARGE FOR SERVICES		3,095.19	2,007.65	7,748.98	4,847.40	23,000.00	33.69
FINES/FORFEITS							
080-300-35700	RENTAL FINES	195.15	348.75	392.33	908.92	1,000.00	39.23
FINES/FORFEITS		195.15	348.75	392.33	908.92	1,000.00	39.23
INTERGOVERNMENTAL							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	10,233.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	790.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	33.90	0.00	55.30	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	164.96	0.00	28.15	0.00	1,000.00	2.82
080-300-38900	MISCELLANEOUS INCOME	106.70	155.96	648.90	606.00	25,000.00	2.60
MISCELLANEOUS		271.66	189.86	677.05	661.30	38,573.00	1.76
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	742.37	9.40	1,343.43	25.43	250.00	537.37
INVESTMENT INCOME		742.37	9.40	1,343.43	25.43	250.00	537.37
Total Dept 300 - REVENUE		278,824.73	183,314.38	530,506.03	520,436.54	1,095,538.00	48.42
TOTAL REVENUES		278,824.73	183,314.38	530,506.03	520,436.54	1,095,538.00	48.42
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	17,480.28	12,637.32	50,019.36	37,740.59	210,000.00	23.82
080-603-40030	STAFF SALARIES	30,897.98	33,788.75	91,686.34	95,626.67	368,000.00	24.91
SALARIES		48,378.26	46,426.07	141,705.70	133,367.26	578,000.00	24.52
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	8,841.89	9,628.77	26,525.67	29,006.31	86,000.00	30.84

User: mohara
DB: Lake Bluff

4B

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	ACTIVITY FOR MONTH 07/31/21 INCR (DECR)	YTD BALANCE 07/31/2022 NORM (ABNORM)	YTD BALANCE 07/31/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		8,841.89	9,628.77	26,525.67	29,006.31	86,250.00	30.75
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,648.64	3,499.93	10,683.82	10,047.58	40,000.00	26.71
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,594.89	3,615.25	7,636.92	3,673.95	31,000.00	24.64
RETIREMENT		6,243.53	7,115.18	18,320.74	13,721.53	71,000.00	25.80
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	3,947.50	1,085.80	12,119.25	6,550.57	34,000.00	35.64
080-603-41020	ELEVATOR MAINTENANCE	230.00	230.00	479.00	479.00	1,500.00	31.93
080-603-41050	MAINTENANCE-GROUNDS	410.00	250.00	725.00	1,480.00	6,500.00	11.15
080-603-41300	COMPUTER SERVICES	0.00	0.00	7,000.00	7,220.00	14,000.00	50.00
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	1,005.17	1,227.37	1,209.17	1,901.96	4,000.00	30.23
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	285.77	56.25	785.77	218.25	10,000.00	7.86
080-603-41345	MARKETING	0.00	0.00	34.85	0.00	500.00	6.97
080-603-41350	LEGAL SERVICES	0.00	787.50	0.00	787.50	1,500.00	0.00
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	70.00	0.00	70.00	3,000.00	0.00
CONTRACTUAL		5,878.44	3,706.92	22,353.04	18,707.28	75,000.00	29.80
COMMODITIES							
080-603-42440	DUES	225.27	216.60	325.27	366.60	2,500.00	13.01
080-603-43230	UTILITIES	575.62	833.13	1,780.84	2,237.20	10,000.00	17.81
080-603-43300	POSTAGE	231.50	305.85	1,747.13	1,342.20	5,000.00	34.94
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	3,884.97	2,010.97	10,000.00	38.85
080-603-43550	OFFICE SUPPLIES	1,003.28	810.32	2,093.03	1,855.26	7,000.00	29.90
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	94.13	43.69	314.54	361.57	1,500.00	20.97
080-603-43668	TECHNICAL SERVICES SUPPLIES	304.48	338.47	1,047.03	1,703.84	5,500.00	19.04
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	1,440.47	1,189.93	3,332.19	2,779.10	8,000.00	41.65
080-603-43720	JUVENILE PROGRAM SUPPLIES	186.19	103.79	2,991.65	2,213.86	7,000.00	42.74
080-603-43730	OUTREACH SUPPLIES	65.91	18.00	1,460.41	497.46	5,500.00	26.55
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	15.12	147.19	218.24	1,250.00	11.78
080-603-46100	MISCELLANEOUS EXPENSES	25.00	50.70	289.10	154.69	1,000.00	28.91
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		4,181.84	3,955.59	19,413.35	15,740.99	64,750.00	29.98
PROGRAMS							
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	2,912.37	0.00	0.00
PROGRAMS		0.00	0.00	0.00	2,912.37	0.00	0.00
LIBRARY MATERIALS							
080-603-45000	ADULT NON-FICTION BOOKS	748.84	2,968.32	2,865.29	6,458.10	17,000.00	16.85
080-603-45100	ADULT FICTION BOOKS	1,161.63	959.30	5,530.72	5,235.78	15,500.00	35.68
080-603-45110	ADULT LARGE PRINT MATERIAL	18.54	0.00	91.76	18.54	600.00	15.29
080-603-45200	ADULT AUDIO VISUAL MATERIAL	900.35	927.80	2,545.50	2,570.76	15,500.00	16.42
080-603-45220	ADULT REFERENCE/E-REFER	457.86	369.62	8,563.62	4,230.45	20,000.00	42.82
080-603-45400	JUVENILE NON-FICTION	585.07	49.44	1,554.20	880.07	12,000.00	12.95
080-603-45410	PICTURE BOOKS, READERS	27.87	13.56	1,243.54	1,788.16	8,000.00	15.54
080-603-45420	JUVENILE FICTION	479.20	232.98	1,604.98	2,248.36	8,000.00	20.06
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	310.03	157.24	475.00	3,000.00	5.24

User: mohara
DB: Lake Bluff

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	ACTIVITY FOR MONTH 07/31/21 INCR (DECR)	YTD BALANCE 07/31/2022 NORM (ABNORM)	YTD BALANCE 07/31/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	2,000.00	0.00
080-603-45445	JUVENILE KITS & DEVICES	242.64	0.00	242.64	0.00	3,000.00	8.09
080-603-45450	TEEN BOOKS	0.00	384.03	466.77	655.31	2,500.00	18.67
080-603-45460	E-BOOKS	1,819.54	1,355.55	4,392.01	4,498.77	19,000.00	23.12
080-603-45470	GRAPHIC NOVELS	0.00	27.79	0.00	348.69	750.00	0.00
080-603-45500	PERIODICALS	39.50	36.50	4,970.60	5,594.09	6,750.00	73.64
080-603-45510	VIDEO GAMES	349.82	270.71	988.66	554.52	3,500.00	28.25
080-603-45520	TRENDING TITLES	62.04	35.25	173.63	168.26	2,000.00	8.68
080-603-45600	PATRON & STAFF SOFTWARE	15.93	1,625.93	4,606.59	8,107.55	10,750.00	42.85
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	21,950.00	22,000.00	102.27
LIBRARY MATERIALS		6,908.83	9,566.81	62,497.75	65,782.41	171,850.00	36.37
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	506.76	418.55	5,000.00	10.14
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	3,000.00	0.00	4,290.00	6,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	7,902.00	7.99	7,902.00	7.99	19,000.00	41.59
080-603-58270	OTHER EQUIPMENT	0.00	208.44	0.00	256.03	1,000.00	0.00
CAPITAL EXPENSES		7,902.00	3,216.43	8,408.76	4,972.57	31,000.00	27.13
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,688.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	1,688.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	16,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		88,334.79	83,615.77	299,225.01	284,210.72	1,095,538.00	27.31
TOTAL EXPENDITURES		88,334.79	83,615.77	299,225.01	284,210.72	1,095,538.00	27.31
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		278,824.73	183,314.38	530,506.03	520,436.54	1,095,538.00	48.42
TOTAL EXPENDITURES		88,334.79	83,615.77	299,225.01	284,210.72	1,095,538.00	27.31
NET OF REVENUES & EXPENDITURES		190,489.94	99,698.61	231,281.02	236,225.82	0.00	100.00

User: mohara
DB: Lake Bluff

4D

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	ACTIVITY FOR MONTH 07/31/21 INCR (DECR)	YTD BALANCE 07/31/2022 NORM (ABNORM)	YTD BALANCE 07/31/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	8,439.95	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	9,439.95	0.00
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	91.60	0.00	99.76	0.00	15,000.00	0.67
082-300-38315	RESTRICTED DONATIONS	1,294.94	0.00	1,593.20	0.00	2,000.00	79.66
MISCELLANEOUS		1,386.54	0.00	1,692.96	0.00	17,000.00	9.96
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 300 - REVENUE		1,386.54	0.00	1,692.96	0.00	26,439.95	6.40
TOTAL REVENUES		1,386.54	0.00	1,692.96	0.00	26,439.95	6.40
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	314.93	0.00	3,454.19	0.00	8,439.95	40.93
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAMS		314.93	0.00	3,454.19	0.00	9,439.95	36.59
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	23,636.85	45.97	44,792.44	6,496.62	17,000.00	263.48
Unclassified		23,636.85	45.97	44,792.44	6,496.62	17,000.00	263.48
Total Dept 603 - LIBRARY ADMINISTRATION		23,951.78	45.97	48,246.63	6,496.62	26,439.95	182.48
TOTAL EXPENDITURES		23,951.78	45.97	48,246.63	6,496.62	26,439.95	182.48
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		1,386.54	0.00	1,692.96	0.00	26,439.95	6.40
TOTAL EXPENDITURES		23,951.78	45.97	48,246.63	6,496.62	26,439.95	182.48
NET OF REVENUES & EXPENDITURES		(22,565.24)	(45.97)	(46,553.67)	(6,496.62)	0.00	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		280,211.27	183,314.38	532,198.99	520,436.54	1,121,977.95	47.43
TOTAL EXPENDITURES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		112,286.57	83,661.74	347,471.64	290,707.34	1,121,977.95	30.97

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23 AMENDED BUDGET	% BDT USED
		MONTH 07/31/22 INCR (DECR)	MONTH 07/31/21 INCR (DECR)	07/31/2022 NORM (ABNORM)	07/31/2021 NORM (ABNORM)		
NET OF REVENUES & EXPENDITURES		167,924.70	99,652.64	184,727.35	229,729.20	0.00	100.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
080-100-11250	INTEREST RECEIVABLE	0.00	0.00
	ACCRUED INTEREST	<u>0.00</u>	<u>0.00</u>
ACCOUNTS RECEIVABLE			
080-100-11000	ACCOUNTS RECEIVABLE	0.00	0.00
	ACCOUNTS RECEIVABLE	<u>0.00</u>	<u>0.00</u>
A/R - OTHER			
080-100-11450	OTHER RECEIVABLES	0.00	0.00
080-100-11580	DUE FROM THE VILLAGE	(28,763.71)	(44,290.35)
	A/R - OTHER	<u>(28,763.71)</u>	<u>(44,290.35)</u>
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	162,024.69	229,169.55
080-100-10030	SAVINGS ACCOUNT	0.00	0.00
080-100-10034	N TR WEED & FEED CHECKING ACCT	0.00	0.00
080-100-10070	CASH DRAWER OVER/SHORT	(54.08)	(69.59)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10090	MONEY MARKET ACCOUNT	0.00	0.00
080-100-10110	ILLINOIS FUND (IPTIP)	382,423.35	564,042.94
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	23,946.57	24,044.77
080-100-10200	INVESTMENTS	0.00	0.00
080-100-10300	CERTIFICATES OF DEPOSIT	0.00	0.00
080-100-10610	US GOV'T OBLIGATION INVESTMENTS	0.00	0.00
	CASH/INVESTMENTS	<u>568,492.33</u>	<u>817,339.47</u>
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(20,604.89)	(20,604.89)
080-000-00002	DUE TO/FROM OTHER FUNDS - DETAIL	0.00	0.00
	DUE TO OTHER FUNDS	<u>(20,604.89)</u>	<u>(20,604.89)</u>
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	0.00	0.00
	PREPAID ITEMS	<u>0.00</u>	<u>0.00</u>
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	1,032,731.07	1,032,731.07
	PROPERTY TAX RECEIVABLE	<u>1,032,731.07</u>	<u>1,032,731.07</u>
	Total Assets	<u>1,551,854.80</u>	<u>1,785,175.30</u>
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,896.25	21,896.25
	ACCRUED PAYROLL	<u>21,896.25</u>	<u>21,896.25</u>
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	21,177.35	23,216.83
	ACCOUNTS PAYABLE	<u>21,177.35</u>	<u>23,216.83</u>
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	0.00
080-200-20225	FEDERAL INCOME TAX PAYABLE	0.00	0.00
080-200-20230	STATE INCOME TAX PAYABLE	0.00	0.00
080-200-20240	IMRF PAYABLE	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	0.00
080-200-20250	MEDICAL INSURANCE PAYABLE	0.00	0.00
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	0.00
080-200-20261	LIBRARY HSA PAYABLE	0.00	0.00
080-200-20460	OTHER SHORT TERM LIABILITIES	0.00	0.00
A/P - OTHER		0.00	0.00
LONG TERM LIABILITIES			
080-200-27500	OTHER LONG TERM LIABILITIES	0.00	0.00
080-200-28010	NOTES PAYABLE	0.00	0.00
LONG TERM LIABILITIES		0.00	0.00
OTHER DEFERRED REVENUE			
080-200-24010	OTHER DEFERRED REVENUE	0.00	0.00
080-200-25020	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00
080-200-25100	RESTRICTED GIFTS	0.00	0.00
080-200-25110	TECH 2 FOR YOU DONATIONS	0.00	0.00
OTHER DEFERRED REVENUE		0.00	0.00
OTHER LIABILITIES			
080-200-26500	MISCELLANEOUS RESERVE	0.00	0.00
OTHER LIABILITIES		0.00	0.00
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	1,032,731.07	1,032,731.07
UNAVAILABLE PROPERTY TAXES		1,032,731.07	1,032,731.07
Total Liabilities		1,075,804.67	1,077,844.15
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	434,270.51	434,270.51
080-290-29025	RESERVED FOR AUTOMATION	0.00	0.00
080-290-29210	DESIGNATED FOR CAPITAL MAINT	0.00	0.00
080-290-29215	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00
NET POSITION/FUND BALANCE		434,270.51	434,270.51
Total Fund Balance		434,270.51	434,270.51
Beginning Fund Balance - 21-22			434,270.51
Net of Revenues VS Expenditures - 21-22			41,779.62
*21-22 End FB/22-23 Beg FB		476,050.13	
Net of Revenues VS Expenditures - Current Year			231,281.02
Ending Fund Balance			707,331.15
Total Liabilities And Fund Balance			1,785,175.30

