

## February 21, 2023 Board Meeting

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions (2 minutes)(7:02pm)</b>		1
Agenda		
<b>3 Opportunity to Address Board (5 minutes per community member)(7:07pm)</b>		
<b>4 Consent Agenda</b>		
Minutes of January 17, 2023 Board of Trustees Meeting ( <b>action</b> )(5 minutes)(7:12pm)		3
Minutes of February 7, 2023 Board of Trustees Emergency Meeting ( <b>action</b> )		4
<b>5 Financial Reports (5 minutes)(7:17pm)</b>		
January Detailed Revenue & Expense Report ( <b>action</b> )		5
January Detailed Balance Sheet ( <b>action</b> )		6
<b>6 Approval of Checks (5 minutes)(7:22pm)</b>		
January Check Disbursement Report ( <b>action</b> )		7
<b>7 Committee Reports (15 minutes)(7:37pm)</b>		
<b>8 New Business</b>		
Recommended Changes to Spending Limit Statement for Library Director ( <b>action</b> )(15 minutes)(7:52pm)		8
Scheduling Trustee Representation at 2023 Friends of the Library Meetings ( <b>5 minutes</b> ) (7:57pm)		
<b>9 Old Business</b>		
Building Survey Report, Engberg Anderson Architects ( <b>tabled from January 2023 meeting</b> ) (20 minutes) (8:17pm)		9
<b>10 Director's Report (5 minutes)(8:22pm)</b>		
Director's Report		10
<b>11 Executive Session(s) if needed</b>		
<b>12 Any and All Other Business (5minutes)(8:27pm)</b>		
<b>13 Adjournment (1 minute)(8:28pm)</b>		
<b>14 Attachments</b>		
January 2023 Statistics		11A&B
Proposed Policy Change to Library Director Spending Limit		
Lake Bluff Public Library MEPFP Facility Report Preliminary		
Funding Request Proposal to Friends of the Lake Bluff Public Library Jan. 2023		

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, February 21, 2023 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	+1 309 205 3325 US
<a href="https://us06web.zoom.us/j/2069598344">https://us06web.zoom.us/j/2069598344</a>	+1 312 626 6799 US (Chicago)
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Meeting ID: 206 959 8344	+1 646 931 3860 US
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	Find your local number:
Dial by your location	<a href="https://us06web.zoom.us/j/2069598344">https://us06web.zoom.us/j/2069598344</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 Library Director Renee Grassi at [rgrassi@lakeblufflibrary.org](mailto:rgrassi@lakeblufflibrary.org). The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or [rgrassi@lakeblufflibrary.org](mailto:rgrassi@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 January 17, 2023 Board Meeting **(action)(5 minutes)(7:12pm)**
- 5. January 2023 Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
  - a. January Detailed Revenue & Expense Report
  - b. January Detailed Balance Sheet
- 6. Approval of checks (action)(5 minutes)(7:22pm)**
  - a. January Monthly Checks (15490, 15492-15539)
- 7. Committee Reports (15 minutes)(7:37pm)**  
**(Met)**
  - a. Finance Committee (CHAIR: Hayes. **MEMBERS:** Meierhoff and Zaute.)
  - a. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)

- b. Special Topics Committee (AD HOC) (**MEMBERS:** Jerch, Meierhoff, Shaul, and Zaute.)
- c. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff and Shaul.)
- d. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Meierhoff and Zaute.)

**(Did Not Meet)**

- 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:** Grassi. **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. Recommended Changes to Spending Limit Statement for Library Director (**action**) (**15 minutes**) (**7:52pm**)
- b. Scheduling Trustee Representation at 2023 Friends of the Library Meetings (**5 minutes**) (**7:57pm**)

**9. Old Business**

- a. Building Survey Report from Engberg Anderson Architects (tabled from January 2023 meeting) (**20 minutes**) (**8:17pm**)

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

- a. Director's Report

**11. Executive Session(s) if needed**

- 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(5 minutes)(8:27pm)**

**13. Adjournment (1 minute)(8:28pm)**

**Attachments**

- January 2023 Statistics
- Proposed Policy Change to Library Director Spending Limit
- Lake Bluff Public Library MEPFP Facility Report Preliminary
- Funding Request Proposal to Friends of the Lake Bluff Public Library Jan. 2023

**Upcoming Board Meetings: March 21, 2023; April 18, 2023 May 16, 2023**

**Lake Bluff Public Library**  
**Library Board of Trustees Meeting**  
**Tuesday, January 17, 2023, 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:** Library Director Renee Grassi called her first Board meeting to order at 7:01 pm. Trustees Meierhoff, Heintzelman, Jerch, Shaul, Hayes, and Graziano, and Zaute were present. Also present were Library Employees O'Hara, Chapman, Jarvi, and Fifhouse, and Horner.
- 2. Additions & Corrections to the Agenda:** Meierhoff asked that arranging for Trustees to attend Friends of the Library meetings be added, and also asked that we re-arrange the New Business items in a different order so we can get through the lengthy discussions more efficiently.
- 3. Opportunity for Public to Address the Board:** No one asked to speak.
- 4. Approval of Minutes:** Shaul moved to approve the minutes of the Dec. 13 meeting; Heintzelman seconded; all voted aye.

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

Bettina O'Connell at the Village offices apologized for not having entered the property tax revenues received in December; they will be reported along with any received in January. Passport revenues have already doubled from last fiscal year. O'Hara said that she would provide information on details of our expenses associated with the passport program, in answer to questions that arose. Grassi will ask Laurence Sacherer about questions concerning license renewals, as well as check our investment accounts.

Under expenses, some budget items have been underspent, which gives us extra funds for necessary improvements that have been brought to our attention by the recent Engberg Anderson Facility Report. Shaul asked about updates to our computer system firewall and issues related to public access to our computers. It was noted that these issues are parts of two different systems that don't overlap. Grassi noted that the teen services portion of the budget is one that has been underspent, and that we will need to increase those funds in the next fiscal year in order to re-boot teen services post-pandemic.

Hayes moved to approve the December 2022 financial reports; Zaute seconded; all voted aye.

- 6. Approval of December 2022 monthly checks # 15459, 15461-15488:** Zaute suggested a possible change in accounting to clarify our net income for passport revenues and associated postage expenses. Hayes moved to approve the December 2022 checks; Zaute seconded; all voted aye.

**7. Committee Reports:**

**(Met)**

- a. Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Hayes reported that Finance Committee members studied the preliminary budget for FY2023-2024 in detail.

**(Did not meet)**

- b. Human Resources:** (Chair: Graziano, Members: Jerch and Shaul)
- c. Special Topics (ad hoc)** (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson)
- d. Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul)
- e. Bylaw and Policy:** (Members: Heintzelman and Meierhoff)
- f. Campaign Planning (AD HOC):** (Members: Heintzelman, Meierhoff, and Jerch)
- g. Community Engagement:** (Chair: Graziano, Members: Jerch)

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

## 8. New Business:

a. Reading of the FY23-24 Budget Draft: Finance had their initial reading, and will meet next week for more discussion. Grassi said that we need to compare salaries with those of other comparable area libraries, which need to be taken into consideration as we develop job descriptions for all paid positions. There is a great deal of work to be done in both areas.

b. Discussion of *Serving Our Public 4.0: Standards for Illinois Public Libraries* showcased that the document is a good reminder of areas to keep up with. Highlights of a chapter-by-chapter discussion are shown below:

**Ch.1 (Core Standards)** were outlined; we felt that we meet most if not all, but improvements can be made.

**Ch.2 (Governance & Administration)** discussed the IL Public Library Annual Report (IPLAR), required as part of the *Per Capita* grant process. We agreed that finishing a succession plan and creating job descriptions should be goals; that policy and practice should align, and that policy reviews every 2-3 years should be proactive.

**Ch.3 (Personnel)** addressed both job descriptions and salaries, both of which were discussed earlier in this meeting. We requested the metric of salaries as a percentage of our total yearly budget in order to compare with the suggested guidelines.

**Ch.4 (Access)** spoke to surveying our community; unfortunately, our most recent survey had a very low response rate. We launched into a discussion of ADA accessibility/compliance, and it was pointed out that many of our shelves are non-ADA compliant, though Grassi assured us that this is not uncommon, particularly in older library facilities; also, that once structural changes are made to a public building, the entire building must be brought up to current ADA standards.

**Ch.5 (Building Infrastructure & Maintenance)** furthered our discussion of the recent Engberg Anderson Facility Report, particularly the fact that there are no sprinklers in the original building, although they were installed when the Wood Building was added. This obviously needs to be addressed; in the meanwhile, Grassi will check our insurance policy.

**Ch.6 (Safety)** Horner assured that we already have a checklist/schedule for testing life safety equipment such as AED's, fire extinguishers, and that life safety training has occurred during various in-service sessions for staff, but should be repeated soon.

**Ch.7 (Collections)** addressed that the state has a guideline as to the percentage of the annual budget that should go to collections, as well as guidelines for culling from the collection. As in salaries, we requested that our percentage spent on collections be calculated for comparison with the suggested guidelines.

**Ch. 8 (System Member Responsibilities and Resource Sharing)** included the Inter-Library Loan System, RAILS, and many more formal and informal ways in which our library participates with other libraries and organizations to provide services to our patrons.

**Ch.9 (Public Services: Reference and Reader's Advisory Services)** showed that librarians in general, and ours in particular, love to help patrons with suggestions for reading and avenues for researching their needs/interests across a wide range of topics and technology.

**Ch.10 (Programming)** is one of our strengths; though we be small, we are mighty! From providing programs for all ages to converting to remote library usage on the fly with the onset of the pandemic, our staff is both creative and hard-working.

**Ch.11 (Youth/Young Adult Services)** target population is defined as infant through age 18. In the area of teen services, we must pursue the opportunity to bring teens back to the library, since many in this age group simply have not had library-going experience due to pandemic shutdowns and remote learning.

**Ch.12 (Technology)** must be refined; we must reconsider our long-range tech planning.

**Ch.13 (Marketing, Promotion, and Collaboration)** are already strengths, but we can be more intentional about our digital presence.

c. 2023 *Per Capita* Grant Application: Though we have been making applications for the state *Per Capita* grants for a number of years, the requirements change a bit yearly; in particular, this is the first year that Board approval is required before submission of the grant application, hence the time devoted to the above discussion. Grassi explained that the components of the application are essentially a wish list of what we would hope to do with any funds received. Meierhoff moved to approve the 2023 *Per Capita* Grant Application as written for submission; Heintzelman seconded; all voted aye.

- d. Building Survey Report: We agreed to table this discussion, as the B&G committee will be meeting next week.
- e. Trustees to attend meeting of the Friends of the Library: Grassi will send out a sign-up sheet via email for the upcoming meetings through the end of this fiscal year. Jerch volunteered to attend the meeting on Jan. 21.

**9. Old Business:** There was none.

**10. Director's Narrative Report:** The biggest news was the recent designation of our library as a Star Library by Library Journal, a nation-wide publication, along with plans to publicize the award. Other notables include the success of the Winter StoryWalk, the launch of the Winter Reading Club, the growth of our passport services, the increase in demand for e-books and databases, the success of Grab'n'Go Crafts for Kids, and the progress being made to shred old and no-longer-needed documents (arma-Shredd-on, very clever).

**11. Executive Session:** There was none.

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

**13. Adjournment:** Shaul moved to adjourn the meeting, Zaute seconded; all voted aye. Meeting was adjourned at 9:22 pm.

Respectfully submitted,

Janie Jerch

**Lake Bluff Public Library**  
**Library Board of Trustees Emergency Meeting**  
**Tuesday, February 7, 2023, 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:** Library Director Renee Grassi called the meeting to order at 7:02 pm. Trustees Meierhoff, Heintzelman, Jerch, Hayes, and Graziano, and Zaute were present; Trustee Shaul was absent.

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

**3. Opportunity for Public to Address the Board:** No members of the general public were present.

**4. Summary and Discussion of Murphy and Miller Proposal: Replacement of HVAC Flue Piping in Director's Office:**

Odors have been detected in the vestibule and Director's office frequently for some time, but the odor was particularly strong recently, prompting the Library closure and an emergency call to Murphy and Miller. A technician came out and made a temporary fix, which enabled the Library to open again the next morning, until the heating went out. (More on that later.) Grassi then had a conversation with Murphy and Miller, who had pointed out this issue of a broken intake/exhaust pipe over 2 years ago and submitted a proposal for its repair at the time, but the matter was never brought to the attention of the Board due to extenuating circumstances. She asked that they submit a new proposal.

Grassi, Meierhoff, and Jerch toured the relevant portions of the HVAC system on Thursday, Feb. 2<sup>nd</sup>, with Marty and Bruce from Murphy and Miller, who answered all our questions and pointed out the issue with the exhaust and air intake systems, causing the odors that precipitated the recent closure of the Library building. They are very familiar with our HVAC system, having done repairs and maintenance for some years now. Since Meierhoff and Jerch together constituted a quorum of the B&G committee, we asked that the work be completed as soon as possible. The submitted proposal of over \$8K exceeds the Director's ability to proceed without Board approval, so Grassi called this emergency meeting. M&M said they needed 2-3 weeks lead time to order the materials, and 2-3 days to complete the work. Grassi will not have the use of her office during that time, but much of the work can be done before the Library's 10 am opening time, and should have little impact on Library employees or patrons.

Jerch moved to accept the proposal from Murphy and Miller for replacement of the HVAC flue piping in the Director's office in an amount not to exceed \$8475; Meierhoff seconded; all voted aye.

**5. Summary and Discussion of Murphy and Miller Proposal: Replacement of HVAC Electrical Unit:** Grassi showed the Board a scary photo of the HVAC electrical panel that is rusted and corroded as a result of the above-mentioned flue piping allowing moisture to condense on the unit. While it still continues to function and (for now) does not constitute an emergency, we decided to ask Murphy and Miller for an estimate for replacing it. Grassi will ask for a proposal from Murphy and Miller.

Hayes pointed out that there is approximately \$10K in this FY's repairs and maintenance fund, so we will be able to cover the HVAC flue piping replacement from that fund; no need to dip into reserves.

We also discussed the other HVAC issue that was part of the reason for the recent Library closing, which was a lack of heat in the Library. Murphy and Miller's technician showed Grassi all (12? 14?) temperature sensors in the Library and made some adjustments to one of them. He also explained how the airflow was designed to work in our rather unique open-levels space, and said that the system was designed to operate with the doors from the vestibule into the Library closed. Those two small changes have made a considerable difference in the comfort level of Library occupants regarding heat in wintertime.

**6. Discussion of Increasing Payment Limit for Library Director:** Meierhoff proposed that we increase the dollar amount the Library Director is authorized to spend without prior Board approval. The amount has been \$5000 for at least 12 years. With inflation, \$5K seems to be low. We discussed what the limit should be, noting that \$10K is roughly 1% of our annual operating budget. We also discussed adding in language regarding spending for a safety issue or an interruption in services. Jerch will work on language. Also, B&G will meet before the next regular Board meeting and draft a motion for a change in policy.

