

## September 20, 2022 Board Meeting

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions (2 minutes)(7:02pm)</b>		
	Document Summary	1A
	Agenda	2A-2B
<b>3 Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>		
<b>4 Consent Agenda</b>		
	Minutes of August 16, 2022 Board of Trustees Meeting (action)(5 minutes)(7:12pm)	3A-3B
<b>5 Financial Reports (White and Yellow) (5 minutes)(7:17pm)</b>		
	August Detailed Revenue & Expense Report (action)	4A-4E
	August Detailed Balance Sheet (action)	5A-5C
<b>6 Approval of Checks (Green) (5 minutes)(7:22pm)</b>		
	August Check Disbursement Report (action)	6A-6D
<b>7 Committee Reports (15 minutes)(7:37pm)</b>		
<b>8 New Business</b>		7A
	Trustee Election Information (10 minutes)(7:47pm)	8A-8G
	Closings for Calendar Year 2023 (action)(5 minutes)(7:52pm)	9A
	Board Meeting Dates for Calendar Year 2023 (action)(5 minutes)(7:57pm)	10A
	Library Closures for Staff Inservice and Mini Golf Event (action)(5 minutes)(8:02pm)	
	Study Table Discussion (10 minutes)(8:12pm)	11A
<b>9 Old Business</b>		
	Capital Project Update/Coordinator's Report (5 minutes)(8:17pm)	
<b>10 Interim Director's Report (5 minutes)(8:22pm)</b>		
	Interim Director's Narrative Report	12A-12C
<b>11 Executive Session(s)</b>		
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment (1 minute)(8:23pm)</b>		
<b>14 Attachments</b>		
	August 2022 Statistics	13A - end

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, September 20, 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	+1 646 558 8656 US (New York)
<a href="https://us06web.zoom.us/j/87198994555?pwd=d2R2cGRUaUl3WUJsNUtBN1RwYnNxQT09">https://us06web.zoom.us/j/87198994555?pwd=d2R2cGRUaUl3WUJsNUtBN1RwYnNxQT09</a>	+1 646 931 3860 US
	+1 301 715 8592 US (Washington DC)
	+1 253 215 8782 US (Tacoma)
Meeting ID: 871 9899 4555	+1 346 248 7799 US (Houston)
Passcode: 795708	+1 386 347 5053 US
One tap mobile	+1 564 217 2000 US
+13126266799,,87198994555#,,,,*795708#US	+1 669 444 9171 US
+13092053325,,87198994555#,,,,*795708# US	+1 719 359 4580 US
(Chicago)	+1 720 707 2699 US (Denver)
	Meeting ID: 890 1180 5876
Dial by your location	Passcode: 034066
+1 309 205 3325 US	Find your local number:
+1 312 626 6799 US (Chicago)	<a href="https://us06web.zoom.us/j/87198994555?pwd=d2R2cGRUaUl3WUJsNUtBN1RwYnNxQT09">https://us06web.zoom.us/j/87198994555?pwd=d2R2cGRUaUl3WUJsNUtBN1RwYnNxQT09</a>

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. 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 August 16, 2022 Board Meeting **(action)(5 minutes)(7:12pm)**
- 5. August 2022 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
  - a. August Detailed Revenue & Expense Report
  - b. August Detailed Balance Sheet

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

- a. August Monthly Checks (15330, 15332-15359)(action)

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

- a. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff and Shaul.)
- b. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff and Zaute.)
- c. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)

**(Did Not Meet)**

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

**8. New Business**

- a. Trustee Election Discussion (**10 minutes)(7:47pm)**
- b. Closings for Calendar Year 2023 (**action)(5 minutes)(7:52pm)**
- c. Board Meeting Dates for Calendar Year 2023 (**action)(5 minutes)(7:57pm)**
- d. Library Closures for Staff Inservice & Mini Golf Event (**action)(5 minutes)(8:02pm)**
- e. Study Table Discussion (**10 minutes)(8:12pm)**

**9. Old Business**

- a. Capital Project Update/Coordinator's Report (**5 minutes)(8:17pm)**

**10. Interim Director's Narrative Report (5 minutes)(8:22pm)**

- 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)(8:23pm)****Attachments:**

August 2022 Statistics

**Upcoming Board Meetings: October 18, November 15, and December 13, 2022.**

**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Tuesday, August 16th, 2022, at 7 PM**  
123 E Scranton Avenue, Lake Bluff, IL 60044

3A

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:** Board President Meierhoff called the meeting to order at 7:0 pm. Trustees Graziano, Hayes, Heintzelman, Jerch, Meierhoff, and Shaul were present. Trustee Zaute was absent. Also present were Library Employees O'Hara, Chapman, and Jarvi.

**2. Additions & Corrections to the Agenda:** There were none.

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

**4. Approval of Minutes:** The Secretary failed to note that a motion was made after the exec session ended in the July meeting; minutes were amended to include the following statement: "After Executive Session ended, Shaul moved and Heintzelman seconded a motion to appoint Katie Horner to the position of Interim Library Director; all voted aye." Shaul moved and Heintzelman seconded a motion to approve the amended minutes of the July 19, 2022 Board Meeting; all voted aye.

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

O'Hara noted that Bettina O'Connell at the Village offices was very helpful in preparing the financials. And that 30.97% of our annual budget has been expended. The reserve balance is over \$34K, which is well over the projected amount.

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

**6. Approval of July monthly checks**

Large checks were written to SMC Construction (another partial payment for costs so far) and to Shred-It (to shred a larger than normal amount of personnel documents). Jerch moved and Shaul seconded a motion to approve the July monthly checks #15291, #15293-15329; all voted aye.

**7. Committee Reports:**

**(Met)**

a. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul) Members met on Aug. 4 and discussed the final choices for furnishings and fabrics, and revised the order (too many chairs were on the invoice). We asked Horner to contact LFI for a revised invoice so we can have an accurate final cost for furnishings for the Stroh Room. Since our estimate of the final cost is over what was budgeted, we considered making a partial order and ordering the rest when funds become available.

The Board then had an impromptu discussion about sources for funding what is still needed to order all the furniture at once, thereby saving an additional delivery cost. Hayes assured us that there are ample funds for this in our Reserves. Meierhoff said there have been some recent donations to the Library and to the Foundation, and that the Foundation has some funds; in addition, there may be a bequest coming our way. We were reminded that Ms. Stroh wanted the room to be done beautifully.

Jerch moved and Hayes seconded a motion to have Horner poll the trustees by phone as soon as she gets the revised invoice, and if everyone agrees, to move ahead and order all the furniture; everyone voted aye. Done. Yay.

**b. Human Resources** (Chair: Graziano, Members: Jerch and Shaul) Members met on 7/22 to finalize job posting announcements and exit interview strategy. O'Hara reported that she would submit the job postings to ILA and RAILS webpages as well as our own Library webpage and that ILA charged \$100 for one month's posting. Members also met on 7/29 for Bailey's exit interview. Graziano did a fabulous job of crafting the questions and conducting the interview. Those present all felt it was a positive and worthwhile experience.

**c. Request for Reconsideration Committee (AD HOC):** (Members: Meierhoff, Heintzelman, Jerch, and Shaul) This report will be under New Business.

**(Did not meet)**

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

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

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

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

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

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

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

## **8. New Business:**

a. Discussion of the July 29<sup>th</sup> Request for Reconsideration was broadened from the *ad hoc* committee meeting of August 10 to include the rest of the board members. A request for reconsideration is the process by which patrons can seek reconsideration of an item in the Library's collection that they find objectionable. Mr. Tom Terrill submitted such a request about a book in the Children's collection titled *Fred Gets Dressed* by Peter Brown. Ms. Horner and Ms. Jarvi reviewed both the request and the book, concluding that it should remain in the collection. On August 10, the *ad hoc* committee discussed the request and voted unanimously to recommend that the Board also support the conclusion to retain the book. Jerch moved that the Board support the recommendation of both the committee and the staff to retain *Fred Gets Dressed* in our collection. No second is necessary in this case. All voted aye. Meierhoff will notify Mr. Terrill of the result of his request.

b. The Board also discussed the formation of a permanent *ad hoc* committee to administer issues as they arise that do not fall under the purview of other committees. Shaul suggested that we name it the Special Topics Committee.

**9. Old Business:** The Capital Project was briefly discussed as a part of the B&G committee discussion; there are no other updates.

**10. Director's Report:** O'Hara reported that there have been plumbing issues in one of the restrooms, that our phone service provider was no help with a 5-day service outage, that the Block Party was a hit with both Bob Morgan and Brad Schneider, local Congressmen, attending, that the Village Birthday Party will be Saturday, September 24, and not the 25<sup>th</sup>, as was mistakenly reported.

**11. Executive Session(s):** None

**12. Any and all other business which may properly come before the Board:** Meierhoff got a note from Carol Carter thanking the Library for the gift cards that were given to employees in recognition of their hard work over the past two years and in lieu of the Holiday luncheon that we have not been able to host during that time.

**13. Adjournment:** Heintzelman moved and Hayes seconded a motion to adjourn; all voted aye. Meeting was adjourned at 8:13 pm. Good job running the meeting, Ms. O'Hara!

Respectfully submitted,

Janie Jerch

User: mohara  
DB: Lake Bluff

DB: Lake Bluff		PERIOD ENDING 08/31/2022					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23	% BDGT
		MONTH 08/31/22	MONTH 08/31/21	08/31/2022	08/31/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	49,136.09	76,095.44	569,480.33	590,088.93	1,032,715.00	55.14
PROPERTY TAXES		49,136.09	76,095.44	569,480.33	590,088.93	1,032,715.00	55.14
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	166.46	193.03	648.15	631.07	2,000.00	32.41
080-300-34250	NON-RESIDENT FEES	367.11	687.14	2,134.16	2,692.31	6,000.00	35.57
080-300-34260	PASSPORT FEES	2,261.26	3,292.77	7,761.50	5,696.96	15,000.00	51.74
CHARGE FOR SERVICES		2,794.83	4,172.94	10,543.81	9,020.34	23,000.00	45.84
FINES/FORFEITS							
080-300-35700	RENTAL FINES	284.50	239.64	676.83	1,148.56	1,000.00	67.68
FINES/FORFEITS		284.50	239.64	676.83	1,148.56	1,000.00	67.68
INTERGOVERNMENTAL							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL		0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	10,233.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	790.00	0.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,550.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	55.30	0.00	0.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38850	LICENSE RENEWALS	12.69	0.00	40.84	0.00	1,000.00	4.08
080-300-38900	MISCELLANEOUS INCOME	136.01	3,229.59	784.91	3,835.59	25,000.00	3.14
MISCELLANEOUS		148.70	3,229.59	825.75	3,890.89	38,573.00	2.14
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	994.20	9.56	2,337.63	34.99	250.00	935.05
INVESTMENT INCOME		994.20	9.56	2,337.63	34.99	250.00	935.05
Total Dept 300 - REVENUE		53,358.32	83,747.17	583,864.35	604,183.71	1,095,538.00	53.29
TOTAL REVENUES		53,358.32	83,747.17	583,864.35	604,183.71	1,095,538.00	53.29
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	25,950.78	12,637.32	75,970.14	50,377.91	210,000.00	36.18
080-603-40030	STAFF SALARIES	29,083.59	31,503.70	120,769.93	127,130.37	368,000.00	32.82
SALARIES		55,034.37	44,141.02	196,740.07	177,508.28	578,000.00	34.04
PERSONNEL							
080-603-40400	MEDICAL INSURANCE	8,841.89	9,628.77	35,367.56	38,635.08	86,000.00	41.13

