

## November 15, 2022 Board Meeting

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>FY 2021-2022 Audit (action)(15 minutes)(7:17pm)</b>	
<b>4</b>	<b>Opportunity to Address Board (5 minutes per community member)(7:22pm)</b>	
<b>5</b>	<b>Consent Agenda</b>	
	Minutes of October 18, 2022 Board of Trustees Meeting (action)(5 minutes)(7:27pm)	3A-3B
<b>6</b>	<b>Financial Reports (White and Yellow) (5 minutes)(7:32pm)</b>	
	October Detailed Revenue & Expense Report (action)	4A - 4E
	October Detailed Balance Sheet (action)	5A - 5C
<b>7</b>	<b>Approval of Checks (Green) (5 minutes)(7:37pm)</b>	
	October Check Disbursement Report (action)	6A-6G
<b>8</b>	<b>Committee Reports (15 minutes)(7:52pm)</b>	
<b>9</b>	<b>New Business</b>	
	Property Tax Levy for FY 2022-2023 (action)(15 minutes)(8:07pm)	7A-7K
<b>10</b>	<b>Old Business</b>	
	Foundation Report (5 minutes)(8:12pm)	
<b>11</b>	<b>Interim Director's Report (5 minutes)(8:17pm)</b>	
	Interim Director's Narrative Report	8A-8C
<b>12</b>	<b>Executive Session(s)</b>	
<b>13</b>	<b>Any and All Other Business ...</b>	
<b>14</b>	<b>Adjournment (1 minute)(8:18pm)</b>	
<b>15</b>	<b>Attachments</b>	
	October 2022 statistics	9A - end
	Audit Report for FY 21-22	

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, November 15, 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:**

**Join Zoom Meeting**

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 UxncGdFRm8yNmJnSmFkNkZtMlJuZz09

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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](mailto: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](mailto:khorne@lakeblufflibrary.org)

**Agenda**

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. FY 2021-2022 Audit (action)(15 minutes)(7:17pm)**
- 4. Opportunity for Public to Address the Board (5 minutes)(7:22pm)** (limit 5 minutes per person per meeting)
- 5. Approval of Minutes**
  - a. Approval of Minutes of October 18, 2022 Board Meeting **(action)(5 minutes)(7:27pm)**

- 6. October Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:32pm)**
- a. October Detailed Revenue & Expense Report
  - b. October Detailed Balance Sheet

- 7. Approval of checks (action)(5 minutes)(7:37pm)**
- a. October Monthly Checks (15387, 15389-15417)

**8. Committee Reports (15 minutes)(7:52pm)  
(Met)**

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

**(Did Not Meet)**

- d. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff and Shaul.)
- e. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
- f. Campaign Planning Committee (AD HOC) (**MEMBERS:** Heintzelman, Meierhoff, and Jerch.)
- 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.)

**9. New Business**

- a. Property Tax Levy for FY 2022-2023 (action)(15 minutes)(8:07pm)

**10. Old Business**

- a. Foundation Report (5 minutes)(8:12pm)

**11. Interim Director's Narrative Report (5 minutes)(8:17pm)**

- a. Interim Director's Narrative Report

**12. Executive Session(s)**

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

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

**14. Adjournment (1 minute)(8:18pm)**

**Attachments:**

October 2022 Statistics

Audit Report for FY 2021-2022

Tax Levy Summary

**Upcoming Board Meetings: December 13, 2022, January 17, 2023, February 21, 2023**

**Lake Bluff Public Library  
Library Board of Trustees Meeting  
Tuesday, October 18, 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 7:01 pm. Trustees Meierhoff, Graziano, Hayes, Jerch, Shaul, and Zaute were present; Trustee Heintzleman was absent. Also present were Library Employees O'Hara, Chapman, and Jarvi, and Fifhause; Library Legal Counsel Mark Ritzman, and community member Alisha Tafoya. There were three more members of the community in the chat room, but all declined to identify themselves and declined the opportunity to speak. All but Horner were present via Zoom.

**2. Opportunity for Public to Address the Board:** Alisha Tafoya spoke via Zoom for the allotted 5 minutes about the October 10<sup>th</sup> incident she experienced with her daughter and niece seeing upsetting images on an adult patron's computer screen. The patron was inappropriately using a library computer in violation of Library Computer Use Policy. A staff member asked the patron to leave as soon as the situation was discovered. Both Meierhoff and Horner expressed how sorry we all are that Ms. Tafoya and her daughter and niece experienced such an unpleasant and clearly upsetting incident in our Library, which we consider to be a safe, family-friendly community gathering place, and emphasized that this was the first such problem we have experienced in many years.

A lengthy discussion that included Mark Ritzman ensued. Horner gave a synopsis of the incident and how staff members responded. Trustees asked many questions about the incident itself, the staff follow-up so far, interaction with the police department, details about our Computer Use Policy, and using our Ad Hoc Committee to consider whether or not our Policy needed any revision. Ritzman felt that our existing Policy has an excellent provision to allow the Library to take action barring the patron from the building; much of the discussion centered around how long the patron would be barred, with one year an option. Ms. Tafoya asked why we would consider letting the patron back in after only one year, and asked for further opportunity to be involved in upcoming conversations about this issue.

Mr. Ritzman signed off from the Zoom meeting at 8:15 pm. Meierhoff then asked each trustee to individually respond to the incident and the Board response, which each of us did. We came to the decision to suspend the patron from the Library building and property indefinitely, and to review the case after one year. We returned to the agenda items at 8:44.

**3. Approval of Minutes:** Shaul moved to approve the minutes of the Sept, 20<sup>th</sup> meeting; Meierhoff seconded; all voted aye.

**4. September 2022 Financial Reports: Detailed Balance and Revenue/Expense**

Passport revenues continue to be strong, as the past month set a record for number of passport applications processed. We have expended 42.09% of our yearly budget, so we are right on track. Since we are no longer collecting overdue fines, the line item listed as *rental fines* is mostly replacement costs for lost or damaged items from our collection. The reserve fund balance is \$434,270.51. Hayes moved to approve the September financials; Zaute seconded; all voted aye.

**5. Approval of September monthly checks:** Horner identified two checks that were unusual in the monthly check roster. Hayes moved to approve the September monthly checks; Shaul seconded; all voted aye.

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

a. **Human Resources:** (Chair: Graziano, Members: Jerch and Shaul) Graziano expressed heartfelt thank you's to all the trustees who participated in the first round interviews (all participants were on Zoom) and reported that we are moving forward to second interviews with three of the candidates. The schedules and logistics of the second interviews are being planned and set up. (HR will meet immediately after this Board meeting adjourns this evening.) We will be checking references for the three candidates and plan to include the Library Staff in the process and share their inputs. Our goal is to have a new director begin on December 1.

**(Did not meet)**

- b. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul)
- c. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute)
- d. **Bylaw and Policy:** (Members: Heintzelman and Meierhoff)
- e. **Campaign Planning (AD HOC):** (Members: Heintzelman, Meierhoff, and Jerch)
- f. **Community Engagement:** (Chair: Graziano, Members: Jerch)
- g. **Request for Reconsideration (AD HOC):** (Members: Heintzelman, Jerch, Meierhoff and Shaul)
- 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)

**8. Adjournment:** As it was late, the rest of the agenda was tabled. Jerch moved to adjourn the meeting, Zaute seconded; all voted aye. Meeting was adjourned at 9:01 pm.

Respectfully submitted,

Janie Jerch

PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23 AMENDED BUDGET	% BDGT USED
		MONTH 10/31/22 INCR (DECR)	MONTH 10/31/21 INCR (DECR)	10/31/2022 NORM (ABNORM)	10/31/2021 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	268,951.70	206,105.91	838,432.03	796,194.84	1,032,715.00	81.19
PROPERTY TAXES		268,951.70	206,105.91	838,432.03	796,194.84	1,032,715.00	81.19
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	213.70	150.63	966.68	917.00	2,000.00	48.33
080-300-34250	NON-RESIDENT FEES	817.94	259.50	2,983.58	3,283.33	6,000.00	49.73
080-300-34260	PASSPORT FEES	3,994.79	1,388.18	13,473.15	7,814.04	15,000.00	89.82
CHARGE FOR SERVICES		5,026.43	1,798.31	17,423.41	12,014.37	23,000.00	75.75
FINES/FORFEITS							
080-300-35700	RENTAL FINES	147.83	285.10	932.19	1,767.48	1,000.00	93.22
FINES/FORFEITS		147.83	285.10	932.19	1,767.48	1,000.00	93.22
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	790.00	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	107.09	0.00	183.31	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	4,170.58	0.00	4,170.58	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	(3.00)	(318.27)	44.53	(469.27)	1,000.00	4.45
080-300-38900	MISCELLANEOUS INCOME	327.01	2,426.28	1,333.37	6,528.13	25,000.00	5.33
MISCELLANEOUS		324.01	7,175.68	1,377.90	11,202.75	38,573.00	3.57
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	1,820.21	12.80	5,237.68	57.04	250.00	2,095.07
INVESTMENT INCOME		1,820.21	12.80	5,237.68	57.04	250.00	2,095.07
Total Dept 300 - REVENUE		276,270.18	215,377.80	863,403.21	829,676.43	1,095,538.00	78.81
TOTAL REVENUES		276,270.18	215,377.80	863,403.21	829,676.43	1,095,538.00	78.81
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	14,494.13	12,637.32	104,610.98	75,652.55	210,000.00	49.81
080-603-40030	STAFF SALARIES	26,793.13	34,593.30	175,370.72	198,516.35	368,000.00	47.66
SALARIES		41,287.26	47,230.62	279,981.70	274,168.90	578,000.00	48.44
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	8,841.89	9,628.77	53,051.34	57,892.62	86,000.00	61.69

User: khorner  
DB: Lake Bluff

PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/22 INCR (DECR)	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2022 NORM (ABNORM)	YTD BALANCE 10/31/2021 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	53,051.34	57,892.62	86,250.00	61.51
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	3,137.90	3,561.13	21,184.53	20,663.59	40,000.00	52.96
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,124.06	3,662.87	12,838.12	14,521.37	31,000.00	41.41
RETIREMENT		5,261.96	7,224.00	34,022.65	35,184.96	71,000.00	47.92
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	808.00	2,691.88	20,131.87	16,591.23	34,000.00	59.21
080-603-41020	ELEVATOR MAINTENANCE	230.00	470.00	709.00	949.00	1,500.00	47.27
080-603-41050	MAINTENANCE-GROUNDS	340.00	305.00	1,765.00	1,985.00	6,500.00	27.15
080-603-41300	COMPUTER SERVICES	0.00	350.00	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	617.90	464.18	2,251.57	2,366.14	4,000.00	56.29
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	1,339.80	0.00	2,125.57	468.00	10,000.00	21.26
080-603-41345	MARKETING	0.00	0.00	34.85	0.00	500.00	6.97
080-603-41350	LEGAL SERVICES	0.00	1,012.50	0.00	1,800.00	1,500.00	0.00
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	470.00	70.00	3,000.00	15.67
CONTRACTUAL		3,335.70	5,293.56	37,987.86	35,359.37	75,000.00	50.65
COMMODITIES							
080-603-42440	DUES	236.00	0.00	1,201.27	811.60	2,500.00	48.05
080-603-43230	UTILITIES	565.98	532.68	4,066.12	4,627.08	10,000.00	40.66
080-603-43300	POSTAGE	557.15	421.31	3,634.77	2,851.93	5,000.00	72.70
080-603-43410	PRINTING/E-NEWSLETTER	29.99	29.99	5,983.94	4,125.94	10,000.00	59.84
080-603-43550	OFFICE SUPPLIES	575.55	487.74	3,945.28	3,464.91	7,000.00	56.36
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	132.80	150.76	615.05	633.65	1,500.00	41.00
080-603-43668	TECHNICAL SERVICES SUPPLIES	160.92	305.82	1,744.05	2,696.54	5,500.00	31.71
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	209.51	0.00	209.51	103.66	500.00	41.90
080-603-43710	ADULT PROGRAM SUPPLIES	1,248.22	1,300.00	4,756.87	4,513.48	8,000.00	59.46
080-603-43720	JUVENILE PROGRAM SUPPLIES	365.36	156.45	4,713.43	3,726.22	7,000.00	67.33
080-603-43730	OUTREACH SUPPLIES	692.00	104.93	2,728.03	1,033.04	5,500.00	49.60
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	251.60	225.02	1,250.00	20.13
080-603-46100	MISCELLANEOUS EXPENSES	25.30	25.30	383.70	230.79	1,000.00	38.37
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		4,798.78	3,514.98	34,233.62	29,043.86	64,750.00	52.87
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	966.89	1,057.69	6,588.80	10,233.49	17,000.00	38.76
080-603-45100	ADULT FICTION BOOKS	892.37	1,424.69	9,515.43	9,718.35	15,500.00	61.39
080-603-45110	ADULT LARGE PRINT MATERIAL	111.80	19.14	203.56	132.12	600.00	33.93
080-603-45200	ADULT AUDIO VISUAL MATERIAL	979.39	1,103.29	4,973.67	5,722.37	15,500.00	32.09
080-603-45220	ADULT REFERENCE/E-REFER	423.40	462.26	9,952.20	10,059.13	20,000.00	49.76
080-603-45400	JUVENILE NON-FICTION	344.27	500.73	2,933.36	4,154.35	12,000.00	24.44
080-603-45410	PICTURE BOOKS, READERS	886.85	1,263.76	2,801.09	5,279.46	8,000.00	35.01
080-603-45420	JUVENILE FICTION	60.82	258.76	2,302.05	4,394.94	8,000.00	28.78
080-603-45430	JUVENILE AUDIO-VISUAL	102.45	51.46	307.48	2,517.59	3,000.00	10.25

PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	YTD BALANCE	2022-23 AMENDED BUDGET	% BDGT USED
		MONTH 10/31/22 INCR (DECR)	MONTH 10/31/21 INCR (DECR)	10/31/2022 NORM (ABNORM)	10/31/2021 NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45440	JUVENILE E-REFERENCE	0.00	1,436.00	0.00	1,835.00	2,000.00	0.00
080-603-45445	JUVENILE KITS & DEVICES	0.00	0.00	242.64	0.00	3,000.00	8.09
080-603-45450	TEEN BOOKS	0.00	0.00	494.67	874.85	2,500.00	19.79
080-603-45460	E-BOOKS	1,207.37	2,118.91	7,744.05	8,732.00	19,000.00	40.76
080-603-45470	GRAPHIC NOVELS	0.00	0.00	0.00	480.54	750.00	0.00
080-603-45500	PERIODICALS	112.94	732.15	5,833.58	5,382.51	6,750.00	86.42
080-603-45510	VIDEO GAMES	0.00	472.16	1,403.59	1,564.19	3,500.00	40.10
080-603-45520	TRENDING TITLES	158.23	54.52	385.36	333.79	2,000.00	19.27
080-603-45600	PATRON & STAFF SOFTWARE	369.23	375.81	5,367.56	8,875.10	10,750.00	49.93
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	21,950.00	22,000.00	102.27
LIBRARY MATERIALS		6,616.01	11,331.33	83,549.09	102,239.78	171,850.00	48.62
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	6,968.98	0.00	7,475.74	1,108.55	5,000.00	149.51
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	16,331.84	0.00	20,621.84	6,000.00	0.00
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	7,902.00	7.99	19,000.00	41.59
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	282.02	1,000.00	0.00
CAPITAL EXPENSES		6,968.98	16,331.84	15,377.74	22,020.40	31,000.00	49.61
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		77,110.58	100,555.10	538,204.00	558,822.26	1,095,538.00	49.13
TOTAL EXPENDITURES		77,110.58	100,555.10	538,204.00	558,822.26	1,095,538.00	49.13
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		276,270.18	215,377.80	863,403.21	829,676.43	1,095,538.00	78.81
TOTAL EXPENDITURES		77,110.58	100,555.10	538,204.00	558,822.26	1,095,538.00	49.13
NET OF REVENUES & EXPENDITURES		199,159.60	114,822.70	325,199.21	270,854.17	0.00	100.00



PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/22 INCR (DECR)	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2022 NORM (ABNORM)	YTD BALANCE 10/31/2021 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	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	17.65	0.00	926.08	11.88	15,000.00	6.17
082-300-38315	RESTRICTED DONATIONS	24,669.15	0.00	74,762.35	688.11	2,000.00	3,738.12
MISCELLANEOUS		24,686.80	0.00	75,688.43	699.99	17,000.00	445.23
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		24,686.80	0.00	83,972.03	699.99	26,439.95	317.60
TOTAL REVENUES		24,686.80	0.00	83,972.03	699.99	26,439.95	317.60
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	73.90	367.87	70,193.89	6,903.37	17,000.00	412.91
Unclassified		73.90	367.87	70,193.89	6,903.37	17,000.00	412.91
Total Dept 603 - LIBRARY ADMINISTRATION		73.90	367.87	73,648.08	6,903.37	26,439.95	278.55
TOTAL EXPENDITURES		73.90	367.87	73,648.08	6,903.37	26,439.95	278.55
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		24,686.80	0.00	83,972.03	699.99	26,439.95	317.60
TOTAL EXPENDITURES		73.90	367.87	73,648.08	6,903.37	26,439.95	278.55
NET OF REVENUES & EXPENDITURES		24,612.90	(367.87)	10,323.95	(6,203.38)	0.00	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		300,956.98	215,377.80	947,375.24	830,376.42	1,121,977.95	84.44
TOTAL EXPENDITURES - ALL FUNDS		77,184.48	100,922.97	611,852.08	565,725.63	1,121,977.95	54.53