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

**8. Adjournment:** Hayes moved to adjourn; Heintzelman seconded; all voted aye. Meeting adjourned at 7:45 pm.

Respectfully submitted,

Janie Jerch



PERIOD ENDING 01/31/2023

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY										
Expenditures										
Dept 603 - LIBRARY ADMINISTRATION										
SALARIES										
080-603-40025	LIBRARIAN SALARIES	210,000.00		155,653.50		21,712.18		54,346.50		74.12
080-603-40030	STAFF SALARIES	368,000.00		256,637.23		26,967.51		111,362.77		69.74
		<u>578,000.00</u>		<u>412,290.73</u>		<u>48,679.69</u>		<u>165,709.27</u>		<u>71.33</u>
PERSONNEL										
080-603-40400	MEDICAL INSURANCE	86,000.00		79,577.01		8,841.89		6,422.99		92.53
080-603-40900	OTHER EMPLOYEE BENEFITS	250.00		0.00		0.00		250.00		0.00
		<u>86,250.00</u>		<u>79,577.01</u>		<u>8,841.89</u>		<u>6,672.99</u>		<u>92.26</u>
RETIREMENT										
080-603-40970	EMPLOYER FICA TAX	40,000.00		31,229.85		3,688.84		8,770.15		78.07
080-603-40980	IMRF RETIREMENT CONTRIBUTION	31,000.00		18,649.72		1,464.77		12,350.28		60.16
		<u>71,000.00</u>		<u>49,879.57</u>		<u>5,153.61</u>		<u>21,120.43</u>		<u>70.25</u>
CONTRACTUAL										
080-603-41000	MAINTENANCE-BUILDING	34,000.00		27,954.57		3,210.70		6,045.43		82.22
080-603-41020	ELEVATOR MAINTENANCE	1,500.00		1,247.00		538.00		253.00		83.13
080-603-41050	MAINTENANCE-GROUNDS	6,500.00		5,440.00		2,425.00		1,060.00		83.69
080-603-41300	COMPUTER SERVICES	14,000.00		14,000.00		0.00		0.00		100.00
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00		0.00		0.00		0.00		0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	4,000.00		2,993.59		522.21		1,006.41		74.84
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	10,000.00		6,640.07		1,258.95		3,359.93		66.40
080-603-41345	MARKETING	500.00		96.05		0.00		403.95		19.21
080-603-41350	LEGAL SERVICES	1,500.00		1,350.00		0.00		150.00		90.00
080-603-42400	PROFESSIONAL DEVELOPMENT	3,000.00		2,956.19		2,150.59		43.81		98.54
		<u>75,000.00</u>		<u>62,677.47</u>		<u>10,105.45</u>		<u>12,322.53</u>		<u>83.57</u>
COMMODITIES										
080-603-42440	DUES	2,500.00		1,856.27		0.00		643.73		74.25
080-603-43230	UTILITIES	10,000.00		6,318.26		573.17		3,681.74		63.18
080-603-43300	POSTAGE	5,000.00		5,871.05		821.60		(871.05)		117.42
080-603-43410	PRINTING/E-NEWSLETTER	10,000.00		10,349.91		29.99		(349.91)		103.50
080-603-43550	OFFICE SUPPLIES	7,000.00		5,036.57		111.10		1,963.43		71.95
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	1,500.00		1,076.13		182.95		423.87		71.74
080-603-43668	TECHNICAL SERVICES SUPPLIES	5,500.00		2,980.93		341.83		2,519.07		54.20
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	500.00		574.55		292.95		(74.55)		114.91
080-603-43710	ADULT PROGRAM SUPPLIES	8,000.00		6,366.56		1,444.61		1,633.44		79.58
080-603-43720	JUVENILE PROGRAM SUPPLIES	7,000.00		6,023.19		1,045.59		976.81		86.05
080-603-43730	OUTREACH SUPPLIES	5,500.00		2,815.02		50.00		2,684.98		51.18
080-603-43740	TEEN PROGRAM SUPPLIES	1,250.00		285.24		21.64		964.76		22.82
080-603-46100	MISCELLANEOUS EXPENSES	1,000.00		2,609.00		25.20		(1,609.00)		260.90
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00		0.00		0.00		0.00		0.00
		<u>64,750.00</u>		<u>52,162.68</u>		<u>4,940.63</u>		<u>12,587.32</u>		<u>80.56</u>
PROGRAMS										
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00		0.00		0.00		0.00		0.00
		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>

User: rgrassi  
DB: Lake Bluff

PERIOD ENDING 01/31/2023

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 080 - LAKE BLUFF PUBLIC LIBRARY									
Expenditures									
LIBRARY MATERIALS									
080-603-45000	ADULT NON-FICTION BOOKS	17,000.00	9,739.04		1,373.81		7,260.96		57.29
080-603-45100	ADULT FICTION BOOKS	15,500.00	12,850.96		1,428.11		2,649.04		82.91
080-603-45110	ADULT LARGE PRINT MATERIAL	600.00	409.07		78.83		190.93		68.18
080-603-45200	ADULT AUDIO VISUAL MATERIAL	15,500.00	8,209.32		1,530.60		7,290.68		52.96
080-603-45220	ADULT REFERENCE/E-REFER	20,000.00	16,106.04		1,193.86		3,893.96		80.53
080-603-45400	JUVENILE NON-FICTION	12,000.00	6,104.38		461.56		5,895.62		50.87
080-603-45410	PICTURE BOOKS, READERS	8,000.00	7,047.77		2,909.44		952.23		88.10
080-603-45420	JUVENILE FICTION	8,000.00	3,708.97		306.62		4,291.03		46.36
080-603-45430	JUVENILE AUDIO-VISUAL	3,000.00	482.64		43.47		2,517.36		16.09
080-603-45440	JUVENILE E-REFERENCE	2,000.00	1,378.00		0.00		622.00		68.90
080-603-45445	JUVENILE KITS & DEVICES	3,000.00	402.57		0.00		2,597.43		13.42
080-603-45450	TEEN BOOKS	2,500.00	1,513.29		388.62		986.71		60.53
080-603-45460	E-BOOKS	19,000.00	12,818.40		1,219.82		6,181.60		67.47
080-603-45470	GRAPHIC NOVELS	750.00	40.61		0.00		709.39		5.41
080-603-45500	PERIODICALS	6,750.00	7,653.81		280.95		(903.81)		113.39
080-603-45510	VIDEO GAMES	3,500.00	2,490.67		400.78		1,009.33		71.16
080-603-45520	TRENDING TITLES	2,000.00	682.22		133.15		1,317.78		34.11
080-603-45600	PATRON & STAFF SOFTWARE	10,750.00	6,166.91		246.62		4,583.09		57.37
080-603-45610	LIBRARY AUTOMATION SOFTWARE	22,000.00	22,500.00		0.00		(500.00)		102.27
LIBRARY MATERIALS		171,850.00	120,304.67		11,996.24		51,545.33		70.01
CAPITAL EXPENSES									
080-603-50100	LIBRARY FURNISHINGS	5,000.00	7,475.74		0.00		(2,475.74)		149.51
080-603-51200	EXT BUILDING IMPROVEMENTS	6,000.00	0.00		0.00		6,000.00		0.00
080-603-58100	COMPUTER EQUIPMENT	19,000.00	17,455.14		9,489.66		1,544.86		91.87
080-603-58270	OTHER EQUIPMENT	1,000.00	332.22		332.22		667.78		33.22
CAPITAL EXPENSES		31,000.00	25,263.10		9,821.88		5,736.90		81.49
CONTINGENCY									
080-603-70000	CONTINGENCY	1,688.00	0.00		0.00		1,688.00		0.00
CONTINGENCY		1,688.00	0.00		0.00		1,688.00		0.00
TRANSFER TO OTHER FUND									
080-603-71000	INTERFUND TRANSFER TO RESERVE	16,000.00	0.00		0.00		16,000.00		0.00
TRANSFER TO OTHER FUND		16,000.00	0.00		0.00		16,000.00		0.00
Total Dept 603 - LIBRARY ADMINISTRATION									
		1,095,538.00	802,155.23		99,539.39		293,382.77		73.22
TOTAL EXPENDITURES									
		1,095,538.00	802,155.23		99,539.39		293,382.77		73.22
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:									
TOTAL REVENUES		0.00	0.00		0.00		0.00		0.00
TOTAL EXPENDITURES		1,095,538.00	802,155.23		99,539.39		293,382.77		73.22
NET OF REVENUES & EXPENDITURES		(1,095,538.00)	(802,155.23)		(99,539.39)		(293,382.77)		73.22

User: rgrassi

DB: Lake Bluff

PERIOD ENDING 01/31/2023

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR MONTH 01/31/2023	AVAILABLE		% BDGT USED
			NORMAL (ABNORMAL)	01/31/2023		NORMAL (ABNORMAL)	BALANCE	

User: rgrassi  
DB: Lake Bluff

PERIOD ENDING 01/31/2023

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2023 (ABNORMAL)	MONTH 01/31/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 082 - LIBRARY GRANTS & GIFTS FUND									
Expenditures									
Dept 603 - LIBRARY ADMINISTRATION									
PROGRAMS									
082-603-44810	PER CAPITAL GRANT EXPENDITURES	8,439.95		3,454.19		0.00		4,985.76	40.93
082-603-44825	MISC. GRANT EXPENDITURES	1,000.00		0.00		0.00		1,000.00	0.00
		<u>9,439.95</u>		<u>3,454.19</u>		<u>0.00</u>		<u>5,985.76</u>	<u>36.59</u>
PROGRAMS									
		9,439.95		3,454.19		0.00		5,985.76	36.59
Unclassified									
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	17,000.00		87,618.92		4,334.19		(70,618.92)	515.41
		<u>17,000.00</u>		<u>87,618.92</u>		<u>4,334.19</u>		<u>(70,618.92)</u>	<u>515.41</u>
Unclassified									
		17,000.00		87,618.92		4,334.19		(70,618.92)	515.41
Total Dept 603 - LIBRARY ADMINISTRATION									
		<u>26,439.95</u>		<u>91,073.11</u>		<u>4,334.19</u>		<u>(64,633.16)</u>	<u>344.45</u>
TOTAL EXPENDITURES									
		<u>26,439.95</u>		<u>91,073.11</u>		<u>4,334.19</u>		<u>(64,633.16)</u>	<u>344.45</u>
Fund 082 - LIBRARY GRANTS & GIFTS FUND:									
TOTAL REVENUES									
		0.00		0.00		0.00		0.00	0.00
TOTAL EXPENDITURES									
		<u>26,439.95</u>		<u>91,073.11</u>		<u>4,334.19</u>		<u>(64,633.16)</u>	<u>344.45</u>
NET OF REVENUES & EXPENDITURES									
		<u>(26,439.95)</u>		<u>(91,073.11)</u>		<u>(4,334.19)</u>		<u>64,633.16</u>	<u>344.45</u>
TOTAL REVENUES - ALL FUNDS									
		0.00		0.00		0.00		0.00	100.00
TOTAL EXPENDITURES - ALL FUNDS									
		<u>1,121,977.95</u>		<u>893,228.34</u>		<u>103,873.58</u>		<u>228,749.61</u>	<u>79.61</u>
NET OF REVENUES & EXPENDITURES									
		<u>(1,121,977.95)</u>		<u>(893,228.34)</u>		<u>(103,873.58)</u>		<u>(228,749.61)</u>	<u>79.61</u>

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)	(120,181.53)
	A/R - OTHER	<u>(28,763.71)</u>	<u>(120,181.53)</u>
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	162,024.69	169,079.95
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)	(86.34)
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	722,194.89
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	23,946.57	24,911.98
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>916,252.28</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>1,808,196.93</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	8,852.68
	ACCOUNTS PAYABLE	<u>21,177.35</u>	<u>8,852.68</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	(2,096.77)
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	(711.04)
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
<b>Total Liabilities</b>		<b>1,075,804.67</b>	<b>1,062,768.96</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		476,050.13	476,050.13
<b>Total Fund Balance</b>		<b>476,050.13</b>	<b>476,050.13</b>
<b>Beginning Fund Balance</b>			<b>476,050.13</b>
<b>Net of Revenues VS Expenditures</b>			<b>269,377.84</b>
<b>Ending Fund Balance</b>			<b>745,427.97</b>
<b>Total Liabilities And Fund Balance</b>			<b>1,808,196.93</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)	(69,828.64)
082-100-10032	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00
CASH/INVESTMENTS		<u>(83,294.17)</u>	<u>(69,828.64)</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>(40,940.15)</u></b>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	887.13	4,334.19
ACCOUNTS PAYABLE		<u>887.13</u>	<u>4,334.19</u>
<b>Total Liabilities</b>		<b><u>887.13</u></b>	<b><u>4,334.19</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>10,018.47</b>
<b>Ending Fund Balance</b>			<b>(45,274.34)</b>
<b>Total Liabilities And Fund Balance</b>			<b>(40,940.15)</b>

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/31/2023	LIBC	15489	COMCAST	UTILITIES		** VOIDED **
02/16/2023	LIBC	15490	AMAZON	OFFICE SUPPLIES	080-603-43550	58.41
		15490		ADULT PROGRAM SUPPLIES	080-603-43710	200.35
		15490		JUVENILE PROGRAM SUPPLIES	080-603-43720	41.19
		15490		ADULT NON-FICTION BOOKS	080-603-45000	22.50
		15490		ADULT FICTION BOOKS	080-603-45100	75.88
		15490		ADULT AUDIO VISUAL MATERIAL	080-603-45200	555.57
		15490		ADULT AUDIO VISUAL MATERIAL/CREDIT	080-603-45200	(4.06)
		15490		PICTURE BOOKS, READERS	080-603-45410	258.16
		15490		VIDEO GAMES	080-603-45510	298.30
		15490		TRENDING TITLES	080-603-45520	59.91
		15490		COMPUTER EQUIPMENT	080-603-58100	34.89
		15490		OTHER EQUIPMENT	080-603-58270	27.49
						<u>1,628.59</u>
02/16/2023	LIBC	15491	VOID	** VOIDED **		** VOIDED **
02/16/2023	LIBC	15492	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	080-603-43550	24.98
		15492		TECHNICAL SERVICES SUPPLIES	080-603-43668	70.78
		15492		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	26.99
		15492		ADULT PROGRAM SUPPLIES	080-603-43710	12.98
		15492		JUVENILE PROGRAM SUPPLIES	080-603-43720	76.94
		15492		ADULT NON-FICTION BOOKS	080-603-45000	139.73
		15492		ADULT AUDIO VISUAL MATERIAL	080-603-45200	390.23
		15492		PICTURE BOOKS, READERS	080-603-45410	247.70
		15492		JUVENILE AUDIO-VISUAL	080-603-45430	28.47
		15492		VIDEO GAMES	080-603-45510	102.48
		15492		TRENDING TITLES	080-603-45520	22.42
		15492		COMPUTER EQUIPMENT	080-603-58100	39.77
		15492		USE OF DONATIONS/TEMPORARY EXP	082-603-99999	1,524.35
						<u>2,707.82</u>
02/16/2023	LIBC	15493	ANNA FIFHAUSE	PROFESSIONAL DEVELOPMENT	080-603-42400	1,000.00
02/16/2023	LIBC	15494	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	080-603-43668	271.05
		15494		ADULT NON-FICTION BOOKS	080-603-45000	1,211.58
		15494		ADULT FICTION BOOKS	080-603-45100	1,352.23