* Year Not Closed

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	8,283.60	8,283.60
A/R - OTHER		<u>8,283.60</u>	<u>8,283.60</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(83,294.17)	(106,783.19)
082-100-10032	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00
CASH/INVESTMENTS		<u>(83,294.17)</u>	<u>(106,783.19)</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>(54,405.68)</u>	<u>(77,894.70)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	887.13	23,951.78
ACCOUNTS PAYABLE		<u>887.13</u>	<u>23,951.78</u>
Total Liabilities		<u>887.13</u>	<u>23,951.78</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(52,682.53)	(52,682.53)
NET POSITION/FUND BALANCE		<u>(52,682.53)</u>	<u>(52,682.53)</u>
Total Fund Balance		<u>(52,682.53)</u>	<u>(52,682.53)</u>
Beginning Fund Balance - 21-22			(52,682.53)
Net of Revenues VS Expenditures - 21-22			(2,610.28)
*21-22 End FB/22-23 Beg FB		(55,292.81)	
Net of Revenues VS Expenditures - Current Year			(46,553.67)
Ending Fund Balance			(101,846.48)
Total Liabilities And Fund Balance			(77,894.70)

* Year Not Closed

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/10/2022	LIBC	15291	AMAZON	OFFICE SUPPLIES	080-603-43550	30.28
		15291		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	32.95
		15291		TECHNICAL SERVICES SUPPLIES	080-603-43668	18.98
		15291		ADULT PROGRAM SUPPLIES	080-603-43710	40.47
		15291		JUVENILE PROGRAM SUPPLIES	080-603-43720	51.45
		15291		ADULT NON-FICTION BOOKS	080-603-45000	80.17
		15291		ADULT FICTION BOOKS	080-603-45100	118.36
		15291		ADULT AUDIO VISUAL MATERIAL	080-603-45200	865.36
		15291		JUVENILE NON-FICTION	080-603-45400	181.27
		15291		JUVENILE FICTION	080-603-45420	36.07
		15291		JUVENILE KITS & DEVICES	080-603-45445	84.67
		15291		VIDEO GAMES	080-603-45510	349.82
		15291		TRENDING TITLES	080-603-45520	62.04
		15291		PER CAPITAL GRANT EXPENDITURES	082-603-44810	314.93
						2,266.82
08/10/2022	LIBC	15292	VOID	** VOIDED **	** VOIDED **	
08/10/2022	LIBC	15293	ANDREA HORST PRACHT	ADULT PROGRAM SUPPLIES	080-603-43710	225.00
08/10/2022	LIBC	15294	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	080-603-43668	178.56
		15294		ADULT NON-FICTION BOOKS	080-603-45000	668.67
		15294		ADULT FICTION BOOKS	080-603-45100	1,043.27
		15294		ADULT LARGE PRINT MATERIAL	080-603-45110	18.54
		15294		JUVENILE NON-FICTION	080-603-45400	403.80
		15294		PICTURE BOOKS, READERS	080-603-45410	27.87
		15294		JUVENILE FICTION	080-603-45420	443.13
						2,783.84
08/10/2022	LIBC	15295	BRIAN MICHALSKI	ADULT PROGRAM SUPPLIES	080-603-43710	325.00
08/10/2022	LIBC	15296	CHINESE INTERCULTURAL, LLC	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
08/10/2022	LIBC	15297	CLAIRE EVANS	USE OF DONATIONS/TEMPORARY EXP	082-603-99999	275.00
08/10/2022	LIBC	15298	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	080-603-41020	230.00
08/10/2022	LIBC	15299	COMCAST	UTILITIES	080-603-43230	159.85
08/10/2022	LIBC	15300	COMPUTER VIEW, INC.	COMPUTER EQUIPMENT	080-603-58100	257.00
		15300		COMPUTER EQUIPMENT/REPLACE FIREWALL S	080-603-58100	7,645.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						7,902.00
08/10/2022	LIBC	15301	CRYSTAL MAINTENANCE SERVICES CORP	BUILDG MAINT/DEEP CLEANING 7/3/2022	080-603-41000	2,990.00
		15301		BUILDG MAINT/CLEANING SERVICES AUGUST	080-603-41000	710.00
						3,700.00
08/10/2022	LIBC	15302	DEMCO, INC	TECH SERV SUPPL/MEDIA POUCH WITH ZIPP	080-603-43668	106.94
		15302		JUVENILE PROGRAM SUPPLIES/COLOURED DO	080-603-43720	5.94
						112.88
08/10/2022	LIBC	15303	EBS CO SUBSCRIPTION SERVICES	PERIODICALS	080-603-45500	5.50
08/10/2022	LIBC	15304	ENGBERG ANDERSON, INC.	OTHER PROF	080-603-41314	279.77
08/10/2022	LIBC	15305	FINDAWAY WORLD LLC	JUVENILE KITS & DEVICES	080-603-45445	139.98
08/10/2022	LIBC	15306	FIRST BANKCARD	POSTAGE	080-603-43300	11.75
		15306		JUVENILE KITS & DEVICES	080-603-45445	17.99
		15306		USE OF DONATIONS/GARDEN SUPPLIES	082-603-99999	29.90
						59.64
08/10/2022	LIBC	15307	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	65.91
08/10/2022	LIBC	15308	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	183.95
		15308		PRINTING/E-NEWSLETTER/ADOBE STOCK SUB	080-603-43410	29.99
						213.94
08/10/2022	LIBC	15309	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	080-603-41000	98.00
		15309		POSTAGE/PASSPORTS	080-603-43300	35.80
		15309		OFFICE SUPPLIES/STAFF BADGES	080-603-43550	490.44
		15309		PATRON/STAFF SOFTWARE/ADOBE ACROPRO S	080-603-45600	15.93
		15309		MISCELLANEOUS EXPENSES/PAYPAL	080-603-46100	25.00
						665.17
08/10/2022	LIBC	15310	GRANITE TELECOMMUNICATIONS	UTILITIES	080-603-43230	371.87
08/10/2022	LIBC	15311	HALL PASS	OTHER PROFESSIONAL/CONTRACTUAL	080-603-41314	6.00
08/10/2022	LIBC	15312	IHLS-OCLC	DUES	080-603-42440	225.27
08/10/2022	LIBC	15313	IMPACT NETWORKING, INC	COPIER MAINT/PATRON/BASE RATE 7/17-10	080-603-41313	293.00
		15313		COPIER MAINT/STAFF/OVERAGE 4/20 TO 7/	080-603-41313	7.65

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		15313		COPIER MAINT/STAFF/BASE RATE 7/20 - 1	080-603-41313	211.00
						<u>511.65</u>
08/10/2022	LIBC	15314	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	410.00
08/10/2022	LIBC	15315	KANOPY, INC.	ADULT REFERENCE/E-REFER	080-603-45220	76.00
08/10/2022	LIBC	15316	LAKE FOREST FLOWERS	USE OF DONATIONS/TEMPORARY EXP	082-603-99999	271.95
08/10/2022	LIBC	15317	LAURA KEYES	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
08/10/2022	LIBC	15318	MIDWEST TAPE LLC	ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.99
		15318		ADULT REFERENCE/E-REFER	080-603-45220	381.86
						<u>416.85</u>
08/10/2022	LIBC	15319	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	080-200-20245	1,880.29
08/10/2022	LIBC	15320	NEFERTEM NATURALS LLC	ADULT PROGRAM SUPPLIES	080-603-43710	350.00
08/10/2022	LIBC	15321	NORTH SHORE WATER RECLAMATION	UTILITIES	080-603-43230	43.90
08/10/2022	LIBC	15322	OVERDRIVE , INC	E-BOOKS	080-603-45460	1,819.54
08/10/2022	LIBC	15323	QUILL LLC	OFFICE SUPPLIES	080-603-43550	16.28
		15323		OFFICE SUPPLIES/COPY PAPER	080-603-43550	81.00
		15323		MAINTENANCE SUPPL-BUILDING/PAPER TOWE	080-603-43660	61.18
						<u>158.46</u>
08/10/2022	LIBC	15324	RAVINIA PLUMBING, HEATING & ELECTRI	MAINTENANCE-BUILDING	080-603-41000	149.50
08/10/2022	LIBC	15325	RHODE ISLAND NOVELTY	JUVENILE PROGRAM SUPPLIES	080-603-43720	128.80
08/10/2022	LIBC	15326	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	493.52
08/10/2022	LIBC	15327	SMC CONSTRUCTION SERVICES	USE OF DONATIONS/STROH QUIET READING	082-603-99999	23,060.00
08/10/2022	LIBC	15328	USA TODAY	PERIODICALS	080-603-45500	34.00
08/10/2022	LIBC	15329	VILLAGE OF LAKE BLUFF	LIFE INSUR FOR MAY 2022	080-100-11580	34.67
		15329		IMRF EE CONTRIB FOR MAY 2022	080-100-11580	1,563.94
		15329		IMRF ER CONTRIB FOR MAY 2022	080-100-11580	2,432.80
		15329		VISION INSUR FROM PPO FOR MAY 2022	080-100-11580	46.40
		15329		MED INSUR FOR MAY 2022	080-100-11580	8,047.02

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		15329		VISION INSUR FOR MAY 2022	080-100-11580	37.02
		15329		DENTAL INSUR FOR MAY 2022	080-100-11580	500.00
		15329		MED INSUR FOR JUNE 2022	080-100-11580	8,047.02
		15329		VISION INSUR FOR JUNE 2022	080-100-11580	37.02
		15329		IMRF EE CONTRIB FOR JUNE 2022	080-100-11580	1,677.36
		15329		IMRF ER CONTRIB FOR JUNE 2022	080-100-11580	2,609.23
		15329		VISION INSUR FROM PPO FOR JUNE 2022	080-100-11580	46.40
		15329		DENTAL INSUR FOR JUNE 2022	080-100-11580	500.00
		15329		LIFE INSUR FOR JUNE 2022	080-100-11580	35.54
						25,614.42
TOTAL - ALL FUNDS				TOTAL OF 39 CHECKS (1 voided)		75,932.32

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	25,614.42
080-200-20245	ICMA 457 PLAN PAYABLE	1,880.29
080-603-41000	MAINTENANCE-BUILDING	3,947.50
080-603-41020	ELEVATOR MAINTENANCE	230.00
080-603-41050	MAINTENANCE-GROUNDS	410.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	1,005.17
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	285.77
080-603-42440	DUES	225.27
080-603-43230	UTILITIES	575.62
080-603-43300	POSTAGE	231.50
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	618.00
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	94.13
080-603-43668	TECHNICAL SERVICES SUPPLIES	304.48
080-603-43710	ADULT PROGRAM SUPPLIES	1,440.47
080-603-43720	JUVENILE PROGRAM SUPPLIES	186.19
080-603-43730	OUTREACH SUPPLIES	65.91
080-603-45000	ADULT NON-FICTION BOOKS	748.84
080-603-45100	ADULT FICTION BOOKS	1,161.63
080-603-45110	ADULT LARGE PRINT MATERIAL	18.54
080-603-45200	ADULT AUDIO VISUAL MATERIAL	900.35
080-603-45220	ADULT REFERENCE/E-REFER	457.86
080-603-45400	JUVENILE NON-FICTION	585.07
080-603-45410	PICTURE BOOKS, READERS	27.87
080-603-45420	JUVENILE FICTION	479.20
080-603-45445	JUVENILE KITS & DEVICES	242.64
080-603-45460	E-BOOKS	1,819.54
080-603-45500	PERIODICALS	39.50
080-603-45510	VIDEO GAMES	349.82
080-603-45520	TRENDING TITLES	62.04
080-603-45600	PATRON & STAFF SOFTWARE	15.93

Check Date	Bank	Check #	Payee	Description	GL #	Amount
080-603-46100				MISCELLANEOUS EXPENSES		25.00
080-603-58100				COMPUTER EQUIPMENT		7,902.00
082-603-44810				PER CAPITAL GRANT EXPENDITURES		314.93
082-603-99999				USE OF DONATIONS/TEMPORARY EXP		23,636.85
				TOTAL		75,932.32

New Business
August 16, 2022 Regular Board Meeting

Request for Reconsideration

On July 29, a Library patron and Lake Bluff resident submitted a Request for Reconsideration for the book *Fred Gets Dressed* by Peter Brown. In compliance with our Request for Reconsideration policy, Interim Director Katie Horner and Head of Youth Services Eliza Jarvi evaluated whether the book met the selection criteria as outlined in the Library's collection development policy. Ms. Horner and Ms. Jarvi found that the title met the Library's selection criteria and recommended that the title remain in the collection.