09/16/2022 04:10 PM

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

Page: 2/5

User: mohara

DB: Lake Bluff

PERIOD ENDING 08/31/2022

G/L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	YTD BALANCE 08/31/2022 NORM (ABNORM)	YTD BALANCE 08/31/2021 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	35,367.56	38,635.08	86,250.00	41.01
RETIREMENT							
080-603-40970	EMPLOYER FICA TAX	4,173.89	3,325.14	14,857.71	13,372.72	40,000.00	37.14
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,077.14	3,384.89	10,714.06	7,058.84	31,000.00	34.56
RETIREMENT		7,251.03	6,710.03	25,571.77	20,431.56	71,000.00	36.02
CONTRACTUAL							
080-603-41000	MAINTENANCE-BUILDING	3,860.62	2,419.00	15,979.87	8,969.57	34,000.00	47.00
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	479.00	479.00	1,500.00	31.93
080-603-41050	MAINTENANCE-GROUNDS	700.00	0.00	1,425.00	1,480.00	6,500.00	21.92
080-603-41300	COMPUTER SERVICES	0.00	0.00	7,000.00	7,220.00	14,000.00	50.00
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	19.50	0.00	1,228.67	1,901.96	4,000.00	30.72
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	6.00	785.77	224.25	10,000.00	7.86
080-603-41345	MARKETING	0.00	0.00	34.85	0.00	500.00	6.97
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	787.50	1,500.00	0.00
080-603-42400	PROFESSIONAL DEVELOPMENT	400.00	0.00	400.00	70.00	3,000.00	13.33
CONTRACTUAL		4,980.12	2,425.00	27,333.16	21,132.28	75,000.00	36.44
COMMODITIES							
080-603-42440	DUES	240.00	0.00	565.27	366.60	2,500.00	22.61
080-603-43230	UTILITIES	1,153.22	1,148.92	2,934.06	3,386.12	10,000.00	29.34
080-603-43300	POSTAGE	899.99	913.97	2,647.12	2,256.17	5,000.00	52.94
080-603-43410	PRINTING/E-NEWSLETTER	2,038.99	2,054.99	5,923.96	4,065.96	10,000.00	59.24
080-603-43550	OFFICE SUPPLIES	760.57	515.14	2,853.60	2,370.40	7,000.00	40.77
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	167.71	76.62	482.25	438.19	1,500.00	32.15
080-603-43668	TECHNICAL SERVICES SUPPLIES	252.48	364.76	1,299.51	2,068.60	5,500.00	23.63
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	103.66	0.00	103.66	500.00	0.00
080-603-43710	ADULT PROGRAM SUPPLIES	98.49	58.97	3,430.68	2,838.07	8,000.00	42.88
080-603-43720	JUVENILE PROGRAM SUPPLIES	804.79	236.75	3,796.44	2,450.61	7,000.00	54.23
080-603-43730	OUTREACH SUPPLIES	17.49	15.50	1,477.90	512.96	5,500.00	26.87
080-603-43740	TEEN PROGRAM SUPPLIES	104.41	0.00	251.60	218.24	1,250.00	20.13
080-603-46100	MISCELLANEOUS EXPENSES	25.30	25.60	314.40	180.29	1,000.00	31.44
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES		6,563.44	5,514.88	25,976.79	21,255.87	64,750.00	40.12
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	1,042.06	2,256.35	3,907.35	8,714.45	17,000.00	22.98
080-603-45100	ADULT FICTION BOOKS	1,335.22	2,039.51	6,865.94	7,275.29	15,500.00	44.30
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	56.26	91.76	74.80	600.00	15.29
080-603-45200	ADULT AUDIO VISUAL MATERIAL	538.19	1,249.73	3,083.69	3,820.49	15,500.00	19.89
080-603-45220	ADULT REFERENCE/E-REFER	545.10	5,028.24	9,108.72	9,258.69	20,000.00	45.54
080-603-45400	JUVENILE NON-FICTION	32.10	160.01	1,586.30	1,040.08	12,000.00	13.22
080-603-45410	PICTURE BOOKS, READERS	534.51	2,071.15	1,778.05	3,859.31	8,000.00	22.23
080-603-45420	JUVENILE FICTION	39.15	1,257.69	1,644.13	3,506.05	8,000.00	20.55
080-603-45430	JUVENILE AUDIO-VISUAL	47.79	528.23	205.03	1,003.23	3,000.00	6.83

DB: Lake Bluff		PERIOD ENDING 08/31/2022					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23	% BDGT
		MONTH 08/31/22	MONTH 08/31/21	08/31/2022	08/31/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-45440	JUVENILE E-REFERENCE	0.00	399.00	0.00	399.00	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	27.90	197.98	494.67	853.29	2,500.00	19.79
080-603-45460	E-BOOKS	695.64	918.48	5,087.65	5,417.25	19,000.00	26.78
080-603-45470	GRAPHIC NOVELS	0.00	0.00	0.00	348.69	750.00	0.00
080-603-45500	PERIODICALS	190.94	(1,120.08)	5,161.54	4,474.01	6,750.00	76.47
080-603-45510	VIDEO GAMES	94.98	537.51	1,083.64	1,092.03	3,500.00	30.96
080-603-45520	TRENDING TITLES	0.00	56.14	173.63	224.40	2,000.00	8.68
080-603-45600	PATRON & STAFF SOFTWARE	398.30	398.30	5,004.89	8,505.85	10,750.00	46.56
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,500.00	21,950.00	22,000.00	102.27
LIBRARY MATERIALS		5,521.88	16,034.50	68,019.63	81,816.91	171,850.00	39.58
CAPITAL EXPENSES							
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	506.76	418.55	5,000.00	10.14
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	4,290.00	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	25.99	0.00	282.02	1,000.00	0.00
CAPITAL EXPENSES		0.00	25.99	8,408.76	4,998.56	31,000.00	27.13
CONTINGENCY							
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	1,688.00	0.00
CONTINGENCY		0.00	0.00	0.00	0.00	1,688.00	0.00
TRANSFER TO OTHER FUND							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	16,000.00	0.00
TRANSFER TO OTHER FUND		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		88,192.73	84,480.19	387,417.74	368,690.91	1,095,538.00	35.36
TOTAL EXPENDITURES		88,192.73	84,480.19	387,417.74	368,690.91	1,095,538.00	35.36
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		53,358.32	83,747.17	583,864.35	604,183.71	1,095,538.00	53.29
TOTAL EXPENDITURES		88,192.73	84,480.19	387,417.74	368,690.91	1,095,538.00	35.36
NET OF REVENUES & EXPENDITURES		(34,834.41)	(733.02)	196,446.61	235,492.80	0.00	100.00



DB: Lake Bluff

		PERIOD ENDING 08/31/2022					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23	% BDGT
		MONTH 08/31/22	MONTH 08/31/21	08/31/2022	08/31/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	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	8,283.60	0.00	8,283.60	0.00	8,439.95	98.15
INTERGOVERNMENTAL		8,283.60	0.00	8,283.60	0.00	9,439.95	87.75
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	807.71	11.88	907.47	11.88	15,000.00	6.05
082-300-38315	RESTRICTED DONATIONS	33,000.00	688.11	34,593.20	688.11	2,000.00	1,729.66
MISCELLANEOUS		33,807.71	699.99	35,500.67	699.99	17,000.00	208.83
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		42,091.31	699.99	43,784.27	699.99	26,439.95	165.60
TOTAL REVENUES		42,091.31	699.99	43,784.27	699.99	26,439.95	165.60
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	243.87	0.00	45,036.31	6,496.62	17,000.00	264.92
Unclassified		243.87	0.00	45,036.31	6,496.62	17,000.00	264.92
Total Dept 603 - LIBRARY ADMINISTRATION		243.87	0.00	48,490.50	6,496.62	26,439.95	183.40
TOTAL EXPENDITURES		243.87	0.00	48,490.50	6,496.62	26,439.95	183.40
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		42,091.31	699.99	43,784.27	699.99	26,439.95	165.60
TOTAL EXPENDITURES		243.87	0.00	48,490.50	6,496.62	26,439.95	183.40
NET OF REVENUES & EXPENDITURES		41,847.44	699.99	(4,706.23)	(5,796.63)	0.00	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		95,449.63	84,447.16	627,648.62	604,883.70	1,121,977.95	55.94
		88,436.60	84,480.19	435,908.24	375,187.53	1,121,977.95	38.85

DB: Lake Bluff		PERIOD ENDING 08/31/2022					
GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2022-23	% BDGT
		MONTH 08/31/22	MONTH 08/31/21	08/31/2022	08/31/2021		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
NET OF REVENUES & EXPENDITURES		7,013.03	(33.03)	191,740.38	229,696.17	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	0.00	0.00
ACCOUNTS RECEIVABLE			
080-100-11000	ACCOUNTS RECEIVABLE	0.00	0.00
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11450	OTHER RECEIVABLES	0.00	0.00
080-100-11580	DUE FROM THE VILLAGE	(28,763.71)	(58,877.22)
	A/R - OTHER	(28,763.71)	(58,877.22)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	162,024.69	238,229.02
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)	(74.75)
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	499,130.49
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	23,946.57	24,087.34
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	568,492.33	761,523.90
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	(20,604.89)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	0.00	0.00
	PREPAID ITEMS	0.00	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	1,032,731.07	1,032,731.07
	PROPERTY TAX RECEIVABLE	1,032,731.07	1,032,731.07
	Total Assets	1,551,854.80	1,714,772.86
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,896.25	21,896.25
	ACCRUED PAYROLL	21,896.25	21,896.25
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	21,177.35	(12,736.27)
	ACCOUNTS PAYABLE	21,177.35	(12,736.27)
A/P - OTHER			
080-200-20220	SOCIAL SECURITY TAX PAYABLE	0.00	0.00
080-200-20225	FEDERAL INCOME TAX PAYABLE	0.00	0.00
080-200-20230	STATE INCOME TAX PAYABLE	0.00	0.00
080-200-20240	IMRF PAYABLE	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY			
GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	595.02
080-200-20250	MEDICAL INSURANCE PAYABLE	0.00	0.00
080-200-20255	FLEXIBLE BENEFIT PAYABLE	0.00	(209.95)
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	385.07
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	1,042,276.12
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
080-290-29000	UNRESERVED FUND BALANCE	434,270.51	434,270.51
080-290-29025	RESERVED FOR AUTOMATION	0.00	0.00
080-290-29210	DESIGNATED FOR CAPITAL MAINT	0.00	0.00
080-290-29215	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00
NET POSITION/FUND BALANCE		434,270.51	434,270.51
Total Fund Balance		434,270.51	434,270.51
Beginning Fund Balance - 21-22			434,270.51
Net of Revenues VS Expenditures - 21-22			41,779.62
*21-22 End FB/22-23 Beg FB		476,050.13	
Net of Revenues VS Expenditures - Current Year			196,446.61
Ending Fund Balance			672,496.74
Total Liabilities And Fund Balance			1,714,772.86

\* Year Not Closed

Fund 082 LIBRARY GRANTS & GIFTS FUND			
GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	8,283.60	8,283.60
A/R - OTHER		8,283.60	8,283.60
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(83,294.17)	(88,643.66)
082-100-10032	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00
CASH/INVESTMENTS		(83,294.17)	(88,643.66)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	20,604.89	20,604.89
DUE TO OTHER FUNDS		20,604.89	20,604.89
Total Assets		(54,405.68)	(59,755.17)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	887.13	243.87
ACCOUNTS PAYABLE		887.13	243.87
Total Liabilities		887.13	243.87
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(52,682.53)	(52,682.53)
NET POSITION/FUND BALANCE		(52,682.53)	(52,682.53)
Total Fund Balance		(52,682.53)	(52,682.53)
Beginning Fund Balance - 21-22			(52,682.53)
Net of Revenues VS Expenditures - 21-22			(2,610.28)
*21-22 End FB/22-23 Beg FB		(55,292.81)	
Net of Revenues VS Expenditures - Current Year			(4,706.23)
Ending Fund Balance			(59,999.04)
Total Liabilities And Fund Balance			(59,755.17)