Check Date	Bank	Check #	Payee	Description	GL #	Amount
		15494		ADULT LARGE PRINT MATERIAL	080-603-45110	78.83
		15494		JUVENILE NON-FICTION	080-603-45400	205.18
		15494		PICTURE BOOKS, READERS	080-603-45410	582.92
		15494		JUVENILE FICTION	080-603-45420	281.64
		15494		TEEN BOOKS	080-603-45450	388.62
		15494		TRENDING TITLES	080-603-45520	50.82
		15494		USE OF DON FROM B. DOLIN FOR MR ANDRE	082-603-99999	47.50
						4,470.37
02/16/2023	LIBC	15495	BRIAN MICHALSKI	ADULT PROGRAM SUPPLIES	080-603-43710	280.00
02/16/2023	LIBC	15496	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	256.38
02/16/2023	LIBC	15497	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	080-603-41020	519.00
02/16/2023	LIBC	15498	COMPUTER VIEW, INC.	COMPUTER EQUIPMENT/REPLACE FIREWALL S	080-603-58100	7,645.00
		15498		COMPUTER EQUIPMENT	080-603-58100	1,770.00
						9,415.00
02/16/2023	LIBC	15499	CRYSTAL MAINTENANCE SERVICES CORP	BUILDG MAINT/CLEANING SERVICES FEB 20	080-603-41000	710.00
02/16/2023	LIBC	15500	DENNIS DOWNES	USE OF DONATIONS/TEMPORARY EXP	082-603-99999	375.00
02/16/2023	LIBC	15501	ELM USA INC.	OTHER EQUIPMENT	080-603-58270	304.73
02/16/2023	LIBC	15502	FINDAWAY WORLD LLC	PICTURE BOOKS, READERS	080-603-45410	1,820.66
02/16/2023	LIBC	15503	FIRST BANKCARD	OFFICE SUPPLIES	080-603-43550	3.79
		15503		ADULT PROGRAM SUPPLIES	080-603-43710	13.78
		15503		JUVENILE PROGRAM SUPPLIES	080-603-43720	34.27
		15503		TEEN PROGRAM SUPPLIES/CREDIT	080-603-43740	(12.00)
		15503		TEEN PROGRAM SUPPLIES	080-603-43740	33.64
		15503		USE OF DONATIONS/TEMPORARY EXP	082-603-99999	3.99
						77.47
02/16/2023	LIBC	15504	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	080-603-41000	98.00
		15504		COPIER MAINTENANCE/SHREDDING OF PAPER	080-603-41313	522.21
		15504		PATRON & STAFF SOFTWARE/ADOBE ACROPRO	080-603-45600	14.99
		15504		MISCELLANEOUS EXPENSES/PAYPAL	080-603-46100	25.20
						660.40

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/16/2023	LIBC	15505	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	8.98
		15505		JUVENILE FICTION	080-603-45420	24.98
		15505		JUVENILE AUDIO-VISUAL	080-603-45430	15.00
		15505		USE OF DONATIONS FROM DAVEY	082-603-99999	464.21
						<hr/>
						513.17
02/16/2023	LIBC	15506	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT	080-603-42400	150.59
		15506		OUTREACH SUPPLIES/TRIVIA PRIZE	080-603-43730	50.00
		15506		USE OF DONATIONS FROM DAVEY/SEEDS	082-603-99999	440.95
		15506		USE OF DONATIONS/FRIENDS/STORYWALK	082-603-99999	2.19
						<hr/>
						643.73
02/16/2023	LIBC	15507	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	821.60
		15507		PRINTING/E-NEWSLETTER/ADOBE STOCK SUB	080-603-43410	29.99
		15507		OFFICE SUPPLIES/BUSINESS CARDS	080-603-43550	61.78
		15507		PATRON & STAFF SOFTWARE/ZOOM	080-603-45600	231.63
						<hr/>
						1,145.00
02/16/2023	LIBC	15508	GARY LEVIN	MAINTENANCE-BUILDING	080-603-41000	175.00
02/16/2023	LIBC	15509	GRANITE TELECOMMUNICATIONS	UTILITIES	080-603-43230	427.74
02/16/2023	LIBC	15510	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	2,425.00
02/16/2023	LIBC	15511	JANIE JERCH	HOSPITALITY PROGRAM SUPPLIES	080-603-43700	168.35
02/16/2023	LIBC	15512	JASON KOLLUM	USE OF DONATIONS/TEMPORARY EXP	082-603-99999	475.00
02/16/2023	LIBC	15513	JENNY GRAZIANO	HOSPITALITY PROGRAM SUPPLIES	080-603-43700	24.23
02/16/2023	LIBC	15514	JIM GIBBONS	ADULT PROGRAM SUPPLIES	080-603-43710	275.00
02/16/2023	LIBC	15515	KANOPY, INC.	ADULT REFERENCE/E-REFER	080-603-45220	91.00
02/16/2023	LIBC	15516	KATHLEEN MEIERHOFF	HOSPITALITY PROGRAM SUPPLIES	080-603-43700	73.38
02/16/2023	LIBC	15517	LAKE COUNTY FOREST PRESERVE K	ADULT PROGRAM SUPPLIES	080-603-43710	40.00
02/16/2023	LIBC	15518	LESLIE GODDARD	USE OF DONATIONS/TEMPORARY EXP	082-603-99999	400.00
02/16/2023	LIBC	15519	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	600.00
02/16/2023	LIBC	15520	MARY WEBBER	JUVENILE PROGRAM SUPPLIES	080-603-43720	22.08

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/16/2023	LIBC	15521	MIDWEST TAPE LLC	ADULT AUDIO VISUAL MATERIAL	080-603-45200	588.86
		15521		ADULT REFERENCE/E-REFER	080-603-45220	401.86
						<hr/>
						990.72
02/16/2023	LIBC	15522	MISSIONSQUARE	ICMA 457 PLAN PAYABLE	080-200-20245	687.04
02/16/2023	LIBC	15523	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,075.70
02/16/2023	LIBC	15524	NATASHA LEHRER LEWIS ART	USE OF DON FROM FRIENDS FOR PROGRAM 2	082-603-99999	475.00
02/16/2023	LIBC	15525	NET2COMMUNITY, INC	OTHER PROFESSIONAL/CONTRACTUAL	080-603-41314	1,258.95
02/16/2023	LIBC	15526	NEWS-SUN	PERIODICALS	080-603-45500	112.94
02/16/2023	LIBC	15527	NEWSBANK, INC	ADULT REFERENCE/E-REFER	080-603-45220	701.00
02/16/2023	LIBC	15528	NORTH SHORE WATER RECLAMATION	UTILITIES	080-603-43230	145.43
02/16/2023	LIBC	15529	OTC BRANDS, INC.	JUVENILE PROGRAM SUPPLIES	080-603-43720	88.63
02/16/2023	LIBC	15530	OVERDRIVE , INC	E-BOOKS	080-603-45460	1,219.82
02/16/2023	LIBC	15531	QUILL LLC	OFFICE SUPPL/STAPLER/TAPE/STICKY NOTE	080-603-43550	27.29
		15531		MAINT SUPPL-BUILDING/PAPER TOWELS/TOI	080-603-43660	182.95
						<hr/>
						210.24
02/16/2023	LIBC	15532	RAILS	ADULT PROGRAM SUPPLIES	080-603-43710	173.50
		15532		JUVENILE PROGRAM SUPPLIES	080-603-43720	173.50
						<hr/>
						347.00
02/16/2023	LIBC	15533	TAMMY HAMAN	ADULT PROGRAM SUPPLIES	080-603-43710	74.00
		15533		USE OF DON FROM FRIENDS FOR PROGRAM 2	082-603-99999	126.00
						<hr/>
						200.00
02/16/2023	LIBC	15534	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	1,152.00
02/16/2023	LIBC	15535	THE JOHNS HOPKINS UNIVERSITY PRESS	PERIODICALS	080-603-45500	130.00
02/16/2023	LIBC	15536	USA TODAY	PERIODICALS	080-603-45500	38.01
02/16/2023	LIBC	15537	VANESSA HOWLAND	PROFESSIONAL DEVELOPMENT	080-603-42400	1,000.00
02/16/2023	LIBC	15538	VILLAGE OF LAKE BLUFF	ELEVATOR MAINTENANCE	080-603-41020	19.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/16/2023	LIBC	15539	WOMEN IN HISTORY	ADULT PROGRAM SUPPLIES	080-603-43710	375.00
			TOTAL - ALL FUNDS	TOTAL OF 51 CHECKS (2 voided)		41,950.58

--- GL TOTALS ---

080-200-20245	ICMA 457 PLAN PAYABLE	687.04
080-603-41000	MAINTENANCE-BUILDING	3,210.70
080-603-41020	ELEVATOR MAINTENANCE	538.00
080-603-41050	MAINTENANCE-GROUNDS	2,425.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	522.21
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	1,258.95
080-603-42400	PROFESSIONAL DEVELOPMENT	2,150.59
080-603-43230	UTILITIES	573.17
080-603-43300	POSTAGE	821.60
080-603-43410	PRINTING/E-NEWSLETTER	29.99
080-603-43550	OFFICE SUPPLIES	176.25
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	182.95
080-603-43668	TECHNICAL SERVICES SUPPLIES	341.83
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	292.95
080-603-43710	ADULT PROGRAM SUPPLIES	1,444.61
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,045.59
080-603-43730	OUTREACH SUPPLIES	50.00
080-603-43740	TEEN PROGRAM SUPPLIES	21.64
080-603-45000	ADULT NON-FICTION BOOKS	1,373.81
080-603-45100	ADULT FICTION BOOKS	1,428.11
080-603-45110	ADULT LARGE PRINT MATERIAL	78.83
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,530.60
080-603-45220	ADULT REFERENCE/E-REFER	1,193.86
080-603-45400	JUVENILE NON-FICTION	461.56
080-603-45410	PICTURE BOOKS, READERS	2,909.44
080-603-45420	JUVENILE FICTION	306.62
080-603-45430	JUVENILE AUDIO-VISUAL	43.47
080-603-45450	TEEN BOOKS	388.62
080-603-45460	E-BOOKS	1,219.82
080-603-45500	PERIODICALS	280.95
080-603-45510	VIDEO GAMES	400.78
080-603-45520	TRENDING TITLES	133.15
080-603-45600	PATRON & STAFF SOFTWARE	246.62
080-603-46100	MISCELLANEOUS EXPENSES	25.20
080-603-58100	COMPUTER EQUIPMENT	9,489.66
080-603-58270	OTHER EQUIPMENT	332.22
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	4,334.19
	TOTAL	41,950.58

**Current Policy Statement regarding spending by Library Director**

**MNG-4.2: Authority to Spend**

The Library Director is authorized to spend up to \$5,000 on any single item without prior Board approval.

Commented [RG1]: Original spending limit

The Library may spend in excess of \$20,000.00 only after completing the formal bid process as required by Illinois law for certain types of expenditures.

In case of extreme emergency, the Library Director may spend \$2,000 in addition to \$5,000 with the approval of any two Library Trustees.

Commented [RG2]: Original emergency limit

**MNG-4-3: Routine Banking Procedures**

The Library Director of the Lake Bluff Public Library or designee is authorized to make deposits into appropriate Library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Library Director of the Lake Bluff Public Library is authorized to transfer funds from one Library account to another Library account for payment of monthly Library bills which have been approved by the Board.

**Suggested changes to policy:**

- a. Increase the amount in the first and third sentences to \$10,000, or a different amount if discussion warrants it. Note that \$10,000 is roughly 1% of our total operating budget for one year at the current time.
- b. Increase the amount as above, but stipulate that the Director receive the approval of any two Library Trustees.
- c. Leave the first sentence as is. In the third sentence, increase the additional amount to \$5,000.
- d. My suggestion, with the rationale that inflation has caused costs to go up, our building is aging, and that \$10,000 is roughly 1% of our yearly operating budget, is as follows:

**MNG-4.2: Authority to Spend**

Vote #1: The Library Director is authorized to spend up to \$10,000 on contracts, system services, equipment and/or repairs without prior Board approval.

Commented [RG3]: Newly proposed spending limit

Commented [RG4]: Edits made to policy statement

Vote #2: In case of extreme emergency resulting in service disruption, the Library Director may spend \$2,500 in addition to \$10,000 with the written approval of any two Library Trustees.

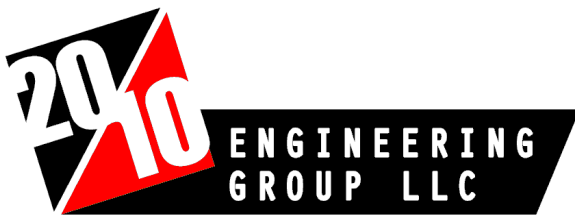
Commented [RG5]: Edits made to statement

Commented [RG6]: Newly proposed emergency spending limit

The Library may spend in excess of \$25,000.00 only after completing the formal bid process as required by Illinois law for certain types of expenditures.

Commented [RG7]: This is the current Illinois State Statute: "The Public Library District Act requires public bidding (i.e. preparation of specifications, advertisement for bids, letting to the lowest responsible bidder, and security for the performance of the bids, for certain types of contracts). When the cost of building construction, remodeling, repair, improvement, erection of an addition, or the purchase of the necessary equipment for such is in excess of \$25,000, the contracts for such improvements or purchases must be publicly bid."

Respectfully submitted to the Library Board of Trustees  
From Building and Grounds Committee Members Janie Jerch, Bonnie Shaul, Kathy Meierhoff



## 2022 Existing Conditions and Revision Recommendations Lake Bluff Public Library Lake Bluff, Illinois Visit Date: September 9, 2022

### HVAC

#### Existing Conditions

There is no central heating or cooling plant.

#### HVAC System Serving West Side of Building (Library)

The west side of the building is heated, cooled, and ventilated by a Variable Volume/Temperature system consisting of a central air handling unit and zone dampers for individual temperature control. The zone dampers vary the air volume to the space in response to room thermostats and communicate the space's desire for heating or cooling to the air handling unit which responds by changing from heating to cooling status based on the temperature automation software algorithms weighing demands from all spaces. The air handling unit can only provide heating or cooling at any one time.

The air handling unit is a custom Bruckner variable air volume unit located in the lower level mechanical room installed in 2006. It consists of a flat filter section, DX cooling coil, and a New York Blower plug/plenum supply fan. Heating is provided by (2) Modine DFP300 gas fired duct furnaces located in the discharge duct of the air handling unit, each installed in 2016 with 300 MBH input. Cooling is provided by a Carrier model 38AH028 air cooled condensing unit located at grade on the south side of the building. It has a nominal capacity of 25 tons, was installed in 2006, and utilizes R22 refrigerant. Air handling unit supply fan speed is controlled by a Yaskawa variable frequency drive installed in 2006. The system has a Nortec GSTC humidifier utilizing a duct mounted steam distribution tube. It has a capacity of 100 lbs/hr and was installed in 2006.

The air distribution system serves 20 Titus DESV single duct variable air volume boxes installed in 2006 which individual temperature control to various spaces. These boxes serve as zone dampers only and provide no heating.



#### HVAC System Serving East Side Lower Level (Library)

The east side lower level is heated, cooled, and ventilated by a single zone constant volume system consisting of a Carrier 58MCA100 downflow gas furnace unit with DX cooling coil. The furnace is located in the first floor fan room and was installed in 2001. The associated air cooled condensing unit is a Carrier 38HDC06 located at grade on the south side of the building. It was installed in 2001, has a nominal capacity of 5 tons, and utilizes R22 refrigerant.

#### HVAC System Serving East Side First Floor (Museum)

The east side first floor is heated, cooled, and ventilated by a single zone constant volume system. The air handling unit is a Carrier 40RM-012 vertical arrangement with flat filter and DX cooling coil installed in 2001. Heating is provided by a Sterling QVSD150 gas duct furnace located in the discharge duct of the air handling unit. It was installed in 2001 and has input capacity of 150MBH. The associated air cooled condensing unit is a Carrier 38AKS014 located at grade on the south side of the building. It was installed in 2008, has a nominal capacity of 12.5 tons, and utilizes R22 refrigerant.