On August 10, an ad hoc committee called by Board President Meierhoff met to discuss the request and make a recommendation to bring to the full Board. The ad hoc committee consisted of Trustees Meierhoff, Heintzelman, Jerch, and Shaul. Because Ms. Horner is out of town, I attended the meeting in her place, along with Ms. Jarvi. The staff's recommendation was presented to the committee and the committee discussed the request and the title at length. The ad hoc committee's recommendation is that the title remain in the Library's collection; the vote was unanimous.

This packet contains all of the documents pertaining to this Request for Reconsideration, including the relevant Library policies, communication between the patron and Trustee Meierhoff, and the written recommendation from Ms. Horner and Ms. Jarvi.

RECOMMENDATION: That the Board vote to retain the book *Fred Gets Dressed* by Peter Brown as part of the Library's collection, as recommended by both the Library staff and the ad hoc committee.



1. Overview

a. Purpose of Policy

The primary goal of the Lake Bluff Library's collection is to meet the diverse informational and recreational needs of the Lake Bluff community. To help meet that goal, a collection development policy is written to establish standards and frameworks to guide the ongoing maintenance and development of the Library collection. These standards and frameworks are intended to be useful for Library patrons, the Board of Trustees, and the Library staff.

To ensure that the policy remains relevant and accurate, the Library Director and other appropriate Library personnel review the collection development policy annually. The Library Board of Trustees must approve new or updated versions of the collection development policy prior to implementation.

b. Mission Statement

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction.

c. Community Description

Lake Bluff, Illinois is a suburb approximately 30 miles north of Chicago. As of the 2010 U.S. Census, Lake Bluff had a population of 5,722 individuals. Lake Bluff is a small town that prides itself on being tightly knit, family-oriented, and service minded. The population is significantly above the national average in terms of average income (\$146,000) and highest level of education (82% of residents 25 and older have at least bachelor's degree). Both the percentage of retirees and the percentage of families with young children are also higher than the national average.

d. Library Description

The Lake Bluff Library was founded in 1919 by the Lake Bluff Women's Club as a memorial to the Lake Bluff veterans who served in World War I. Interlibrary Loan and digital resource access are the only Library services that are limited to community members. Despite its size, the Library has strong usage and has seen increases in recent years. Since the 2011-2012 fiscal year annual circulation has ranged between 100,000 and 115,000. The 2017-2018 circulation total of 113,492 represents a 74% increase from the total of 65,171 in FY 05-06 just twelve years prior.

e. Parameters of the Collection

The Library currently houses approximately 50,000 physical materials and offers access to some 140,000 eMaterials. The existing collection includes physical materials for adults, teens, and children in a variety of genres. The following physical formats are collected as of June 1, 2018:

- Books (including fiction, non-fiction, graphic novels, large print, biography)
- CDs (including music CDs and audiobooks)
- Videos (including DVDs and Blu-rays)
- Video Games (in multiple current formats)
- Periodicals (magazines and newspapers)
- Book bags (circulating book bags are offered as a green alternative to plastic bags)

The following electronic formats or subscriptions are part of the Library's digital collection as of June 1, 2018:

- eBooks (Overdrive, Hoopla, Tumble Books)
- eAudiobooks (Overdrive, Hoopla)
- Streaming videos (Overdrive, Kanopy, Hoopla)
- Downloadable magazines (RB Digital, Flipster)
- Downloadable music (Freegal, Hoopla)
- Reference databases (Ancestry, a variety of EBSCOHost Research Databases, Chicago Consumer Checkbook)
- Online learning tools (Mango Languages, Lynda.com)
- Websites and relevant online materials.

The Library participates in the MyMediaMall consortium and shares access to some Overdrive titles. The Library is also part of the Overdrive Advantage program and purchases some Overdrive titles (eBooks, eAudiobooks, and streaming videos) for the exclusive use of Lake Bluff cardholders.

Because space in the Library building is limited, the physical collection is less retrospective and more reflective of current user needs and interests. Electronic materials are not constrained by physical space, and have the potential to address gaps in the Library's physical collection and also meet more niche interests.

2. Selection

The Library Board of Trustees approves the Collection Development Policy and the materials budget as proposed by the Library Director. The Library Director is responsible for the implementation of the Collection Development Policy and the selection of materials. The Director is assisted by professional librarians and other staff who have been trained in accepted principles of selection. No employee may be disciplined or dismissed for the selection of Library materials when the selection is made in good faith and in accordance with this policy (75 ILCS 16/30-60).

Collection managers are responsible for reviewing, evaluating, and selecting materials for the collection. This includes the addition of new titles as well as the replacement of damaged or missing items. Materials are selected and evaluated based on the following criteria:

- Relevance to the educational, recreational, and informational interests and needs of the community;
- Current or potential demand;
- Local significance of the subject or author;
- Cost of the item and funds remaining in the collection budget;
- Availability of item for purchase;
- Reputation of the author, publisher, or producer;
- Suitability of format for Library circulation and use.

Collection managers use a variety of selection tools to evaluate materials for purchase, including professional review journals and reputable online sources. Although the reputation of the author, publisher, or producer is considered as part of the selection process, this does not preclude the Library from acquiring self-published or independently published titles, particularly if the title happens to be of local interest or significance.

Materials for children and teenagers are subject to the same selection criteria, but have the additional goal of providing materials appropriate for a range of ages, learning styles, and developmental phases.

3. Patron Requests

Patrons may request that the Library purchase specific titles for the collection. Such requests are subject to the same selection criteria as other Library materials and are forwarded to the appropriate collection manager for review. Some purchase requests may be filled through Interlibrary Loan as appropriate.

4. Gifts

Gifted materials are subject to the same selection criteria as other Library items. The Library accepts gifts or donations of new or like new books and other Library materials with the understanding that the items may or may not be added to the Library collection at the discretion of the appropriate Library personnel. Donated items that are not added to the collection may be added to the Library's book sale shelves or sent to Better World Books. Items of local historical interest may be given to the Lake Bluff History Museum or other local organizations.

The Library may accept restricted monetary donations for the purchase of items in a specific subject area or a specific title. Such donations are also subject to the same selection criteria. Memorial or honorary gifts will receive a special bookplate noting the name of the honoree.

Gifts are acknowledged promptly with a letter from the Library Director on behalf of the Board of Library Trustees. The letter will acknowledge that the specific gift or donation was given to a non-profit institution and that no goods or services were given in exchange for the gift. The Library does not provide valuations of gifts or donations for tax deduction or other purposes.

5. Collection Maintenance

In order to ensure the continuing relevance and overall quality of the collection, withdrawal or de-selection is conducted on an ongoing basis throughout the year. Collection managers are responsible for identifying materials to be withdrawn from the collection. Items are weeded based on the following criteria:

- Circulation statistics, including the last time the item circulated and overall frequency of use;
- Space in the existing collection;
- Relevance to existing community interests and needs;
- Poor condition or damage that impacts, or may prevent, usage;
- Obsolete, inaccurate, or misleading information;
- Availability of new editions or updated titles;
- Duplicate copies of titles with less demand;
- Availability through Interlibrary Loan;
- Subject coverage in the collection

Withdrawn materials are discarded depending on their condition, as well as any applicable laws. Discarded materials may be sold as part of the Library's ongoing book sale or sent to Better World



Books or another used book retailer. Items of local historical interest may be given to the Lake Bluff History Museum.

The Library will make every effort to ensure that building conditions (including temperature, humidity, and lighting) are conducive to the general preservation and storage of materials. Shelving should have appropriate space to ensure the condition of materials.

6. Intellectual Freedom

The Library's collection is a community resource. It was created and developed to meet the unique needs of the Lake Bluff community. In order for the Library collection to thrive, its materials must be freely accessible to all members of the community. Upholding intellectual freedom in the Library collection is essential to this mission.

The Library affirms and upholds the principles established in the Freedom to Read and Freedom to View statements and the American Library Association's Library Bill of Rights. The selection of new materials cannot be restricted because of the possibility that someone may find a title or topic objectionable. Similarly, an individual's right to access the materials in the Library collection cannot be restricted or revoked because of another person's definition of suitability.

Occasionally, an individual or group may question the inclusion of a particular item in the collection or its availability to Library patrons. The Library welcomes the opportunity to address concerns and encourages open dialogue on such matters. However, the Library is opposed to the removal or censorship of materials that meet the selection criteria for the collection as well as coercion to add or purchase items that do not meet selection criteria.

The Library's Youth Services staff is always happy to help parents, children, and teenagers find materials that are suitable for particular reading levels or developmental stages. However, neither the Library nor the Youth Services staff is responsible for monitoring or policing the use of materials by children or teenagers. Parents and caregivers are responsible for enforcing any rules in regard to the checkout of materials.

Individuals or groups with concerns about a particular title in the Library collection may fill out a request for reconsideration form, which is available at the Library and on the website. This process is further addressed Library's policy manual, MNG-5 Reconsideration of Library Materials

Approved by the Lake Bluff Library Board of Trustees on 7/17/2018



MNG-5: Reconsideration of Library Materials

The Library believes it is essential in a free society to provide access to all Library materials. No restrictions are placed on what anyone may read or view. Well-intentioned individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although the Library understands this concern, it is the Library's position that the risk to society is far greater if public access to ideas and information is restricted. No individual, group, or Library employee has a right to decide what others may or may not read or view.

The Library is opposed to the removal from its shelves, at the request of any individual or group, of materials which have been chosen according to the materials selection policy. In addition, the Library will oppose coercion on the part of an individual or group seeking to have materials added to the collection which are contrary to the selection policy. There is available from the Library a Request for Reconsideration of Library Materials form and a process for handling any challenge or complaint with full attention and due process for a person or organization with concerns.

Procedures to be observed:

- A. All complaints to staff members shall be reported to the Library Director, whether received by telephone, letter, or in personal conversation.
- B. The Library Director shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the Library.
- C. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the materials selection policy statement, and the procedure for handling objections. This packet also will include a standard printed form, which shall be completed and returned before further consideration will be given to the complaint.
- D. If the formal request for reconsideration has not been received by the Library Director within two weeks, the matter shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
- E. In accordance with the Library's statement of policy, no questioned materials shall be removed from the Library pending a final decision.
- F. Upon receipt of a completed objection form, the Library Director will notify the Board to include the discussion of the complaint in the next scheduled Board meeting, in accordance with the Open Meeting laws of Illinois.
- G. The appropriate committee shall meet to discuss the materials, considering both the Request for Reconsideration and the materials supplied by the Library Director related to the reasons for selecting the specified resource, and shall prepare a report on the material containing its recommendations on disposition of the matter.
- H. The Library Director shall notify complainant of the decision and send a formal report and recommendation to the Board. In answering the complainant, the Library Director will explain the book selection system, give the guidelines used for selection, and cite authoritative sources used in reaching decisions. If the Board decides to keep the work that caused the complaint, the complainant will be given an explanation. If the complaint is valid, the Library Director will acknowledge it and make recommended changes.



Lake Bluff Public Library
Request for Reconsideration Policy

- I. If the complainant is still not satisfied, he or she may ask the Board to seek assistance from relevant outside organizations such as the American Library Association to make a final determination.

Approved by the Lake Bluff Library Board of Trustees.



Lake Bluff Public Library
Request for Reconsideration Form

The Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director. The Library Director shall contact the complainant to discuss the concern and attempt to resolve it informally by explaining the philosophy and goals of the Library. Please see the reconsideration section of our policies for further information.

Fill in all fields and complete all steps before submitting.

Name Tom Terrell Date July 28, 2022
 Address [REDACTED] City Lake Bluff
 State IL Zip 60044
 Phone [REDACTED]
 Do you represent yourself? An organization?