PERIOD ENDING 10/31/2022

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23 AMENDED BUDGET	% BDGT USED
		MONTH 10/31/22 INCR (DECR)	MONTH 10/31/21 INCR (DECR)	10/31/2022 NORM (ABNORM)	10/31/2021 NORM (ABNORM)		
NET OF REVENUES & EXPENDITURES		223,772.50	114,454.83	335,523.16	264,650.79	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	123,207.55
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)	(88.84)
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	770,874.01
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	23,946.57	24,230.55
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>918,375.07</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>
	<b>Total Assets</b>	<b><u>1,551,854.80</u></b>	<b><u>1,849,071.36</u></b>
*** 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	(7,141.28)
	ACCOUNTS PAYABLE	<u>21,177.35</u>	<u>(7,141.28)</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	1,385.73

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	(1,049.75)
080-200-20261	LIBRARY HSA PAYABLE	0.00	0.00
080-200-20460	OTHER SHORT TERM LIABILITIES	0.00	0.00
A/P - OTHER		<u>0.00</u>	<u>335.98</u>
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		<u>0.00</u>	<u>0.00</u>
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		<u>0.00</u>	<u>0.00</u>
OTHER LIABILITIES			
080-200-26500	MISCELLANEOUS RESERVE	0.00	0.00
OTHER LIABILITIES		<u>0.00</u>	<u>0.00</u>
UNAVAILABLE PROPERTY TAXES			
080-200-24000	UNAVAILABLE PROPERTY TAXES	1,032,731.07	1,032,731.07
UNAVAILABLE PROPERTY TAXES		<u>1,032,731.07</u>	<u>1,032,731.07</u>
<b>Total Liabilities</b>		<b><u>1,075,804.67</u></b>	<b><u>1,047,822.02</u></b>
*** 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		<u>476,050.13</u>	<u>476,050.13</u>
<b>Total Fund Balance</b>		<b><u>476,050.13</u></b>	<b><u>476,050.13</u></b>
<b>Beginning Fund Balance</b>			<b>476,050.13</b>
<b>Net of Revenues VS Expenditures</b>			<b>325,199.21</b>
<b>Ending Fund Balance</b>			<b>801,249.34</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,849,071.36</b>

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)	(73,783.45)
082-100-10032	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00
CASH/INVESTMENTS		<u>(83,294.17)</u>	<u>(73,783.45)</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>
<b>Total Assets</b>		<b><u>(54,405.68)</u></b>	<b><u>(44,894.96)</u></b>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	887.13	73.90
ACCOUNTS PAYABLE		<u>887.13</u>	<u>73.90</u>
<b>Total Liabilities</b>		<b><u>887.13</u></b>	<b><u>73.90</u></b>
*** 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>
<b>Total Fund Balance</b>		<b><u>(55,292.81)</u></b>	<b><u>(55,292.81)</u></b>
<b>Beginning Fund Balance</b>			<b>(55,292.81)</b>
<b>Net of Revenues VS Expenditures</b>			<b>10,323.95</b>
<b>Ending Fund Balance</b>			<b>(44,968.86)</b>
<b>Total Liabilities And Fund Balance</b>			<b>(44,894.96)</b>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
11/10/2022	LIBC	15387*	AMAZON	OFFICE SUPPLIES/ADHESIVE DOTS	43550	603	4.99
				OFFICE SUPPL/CALENDAR/CARDSTOCK PAPER	43550	603	20.85
				OFFICE SUPPL/P-TOUCH CARTRIDGES	43550	603	24.98
				ADULT PROGRAM SUPPLIES	43710	603	34.84
				JUVENILE PROGRAM SUPPLIES	43720	603	7.99
				OUTREACH SUPPLIES	43730	603	189.95
				ADULT NON-FICTION BOOKS	45000	603	13.99
				ADULT NON-FICTION BOOKS	45000	603	30.00
				ADULT NON-FICTION BOOKS	45000	603	15.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	8.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	9.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	68.89
				ADULT AUDIO VISUAL MATERIAL	45200	603	22.96
				ADULT AUDIO VISUAL MATERIAL	45200	603	37.95
				ADULT AUDIO VISUAL MATERIAL	45200	603	31.98
				ADULT AUDIO VISUAL MATERIAL	45200	603	17.98
				ADULT AUDIO VISUAL MATERIAL	45200	603	24.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	23.18
				ADULT AUDIO VISUAL MATERIAL	45200	603	13.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	12.79
				ADULT AUDIO VISUAL MATERIAL	45200	603	57.93
				ADULT AUDIO VISUAL MATERIAL	45200	603	24.49
				ADULT AUDIO VISUAL MATERIAL	45200	603	35.18
				ADULT AUDIO VISUAL MATERIAL	45200	603	21.46
				ADULT AUDIO VISUAL MATERIAL	45200	603	19.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	17.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	19.59
				ADULT AUDIO VISUAL MATERIAL	45200	603	27.96
				ADULT AUDIO VISUAL MATERIAL	45200	603	19.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	14.79
				ADULT AUDIO VISUAL MATERIAL	45200	603	7.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	11.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	26.51
				ADULT AUDIO VISUAL MATERIAL	45200	603	16.77
				ADULT AUDIO VISUAL MATERIAL	45200	603	58.93
				ADULT AUDIO VISUAL MATERIAL	45200	603	13.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				ADULT AUDIO VISUAL MATERIAL	45200	603	56.14
				ADULT AUDIO VISUAL MATERIAL	45200	603	10.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	39.07
				ADULT AUDIO VISUAL MATERIAL	45200	603	28.37
				ADULT AUDIO VISUAL MATERIAL	45200	603	11.19
				ADULT AUDIO VISUAL MATERIAL	45200	603	18.14
				ADULT AUDIO VISUAL MATERIAL	45200	603	13.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	25.65
				ADULT AUDIO VISUAL MATERIAL	45200	603	9.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	45.48
				ADULT AUDIO VISUAL MATERIAL	45200	603	8.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	10.99
				ADULT AUDIO VISUAL MATERIAL	45200	603	14.98
				ADULT AUDIO VISUAL MATERIAL	45200	603	(19.99)
				ADULT AUDIO VISUAL MATERIAL/CREDIT	45200	603	(1.80)
				ADULT AUDIO VISUAL MATERIAL/CREDIT	45200	603	(2.02)
				PICTURE BOOKS, READERS	45410	603	16.99
				PICTURE BOOKS, READERS	45410	603	24.18
				PICTURE BOOKS, READERS	45410	603	142.00
				JUVENILE FICTION	45420	603	60.82
				TRENDING TITLES	45520	603	29.25
				TRENDING TITLES	45520	603	24.99
				TRENDING TITLES	45520	603	22.96
				TRENDING TITLES	45520	603	61.77
				TRENDING TITLES	45520	603	19.26
				LIBRARY FURNISHINGS/CLOCK FOR CD	50100	603	24.98
				CHECK LIBCK 15387 TOTAL FOR FUND 080:			<u>1,710.18</u>
11/10/2022	LIBC	15389	ANNETTE BOCHENEK	ADULT PROGRAM SUPPLIES	43710	603	250.00
11/10/2022	LIBC	15390*	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	43668	603	10.11
				TECHNICAL SERVICES SUPPLIES	43668	603	20.61
				TECHNICAL SERVICES SUPPLIES	43668	603	14.46
				TECHNICAL SERVICES SUPPLIES	43668	603	15.84
				TECHNICAL SERVICES SUPPLIES	43668	603	7.35
				TECHNICAL SERVICES SUPPLIES	43668	603	20.61
				TECHNICAL SERVICES SUPPLIES	43668	603	1.98

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				TECHNICAL SERVICES SUPPLIES	43668	603	1.59
				TECHNICAL SERVICES SUPPLIES	43668	603	16.05
				TECHNICAL SERVICES SUPPLIES	43668	603	17.64
				TECHNICAL SERVICES SUPPLIES	43668	603	21.60
				TECHNICAL SERVICES SUPPLIES	43668	603	2.97
				TECHNICAL SERVICES SUPPLIES	43668	603	4.56
				TECHNICAL SERVICES SUPPLIES	43668	603	5.55
				ADULT NON-FICTION BOOKS	45000	603	189.00
				ADULT NON-FICTION BOOKS	45000	603	318.43
				ADULT NON-FICTION BOOKS	45000	603	319.69
				ADULT NON-FICTION BOOKS	45000	603	79.79
				ADULT FICTION BOOKS	45100	603	296.14
				ADULT FICTION BOOKS	45100	603	292.17
				ADULT FICTION BOOKS	45100	603	304.06
				ADULT LARGE PRINT MATERIAL	45110	603	93.26
				ADULT LARGE PRINT MATERIAL	45110	603	18.54
				JUVENILE NON-FICTION	45400	603	344.27
				PICTURE BOOKS, READERS	45410	603	13.53
				PICTURE BOOKS, READERS	45410	603	265.73
				PICTURE BOOKS, READERS	45410	603	27.87
				PICTURE BOOKS, READERS	45410	603	275.64
				PICTURE BOOKS, READERS	45410	603	120.91
				CHECK LIBCK 15390 TOTAL FOR FUND 080:			<u>3,119.95</u>
11/10/2022	LIBC	15391	CHINESE INTERCULTURAL, LLC	ADULT PROGRAM SUPPLIES	43710	603	250.00
11/10/2022	LIBC	15392	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	41020	603	230.00
11/10/2022	LIBC	15393	COMCAST	UTILITIES	43230	603	159.85
11/10/2022	LIBC	15394	CRYSTAL MAINTENANCE SERVICES COR	BUILDG MAINT/CLEANING SERVICES FOR NO	41000	603	710.00
11/10/2022	LIBC	15395	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	43710	603	20.88
11/10/2022	LIBC	15396	FIRST BANKCARD	OFFICE SUPPLIES/MASKS	43550	603	60.92
				JUVENILE PROGRAM SUPPLIES	43720	603	18.98
				JUVENILE PROGRAM SUPPLIES	43720	603	79.89
				JUVENILE PROGRAM SUPPLIES	43720	603	52.03



Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
				JUVENILE PROGRAM SUPPLIES	43720	603	52.00
				OUTREACH SUPPLIES	43730	603	28.47
				JUVENILE AUDIO-VISUAL	45430	603	87.46
				JUVENILE AUDIO-VISUAL	45430	603	14.99
				CHECK LIBCK 15396 TOTAL FOR FUND 080:			<u>394.74</u>
11/10/2022	LIBC	15397	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	41000	603	98.00
				PATRON & STAFF SOFTWARE/ADOBE ACROPRO	45600	603	15.93
				PATRON & STAFF SOFTWARE/CREDIT	45600	603	(6.58)
				MISCELLANEOUS EXPENSES/PAYPAL	46100	603	25.30
				CHECK LIBCK 15397 TOTAL FOR FUND 080:			<u>132.65</u>
11/10/2022	LIBC	15398	FIRST BANKCARD	OTHER PROF/WEBSITE MAINT 6/23 TO 8/2	41314	603	488.25
				DUES/ALA MEMBERSHIP	42440	603	236.00
				POSTAGE/PASSPORTS	43300	603	557.15
				PRINTING/E-NEWSLETTER/ADOBE STOCK SUB	43410	603	29.99
				P & STAFF SOFTWARE/ADOBE CREDIT	45600	603	(22.49)
				PATRON & STAFF SOFTWARE/ADOBE CLOUD S	45600	603	382.37
				CHECK LIBCK 15398 TOTAL FOR FUND 080:			<u>1,671.27</u>
11/10/2022	LIBC	15399*	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	43720	603	11.97
				OUTREACH SUPPLIES/CREDIT	43730	603	(62.97)
				OUTREACH SUPPLIES/TRIVIA PRIZE	43730	603	25.00
				OUTREACH SUPPLIES/TRIVIA PRIZE	43730	603	25.00
				OUTREACH SUPPLIES	43730	603	15.58
				OUTREACH SUPPL/TRUNK OR TREAT	43730	603	5.97
				CHECK LIBCK 15399 TOTAL FOR FUND 080:			<u>20.55</u>
11/10/2022	LIBC	15400	GRANITE TELECOMMUNICATIONS	UTILITIES	43230	603	406.13
11/10/2022	LIBC	15401	HEATHER LYNN BRAOUDAKIS	ADULT PROGRAM SUPPLIES	43710	603	62.50
				JUVENILE PROGRAM SUPPLIES	43720	603	62.50
				CHECK LIBCK 15401 TOTAL FOR FUND 080:			<u>125.00</u>
11/10/2022	LIBC	15402	ILLINOIS HOLOCAUST MUSEUM	ADULT PROGRAM SUPPLIES	43710	603	250.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
11/10/2022	LIBC	15403	IMPACT NETWORKING, INC	COPIER MAINTENANCE/SUPPLIES	41313	603	19.50
				COPIER MAINT/BASE RATE 10/20 TO 1/19/	41313	603	251.00
				COPIER MAINT/10% INFLATION FEE	41313	603	25.10
				COPIER MAINT/10% INFLATION FEE	41313	603	29.30
				COPIER MAINT/BASE RATE 10/17 TO 1/16/	41313	603	293.00
				CHECK LIBCK 15403 TOTAL FOR FUND 080:			<u>617.90</u>
11/10/2022	LIBC	15404	ISAURO REYES	MAINTENANCE-GROUNDS	41050	603	340.00
11/10/2022	LIBC	15405	JANIE JERCH	HOSPITALITY PROGRAM SUPPLIES	43700	603	209.51
11/10/2022	LIBC	15406	JIM GIBBONS	ADULT PROGRAM SUPPLIES	43710	603	300.00
11/10/2022	LIBC	15407	KANOPY, INC.	ADULT REFERENCE/E-REFER	45220	603	105.00
11/10/2022	LIBC	15408	KOREAN SPIRIT & CULTURE PROMOTIO	ADULT PROGRAM SUPPLIES	43710	603	80.00
				JUVENILE PROGRAM SUPPLIES	43720	603	80.00
				CHECK LIBCK 15408 TOTAL FOR FUND 080:			<u>160.00</u>
11/10/2022	LIBC	15409	LAKE BLUFF PARK DISTRICT	OUTREACH SUPPLIES	43730	603	465.00
11/10/2022	LIBC	15410	LIBRARY FURNITURE INTERNATIONAL,	LIBRARY FURNISHINGS/STROH QUIET READI	50100	603	6,944.00
11/10/2022	LIBC	15411	MIDWEST TAPE LLC	ADULT AUDIO VISUAL MATERIAL	45200	603	39.99
				ADULT REFERENCE/E-REFER	45220	603	318.40
				CHECK LIBCK 15411 TOTAL FOR FUND 080:			<u>358.39</u>
11/10/2022	LIBC	15412	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	20245	200	277.34
11/10/2022	LIBC	15413	NET2COMMUNITY, INC	OTHER PROFESSIONAL/CONTRACTUAL	41314	603	851.55
11/10/2022	LIBC	15414	NEWS-SUN	PERIODICALS	45500	603	112.94
11/10/2022	LIBC	15415	OVERDRIVE , INC	E-BOOKS	45460	603	312.07
				E-BOOKS	45460	603	303.97
				E-BOOKS	45460	603	591.33
				CHECK LIBCK 15415 TOTAL FOR FUND 080:			<u>1,207.37</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 080 LAKE BLUFF PUBLIC LIBRARY							
11/10/2022	LIBC	15416	QUILL LLC	OFFICE SUPPLIES/COPY PAPER/SCISSORS	43550	603	89.43
				MAINT SUPPL-BUILDING/PAPER TOWELS	43660	603	55.44
				CHECK LIBCK 15416 TOTAL FOR FUND 080:			<u>144.87</u>
11/10/2022	LIBC	15417	STAPLES	MAINTENANCE SUPPLIES-BUILDING	43660	603	77.36
				Total for fund 080 LAKE BLUFF PUBLIC LIBRARY			21,622.43

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 082 LIBRARY GRANTS & GIFTS FUND							
11/10/2022	LIBC	15387*	AMAZON	USE OF DONATIONS/TEMPORARY EXP	99999	603	30.57
11/10/2022	LIBC	15390*	BAKER & TAYLOR ENTERTAINMENT	USE OF DONATION FROM LB WOMEN FOR P C	99999	603	16.95
11/10/2022	LIBC	15399*	FIRST BANKCARD	USE OF DONATIONS/FRIENDS/STORYWALK	99999	603	26.38
				Total for fund 082 LIBRARY GRANTS & GIFTS FUND			73.90
			TOTAL - ALL FUNDS				21,696.33

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

SUMMARY: To provide information to be factored into a decision on the property tax levy for Fiscal Year 2023-2024

RESEARCH:

- The PTELL increase rate as calculated by Village Finance Director Bettina O’Connell is 5.209%. However, under the Village’s 2005 resolution to not increase their levy in excess of 5% (the maximum allowed under PTELL), the total increase is capped at 5%.
  - A 5% increase would result in a projected levy extension of \$1,084,364, representing an increase of \$51,636 for next fiscal year.
- The levy documents sent by Bettina also include numbers for a modified percentage increase of 3%.
  - A 3% increase for the Library would result in a projected levy extension of \$1,065,830, representing an increase of \$33,102 for next fiscal year, and a decrease of \$18,534 from the 5% increase.
- At their October 24, 2022 meeting, the Village Finance Committee voted to recommend the full 5% increase for the Village levy.
  - This is a higher increase than the Village has recommended in years past, and there is a chance the full Village Board may not approve the full 5% increase.
  - The main reasoning behind the Village Finance Committee recommending the full 5% is due to anticipated increases in cost across the board for contracts, projects, services, materials, etc.
- Eric drafted a very preliminary version of the budget prior to his departure, and based on the initial calculations, a PTELL increase of 5% is sufficient to cover expected costs.
  - A PTELL increase of 3% would also be sufficient to cover expected costs, but the margin would be much tighter.