#### HVAC System Serving East Side Mezzanine (Museum)

The east side Mezzanine is heated, cooled, and ventilated by a single zone constant volume system consisting of a Carrier 58MCA100 upflow gas furnace unit with DX cooling coil. The furnace is located in a fan room on the mezzanine and was installed in 2001. The associated air cooled condensing unit is a Carrier 38HDC06 located at grade on the southeast side of the building. It was installed in 2001, has a nominal capacity of 5 tons, and utilizes R22 refrigerant.

#### Miscellaneous Heating

Electric baseboard heaters are installed at the east side of the building on the lower level and first floor. Perimeter single user toilet rooms and the front entry area have electric wall heaters.

#### Server Room

The Server Room has no dedicated cooling unit or method of removing heat.

#### Exhaust Fans

Toilet rooms and the elevator equipment room are exhausted by ceiling mounted exhaust fans.

#### Temperature Controls

A Delta Controls Building Automation System provides temperature control for the HVAC system serving the west side of the building. It was installed in 2006. The HVAC systems serving the east side of the building are controlled by dedicated digital programmable thermostats.

### **Revision Recommendations**

#### HVAC System Serving West Side of Building (Library)

The HVAC system serving the west side of the building is a Variable Volume/Temperature system which does provide individual temperature control, but is limited in that the air handling unit can only provide heating or cooling at any one time. Since the entire west side of the building is open from the lower level

to the upper level (3 stories), the lower level is always cold and the upper level is always warm. However, since the system can only be in heating or cooling, one of these two areas will suffer. If there are temperature control issues, consideration could be given to adding heat into the VAV boxes and converting the system to a VAV system so that any space could be heated or cooled at any time.

The custom Bruckner air handling unit is 16 years old and shouldn't need replacing for another 20 years. The (2) Modine gas fired duct furnaces located in the discharge duct of the air handling unit are 7 years old and should be scheduled for replacement in the next 13 years. The Carrier cooled condensing unit is 16 years old and should be scheduled for replacement in the next 4 years. It utilizes R22 refrigerant which will require replacement of the refrigeration piping and the DX cooling coil in the air handling unit as well. The Yaskawa variable frequency drive is 16 years old and should be scheduled for replacement in the next 4 years. The Nortec humidifier is 16 years old and was not in operation at the time of our visit. Humidifiers require much maintenance and if the humidifier has been out of service for some time and no adverse space conditions have been apparent, consideration should be given to removing the humidifier.

#### HVAC System Serving East Side Lower Level (Library)

The Carrier downflow furnace unit serving the east side lower level is 21 years old, at the end of its useful life, and should be scheduled for replacement in the next 2 years. The associated Carrier air cooled condensing unit is 21 years old, utilizes R22 refrigerant, and is also at the end of its useful life. It should be scheduled for replacement in the next 2 years along with the refrigerant piping.

#### HVAC System Serving East Side First Floor (Museum)

The Carrier air handling unit serving the east side first floor is 21 years old and should be scheduled for replacement in the next 15 years. The associated Sterling gas duct furnace is 21 years old, at the end of its useful life, and should be scheduled for replacement in the next 2 years. The associated Carrier air cooled condensing unit is 21 years old, utilizes R22 refrigerant, is at the end of its useful life, and should be scheduled for replacement in the next 2 years along with the refrigerant piping.

#### HVAC System Serving East Side Mezzanine (Museum)

The Carrier upflow gas furnace serving the east side mezzanine is 21 years old, at the end of its useful life, and should be scheduled for replacement in the next 2 years. The associated air cooled condensing unit is 21 years old, utilizes R22 refrigerant, is at the end of its useful life, and should be scheduled for replacement in the next 2 years along with the refrigerant piping.

#### Miscellaneous Heating

Electric baseboard heaters and electric wall heaters should be replaced as they fail.

#### Server Room

The Server Room has no dedicated cooling unit or method of removing heat. If the heat generated is excessive, an exhaust fan could be installed to remove the heat. Alternatively, a dedicated duct free split system air conditioning unit could be added if the load was sufficiently high.



### Exhaust Fans

Ceiling mounted exhaust fans serving toilet rooms and the elevator equipment room should be replaced as they fail.

### Temperature Controls

Currently the Delta Controls Building Automation System only serves the HVAC system at the west side of the building. It was installed in 2006, is currently one update behind, and should be scheduled to receive this update within the next 2 years. In addition, we recommend that a yearly preventative maintenance agreement be entered into with Delta Controls in order to keep the system operating properly. When the HVAC systems serving the east side of the building are replaced, we recommend that they be provided with communicating thermostats and included on the Delta system.

## **PLUMBING**

### **Existing Conditions**

A single 4" water main enters the building on the north side and splits inside the building to serve both domestic water and the automatic fire protection sprinkler system. The domestic and fire protection water services are located in a small room on the lower level, this room is a dedicated space for the water services. The domestic water service consists of 1 1/2" cold water copper piping with a 2" water meter. There is no backflow preventer on the domestic water service. The fire protection sprinkler service consists of a single riser protected by an Ames model 4000SS Reduced Pressure Zone type backflow preventer, (SN. 106267). The backflow preventer is tested and certified with the last test date September 22, 2020.

Domestic water is distributed from the service with copper domestic water piping. The domestic cold and hot throughout the building all appears to be copper piping.

The domestic water heater for the building is located in lower level mechanical room. The domestic water heater is a 40 gallon A.O. Smith, Model FCG-40 (SN: MH02-1868210-248), 38,000 BTU gas fired tank type water heater. The water heater was manufactured on August 12, 2002. There was no domestic hot water circulation system associated with this water heater.

Sanitary drainage for the original building, where exposed, is mainly cast iron piping. Piping is in good condition and waste flows well under normal conditions. There are three small submersible pump systems, one located in the lower level mechanical room of the original 1974 building and one located in the water service room in the 1999 addition. The pump system in the 1974 building also has a battery back-up system, Pro Series model 2400, battery level indicated at 100% at the time of survey. The third pump is located in the elevator shaft.

Public toilet room plumbing fixtures are of mixed types, residential floor mounted tank type water closets are used in the 1974 original building while floor mounted water closets with flush valves are used in the 1999 addition. All fixtures appeared to be in good working condition. All lavatories were wall hung china with battery manual quarter turn faucet. The toilet rooms in the original 1974 building do not have floor drains while the toilet rooms in the 1999 addition are equipped with floor drains.

Single height electric water coolers with bottle fillers are located at two locations. There is also a single height drinking fountain unit located on the main floor level in the 1999 addition. There are various sinks located throughout the building for general use. These sinks are stainless steel sinks with gooseneck and swing spout faucets. The lower level mechanical room in the 1974 building has a service sink for general building cleaning.

There is an external irrigation connection with 3/4" RPZ type backflow preventer, Zurn Wilkins model 975XL, located on the north wall for general site irrigation purposes.

### **Revision Recommendations**

The existing domestic water heater is past its typical life cycle and should be replaced.

The building does not have a domestic hot water recirculating system to reduce the wait time for hot water at the lavatories. A recirculation pump and associated piping could be added for quicker hot water to the sinks and lavatories.

The lavatories do not have thermostatic protection to limit the hot water to 110 degrees. Provide point of use thermostatic mixing valves at all lavatories in public toilet rooms.

The main domestic water service does not have a backflow preventer. A reduced pressure zone backflow preventer should be added when required by the local authority having jurisdiction.

The plumbing fixtures throughout the building are functioning, however the fixtures are old and worn. Replace all public toilet room fixtures and utilize hands free sensor operated fixtures where applicable. Renovation of the toilet rooms may also require some of the cold water piping to be resized to accommodate the flow requirements of the fixtures and to comply with current state plumbing code.

## **FIRE PROTECTION**

### **Existing Conditions**

The 1999 addition is protected by an automatic wet sprinkler system per the rules and guidelines of NFPA-13. The original 1974 building is not protected by the sprinkler system. Sprinkler heads are mainly semi-recessed sprinklers with chrome escutcheon plates. Exposed areas and mechanical rooms have upright and sidewall sprinklers as required for full coverage. Sprinklers appear to be in good condition.

The fire protection water service enters the building from the north side with the water service located in a lower level "water service" room. The water main enters the building as a 4" in size and also serves the domestic water supply system. The fire protection water service is served by a 4" Ames Model 4000SS (SN. 106267) reduced pressure zone backflow preventer.

There is a single 4" fire protection riser located in the same room as the backflow preventer. Zone piping is provided with valves, switches, pressure gauges, drains and connections to fire alarm system as required by NFPA and fire codes.

Spare head cabinet with additional replacement sprinklers and sprinkler wrench is located adjacent to the main fire protection risers in accordance with NFPA requirements.

The fire department connection is located on the north side of the building adjacent to the main entrance. Fire department connection is a free standing siamese type with (2) 2-1/2" connections.

### **Revision Recommendations**

Extend existing automatic wet sprinkler system to the original 1974 building for complete sprinkler coverage throughout the building.

Various sem-recessed pendent heads were missing their escutcheons at the ceiling tile, provide escutcheons at all missing locations.

## **ELECTRICAL**

### **Existing Conditions**

#### Electrical Service

The building is served by (3) electrical services. The first electrical service is rated 400A, at 208/120V three phase and is located in the East Storage room on the lower Level. The second electrical service serving electric heating loads and is located in the same room. The electric heat service is rated 200A, at 208/120V three phase. The last electrical service is rated 400A, at 208/120V three phase and an exterior meter-C/T cabinet with main disconnect is located on the south west corner of the '99 addition. The exterior meter feeds a panel located in the Storage Room near the elevator machine room in the '99 addition. All three services are fed from a pad mounted utility transformer located at the south side of the building.

#### Electrical Power Distribution

Power from the three services is fed throughout the building via a system of distribution and branch circuit panels.

The majority of panels are located in the East Storage Room on the lower level. The distribution panel in the East Storage room feeds a panel on the main level located in the Janitor Closet.

The main electrical distribution panel serving the 1999 Addition is located in the Storage room near the Elevator Machine Room. This panel feeds the elevator and also serves a panel on the main level located in the Mechanical Closet located between the Library Directors Office and the Museum Office/Storage.

All of the electrical panels in the original building are manufactured by Erikson. The two electrical panels in the '99 addition are manufactured by Siemens.

Overall the electrical distribution system is in good condition. However, the electrical panel "1-L-1" located in the original building in the Janitor Closet is missing a few circuit breakers, with the openings covered by a piece of cardboard.

### Lighting

There are varying styles of luminaires inside the building including lay-in troffers, strip lights, recessed round downlights, track lights, decorative pendants, linear pendants, etc. The majority of the fixtures are fluorescent and the decorative pendants appear to be incandescent. Overall, the interior lighting appears to be in good condition and provides adequate light levels throughout the building.

Exterior lights are installed around the outside of the building including wall packs, bollards, flood light for flag, and one decorative pole light fixture near the main sidewalk. The majority of exterior lighting are HID source. The exterior lights appear to be in fair condition.

Exit signs and emergency lighting appears to be adequately provided throughout the building. Exit signs and emergency egress lighting is battery powered.

Interior lighting throughout the building is controlled via standard lighting switches.

### Fire Alarm System

The building is protected with an Silent Knight model 5820XL fire alarm system. The fire alarm system is comprised of audio/visual notification devices and the entire building is protected via detectors and manual pull stations. In addition, the fire alarm system monitors the elevator in the building. There is a fire alarm annunciator panel located in the main entrance. The fire alarm system was installed in 2001 and is in good condition.

### Telecommunication System

The main communication rack is located in East Storage room on the lower level. The horizontal structured cabling is CAT 5E. The system appears to be functional and in good condition.

## **Revision Recommendations**

Thermal imaging service is recommended in the original building due to age of the electrical system. It is also recommended the remainder of the electrical equipment be thermally scanned as a preventative measure to ensure all connections are secure and properly terminated.

There is no signage indicating the presence of multiple electrical services serving the building. Signage should be provided at each electrical service to clearly indicate which part of the building is served by which service and that the building has multiple services.

The cardboard covering the exposed electrical bus for electrical panel "1-L-1" should be removed and proper panel filler plates should be installed to properly protect and conceal live internal electrical bussing.

At the southeast corner of the building, an irrigation system had been plugged into an exterior receptacle that has a standard weatherproof cover. The plug prevent the cover from completely closing and the cover appears to be damaging the cord due to friction. The cover should be replaced with a "while-in-use" cover that would allow for the cover to be closed for better weather protection and also protect the electrical cord from being damaged by the cover.

Replace antiquated interior light fixtures with long life LED energy efficient light fixtures. Additionally, we recommend adding occupancy sensors and automatic controls for reduced energy costs.

Replace the exterior light fixtures around the building with LED fixtures for longer lamp life and energy efficiency.

Provide exterior, weatherproof heads connected to emergency egress battery lighting fixture at exterior doors to illuminate path of egress away from building in the event of power failure.

**Director's Report**  
**Tuesday, February 21, 2023**

**Friends of the Library January Meeting**

The Library's Director and Community Engagement Coordinator attended the January 21, 2023 meeting of the Friends of the Lake Bluff Public Library. Meeting highlights include the following:

- As of January 21, 2023, the Friends of the Library have raised approximately \$14,000 from their annual fundraiser.
- President of the Friends of the Library shared a list of the organization's 2023 upcoming meeting dates:
  - January 21, 11 am
  - April 22, 11 am
  - July 22, 11 am
  - September 23, 11 am
  - October 21, 11 am – Annual Membership Meeting per bylaws
- The Friends Memorial Brick program received 4 requests in Fall, 2022. It is estimated these four bricks will be installed in the summer of 2023.
- The Friends of the Library and the Library staff discussed successes and opportunities for process improvements with the December Mini Golf event.
- The Library Director submitted a funding request proposal (see **Attachments**), all of which were approved later that day during Executive Session of the Friends meeting.
- The Friends of the Library expressed an interest in spending down their balance and invited an additional funding request proposal from the Library prior to the April meeting. The Library staff will prepare a follow-up funding request as per the guidance of the Friends of the Library; the request will focus on furniture needs of the building.

**Library Director Introductions to the Community**

January offered many opportunities for the Library's new Director to meet to people and establish new connections with community members. On Thursday, January 26, the Trustees of the Lake Bluff Public Library hosted a welcome reception for the new Library Director which was attended by prominent stakeholders from Lake Bluff organizations, such as the Friends of the Lake Bluff Public Library, the Lake Bluff History Museum, and Lake Forest Library. On January 25, the Library Director attended for the first time Lake Bluff's monthly Local Agency Director's Check-In. The Library Director met various Lake Bluff leaders, including Village Administrator Drew Irvin, Executive Director of the Lake Bluff Park District John Bealer, Chief of the Lake Bluff Police Department Matt Smizinski, Chief of the Lake Bluff Volunteer Fire Department Dave Graf and other Village of Lake Bluff Staff. Later that month, the Library's Community Engagement Coordinator accompanied the Library Director to the Lake Bluff/Lake Forest Chamber's Annual Business and Government Update meeting. At this meeting, the Library Director was introduced to Executive Director of the Chamber Joanna Rolek, Superintendent Dr. Montgomery from Districts 67 and 115, among others.

**Passport Services: By the Numbers**

- The Library set a new record for the number of applications processed in a month. The Library's previous record was 85 passports completed in a month. In January 2023, staff processed a record 144, an increase of almost 70%!
- The Library also set a new monthly record for passport revenue collected. In January 2023, the Library collected \$5,040 from passport revenue in January—\$2,000 more than our previous record.