\* Year Not Closed

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/14/2022	LIBC	15330	AMAZON	OFFICE SUPPLIES	080-603-43550	47.97
		15330		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.96
		15330		ADULT PROGRAM SUPPLIES	080-603-43710	18.49
		15330		JUVENILE PROGRAM SUPPLIES	080-603-43720	328.22
		15330		OUTREACH SUPPLIES	080-603-43730	17.49
		15330		TEEN PROGRAM SUPPLIES	080-603-43740	14.45
		15330		ADULT NON-FICTION BOOKS	080-603-45000	69.51
		15330		ADULT FICTION BOOKS	080-603-45100	24.75
		15330		ADULT AUDIO VISUAL MATERIAL	080-603-45200	538.19
		15330		PICTURE BOOKS, READERS	080-603-45410	196.03
		15330		JUVENILE FICTION	080-603-45420	39.15
		15330		JUVENILE AUDIO-VISUAL	080-603-45430	47.79
		15330		TEEN BOOKS	080-603-45450	27.90
		15330		VIDEO GAMES	080-603-45510	94.98
		15330		USE OF DONATIONS/TEMPORARY EXP	082-603-99999	19.98
						<hr/> 1,499.86
09/14/2022	LIBC	15331	VOID	** VOIDED **	** VOIDED **	
09/14/2022	LIBC	15332	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	080-603-43668	178.11
		15332		ADULT NON-FICTION BOOKS	080-603-45000	972.55
		15332		ADULT FICTION BOOKS	080-603-45100	1,310.47
		15332		JUVENILE NON-FICTION	080-603-45400	32.10
		15332		PICTURE BOOKS, READERS	080-603-45410	338.48
						<hr/> 2,831.71
09/14/2022	LIBC	15333	COMCAST	UTILITIES	080-603-43230	159.85
09/14/2022	LIBC	15334	CRYSTAL MAINTENANCE SERVICES CORP	BUILDG MAINT/CLEANING SERVICES FOR SE	080-603-41000	710.00
09/14/2022	LIBC	15335	DEMCO, INC	TECHNICAL SERVICES SUPPLIES	080-603-43668	59.41
09/14/2022	LIBC	15336	EBSCO INFORMATION SERVICES	PERIODICALS	080-603-45500	44.00
09/14/2022	LIBC	15337	FIRST BANKCARD	DUES/NOTARY SERVICE	080-603-42440	120.00
		15337		POSTAGE/PASSPORTS	080-603-43300	273.65
		15337		PRINTING/E-NEWSLETTER/ADOBE STOCK SUB	080-603-43410	29.99
		15337		OFFICE SUPPLIES/KATIE'S BUSINESS CARD	080-603-43550	22.44
		15337		P & STAFF SOFTWARE/ADOBE ANNUAL RENEW	080-603-45600	382.37
						<hr/> 828.45

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/14/2022	LIBC	15338	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	080-603-41000	98.00
		15338		OFFICE SUPPLIES/LABOR LAW POSTERS	080-603-43550	278.50
		15338		PATRON & STAFF SOFTWARE/ADOBE ACROPRO	080-603-45600	15.93
		15338		MISCELLANEOUS EXPENSES/PAYPAL	080-603-46100	25.30
						417.73
09/14/2022	LIBC	15339	FIRST BANKCARD	ADULT PROGRAM SUPPLIES/SRC PRIZES	080-603-43710	40.00
		15339		JUVENILE PROGRAM SUPPLIES	080-603-43720	33.98
		15339		TEEN PROGRAM SUPPLIES/SRC PRIZES	080-603-43740	40.00
		15339		TEEN PROGRAM SUPPLIES	080-603-43740	29.96
		15339		USE OF DONATIONS FROM DAVEY/GARDEN SU	082-603-99999	19.98
		15339		USE OF DONATIONS DISTRICT 65/STORYWAL	082-603-99999	46.02
						209.94
09/14/2022	LIBC	15340	FIRST BANKCARD	DUES/NOTARY SERVICE	080-603-42440	120.00
		15340		ADULT PROGRAM SUPPLIES	080-603-43710	40.00
		15340		TEEN PROGRAM SUPPLIES	080-603-43740	20.00
		15340		USE OF DONATIONS/FROM BREWERY/SRC PRI	082-603-99999	149.00
						329.00
09/14/2022	LIBC	15341	GRANITE TELECOMMUNICATIONS	UTILITIES	080-603-43230	412.28
09/14/2022	LIBC	15342	IMPACT NETWORKING, INC	COPIER MAINTENANCE/SUPPLIES	080-603-41313	19.50
09/14/2022	LIBC	15343	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	700.00
09/14/2022	LIBC	15344	JIGGLEJAM PRODUCTIONS	JUVENILE PROGRAM SUPPLIES	080-603-43720	350.00
09/14/2022	LIBC	15345	JILLIAN CHAPMAN	USE OF DONATIONS/TEMPORARY EXP	082-603-99999	8.89
09/14/2022	LIBC	15346	KANOPY, INC.	ADULT REFERENCE/E-REFER	080-603-45220	84.00
09/14/2022	LIBC	15347	LGBTQ+ CENTER LAKE COUNTY	PROFESSIONAL DEVELOPMENT	080-603-42400	400.00
09/14/2022	LIBC	15348	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	75.00
09/14/2022	LIBC	15349	MARY WEBBER	JUVENILE PROGRAM SUPPLIES	080-603-43720	17.59
09/14/2022	LIBC	15350	MIDWEST TAPE LLC	ADULT REFERENCE/E-REFER	080-603-45220	461.10
09/14/2022	LIBC	15351	NEWS-SUN	PERIODICALS	080-603-45500	112.94
09/14/2022	LIBC	15352	OVERDRIVE , INC	E-BOOKS	080-603-45460	695.64

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/14/2022	LIBC	15353	QUILL LLC	MAINTENANCE SUPPLIES-BUILDING	080-603-43660	112.54
09/14/2022	LIBC K	15354	RAVINIA PLUMBING, HEATING & ELECTRI	MAINTENANCE-BUILDING	080-603-41000	2,856.37
09/14/2022	LIBC	15355	STAPLES	MAINTENANCE SUPPLIES-BUILDING	080-603-43660	55.17
09/14/2022	LIBC	15356	USA FIRE PROTECTION, INC.	MAINTENANCE-BUILDING	080-603-41000	196.25
09/14/2022	LIBC	15357	USA TODAY	PERIODICALS	080-603-45500	34.00
09/14/2022	LIBC	15358	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	581.09
09/14/2022	LIBC	15359	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	2,009.00
			TOTAL - ALL FUNDS	TOTAL OF 30 CHECKS (1 voided)		16,271.31

--- GL TOTALS ---

080-603-41000	MAINTENANCE-BUILDING	3,860.62
080-603-41050	MAINTENANCE-GROUNDS	700.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	19.50
080-603-42400	PROFESSIONAL DEVELOPMENT	400.00
080-603-42440	DUES	240.00
080-603-43230	UTILITIES	1,153.22
080-603-43300	POSTAGE	273.65
080-603-43410	PRINTING/E-NEWSLETTER	2,038.99
080-603-43550	OFFICE SUPPLIES	348.91
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	167.71
080-603-43668	TECHNICAL SERVICES SUPPLIES	252.48
080-603-43710	ADULT PROGRAM SUPPLIES	98.49
080-603-43720	JUVENILE PROGRAM SUPPLIES	804.79
080-603-43730	OUTREACH SUPPLIES	17.49
080-603-43740	TEEN PROGRAM SUPPLIES	104.41
080-603-45000	ADULT NON-FICTION BOOKS	1,042.06
080-603-45100	ADULT FICTION BOOKS	1,335.22
080-603-45200	ADULT AUDIO VISUAL MATERIAL	538.19
080-603-45220	ADULT REFERENCE/E-REFER	545.10
080-603-45400	JUVENILE NON-FICTION	32.10
080-603-45410	PICTURE BOOKS, READERS	534.51
080-603-45420	JUVENILE FICTION	39.15
080-603-45430	JUVENILE AUDIO-VISUAL	47.79
080-603-45450	TEEN BOOKS	27.90
080-603-45460	E-BOOKS	695.64
080-603-45500	PERIODICALS	190.94
080-603-45510	VIDEO GAMES	94.98
080-603-45600	PATRON & STAFF SOFTWARE	398.30
080-603-46100	MISCELLANEOUS EXPENSES	25.30



Check Date	Bank	Check #	Payee	Description	GL #	Amount
082-603-99999			USE OF DONATIONS/TEMPORARY EXP			243.87
			TOTAL			16,271.31

## New Business

**Trustee Election Information**

The attached memo from the Library's attorney provides timeline information for the Consolidated Election on April 4, 2023. The electoral process for Trustee candidates will be discussed.

**RECOMMENDATION:** No action needed.

**Closings for Calendar Year 2023**

Annual approval for library closure dates in the coming calendar year, including late openings for monthly staff meetings. New topic for discussion: closing for Juneteenth. As of September 2021, most libraries indicated in a RAILS survey that they were either undecided, or had decided not to close for Juneteenth in 2022. Some libraries indicated that they planned to be open for Juneteenth, but would offer staff a floating holiday. **RECOMMENDATION:** That the attached closure proposal be approved for 2023, with additional discussion to be had re: Juneteenth.

**Board Meeting Dates for Calendar Year 2023**

Annual approval for Board meeting dates in the coming calendar year. **RECOMMENDATION:** That the attached Board meeting schedule be approved for 2023.

**Library Closures for 2022 Staff In-Service and Mini Golf Event**

Prior to his departure, Eric and several staff members began to plan a staff in-service training day for Fall 2022, with an emphasis on diversity, equity, and inclusion training. Staff have identified two relevant presenters who are available on Friday, November 18<sup>th</sup> and we would be looking to close the Library for the entire day, from 10 AM to 6 PM. This would be the first staff in-service we've had since 2017.

In addition, the Library is hosting its second mini golf event on Saturday, December 3<sup>rd</sup> from 11 AM to 4 PM, which will coincide with It's a Wonderful Life in Lake Bluff. Due to the extensive scope of the event, as well as the large amount of prep work, set up, and take down involved, we would be looking to close the Library for the entire day, from 10 AM to 5 PM, as it would be nearly impossible to conduct regular library business while the mini golf program is running. **RECOMMENDATION:** That the proposal to close the Library on both 11/18 and 12/3 be approved.

**Discussion of Study Tables on First and Second Floors**

As many people have noticed, the six study tables on the first and second floors are in poor condition, with peeling and warped laminate on several of the tables, despite our best efforts to fix the problem ourselves. Martha has contacted LFI for a quote for six electrically powered tables similar to the study table selected for the Stroh Reading Room. The current estimate is \$14,159, including installation and freight. Besides improving the physical condition of the existing tables, providing powered study tables would allow patrons to make better use of the building's limited space, as we currently have a very limited number of accessible power outlets and a large number of patrons visiting the library for study/work space.

We floated the table upgrade as a possibility to the Friends at their September meeting, but there is a strong possibility we would need to fund this at least partially from the Library's budget.

**RECOMMENDATION:** No action needed at this time, but funding and budget options should be discussed.

Respectfully submitted,  
Katie Horner

***Law Offices of  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.***

221 EAST ILLINOIS STREET  
P.O. BOX 564  
WHEATON, ILLINOIS 60187-0564  
PHONE (630) 665-1900  
FAX (630) 665-0407  
E-MAIL: [rritzman@psnrb.com](mailto:rritzman@psnrb.com)

HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE (1928 – 2022)  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

**ELECTION OF LIBRARY TRUSTEES**

**Consolidated Election April 4, 2023**

TO: Public Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: August 31, 2022

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This memorandum reminds you of dates relevant to election of Library Trustees at the Consolidated Election scheduled for April 4, 2023.

**TRUSTEES - LIBRARY DISTRICTS**

Tuesday, September 20, 2022:	First day to circulate nominating petitions <sup>1</sup>
Monday, December 12, 2022 to Monday, December 19, 2022:	Seven (7) day period within which to file nominating petitions with Library Board Secretary
Thursday, January 26, 2023:	Last day for certification of candidates (certified to the County Clerk) - certification is made by the Secretary of the Library Board serving as the “Local Election Official”
Tuesday, April 4, 2023:	Consolidated Election

---

<sup>1</sup> Nominations of candidates for election as Library Trustees shall be by petition, signed by a number of qualified voters equivalent to at least 2% of the votes cast at the last election for Library Trustee or 50, whichever is less, residing within the District, and filed with the Secretary of the District within the time provided by the Election Code. No party name or affiliation may appear on the petition. 75 ILCS 16/30-20.

## TRUSTEES - VILLAGE LIBRARIES

Tuesday, September 20, 2022:	First day to circulate nominating petitions <sup>2</sup>
Monday, December 12, 2022 to Monday, December 19, 2022	Seven (7) day period within which to file nominating petitions with Village Clerk
Thursday, January 26, 2023:	Last day for certification of candidates (certified to the County Clerk) certification is made by the Village Clerk as the "Local Election Official"
Tuesday, April 4, 2023:	Consolidated Election

## CANDIDATE'S GUIDE

Attached for reference are excerpts from the Candidate's Guide, 2023, issued by the State Board of Elections.