1. Resource on which you are commenting:

Book Textbook Video Display
 Magazine Library Program Audio Recording
 Newspaper Electronic resource (please specify) _____
 Other _____

Title Fred Gets Dressed
 Author/Performer Peter Brown

2. What brought this resource to your attention?

my wife checked out the book

3. Have you examined the entire resource?

Yes

4. What concerns you about the resource?

It is a groomer book for cross dressing. Transvestite book 100% in appropriate children's book. Please remove this ASAR

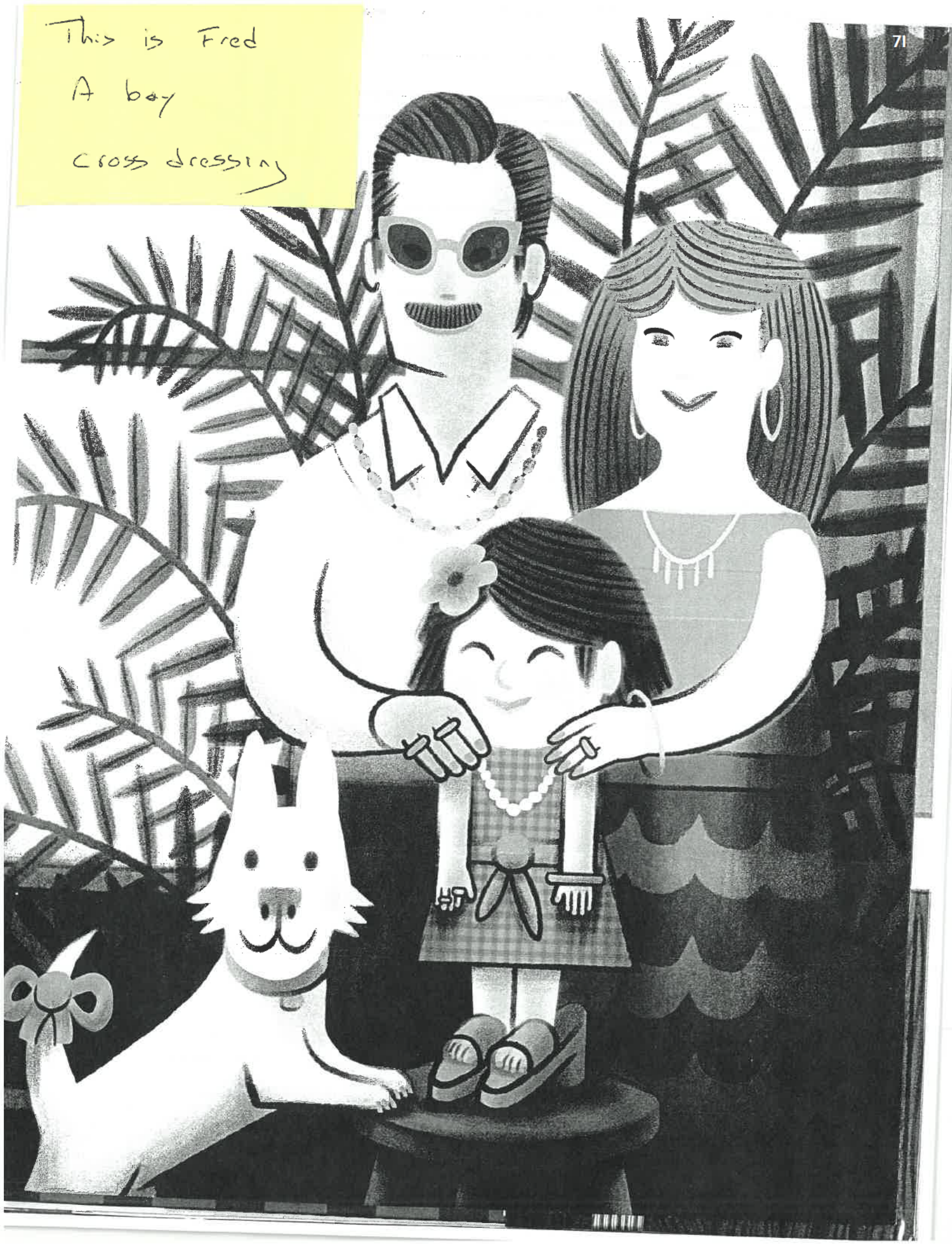
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Please use common sense. This book is promoting aberrant behavior and celebrating it.

This is Fred

A boy

cross dressing



July 28, 2022

Dear Kathy:

As your are the Lake Bluff Library President I want to write to you. I hate to write about a single children's book, but I feel the need to do so.

I have lived in Lake Bluff since 1987 and in Lake Forest before that. My wife Jenni & I raised our kids here in town. If you are related to Jack, I know him from Park District issues in the past. And I so appreciate your service.

We have 4 young grandkids. My wife checked out a bunch of books to read to them including "Fred Gets Dressed" by Peter Brown. I see the author is celebrated and well known.

This book is awful. It is 'grooming' book for cross dressing and transvestites. I personally am appalled at the new stories about Drag Queen readings at public libraries and only hope such things are not happening in Lake Bluff.

But this book clearly supports that lifestyle. Magically Fred's mom's clothes all fit him, but his dad's are too big. Suddenly Fred is wearing make up like a woman – and is wearing women's clothes...and he is so happy.

This is grooming. Pure and simple grooming. Cross dressing is aberrant behavior and not to be celebrated or promoted.

I am concerned that whoever picked this book might have also picked other similar books. As a long time Lake Bluff resident, I strongly object to this book and others that promote such things as cross dressing.

I welcome your reply.

Sincerely,



Tom Terrill

[REDACTED]
Lake Bluff, IL 60044
[REDACTED]

Mr. Tom Terrill

Aug. 2, 2022

[REDACTED]
Lake Bluff, IL 60044

Dear Mr. Terrill,

The Library staff notified me that you had left a note for me. I tried twice to contact you at [REDACTED] but was only able to leave one message. In case there is a problem with your phone line, I decided to follow up by mail.

Thank you for notifying the Library of concerns you have regarding one of the books in the Youth Services Department. We always appreciate patron feedback and value your thoughts and suggestions.

I am forwarding your concerns to our Interim Director, Katie Horner. She will be away from the Library between 8/6 and 8/20, but I know she would be happy to discuss this matter with you beforehand. Feel free to contact her at 847-234-2540 or KHorner@lakeblufflibrary.org. Additionally, per our Library policy, the submitted Request for Reconsideration form will be on the agenda for discussion at our August Board meeting on Tuesday, 8/16 at 7 PM. The agenda and documents will be made available on our website at least 48 hours before that date.

Once again, thank you for reaching out to the Library.

Best regards and good wishes,

Kathy Meierhoff
President, Board of Trustees



**7/29/2022 Request for Reconsideration
Staff Recommendation**

On July 29th, the Lake Bluff Library received an official Request for Reconsideration Form from Mr. Tom Terrill in regard to the picture book *Fred Gets Dressed* by Peter Brown. We are always happy to discuss concerns about Library policies and services with patrons, and we appreciate the time that patrons take when they express those concerns to us. After receiving Mr. Terrill's request, I reviewed the book and discussed it with Eliza Jarvi, Head of Youth Services.

Ms. Jarvi's summary is as follows:

Per the Lake Bluff Public Library's Collection Development Policy, *Fred Gets Dressed* was selected for our picture book collection based on the following criteria:

- Reputation of the author, publisher, or producer; Peter Brown is the author and illustrator of many popular books previous to the publication of *Fred Gets Dressed*, including a Caldecott Honor book.
- Collection managers use a variety of selection tools to evaluate materials for purchase, including professional review journals. *Fred Gets Dressed* received three starred reviews from *Booklist*, *School Library Journal*, and *Kirkus*. *Kirkus* called it "Positive, powerful, and affirming," while *School Library Journal* said "A fun, funny, and insightful look at accepting kids just as they are."

Additionally, a search of the online catalog WorldCat shows 36 libraries within a 20-mile radius of Lake Bluff that own at least one copy of *Fred Gets Dressed*, indicating that there is significant demand for this book amongst library patrons.

The primary goal of the Lake Bluff Library's collection is to meet the diverse informational and recreational needs of the Lake Bluff community, and our policy protects the right of every patron to decide which books are appropriate for them.

After reviewing the book in full, I agree with Ms. Jarvi's assessment that *Fred Gets Dressed* falls well within the criteria outlined in our Collection Development Policy, and should be retained as part of our collection.

Respectfully submitted,

Katie Horner
Interim Director, Lake Bluff Public Library

Personnel Changes

We had a farewell reception for Eric on Friday, July 29, which was well-attended by current and former Board and staff members, members of the public, and community leaders. Thank you to Kathy, Janie, and Jenny for their help planning this event—I know Eric appreciates your efforts. Katie has stepped in as Interim Director and she's done a great job so far.

In addition to Eric, we also said farewell to Library Assistant Sarah Mack who is off to start their freshman year of college. While we are sad to see Sarah go, we are pleased to welcome a new staff member: Sophia Zar has been working as a part-time seasonal staff member in the Children's Department this summer and has agreed to join our year-round staff.

Effective August 1, Jillian Chapman has been promoted to Department Head. We are still finalizing some of the details, but we're excited to have Jillian step into a larger role at the Library.

Phone System Woes

The Library phones were down from Wednesday, July 27 through Monday, August 1, which left us unable to make or receive phone calls for five days. To put it mildly, I am very unhappy with the quality of service that our phone vendor provided during this outage. To date, I have not received an explanation for the outage or why it took five days to diagnose the problem despite multiple requests to escalate the ticket. I have told our account rep that I would like them to credit our account for the time that we were without service; he has forwarded my request to management. I will continue to follow up with him until this is resolved.

Stroh Room Progress

The casework for the Stroh Reading Room was installed the week of August 8 and it looks great. Installation of the tile around the fireplace is scheduled for Wednesday, August 10. The glass door is expected to go in August 16. I am cautiously optimistic that the construction will be done by the end of August. The furniture has a longer lead time and will likely be delivered sometime this fall.

Garden Greatness

The first summer of the Learning Garden has been very successful. Eliza Jarvi reports that we have had a lot of great interactions and engagement with patrons of all ages. We have also received many compliments on the garden, including recent praise from a prominent local landscaper who is known for his work on upscale homes. In addition to being aesthetically pleasing, the garden is also quite productive: we have had substantial hauls of cucumbers and green beans. Eliza, Jillian, and Anna deserve credit for their hard work on this successful project. They will also be giving a presentation to the Village on the success of this project at the Sustainability Committee Meeting on August 15.

Tea for Twenty (or Twentea)

We learned something interesting about our patrons this summer: they really love tea! Anna Fifhouse booked three tea-related programs for July, all of which were very well attended. Two of the programs had over twenty people each. The programs were all very well-received and the attendees requested more tea-related programs in the future. We have two planned for the fall quarter.

Silly Obstacle Course is a Silly Success

Children's librarian Mary Webber put up another Silly Obstacle Course on the Library's sidewalk for the

Criterion Bike Race at the end of July. Both kids and adults have been spotted jumping and twirling along the sidewalk.

Flower Fest Fun

We partnered with Elawa Farm this summer on several programs, including their annual Flower Fest where we had a children's craft table, which was staffed by Jillian and Sophia.

Block Party

The August 13 Block Party will be a fundraiser benefitting the Library. We'll be selling raffle tickets for some wonderful raffle prizes and we'll also have a kids' craft table. I'll provide an update on how this went at the Board meeting. Many thanks to Jillian and Anna for their hard work putting this event together.

Volunteer Programs

Eliza reports that the Book Buddies program has been successful. Additionally, this has been a good way for us to connect with teen volunteers, some of whom are already signed up for other volunteer opportunities at the Library. We are also planning on launching a teen volunteer program this fall.

Summer Reading Club

We will have the full range of Summer Reading Club statistics at the next Board meeting. Eliza notes that the Children's Department recently changed the way that they record their SRC data to better align with how Beanstack (our SRC software) reports its numbers. This will make our numbers look like substantially better than 2021, but Eliza expects that will even out after a couple of years.

Coming Soon...

These are some projects that we have in the works that you'll be hearing more about soon:

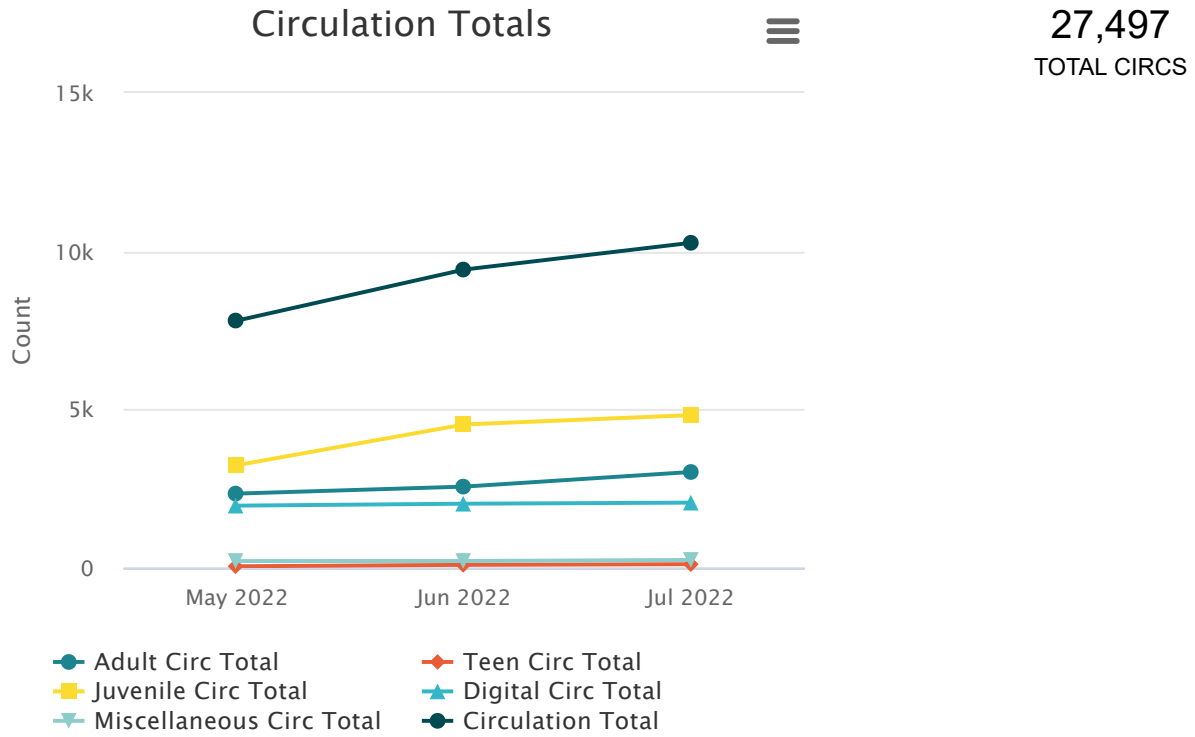
- Mini Golf 2022 – We have talked to the Friends about sponsoring another Mini Golf event this winter. We will be offering this on the same day as It's a Wonderful Life in Lake Bluff.
- Read Between the Ravines 2023 – Jillian is already hard at work on the Read Between the Ravines event for 2023. Thanks to a large donation from the Friends of the Lake Forest Library, we are trying to book Joy Harjo. Ms. Harjo was the United States Poet Laureate from 2019-2022 and was the first Native American person to receive this honor.
- Fall StoryWalk – We are partnering with LBMS to offer our first Fall StoryWalk.
- 127 Party – Jillian has been working on planning the Lake Bluff Birthday Bash, which is scheduled for September 25.
- Circulating WiFi Hotspots – We are hoping to have these available for checkout sometime in September.