- By the end of January 2023, the Library had surpassed 700 passports processed for the 2022-2023 fiscal year.
- Staff member Anna Fifhouse reported that she had her first repeat passport customer—a child who received their first passport at Lake Bluff Public Library in 2018 and visited our Library again to renew their expired passport. Staff believe this is a positive indicator of the service’s long-term potential.
- If the Library continues on its current path, projected passport revenue by the end of the 2022-2023 Fiscal year is currently at \$32,000.
- The Library’s average number of passport applications processed per day for the fiscal year to date is 2.5, which staff report is the highest it’s ever been. The average number of passport applications processed per day for January 2023 alone is nearly double that—at 4.6 per day.

### **Storytime For Kids**

Storytime programs are an integral library service that support literacy, connection and skill-building for children and young families in Lake Bluff. The Library’s Storytime for 2 year olds is experiencing a strong and steady audience of more than 20 attendees each week. Staff are also busy making plans to relaunch storytime for babies and caregivers this spring. The Children’s Department observe more 3 to 5 year olds enrolled in preschool now more than pre-pandemic times, given the declining attendance of this age group at daytime events. Staff are refocusing their attention to storytime for younger aged children and continue to leverage the library’s strong partnership with the Lake Bluff Partnership to bring in-person storytimes to their preschool classes, which currently enrolls 124 students.



To the Friends of the Lake Bluff Public Library  
Funding Request Proposal  
Submitted January, 2023

**Funding Request Type:** Program

**Event:** See the Juggler! Be the Juggler!

**Audience:** Youth ages 2-12 with their adult caregivers

**Date:** Saturday, 4/29 at 11:00am

**Description and Purpose:** This free enrichment opportunity is an action-packed children's event that will invite kids and families to the Library for a unique and engaging program experience. The following is a description of the event provided by the presenter: "Join juggler Jason Kollum for a fast-paced comedy juggling and variety show that will get the whole family laughing! Stick around afterwards for an interactive workshop where you'll get to try fun and easy balancing tricks with peacock feathers." Learn more about this performer at [jasonvarietyshow.com](http://jasonvarietyshow.com).

**Total Cost:** \$475

**Funding Request Type:** Technology

**Item:** Samsung 15.6" Galaxy Book2 Pro 360 Laptop, Case, Protection Plan and Supplies

**Audience:** Library staff use only

**Description and Purpose:** Remote access to the internet is essential for outreach and community engagement work. This will allow staff to have the technology needed at offsite events, such as the Farmers' Market and other school events, to create Library cards, submit hold requests on Library materials, demonstrate e-Books and other digital materials, and search the Library's online catalog. Features of this laptop include a touchscreen, a built-in camera and a 360 degree hinge that allows for both laptop and table capabilities. This tool also offers Bluetooth capabilities and a brighter screen to support outdoor usage. The following is an itemized list of proposed costs, including additional items and tools for support.

- Samsung 15.6" Galaxy Book2 Pro 360 Laptop: \$1,315
- Smatree 15.6" Waterproof and Drop Resistant Laptop Sleeve: \$38.99
- 15.6" Laptop Screen Glass Protector: \$17.39
- ASURION 2 Year Laptop Accident Protection: \$128.99
- Uineer Bluetooth Mouse: \$14.49
- Syntech USB-C Converter: \$9.49

**Total Cost:** Total: \$1,524.35





**Funding Request Type:** Technology

**Item:** Ion Audio Pickup Water-Resistant Wireless Bluetooth Speaker

**Audience:** Library staff, program presenters and speakers

**Description and Purpose:** Voice amplification helps Library staff, program presenters and speakers support a positive audio experience for individuals of all abilities. The Library's current portable Bluetooth speaker has been an asset to Library programming, such as Trivia Night and Storytime on the Green—events that regularly draw large audiences of attendees. It also helps support in-person programming efforts to ensure high audio quality of all presentations. In 2017, the Friends generously funded a similar request. The current speaker no longer has efficient battery life to support continued usage. An updated model that is water-resistant will help ensure this tool is usable for outdoor programming regardless of weather conditions.

**Total Cost:** \$222.13



**Funding Request Type:** Annual Library Programming

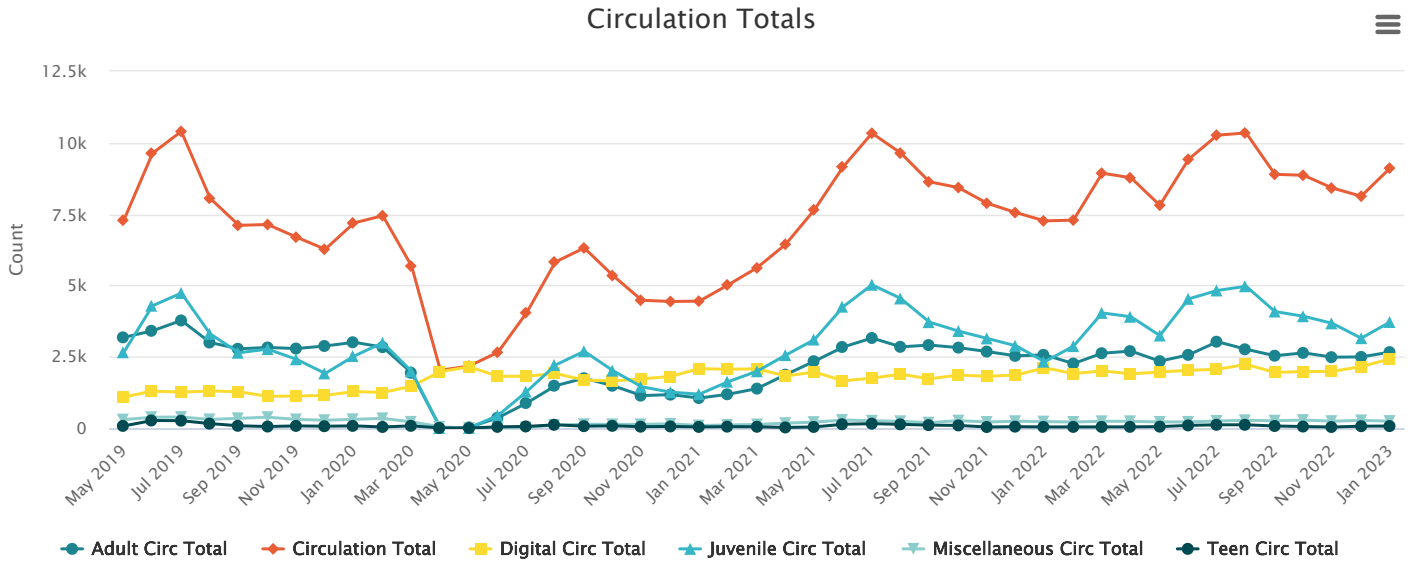
**Audience:** Children, Teens, and Adults

**Description and Purpose:** Library programming needs and interests from the community continue to change season to season, month to month. In addition, the library continues to explore opportunities to collaborate internally and streamline program planning. To do this, the Adult Programming Coordinator and the Head of Children's Services often collaborate on seasonal programs, often selecting the same crafts for different audiences. This cost-sharing technique helps reduce overall costs to the library. Because of this, scoping the library's annual programming request to the Friends of the Library to scope all ages helps provide the flexibility staff need for responsive programming and efficient planning.

**Total Cost:** \$2000

# 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**

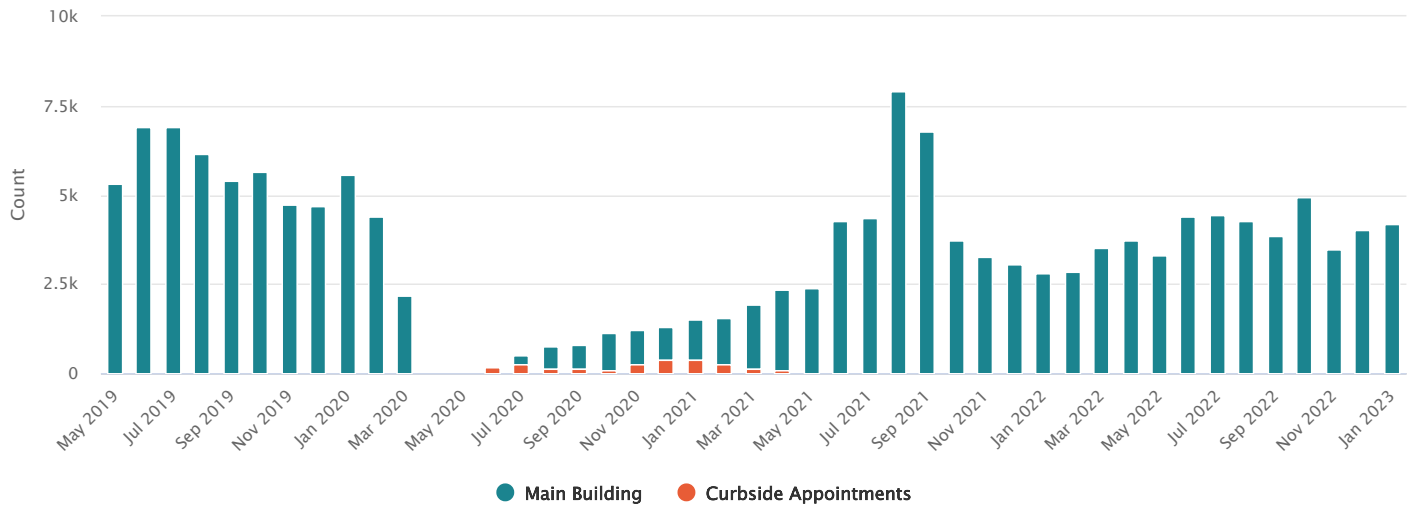
Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2019	3178	7284	1083	2654	295	74
Jun 2019	3408	9634	1296	4287	379	264
Jul 2019	3771	10398	1255	4730	385	257
Aug 2019	2997	8053	1299	3300	302	155
Sep 2019	2777	7105	1271	2639	340	78
Oct 2019	2824	7134	1113	2765	380	52
Nov 2019	2786	6691	1120	2409	302	74
Dec 2019	2876	6267	1142	1913	273	63
Jan 2020	3006	7189	1281	2522	305	75
Feb 2020	2835	7444	1245	2989	338	37
Mar 2020	1937	5680	1464	1987	216	76
Apr 2020	5	2026	1976	0	41	4
May 2020	23	2173	2145	3	2	0
Jun 2020	358	2654	1814	439	1	42
Jul 2020	876	4043	1816	1277	18	56
Aug 2020	1483	5823	1914	2209	104	113
Sep 2020	1746	6312	1679	2690	132	65
Oct 2020	1482	5345	1650	2010	127	76
Nov 2020	1136	4479	1724	1444	128	47
Dec 2020	1170	4436	1806	1257	148	55
Jan 2021	1051	4447	2083	1187	87	39
Feb 2021	1183	5018	2058	1623	106	48
Mar 2021	1381	5614	2075	1988	126	44
Apr 2021	1871	6441	1824	2555	171	20
May 2021	2342	7651	1963	3101	207	38
Jun 2021	2840	9160	1655	4253	280	132
Jul 2021	3156	10334	1749	5022	254	153
Aug 2021	2846	9638	1886	4541	236	129
Sep 2021	2908	8630	1723	3710	188	101
Oct 2021	2819	8429	1859	3400	260	91
Nov 2021	2680	7880	1813	3141	211	35
Dec 2021	2530	7553	1855	2882	238	48
Jan 2022	2564	7261	2111	2324	224	38
Feb 2022	2260	7288	1908	2869	212	39
Mar 2022	2622	8934	2002	4035	236	39
Apr 2022	2697	8772	1900	3899	235	41

Category	Adult Circ	Total Circulation	Total Digital Circ	Total Juvenile Circ	Total Miscellaneous Circ	Total Teen Circ	Total
May 2022	2344	7810	1963	3242	213	48	
Jun 2022	2564	9421	2024	4527	214	92	
Jul 2022	3026	10266	2058	4822	247	113	
Aug 2022	2760	10344	2232	4969	270	113	
Sep 2022	2535	8894	1949	4083	256	71	
Oct 2022	2634	8860	1980	3917	278	51	
Nov 2022	2484	8412	1984	3668	240	36	
Dec 2022	2492	8127	2154	3149	268	64	
Jan 2023	2661	9110	2423	3715	242	69	

Circulation Totals

# 3 Year Visits

## 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
Jan 2021	1127	368
Feb 2021	1324	233
Mar 2021	1795	133
Apr 2021	2259	73
May 2021	2370	16
Jun 2021	4252	0
Jul 2021	4333	5
Aug 2021	7909	5
Sep 2021	6792	0
Oct 2021	3726	2
Nov 2021	3266	0
Dec 2021	3052	2
Jan 2022	2810	0
Feb 2022	2828	6
Mar 2022	3497	0
Apr 2022	3730	0

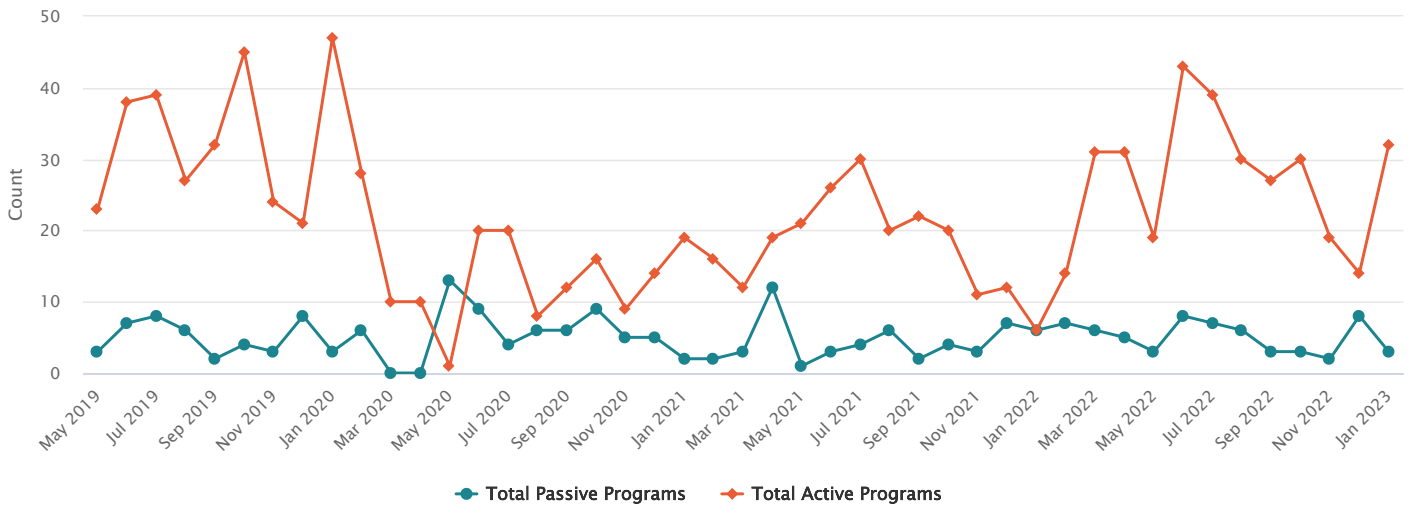
**Category Main Building Curbside Appointments**

<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
<b>Nov 2022</b>	3470	0
<b>Dec 2022</b>	4033	0
<b>Jan 2023</b>	4183	0

