

December 13, 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 November 15, 2022 Board of Trustees Meeting (action)(5 minutes)(7:12pm)	3A-3C
5	Financial Reports (White and Yellow) (5 minutes)(7:17pm)	
	November Detailed Revenue & Expense Report (action)	4A - 4E
	November Detailed Balance Sheet (action)	5A - 5C
6	Approval of Checks (Green) (5 minutes)(7:22pm)	
	November Check Disbursement Report (action)	6A-6F
7	Committee Reports (15 minutes)(7:37pm)	
8	New Business	7A
	Per Capita Grant Update (5 minutes)(7:42pm)	
	Notary Liability Coverage (5 minutes)(7:47pm)	
	State Funding for Building Expansion (10 minutes)(7:57pm)	8A
9	Old Business	
	None	
10	Interim Director's Report (5 minutes)(8:02pm)	
	Interim Director's Narrative Report	9A - 9E
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:03pm)	
14	Attachments	
	November 2022 statistics	10A - end

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 13, 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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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 Katie Horner at khorne@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Interim Director Katie Horner at 224-332-2103 or khorne@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 November 15, 2022 Board Meeting **(action)(5 minutes)(7:12pm)**
- 5. November Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
 - a. November Detailed Revenue & Expense Report
 - b. November Detailed Balance Sheet

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

- a. November Monthly Checks (15418, 15420-15458)

7. Committee Reports (15 minutes)(7:37pm)**(Met)**

- a. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)
- b. Special Topics Committee (AD HOC) (**MEMBERS:** Jerch, Meierhoff, Shaul, and Zaute.)

(Did Not Meet)

- c. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff and Shaul.)
- d. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
- e. Campaign Planning Committee (AD HOC) (**MEMBERS:** Heintzelman, Meierhoff, and Jerch.)
- f. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff and Zaute.)
- g. Outreach Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
- h. Intergovernmental Committee (**CHAIR:** Horner. **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. Per Capita Grant Update (**5 minutes)(7:42pm)**
- b. Notary Liability Coverage (**5 minutes)(7:47pm)**
- c. State Funding For Building Expansion (**10 minutes)(7:57pm)**

9. Old Business

- a. None

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

- a. Interim Director's Narrative Report

11. Executive Session(s)

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

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:03pm)****Attachments:**

New Business Summary
November 2022 Statistics

Upcoming Board Meetings: January 17, 2023, February 21, 2023, March 21, 2023

Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, November 15, 2022, at 7 PM
123 E Scranton Avenue, Lake Bluff, IL 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held without a quorum of Trustees physically present. The meeting was conducted 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 before the meeting so members of the public could log in. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. Call to Order: Interim Director Katie Horner called the meeting to order at 7:02 pm. Trustees Meierhoff, Heintzelman, Jerch, Shaul, and Zaute were present; Trustees Graziano and Hayes were absent. Also present were Library Employees O'Hara, Chapman, and Jarvi, and Fifhause, Bettina O'Connell from the Village of Lake Bluff, and Renee Grassi, our incoming Library Director.

2. Additions & Corrections to the Agenda: Meierhoff asked that we go into Executive Session briefly at the end of the meeting.

3. FY 2021-2022 Audit: Ms. O'Connell stated that according to the Independent Audit Report done by Sikich & Co, we were given the highest standard possible for our financials. She noted that our financial condition has strengthened, our income was greater than our expenses, expenditures did not exceed the budget, and our net position increased to \$2.1 million. Other than two major outlays (HVAC in 2017, roof in 2019), our income and expenses have been consistent over the past 5 years. We discussed the tax levy for the upcoming FY 2023-2024. The Village Board has approved a 5% tax levy increase, the maximum allowed by PTELL. Zaute asked if any of our service contractors have CPI escalator clauses. Horner said she would ask Shaun Kelly of Engberg Anderson to take a look at that, as he is working on a Building Review.

Zaute moved to approve the FY 2021-2022 Audit Report; Shaul seconded, all voted aye. Zaute also stated that the members of the Finance Committee at their last meeting decided to follow the lead of the Village and also ask for a 5% tax levy increase. Zaute moved to approve a 5% tax levy increase for the Lake Bluff Library for FY2023-2024, Heintzelman seconded; all voted aye.

4. Opportunity for Public to Address the Board: Chapman reminded us that the upcoming Mini-Golf event, part of "It's a Wonderful Life in Lake Bluff", will take place on Dec. 3 from 11-4, in partnership with the Friends of the Library and the Chamber of Commerce. Helping hands will be welcome, especially during set-up and tear-down. The Library's regular services will not be available all day on Dec. 3.

5. Approval of Minutes: Meierhoffl moved to approve the minutes of the Oct. 18th meeting; Shaul seconded; all voted aye.

6. October 2022 Financial Reports: Detailed Balance and Revenue/Expense

We have now received 81.19% of our expected tax revenues from the County; passport revenue continues to grow and will likely surpass projected revenues by the end of this month; a deposit on the furnishings for the Stroh Reading Room was issued for approximately \$7K; we are right on track with our budget as we have expended about 50% of our budget at the midpoint of the current fiscal year.

Zaute moved to approve the October 2022 financial reports; Heintzelman seconded; all voted aye.

7. Approval of October 2022 monthly checks # 15387, 15389-15417: There were no unusual checks this month other than reimbursements for costs associated with the Library Director search.

Shaul moved to approve the October 2022 checks; Zaute seconded; all voted aye.

8. Committee Reports:**(Met)**

a. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Zaute reported reviewing payments for the Stroh Reading Room, considered costs of furnishing and voted to proceed with a 50% deposit to LFI, and reviewing tax levy scenarios at their most recent meeting.

b. **Human Resources:** (Chair: Graziano, Members: Jerch and Shaul) Jerch reported that October was a very busy month for the HR committee and those who helped, most notably, Bill Hayes, Jon Heintzelman, Martha O'Hara, and Anna Fifhouse. Special thanks to Graziano and Shaul for keeping everything organized and running smoothly during the Library Director search.

c. **Special Topics** (*ad hoc*) (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson) Meierhoff reported that this committee has met twice since the Oct. 10 incident and that both times Library attorney Mark Ritzman was present. Claire Abrahamson is a community member, a parent of young children, and also a member of the Friends of the Library, who volunteered to participate in our ongoing response to the incident of Oct. 10 in which a patron violated computer policy. The patron has been indefinitely suspended from using the library with a possible review of the suspension in one year. The committee also discussed possible revisions to our policies on computer, wi-fi, and internet usage, as well as moving the two computers currently on the main floor by the old entrance to a new location. Heintzelman and Meierhoff will look through our bylaws to see what is relevant to this situation, and a B&G meeting was scheduled for Thursday, Nov. 17 at 10:30 am in the library to discuss where to place the computers.

(Did not meet)

d. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul)

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

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

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

h. **Intergovernmental:** (Chair: Horner, Members: Jerch and Graziano)

i. **Long Range Planning:** (Chair: Heintzelman, Members: Hayes and Zaute)

j. **Technology:** (Chair: Zaute, Members: Hayes and Shaul)

9. New Business: Property Tax Levy for FY2023-2024: This was discussed and voted upon during item 3, discussion of the FY2021-2022 audit.

10. Old Business: In the Foundation Report, Meierhoff stated that the Library Foundation will be a beneficiary of the Stroh Trust, which will begin distribution as early as January. Also, the Foundation gave \$10,000 to the Library to help cover the cost of furnishings for the Stroh Room.

11. Interim Director's Narrative Report: Horner reported that the Library staff is experiencing burnout fatigue as a result of being one FTE short-handed, programming and services being in higher demand, and Covid and other illnesses taking their toll. She also said that Friday's staff in-service will concentrate on DEI (Equity, Diversity, and Inclusion). Meierhoff said that we need to take a serious look at stresses on our staff members and how much outreach we can realistically do.

12. Executive Session: Jerch moved to go into Executive Session; Heintzelman seconded; all voted aye. This session began at 8:30, with only the trustees present, to discuss the terms of employment of our candidate for the new Library Director. Zaute moved to leave Executive Session; Heintzelman seconded; all voted aye. Executive Session ended at 8:40.

Ms. Renee Grassi was brought back into the meeting and informed that the Board of Trustees had approved her employment, and that a press release would be imminent. We all offered our congratulations, and are eagerly anticipating having Renee being part of our Library team.

13. Any and all other business which may properly come before the Board: There was none.

14. Adjournment: Shaul moved to adjourn the meeting, Zaute seconded; all voted aye. Meeting was adjourned at 8:45 pm.

Respectfully submitted,

Janie Jerch

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	YTD BALANCE 11/30/2022 NORM (ABNORM)	YTD BALANCE 11/30/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	838,432.03	796,194.84	1,032,715.00	81.19
PROPERTY TAXES		0.00	0.00	838,432.03	796,194.84	1,032,715.00	81.19
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	128.61	209.34	1,095.29	1,126.34	2,000.00	54.76
080-300-34250	NON-RESIDENT FEES	667.49	400.20	3,651.07	3,683.53	6,000.00	60.85
080-300-34260	PASSPORT FEES	2,697.47	2,052.17	16,170.62	9,866.21	15,000.00	107.80
CHARGE FOR SERVICES		3,493.57	2,661.71	20,916.98	14,676.08	23,000.00	90.94
FINES/FORFEITS							
080-300-35700	RENTAL FINES	63.66	338.92	995.85	2,106.40	1,000.00	99.59
FINES/FORFEITS		63.66	338.92	995.85	2,106.40	1,000.00	99.59
INTERGOVERNMENTAL							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	8,439.95	0.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	8,439.95	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	790.00	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	9.96	0.00	193.27	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	66.11	0.00	4,236.69	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	10.46	364.38	54.99	(104.89)	1,000.00	5.50
080-300-38900	MISCELLANEOUS INCOME	2,352.31	228.74	3,685.68	6,756.87	25,000.00	14.74
MISCELLANEOUS		2,362.77	669.19	3,740.67	11,871.94	38,573.00	9.70
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	2,594.17	13.27	7,831.85	70.31	250.00	3,132.74
INVESTMENT INCOME		2,594.17	13.27	7,831.85	70.31	250.00	3,132.74
Total Dept 300 - REVENUE		8,514.17	3,683.09	871,917.38	833,359.52	1,095,538.00	79.59
TOTAL REVENUES		8,514.17	3,683.09	871,917.38	833,359.52	1,095,538.00	79.59
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	14,675.86	12,637.32	119,286.84	88,289.87	210,000.00	56.80
080-603-40030	STAFF SALARIES	26,132.64	32,028.86	201,503.36	230,545.21	368,000.00	54.76
SALARIES		40,808.50	44,666.18	320,790.20	318,835.08	578,000.00	55.50
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	0.00	9,628.77	53,051.34	67,521.39	86,000.00	61.69