Roger A. Ritzman  
PEREGRINE, STIME, NEWMAN,  
RITZMAN & BRUCKNER, LTD.  
221 E. Illinois Street, P.O. Box 564  
Wheaton, Illinois 60187-0564  
Phone (630) 665-1900  
Facsimile (630) 665-0407

RAR:tmh 8/31/22 [https://Psnrbcom.Sharepoint.Com/Sites/PS/Shared Documents/General/\\_1LIBRARYDIST/MEMO/Consolidatedelection-Librarytrustees2022.Doc](https://Psnrbcom.Sharepoint.Com/Sites/PS/Shared Documents/General/_1LIBRARYDIST/MEMO/Consolidatedelection-Librarytrustees2022.Doc)

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<sup>2</sup> Nominations for the position of Library Trustee shall be by petition, signed by at least 25 legal voters residing in the Village (except a village under the commission form of government) and filed with the clerk of such Village, within the time prescribed by the Election Code. Such clerk shall certify the candidates for Library Trustees to the proper election authorities. All candidates must be residents of their Village 75 ILCS 5/4-3.3.

# CANDIDATE FILING PERIODS (AND CAUCUS DATE INFORMATION)

## ESTABLISHED PARTY AND NONPARTISAN MUNICIPAL OFFICE CANDIDATES

**November 21-28, 2022** (10 ILCS 5/7-12(3), 10-6(4))

(Filed not more than 99 nor less than 92 days prior to the date of the primary election)

Filing period for candidates seeking nomination at the **FEBRUARY 28, 2023, Consolidated Primary Election**, see page 3.

Petitions may NOT be circulated prior to August 30, 2022. (10 ILCS 5/10-4)

(Not more than 90 days preceding the last day for the filing of the petition)

## INDEPENDENT, NEW PARTY, COMMISSION-MUNICIPAL, AND NON-MUNICIPAL NONPARTISAN OFFICE CANDIDATES

**December 12-19, 2022** (10 ILCS 5/10-6(2))

(Not more than 113 nor less than 106 days prior to the consolidated election)

Filing period for candidates seeking election at the **APRIL 4, 2023, Consolidated Election**, see page 5.

Petitions may NOT be circulated prior to September 20, 2022. (10 ILCS 5/10-4)

(Not more than 90 days preceding the last day for the filing of the petition)

**New political parties**: The SBE does not require new political parties to submit a full-slate of candidates, in accordance with the Seventh Circuit's 2017 ruling which found the full-slate requirement unconstitutional. *Libertarian Party of Illinois v. Scholz, et al.*, 872 F.3d 518 (7th Cir. 2017).

## CAUCUS DATE INFORMATION

In **MUNICIPALITIES** of 5,000 or less population, established political parties hold their caucuses on **December 5, 2022**, and file their certificates of nomination with the municipal clerk during the filing period, December 12-19, 2022. (10 ILCS 5/10-1(a))

**NOTE:** Municipalities of 5,000 or less may determine by ordinance (by November 15, 2022) that established political parties shall nominate candidates for municipal offices by primary election. (10 ILCS 5/7-1(b))

# PUBLIC LIBRARY DISTRICT BOARD – TRUSTEE

## Public Library District

### NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Qualified elector of the library district with one-year residency in the library district at the time nomination papers are filed. (75 ILCS 16/30-20(d))

A person is not eligible to serve as a library trustee who, at the time of filing nomination papers, is in arrears in the payment of a tax or other indebtedness due to the library district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (75 ILCS 16/30-20(e))

### SIGNATURE REQUIREMENTS

A number of qualified voters residing in the district equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less. (75 ILCS 16/30-20(a))

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

With the Library District Secretary.

### TERM

7 Trustees: 6-year terms. The library board may, by resolution, change to 4-year terms. (75 ILCS 16/30-10)

### TERM BEGINS

The third Monday of the month (May 15, 2023) following the regular election of trustees. (75 ILCS 16/30-10, 30-40)

Within 74 days after their election or appointment, the incumbents and new trustees shall take their oath of office and meet to organize the board. (75 ILCS 16/30-40(a))

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# LOCAL LIBRARY BOARD – TRUSTEE

## Municipal – Township

**NOTE:** In villages under the commission form of government, the Library Board of Trustees are appointed by the village council. (75 ILCS 5/4-2)

### NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Resident of incorporated town, village, or township involved. (75 ILCS 5/4-3.3)

### SIGNATURE REQUIREMENTS

Petition must be signed by at least 25 legal voters residing in the incorporated town, village (except a village under the commission form of government), or township. (75 ILCS 5/4-3.3)

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

Local municipal or township clerk.

### TERM

7 Trustees: 6 years for incorporated towns, villages, and library boards. (Library Board may change to 4-year terms by resolution). (75 ILCS 5/4-3.1)

7 Trustees: 4 years for Township Public Libraries. (75 ILCS 5/4-3.2)

### TERM BEGINS

Trustees hold office until their successors are elected and qualified. (75 ILCS 5/4-3.1) Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. (75 ILCS 5/4-6)



## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

Proposed Library Closings for Calendar Year 2023

New Year's Day – Sunday, January 1, 2023

Easter – Sunday, April 9, 2023

Memorial Day – Sunday, May 28 and Monday, May 29, 2023

Closed all Sundays Memorial Day weekend until after Labor Day weekend

Independence Day – Tuesday, July 4, 2023

Labor Day – Monday, September 4, 2023

Thanksgiving – Thursday, November 23, 2023

Christmas Eve – Sunday, December 24, 2023

Christmas Day – Monday, December 25, 2023

New Year's Eve – Sunday, December 31, 2023

New Year's Day – Monday, January 1, 2024

Early closing Thanksgiving Eve – Wednesday, November 22, 2023 (close at 5pm)

Late opening for monthly staff meetings: Every third Friday from September – May (open at 12pm)

Discussion re: Juneteenth closure (Monday, June 19, 2023)

Respectfully submitted,

Katie Horner

Proposed Board Meeting Dates for Calendar Year 2023

January 17, 2023

February 21, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023

July 18, 2023

August 15, 2023

September 19, 2023

October 17, 2023

November 21, 2023\*

December 12, 2023 (second Tuesday)

All dates are the third Tuesday of the month, unless otherwise indicated. Meetings to be held at the Library at 7:00pm.

\*The third Tuesday in November falls two days before Thanksgiving; if necessary, we can move the November 2023 meeting to the second Tuesday: November 14, 2023.

Respectfully submitted,

Katie Horner

9/12/2022

Factory: Stylex, Keilhauer

Lead Time: 12-15 weeks

**LFI QT-3181 Proposal For:**

**Lake Bluff Public Library**

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>T-1</b>	<b>6</b>	<b>Keilhauer</b>		<b>Study Table</b>	<b>\$ 2,144.89</b>	<b>\$ 12,869.34</b>

6



product representation

47163

**Juxta - Custom 42" x 36", Conference Height Table**

W42" x D36" x H29"

Table Top - LB - Laminate with Reverse Bevel, Vinyl Edge Band

Laminate - Custom - Wilsonart Asian Sand 7952K-18

Aluminum Base to accommodate power

Base Finish - PA00 Polished Aluminum

Power Configuration - PA2B - 1 Box (1 Electrical + 1 Dual USB)

TOTAL FOB FACTORY

\$ 12,869.34

INSTALLATION + FREIGHT

\$ 1,289.66

**TOTAL**

**\$ 14,159.00**

**50% DEPOSIT**

**\$ 7,080**

**QUOTATION TERMS**

**\* quotes are valid for 30 days from date at top of this page**

\* quotes are based on stated quantities; any change in quantity may require re-quoting

\* prices include standard materials/finishes unless otherwise noted

\* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

\* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

\* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

9/12/2022

Factory: Stylex, Keilhauer

Lead Time: 12-15 weeks

**LFI QT-3181 Proposal For:**

**Lake Bluff Public Library**

Library Furniture International

797 Glenn Ave

Wheeling IL 60090

ph: 847-564-9497

fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<b>PAYMENT TERMS</b>		
				50% deposit; balance due upon completion		
				<b>TO ACCEPT THIS QUOTE:</b>		
				* sign and date below as formal acknowledgement of the quote terms		
				* please forward a deposit if one is required per the quote terms		
				* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact		
				* LFI will coordinate and schedule in-bound freight of your order.		
				* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.		
				* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.		
				* Factories and freight carriers will require digital photography of any damage related issues.		
				Signature	Date	
				TOTAL	\$	14,159.00

### **Fall StoryWalk**

This fall's StoryWalk went up on September 1st at the middle school, and has been one of our most successful StoryWalks to date! The story is a short graphic novel by Kathleen Raymundo called *Noise*, and is geared towards middle grade readers. All of the sixth grade Language Arts classes took a mini field trip to read and reflect on the StoryWalk, and we've received a lot of positive feedback overall.

However, we did have a patron who called the Library several times in the first week of September to voice strong concerns about the placement of the signs. Her house was across the street from the signage and she was concerned about the signs ruining the neighborhood's aesthetics. I spoke to the Village and the school district, as they had received similar complaints from this person, but ultimately we decided to leave the signs where they were, and take the feedback into consideration for future projects. I contacted the patron to let her know of the decision, and have not heard any further comments. This is the first negative comment we've received from the public for any of our StoryWalks.

### **Summer Reading Club**

Summer Reading Club ended. Here are the final statistics:

- Adults
  - 63 participants (an increase from 55 last summer)
  - 323 badges earned over the course of the program
- Teens
  - 17 participants
  - 121 badges earned
- Independent Readers
  - 113 participants
- Read to Me Readers
  - 138 participants
  - 5559 badges earned (combination of Independent Readers + Read to Me Readers)

Eliza reports that this is the first year Youth Services has used these metrics to calculate participation, so she isn't able to provide an accurate comparison to participation in previous years. However, we are getting closer to pre-pandemic numbers for registered participants, which is a positive sign.

### **127<sup>th</sup> Birthday Bash**

Jillian says planning for the Birthday Bash is going well, and invites all of the Trustees to come out and show their support! The event starts at 4:00, with fireworks at 7:30. (Jillian's also picked a fantastic soundtrack for the fireworks display, which I'm really excited to see!)

### **Programming**

Overall, Anna reports that programming attendance was down a little bit for the month of August, which is reflective of vacations, although we did see a simultaneous increase in eBook circulation. She is also working on getting Vanessa Howland trained to assist with programs.

After taking a brief hiatus in July and August, we resumed our monthly trivia event at the Lake Bluff Brewing Company on September 12<sup>th</sup>. Our registration filled up completely within two hours, and we had 27 people on the waitlist, which may set a record for the longest waitlist we've ever had for Trivia.

Eliza reports that craft programs for middle grade students, tweens, and teens continue to be consistently popular. This month, we offered Kids Knitting (ongoing program), Teacup Fairy Gardens, and watercolor painting.

Lego Club has been reinstated after a lengthy pandemic hiatus, and Eliza reported a strong turnout for the first quarterly meeting. Vanessa has taken over as club leader, and we're excited to offer this program again!

Storytime on the Green finished strong in August, with 70 – 100 attendees each Friday.

Mary Webber led a Grandparents Storytime in September, which had 14 people attend.

### **Learning Garden**

Jillian gave a presentation for the Village's Sustainability Committee on the progress and success of the Library's Learning Garden, which was aired on Channel 19! As we've mentioned many times before, the garden has given us great publicity and has given us the opportunity to have conversations with people who may not have been interacting with the Library previously.

### **Read Between the Ravines**

Jillian reports that the next title for Read Between the Ravines will be *An Indian Among Los Indigenas: A Native Travel Memoir* by Ursula Pike. The author talk will take place on Friday, April 14 at 7:00pm with a 6:30pm reception.

### **Document Retention**

Martha is working with the state on a much-needed record retention and disposal project. As a library, we are supposed to keep certain records for a designated retention period and then ask the state for permission to shred them. The last time that the Library went through this process was in 2003, so we have an enormous number of paper records that we will be able to dispose of. Martha anticipates we may even be able to free up enough space to do away with our storage locker rental, which would save us about \$1,000. In Martha's words, "I cannot overstate how excited I am about this." She is also working on developing a procedure to conduct this process annually, as well as some staff documentation that provides better clarity on what we are actually supposed to retain.