**RECOMMENDATION: That the Board approve a levy extension of \$1,084,364 for FY22-23, representing a PTELL increase of 5%.**

## VILLAGE OF LAKE BLUFF

## MEMORANDUM

TO: Finance Committee Members  
Regis Charlot, Village President  
R. Drew Irvin, Village Administrator

FROM: Bettina K. O'Connell, Director of Finance

DATE: October 21, 2022

SUBJECT: 2022 Property Tax Levy Estimate




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**Overview**

Annually the Village is statutorily required to estimate the funds to be raised from taxes on real property in the Village prior to the adoption of the levy no less than 20 days before the adoption of the levy ordinance. This is an estimate and does not limit the Board's ability to levy a different amount provided it is in compliance with the Truth in Taxation Law and all applicable notice and hearing provisions.

The attached packet includes supporting schedules estimating the 2022 property tax maximum levy under the Property Tax Limitation Act (PTELL) with (i) Alt# 1 a 2022 property tax levy increasing the levy based on the new construction added to the tax rolls (EAV) with CPI, (ii) Alt# 2 with a 3% factor increase, (iii) Alt# 3 a calculation without a CPI factor and (iv) Alt#4 a property tax levy freeze without any changes to EAV or CPI factored. Also included is a chart summarizing the net revenue changes for levy calculations ranging from 0%-5% at .5% increments, to demonstrate the net changes assuming a change to the library levy and also a maximum PTELL Library levy.

**Levy Calculation and Estimates – Attachments A, B, C and D**

**Attachment A** provides the calculation of the tax levy based on the maximum non-referendum tax levy, which considers the CPI factor and estimated new construction. **Attachment B** illustrates the calculation of the tax levy based on a reduced CPI factor of 3.0%. Based off of a recent estimate provided by the Lake County Assessment Office the EAV for 2022 is projected to increase 1.41% to 584,495,189 and new construction is estimated at \$1,162,523 million.

The estimated maximum amount under the PTELL that could be levied is **\$4,784,543** (including the Library portion) representing a **5.209%** increase. While the Village is not subject to tax caps as a home rule municipality the Village Board passed a resolution in 2005 pledging to not increase the aggregate levy in excess of the amount that is allowed under the PTELL. The additional .209% excluded from PTELL is the effect of the inclusion of the estimated new construction. The estimated levy amount foregoing the CPI factor for both the Village and the Library is **\$4,565,788** or **0.7796%** over the 2021 tax extension. Additionally, **attachment C** of the packet demonstrates if CPI were excluded from the calculation and **attachment D** depicts the scenario if both EAV and CPI were excluded.

Part III, of **Attachments A** summarizes the new dollars received, the percentage increases, and the tax rate changes compared to the 2021 extension for the Village and the Library separately. Under the PTELL levy (5% increase), the levy amount would increase \$227,837, a net increase to the General Fund of \$8,232 with the blended tax rate increase to .8186 from .7925 per \$100 of EAV. By not utilizing the CPI factor, the aggregate levy would increase by \$9,081, a net decrease to the General Fund of \$160,946 and the rate would increase from .7925 to .7796 per \$100 of EAV. Utilizing a reduced CPI of

## 2022 Property Tax Levy Information

October 20, 2022

3% the aggregate levy would increase by \$146,036, a net decrease to the General Fund of \$55,035 and the rate would increase from .7525 to .8030.

Below is a table showing the last 13 years' total (Village and Library) tax extension and the current estimated levy under all scenarios

	Tax Collection Yr.	Levy Year	Tax Extension	New Dollars	Equalized Assessed Value	Blended Tax Rate	Inc/(Dec) in EAV	Inc/(Dec) in Levy	CPI
[1]	2023-24	2022	4,784,543	227,836	584,495,189	0.8186	1.41%	5.000%	5.0%
[2]	2023-24	2022	4,702,763	146,056	584,495,189	0.0830	1.41%	3.205%	3.0%
[3]	2023-24	2022	4,661,761	105,054	584,495,189	0.7796	1.41%	2.305%	0.0%
[4]	2023-24	2022	4,664,287	107,580	576,378,010	0.7922	0.00%	2.361%	0.0%
	2022-23	2021	4,556,707	80,389	576,378,010	0.7930	-1.39%	1.859%	1.4%
	2021-22	2020	4,476,318	26,800	584,481,960	0.7682	-1.65%	0.602%	2.3%
	2020-21	2019	4,449,518	126,291	594,260,348	0.7469	1.90%	2.921%	1.9%
	2019-20	2018	4,323,227	103,675	583,162,534	0.7173	1.61%	2.457%	2.1%
	2018-19	2017	4,219,552	111,545	573,943,859	0.7221	3.50%	2.715%	2.1%
	2017-18	2016	4,108,007	28,518	554,529,066	0.741	6.27%	0.699%	0.7%
	2016-17	2015	4,079,489	55,876	521,831,574	0.782	8.82%	1.389%	0.8%
	2015-16	2014	4,023,613	76,386	479,518,737	0.839	-0.98%	1.935%	1.5%
	2014-15	2013	3,947,227	96,685	484,263,512	0.815	-4.39%	2.511%	1.7%
	2013-14	2012	3,850,542	126,832	506,500,163	0.673	-8.12%	3.406%	3.0%
	2012-13	2011	3,723,710	80,146	551,254,954	0.678	-5.91%	2.200%	1.5%
	2011-12	2010	3,643,564	147,321	585,899,834	0.624	-7.14%	4.210%	2.7%
	2010-11	2009	3,496,243	49,014	630,953,018	0.556	-2.59%	1.200%	0.1%

[1] Year 2022 Levy, EAV, rate and percentage changes are estimates and based on the PTELL calculation and Lake County web site data.

[2] This is the Levy estimate for 2022 with a partial 3% utilization of CPI

[3] This is the Levy estimate for 2022 without the CPI factor.

[4] This is the Levy estimate for 2022 flat with no change to EAV

### Levy Breakdown by Fund/Purpose – Attachments F

Attachment F shows the breakdown of the levy by fund/purpose with a comparison to previous years. The shaded column shows the effect of the 2022 levy on the Village funds. Of the total new dollars projected under the PTELL levy, the General fund would realize an **increase of \$8,232** over the 2021 extension. If the Finance Committee recommends not using the CPI factor, then the General Fund would realize a **decrease of \$160,943** from the 2021 extension.

The Police Pension Board current actuarial valuation as of 5/1/2022 calculated a funding policy contribution requirement of \$1,095,654. The Police Pension Board is meeting on November 3, 2022 to review the 2022 actuarial valuation, prepared by the actuarial firm of MWM Consulting, the calculated recommended minimum Village contribution increased 18.1% from the contribution last year of \$927,685. The actuarial recommended levy is based on the Entry Age Normal (EANC) funding method and more conservative assumptions than the minimum levy required by statute. The recommended amount is designed to reduce the unfunded liability each year, to produce a levy that is about 62.6% of covered payroll, and to achieve 90% funding by 2040. The plan is 54.80% funded as of May 1, 2021 down from 65.03% at May 1, 2021 under the EANC method. The complete actuarial valuation report is attached. The Illinois Municipal Retirement Fund and Social Security (FICA) levy allocations are based on a projection of the costs for FY2022-23. The Village is mandated to contribute 7.00% for 2022 and, and an estimated 4.25% for 2023, of salaries for IMRF covered employees. The Village pays 6.2% of salaries up to the annual maximum and 1.45% on total salaries for FICA and Medicare income taxes for all employees.

**Impact on a Median Market Value Home**

The impact on a home that has the median market value of \$671,000 (assuming the estimated change in the EAV from 2021 to 2022) is an increase of approximately \$55.60 under the PTELL levy estimate and a decrease of approximately \$29.16 under the non-CPI levy estimate (utilizing the new estimated EAV only). While a 3% extension increase would mean a change of about \$21.70.

	<b>Estimated Impact on Homeowner</b>			
	<b>2021</b>	<b>CPI</b>	<b>2021 Levy</b>	
			<b>Reduced CPI</b>	<b>No CPI</b>
Extension (\$ Rcvd)	\$ 4,556,707	\$ 4,784,543	\$ 4,693,408	\$ 4,556,707
Village EAV	\$ 576,378,010	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189
Blended Tax Rate	0.793006	0.818577	0.802985	0.779597
Median home market value	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000
Assessment ratio	0.333	0.333	0.333	0.333
Median home assessed value	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443
Less homestead exemption	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)
Taxable EAV	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443
Times Village tax rate	0.793006	0.818577	0.802985	0.779597
Village Portion of Tax Bill	<b>\$ 1,724.34</b>	<b>\$ 1,779.94</b>	<b>\$ 1,746.03</b>	<b>\$ 1,695.18</b>
<b>Est. Impact on Median Home</b>		\$ 55.60	\$ 21.70	\$ (29.16)

**Library Property Tax Levy**

The Library Board has not formally submitted its levy request and has the authority to request an amount that exceeds the PTELL due to the Lake Bluff’s home rule status. Since 2006 the Library Board has requested a levy consistent with the PTELL with the exception of FY2012 when they held the levy flat, and also in FY2019 when an additional \$20k was requested.

**Abatement of both the 2019A Refunding Bonds and 2019 Bonds**

As has been past practice, this levy does not include an amount for bond payments. This debt requires an abatement ordinance to request that the County NOT levy this tax because Ordinances, 2019-18 and 2019-26 are filed with the County. These ordinances require the County tax extension office to levy the annual bond payment amount unless the Village abates the levy each year.

The abatement ordinance will be submitted to the Board for approval in conjunction with the levy ordinance.



**General Information and Tax Levy Legal Adoption Requirements**

The Village is required by Statute to prepare a resolution estimating the property tax levy, which will be on the November 14<sup>th</sup> Village Board meeting agenda. The first reading of the Levy Ordinance, Debt Abatement ordinance, and Public Hearing will be held on November 28<sup>th</sup> with final adoption of the levy on December 12<sup>th</sup>. The levy must be filed with the County Clerk by the last Tuesday in December.

**Truth-In-Taxation Law Compliance Is Not Required**

The truth in taxation law requires that the corporate authorities comply with specific publication and public hearing requirements if the aggregate tax levy is estimated to be more than 105% of the amount extended the prior year. At this time, the Village and the Library levies are in compliance with the tax cap amount, therefore, compliance with the provisions of this law is not required. However, the Village will hold a public hearing on the budget at the November 22<sup>nd</sup> Board meeting in accordance with past practice. The public hearing notice will be posted on the Village Hall bulletin board, the website, and printed in a local newspaper the week of November 7<sup>th</sup>.

2021 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2021 Estimated EAV & Historical Data

	2018	2019	2020	2021	2022 Estimate	
Village EAV	560,523,140	571,379,884	\$561,567,104	\$553,616,846	\$559,686,520	
Sanctuary EAV	22,639,394	22,880,464	\$22,914,856	\$22,761,164	\$24,808,669	
<b>Total Village EAV</b>	<b>\$583,162,534</b>	<b>\$594,260,348</b>	<b>\$584,481,960</b>	<b>\$576,378,010</b>	<b>\$584,495,189</b>	1.41%
Shield's Township EAV	\$1,909,637,243	\$1,915,537,317	\$2,011,314,183	\$1,857,741,681	\$1,897,595,232	
Village % of Township	30.54%	31.02%	29.06%	31.03%	30.80%	
Village New Construction Annexed Property Township New Construct	\$2,276,957	\$3,247,137	\$2,000,000	\$2,235,934	\$1,162,523	
Property Tax Extension	\$4,187,069	\$4,291,337	\$4,313,582	\$4,395,627		
Sanctuary Extension	\$156,190	\$158,181	\$162,736	\$161,080		
<b>Total Village Extension</b>	<b>\$4,343,258</b>	<b>\$4,449,518</b>	<b>\$4,476,318</b>	<b>\$4,556,707</b>		
Tax Rate	0.747	0.751	0.768	0.794		
Sanctuary Rate	0.690	0.691	0.710	0.708		

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2022 ESTIMATE

	<b>CPI Factor 5%</b>	5.00%	
<b>STEP 1:</b> Prior year Extension less debt * CPI factor	<b>\$4,556,707</b>	<b>\$4,784,543</b>	
<b>STEP 2:</b> Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New Construction		\$583,332,666	
<b>STEP 3:</b> Maximum Tax Rate with CPI (Step 1 divided by Step 2)		<b>0.8202 PTELL Limiting Rate</b>	
<b>STEP 4:</b> Total Maximum Levy	<b>\$4,784,543</b>	<b>5.000%</b>	<b>% Increase</b>
<b>STEP 5:</b> Add G.O. Debt PaABATED		\$0	
<b>STEP 6:</b> Rate * Total EAV = Total levy (less debt) + new construction	\$4,794,079	<b>MAXIMUM &gt;&gt;</b>	5.209% % Increase
<b>STEP 7:</b> Total Maximum Levy & Tax Rate	<b>\$4,784,543</b>	<b>0.8186</b>	

III. Comparison 2020 & 2021 Levy - VILLAGE

	2021 Extension	With CPI	Reduced CPI	No CPI	FREEZE	WITH CPI	REDUCED CPI	NO CPI	FREEZE
		2022 Max Levy Est	2022 Estimate	2022 Estimate	2022 Estimate	\$ Change	\$ Change	\$ Change	\$ Change
<b>A. PTELL Maximum</b>									
Levy w/o Police Pension	\$2,596,294	\$2,604,526	\$2,541,259	\$2,435,348	\$2,428,325	\$8,232	(\$55,035)	(\$160,946)	(\$167,969)
Police Pension Levy	\$927,685	\$1,095,654	\$1,095,654	\$1,095,654	\$1,095,654	\$167,969	\$167,969	\$167,969	\$167,969
<b>Total Village Levy</b>	<b>\$3,523,979</b>	<b>\$3,700,180</b>	<b>\$3,636,913</b>	<b>\$3,531,002</b>	<b>\$3,523,979</b>	<b>\$176,201</b>	<b>\$112,934</b>	<b>\$7,023</b>	<b>\$0</b>
<b>IV. Library Levy Estimates</b>									
Amount per Tax Cap	\$1,032,728	\$1,084,364	\$1,065,830	\$1,034,786	\$1,032,728	\$51,636	\$33,102	\$2,058	\$0
<b>TOTAL MAXIMUM LEVY</b>	<b>\$4,556,707</b>	<b>\$4,784,543</b>	<b>\$4,702,743</b>	<b>\$4,565,788</b>	<b>\$4,556,707</b>	<b>\$227,837</b>	<b>\$146,036</b>	<b>\$9,081</b>	<b>\$0</b>

2021 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2021 Estimated EAV & Historical Data

	2018	2019	2020	2021	2022 Estimate	
Village EAV	560,523,140	571,379,884	\$561,567,104	\$553,616,846	\$559,686,520	
Sanctuary EAV	22,639,394	22,880,464	\$22,914,856	\$22,761,164	\$24,808,669	\$175,570
<b>Total Village EAV</b>	<b>\$583,162,534</b>	<b>\$594,260,348</b>	<b>\$584,481,960</b>	<b>\$576,378,010</b>	<b>\$584,495,189</b>	\$559,686,520
Shield's Township EAV	\$1,909,637,243	\$1,915,537,317	\$2,011,314,183	\$1,857,741,681	\$1,897,595,232	
Village % of Township	30.54%	31.02%	29.06%	31.03%	30.80%	
Village New Construction Annexed Property Township New Construct	\$2,276,957	\$3,247,137	\$2,000,000	\$2,235,934	\$1,162,523	
Property Tax Extension	\$4,187,069	\$4,291,337	\$4,313,582	\$4,395,627		
Sanctuary Extension	\$156,190	\$158,181	\$162,736	\$161,080		
<b>Total Village Extension</b>	<b>\$4,343,258</b>	<b>\$4,449,518</b>	<b>\$4,476,318</b>	<b>\$4,556,707</b>		
Tax Rate	0.747	0.751	0.768	0.794		
Sanctuary Rate	0.690	0.691	0.710	0.708		