Respectfully submitted,

Martha O'Hara

FY 22-23 Graphs

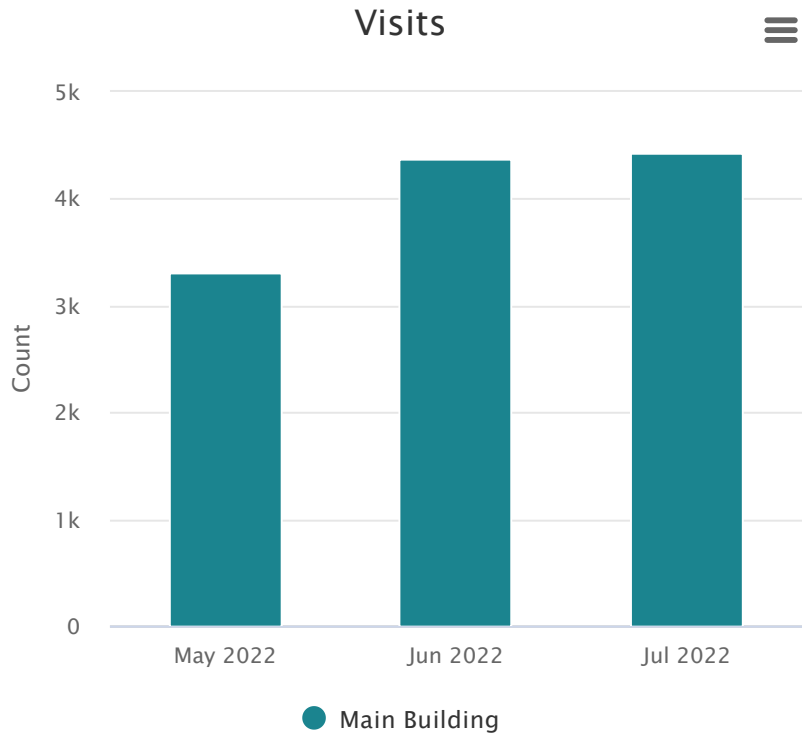
FY 22-23 Circulation Totals



Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2022	2344	48	3242	1963	213	7810
Jun 2022	2564	92	4527	2024	214	9421
Jul 2022	3026	113	4822	2058	247	10266

FY 22-23 Visits



12,120
TOTAL VISITS

Visits

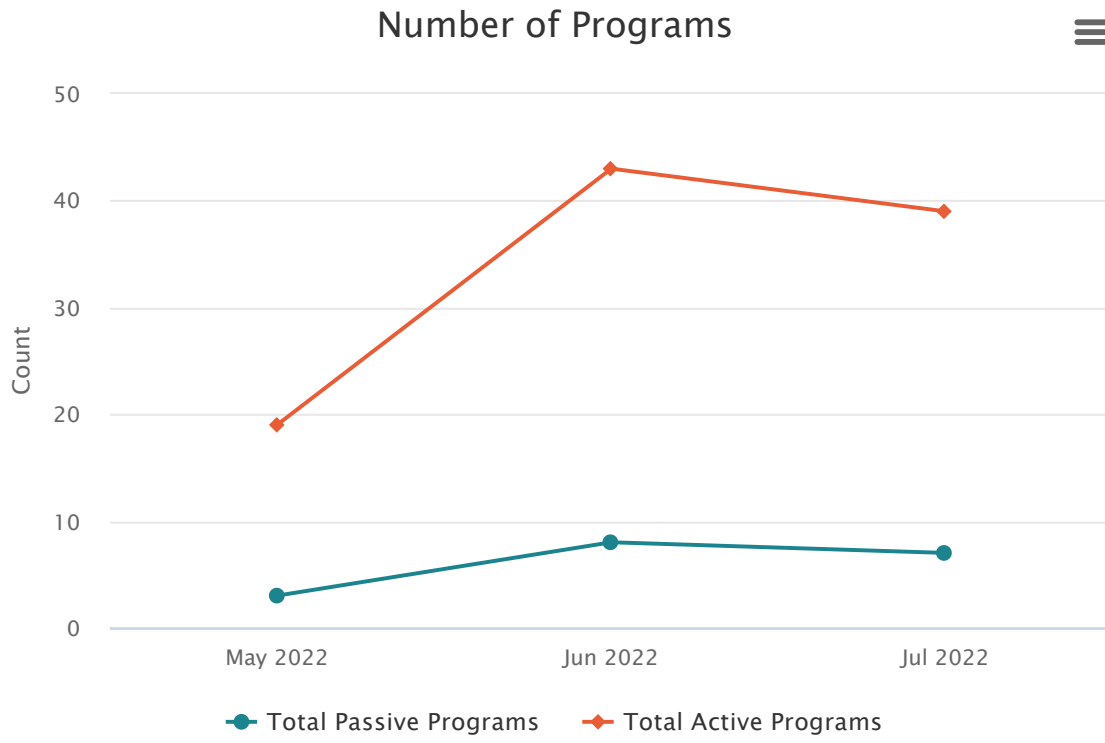
Category Main Building

May 2022 3315

Jun 2022 4380

Jul 2022 4425

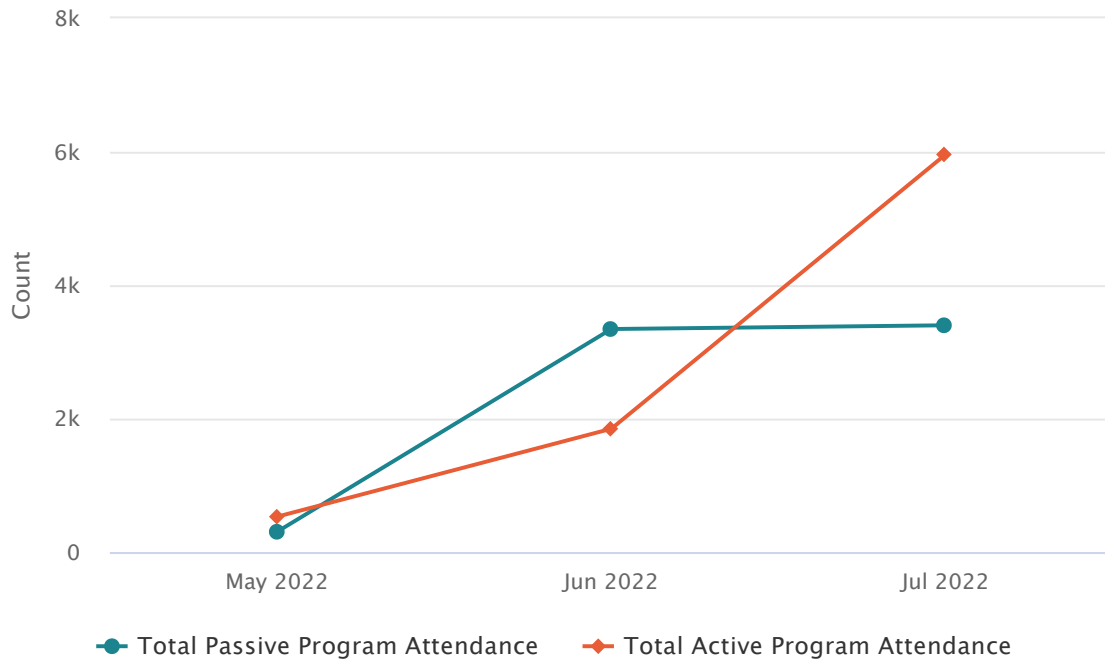
FY 22-23 Programming



Number of Programs

Category	Total Passive Programs	Total Active Programs
May 2022	8	19
Jun 2022	9	43
Jul 2022	7	39

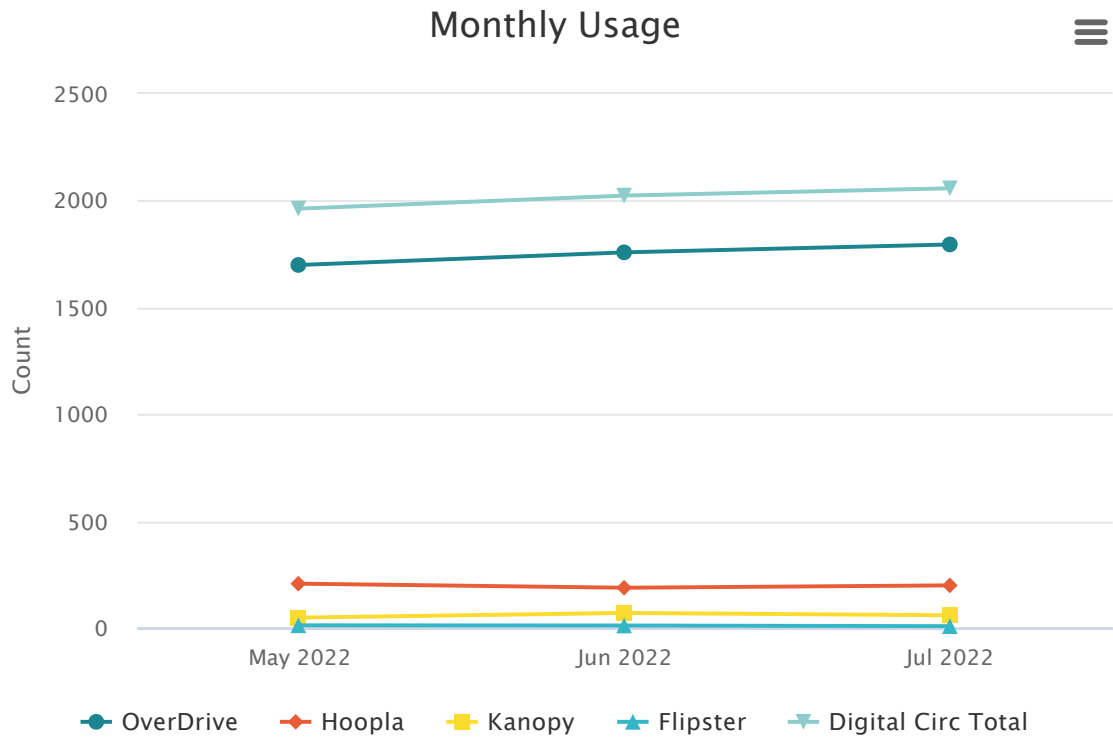
Program Attendance



Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2022	304	530
Jun 2022	3343	1848
Jul 2022	3399	5960

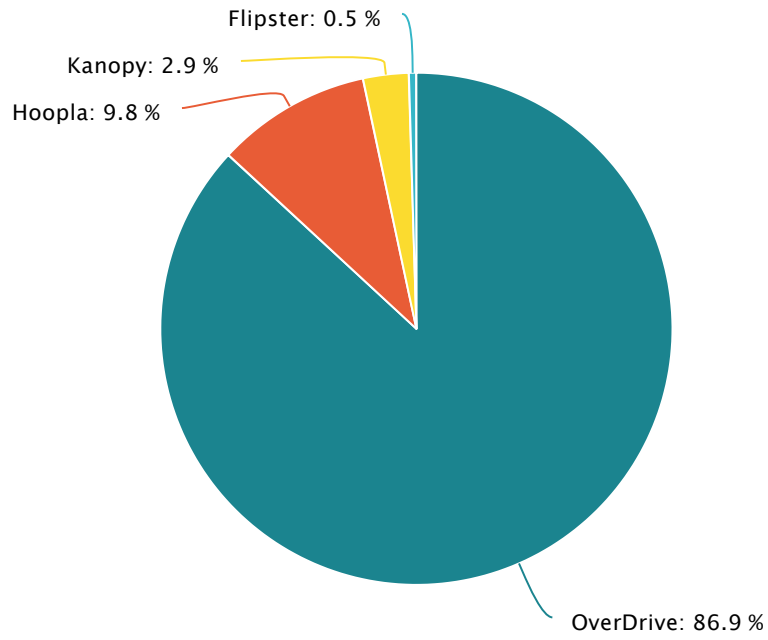
FY 22-23 Digital Collections



Monthly Usage

Category	OverDrive	Hoopla	Kanopy	Flipster	Digital Circ Total
May 2022	1699	206	47	11	1963
Jun 2022	1758	187	69	10	2024
Jul 2022	1795	198	58	7	2058