### **Passports**

We processed 50 passports in the month of August, which is impressive given that we only had 2 agents for the majority of August due to Eric's departure and various vacations. As of 9/13, we have earned \$8,750 in passport fees since April and we've processed a total of 250 apps.

### **Staffing Update**

Prior to the pandemic, Caroline Gillen came in once a week to shelve picture books in Youth Services. The pandemic affected her availability and transportation, but now that things have stabilized, she is back at the Library, and we're very happy to have her back!

**Library School**

Both Anna Fifhouse and Abby Ecklund started library school this month!

**Toilet Issues & Resolution**

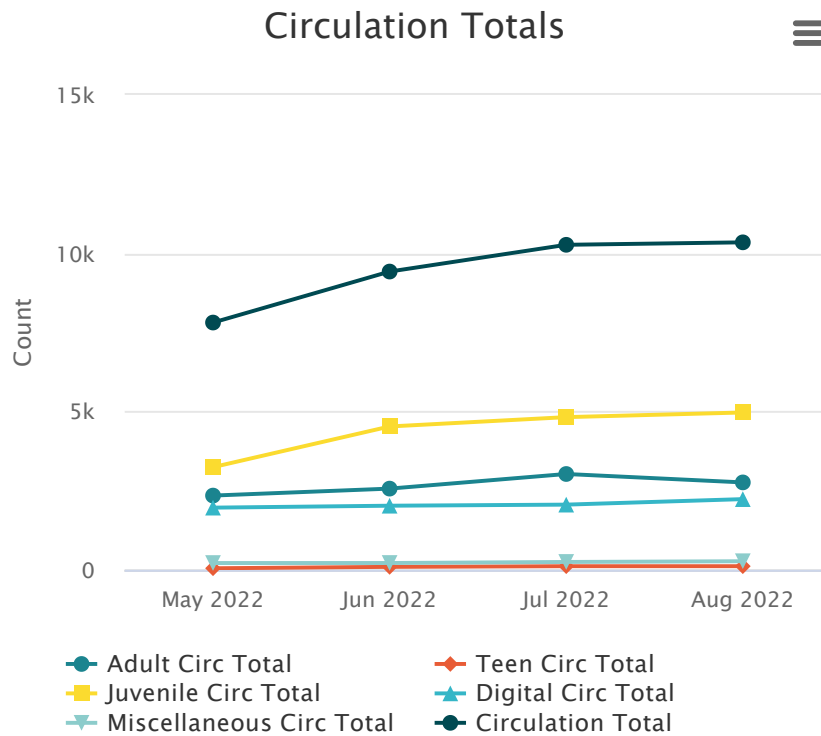
There were an extraordinary number of toilet-related issues in the month of August that all thankfully seem to be resolved now. Ravinia Plumbing was out at the beginning of the month and replaced two of our problematic toilets: the one closest to the emergency exit on the main floor and the one at the base of the stairs across from Youth Services. We now have high-powered flushing models in each of those bathrooms, and I sincerely hope that the ongoing toilet saga is at an end for the time being. (Martha also brought in cookies from the Bent Fork Bakery on September 1<sup>st</sup> to celebrate the end of Toilet Disaster Month, which was highly appreciated by everyone.

Respectfully submitted,  
Katie Horner



# FY 22-23 Graphs

## FY 22-23 Circulation Totals

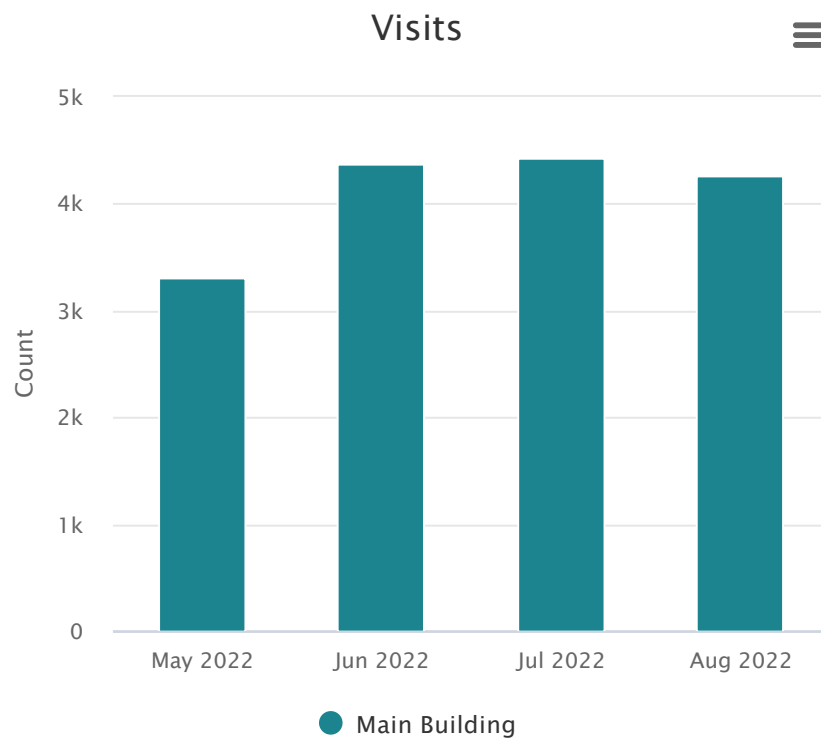


37,841  
TOTAL CIRCS

### Circulation Totals

Category	Adult Circ Total	Teen Circ Total	Juvenile Circ Total	Digital Circ Total	Miscellaneous Circ Total	Circulation Total
May 2022	2344	48	3242	1963	213	7810
Jun 2022	2564	92	4527	2024	214	9421
Jul 2022	3026	113	4822	2058	247	10266
Aug 2022	2760	113	4969	2232	270	10344

## FY 22-23 Visits



16,381  
TOTAL VISITS

### Visits

#### Category Main Building

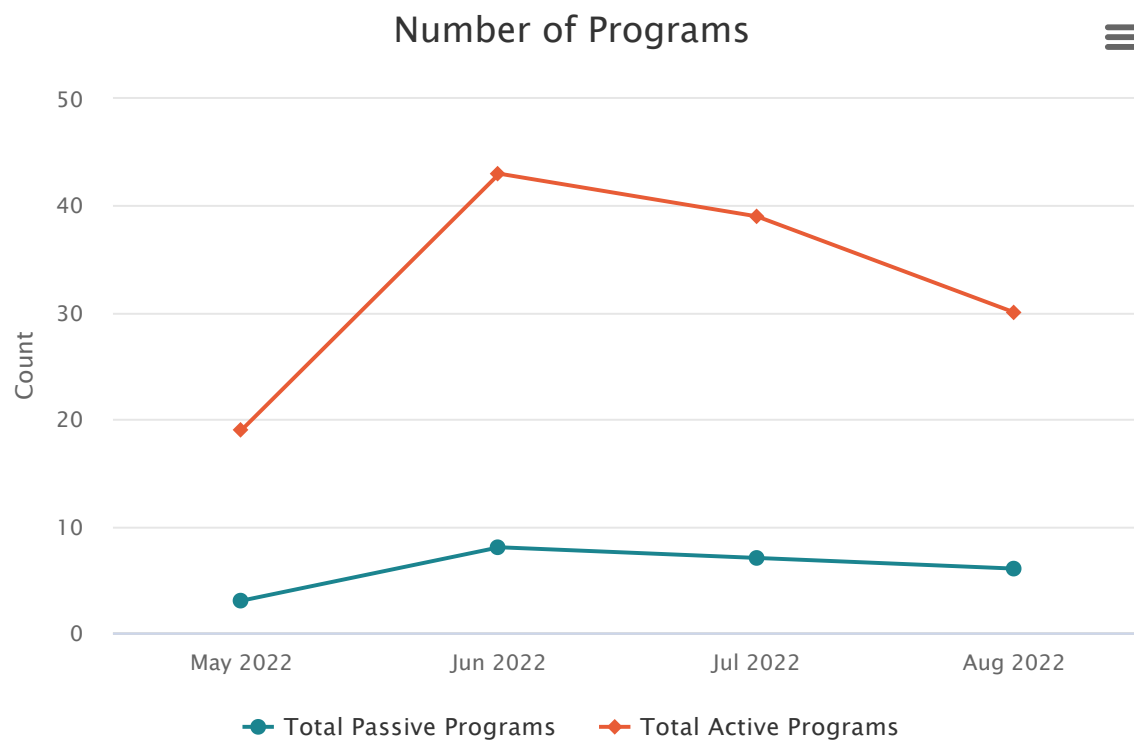
May 2022 3315

Jun 2022 4380

Jul 2022 4425

Aug 2022 4261

# FY 22-23 Programming



## Number of Programs

Category	Total Passive Programs	Total Active Programs
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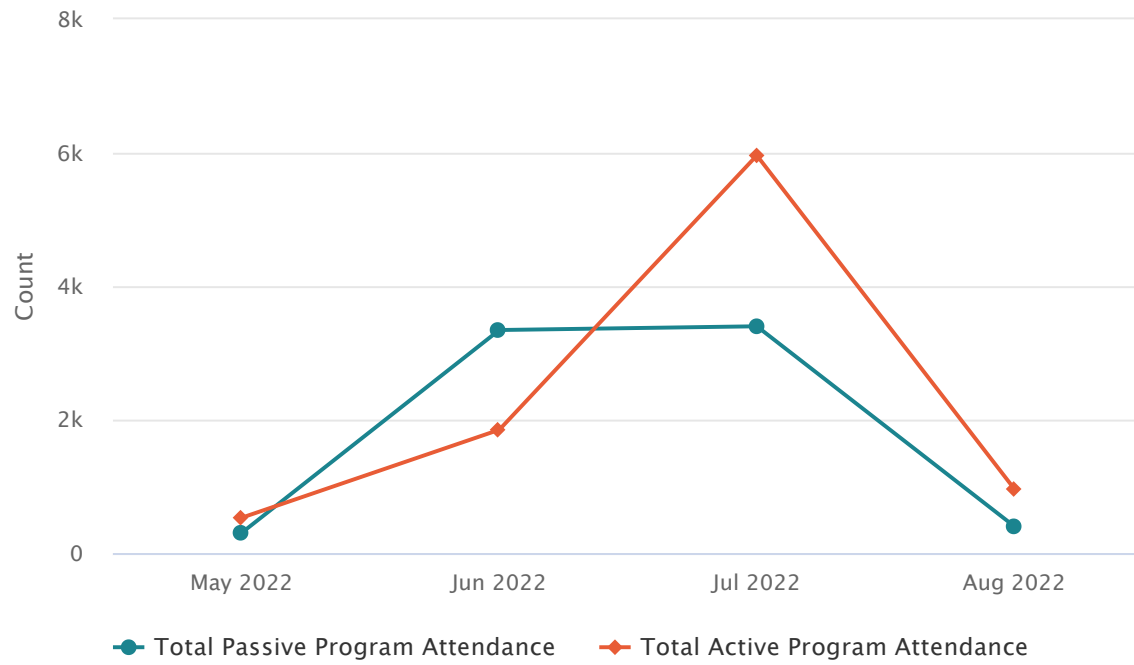
May 2022	3	19
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Jun 2022	8	43
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Jul 2022	7	39
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Aug 2022	6	30
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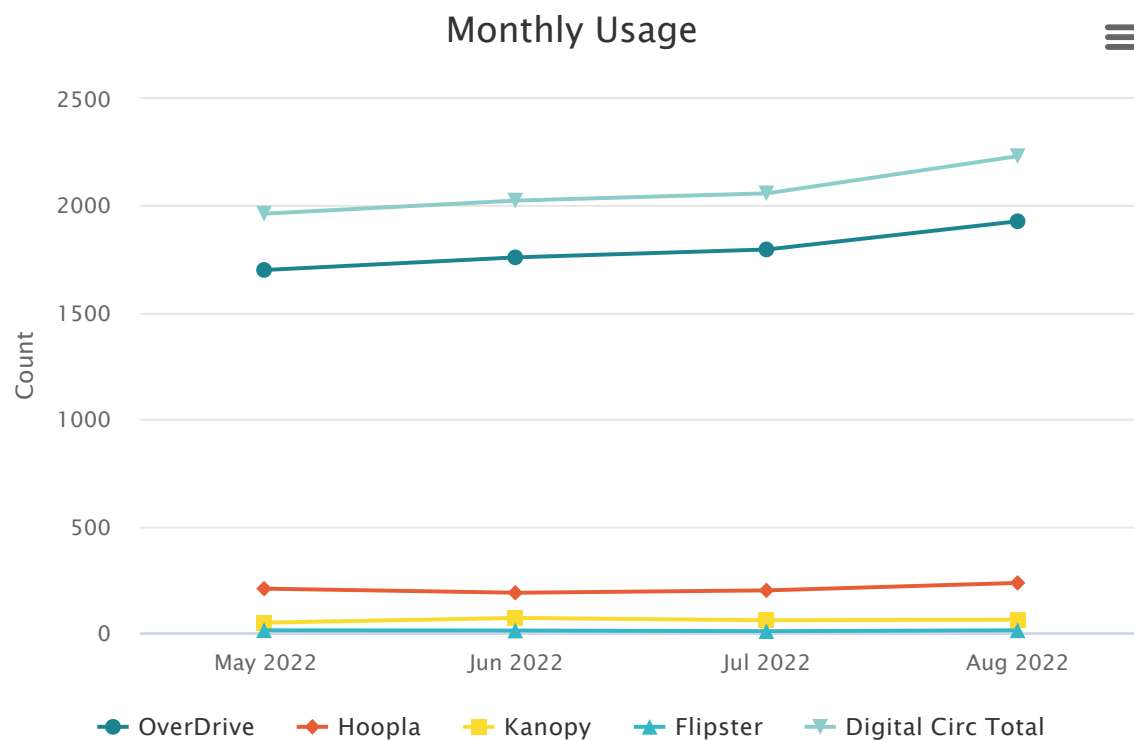
## Program Attendance