User: khorner
DB: Lake Bluff

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	YTD BALANCE 11/30/2022 NORM (ABNORM)	YTD BALANCE 11/30/2021 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		0.00	9,628.77	53,051.34	67,521.39	86,250.00	61.51
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,101.26	3,364.61	24,285.79	24,028.20	40,000.00	60.71
080-603-40980	IMRF RETIREMENT CONTRIBUTION	0.00	3,210.70	12,838.12	17,732.07	31,000.00	41.41
RETIREMENT		3,101.26	6,575.31	37,123.91	41,760.27	71,000.00	52.29
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	2,614.00	2,020.00	22,745.87	18,611.23	34,000.00	66.90
080-603-41020	ELEVATOR MAINTENANCE	0.00	19.00	709.00	968.00	1,500.00	47.27
080-603-41050	MAINTENANCE-GROUNDS	575.00	420.00	2,340.00	2,405.00	6,500.00	36.00
080-603-41300	COMPUTER SERVICES	0.00	0.00	10,500.00	11,130.00	14,000.00	75.00
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	109.70	0.00	2,361.27	2,366.14	4,000.00	59.03
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	3,255.55	6.00	5,381.12	474.00	10,000.00	53.81
080-603-41345	MARKETING	61.20	0.00	96.05	0.00	500.00	19.21
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	1,800.00	1,500.00	0.00
080-603-42400	PROFESSIONAL DEVELOPMENT	335.60	0.00	805.60	70.00	3,000.00	26.85
CONTRACTUAL		6,951.05	2,465.00	44,938.91	37,824.37	75,000.00	59.92
COMMODITIES							
080-603-42440	DUES	505.00	690.00	1,706.27	1,501.60	2,500.00	68.25
080-603-43230	UTILITIES	828.47	1,076.39	4,894.59	5,703.47	10,000.00	48.95
080-603-43300	POSTAGE	935.68	283.40	4,570.45	3,135.33	5,000.00	91.41
080-603-43410	PRINTING/E-NEWSLETTER	3,927.99	2,096.99	9,911.93	6,222.93	10,000.00	99.12
080-603-43550	OFFICE SUPPLIES	501.10	586.43	4,446.38	4,051.34	7,000.00	63.52
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	222.03	780.29	837.08	1,413.94	1,500.00	55.81
080-603-43668	TECHNICAL SERVICES SUPPLIES	340.06	511.43	2,084.11	3,207.97	5,500.00	37.89
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	75.49	209.51	179.15	500.00	41.90
080-603-43710	ADULT PROGRAM SUPPLIES	(110.29)	(210.67)	4,646.58	4,302.81	8,000.00	58.08
080-603-43720	JUVENILE PROGRAM SUPPLIES	116.11	444.05	4,829.54	4,170.27	7,000.00	68.99
080-603-43730	OUTREACH SUPPLIES	36.99	163.83	2,765.02	1,196.87	5,500.00	50.27
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	53.64	251.60	278.66	1,250.00	20.13
080-603-46100	MISCELLANEOUS EXPENSES	2,175.00	25.30	2,558.70	256.09	1,000.00	255.87
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		9,478.14	6,576.57	43,711.76	35,620.43	64,750.00	67.51
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	1,023.52	1,251.86	7,612.32	11,485.35	17,000.00	44.78
080-603-45100	ADULT FICTION BOOKS	572.12	761.00	10,087.55	10,479.35	15,500.00	65.08
080-603-45110	ADULT LARGE PRINT MATERIAL	38.18	0.00	241.74	132.12	600.00	40.29
080-603-45200	ADULT AUDIO VISUAL MATERIAL	725.04	1,199.84	5,698.71	6,922.21	15,500.00	36.77
080-603-45220	ADULT REFERENCE/E-REFER	4,549.43	1,004.95	14,501.63	11,064.08	20,000.00	72.51
080-603-45400	JUVENILE NON-FICTION	449.34	2,612.68	3,382.70	6,767.03	12,000.00	28.19
080-603-45410	PICTURE BOOKS, READERS	291.00	341.85	3,092.09	5,621.31	8,000.00	38.65
080-603-45420	JUVENILE FICTION	90.31	1,439.10	2,392.36	5,834.04	8,000.00	29.90
080-603-45430	JUVENILE AUDIO-VISUAL	0.00	322.56	307.48	2,840.15	3,000.00	10.25

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	YTD BALANCE 11/30/2022 NORM (ABNORM)	YTD BALANCE 11/30/2021 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45440	JUVENILE E-REFERENCE	1,378.00	0.00	1,378.00	1,835.00	2,000.00	68.90
080-603-45445	JUVENILE KITS & DEVICES	19.95	0.00	262.59	0.00	3,000.00	8.75
080-603-45450	TEEN BOOKS	271.40	307.13	766.07	1,181.98	2,500.00	30.64
080-603-45460	E-BOOKS	1,211.85	1,027.25	8,955.90	9,759.25	19,000.00	47.14
080-603-45470	GRAPHIC NOVELS	0.00	45.98	0.00	526.52	750.00	0.00
080-603-45500	PERIODICALS	1,066.48	329.80	6,900.06	5,712.31	6,750.00	102.22
080-603-45510	VIDEO GAMES	686.30	815.42	2,089.89	2,379.61	3,500.00	59.71
080-603-45520	TRENDING TITLES	143.27	105.74	528.63	439.53	2,000.00	26.43
080-603-45600	PATRON & STAFF SOFTWARE	14.99	67.93	5,382.55	8,943.03	10,750.00	50.07
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	21,950.00	22,000.00	102.27
LIBRARY MATERIALS		12,531.18	11,633.09	96,080.27	113,872.87	171,850.00	55.91
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	79.99	7,475.74	1,188.54	5,000.00	149.51
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	101.30	0.00	20,723.14	6,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	36.99	0.00	7,938.99	7.99	19,000.00	41.78
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	282.02	1,000.00	0.00
CAPITAL EXPENSES		36.99	181.29	15,414.73	22,201.69	31,000.00	49.72
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		72,907.12	81,726.21	611,111.12	640,548.47	1,095,538.00	55.78
TOTAL EXPENDITURES		72,907.12	81,726.21	611,111.12	640,548.47	1,095,538.00	55.78
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		8,514.17	3,683.09	871,917.38	833,359.52	1,095,538.00	79.59
TOTAL EXPENDITURES		72,907.12	81,726.21	611,111.12	640,548.47	1,095,538.00	55.78
NET OF REVENUES & EXPENDITURES		(64,392.95)	(78,043.12)	260,806.26	192,811.05	0.00	100.00

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/22 INCR (DECR)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	YTD BALANCE 11/30/2022 NORM (ABNORM)	YTD BALANCE 11/30/2021 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	8,283.60	0.00	8,439.95	98.15
INTERGOVERNMENTAL		0.00	0.00	8,283.60	0.00	9,439.95	87.75
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	2.90	0.00	928.98	11.88	15,000.00	6.19
082-300-38315	RESTRICTED DONATIONS	10,000.00	0.00	84,762.35	688.11	2,000.00	4,238.12
MISCELLANEOUS		10,002.90	0.00	85,691.33	699.99	17,000.00	504.07
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		10,002.90	0.00	93,974.93	699.99	26,439.95	355.43
TOTAL REVENUES		10,002.90	0.00	93,974.93	699.99	26,439.95	355.43
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
PROGRAMS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	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		0.00	0.00	3,454.19	0.00	9,439.95	36.59
Unclassified							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	11,738.35	2,299.68	81,932.24	9,203.05	17,000.00	481.95
Unclassified		11,738.35	2,299.68	81,932.24	9,203.05	17,000.00	481.95
Total Dept 603 - LIBRARY ADMINISTRATION		11,738.35	2,299.68	85,386.43	9,203.05	26,439.95	322.94
TOTAL EXPENDITURES		11,738.35	2,299.68	85,386.43	9,203.05	26,439.95	322.94
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		10,002.90	0.00	93,974.93	699.99	26,439.95	355.43
TOTAL EXPENDITURES		11,738.35	2,299.68	85,386.43	9,203.05	26,439.95	322.94
NET OF REVENUES & EXPENDITURES		(1,735.45)	(2,299.68)	8,588.50	(8,503.06)	0.00	100.00
TOTAL REVENUES - ALL FUNDS		18,517.07	3,683.09	965,892.31	834,059.51	1,121,977.95	86.09
TOTAL EXPENDITURES - ALL FUNDS		84,645.47	84,025.89	696,497.55	649,751.52	1,121,977.95	62.08

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23 AMENDED BUDGET	% BDT USED
		MONTH 11/30/22 INCR (DECR)	MONTH 11/30/21 INCR (DECR)	11/30/2022 NORM (ABNORM)	11/30/2021 NORM (ABNORM)		
NET OF REVENUES & EXPENDITURES		(66,128.40)	(80,342.80)	269,394.76	184,307.99	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)	(81,429.89)
A/R - OTHER		<u>(28,763.71)</u>	<u>(81,429.89)</u>
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	162,024.69	141,333.40
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)	(69.29)
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	697,398.61
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	23,946.57	24,300.06
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>863,114.58</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>1,793,810.87</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	355.04
ACCOUNTS PAYABLE		<u>21,177.35</u>	<u>355.04</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	2,752.09

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	(779.97)
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	1,972.12
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	1,056,954.48
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	476,050.13	476,050.13
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		476,050.13	476,050.13
Total Fund Balance		476,050.13	476,050.13
Beginning Fund Balance			476,050.13
Net of Revenues VS Expenditures			260,806.26
Ending Fund Balance			736,856.39
Total Liabilities And Fund Balance			1,793,810.87

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)	(63,854.45)
082-100-10032	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00
CASH/INVESTMENTS		<u>(83,294.17)</u>	<u>(63,854.45)</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>(34,965.96)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	887.13	11,738.35
ACCOUNTS PAYABLE		<u>887.13</u>	<u>11,738.35</u>
Total Liabilities		<u>887.13</u>	<u>11,738.35</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(55,292.81)	(55,292.81)
NET POSITION/FUND BALANCE		<u>(55,292.81)</u>	<u>(55,292.81)</u>
Total Fund Balance		<u>(55,292.81)</u>	<u>(55,292.81)</u>
Beginning Fund Balance			(55,292.81)
Net of Revenues VS Expenditures			8,588.50
Ending Fund Balance			(46,704.31)
Total Liabilities And Fund Balance			(34,965.96)

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
12/08/2022	LIBC	15418*	AMAZON	OFFICE SUPPLIES	43550	603	37.47
				OFFICE SUPPLIES	43550	603	5.49
				MAINTENANCE SUPPLIES-BUILDING	43660	603	19.28
				TECHNICAL SERVICES SUPPLIES	43668	603	19.36
				ADULT PROGRAM SUPPLIES	43710	603	12.99
				JUVENILE PROGRAM SUPPLIES	43720	603	31.00
				JUVENILE PROGRAM SUPPLIES	43720	603	39.70
				JUVENILE PROGRAM SUPPLIES	43720	603	18.48
				OUTREACH SUPPLIES	43730	603	11.99
				ADULT NON-FICTION BOOKS	45000	603	17.99
				ADULT NON-FICTION BOOKS	45000	603	21.57
				ADULT NON-FICTION BOOKS	45000	603	26.95
				ADULT FICTION BOOKS	45100	603	18.74
				ADULT AUDIO VISUAL MATERIAL	45200	603	9.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	19.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	103.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	55.73
				ADULT AUDIO VISUAL MATERIAL	45200	603	9.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	32.95
				ADULT AUDIO VISUAL MATERIAL	45200	603	66.95
				ADULT AUDIO VISUAL MATERIAL	45200	603	54.97
				ADULT AUDIO VISUAL MATERIAL	45200	603	48.94
				ADULT AUDIO VISUAL MATERIAL	45200	603	19.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	10.75
				ADULT AUDIO VISUAL MATERIAL	45200	603	12.97
				ADULT AUDIO VISUAL MATERIAL	45200	603	13.29
				ADULT AUDIO VISUAL MATERIAL	45200	603	13.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	17.96
				ADULT AUDIO VISUAL MATERIAL	45200	603	20.52
				ADULT AUDIO VISUAL MATERIAL	45200	603	47.64
				ADULT AUDIO VISUAL MATERIAL	45200	603	44.92
				ADULT AUDIO VISUAL MATERIAL	45200	603	19.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	29.48
				ADULT AUDIO VISUAL MATERIAL	45200	603	10.49
				ADULT AUDIO VISUAL MATERIAL	45200	603	(0.22)
				ADULT AUDIO VISUAL MATERIAL	45200	603	(6.00)