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2022 ESTIMATE

	CPI Factor 5.0%	3.00%	
<b>STEP 1:</b> Prior year Extension less debt * CPI factor	<b>\$4,556,707</b>	<b>\$4,693,408</b>	
<b>STEP 2:</b> Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New Construction		\$583,332,666	
<b>STEP 3:</b> Maximum Tax Rate withOUT CPI (Step 1 divided by Step 2)		<b>0.8046 PTELL Limiting Rate</b>	
<b>STEP 4:</b> Total Maximum Levy	\$4,702,762	3.205%	% Increase
<b>STEP 5:</b> Add G.O. Debt <b>ABATED</b>	\$0		
<b>STEP 6:</b> Rate * Total EAV = Total levy (less debt) + new construction	\$4,702,762	<b>MAXIMUM</b>	3.205% % Increase
<b>STEP 7:</b> Total Maximum Levy & Tax Rate	<b>\$4,702,762</b>	<b>0.8030</b>	

III. Comparison 2020 & 2021 Levy - VILLAGE

Reduced CPI

A. PTELL Maximum

	2021 Extension	2022 Estimate	\$ Change	% Change
Levy w/o Police Pension	\$2,596,294	\$2,541,259	(\$55,035)	-2.120%
Police Pension Levy	\$927,685	\$1,095,654	\$167,969	18.106%
<b>Total Village Levy</b>	<b>\$3,523,979</b>	<b>\$3,636,913</b>	<b>\$112,934</b>	<b>3.205%</b>

IV. Library Levy Estimates

Reduced CPI

	2021 Extension	2022 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$1,032,728	\$1,065,830	\$33,102	3.205%
<b>TOTAL MAXIMUM LEVY</b>	<b>\$4,556,707</b>	<b>\$4,702,743</b>	<b>\$146,036</b>	<b>3.205%</b>

2021 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2021 Estimated EAV & Historical Data

	2018	2019	2020	2021	2022 Estimate	
Village EAV	560,523,140	571,379,884	\$561,567,104	\$553,616,846	\$559,686,520	
Sanctuary EAV	22,639,394	22,880,464	\$22,914,856	\$22,761,164	\$24,808,669	\$175,570
<b>Total Village EAV</b>	<b>\$583,162,534</b>	<b>\$594,260,348</b>	<b>\$584,481,960</b>	<b>\$576,378,010</b>	<b>\$584,495,189</b>	\$559,686,520
Shield's Township EAV	\$1,909,637,243	\$1,915,537,317	\$2,011,314,183	\$1,857,741,681	\$1,897,595,232	
Village % of Township	30.54%	31.02%	29.06%	31.03%	30.80%	
Village New Construction Annexed Property Township New Construct	\$2,276,957	\$3,247,137	\$2,000,000	\$2,235,934	\$1,162,523	
Property Tax Extension	\$4,187,069	\$4,291,337	\$4,313,582	\$4,395,627		
Sanctuary Extension	\$156,190	\$158,181	\$162,736	\$161,080		
<b>Total Village Extension</b>	<b>\$4,343,258</b>	<b>\$4,449,518</b>	<b>\$4,476,318</b>	<b>\$4,556,707</b>		
Tax Rate	0.747	0.751	0.768	0.794		
Sanctuary Rate	0.690	0.691	0.710	0.708		

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2022 ESTIMATE

	CPI Factor 5.0%	0.00%	
<b>STEP 1:</b> Prior year Extension less debt * CPI factor	<b>\$4,556,707</b>	<b>\$4,556,707</b>	
<b>STEP 2:</b> Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New		\$583,332,666	
<b>STEP 3:</b> Maximum Tax Rate withOUT CPI (Step 1 divided by Step 2)		<b>0.7812 PTELL Limiting Rate</b>	
<b>STEP 4:</b> Total Maximum Levy	\$4,565,788	0.199%	% Increase
<b>STEP 5:</b> Add G.O. Debt Payr <b>ABATED</b>	\$0		
<b>STEP 6:</b> Rate * Total EAV = Total levy (less debt	\$4,565,788 <b>MAXIMUM</b>	0.199%	% Increase
<b>STEP 7:</b> Total Maximum Levy & Tax Rate	<b>\$4,565,788</b>	<b>0.7796</b>	

III. Comparison 2020 & 2021 Levy - VILLAGE

	2021 Extension	2022 Estimate	\$ Change	% Change
<b>A. PTELL Maximum</b>				
Levy w/o Police Pension	\$2,596,294	\$2,435,348	(\$160,946)	-6.199%
Police Pension Levy	\$927,685	\$1,095,654	\$167,969	18.106%
<b>Total Village Levy</b>	<b>\$3,523,979</b>	<b>\$3,531,002</b>	<b>\$7,023</b>	<b>0.199%</b>

IV. Library Levy Estimates

	2021 Extension	2022 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$1,032,728	\$1,034,786	\$2,058	0.199%
<b>TOTAL MAXIMUM LEVY</b>	<b>\$4,556,707</b>	<b>\$4,565,788</b>	<b>\$9,081</b>	<b>0.199%</b>

2021 PROPERTY TAX LEVY PRELIMINARY LEVY

**I. Calculation of 2021 Estimated EAV & Historical Data**

	2018	2019	2020	2021	2022 Estimate	
Village EAV	560,523,140	571,379,884	\$561,567,104	\$553,616,846	\$559,686,520	
Sanctuary EAV	22,639,394	22,880,464	\$22,914,856	\$22,761,164	\$24,808,669	\$175,570
<b>Total Village EAV</b>	<b>\$583,162,534</b>	<b>\$594,260,348</b>	<b>\$584,481,960</b>	<b>\$576,378,010</b>	<b>\$584,495,189</b>	\$559,686,520
Shield's Township EAV	\$1,909,637,243	\$1,915,537,317	\$2,011,314,183	\$1,857,741,681	\$1,897,595,232	
Village % of Township	30.54%	31.02%	29.06%	31.03%	30.80%	
Village New Construction Annexed Property Township New Construct	\$2,276,957	\$3,247,137	\$2,000,000	\$2,235,934	\$1,162,523	
Property Tax Extension	\$4,187,069	\$4,291,337	\$4,313,582	\$4,395,627		
Sanctuary Extension	\$156,190	\$158,181	\$162,736	\$161,080		
<b>Total Village Extension</b>	<b>\$4,343,258</b>	<b>\$4,449,518</b>	<b>\$4,476,318</b>	<b>\$4,556,707</b>		
Tax Rate	0.747	0.751	0.768	0.794		
Sanctuary Rate	0.690	0.691	0.710	0.708		

**II. Calculation of Maximum Tax Levy**

**A. Tax Cap Calculation - PTELL MAXIMUM YEAR 2019 ESTIMATE**

	CPI Factor 5.0	0.00%	
<b>STEP 1:</b> Prior year Extension less debt * CPI factor	<b>\$4,556,707</b>	<b>\$4,556,707</b>	
<b>STEP 2:</b> Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less		\$575,215,487	
<b>STEP 3:</b> Maximum Tax Rate withOUT CPI (Step 1 divided by Step 2)		<b>0.7922 PTELL Limiting Rate</b>	
<b>STEP 4:</b> Total Maximum Levy	\$4,630,218	0.000%	% Increase
<b>STEP 5:</b> Add G.O. Debt PaABATED	\$0		
<b>STEP 6:</b> Rate * Total EAV = Total levy (less debt) + new cor	\$4,630,219 <b>MAXIMUM</b>	0.000%	% Increase
<b>STEP 7:</b> Total Maximum Levy & Tax Rate	<b>\$4,630,219</b>	<b>0.7922</b>	

**III. Comparison 2020 & 2021 Levy - VILLAGE**

**FREEZE**

<b>A. PTELL Maximum</b>	2021 Tax Ext	2022 Estimate	\$ Change	% Change
Levy w/o Police Pension	\$2,596,294	\$2,428,325	(\$167,969)	-6.470%
Police Pension Levy	\$927,685	\$1,095,654	\$167,969	18.106%
<b>Total Village Levy</b>	<b>\$3,523,979</b>	<b>\$3,523,979</b>	<b>\$0</b>	<b>0.000%</b>

<b>IV. Library Levy Estimates</b>	2021 Extension	2022 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$1,032,728	\$1,032,728	\$0	0.000%

<b>TOTAL MAXIMUM LEVY</b>	<b>\$4,556,707</b>	<b>\$4,556,707</b>	<b>\$0</b>	<b>0.000%</b>
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ATTACHMENT E

Prior Year Levy CPI Factor Utilized	PERCENTAGE OF INCREASE SCENARIOS									
	0.0%	1.0%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	5.0%	
Last Year's Extension	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707
Extension Increase	\$ 4,556,707	\$ 4,602,274	\$ 4,625,057	\$ 4,647,841	\$ 4,670,624	\$ 4,693,408	\$ 4,716,191	\$ 4,738,975	\$ 4,784,543	
This Year's EAV	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189
This Year's Rate	0.7796	0.7874	0.7913	0.7952	0.7991	0.8030	0.8069	0.8108	0.8186	
New Construction	\$ 1,162,531	\$ 1,162,530	\$ 1,162,529	\$ 1,162,528	\$ 1,162,527	\$ 1,162,526	\$ 1,162,525	\$ 1,162,524	\$ 1,162,523	
Levy on New Construction	\$9,081.06	\$9,153.68	\$9,198.99	\$9,244.29	\$9,289.60	\$9,334.91	\$9,380.21	\$9,425.52	\$9,536.15	
Total Extension	\$ 4,565,788	\$ 4,611,427	\$ 4,634,256	\$ 4,657,085	\$ 4,679,914	\$ 4,702,743	\$ 4,725,572	\$ 4,748,400	\$ 4,794,079	
Police Pension Levy	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	
Library Amount	\$ 1,034,786	\$ 1,045,134	\$ 1,050,308	\$ 1,055,482	\$ 1,060,656	\$ 1,065,830	\$ 1,071,004	\$ 1,076,178	\$ 1,084,364	
Remaining Village Amount	\$ 2,435,348	\$ 2,470,639	\$ 2,488,294	\$ 2,505,949	\$ 2,523,604	\$ 2,541,259	\$ 2,558,914	\$ 2,576,568	\$ 2,614,061	
Net Revenue Change	\$ (160,936)	\$ (125,655)	\$ (108,000)	\$ (90,345)	\$ (72,690)	\$ (55,035)	\$ (37,380)	\$ (19,726)	\$ 8,232	

Prior Year Levy CPI Factor Utilized	PERCENTAGE OF INCREASE SCENARIOS ASSUMING LIBRARY AT PTELL CAP									
	0.0%	1.0%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	5.0%	
Last Year's Extension	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707	\$ 4,556,707
Extension Increase	\$ 4,556,707	\$ 4,602,274	\$ 4,625,057	\$ 4,647,841	\$ 4,670,624	\$ 4,693,408	\$ 4,716,191	\$ 4,738,975	\$ 4,784,543	
This Year's EAV	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189
This Year's Rate	0.7796	0.7874	0.7913	0.7952	0.7991	0.8030	0.8069	0.8108	0.8186	
New Construction	\$ 1,162,531	\$ 1,162,530	\$ 1,162,529	\$ 1,162,528	\$ 1,162,527	\$ 1,162,526	\$ 1,162,525	\$ 1,162,524	\$ 1,162,523	
Levy on New Construction	\$9,081.06	\$9,153.68	\$9,198.99	\$9,244.29	\$9,289.60	\$9,334.91	\$9,380.21	\$9,425.52	\$9,536.15	
Total Extension	\$ 4,565,788	\$ 4,611,427	\$ 4,634,256	\$ 4,657,085	\$ 4,679,914	\$ 4,702,743	\$ 4,725,572	\$ 4,748,400	\$ 4,794,079	
Police Pension Levy	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	\$ 1,095,654	
Library Amount	\$ 1,084,364	\$ 1,084,364	\$ 1,084,364	\$ 1,084,364	\$ 1,084,364	\$ 1,084,364	\$ 1,084,364	\$ 1,084,364	\$ 1,084,364	
Remaining Village Amount	\$ 2,385,770	\$ 2,431,409	\$ 2,454,238	\$ 2,477,067	\$ 2,499,896	\$ 2,522,725	\$ 2,545,554	\$ 2,568,382	\$ 2,614,061	
Net Revenue Change	\$ (218,755)	\$ (164,885)	\$ (142,056)	\$ (119,227)	\$ (96,398)	\$ (73,569)	\$ (50,740)	\$ (27,912)	\$ 8,232	

**Estimated Impact on Homeowner**

**2022 LEVY**

	2021	0%	1.0%	1.5%	2.0%	2.5%	3.0%	3.5%	4.0%	4.5%	CPI 5.0%
Extension (\$ Rcvd)	\$ 4,556,707	\$ 4,556,707	\$ 4,602,275	\$ 4,625,058	\$ 4,647,842	\$ 4,670,625	\$ 4,693,409	\$ 4,716,192	\$ 4,738,976	\$ 4,761,759	\$ 4,784,543
Village EAV	\$ 576,378,010	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189	\$ 584,495,189
Blended Tax Rate	0.793006	0.779597	0.787393	0.791291	0.795189	0.799087	0.802985	0.806883	0.810781	0.814679	0.818577
Median home market value	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000	\$ 671,000
Assessment ratio	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333
Median home assessed value	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443	\$ 223,443
Less homestead exemption	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)
Taxable EAV	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443	\$ 217,443
Times Village tax rate	0.793006	0.779597	0.787393	0.791291	0.795189	0.799087	0.802985	0.806883	0.810781	0.814679	0.818577
Village Portion of Tax Bill	\$ 1,724.34	\$ 1,695.18	\$ 1,712.13	\$ 1,720.61	\$ 1,729.08	\$ 1,737.56	\$ 1,746.03	\$ 1,754.51	\$ 1,762.99	\$ 1,771.46	\$ 1,779.94
<b>Est. Impact on Median Home</b>		<b>\$ (29.16)</b>	<b>\$ (12.20)</b>	<b>\$ (3.73)</b>	<b>\$ 4.75</b>	<b>\$ 13.22</b>	<b>\$ 21.70</b>	<b>\$ 30.17</b>	<b>\$ 38.65</b>	<b>\$ 47.13</b>	<b>\$ 55.60</b>
Net Change in Gen Fund Rev		\$ (160,936.32)	\$ (125,654.64)	\$ (107,999.79)	\$ (90,344.95)	\$ (72,690.11)	\$ (55,035.27)	\$ (37,380.43)	\$ (19,725.59)	\$ 3,104.00	\$ 8,232.00
Net Change in Gen Fund Rev Lib @ full CPI		\$ (218,755.32)	\$ (164,884.64)	\$ (142,055.79)	\$ (119,226.95)	\$ (96,398.11)	\$ (73,569.27)	\$ (50,740.43)	\$ (27,911.59)	\$ (5,082.15)	\$ 8,232.00

## Interim Director's Narrative Report November 15, 2022

### Under Staffed

Unfortunately, LBPL staff have been stretched extremely thin due to a busy programming schedule, a demand for increased programming, being down a FT staff member, fielding more passport appointments than ever before, and a higher-than-usual number of illnesses, including COVID. Our programs have been extremely successful, but coverage at the desk has been more difficult to find in emergency situations, so a lot of our full-time staff members have had to step in and cover desk shifts while also juggling more projects than we normally do. Right now, our goal is to get through Mini Golf on December 3<sup>rd</sup>, and take a step back and evaluate our existing workload and our capacity for taking on new projects in the short-term.

### Programming

- Trunk or Treat was a great success with perfect weather. Anna and Jillian dressed up Jillian's car as a cat, and we estimate that we saw 345 people at the event, which was held at the Lake Bluff Park District parking lot. We saw a lot of library patrons and were able to promote the upcoming Halloween Open House that following Tuesday.
- Movie Night at the Park District, which immediately followed Trunk or Treat at the Lake Bluff Park District sledding hill, was another success.. We served hot cocoa at this event for the first time, which worked out well. An estimated 120 people attended, which was significantly higher than 2021's attendance.
- Trivia continues to be exceedingly popular, as our November Trivia night filled up literally within 3 minutes. We have officially decided to move forward with doing overflow Trivia Nights in 2023, so that people who are unable to attend on Monday will have an opportunity to attend Trivia on Wednesday of that same week. We're going to be training additional staff to run the overflow trivia nights, and we're hoping this will help meet patron demand.
- Eliza reports that our Thursday morning storytime developed such a strong turnout that patrons requested additional programs. Mary developed a version that requires less prep work for the time between our official storytimes, and we've had 20+ people showing up weekly!





- Halloween Open House had a strong turnout, with 75 attendees. There were many cute costumes, including a large number of sharks and dinosaurs! Families got to do a variety of Halloween themed activities, such as a ring toss featuring witches hats, crafts, snacks, a scavenger hunt with a sweet prize, and storytime.