Visits

# 3 Year Programming

## Number of Programs



**Category Total Passive Programs Total Active Programs**

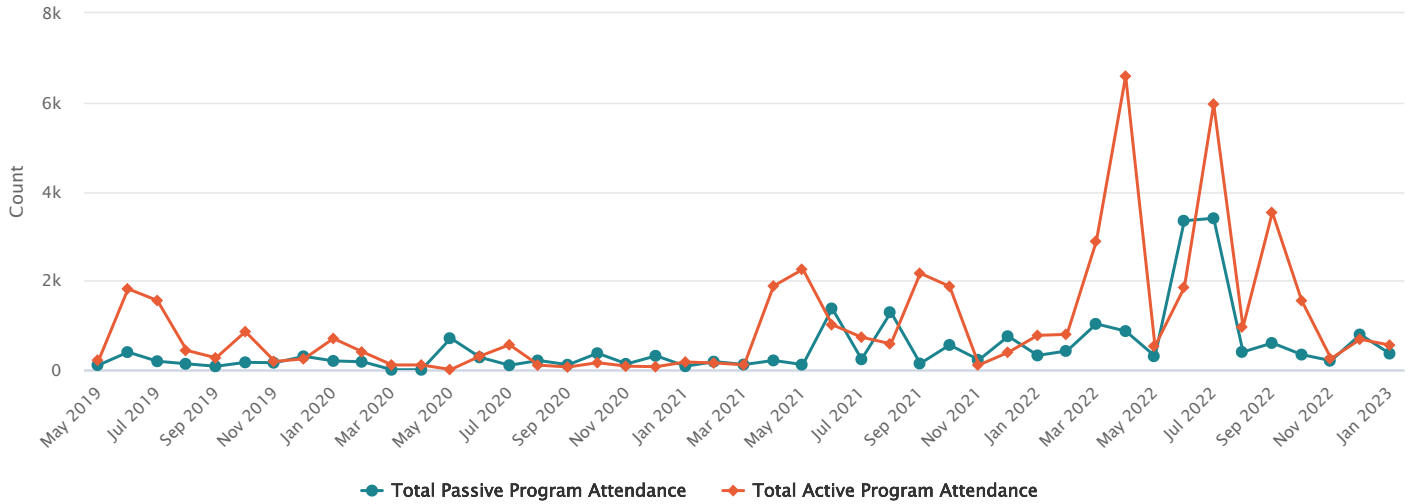
May 2019	3	23
Jun 2019	7	38
Jul 2019	8	39
Aug 2019	6	27
Sep 2019	2	32
Oct 2019	4	45
Nov 2019	3	24
Dec 2019	8	21
Jan 2020	3	47
Feb 2020	6	28
Mar 2020	0	10
Apr 2020	0	10
May 2020	13	1
Jun 2020	9	20
Jul 2020	4	20
Aug 2020	6	8
Sep 2020	6	12
Oct 2020	9	16
Nov 2020	5	9
Dec 2020	5	14
Jan 2021	2	19
Feb 2021	2	16
Mar 2021	3	12
Apr 2021	12	19
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11
Dec 2021	7	12
Jan 2022	6	6
Feb 2022	7	14
Mar 2022	6	31
Apr 2022	5	31

**Category Total Passive Programs Total Active Programs**

May 2022	3	19
Jun 2022	8	43
Jul 2022	7	39
Aug 2022	6	30
Sep 2022	3	27
Oct 2022	3	30
Nov 2022	2	19
Dec 2022	8	14
Jan 2023	3	32

Number of Programs

**Program Attendance**



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

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

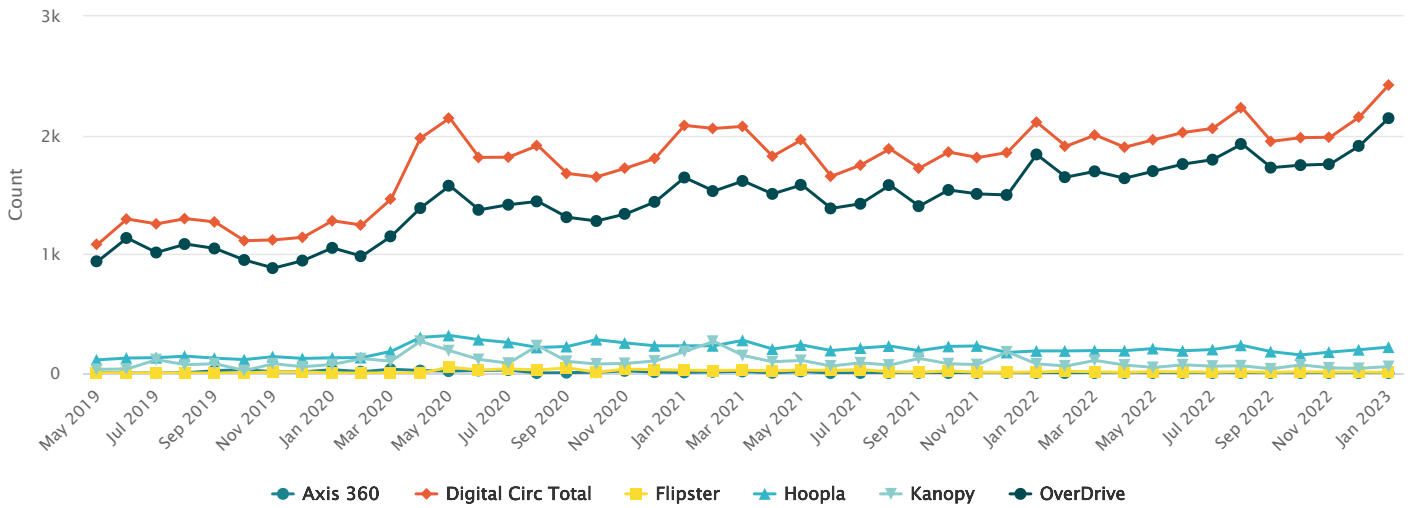


<b>Category</b>	<b>Total Passive Program Attendance</b>	<b>Total Active Program Attendance</b>
<b>Jul 2021</b>	235	731
<b>Aug 2021</b>	1291	581
<b>Sep 2021</b>	141	2164
<b>Oct 2021</b>	556	1871
<b>Nov 2021</b>	222	107
<b>Dec 2021</b>	752	391
<b>Jan 2022</b>	322	771
<b>Feb 2022</b>	422	794
<b>Mar 2022</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
<b>Nov 2022</b>	203	251
<b>Dec 2022</b>	791	684
<b>Jan 2023</b>	363	553

Program Attendance

# 3 Year Digital Collections

## Monthly Usage



Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive

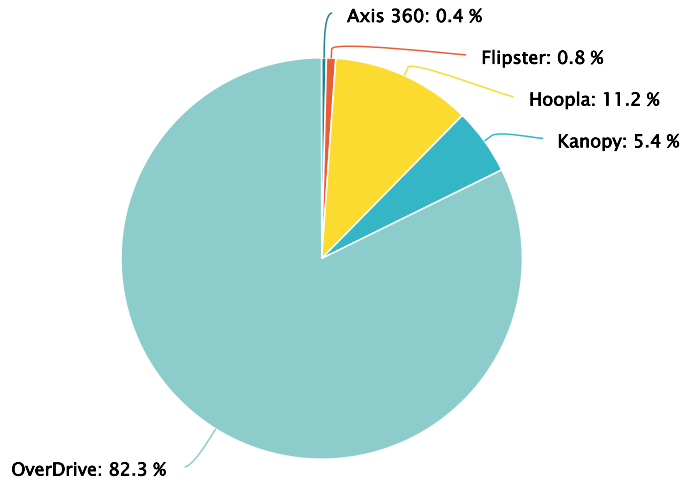
Month	Axis 360	Digital Circ Total	Flipster	Hoopla	Kanopy	OverDrive
May 2019	1	1083	0	111	31	940
Jun 2019	0	1296	0	126	34	1136
Jul 2019	0	1255	0	129	112	1014
Aug 2019	2	1299	0	142	70	1085
Sep 2019	20	1271	0	125	78	1048
Oct 2019	28	1113	0	113	21	951
Nov 2019	11	1120	10	138	78	883
Dec 2019	10	1142	10	123	53	946
Jan 2020	28	1281	0	128	72	1053
Feb 2020	11	1245	0	130	121	983
Mar 2020	32	1464	0	182	100	1150
Apr 2020	21	1976	0	300	267	1388
May 2020	16	2145	49	316	188	1576
Jun 2020	21	1814	25	281	114	1373
Jul 2020	25	1816	35	257	83	1416
Aug 2020	0	1914	25	215	230	1444
Sep 2020	3	1679	44	223	98	1311
Oct 2020	7	1650	7	281	76	1279
Nov 2020	18	1724	33	253	81	1339
Dec 2020	8	1806	28	229	101	1440
Jan 2021	5	2083	24	229	180	1645
Feb 2021	10	2058	21	229	267	1531
Mar 2021	13	2075	24	275	147	1616
Apr 2021	2	1824	18	202	95	1507
May 2021	13	1963	25	236	106	1583
Jun 2021	0	1655	22	189	59	1385
Jul 2021	0	1749	29	210	86	1424
Aug 2021	0	1886	11	227	67	1581
Sep 2021	0	1723	8	188	123	1404
Oct 2021	0	1859	17	224	78	1540
Nov 2021	0	1813	7	228	71	1507
Dec 2021	0	1855	6	173	178	1498
Jan 2022	0	2111	9	186	77	1839
Feb 2022	0	1908	15	186	59	1648
Mar 2022	0	2002	10	189	106	1697
Apr 2022	0	1900	6	188	67	1639

Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive

Category	Axis 360	Digital	Circ	Total	Flipster	Hoopla	Kanopy	OverDrive
May 2022	0	1963		11	206	47	1699	
Jun 2022	0	2024		10	187	69	1758	
Jul 2022	0	2058		7	198	58	1795	
Aug 2022	0	2232		11	233	61	1927	
Sep 2022	0	1949		6	180	35	1728	
Oct 2022	0	1980		10	152	69	1749	
Nov 2022	0	1984		8	176	43	1757	
Dec 2022	0	2154		8	196	39	1911	
Jan 2023	0	2423		6	218	55	2144	

Monthly Usage

Distribution by Platform



Category Series 1

Axis 360	305
Flipster	595
Hoopla	8907
Kanopy	4250
OverDrive	65267

Distribution by Platform

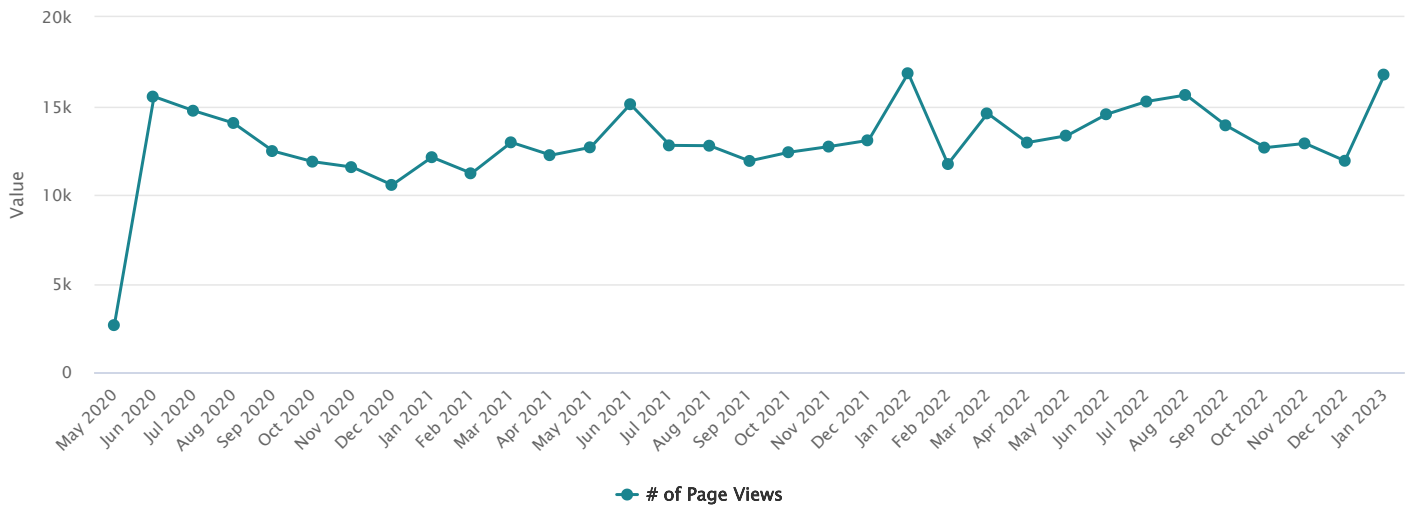
# 3 Year New Website Usage



## Category # of Visitors

May 2020	540
Jun 2020	2732
Jul 2020	2935
Aug 2020	3162
Sep 2020	2721
Oct 2020	2509
Nov 2020	2314
Dec 2020	2180
Jan 2021	2365
Feb 2021	2412
Mar 2021	2619
Apr 2021	2716
May 2021	2551
Jun 2021	3346
Jul 2021	3086
Aug 2021	2908
Sep 2021	2767
Oct 2021	2734
Nov 2021	2706
Dec 2021	2702
Jan 2022	3244
Feb 2022	2607
Mar 2022	3125
Apr 2022	2917
May 2022	2851
Jun 2022	3270
Jul 2022	3261
Aug 2022	3540
Sep 2022	3020
Oct 2022	2779
Nov 2022	2828
Dec 2022	2833
Jan 2023	3630

Visitors



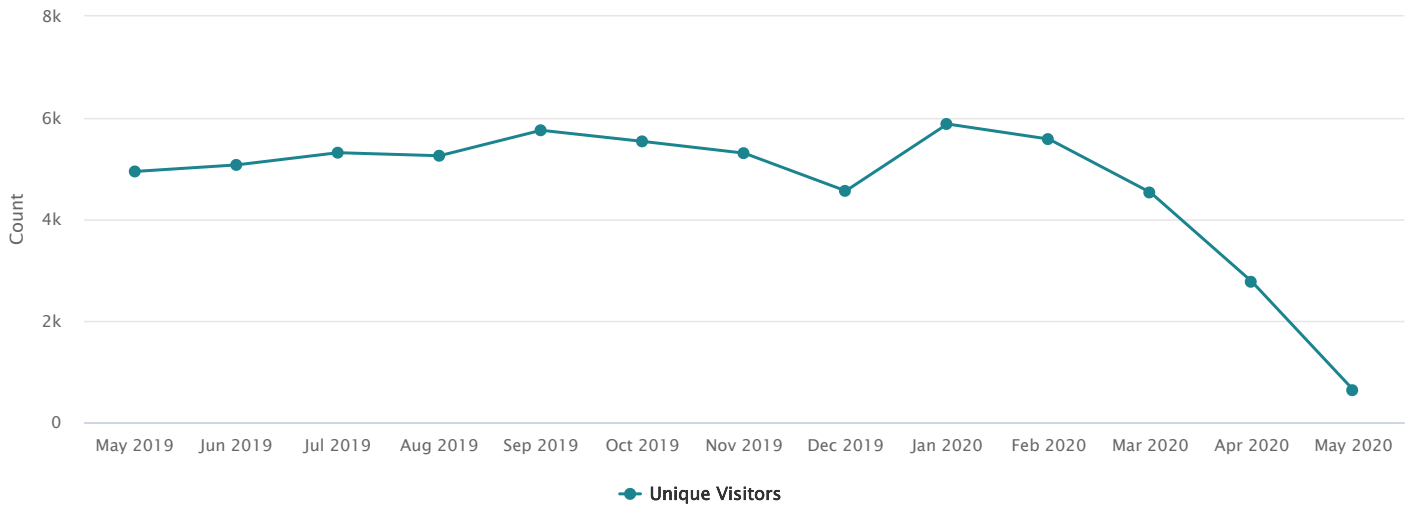
**Category # of Page Views**

<b>May 2020</b>	2653
<b>Jun 2020</b>	15525
<b>Jul 2020</b>	14729
<b>Aug 2020</b>	14039
<b>Sep 2020</b>	12457
<b>Oct 2020</b>	11861
<b>Nov 2020</b>	11552
<b>Dec 2020</b>	10550
<b>Jan 2021</b>	12112
<b>Feb 2021</b>	11204
<b>Mar 2021</b>	12948
<b>Apr 2021</b>	12227
<b>May 2021</b>	12667
<b>Jun 2021</b>	15095
<b>Jul 2021</b>	12777
<b>Aug 2021</b>	12759
<b>Sep 2021</b>	11901
<b>Oct 2021</b>	12392
<b>Nov 2021</b>	12709
<b>Dec 2021</b>	13061
<b>Jan 2022</b>	16840
<b>Feb 2022</b>	11726
<b>Mar 2022</b>	14578
<b>Apr 2022</b>	12935
<b>May 2022</b>	13326
<b>Jun 2022</b>	14530
<b>Jul 2022</b>	15248
<b>Aug 2022</b>	15616
<b>Sep 2022</b>	13907
<b>Oct 2022</b>	12652
<b>Nov 2022</b>	12888
<b>Dec 2022</b>	11910
<b>Jan 2023</b>	16764