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				ADULT AUDIO VISUAL MATERIAL	45200	603	(0.22)
				JUVENILE NON-FICTION	45400	603	54.17
				JUVENILE FICTION	45420	603	90.31
				JUVENILE KITS & DEVICES	45445	603	19.95
				VIDEO GAMES	45510	603	686.30
				TRENDING TITLES	45520	603	19.96
				TRENDING TITLES	45520	603	24.96
				TRENDING TITLES	45520	603	44.92
				TRENDING TITLES	45520	603	34.98
				COMPUTER EQUIPMENT	58100	603	36.99
				CHECK LIBCK 15418 TOTAL FOR FUND 080:			<u>1,952.60</u>
12/08/2022	LIBC	15421	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	43668	603	14.07
				TECHNICAL SERVICES SUPPLIES	43668	603	12.87
				TECHNICAL SERVICES SUPPLIES	43668	603	15.45
				TECHNICAL SERVICES SUPPLIES	43668	603	4.95
				TECHNICAL SERVICES SUPPLIES	43668	603	0.99
				TECHNICAL SERVICES SUPPLIES	43668	603	6.15
				TECHNICAL SERVICES SUPPLIES	43668	603	27.57
				TECHNICAL SERVICES SUPPLIES	43668	603	2.97
				TECHNICAL SERVICES SUPPLIES	43668	603	14.67
				TECHNICAL SERVICES SUPPLIES	43668	603	1.98
				TECHNICAL SERVICES SUPPLIES	43668	603	7.92
				TECHNICAL SERVICES SUPPLIES	43668	603	14.85
				TECHNICAL SERVICES SUPPLIES	43668	603	24.75
				ADULT NON-FICTION BOOKS	45000	603	276.13
				ADULT NON-FICTION BOOKS	45000	603	257.52
				ADULT NON-FICTION BOOKS	45000	603	86.58
				ADULT NON-FICTION BOOKS	45000	603	81.53
				ADULT NON-FICTION BOOKS	45000	603	98.25
				ADULT NON-FICTION BOOKS	45000	603	157.00
				ADULT FICTION BOOKS	45100	603	216.20
				ADULT FICTION BOOKS	45100	603	337.18
				ADULT LARGE PRINT MATERIAL	45110	603	38.18
				JUVENILE NON-FICTION	45400	603	395.17
				PICTURE BOOKS, READERS	45410	603	25.09

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				PICTURE BOOKS, READERS	45410	603	265.91
				TEEN BOOKS	45450	603	271.40
				TRENDING TITLES	45520	603	18.45
				CHECK LIBCK 15421 TOTAL FOR FUND 080:			<u>2,673.78</u>
12/08/2022	LIBC	15422	CHICAGO SPRINKLER COMPANY	MAINTENANCE-GROUNDS	41050	603	120.00
12/08/2022	LIBC	15423	CHICAGO TRIBUNE	PERIODICALS	45500	603	470.98
12/08/2022	LIBC	15424	COMCAST	UTILITIES	43230	603	159.85
12/08/2022	LIBC	15425	CRYSTAL MAINTENANCE SERVICES COR	BUILDG MAINT/CLEANING SERVICES FOR SE	41000	603	710.00
12/08/2022	LIBC	15426	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	43668	603	115.90
12/08/2022	LIBC	15427	ELIZA JARVI	PROFESSIONAL DEVELOPMENT	42400	603	21.59
12/08/2022	LIBC	15428	ERIC MAGNESS EUBANK	MISCELLANEOUS EXPENSES	46100	603	1,069.00
12/08/2022	LIBC	15430	FIRST BANKCARD	POSTAGE/PASSPORTS	43300	603	542.30
				PRINTING/E-NEWSLETTER/ADOBE STOCK SUB	43410	603	29.99
				OFFICE SUPPLIES/LABELS FOR PASSPORTS	43550	603	47.00
				CHECK LIBCK 15430 TOTAL FOR FUND 080:			<u>619.29</u>
12/08/2022	LIBC	15431*	FIRST BANKCARD	ADULT PROGRAM SUPPL/WRC PRIZE/KINDLE	43710	603	114.99
				ADULT PROGRAM SUPPLIES	43710	603	11.73
				CHECK LIBCK 15431 TOTAL FOR FUND 080:			<u>126.72</u>
12/08/2022	LIBC	15432*	FIRST BANKCARD	PROF DEVELOPMENT/IN-SERVICE LUNCH	42400	603	266.58
				PROFESSIONAL DEVELOPMENT	42400	603	23.89
				POSTAGE	43300	603	12.05
				JUVENILE PROGRAM SUPPLIES	43720	603	55.00
				JUV PROGRAM SUPPL/JUV LITERACY NIGHT	43720	603	14.77
				JUVENILE PROGRAM SUPPLIES/CREDIT	43720	603	(42.84)
				CHECK LIBCK 15432 TOTAL FOR FUND 080:			<u>329.45</u>
12/08/2022	LIBC	15433*	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	41000	603	98.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				COPIER MAINTENANCE/SHREDDING OF PAPER	41313	603	109.70
				DUES/ILA MEMBERSHIP RENEWAL	42440	603	150.00
				PATRON & STAFF SOFTWARE/ADOBE ACROPRO	45600	603	14.99
				MISCELLANEOUS EXPENSES/PAYPAL	46100	603	25.20
				CHECK LIBCK 15433 TOTAL FOR FUND 080:			<u>397.89</u>
12/08/2022	LIBC	15434*	FIRST BANKCARD	MARKETING	41345	603	61.20
				PROFESSIONAL DEVELOPMENT/IN-SERVICE M	42400	603	23.54
				OUTREACH SUPPLIES/TRIVIA PRIZE	43730	603	25.00
				CHECK LIBCK 15434 TOTAL FOR FUND 080:			<u>109.74</u>
12/08/2022	LIBC	15435	HENKEL ELECTRIC, INC.	MAINTENANCE-BUILDING	41000	603	1,350.00
12/08/2022	LIBC	15436	ISAURO REYES	MAINTENANCE-GROUNDS	41050	603	455.00
12/08/2022	LIBC	15437	JO-ANN STORES, LLC	ADULT REFERENCE/E-REFER	45220	603	400.00
12/08/2022	LIBC	15438	KANOPY, INC.	ADULT REFERENCE/E-REFER	45220	603	77.00
12/08/2022	LIBC	15439	LF/LB CHAMBER OF COMMERCE	DUES	42440	603	355.00
12/08/2022	LIBC	15440	LIBRARIES FIRST	MISCELLANEOUS EXPENSES	46100	603	100.00
12/08/2022	LIBC	15441	MANGO LANGUAGES	ADULT REFERENCE/E-REFER	45220	603	2,251.12
12/08/2022	LIBC	15442	MIDWEST TAPE LLC	ADULT AUDIO VISUAL MATERIAL	45200	603	65.99
				ADULT REFERENCE/E-REFER	45220	603	340.17
				CHECK LIBCK 15442 TOTAL FOR FUND 080:			<u>406.16</u>
12/08/2022	LIBC	15443	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	312.64
				ICMA 457 PLAN PAYABLE	20245	200	312.64
				CHECK LIBCK 15443 TOTAL FOR FUND 080:			<u>625.28</u>
12/08/2022	LIBC	15444	NEW YORK TIMES	PERIODICALS	45500	603	546.00
12/08/2022	LIBC	15445	NORTH SHORE WATER RECLAMATION	UTILITIES	43230	603	181.10
12/08/2022	LIBC	15446	OVERDRIVE , INC	E-BOOKS	45460	603	309.63

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY				E-BOOKS	45460	603	318.48
				E-BOOKS	45460	603	583.74
				CHECK LIBCK 15446 TOTAL FOR FUND 080:			<u>1,211.85</u>
12/08/2022	LIBC	15447	PIONEER PRESS	PERIODICALS	45500	603	15.50
12/08/2022	LIBC	15448	PROQUEST, LLC	ADULT REFERENCE/E-REFER	45220	603	1,481.14
				OFFICE SUPPLIES/BATTERIES/SCISSOR	43550	603	38.58
				TECH SERV SUPPL/X-ACTO BLADE/BOOK TAP	43668	603	55.61
				CHECK LIBCK 15449 TOTAL FOR FUND 080:			<u>94.19</u>
12/08/2022	LIBC	15450	RENEE GRASSI	MISCELLANEOUS EXPENSES	46100	603	965.80
12/08/2022	LIBC	15451	SCHOLASTIC LIBRARY PUBLISHING	JUVENILE E-REFERENCE	45440	603	1,378.00
12/08/2022	LIBC	15452*	SMC CONSTRUCTION SERVICES	OTHER PROFESSIONAL SERVICES	41314	603	3,255.55
12/08/2022	LIBC	15453	STAPLES	MAINTENANCE SUPPLIES-BUILDING	43660	603	202.75
12/08/2022	LIBC	15454	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	41000	603	456.00
12/08/2022	LIBC	15455	THE URBANA FREE LIBRARY	MISCELLANEOUS EXPENSES	46100	603	15.00
12/08/2022	LIBC	15456	USA TODAY	PERIODICALS	45500	603	34.00
12/08/2022	LIBC	15457	VILLAGE OF LAKE BLUFF	UTILITIES	43230	603	487.52
12/08/2022	LIBC	15458	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	43410	603	3,898.00
				Total for fund 080 LAKE BLUFF PUBLIC LIBRARY			29,118.75

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 082 LIBRARY GRANTS & GIFTS FUND							
12/08/2022	LIBC	15418*	AMAZON	USE OF DONATIONS/TEMPORARY EXP	99999	603	23.98
				USE OF DONATIONS/TEMPORARY EXP	99999	603	25.99
				USE OF DONATIONS/TEMPORARY EXP	99999	603	29.98
				USE OF DONATIONS/TEMPORARY EXP	99999	603	34.02
				USE OF DONATIONS/TEMPORARY EXP	99999	603	21.99
				USE OF DONATIONS/TEMPORARY EXP	99999	603	9.96
				USE OF DONATIONS/TEMPORARY EXP	99999	603	13.49
				USE OF DONATIONS/TEMPORARY EXP	99999	603	10.99
				USE OF DONATIONS/TEMPORARY EXP	99999	603	12.95
				CHECK LIBCK 15418 TOTAL FOR FUND 082:			<u>183.35</u>
12/08/2022	LIBC	15420	ANNA FIFHAUSE	USE OF DONATIONS/TEMPORARY EXP	99999	603	14.95
12/08/2022	LIBC	15429	FINDAWAY WORLD LLC	USE OF DONATIONS/TEMPORARY EXP	99999	603	1,067.21
12/08/2022	LIBC	15431*	FIRST BANKCARD	USE OF DONATIONS/MINI GOLF	99999	603	55.22
12/08/2022	LIBC	15432*	FIRST BANKCARD	USE OF DONATIONS FROM DAVEY/GARDEN	99999	603	121.87
12/08/2022	LIBC	15433*	FIRST BANKCARD	USE OF DONATIONS FROM FRIENDS/MINI GO	99999	603	97.28
12/08/2022	LIBC	15434*	FIRST BANKCARD	USE OF DONATIONS FROM FRIENDS/MINI GO	99999	603	111.00
				USE OF DONATIONS FROM FRIENDS/STORYWA	99999	603	87.47
				CHECK LIBCK 15434 TOTAL FOR FUND 082:			<u>198.47</u>
12/08/2022	LIBC	15452*	SMC CONSTRUCTION SERVICES	USE OF DONATIONS/STROH QUIET READING	99999	603	10,000.00
				Total for fund 082 LIBRARY GRANTS & GIFTS FUND			11,738.35
			TOTAL - ALL FUNDS				<u>40,857.10</u>

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

New Business Summary

Per Capita Grant Update

The Illinois Per Capita Grant application is due on January 30th, 2023. Part of the filing requirements for the application is that trustees be given an opportunity to review the application before submitting. Since the submission deadline falls after our scheduled monthly Board meeting, we will have a draft copy of the application ready by that date for trustees to review. This will also give Renee an opportunity to review and weigh in on the application as well.