- All of our craft programs are seeing strong attendance numbers with a steady number of regular patrons at all age levels. Eliza also reports that Youth Services has been able to revamp its popular Slime Workshops into a much more manageable format, and Grab-and-Go crafts have been extremely popular – we had 286 crafts taken in the month of October alone!
- Anna reports that our lecture-style programs are seeing more of a demand for virtual attendance, with in-person programs being well-attended when there's a hands-on component to follow along with.

### **Mini Golf**

This year's mini-golf event looks to be even more magical the second time around! Anna has been doing an amazing job keeping everyone organized, and staff have thrown themselves into creating really imaginative courses for our patrons. (Expect to see lots of cardboard, scissors, paint, and hot glue guns around the library between now and December 3<sup>rd</sup>!)

We are also very actively soliciting volunteers to assist with this event, and we'd love to have as many trustees participate as we can! We have volunteer roles for making decorations, setting up the course the evening of Friday, December 2<sup>nd</sup>, working the day of the event, and assisting with cleanup.

### **StoryWalk**

On December 3<sup>rd</sup>, look for our next StoryWalk to appear in the downtown store windows! The chosen book is *Winter Dance* by Marion Dane Bauer, and will be up throughout the entire month. We're also having a *Winter Dance*-themed mini golf hole, so make sure to look for that in the library as well!

### **Passports**

Our passport appointments are filling up almost as fast as our Trivia registration list! We processed 82 applications in October, which is only 3 shy of our existing record of 85, which was set in September. Martha predicts that we'll hit our budgeted yearly revenue of \$15,000 well before Thanksgiving, and if we maintain our current rate of 2.15 applications per day, we're on track to bring in over \$27,000 for the year. We expect to see a lot of activity through November and December, as multiple high schools in Lake County are planning their first overseas student trips since before COVID.

### **Director Search**

Staff appreciated being able to interview all of the director candidates, and they had a lot of really thoughtful and insightful questions. One of the benefits of being a smaller library is that we can provide more opportunities for our staff to directly participate in the hiring process, and I'm glad we were able to do that for the director search!

### **Staff Inservice**

Staff are very much looking forward to our inservice training on November 18<sup>th</sup>! We learned that one of our scheduled presenters wasn't able to be here in person like we had originally planned, so he volunteered to create a video of his presentation on Empathy in Enforcement for us at no charge. The LGBTQ+ Center of Lake County is also scheduled to present in the afternoon, and I think this will be a very informative session for staff.

### **Mother's Trust Coat Drive**

We've had a donation box set up in the foyer since late September, collecting winter gear for Mother's Trust's annual coat drive, and it's been a phenomenal success. Although we don't have a count for the total number of donated items, we've seen the (very large!) box regularly filled to capacity three or four times over the last month and a half.

### **Document Retention**

Martha received official permission from the state to dispose of an enormous number of old records, and since then she's been gleefully preparing for what she refers to as "Arma-shred-don." Her goal is to have all of the designated records disposed (and the director's office cleared out) before Renee starts in January.

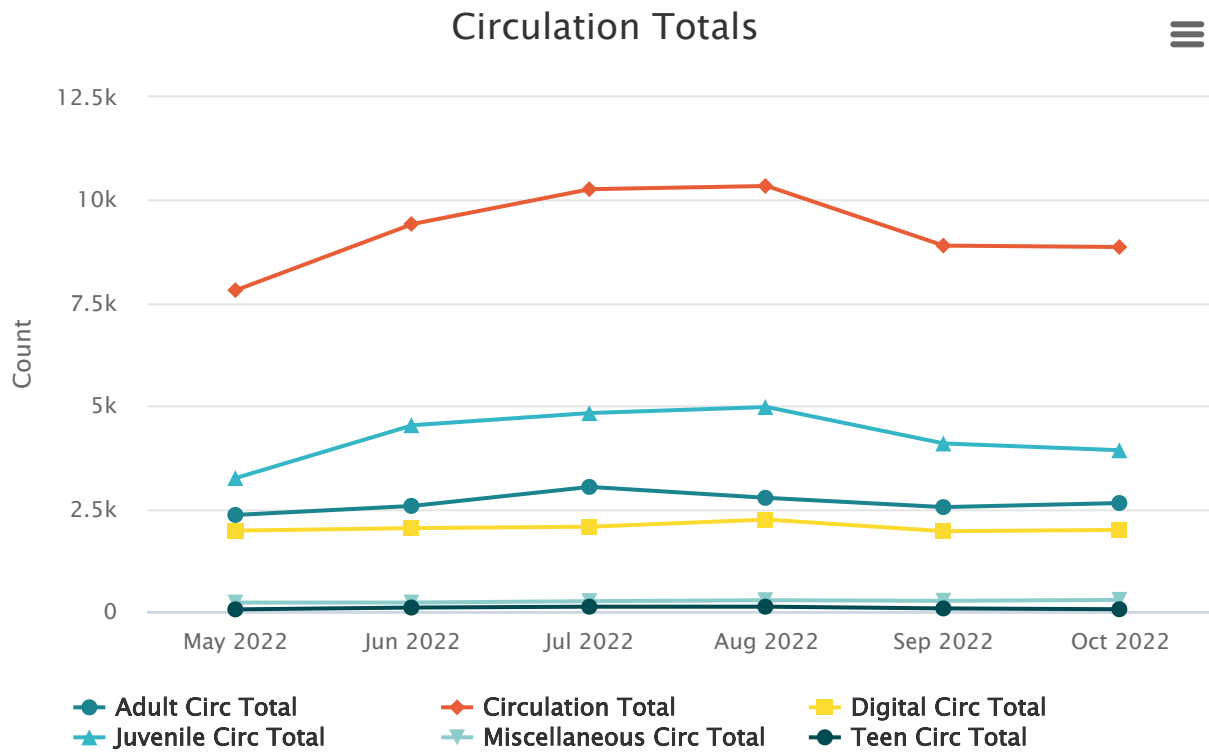
### **eBooks and Databases**

Demand for eBooks and other downloadable materials continues to grow, although our database usage has decreased. Anna is looking into diversifying our options more for the next fiscal year.

# FY 22-23 Graphs

## FY 22-23 Circulation Totals

55,595  
TOTAL CIRCS

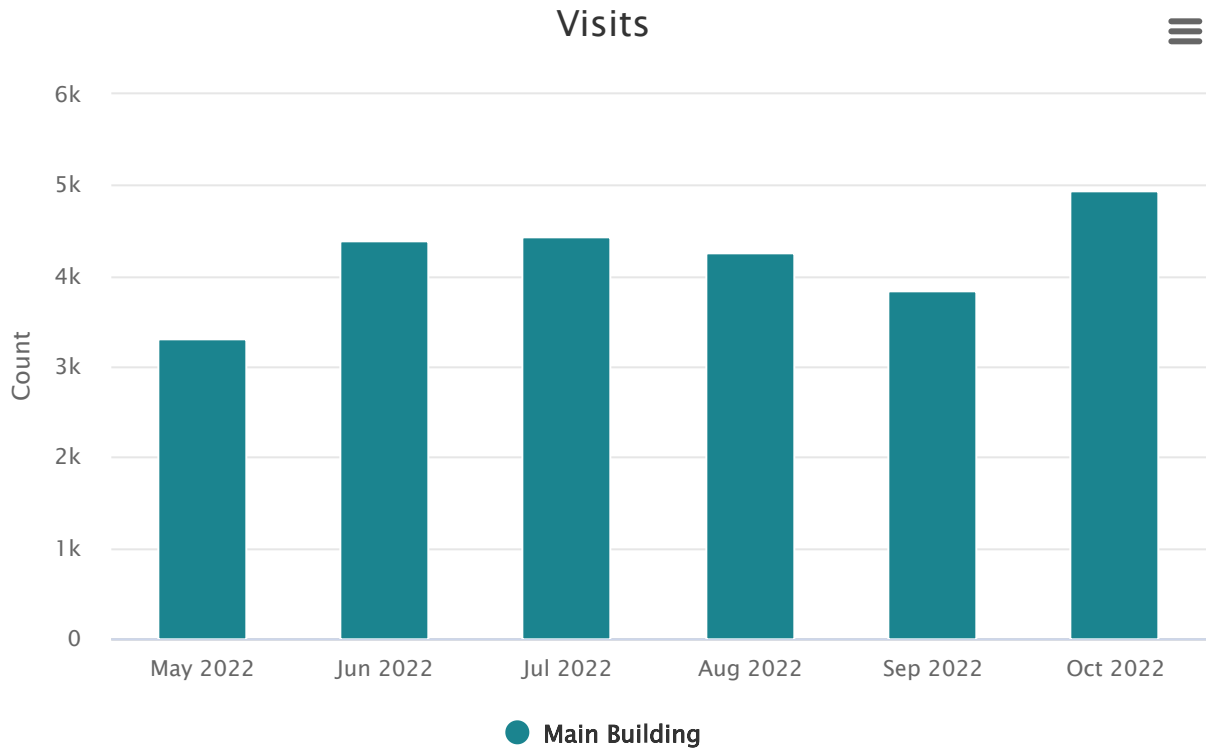


Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
<b>May 2022</b>	2344	7810	1963	3242	213	48
<b>Jun 2022</b>	2564	9421	2024	4527	214	92
<b>Jul 2022</b>	3026	10266	2058	4822	247	113
<b>Aug 2022</b>	2760	10344	2232	4969	270	113
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

Circulation Totals

# FY 22-23 Visits

25,159  
TOTAL VISITS



#### Category Main Building

**May 2022** 3315

**Jun 2022** 4380

**Jul 2022** 4425

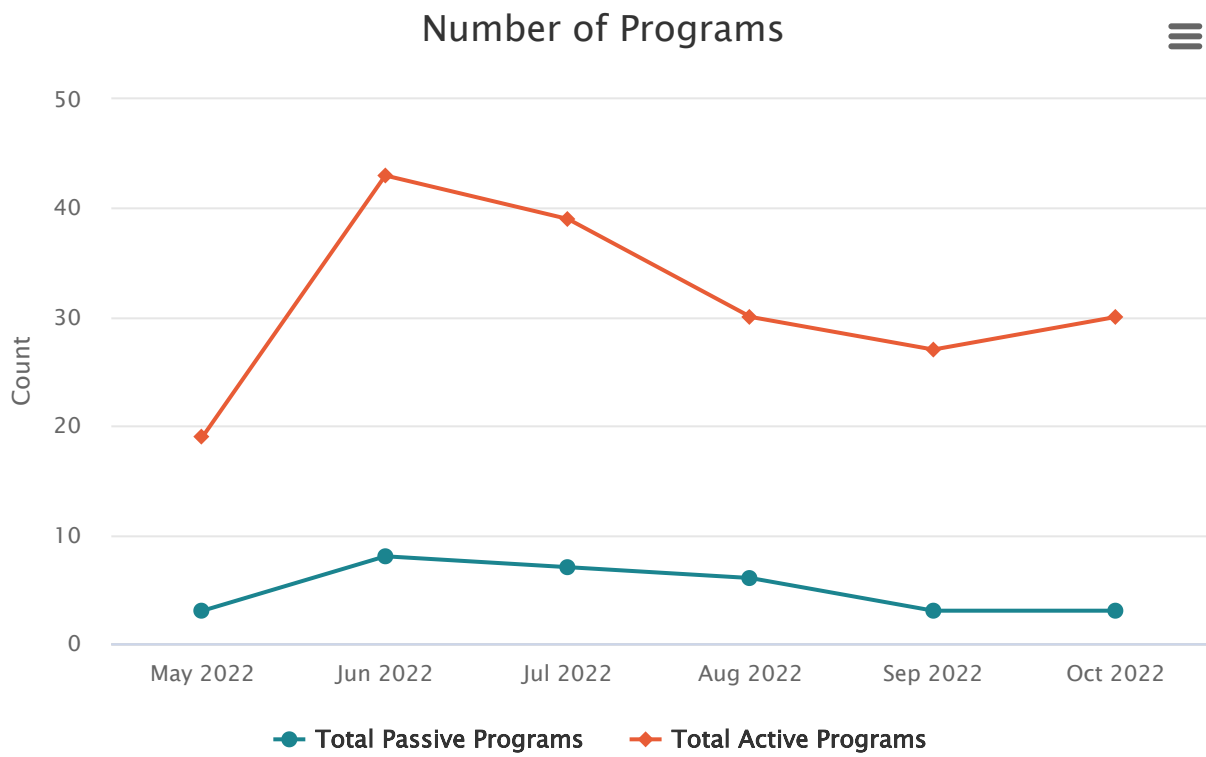
**Aug 2022** 4261

**Sep 2022** 3840

**Oct 2022** 4938

Visits

# FY 22-23 Programming

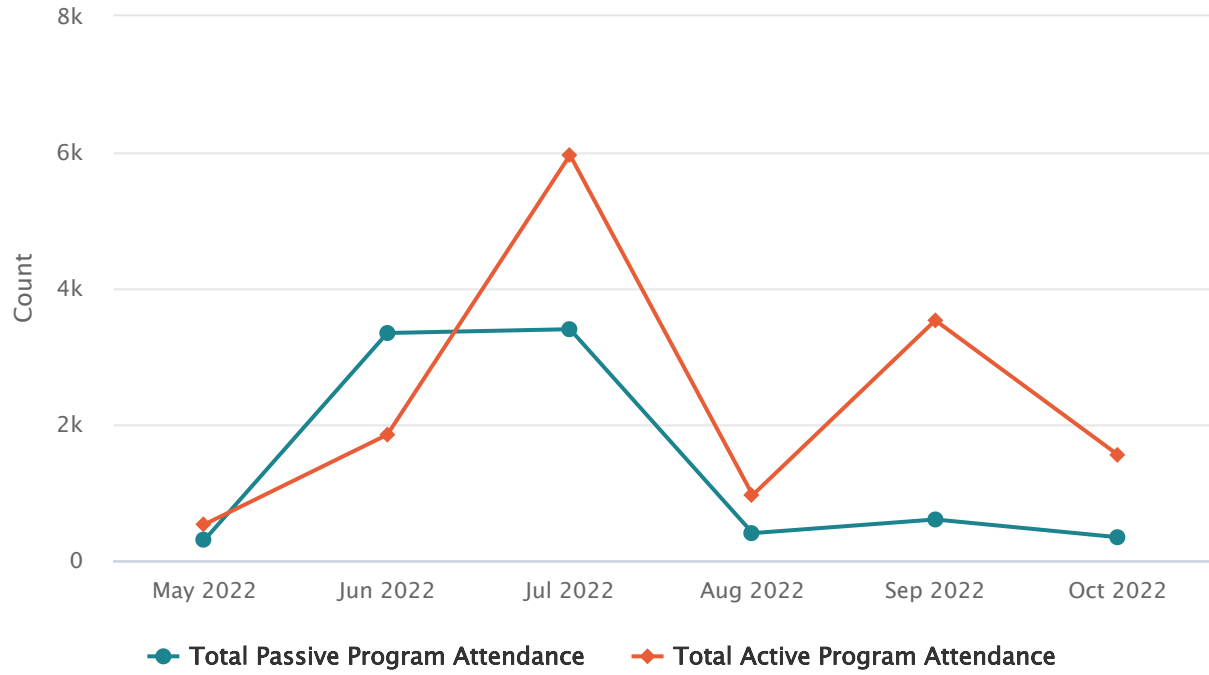


Category	Total Passive Programs	Total Active Programs
----------	------------------------	-----------------------

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

Number of Programs

# Program Attendance

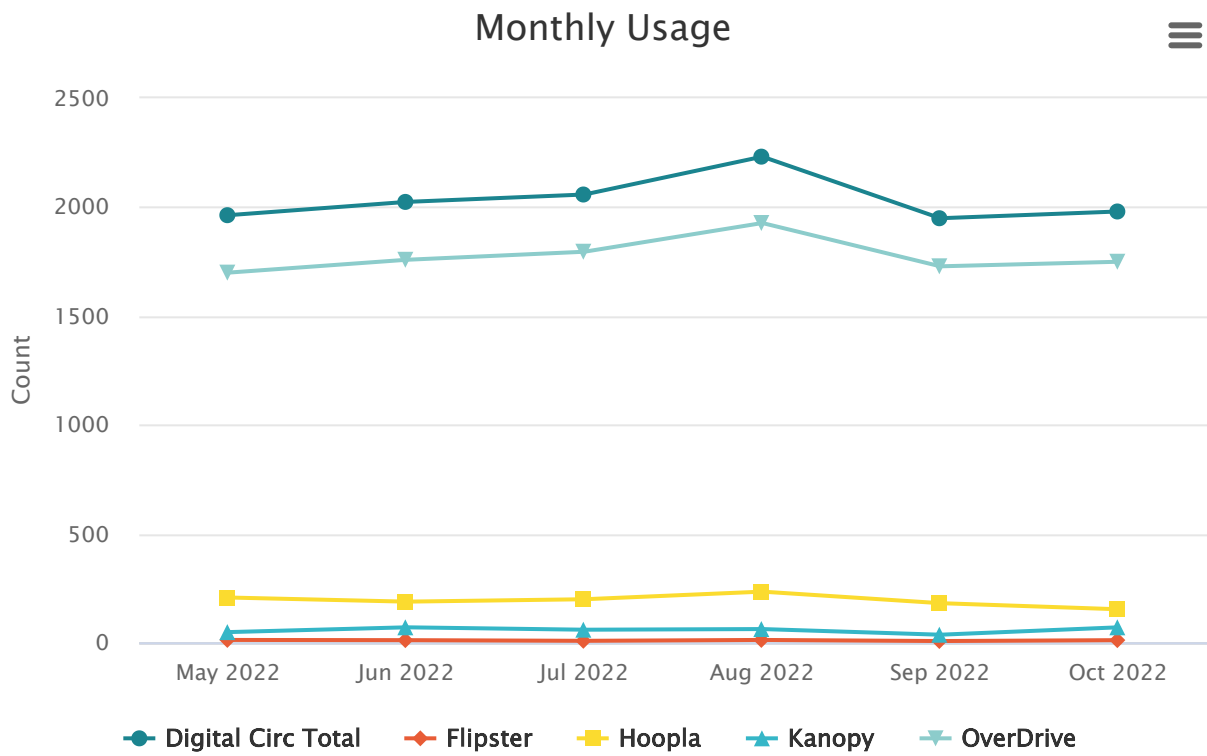


## Category Total Passive Program Attendance Total Active Program Attendance

<b>May 2022</b>	304	530
<b>Jun 2022</b>	3343	1848
<b>Jul 2022</b>	3399	5960
<b>Aug 2022</b>	400	960
<b>Sep 2022</b>	601	3529
<b>Oct 2022</b>	340	1551