Page Views

# 3 Year Previous Website Usage

## Visitors

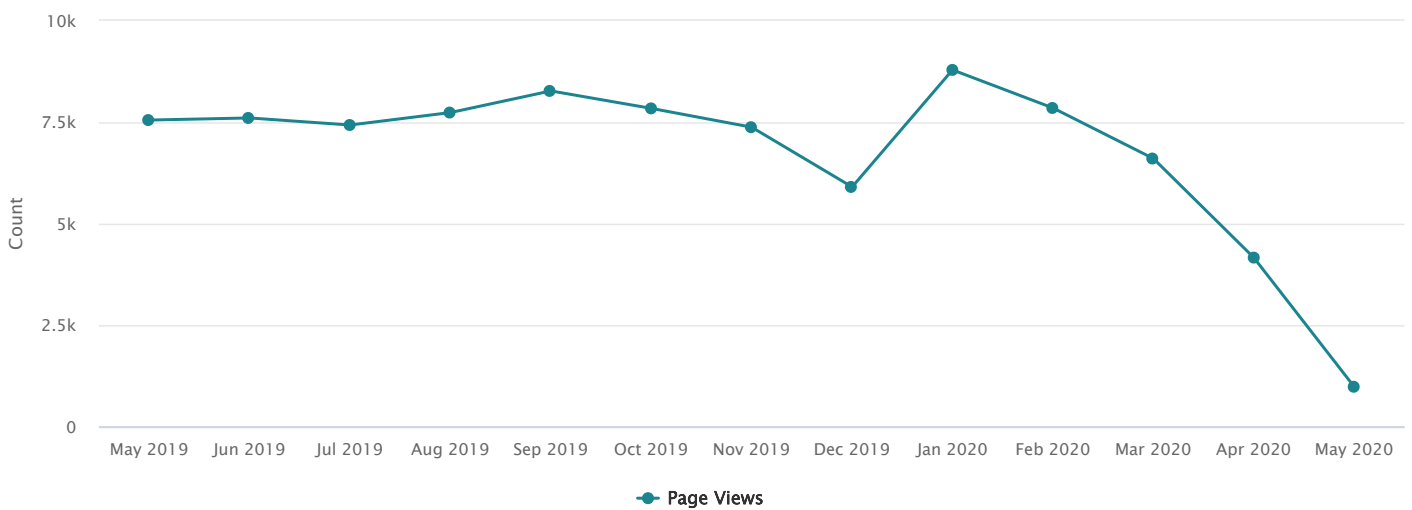


### Category Unique Visitors

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

### Visitors

## Page Views



### Category Page Views

- May 2019 7553
- Jun 2019 7605

**Category Page Views**

**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

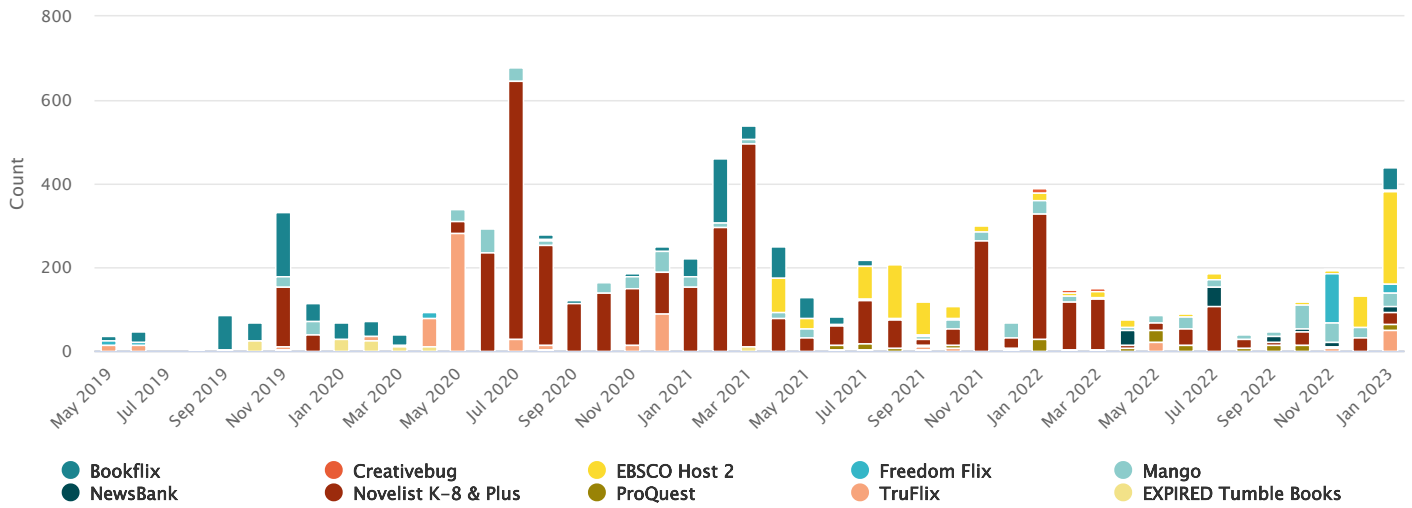
**Apr 2020** 4164

**May 2020** 981

Page Views

# 3 Year Database Usage

## Usage by Platform



Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	EXPIRED Tumble Books
May 2019	10	0	0	8	0	0	0	0	15	1
Jun 2019	22	0	0	10	0	0	0	0	13	0
Jul 2019	0	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	0	0	0	0	3	0
Sep 2019	84	0	0	0	0	0	0	0	0	3
Oct 2019	43	0	0	0	0	0	0	0	0	24
Nov 2019	152	0	0	1	25	0	142	0	8	3
Dec 2019	40	0	0	0	34	0	39	0	0	0
Jan 2020	37	0	0	0	0	0	0	0	0	30
Feb 2020	36	0	0	2	0	0	0	0	11	24
Mar 2020	25	0	0	5	0	0	0	0	1	10
Apr 2020	4	0	0	13	0	0	0	0	70	10
May 2020	6	0	0	1	31	0	29	0	281	0
Jun 2020	0	0	0	0	55	0	236	0	0	1
Jul 2020	0	0	0	3	32	0	615	0	30	0
Aug 2020	9	0	0	3	12	0	238	0	13	2
Sep 2020	7	0	0	0	0	0	115	0	0	0
Oct 2020	0	0	0	0	27	0	139	0	0	0
Nov 2020	4	0	0	1	28	0	138	0	13	0
Dec 2020	10	0	0	0	51	0	100	0	88	0
Jan 2021	45	0	0	0	24	0	152	0	0	1
Feb 2021	156	0	0	0	10	0	296	0	0	0
Mar 2021	33	0	0	0	11	0	486	0	0	11
Apr 2021	74	0	83	0	12	0	80	0	0	0
May 2021	52	0	24	0	22	0	31	0	0	0
Jun 2021	16	0	3	0	0	0	49	10	0	3
Jul 2021	17	0	78	3	0	0	104	14	3	0
Aug 2021	0	0	127	0	5	0	68	6	0	0
Sep 2021	0	0	80	3	6	0	17	4	4	5
Oct 2021	0	0	29	3	23	0	38	6	8	0
Nov 2021	0	0	16	0	20	0	265	0	0	0
Dec 2021	0	0	3	0	36	0	25	3	0	3
Jan 2022	5	9	18	0	33	0	299	29	0	0
Feb 2022	0	6	8	0	14	0	116	0	3	0
Mar 2022	0	7	13	0	2	4	122	2	0	0
Apr 2022	0	1	19	0	7	33	10	6	0	0



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

<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	1	0	0	10	0	22	7	0	0
<b>Sep 2022</b>	0	3	0	0	11	13	6	15	0	0
<b>Oct 2022</b>	0	2	9	0	56	6	31	16	0	0
<b>Nov 2022</b>	0	4	8	117	44	12	0	4	7	0
<b>Dec 2022</b>	0	1	76	0	23	0	33	0	0	0
<b>Jan 2023</b>	52	4	223	19	33	14	28	14	51	0

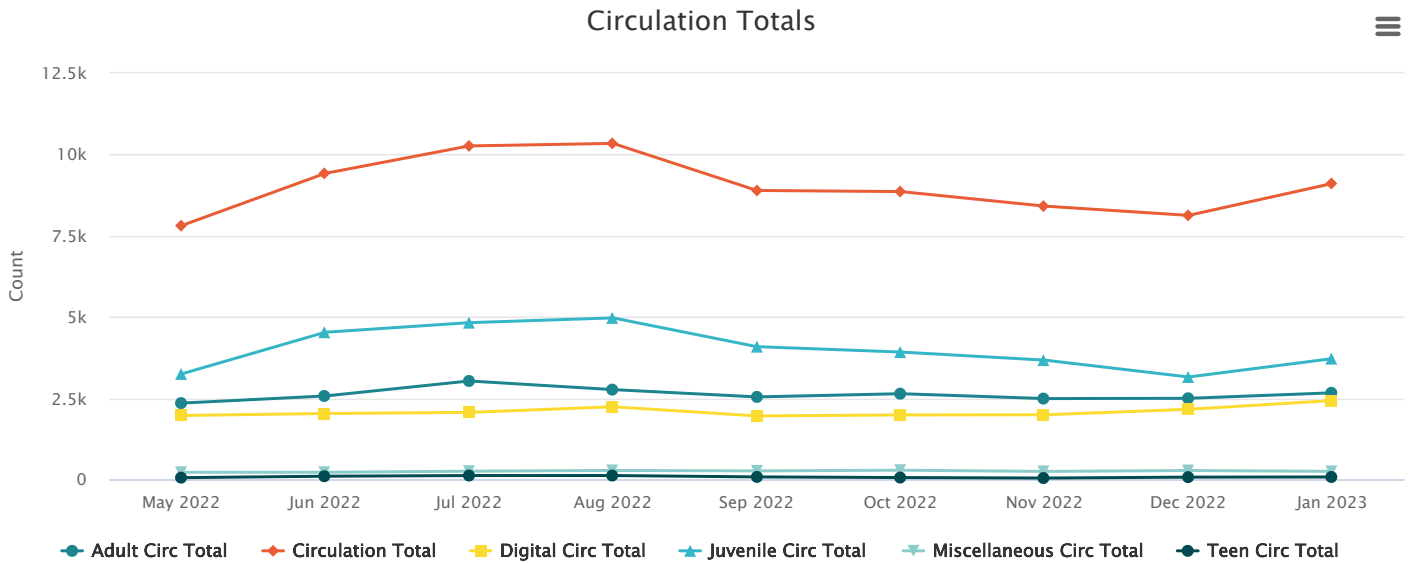
Usage by Platform

Powered by [Springshare](#)

# FY 22-23 Graphs

## FY 22-23 Circulation Totals

81,244  
TOTAL CIRCS

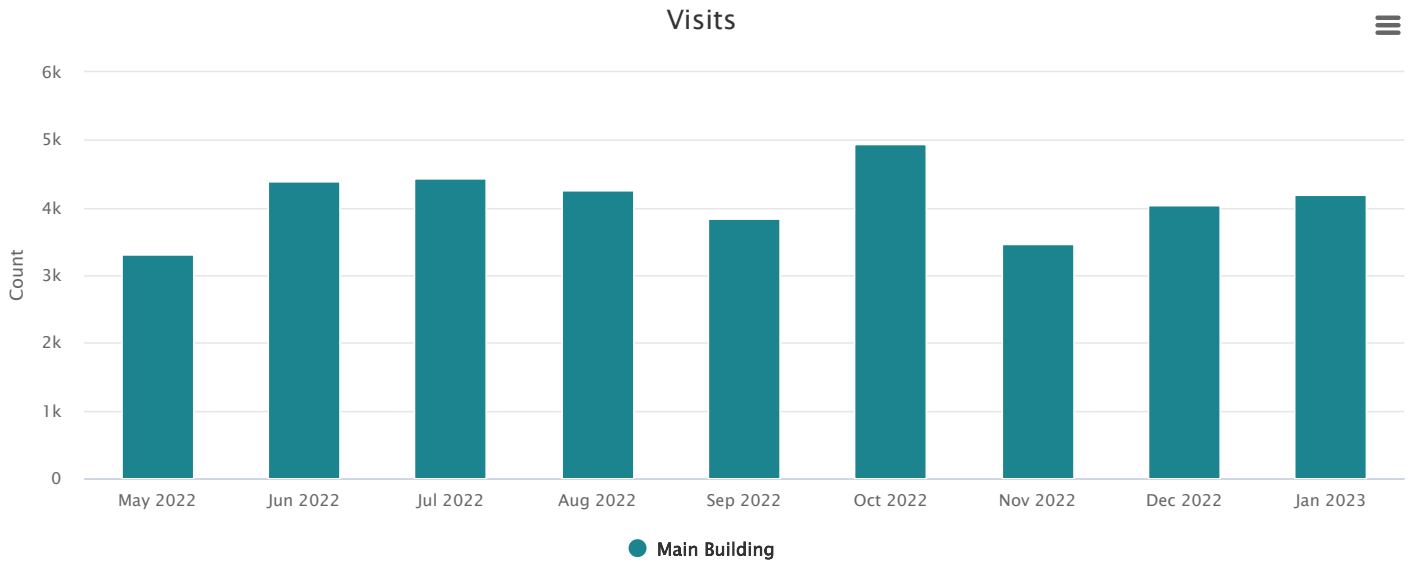


Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2022	2344	7810	1963	3242	213	48
Jun 2022	2564	9421	2024	4527	214	92
Jul 2022	3026	10266	2058	4822	247	113
Aug 2022	2760	10344	2232	4969	270	113
Sep 2022	2535	8894	1949	4083	256	71
Oct 2022	2634	8860	1980	3917	278	51
Nov 2022	2484	8412	1984	3668	240	36
Dec 2022	2492	8127	2154	3149	268	64
Jan 2023	2661	9110	2423	3715	242	69