RECOMMENDATION: No action needed.

Notary Liability Coverage

There was a previous inquiry from a trustee about whether or not the Library's insurance covered liability for on-staff notaries. Glen Cole confirmed that the Village's public officials liability coverage includes notary liability, and that Library employees would fall within this coverage. Additionally, all Illinois public notaries are required to include a \$5,000 IL Notary Public Bond issued by a qualified company with their applications. The Library fulfills this requirement by purchasing a notary bond package from NotaryBonding.com for each application.

RECOMMENDATION: Discussion, but no action needed.

State Funding For Library Expansion

The Highwood Public Library recently announced a multi-million dollar expansion project, which was significantly funded through the state. On a recent Facebook post, State Senator Julie Morrison shared that she was able to assist the Highwood Library in securing \$2 million in state funding for this project. I've included a screenshot of the original Facebook post as a jumping off point for discussion of our own renovation needs.

RECOMMENDATION: Discussion, but no action needed.



State Senator Julie Morrison ✓

3d · 🌐



After years of the [Highwood Public Library and Community Center](#)'s dreaming, planning and hard work, I was pleased to participate in a ceremonial groundbreaking of its \$4.3 million renovation project. Joining me in this photo are Carmen Patlan (center), Library Director and Laura Ramirez (right), Library Associate Director. This award-winning facility has been at the forefront of broadening the traditional role of a library, from expanding its health equity initiatives to include mental health services, case management, and health education to providing food and vaccines during the pandemic. I was glad to assist in securing \$2 million in state funding for upgrades to this important asset in our community.



**Interim Director's Narrative Report
December 13, 2022**

Mini Golf

Mini Golf 2022 was an enormous success, far beyond anything we anticipated! We had over 500 people show up, which more than tripled our attendance from 2018, and which equates to roughly 10% of the Lake Bluff population! Anna Fifhouse did a tremendous job in planning and organizing the event, and we can't say enough positive things about her efforts! Other staff who helped set up and run the event included: Eliza Jarvi, Jillian Chapman, Martha O'Hara, Caryn Spanos, Abby Ecklund, Rachel Yancey, Regina Ruocco, Lizzie Crampton, Audrey Waite, and Sophia Zar. We also want to thank all of our volunteers, especially the trustees and the Friends, who helped make this event a success.

Anna and Jillian also report that our publicity for the event was very successful. The Friends were really pleased with the publicity efforts, and said that the event was marketed very visibly in the community. We also purchased additional publicity through Facebook, which seemed to make a big impact as well.

As someone who wasn't present for the first mini golf event, this went beyond any program I've ever attended, and I'm so proud of what we were able to put together. We've received exceptional feedback from patrons during and after the event, and it seemed like everyone had a fantastic time! Please see the last few pages of the report for photos!

Speaking of Unprecedented Successes...

Passport business continues to exceed all of our expectations. November 2022 was our second busiest month for passports on record – we processed 84 applications, which is just 1 shy of our all-time record of 85, which was set in September of this year. We also broke our single day record for number of applications processed – we processed 13 on November 22nd, where our previous record was 12. We have also surpassed \$15,000 in passport revenue, which is what we had budgeted for the entire fiscal year!

Staff Inservice

We held our first staff in-service day in about five years, and it was a successful day! We watched a pre-recorded presentation from reference librarian and former Warren Newport security officer Eddie Kristan on "Empathy in Enforcement," which talked about the importance of consistent enforcement of library policies, strategies for respectfully engaging with patrons about policy, and when to draw boundaries with patrons who exhibit aggressive or abusive behavior.

We also did a 2 hour training with Kristal Larson from LGBTQ+ Center of Lake County on basic terminology and issues relevant to the LGBTQ community, as well as examining our own privileges and implicit biases. This was a very engaging session, and ended up being an unfortunately timely one as well, as the Colorado Springs shooting at the LGBTQ club happened just over 24 hours later.

Both of these were very thoughtful and engaging sessions, and I hope that the Library will be able to partner with both of the speakers again.

StoryWalk

Jillian and Eliza put up the Winter StoryWalk along Scranton Ave. in downtown Lake Bluff. All of the businesses along the walking route agreed to participate again this year, which is wonderful, and this is also the first StoryWalk sponsored by the Friends.

Puzzle Swap

Anna reports that the new Puzzle Swap events have been very popular, and patrons are very excited to hear that these will be continuing through the winter.

Winter Reading Club

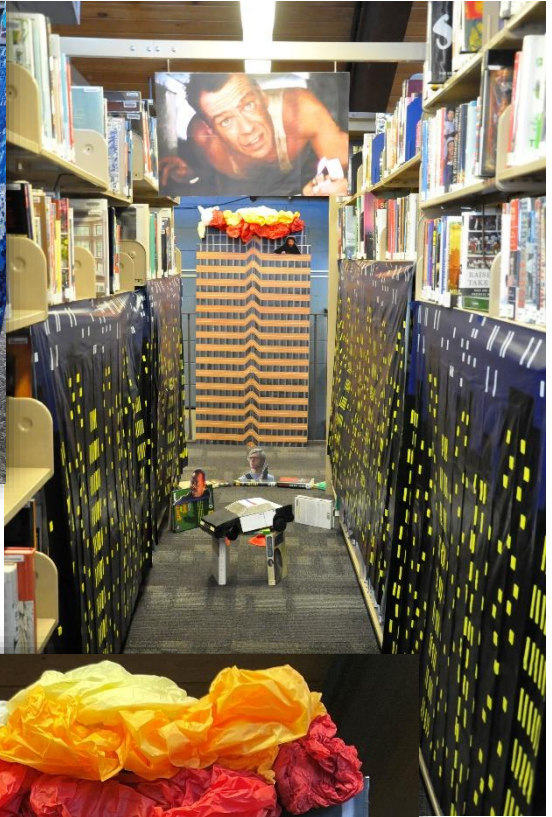
Our Winter Wonderland Reading Club went live on December 3rd, with a similar structure to what we used last year. Patrons can track their participation with a paper reading log, or through the free Beanstack app.

Totally Booooked 5

The Lake Bluff Brewing Company has decided to brew another keg of the Totally Booooked 5, as it continues to be exceptionally popular with customers.



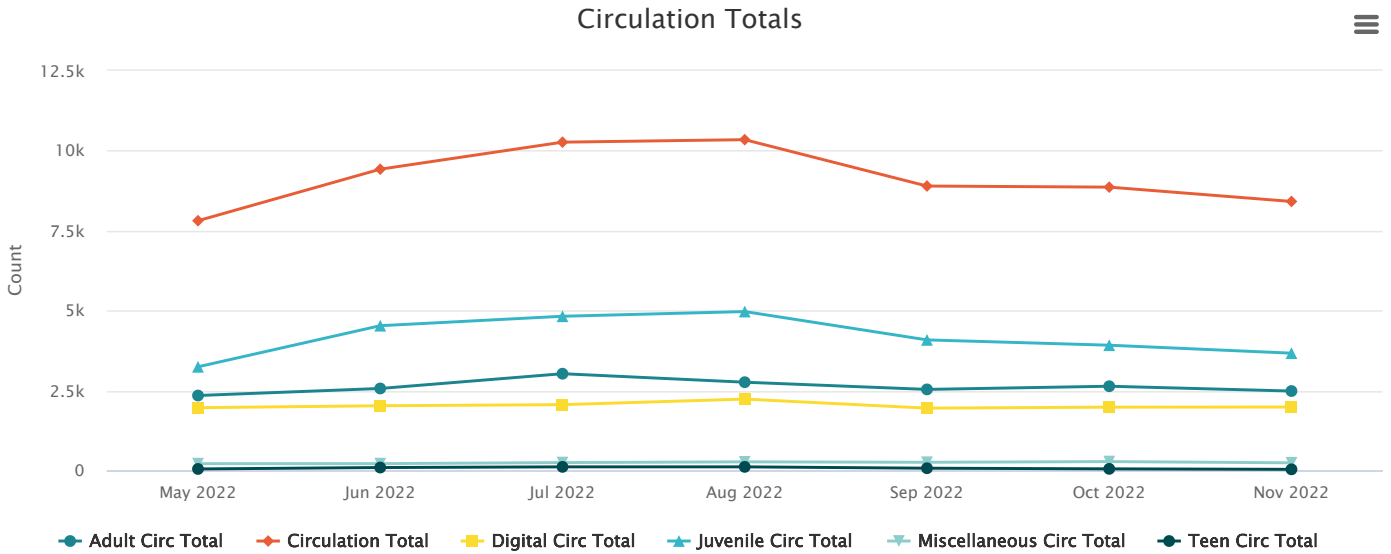




FY 22-23 Graphs

FY 22-23 Circulation Totals

64,007
TOTAL CIRCS

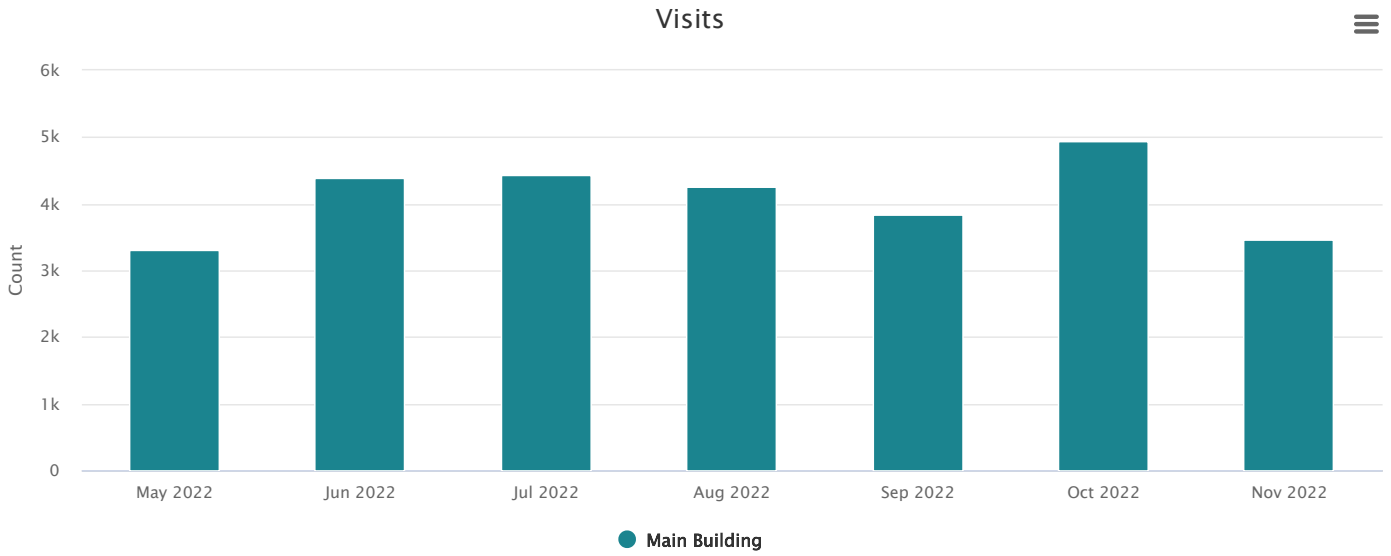


Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2022	2344	7810	1963	3242	213	48
Jun 2022	2564	9421	2024	4527	214	92
Jul 2022	3026	10266	2058	4822	247	113
Aug 2022	2760	10344	2232	4969	270	113
Sep 2022	2535	8894	1949	4083	256	71
Oct 2022	2634	8860	1980	3917	278	51
Nov 2022	2484	8412	1984	3668	240	36