Distribution by Platform

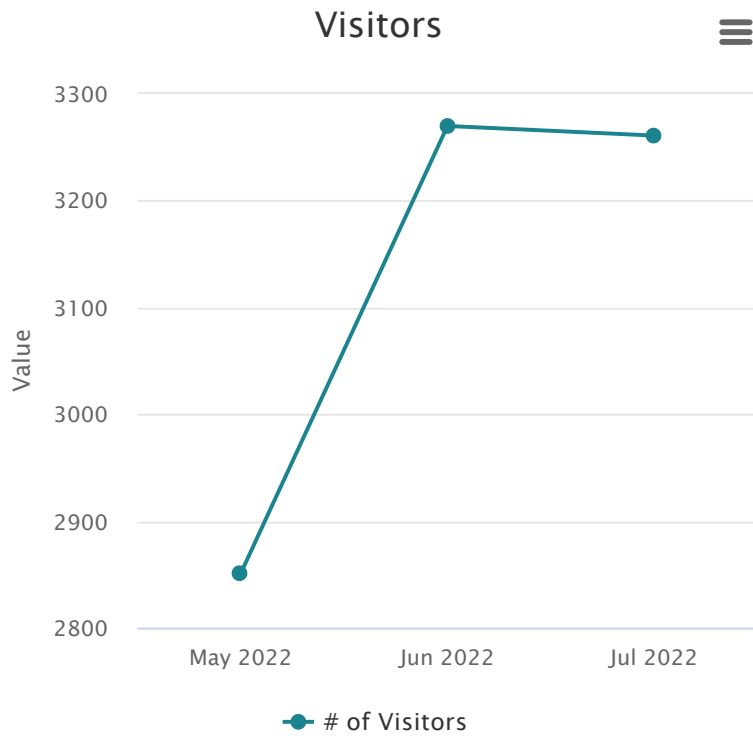


Distribution by Platform

Category Series 1

OverDrive	5252
Hoopla	591
Kanopy	174
Flipster	28

FY 22-23 Website Usage



11,523
TOTAL SESSIONS

Visitors

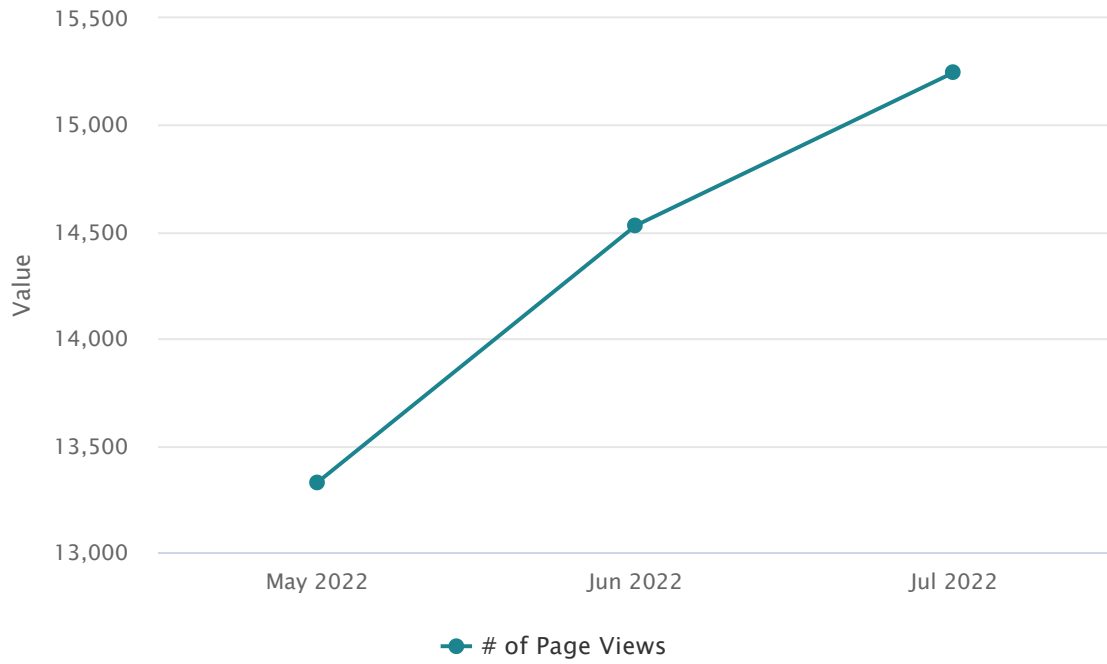
Category # of Visitors

May 2022 2851

Jun 2022 3270

Jul 2022 3261

Page Views



Page Views

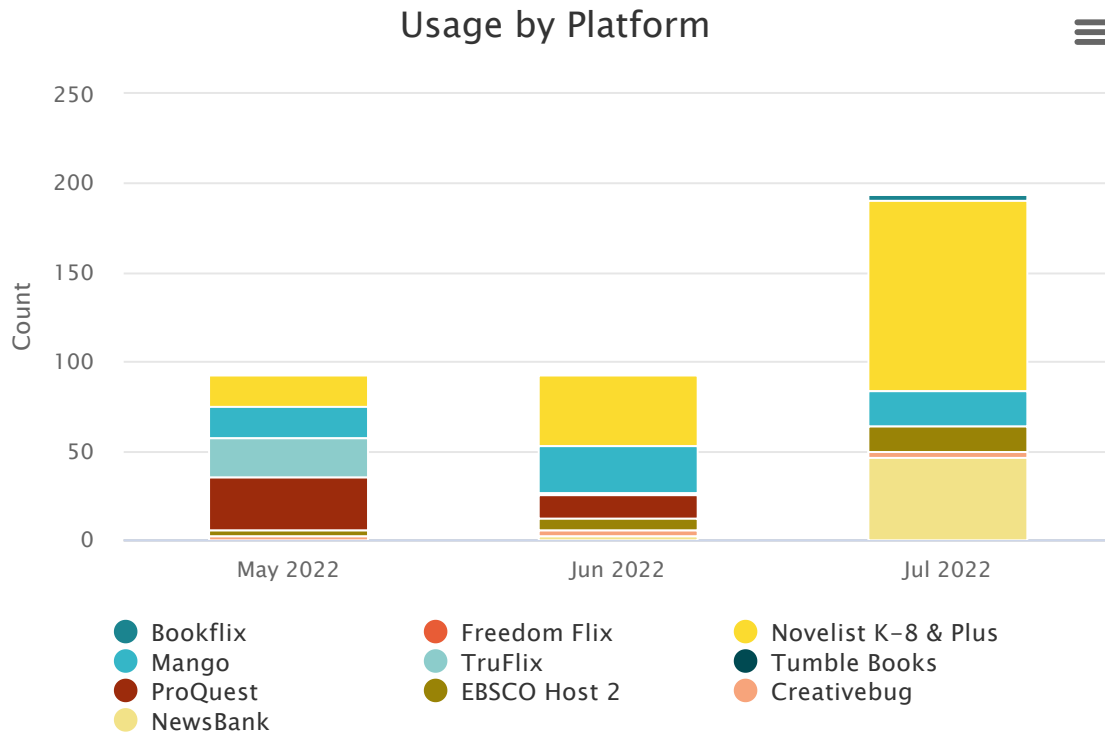
Category # of Page Views

May 2022 13326

Jun 2022 14530

Jul 2022 15248

FY 22-23 Database Usage



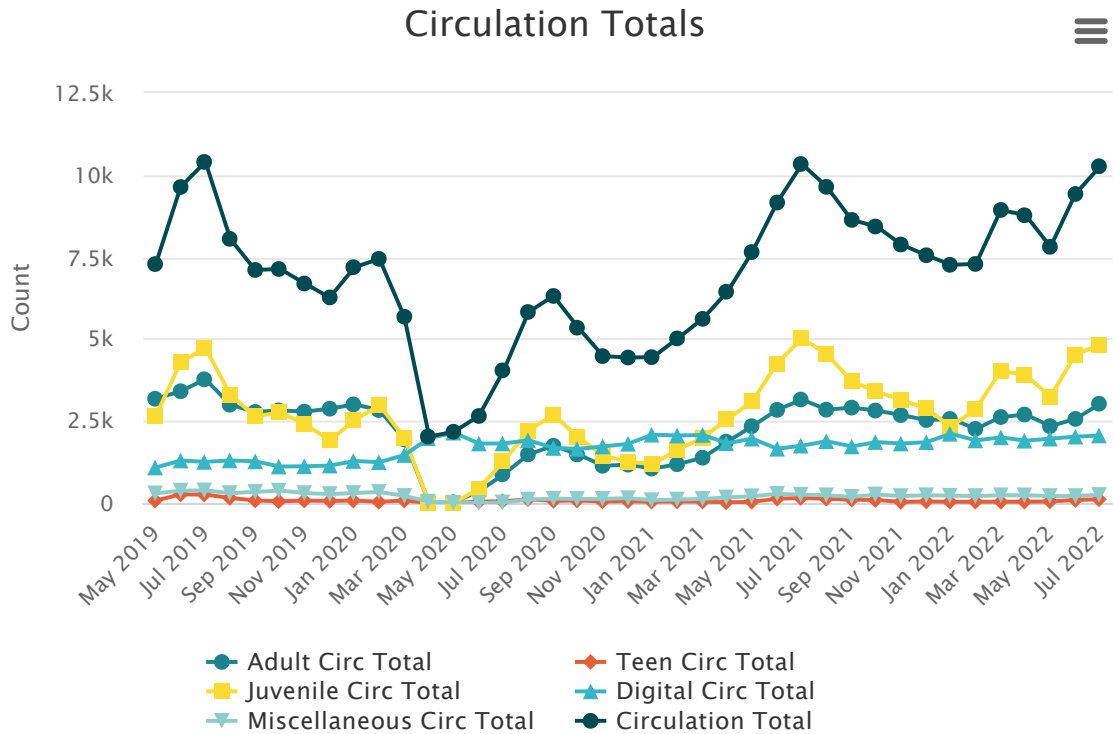
Usage by Platform

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2	Creativebug	NewsBank
May 2022	0	0	18	18	22	0	29	4	2	0
Jun 2022	0	0	39	27	0	1	13	7	3	2
Jul 2022	4	0	106	20	0	0	0	14	4	46

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3 Year Comparison Graphs

3 Year Circulation Totals

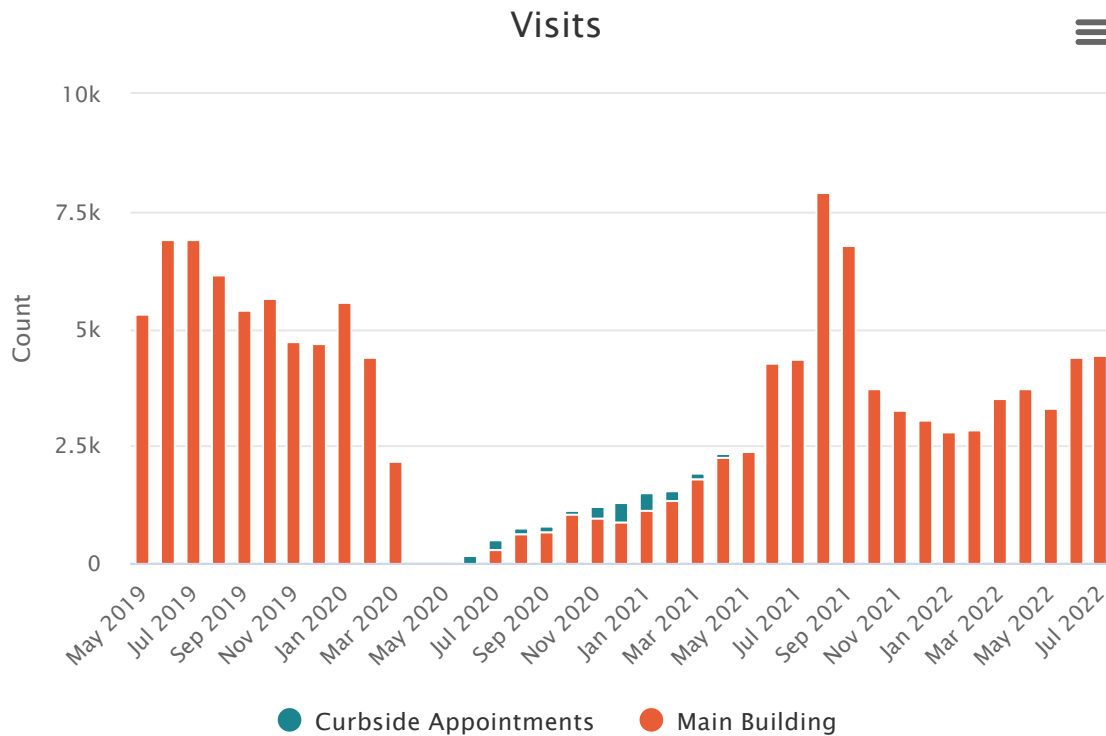


Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2019	3178	74	2654	1083	295	7284
Jun 2019	3408	264	4287	1296	379	9634
Jul 2019	3771	257	4730	1255	385	10398
Aug 2019	2997	155	3300	1299	302	8053
Sep 2019	2777	78	2639	1271	340	7105
Oct 2019	2824	52	2765	1113	380	7134
Nov 2019	2786	74	2409	1120	302	6691
Dec 2019	2876	63	1913	1142	273	6267
Jan 2020	3006	75	2522	1281	305	7189
Feb 2020	2835	37	2989	1245	338	7444
Mar 2020	1937	76	1987	1464	216	5680
Apr 2020	5	4	0	1976	41	2026
May 2020	23	0	3	2145	2	2173