Program Attendance

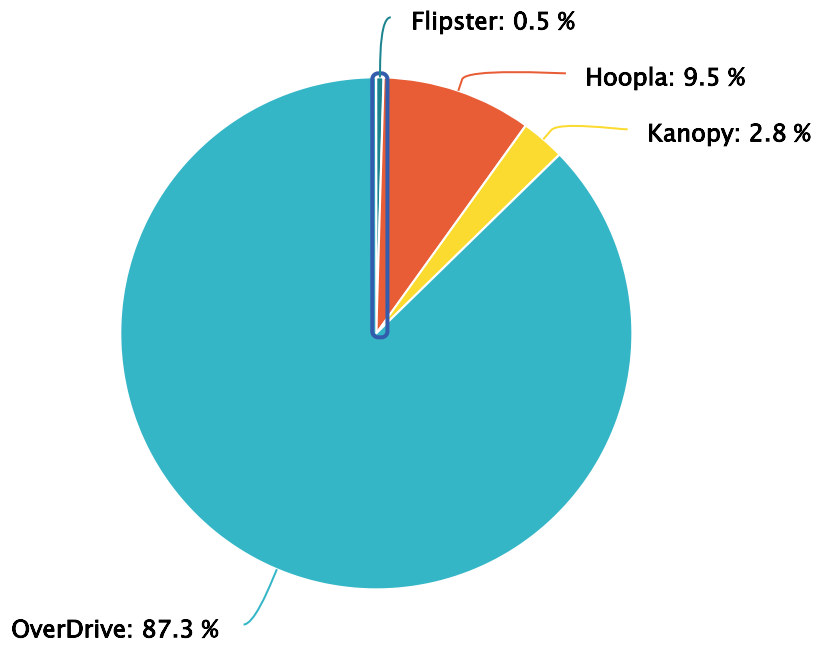
# FY 22-23 Digital Collections



Category	Digital Circ Total	Flipster	Hoopla	Kanopy	OverDrive
<b>May 2022</b>	1963	11	206	47	1699
<b>Jun 2022</b>	2024	10	187	69	1758
<b>Jul 2022</b>	2058	7	198	58	1795
<b>Aug 2022</b>	2232	11	233	61	1927
<b>Sep 2022</b>	1949	6	180	35	1728
<b>Oct 2022</b>	1980	10	152	69	1749

Monthly Usage

## Distribution by Platform



### Category Series 1

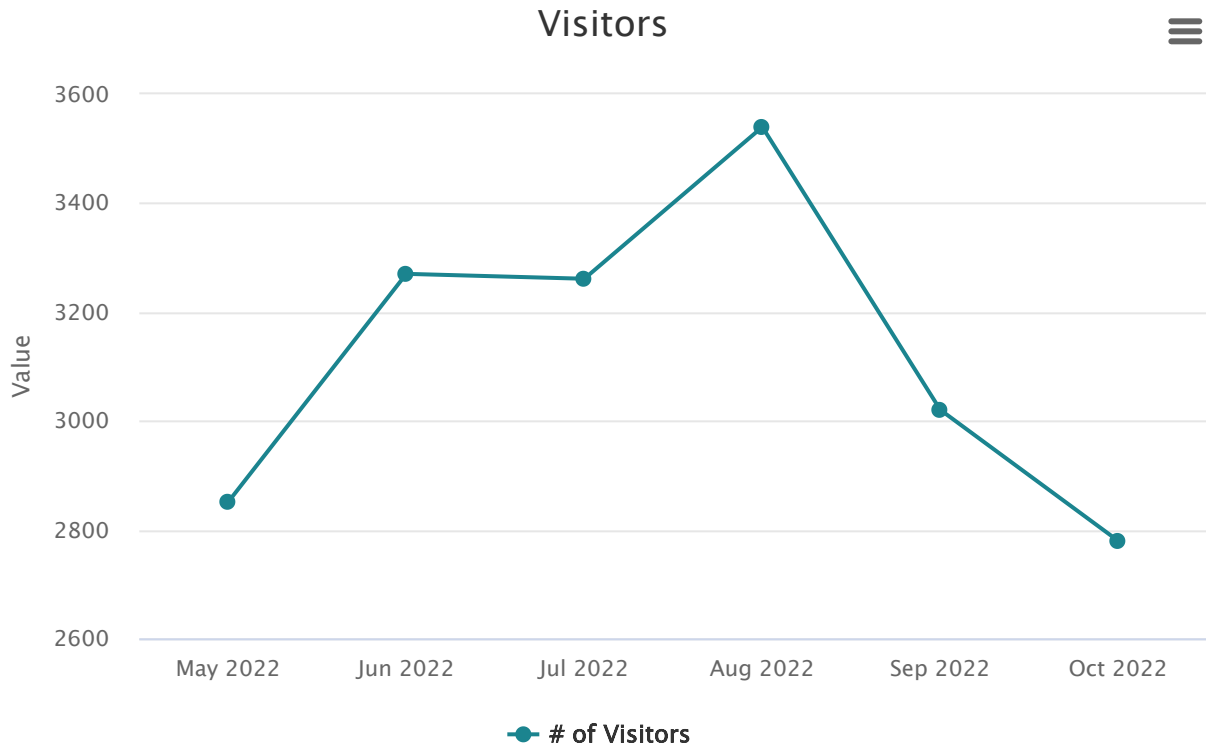
<b>Flipster</b>	55
<b>Hoopla</b>	1156
<b>Kanopy</b>	339
<b>OverDrive</b>	10656

Distribution by  
Platform



# FY 22-23 Website Usage

22,881  
TOTAL SESSIONS



## Category # of Visitors

**May 2022** 2851

**Jun 2022** 3270

**Jul 2022** 3261

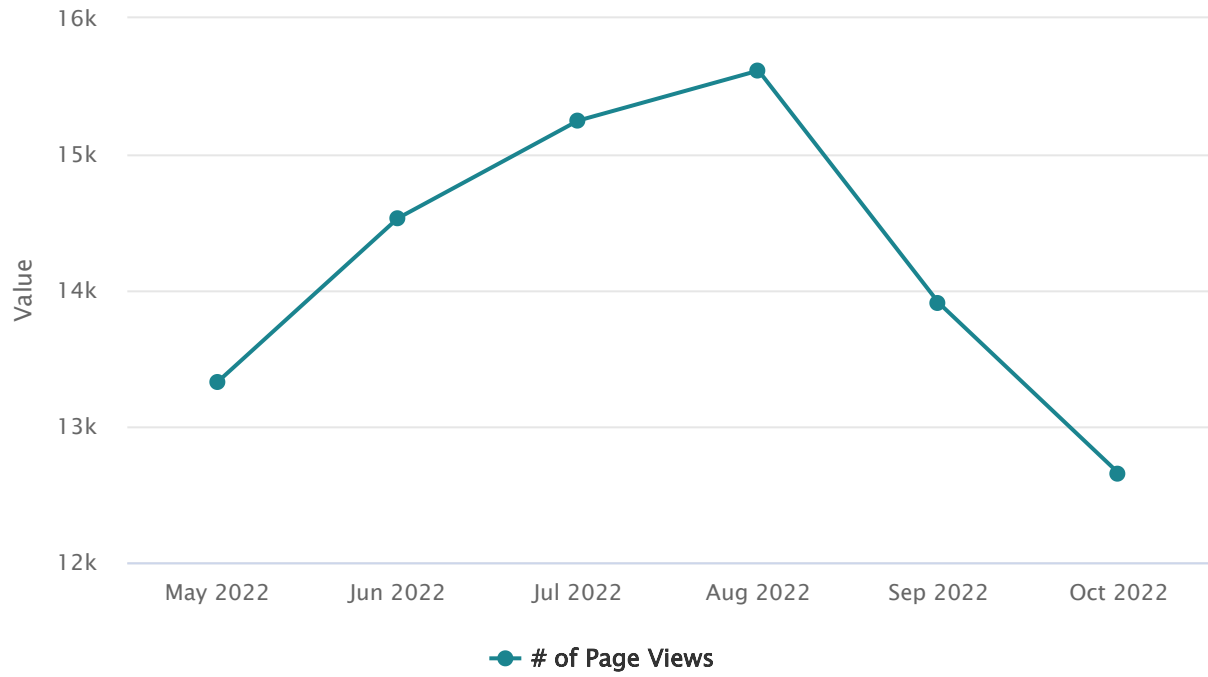
**Aug 2022** 3540

**Sep 2022** 3020

**Oct 2022** 2779

Visitors

# Page Views



## Category # of Page Views

**May 2022** 13326

**Jun 2022** 14530

**Jul 2022** 15248

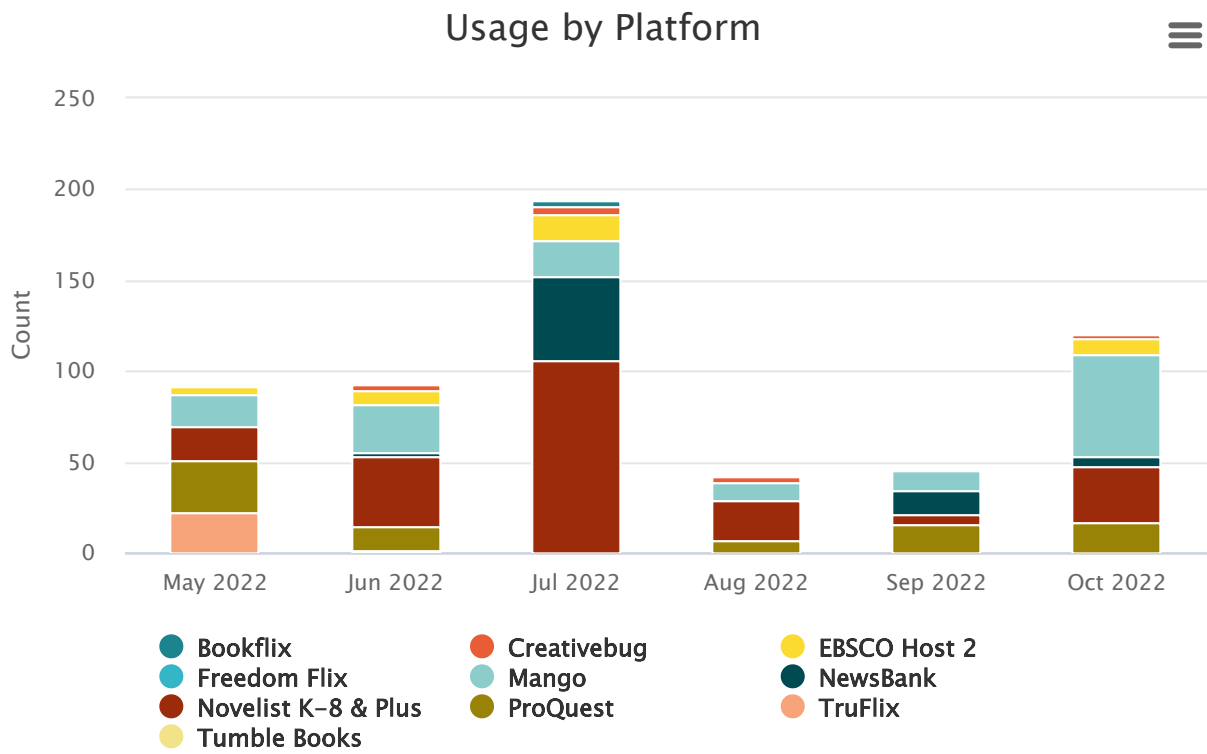
**Aug 2022** 15616

**Sep 2022** 13907

**Oct 2022** 12652

Page Views

# FY 22-23 Database Usage



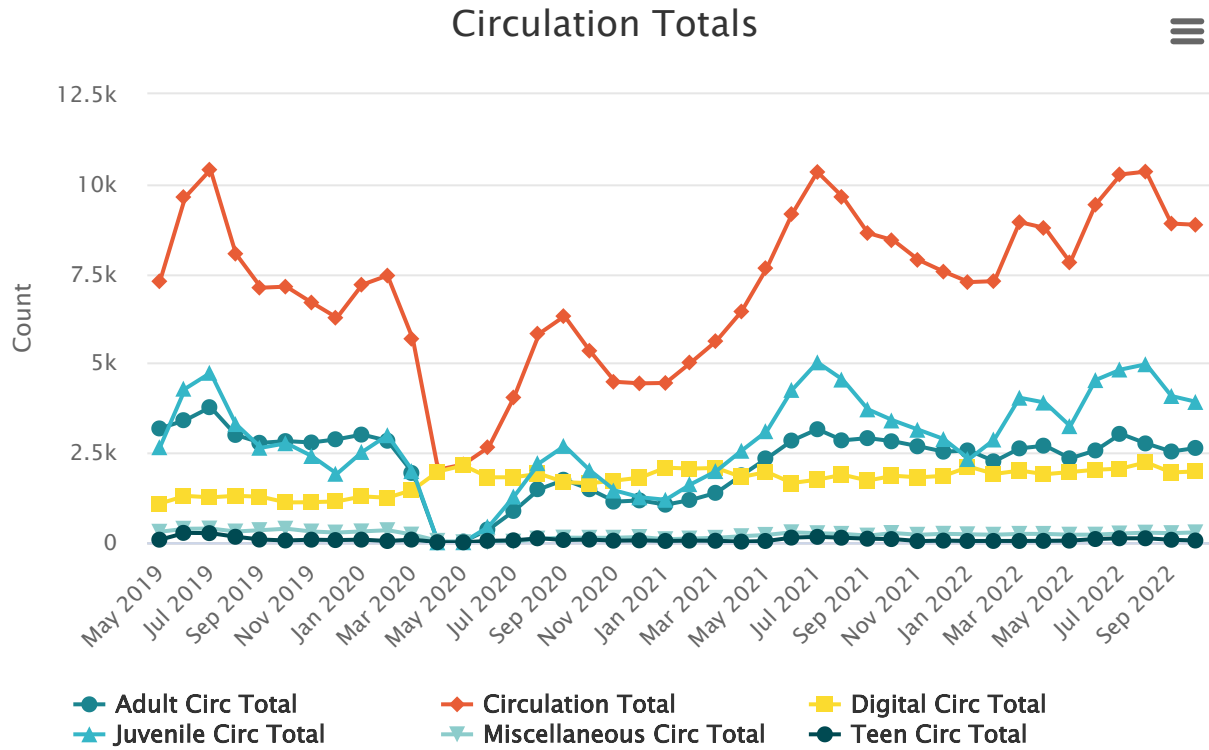
Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	Tumble Books
May 2022	0	2	4	0	18	0	18	29	22	0
Jun 2022	0	3	7	0	27	2	39	13	0	1
Jul 2022	4	4	14	0	20	46	106	0	0	0
Aug 2022	0	3	0	0	10	0	22	7	0	0
Sep 2022	0	1	0	0	11	13	6	15	0	0
Oct 2022	0	2	9	0	56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

Usage by Platform

Powered by [Springshare](#)