### Program Attendance

Category	Total Passive Program Attendance	Total Active Program Attendance
May 2022	304	530
Jun 2022	3343	1848
Jul 2022	3399	5960
Aug 2022	400	960

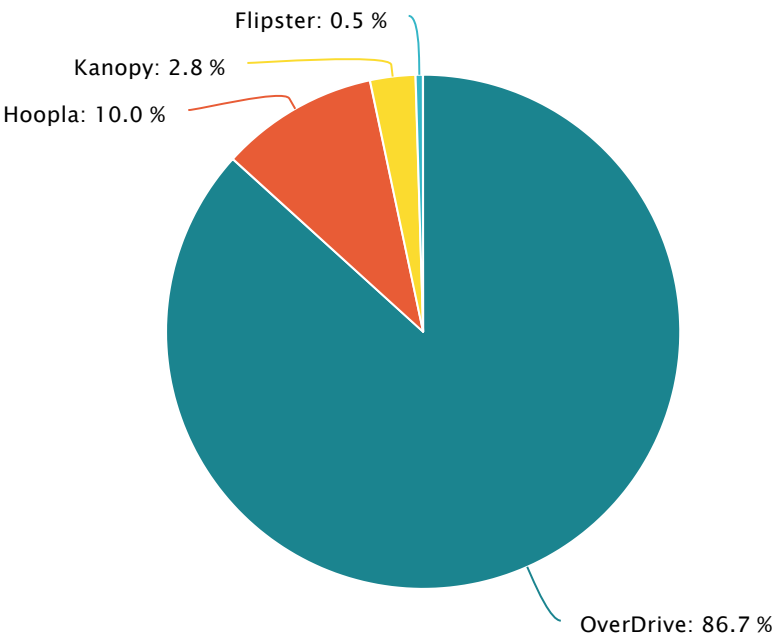
# FY 22-23 Digital Collections



## Monthly Usage

Category	OverDrive	Hoopla	Kanopy	Flipster	Digital Circ Total
May 2022	1699	206	47	11	1963
Jun 2022	1758	187	69	10	2024
Jul 2022	1795	198	58	7	2058
Aug 2022	1927	233	61	11	2232