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
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	1824	171	6441
May 2021	2342	38	3101	1963	207	7651
Jun 2021	2840	132	4253	1655	280	9160
Jul 2021	3156	153	5022	1749	254	10334
Aug 2021	2846	129	4541	1886	236	9638
Sep 2021	2908	101	3710	1723	188	8630
Oct 2021	2819	91	3400	1859	260	8429
Nov 2021	2680	35	3141	1813	211	7880
Dec 2021	2530	48	2882	1855	238	7553
Jan 2022	2564	38	2324	2111	224	7261
Feb 2022	2260	39	2869	1908	212	7288
Mar 2022	2622	39	4035	2002	236	8934
Apr 2022	2697	41	3899	1900	235	8772
May 2022	2344	48	3242	1963	213	7810
Jun 2022	2564	92	4527	2024	214	9421
Jul 2022	3026	113	4822	2058	247	10266

3 Year Visits



Visits

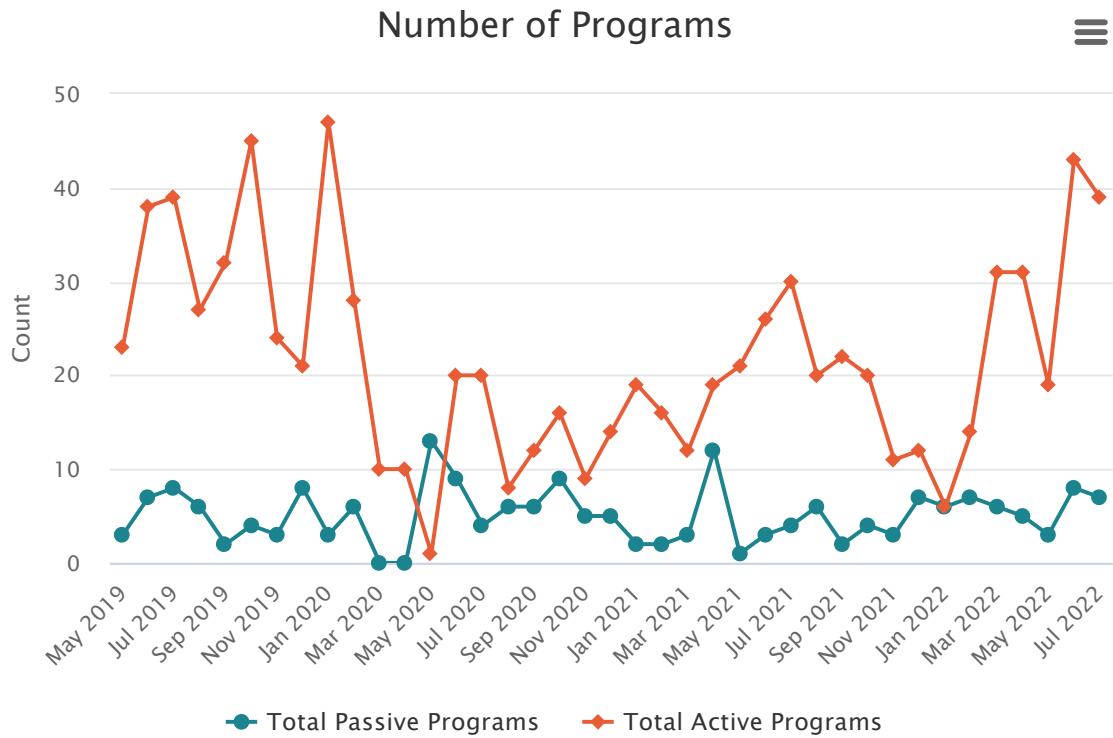
Category Curbside Appointments Main Building

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

Category Curbside AppointmentsMain Building

Feb 2021	233	1324
Mar 2021	133	1795
Apr 2021	73	2259
May 2021	16	2370
Jun 2021	0	4252
Jul 2021	5	4333
Aug 2021	5	7909
Sep 2021	0	6792
Oct 2021	2	3726
Nov 2021	0	3266
Dec 2021	2	3052
Jan 2022	0	2810
Feb 2022	6	2828
Mar 2022	0	3497
Apr 2022	0	3730
May 2022	0	3315
Jun 2022	0	4380
Jul 2022	0	4425

3 Year Programming



Number of Programs

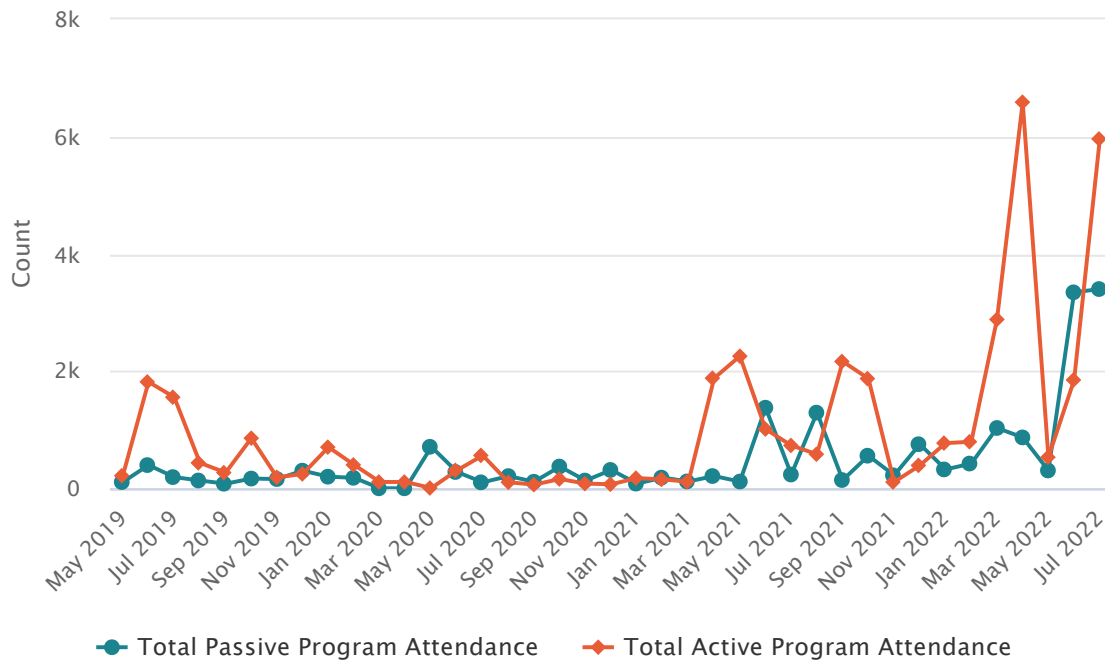
Category Total Passive Programs Total Active Programs

May 2019	3	23
Jun 2019	7	38
Jul 2019	8	39
Aug 2019	6	27
Sep 2019	2	32
Oct 2019	4	45
Nov 2019	3	24
Dec 2019	8	21
Jan 2020	3	47
Feb 2020	6	28
Mar 2020	0	10
Apr 2020	0	10
May 2020	13	1
Jun 2020	9	20
Jul 2020	4	20
Aug 2020	6	8
Sep 2020	6	12
Oct 2020	9	16
Nov 2020	5	9
Dec 2020	5	14
Jan 2021	2	19

Category Total Passive Programs Total Active Programs

Feb 2021	2	16
Mar 2021	3	12
Apr 2021	12	19
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11
Dec 2021	7	12
Jan 2022	6	6
Feb 2022	7	14
Mar 2022	6	31
Apr 2022	5	31
May 2022	3	19
Jun 2022	8	43
Jul 2022	7	39

Program Attendance



Program Attendance

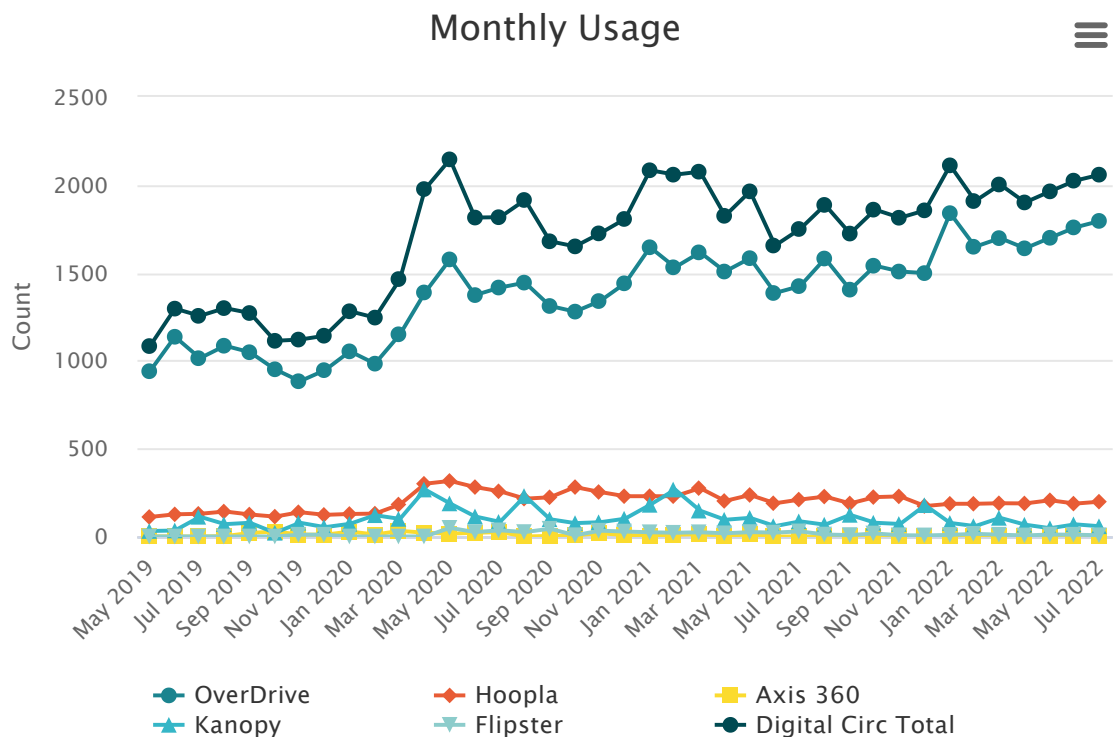
Category Total Passive Program Attendance Total Active Program Attendance

May 2019	106	215
Jun 2019	396	1815
Jul 2019	191	1554
Aug 2019	133	434
Sep 2019	78	267
Oct 2019	166	855
Nov 2019	158	187
Dec 2019	301	245
Jan 2020	198	702
Feb 2020	179	399
Mar 2020	0	108
Apr 2020	0	107
May 2020	708	5
Jun 2020	278	307
Jul 2020	102	561
Aug 2020	208	103
Sep 2020	112	62
Oct 2020	371	158
Nov 2020	132	80
Dec 2020	313	69
Jan 2021	80	174
Feb 2021	182	152
Mar 2021	117	111
Apr 2021	209	1879
May 2021	115	2254
Jun 2021	1375	1010
Jul 2021	235	731

Category Total Passive Program Attendance Total Active Program Attendance

Aug 2021	1291	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107
Dec 2021	752	391
Jan 2022	322	771
Feb 2022	422	794
Mar 2022	1029	2881
Apr 2022	868	6587
May 2022	304	530
Jun 2022	3343	1848
Jul 2022	3399	5960

3 Year Digital Collections



Monthly Usage

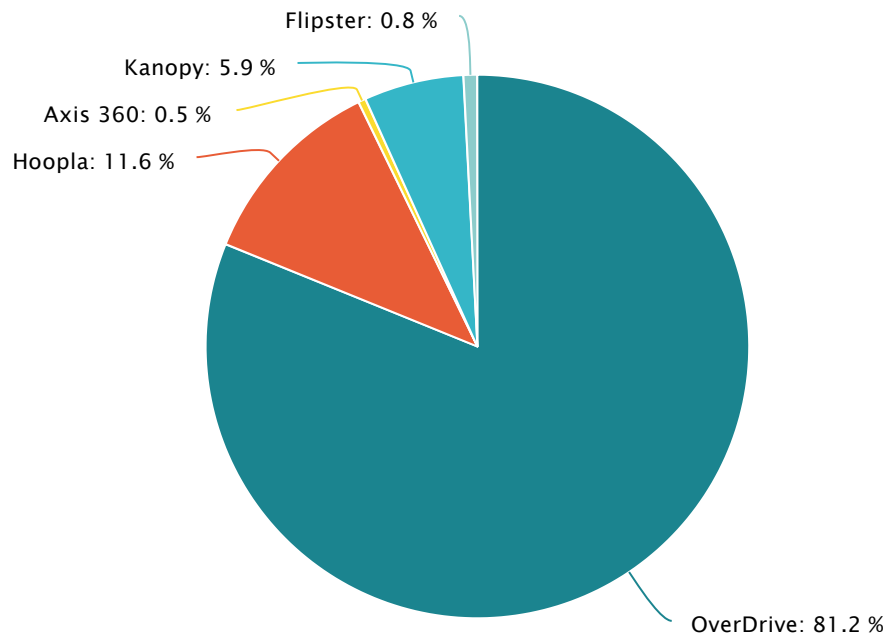
Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

May 2019	940	111	1	31	0	1083
Jun 2019	1136	126	0	34	0	1296
Jul 2019	1014	129	0	112	0	1255
Aug 2019	1085	142	2	70	0	1299
Sep 2019	1048	125	20	78	0	1271
Oct 2019	951	113	28	21	0	1113
Nov 2019	883	138	11	78	10	1120
Dec 2019	946	123	10	53	10	1142
Jan 2020	1053	128	28	72	0	1281
Feb 2020	983	130	11	121	0	1245
Mar 2020	1150	182	32	100	0	1464
Apr 2020	1388	300	21	267	0	1976
May 2020	1576	316	16	188	49	2145
Jun 2020	1373	281	21	114	25	1814
Jul 2020	1416	257	25	83	35	1816
Aug 2020	1444	215	0	230	25	1914
Sep 2020	1311	223	3	98	44	1679
Oct 2020	1279	281	7	76	7	1650
Nov 2020	1339	253	18	81	33	1724
Dec 2020	1440	229	8	101	28	1806
Jan 2021	1645	229	5	180	24	2083

Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

Feb 2021	1531	229	10	267	21	2058
Mar 2021	1616	275	13	147	24	2075
Apr 2021	1507	202	2	95	18	1824
May 2021	1583	236	13	106	25	1963
Jun 2021	1385	189	0	59	22	1655
Jul 2021	1424	210	0	86	29	1749
Aug 2021	1581	227	0	67	11	1886
Sep 2021	1404	188	0	123	8	1723
Oct 2021	1540	224	0	78	17	1859
Nov 2021	1507	228	0	71	7	1813
Dec 2021	1498	173	0	178	6	1855
Jan 2022	1839	186	0	77	9	2111
Feb 2022	1648	186	0	59	15	1908
Mar 2022	1697	189	0	106	10	2002
Apr 2022	1639	188	0	67	6	1900
May 2022	1699	206	0	47	11	1963
Jun 2022	1758	187	0	69	10	2024
Jul 2022	1795	198	0	58	7	2058

Distribution by Platform



Distribution by Platform

Category Series 1

OverDrive 54051

Hoopla 7752

Axis 360 305

Kanopy 3948

Flipster 546

3 Year New Website Usage



Visitors

Category # of Visitors

- May 2020 540
- Jun 2020 2732
- Jul 2020 2935
- Aug 2020 3162
- Sep 2020 2721
- Oct 2020 2509
- Nov 2020 2314
- Dec 2020 2180
- Jan 2021 2365
- Feb 2021 2412
- Mar 2021 2619
- Apr 2021 2716
- May 2021 2551
- Jun 2021 3346
- Jul 2021 3086
- Aug 2021 2908
- Sep 2021 2767
- Oct 2021 2734
- Nov 2021 2706
- Dec 2021 2702
- Jan 2022 3244

Category # of Visitors

Feb 2022 2607

Mar 2022 3125

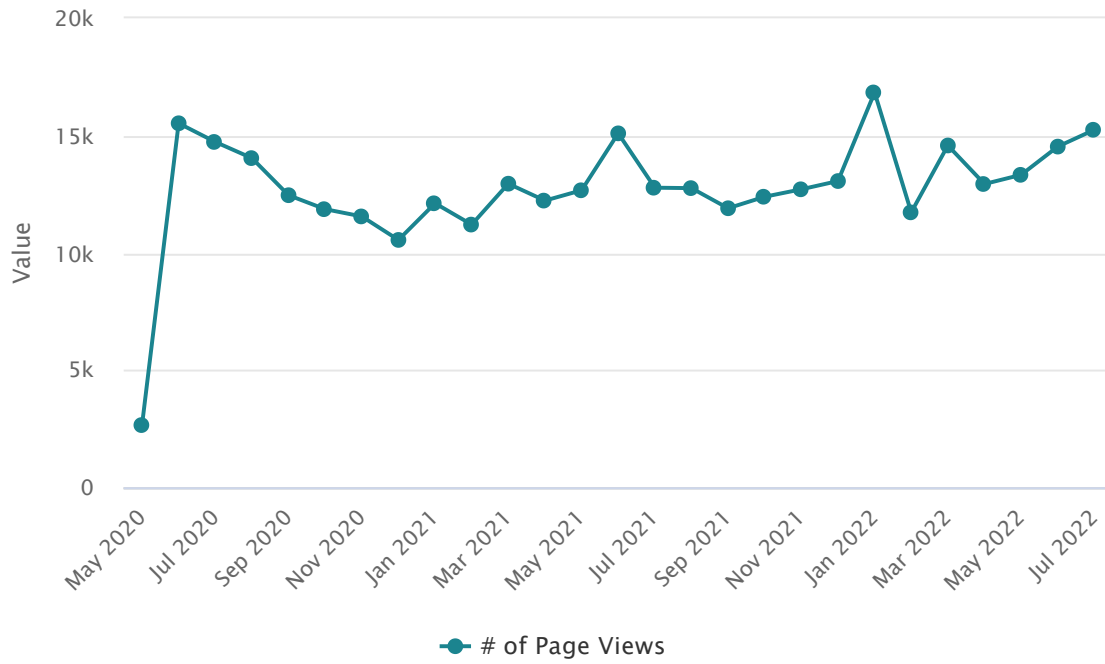
Apr 2022 2917

May 2022 2851

Jun 2022 3270

Jul 2022 3261

Page Views



Page Views

Category # of Page Views

May 2020 2653
Jun 2020 15525
Jul 2020 14729
Aug 2020 14039
Sep 2020 12457
Oct 2020 11861
Nov 2020 11552
Dec 2020 10550
Jan 2021 12112
Feb 2021 11204
Mar 2021 12948
Apr 2021 12227
May 2021 12667
Jun 2021 15095
Jul 2021 12777
Aug 2021 12759
Sep 2021 11901
Oct 2021 12392
Nov 2021 12709
Dec 2021 13061
Jan 2022 16840
Feb 2022 11726
Mar 2022 14578
Apr 2022 12935
May 2022 13326
Jun 2022 14530
Jul 2022 15248

3 Year Previous Website Usage

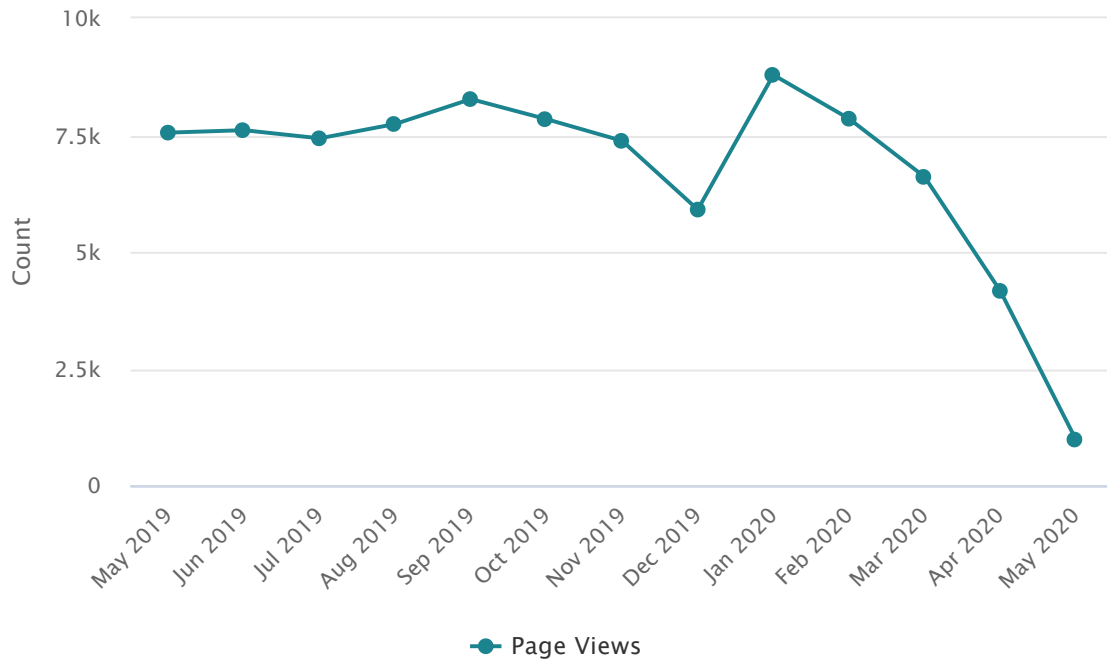


Visitors

Category Unique Visitors

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

Page Views



Page Views

Category Page Views

May 2019 7553

Jun 2019 7605

Jul 2019 7431

Aug 2019 7738

Sep 2019 8271

Oct 2019 7841

Nov 2019 7377

Dec 2019 5905

Jan 2020 8789

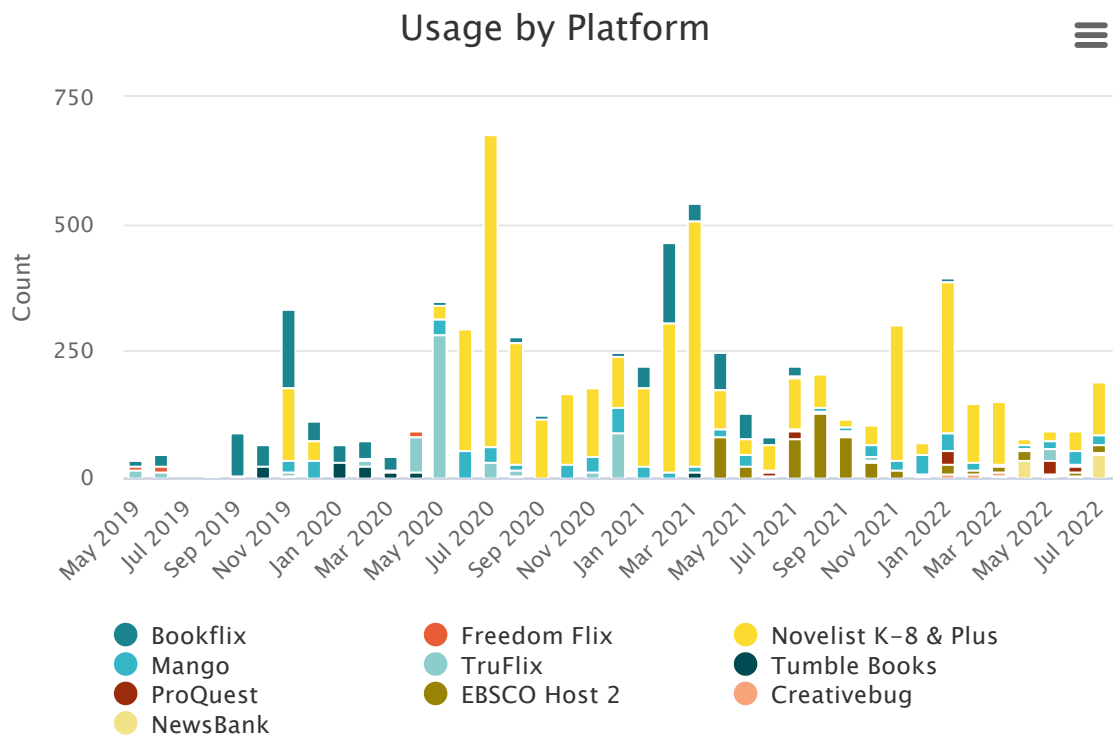
Feb 2020 7851

Mar 2020 6605

Apr 2020 4164

May 2020 981

3 Year Database Usage



Usage by Platform

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2	Creativebug	NewsBank
May 2019	10	8	0	0	15	1	0	0	0	0
Jun 2019	22	10	0	0	13	0	0	0	0	0
Jul 2019	0	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	3	0	0	0	0	0
Sep 2019	84	0	0	0	0	3	0	0	0	0
Oct 2019	43	0	0	0	0	24	0	0	0	0
Nov 2019	152	1	142	25	8	3	0	0	0	0
Dec 2019	40	0	39	34	0	0	0	0	0	0
Jan 2020	37	0	0	0	0	30	0	0	0	0
Feb 2020	36	2	0	0	11	24	0	0	0	0
Mar 2020	25	5	0	0	1	10	0	0	0	0
Apr 2020	4	13	0	0	70	10	0	0	0	0
May 2020	6	1	29	31	281	0	0	0	0	0
Jun 2020	0	0	236	55	0	1	0	0	0	0
Jul 2020	0	3	615	32	30	0	0	0	0	0

Category	Bookflix	Freedom Flix	Novelist K-8 & Plus	Mango	TruFlix	Tumble Books	ProQuest	EBSCO Host 2	Creativebug	NewsBank
Aug 2020	9	3	238	12	13	2	0	0	0	0
Sep 2020	7	0	115	0	0	0	0	0	0	0
Oct 2020	0	0	139	27	0	0	0	0	0	0
Nov 2020	4	1	138	28	13	0	0	0	0	0
Dec 2020	10	0	100	51	88	0	0	0	0	0
Jan 2021	45	0	152	24	0	1	0	0	0	0
Feb 2021	156	0	296	10	0	0	0	0	0	0
Mar 2021	133	0	486	11	0	11	0	0	0	0
Apr 2021	74	0	80	12	0	0	0	83	0	0
May 2021	52	0	31	22	0	0	0	24	0	0
Jun 2021	16	0	49	0	0	3	10	3	0	0
Jul 2021	17	3	104	0	3	0	14	78	0	0
Aug 2021	0	0	68	5	0	0	6	127	0	0
Sep 2021	10	3	17	6	4	5	4	80	0	0
Oct 2021	0	3	38	23	8	0	6	29	0	0
Nov 2021	0	0	265	20	0	0	0	16	0	0
Dec 2021	10	0	25	36	0	3	3	3	0	0
Jan 2022	5	0	299	33	0	0	29	18	9	0
Feb 2022	0	0	116	14	3	0	0	8	6	0
Mar 2022	0	0	122	2	0	0	2	13	7	4
Apr 2022	0	0	10	7	0	0	6	19	1	33
May 2022	0	0	18	18	22	0	29	4	2	0
Jun 2022	0	0	39	27	0	1	13	7	3	2
Jul 2022	4	0	106	20	0	0	0	14	4	46

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