Circulation Totals

FY 22-23 Visits

28,629
TOTAL VISITS



Category Main Building

May 2022 3315

Jun 2022 4380

Jul 2022 4425

Aug 2022 4261

Sep 2022 3840

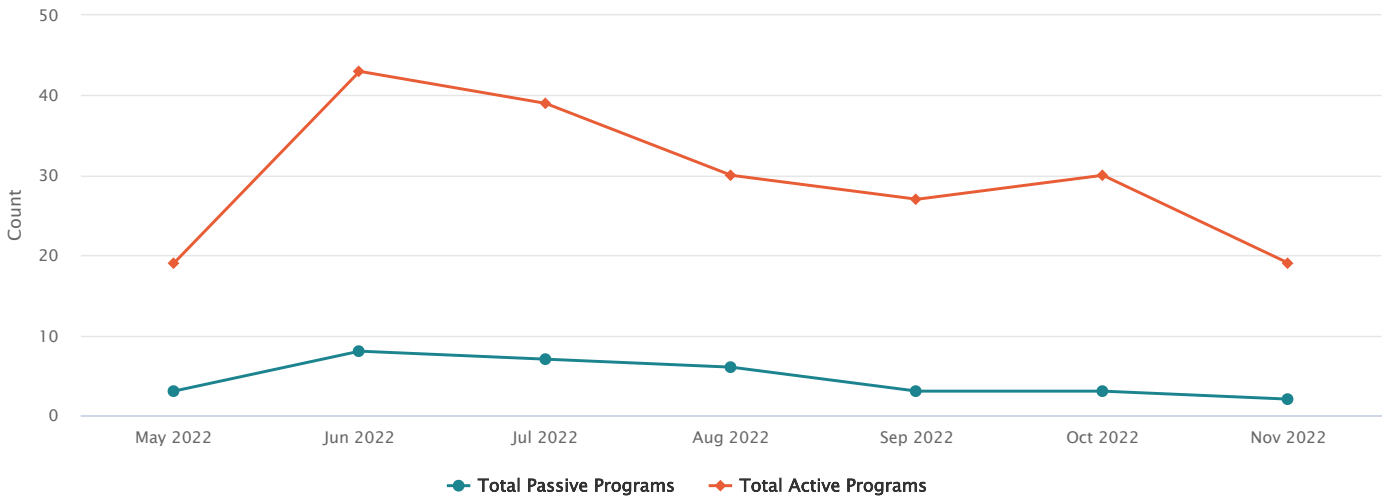
Oct 2022 4938

Nov 2022 3470

Visits

FY 22-23 Programming

Number of Programs

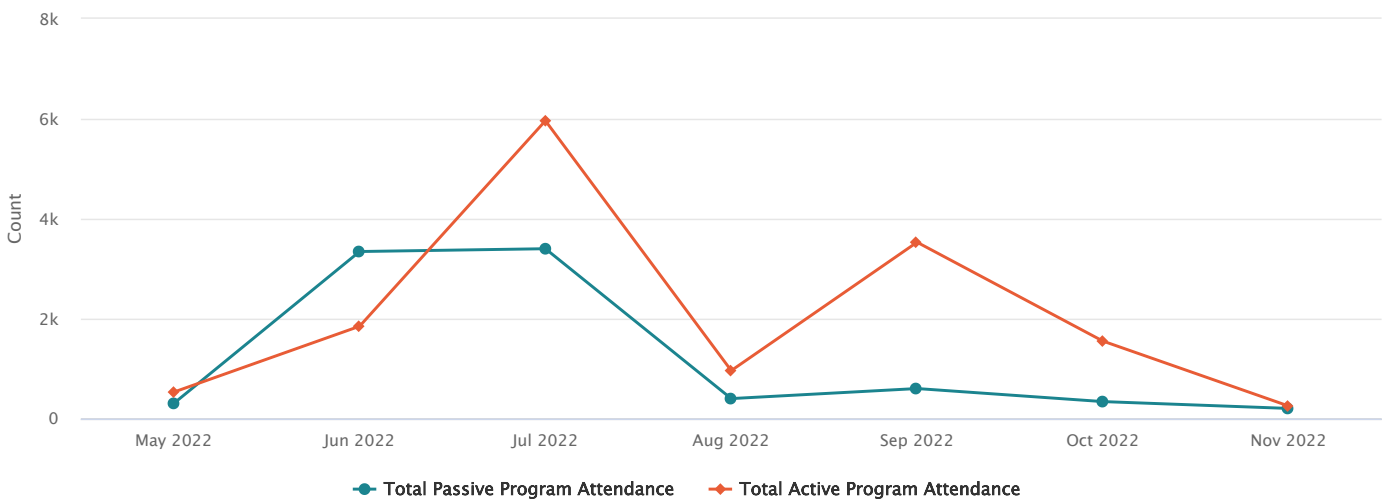


Category Total Passive Programs Total Active Programs

May 2022	3	19
Jun 2022	8	43
Jul 2022	7	39
Aug 2022	6	30
Sep 2022	3	27
Oct 2022	3	30
Nov 2022	2	19

Number of Programs

Program Attendance



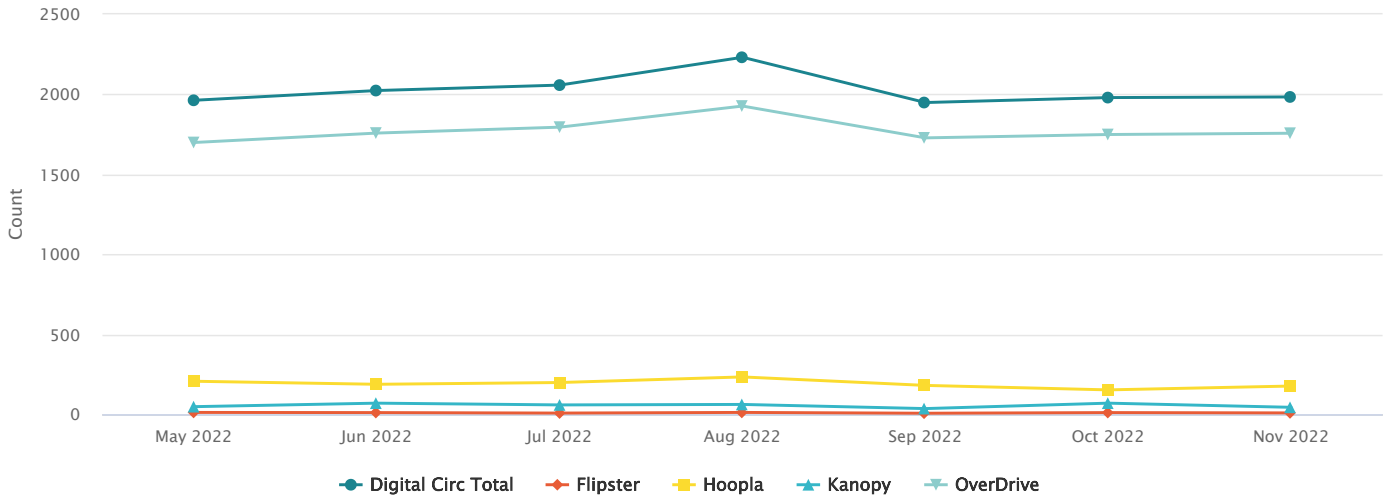
Category Total Passive Program Attendance Total Active Program Attendance

May 2022	304	530
Jun 2022	3343	1848
Jul 2022	3399	5960
Aug 2022	400	960
Sep 2022	601	3529
Oct 2022	340	1551
Nov 2022	203	251

Program Attendance

FY 22-23 Digital Collections

Monthly Usage

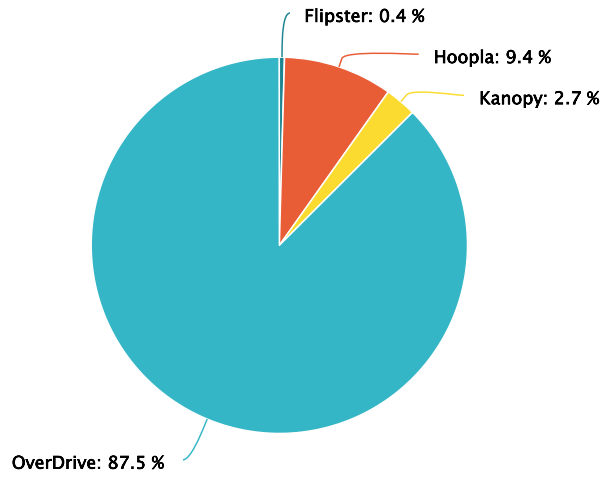


Category Digital Circ Total Flipster Hoopla Kanopy OverDrive

May 2022	1963	11	206	47	1699
Jun 2022	2024	10	187	69	1758
Jul 2022	2058	7	198	58	1795
Aug 2022	2232	11	233	61	1927
Sep 2022	1949	6	180	35	1728
Oct 2022	1980	10	152	69	1749
Nov 2022	1984	8	176	43	1757

Monthly Usage

Distribution by Platform



Category Series 1

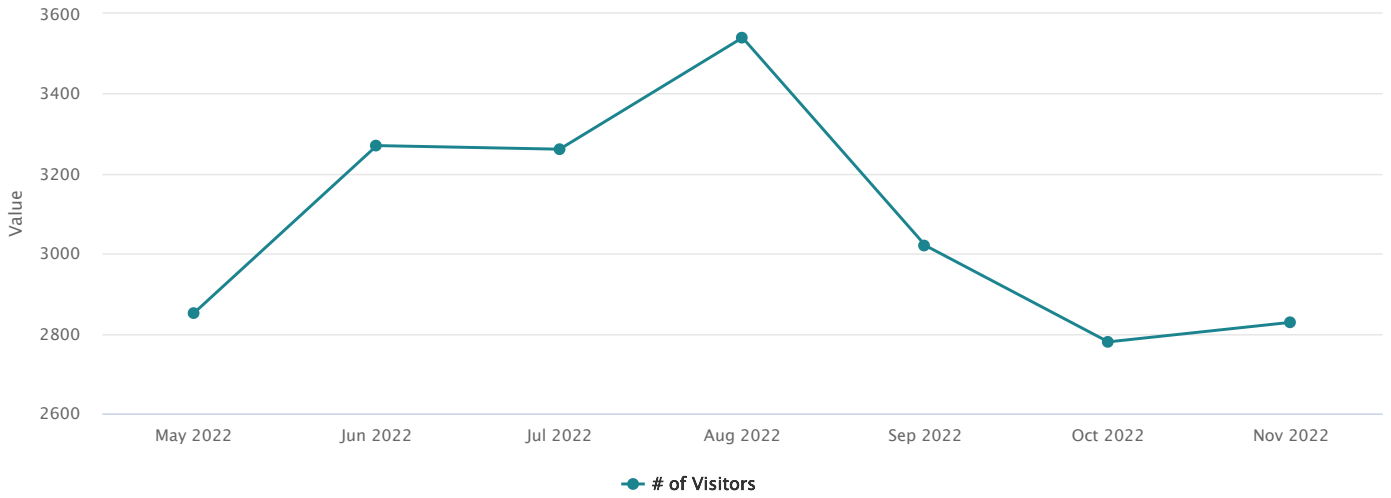
Flipster	63
Hoopla	1332
Kanopy	382
OverDrive	12413