# 3 Year Comparison Graphs

## 3 Year Circulation Totals

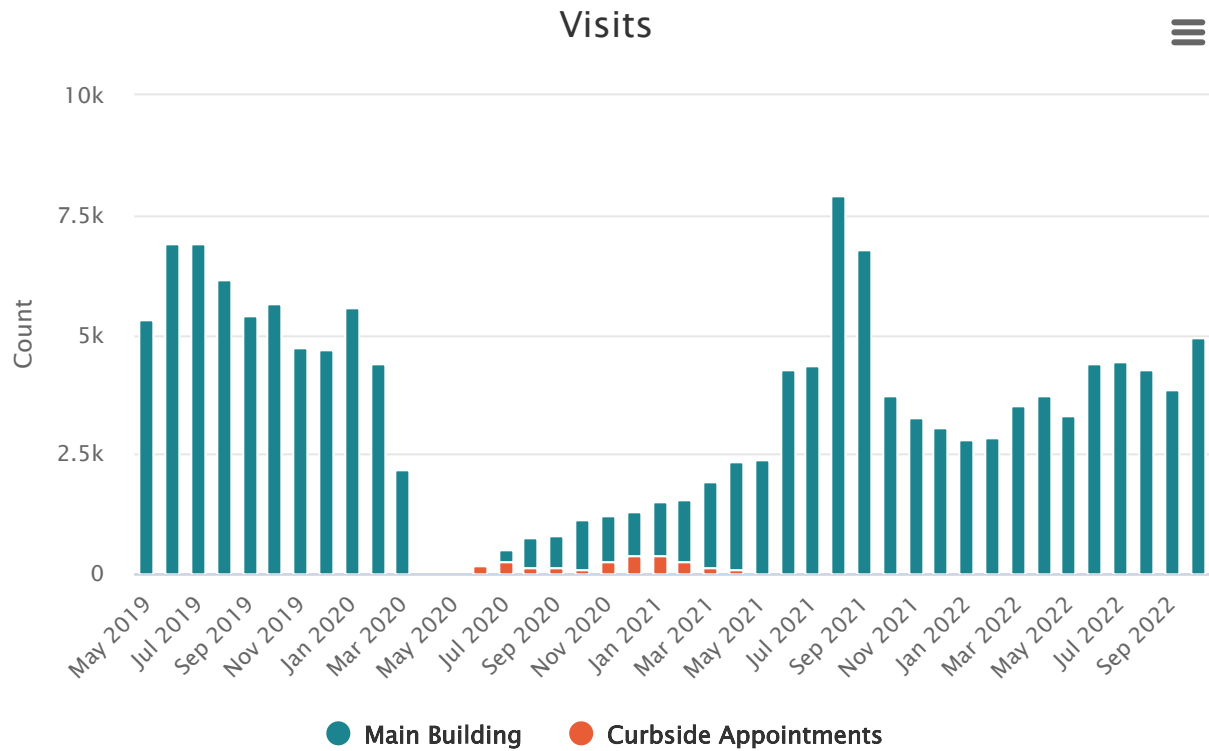


Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2019	3178	7284	1083	2654	295	74
Jun 2019	3408	9634	1296	4287	379	264
Jul 2019	3771	10398	1255	4730	385	257
Aug 2019	2997	8053	1299	3300	302	155
Sep 2019	2777	7105	1271	2639	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

<b>Jun 2020</b>	358	2654	1814	439	1	42
<b>Jul 2020</b>	876	4043	1816	1277	18	56
<b>Aug 2020</b>	1483	5823	1914	2209	104	113
<b>Sep 2020</b>	1746	6312	1679	2690	132	65
<b>Oct 2020</b>	1482	5345	1650	2010	127	76
<b>Nov 2020</b>	1136	4479	1724	1444	128	47
<b>Dec 2020</b>	1170	4436	1806	1257	148	55
<b>Jan 2021</b>	1051	4447	2083	1187	87	39
<b>Feb 2021</b>	1183	5018	2058	1623	106	48
<b>Mar 2021</b>	1381	5614	2075	1988	126	44
<b>Apr 2021</b>	1871	6441	1824	2555	171	20
<b>May 2021</b>	2342	7651	1963	3101	207	38
<b>Jun 2021</b>	2840	9160	1655	4253	280	132
<b>Jul 2021</b>	3156	10334	1749	5022	254	153
<b>Aug 2021</b>	2846	9638	1886	4541	236	129
<b>Sep 2021</b>	2908	8630	1723	3710	188	101
<b>Oct 2021</b>	2819	8429	1859	3400	260	91
<b>Nov 2021</b>	2680	7880	1813	3141	211	35
<b>Dec 2021</b>	2530	7553	1855	2882	238	48
<b>Jan 2022</b>	2564	7261	2111	2324	224	38
<b>Feb 2022</b>	2260	7288	1908	2869	212	39
<b>Mar 2022</b>	2622	8934	2002	4035	236	39
<b>Apr 2022</b>	2697	8772	1900	3899	235	41
<b>May 2022</b>	2344	7810	1963	3242	213	48
<b>Jun 2022</b>	2564	9421	2024	4527	214	92
<b>Jul 2022</b>	3026	10266	2058	4822	247	113
<b>Aug 2022</b>	2760	10344	2232	4969	270	113
<b>Sep 2022</b>	2535	8894	1949	4083	256	71
<b>Oct 2022</b>	2634	8860	1980	3917	278	51

Circulation Totals

# 3 Year Visits



## Category Main Building Curbside Appointments

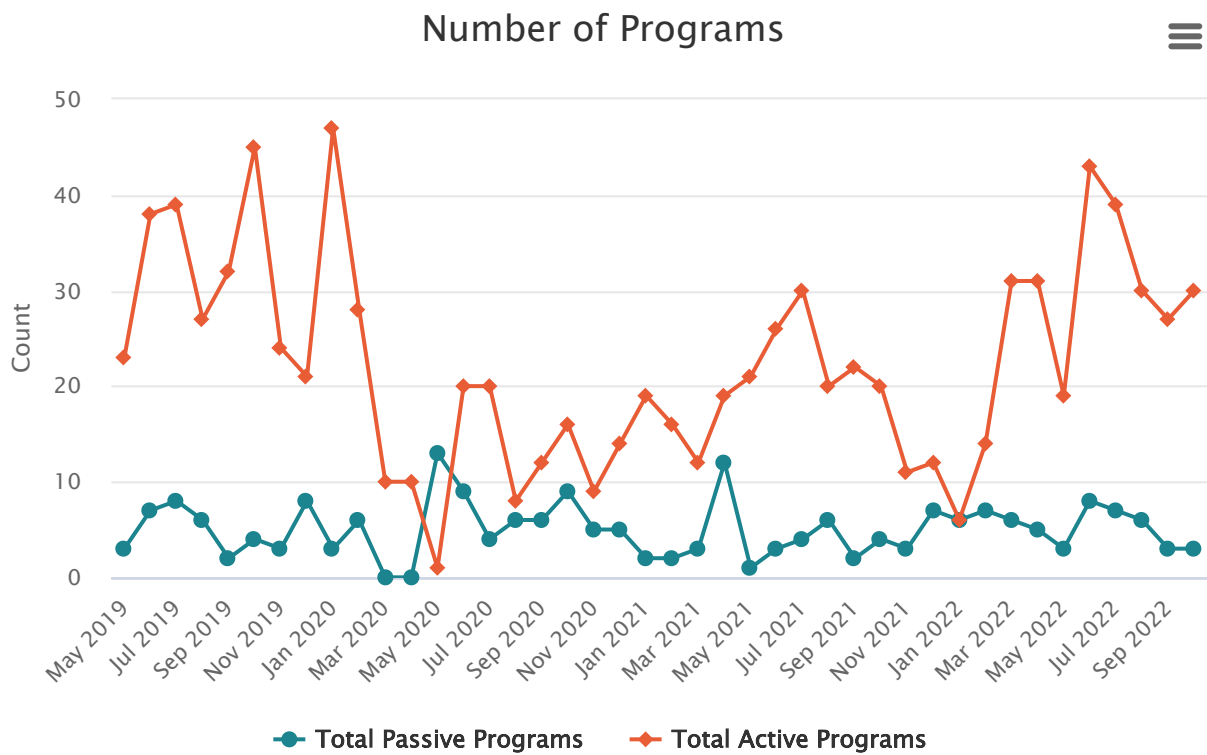
Month	Main Building	Curbside Appointments
May 2019	5308	0
Jun 2019	6907	0
Jul 2019	6900	0
Aug 2019	6140	0
Sep 2019	5415	0
Oct 2019	5630	0
Nov 2019	4724	0
Dec 2019	4700	0
Jan 2020	5558	0
Feb 2020	4412	0
Mar 2020	2165	0
Apr 2020	0	0
May 2020	0	0
Jun 2020	0	154
Jul 2020	287	233
Aug 2020	622	145
Sep 2020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

<b>Jan 2021</b>	1127	368
<b>Feb 2021</b>	1324	233
<b>Mar 2021</b>	1795	133
<b>Apr 2021</b>	2259	73
<b>May 2021</b>	2370	16
<b>Jun 2021</b>	4252	0
<b>Jul 2021</b>	4333	5
<b>Aug 2021</b>	7909	5
<b>Sep 2021</b>	6792	0
<b>Oct 2021</b>	3726	2
<b>Nov 2021</b>	3266	0
<b>Dec 2021</b>	3052	2
<b>Jan 2022</b>	2810	0
<b>Feb 2022</b>	2828	6
<b>Mar 2022</b>	3497	0
<b>Apr 2022</b>	3730	0
<b>May 2022</b>	3315	0
<b>Jun 2022</b>	4380	0
<b>Jul 2022</b>	4425	0
<b>Aug 2022</b>	4261	0
<b>Sep 2022</b>	3840	0
<b>Oct 2022</b>	4938	0

Visits



# 3 Year Programming



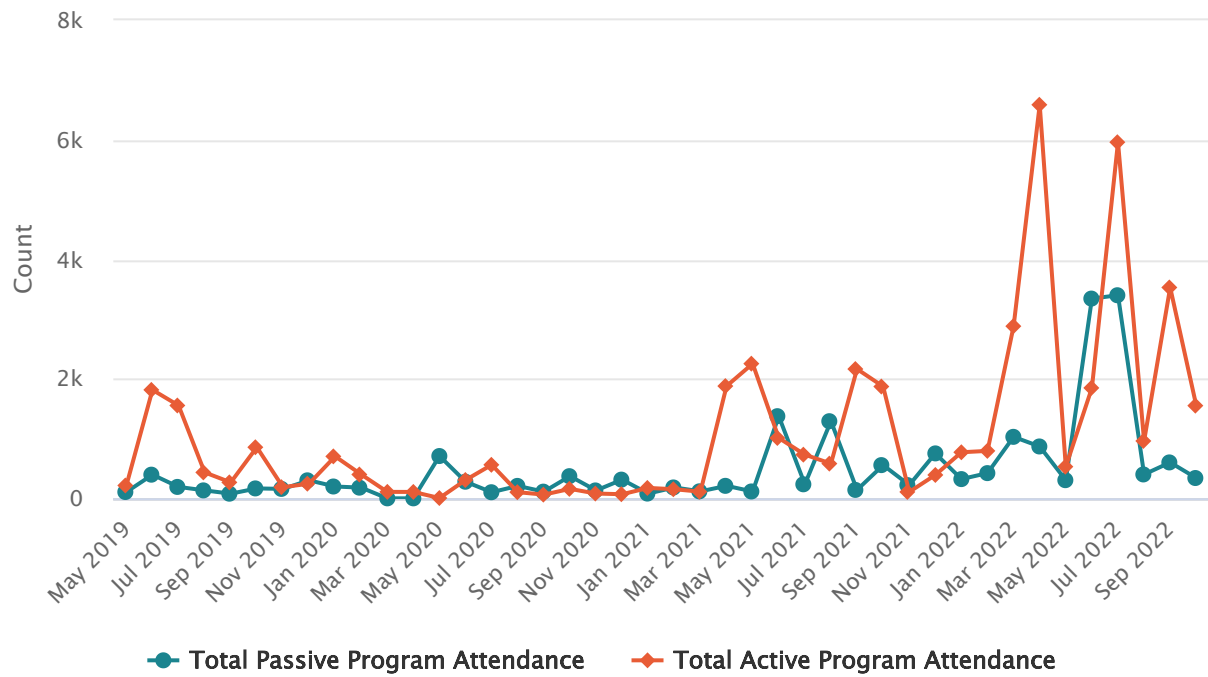
## Category Total Passive Programs Total Active Programs

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

<b>Dec 2019</b>	8	21
<b>Jan 2020</b>	3	47
<b>Feb 2020</b>	6	28
<b>Mar 2020</b>	0	10
<b>Apr 2020</b>	0	10
<b>May 2020</b>	13	1
<b>Jun 2020</b>	9	20
<b>Jul 2020</b>	4	20
<b>Aug 2020</b>	6	8
<b>Sep 2020</b>	6	12
<b>Oct 2020</b>	9	16
<b>Nov 2020</b>	5	9
<b>Dec 2020</b>	5	14
<b>Jan 2021</b>	2	19
<b>Feb 2021</b>	2	16
<b>Mar 2021</b>	3	12
<b>Apr 2021</b>	12	19
<b>May 2021</b>	1	21
<b>Jun 2021</b>	3	26
<b>Jul 2021</b>	4	30
<b>Aug 2021</b>	6	20
<b>Sep 2021</b>	2	22
<b>Oct 2021</b>	4	20
<b>Nov 2021</b>	3	11
<b>Dec 2021</b>	7	12
<b>Jan 2022</b>	6	6
<b>Feb 2022</b>	7	14
<b>Mar 2022</b>	6	31
<b>Apr 2022</b>	5	31
<b>May 2022</b>	3	19
<b>Jun 2022</b>	8	43
<b>Jul 2022</b>	7	39
<b>Aug 2022</b>	6	30
<b>Sep 2022</b>	3	27
<b>Oct 2022</b>	3	30

Number of Programs

## Program Attendance



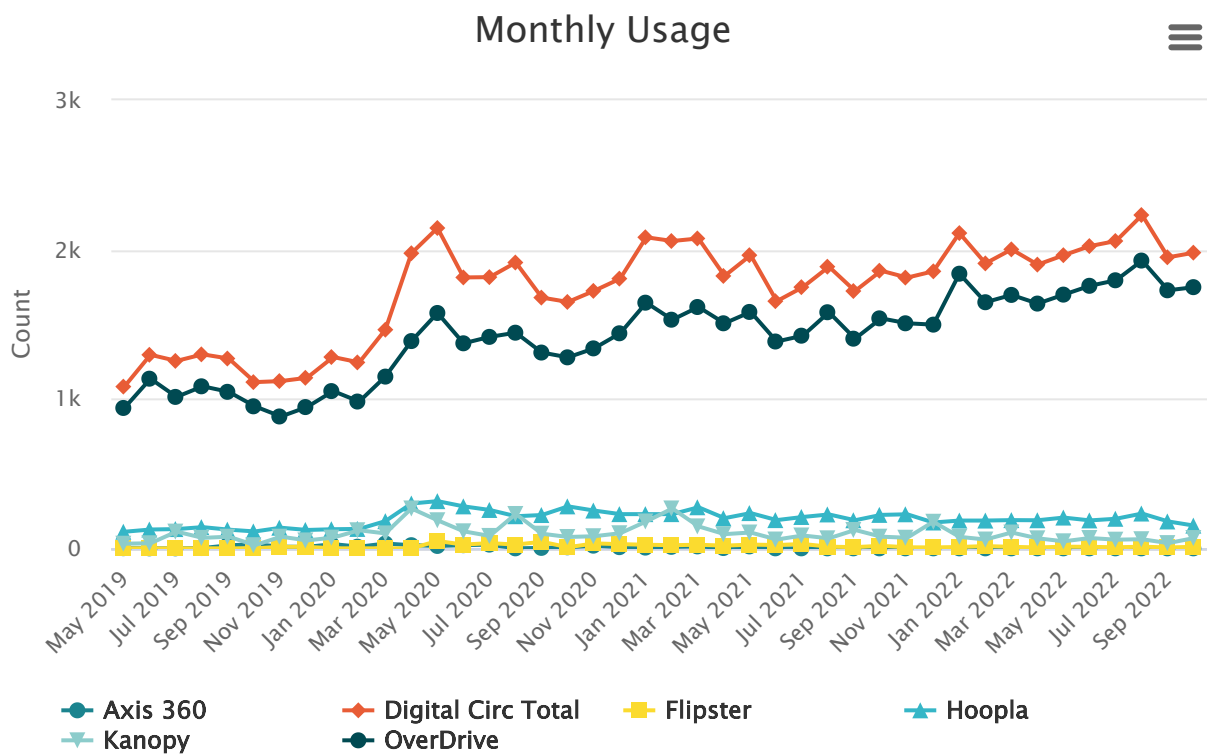
**Category Total Passive Program Attendance Total Active Program Attendance**

<b>May 2019</b>	106	215
<b>Jun 2019</b>	396	1815
<b>Jul 2019</b>	191	1554
<b>Aug 2019</b>	133	434
<b>Sep 2019</b>	78	267
<b>Oct 2019</b>	166	855
<b>Nov 2019</b>	158	187
<b>Dec 2019</b>	301	245
<b>Jan 2020</b>	198	702
<b>Feb 2020</b>	179	399
<b>Mar 2020</b>	0	108
<b>Apr 2020</b>	0	107
<b>May 2020</b>	708	5
<b>Jun 2020</b>	278	307
<b>Jul 2020</b>	102	561