# Distribution by Platform



Distribution by Platform

Category	Series 1
OverDrive	7179
Hoopla	824
Kanopy	235
Flipster	39

## FY 22-23 Website Usage



15,768  
TOTAL SESSIONS

### Visitors

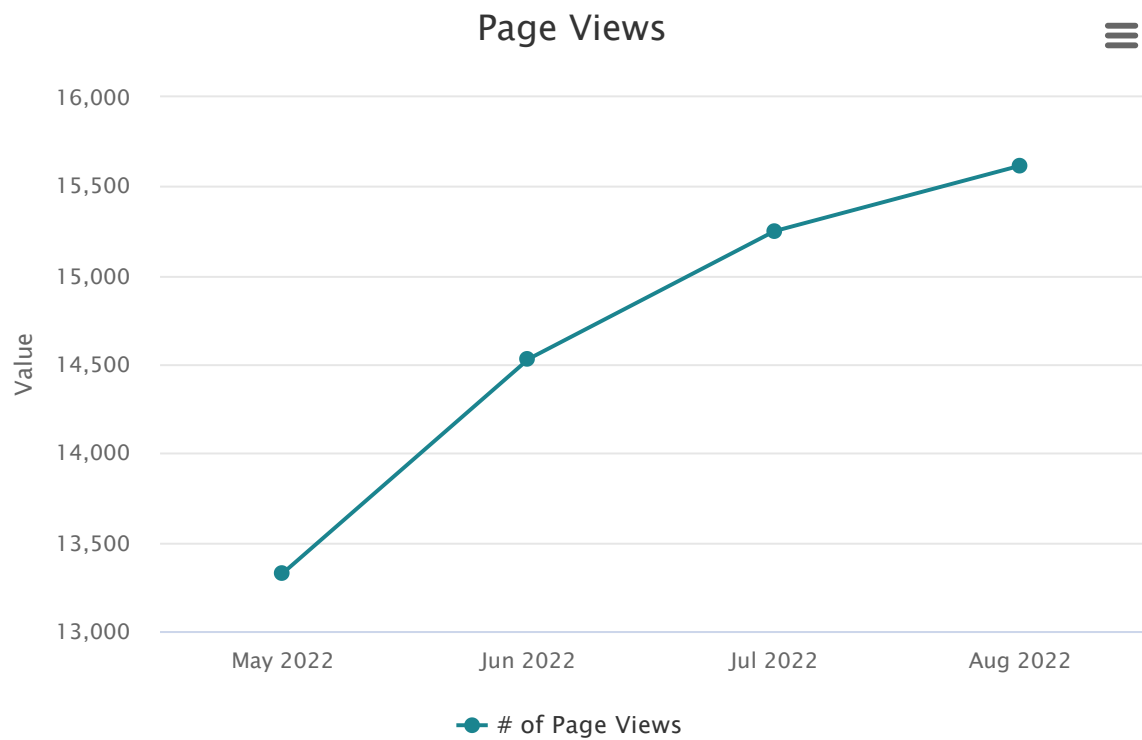
#### Category # of Visitors

**May 2022** 2851

**Jun 2022** 3270

**Jul 2022** 3261

**Aug 2022** 3540



Page Views

**Category # of Page Views**

**May 2022** 13326

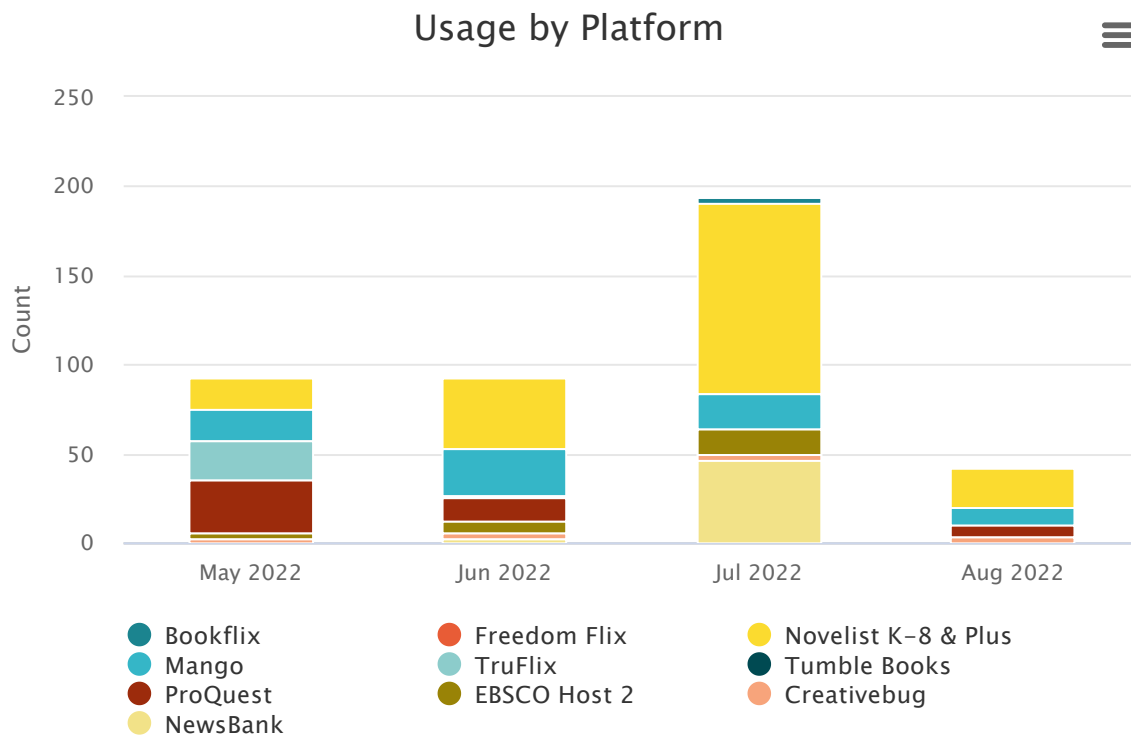
**Jun 2022** 14530

**Jul 2022** 15248

**Aug 2022** 15616



# FY 22-23 Database Usage

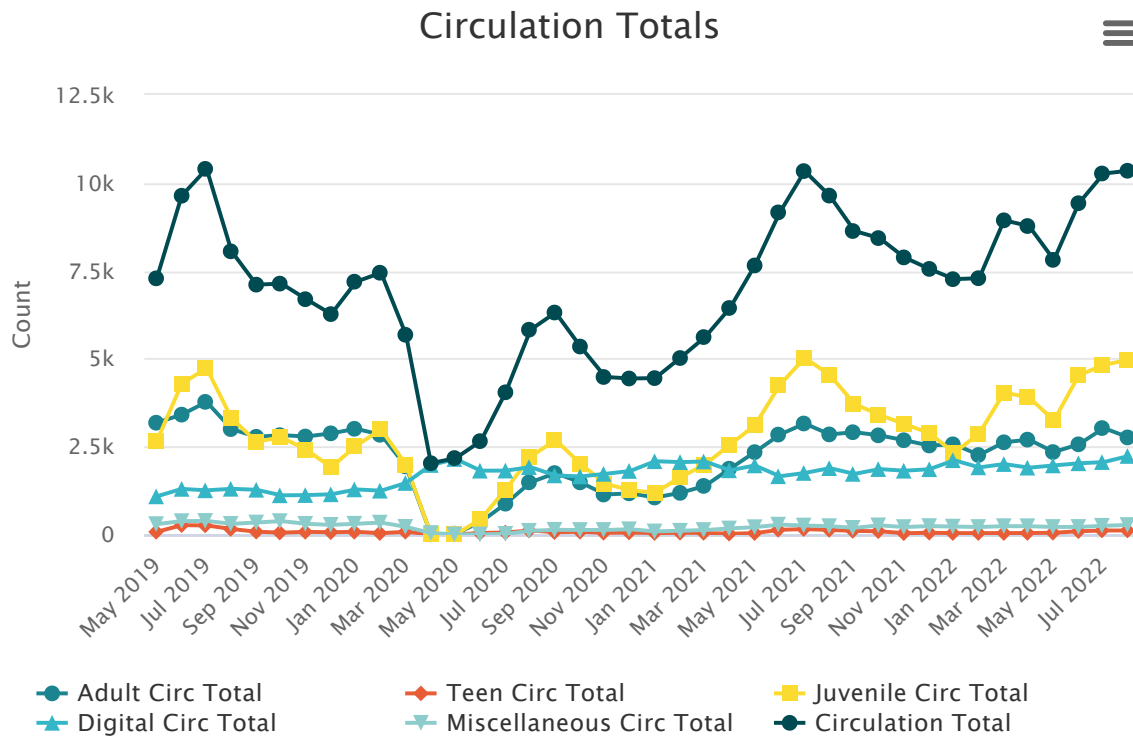


Usage by Platform

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

# 3 Year Comparison Graphs

## 3 Year Circulation Totals

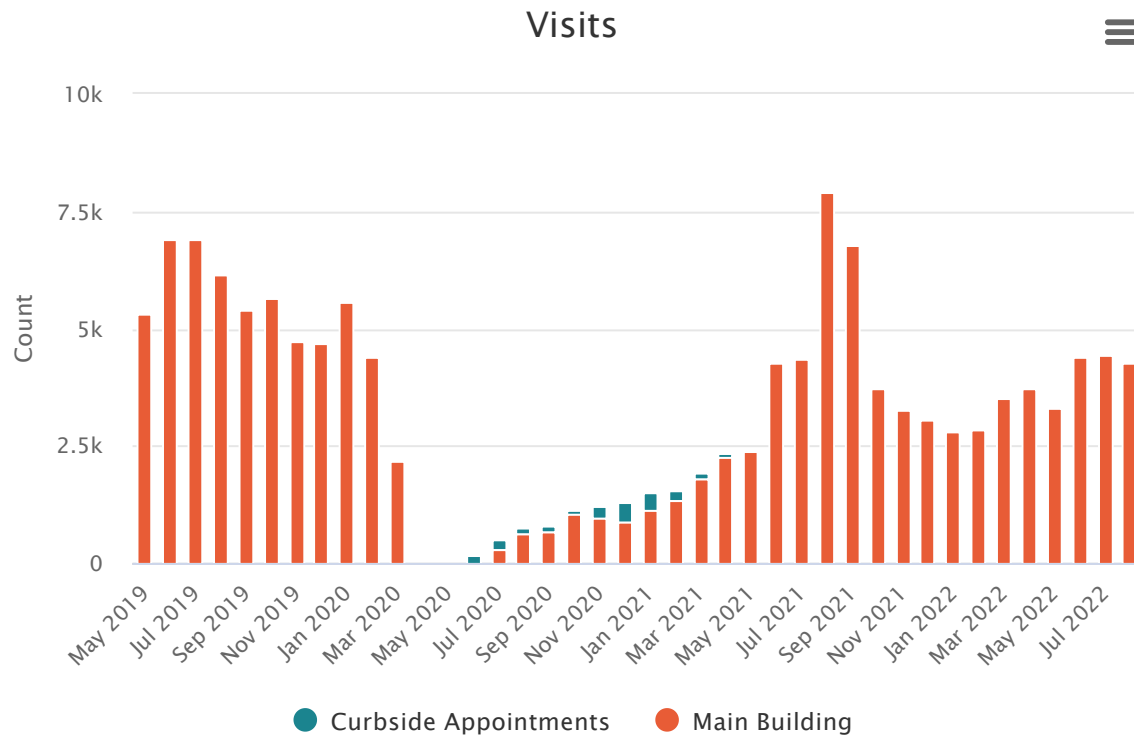


Circulation Totals

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

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

## 3 Year Visits



### Visits

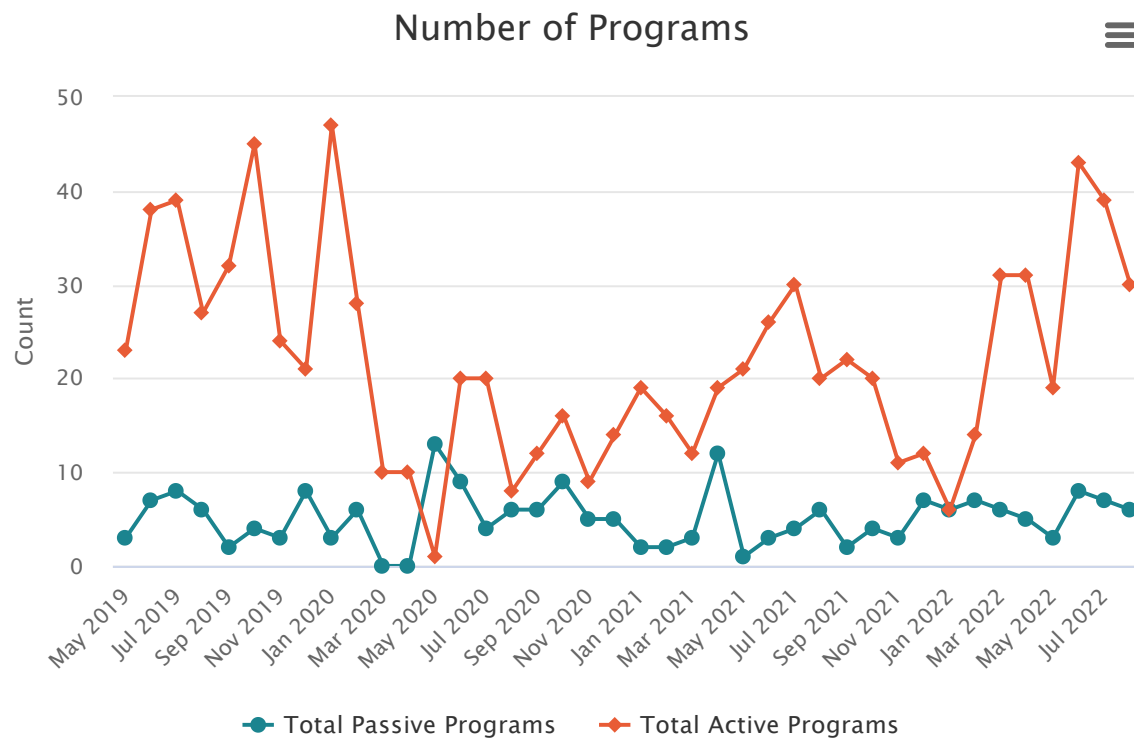
#### Category Curbside AppointmentsMain Building

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

**Category Curbside AppointmentsMain Building**

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

# 3 Year Programming



## Number of Programs

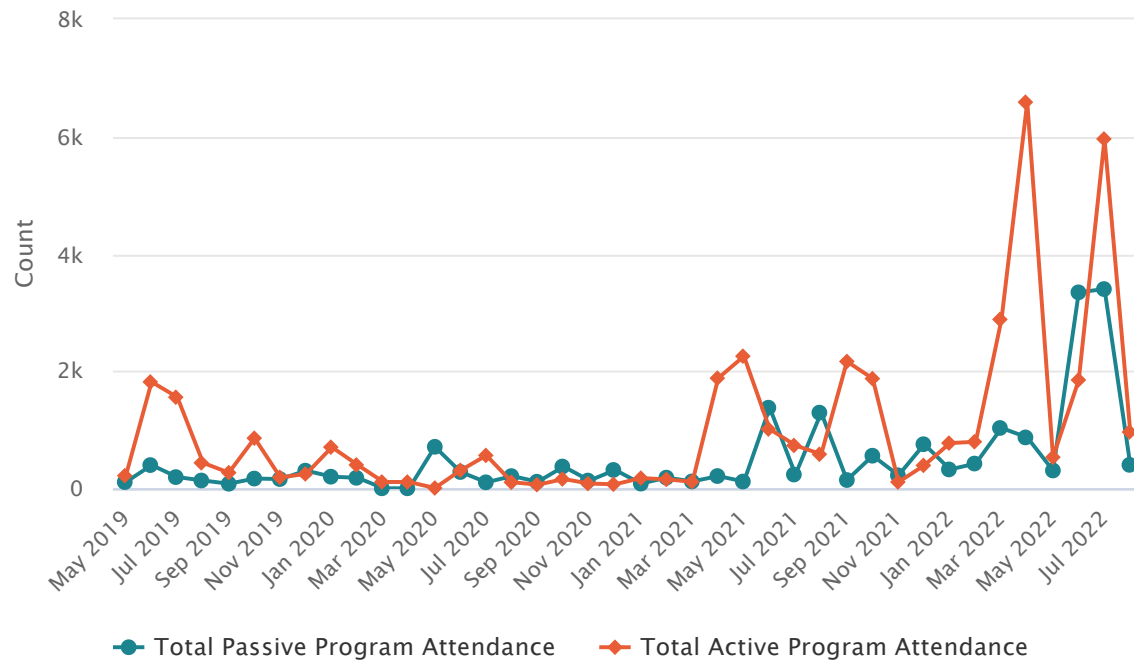
### Category Total Passive Programs Total Active Programs

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

**Category Total Passive Programs Total Active Programs**

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

## Program Attendance



### Program Attendance

#### Category Total Passive Program Attendance Total Active Program Attendance

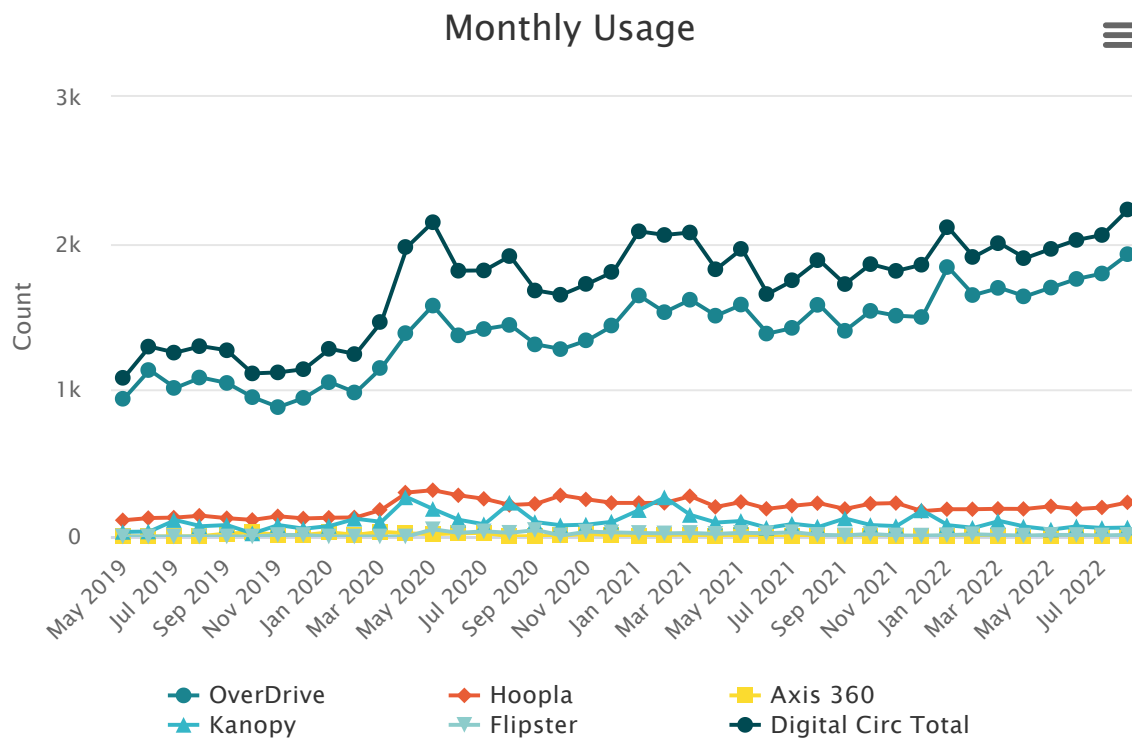
<b>May 2019</b>	106	215
<b>Jun 2019</b>	396	1815
<b>Jul 2019</b>	191	1554
<b>Aug 2019</b>	133	434
<b>Sep 2019</b>	78	267
<b>Oct 2019</b>	166	855
<b>Nov 2019</b>	158	187
<b>Dec 2019</b>	301	245
<b>Jan 2020</b>	198	702
<b>Feb 2020</b>	179	399
<b>Mar 2020</b>	0	108
<b>Apr 2020</b>	0	107
<b>May 2020</b>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