Distribution by
Platform

FY 22-23 Website Usage

26,293
TOTAL SESSIONS

Visitors

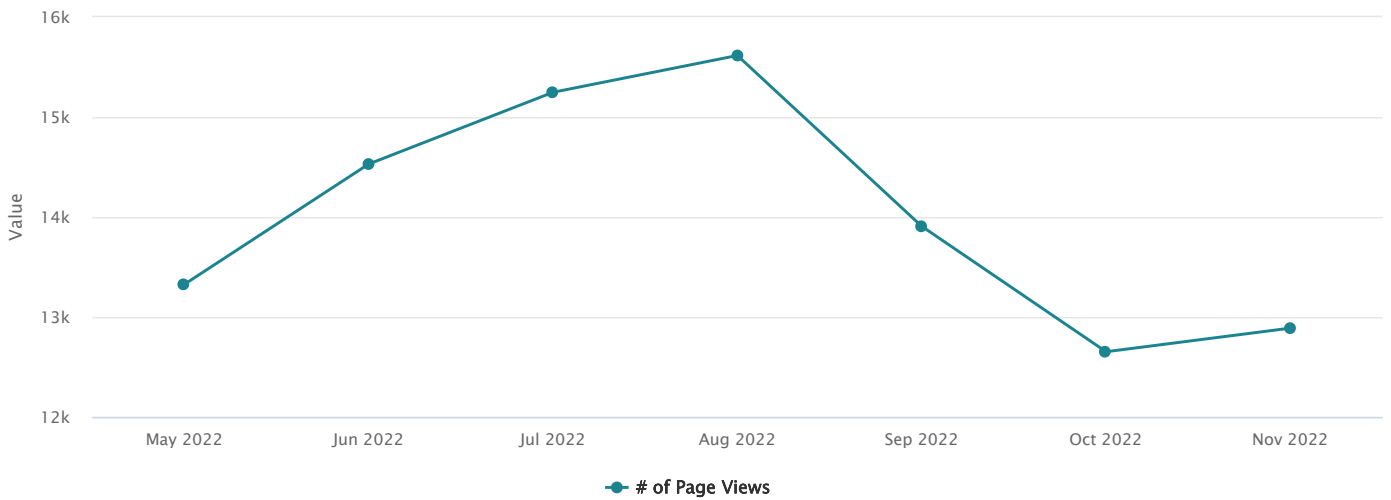


Category # of Visitors

May 2022 2851
Jun 2022 3270
Jul 2022 3261
Aug 2022 3540
Sep 2022 3020
Oct 2022 2779
Nov 2022 2828

Visitors

Page Views

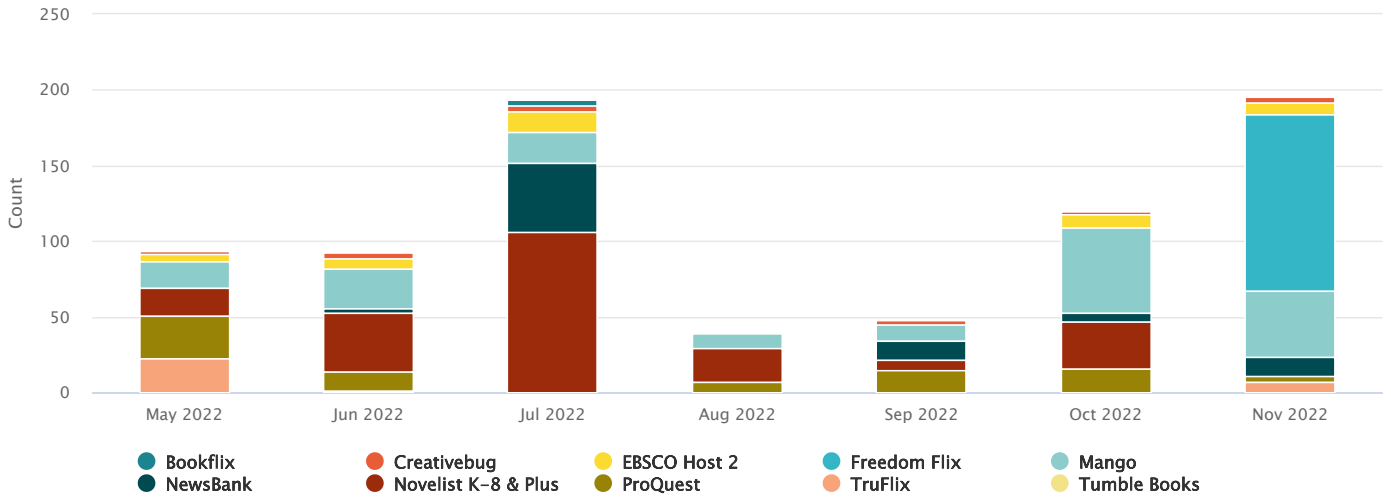


Category # of Page Views

May 2022 13326
Jun 2022 14530
Jul 2022 15248
Aug 2022 15616
Sep 2022 13907
Oct 2022 12652
Nov 2022 12888

FY 22-23 Database Usage

Usage by Platform

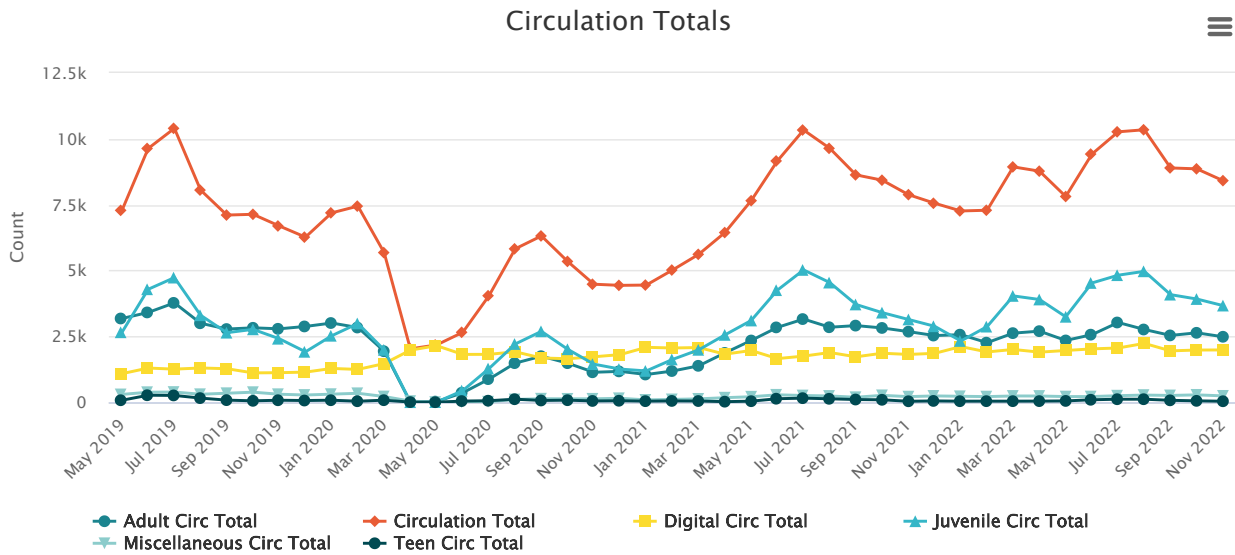


Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	Tumble Books
May 2022	0	2	4	0	18	0	18	29	22	0
Jun 2022	0	3	7	0	27	2	39	13	0	1
Jul 2022	4	4	14	0	20	46	106	0	0	0
Aug 2022	0	1	0	0	10	0	22	7	0	0
Sep 2022	0	3	0	0	11	13	6	15	0	0
Oct 2022	0	2	9	0	56	6	31	16	0	0
Nov 2022	0	4	8	117	44	12	0	4	7	0

Usage by Platform

3 Year Comparison Graphs

3 Year Circulation Totals



Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2019	3178	7284	1083	2654	295	74
Jun 2019	3408	9634	1296	4287	379	264
Jul 2019	3771	10398	1255	4730	385	257
Aug 2019	2997	8053	1299	3300	302	155
Sep 2019	2777	7105	1271	2639	340	78
Oct 2019	2824	7134	1113	2765	380	52
Nov 2019	2786	6691	1120	2409	302	74
Dec 2019	2876	6267	1142	1913	273	63
Jan 2020	3006	7189	1281	2522	305	75
Feb 2020	2835	7444	1245	2989	338	37
Mar 2020	1937	5680	1464	1987	216	76
Apr 2020	5	2026	1976	0	41	4
May 2020	23	2173	2145	3	2	0
Jun 2020	358	2654	1814	439	1	42
Jul 2020	876	4043	1816	1277	18	56
Aug 2020	1483	5823	1914	2209	104	113
Sep 2020	1746	6312	1679	2690	132	65
Oct 2020	1482	5345	1650	2010	127	76
Nov 2020	1136	4479	1724	1444	128	47
Dec 2020	1170	4436	1806	1257	148	55
Jan 2021	1051	4447	2083	1187	87	39
Feb 2021	1183	5018	2058	1623	106	48
Mar 2021	1381	5614	2075	1988	126	44
Apr 2021	1871	6441	1824	2555	171	20
May 2021	2342	7651	1963	3101	207	38
Jun 2021	2840	9160	1655	4253	280	132
Jul 2021	3156	10334	1749	5022	254	153
Aug 2021	2846	9638	1886	4541	236	129
Sep 2021	2908	8630	1723	3710	188	101
Oct 2021	2819	8429	1859	3400	260	91
Nov 2021	2680	7880	1813	3141	211	35
Dec 2021	2530	7553	1855	2882	238	48

Category	Adult Circ	Total Circulation	Total Digital Circ	Total Juvenile Circ	Total Miscellaneous Circ	Total Teen Circ
Jan 2022	2564	7261	2111	2324	224	38
Feb 2022	2260	7288	1908	2869	212	39
Mar 2022	2622	8934	2002	4035	236	39
Apr 2022	2697	8772	1900	3899	235	41
May 2022	2344	7810	1963	3242	213	48
Jun 2022	2564	9421	2024	4527	214	92
Jul 2022	3026	10266	2058	4822	247	113
Aug 2022	2760	10344	2232	4969	270	113
Sep 2022	2535	8894	1949	4083	256	71
Oct 2022	2634	8860	1980	3917	278	51
Nov 2022	2484	8412	1984	3668	240	36