<b>Jul 2020</b>	102	301
<b>Aug 2020</b>	208	103
<b>Sep 2020</b>	112	62
<b>Oct 2020</b>	371	158
<b>Nov 2020</b>	132	80
<b>Dec 2020</b>	313	69
<b>Jan 2021</b>	80	174
<b>Feb 2021</b>	182	152
<b>Mar 2021</b>	117	111
<b>Apr 2021</b>	209	1879
<b>May 2021</b>	115	2254
<b>Jun 2021</b>	1375	1010
<b>Jul 2021</b>	235	731
<b>Aug 2021</b>	1291	581
<b>Sep 2021</b>	141	2164
<b>Oct 2021</b>	556	1871
<b>Nov 2021</b>	222	107
<b>Dec 2021</b>	752	391
<b>Jan 2022</b>	322	771
<b>Feb 2022</b>	422	794
<b>Mar 2022</b>	1029	2881
<b>Apr 2022</b>	868	6587
<b>May 2022</b>	304	530
<b>Jun 2022</b>	3343	1848
<b>Jul 2022</b>	3399	5960
<b>Aug 2022</b>	400	960
<b>Sep 2022</b>	601	3529
<b>Oct 2022</b>	340	1551

Program Attendance

# 3 Year Digital Collections



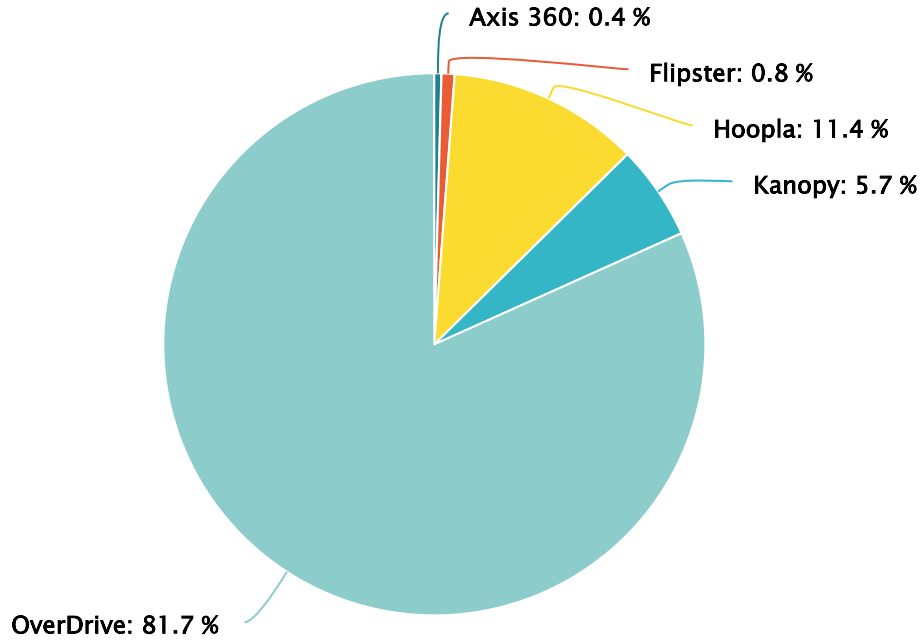
**Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive**

<b>May 2019</b>	1	1083	0	111	31	940
<b>Jun 2019</b>	0	1296	0	126	34	1136
<b>Jul 2019</b>	0	1255	0	129	112	1014
<b>Aug 2019</b>	2	1299	0	142	70	1085
<b>Sep 2019</b>	20	1271	0	125	78	1048
<b>Oct 2019</b>	28	1113	0	113	21	951
<b>Nov 2019</b>	11	1120	10	138	78	883
<b>Dec 2019</b>	10	1142	10	123	53	946
<b>Jan 2020</b>	28	1281	0	128	72	1053
<b>Feb 2020</b>	11	1245	0	130	121	983
<b>Mar 2020</b>	32	1464	0	182	100	1150

<b>Apr 2020</b>	21	1976	0	300	267	1388
<b>May 2020</b>	16	2145	49	316	188	1576
<b>Jun 2020</b>	21	1814	25	281	114	1373
<b>Jul 2020</b>	25	1816	35	257	83	1416
<b>Aug 2020</b>	0	1914	25	215	230	1444
<b>Sep 2020</b>	3	1679	44	223	98	1311
<b>Oct 2020</b>	7	1650	7	281	76	1279
<b>Nov 2020</b>	18	1724	33	253	81	1339
<b>Dec 2020</b>	8	1806	28	229	101	1440
<b>Jan 2021</b>	5	2083	24	229	180	1645
<b>Feb 2021</b>	10	2058	21	229	267	1531
<b>Mar 2021</b>	13	2075	24	275	147	1616
<b>Apr 2021</b>	2	1824	18	202	95	1507
<b>May 2021</b>	13	1963	25	236	106	1583
<b>Jun 2021</b>	0	1655	22	189	59	1385
<b>Jul 2021</b>	0	1749	29	210	86	1424
<b>Aug 2021</b>	0	1886	11	227	67	1581
<b>Sep 2021</b>	0	1723	8	188	123	1404
<b>Oct 2021</b>	0	1859	17	224	78	1540
<b>Nov 2021</b>	0	1813	7	228	71	1507
<b>Dec 2021</b>	0	1855	6	173	178	1498
<b>Jan 2022</b>	0	2111	9	186	77	1839
<b>Feb 2022</b>	0	1908	15	186	59	1648
<b>Mar 2022</b>	0	2002	10	189	106	1697
<b>Apr 2022</b>	0	1900	6	188	67	1639
<b>May 2022</b>	0	1963	11	206	47	1699
<b>Jun 2022</b>	0	2024	10	187	69	1758
<b>Jul 2022</b>	0	2058	7	198	58	1795
<b>Aug 2022</b>	0	2232	11	233	61	1927
<b>Sep 2022</b>	0	1949	6	180	35	1728
<b>Oct 2022</b>	0	1980	10	152	69	1749

Monthly Usage

# Distribution by Platform



## Category Series 1

<b>Axis 360</b>	305
<b>Flipster</b>	573
<b>Hoopla</b>	8317
<b>Kanopy</b>	4113
<b>OverDrive</b>	59455

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

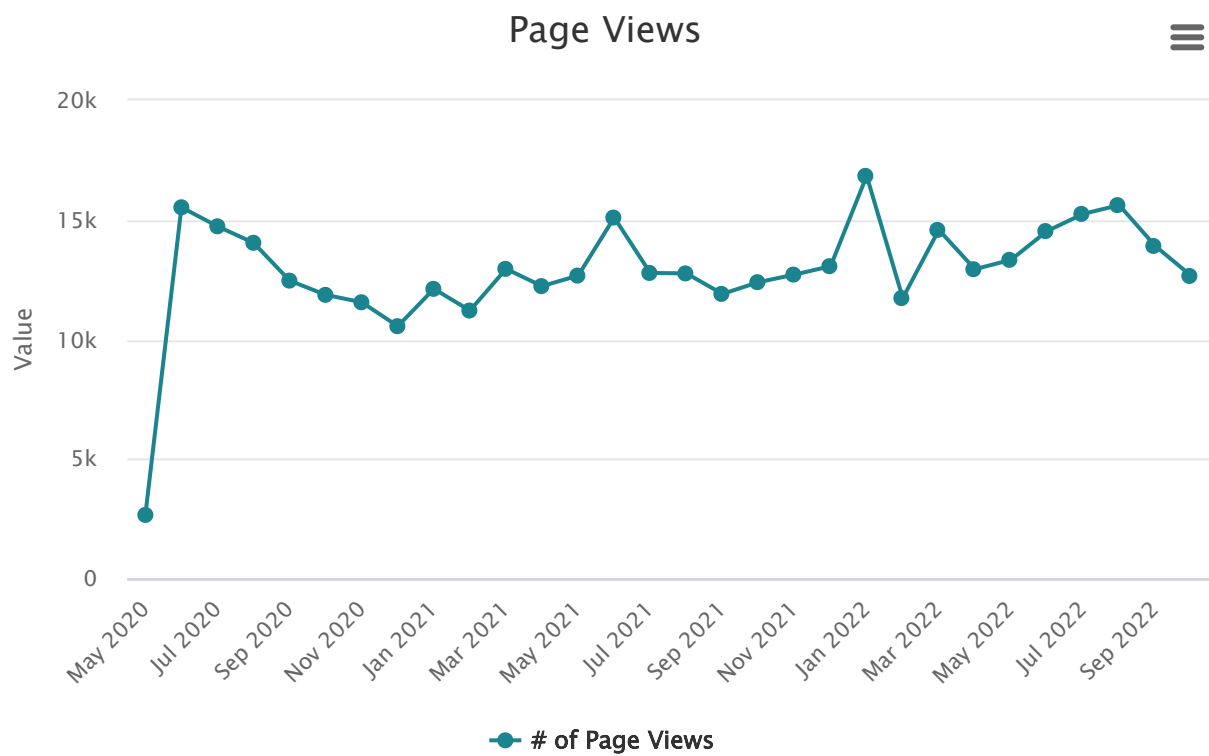
**Oct 2020** 2509

**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

Visitors



**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

Page Views

# 3 Year Previous Website Usage



## 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

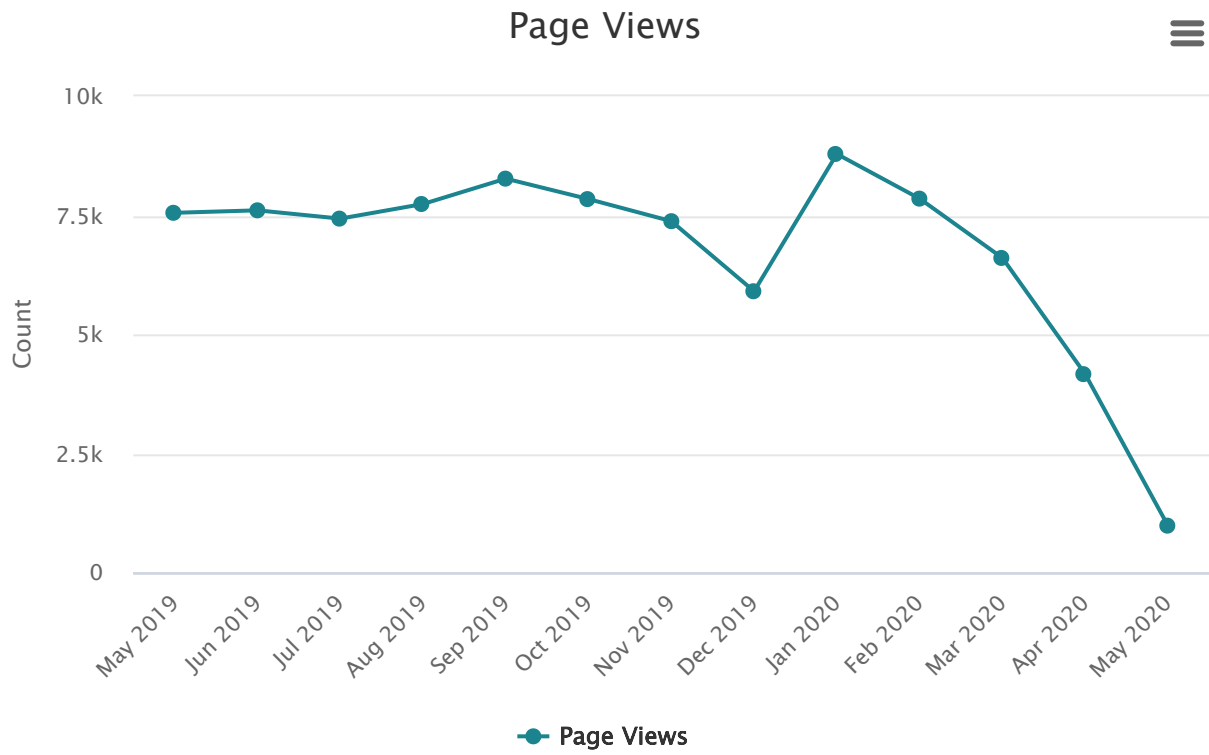
**Feb 2020** 5582

**Mar 2020** 4530

**Apr 2020** 2769

**May 2020** 632

Visitors

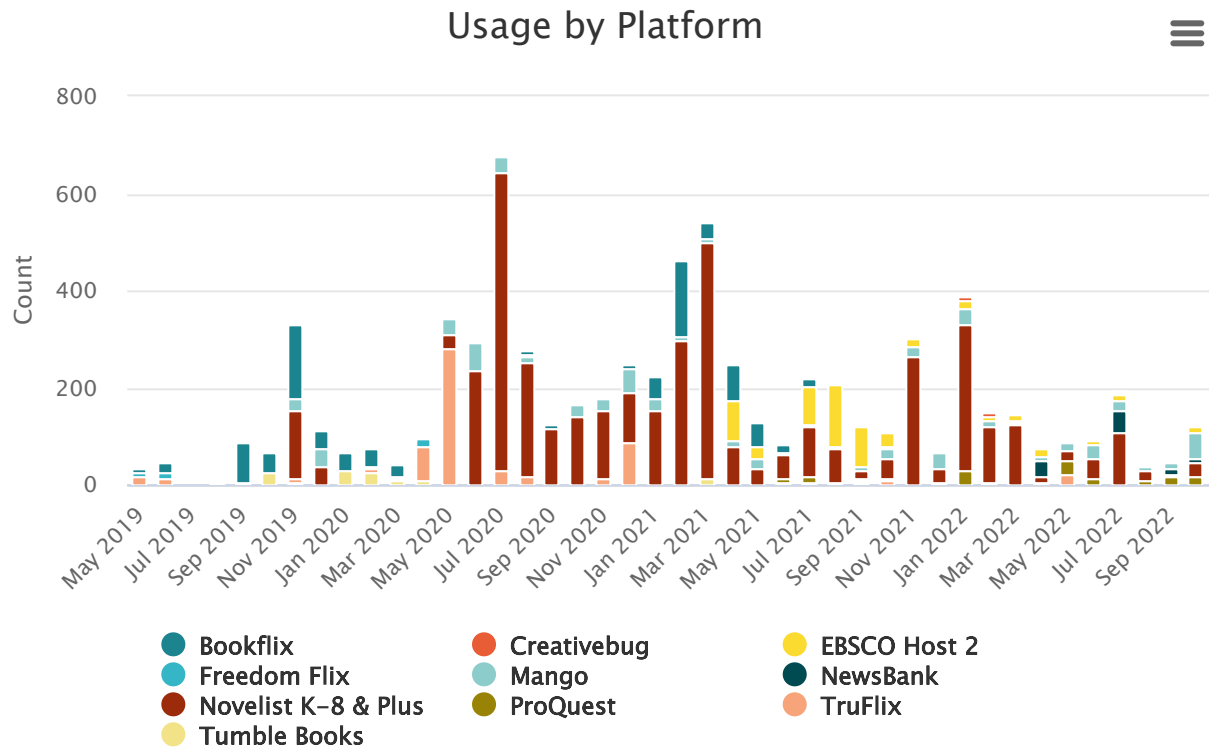


**Category Page Views**

- 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

Page Views

# 3 Year Database Usage



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

<b>Aug 2020</b>	9	0	0	3	12	0	238	0	13	2
<b>Sep 2020</b>	7	0	0	0	0	0	115	0	0	0
<b>Oct 2020</b>	0	0	0	0	27	0	139	0	0	0
<b>Nov 2020</b>	4	0	0	1	28	0	138	0	13	0
<b>Dec 2020</b>	10	0	0	0	51	0	100	0	88	0
<b>Jan 2021</b>	45	0	0	0	24	0	152	0	0	1
<b>Feb 2021</b>	156	0	0	0	10	0	296	0	0	0
<b>Mar 2021</b>	33	0	0	0	11	0	486	0	0	11
<b>Apr 2021</b>	74	0	83	0	12	0	80	0	0	0
<b>May 2021</b>	52	0	24	0	22	0	31	0	0	0
<b>Jun 2021</b>	16	0	3	0	0	0	49	10	0	3
<b>Jul 2021</b>	17	0	78	3	0	0	104	14	3	0
<b>Aug 2021</b>	0	0	127	0	5	0	68	6	0	0
<b>Sep 2021</b>	0	0	80	3	6	0	17	4	4	5
<b>Oct 2021</b>	0	0	29	3	23	0	38	6	8	0
<b>Nov 2021</b>	0	0	16	0	20	0	265	0	0	0
<b>Dec 2021</b>	0	0	3	0	36	0	25	3	0	3
<b>Jan 2022</b>	5	9	18	0	33	0	299	29	0	0
<b>Feb 2022</b>	0	6	8	0	14	0	116	0	3	0
<b>Mar 2022</b>	0	7	13	0	2	4	122	2	0	0
<b>Apr 2022</b>	0	1	19	0	7	33	10	6	0	0
<b>May 2022</b>	0	2	4	0	18	0	18	29	22	0
<b>Jun 2022</b>	0	3	7	0	27	2	39	13	0	1
<b>Jul 2022</b>	4	4	14	0	20	46	106	0	0	0
<b>Aug 2022</b>	0	3	0	0	10	0	22	7	0	0
<b>Sep 2022</b>	0	1	0	0	11	13	6	15	0	0
<b>Oct 2022</b>	0	2	9	0	56	6	31	16	0	0

Usage by Platform