Circulation Totals

# FY 22-23 Visits

36,845  
TOTAL VISITS



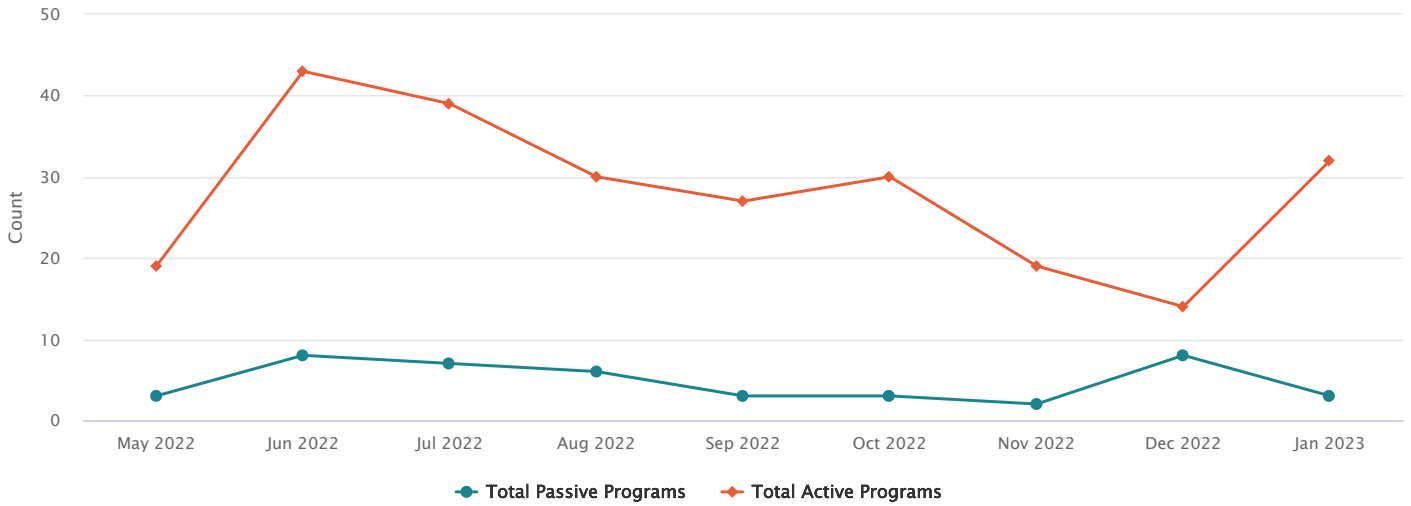
## Category Main Building

**May 2022** 3315  
**Jun 2022** 4380  
**Jul 2022** 4425  
**Aug 2022** 4261  
**Sep 2022** 3840  
**Oct 2022** 4938  
**Nov 2022** 3470  
**Dec 2022** 4033  
**Jan 2023** 4183

Visits

# FY 22-23 Programming

## Number of Programs

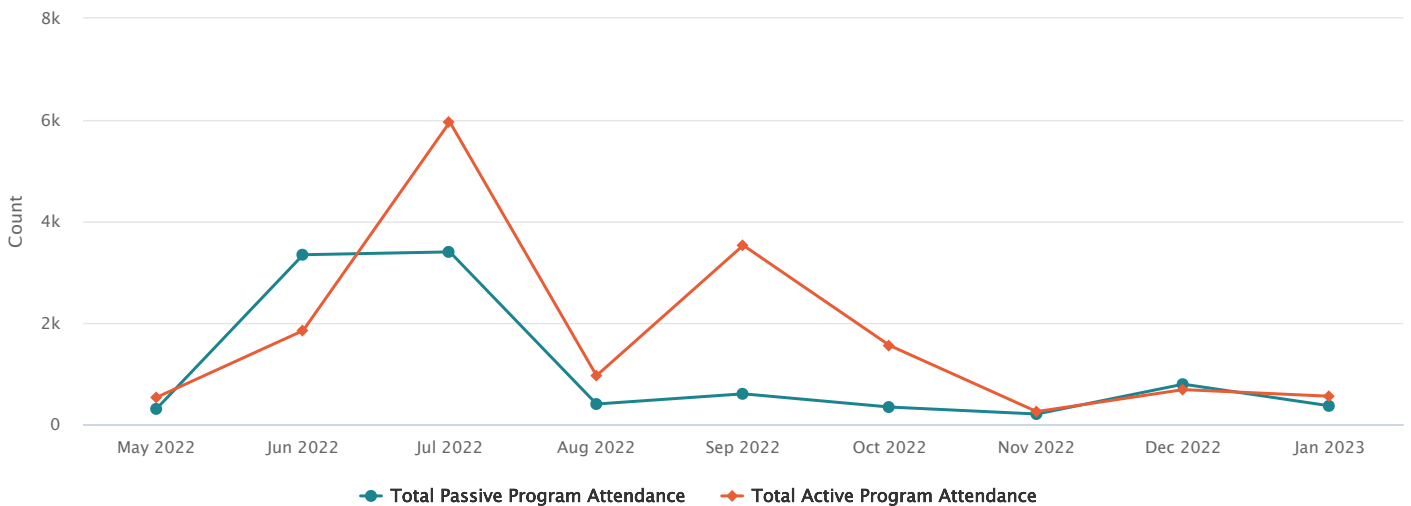


**Category Total Passive Programs Total Active Programs**

May 2022	3	19
Jun 2022	8	43
Jul 2022	7	39
Aug 2022	6	30
Sep 2022	3	27
Oct 2022	3	30
Nov 2022	2	19
Dec 2022	8	14
Jan 2023	3	32

Number of Programs

## Program Attendance



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

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

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

**Nov 2022** 203 251

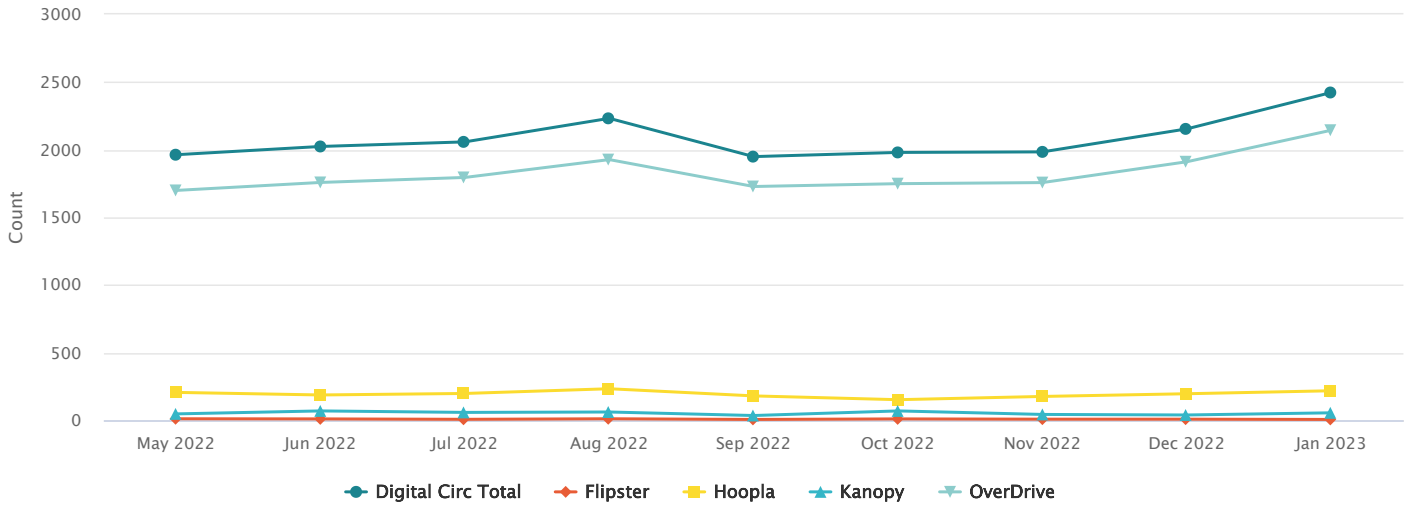
**Dec 2022** 791 684

**Jan 2023** 363 553

Program Attendance

# FY 22-23 Digital Collections

## Monthly Usage

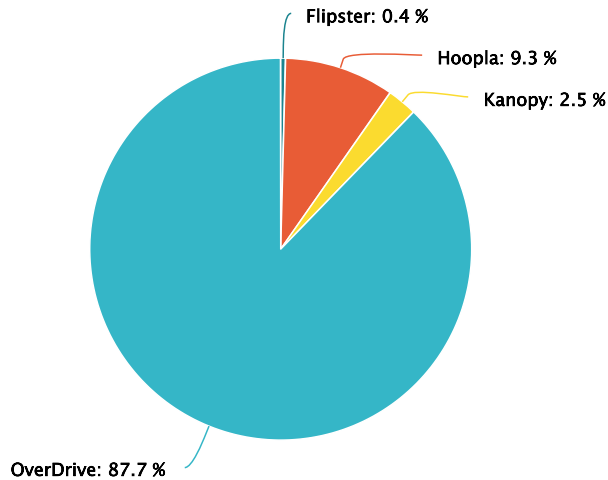


Category Digital Circ Total Flipster Hoopla Kanopy OverDrive

May 2022	1963	11	206	47	1699
Jun 2022	2024	10	187	69	1758
Jul 2022	2058	7	198	58	1795
Aug 2022	2232	11	233	61	1927
Sep 2022	1949	6	180	35	1728
Oct 2022	1980	10	152	69	1749
Nov 2022	1984	8	176	43	1757
Dec 2022	2154	8	196	39	1911
Jan 2023	2423	6	218	55	2144

Monthly Usage

## Distribution by Platform



Category Series 1

Flipster	77
Hoopla	1746
Kanopy	476
OverDrive	16468

Distribution by Platform



# FY 22-23 Website Usage

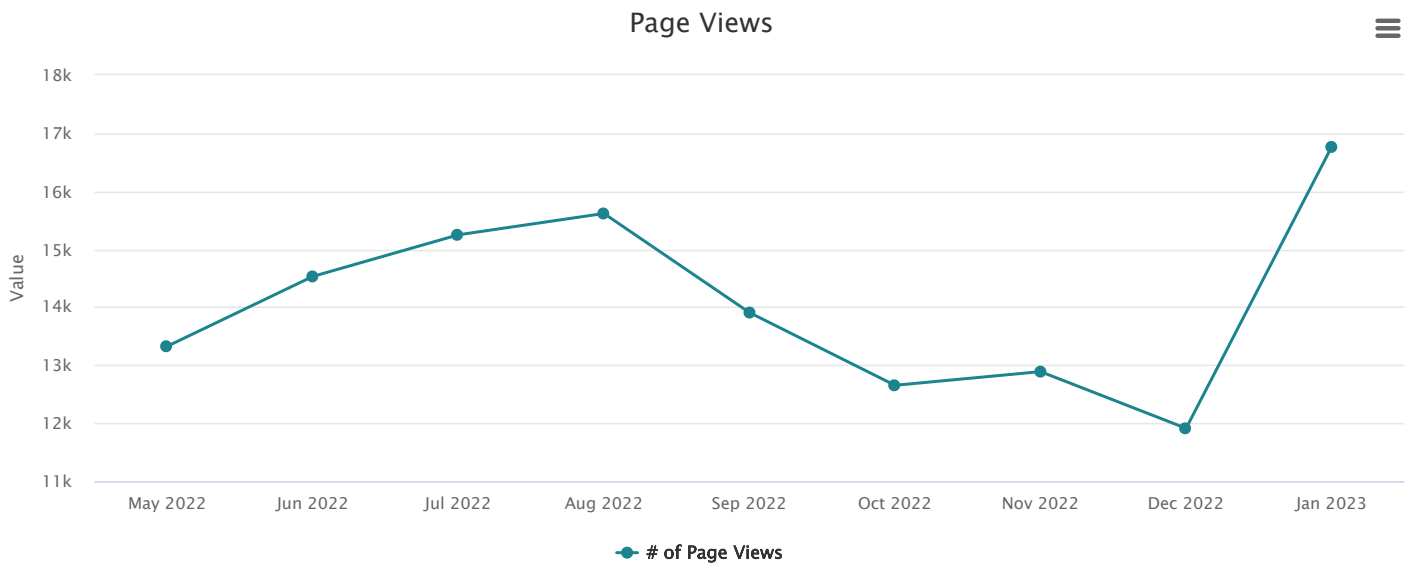
34,135  
TOTAL SESSIONS



#### Category # of Visitors

**May 2022** 2851  
**Jun 2022** 3270  
**Jul 2022** 3261  
**Aug 2022** 3540  
**Sep 2022** 3020  
**Oct 2022** 2779  
**Nov 2022** 2828  
**Dec 2022** 2833  
**Jan 2023** 3630

#### Visitors



#### Category # of Page Views

**May 2022** 13326  
**Jun 2022** 14530



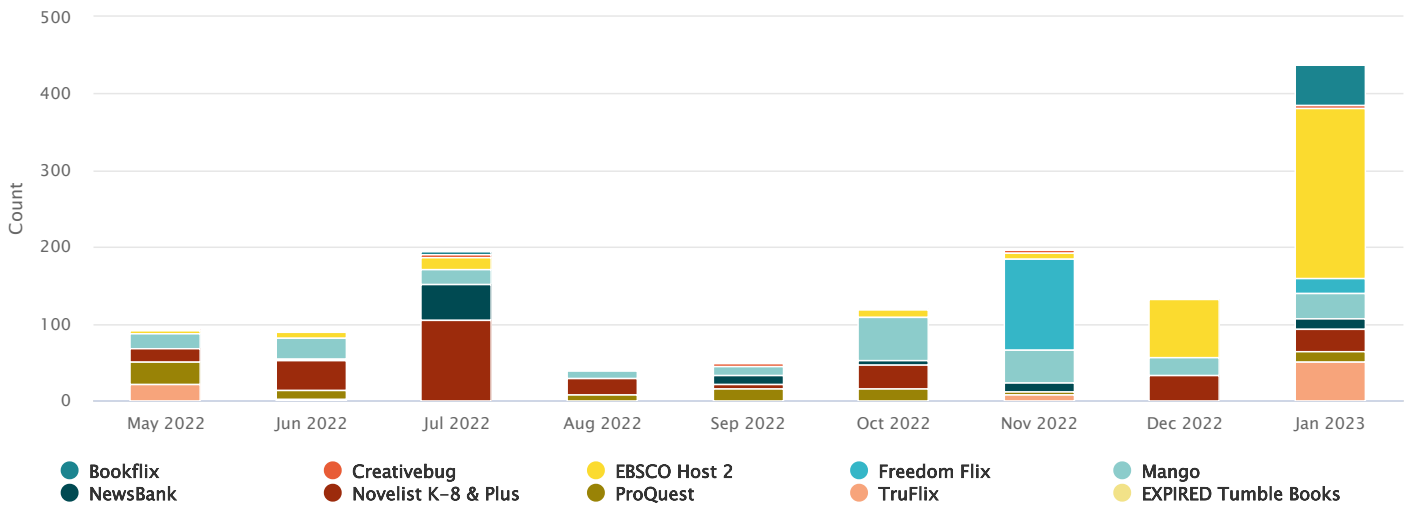
**Category # of Page Views**

**Jul 2022** 15248  
**Aug 2022** 15616  
**Sep 2022** 13907  
**Oct 2022** 12652  
**Nov 2022** 12888  
**Dec 2022** 11910  
**Jan 2023** 16764

Page Views

## FY 22-23 Database Usage

Usage by Platform



Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	EXPIRED Tumble Books
May 2022	0	2	4	0	18	0	18	29	22	0
Jun 2022	0	3	7	0	27	2	39	13	0	1
Jul 2022	4	4	14	0	20	46	106	0	0	0
Aug 2022	0	1	0	0	10	0	22	7	0	0
Sep 2022	0	3	0	0	11	13	6	15	0	0
Oct 2022	0	2	9	0	56	6	31	16	0	0
Nov 2022	0	4	8	117	44	12	0	4	7	0
Dec 2022	0	1	76	0	23	0	33	0	0	0
Jan 2023	52	4	223	19	33	14	28	14	51	0

Usage by Platform