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

<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

# 3 Year Digital Collections



## Monthly Usage

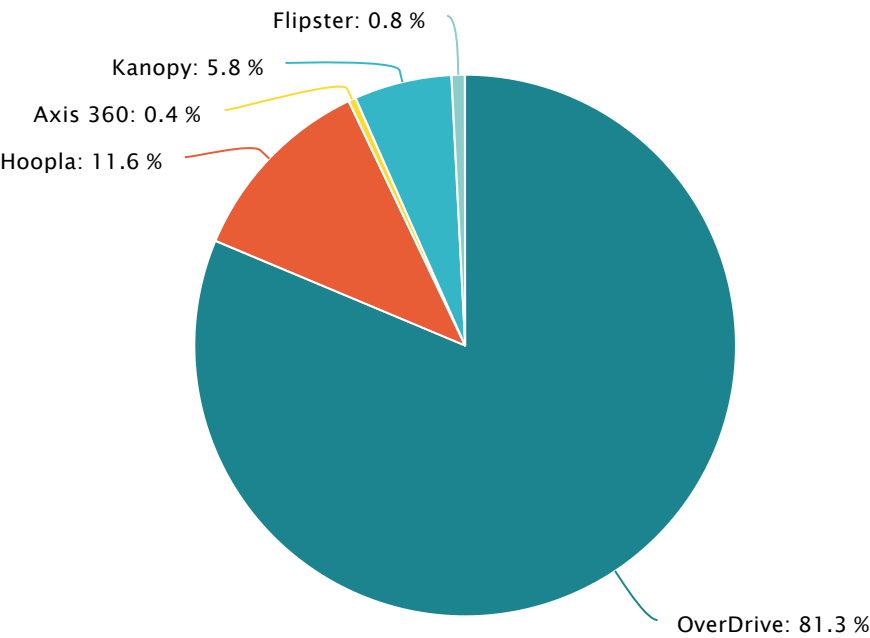
### Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total

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

**Category OverDriveHooplaAxis 360KanopyFlipsterDigital Circ Total**

<b>Feb 2021</b>	1531	229	10	267	21	2058
<b>Mar 2021</b>	1616	275	13	147	24	2075
<b>Apr 2021</b>	1507	202	2	95	18	1824
<b>May 2021</b>	1583	236	13	106	25	1963
<b>Jun 2021</b>	1385	189	0	59	22	1655
<b>Jul 2021</b>	1424	210	0	86	29	1749
<b>Aug 2021</b>	1581	227	0	67	11	1886
<b>Sep 2021</b>	1404	188	0	123	8	1723
<b>Oct 2021</b>	1540	224	0	78	17	1859
<b>Nov 2021</b>	1507	228	0	71	7	1813
<b>Dec 2021</b>	1498	173	0	178	6	1855
<b>Jan 2022</b>	1839	186	0	77	9	2111
<b>Feb 2022</b>	1648	186	0	59	15	1908
<b>Mar 2022</b>	1697	189	0	106	10	2002
<b>Apr 2022</b>	1639	188	0	67	6	1900
<b>May 2022</b>	1699	206	0	47	11	1963
<b>Jun 2022</b>	1758	187	0	69	10	2024
<b>Jul 2022</b>	1795	198	0	58	7	2058
<b>Aug 2022</b>	1927	233	0	61	11	2232

# Distribution by Platform



Distribution by  
Platform

Category	Series 1
OverDrive	55978
Hoopla	7985
Axis 360	305
Kanopy	4009
Flipster	557

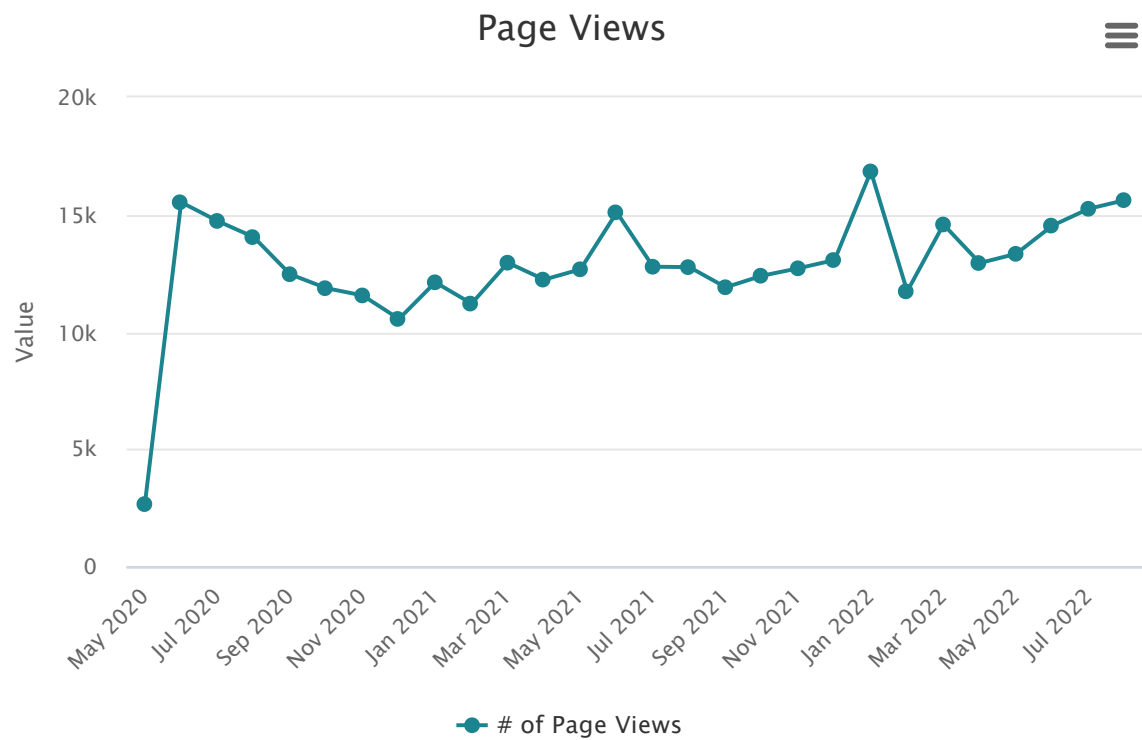
# 3 Year New Website Usage



Visitors

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

**Category # of Visitors****Feb 2022** 2607**Mar 2022** 3125**Apr 2022** 2917**May 2022** 2851**Jun 2022** 3270**Jul 2022** 3261**Aug 2022** 3540



#### 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

**Category # of Page Views**  
**Aug 2022**15616



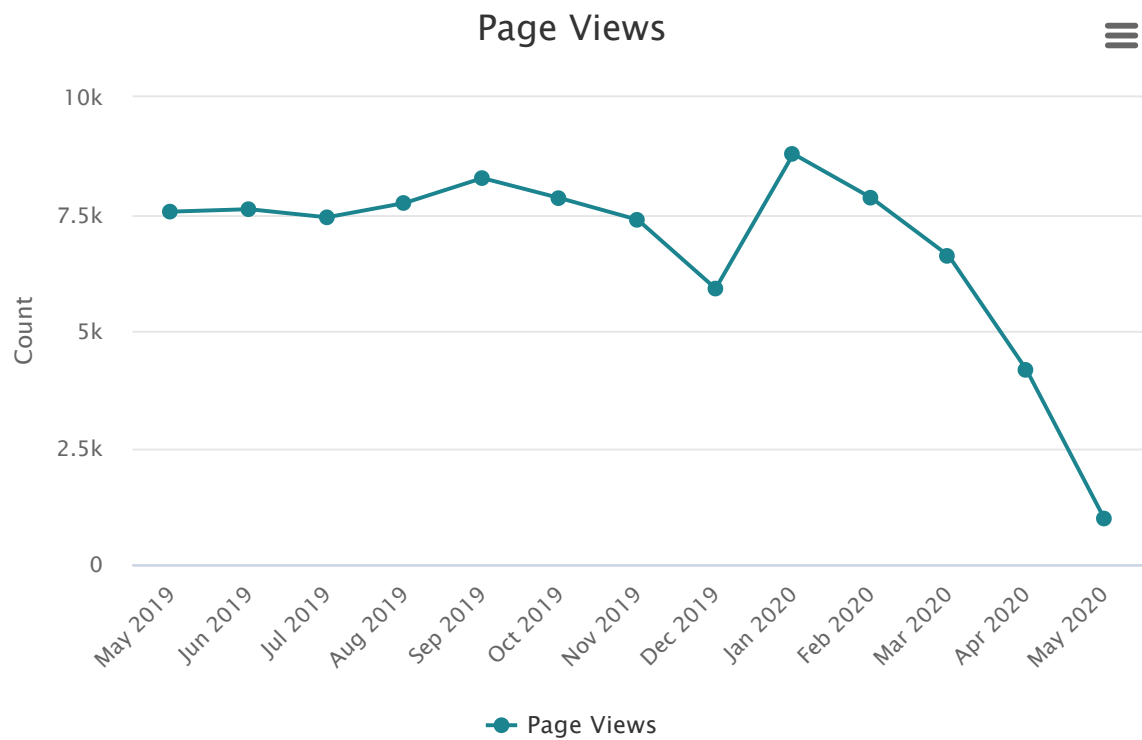
# 3 Year Previous Website Usage



Visitors

## Category Unique Visitors

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



Page Views

#### Category Page Views

**May 2019** 7553

**Jun 2019** 7605

**Jul 2019** 7431

**Aug 2019** 7738

**Sep 2019** 8271

**Oct 2019** 7841

**Nov 2019** 7377

**Dec 2019** 5905

**Jan 2020** 8789

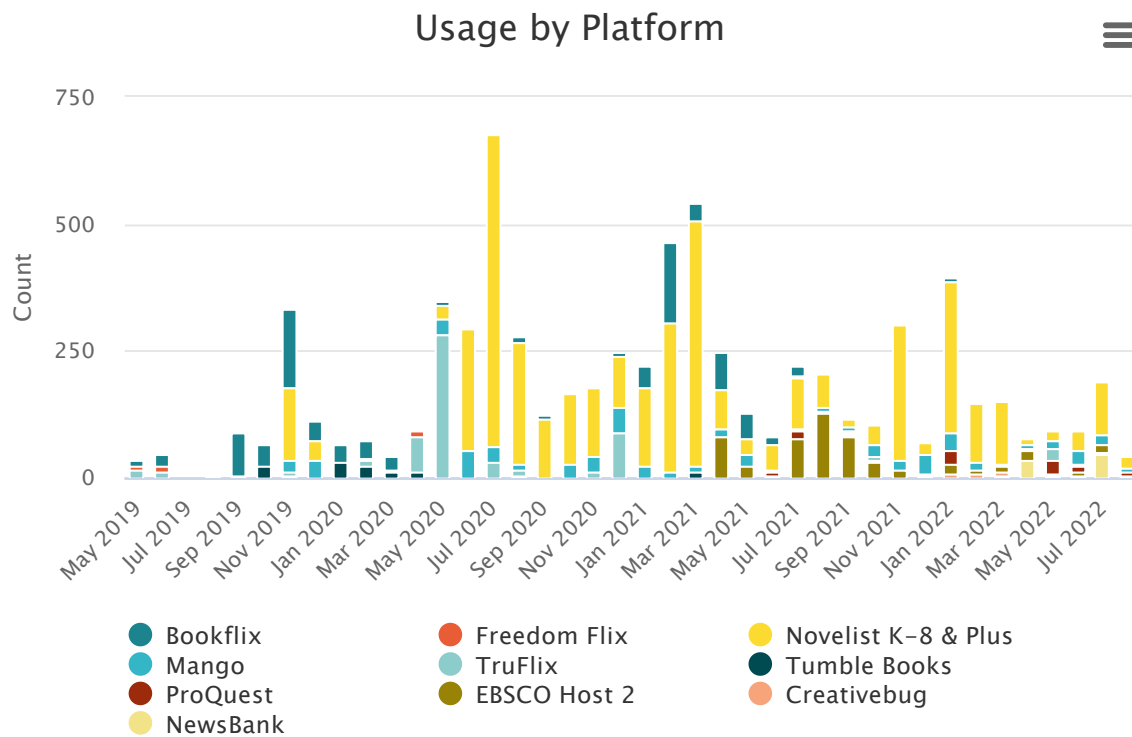
**Feb 2020** 7851

**Mar 2020** 6605

**Apr 2020** 4164

**May 2020** 981

# 3 Year Database Usage



Usage by Platform

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

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