Circulation Totals

3 Year Visits



Category Main Building Curbside Appointments

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

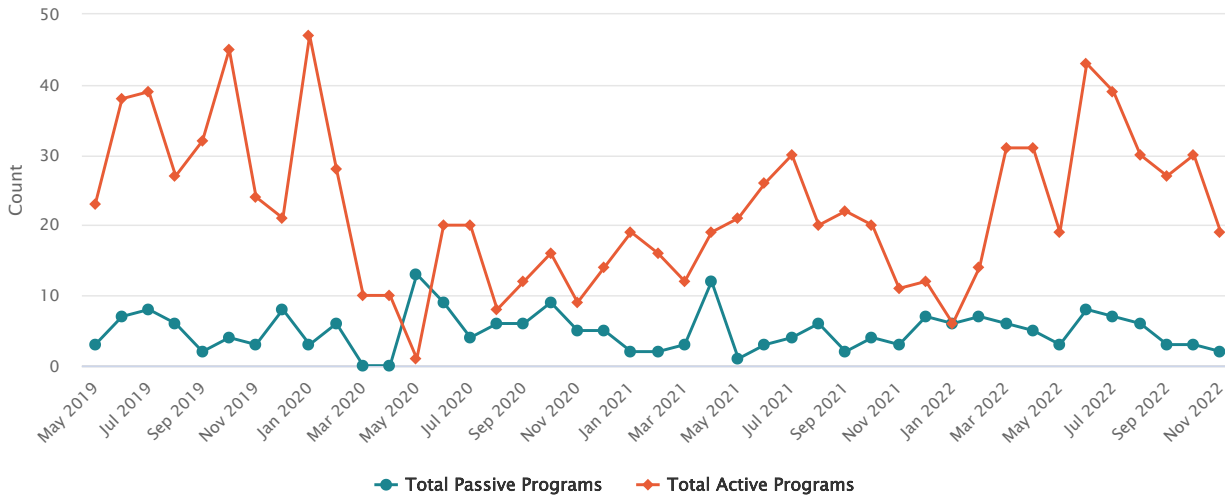
Category Main Building Curbside Appointments

Feb 2021	1324	233
Mar 2021	1795	133
Apr 2021	2259	73
May 2021	2370	16
Jun 2021	4252	0
Jul 2021	4333	5
Aug 2021	7909	5
Sep 2021	6792	0
Oct 2021	3726	2
Nov 2021	3266	0
Dec 2021	3052	2
Jan 2022	2810	0
Feb 2022	2828	6
Mar 2022	3497	0
Apr 2022	3730	0
May 2022	3315	0
Jun 2022	4380	0
Jul 2022	4425	0
Aug 2022	4261	0
Sep 2022	3840	0
Oct 2022	4938	0
Nov 2022	3470	0

Visits

3 Year Programming

Number of Programs



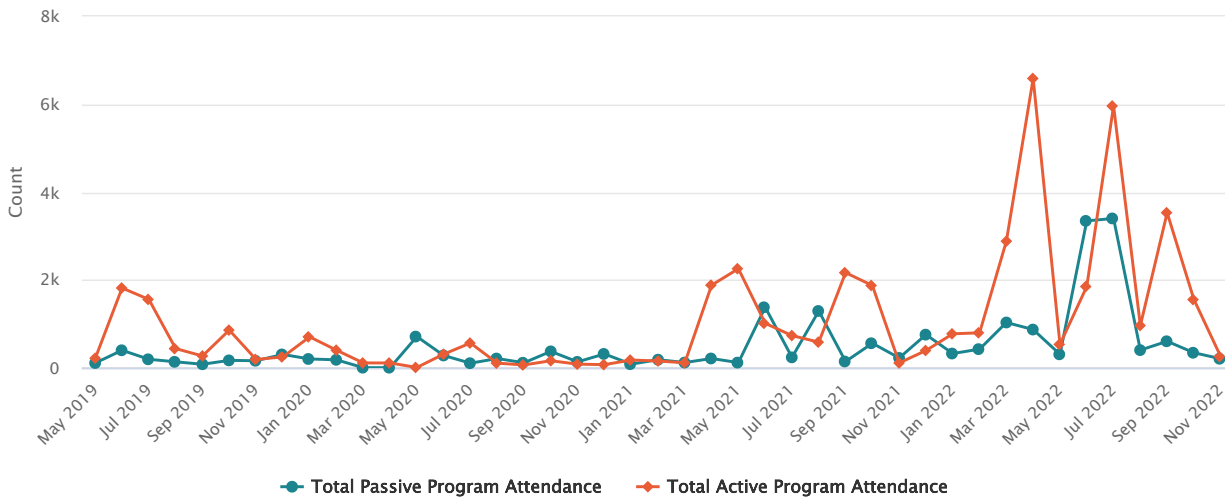
Category Total Passive Programs Total Active Programs

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

Category	Total Passive Programs	Total Active Programs
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
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
Aug 2022	6	30
Sep 2022	3	27
Oct 2022	3	30
Nov 2022	2	19

Number of Programs

Program Attendance



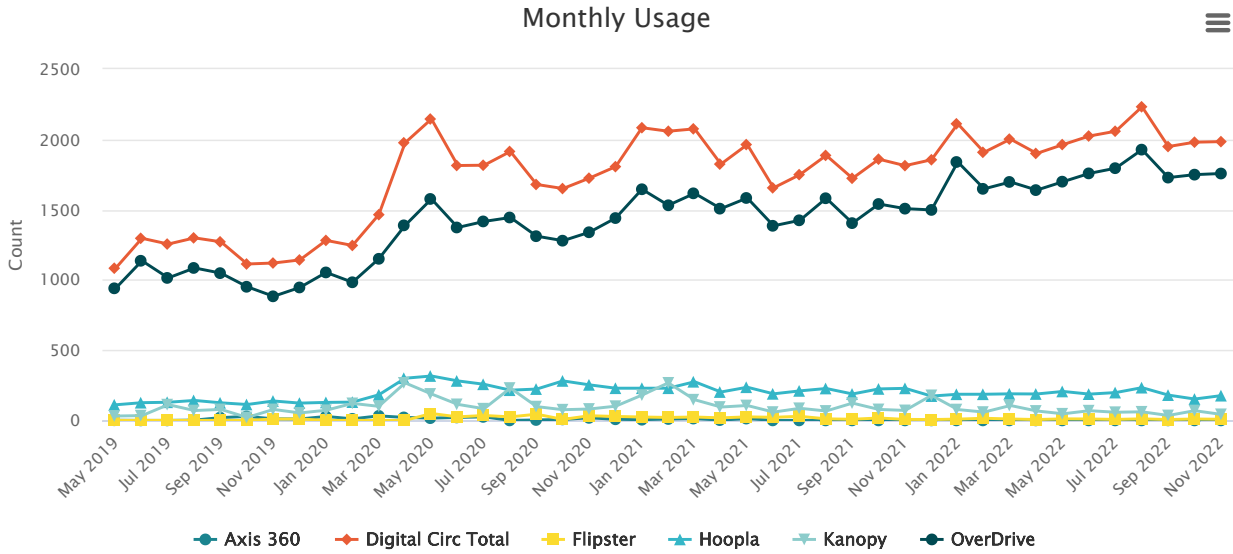
Category Total Passive Program Attendance Total Active Program Attendance

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
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
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Jul 2022	3399	5860
Aug 2022	400	960
Sep 2022	601	3529
Oct 2022	340	1551
Nov 2022	203	251

Program Attendance

3 Year Digital Collections



Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive

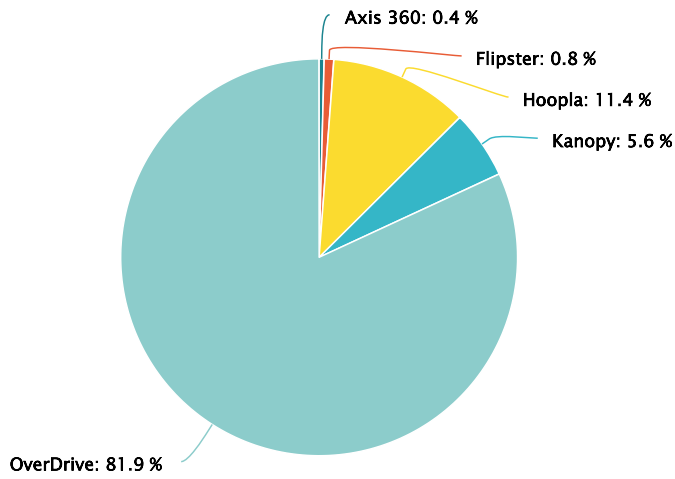
Category	Axis 360	Digital Circ Total	Flipster	Hoopla	Kanopy	OverDrive
May 2019	1	1083	0	111	31	940
Jun 2019	0	1296	0	126	34	1136
Jul 2019	0	1255	0	129	112	1014
Aug 2019	2	1299	0	142	70	1085
Sep 2019	20	1271	0	125	78	1048
Oct 2019	28	1113	0	113	21	951
Nov 2019	11	1120	10	138	78	883
Dec 2019	10	1142	10	123	53	946
Jan 2020	28	1281	0	128	72	1053
Feb 2020	11	1245	0	130	121	983
Mar 2020	32	1464	0	182	100	1150
Apr 2020	21	1976	0	300	267	1388
May 2020	16	2145	49	316	188	1576
Jun 2020	21	1814	25	281	114	1373
Jul 2020	25	1816	35	257	83	1416
Aug 2020	0	1914	25	215	230	1444
Sep 2020	3	1679	44	223	98	1311
Oct 2020	7	1650	7	281	76	1279
Nov 2020	18	1724	33	253	81	1339
Dec 2020	8	1806	28	229	101	1440
Jan 2021	5	2083	24	229	180	1645
Feb 2021	10	2058	21	229	267	1531
Mar 2021	13	2075	24	275	147	1616
Apr 2021	2	1824	18	202	95	1507
May 2021	13	1963	25	236	106	1583
Jun 2021	0	1655	22	189	59	1385
Jul 2021	0	1749	29	210	86	1424
Aug 2021	0	1886	11	227	67	1581

Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive

Category	Axis 360	Digital	Circ	Total	Flipster	Hoopla	Kanopy	OverDrive
Sep 2021	0	1723	8	188	123	1404		
Oct 2021	0	1859	17	224	78	1540		
Nov 2021	0	1813	7	228	71	1507		
Dec 2021	0	1855	6	173	178	1498		
Jan 2022	0	2111	9	186	77	1839		
Feb 2022	0	1908	15	186	59	1648		
Mar 2022	0	2002	10	189	106	1697		
Apr 2022	0	1900	6	188	67	1639		
May 2022	0	1963	11	206	47	1699		
Jun 2022	0	2024	10	187	69	1758		
Jul 2022	0	2058	7	198	58	1795		
Aug 2022	0	2232	11	233	61	1927		
Sep 2022	0	1949	6	180	35	1728		
Oct 2022	0	1980	10	152	69	1749		
Nov 2022	0	1984	8	176	43	1757		

Monthly Usage

Distribution by Platform



Category Series 1

Axis 360	305
Flipster	581
Hoopla	8493
Kanopy	4156
OverDrive	61212

Distribution by Platform

3 Year New Website Usage

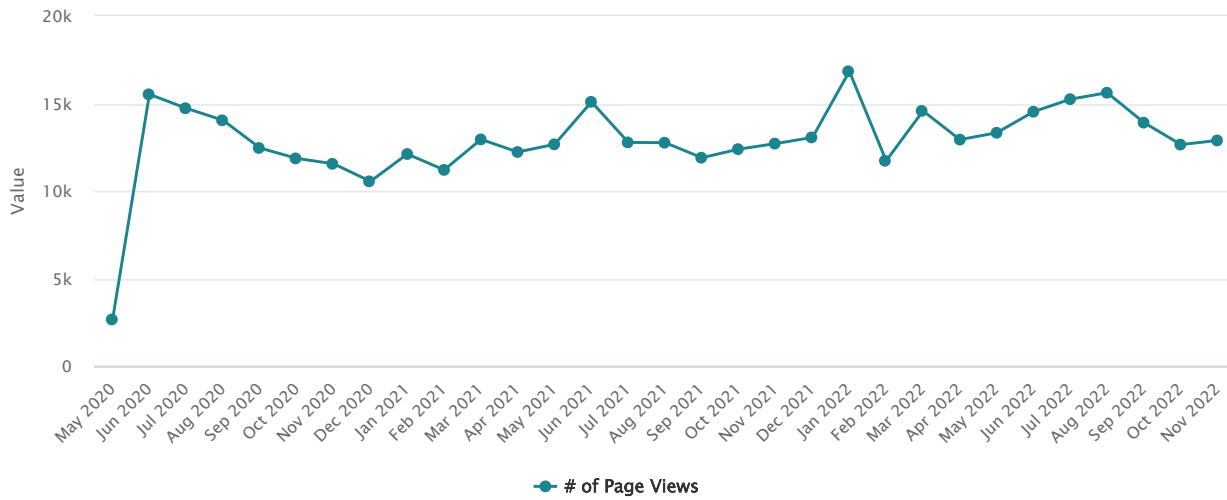


Category # of Visitors

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
Feb 2022	2607
Mar 2022	3125
Apr 2022	2917
May 2022	2851
Jun 2022	3270
Jul 2022	3261
Aug 2022	3540
Sep 2022	3020
Oct 2022	2779
Nov 2022	2828

Visitors

Page Views



Category # of Page Views

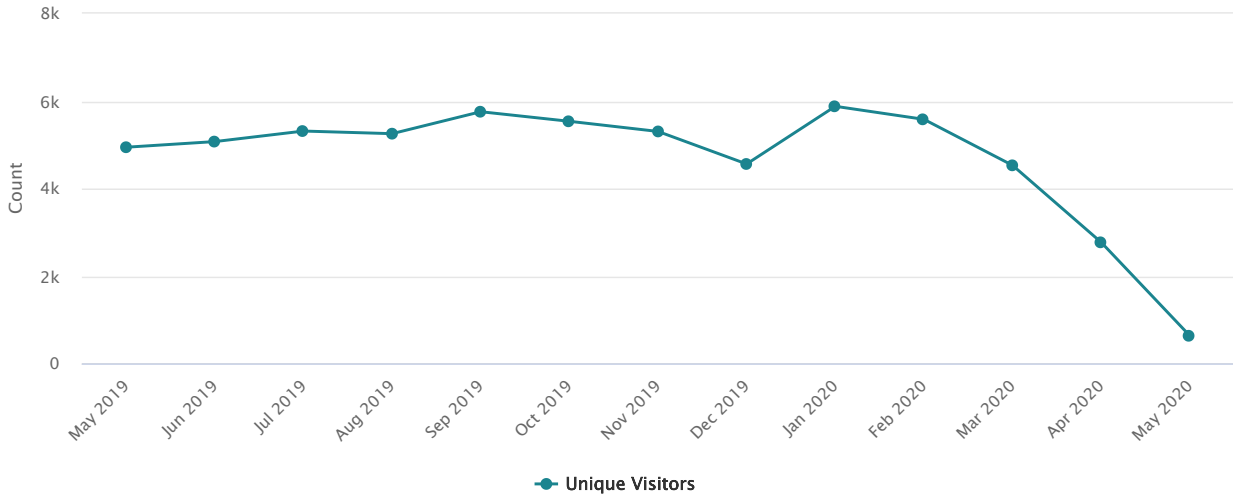
May 2020 2653
Jun 2020 15525
Jul 2020 14729
Aug 2020 14039
Sep 2020 12457
Oct 2020 11861
Nov 2020 11552
Dec 2020 10550
Jan 2021 12112
Feb 2021 11204
Mar 2021 12948
Apr 2021 12227
May 2021 12667
Jun 2021 15095
Jul 2021 12777
Aug 2021 12759
Sep 2021 11901
Oct 2021 12392
Nov 2021 12709
Dec 2021 13061
Jan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

Apr 2022 12935
May 2022 13326
Jun 2022 14530
Jul 2022 15248
Aug 2022 15616
Sep 2022 13907
Oct 2022 12652
Nov 2022 12888

Page Views

3 Year Previous Website Usage

Visitors

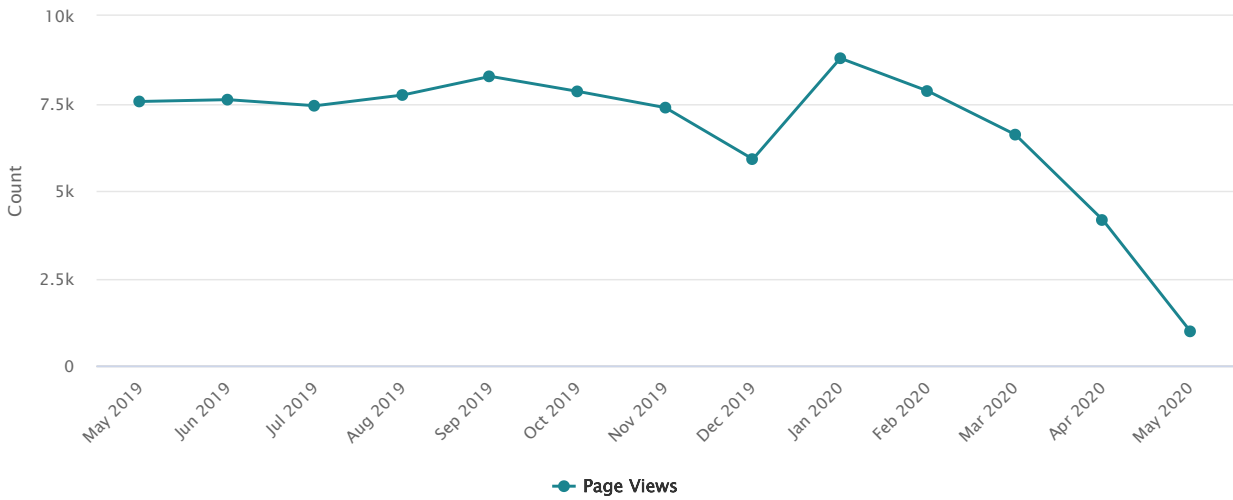


Category Unique Visitors

- 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

Visitors

Page Views



Category Page Views

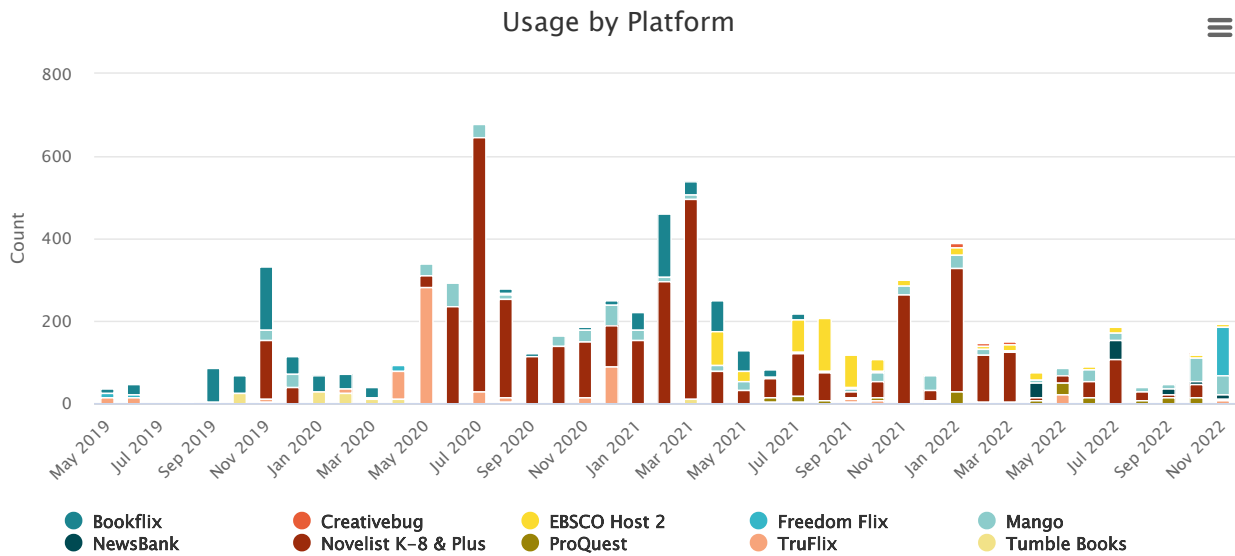
- May 2019 7553
- Jun 2019 7605
- Jul 2019 7431

Category Page Views

- Aug 2019 7736
- 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

Page Views

3 Year Database Usage



Category Bookflix Creativebug EBSCO Host 2 Freedom Flix Mango NewsBank Novelist K-8 & Plus ProQuest TruFlix Tumble Books

Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	Tumble Books
May 2019	10	0	0	8	0	0	0	0	15	1
Jun 2019	22	0	0	10	0	0	0	0	13	0
Jul 2019	0	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	0	0	0	0	3	0
Sep 2019	84	0	0	0	0	0	0	0	0	3
Oct 2019	43	0	0	0	0	0	0	0	0	24
Nov 2019	152	0	0	1	25	0	142	0	8	3
Dec 2019	40	0	0	0	34	0	39	0	0	0
Jan 2020	37	0	0	0	0	0	0	0	0	30
Feb 2020	36	0	0	2	0	0	0	0	11	24
Mar 2020	25	0	0	5	0	0	0	0	1	10
Apr 2020	4	0	0	13	0	0	0	0	70	10
May 2020	6	0	0	1	31	0	29	0	281	0
Jun 2020	0	0	0	0	55	0	236	0	0	1
Jul 2020	0	0	0	3	32	0	615	0	30	0
Aug 2020	9	0	0	3	12	0	238	0	13	2
Sep 2020	7	0	0	0	0	0	115	0	0	0
Oct 2020	0	0	0	0	27	0	139	0	0	0
Nov 2020	4	0	0	1	28	0	138	0	13	0
Dec 2020	10	0	0	0	51	0	100	0	88	0
Jan 2021	45	0	0	0	24	0	152	0	0	1
Feb 2021	156	0	0	0	10	0	296	0	0	0
Mar 2021	33	0	0	0	11	0	486	0	0	11

Category Bookflix Creativebug EBSCO Host 2 Freedom Flix Mango NewsBank Novelist K-8 & Plus ProQuest TruFlix Tumble Books

Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	Tumble Books
Apr 2021	74	0	83	0	12	0	80	0	0	0
May 2021	52	0	24	0	22	0	31	0	0	0
Jun 2021	16	0	3	0	0	0	49	10	0	3
Jul 2021	17	0	78	3	0	0	104	14	3	0
Aug 2021	0	0	127	0	5	0	68	6	0	0
Sep 2021	0	0	80	3	6	0	17	4	4	5
Oct 2021	0	0	29	3	23	0	38	6	8	0
Nov 2021	0	0	16	0	20	0	265	0	0	0
Dec 2021	0	0	3	0	36	0	25	3	0	3
Jan 2022	5	9	18	0	33	0	299	29	0	0
Feb 2022	0	6	8	0	14	0	116	0	3	0
Mar 2022	0	7	13	0	2	4	122	2	0	0
Apr 2022	0	1	19	0	7	33	10	6	0	0
May 2022	0	2	4	0	18	0	18	29	22	0
Jun 2022	0	3	7	0	27	2	39	13	0	1
Jul 2022	4	4	14	0	20	46	106	0	0	0
Aug 2022	0	1	0	0	10	0	22	7	0	0
Sep 2022	0	3	0	0	11	13	6	15	0	0
Oct 2022	0	2	9	0	56	6	31	16	0	0
Nov 2022	0	4	8	117	44	12	0	4	7	0

Usage by Platform